

Crawley Borough Council

Agenda of the Full Council

To: The Mayor and Councillors

You are summoned to attend a meeting of the **Full Council** which will be held in **Council Chamber - Town Hall**, on **Wednesday, 21 February 2018 at 7.30 pm**

Nightline Telephone No. 07881 500 227



Head of Legal and Democratic Services

Please contact Democratic Services if you have any queries regarding this agenda.
democratic.services@crawley.gov.uk

Published 13 February 2018

Duration of the Meeting

If the business of the meeting has not been completed within two and a half hours (normally 10.00 pm), then in accordance with Council Procedure Rule 2.2, the Mayor will require the meeting to consider if it wishes to continue for a period not exceeding 30 minutes. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue. (Following the meeting's initial extension, consideration will be given to extending the meeting by further periods not exceeding 30 minutes in each case).

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The order of business may change at the Mayor's discretion

Part A Business (Open to the Public)

	Pages
1. Apologies for Absence	
To receive any apologies for absence.	
2. Disclosures of Interest	
In accordance with the Council's Code of Conduct, Councillors of the Council are reminded that it is a requirement to declare interests where appropriate.	
3. Communications	
To receive and consider any announcements or communications.	
4. Public Question Time	
To answer public questions under Council Procedure Rule10. The questions must be on matters which are relevant to the functions of the Council, and should not include statements.	
One supplementary question from the questioner will be allowed.	
Up to 30 minutes is allocated to Public Question Time.	
5. Minutes	5 - 22
To approve as a correct record the minutes of the meeting of the Full Council held on 13 December 2017.	
6. Items for debate (Reserved Items)	
Prior to the introduction of the Minutes of the Cabinet, Overview and Scrutiny Commission and Committees (as contained in the Book of Minutes), Members will be given the opportunity to indicate on which items they wish to speak.	
These Reserved Items will then be the only matters to be the subject of a debate.	
7. Minutes of the Cabinet, Overview and Scrutiny Commission and Committees	23 - 62
1) To receive the minutes of the meetings of the Cabinet, Overview and Scrutiny Commission and Committees, as listed on page 23,	

and set out in the appendices to this item.

- 2) To adopt any of the recommendations to Full Council, which have not been reserved for debate and as listed on page 23, and set out in the appendices to this item.

8. Reserved Items

To deal with items reserved for debate including any recommendations, which have been identified by Councillors under Agenda Item 6.

Councillors who have reserved items for debate may speak on an item for no more than 5 minutes.

9. Councillors' Written Questions

To answer Councillors' written questions under Council Procedure Rule 11.3.

10. Announcements by Cabinet Members

An opportunity for Cabinet Members to report verbally (if necessary) on issues relating to their Portfolio not covered elsewhere on the agenda.

11. Questions to Cabinet Members

To answer questions to Cabinet Members under Council Procedure Rule 11.2.

Up to 15 minutes is allocated for questions to Cabinet Member

12. Questions to Committee Chairs

To answer questions to Committee Chairs.

Up to 15 minutes is allocated for questions to Committee Chairs.

13. Supplemental Agenda

Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.

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Agenda Item 5

Full Council (52)
13 December 2017

Crawley Borough Council

Minutes of Full Council

Wednesday, 13 December 2017 at 7.30 pm

Councillors Present:

B J Quinn (Mayor)

C Portal Castro (Deputy Mayor)

M L Ayling, T G Belben, N J Boxall, B J Burgess, R G Burgess, R D Burrett, C A Cheshire, D Crow, C R Eade, F Guidera, I T Irvine, K L Jaggard, M G Jones, S J Joyce, P K Lamb, R A Lanzer, T Lunnon, K McCarthy, C J Mullins, D M Peck, A Pendlington, M W Pickett, T Rana, R Sharma, A C Skudder, B A Smith, P C Smith, M A Stone, K Sudan, J Tarrant, G Thomas and L Vitler

Also in Attendance:

Councillor Mr P Nicolson

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Ann-Maria Brown	Head of Legal and Democratic Services
Andrew Oakley	Electoral Services Manager
Chris Pedlow	Democratic Services Manager

Apologies for Absence:

Councillor Dr H S Bloom and R S Fiveash

Absent:

Councillor

1. Disclosures of Interest

The disclosures of interests made by Councillors were set out in **Appendix A** to the minutes.

All officers present, with exception of the Chief Executive, declared a personal interest in respect of Recommendation 2 – 2017/2018 Budget Monitoring – Quarter 2 as the item includes a proposal of a one off payment to staff. The Chief Executive confirmed that she had chosen not to receive the proposed payment.

Agenda Item 5

Full Council (53)
13 December 2017

2. Communications

The Mayor invited representatives from each party to pay tribute to the sad passing of Honourable Alderman and Freeman Alan Quine. Councillors Burrett, B. Smith, R. Burgess, Mullins, McCarthy and the Mayor himself, paid their heartfelt and touching tributes.

The Mayor provided the Full Council with a brief update of the Mayoral events, commenting that since the start of his mayoral year, there had been over 141 events attended. He already either visited or had hosted in the Council Chamber many of the schools in the Borough.

3. Public Question Time

Questions asked in accordance with Council Procedure Rule 9 were as follows:

Questioner's Name	Name of Councillor Responding
<p>Mr Hall – (<i>Langley Green</i>)</p> <p><i>The question I would like to ask relates to the water feature in Queen's Square. Who was responsible for monitoring the water quality of the fountains and how frequently?</i></p>	<p>Councillor P. Smith (<i>Cabinet Member Planning and Economic Development</i>)</p> <p><i>It was a good question and as part of the design process a closed system was produced that includes a water purification system that cleans and recirculates the water.</i></p> <p><i>The Council's Environmental Health team monitors the system I believe on a daily basis. During the first year the supplier was on call to ensure that the feature works correctly and safely.</i></p>
<p><u>Supplementary Question</u></p> <p><i>Would the Council consider putting any signs up to remind the public that the fountain was a water feature and should not be entered or played in for health and safety reasons?</i></p>	<p>Councillor P. Smith (<i>Cabinet Member Planning and Economic Development</i>)</p> <p><i>I will look into that idea with the officers, but my initial thought was that, this would be unlikely.</i></p>
<p>Mr Symonds – (<i>Ifield</i>)</p> <p><i>I am asking this question on behalf of the Ifield society. The Council has recently granted Ifield Brook meadows with a Local Green Space (LGS) status, thus giving this area some protection from development.</i></p>	<p>Councillor P. Smith (<i>Cabinet Member Planning and Economic Development</i>)</p> <p><i>Yes you are correct that we placed LGS status to stop any development on this special area for the foreseeable future. To become a NRS we needed the landowner's permission and that of Natural England. We have actually</i></p>

Agenda Item 5

Full Council (54)
13 December 2017

Questioner's Name	Name of Councillor Responding
<p><i>What is stopping the Council from upgrading the area with local Nature Reserves Status (NRS)? Which was supported by the Sussex Nature Trust.</i></p> <p><u>Supplementary Question</u></p> <p><i>With the HCA being the landowners, and the HCA also being a Government agency, can the Council confirm as to whether the Ifield Brook Meadows was private or public land?</i></p>	<p><i>written to the Homes and Communities Agency (HCA) as the land owner on this matter and included the Ifield Society's petition but they declined to give us permission. I'll email you a response on this matter as I'm aware you might struggle to hear my response.</i></p> <p>Councillor Thomas – <i>(Environmental Services and Sustainability)</i></p> <p><i>The fact the Council was able to grant Ifield Brook meadows as LGS, the only one in Crawley, was down to Mr Symonds and others like him who for decades had been campaigning for the protection of the meadows. That support provided us with the evidence to justify the LGS status, so thank you for your hard work.</i></p> <p>Councillor P. Smith <i>(Cabinet Member Planning and Economic Development)</i></p> <p>I cannot provide a technical reply on the land's status, but legally we do have to seek and gain the HCA's permission to do anything with regard to the land.</p>
<p>Mr Wren – (Broadfield)</p> <p>Mr Wren's question raised related to a complaint he had made to the Council over his garage tenancy and the damage caused to his vehicle from the faulty garage roof.</p> <p>The Mayor rejected Mr Wren's question as the Full Council was not the correct forum to consider an individual's complaint.</p> <p>Councillor Joyce (Cabinet Member of Housing), stated he would ask officers' to brief him on Mr Wren's complaint and he would then look into the matter further himself.</p>	

4. Minutes

The minutes of the meeting of the Full Council held on 18 October 2017 were approved as a correct record and signed by the Mayor.

Agenda Item 5

Full Council (55)
13 December 2017

5. Items for debate (Reserved Items)

Councillors indicated that they wished to speak on a number of items as set out in the following table:

Page no.	Committee/ Minute no. (and the Member reserving the item for Debate)	Subject (Decisions previously taken under delegated powers, reserved for debate only).	Subject (Recommendation to Council, reserved for debate)
p.40	Overview and Scrutiny Commission, Minute 4 6 November 2017 Conservative Group	Receiving Customers in the Town Hall	
p.60	Audit Committee, Minute 4 28 November 2017 Conservative Group	Internal Audit Progress Report and Incorporating Risk Management Updates (as of 31 October 2017)	
p.65	Governance Committee Minute 4 28 November 2017 Labour Group and Conservative Group		<u>Recommendation 1</u> Submission to Boundary Commission, Proposed - Council Size
p.101	Cabinet Minute 7 29 November 2017 Conservative Group	Town Centre Signage & Wayfinding	
p.106	Cabinet Minute 12 29 November 2017 Labour Group and Conservative Group		<u>Recommendation 3</u> 2017-18 Budget Monitoring – Quarter 2
p.108	Cabinet Minute 15 29 November 2017 Labour Group and Conservative Group		<u>Recommendation 5</u> Allocation of funds for College Car Park scheme – Affordable Housing Opportunity

6. Minutes of the Cabinet, Overview and Scrutiny Commission and Committees

- 1) Moved by Councillor Portal Castro (as the Deputy Mayor):-

RESOLVED

That the following reports be received:

- Planning Committee – 9 October 2017
- Cabinet – 25 October 2017
- Licensing Committee – 30 October 2017
- Overview and Scrutiny Commission – 6 November 2017
- Planning Committee – 7 November 2017
- Overview and Scrutiny Commission – 27 November 2017
- Audit Committee – 28 November 2017
- Governance Committee – 28 November 2017
- Cabinet – 29 November 2017

- 2) That the recommendations contained in the reports on the following matters, which had not been reserved for debate, be adopted:-

Brownfield Land Register – Cabinet – 29 November 2017 (Recommendation 2)

The Full Council considered report SHAP/65 of the Head of Strategic Housing and Planning

RESOLVED

That the Constitution be amended so that the following functions are the remit of the Planning Committee:

- (i). *Power to approve sites for entry into Part 2 of the Brownfield Land Register;*
- (ii). *Power to decline to approve sites for entry into Part 2 of the Brownfield Land Register;*
- (iii). *Power to determine applications for Permission in Principle;*
- (iv). *Power to determine applications for Technical Details Consent;*

And that those functions (i)–(iv) be delegated to the Head of Economic and Environmental Services.

