

Crawley Borough Council

Minutes of the Full Council

Wednesday 18 December 2013 at 7.30 p.m.

Present:

Councillor R G Burgess (Mayor).

Councillor V S Cumper (Deputy Mayor).

Councillors M L Ayling, B K Blake, S A Blake, Dr H S Bloom, N Boxall, K Brockwell, B J Burgess, L A M Burke, R D Burrett, C A Cheshire, D G Crow, 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 Quine – Honorary Freeman and Alderman.

Mr J G Smith – Honorary Freeman and Alderman.

Mr P Nicolson – Appointed Independent Person.

Officers Present:

Lee Harris	Chief Executive
Elizabeth Brigden	Planning Policy Manager
Ann-Maria Brown	Head of Legal and Democratic Services
Peter Browning	Director of Environment and Housing
Diana Maughan	Head of Strategic Housing and Planning Services
Phil Rogers	Director of Community Services
Roger Brownings	Democratic Services Officer

68. Nelson Mandela

The Mayor asked all present at the meeting to observe one Minute's silence in memory of Nelson Mandela, former President of South Africa, who had recently passed away.

69. Apologies for Absence

Councillors C L Denman and J I Denman.

70. Members' Disclosures of Interests

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

71. Communications

The Sad loss of Nelson Mandela

The Mayor announced that on behalf of the Council and the Crawley community he had written a letter under his signature and that of the Leader of the Council and the Leader of the Opposition to his Excellency the High Commissioner for South Africa. The letter conveyed our deepest condolences to his Excellency and the people of South Africa as they mourn the sad loss of Nelson Mandela.

72. Public Question Time

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

Questioner's Name	Subject	Name of Councillor(s) Responding
Mr M Pickett	The Cabinet's recent decision not to designate East Park, the northern end of Malthouse Road and Newlands Road as Conservation Areas. Mr Pickett asked if there had been any discussions at any level, including Officers and Councillors etc regarding the possibility of any development in East Park. In terms of a letter that had just recently been delivered by Councillor Dr Bloom (as a Ward Member for Southgate) to the 113 households that were originally consulted about the proposal, Mr Pickett asked why that letter only referred to the disadvantages of such designation.	Councillor Lanzer indicated that he was not aware of any possible development or planning application regarding East Park at this time and that he was not aware of any discussions regarding the possibility of development. With Councillor Jones conveying his own concerns regarding what he considered were unbalanced arguments put forward in the letter recently delivered to residents, Councillor Dr Bloom indicated that he felt it was important to emphasise through that letter that designation did come with disadvantages, and he reiterated that whilst designation did provide something to an area, the biggest disadvantage was that permitted development

Questioner's Name	Subject	Name of Councillor(s) Responding
		rights would be lost.
Mr R Ward	Proposed renovation of Broadfield Barton.	In response to questions raised by Mr Ward, Councillor Boxall confirmed that the renovations works, to include funding from retail tenants on the parade and by the Council, were due to commence in early Spring and be completed in late Summer / early Autumn next year.
Mr J Herbert	Mr Herbert asked what the next stage was with regard to his proposal for sponsoring a brick for the proposed development of the new Crawley Museum. Mr Herbert also referred to the recent announcement that Gatwick Airport had been shortlisted as one of three options for runway expansion in the UK.	Councillor Crow confirmed that he had recently received an email from Mr Herbert regarding the brick sponsorship and that he would be responding to that email shortly as well as conveying details to the Crawley Museum Society. With regard to the recent announcement on runway expansion in the UK, Councillor Dr Bloom confirmed that once more details were available with regard to the Gatwick proposals, the Council would be consulting with all relevant stakeholders, including residents.
Mrs C Cooke	The Submission Crawley Local Plan. Mrs Cooke asked the Council to consider the high density of the population in Bewbush, and to take this into account regarding any further development on open spaces in Bewbush.	Councillor Lanzer acknowledged Mrs Cooke's comments and explained that most neighbourhoods had housing allocation and green space requirements which would be taken into consideration by an independent planning Inspector. He felt the balance struck between providing housing in Bewbush and allowing a suitable green space allocation was right.

