

Forward Plan 1 March 2018



The list of forthcoming decisions can be found on the last page

CALCULATION OF THE NON-DOMESTIC RATES INCOME FOR THE YEAR 2018/2019

The method of calculation is prescribed by statute. The briefing paper will show the calculation of the non-domestic rates income for the year and how this is shared between the central share, Crawley Borough Council and West Sussex County Council.

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Delegation - Leader of the Council

Intended Decision Date:

Not before 1st Dec 2017

Lead Officer Contact Information:

Contact Name: Paul Windust, Chief Accountant

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: paul.windust@crawley.gov.uk

Related Documents (background papers)

External Links:

Valuation list supplied by government valuation office
Relevant statutory provisions governing the setting of the council tax base



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WORTH CONSERVATION AREA STATEMENT

The Worth Conservation Area Statement has been updated as part of a programme to prepare updated/new Conservation Area Statements. The document appraises the important features of the designated Worth Conservation Areas and provides guidance to ensure that any planning applications have sufficient regard to the special character of the area.

Type of Decision:

Non-Key

Consultation Arrangements:

Subject to 8 week public consultation

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Delegation - Cabinet Member for Planning and Economic Development

Intended Decision Date:

7 Feb 2018

Lead Officer Contact Information:

Contact Name: Anthony Masson, Planning Officer

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: anthony.masson@crawley.gov.uk

Related Documents (background papers)

Worth Conservation Area Statement (including consultation summary)

External Links:

DYERS ALMSHOUSES CONSERVATION AREA STATEMENT

The Council has prepared an update to the Dyers Almshouses Conservation Area Statement. This report seeks Cabinet Member approval to formally adopt the updated Conservation Area Statement.

Type of Decision:

Non-Key

Consultation Arrangements:

The Conservation Area Statement has been prepared by Crawley Borough Council, with input from Central Crawley Conservation Area Advisory Committee (4C's) and the Dyers Company. Ward Members have been kept informed as the Conservation Area Statement has progressed.

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Delegation - Cabinet Member for Planning and Economic Development

Intended Decision Date:

7 Feb 2018

Lead Officer Contact Information:

Contact Name: Anthony Masson, Planning Officer

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: anthony.masson@crawley.gov.uk

Related Documents (background papers)

Dyers Almshouses Conservation Area Statement

External Links:

IFIELD VILLAGE CONSERVATION AREA STATEMENT

The Council has prepared an update to the Ifield Village Conservation Area Statement. This report seeks Cabinet Member approval to formally adopt the updated Conservation Area Statement.

Type of Decision:

Non-Key

Consultation Arrangements:

The Conservation Area Statement has been jointly prepared by Ifield Village Conservation Area Advisory Committee (IVCAAC) and Crawley Borough Council. Contributions came also from the annual public meetings held by IVCAAC in 2013, 2014 and 2016. At the 2016 meeting, the document was consulted upon with a wider audience, and those in attendance proof-read and commented on the various sections of the document. This informed the final version of the document. Ward Members have also been involved in the preparation of the Conservation Area Statement.

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Delegation - Cabinet Member for Planning and Economic Development

Intended Decision Date:

7 Feb 2018

Lead Officer Contact Information:

Contact Name: Anthony Masson, Planning Officer

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: anthony.masson@crawley.gov.uk

Related Documents (background papers)

Ifield Village Conservation Area Statement

External Links:

TREASURY MANAGEMENT STRATEGY 2018-19

This report will set the limits and method of investing the council's surplus funds taking into account the statutory restrictions on local authority investments and borrowings. While the Council is debt free and expects to continue this policy for the foreseeable future, the report will set limits and establish procedures for any borrowings that may be required.

Type of Decision:

Non-Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

5 Feb 2018

Decision Maker:

Cabinet

Intended Decision Date:

7 Feb 2018

Lead Officer Contact Information:

Contact Name:

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email:

Related Documents (background papers)

External Links:

ALLOCATING MONIES COLLECTED THROUGH COMMUNITY INFRASTRUCTURE LEVY - UPDATE

Cabinet will be asked to review and approve the final version of the Infrastructure Business Plan, the CIL Strategic Infrastructure Strand priority schemes and Neighbourhood Improvement Strand.