Community Infrastructure Levy (CIL) – Delegation of Enforcement Powers – Cabinet – 29 November 2017 (Recommendation 4)

The Full Council considered joint report PES/262 of the Head of Economic and Environmental Services and the Head of Legal and Democratic Services.

RESOLVED

That Full Council approves the following Constitution changes in relation to Community Infrastructure Levy (CIL) - Delegation of Enforcement Powers:

Agenda Item 5

Full Council (57)
13 December 2017

Delegation of Functions

1. *Exercise the Council's duties and powers in relation to the enforcement of the Community Infrastructure Levy (CIL) as set out in the Planning Act 2008 and Community Infrastructure Levy Regulations 2010 as amended or any Regulations amending or replacing the same.*

Delegated to the Head of Economic Development and Environmental Services and/or the Head of Legal and Democratic Services.

2. *Exercise the Council's duties and powers in relation to the calculation of the chargeable amount and the determination of liability, in respect of the Community Infrastructure Levy (CIL) as set out in the Planning Act 2008 and Community Infrastructure Levy Regulations 2010 as amended or any Regulations amending or replacing the same.*

Delegated to the Head of Economic Development and Environmental Services

3. *Exercise the Council's duties and powers in respect of appeals relating to the Community Infrastructure Levy (CIL) as set out in the Planning Act 2008 and Community Infrastructure Levy Regulations 2010 as amended or any Regulations amending or replacing the same.*

Delegated to the Head of Economic Development and Environmental Services

4. *Exercise the Council's duties in relation to the assessment of claims for exemption and/or relief from the Community Infrastructure Levy (CIL), in accordance with any relevant policies adopted by the Council as set out in the Planning Act 2008 and Community Infrastructure Levy Regulations 2010 as amended or any Regulations amending or replacing the same.*

Delegated to the Head Economic Development and Environmental Services

5. *Exercise the Council's duties in relation to administration of CIL, including determination of applications to satisfy CIL through the provision of land and/or infrastructure in-kind, and completion of any associated agreements as set out in the Planning Act 2008 and Community Infrastructure Levy Regulations 2010 as amended or any Regulations amending or replacing the same.*

Delegated to the Head of Economic Development and Environmental Services in consultation with relevant Portfolio holders.

7. Receiving Customers in the Town Hall (Overview and Scrutiny Commission - 6 November 2017)

Councillor Eade, on behalf of the Conservative Group, explained the rationale for bringing forward this item for debate. She commented that there were concerns over the staff levels in the Town Hall, after office hours, especially when evening meetings were taking place. Areas raised included the seeming lack of an obvious security

Agenda Item 5

Full Council (58)
13 December 2017

presence, no obvious reception to direct visitors, IT support in the evenings and the question as to whether a risk assessment had taken place on the Town Hall in the evenings.

Councillors Vitler, B. Smith, Sudan, Burrett, and Lamb also spoke on this matter.

8. Internal Audit Progress Report, Incorporating Risk Management Update as at 31 Oct 2017 (Audit Committee - 28 November 2017)

Councillor Crow, on behalf of the Conservative Group, explained the rationale for bringing forward this item for debate, he commented that he wasn't on the Audit Committee or attended the said meeting, however when reading the minutes from this meeting and then speaking to his colleagues on the issues discussed at the meeting, there appeared to be a clear difference. The minutes states that '*the Committee sought and received clarification on several points, including the delivery of the affordable housing programme.*' However what was actually discussed was how the Council was having to pay back £1.4mil of 1-4-1 capital receipts to the Government as it had not been spent. Councillor Crow questioned why such an important finance issue had not be included with the Audit Committee minutes. He intimated those types of key details should be included within minute, so that it more appropriately reflects the debate.

Councillors Belben, Lamb, Irvine, Lanzer, B Burgess and Sudan also spoke on the subject.

It was noted during the discussion that Democratic Service did have a guide as to what should be included within its minutes (and which was based on national guidance), and was available to Councillors on request.

9. Submission to Boundary Commission Proposed - Council Size - Recommendation 1 (Governance Committee - 28 November 2017)

The Full Council considered report LDS/132 of the Head of Legal and Democratic Service, which had been previously considered at the meeting of the Governance Committee on 28 November 2017.

Councillor Lunnon presented the report, with Councillors Crow, Irvine, Burrett, Lamb, Jones also spoke on the recommendation and associated report.

During the debate strong opinions were expressed on two differing views, one being in support of expanding the Council size to 39 Councillors and the other argument to reduce the Council size to 36 Councillors. It was noted that the council size must be a devisable by 3 as the Council was to remain election by thirds.

A recorded vote was requested and the Mayor then called for the vote.

Voting in Favour: Councillors: Ayling, Cheshire, Irvine, Jones, Joyce, Lamb, Lunnon, Mullins, Pickett, Portal Castro, Quinn, Rana, Sharma, Skudder, B A Smith, P C Smith, Sudan, and Thomas. (18)

Voting Against: Councillors: Belben, Boxall, B J Burgess, R G Burgess, Burrett, Crow, Eade, Guidera, Jaggard, Lanzer, McCarthy, Peck, Pendlington, Stone, Tarrant, and Vitler. (16)

Agenda Item 5

Full Council (59)
13 December 2017

Abstentions: Councillors: None (0)

The Mayor declared the proposed recommendation as approved – votes in favour 18, and votes against 16 with 0 abstention.

RESOLVED

That the Full Council approves the document at Appendix A of report LDS/132 (subject to minor clerical corrections and the removal of Sections 8.6 and 8.7) for final submission to the Local Government Boundary Commission for England, and in doing so agree that the Council size be proposed at 39 Councillors from May 2019.

10. Town Centre Signage and Wayfinding (Cabinet - 29 November 2017)

Councillor Guidera, on behalf of the Conservative Group, explained the rationale for bringing forward this item for debate, he queried whether the costing of the signage and wayfinding exercise was good value for money for our residents with signs costing £9k. Councillor P. Smith replied that a procurement exercise had been adhered to and the quotation that had been accepted was the best in terms of high quality signage for the best value for money.

11. 2017-18 Budget Monitoring - Quarter 2 - Recommendation 3 (Cabinet 29 - November 2017)

The Full Council considered report FIN/427 of the Head of Finance, Revenue and Benefits, which had been previously considered at the meeting of the Cabinet on 29 November 2017.

Councillor Lamb presented the report, with Councillors Lanzer, Crow and Joyce also spoke on the recommendation and associated report.

RESOLVED

That the Full Council approves the allocation of £8.0m of 1-4-1 receipts and approximately £7.5m of General Fund receipts for affordable housing on the Town Hall site development as outlined in paragraph 9.24 of report FIN/427.

12. Allocation of funds College Car Park Scheme - Affordable Housing Opportunity - Recommendation 5 (Cabinet 29 - November 2017)

The Full Council considered report CH/178 of the Head of Crawley Homes which had been previously considered at the meeting of the Cabinet on 29 November 2017.

Councillor Joyce presented the report, which Councillors Jaggard, and Lamb also spoke on the recommendations and associated report.

RESOLVED

- 1) that the allocation of funds from the Housing Revenue Account and Right to Buy 1-4-1 Reserves as detailed in Section 7 of the report CH/178 for the acquisition of the residential scheme on the College Car Park site, be approved for the

Agenda Item 5

Full Council (60)
13 December 2017

main purpose of Council-owned affordable housing, but with the flexibility to explore other tenure options as detailed in section 5.1 of the report CH/178.

- 2) the Delegated Authority be given to the Head of Crawley Homes, the Head of Finance, Revenues and Benefits and the Head of Legal and Democratic Services, in consultation with the Cabinet Member for Housing, to negotiate and agree the detailed terms of the Conditional Purchase Agreement and acquisition, and to consider the available tenure options as deemed necessary for financial or strategic reasons.

13. Notice of Motion 1 - Universal Credit

The Council considered the Notice of Motion 1 'Universal Credit' as set out in the Full Council's agenda. The Motion was moved by Councillor Lamb and seconded by Councillor Joyce.

During the debate on the proposed Notice of Motion, Councillors Crow, Sudan, Guidera, Thomas, Lanzer, Irvine, Jones and Lunnon all spoke on the subject.

The Mayor then called for a vote on the substantive motion, which was carried – votes in favour 18, and votes against 0 with 16 votes of abstentions.

RESOLVED

This Council notes that Universal Credit, the single monthly payment which replaces the six current working age benefits, is to be fully implemented in Crawley on 18 June 2018.

This Council also notes that, within our area, thousands of local people will be affected by these changes.

Crawley Borough Council notes with concern that the move to a Full Service Universal Credit in other parts of the country has caused considerable financial hardship for many of those people moving onto this new system of benefit payments. Before a full roll out of Universal credit the following problems need to be addressed:

- *The six week wait for claimants to receive their benefits. The idea that all workers are in jobs where they are paid a month in arrears ignores the reality for the 1.5m workers who struggle on zero hours, insecure jobs or forced self-employment. Claimants need to be paid from day one.*
- *Payments going to one named member of a household. Many claimants struggle to budget and payments should be paid to the separate claimants within a household and on a fortnightly rather than monthly basis. With the present policy there is a real danger that if the whole benefit goes to one named individual there is no guarantee that the money will be distributed fairly within the household*
- *Claimants need to have their rent paid directly to landlords to avoid the unacceptably high levels of arrears and homelessness that have occurred in the areas where UC already exists. Pushing claimants into debt adds to the stress and insecurity for claimants.*
- *An end to benefit sanctions as there is no evidence that sanctioning helps people into work. In fact taking away claimant's ability to feed themselves and*

Agenda Item 5

Full Council (61)
13 December 2017

their families prevents them from focusing on finding employment as they are too busy trying to survive. The evidence of the harm that sanctions cause is growing – they are an unnecessary cruelty in our benefits system.

- *Allow all new claimants to apply for Universal credit in jobs centres with the support of trained job centre staff. Forcing new claimant to apply on-line causes real problems for many people who don't have either access or the IT skills to cope with the complex online application. The use of a paid helpline also needs to be abandoned as claimants cannot afford the expensive rates charged. The planned job centre closures also needs to be reversed as claimants need face to face support to help them back into work and to deal with the complexity of Universal Credit.*
- *Abandon the in-work conditionality for part-time or low paid workers – the idea that there are extra hours or higher paid work for the large numbers of these affected workers is simply not the case. This clause of UC places the emphasis on individuals who often want greater number of hours of work – and not on the employers who benefit from short hours and insecurity.*
- *The overall level that UC is funded needs to be urgently increased. The rate at which some claimants will lose benefit is set at 63p in the pound which when compared with the top rate of income tax of 45% on incomes over £150,000 a year, demonstrates just how unfair UC is for the lowest income households.*

This Council notes with concern, therefore, that the implementation of a Full Service Universal Credit in the Borough is likely to prove seriously detrimental to the health and wellbeing of thousands of its local residents.