Questioner's Name	Subject	Name of Councillor(s) Responding
Mrs C Latimer	The Submission Crawley Local Plan. Mrs Latimer raised a number of concerns around the potential impact on play areas in Bewbush as a result of the further housing development being proposed within the Plan.	Councillor Lanzer indicated that should a housing development proceed on a Bewbush play area site, alternative play area provision would be made available, not lost, with safety of play area locations always being paramount. Councillor Crow reiterated the comments of Councillor Lanzer, whilst Councillor Jones referred the Council to the numerous Bewbush residents who had concerns arising from the Plan's development proposals.
A member of the public whose name was not clear.	Seeking clarification on a number of issues in relation to the reserve Gypsy and Traveller Site as allocated in the Submission Crawley Local Plan at Broadfield Kennels, southwest of the A264.	Councillor Lanzer as part of his response on this matter confirmed that subject to the Full Council's approval of the Local Plan, residents would have the further opportunity to make representations on the policies proposed within the Plan (including that relating to the proposed reserve Gypsy and Traveller Site at Broadfield Kennels), as part of the statutory six-week period of public consultation. Councillor Lanzer reiterated that the Council was statutorily required to undertake accommodation need assessments for Gypsies, Travellers and Travelling Showpeople, and to outline in the Local Plan how identified needs would be met through the allocation of sites if required. Emphasis was given to the major difficulty of taking forward a Local Plan with no

Questioner's Name	Subject	Name of Councillor(s) Responding
		<p>allocation of a reserve or permanent Gypsy and Travellers site. As part of his response, Councillor Lanzer referred to the proposed multi-agency agreement for the management of encampments across West Sussex and the provision of a transit site being recommended on a site near Chichester. This was considered a positive move forward, as currently there were no public transit sites in West Sussex and, without such a site, the powers open to the Police to move unauthorised campers on were very limited. Councillor Crow provided further clarification on the issues raised. Councillors Irvine and Quinn referred to an amendment which they would be moving in relation to the Local Plan, and which would seek to delete from that Plan the Broadfield Kennels Site. That amendment was to be considered as part of the Council's overall discussion of the Plan later at this meeting.</p>
Ms J Littleton	Ms Littleton conveyed her strong concerns relating to the decision by the Planning Inspectorate to allow the appeal against the decision of the Development Control Committee to refuse planning permission for proposed development of land at Ely Close, Tilgate.	Councillor Lanzer confirmed that whilst the Council had listened to residents and refused the planning application for development works at Ely Close, the Planning Inspectorate in taking into account the need for affordable housing, balanced with the availability of local open space, found in favour of the planning application for development. In response to the concerns

Questioner's Name	Subject	Name of Councillor(s) Responding
		<p>raised by Ms Littleton and by Councillors Lloyd, Lamb and Ayling, both Councillors Lanzer and Burrett acknowledged that the loss of local open space and character was never going to be popular, but that there was a strong requirement on the Council to make more provision for housing. This was at a time when alternative sites for housing were very limited and the Council had many people on its housing waiting list, whilst it was emphasised that the Council continued discussions with other local authorities with regard to housing beyond the borough boundaries.</p> <p>Councillor Lloyd referred to the amendment he would be moving in relation to the Submission Crawley Local Plan, which was to be considered later at this meeting and which would seek to designate land at Ely Close, bounded by Worcester Road, Oxford Road and Winchester Road, Tilgate as a Local Green Space.</p>

At this point of the meeting, and in response to a request from a Member that Public Question Time be extended, the Mayor ruled that in view of the large amount of remaining business that the Council still had to deal with as part of its agenda for this meeting, and bearing in mind that many of the questions being raised would be covered as part of that business, he would be taking no more questions from the public at this meeting.

73. Minutes

The minutes of the meeting of the Full Council held on [23 October 2013](#) were approved as a correct record and signed by the Mayor.

