

Crawley Borough Council

Minutes of the Full Council

Friday 24 May 2013 at 7.30 p.m.

Present:

- Councillor B K Blake (Mayor) was in the Chair for Minute Number 1.
- Councillor R G Burgess (Deputy Mayor)
- Councillors M L Ayling, S A Blake, Dr H S Bloom, N Boxall, K Brockwell, B J Burgess, L A M Burke, R D Burrett, D G Crow, V S Cumper, C L Denman, J I Denman, C R Eade, I T Irvine, M G Jones, S J Joyce, P K Lamb, R A Lanzer, C C Lloyd, L S Marshall-Ascough, C A Moffatt, C J Mullins, C Oxlade, D M Peck, B J Quinn, A J E Quirk, D J Shreeves, B A Smith, P C Smith, G Thomas, K J Trussell, L A Walker, W A Ward and K B Williamson.

Also in Attendance:

Mr A C W Crane - Honorary Freeman and Alderman.
Mr A Quine – Honorary Freeman and Alderman.
Mr J G Smith – Honorary Freeman and Alderman.

Mr P Nicolson – Appointed Independent Person.
Mr A Timms – Appointed Independent Person.

Officers Present:

Lee Harris	Chief Executive
Ann-Maria Brown	Head of Legal and Democratic Services
David Covill	Director of Resources
Phil Rogers	Director of Community Services
Roger Brownings	Democratic Services Officer

1. Mayor's Presentations and Announcement

The Mayor made a short address to the Council about his Mayoral year. He emphasised his great pride and pleasure in serving as Mayor and referred to the year as being very memorable.

The Mayor highlighted a number of events that he had attended and had been involved with during his mayoral year. These included the very successful local events associated with the Queen's Diamond Jubilee celebrations, and the London 2012 Olympic Games for which the town played host to Olympic Teams from other countries, as well hosting the Olympic Torch Relay on 17 July, just 10 days before the

official opening ceremony in London. He described his pride in the youth of this town having attended many events involving local schools, youth clubs and youth associations such as the scouts, and had welcomed many enthusiastic youngsters to the Town Hall to show them around the facilities and answer their numerous Council related questions. A good number of the events the Mayor had attended were in connection with the significant amount of voluntary work which continued to be undertaken within the Crawley area, and he reiterated his thanks to all those groups and organisations generally for all their valuable work.

The Mayor expressed his thanks and appreciation to all those who had supported and contributed towards his charity – the Crawley District Scouts Association, for which an appreciable amount of money had, and continued, to be raised. He paid tribute again to the marvellous work provided by that organisation.

The Mayor thanked Officers and all concerned in providing him with so much help and support during this past year. In this connection he presented a bouquet of flowers to Hayley Thorne (Mayoral / Members' P.A. and Members' Support Officer) as well as a gift to Bob Donaldson for his Mayoral chauffeuring duties. The Mayor also presented a bouquet of flowers to his wife, Councillor Sally Blake, and thanked her for the significant and loyal support she had given him during the year.

2. Election of Mayor

It was proposed by Councillor Lanzer, seconded by Councillor Burrett and

RESOLVED

That Councillor R G Burgess be elected as Mayor for the ensuing Council year.

Councillor B K Blake vacated the Chair.

The newly elected Mayor was invested with the chain, made the statutory Declaration of Acceptance of Office and took the Chair.

In response to the congratulations conveyed by Councillors Lanzer and Lamb (as the Leaders of their respective political groups), the new Mayor thanked the Council for electing him, indicated his great Pride, and conveyed his appreciation to his Wife, Councillor B J Burgess, for all her support at this time. He looked forward to the Mayoral year ahead.

The new Mayor announced that his chosen charity for this Mayoral year would be Outreach 3 Way.

3. Election of Deputy Mayor

It was proposed by Councillor C L Denman, seconded by Councillor Quirk and

RESOLVED

That Councillor V S Cumper be elected as Deputy Mayor for the ensuing Council year.

4. Minutes

Subject to the clerical correction below, the minutes of the meeting of the Full Council held on 3 April 2013 were approved as a correct record and signed by the Mayor:-

Clerical Correction

With regard to Minute No. 104, headed Apologies for Absence, add the initials "L A" for Councillor Walker.

5. Vote of Thanks and Presentation of Badges to Retiring Mayor and Mayoress.

The Mayor presented the retiring Mayor and Mayoress with a commemorative Past Mayor's Badge and a Past Mayoress' Badge. Photographs commemorating their time in office were also presented.

On behalf of their respective political groups, Councillors Lanzer and Lamb conveyed their thanks to the retiring Mayor and Mayoress for all their work during their year in office.

It was moved by Councillor Lanzer, seconded by Councillor Lamb and

RESOLVED

That the thanks and appreciation of the Council be accorded to Councillor B K Blake, the retiring Mayor, for the manner in which he had carried out his duties during his year in office and for the support given to him by the Mayoress, his wife, Councillor S A Blake, during that time.

6. Apologies for Absence

Councillor Cheshire.

Mr B Jones - Appointed Independent Person.

7. Announcements

(a) 60th Anniversary of The Queen's Coronation in June 2013

The Mayor referred to the 60th Anniversary of The Queen's Coronation on 2 June this year. He informed Members that on behalf of the Council and the people of Crawley he would be sending the Queen a letter of congratulations and thanking her for her impeccable service and unwavering dedication during her reign, which has all been to the great benefit of this country.

(b) Recent Election of Youth Mayor and Youth Deputy Mayor: 2013 / 2014

The Mayor called both Tumsil Abbas and Hajid Hussein up to the top table to present the Chain of Office to Tumsil as the elected Youth Mayor, and the Badge of Office to Hajid as the elected Youth Deputy Mayor. The Mayor conveyed his congratulations to Tumsil and Hajid upon their election.

8. Members' Disclosures of Interest

No interests were disclosed.

9. Leader's Delegation Scheme

The Council considered the joint report of the Leader of the Council and Head of Legal and Democratic Services, LDS/061.

Recommendation (Paragraph 2.1 of the report)

Moved by Councillor Lanzer, seconded and

RESOLVED

- (1) That the details of those appointed by the Leader to serve as Deputy Leader and Members of the Cabinet and their portfolio responsibilities as set out in the Appendix to report LDS/061, be received
- (2) That the delegation of Cabinet functions to Cabinet Members and officers as set out in pages 148–188 of the Constitution as approved by the Full Council at its meeting on 3 April 2013 and circulated separately to all Members of the Council, be received
- (3) That the Terms of Reference and membership of the Town Centre Committee (being the one committee of the Cabinet) as set out on page 189 of the Constitution as approved by the Full Council at its meeting on 3 April 2013 and circulated separately to all Members of the Council, be received

10. Adoption of the Constitution

Moved by Councillor Burrett, seconded by Councillor Burke and

RESOLVED

That the Constitution (as approved by the Council at its meeting on 3 April 2013, and circulated separately to all Members of the Council) be approved.

11. Report of the Membership Committee

The report of the Membership Committee of 15 May 2013 was submitted. The recommendations and minutes were considered, as follows:-

Recommendation 1 - Minute No. 4 - Appointment of Chairs and Vice Chairs of Committees and their Members

In the process of Councillor Lanzer moving Recommendation 1, a number of issues were raised:-

Recommendation 1 (1) – Members of Committees

The Council noted the following changes to the Political Group nominations:-

(a) Audit and Governance Committee

- (i) Councillor Burke, as the Conservative Group nomination, to fill that Group's vacancy for substitute.
- (ii) Councillor Thomas, as the Labour Group nomination, to fill that Group's vacancy for substitute.

(b) Overview and Scrutiny Commission

Councillor B K Blake, as the Conservative Group nomination, to fill vacancy.

Moved by Councillor Lanzer, seconded and

RESOLVED

That, on the nomination of the Political Groups, and subject to the changes set out above, Members be appointed to the Committees of the Council and Chairs and Vice Chairs be appointed to the respective Committees, as indicated in Minute No. 4 of the report, and set out in Appendix A to these minutes.

Minute No. 5 – Scrutiny Panels

Whilst acknowledging that the Membership Committee's recommendations on these appointments would be considered by the Overview and Scrutiny Commission at its meeting on 3 June, the Council noted the following change to the Conservative Group nominations:-

Financial Deprivation Scrutiny Panel

Councillor N Boxall to fill the vacancy.

Recommendation 2 – Minute No. 6 – Appointments of persons on outside organisations to which the Council was invited to make nominations.

The Council considered the appointments of persons on outside organisations to which the Council was invited to make nominations.

The Council acknowledged that subsequent to the Membership Committee meeting, further amendments / nominations had been received from the Conservative Group. There had also been some issues of clarification and confirmation from the organisations concerned regarding nominations, whilst issues had arisen for consideration which are set out below:-

Outside organisations for which there were more nominations than places available

Where there were more nominations than places available, the Council determined who should be appointed by voting as follows:-

Item 9 (Crawley Ethnic Minority Partnership (CEMP) Partnership Board)

Councillors Lanzer and B A Smith were nominated for one place.
Councillor Lanzer was appointed.

Item 17 (Friends of Goffs Park)

Councillors Dr Bloom and Mullins were nominated for one place.
Councillors Dr Bloom was appointed.

Item 29 (West Sussex Joint Scrutiny Flooding Task and Finish Group)

Councillors B K Blake and Irvine were nominated for one place.
Councillor B K Blake was appointed.

Moved by Councillor Lanzer, seconded and

RESOLVED

That representatives be appointed to the bodies and organisations as indicated in Appendix B to these minutes.

12. Closure of Meeting

The meeting ended at 8.16 p.m.

R G Burgess
Mayor

Crawley Borough Council

Appointments to Committees 2013/14

Development Control (8 : 7)
<u>2013/2014 Group nominations</u>
S A Blake
K Brockwell
B J Burgess
L A M Burke
D G Crow
C L Denman
J I Denman (Chair)
A J E Quirk
I T Irvine
S J Joyce (Vice-Chair)
C A Moffatt
D J Shreeves
P C Smith
G Thomas
W A Ward

General Purposes Committee (6 : 5)
<u>2013/2014 Group nominations</u>
L A M Burke (Chair)
R D Burrett
D G Crow
C R Eade
R A Lanzer
L A Walker
M L Ayling
C A Cheshire (Vice-Chair)
P K Lamb
C A Moffatt
C Oxlade

Audit and Governance Committee (3 : 2)
<ul style="list-style-type: none"> • Not more than one member shall be a Cabinet member and that Member shall not Chair the Committee. • Substitutes added because small size & concerns about quorum
<u>2013/2014 Group nominations</u>
C R Eade
A J E Quirk (Chair)
L A Walker
Substitute Member – L A M Burke
I T Irvine (Vice-Chair)
P K Lamb
Substitute Member – G Thomas

Licensing Committee (9 : 6)
1) Between 10 and 15 Members with a quorum of 10 when dealing with matters under the Licensing Act 2003
2) Members are reminded that the Committee includes Sub Committee daytime meetings responsibilities.
<u>2013/2014 Group nominations</u>
B K Blake (Chair)
N J Boxall
B J Burgess
V S Cumper
C R Eade
L S Marshall-Ascough (Vice-Chair)
D M Peck
K J Trussell
K B Williamson
M L Ayling
C J Mullins
C Oxlade
B J Quinn
D J Shreeves
W A Ward

Licensing Sub-Committee
1) A minimum of three members will be called upon to determine any given application and a Chair will be appointed at each meeting.
2) Membership should be the same as that of Licensing.
3) Please note that a significant number of these meetings are scheduled for the daytime.
<u>2013/2014 Group nominations to Pool</u>
B K Blake
N J Boxall
B J Burgess
V S Cumper
C R Eade
L S Marshall-Ascough
D M Peck
K J Trussell
K B Williamson
M L Ayling
C J Mullins
C Oxlade
B J Quinn
D J Shreeves
W A Ward

Overview and Scrutiny Commission (6 : 4)
All must be non-Cabinet members
<u>2013/2014 Group nominations</u>
B K Blake
S A Blake
N J Boxall (Chair)
B J Burgess
R G Burgess
L S Marshall-Ascough
C A Cheshire
M G Jones (Vice-Chair)
C C Lloyd
B A Smith

Appointments and Investigating Committee (Pool)
1) As far as possible, a politically balanced committee of between 3 and 7 members will be drawn from the following membership.
2) Any committee making recommendations relating to the appointment of the Chief Executive shall consist of seven members (with a quorum of five), whilst a committee appointing a Director shall consist of six members (with a quorum of four). Head of Service appointments shall be made by a committee of five (with a quorum of three).
3) Introduction of specialist training requirements to be explored.
4) Political groups may add further names to the pool if they so wish.
<u>2013/2014 Group nominations</u>
B K Blake
Dr H S Bloom
N Boxall
K Brockwell
B J Burgess
R D Burrett
D G Crow
V S Cumper
C L Denman
J I Denman
C R Eade
R A Lanzer
A J E Quirk
K J Trussell
L A Walker
K B Williamson
S J Joyce
P K Lamb
C C Lloyd
C J Mullins
D J Shreeves
B A Smith

Staff Appeals Board (Pool)
1) Each Board to comprise three members with a quorum of three from the following pool.
2) The members of the Board to include at least one Member of the opposition.
3) Political groups may add further names to the pool if they so wish.
4) Specialist training requirement for Members.
<u>2013/2014 Group nominations</u>
K Brockwell
R G Burgess
R D Burrett
D G Crow
C L Denman
C R Eade
R A Lanzer
C A Cheshire
S J Joyce
C J Mullins
B Quinn
D J Shreeves

Grants Appeals Panel (Pool)
1) As far as possible, a politically balanced panel of 5 (3:2 split) members will be drawn from the following membership.
2) Not to include any Cabinet member involved in the decision on the grant application(s).
3) Political groups may add further names to the pool if they so wish.
<u>2013/2014 Group nominations</u>
S A Blake
L A M Burke (Chair)
D G Crow
C L Denman
J I Denman
C R Eade
K B Williamson
C A Moffatt
C J Mullins
C Oxlade
B J Quinn
D J Shreeves

APPENDIX B

Crawley Borough Council

Outside Organisations to which the Council is invited to make nominations 2013/14

	Name of Organisation	Representative / Deputy 2013/14 (and any notes) (LO = CBC Link Officer)
1.	Age UK – West Sussex Trustee Board (previously for Age Concern Centre)	G Thomas (LO = Craig Downs)
2.	Broadfield Youth and Community Centre Management Committee (BYCC)	<p>C A Moffatt A J E Quirk John Dale (Community Development Officer and LO)</p> <p><i>3 nominations invited as follows (& must be able to attend meetings regularly):</i></p> <p><i>(a) One nomination from each of the political groups, not necessarily an elected councillor, and</i></p> <p><i>(b) An appropriate Borough Council Officer.</i></p> <p><i>Other Councillors from the Broadfield North and South Wards (who have not been nominated in line with (a) above) are invited to become Community Representatives, and are asked to contact BYCC accordingly.</i></p>

	Name of Organisation	Representative / Deputy 2013/14 <i>(and any notes)</i> <i>(LO = CBC Link Officer)</i>
3.	Central Crawley Conservation Area Advisory Committee	L S Marshall-Ascough G Thomas W A Ward V S Cumper (substitute) <i>(LO = Anthony Masson)</i> <i>Northgate, Southgate and West Green Wards must be represented.</i>
4.	Courage Dyer Recreational Trust	R G Burgess (ex-officio as Mayor) S A Blake (to March 2017) B J Quinn (from July 2013 until July 2017) L A Walker (to July 2015) <i>(LO = Hayley Thorne)</i> <i>- 4 year appointments only</i> <i>- Once appointed, not required to remain a Councillor</i> <i>- Only 4 nominations acceptable in total</i>
5.	Crawley & Ifield Education Foundation (formerly Sarah Nash Charity)	R G Burgess <i>(no LO identified)</i> <i>Only one nomination invited</i>
6.	Crawley Arts Council	B J Burgess C J Mullins Carolyn Murphy (Arts Development Officer and LO)
7.	Crawley Community Transport Association (CCTA) (formerly known as Crawley Dial-a-Ride)	A J E Quirk <i>(LO = Lindsay Adams)</i>
8.	Crawley Community and Voluntary Service Trustee Board	C R Eade K J Trussell <i>(LO = Craig Downs)</i> <i>Only 2 nominations invited</i>

	Name of Organisation	Representative / Deputy 2013/14 <i>(and any notes)</i> <i>(LO = CBC Link Officer)</i>
9.	Crawley Ethnic Minority Partnership (CEMP) Partnership Board	R A Lanzer <i>(LO = Fatima Mirza)</i> <i>Only one nomination invited</i>
10.	Crawley Museum Society	C A Cheshire C L Denman G Thomas Carolyn Murphy (Arts Development Officer and LO)
11.	Crawley Open House Management Committee	N J Boxall R D Burrett W A Ward (plus officer from Housing and Planning Strategic Services) <i>(LO = Mark Dow)</i>
12.	Crawley Town FC Travel Plan Steering Group	R G Burgess L S Marshall-Ascough A J E Quirk C A Cheshire C C Lloyd C J Mullins B J Quinn (substitute). <i>(LO = Paul Baker)</i> <i>The Travel Plan will be ongoing and Andy Moulard (WSCC) has advised that the Steering Group will continue to further progress that Plan.</i> <i>The Council is invited to nominate 4 to 6 Members, preferably to include representatives from each of Broadfield North and South, Southgate, Tilgate and Bewbush. As previously suggested, it would be advisable to avoid nominating Members who will be on the Development Control Committee.</i>

	Name of Organisation	Representative / Deputy 2013/14 <i>(and any notes)</i> <i>(LO = CBC Link Officer)</i>
13.	Crawley Town Twinning Association	Dr H S Bloom C R Eade B A Smith <i>(LO = Nicky Shaw)</i>
14.	Development Control North Committee (Horsham DC)	S A Blake J I Denman C L Denman (substitute) S J Joyce P C Smith G Thomas (substitute) <i>(LO = Jean McPherson)</i> <i>All nominated to serve as co-opted Members Must be Members of the Development Control Committee</i> <i>Officers are working on a memorandum of understanding for future consultation arrangements with Horsham on further applications which may not necessarily be as formal as co-opting onto the committee. In the meantime, the nominations should continue to be made.</i>
15.	4sight (<i>Formerly West Sussex Association for the Blind – Crawley Area Committee</i>)	C R Eade <i>(LO = Damian Brewer - Andrew Davies in Damian's absence until July 2013)</i>
16.	Forestfield and Shrublands Conservation Area Advisory Committee	D G Crow C R Eade <i>(LO = James Webster)</i>

	Name of Organisation	Representative / Deputy 2013/14 (and any notes) <i>(LO = CBC Link Officer)</i>
17.	Friends of Goffs Park	Dr H S Bloom <i>(LO = Colin Hayler)</i> <i>The Labour Group have asked if 2nd place could be made available. However, it is suggested that CBC nominations should be restricted to Southgate Ward Members. Other Members can still become a Friend of Goffs Park through other ways.</i>
18.	Gatwick Airport Community Trust (GACT)	<i>No new nominations required. Cllr Blake appointed for a 4 year term in 2012.</i> <i>(LO = Craig Downs)</i> <i>Only 1 nomination invited 4 year appointment.</i>
19.	Horsham and Crawley Counselling Service	No nominations required <i>No active link/role for Members or officers.</i>
20.	Ifield Village Conservation Area Advisory Committee	B K Blake J I Denman C Oxlade P C Smith <i>(LO = Sarah Henderson)</i>
21.	London & Quadrant Housing Trust	No nominations required <i>Portfolio Holder and Head of SHAPS recommend that no nominations be made in future and it be deleted from this list. CBC work with many other Housing Trusts & Associations but are not represented on those.</i>

	Name of Organisation	Representative / Deputy 2013/14 (and any notes) <i>(LO = CBC Link Officer)</i>
22.	Mears Home Improvements – West Sussex (North) Advisory Group (previously Anchor Staying Put)	No nominations required <i>Mears have confirmed that they do not operate a Home Improvement Service in Crawley and they also do not operate a management board.</i>
23.	Relate - North & South West Sussex Trustee Board	Dr. H S Bloom <i>(LO = Craig Downs)</i> <i>Only one place available</i>
24.	Sarah Robinson Educational Foundation.	L A M Burke B J Quinn A Quine <i>(no identified LO)</i>
25.	South East Employers (SEE) - Local Democracy and Accountability Network	N J Boxall P K Lamb L A Walker <i>(LO = Steve Lappage)</i> <i>Although nominations still invited for 2013/2014, the Council has given notice to SEE to terminate its membership ending on 31/3/14. This would save £4,884 in future based on the current fee.</i>
26.	Court of the University of Sussex	R D Burrett <i>(LO = David Covill)</i> <i>Membership reviewed by University and only one place to be made available.</i>
27.	West Sussex Health and Adult Social Care Select Committee **	R G Burgess <i>Must be a Member of the OSC</i> <i>(LO = Chris Pedlow)</i>

	Name of Organisation	Representative / Deputy 2013/14 <i>(and any notes)</i> <i>(LO = CBC Link Officer)</i>
28.	West Sussex Joint Scrutiny Steering Group**	N J Boxall (as Chair of the OSC) <i>(LO = Chris Pedlow)</i>
29	West Sussex Joint Scrutiny Flooding Task and Finish Group **	B K Blake <i>(LO = Chris Pedlow)</i> <i>Only one place available</i>
30.	West Sussex Mediation Service Management Committee	C A Cheshire K B Williamson <i>(no LO identified)</i> <i>The Mediation Service is willing to make 2 places available</i>
31.	Worth Conservation Area Advisory Committee.	L A M Burke C L Denman R A Lanzer <i>(LOs = Tom Nutt & Ruth Growney)</i>
32.	Bewbush Youth Centre Advisory Group	No nominations required Understood to have been disbanded following the restructure of West Sussex Youth Service and their programme of asset transfer. No officer invited/involved.
33.	Dormans Youth Arts Centre Management Committee	No nominations required <i>Management Committee disbanded, no nominations required.</i>
34.	Langley Green Youth Centre Management Committee	No nominations required <i>No active Member/officer roles. Understood to have been disbanded following the restructure of West Sussex Youth Service and their programme of asset transfer.</i>

	Name of Organisation	Representative / Deputy 2013/14 <i>(and any notes)</i> <i>(LO = CBC Link Officer)</i>
35.	Oriel Youth Wing Advisory Group	No nominations required <i>Understood to have been disbanded following the restructure of West Sussex Youth Service and their programme of asset transfer and still waiting to be informed of any new arrangements.</i> L A Walker <i>(if required)</i> <i>(no identified LO)</i>
36.	Hazelwick Road Conservation Area Committee.	New for 2013/2014 and for information purposes only at this stage. <i>New conservation area designated. Member representation will be invited once established. Number of Members to be nominated yet to be confirmed.</i>
37.	Southgate Conservation Area Committee	New for 2013/2014 and for information purposes only at this stage. <i>New conservation area designated. Member representation will be invited once established. Number of Members to be nominated yet to be confirmed.</i>

** These appointments are made by the Overview and Scrutiny Commission

Crawley Borough Council

Minutes of Development Control Committee

25 March 2013 at 7.30pm

Present:

Councillor J I Denman (Chair)

Councillors L A M Burke, B J Burgess, D G Crow, C L Denman, I T Irvine, S J Joyce, C A Moffatt, A J E Quirk, D J Shreeves, P C Smith, G Thomas and W A Ward

Officers Present:

Angela Tanner	Head of Planning & Environmental Services
Manson Kendall	Principal Property Lawyer
Jean McPherson	Group Manager (Development Management)
Marc Robinson	Principal Planning Officer
Tom Nutt	Senior Forward Planning Officer
Sally English	Democratic Services

Also present:

Councillor Barry Jones, Independent Member

Apologies for Absence:

Councillors S A Blake, K Brockwell, C Denman

55. Lobbying Declarations

Councillors J Denman, B Burgess, D Crow, I Irvine, S Joyce, C Moffatt, A Quirk, D Shreeves, P Smith, G Thomas & W Ward were lobbied on agenda item 1:
CR/2013/0017/FUL

Councillors J Denman, B Burgess, L Burke, D Crow, I Irvine, S Joyce, C Moffatt, A Quirk, D Shreeves, P Smith, G Thomas & W Ward were lobbied on agenda item 2:
CR/2013/0019/FUL

56. Members' Disclosure of Interests

Member	Minute Number	Subject	Type and Nature of Disclosure
Cllr S Joyce	Minute 53	CR/2013/0019/FUL	Personal interest as the applicant is known to Cllr Joyce.