Crawley Borough Council therefore resolves to:

'Request all political group leaders to jointly write to the Secretary of State for Work and Pensions asking that the system of Universal Credit is redesigned in such a way that it removes the inherent risks that this council has expressed its concerns over.'

14. Notice of Motion 2 - Capital Receipts From Right To Buy

The Council considered the Notice of Motion 2 'Capital Receipts from Right to Buy' as set out in the Full Council's agenda. The Motion was moved by Councillor Crow and seconded by Councillor Boxall and in doing so both Councillors presented their reasons for bring forward the motion.

Following the moving to Notion of Motion 2, the Mayor stopped the debate on this item, due to the need for a vote to continue the meeting.

15. Duration of the Meeting (Guillotine)

As the business had not been completed within the scheduled 2 hours 30 minutes a vote on continuation, and in line with Council Procedure Rule 2.2, was held. The Mayor required the Full Council to consider if it wished to continue with the meeting.

Having put it to the vote, the Council agreed that the meeting be continued for an additional period not exceeding 30 minutes.

Agenda Item 5

Full Council (62)
13 December 2017

16. Notice of Motion 2 - Capital Receipts From Right To Buy (Continued)

Following the vote to continue the meeting the Mayor reopened the discussion on the Notion of Motion 2 - 'Capital Receipts From Right To Buy'.

During the debate on the proposed Notice of Motion, Councillors Lamb, Burrett, McCarthy, Irvine, Joyce, and Lanzer also spoke on the subject.

The Mayor then called for a vote on the substantive motion, which was carried – votes in favour 33, with no votes against or in abstentions.

RESOLVED

In 2012 the Government relaxed the rules on the use of capital receipts from Right To Buy housing sales by allowing local authorities to keep a greater share of those receipts on the condition that they would be used to fund the provision of new affordable housing on a 1 for 1 match-funding basis, but with the proviso that any such capital receipts which were not spent within five years of their receipt would have to be paid back to the Government with interest.

This Council is extremely concerned to learn that, for the first time since this policy was introduced, Crawley Borough Council has been required to pay over £1 million of such receipts back to the Government along with an appropriate interest payment due to those receipts not being spent within the time limit allowed.

Therefore the Council resolves to:

- (i). *publicly express regret at this occurrence, taking into consideration the needs of those people waiting for social housing in the Borough who will now not benefit from the use of over £1 million of these receipts for the purpose for which they were intended, namely the provision of new social housing;*
- (ii). *instruct the Leader of the Council and the Cabinet Member for Housing to provide a full explanation as to how this was allowed to happen, and to commit to taking all possible steps to ensure that no further receipts have to be paid back to the Government with interest in the future;*
- (iii). *request that in future, the Leader of the Opposition and the Shadow Cabinet Member for Housing are regularly kept informed as to the situation with regard to the spending of these capital receipts, and therefore made aware in good time as and when there is a danger of further receipts having to be paid back to the Government with interest.*

17. Councillors' Written Questions

Councillors' written questions, together with the answers, were tabled as follows:-

Questioner	Councillor Irvine
Addressed to	Cabinet Member for Housing
Subject	Sale of Council Houses
Questioner	Councillor Crow
Addressed to	Leader of the Council
Subject	Cost of running Borough Elections

Agenda Item 5

Full Council (63)
13 December 2017

Questioner Councillor Jaggard
Addressed to Leader of the Council
Subject The number of females having served on the Cabinet.

Questioner Councillor Guidera
Addressed to Cabinet Member for Wellbeing
Subject Memorial Gardens covenant and the ability to relocate the bandstand to the gardens

Questioner Councillor Burrett
Addressed to Cabinet Member for Housing
Subject 1-4-1 repayments to the Government

18. Announcements by Cabinet Members

Cabinet Member	Subject
Councillor Thomas – <i>(Cabinet Member for Environmental Services and Sustainability)</i> .	Informed the Full Council that he was asking officers to investigate the potential for running a pilot scheme of installing drinking fountains/ bottle replenishment stations into the Town Centre. The reasoning behind this concept was to help residents reduce the need for using plastic bottles, whilst providing free rehydration facilities.

19. Duration of the Meeting (Guillotine)

As the business had not been completed within the additional period of 30 minutes after the initial vote on continuation, and in line with Council Procedure Rule 2.2, the Mayor required the Full Council to consider if it wished to continue with the meeting.

Having put it to the vote the Council agreed that the meeting be continued for an additional period not exceeding 30 minutes.

20. Questions to Cabinet Members

Name of Councillor asking Question	Name of Cabinet Member(s) Responding
Councillor Crow to the Cabinet Member for Housing. <i>I was appalled to read that Crawley ranked 304 of 324 English local Authorities on social mobility, especially those living in the most disadvantage homes in the town.</i> <i>What did the Cabinet Member believe were the reasons behind this were and what was he doing about</i>	Councillor Joyce – <i>(Cabinet Member for Housing)</i> . <i>We don't have many bad houses in Crawley. I'm going to address this by building more houses, with over 200 being built across the Borough at present.</i> <i>People shouldn't be disadvantage because of the housing in the Town and our stock generally is excellent.</i>

Agenda Item 5

Full Council (64)
13 December 2017

<p><i>this with regards to housing?</i></p>	
<p>Councillor R Burgess to the Cabinet Member for Wellbeing.</p> <p><i>With regards to the minutes of the last Full Council quotes Councillor Mullins, saying 'the aim was to have it rebuilt in the Memorial Gardens for the Christmas period, so it could be used for the Christmas carols.'</i></p> <p><i>However a recent press release stated that work on the Bandstand would commence in 2018.</i></p> <p><i>Please can the Cabinet Member confirm when the Bandstand would be completed?</i></p>	<p>Councillor Mullins – <i>(Cabinet Member for Wellbeing)</i>.</p> <p><i>There have been unexpected delays such as the need to reproduce additional sides of the Bandstand, which had been found to have been damaged. The works will be finished during the early part of 2018 and it would be worth the wait.</i></p>
<p>Councillor Guidera to the Cabinet Member for Planning and Economic Development</p> <p><i>Would you join me in, investigating the possibility of that the streetfood stalls and trucks that run in conjunction with the market, of extending their ability to trade across the week rather than simply the same times as the market?</i></p>	<p>Councillor P Smith – <i>(Cabinet Member for Planning and Economic Development)</i></p> <p><i>I'll take the idea back to the Town Centre Manager to investigate further, but having those food trucks/stalls do add a lot to the Town Centre. However I do believe there are very specific rules governing the number of days that the market can be in use and that limit might include the food vendors.</i></p>
<p>Councillor B Smith to the Cabinet Member for Resources</p> <p><i>During the winter please can the Cabinet Member for Resources ensure that there was heating on in the Council Chamber as it is 4c outside and it is colder than that in the Chamber tonight?</i></p>	<p>Councillor Skudder – <i>(Cabinet Member for Resources)</i></p> <p><i>I'll look into this.</i></p>
<p>Councillor Eade to the Cabinet Member for Planning and Economic Development</p> <p><i>Some streets in the Borough are seeing an ever increasing number of HMO's. Is the Cabinet Member willing to use planning policy to address this and what does he feel is an expectable number of HMO's in a residential street?</i></p>	<p>Councillor P Smith – <i>(Cabinet Member for Planning and Economic Development)</i></p> <p><i>Our current policy defines exactly what a HMO is, along with the regulations required for owning such a property. I don't have the exact information on HMO's to hand but can get them sent to you.</i></p> <p><i>There is a difficult balance on housing in terms of the amount of properties needed to the land available.</i></p>

Agenda Item 5

Full Council (65)
13 December 2017

<p>Councillor B Burgess to the Cabinet Member for Housing</p> <p><i>Are there any plans to redevelop the original Tilgate gatehouse in Three Bridges, which had recently been the vacated by Barclays Bank? The gatehouse was locally listed.</i></p>	<p>Councillor Joyce – <i>(Cabinet Member for Housing)</i></p> <p><i>I'm not aware of any plans for the building and I don't believe that we own the building.</i></p> <p>Councillor P Smith – <i>(Cabinet Member for Planning and Economic Development)</i></p> <p><i>I'm aware that the Three Bridges Community group have put forward some ideas for that building and the surrounding area. Unfortunately we don't own any land in the vicinity. However that doesn't stop us working with our local community to develop further ideas for this site.</i></p>
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21. Questions to Committee Chairs

No questions were asked to Committee Chairs.

Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 10.41 pm

B J Quinn (Mayor)
Mayor

Agenda Item 5

Full Council (66)
13 December 2017

APPENDIX A

Disclosures of Interest received from Councillors in advance of the meeting

Councillor	Item	Meeting & Minute	Type and Nature of Disclosure
Councillor Thomas	Planning Application CR/2017/0444/FUL - Kilnmead Car Park, Kilnmead, Northgate, Crawley	Planning Committee 9 October 2017 Minute 6, Page27	Personal Interest – Ward Councillor for Northgate
Councillor Burrett	Business Rates Retention – 100% Business Rates pilot application	Cabinet 25 October 2017 Minute 4, page 35	Personal and Non-Prejudicial Interest as a Member of West Sussex County Council
Councillor Burrett	Town Centre Parking Scrutiny Panel Update Report	Overview and Scrutiny Commission 6 November 2017 Minute 6, Page 42	Personal and Non-Prejudicial Interest as a Member of West Sussex County Council
Councillor Burrett	Health and Adult Social Care Select Committee (HASC)	Overview and Scrutiny Commission 6 November 2017 Minute 7, Page 43	Personal and Non-Prejudicial Interest as a Member of West Sussex County Council
Councillor Cheshire	Town Centre Parking Scrutiny Panel	Overview and Scrutiny Commission 6 November 2017 Minute 6, page 42	Personal Interest – Member of TAG
Councillor Lanzer	Transformation Plan and Review of Current Progress	Overview and Scrutiny Commission 6 November 2017 Minute 5, page 41	Personal Interest – Member of WSCC
Councillor B A Smith	Town Centre Parking Scrutiny Panel	Overview and Scrutiny Commission 6 November 2017 Minute 6, page 42	Personal Interest – Member of WSCC

Agenda Item 5

Full Council (67)
13 December 2017

Councillor Lanzer	Town Centre Parking Scrutiny Panel	Overview and Scrutiny Commission 6 November 2017 Minute 6, page 42	Personal Interest – Member of WSCC
Councillor Boxall	CR/2017/0483/FUL - Land Adjacent to Dobbins Place, Ifield, Crawley	Planning Committee 7 November 2017 Minute 5, Page 48	Personal and Prejudicial Interest – a close relative owned a nearby property in Poynings Road. Councillor Boxall left the meeting before consideration of this application and took no part in the discussion or voting on the item.
Councillor B J Burgess	CR/2016/0955/FUL 27 Forge Road, Three Bridges, Crawley	Planning Committee 7 November 2017 Minute 4 , page 46	Councillor Burgess with the permission of the Chair addressed the Committee as a Ward Member and then to avoid any perception of bias or predetermination left the meeting before consideration of this application and took no part in the discussion or voting on the item
Councillor P C Smith	CR//2017/0589/FUL 2-14 Crompton Way, Northgate, Crawley	Planning Committee 7 November 2017 Minute 7, page 51	Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District