74. Items for Debate (Reserved Items)

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

Minute Book Page no.	Committee/ Minute no. (and the Member reserving the item for Debate)	Subject (Decisions previously taken under delegated powers, reserved for debate only).	Subject (Recommendation to Full Council, reserved for debate)
41	Licensing Committee 12 November 2013 Minute 9 (Councillor B K Blake)	Hackney Carriage Fares: 2013-2014	
45	Cabinet 13 November 2013 Minute 61 (Councillor Trussell)	New Crawley Cemetery – Provision of Burial Services	
54	Development Control Committee 25 November 2013 Minute 51 (Councillor Crow)	Planning Applications List, and in particular CR/2013/0455/RG3 - The Tree, 103 High Street, Northgate, Crawley.	
56	General Purposes Committee 27 November 2013 Minute 13 (Labour Group)		Review of Polling Districts. (Recommendation 1)
65	Overview and Scrutiny Commission 2 December 2013 Minute 64. (Labour Group)	Financial Deprivation Scrutiny Panel – Update, Actions and its Future	
70	Cabinet 4 December 2013 Minute 68 (Councillor Bloom)	Living Wage	
71	Cabinet 4 December 2013 Minute 69 (Labour Group)		Local Council Tax Reduction Scheme (Recommendation 2)

Minute Book Page no.	Committee/ Minute no. (and the Member reserving the item for Debate)	Subject (Decisions previously taken under delegated powers, reserved for debate only).	Subject (Recommendation to Full Council, reserved for debate)
71	Cabinet 4 December 2013 Minute 70 (Councillor Quirk)	Play Facilities – Investment Proposals	
72	Cabinet 4 December 2013 Minute 71 (Labour Group)		Submission Local Plan (Recommendation 3)
73	<u>Called-in item</u> Cabinet 4 December 2013 Minute 72 (Councillor Jones, who called in the decision, and other Labour Group Members).		Assessing the Value of East Park & Newlands Road, Southgate as potential Conservation Areas
75	Cabinet 4 December 2013 Minute 73 (Councillor Trussell)	Sussex Energy Saving Partnership update	
76	Cabinet 4 December 2013 Minute 76 (Labour Group)		North East Sector – Approval of the Co-operation Agreement. (Recommendation 4)

75. Reports of the Cabinet, Overview and Scrutiny Commission and Committees

Moved by Councillor V S Cumper (as the Deputy Mayor) and

RESOLVED

That the following reports be received:

- (a) Development Control Committee – 14 October 2013.
- (b) Development Control Committee – 4 November 2013.
- (c) Overview and Scrutiny Commission – 11 November 2013.
- (d) Licensing Committee – 12 November 2013.
- (e) Cabinet – 13 November 2013.

- (f) Development Control Committee – 25 November 2013.
- (g) General Purposes Committee – 27 November 2013.
- (h) Overview and Scrutiny Commission – 2 December 2013.
- (i) Cabinet – 4 December 2013.

Recommendations to Full Council not Reserved for Debate (Unreserved Items)

Whilst at this point (and as indicated in the agenda) it was to be moved that the recommendations to Council, which had not been reserved for debate be adopted, this was not now necessary as all the recommendations to Council had, on this occasion, been reserved for debate.

76. Variation in the Order of Business

The Mayor announced a variation in the order of business in relation to Agenda Item 9 (Reserved Items), so that the following order would apply:-

- (a) The Called-In item on Assessing the Value of East Park and Newlands Road, Southgate as Potential Conservation Areas.
- (b) The Submission Crawley Local Plan (Recommendations 3).
- (c) Review of Polling Districts (Recommendation 1).
- (d) Local Council Tax Reduction Scheme (Recommendation 2)
- (e) North East Sector – Approval of the Co-operation Agreement (Recommendation 4).

On completion of the above business / Reserved Items, the Council would resume with the remainder of business as set out in the agenda, with the next item being Item 10 (Members' Written Questions).

77. Called in Decision

**Assessing the Value of East Park and Newlands Road, Southgate as Potential Conservation Areas.
(Cabinet – 4 December 2013)**

The Cabinet had considered report [SHAP/034](#) of the Head of Housing Strategic Services, which had also been considered by the Overview and Scrutiny Commission at its meeting on 2 December 2013. In concluding its considerations on this matter, the Cabinet had resolved as follows:-

- 1) That East Park & the northern end of Malthouse Road (Proposal 1) do not warrant designation as a Conservation Area as they are not of special architectural or historical value.
- 2) That Newlands Road (Proposal 2) does not warrant designation as a Conservation Area as it is not of special architectural or historical value.
- 3) That officers undertake further investigation into whether individual buildings within East Park & the northern end of Malthouse Road (Proposal 1) and Newlands Road (Proposal 2) are appropriate for locally listed building designation. Should any buildings warrant designation, it is agreed that delegated authority be given to the Portfolio Holder for Planning & Economic Development in consultation with ward members, to add these buildings to the Local List.