Cllr Moffatt	Minute 53	CR/2013/0019/FUL	Personal interest as the applicant is known to Cllr Moffatt.
Cllr D Shreeves	Minute 53	CR/2013/0017/FUL	Personal interest as the applicant is known to Cllr Shreeves.
All Members of the Committee	Minute 53	CR/2013/0047/FUL	Personal interest as the land is owned by Cllr K Brockwell.

57. Minutes

The minutes of the meeting of the Committee held on 4 March 2013 were then approved as a correct record and signed by the Chair.

58. Planning Applications List

The Committee considered report PES/109 of the Head of Planning and Environmental Services.

RESOLVED

That in respect of the applications specified below, details of which are more particularly set out in report PES/109 of the Head of Planning and Environmental Services and in the Register of Planning Applications the decisions be given as indicated:-

Agenda item 001 **CR/2013/0017/FUL**

Land east of Crawley College, Northgate Avenue, Three Bridges, Crawley

Erection of 8 x two-bed flats & 2 x three-bed semi-detached houses with associated parking & landscaping.

Councillors S Joyce and G Thomas had attended the site visit.
Councillors L Burke, C Moffatt, D Shreeves, P Smith and W Ward had visited the site independently.

The Group Manager gave a verbal update, and informed the Members WSCC comments have now been received on the Safety Audit provided by the applicants. WSCC consider the audit is adequate, and as a result, refusal reasons 1 & 2 are to be deleted from this application.

The applicant then gave a presentation to the Members in which he made the following points:

- Development proposed much-needed residential accommodation despite open space designation
- Site is close to town centre and a sustainable location
- Contemporary design incorporating energy conservation & generation

- Proposed felling of 12 poplar trees mitigated by replanting of 27 heavy/standard trees; arboreal advice was that trees were at end of their lifespan and scheme would enhance Northgate Avenue
- Site not comparable to Ely Close as private land that could be enclosed.

The applicant also pointed out that although the officers' comments on the design of the application were noted, they had not formed part of the discussions with officers. He hoped for the opportunity to make adjustments to the design to address those issues.

The ward member then spoke making the following points on the application:

- Acknowledged a need for more housing
- Land exists as green space & acts as a buffer between Three Bridges and the town centre
- Concern over entry/exit via Northgate Avenue/Woodfield Road – very busy junction
- Feels development would be detrimental to environment and residents
- Not in keeping with neighbouring properties
- Fencing along west side of proposal would significantly enclose pathway that runs alongside to detriment of local users.

The Members discussed the application, and were generally unimpressed by the design of the proposed development. They were concerned over the reduced footpath which had high usage. The manoeuvrability of refuse collection vehicles was also raised and it was felt this would be difficult with such tight turning space.

Concerns were raised over the pollarding/removal of poplar trees and the Group Manager advised that the CBC tree officers have estimated that the life expectancy of the poplar trees is 40 years, and maintenance/pollarding should be undertaken every 5-7 years. Maintenance programmes cannot be enforced but appropriate works can be recommended. However, if the trees were not maintained and injury resulted from falling branches etc, the applicant would be liable. The Group Manager added that she could not comment upon the purchase of the land as it was a private land deal but that the space had been intended to be retained as a landscaped area.

Refused for the following reasons:

1. Development of this protected urban natural and semi natural green space of significant amenity value as a structural landscaping buffer would adversely affect the character and amenity of the area, conflicting with 'saved' Crawley Borough Council Local Plan policy BN22 and Core Strategy policies EN3 and H3, and the National Planning Policy Framework.
2. The felling of mature and protected trees would harm the character of this important visual structural landscaping buffer between the Town Centre and the neighbouring residential area of Three Bridges and does not respect the context of the site thereby conflicting with policy BN21 of the adopted Crawley Borough Council Local Plan, Core Strategy policy EN5 and Supplementary Planning Guidance Note Six 'Trees'.
3. The proposed siting of the apartment building would harm the amenities of present occupiers of properties in Friars Rookery by virtue of a lack of physical separation and loss of privacy from overlooking, conflicting with 'saved' policies GD1 and H22 of the adopted Crawley Borough Council Local Plan and EN5 of the Core Strategy.

4. The layout of the apartment block would cause unreasonable harm to the amenities of future occupants of the ground floor apartments by virtue of a lack of outlook to living room windows resulting from the proximity and height of the proposed western boundary treatment running parallel to the public footpath. The cramped layout also results in a lack of amenity space for occupants of the proposed apartments. The proposal would conflict with policy GD1, GD2, H20, H22 of the adopted Crawley Borough Council Local Plan 2000, EN5 of the Core Strategy and SPG 4.

5. The proposed semi-detached internal accommodation would be cramped to the detriment of future occupiers and fails to accord to the internal space standards set out in SPG3 'Standards for New Housing Development, contrary to policy H22 of the Crawley Borough Local Plan 2000.

6. The proposed design of the development is considered harmful to the character of the area by virtue of the layout of the buildings on the site, the poor quality of detailing and unsympathetic siting of the solar photovoltaics additions, conflicting with policies GD1, GD2, H22 of the adopted Crawley Borough Council Local Plan 2000 and EN5 of the Core Strategy.

7. An agreement is not in place to ensure that the appropriate infrastructure provisions to support the development and the development is therefore contrary to policies GD3, GD35 and GD36 of the Crawley Borough Local Plan 2000, to policy ICS2 of the Crawley Borough Local Development Framework Core Strategy 2008 and the Planning Obligations and S106 Agreement Supplementary Planning Document 2008.

Agenda item 002
CR/2013/0019/FUL

Land at Ely Close, Tilgate, Crawley

Demolition of an existing single storey garage block and erection of 18 new residential units (16 x two bedroom flats & 2 x three bedroom dwellings), associated infrastructure and landscaping works.

Councillors B Burgess, S Joyce, A Quirk and G Thomas had attended the site visit. Councillors I Irvine, C Moffatt, D Shreeves, P Smith and W Ward had visited the site independently.

The Principal Planning Officer gave a verbal update and then the first speaker, an objector representing a group of residents, gave a presentation to the members in which the following points were made:

- Surprise at West Sussex Fire Brigade report stating 'no comment' – fire units would struggle to enter, exit or manoeuvre the proposed site, as would refuse collection vehicles
- Use of green space – monitoring of community use. Felt this failed to take into consideration timings, weather conditions, and was neither comprehensive or accurate
- Space is not purely for recreation, but for calm & quiet and one of the reasons properties were bought in the area
- Land has been public open space since the area was developed in 1950s

- NES development is providing green spaces – it is important existing areas are developed as such, rather than removing them and lowering current quality of life
- It was felt the gain of 18 properties would not justify the detrimental impact on existing residents
- 42 objections were made, as well as a 357-signature petition submitted last year to earlier consultation
- Many existing houses are configured with living areas at the rear of the properties, which would look out onto the proposed development
- Removal of balconies & frosting of windows to appease residents' concerns over overlooking and privacy issues felt slap-dash and token in order to ensure planning permission granted
- CBC have stated no public rights of way across land yet CBC have previously provided gates for some properties to allow access to and from field
- Concerns over congestion, noise, additional traffic both during construction and afterwards

The speaker also tabled a report on community use of the space, use during August 2011 and rainfall during that month.

The next presentation was from the agent, who informed the Members that the developer had held two consultation events with residents, which resulted in revisions and amendments of proposals to address concerns. The revisions included:

- Changing scheme from 3-storey block of flats to a 2-storey housing proposal
- No communal corridors or stairs; all homes have own front doors onto street
- Reduction of density and number of units
- Safety buffer in front of retained garages
- Removal of gables to minimise impact on adjacent properties
- Removal of a balcony
- Re-oriented & re-sited buildings moved away from existing boundaries
- Windows on flank walls to have obscure glazing to prevent overlooking
- Increased parking spaces to 28, the maximum allowable
- A proposed Local Lettings Plan with CBC, prioritising some ground floor units for older people currently in council accommodation

He also stated that sustainable urban drainage would be in place, and the scheme would not adversely affect the site drainage of surrounding properties. Autotracking of a larger bespoke vehicle for refuse collection has been carried out, to demonstrate that the larger vehicle can safely enter and exit the site in forward gear.

Cllr Lloyd spoke next, as ward member for Tilgate. His presentation included the following points, quoted from CBC Core Strategy 2008, which stated:

- Green space within the developed area defined as a 'key characteristic' of Crawley, and making 'a significant contribution to the town'
- The Town's open spaces identified as an integral part of its character and of importance for 'people's quality of life, their health and enjoyment'
- Policies H6 & EN3 of the Core Strategy seek to ensure that continues
- The land in question was not surplus to requirements - not recreational land but amenity land
- Report acknowledges that the land adds to the quality of life of residents

Cllr Lloyd also tabled an extract from the National Planning Policy Framework, Section 8, paragraphs 76 & 77, which related to the provision for local communities to

identify for special protection green spaces of particular importance to them and which has value to the local community, where development can be ruled out.

Cllr Boxall, also a ward member for Tilgate, made a presentation in which he made the following points, and also stated his agreement with the points made by Cllr Lloyd:

- He agreed that the proposed development was good in terms of quality but that this did not mean he supported it
- Concerned about new access road
- Once garages removed, road would be next to people's homes
- Loss of green space, especially affecting numbers 14 & 16 Ely Close
- Refuse vehicles would not in fact be able to access the site with ease
- Proposed TRO for increase in parked cars would affect Ely Close residents and new road, and there would be an obligation to enforce it or chaos would ensue
- Access roads at junctions of Winchester & Oxford Roads, and Oxford Road & Ely Close would become impassable
- Could not envisage construction vehicles negotiating the junctions successfully

Members then debated the application and raised the following concerns:

- Removal of windows and obscuring of glass did not resolve the issues
- Boundary too close to existing gardens
- Community spirit & well-being would be adversely affected by removal of access to the land
- Concern with adequacy of open space assessment which focused on quantity and not the 'value' of the spaces to the community and no public consultation on the report.
- Concern the report misrepresented wards and the impacts.
- Concern the loss of the space would erode the deliberate and integral neighbourhood design of Tilgate which incorporated with the layout these green spaces.
- Disagreed with item 6.2 of the report which stated the impact on neighbouring amenities would be 'acceptable'
- Felt the report failed to mention existing traffic problems in Tilgate
- Felt the space had been left clear as 'green lung'
- 45 units per hectare was considered too high a number
- Acknowledged developers had sought to incorporate NPPF rules, but that the rules did not take local needs into account
- Not appropriate to send children instead to Tilgate Park to play
- Item 5.42 Flood Risk: regarding a condition to ensure a sustainable drainage system achieves potential runoff - Member asked for the word 'recommend' to be altered to read 'required'

Another Member acknowledged that the loss of any green space was regrettable but such developments provided social and affordable housing, and the scheme was considered a good one and significant effort had gone into ensuring this. Another Member felt the site was a missed opportunity for a better community use such as allotments.

The Planning Officer responded to comments by stating that the Tilgate neighbourhood had the third highest level of amenity green space in the borough, but added that quantum alone is not used solely as evidence that the land at Ely Close is

surplus as each neighbourhood is unique .justification in itself. He added that there was a sufficient amount of high quality amenity open space within a 5-minute walk of Ely Close. He felt the survey to establish usage was fair in terms of visits and timing, and that even if land is considered underused it did not automatically mean it was considered to be surplus as amenity value was an important element. The amenity value of Ely Close is recognised but limited to a small number of residents. He added that the level of structural landscaping immediately surrounding Ely Close such as verges, trees, and amenity green space is high, garden sizes are of a good size and the survey showed the Ely Close area was rarely used for recreation as high quality parks are located close by. He the felt the report had been logical and in accordance with government guidance and the conclusion that the space was of low value and surplus to requirements accurately reflected the analysis undertaken.

The Principal Planning Officer added that concerns over traffic issues during construction would be addressed through a requirement for a construction management plan, including timings of activity, temporary changes to roads to ensure access around corners etc, and that Environmental Health recommendations would supplement the restrictions.

Members asked for a response to Cllr Lloyd's comments around Section 8, para 76 of the NPPF. The Planning Officer stated that guidance had not yet been used and the policy not tested. The Planning officer felt that the land at Ely close did not meet the criteria set out in the NPPF to designate it as a locally important green space. Cllr Smith drew attention to the previous paragraph which states that the local community should be able to identify them and that it is clear through the planning application that residents support its designation. The Planning officer said that this was in response to the planning application to develop the site but agreed that it was clear from the representations that the land was valued by residents.

Refused for the following reason:

The proposed development would result in the loss of open space which makes a positive contribution to the character and amenity of its surroundings contrary to policy EN3 of the Core Strategy 2008 and 'saved' policies BN22 and RL21 of the Crawley Borough Local Plan 2000.

At the request of Cllr Irvine and in accordance with Council Procedure Rule 17.4, the names of the Members voting for and against the motion and abstentions were recorded as follows:

For the motion (to permit):

Councillors J I Denman, S J Joyce and A J E Quirk

Against the motion (to permit):

Councillors B J Burgess, L A M Burke, D G Crow, I T Irvine, C A Moffatt, D J Shreeves, P C Smith, G Thomas and W A Ward.

Cllr Joyce requested a vote on whether to defer the decision on the application in order to conduct further work to establish the level to which the land was used, and to establish the traffic issues that might ensue. The majority of the Members voted against this request for a deferral.

A final vote was taken to confirm the rejection of the original recommendation to permit the application, and the majority of Members voted against this. The application was therefore refused.

Agenda item 003
CR/2013/0041/FUL

1 Whitgift Walk, Tilgate, Crawley

Erection of rear conservatory.

The Principal Planning Officer gave a verbal update to the Members who considered the application. It was noted that under normal circumstances this application would be delegated but it had come before the Committee as CBC held the freehold. The Members had no objections or concerns regarding the application.

Permitted subject to conditions including permission time limit and Decision Notice, to comply with Section 91 of the Town & Country Planning Act 1990, and conservatory dwarf wall materials and finishes to match colour and texture of existing buildings, in accordance with saved Policy GD1 of the Crawley Borough Local Plan 2000.

Agenda item 004
CR/2013/0045/TPO

Milton Mount Lake, Pound Hill, Crawley

G3 – 7 x Alders & G1 – 6 x Yew – Fell

The Group Manager gave a verbal update and responded to Members' queries.

Concern was expressed over the non-replacement of the felled trees and the Group Manager advised Members that there was no condition requiring replacement in view of the fact that they were to be felled in order to allow mature development of the remaining trees, and there was also no space in the immediate vicinity for replacements. When the Worth Park improvements are undertaken there may be scope for further new trees.. Should dead or dying trees need to be removed, the replacements are controlled through service of a Tree Replacement Notice. . The Group Manager also advised Members that felling would take place once birds had stopped nesting. The age of the trees was not known.

Consent subject to permission time limit, and for felling of specified trees to be undertaken under the supervision of the Borough's Arboriculturist, in accordance with policy BN21 of the saved Crawley Borough Local Plan 2000.

Agenda item 005
CR/2013/0047/FUL

Rosehip Cottage, Forge Wood, Pound Hill, Crawley

Erection of 4 x five bedroom detached dwellings with associated detached garages for plots 1, 2 & 3 & erection of detached garage at Rosehip Cottage.

The Principal Planning Officer provided a verbal update which was followed by a presentation from an objector in which the following points were made:

- Area characterised by 1930s style of housing
- Only a few such woodlands remaining in Crawley & important that the planning process preserves them
- Setting of existing houses & gardens would be compromised by style & density of proposed development
- Development would increase housing density of Forge Wood by 50%
- Site has already been cleared and at least one large oak tree has been felled – application refers to mature trees being retained
- Forge Wood was a narrow private road and unsuitable for large vehicles and lorries
- Addition of 4 new families' vehicles will not improve highway safety
- Gardens & house proximities misaligned with current dwellings
- Application refers to underused plot – it had been a garden for 70 years
- Proposed houses would be 3 storeys high – with the proximity to boundaries of neighbouring properties, privacy would be affected
- Such a development would set a precedent for increasing house density in the area
- Cramped and incongruous development out of keeping with streetscene
- Revised proposal does not address previous reasons for refusal

The second objector then gave a presentation, making the following points:

- Road already in poor state of repair which would be worsened by the development and increase of car use by new occupants
- Development not in keeping with existing dwellings and streetscene
- Underlined everything stated by previous speaker

The applicant then gave a presentation and made the following points:

- Site has substantial trees screening the perimeter – impossible to see Rosehip Cottage from surrounding roads. Streetscene would remain unaltered
- Development is large enough to create its own sense of place & character
- North East Sector development was for 1900 homes adjacent to the site at higher density and this would include 2 new houses next to Woodend, and 2 at north end of Forge Wood
- Proposed density at Rosehip Cottage is 14 dwellings per hectare (lower than NES scheme)
- In February 2013, approval was given for 3 new houses at 2 Hollybush Road
- Density at Hollybush Road is 17.6 dwellings per hectare, higher than Rosehip Cottage
- NES development proposes redesigned road to widen Balcombe Road towards site boundary. Report stated distance from rear elevation of plot 3 to edge of new road would be 8.5m – incorrect as it would be 15.5m
- Report also stated new road would adjoin rear of plots 2 & 3 – incorrect as pavement would partially adjoin plot 3 at boundary. At that point, pavement would be 18.5m from proposed new house. Plot 2 would not adjoin new road
- Shortest garden depth would be 7.8m from rear elevation to boundary at plot 3. A 15m strip of trees abuts boundary after that point
- All proposed dwellings have useable amenity space & would be well screened by dense planting

- The gardens would be large enough to provide substantial open areas without trees
- Plots 1 & 2 were far enough apart to ensure that no overlooking or loss of outlook occurs between properties. Perpendicular distance from closest window of plot 1 to oblique side of plot 2 is 13m – enough to ensure no loss of outlook is perceived
- Refusal reason citing lack of Section 106 agreement could be dealt with by condition

The Members discussed the application and noted the comparison made between Hollybush Road and proposed development - it was felt the plots were very different in context Hollybush Road surrounded by higher-density housing while Forge Wood was semi-rural with larger detached houses on larger plots. It was also felt that the development would increase the level of traffic and diminish the special feel of Forge Wood. Members also noted that the previous application for the development had been cramped and out of keeping with the area, and felt the same about the current application.

A Member noted that Pegasus Planning Ltd had been consulted and queried why. The Group Manager explained that Pegasus Planning Ltd were the planning agents for the NES development consortium and are advised of all residential proposals with the NES area.

Refused for the following reasons:

1. The proposed development of 4 additional houses would result in a cramped and incongruous form of development that would be out of keeping with the existing streetscene of detached houses within large spacious plots. It does not reflect the existing density of development within Forge Wood and by virtue of its layout, size and siting would cause harm to the visual amenities and character of the surrounding area, contrary to the NPPF and policies GD1, GD2 and H22 of the Crawley Borough Local Plan 2000 and policy EN5 in the LDF Core Strategy 2008.
2. The layout of the proposed development in particular plots 2 and 3 would result in houses located close to the junction of Steers Lane and Balcombe Road with little useable amenity area, that would be subject to further harm to occupiers from future alterations to the junction to enable the delivery of the North East Sector. The development cannot therefore be provided a satisfactory environment for future occupiers contrary to saved policies GD1, H20 and H22 of the Crawley Borough Local Plan and the advice in Supplementary Planning Guidance Note 4.
3. The relationship of the proposed houses to retained trees on site and trees on neighbouring land would result in an unsatisfactory relationship for future occupiers resulting in ongoing pressure to reduce and remove the trees to the detriment of the character of the area.
4. The relationship between Plot 1 and 2 by virtue of the close distance between the properties, and bulk and massing would result in unacceptable harm to the occupiers of both dwellings due to a lack of privacy and overlooking between the dwellings. The outlook of plot 1 is considered to be dominated by the bulk of the property on 2. This is considered contrary to 'saved' policies GD1 and H22 of the Crawley Borough Local Plan 2000.
5. An agreement is not in place to ensure that the appropriate infrastructure provisions to support the development and the development is therefore contrary to

'saved' policies GD3, GD35 and GD36 of the Crawley Borough Local Plan 2000 and contrary to policy ICS2 of the Crawley Borough Local Development Framework Core Strategy 2008 and Supplementary Planning Document 'Planning Obligations and S106 Agreements'.

