

Crawley Borough Council

Minutes of Cabinet

Wednesday 29 June 2016 at 7.30pm

Present:

Councillor	P K Lamb	(Chair of Cabinet and Leader of the Council)
	S J Joyce	(Deputy Leader of the Council and Cabinet Member for Housing)
	M G Jones	(Cabinet Member for Public Protection and Community Engagement)
	A C Skudder	(Cabinet Member for Resources)

Also in Attendance:

Councillors D Crow and C Portal Castro

Officers Present:

Tony Baldock	Environmental Health Manager
Ann-Maria Brown	Head of Legal and Democratic Services
Peter Browning	Deputy Chief Executive
Lee Harris	Chief Executive
Karen Hayes	Head of Finance, Revenues and Benefits
Mez Matthews	Democratic Services Officer
Diana Maughan	Head of Strategic Housing and Planning Services
Ian Warren	Planning Officer

Apologies for Absence:

Councillor	C J Mullins	(Cabinet Member for Wellbeing)
	P C Smith	(Cabinet Member for Planning and Economic Development)
	G Thomas	(Cabinet Member for Environmental Services and Sustainability)

1. Members' Disclosure of Interests

No disclosures of interests were made by Members.

2. Minutes

The minutes of the meeting of the Cabinet held on [23 March 2016](#) were approved as a correct record and signed by the Chair.

3. Public Question Time

There were no questions from the public.

4. Matters Referred to the Cabinet

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

5. Report from the Chair of the Overview and Scrutiny Commission

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.

6. Budget Strategy 2017/18 – 2021/22 (Leader's Portfolio)

The Cabinet considered report [FIN/386](#) of the Head of Finance, Revenues and Benefits which set out the projected financial position for 2017/18 to 2021/22 for the General Fund and the underlying assumptions. The report also set out the policy framework for the budget process.

The Cabinet noted the Overview and Scrutiny Commission's comments on the Strategy and its support for the recommendations to the Cabinet following consideration of the matter at its meeting on 27 June 2016.

Following a comment from the Opposition Leader, the Leader clarified that the Council would be looking to achieve a balanced budget if possible, but the recent European Union Referendum had led to some financial uncertainty nationally.

RESOLVED

That Full Council be RECOMMENDED:

To approve the Budget Strategy 2017/18 to 2021/22, and:

- (a) Note, for the purpose of projections, the current a gap of £1.694m between projected General Fund income and expenditure for the three year period to 2019/20 on the basis of a Council tax freeze.
- (b) Note the impact on the gap of any potential Council tax increase as shown in paragraph 6.3 of report FIN/386.

- (c) Work towards balancing this over a three year period, including putting back into reserves when the Budget is in surplus.
- (d) Instruct Corporate Management Team to take action to address the long term budget gap and to identify policy options for consideration by Cabinet Members and the Budget Advisory Group.
- (e) That the Council apply to the Government to accept a four year grant settlement from 1st April 2016 to 31st March 2020 and delegate approval of the Efficiency Plan to the Head of Finance, Revenues and Benefits in consultation with the Leader.
- (f) Agree the allocation of £4.123m of capital reserves to an earmarked Investment Acquisition Reserve to provide a fund of £5m for the potential acquisition of commercial properties in accordance with the criteria set out in section 8 of report FIN/386.
- (g) That items for the Capital Programme are driven by the need for the upkeep of council assets and environmental obligations and schemes will also be considered that are spend to save or spend to earn.

Reasons for Decision

1. To set a Strategy for savings and income generation and working towards a balanced budget over three years.
2. To meet the requirements of the DCLG to publish an efficiency plan in order to accept a four year budget settlement.
3. To determine the criteria for capital programme bids.

7. Crawley Town Hall (Resources and Leader's Portfolio)

The Cabinet considered report [HPS/05](#) of the Head of Partnership Services which considered options for the future and potential redevelopment of the Town Hall, and made recommendations to enable progress towards a preferred scheme. The report specifically sought approval to enter into a 12 month exclusivity agreement with Westrock which would seek to agree terms for a development agreement with them to enable a joint development of the current town hall site, the adjacent car park site and potentially the Kilnmead Car Park Site.

The Cabinet noted the Overview and Scrutiny Commission's comments on the report, its enthusiasm that the proposal proceed and support of the recommendations to the Cabinet following consideration of the matter at its meeting on 27 June 2016.

The Cabinet was of the view that, if viable, the proposal was an exciting opportunity.

RESOLVED

1. That the Council enter into a 12 month exclusivity agreement with Westrock to try and agree terms for a development agreement with them to enable a joint development of the current town hall site, the adjacent car park site and

potentially the Kilnmead Car Park Site. Also to commission work to progress the design development and cost appraisal for a new town hall.

2. That a supplementary capital estimate of £40,000 in 2016/17 be agreed to fund the costs associated with the viability assessment and new town hall design development.