In accordance with Scrutiny Procedure Rule 14, and on the associated grounds set out in the minutes of the Cabinet meeting of 4 December 2013, this decision had been called in by Councillor Jones and had, therefore, been suspended pending reconsideration of the matter by the Council at this meeting.

In connection with this item, it was moved by Councillor Dr. Bloom and seconded by Councillor Lanzer:-

That no objection be raised by the Council to the decision of the Cabinet at its meeting on 4 December 2013 concerning Assessing the Value of East Park and Newlands Road, Southgate as potential Conservation Areas and that the decision be implemented forthwith.

Amendment / Objections raised

The Amendment, shown after the objections and reasons for the call-in by Councillor Jones below, was moved by Councillor Jones and seconded by Councillor B A Smith:-

Objections and Reasons for Call-in

The reasoning for this referral being that it is not believed that the Cabinet has taken sufficient account of the strength of local feeling among residents of Southgate for the merits of these areas being recognised, which if they had would have pushed the arguments decisively in favour of designation, in addition to the architectural and historical arguments which also support such designation.

Such designation having the strong support of residents in the area proposed to be covered by the conservation area, as evidenced by the petition of Southgate residents, their response to the second round of public consultation in the proposed area, the views of Southgate Community Forum and the Southgate Conservation Area Advisory Committee.

Such designation also having received the support of the majority of members of the council's Overview and Scrutiny Commission on both occasions that the Conservation Area boundaries in Southgate have been put forward to them for consideration.

Amendment

That the decision of the Cabinet at its meeting on 4 December 2013 concerning Assessing the Value of East Park and Newlands Road, Southgate as potential Conservation Areas be referred back to the Cabinet for reconsideration, with particular reference being conveyed to the Cabinet of proposed amendments to the decision as set out below:-

(i) Delete the text in Resolved 1) and replace as follows:

“1) That:

(a) The northern end of Malthouse Road (part of proposal 1) does warrant designation as a Conservation Area as the buildings do have some architectural and/or historical value, and

(b) That East Park (part of proposal 1) does warrant designation as a Conservation Area as the buildings do have some architectural and/or historical value.

(ii) Delete from Resolved 3), the words “East Park & the northern end of Malthouse Road (Proposal 1) and”

In response to the above amendment and objections, Members questioned the comments regarding the strength of support by residents for Conservation Area designation in the areas concerned and emphasised that designation without evidence to demonstrate special value could leave the Council vulnerable to legal challenges and/or an increase in planning appeals. The Council discussed and considered all the issues raised.

At the request of Councillor Irvine, and in accordance with Council Procedure Rule 17.4, the names of the Members voting for and against the amendment were recorded as set out below:-

For the amendment:-

Councillors M L Ayling, C A Cheshire, I T Irvine, M G Jones, S J Joyce, P K Lamb, C C Lloyd, C A Moffatt, C J Mullins, C Oxlade, B J Quinn, D J Shreeves, B A Smith, P C Smith, G Thomas, W A Ward and K B Williamson (17).

Against the amendment:-

Councillors B K Blake, S A Blake, Dr H S Bloom, N Boxall, K Brockwell, B J Burgess, R G Burgess, L A M Burke, R D Burrett, D G Crow, V S Cumper, C R Eade, R A Lanzer, L S Marshall-Ascough, D M Peck, A J E Quirk, K J Trussell and L A Walker (18).

Abstentions:-

None.

The amendment was therefore LOST.

The motion moved by Councillor Dr Bloom and seconded by Councillor Lanzer, upon being put to the Full Council, received an equal number of votes for and against. The Mayor then used his casting vote in favour of the motion, and it was

RESOLVED

That no objection be raised by the Council to the decision of the Cabinet at its meeting on 4 December 2013 concerning Assessing the Value of East Park and Newlands Road, Southgate as potential Conservation Areas and that the decision be implemented forthwith.