Agenda item 006
CR/2013/0049/RG3

Woldhurstlea Close, Gossops Green, Crawley

Erection of a single storey scooter store.

The Group Manager gave a verbal update to the Members who considered the application and had no objections or concerns.

Consent subject to permission time limit and Decision Notice, and development shall be constructed from materials and finishes identified in application form, in accordance with Section 91 of the Town & Country Planning Act 1990, and saved policy GD1 of the Crawley Borough Local Plan 2000, and policy EN5 of the Core Strategy 2008.

Agenda item 007
CR/2013/0063/ADV

The Windmill, Gossops Parade, Gossops Green, Crawley

Erection of 3 x externally illuminated fascia signs, 1 x externally illuminated transom sign, 2 x non illuminated signs & 1 x lantern (amended form).

The Principal Planning Officer gave a verbal update to the Members.

Consent subject to the conditions on advertising including: no display of advertisements without permission of the owner or one entitled to give permission; no advertisement to be sited or displayed so as to endanger persons, obscure signage, hinder speed detection devices; maintenance of advertisements and structures or hoarding used for displaying advertisements; if advertisements to be removed under these regulations, to ensure site is left in a condition that does not endanger the public or impair visual amenity, to comply with Town & Country Planning (Control of Advertisements) Regulations 2007.

59. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 10.25pm.

J I DENMAN
Chair

Crawley Borough Council

Minutes of Development Control Committee

15 April 2013 at 7.30pm

Present:

Councillor J I Denman (Chair)

Councillors S A Blake, K Brockwell, L A M Burke, B J Burgess, D G Crow, I T Irvine, S J Joyce, C A Moffatt, A J E Quirk, D J Shreeves, P C Smith, G Thomas and W A Ward

Officers Present:

Angela Tanner	Head of Planning & Environmental Services
Kevin Carr	Principal Lawyer
Jean McPherson	Group Manager (Development Management)
Marie Bolton	Principal Planning Officer
Sally English	Democratic Services

Also present:

Councillor Peter Nicholson, Independent Member

Apologies for Absence:

Councillor C L Denman

60. Lobbying Declarations

Councillors S Blake, J Denman, I Irvine, C Moffatt, A Quirk and W Ward were lobbied on agenda item 001 CR/2013/0034/FUL

61. Members' Disclosure of Interests

Member	Minute Number	Subject	Type and Nature of Disclosure
Cllr S Blake	Minute 63	CR/2013/0096/FUL	Personal interest as Cllr Blake is married to the Chair of Crawley Scouts.
Cllr L Burke	Minute 63	CR/2013/0096/FUL	Personal and prejudicial as he is District Treasurer of Crawley District Scout Council. Cllr

Burke left the meeting before the presentation and took no part in the discussion or voting on this item.

62. Minutes

The minutes of the meeting of the Committee held on 25 March 2013 were considered. A Member requested a change to the wording in the following minute and this was agreed as follows:

Minute 53, p90, agenda item 2, line 28: CR/2013/0019/FUL Land at Ely Close, Tilgate

To change the wording 'integral estate design' to 'integral neighbourhood design'.

The minutes were then agreed as a correct record of the Committee held on 25 March 2013.

63. Planning Applications List

The Committee considered report PES/110 of the Head of Planning and Environmental Services.

RESOLVED

That in respect of the applications specified below, details of which are more particularly set out in report PES/110 of the Head of Planning and Environmental Services and in the Register of Planning Applications the decisions be given as indicated:-

Agenda item 001 **CR/2013/0034/FUL**

117-121 Ifield Road, West Green, Crawley

Demolition of existing buildings, formation of new access road and residential development comprising the erection of 7 terraced, 4 semi-detached and 2 detached dwellings with garaging. Car parking and landscaping (amended documents received).

The Principal Planning Officer gave a verbal update, and then the first speaker, an objector, gave a presentation to the Members in which the following points were made:

- Demolition of another historical Crawley house would be a great loss to West Green character
- House should be saved as an example of property built over 100 years ago
- Proposal would result in overdeveloped site with limited amenity space
- Development would bring more children to an already over-subscribed school
- 12 of 26 proposed parking spaces were tandem spaces which were generally not used as they were difficult to use

- Plot 6 parking space would only allow resident to reverse from main road into his/her tandem space. When front vehicle needed to move, both vehicles would need to be moved.
- No plans or scope for visitor parking on the site
- Ifield Road had a controlled parking zone with few existing parking spaces
- Parking spaces in uncontrolled roads such as Albany Road were already used by local business and hospital staff – the development would place even greater pressure on an already congested road
- Development did not allow for a footpath for pedestrians to access houses at rear of the site
- The flat pitched roof dormers on the third storey of the proposed houses were not in keeping with local properties, which have Victorian apex pitched 2nd floor windows only. The development would therefore overlook the houses opposite. If development was permitted, only a pitched apex dormer should be allowed.

Councillor Cumper, a ward member for West Green, then spoke as an objector, and made the following points:

- She had received no positive comments from residents regarding the development, only objections
- Density of development not in accordance with CBC policy
- Development would place significant and substantial strain on the area
- Residents would struggle to cope with increased traffic; existing problems would intensify
- Potential to conserve part of the area as being of local importance
- Crawley had a complex history which should not be destroyed
- Site was near St Peter's Church, Ifield Road
- GPs had left surgery as not fit for purpose
- Expansion of surgery had not been allowed by CBC as it would have had a potential impact on wildlife
- Trees had already been removed from the site without permission or consent
- Recommended imposing a large fine on developers in order to deter such future behaviour
- Development did not take account of feelings of West Green residents

Members discussed the application, which they felt had numerous failings, including:

- Density of the development in relation to the size of the site
- Increased pressure on local school; children would have to attend schools in Southgate & Bewbush
- Residents whose properties bordered the site were concerned over removal of 3 trees before application received
- Should the application be refused and subsequently re-submitted, a site visit would be useful
- Orientation of houses would result in most gardens receiving very little sunlight
- Dangerous access to site from main road

Refused for the following reasons:

1. The proposed development, by reason of the cramped designed layout comprising poorly laid out parking and highway arrangements, lack of soft landscaping

resulting in the provision of excessive hard landscaping and provision of sub-standard rear gardens, is indicative of overdevelopment of the site which would result in detriment to the character and appearance of the site itself and area in general. The proposed scheme would therefore be contrary to policies GD1, GD2, GD3, GD5, GD6, H20, H22 and T8 of the Saved Local Plan (2000) and policy EN5 of the Core Strategy (2008).

2. The proposed development, by reason of the failure to provide sufficient on site private outdoor amenity space, would be detrimental to the amenities of future occupiers of the development. The proposed scheme is therefore contrary to policy H20 of Saved Local Plan (2000) and would prejudice the aims and objectives of Supplementary Planning Guidance Note 4 on Private Outdoor Space.
3. The proposed development, by reason of the failure to provide sufficient highways and transport information, fails to adequately demonstrate that the development
4. In the absence of a binding obligation securing an appropriate financial contribution towards the provision of infrastructure, the proposal is considered to place an unreasonable demand on existing local facilities contrary to the principles of sustainable development. The proposal is therefore contrary to policies GD35 and GD36 of the Saved Local Plan (2000), policy ICS2 of the Core Strategy (2008) and would prejudice the aims and objectives of the Supplementary Planning Document Planning Obligations and S106 Agreements.
5. It has not been satisfactorily demonstrated that the proposed development would not cause damage to the health of the Oak tree (T7) on site by virtue of the tree's proximity to the proposed access route and parking bays. The proposed development is therefore contrary to policies GD5, GD6 and BN21 of the Saved Local Plan (2000).

Agenda item 002
CR/2013/0068/FUL

Smith and Western, Tilgate Drive, Tilgate, Crawley

Erection of wooden decking on grassed parkland areas, including change of use from parkland to restaurant.

The Principal Planning Officer gave a verbal update and then Members discussed the application. The plans were displayed on the overhead projector, and the Group Manager explained the extent of the decked area proposed, as this was unclear as some decking on the plan was already in situ, and therefore suggested the proposed extension to the decking was larger than it in fact was. This was acknowledged and Members had the following concerns:

- Patrons smoking whilst on the decking, potentially affecting users of Tilgate Park
- Fire risks arising from smokers using the decked area
- Rubbish collecting beneath decking, potentially encouraging vermin
- Commercialisation of Tilgate Park

A Member pointed out that patrons of the park itself were themselves at liberty to smoke if they chose. Members were advised by the Group Manager that the potential

fire risk of such decking was not a planning consideration and as such, would be addressed by Environmental Health under separate legislation.

Permit subject to permission time limit and Decision Notice, to comply with Section 91 of the Town & Country Planning Act 1990, and materials and finishes of the decking and fencing to match colour and texture of existing decking and fencing in accordance with saved policy GD1 of the Crawley Borough Local Plan 2000.

Agenda item 003
CR/2013/0096/FUL

Stanford Scout camp site, Old Brighton Road North, Broadfield, Crawley

Erection of single storey extension to an existing toilet block located on the Stanford camp (Crawley District Scouts) campsite to provide disabled facilities for children.

The Principal Planning Officer gave a verbal update to the Members who considered the application. A Member queried whether responses had been received from Mid Sussex Borough Council and Horsham District Council on whose boundaries the application site sits. The Group Manager informed Members that although no objections were expected, it was recommended that the application be permitted and the decision delegated back to the Head of Planning and Environmental Services to await the consultation expiry period for the adjoining districts on 25 April 2013.

Permitted subject to the following conditions (and consultation expiry on 25 April 2013): permission time limit and Decision Notice, to comply with Section 91 of the Town & Country Planning Act 1990, and materials and finishes of the external walls (and roof(s)) to match colour and texture of existing buildings, in accordance with saved Crawley Borough Local Plan 2000 and adopted Core Strategy 2008.

64. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 8.36pm.

J I DENMAN
Chair

Crawley Borough Council

Minutes of Development Control Committee

3 May 2013 at 6.30pm

Present:

Councillor J I Denman (Chair)

Councillors K Brockwell, L A M Burke, I T Irvine, S J Joyce, C A Moffatt,
A J E Quirk, D J Shreeves, P C Smith, G Thomas and W A Ward

Officers Present:

David Covill	Director of Resources
Manson Kendall	Principal Property Lawyer
Jean McPherson	Group Manager (Development Management)
Michelle Harper	Principal Planning Officer
Sally English	Democratic Services

Apologies for Absence:

Councillor S A Blake, B J Burgess, D G Crow and C L Denman

65. Lobbying Declarations

Councillors J Denman, K Brockwell, L Burke, I Irvine, S Joyce, C Moffatt, A Quirk, P Smith and G Thomas were lobbied on agenda item 003 CR/2013/0071/FUL.

66. Members' Disclosure of Interests

There were none.

67. Minutes

The minutes of the meeting of the Committee held on 15 April 2013 were agreed as a correct record.

68. Planning Applications List

The Committee considered report PES/111 of the Head of Planning and Environmental Services.

RESOLVED

That in respect of the applications specified below, details of which are more particularly set out in report PES/111 of the Head of Planning and Environmental Services and in the Register of Planning Applications the decisions be given as indicated:-

Agenda item 001
CR/2013/0066/FUL

Former Bewbush Leisure Centre site, Breezehurst Drive, Bewbush, Crawley.

Redevelopment of the former Bewbush Leisure Centre site to provide 112 residential units with associated works and access.

Councillor K Brockwell attended the site visit.

The Group Manager gave a verbal update on the application and informed Members that the objection raised by Sport England been withdrawn. Sport England accepts that mitigation for loss of the sports field has been provided in advance and a material change in planning policy since the site was allocated, and in that case had considered it unreasonable to request further mitigation beyond that already provided.

The applicant's agent had asked that a number of amendments be made to the conditions to enable greater flexibility in the delivery of the scheme. These were considered and it was recommended by the Group Manager that there had been amendments to some of the conditions in the report:

Amended condition 7:

Unless otherwise agreed in writing with the Local Planning Authority, the development hereby permitted shall not be occupied unless and until all access from the site has been laid out and constructed in accordance with approved plans and details to be submitted for this application.

Reason: In the interests of road safety and to accord with approved policy GD3 of the Crawley Borough Local Plan 2000.

Amended condition 8:

Unless otherwise agreed in writing with the Local Planning Authority, the development hereby permitted shall not be occupied unless and until the internal access roads, footways and lay-bys serving the development hereby permitted have been constructed, designed and laid out in accordance with plans and details to be submitted to and approved in writing by the Local Planning Authority.

Reason: In the interest of highway safety and to ensure satisfactory standards of access for the new dwellings in accordance with policy GD3 of the Crawley Borough Local Plan 2000.

Amended condition 9 (reworded)

All existing accesses to the site other than those hereby approved shall be closed and obliterated on completion of the development.

Reason: In the interests of highway safety.

Amended condition 12

The development hereby permitted (if phased) shall not be occupied until the parking spaces and turning facilities shown on the submitted plans have been provided and constructed for those dwellings in that phase. The areas of land so provided shall not thereafter be used for any purposes other than the parking and turning of vehicles.

Reason: To ensure that adequate and satisfactory provision is made for the accommodation of vehicles clear of the highways in accordance with policy GD3 of the Crawley Borough Local Plan 2000.

Condition 17 to be omitted.

Condition 23 to read as follows:

No development shall take place until full details of soft and water landscaping works have been submitted to and approved in writing by the Local Planning Authority, details must comply with Advice Note 3 'Potential Bird Hazards from Amenity Landscaping & Building Design' (available at www.aoa.org.uk/policy-safeguarding.htm). These details shall include: the species, number and spacing of trees and shrubs, along with all existing indications of all existing trees and hedgerows on the land, and details of any to be retained, together with measures for their protection in the course of the development. No subsequent alterations to the approved landscaping scheme are to take place unless submitted to and approved in writing by the Local Planning Authority. The scheme shall be implemented as approved.

Reason: To avoid endangering the safe movement of aircraft and the operation of Gatwick Airport through the attraction of birds and an increase in the bird hazard risk of the application site and in the interests of amenity, and to accord with policies GD1 and GD3 of the Crawley Borough Local Plan 2000.

Condition 19 amended to include reference to implementing in accordance with the approved details.

No developments shall take place until precise details of the hard landscaping for the site including fencing, lighting and paving has been submitted to and approved in writing by the Local Planning Authority. The approved hard landscaping shall be implemented fully in accordance with the approved plans and shall be maintained as such thereafter.

Reason: In the interests of visual amenity of the development and to accord with policy GD1 of the Crawley Borough Local Plan 2000.

Condition 27 – amendment to clarify roof alterations

Notwithstanding the provisions of Schedule 2, Part 1, Class B of the Town and Country Planning General Permitted Development Order 1995 as amended or in any provision equivalent to those classes in any statutory instrument revoking and re-enacting that Order, the roofs of the dwelling houses shall not be extended or altered in any way unless permission is granted by the Local Planning Authority.

Reason: To protect the visual character of the area in accordance with policy GD1 of the Crawley Borough Local Plan 2000 and EN5 of the LDF Core Strategy 2007.

Members were generally in favour of the development although one felt it was a shame the 61% affordable housing was not 61% social rent housing; however, he welcomed the development. In response to a query regarding the southern boundary and whether the playing field would be open or fenced off, the Group Manager advised that the boundary would have high metal railings. The Group Manager added that there was a condition asking for details of landscaping and it would be picked up there. A Member expressed concern at the sharp right-angled bend in the road leading from the development, and potential problems for refuse vehicles. The Group Manager advised that this had been looked at closely to check lorries can access the site. She added that neither Amenity Services nor Highways had any objections. A further enquiry regarded the use of income raised by the S106 contribution. The Group Manager advised that that was for WSCC to justify, although it would be partially used to fund school places for new occupants.

A Member queried whether traffic from Kilnwood Vale would impact on the proposed development and the Group Manager stated private vehicles from Kilnwood Vale would not have direct access to roads within Bewbush.

Permitted subject to the following conditions, permission time limit and Decision Notice to comply with Section 91 of the Town & Country Planning Act 1990; submission to and approval by Local Planning Authority of: schedule of materials and finishes, land levels and finished floor levels (and building constructed in accordance with approved levels), details of aerial facilities to serve flat/maisonette development, relocation of traffic island and construction of a footway extension, access from the site laid out and constructed, construction, design & lay out of internal access roads, footways and lay-bys, permanent stopping up and obliteration of all access(es) to the site other than those approved, approval of CMP, wheel cleaning facilities, provision of parking spaces and turning facilities, Green Travel Plan to be implemented on first occupation of new development, surface water drainage scheme and hydrological/hydro geological context assessment, remediation strategy in the event of contamination, restricted infiltration of surface water drainage, scheme of hard and soft landscaping including trees, hedgerows, planting, seeding, turfing; replacement and removal of diseased, damaged or dead trees; fencing, lighting and paving; obscured glass in first floor level window south elevation of plot 46 (& permanently non-opening apart from any top-hung vent); no windows or other openings in north wall of plots 10, 39, 57, 73, 82, 98 and 108, or in south walls of plots 15, 60, 71 and 95, or west elevation of plot 44, 52, 54, 67, 90 and east elevation of plots 37, 64, and 112; details of dustbin and cycle enclosure(s); soft and water landscaping works to comply with Advice Note 3 ' Potential Bird Hazards from Amenity Landscaping & Building Design; programme of archaeological works in accordance with a written Archaeological Mitigation Document, specification and timetable; ecological mitigation and enhancement scheme; no removal of hedgerows or trees between March to August inclusive; checks for nesting birds to be carried out in the event of vegetation requiring clearance and retained until young have fledged; no extensions or alterations of dwelling houses without permission; in accordance with policies BN17, GD1, GD2, GD3, GD5, GD24, GD25, GD34, H19 of the Crawley Borough Local Plan 2000, policies EN1, EN5, T1 of the Crawley Borough LDF Core Strategy 2007 & 2008, and to comply with the National Planning Policy Framework, and upon conclusion of an agreement under S106 of the Town and Country Planning Act 1990 concerning Total Access Demand and Open Space.

Agenda item 002
CR/2013/0069/FUL

Former Thales Communications, Newton Road, Northgate, Crawley

Erection of a B8 storage and distribution warehouse and re-cladding of retained three storey building including ancillary offices and trade counter.

The Principal Planning Officer gave a verbal summation of the application which the Members then discussed. One Member raised concern over the existing condition of the roads nearby the proposed development, and the Principal Planning Officer advised that WSCC look at existing traffic movements when considering new developments and had had no objection.

Permit subject to permission time limit and Decision Notice, to comply with Section 91 of the Town & Country Planning Act 1990, approved plans, schedule of materials and finishes for external walls and roof, ancillary trade counter maximum floor space, tree protection plan and replacement of dying or damaged trees; parking, in accordance with policies GD1, GD3, GD5 and GD34 of the Crawley Borough Local

Plan 2000, policies MC1 and E3 of the Core Strategy and objectives of the Manor Royal SPD.

Agenda item 003
CR/2013/0071/FUL

Land adjacent to 1 Moat Walk, Pound Hill, Crawley

Erection of 1 x 2 bedroom bungalow with front dormers and associated parking

Councillor K Brockwell had attended the site visit.

Councillors L Burke and I Irvine had visited the site independently.

The Principal Planning Officer gave a verbal summation to the Members, which was followed by a presentation by the applicant, Miss Scott, whose presentation included the following points:

- She had met with CBC officers on three occasions to discuss application
- Feedback on the principle of the house on the site was always positive
- Existing streetscene was described as 'messy' by officer
- Two corner plots had already been developed in Moat Walk itself
- Varied housing and styles already existed in Moat Walk
- New property would be as attractive as possible & plot would be an improvement to the streetscene
- No objections had been received
- Two letters of support had been sent to CBC
- Area to front drive was not owned by applicant - previously owned by company that had long been dissolved
- Land Registry confirmed that applicant could ask for the land to be transferred to her ownership
- Once ownership confirmed, proposed house could be moved further up on the plot if required
- Design of house could be amended if required
- Applicant planned to remain in Crawley for many years & proposed house was for her elderly widowed father who has no other living children

A second speaker, Mr Terry, then gave a presentation in support of the application and made the following points:

- The applicant was his daughter and he supported her application
- He felt misled by recommendation to refuse, although accepted that was not deliberate
- Hard to accept view that development would have a negative effect on the streetscene
- Pointed out that public amenity land in front of site was not public land (as reported in the local press)
- In Crawley Lane, other houses have 6ft fences, and the applicant's own could be brought out to pavement if necessary
- Proposed house would not be highly visible – roofline and back windows only

The Members then considered the application and voted to reject the recommendation to refuse the application. At the request of Councillor Brockwell and in Accordance with Council Procedure Rule 17.4, the names of the Members voting for and against the motion and abstentions were recorded as follows:

For the motion (to refuse):

Councillors J Denman, I Irvine, S Joyce and G Thomas.

Against the motion (to refuse):

Councillors K Brockwell, L Burke, C Moffatt, A Quirk, D Shreeves, P Smith and W Ward.

A vote was then taken on a motion to permit the development, delegation of the back to the Officers to agree the planning conditions and S106 contributions regarding transport and open space, and the majority of Members voted for this.