Agenda Item 5

Full Council (68)
13 December 2017

Councillor Stone	CR/2017/0483/FUL – Land Adjacent to Dobbins Place, Ifield, Crawley	Planning Committee 7 November 2017 Minute 5, page 48	Councillor Stone with the permission of the Chair addressed the Committee as a Ward Member and then to avoid any perception of bias or predetermination left the meeting before consideration of this application and took no part in the discussion or voting on the item.
Councillor Burrett	Health and Adult Social Care Select Committee (HASC)	Overview and Scrutiny Commission 27 November 2017 Minute 11, Page 57	Personal and Non-Prejudicial Interest as a Member of West Sussex County Council
Councillor Lanzer	Town Centre Signage and Wayfinding	Overview and Scrutiny Commission 27 November 2017 Minute 8, page 55	Personal Interest – Member of WSCC
Councillor Lanzer	Town Centre Regeneration Programme	Overview and Scrutiny Commission 27 November 2017 Minute 9, page 56	Personal Interest – Member of WSCC

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Agenda Item 7

The List of minutes of the meetings of the Cabinet, Overview and Scrutiny Commission and Committees are set out in the following

Appendix

- 7 a) Planning Committee – Monday, 4 December 2017 (*page 25*)
- 7 b) Overview and Scrutiny Commission – 8 January 2018 (*page 33*)
- 7 c) Cabinet – 10 January 2018 (*page 39*)
- 7 d) Planning Committee – 29 January 2018 (*page 45*)
- 7 e) Overview and Scrutiny Commission – 27 November 2017 (*page 51*)
- 7 f) Cabinet – 29 November 2017 (*page 57*)

Recommendation 1 – (Minute 5, page 58)

- *2018/19 Budget and Council Tax*

Recommendation 2 – (Minute 5, page 59)

- *Notice of Precept (circulated separately – to Follow)*

Recommendation 3 – (Minute 6, page 59)

- *Treasury Management Strategy 2018/2019*

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Crawley Borough Council

Minutes of Planning Committee

Monday, 4 December 2017 at 7.30 pm

Councillors Present:

I T Irvine (Chair)

C Portal Castro (Vice-Chair)

N J Boxall, B J Burgess, D Crow, F Guidera, K L Jaggard, S J Joyce, T Rana,
A C Skudder, P C Smith, M A Stone, J Tarrant and G Thomas

Officers Present:

Roger Brownings	Democratic Services Officer
Kevin Carr	Legal Services Manager
Valerie Cheesman	Principal Planning Officer
Jean McPherson	Group Manager (Development Management)
Clem Smith	Head of Economic & Environmental Services

Apologies for Absence:

Councillor R S Fiveash

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor P C Smith	CR/2017/0762/RG3 Haslett Avenue East and Land Adjacent County Mall, Crawley (Minute 6)	Personal Interest – Member of Crawley Cycling Forum
Councillor P C Smith	CR/2017/0765/RG3 Manor Royal (West of Crawlers Brook), Northgate, Crawley (Minute 7)	Personal Interest – Member of Crawley Cycling Forum
Councillor P C Smith	CR/2017/0765/RG3 Manor Royal (West of Crawlers Brook), Northgate, Crawley (Minute 7)	Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District

Agenda Item 7

Appendix 6
Planning Committee
4 December 2017

Councillor Thomas	CR/2017/0762/RG3 Haslett Avenue East and Land Adjacent County Mall, Crawley (Minute 6)	Personal Interest – Member of Crawley Cycling Forum
Councillor Thomas	CR/2017/0765/RG3 Manor Royal (West of Crawlers Brook), Northgate, Crawley (Minute 7)	Personal Interest – Member of Crawley Cycling Forum

2. Lobbying Declarations

The following lobbying declaration was made by a Member:-

Councillor P C Smith had been lobbied regarding application CR/2017/0596/FUL.

3. Minutes

The minutes of the meeting of the Committee held on 7 November 2017 were approved as a correct record and signed by the Chair.

4. Planning Application CR/2016/0962/ARM - Phase 3B, Forge Wood (NES), Crawley

The Committee considered report PES/242 (a) of the Head of Economic and Environmental Services which proposed as follows:

Approval of reserved matters for Phase 3B for 151 dwellings and associated works pursuant to CR/2015/0552/NCC for a mixed use neighbourhood (amended description and amended plans received).

The Principal Planning Officer provided a verbal summation of the application and the following updates:-

- Following concerns it had raised regarding drainage on to the M23 motorway, Highways England had since confirmed that it had no objection to the revised details received and acknowledged the condition 16 submission will deal with the site wide drainage strategy and management and there were detailed conditions on the reserved matters for the bund and fence along the motorway.
- In respect of road noise, late comments had been received from the Council's Environmental Health Department about the noise modelling report. In response, the Applicants had advised that those comments would be taken on board for the detailed proposals for noise mitigation under condition 34 and they were confident that the noise barriers would provide for the necessary mitigation together with the specific measures for the houses. This was consistent with the approach taken for Phases 3A and 4A.
- Delete Condition 12 as set out in the report and replace as below:

Condition 12

Prior to first occupation, the following windows on the residential flats shall be glazed with obscured glass as shown on the approved plans:

Agenda Item 7

Appendix A
Planning Committee
4 December 2017

Plot 129 south elevation
Plot 130 south elevation
Plot 134 south elevation
Plot 135 south elevation
Plot 136 south elevation
Plot 148 west elevation

These windows shall thereafter be permanently maintained in accordance with the agreed details.

REASON: To protect the amenities and privacy of future occupiers in accordance with policy CH3 of the Crawley Borough Local Plan 2015 -2030.

Ms Laura Humphries, the Agent, addressed the Committee in support of the application.

The Committee then considered the application. In response to the issues raised, the Principal Planning Officer:

- Confirmed that the amended plans now showed an increased provision of visitor car parking spaces throughout the scheme, especially in the areas of the flats.
- Explained that in terms of those dwellings where there was a 20m separation distance of habitable room window to window relationship, these dwellings were affordable housing, and whilst the amended plans had endeavoured to ensure that the separation distances were compliant with the Urban Design UPD's minimum requirement of 21m, it had not been possible to revise this any further due to physical constraints of the layout.
- Advised that with regard to the 26 dwellings that did not meet the garden size standards, some were private dwellings whilst others were affordable. (Garden sizes were set out as guidance not policy)
- Explained further that the scheme had now been amended and redesigned to a point where the additional rear garden space for these dwellings could not be achieved without resulting in harm to the aesthetic urban environment, the public realm and soft landscaping.
- Indicated that given the location of the site and surrounding open space, the relationship to the sports and play facilities in Phase 4 to the north and the proximity to the nearby woodland, it was considered that the development in this sub phase would benefit significantly from the range of additional open space provision.
- Advised that because permitted development rights had been removed in terms of all site dwellings, any occupier who wished to make improvements / extensions would first need to seek planning permission and the resultant garden size would be taken into account in the determination of those applications.
- Clarified that the use of the word "requested" in the second line of Informative 5 was appropriate as it was an Informative and not a Condition / Obligation.

RESOLVED

Approved, subject to the conditions set out in report PES/242 (a), and the updated Condition 12 above.

5. **Planning Application CR/2017/0596/FUL - Northwest House, 23 Gatwick Road, Northgate, Crawley**

The Committee considered report PES/242 (b) of the Head of Economic and Environmental Services which proposed as follows:

Temporary permission to allow continued use of school for one further academic year with a maximum of 537 pupils

Councillors Jaggard, P C Smith, Stone and Thomas declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application and the following updates:-

- Delete Conditions 1, 3 and 4 as set out in the report and replace as below:

Condition 1

The use(s) of land/building(s) hereby permitted shall be discontinued permanently and the land restored to its former condition, or to a condition to be agreed in writing by the Local Planning Authority, on or before the expiration of the period ending 31st August 2018.

REASON: The Local Planning Authority would not normally grant permission for such a development in this location but under the circumstances prevailing it is considered reasonable to make an exception in this instance and to allow the development for a limited period.

Condition 3

The school hereby permitted shall operate with a maximum number of 537 pupils, comprising 237 primary pupils and 300 secondary pupils, as set out in the application.

REASON: To control the operation of the school in the interests of highway safety, the character and function of Manor Royal as a main employment area and to provide a suitable level of development for the site, in accordance with policies SD1, CH3, EC1, EC2, EC3 and IN4 of the Crawley Borough Local Plan 2015 – 2030.

Condition 4

The development hereby approved shall be carried out in accordance with the Travel Plan dated December 2017 and document titled "Responses to WSCC Highways Comments dated 21 August 2017" unless otherwise agreed in writing by the Local Planning Authority.

REASON: In the interests of highway safety, to reduce the need for private car travel to the school and to encourage and promote sustainable transport, in accordance with policies SD1, CH3 and IN4 of the Crawley Borough Local Plan 2015 – 2030.

- WSCC Highways Authority had advised that they had reviewed the information submitted for this application, and following amendments to the Travel Plan and given the small increase in both pupil and staff numbers over the previous temporary permission, for a further year, it was raising no objections, subject to conditions.

Agenda Item 7

Appendix A
Committee
4 December 2017

- The Applicants had asked for the following additional areas of Planning Policy to be highlighted:
 - (i) Section 72 of Paragraph 8 (Promoting Healthy Communities) of the National Planning Policy Framework (NPPF) (2012).
 - (ii) The Department for Communities and Local Government (DCLG) Planning for Schools Development (2011).

Mr Tom Lamshead, the Agent, and Mr Tim McCarthy, CEO of Aurora Academies Trust, addressed the Committee in support of the application.

The Committee then considered the application. A number of Members expressed concerns that the provision of this educational facility was not in a sustainable location, was in an unsuitable environment, and did not relate to the character of its surroundings. In response to issues and concerns raised, the Principal Planning Officer:

- Clarified that the school car park currently had 62 marked spaces in the main / front car park of which 15 were for staff. The School operated a strict parking policy, and there were no plans to vary this.
- Explained that the submitted Travel Plan would seek to reduce the reliance on the private car and encourage alternative modes of travel. Whilst options for pupils travelling by other modes would be limited, there was more scope in relation to staff travel in respect of walking, bus or cycling, and therefore these aims were more achievable.
- The measures outlined within the Travel Plan would be secured by condition.
- Indicated that given that the application was temporary, following receipt of revised information through the submitted Transport Assessment, and subject to condition, it was not considered that the further use with additional pupils and staff, would adversely affect the road network and WSCC Highways had raised no objections.
- Advised that in terms of air quality in relation to the application site, Officers would relay to the Council's Environmental Health Team a request by Members to undertake an air quality survey, and for concerns and issues raised by Members be taken on board as part of that exercise.
- Indicated that in terms of the temporary nature of the application, discussions with the Applicant were continuing to seek permanent solutions, although no formal application had been received as yet.