Reason for Decision

A joint development of the Town Hall site, the adjacent 'Westrock' car park site and potentially the Kilnmead Car Park site has potential to provide a comprehensive scheme, which will enable additional housing, public realm, land for a decentralised heat network and a better value option than remodelling the existing town hall. To enable Westrock and the Council to commit resources to negotiate and assess the viability of such a development, it is appropriate for the Borough Council to enter into an exclusivity agreement with Westrock

8. Review of Statement of Licensing Policy Gambling Act 2005 (Environmental Services and Sustainability Portfolio)

The Cabinet considered report [PES/200](#) of the Head of Economic and Environmental Services which appraised Members of the need to review and revise Crawley Borough Council's Statement of Licensing Policy under the Gambling Act 2005 ("Statement of Licensing Policy"). The report requested authorisation to conduct the statutory consultation on the proposed revision of the Council's Statement of Licensing Policy.

The Cabinet noted the Overview and Scrutiny Commission's comments on the report following consideration of the matter at its meeting on 27 June 2016. The Commission had supported the recommendations to the Cabinet, but had suggested that the consultation period be extended to outside the summer holidays to ensure a sufficient response.

RESOLVED

1. That the Head of Economic and Environmental Services be authorised to conduct the statutory consultation process in respect of the proposed revised Statement of Licensing Policy.
2. That following the consultation process a report be submitted to the Cabinet to:
 - a) Consider representation(s), if any; and
 - b) Request that Full Council approve and authorise the publishing of the Council's revised Statement of Licensing Policy as pertains to Gambling Act 2005.

Reason for Decision

It is a statutory requirement under the Gambling Act 2005 for a Licensing Authority to prepare a Statement of its Licensing policy every three years. The Council is the Licensing Authority for the borough of Crawley

**9. Financial Outturn 2015/16
(Leader's Portfolio)**

The Cabinet considered report [FIN/385](#) of the Head of Finance, Revenues and Benefits which set out a summary of the Council's outturn for the year for both revenue and capital spend.

RESOLVED

1. That the outturn for the year 2015/2016 as summarised in report FIN/385 be noted.

That Full Council be RECOMMENDED:

2. To agree to reallocate £1.5 million of Borough Council capital programme funding, originally earmarked for the Queens Square regeneration scheme, to the Three Bridges station improvements programme. This can then be combined with £500,000 of S106 provision already secured for the station.

Reason for Decision

To report to Members on the projected outturn for the year compared to the approved Budget for 2015/2016.

**10. Adoption of Crawley Community Infrastructure Levy (CIL) Charging Schedule and Associated Documents
(Planning and Economic Development Portfolio)**

The Cabinet considered report [SHAP/54](#) of the Head of Strategic Housing and Planning Services which sought approval for the adoption of the Crawley Community Infrastructure Levy (CIL) Charging Schedule as approved by the Planning Inspectorate through independent examination. By adopting the Charging Schedule the Council would be able to commence collection of CIL contributions from qualifying new residential and retail developments with effect from 17 August 2016. Approval was also sought for an Instalments Policy for allowing staged CIL payment on larger developments and a Policy on Discretionary Relief for Social Housing.

RESOLVED

That Full Council be RECOMMENDED:

1. That the Crawley CIL Charging Schedule (Appendix A to report SHAP/54) and supporting evidence, as approved by the Inspector be adopted and published in accordance with Regulation 25 of the CIL Regulations 2010 (as amended).
2. That the CIL Instalments Policy (Appendix B to report SHAP/54) be adopted for CIL payment on larger developments.
3. That the Crawley CIL Charging Schedule and Instalments Policy is implemented and takes effect from 17th August 2016 with CBC being the collecting authority.
4. That the Council's Regulation 123 list (Appendix C to report SHAP/54) is approved and that delegated authority for non-substantive alterations to the

CIL Charging Schedule, Regulation 123 list, and supporting documents be given to Head of Strategic Housing and Planning in consultation with the Portfolio Holder for Planning and Economic Development.

5. That the Discretionary Social Housing Relief Policy (Appendix D to report SHAP/54) be adopted.

Reason for Decision

1. Following the CIL Examination and receipt of the Inspector's Report in March 2016 the Charging Schedule is required to be approved by resolution of the Full Council in accordance with section 218 of the Planning Act 2008 and Regulation 25 of the CIL Regulations 2010 (as amended).
2. In order to collect the monies the Council has to formally agree and set an implementation date from which the CIL Charging Schedule will take effect. The Council is proposing to implement CIL from 17th August 2016. This will enable the Council to collect money from liable residential and retail development in order to make a financial contribution to delivering the necessary infrastructure that is required across the borough.
3. Alongside the Charging Schedule, the Council is required to approve the borough wide Regulation 123 List, the Instalments Policy, and a policy introducing discretionary social housing relief from CIL.

11. Terms of Reference and Group Nominations 2016/2017 (Leader's Portfolio)

The Cabinet considered report [LDS/119](#) of the Head of Legal and Democratic Services which sought approval of various Terms of Reference and membership for 2016/2017.

RESOLVED

That the Terms of Reference and representatives for the Budget Advisory Group, Local Plan Working Group, Town Centre Working Group and Member Development Executive Support Group be as indicated in report LDS/119.

12. Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.45pm.

P K LAMB
Chair