That the Head of Planning and Environmental Services be authorised to approve the application, subject to consultation with the Chair, conclusion of a S106 Agreement, and conditions.

Agenda item 004
CR/2013/0082/FUL

22 Woodfield Road, Northgate, Crawley

Retrospective application for single storey rear extension & outbuilding.

Councillor K Brockwell had attended the site visit.

The Principal Planning Officer provided a verbal update of the application and informed Members the application had come before the Committee as 4 letters of objection had been received.

The Principal Planning Officer informed Members the extension was fairly new, and in response to a question regarding building control involvement, she stated building controls were a separate matter. She added that building regulations were required for the extension only, not the outbuilding.

Permit subject to approved plans and Decision Notice.

Agenda item 005
CR/2013/0112/FUL

28 Hexham Close, Pound Hill, Crawley,

Erection of a first floor side extension above existing garage, single storey side and rear extensions, front porch and ramp, and internal alterations to provide accommodation for a disabled person and their carer.

Councillor K Brockwell had attended the site visit.

Councillor P Smith had visited the site independently.

The Principal Planning Officer provided a verbal update of the application and informed Members it had come before them as 4 letters of objections had been received.

Permit subject to permission time limit, approved plans and Decision Notice, to comply with Section 91 of the Town & Country Planning Act 1990; materials and finishes of external walls and roof(s); floor plans, in accordance with policies GD1 and GD2 of the Crawley Borough Local Plan 2000.

Agenda item 006
CR/2013/0136/RG3

Discovery Centre building, Nature Centre, Tilgate Park, Tilgate Drive, Tilgate, Crawley.

Erection of single storey extension to form new animal housing.

The Principal Planning Officer gave a verbal summation of the application which was then considered by the Members.

Permit subject to permission time limit, approved plans and Decision Notice in accordance with the Town & Country Planning Act 1990; materials and finishes of external walls and roof(s) in accordance with policy GD1 of the Crawley Borough Local Plan 2000.

Agenda item 007
CR/2013/0141/NTF

Rampion offshore windfarm.

Notification from the Planning Inspectorate (EN010032) for proposed development for Rampion offshore windfarm.

The Group Manager provided a verbal update of the application. Crawley Borough Council was notified by the Planning Inspectorate as it was defined as a 'neighbouring authority' - its administrative boundary was adjacent to Horsham and Mid Sussex Districts, both of whom have power lines and infrastructure relating to the windfarm within their areas, and it was in that regard that CBC was consulted.

Recommendation; No objection.

69. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 7.55pm.

J I DENMAN
Chair

Crawley Borough Council

Minutes of the Overview and Scrutiny Commission

Monday 3 June 2013 at 7.00pm

Present:

Councillors N J Boxall (Chair), M G Jones (Vice-Chair), B J Burgess,
R G Burgess, C C Lloyd and B A Smith

Also in Attendance:

Councillor R D Burrett

Appointed Independent Persons – Peter Nicolson and Barry Jones

Apologies for Absence:

Councillors B K Blake, S A Blake, C A Cheshire and L S Marshall-Ascough

Officers Present:

Karen Dodds Head of Crawley Homes
Chris Pedlow Democratic Services Officer – Scrutiny

1. Members' Disclosure of Interests and Whipping Declarations

The following disclosures of interests were made by Members:-

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor R D Burrett	Minute 4	Lifeline Service	Personal – Member of WSCC
Councillor M G Jones	Minute 4	Lifeline Service	Personal – Member of WSCC
Councillor B A Smith	Minute 4	Lifeline Service	Personal – Member of WSCC and is also on HAS CSC

No whipping declarations were made.

The Commission asked that their thanks be recorded for the work carried out by Councillors Lamb, Quirk and especially Dr Bloom, the former Chair of the Commission, during their membership of the Overview and Scrutiny Commission. Members also welcomed Councillors B K Blake, Boxall and Cheshire to the Commission and wished Councillor Boxall good luck for the forthcoming year as the new Chair.

2. Minutes and Matters Arising

The minutes of the meeting of the Commission held on [18 March 2013](#) were approved as a correct record and signed by the Chair. The Commission also noted the Cabinet's response to the comments sheet contained within report [OSC/198](#).

A discussion occurred on Minute 97 – HASCSC, on the Crawley Clinical Commissioning Group (CCG) aspect. Members confirmed that they wished to invite Dr. Amit Bharagava (CCG Lead) to attend a meeting of the Commission later in the year, (possibility the 11 November meeting). This would be to hear and gauge how successful CCG had been in its first 6 months of operation and to seek clarification on the questions listed within Minute 97, namely:

- 1) The Commissioners first loyalty must be to the patients and not to the providers;
- 2) What will future GP provision look like?
- 3) How do we get self-presenters to go to their GP or the Urgent Treatment Centre rather than to A&E.

3. Public Question Time

Public question time took place with one resident, Mr Symonds, asking a question with regards to the Lifeline Service item on the Commission agenda. He asked what steps was the Council taking to protect from harm the 31 people who had cancelled their Lifeline service? He queried as to whether the Council would be legally responsible for the death of any of those people due to them not having the Lifeline service and asked why the shortfall of the £9 million extra housing rent income had not been used to reinstate the Lifeline service?

The Commission Chair thanked Mr Symonds for his question and stated that all his questions on the Lifeline Service would be addressed as part of the discussion of that item.

4. Lifeline Service

The Commission considered report [CH/132](#) of the Head of Crawley Homes, which was requested to update Members on the impact of the West Sussex County Council's (WSCC) withdrawal of its Supporting People (SP) funding to a proportion of the Lifeline customers. Members were reminded:

- The Lifeline service, although provided by Crawley Homes, was not a service specifically for Council tenants, 59% of customers were from the private sector.
- The SP funding supported 291 customers (36% of the customer base). It did not support all of those people who could have qualified (there was a waiting list for funding).
- Crawley was the only Council to fully subsidise customers of the service.

Members were then guided through the update report. A number of aspects were emphasised:

- WSCC still provided funding for anyone considered to be at risk of hospital admission (hospital discharge contract). Those who withdrew from the service could potentially access this funding if they were considered to be at risk of hospital admission and then they could receive the service free of charge for 13 weeks. After that period they would either pay for the service or it would be withdrawn.

- Increasingly the private sector was involved in the provision of this type of service, with a number of national providers. Currently Wealden and Eastbourne lifeline services (WEL) had the WSCC hospital discharge contract, with on average 200 people per month being provided with this service. Once the 13 weeks period had ceased, should the person choose to continue with lifeline they will normally maintain the service through WEL.
- Attendance allowance was generally available for those who were considered to need a lifeline service. This allowance was set at two levels either £53 or £79.15 per week.
- For Council tenants, WSCC provided some housing related support to extend the sheltered housing service to general needs tenants who may need it.
- The Council was working with most of the other West Sussex District and Borough Council to tender for the hospital discharge contract in 2014. Chichester DC were the lead for this bid and if successful, would be responsible for that service.

In response to the question raised by Mr Symonds, it was confirmed that Crawley Borough Council had no legal liability for those 31 people who had opted not to continue with the lifeline service as they had a choice of whether to continue or not.

Members then held an in-depth discussion with the Cabinet Member for Housing and the Head of Crawley Homes, where clarity was sought on a number of issues, including:

- Of the 31 people that opted not to continue, approximately 20 were tenants with the remaining 11 living in the private sector.
- It was confirmed that all 291 had received either a telephone call or a personal visit from a Council Officer, with most of the discussions lasting over an hour. They also received separate benefit advice, and it was particularly emphasised to those relevant the possibility of them using their attendance allowance for the service.
- Confirmed the equipment had been physically removed from those 31.
- With regard to the £9 million referred to during public question time, the Head of Crawley Homes confirmed this related to funds within the HRA, following the change of how the HRA was funded. It was confirmed that the HRA could be used for providing a service such as Lifeline for our tenants, but could not be used to subsidise those who were not. There also would be issues as some tenants' currently paid for the service and were not part of the 291.
- It was confirmed that the previous report had quoted a figure of approximately £90,000 being required to fund all of those requiring a subsidy and a growth bid would be required for this.
- It was explained that the reason for the cost of the Lifeline service being higher within Crawley was because we provided a slightly different service to others e.g. we checked details of contacts on a 6 monthly basis, many others do yearly. However, if the bid by Chichester was successful, one of the terms of which we had already agreed to would be that there would be a unilateral approach across the county.
- Members also enquired as to whether the lifeline service should be funded via the new CCG as part of their preventative care programme. In response, it was confirmed that this possibility had been considered, and will be raised with the CCG.

Following the discussion the Commission then considered what resolution was required. It was agreed that the report should be noted, but Members felt that further investigation was required on different ways that the current Lifeline service could be funded. They requested that the Head of Crawley Homes produce a further report on

what possible options could be used to fund it, for example through HRA, growth bids, attendance allowance or via CCG. The report should also explain what the issues and implications were for each of the options.

RESOLVED

That the Commission noted the report and requested a further report be produced for its September 2013 meeting containing funding options for the Lifeline services and associated implications.

5. Establishment of and Appointments to the Scrutiny Panels for 2013/2014

RESOLVED

1. That the Performance Monitoring Scrutiny Panel, be re-constituted, with a membership of Councillors M L Ayling, R G Burgess, C A Cheshire, C R Eade, C C Lloyd, L S Marshall-Ascough and A J E Quirk and that Councillor C C Lloyd, be appointed as Chair for 2013/2014.
2. That the Financial Deprivation Scrutiny Panel be re-constituted, with a membership of Councillors N J Boxall, R G Burgess, J I Denman, L S Marshall-Ascough, C A Moffatt, P C Smith and G Thomas and that Councillor L S Marshall-Ascough be appointed as Chair for 2013/2014.

6. Appointments

RESOLVED

1. That the Commission endorsed the following appointments:

Health and Adult Social Care Select Committee (HASCSC)
Councillor R G Burgess.

Joint Scrutiny Steering Group (JSSG)
Councillor N J Boxall (as Chair of the OSC).

Joint Scrutiny Flooding Task and Finish Group
Councillor B K Blake

2. That the Commission's Joint Scrutiny Steering Group appointment cease to be formally made annually as it is already identified in the Constitution as being the role, the function and responsibility of the Chair of the Commission and, therefore, that the Chair of the Commission will always be the Council's nominee for JSSG with the Vice Chair being the substitute.

7. Formal Establishment of Joint Scrutiny Arrangements

The Commission considered the agenda item in respect of formalising the Joint Scrutiny Arrangements within West Sussex, which had been running in trial form since 2011. It was noted the proposed Constitutional change detailed in report [OSC/199](#) would be required to formalise the trial as proposed by West Sussex County Council.

The Commission supported the continuation of the Joint scrutiny arrangements and asked that the title of the proposal should be slightly amended to make it clearer.

RESOLVED

That the Commission supports Crawley Borough Council's continued involvement in the West Sussex Joint Scrutiny arrangements which had initially been running as a pilot since July 2011 and that this continuation be formalised with an amendment to the Constitution.

RECOMMENDATION 4

That the Full Council be asked to adopt the changes to the Constitution detailed in Appendix A to these minutes to reflect the formalisation of the Joint Scrutiny arrangements.

8. Commission's Awayday

The Commission Members were reminded that their Awayday was being held at The Hawth on Wednesday 26 June 2011 from 6pm. Members were asked to send any potential scrutiny topics to the Chair of the Commission and Chris Pedlow as soon as possible to allow time for them to be 'worked up' prior to the Awayday. It was agreed that Members would also discuss general issues relating to the Commission, including the future of the Forward Plan and how they receive feedback on Scrutiny Panels, JSSG and HASCSC.

It was noted that further information on the Awayday would be sent to Members in due course.

9. Forward Plan – 1 July 2013 and Provisional List of Reports for the Commission's Following Meetings

The Chair of the Commission commented that as Members provisionally refer a number of reports; then outside of a meeting an examination of a draft format of the report, and collectively decide not to fully refer the report to a meeting of the Commission, a record of these non referrals should be made. It would evidence that the Commission had considered the report and had deemed that they felt that the proposed decisions were sound and that there was no further value in the report coming before the Commission. Members supported this approach.

In respect of Ifield Mill Pond Improvements Scheme – (Selection of Preferred Contractor for the Early Contractor Involvement Stage (ECI)), this decision and report was not referred to the Commission, following a provisional referral, as it was felt that the decision was sound in its principles and rationale, and that there was no further value in the report coming before the Commission.

The Commission considered the latest version of the Forward Plan and the provisional lists of reports for future Commission's meetings:

RESOLVED

1. That all provisional referrals that the Commission had considered and had chosen not to refer the full report be now recorded within the Commission's minutes.
2. That the Commission receive an electronic note on why the Play Strategy 2013-2015 has been deferred and confirmation as to whether the originally named playgrounds to be closed had continued to be maintained, ensuring they were safe for use, whilst the decision on their future has been further delayed,
3. That items 10 and 12, *Household Waste and Recycling – Contract Award and, Ifield West Community Facilities*, be provisionally referred from the Forward Plan whereby a draft copy of the report would be sent to all Commission Members to enable them to decide whether or not it should be included on the agenda for the Commission meeting on 8 July 2013.

10. Closure of Meeting

The meeting ended at 8.17pm.

N J BOXALL
Chair

Appendix A

The Council's Constitution – Article 6 – Overview And Scrutiny Commission, 6.2
General Matters:

3. West Sussex Joint Scrutiny **Arrangements** ~~Task and Finish Groups~~

A formal but flexible joint scrutiny arrangement, through an overarching steering group and bespoke task groups, ~~was~~ **has been** established in West Sussex. ~~initially for a pilot period commencing July 2011.~~

The West Sussex Joint Scrutiny Steering Group will consider suggestions for joint scrutiny and may establish time-limited Task and Finish Groups. The Task and Finish Groups will investigate issues of common concern affecting either the whole county or the areas of more than one District/Borough Council. Any joint scrutiny will be outcomes- focused (i.e. where it's felt that improvements can be achieved for the community), and will scrutinise performance as opposed to processes. Whilst issues under joint scrutiny may relate to the work of organisations with a wider remit than local authorities (e.g. quangos, utilities, Environment Agency etc.), any scrutiny will not be of the organisations themselves, but rather of relevant issues relating to their work/role.

Any joint scrutiny will be carried out by non-Cabinet members of County, District and Borough Councils. Non-Executive County Council Members who are Cabinet Members on District or Borough Councils (or vice-versa) will not carry out any joint scrutiny activities that relate to their portfolio area.

Any Task and Finish Groups will consist of a minimum of 3 members, with the exact number to be determined by the Steering Group according to the topic. Membership of Task and Finish Groups will be non-political and geographically balanced (as appropriate). The Steering Group may wish to recommend co-opted members from relevant authorities, but ultimately this should be the decision of the Task and Finish Group.

These Task and Finish Groups will submit a final report via the Overview and Scrutiny Commission(s) to the Cabinet(s) of the relevant Council(s) and/or other partners with a copy to the Joint Steering Group.

Crawley Borough Council

Minutes of Development Control Committee

4 June 2013 at 7.30pm

Present:

Councillor J I Denman (Chair)

Councillors K Brockwell, B J Burgess, L A M Burke, D G Crow,
I T Irvine, S J Joyce, C A Moffatt, A J E Quirk, G Thomas
and W A Ward

Officers Present:

Manson Kendall	Principal Property Lawyer
Jean McPherson	Group Manager (Development Management)
Marc Robinson	Principal Planning Officer
Sally English	Democratic Services Officer

Apologies for Absence:

Councillors S Blake, C Denman, P Smith and D Shreeves.

1. Lobbying Declarations

There were none.

2. Members' Disclosure of Interests

No disclosures of interest were made.

3. Minutes

The minutes of the meeting of the Committee held on 3 May 2013 were agreed as a correct record.

4. Planning Applications List

The Committee considered report PES/112 of the Head of Planning and Environmental Services.

RESOLVED

That in respect of the applications specified below, details of which are more particularly set out in report PES/112 of the Head of Planning and Environmental Services and in the Register of Planning Applications, the decisions be given as indicated:-

Agenda item 001
CR/2013/0048/FUL

Royal British Legion, Charlwood Road, Langley Green, Crawley

Demolition of existing building and erection of a two storey office block and single storey workshop unit.

Councillors K Brockwell, C Moffatt and G Thomas had visited the site independently.

The Principal Planning Officer (MR) gave a verbal update on the application and informed the Members that the application had come before the Committee as an objection had been received from Gatwick Airport Limited regarding the safeguarding of the land. GAL considered that the development did not constitute minor development in the terms set out by policy G2 of the Core Strategy of the Local Development Framework 2008, and would conflict with the requirement to safeguard land within the future airport boundary.

MR advised the Members that the only material difference was the interpretation of policy G2 since 2008, when the original application for this development had been made. The British Aviation Authority had had no objection to the original scheme. He added that significant weight should be given to the interpretation and that it outweighed the objection from GAL.

Resolution to permit subject to referral to the Civil Aviation Authority and Gatwick Airport Limited; subject to the following conditions, permission time limit and Decision Notice to comply with Section 91 of the Town & Country Planning Act 1990; submission to and approval by Local Planning Authority of schedule of materials and finishes; provision and construction of parking spaces; access(es) from site to public highway: kerb radii/visibility splays and sight lines; all site accesses to be stopped up permanently and obliterated before building occupation; provision of cycle/motor cycle parking; level access to front entrance; storage of raw materials, finished/unfinished products or parts, crates, packing materials and waste in buildings or storage areas; scheme of hard and soft landscaping, fences and walls, indications of all existing trees and hedgerows, details of those to be retained and measures for the protection in the course of development; all planting, seeding and turfing to be carried out in first planting seasons following occupation or completion of the development (whichever is sooner); removal and replacement of damaged or diseased trees; submission and approval of a construction management plan; LPA approval of any external lighting or floodlighting installation; in accordance with policies GD1, GD3, GD5 GD10 of the Crawley Borough Local Plan 2000, policy T3 of the Crawley Borough LDF Core Strategy 2007 and SPD1 'Planning Obligations and S106 Agreements'.

Agenda item 002
CR/2013/0089/FUL

Unit 4, Crompton Fields, Northgate, Crawley

Retrospective application for change of use from class B1 (light industrial) to press vehicle preparation centre comprising vehicle preparation, valet area, storage and offices (sui generis) & erection of an external enclosed valet bay (amended description).

Councillor G Thomas had visited the site independently.

The Principal Planning Officer (MR) gave a verbal summation of the application which the Members then discussed. Members' comments included:

- concern that the development had taken place close to residential areas and that no letters had been sent to residents in this regard
- concerns over noise nuisance and disturbance for residents, especially shift workers, despite restricted hours of operation
- how long change of use had been in operation

MR responded to the comments as follows:

- the hours of operation had been set according to what was deemed to be acceptable for the majority of people, and that it would not be unexpected for activities to occur during those hours
- no complaints had been received about noise, and Environmental Health (EH) had no objections, based on current operations. EH had powers to take action should noise nuisance occur
- there had been no offence committed by change of use without permission; the application should be judged on its merits
- the application had become retrospective during course of application
- the change of use had been operational since circa late February

Permit subject to Decision Notice; and restricted hours of operation, in accordance with policies GD1, GD16 and E15 of the Crawley Borough Local Plan 2000.

Agenda item 003
CR/2013/0094/FUL

Southways Business Park, London Road, Langley Green, Crawley.

Change of use to airport car parking for a temporary period of 3 years and installation of temporary office building (amended description).

The Group Manager (JMcP) gave a verbal summary of the application highlighting as set out in report that the application had been amended and the number of parking spaces had been reduced from 1000 to 442 on existing hardstanding. A Member pointed out that the map had shown residential development near to the proposed development and enquired whether neighbour letters had been sent to nearby residents. JMcP advised that as it was a major development, only site and press notices had been required. She added that it was a well-screened site with considerable intervening land between the development and the residential area.

The Group Manager also noted the correction to the date in condition 1, which should read 30 June 2016.

Permit subject to permanent discontinuation of land for airport parking on or before expiration of period ending 30 June 2016 and the land restored to former condition; Decision Notice; parking limited to area shown on Plan No 2B, and no more than 442 parked cars at any one time; LPA approval of any external lighting or floodlighting installation; in accordance with policies GD3 and GD9 of Crawley Borough Local Plan 2000.

Agenda item 004
CR/2013/0147/TPO

5 Clitherow Gardens, Southgate, Crawley

T1 sequoia – fell.

Councillor C Moffatt had visited the site independently.

The Principal Planning Officer (MR) provided a verbal summation of the application and informed Members it had come before the Committee as the applicant was related to an elected Member.

A Member expressed concern that the tree could at any point shed lower branches and potentially place pedestrians and/or residents at risk. MR advised that the Arboricultural Officer had inspected the tree and specifically inspected the lower branches and had deemed the tree not to be dangerous. MR also informed the Members that should the condition of the tree become dangerous without warning, the tree legislation allows for emergency works to be carried out.

Refused for the following reasons:

1. The proposed felling of the Sequoia, which is considered to have significant amenity value, would be detrimental to the visual amenity of the surrounding area. The tree is considered to have significant amenity value and the applicant has not demonstrated to the satisfaction of the Local Planning Authority that any damage to property, driveways or footpath is caused by the tree, and that this damage outweighs its loss in terms of amenity value. The proposed works are therefore considered contrary to the aims of the saved Crawley Borough Local Plan 2000, policy BN21.

Agenda item 005
CR/2013/0165/RG3

Cherry Lane/Martyrs Avenue, Langley Green, Crawley.

Change of use of existing grass verges to a public carriageway to form additional parking lay-bys. The realignment of an existing public footway, provision of 'step-off' areas adjacent to on-street parking and the provision of low level fencing and trees.

Councillor K Brockwell had visited the site independently.