With the Committee having considered the application further, and whilst acknowledging that the application would be for a further temporary period, Members generally indicated their support for the proposals, albeit a number of Members conveyed the strong view that for the longer term (and before the expiry of the proposed further temporary period) permanent solutions needed to be found.

RESOLVED

Permit, subject to the conditions set out in report PES/242 (b), and the updated Conditions above.

6. **Planning Application CR/2017/0762/RG3 - Haslett Avenue East and Land Adjacent County Mall, Crawley**

The Committee considered report PES/242 (c) of the Head of Economic and Environmental Services which proposed as follows:

Upgrade of the existing footpath close to the junction with College Road along County Mall to a shared pedestrian and cycle path in order to create a continuous link to the existing toucan crossing at the junction. This short length area will be upgraded to a 3.5m wide shared path. (Amended plans received).

Councillors Jaggard, P C Smith, Stone, Tarrant and Thomas declared they had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application.

The Committee then considered the application.

RESOLVED

Permit, subject to the conditions set out in report PES/242 (c)

7. **Planning Application CR/2017/0765/RG3 - Manor Royal (West of Crawters Brook), Northgate, Crawley**

The Committee considered report PES/242 (d) of the Head of Economic and Environmental Services which proposed as follows:

Manor Royal cycle path scheme to connect Crawters Brook shared facility with the existing cycle path on Manor Royal which stops just before Newton Road through the upgrade of existing pedestrian footways to shared facilities for pedestrians and cyclists.

Councillor P C Smith declared he had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application.

The Committee then considered the application, whilst indicating its support for the proposals. In response to issues raised, the Group Manager (Development Management):

- Confirmed that the submitted Arboricultural Method Statement identified measures to safeguard the trees on the application site including the root protection areas.
- Emphasised that there would be no removal of highway trees.

RESOLVED

Permit, subject to the conditions set out in report PES/242 (d)

8. **Planning Application CR/2017/0813/FUL - Milton Mount, Milton Mount Avenue, Pound Hill, Crawley**

The Committee considered report PES/242 (e) of the Head of Economic and Environmental Services which proposed as follows:

Erection of external supply pipes to all existing flats. Vertical pipework to be 63mm diameter with horizontal spurs.

Councillors Jaggard and Tarrant declared they had visited the site

The Group Manager (Development Management) provided a verbal summation of the application.

The Committee then considered the application. In response to issues raised, the Group Manager (Development Management):-

- Indicated that the Planning Authority did not specifically state by condition that brackets and fixings required to attach the pipes to the building should be finished in black. This could be rectified by way of an amendment to Condition 3, as follows:

Amended wording to Condition 3

The pipes hereby approved including any brackets and fixings required to attach the pipes to the building shall be finished in matt black unless otherwise approved in writing by the Local Planning Authority.

- Confirmed that installation of the pipes would be into each flat.

RESOLVED

Permit, subject to the conditions set out in report PES/242 (e), and the updated Condition 3 above.

9. **Planning Application CR/2017/0866/RG3 - Tilgate Nature Centre, Tilgate Park, Tilgate Drive, Crawley**

The Committee considered report PES/242 (f) of the Head of Economic and Environmental Services which proposed as follows:

Erection of an aviary measuring 32.5m long x 8.1m wide, and 5.2m max height with external materials comprising timber uprights, painted mesh and viewing windows.

The Group Manager (Development Management) provided a verbal summation of the application.

The Committee then considered the application.

An amendment was required in respect of the "Applicants Name" recorded near the top of the first page of the report, which should read "Crawley Borough Council"

RESOLVED

Permit, subject to the conditions set out in report PES/242 (f)

**10. Objections to the Crawley Borough Council Tree Preservation Order
Midhurst Close, Ifield No. 1 - 10/2017**

The Group Manager (Development Management) introduced report PES/263 which sought to determine whether to confirm this Tree Preservation Order (TPO) with or without modification for continued protection or, not to confirm the TPO.

Having considered the issues raised in the report, the Committee agreed to confirm the TPO without modification.

RESOLVED

Confirmed.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 9.00 pm

I T IRVINE
Chair

Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 8 January 2018 at 7.00 pm

Councillors Present:

B A Smith (Chair)

M L Ayling, R G Burgess, C A Cheshire, I T Irvine, K L Jaggard, R A Lanzer, T Lunnon, A Pendlington, T Rana and K Sudan

Also in Attendance:

Councillors S J Joyce, P K Lamb, M A Stone and J Tarrant

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Heather Girling	Democratic Services Officer
Hannah Martin	Performance, Policy and Project Officer (Housing)
Diana Maughan	Head of Housing Strategic and Planning Services
Chris Modder	Private Sector Housing Manager

Apologies for Absence:

Councillors T G Belben and L Vitler

1. Disclosures of Interest and Whipping Declarations

The following disclosures were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor C A Cheshire	Disabled Facilities Grant Policy (Minute 4)	Personal Interest – Had previously been in receipt of a disabled facilities grant
Councillor R A Lanzer	Disabled Facilities Grant Policy (Minute 4)	Personal Interest – Member of WSCC
Councillor R A Lanzer	Scrutiny Panel Update (Minute 7)	Personal Interest – Member of WSCC

2. Minutes

The minutes of the meeting of the Commission held on 27 November 2017 were approved as a correct record and signed by the Chair. The Chair welcomed Councillor Jaggard to the Overview and Scrutiny Commission.

3. Public Question Time

No questions from the public were asked.

4. Disabled Facilities Grant Policy

The Commission considered report SHAPS/67 of the Head of Strategic Housing and Planning Services. The report sought approval to adopt a more flexible approach which has been developed in partnership with West Sussex County Council and all the West Sussex Districts and Boroughs in using the Better Care Funding to enable people to live more independently within their own home.

During the discussion, the following points were expressed:

- Clarity provided regarding the means tested approach derived by central government.
- By working in partnership with WSCC district and boroughs, a single approach has been developed to enable a maximum take-up of increased funding available to the benefit of local residents. Each authority can implement discretionary DFG assistance to supplement the existing mandatory regime.
- Confirmation that proposals would only be considered for people eligible for a grant following assessment by a WSCC Occupational Therapist.
- Clarity provided regarding extended warranty provision and mechanism for review.
- Confirmation that the application process was monitored to ensure satisfactory delivery.
- It was noted that there can be delays between residents contacting the Independent Living Team (Occupational Therapy Services) and the recommendation for disabled adaptations being received by the council. However, Private Sector Housing officers then progressed disabled facility grants as quickly as possible or as required by the applicant.
- Acknowledgement that the Better Care Fund was kept under review.
- Overall support for the mandatory and discretionary regime that helped people live well in their own homes.

RESOLVED

That the Commission supported the recommendations to the Cabinet.

5. Identifying and Monitoring HMO's in Crawley

The Commission considered report SHAP/68 of the Head of Strategic Housing and Planning Services. A scrutiny suggestion had previously been received and Commission Members had requested a report setting out the legislative requirements that the Council has to operate within with regards to Houses of Multiple Occupation (HMOs) and how the Council responds to these.

During the discussion with Members, the following points were expressed:

- Confirmation provided on the process for mandatory licensing.

- Acknowledgement that Article 4 Directions have been applied by other Local Planning Authorities, usually by applying a quantitative limit on the proportion of HMOs considered acceptable within an area. The ratio of HMO to family dwelling houses in any part of the borough had not exceeded the commonly used density of 10% within a 100m radius. However this was currently being monitored.
- Recognition that HMOs do not come into the category of micro-flats as the latter were self-contained units.
- It was noted that HMOs with two storeys or fewer may in future require a license.
- Acknowledgement that there was a need to strike a balance to meet a demand for HMOs within the town and housing need, whilst being able to make effective use of planning and housing powers to control and regulate new and existing provision.

RESOLVED

That the Commission welcomed the update and noted the legislation and guidance.

6. Housing Associations operating in Crawley

The Commission considered report SHAP/69 of the Head of Strategic Housing and Planning Services. A scrutiny suggestion had previously been received and Commission Members had requested a report following receipt.

The following comments were made:

- Recognition that the council owned and managed approximately three quarters of all social rented housing in the borough. The remainder was owned and managed by housing associations.
- Clarification provided that any concerns regarding housing associations should be directed to individual housing associations. The associations had certain responsibilities to maintain, and complaints procedures to follow in the first instance. The governing and regulating of housing associations was the responsibility of the Homes and Communities Agency.
- Recognition that factors that predominately influenced the bidding in terms of housing register choice were size, any adaptations if required and the area the property was situated.
- It was confirmed that regularly developers purchased land and worked with housing associations within the town.
- Acknowledgement that housing associations were not under obligation to provide any data on performance or customer satisfaction to the council and in many cases this was collected on a sub-regional, rather than a local basis.
- Whilst it was acknowledged that feedback information could be requested from a cohort from the housing association register, there was not a prerequisite to respond.
- It was noted that service standards and operations varied between individual housing associations – and between housing associations and the council.
- Housing Association board vacancies tended to be advertised independently through the press or websites.

RESOLVED

That the Commission thanked officers for attending the meeting and for providing a comprehensive explanation on a complicated topic.

7. Scrutiny Panel Update

A Scrutiny Suggestion had been received 'To investigate the state of social mobility within the borough' from the Leader, Councillor Lamb. The findings of the State of the Nation Social Mobility report from the Social Mobility Commission (November 2017) showed Crawley as one of the worst performing areas in the country, and potentially one of the worst in the south east.

The topic was discussed in detail with the Leader. Commission Members noted that this could potentially be a very long, wide and complex scrutiny review and there were concerns raised over the timescales, together with the expertise required to conduct the research and analysis required. However as the social mobility index assessed the education, employability and housing prospects of people within the area, it was noted that it may be possible for the review to be broken down into several subject areas to provide focus, concentrating on where it can add most value. It was noted it would be paramount to liaise with WSCC. The scoping framework would accommodate this and document witnesses to be invited as appropriate.

The Commission assessed the suitability of this topic against the Council's Scrutiny Selection Aid flowchart, which resulted in the topic being recommended as a possible review.

RESOLVED

1. That the Overview and Scrutiny Commission approves the topic for a scrutiny review.
2. That nominations are sought (via Democratic Services) for the membership for the Panel, in accordance with political proportionality.
3. That a Chair for the new Scrutiny Panel be established.

8. Health and Adult Social Care Select Committee (HASC)

An update was provided from the most recent [HASC](#) meeting. Key items of discussion included:

- Safeguarding Adults Board Annual Report – work was ongoing.
- Brighton and Sussex University Hospitals NHS Trust Regional Sub Group Progress Report – identified further issues to be addressed.
- South East Coast Ambulance NHS Trust Progress Report – highlighted further aspects to be raised at the next meeting.
- Next meeting would take place on 17 January 2018.

9. Forward Plan - and Provisional List of Reports for the Commission's following Meetings

The Commission confirmed the following reports:

March 2018

- Three Bridges Station Improvement Scheme.
- Crawley Leisure Management Contract.