**78. The Submission Crawley Local Plan
(Cabinet – 4 December 2013)
(Recommendation 3)**

The Cabinet had considered report [SHAP/035](#) of the Head of Strategic Housing & Planning Services, the purpose of which was to request the Full Council to approve the submission Crawley Local Plan and its supporting documents for public consultation, and submission to the Secretary of State for independent examination. The report had also been considered by the Overview and Scrutiny Commission at its meeting on 2 December 2013. In concluding its considerations on this matter, the Cabinet had resolved that:-

The Full Council is RECOMMENDED:

- 1) to approve the submission draft Crawley Local Plan and Local Plan Map for Publication consultation (a statutory six-week period of public consultation).
- 2) to approve the submission draft Crawley Local Plan for submission to the Secretary of State for Examination by an independent Planning Inspector, subject to minor amendments deemed necessary following Publication Consultation for the purposes of clarity to be approved by the Head of Strategic Housing & Planning Services, in consultation with the Cabinet Member for Planning & Economic development.
- 3) to delegate the approval of the supporting documents for the Local Plan, technical evidence base document and technical topic papers to support the Local Plan through Examination to the Head of Strategic Housing & Planning Services in consultation with the Cabinet Member for Planning & Economic Development.

Six Amendments to Local Plan Policies were moved as follows:-

Amendment 1 (This was the first of two proposed amendments to Policy H2. The intention was that both amendments were amendments in their own right and were not presented as an “either / or”. If both or either amendments were approved, they would become part of the H2 Policy).

It was moved by Councillor Jones and seconded by Councillor Cheshire:-

That the Full Council is RECOMMENDED to approve Recommendation 3, subject to the amendment below and any consequential changes to the Local Plan Map and supporting documents to reflect the Policy changes proposed:

That Policy H2 of the Local Plan be amended as set out in **Appendix B** (to these minutes). (*This amendment relates to Breezehurst Drive and reduces the housing capacity of the site from 100 dwellings to 65, taking the area in front of Skelmersdale Walk out of the allocation.*)

The Council undertook a full and detailed discussion and considered the issues raised. At the request of Councillor Jones, and in accordance with Council Procedure Rule 17.4, the names of the Members voting for and against the amendment were recorded as set out below:-

For Amendment 1:-

Councillors M L Ayling, C A Cheshire, I T Irvine, M G Jones, S J Joyce, P K Lamb, C C Lloyd, C A Moffatt, C J Mullins, C Oxlade, B J Quinn, D J Shreeves, B A Smith, P C Smith, G Thomas, W A Ward and K B Williamson (17).

Against Amendment 1:-

Councillors B K Blake, S A Blake, Dr H S Bloom, N Boxall, K Brockwell, B J Burgess, R G Burgess, L A M Burke, R D Burrett, D G Crow, C R Eade, R A Lanzer, L S Marshall-Ascough, D M Peck, A J E Quirk, K J Trussell and L A Walker (17).

Abstentions:-

None.

With Amendment 1 having received an equal number of votes for and against, the Mayor used his casting vote against the Amendment. Amendment 1 was therefore LOST.

Amendment 2 (Policy H2)

It was moved by Councillor Jones and seconded by Councillor Cheshire:-

That the Full Council is RECOMMENDED to approve Recommendation 3, subject to the amendment below and any consequential changes to the Local Plan Map and supporting documents to reflect the Policy changes proposed:

That Policy H2 of the Local Plan be amended as set out in **Appendix C** (to these minutes). *(This amendment relates to Bewbush West Playing Fields and removes the allocation of land adjacent to Gemini Close for 24 dwellings).*

The Council undertook a full and detailed discussion and considered the issues raised. At the request of Councillor Jones, and in accordance with Council Procedure Rule 17.4, the names of the Members voting for and against the amendment were recorded as set out below:-

For Amendment 2:-

Councillors M L Ayling, C A Cheshire, I T Irvine, M G Jones, S J Joyce, P K Lamb, C C Lloyd, C A Moffatt, C J Mullins, C Oxlade, B J Quinn, D J Shreeves, B A Smith, P C Smith, G Thomas, W A Ward and K B Williamson (17).