The Principal Planning Officer (MR) provided a verbal summation of the application for the Members. This was followed by a presentation by a speaker, an objector, who spoke on behalf of her mother. Her presentation included the following points:

- concerns relate to Martyrs Avenue only
- had lived in Martyrs Avenue for 53 years so fully appreciative of the traffic and parking issues
- a lay-by, providing parking for only 2-3 cars, did not seem to be a solution
- applied 26 years ago for disabled parking bay outside the house & was advised it was too dangerous opposite a T-junction
- was informed a few years ago by the Highways Authority that "no parking would ever be allowed outside your property"
- sought an explanation as to why it was now considered acceptable to create such parking spaces
- existing volume of traffic makes it extremely difficult to cross the road
- concerned that development will increase likelihood of accidents
- own property is set further forward than others & cars parked in proposed spaces would be only 22 feet from front of house, creating privacy/noise issues

Members then discussed the application and raised the following questions and concerns:

- asked for clarification on the change of position regarding parking at the site
- asked for clarification of the potential for overlooking
- had parallel parking been considered over straight (as referenced in one of the objections received)?

Other Members felt the proposed development was a good scheme and would be beneficial to the area, in view of the current traffic problems.

The Principal Planning Officer (MR) addressed the points raised as follows:

- the fundamental change in policy arose from the adoption of the Manual For Streets
- WSCC/Highways were thorough in considering safety issues
- On street parking would have created greater congestion and it was therefore better to set the parking spaces back
- the spaces would in fact be further from the speakers home than the current footpath, and car users would be physically lower down than pedestrians using the path
- the scheme had been through a formal consultation process and parallel parking spaces had been selected for the scheme in most areas. Parking spaces at right angle to the road would have a greater impact on trees as development would be in root areas

MR also advised that condition 4 would be removed as was unnecessary control that was covered by other legislation and on Highway land, and it was also addressed in the informatives.

Permit subject to permission time limit, approved plans and Decision Notice, to comply with Section 91 of the Town & Country Planning Act 1990; submission of a Tree Protection Method Statement; in accordance with policy GD5 of the Crawley Borough Local Plan 2000.

Agenda item 006
CR/2013/0166/RG3

Hardham Close/Graffham Close, Ifield, Crawley

Change of use of existing grass verges to a public carriageway and public footpath to form additional parking spaces and pedestrian accesses. Relocation of an existing telegraph pole and erection of a lighting column. Provision of vehicle overrun strips to the entrance to the close and low level fencing.

The Principal Planning Officer (MR) gave a verbal update on the application and informed Members that WSCC now had no objections, subject to receiving additional information relating to Highways works. Additionally, the Arboricultural Officer has no objections in principle as his comments regarding the laburnum and cypress trees had been addressed in report point 5.5.

Permit subject to permission time limit and Decision Notice in accordance with the Town & Country Planning Act 1990; submission of a Tree Protection Method Statement detailing protection measures for T17 (Laburnum); replacement tree scheme to replace Crab Apple; submission of details of materials for low level fencing; in accordance with policies GD1 and GD5 of the Crawley Borough Local Plan 2000.

5. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 8.50pm.

J I DENMAN
Chair

Crawley Borough Council

Minutes of Cabinet

5 June 2013 at 7.30p.m.

Present:

Councillor	R A Lanzer	(Chair of Cabinet and Leader of the Council)
	C L Denman	(Deputy Leader of the Council and Cabinet Member for Planning and Economic Development)
	Dr H S Bloom	(Cabinet Member for Community Engagement)
	R D Burrett	(Cabinet Member for Housing)
	D G Crow	(Cabinet Member for Leisure and Cultural Services)
	K J Trussell	(Cabinet Member for Environmental Services)

Officers Present:

Ann-Maria Brown	Head of Legal and Democratic Services
Peter Browning	Director of Housing and Transformation
Lee Harris	Chief Executive
Steve Lappage	Democratic Services Manager
Phil Rogers	Director of Community Services

Apology for Absence:

Councillor K B Williamson

1. Changes to the Cabinet

The Cabinet welcomed Councillor Dr. H S Bloom to the Cabinet as the Portfolio Holder for Community Engagement and also thanked him for his excellent stewardship of the Council's Overview and Scrutiny Commission (OSC). It was also agreed that the Cabinet's thanks be recorded for the excellent work carried out by his predecessor as portfolio holder, Councillor N Boxall, and it was anticipated that he would be equally successful in his new role as Chair of the OSC.

2. Members' Disclosures of Interests

The following disclosures of interests were made by Members:

Member(s)	Minute Number	Subject	Type and Nature of Disclosure
Councillors R D Burrett, D G Crow and R A Lanzer	Minute 11	Final Report of the Crawley Town FC Travel Partnership Scrutiny Panel	Personal – Non Prejudicial as Members of West Sussex County Council

Councillors
R D Burrett,
D G Crow and
R A Lanzer

Minute 13

Crawley BC –
Own Build
Programme –
Brunel Place

Personal – Non Prejudicial
as Members of West
Sussex County Council

3. Minutes

The minutes of the meeting of the Cabinet held on [20 March 2013](#) were approved as a correct record and signed by the Chair.

4. Public Question Time

No questions were asked.

5. Further Notice of Intention to Conduct Business in Private and Notifications of any Representations

The Head of Legal and Democratic Services reported that the items to be considered in private business entitled (1) Crawley Borough Council – Own Build Programme – Brunel Place (proposed purchase of land for affordable housing at Brunel Place from the Homes and Community Agency) and (2) Ifield Mill Pond Improvements Scheme (Selection of preferred Contractor for the Early Contractor Involvement Stage) had been advertised both in the Forward Plan and on the Council's website as required by the 2012 Executive Arrangements Regulations, and that no representations had been received.

6. Matters Referred to the Cabinet

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

7. Policy Development Forums, Working Groups and Member Development Executive Support Group – Terms of Reference 2013/2014 (Leader's Portfolio)

The Cabinet considered report [LDS/062](#) of the Head of Legal and Democratic Services.

RESOLVED

That the Policy Development Forums, Working Groups; and the Member Development Executive Support Group be appointed for the Council year 2013/2014 with the terms of reference and membership as set in report [LDS/062](#).

8. Appointments on Outside Bodies 2013/2014 (Leader's Portfolio)

The Cabinet considered report [LDS/063](#) of the Head of Legal and Democratic Services which detailed the nominations of the political groups for representatives to serve on organisations of which the Council was a member.

The Cabinet agreed the report subject to the following amendments:-

- (i) that Councillor K J Trussell be nominated as the Council's representative and Councillor K Brockwell be nominated as the deputy representative on the Gatwick Airport Consultative Committee (GATCOM);
- (ii) that Councillor K Brockwell be nominated as the Council's representative on the Strategic Aviation Special Interest Group;
- (iii) that Councillor A J E Quirk be appointed as the Council's substitute on the Sussex Police and Crime Panel

Where nominations were not made, these organisations would be deleted from future lists of outside bodies.

RESOLVED

That subject to the inclusion of the above amendments, representatives be appointed to the bodies and organisations as indicated in Appendix A attached to these minutes.

9. Crawley Borough Council's Local Development Scheme 2013-2016 (Planning and Economic Development Portfolio)

The Cabinet considered report [SHAP/030](#) of the Head of Strategic Housing and Planning Services on the Council's Local Development Scheme (LDS) which outlined the number and scope of the Local Development Documents relating to planning policy which the Council intended to bring forward, and set the programme for how these would be progressed over the forthcoming three years.

It was noted that:

- 1) Planning legislation required the Council to prepare and maintain a Local Development Scheme (LDS), setting out the statutory planning documents it intended to produce to cover its area and Crawley's Submission Local Plan must be prepared in conformity with the timetable set out by that scheme.
- 2) The key document within the LDS was the Local Plan and the timetable covered by the LDS reflected this to ensure the full programme for the production of the new Crawley Local Plan "Crawley 2029" would be demonstrated through to its anticipated adoption. A simplified timetable for the preparation of the Local Plan would be published separately on the Council's website.
- 3) Although the scheme would come into effect from 1 July 2013, the LDS would cover the period January 2013 to June 2016, to enable the full programme to produce the new Crawley Local Plan 2014-2029 to be demonstrated.
- 4) The reporting and adoption procedures for the planning documents contained within the LDS were set out in Appendix B to report SHAP/030.

RESOLVED

- 1) That the Crawley Borough Council Local Development Scheme 2013 – 2016 be approved and adopted and take effect from 1 July 2013.
- 2) That the proposed delegations detailed in Appendix C to report SHAP/030 be approved and inserted into the Leader's Scheme of Delegation.

Reason for Decision

- 1) Crawley Borough Council was required by law (under the Planning and Compulsory Purchase Act 2004) to prepare and maintain a Local Development Scheme.
- 2) Crawley Borough Council's Submission Local Plan must be prepared in conformity with the adopted Local Development Scheme.
- 3) The current Crawley Borough Council was adopted in 2008 and covered the period to 2012, and due to a number of changes within that time period, contained out-of-date information in relation to the timetable and types of documents being prepared.

10. Adoption of Play Area – Stone Court, Pound Hill South & Worth (Leisure and Cultural Services Portfolio)

The Cabinet considered report [AM/051](#) of the Head of Amenity Services on a request from the developer of Stone Court for the Council to adopt the small equipped children's play area and its surrounding open space so that the land would be maintained by the Council in perpetuity.

Officers had met with the developer who had agreed changes to the play area and open space to meet Council safety standards, to provide a satisfactory Royal Society for the Prevention of Accidents (RoSPA) certificate prior to adoption and to make payment of a commuted sum.

The Cabinet noted and agreed a change of wording in paragraph 1.1 of the report and recommendation 2 by the deletion of "all time coming" and its replacement with "perpetuity" to reflect usual terminology.

RESOLVED

- 1) That, subject to a satisfactory RoSPA site inspection and completion of agreed on-site works, Stone Court equipped play area and surrounding open space (as identified in Appendix A to report AM/051) be adopted by this Council for the commuted sum payment of £91,250
- 2) That in exchange for the Council maintaining Stone Court Play Area and surrounding open space in perpetuity, the Head of Legal and Democratic Services be granted delegated authority to proceed with the preparation of the transfer to the Council of the site at Stone Court in return for payment to the Council of the commuted sum outlined in (1) above and payment of the Council's legal expenses.

Reason for Decision

The Council managed and maintained many equipped play areas and open spaces across the town and management of this facility by the Council would ensure consistent standards of maintenance and the commuted sum payment would cover all anticipated costs for the first 25 years

11. Cabinet recommendations on final report of the Crawley Town FC Travel Partnership Scrutiny Panel (Environmental Services and Leisure and Cultural Services Portfolios)

The Cabinet considered report [LDS/064](#) of the Head of Legal and Democratic Services.

The Crawley Town FC Travel Partnership Scrutiny Panel was established to review match day parking and travel arrangements following concerns raised by local residents and Members about parking and traffic congestion which were expected to increase in the areas around Broadfield Stadium with the club's success.

Following a Call-In, the Cabinet decisions on the Final Report of the Crawley Town FC Travel Partnership Scrutiny Panel had been referred back to Cabinet by the Full Council with some proposed amendments for reconsideration.

The report set out and the Cabinet considered some revised responses to the Scrutiny Panel's recommendations which fully supported the acceptance of the amendments requested by Full Council.

RESOLVED

That the Cabinet's revised responses be agreed as set out in Appendix B to minutes.

Reason for Decision

To accept the recommendations of Full Council which helped to target the proposals where it would be more influential, take the opportunity to make further amendments and still achieve a proportionate response to the outcome on the review of parking related issues and ways of mitigating any impact on local residents associated with the ever increasing number of fans attending Crawley Town Football Club matches as the Club progressed through the Football League.

12. Exclusion of the Public

RESOLVED

That in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

13. Crawley Borough Council – Own Build Programme – Brunel Place (proposed purchase of land for affordable housing at Brunel Place from the Homes and Community Agency (HCA)) (Housing Portfolio)

(Exempt - Paragraph 3 – Information relating to financial and business affairs of any particular person (including the Authority holding that information))

The Cabinet considered report CH/131 of the Head of Crawley Homes on proposals for the purchase of land for affordable housing at Brunel Place from the Homes and Community Agency (HCA).

The report explained that:

- 1) The site at Brunel Hall and Avery House had been identified in the Crawley Borough Local Development Framework and the Town Centre Wide Supplementary Planning Document (SPD) as being suitable for housing and/or mixed use development. The HCA (the freehold owners of the vacant Brunel Hall site) had indicated that they would be prepared to sell this site and West Sussex County Council (which had a ground lease on the site until 2019) had confirmed to the HCA their willingness to relinquish their leasehold interest.
- 2) The Council's own build units at Breezehurst Drive had generated savings against anticipated costs and rather than return this money to the HCA it was recommended it be utilised for the Council's 20 Unit Scheme at Brunel Place.

The Portfolio Holder for Housing requested, and the Cabinet agreed, that the sum to be approved from the Housing Revenue Account be increased by £3,000 from the figure of £2,200,000 identified in recommendation 2 so that the anticipated scheme costs to the HRA set out in Table 1 of the report were fully covered.

RESOLVED

- 1) That the Council acquire the site at Brunel Place, Crawley from the Housing and Community Agency (HCA) on the terms detailed in this report for housing development.
- 2) That the expenditure of £2,203,000 from the Housing Revenue Account be approved for the delivery of up to 20 affordable residential units at Brunel Place.
- 3) That the Head of Property and Head of Crawley Homes in consultation with the Leader of the Council and the Cabinet Member for Housing be granted the delegated authority to enter into contract with the successful bidder for the construction of the units.

Reason for Decision

This scheme provided the most beneficial means of retaining the available grant-funding, by increasing the number of affordable units, and offered the potential of attracting additional grant from the HCA. The scheme would make a significant contribution towards meeting Crawley's need for affordable housing, and to expand Council's affordable housing stock which in turn would generate additional revenue for future investment.

14. Ifield Mill Pond Improvements Scheme – (Selection of Preferred Contractor for the Early Contractor Involvement Stage (ECI)) (Environmental Services Portfolio)

(Exempt - Paragraph 3 – Information relating to financial and business affairs of any particular person (including the Authority holding that information))

The Cabinet considered report PSD/110 of the Head of Property on the award of a tender for the selection of the preferred contractor for the Early Contractor Involvement Stage to assist the Council in developing the Ifield Mill Pond Improvement Scheme.

The report explained:

- 1) that an inspection of Ifield Dam was undertaken in December 2010, in accordance with Section 10 (2) of the Reservoirs Act 1975. The inspection concluded that there was leakage through the dam and that the existing spillway lacked sufficient capacity. The report recommended that remedial works were undertaken within five years of the date of this inspection.
- 2) that following an options study, consultation and discussion with Members and a full and extensive public consultation carried out in 2011, respondents overwhelmingly (89%) supported the option to upgrade the dam structure to comply with the Reservoir Act and desilt the pond.
- 3) the financial implications (which had formed part of the approved Capital Budget), the procurement processes and tender evaluations.
- 4) the Council had carried out a Procurement Options exercise in May 2012 where it was recommended that the scheme was delivered through an Early Contractor Involvement (ECI) route. A major advantage of this approach included the opportunity for joint identification and management of risk during the design stage and the involvement of all key stakeholders in the design development process. The potential to secure greater certainty of outturn costs was also a crucial factor in determining the procurement route.

RESOLVED

- 1) That the tender submitted by Jackson Civil Engineering in the sum of £109,911.19 for the Early Contractor Involvement stage (ECI) be accepted.
- 2) That officers be delegated the authority to enter into negotiations with Jackson Civil Engineering to agree a final fixed price and contract terms for the construction works following the completion of the ECI stage. A further report would be made to Cabinet for approval if officers consider that the final agreed price was good value and in line with the capital budget for the scheme.

Reason for Decision

The tender submission from Jackson Civil Engineering represented the most economically advantageous tender for the ECI stage and the negotiation of the final construction costs would be based on robust rates for the key elements of the work as tendered at the ECI stage.

15. Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.50 p.m.

R A LANZER
Chair

Crawley Borough Council

Organisations of which the Council is a Member,

Miscellaneous Meetings and Other Council Fora 2013/14 (i.e. Cabinet decision)

No.	Name of Organisation	Nominations agreed for 2013/14 (and any notes; LO = CBC Link Officer)
1.	Association of Port Health Authorities (APHA)	<p>No nominations required.</p> <p><i>The Council's membership was not renewed for 2013 on the advice of the Portfolio Holder (for Environmental Services) and the Link Officer (Tony Baldock). They considered the subscription (£2,395 for the calendar year 2012) did not provide value for money and was not justified.</i></p>
2.	Buchan Country Park Advisory Board	<p>M L Ayling I T Irvine C A Moffatt B J Quinn A J E Quirk</p> <p><i>(No identified LO)</i></p> <ul style="list-style-type: none"> • <i>Very informal body</i> • <i>WSSC co-ordinator would welcome any local Members to attend and participate as a full Member</i>
3.	Bus Company Meetings	<p>R A Lanzer</p> <p><i>(LO = Rachel Cordery)</i></p>
4.	Crawley Connexions Centre Steering Group (CCCSG)	<p>No nominations required.</p> <p><i>Due to various changes which are still ongoing, the steering group has been put on hold and has not been in operation during the past year or so. CCCS/WSSC will let the Council know if they resurrect the Steering Group and want nominations again. (C R Eade and C Oxlade had been nominated by their Groups for 2013/14) (LO = Lindsay Adams)</i></p>
5.	Crawley Cycling Forum	<p>B J Burgess G Thomas</p> <p><i>(LO = Kay Wagland)</i></p>

No.	Name of Organisation	Nominations agreed for 2013/14 (and any notes; LO = CBC Link Officer)
		<i>The Members and Link Officer (but not the CCF & Environment Manager) have questioned the value of continued Member involvement. But before a decision on ending Member involvement is taken the Environment Manager & LO will review it with the Members and CCF.</i>
6.	Crawley Police Liaison Group	<p>Dr. H S Bloom (as Cabinet Member for Community Engagement) K Brockwell R G Burgess V S Cumper C R Eade L S Marshall-Ascough D M Peck A J E Quirk M L Ayling P K Lamb B J Quinn D J Shreeves P C Smith G Thomas</p> <p>(LO = ether Carrie Burton or Nora Davies, tbc)</p>
7.	Crawley Shopmobility	<p>No nominations required</p> <p><i>To be deleted – have been informed that it has closed.</i> (LO was Damian Brewer - Andrew Davies in Damian's absence until July 2013)</p>
8.	Crawley Together – the Local Strategic Partnership (LSP)	<p>Dr. H S Bloom (as Cabinet Member for Community Engagement) R A Lanzer (as Leader of the Council) B A Smith (as Labour Group nomination)</p> <p>(LO = Nora Davies)</p> <p><i>Although nominations agreed at this stage, it was noted that the LSP was under review and it had yet to be determined as to whether or not Member nominations will still be required.</i></p>
9.	Crawley Together Prevent Partnership (a partnership of the Local Strategic Partnership (LSP))	<p>Dr. H S Bloom (as Cabinet Member for Community Engagement) R A Lanzer (as Leader of the Council) B A Smith (as Labour Group nomination)</p> <p>(LO = Cath Falvey)</p>
10.	Health and Wellbeing Partnership (a partnership of the Local Strategic Partnership (LSP))	<p>No nominations required</p> <p><i>Recommended for deletion from this list. Officer level group - no future nominations required. Agendas and notes circulated for information only to these Members.</i></p> <p>(LO was Carrie Burton)</p>

No.	Name of Organisation	Nominations agreed for 2013/14 (and any notes; LO = CBC Link Officer)
11.	Local Economy Action Group	<p>C L Denman (as Cabinet Member for Planning and Economic Development – Voting Member)</p> <p>R A Lanzer (as Leader of the Council - Observer)</p> <p>(LO = Lise Sorensen)</p> <p>The organisation has advised that only one place was available.</p>
12.	Gatwick Airport Consultative Committee (GATCOM)	<p>K Trussell K Brockwell (Deputy)</p> <p>(LO = Rachel Cordery)</p>
13.	Gatwick Airport Joint Authorities Meeting	<p>K J Trussell (as Cabinet Member for Environmental Services) C L Denman (as Cabinet Member for Planning & Economic Development)</p> <p>(LO = Rachel Cordery)</p>
14.	Gatwick Diamond	<p>R A Lanzer (as Leader of the Council)</p> <p>(LO = Lee Harris)</p>
15.	Gatwick Greenspace Partnership (formerly Crawley / Horley Countryside Management Project)	<p>C L Denman D G Crow (as Cabinet Member for Leisure and Cultural Services) C J Mullins (substitute Member only)</p> <p>(Joint LOs = Tom Nutt & Kevin Tidy)</p>
16.	High Weald Area of Outstanding Natural Beauty Forum	<p>B K Blake Not prepared to accept more than one Councillor (+ Director of Development and Resources)</p> <p>(LO = Tom Nutt)</p>
17.	Inter Authority Waste Group	<p>K Trussell (as Cabinet Member for Environmental Services)</p> <p>(LO = Graham Rowe)</p>
18.	<p>Local Government Association:- (General Assembly)</p> <p>(Urban Commission)</p> <p>(Districts Councils Network - formerly the Districts Special Interest Group)</p>	<p>R A Lanzer (as Chair of the Cabinet) (Deputy: R D Burrett)</p> <p>R A Lanzer (as Chair of the Cabinet) (Deputy: R D Burrett)</p> <p>R A Lanzer (Deputy: R D Burrett) The Council can only send one voting rep. Substitute would not have voting rights.</p> <p>(LO = Lee Harris)</p>