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 9.00 pm

B A Smith
Chair

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Crawley Borough Council

Minutes of Cabinet

Wednesday, 10 January 2018 at 7.30 pm

Councillors Present:

P K Lamb (Chair)	Leader of the Council
S J Joyce (Vice-Chair)	Cabinet Member for Housing
M G Jones	Cabinet Member for Public Protection and Community Engagement
C J Mullins	Cabinet Member for Wellbeing
A C Skudder	Cabinet Member for Resources
P C Smith	Cabinet Member for Planning and Economic Development
G Thomas	Cabinet Member for Environmental Services and Sustainability

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Ann-Maria Brown	Head of Legal and Democratic Services
Heather Girling	Democratic Services Officer
Chris Harris	Head of Community Services
Diana Maughan	Head of Housing Strategic and Planning Services
Clem Smith	Head of Economic & Environmental Services

Apologies for Absence:

None

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor A C Skudder	Proposed Manor Royal Business Improvement District (BID) Renewal (Minute 6)	Personal Interest – Employee of Thales in Manor Royal.

Agenda Item 7

Appendix c Cabinet
10 January 2018

Councillor
P Smith

Proposed Manor Royal
Business Improvement District
(BID) Renewal
(Minute 6)

Personal and Prejudicial Interest –
Local Authority Director of the
Manor Royal Business
Improvement District and Cabinet
Member for Planning and Economic
Development
Councillor P Smith left the room for
this item

2. Minutes

The minutes of the meeting of the Cabinet held on 29 November 2017 were approved as a correct record and signed by the Leader.

3. Public Question Time

The Cabinet received a question from Mr Charles Crane from Bewbush, in relation to the regeneration of the Town Hall scheme and enquired whether there was a risk that costs could potentially increase once demolition had commenced. Furthermore, it was questioned whether an alternative proposal could include demolition prior to the redevelopment. Councillor Skudder, as Cabinet Member for Resources advised that a contingency figure was in place to counter any probability of increasing costs however in the unlikely event this occurred, the costs were not envisaged to be significant. The Leader, Councillor Lamb informed Mr Crane that the current proposal was for the demolition of the existing Town Hall in order to make part of the site available to build the new Town Hall and office building.

4. Matters referred to the Cabinet and Report from the Chair of the Overview and Scrutiny Commission

It was confirmed that no matters had been referred to the Cabinet for further consideration. The comments from the Overview and Scrutiny Commission had been circulated to all Cabinet Members. Details of those comments are provided under the minute to which the comments refer.

5. Disabled Facilities Grant Policy

The Cabinet Member for Housing presented report SHAPS/67 of the Head of Strategic Housing and Planning Services. The report sought approval to adopt a more flexible approach which has been developed in partnership with West Sussex County Council and all the West Sussex Districts and Boroughs in using the Better Care Funding to enable people to live more independently in their own home.

The Cabinet noted the Overview and Scrutiny Commission's comments from its meeting on 8 January 2018 and then agreed the recommendations.

RESOLVED

That the Cabinet:

1. Approve the Policy approach set out in Section 6.2 of report SHAPS/67.
2. Delegate authority to the Head of Strategic Housing & Planning Services, in consultation with the Cabinet Member for Housing to make any further amendments to the Policy required in response to the cross-county project outcomes.

Reason for Decision

To continue to respond in the most effective way to the needs of people with disabilities in enabling them to remain living well and independently in their own homes and to make the most effective use of increased funding opportunities provided through the Better Care Fund for Crawley residents.

6. Proposed Manor Royal Business Improvement District (BID) Renewal

The Leader presented report PES/266 of the Head of Economic and Environmental Services. The report provided the background to the Manor Royal Business Improvement District (BID), the renewal process, financial and legal implications and recommended that the Cabinet support the continuation of the BID for a further 5 Year term.

It was noted that considerable publicity was available concerning the Manor Royal BID and Members took the opportunity to acknowledge the positive impact on various projects, most notably the significant improvement to the streetscene and environment within the Manor Royal area.

RESOLVED

That the Cabinet:

- 1) Agree the proposal from the Manor Royal BID to support the renewal of the BID (BID 2) for a further five year term.
- 2) Delegate authority to the Leader of the Council to vote in accordance with the Cabinet decision in relation to the Ballot to renew the BID for its own rated properties in the area.
- 3) Agree that the Chief Executive as Returning Officer and Ballot holder should hold a Ballot for the Manor Royal BID Renewal proposal.
- 4) Agree that the Head of Legal and Democratic Services be authorised to complete the necessary legal agreements required for the BID levy, operation together with any other necessary documents for the proposed BID renewal.
- 5) Agree that the Council performs the role of billing authority for a further five years, collecting the BID levy on behalf of the Manor Royal BID, subject to the bid securing renewal.

Reason for Decision

- i) Since the original Manor Royal BID Ballot permitted a maximum five year BID period to 31 May 2018, a renewal Ballot is therefore required amongst Manor Royal levy payers to determine whether the majority wish for the Manor Royal BID to continue for a further five years.
- ii) The BID Regulations require the Council as “billing authority” to instruct the “Ballot Holder” to hold the renewal ballot. The Ballot Holder is “the person the relevant billing authority has appointed under section 35 of the Representation of the People Act 1983 (a) as the Returning Officer for elections to that authority” – i.e. the Chief Executive.

- iii) The Borough Council also needs to determine whether it wishes to undertake the role of billing authority, collecting the BID levy on behalf of the BID, subject to legal agreement.

7. Procurement Shared Service - Future Delivery Model

The Cabinet Member for Resources presented report HPS/11 of the Head of Partnership Services. The report sought approval for a shared service model to be implemented for four years from April 1st 2018 with Crawley acting as the lead authority, providing services under an Inter-Authority Agreement on behalf of Horsham and Mid Sussex District Councils.

RESOLVED

That the Cabinet:

- 1) Approve that Crawley Borough Council become lead authority and provide procurement services on behalf of Horsham District Council and Mid Sussex District Council from 1st April 2018.
- 2) Agree to the cost sharing arrangements as set out in paragraph 6.3 of report HPS/11.
- 3) Agree to the provision of procurement services under an Inter-Authority Agreement for a minimum period of four years commencing on 1st April 2018 to 31st March 2022.
- 4) Agree to accept a delegation from Horsham District Council and Mid Sussex District Council of their procurement functions under Section 101 of the Local Government Act 1972.
- 5) Delegate authority to the Head of Legal and Democratic Services to agree the terms of the Inter-Authority Agreement which reflects the principles outlined in the report.

Reason for Decision

The current joint working arrangement with Horsham District Council and Mid Sussex Council is due for renewal on 31st March 2018 and therefore there is a need to agree how procurement services will be provided in the future.

8. Improvement and Efficiency Social Enterprise (iESE)

The Leader presented report LDS/134 of the Head of Legal and Democratic Services. The report requested Cabinet to consider and authorise the Council to become a member of the Improvement and Efficiency Social Enterprise (iESE Ltd) a company limited by guarantee and to approve the nomination of a representative from the Council to act as Non-Executive Director of the company and/or a voting delegate at the Annual General Meeting of the company.

Agenda Item 7

Appendix c Cabinet
10 January 2018

RESOLVED

That the Cabinet:

- 1) Agree that Crawley Borough Council should become a member of the Improvement and Efficiency Social Enterprise (iESE) Limited.
- 2) Delegate authority to the Chief Executive in consultation with the Leader of the Council to approve and execute any documentation necessary to give effect to recommendation 2.1(1) in report LDS/134.
- 3) Approve the appointment of the Leader of the Council as a Non-Executive Director of iESE and the Chief Executive be appointed as the Council's Officer Representative to iESE Limited.
- 4) Support the commissioning of work for the Council by way of high level Customer Focus Wheel Assessment.

Reason for Decision

The Council has been invited to join iESE and like many other Local authorities who have joined the Company will benefit from the expertise provided by the organisation for service delivery improvements.

Closure of Meeting

With the business of the Cabinet concluded, the Leader declared the meeting closed at 7.42 pm

P K Lamb
Chair

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Agenda Item 7

Appendix C
Planning Committee
29 January 2018

Crawley Borough Council

Minutes of Planning Committee

Monday, 29 January 2018 at 7.30 pm

Councillors Present:

I T Irvine (Chair)

C Portal Castro (Vice-Chair)

N J Boxall, D Crow, R S Fiveash, F Guidera, K L Jaggard, S J Joyce, T Rana,
A C Skudder, P C Smith, M A Stone and G Thomas

Also in Attendance:

Councillor T G Belben and R D Burrett

Officers Present:

Roger Brownings	Democratic Services Officer
Kevin Carr	Legal Services Manager
Anthony Masson	Senior Planning Officer
Jean McPherson	Group Manager (Development Management)
Clem Smith	Head of Economic & Environmental Services
Hamish Walke	Principal Planning Officer

Apologies for Absence:

Councillor B J Burgess and J Tarrant

1. Disclosures of Interest

The following disclosure of interest was made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor P C Smith	CR//2015/0435/FUL - Land Parcel at Jersey Farm, County Oak Way, Langley Green, Crawley (Minute 5)	Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District.

2. Lobbying Declarations

The following lobbying declaration was made by Members:-

Agenda Item 7

Appendix C
Planning Committee
29 January 2018

Councillors Boxall, Crow, Guidera, Irvine, Jaggard, Joyce, Portal Castro, Skudder, P C Smith, Stone and Thomas had been lobbied regarding application CR/2017/0346/OUT.

3. Minutes

The minutes of the meeting of the Committee held on 4 December 2017 were approved as a correct record and signed by the Chair.

4. Planning Application CR/2017/0346/OUT - Land north of Tilgate Forest Business Centre, Forest Gate, Brighton Road, Tilgate, Crawley

The Committee considered report PES/244 (b) of the Head of Economic and Environmental Services which proposed as follows:

Outline application (access & layout), for erection of two four-storey residential buildings, comprising 80 one and two bedroom flats, with car parking at undercroft and surface level and communal private amenity space.

Councillors Jaggard, Stone, and Thomas declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application.

Mr Ian Sowerby, the Agent, addressed the Committee in support of the application.

The Committee then considered the application. Members generally expressed a number of concerns which reflected many of those set out in the report. Those concerns included, in particular, the loss of the employment site and its redevelopment for residential use. Members emphasised that the loss of the employment site would be contrary to the objectives of the Local Plan 2015-30 to promote economic growth for new and existing businesses within the Main Employment Area. Furthermore, and whilst the proposal would result in the loss of the valuable employment site to the detriment of Crawley's economic function, the principle of the site's redevelopment for residential use was not considered acceptable, given that the Borough could demonstrate a five year housing supply and given the site's unsustainable location some distance from a neighbourhood centre and with poor highways access. Residential use could conflict with the existing office uses and would be out of keeping with the New Town neighbourhood approach to development.

RESOLVED

Refuse for the reasons listed in report PES/244 (b).