Against Amendment 2:-

Councillors B K Blake, S A Blake, Dr H S Bloom, N Boxall, K Brockwell, B J Burgess, R G Burgess, L A M Burke, R D Burrett, D G Crow, C R Eade, R A Lanzer, L S Marshall-Ascough, D M Peck, A J E Quirk, K J Trussell and L A Walker (17).

Abstentions:-

None.

With Amendment 2 having received an equal number of votes for and against, the Mayor used his casting vote against the Amendment. Amendment 2 was therefore LOST.

Amendment 3 (Policy H4)

It was moved by Councillor Lamb and seconded by Councillor Joyce:-

That the Full Council is RECOMMENDED to approve Recommendation 3, subject to the amendment below and any consequential changes to the Local Plan Map and supporting documents to reflect the Policy changes proposed:

That Policy H4 of the Local Plan be amended as set out in **Appendix D** (to these minutes). *(This amendment changes the affordable housing requirement from 30% affordable housing plus 10% low cost, to 40% affordable housing with low cost sought where viability allows).*

The Council undertook a full and detailed discussion and considered the issues raised. At the request of Councillor B J Burgess, and in accordance with Council Procedure Rule 17.4, the names of the Members voting for and against the amendment were recorded as set out below:-

For Amendment 3:-

Councillors M L Ayling, C A Cheshire, I T Irvine, M G Jones, S J Joyce, P K Lamb, C C Lloyd, C A Moffatt, C J Mullins, C Oxlade, B J Quinn, D J Shreeves, B A Smith, P C Smith, G Thomas, W A Ward and K B Williamson (17).

Against Amendment 3:-

Councillors B K Blake, S A Blake, Dr H S Bloom, N Boxall, K Brockwell, B J Burgess, R G Burgess, L A M Burke, R D Burrett, D G Crow, C R Eade, R A Lanzer, L S Marshall-Ascough, D M Peck, A J E Quirk, K J Trussell and L A Walker (17).

Abstentions:-

None.

With Amendment 3 having received an equal number of votes for and against, the Mayor used his casting vote against the Amendment. Amendment 3 was therefore LOST.

Amendment 4 (This was the first of two proposed amendments to Policy ENV3. The intention was that both amendments were amendments in their own right and were not presented as an “either / or”. If both or either amendments were approved, they would become part of the ENV 3 Policy).

It was moved by Councillor Jones and seconded by Councillor Joyce:-

That the Full Council is RECOMMENDED to approve Recommendation 3, subject to the amendment below and any consequential changes to the Local Plan Map and supporting documents to reflect the Policy changes proposed:

That Policy ENV3 of the Local Plan be amended as set out in **Appendix E** (to these minutes). (*This amendment relates to Southgate and designates the field and recreation area adjacent to Baker Close and Southgate Drive, Southgate, as a Local Green Space*).

The Council undertook a full and detailed discussion and considered the issues raised. At the request of Councillor Lloyd, and in accordance with Council Procedure Rule 17.4, the names of the Members voting for and against the amendment were recorded as set out below:-

For Amendment 4:-

Councillors M L Ayling, C A Cheshire, I T Irvine, M G Jones, S J Joyce, P K Lamb, C C Lloyd, C A Moffatt, C J Mullins, C Oxlade, B J Quinn, D J Shreeves, B A Smith, P C Smith, G Thomas, W A Ward and K B Williamson (17).

Against Amendment 4:-

Councillors B K Blake, S A Blake, Dr H S Bloom, N Boxall, K Brockwell, B J Burgess, R G Burgess, L A M Burke, R D Burrett, D G Crow, C R Eade, R A Lanzer, L S Marshall-Ascough, D M Peck, A J E Quirk, K J Trussell and L A Walker (17).

Abstentions:-

None.

With Amendment 4 having received an equal number of votes for and against, the Mayor used his casting vote against the Amendment. Amendment 4 was therefore LOST.

Amendment 5 (Policy ENV3)

It was moved by Councillor Lloyd and seconded by Councillor Jones:-

That the Full Council is RECOMMENDED to approve Recommendation 3, subject to the amendment below and any consequential changes to the Local Plan Map and supporting documents to reflect the Policy changes proposed:

That Policy ENV3 of the Local Plan be amended as set out in **Appendix F** (to these minutes). *(This amendment relates to Tilgate and designates land at Ely Close, bounded by Worcester Road, Oxford Road and Winchester Road, Tilgate as a Local Green Space).*

79. Duration of the Meeting

As the business had not been completed within the two and a half hours specified within Council Procedure Rule 2.2, the Mayor required the Full Council to consider if it wished to continue with the meeting, and having put it to the Council, the meeting was continued for an additional period not exceeding 30 minutes.