No.	Name of Organisation	Nominations agreed for 2013/14 (and any notes; LO = CBC Link Officer)
19.	Local Government Information Unit Management Committee	R A Lanzer (Deputy: R D Burrett) (LO = Lee Harris)
20.	Manor Royal Business Group	C L Denman (as Cabinet Member for Planning and Economic Development) (LO = Steve Sawyer)
21.	Patrol Adjudication Joint Committee (formerly the Joint Committee of the Traffic Penalties Tribunal)	K Trussell (as Cabinet Member for Environmental Services) K Brockwell (substitute) (LO = Steve Kirby)
22.	Public Art Selection Panel	D G Crow V S Cumper J I Denman C L Denman (Deputy) C J Mullins B A Smith G Thomas I T Irvine (Deputy) D J Shreeves (Deputy) Carolyn Murphy (Arts Development Officer) (LO) A planning officer <i>Due to be reviewed. Although it hasn't met for a while it may need to be active again when projects arise.</i>
23.	Safer Crawley Partnership Executive (formerly Crawley Community Safety Partnership)	Dr. H S Bloom (as Cabinet Member for Community Engagement) (LO = ether Carrie Burton or Nora Davies, tbc)
24.	South East England Councils (formerly South East England Regional Assembly)	R A Lanzer C L Denman (Substitute without voting rights) (LO = Lee Harris)
25.	South East Employers (SEE)	R D Burrett (Sub R A Lanzer) LO = Lucasta Grayson <i>It was noted that following a review of subscriptions to external organisations, the Council has given notice to SEE to terminate its membership ending on 31/3/14. This would save £4,884 in future based on the current fee.</i>
26.	Strategic Aviation Special Interest Group (formerly Airport Policy Consortium)	K Brockwell (+ Director of Development and Resources) (LO = Rachel Cordery)

No.	Name of Organisation	Nominations agreed for 2013/14 (and any notes; LO = CBC Link Officer)
27.	Sussex Building Control	C L Denman (as Cabinet Member for Planning and Economic Development) (LO = Director of Development and Resources)
28.	Sussex Police and Crime Panel	Dr. H S Bloom (as Cabinet Member for Community Engagement) A J E Quirk (substitute) (LO = tbc, ether Carrie Burton or Nora Davies)
29.	Town Centre Partnership	C L Denman (as Cabinet Member for Planning and Economic Development) LO = Alfredo Mendes)
30.	West Sussex Authorities Joint Leaders	R A Lanzer (as Leader of the Council) (LO = Lee Harris)
31.	West Sussex Forum for Accessible Transport	B J Quinn (LO = Damian Brewer - Andrew Davies in Damian's absence until July 2013)
32.	West Sussex Joint Planning Board	C L Denman (as Cabinet Member for Planning and Economic Development) (LO = Elizabeth Brigden)
33.	West Sussex Co-operative	R A Lanzer (as Leader of the Council) (LO = Lee Harris)
34.	West Sussex Sustainability Forum (formerly Local Agenda 21 Forum for West Sussex)	No nominations required <i>To be deleted. Status of Forum unknown and Members and officers no longer involved.</i> (No identified LO)
35.	Gatwick Diamond Local Authorities Members' Group	C L Denman (as Cabinet Member for Planning & Economic Development) (LO = Diana Maughan) <i>Considers strategic planning issues across the Gatwick Diamond issue. The Group takes its terms of reference from the Memorandum of Understanding endorsed by the Council early last year.</i>

Crawley Town FC Travel Partnership Scrutiny Panel Recommendations (Minute 10 refers)

The revised and final decision of the Cabinet in respect of each recommendation is set out below (additional / amended text is shown in ***bold italics***, whilst deleted text has been double crossed through). In the case of recommendations that were either amended or rejected by the Cabinet a reason for the decision is given in each case:-

Recommendation 6.1 - Improved Public Transport

It was acknowledged that full and permanent increases to the local public transport services would be unnecessary and costly, given that the number of supporters attending matches fluctuated widely according to the prominence of the away team. The Panel therefore recommends that, with cooperation between CTFC and Metrobus, imminent home fixtures should be assessed and the crowd capacity estimated, and for services to be increased temporarily and accordingly, to meet the estimated increased demand.

Revised Cabinet response (to Recommendation 6.1)

Support the principle, whilst noting that it was not within the Council's remit to make such a decision, although the Council's own meetings with Metrobus ~~could~~ **will** be used to influence.

Reason: Minor change to strengthen the Cabinet's response by confirming the Council **will** use its meetings with Metrobus to try and influence.

Recommendation 6.2 - Discounted Public Transport

While members decided that the panel would not make recommendations on discounted public transport itself, it was noted that the Travel Group was looking into this and discussions are being held between Crawley Town FC and Metrobus. It had also been noted at previous meetings of the panel that such arrangements were already in place at other Football Clubs. The Panel recommends in this regard, in consultation between CTFC and Metrobus, with the objective of promoting the attraction of affordable public transport and encouraging drivers to choose it as an alternative to travel by car.

Revised Cabinet response (to Recommendation 6.2)

Support the principle, whilst noting that it was not within the Council's remit to make such a decision, although the Council's own meetings with Metrobus ~~could~~ **will** be used to influence.

Reason: Minor change to strengthen the Cabinet's response by confirming the Council **will** use its meetings with Metrobus to try and influence.

Recommendation 6.3 – Parking

Parking at schools, industrial estates and other facilities. The Panel recommends that currently unused school and industrial estate car parks be investigated and arrangements made so they can be available, in consultation between ~~CBC~~ ***CTFC / Travel Plan Steering Group*** and individual schools, and promoted as alternative nearby parking for supporters, in order to reduce problem parking in residential areas. It should be noted that the schools that were contacted did not respond or attend any meetings.

Revised Cabinet response (to Recommendation 6.3)

Amend and Support. To exercise the Council's influence through its membership of the Crawley Town Football Club Travel Plan Steering Group and other relevant partners, as it was not necessary for the Council to be directly involved in such discussions.

Reason: To accept the recommendations of Full Council and target the proposals where there may be more influence.

Recommendation 6.4 – Permanent signage at Crawley Railway Station

The recommendation is for permanent signage to help direct visiting supporters to the appropriate bus stops to be erected ~~by CBC~~, in consultation with Southern Rail, on the station concourse in order to aid travel to the stadium by bus, with the potential to reduce car travel.

Revised Cabinet response (to Recommendation 6.4)

That this proposal be referred to the Crawley Town Football Club Travel Plan Steering Group whilst making it clear that the erection of the signs should not be funded by CBC.

Reason: To accept the recommendations of Full Council and target proposals where there may be more influence whilst also making it clear that the erection of the signs should not be funded by CBC.

Recommendation 6.5 – Communications

The Panel recommended that a number of free or very low cost initiatives could be employed by CTFC and CBC to capitalise on captive audiences, and large numbers of supporters and residents, to publicise the problems associated with inconsiderate and/or dangerous, obstructive parking. These are:

- i) Tannoy announcements & 'screen flash' messages at home matches (CTFC to undertake);
- ii) Improved CTFC website information on parking, additional parking facilities (if approved), walking distance from car parks, alternative travel etc., including promotion of PlusBus for away supporters (CTFC to undertake);
- iii) Information on the above circulated with programmes, season tickets etc (CTFC published a small article on parking in its 26/02/13 Brentford match programme) (CTFC to undertake);

Revised Cabinet response (to recommendations 6.5 (i-iii))

Support the principles and, in noting that it was not within the Council's remit to make such decisions, refer it to the Crawley Town Football Club Travel Plan Steering Group.

Reason: To accept the recommendations of Full Council and target the proposals where there may be more influence.

- iv) CBC to coordinate a 2-page publicity feature in Crawley Live, which would be cost neutral. The Panel voted in favour of the Chair, M G Jones, to lead on this and will pass on the views of the Panel upon publication of the Final Report, including useful information on alternative travel, and also promoting alternative non-residential parking based on the information this scrutiny panel has collected in the course of this investigation. (CBC to undertake);

Initial and final Cabinet response (to Recommendation 6.5 (iv)) – no changes requested

Reject – Reason for the Rejection. The proposal was a disproportionate response and there was not enough evidence to justify such expenditure compared to the possible outcome.

Recommendation 6.6 – Match Day Residents' Parking Scheme

The Panel recommends the principle of a match day residents' parking scheme, with free match day permits for residents. This would encompass the roads referenced during the consultation process and be a wide enough area to ensure alternative parking facilities for supporters fall within the permit zone. This recommendation has two stipulations, which are:

- i) The Panel's unanimous agreement that under any such scheme, residents in the area covered by the scheme must not, under any circumstances, now or in the future, be subject to charges or fees connected with its implementation or future operation.
- ii) The Panel recommends that costs incurred in setting up the scheme, or any annual costs (renewal of permits etc) be met jointly by:
 - ~~— CBC as owners of the stadium~~
 - CTFC – as their activities and promotion have partly contributed to the issues
 - WSCC – in their capacity as Highways Authority, with a duty to address the problems

The cost of such a scheme would be in the region of £14k per annum which covers the cost of permits and of enforcement in a typical sub-zone (approximately 20 – 30 roads), with signs costing £100 each, and lines at £1 per metre.

Initial and final Cabinet response (to Recommendation 6.6) – no changes requested

Amend and Note. Removed reference to Crawley Borough Council funding any such scheme as it was not the appropriate partner to be funding such a scheme. The proposal to be passed over to WSCC Highways for their consideration, on behalf of the Panel.

Recommendation 6.7 – Yellow Lines

The Panel agreed that the introduction of yellow lines on both sides in the area directly covering the junction of Downland Drive and Brighton Road, from the junction to the bus stop(s) by Wensleydale, to reduce the incidents of dangerous/obstructive parking currently experienced at this location. The Panel requests that this be recommended to the **West** Crawley County Local Committee to take forward.

Initial and final Cabinet response (to Recommendation 6.7) – no changes requested

Amend and Support – Added the name of the relevant County Local Committee).

Crawley Borough Council

Minutes of Development Control Committee

24 June 2013 at 7.30pm

Present:

Councillor S J Joyce (Vice Chair)

Councillors S Blake, B J Burgess, L A M Burke, D G Crow,
I T Irvine, C A Moffatt, A J E Quirk, D Shreeves,
G Thomas and W A Ward

Officers Present:

David Covill	Head of Development & Resources
Manson Kendall	Principal Property Lawyer
Jean McPherson	Group Manager (Development Management)
Michelle Harper	Principal Planning Officer
Guy Wheeler	Regeneration Surveyor
Sally English	Democratic Services Officer

Apologies for Absence:

Councillors J I Denman (Chair), C D Denman and P C Smith.

6. Lobbying Declarations

There were none.

7. Members' Disclosure of Interests

No disclosures of interest were made.

8. Minutes

The minutes of the meeting of the Committee held on 4 June 2013 were agreed as a correct record.

9. Planning Applications List

The Committee considered report PES/114 of the Head of Planning and Environmental Services.

RESOLVED

That in respect of the applications specified below, details of which are more particularly set out in report PES/114 of the Head of Planning and Environmental Services and in the Register of Planning Applications, the decisions be given as indicated:-

Agenda item 002
CR/2013/0181/FUL

19 Spring Plat, Pound Hill, Crawley

Retrospective application for detached outbuilding.

Councillors S Joyce and W Ward had attended the site visit.

Councillor D Shreeves had visited the site independently.

The Principal Planning Officer (MH) gave a verbal summation of the application for Members who then considered it and raised the following concerns:

- size and appearance of development
- intended use
- requested explanation over how applicant had been able to use community land (boundary)

MH responded to the concerns as follows:

- although the development was sizeable, outbuildings that do not exceed 2.5m in height would not normally require planning permission
- the appearance of the development would be improved by replacement of existing mustard-coloured render with brown render or wooden finish (timber panelling)
- there had been no information received on the proposed use of the development, although it was described as an outbuilding, and therefore ancillary to the main dwelling
- any encroachment on community land was considered marginal, and in this case was a landlord (and not planning) issue. The landlord, Crawley Homes, had raised no objection to the application.

MH added that whilst the property has two doors on the side elevation it was inspected by the case officer who confirmed it had not been sub-divided. She also informed Members that the development could not be used as an individual dwelling, and that any change of use would require planning permission.

Members proposed the addition of a condition to strengthen the restrictions on use, especially use as a dwelling, and MH agreed to the addition of a condition stating the development was incidental to the main dwelling, as follows:

New condition added

The building hereby permitted shall only be used for purposes incidental to the enjoyment of 19 Spring Plat as a single dwelling and shall not be used for commercial purposes, or as a separate self-contained unit.

REASON: In the interests of amenity and to enable the Local Planning Authority to regulate the control of development in accordance with 'saved' policy GD1 of the Crawley Borough Local Plan 2000.

Permit subject to submission to and approval by the LPA by no later than 24 August 2013 details of materials for external walls, and for approved finish to be implemented by 24 September 2013, in accordance with policy GD1 of the Crawley Borough Local Plan 2000.

Agenda item 003
CR/2013/0206/FUL

Cobnor Close, Gossops Green, Crawley

Change of use of existing hard-landscaped footway area to a public carriageway to form additional parking spaces (new drawings).

The Principal Planning Officer (MH) provided a verbal summation for the Members who then considered the application.

Permit subject to permission time limit and Decision Notice; Tree Protection Method Statement; in accordance with policy GD5 of the Crawley Borough Local Plan 2000; and to comply with Section 91 of the Town & Country Planning Act 1990.

Agenda item 004
CR/2013/0222/RG3

Pearson Road/Hastings Road, Pound Hill, Crawley

Change of use of existing grass verges and public footways to a public carriageway to form additional parking spaces including one new lay-by. Realignment of an existing carriageway. Provision of 'step off' areas adjacent to on-street parking (additional drawings & road safety audit received).

Councillors S Joyce and W Ward had attended the site visit

The Principal Planning Officer (MH) provided a verbal summation for the Members who then considered the application.

Permit subject to permission time limit and Decision Notice; Tree Protection Method Statement; submission and approval of revised plans and details recommended in Stage 2 Road Safety Audit; in accordance with policy GD5 of the Crawley Borough Local Plan 2000; and to comply with Section 91 of the Town & Country Planning Act 1990.

Agenda item 001
CR/2013/0015/FUL

15 – 29 The Broadway, Northgate, Crawley

Redevelopment of existing vacant 3 storey retail and office building into new mixed use scheme incorporating retail at ground level with erection of five storey residential flats (35 x one bed and 22 x two bed) above (amended description).

Councillors S Joyce and W Ward had attended the site visit.

Councillors A Quirk, D Shreeves and G Thomas had visited the site independently.

The Group Manager (Development Management) (JMcP) provided a verbal update on the application and advised Members that a representation had been received that day from Metrobus in which it supported the proposed development. JMcP then

provided a verbal summation of the application which the Members then considered. Further to the information set out in the report, the Members' comments included:

- Concern over lack of parking spaces
- Concern over lack of gardens
- Lack of affordable housing within the development
- Concerns that retail units would remain empty despite re-development (the Pegler Court development was cited as an example)

JMcP responded to the Members' concerns as follows:

- There were several public car parks in the immediate area which residents and any visitors could use
- There were bus stops close to the development providing good transport links. It was also in the developer's interests to develop a travel plan as this was a car-free scheme and it was an ideal opportunity for the travel plan to work as part of the development
- All of the flats would have balconies which provided open outlook over the Broadway or to the east. The outlook to the east would be softened by the sedum roof
- The retail units would be a refreshed and modern environment created for occupiers, and glass-fronted units would increase their attractiveness

Some Members felt that although the development was not ideal, given the concerns over parking and affordable housing, it would help to rejuvenate the Town Centre. It was also noted that to reject the development would leave the Broadway 'in limbo' and in its run-down condition.

At this point, the public was asked to leave the meeting for the duration of the discussion.

Exclusion of the Public

RESOLVED

That in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

(Exempt Paragraph 3 – Commercially sensitive information)

The Regeneration Surveyor presented the viability report which the Members then discussed.

10. Re-admission of the public

The Chair declared the meeting was re-opened and the public returned to the meeting for the vote.

Permit subject to time limit, Decision Notice and subject to the conclusion of a S106 Agreement; details plans and particulars of land levels and finished floor levels of the dwellings; schedule of materials and finishes for external walls, roofs, windows and balconies; details of shop front profiles, and fenestration profiles for upper floor windows; details of canopy works; provision and details of combined aerial facilities; implementation of Bird Hazard Management Plan; provision of cycle parking spaces in public realm and secure cycle parking spaces in accordance with drawing A2321102 P3; limit of 50% of

ground floor frontage for non-retail use; restricted hours of use for ground floor units; ventilation for air conditioning plant and extraction and disposal of cooking and other odours, and its installation, management and replacement; scheme for protecting residential development from external noise; Construction Management Plan; resurfacing and improvement of public footpath across site frontage; Green Travel Plan; scheme of site management; in accordance with policies GD1, GD2, GD34 and T27 of the Crawley Borough Local Plan 2000, policies EN5, T1 and TC5 of the LDF Core Strategy 2007 and SPD1, in accordance with Town Centre Wide SPD, NPPF, and to comply with Section 91 of the Town and Country Planning Act 1990.

At the request of Councillor Crow and in accordance with Council Procedure Rule 17.4, the names of the Members voting for and against the motion and abstentions were recorded as follows:

For the motion (to permit):

Councillors S Blake, B Burgess, L Burke, I Irvine, S Joyce, C Moffatt, D Shreeves, G Thomas and W Ward.

Against the motion (to permit):

Councillors D Crow and A Quirk.

11. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 9.30pm.

S J JOYCE
Vice Chair in the Chair

Crawley Borough Council

Minutes of Audit and Governance Committee

25 June 2013 at 6.30pm

Present:

Councillor	A J E Quirk (Chair)
Councillor	I T Irvine (Vice Chair)
Councillors	C R Eade, P K Lamb and L A Walker

Also in Attendance:

Alan Witty, Audit Manager, of Ernst and Young LLP.
Paul King, Engagement Lead, of Ernst and Young LLP.

Officers Present:

Ann-Maria Brown	Head of Legal and Democratic Services
Chris Corker	Fraud and Inspections Manager
Gillian Edwards	Audit and Risk Manager
Dave Rawlings	Head of Finance, Revenues and Benefits
Roger Brownings	Democratic Services Officer

1. Members' Disclosures of Interests

There were no disclosures of interest.

2. Minutes

The minutes of the meeting of the Committee held on [13 March 2013](#) were approved as a correct record and signed by the Chair.

3. Fraud and Inspections Team Report

The Committee considered report [FIN/303](#) of the Fraud and Inspections Manager, which as an annual report focused on activity for the period from 1 April 2012 to 31 March 2013.

- The Committee acknowledged that service performance continued to improve, including the application of various sanctions, of which there had been nine successful prosecutions.

- Including Department of Works and Pensions (DWP) benefits overpayments, in excess of £450,000 had been identified.
- Through joint working with Crawley Homes, a further ten properties had been recovered following investigations of tenancy fraud, with over forty recovered in total.
- The Council had been awarded a Government grant of £190,000 to expand the work looking at housing tenancy fraud over the next two years.

As part of the response to various questions and comments by Members, the Committee was advised that the grant funding would be used to cover additional costs in significantly enhancing the Council's tenancy fraud investigations. In this respect the Committee received details regarding the Council's intended establishment of a West Sussex Housing Fraud Forum, to include local social housing providers, to examine and advise on the best way to deal with housing fraud and to recover properties across the sector. The team would also undertake work in additional areas of potential fraud, which had not traditionally been looked at, and particularly those most beneficial to the Council in terms of finance. It was confirmed that as and when work was carried out in these additional areas, the results of this and the tenancy fraud work, would be reported to the Committee.

The Committee conveyed its thanks and appreciation to the Team for the excellent progress it was achieving.

RESOLVED

That the report be noted.

4. Role of Audit and Governance

The Committee was reminded that during its consideration of an Internal Audit Progress Report at its meeting on 26 September 2012, Members debated the role of the Committee in terms of governance and asked that the Head of Legal and Democratic Services and the Audit and Risk Manager provide clarification of the Committee's responsibilities with regard to governance issues. The Committee now had before it a Briefing Paper (attached as [Enclosure C](#) to the agenda), the purpose of which was to detail that clarification, and which included such issues as the Committee's Audit and Governance Terms of Reference, a full explanation of what was meant by governance and the current discharge of governance responsibilities across the Council.

In discussing in detail all the issues raised, Members expressed a number of views in terms of the Council's overall governance arrangements. The general view was that further consideration should be given to revising those arrangements, with perhaps the adoption of a more streamlined approach. The objective was to ensure that there was greater focus on governance responsibilities – avoiding, for example, the overlap of the governance function between this Committee, the General Purposes Committee and Scrutiny, whilst ensuring that governance also became more effective in taking the Council forward. The Committee acknowledged that there was a huge diversity of both audit and governance practices and structures when comparing this Council's arrangements with those of other authorities, and that it was for each authority individually to determine what worked best for them. The Committee was aware that a Systems Thinking intervention was currently being undertaken with regard to the work of Democratic Services, and that it had been proposed that the rationalisation and redesign of committees around a clearly defined purpose would form the subject of review as part of that intervention.

RESOLVED

- (1) That the issues raised in the Briefing Paper be noted.
- (2) That all Members of the Committee provide by email their ideas and suggestions regarding the Council's future governance regime, with the intention that these be incorporated in a Paper to be submitted by the Chair for consideration by the System Thinking Team as part of the Team's proposed work on the rationalisation and redesign of committees.

5. Audit Progress Report

The Committee considered a progress report from Ernst and Young LLP, and welcomed Paul King and Alan Witty (of Ernst and Young LLP) to the meeting. The Progress Report was attached as [Enclosure D](#) to the agenda.

The purpose of the Progress Report was to provide the Committee with an overview of the work completed to date as part of the 2012 / 2013 Audit, and to ensure that the Audit was aligned with the Committee's service expectations. The Committee was pleased to hear that the Council's new partnership with Ernst and Young in progressing issues as part of the audit process was continuing to be very positive.

RESOLVED

That the Audit Progress Report be noted.

6. Crawley Borough Council – Audit and Certification Fees 2013 / 2014

The Committee considered a letter from Ernst and Young LLP on the Audit and Certification Fees for 2013 /2014. The letter was attached as [Enclosure E](#) to the agenda. In response to Members comments, the Committee was advised of the reasons for the reduction in fees compared with the last Actual Fees set (for 2011 / 2012), including the savings generated as a result of the recent tender exercise for auditing services under the new five year contract which had commenced with effect from September 2012.