5. Planning Application CR//2015/0435/FUL - Land Parcel at Jersey Farm, County Oak Way, Langley Green, Crawley

The Committee considered report PES/244 (a) of the Head of Economic and Environmental Services which proposed as follows:

Agenda Item 7

Appendix C
Planning Committee
29 January 2018

Construction of an industrial warehouse building comprising three units, A, B and C, to provide B2 and B8 usage, together with associated parking and amenity (updated planning statement received).

Councillors Jaggard and Stone declared they had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application. In so doing the Group Manager:

- Confirmed that the application had originally been considered by the Development Control Committee on 21 September 2015 when it was resolved to permit the development subject to the completion of a Section 106 Agreement. Whilst the Applicant had not yet completed that Agreement, there had been on-going discussions relating to this matter, and the Applicant had now indicated that they would be completing the Agreement shortly. The application was therefore being re-presented to the Planning Committee for reconsideration, and a new resolution was being sought as there had been a number of material changes to policies that required consideration since the original resolution had been made.
- Advised of the need for an amendment to Paragraph 5.3 of the report, whereby the Officer title referred to in that Paragraph should read "Head of Economic and Environmental Services".

The Committee then considered the application. In response to issues raised, the Group Manager (Development Management) confirmed:

- The Applicant's indication that they would be completing the Section 106 Agreement shortly and within the time period specified in paragraph 5.3 of the report.
- That the wording in Paragraph 4.10 of the report should be amended by deleting the word "maximum" and replacing with the word "minimum".

RESOLVED

Permit, subject to:

- (i) The completion of a Section 106 Agreement to ensure that off-site public realm and Transport Infrastructure impacts are mitigated. Should however the Section 106 Agreement fail to be completed by 30th March 2018 and unless there are exceptional circumstances for the delay, the Head of Economic and Environmental Services be authorised to refuse planning permission for the following reason:

An agreement is not in place to ensure the appropriate level of infrastructure to support the development and the development is therefore contrary to policies CH3 and IN1 of the Crawley Borough Local Plan 2015-2030.

- (ii) The two amendments identified above.
- (iii) The conditions set out in report PES/244 (a).

6. **Planning Application CR/2017/0829/NCC - Pulcotts Farm Nursery, Peeks Brook Lane, Pound Hill, Crawley**

The Committee considered report PES/244 (c) of the Head of Economic and Environmental Services which proposed as follows:

Removal of Conditions 1 (temporary permission) and 3 (personal permission) pursuant to CR/2012/0465/FUL for change of use of land to mixed use to include stationing of caravans for residential accommodation, temporary utility building, new access, fencing/gates, stable block, open fronted barn, polytunnel and septic tank.

Councillor Jaggard declared she had visited the site.

The Principal Planning Officer provided a verbal summation of the application. In so doing he emphasised that:

- Granting planning permission as originally requested through the current application would have had the effect of granting a permanent consent for use of the site for the purposes proposed and without restriction upon who could occupy the site.
- In correspondence during the course of processing the application, the Agent for the Applicant had recognised airport safeguarding issues and indicated that a temporary permission would be acceptable.
- A balanced judgement of all the issues identified in the report had led to an officer recommendation seeking a further temporary planning permission of four years, subject to conditions.

The Committee then considered the application. In response to issues raised, the Principal Planning Officer:-

- Acknowledged the need for an amendment to the report whereby the name of the Councillor referred to on Page 60, should read "Councillor Belben"
- Emphasised that the Officer recommendation would ensure that there would be no change to the ongoing current use or the appearance of the site, with the same occupants as was currently the case.
- Explained that there had been a second touring caravan on the site, but that this was only temporary as a result of a relative visiting the site. The Council's Enforcement Officers would be available to investigate this matter, if it was felt necessary to do so as a potential breach of condition.
- Explained that there was currently no alternative available local provision for gypsies and travellers within the Borough. Appropriate gypsy and traveller sites were generally in short supply, and the Applicant had no other land on which he and his family could live.
- Confirmed that the Local Plan did contain an allocated gypsy and traveller site at Broadfield Kennels. This site had yet to be delivered.
- Advised that no materials were stored on site at the time of the Officer's site visit, but that if concerns were brought to the Council's attention regarding external or internal storage of materials used for commercial purposes on the site at any time, the Council's Enforcement Officers would be available to investigate a potential breach of condition.
- Confirmed that the touring caravan on the site was used for travelling, but that the mobile homes did not leave the site.
- Emphasised that the Applicant chose to buy and occupy the site of his own free will, in full awareness of the level of noise due to its proximity to the airport and motorway.

Agenda Item 7

Appendix C
Planning Committee
29 January 2018

- Advised that in terms of noise implications on the health of occupants, the period of the temporary permission could be reduced from the proposed four to three or two years. However, whilst there were significant concerns regarding noise exposure, Officers felt that four years was appropriate in that it offered a compromise between that exposure, future aviation policy (Gatwick Safeguarding), the human rights of the Applicant and surrounding land owners.
- Further advised that the proposed four year temporary permission could also allow more time for the Broadfield Kennels' site to come forward, which might assist with the accommodation needs of some or all of the site's occupants.

RESOLVED

Permit, for a period of four years, subject to the conditions set out in report PES/244 (c)

7. **Planning Application CR/2017/0910/RG3 - Queensway and The Pavement, Northgate, Crawley**

The Committee considered report PES/244 (d) of the Head of Economic and Environmental Services which proposed as follows:

Regeneration of Queensway and The Pavement involving repaving, installation of new soft landscaping, installation of new street lighting, installation of new street furniture and repositioning of disabled parking bays along Queensway.

Councillors Jaggard, P C Smith, Stone, and Thomas declared they had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application.

The Committee then considered the application. In response to issues raised, the Group Manager (Development Management):-

- Advised that the taxi rank on the southern side of the Queensway carriageway was currently suspended with no intention to replace it.
- Emphasised that the number of parking bays, including disabled parking spaces, would be unchanged.
- Explained that the impact on businesses would be mitigated through the timing of development and would be controlled by means of a Construction Management Plan via condition. The intention was to start construction work after next Christmas (2018) to mitigate the impact on Christmas trade.
- Indicated that there would be new street lighting installed along the pedestrian and highway areas generally to improve overall levels of illumination.
- Explained that textured paving would be laid, to differ in style, to define the street environment - moving from the wholly pedestrian / access area, to the vehicle highway area to the east of Queensway.
- Confirmed that the coffee shops would still maintain an element of dedicated outdoor seating and this had been considered as part of the design.
- Indicated that with the intended removal of the raised planters, the pedestrianised section of Queensway would become more open and could be used more flexibly for markets and other events.

RESOLVED

Permit, subject to:

- (i) To the conclusion of a Section 106 Agreement.
- (ii) The conditions set out in report PES/244 (d).

8. Objections to the Crawley Borough Council Tree Preservation Order, 6, Parham Road - 12/2017

The Group Manager (Development Management) introduced report PES/278 of the Head of Economic and Environmental Services, which sought to determine whether to confirm this Tree Preservation Order (TPO) with or without modification for continued protection or, not to confirm the TPO.

Councillors Stone and Thomas declared they had visited the site.

Having considered the issues raised in the report, the Committee agreed to confirm the TPO without modification.

RESOLVED

Confirmed.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 8.54 pm

Chair

Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 5 February 2018 at 7.00 pm

Councillors Present:

B A Smith (Chair)

T G Belben (Vice-Chair)

M L Ayling, R G Burgess, C A Cheshire, I T Irvine, K L Jaggard, R A Lanzer, T Lunnon, A Pendlington, T Rana, K Sudan and L Vitler

Also in Attendance:

Councillor P C Smith

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Heather Girling	Democratic Services Officer
Karen Hayes	Head of Finance, Revenues and Benefits
Clem Smith	Head of Economic & Environmental Services
Mandy Smith	Regeneration Programme Officer
Paul Windust	Chief Accountant

Apologies for Absence:

None

1. Disclosures of Interest and Whipping Declarations

The following disclosures were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor R A Lanzer	2018/19 Budget and Council Tax (Minute 4)	Personal Interest – Member of WSCC
Councillor R A Lanzer	Allocating Monies Collected Through Community Infrastructure Levy – Infrastructure Plan and Governance (Minute 6)	Personal Interest – Member of WSCC

Agenda Item 7

Overview and Strategic Commission
Appendix C
5 February 2018

Councillor R A Lanzer	Health and Adult Social Care Select Committee (HASC) (Minute 8)	Personal Interest – Member of WSCC
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Councillor B A Smith	Health and Adult Social Care Select Committee (HASC) (Minute 8)	Personal Interest – Member of WSCC
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2. Minutes

The minutes of the meeting of the Commission held on 8 January 2018 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions from the public were asked.

4. 2018/19 Budget and Council Tax

The Commission considered report FIN/434 with the Head of Finance, Revenues and Benefits and the Chief Accountant. The report set out the proposed Budget and Council Tax for 2018/19 taking into account factors such as areas of growth and capital programme schemes, along with efficiencies, savings, latest investment interest projections and additional income being proposed.

During the discussion, the following points were expressed:

- Confirmation was provided regarding the revenue support grant and retained business rates together with a further explanation as to the associated costs linked to the town hall.
- Recognition that replacement/enhancement of equipment at the Hawth and K2 Crawley as detailed in the capital programme was the council's responsibility and may assist in generating additional income.
- Clarity sought over the proposed capital programme and recognition that further schemes included the district heat network and the town hall. Should the town hall project proceed, the financial projections would be amended as these would impact on the budget.
- Recognition that the report suggested ways in which the budget could be balanced, whilst protecting frontline services.
- Acknowledgement that the ICT senior management funding proposed an additional Head of Service, required to address the increasing complex service demands and improve the current infrastructure.
- Support for the pay policy statement and the recent reviews that were undertaken. It was noted that councils were required to publicise these on their websites.
- Support for the shrub bed project which would see several renovated within the town. However clarity was sought regarding the removal of beds and whether public consultation could take place should this be proposed.
- Members commended officers from the Finance Team for their excellent work in producing the budget report.

RESOLVED

That the Commission supported the recommendations to the Cabinet.

5. Treasury Management Strategy 2018/2019

The Commission considered report FIN/433 of the Head of Finance, Revenues and Benefits on the Treasury Management Strategy for 2018/2019 which the Council was required to approve before the start of the financial year in accordance with the CIPFA Code of Practice for Treasury Management and the Council's financial regulations.

During the discussion with the Head of Finance, Revenues and Benefits and Chief Accountant, Members made the following comments:

- Acknowledgement of the increase in interest rates, which marked a rise in borrowing costs.
- Recognition that the Council's policy was to remain debt free, investing accordingly whilst providing an appropriate balance between security, liquidity, yield and ethical. Whilst the fourth criteria had been applied, it had not prevented any investment from being undertaken as a result of its consideration.
- Support for the amended Section 151 Officer responsibilities.

RESOLVED

That the Commission agreed to support the recommendations to the Cabinet.