Type of Decision:

Key

Consultation Arrangements:

Completed 2 month public consultation

Date considered by Overview & Scrutiny Commission:

5 Feb 2018

Decision Maker:

Cabinet

Intended Decision Date:

7 Feb 2018

Lead Officer Contact Information:

Contact Name: Mandy Smith, Regeneration Programme Officer

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: mandy.smith@crawley.gov.uk

Related Documents (background papers)

Allocating Monies Collected Through Community Infrastructure Levy

External Links:

QUARTERLY MONITORING 2017/18 QUARTER 3

The report will set out a summary of the Council's actual revenue and capital spending for the quarter to December 2017 together with the main variations from the approved spending levels and impact on future budgets

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

7 Feb 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

BUDGET & COUNCIL TAX 2018/2019

The Council has a statutory responsibility to set a council tax and budget in advance of the commencement of the new financial year (1 April to 31 March). During 2017/18 the Council will review its spending plans, consider options to amend spending to meet new priorities and consider comments received as part of the consultation process. This report will set the budget and level of council tax for the year 2018-2019 taking into account the above factors.

Type of Decision:

Key

Consultation Arrangements:

Consultation will be undertaken as part of the Budget Advisory Group review from October-December 2017

Date considered by Overview & Scrutiny Commission:

5 Feb 2018

Decision Maker:

Cabinet

Intended Decision Date:

7 Feb 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

IRRECOVERABLE DEBTS 2017/18 (UNDER £50,000)

While the Council endeavours to collect all debts due to the Council, there will inevitably be some debts that remain irrecoverable. Individual debts of up to £50,000 can be written-off using delegated powers.

Type of Decision:

Key

Consultation Arrangements:

None.

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Delegation - Leader of the Council

Intended Decision Date:

8 Feb 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

None

External Links:

BANNING ORDERS AND THE DATABASE OF ROGUE LANDLORDS AND PROPERTY AGENTS - THE HOUSING AND PLANNING ACT 2016

Legislation will come into force in April 2018 enabling local authorities to pursue banning orders for a number of specified offences under the Housing Act 2004. Also coming into force at this time are powers and duties on local authorities to include persons on a nationally held database of rogue landlords and property agents. This report seeks approval to use banning orders and make entries onto the database as laid out in the Housing and Planning Act 2016 as a tool to assist the Council in improving standards within the private rented sector.

Type of Decision:

Non-Key

Consultation Arrangements:

NA

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

21 Mar 2018

Lead Officer Contact Information:

Contact Name: Hannah Martin, Performance, Policy and Project Officer

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: hannah.martin@crawley.gov.uk

Related Documents (background papers)

External Links:

IRRECOVERABLE DEBTS 2017/18 (OVER £50,000)

While the Council endeavours to collect all debts due to the Council, there will inevitably be some debts that remain irrecoverable. Individual debts of up to £50,000 can be written-off using delegated powers. This report will seek authority to write off individual debts in 2017 - 2018 of over £50,000 and also provide a summary of debts written off using delegated authority.

Type of Decision:

Key

Consultation Arrangements:

Not applicable

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

21 Mar 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

BUILDING CLEANING CONTRACT

The Council is going out to tender for a Building Cleaning contract to commence on 1st June 2018 when the current contract is due to expire. The purpose of the report is to agree the approach for awarding the contract following the evaluation process.

Type of Decision:

Key

Notice of Intention to Conduct Business in Private:

There is a Notice requesting that this item will be considered in Part B Business (Fully exempt) due to the following exemption paragraphs:

Not for Publication – by virtue of Paragraph(s) 3 of Part 1 of Schedule 12A to the Local Government Act, 1972 (as amended)

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

21 Mar 2018

Lead Officer Contact Information:

Contact Name: Jo Newton-Smith, Procurement Manager

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: jo.newton-smith@crawley.gov.uk

Related Documents (background papers)

External Links:

THREE BRIDGES STATION IMPROVEMENT SCHEME

Approving the Three Bridges Station Improvement Scheme

Type of Decision:

Key

Notice of Intention to Conduct Business in Private:

There is a Notice requesting that this item will be considered in Part B Business (Fully exempt) due to the following exemption paragraphs:

Not for Publication – by virtue of Paragraph(s) 3 of Part 1 of Schedule 12A to the Local Government Act, 1972 (as amended)

Consultation Arrangements:

Public consultation will be undertaken throughout the process

Date considered by Overview & Scrutiny Commission:

19 Mar 2018

Decision Maker:

Cabinet

Intended Decision Date:

21 Mar 2018

Lead Officer Contact Information:

Contact Name: Clem Smith, Head of Economic & Environmental Services

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: clem.smith@crawley.gov.uk

Related Documents (background papers)

External Links:

CRAWLEY LEISURE MANAGEMENT CONTRACT

To approve the final contractual requirements for the Leisure Management Contract in order that the Final Tender documentation can be issued.