RESOLVED

That the Audit and Certification Fees for 2013 /2014 be noted.

7. Audit Committee Briefing

The Committee considered an Audit Committee Briefing Paper from Ernst and Young which had been provided for all Local Government Audit Committees. The Briefing brought together not only technical issues relevant to the local government sector but wider matters which could be of potential interest to this Council. The Briefing was attached as [Enclosure F](#) to the agenda, and Members acknowledged that it gave a useful summary as to what was happening within the sector generally.

RESOLVED

That the Audit Committee Briefing be noted.

8. Internal Audit Progress Report as at 31 May 2013 incorporating the Audit and Risk Manager's Annual Report for 2012/2013

The Committee considered report [FIN/302](#) of the Audit and Risk Manager. The purpose of the report was primarily to update the Committee on the progress made towards the completion of the 2012 / 2013 and 2013 / 2014 Internal Audit Plans, and to report on the progress made in implementing the previous recommendations of the Committee. The report also included the Audit and Risk Section's Annual report for 2012 / 2013 as Appendix B.

The Audit and Risk Manager informed the Committee that since the last update a number of reviews had been completed, and these were identified in Section 3 of the report. Where an audit opinion was applicable these had ranged from full assurance to limited assurance, with high priority findings to report in relation to the Play Service. Further details of those high priority findings were set out in the report. With regard to those findings, and in discussing a number of issues arising, including those around mower equipment at Metcalf Way, the Committee acknowledged that it would be advised at its meeting in September of progress arising from new controls implemented and associated developments. Whilst receiving clarification on the operational arrangements regarding the Council's receipt of Freedom of Information (FOI) Requests, the Committee noted all the Audit Plan reviews in progress, along with other work.

With regard to the Internal Audit Plan 2013 / 2014, a commitment had been given at the Committee's last meeting that the audit programme for quarter 2 (1 July to 30 September 2013) would be brought forward to this meeting. However, it was acknowledged by the Committee that before the programme could be drawn up it was necessary for the reasons set out in the report (including a higher than expected demand on the Service), to re-prioritise the audits that were originally scheduled for quarter 1. A revised Audit Plan would be submitted to the Committee's next meeting in September.

Members acknowledged that the Audit and Risk Section's Annual Report for the period 2012 / 2013 had been produced in accordance with the requirements of the Code of Practice. The Audit and Risk Manager considered that in her opinion, for the period in question, the Council had had an adequate, effective and reliable framework of internal control, which had provided reasonable assurance regarding the effective and efficient achievement of the Council's objectives. The Annual Report (which was attached as Appendix B to the report) was discussed and noted. The Committee acknowledged a clerical correction with regard to paragraph 2.3 of the Annual Report, whereby the date of "31st March 2013" should read "31st March 2014".

RESOLVED

That the Internal Audit Progress report, and the progress made for the period up to 31 May 2013 be noted, together with the Audit and Risk Section's Annual Report for the period 2012/2013.

9. Closure of Meeting

The meeting ended at 8.10 pm.

A J E QUIRK
Chair

Crawley Borough Council

Minutes of General Purposes Committee

1 July 2013 at 7.00pm

Present:

Councillor	L A M Burke (Chair)
Councillor	C A Cheshire (Vice–Chair)
Councillors	M L Ayling, R D Burrett, P K Lamb, R A Lanzer, C A Moffatt and C G Oxlade.

Officers Present:

Ann-Maria Brown	Head of Legal and Democratic Services
Mez Matthews	Democratic Services Officer

Apologies for Absence:

Councillors D G Crow, C R Eade and L A Walker

1. Members' Disclosure of Interests

No disclosures of interests were made by Members.

2. Minutes

The minutes of the meeting of the Committee held on 11 March 2013 were approved as a correct record and signed by the Chair.

3. Changes to the Constitution

The Committee considered report LDS/065 of the Head of Legal and Democratic Services which proposed changes to the Constitution.

The Head of Legal and Democratic Services informed the Committee that the proposed changes to function 5 of the Development Control Committee took account of the Growth and Infrastructure Act 2013 which introduced new provisions relating to the modification and discharge of affordable housing requirements in Section 106 Agreements. The Act was in force for a period of three years with an aim to promote financial growth by decreasing the “red tape” which currently prohibited development.

The Head of Legal and Democratic Services proposed the following further amendment to function 5 (highlighted below as underlined) to ensure that the existing

Section 106 provisions relating to the modification and discharge of other requirements in Section 106 Agreements were included:

- “(b) **Power to make a determination on an application under Sections 106A and 106BA.....”**
- (c) **Power to make representations in an appeal to the Planning Inspectorate under Sections 106B and 106BC....”**

Several changes were proposed to the Council Procedure Rules regarding a reduction in the number of motions and an increase to four in the number of Councillors required to demand a recorded vote. The Committee noted that the increase to four Members brought the recorded vote procedure in line with that of call-in.

The majority of the Committee opposed the proposal to limit the number of motions for the following reasons:

- The decision by the Head of Legal and Democratic Services and the Mayor to amend or exclude a motion politicised those roles;
- It would prevent back-bencher involvement and it would be undemocratic to stifle debate;
- It did not take into account motions which were not party political.

The majority of the Committee was not in favour of the proposal to increase the number of members required to demand a recorded vote for the following reasons:

- It did not take account of any future Independent Party Councillor, although it was acknowledged that the Constitution could be amended in future to ensure that was taken account of;
- The recorded vote procedure and call-in were not comparable;
- A recorded vote was an individual’s right and was not necessarily political.

Following much consideration, a majority agreed that the Council Procedure Rules relating to motions and recorded votes should remain unchanged.

RESOLVED

RECOMMENDATION 5

That the Full Council be recommended that the amendments to the Constitution proposed in Appendix 1 to these minutes be agreed

4. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 7.37pm.

L A M BURKE
Chair

CHANGES TO THE CONSTITUTION

APPENDIX 1

Function	Proposed amendment	Reason for amendment
<p>Functions of the Development Control Committee – Page 77</p> <p>(Manson Kendall)</p>	<p>Amend function 5 to read as detailed in Appendix 1a.</p>	<p>To take account of the changes made by the Growth and Infrastructure Act 2013.</p> <p>Additional wording shown in bold.</p> <p>Deleted wording shown in crossed through.</p>
<p>Functions of the Licensing Committee – Page 103</p> <p>(James Keating)</p>	<p>Insert the following new delegation under Function 56 of the Licensing Committee:</p> <p>“(56) Power to register motor salvage operators:</p> <p><u>The following function is delegated to the Head of Planning and Environmental Services</u></p> <p>Registration of motor salvage operators under Vehicles (Crime) Act 2001 and Motor Salvage Operators Regulations 2002”</p>	<p>New delegation.</p> <p>Additional wording shown in bold.</p>

EXCERPT FROM THE FUNCTIONS OF THE DEVELOPMENT CONTROL COMMITTEE

APPENDIX 1a

Functions of the Development Control Committee

Delegation of Functions (concurrently with the Development Control Committee)

- (5) Power to enter into agreement regulating development or use of land

The following functions are ~~is~~ delegated to the Head of Planning and Environmental Services

- (a) Power to **authorise the entering into of agreements** regulating development or the use of land under Section 106 of the Town and Country **Planning Act 1990.**
- (b) **Power to make a determination on an application under Sections 106A and 106 BA of the Town and Country Planning Act 1990.**
- (c) **Power to make representations in an appeal to the Planning Inspectorate under Sections 106B and 106BC of the Town and Country Planning Act 1990.**

The following functions are delegated to the Head of Legal and Democratic Services ~~or the Head of Planning and Environmental Services~~

- (d) **To enter into and complete legal agreements where these are considered necessary in connection with the grant of planning permission under delegated powers.** ~~To authorise and complete legal agreements where these are considered necessary in connection with the grant of planning permission under delegated powers.~~
- (e) To agree minor variations or alterations of an agreement under Section 106 of the Town and Country Planning Act 1990 as amended not affecting the substance of the obligations
- (f) ~~To decide that the terms of a S106 planning agreement / Deed of Unilateral Undertaking have been discharged~~

Crawley Borough Council

Minutes of the Overview and Scrutiny Commission

Monday 8 July 2013 at 7.00pm

Present:

Councillor N Boxall (Chair)
Councillor M G Jones (Vice-Chair)
Councillors B K Blake, S A Blake, B J Burgess, R G Burgess, C A Cheshire,
C C Lloyd and L S Marshall-Ascough

Also in Attendance:

Councillors R A Lanzer and K J Trussell

Apology for Absence:

Councillor B A Smith

Officers Present:

Lee Harris	Chief Executive
Karen Hayes	Deputy Head of Finance
Susan Lawrance	Assistant Manager: Waste and Recycling
Chris Pedlow	Democratic Services Officer - Scrutiny
Phil Rogers	Director of Community Services
Dave Rawlings	Head of Finance, Revenues and Benefits
Mez Matthews	Democratic Services Officer

11. Members' Disclosure of Interests and Whipping Declarations

No disclosures of interests or whipping declarations were made by Members.

12. Minutes and Matters Arising

The minutes of the meeting of the Commission held on [3 June 2013](#) were approved as a correct record and signed by the Chair.

13. Public Question Time

No questions from the public were asked.

14. Corporate Plan 2013 to 2018

The Commission considered report [CEx/039](#) of the Chief Executive which set out the updated Corporate Plan for the period 2013-2018. The report also set out the progress made against the Council's priorities in 2012/13. The Commission was reminded:

- That Full Council would be requested to authorise that the Head of Legal and Democratic Services amend that Constitution to reflect that the Full Council would only be responsible for the approval of documents which required Full Council adoption;
- Of the key strategic challenges facing the Council (specifically Gatwick Airport, new role of GPs, financial constraints and the Localism Act);
- Of the need to "keep track" of the Localism Act to ensure that it remained local and was not centralised by Central Government; and
- That the Annual Report 2012-13 was attached as Appendix B to the report and that the issue of a new cemetery was a crucial, urgent and essential project.

The Commission held a discussion with the Leader and the Chief Executive during which Members:

- Thanked the Leader for acknowledging the Localism Act and highlighting the need to keep issues local;
- Expressed concern that the new telephone system had been cited as a success within the Annual Report, even though serious problems were ongoing and a report regarding the issues was due to be considered by the Performance Monitoring Scrutiny Panel at its meeting on 18 July 2013;
- Expressed concern that consultation regarding the cemetery had taken place two-fold (firstly option of within/outside the Borough, then option between two wards). It was suggested that consultation should give the public all three options. The option to locate a cemetery outside the Borough boundary should not be dismissed; and
- Raised concern that playing field provision had been omitted from the Plan. It was suggested that as certain playing fields were removed in the future, use of the remaining fields would increase. It was suggested that playing fields be included within the Environment section of the Plan.

In response to the issues raised by the Commission, the Leader and the Chief Executive:

- Acknowledged that telephone system had not been a total success and that the Annual Report would be amended to reflect that additional work was required to improve the service and ensure that the system was robust;
- Further stages were necessary before a decision would be taken on the location of the cemetery. It was highlighted that further consultation on the cemetery location would take place before a final decision was made, including prior to the Cabinet decision and with regards to any planning application which would be considered by the Development Control Committee;
- It was not too late to consider any suitable sites for the new cemetery which might have been overlooked;
- Although there had previously been opposition to the proposal of locating the cemetery outside the Borough, the option would be looked at;
- Issues relating to playing fields and open space had been included in the Local Plan; and
- A petition relating to the loss of playing fields formed part of a small petition which had been submitted to the Council.

The Commission considered the proposal to include the protection of playing fields and open space provision within the Plan, however the majority of the Commission was of the view that its inclusion in the Local Plan was sufficient and that the Corporate Plan should remain a high level strategic document which did not include specific issues covered by other corporate documents.

RESOLVED

That the Commission's views expressed at the meeting be passed to the Cabinet.

15. Budget Strategy 2014-2015 to 2018-2019

The Commission considered report [FIN/306](#) of the Head of Finance, Revenues and Benefits which set out the projected financial position for 2014/15 to 2018/19 for the General Fund, Housing Revenue Account and capital programme and the underlying assumptions. It also set the policy framework for the subsequent budget process recognising that there were a range of options for capital investment, savings and income generation and Council Tax, none of which were considered in isolation. In addition, the report requested Cabinet approval to transfer a total of £3.148 from the Capital Reserve to the General Fund Reserve and Restructuring Impact Reserve.

The Leader reminded the Commission:

- That current financial projections indicated that a further £2.0m would be required for the Council to set a balanced budget in 2014/15;
- The Council continued to deliver an ambitious capital investment programme with an existing General Fund capital programme of £32.3m for the period 2013/14 to 2015/16. The financial projections in the report assumed that new schemes of £2.5m would be approved in addition to the purchase of new refuse and recycling vehicles;
- That acquiring an additional property/ies could be an important source of funding for Council services and could provide a reliable income even during difficult economic conditions;
- That information relating to the local government financial settlement, the Revenue Support Grant and the Comprehensive Spending Review were detailed in Section 4.2 of the report;
- The achievement the Council had made in reducing its reliance on investment interest was detailed in Section 4.5.1 of the report;
- Provision for a 1% increase in Local Government pay had been included in the current year's budget;
- That auto enrolment into the Council's pension scheme was proposed to be deferred until 2017; and
- That the New Homes Bonus, which was detailed in Section 4.10 of the report, was a good policy.

The Commission held a discussion with the Leader and the Head of Finance, Revenues and Benefits during which Members:

- Expressed concern that the Council was living off its savings;
- Hoped that staff wages would increase as/when inflation rose;
- Noted that the Council was being put under pressure by Central Government;
- Questioned why £3m was proposed to be transferred from the Capital Reserves to the General Fund;
- Queried whether a 2% increase in Council Tax was required to help meet the shortfall;

- Questioned the religious reasons why staff would not wish to join the pension scheme;
- Asked for clarification on the total amount in the Revenue Reserves and Capital Reserves;
- Queried why the Restructuring Impact Reserve fund needed such a significant increase to £2m; and
- Questioned whether the fund relating to facilities for young people would be reduced or moved.

In response to the issues raised by the Commission, the Leader and the Head of Finance, Revenues and Benefits:

- Drew the Commission's attention to Section 4.5.1 of the report which showed that the Council was living off interest rather than savings;
- Informed the Commission that the Revenue Budget had balanced income and expenditure in 2012;
- Stated that a 1% increase in Council Tax would have a limited impact on the shortfall;
- Referred to certain religious beliefs (such as Sharia Law) prevented individuals from joining a pension scheme. As a result, auto enrolment into a pension scheme could be problematic;
- Advised the Commission that there was currently £12.5m in the Revenue Reserves (£8.5m in General fund, and £4m in other Reserves) and £56m in Capital Reserves. The Reserves were substantial but necessary;
- Advised that it was proposed to increase the Restructuring Impact Reserve fund significantly in anticipation of the decreased funds from Central Government. The £2m fund would cover the next three to four years; and
- Confirmed that the fund for facilities for young people was to remain untouched and would be available to be spent on capital.

The Head of Finance, Revenues and Benefits agreed to circulate a break-down of the Capital and Reserve funds to Members.

RESOLVED

1. That following much detailed discussion, the Commission noted the Budget Strategy 2014-2015 to 2018-2019
2. That the Cabinet be asked to support the Commission in its request that a break-down of the Capital and Reserve funds be circulated to Members.

16. Treasury Management Outturn 2012/2013

The Commission considered report [FIN/301](#) of the Head of Finance, Revenues and Benefits which summarised the Council's capital activity during the year and reported on the prudential and treasury indicators. The report also provided a summary of the interest rate movements in the year, detailed debt activity and investment activity.

The Leader drew the Commission's attention to:

- Section 8 of the report which provided information relating to the economy and interest rates; and
- Sections 9.3, 9.4 and 9.5 of the report which detailed the performance of the investments held by Fund Managers.

The Commission held a discussion with the Leader and the Head of Finance, Revenues and Benefits during which Members were informed that:

- The Council's in-house investment team had out-performed the External Fund Manager's investments four years out of the last five and it therefore might be prudent to bring the whole fund in-house;
- The Investec investments (identified on page 3/11 of the report) would mature in an average of approximately three months. Although the Council was able to withdraw the funds at any time, it would generally not withdraw funds before an investment matured;
- No prediction of inflation rate increases had been made beyond three years; and
- Several of the limits relating to investment holdings had been omitted from page 3/11 of the report as, at the time those investment figures were taken (31 March 2013) the Council would not place any new investments with those companies.

RESOLVED

That the Cabinet be asked to note the Commission's endorsement of the report.

17. Proposed Scrutiny Topics

The Commission had received proposals for two scrutiny panels.

Parking Town Centre and Manor Royal

Councillor P Smith had proposed that a Scrutiny Panel be established to identify:

- The range and types of parking opportunities available;
- The quality and cost of parking;
- Utilisation of parking by type including day/time ranges;
- Possible improved provision; and
- Opportunities to increase attractiveness of town centre and manor royal to visitors.

The Democratic Services Officer – Scrutiny informed the Commission that the Head of Planning and Environmental Services had queried whether there was an issue, as she questioned actually whether there were too many car parks within the Town Centre. The Head of Planning and Environmental Services had not received any complaints or concerns regarding the availability of short term parking spaces, cost of the car parks nor the state of the parking within the Town Centre. The Head of Planning and Environmental Services had stated that to significantly change the cost of parking price would affect the Council as it would need to reimburse firms (such as NCP) for the loss of earnings.

It was proposed that a report be produced for the Commission meeting in October on the level, cost and types of car parking within the Town Centre and Manor Royal. The report would be produced in consultation with the Forward Planning, Development Control and Economic Development teams as well as Councillor P Smith. Should the Commission be of the opinion that there was value in further work via a Scrutiny Panel, then that report could be used as a background document.

Marking the Centenary of the Outbreak of World War One in August 2014

Councillor G Thomas had proposed that a Scrutiny Panel be established to decide how to mark the centenary of the declaration of war on 4 August 2014.

The Democratic Services Officer – Scrutiny informed the Commission that neither Councillor Thomas nor officers had scored the item. The Head of Amenity Services and the Head of Community Services were of the opinion that a Scrutiny Panel was

not the best way to deal with the issue. Currently there were no plans to commemorate the centenary or to assess the current memorials within the Borough and the need for additional memorials. The officers were of the opinion that it would be more appropriate to contact the Covenant Steering group via the Cabinet Member for Community Engagement regarding the issue as it was cross-party and the Armed Forces were directly involved.

There were mixed views as to whether a Scrutiny Panel should be set up or whether the issue should go straight to the Covenant Steering Group. Some interest was expressed in taking the centenary issue forward as a Panel but it was agreed that the establishment of a Panel at this time would not add value.

It was agreed that the most appropriate approach would be to request that the Cabinet Member for Community Engagement provide a report for consideration at the September Commission meeting on the role of the Covenant Steering Group and whether the issue would fall within the Covenant's remit. Should the Commission be of the opinion that there was value in further work via a Scrutiny Panel, then that report could be used as a background document.

RESOLVED

1. That a report be produced for the Commission meeting in October on the level, cost and types of car parking within the Town Centre and Manor Royal.
2. That a report be produced for the Commission meeting in September on whether the proposed topic falls within the remit of the Covenant Steering Group, and that the Covenant Steering Group be contacted via the Cabinet Member for Community Engagement to discuss the issue.

18. Health and Adult Social Care Select Committee (HASCs)

The Commission noted that Councillor R G Burgess had circulated a Briefing Note electronically. The Commission agreed that the topic remain an information only item on the Commission agenda and that updates continue to be circulated electronically.

It was also suggested that updates regarding the Joint Scrutiny Flooding Task and Finish Group be dealt with in the same way as the HASCs.

RESOLVED

That both the Health and Adult Social Care Select Committee and Joint Scrutiny Flooding Task and Finish Group remain information items on the Commission agenda, and that updates be circulated electronically to Members.

19. Scrutiny Panels

Below is a brief update on the Commission's Panels:

Financial Deprivation Scrutiny Panel

Councillor L S Marshall-Ascough informed the Commission that unfortunately the Financial Deprivation Scrutiny Panel had not met recently due to a number of issues.

A meeting date was currently being organised for the beginning of September and that Members would be informed of the date once it had been arranged.

Performance Monitoring Scrutiny Panel

Councillor C C Lloyd informed the Commission that the next Performance Monitoring Scrutiny Panel (PMSP) would take place on 18 July 2013. It was noted that the new Transformation agenda would have implications in relation to the PMSP as well as Scrutiny in general. The PMSP would serve a crucial role in overseeing the transformation agenda.

The Commission was informed that a PMSP meeting was scheduled for 10 September at the Hawth, which Parkwood would attend.

20. Forward Plan – From 1 August 2013 and Provisional List of Reports for the Commission’s Following Meetings

The Commission considered the latest version of the Forward Plan and the provisional list of reports for future Commission’s meetings.

It was agreed that the following reports be fully referred to the Commission:

- New Crawley Cemetery (scheduled for the Cabinet meeting on 11 September 2013); and
- Future Growth of Gatwick Airport (scheduled for the Cabinet meeting on 11 September 2013).

The Commission noted that two provisional referrals had been considered, but had not been referred, those were:

- Living Wage (Cabinet meeting on 10 July 2013)); and
- Ifield West Community Facilities (Cabinet meeting on 10 July 2013)

RESOLVED

1. That item 2, New Crawley Cemetery be referred from the Forward Plan, to be looked at by the Commission on the 9 September 2013;
2. That item 8, Future Growth of Gatwick Airport be referred from the Forward Plan, to be looked at by the Commission on the 9 September 2013;
3. It be noted that the two provisional referrals: Living Wage and Ifield West Community Facilities had been considered and had not been referred.

21. Exclusion of the Public

RESOLVED

That in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraphs specified against the item.