6. Allocating Monies Collected Through Community Infrastructure Levy - Infrastructure Business Plan and Governance

The Commission considered report PES/264 of the Head of Economic and Environmental Services. The report sought to review and approve the final version of the Infrastructure Business Plan, the Community Infrastructure Levy (CIL) Strategic Infrastructure Strand priority schemes and Neighbourhood Improvement Strand.

During the discussion, the following points were expressed:

- Confirmation sought regarding the governance proposals in relation to the CIL Member Advisory Group. Concern was expressed that whilst this would operate through the existing Economic Regeneration Working Group it would be beneficial if the information was more transparent and accessible.
- Recognition that the Crawley Growth Board represented good partnership working, however clarity was sought on its constitution and how the CIL spend arrangements would be delivered. It was important that there was a robust governance structure in place and the proposals, allocation and spend could be reviewed annually.
- Acknowledgement that the projects allocated within the Strategic Infrastructure Strand would be reviewed annually.
- Support for the Strategic Infrastructure Strand, together with the Neighbourhood Improvement Strand and Crowdfunding platform. It was felt it would be beneficial to promote the latter town-wide.

RESOLVED

That the Commission supported the recommendations to the Cabinet.

7. Establishment of and Appointments to Scrutiny Panels

Review of Outside Bodies and Organisations Scrutiny Panel

Councillor Cheshire as Chair of the Scrutiny Panel updated Members that the first meeting of the Panel would take place on 22 February 2018.

Social Mobility Scrutiny Panel

Commission Members held a lengthy discussion regarding the establishment of the Scrutiny Panel 'To investigate the state of social mobility within the borough'. It was noted that this potentially be an extensive and detailed scrutiny review and there were concerns raised over the timescales. However as the social mobility index assessed the education, employability and housing prospects of people within the area, it was noted that it may be possible for the review to be broken down into several subject areas to provide focus. Due to the complex nature of the review the Commission requested to increase the membership of the Panel to 7 members (4:3). Nominations would be sought and subsequently agreed at the next meeting, together with a Panel Chair.

RESOLVED

1. That nominations are sought (via Democratic Services) for the membership of the Panel (4:3), in accordance with political proportionality.
2. That a Chair for the new Scrutiny Panel be established.

8. Health and Adult Social Care Select Committee (HASC)

An update was provided from the most recent HASC meeting held on 17 January. Key items of discussion included:

- The CCG was aware of a potential claim by a former subcontractor of Coperforma Ltd involving the CCG's in respect of Patient Transport Services provided up to 31 March 2017.
- Concern was raised regarding the growing gap in the care market together with the lack of capacity to meet demand.
- The increased scrutiny nationally in relation to care homes had become effective in its outcomes.
- It was important for successful care homes to have appropriate buildings together with effective "people driven" staff.

9. Forward Plan - and Provisional List of Reports for the Commission's following Meetings

The Commission confirmed the following reports:

March 2018

- Banning Orders and the Databased of Rogue Landlords and Property Agents – The Housing and Planning Act 2016
- Crawley Leisure Management Contract
- Three Bridges Improvement Scheme

Agenda Item 7

Overview and Scrutiny Commission
Appendix C
5 February 2018

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 8.27pm.

B A Smith
Chair

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Crawley Borough Council

Minutes of Cabinet

Wednesday, 7 February 2018 at 7.30 pm

Councillors Present:

P K Lamb (Chair)	Leader of the Council
S J Joyce (Vice-Chair)	Cabinet Member for Housing
M G Jones	Cabinet Member for Public Protection and Community Engagement
C J Mullins	Cabinet Member for Wellbeing
A C Skudder	Cabinet Member for Resources
P C Smith	Cabinet Member for Planning and Economic Development
G Thomas	Cabinet Member for Environmental Services and Sustainability

Also in Attendance:

Councillor D Crow

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Ann-Maria Brown	Head of Legal and Democratic Services
Karen Hayes	Head of Finance, Revenues and Benefits
Chris Pedlow	Democratic Services Manager
Clem Smith	Head of Economic & Environmental Services

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Cabinet held on 10 January 2017 were approved as a correct record and signed by the Leader.

3. Public Question Time

The Cabinet received a question from Mr Charles Crane from Bewbush, in relation to the redevelopment of the Town Hall site. He commented that taking the age of the building into account, there was a chance that there could be asbestos within the building. With that in mind and if demolition takes place, had the Council thought what precautions it would take to remove any asbestos that might be found?

In response Councillor Lamb commented that there were significant regulations over the removal and treatment of asbestos and with that in mind, the Council would fully comply with all regulations. Councillor Skudder also commented there was a requirement for an asbestos register, which lists where any asbestos had been identified. With the amount of work that had occurred in the Town Hall over the years, if any asbestos had been discovered it would have been logged. Councillor Skudder said he would look into the matter further.

Mr Crane asked a supplementary question on the redevelopment of the Town Hall site and the amount of HRA funding being spent on the development. The Leader asked that the Head of Finance and Revenue and Benefits to respond, as she was present. In response, it was confirmed that there was no contribution from the HRA account to the Town Hall scheme.

4. Matters referred to the Cabinet and Report from the Chair of the Overview and Scrutiny Commission

It was confirmed that no matters had been referred to the Cabinet for further consideration.

5. 2018/19 Budget and Council Tax

The Leader presented report [FIN/434](#) of the Head of Finance, Revenues and Benefits, which set out the Budget and level of Council Tax for the year 2018/19. It was noted that the report detailed each of the Revenue, Capital and Housing Revenue Accounts that combine together to formulate 'The Budget'. In proposing the level of Council Tax for the Financial Year 2018-2019, each of those accounts identified had been considered. The combined proposal ensured that the Council had a balanced budget.

The Leader also confirmed that Local Government settlement had been confirmed with the final settlement being £23k more than expected.

The Cabinet noted the Overview and Scrutiny Commission's comments on the report and its comments to the Cabinet following consideration of the matter at its meeting on 5 February 2018.

RESOLVED

RECOMMENDATION 1

That the Full Council be RECOMMENDED:

- 1) to approve the proposed 2018/19 General Fund Budget including savings and growth as set out in section 6 and Appendix 1 and Appendix 2 of the report [FIN/434](#),
- 2) to approve the proposed 2018/19 Housing Revenue Account Budget as set out in section 10 and Appendix 3 of the report [FIN/434](#),
- 3) to approve the 2017/18 to 2019/20 Capital Programme and funding as set out in paragraph 11.4 of the report [FIN/434](#),

- 4) to agree that the Council's share of Council Tax for 2018/19 be increased by 2.55% from £194.04 to £198.99 for a band D property as set out in paragraphs 5.5.1 and 13.3,
- 5) to approve the Pay Policy Statement for 2017/2018 as outlined in paragraph 16.3 and Appendix 6 of the report [FIN/434](#).

Reason for Recommendation

To provide adequate funding for the proposed level of services and to fulfil the statutory requirement to set a Budget and Council Tax and report on the robustness of estimates.

Note by Head of Legal and Democratic Services

*The **Notice of Precept** was received from the Police and Crime Commissioner for Sussex and West Sussex County Council following the publication of Full Council agenda for its meeting being held on the 21 February meeting 2018. Those Precept details have since been circulated to Councillors, and a further recommendation (**Recommendation 2**) will be moved in relation to the 2018/2019 Budget and Council Tax.*

6. Treasury Management Strategy 2018/2019

The Leader presented report [FIN/433](#) of the Head of Finance, Revenues and Benefits to the Cabinet. The strategy covered two main areas, Capital related matters and treasury management issues.

The first element was the treasury management operation, which was to ensure that this cash flow is adequately planned, with cash being available when it was needed to operate a balanced budget. Whilst surplus monies were invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

The second main function is in relation to funding the Council's capital plans. Those capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure that the Council can meet its capital spending obligations. The management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses. On occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

The report took into account the revenue and capital implications arising in the 2018/19 Budget and Council Tax report ([FIN/434](#)).

It was noted that the report excludes any other implications of the New Town Hall. A revised Treasury Management Strategy would be produced once the outcome of the Historic England review; and subsequently contracts have been signed and tender submissions received.

The Cabinet noted the Overview and Scrutiny Commission's comments on the report and its comments to the Cabinet following consideration of the matter at its meeting on 5 February 2018.

RESOLVED

RECOMMENDATION 3

That the Full Council be RECOMMENDED to approve:

- 1) the Treasury Prudential Indicators and the Minimum Revenue Provision (MRP) Statement contained within Section 5 of report [FIN/433](#)
- 2) the Treasury Management Strategy contained within Section 6 of report [FIN/433](#);
- 3) the Investment Strategy contained within Section 7, and the detailed criteria included in Appendix 3 of report [FIN/433](#)

Reasons for the Recommendations

The Council's financial regulations, in accordance with the CIPFA Code of Practice for Treasury Management, requires a Treasury Management Strategy to be approved for the forthcoming financial year. This report complies with these requirements.

7. Allocating Monies Collected Through Community Infrastructure Levy - Infrastructure Business Plan and Governance

The Cabinet Member for Planning and Economic Development presented report [PES/264](#) of the Head of Economic and Environmental Services which set out the procedures for allocating the infrastructure aspect of the Community Infrastructure Levy (CIL), totalling approximately £6mil. It was noted that three main projects had been identified for the funding, as identified via the Local Plan, were Three Bridges Railway station, the A23 Manor Royal Junction and the Bewbush medical centre.

The Cabinet noted the Overview and Scrutiny Commission's comments on the report and its comments to the Cabinet following consideration of the matter at its meeting on 5 February 2018.

RESOLVED

That the Cabinet

1. approves the proposed CIL strategic infrastructure spend priorities presented in the Infrastructure Business Plan as a priority for delivery and the funding programme set out in section 5 of report [PES/264](#) below for the period 2018/19 to 2021/22.
2. notes that the Infrastructure Business Plan, including the funding programme, will be reviewed on an annual basis to take into account any changes in strategic infrastructure priorities and fluctuations in CIL receipts compared to the forecast. The first review is proposed to take place in January-March 2019.
3. approves the Governance of the Strategic Infrastructure Strand as detailed in Appendix C of report [PES/264](#).

8. 2017/2018 Budget Monitoring - Quarter 3

The Leader presented report [FIN/431](#) of the Head of Finance, Revenues and Benefits to the Cabinet which provided a summary of the Council's actual revenue and capital spending up to the 3rd Quarter, ending December 2017. It identified the main variations from the approved spending levels and any potential impact on future budgets.

The Leader commented a virement in relation to planned maintenance works to the roofs at Northgate Parade, commenting that he had investigated the virement as the Ward Councillor. He had been assured that had been virement would not affect roofing project going forward.

RESOLVED

That Cabinet:

- 1) notes the projected outturn for the year 2017/2018 as summarised in report [FIN/431](#).
- 2) approves a virement of £65,000 for programmed repairs from the provision for Northgate Parade roofing for lighting works at the Hawth Theatre car park, as outlined in section 6.

Reasons for the Recommendations

To report to Councillors on the projected outturn for the year compared to the approved budget.

Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.41 pm

Councillor Lamb
Chair

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