Type of Decision:

Key

Notice of Intention to Conduct Business in Private:

There is a Notice requesting that this item will be considered in Part B Business (Fully exempt) due to the following exemption paragraphs:

Not for Publication – by virtue of Paragraph(s) 3,5 of Part 1 of Schedule 12A to the Local Government Act, 1972 (as amended)

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

19 Mar 2018

Decision Maker:

Cabinet

Intended Decision Date:

21 Mar 2018

Lead Officer Contact Information:

Contact Name: Nigel Sheehan, Head of Partnership Services

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: nigel.sheehan@crawley.gov.uk

Related Documents (background papers)

External Links:

TELFORD PLACE CAR PARK DEVELOPMENT

Request for approval of an outline mixed tenure scheme with a supplementary budget estimate at Telford Place Car Park Development. Request delegated approval to appoint a development partner and progress the delivery of the scheme within the agreed budget, at Telford Place car park site

Type of Decision:

Key

Notice of Intention to Conduct Business in Private:

There is a Notice requesting that this item will be considered in Part B Business (Fully exempt) due to the following exemption paragraphs:

Not for Publication – by virtue of Paragraph(s) 3 of Part 1 of Schedule 12A to the Local Government Act, 1972 (as amended)

Consultation Arrangements:

Internal Consultation only with Stakeholders.

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Full Council

Intended Decision Date:

21 Mar 2018

4 Apr 2018

Lead Officer Contact Information:

Contact Name: Ray Hook, Built Environment Manager

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: Ray.hook@crawley.gov.uk

Related Documents (background papers)

External Links:

DISTRICT HEAT NETWORK

To present the business case and seek funding approval to develop a town centre heat network.

Type of Decision:

Non-Key

Consultation Arrangements:

Internal Consultation Only.

Date considered by Overview & Scrutiny Commission:

4 Jun 2018

Decision Maker:

Cabinet

Intended Decision Date:

6 Jun 2018

Lead Officer Contact Information:

Contact Name: Nigel Sheehan, Head of Partnership Services

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: nigel.sheehan@crawley.gov.uk

Related Documents (background papers)

External Links:

CRAWLEY LEISURE MANAGEMENT CONTRACT AWARD

To approve the contract award of the Crawley Leisure Facilities Management Contract

Type of Decision:

Key

Notice of Intention to Conduct Business in Private:

There is a Notice requesting that this item will be considered in Part B Business (Fully exempt) due to the following exemption paragraphs:

Not for Publication – by virtue of Paragraph(s) 3,5 of Part 1 of Schedule 12A to the Local Government Act, 1972 (as amended)

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

27 Jun 2018

Lead Officer Contact Information:

Contact Name: Nigel Sheehan, Head of Partnership Services

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: nigel.sheehan@crawley.gov.uk

Related Documents (background papers)

External Links:

Forthcoming Decisions

Title	Status	Decision due
Calculation Of The Non-Domestic Rates Income For The Year 2018/2019	For Determination	Not before 01/12/2017
Ifield Village Conservation Area Statement	For Determination	07/02/2018
Dyers Almshouses Conservation Area Statement	For Determination	07/02/2018
Worth Conservation Area Statement	For Determination	07/02/2018
Allocating Monies Collected Through Community Infrastructure Levy - Update	For Determination	07/02/2018 *
Treasury Management Strategy 2018-19	For Determination	07/02/2018 *
Quarterly Monitoring 2017/18 Quarter 3	For Determination	07/02/2018
Irrecoverable Debts 2017/18 (under £50,000)	For Determination	08/02/2018
Budget & Council Tax 2018/2019	For Determination	21/02/2018 *
Banning Orders and the Database of Rogue Landlords and Property Agents - The Housing and Planning Act 2016	For Determination	21/03/2018
Building Cleaning Contract	For Determination	21/03/2018
Three Bridges Station Improvement Scheme	For Determination	21/03/2018 *
Crawley Leisure Management Contract	For Determination	21/03/2018 *
Irrecoverable Debts 2017/18 (Over £50,000)	For Determination	21/03/2018
Telford Place Car Park Development	For Determination	04/04/2018
District Heat Network	For Determination	06/06/2018 *
Crawley Leisure Management Contract Award	For Determination	27/06/2018

* These reports may also go to the Overview & Scrutiny Commission
(Please see individual item for more detail)