22. Household Waste and Recycling – Contract Award

(Exempt – paragraph 3 – financial and business affairs)

The Commission considered report DCS/022 of the Director of Community Services and the Cabinet Member for Environmental Services which considered proposals for awarding a new contract for the collection of household waste and recycling, along with associated service changes, to commence on 1 February 2014.

Following a detailed discussion with the Cabinet Member for Environmental Services, Director of Community Services and the Assistant Manager: Waste and Recycling, the Commission proposed that its comments be passed to the Cabinet for consideration.

RESOLVED

That the Commission's views expressed at the meeting be passed to the Cabinet.

23. Closure of Meeting

The meeting ended at 9.13pm.

N BOXALL
Chair

Crawley Borough Council

Minutes of Cabinet

Wednesday 10 July 2013 at 7.30pm

Present:

Councillor	R A Lanzer	(Chair of Cabinet and Leader of the Council)
	Dr H S Bloom	(Cabinet Member for Community Engagement)
	R D Burrett	(Cabinet Member for Housing)
	D G Crow	(Cabinet Member for Leisure and Cultural Services)
	K J Trussell	(Cabinet Member for Environmental Services)
	K B Williamson	(Cabinet Member for Customer and Corporate Services)

Also in Attendance:

Councillors	B K Blake, S A Blake, N Boxall, J I Denman, M G Jones, S J Joyce, C J Mullins, A J E Quirk, P C Smith and G Thomas
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Officers Present:

Ann-Maria Brown	Head of Legal and Democratic Services
Peter Browning	Director of Housing and Transformation
David Covill	Director of Development and Resources
Graham Rowe	Streetscene, Waste & Recycling Manager
Lee Harris	Chief Executive
Suzanne Holloway	Principal Planning Officer
Phil Rogers	Director of Community Services
Chris Pedlow	Democratic Services Officer

Apologies for Absence:

Councillor	C L Denman
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16. Members' Disclosure of Interests

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

17. Minutes

The minutes of the meeting of the Cabinet held on [5 June 2013](#) were approved as a correct record and signed by the Chair.

18. Public Question Time

Public question time took place and Mr Whittaker from Thales asked a question with regard to the Manor Royal Design Guide Supplementary Planning Document (SPD). He commented that Thales was concerned over the SPD and they had made significant representations on the matter. He asked two related questions one querying whether there was actual need for the Manor Royal SPD and the other querying that, if adopted was the SPD contrary to the Government Guidance?

The Leader responded to Mr Whittaker in respect of his first issue by referencing the National Planning Policy Framework, (NPPF) Paragraph 21 says Local Authorities

should "set out a clear economic vision, set criteria or identify strategic sites, develop an approach based on an understanding and evaluation of an areas defined characteristics," and that was what the SPD aims to do. On the second point the NPPF paragraph 21 emphasises local authorities to support economic growth, and plan positively and proactively to meet the development needs of businesses, whilst recognising and seeking to address potential barriers to investment. The SPD and its supporting Public Realm Strategy were designed to achieve this.

In concluding his response the Leader emphasised that the SPD was to set the vision for the Manor Royal and the Council was always willing to work with Local Business in achieving the spirit of the SPD objectives.

19. Further Notice of Intention to Conduct Business in Private and Notifications of any Representations

The Head of Legal and Democratic Services reported that the no representations had been received in respect of items 20) *Environment Services Portfolio Household Waste and Recycling – Contract Award*, and 21) *Tender Acceptance for Disabled Adaptation Works: (Aids and Adaptations, Stairlifts and Disabled Facility Grants works)*

20. Corporate Plan Update 2013 – 2018 (Leader's Portfolio)

The Cabinet considered the report [CEx/039](#) of the Chief Executive, which was the annual Corporate Plan update for the period 2013 to 2018. The Plan was a rolling five year document that set out the strategic priorities of the Council and listed the key milestones for delivery of the priorities for the period 2013/14. It also detailed the progress made against the priorities in 2012/2013.

This matter had been considered at the meeting of the Overview and Scrutiny Commission held on 8 July 2013. Councillor Boxall presented their views, firstly stating that the Commission endorse the updated Plan. But asked that consideration be given to amending the section mentioning the new telephone system which had been cited as a success; however there had been numerous problems with the system. Also that the option to locate a cemetery outside the Borough boundary should not be dismissed, within the Plan, as currently implied.

RESOLVED

RECOMMENDED 6

That the Full Council be RECOMMENDED to:-

- 1) Review the annual report of progress made against the corporate priorities in 2012/2013.
- 2) Adopt the Corporate Plan Update 2013 – 2018 and authorise the Chief Executive in consultation with the Leader of the Council to make appropriate amendments/ minor clerical corrections as necessary.
- 3) Authorise the Head of Legal and Democratic Services to amend the Constitution to reflect that the Full Council will be responsible for the adoption of the following documents:
 - Budget Strategy
 - Treasury Management Strategy

- Corporate Plan
- Development Plan Documents including The Local Plan for submission, consultation and adoption
- Housing Allocations Scheme
- Homelessness Strategy
- Tenancy Strategy
- Housing Revenue Account Business Plan
- Community Safety Strategy
- Statement of Licensing Policy
- Statement of Gambling Policy

Reason for Decision – The Corporate Plan is a rolling five-year plan that sets out the strategic priorities in support of the Council's mission statement. It is updated annually to ensure the Council's activities reflect the national and local challenges it faces.

22. **Budget Strategy 2014/2015 – 2018/2019 (Leader's Portfolio)**

The Cabinet considered the report of the [FIN/306](#) of the Head of Finance, Revenue and Benefits. The report set out the projected financial position for 2014/15 to 2018/2019 and the underlying assumptions. It also sets the policy framework for the subsequent budget process recognising that there were a range of options for capital investment, savings and income generation and Council Tax, none of which could be considered in isolation.

This matter had been considered at the Commission on 8 July 2013. The Commission endorsed the report and asked the Cabinet to support its request that a break-down of the Capital and Reserve funds be circulated to Members. The Leader confirmed that the requested information would be put in the Members information bulletin.

RESOLVED

RECOMMENDED 7

That the Full Council be RECOMMENDED to:-

- 1) Approve the Budget Strategy and to:
- 2) Indicate its intention to minimise Council Tax and limit any increase for 2014/2015 to between 0% and 2.0%.
- 3) Note that there is a gap of £2.0m between projected General Fund income and expenditure for 2014/2015 on the basis of a 1% increase in Council tax.
- 4) Instruct the Corporate Management Team to take action to address the budget gap and to identify policy options for consideration by Cabinet Members and the Budget Advisory Group
- 5) Defer auto enrolment for the pension scheme until 2017
- 6) Approve the transfer of a total of £3.148m from the capital reserve to the General Fund and restructuring impact reserves as set out in section 6 of this report.
- 7) Approve a maximum provision of £2.5m for new capital schemes and a further £1.7m for the purchase of refuse & recycling vehicles.

- 8) Agree the allocation of £5m of capital reserves to an earmarked Investment Acquisition Reserve to fund the potential acquisition of commercial properties in accordance with the criteria set out in section 7 of this report.
- 9) Authorise the Head of Property to acquire suitable land and property for investment purposes in consultation with the Leader of the Council, Director of Development and Resources and the Head of Finance, Revenues and Benefits. All such purchases shall be subject to there being sufficient funds in the Investment acquisition reserve and in accordance with the guideline criteria.

Reason for Decision

- 1) To approve the budget projections and assumptions for 2014/15 to 2018/19.
- 2) To set a Strategy for savings and Council Tax.
- 3) To determine the level of funding for the 2016/17 capital programme.

23. Treasury Management Outturn for 2012/2013 (Leader's Portfolio)

The Cabinet considered the report of the [FIN/301](#) of the Head of Finance, Revenue and Benefits which sought approval for the Annual Treasury Management Outturn for 2012/2013 along with the actual 2012/2013 Prudential and Treasury Indicators. The Leader presented the report stating:

- The Council's policy on investment was to invest through the principles of Security, Liquidity and then Yield (SLY).
- With regards to our Fund Managers, the performance of our In-House team had out performed significantly our external fund manager.

This matter had been considered at the meeting of the Overview and Scrutiny Commission held on 8 July 2013. The Commission asked the Cabinet to note that the endorsement of the report.

RESOLVED

- 1) That the actual 2012/2013 Prudential and Treasury Indicators as set out in the report [FIN/301](#), be approved.

RECOMMENDED 8

- 2) That the Full Council be RECOMMENDED to approve the Annual Treasury Management Outturn Report for 2012/2013.

Reason for Decision - This Council is required through regulations issued under the Local Government Act 2003 to produce an Annual Treasury Report reviewing treasury management activities and the actual prudential and treasury indicators for 2012/2013. The report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

24. Living Wage (Leader's Portfolio)

The Cabinet considered the report [DirR/043](#) of the Director of Development & Resources. The report provided background information on the Living Wage and the process required for a council being formally accredited. It noted the significant legal and financial considerations that were related to the accreditation. The report, also mentioned that Crawley Borough Council pays employees above the Living Wage rate other than apprentices which were exempt. The concept of the Living Wage had been the subject to two Full Council Notices of Motion during 2013.

Councillor Mullins addressed the Cabinet and indicated that he was in full support of the Council becoming a fully accredited Living Wage Council, hence the Notices of Motion. But implied that the recommendations being considered were tokenistic, as they did not fully commit to be accredited. Also the report and the recommendations should have been discussed in an open forum such as the Overview and Scrutiny Commission, not a Policy Development Forum (PDF), held in private, and which was set for a date after this Cabinet's decision was taken.

The Leader responded to comments raised by saying that unfortunately the PDF had to be set after this meeting, due to the Living Wage Foundation's (LWF) availability. The LWF were the body that provided the accreditation and by having their attendance at the PDF, it would help Members to understand the legal and financial elements of the full accreditation. Also that the Overview and Scrutiny Commission had not called the item for debate at its meeting. The meeting of the Policy Development Forum would be open to all members of the Council.

RESOLVED

RECOMMENDED 9

- 1) That the Full Council be RECOMMENDED to amend the Council's Pay Policy Statement to include a commitment to pay employees a minimum of the Living Wage
- 2) That the Cabinet
 - i) supports the principle of the Living Wage
 - ii) commits the Council to work with the Living Wage Foundation to determine the legal and financial implications of incorporating Living Wage requirements into future contracts for Council services
 - iii) requests the Director of Development & Resources produces a further report on the outcome of that work to Cabinet later in 2013.

In accordance with Scrutiny Procedure Rule 14, Part 2 of the decision above was called in by Councillor C J Mullins on the grounds that he did not believe that it had been taken in accordance with the following principles as set out in Article 12.2 of the Council's Constitution:- (d) a presumption in favour of openness.

*Councillor Mullins' call in was supported by the following signatories:
Councillors S J Joyce, P K Lamb and W A Ward.*

Reason for Decision

- 1) To state the Council's commitment to pay the Living Wage to its employees.
- 2) To commit to work with the Living Wage Foundation to assess the legal, financial and other implications of incorporating Living Wage requirements into future contracts for Council services.

25. Financial Outturn 2012-2013 (Leader's Portfolio)

The Cabinet considered the report [FIN/304](#) of the Head of Finance, Revenue and Benefits which provided the financial outturn for 2012/2013. The Leader presented the headline details:

- That the General Fund showed an overspend of £19,000, with the main factors having been an increase in demand on the Bed and Breakfast budget and reduced investment income
- The Housing Revenue Account (HRA) showed a surplus of £957,000.
- In terms of capital spending, £11.7m has been spent in the year equivalent to 94.9% of budget.

RESOLVED

- 1) That the Outturn for 2012/2013, as detailed within the report [FIN/304](#) be noted
- 2) That the budgets, as detailed in paragraph 4.3, be carried forward to 2013/2014

Reason for Decision - To report to Members on the outturn for the year compared to the approved budget.

26. Appointment to Manor Royal Board (Leader's Portfolio)

RESOLVED

That Councillor C L Denman (as Cabinet Member for Planning & Economic Development) be the Council's representative to serve on the Manor Royal Board in a Director's role.

27. Manor Royal Design Guide Supplementary Planning Document (SPD) and Public Realm Strategy (Planning & Economic Development Portfolio)

The Cabinet considered the report of [SHAP/027](#) of the Head of Strategic Housing and Planning. The report explained the rationale behind the need for a Manor Royal Design Guide Supplementary Planning Document (SPD) and the related Public Realm Strategy (PRS). It also identified the strategic aims and benefits of having such documents including that they would provide a formal planning context against which the Council would determine planning applications for all development within the Business District, and act as a green light to investment and economic activity to the area.

The report's appendices outline a summary of the representations received during the various public consultations and responses to them, including from Thales.

The Leader stated that there was an amendment required to paragraph 6.3, it should read: *"As a result of this consultation, 11 representations were received. These were from Tinsley Lane Residents Association, two planning agents on behalf of Betts Way and planning agents for Segro West and Thales/Gatwick Road sites, CAA, GAL,*

Highways Agency and Horsham District Council, as well as Natural England and Environment Agency. For a detailed summary of reps and officers comments please see Appendices A & B.”

RESOLVED

- 1) That the Manor Royal Design Guide Supplementary Planning Document (SPD) as formal planning guidance to facilitate development control decisions be approved and adopted.
- 2) That the Public Realm Strategy be approved and adopted as an accompanying document to support and inform the SPD;
- 3) That Head of Strategic Housing and Planning Services be authorised to approve the final text changes, formatting, and editing of the SPD and Public Realm Strategy.

Reason for Decision

- 1) The Manor Royal SPD is required to amplify adopted policies within the Core Strategy and the emerging Local Plan 2029. The document aims to provide more detailed assistance in improving the public realm of the Business District and providing clarity about the issues that are locally specific to Manor Royal.
- 2) By developing the SPD as planning guidance in tandem with the Public Realm Strategy for Manor Royal, developers, investors and the public sector will jointly achieve an uplift to the area as a whole.
- 3) By highlighting key improvements that can potentially be delivered by a number of agencies, through partnership working and fostering a pragmatic approach to improving the image of the area, the Public Realm Strategy can ensure that the documents proactively and positively encourage sustainable growth, that enhances the function, image and perception of the Business District.
- 4) Both the SPD and the Public Realm Strategy help articulate the NPPF requirements, in recognising and addressing problems and issues in the area, and identifying ways to tackle improving its poor environment. It ensures that developers are not over burdened with regard to use class restrictions, but by focusing on improving frontages and the inter-relationship between sites, especially key gateway sites, incremental improvements can be made.

28. Extension of Gas Servicing & Maintenance Contract (Housing Portfolio)

The Cabinet considered the report [CH/128](#) Head of Crawley Homes. The report detailed that the current gas servicing and maintenance contract would soon be up for renewal. Within the current contract with Mitie, however there was an option for a further extension up to 5 years, and the report provided the rationale as to why taking up that option was in the best interest of the Council. The Cabinet Member for Housing in presenting the report said

- Mitie have provide excellent service & value for money as demonstrated within a recent ‘full system audit’ of the service operation.
- Their performance over the period of the contract had met or exceeded expectations and targets, as evidenced within the appendices to the report.

RESOLVED

That a 5 year extension of the Gas Servicing & Maintenance Contract with Mitie Property Services (UK) Ltd for the period 1 April 2014 to 31 March 2019 be approved.

Reason for Decision

- 1) Mitie have achieved the performance required of them (paragraph 4) and worked in close partnership with the Council (paragraph 5) to achieve additional targets, including high levels of satisfaction from Crawley Homes tenants.
- 2) In extending the contract will achieve significant savings for the Council for the duration of the contract, and allow for any changes to the specification following the upcoming Systems Thinking Review, prior to the next re-tendering exercise.

29. Crawley Museum (Leisure and Cultural Services Portfolio)

The Cabinet considered the report [CTY/097](#) of the Head of Community Services. The report updates the Cabinet on progress with the application to the Heritage Lottery Fund (HLF) to refurbish and redevelop 103 The High Street (The Tree) as a new museum for Crawley. It also highlighted what was required to enable the Stage 2 of the application to proceed in August 2013.

RESOLVED

- 1) That £25,000 of Section 106 funding from the Sussex House development be allocated for public realm related works on the Tree.
- 2) That £15,000 of Section 106 funding from the Sussex House development be allocated for public art at the Tree.
- 3) That a supplementary capital estimate of up to £46,000 to be made available to underwrite the partnership capital contributions necessary to make the Stage 2 HLF application.
- 4) That the Stage 2 application be submitted jointly from Crawley Borough Council and Crawley Museum Society with the Borough Council the recipient and lead on funding related to the construction / refurbishment works.
- 5) That the project can proceed if the Stage 2 HLF funding bid was successful.

Reason for Decision – The recommendations will enable the Stage 2 HLF bid to be submitted, and subject to consideration of the bid, the scheme to progress.

30. Ifield West Community Facilities (Leisure and Cultural Services Portfolio)

The Cabinet considered the report of the [CTY/096](#) of the Head of Community Services. The Cabinet Member for Leisure and Cultural Services presented the report highlighting that £750,000 had been allocated in the 2014/2015 capital programme to extend the community centre at Ifield West, subject to community consultation. However the findings of the consultation, as detailed in the report, identified that residents would rather that the initial capital funding be reallocated, to other facilities within Ifield West. The new proposals for the community facilities as recommended were based the consultation findings.

Councillor Peter Smith, as Ifield Ward Member addressed the Cabinet on the report to express his support on the proposals and for the successful approach used to consult the Ifield West Residents. He commented that he and his fellow Ward Members were pleased that they had been part of the project team developing the proposals.

RESOLVED

- 1) That funding of up to £310,000 from the £750,000 originally allocated for the 'Ifield West Community Centre' be approved to fund those priorities identified through local consultation and noted in paragraph 4.1 of report [CTY/096](#).
- 2) That the balance of £440,000 from the original capital allocation to remain unallocated pending the Head of Property undertaking a viability assessment and that the Cabinet receive a further report on the potential for a small mixed use development incorporating a medical practice being one of those priorities identified through local consultation and noted in paragraphs 4.3 – 4.6 of report [CTY/096](#).

Reason for Decision - The recommendations will facilitate a response to the deprivation issues highlighted in the original business case with a more targeted use of resources focussed on the issues of most significance for local residents.

31. Exclusion of the Public

RESOLVED

That in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraphs specified against the item.

32. Household Waste and Recycling – Contract Award (Environmental Services Portfolio) *(Exempt – paragraph 3 – Information relating to financial and business affairs of any particular person (including the Authority holding that information))*

The Cabinet considered the joint report DCS/022 of the Director of Community Services and the Cabinet Member for Environmental Services, which detailed the extensive tender, procurement and evaluation process used for the Household Waste and Recycling contract. The new contract would commence on 1st February 2014.

This matter had been considered at the meeting of the Commission held on 8 July 2013. The Cabinet were informed that the Commission had no opposition to the proposed award of contract and supported the proposals. However they also highlighted a number of issues, through their comment sheet, that they felt needed to be considered prior to the commencement of the new contract. The Cabinet Member for Environmental Services confirmed that all the issues raised would be dealt with accordingly.

RESOLVED

- 1) That Biffa Municipal Ltd (Biffa) be awarded the Household Waste and Recycling contract for a seven year period commencing 1st February 2014 with a provision to extend the contract for a further three years, by agreement.
- 2) That award of contract is made on the basis of the Council procuring and financing the vehicles required and subsequently providing these to the successful contractor under the terms of the contract and on an all repairing/maintenance insuring basis.
- 3) That the Customer Contact Handling be retained in-house.
- 4) That fortnightly collection of recycling be retained

- 5) That the range of recycling materials collected from the kerbside be expanded to include the collection of small electrical items and textiles.
- 6) That following a procurement exercise the Portfolio Holder and the Leader of the Council in consultation with the Head of Finance, Revenues and Benefits be delegated to award the contract for the vehicles.

Reason for Decision - To approve the award of the contract and confirm which variant options to accept for the provision of a new household waste and recycling service beyond the end of the current contract which expires at the end of January 2014.

33. Tender Acceptance for Disabled Adaptation Works: (Aids and Adaptations, Stairlifts and Disabled Facility Grants works) (Housing Portfolio)
(Exempt – paragraph 3 – Information relating to financial and business affairs of any particular person (including the Authority holding that information))

The Cabinet considered the joint report CH/127 and SHAP/031 of Head of Crawley Homes and Head of Strategic Housing and Planning. The report detailed the tender process including the evaluation for the Disabled Adaptation Works relating to Aids and Adaptations, Stairlifts and Disabled Facility Grants works.

RESOLVED

- i) That Access Mobility be awarded the Aids and Adaptations contract for the period 1st August 2013 to 31st July 2018 and with the provision to extend the contract for a further 2 years to 31st July 2020, subject to a satisfactory performance review
- ii) That Handicare Accessibility Ltd be awarded the Stairlifts contract for the period 1st August 2013 to 31st July 2018 and with the provision to extend the contract for a further 2 years to 31st July 2020, subject to a satisfactory performance review
- iii) That the contractors, listed below, be appointed as the Council's Select List of Contractors for Disabled Facility Grants for the period 1st August 2013 to 31st July 2018 and with the provision to extend the contract for a further 2 years to 31st July 2020, subject to a satisfactory performance review.

Select List of Contractors:

- | | |
|---------------------------|-----------------------|
| • MCP Property Services | • Access Mobility |
| • TBS Adaptations | • JG and JR Langridge |
| • MITIE Property Services | • Wealden Services |

Reason for Decision - To allow the timely award of contracts for the provision of modification works to property to enable people with disabilities proper use of their home.

34. Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 8.47pm.

R A LANZER
Chair

Appendix A

Members' Disclosure of Interests

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor R D Burrett	Minute 22	Budget Strategy 2014/2015 – 2018/2019	Personal – A Member of the Local Government Pension scheme.
Councillor R A Lanzer	Minute 22	Budget Strategy 2014/2015 – 2018/2019	Personal – A Member of the Local Government Pension scheme.
Councillor K B Williamson	Minute 22	Budget Strategy 2014/2015 – 2018/2019	Personal – A Member of the Local Government Pension scheme.