80. The Submission Crawley Local Plan

(Continued)

The Council undertook a full and detailed discussion and considered the issues raised, including those arising from the recent decision by the Planning Inspectorate to allow the appeal against the decision of the Development Control Committee to refuse planning permission for proposed development of land at Ely Close. At the request of Councillor Lloyd, and in accordance with Council Procedure Rule 17.4, the names of the Members voting for and against the amendment were recorded as set out below:-

For Amendment 5:-

Councillors M L Ayling, C A Cheshire, I T Irvine, M G Jones, S J Joyce, P K Lamb, C C Lloyd, C A Moffatt, C J Mullins, C Oxlade, B J Quinn, D J Shreeves, B A Smith, P C Smith, G Thomas, W A Ward and K B Williamson (17).

Against Amendment 5:-

Councillors B K Blake, S A Blake, Dr H S Bloom, N Boxall, K Brockwell, B J Burgess, R G Burgess, L A M Burke, R D Burrett, D G Crow, C R Eade, R A Lanzer, L S Marshall-Ascough, D M Peck, A J E Quirk, K J Trussell and L A Walker (17).

Abstentions:-

None.

With Amendment 5 having received an equal number of votes for and against, the Mayor used his casting vote against the Amendment. Amendment 5 was therefore LOST.

Amendment 6 (Policy H5)

It was moved by Councillor Irvine and seconded by Councillor Quinn:-

That part 1 of Recommendation 3 be amended as follows:

1) to approve the submission draft Crawley Local Plan and Local Plan Map for Publication consultation (a statutory six-week period of public consultation), with the deletion of the Broadfield Kennels site as a proposed reserve travellers' site from Policy H5: Gypsy, Traveller and Travelling Showpeople Site; Site Provision, the Local Plan supporting text (including paragraph 6.74), and from the Local Plan Map.

81. Duration of the Meeting

The business of the meeting had still not been completed. Having put it to the Council, the meeting was continued for an additional period not exceeding 30 minutes.

82. The Submission Crawley Local Plan

(Continued)

The Council undertook a full and detailed discussion and considered the issues raised, whilst also receiving advice on the major difficulty of taking forward a Local Plan with no allocation of a reserve and permanent Gypsy and Traveller site. With further comments conveyed by Ward Members, including those around residents concerns, Councillor Quirk in indicating that he was against the site, referred to the advice received, and at the request of Councillor B J Burgess, and in accordance with Council Procedure Rule 17.4, the names of the Members voting for and against the amendment were recorded as set out below:-

For Amendment 6:-

Councillors M L Ayling, K Brockwell, C A Cheshire, I T Irvine, M G Jones, C C Lloyd, C A Moffatt, C Oxlade, B J Quinn, D J Shreeves, B A Smith and P C Smith (12).

Against Amendment 6:-

Councillors B K Blake, S A Blake, Dr H S Bloom, N Boxall, B J Burgess, R G Burgess, L A M Burke, R D Burrett, D G Crow, C R Eade, S J Joyce, P K Lamb, R A Lanzer,

L S Marshall-Ascough, C J Mullins, D M Peck, A J E Quirk, G Thomas, K J Trussell, L A Walker, W A Ward and K B Williamson (22).

Abstentions:-

None.

Amendment 6 was therefore LOST.

With all amendments lost, the Cabinet's recommendation to the Full Council remained the substantive motion, which was now further discussed by Members. As part of those discussions reference was made to the announcement that had been made earlier that week that the Airports Commission had shortlisted Gatwick Airport as one of three options for runway expansion in the UK. In response to their comments, Members were assured that the Council had since been in communication with Gatwick Airport to emphasise the importance of continued active engagement with the Airport and to ensure that the further assessment of the runway options by Gatwick were to be robustly undertaken and provide the level of information that would enable the Council and all other interested parties to make an informed decision as part of a comprehensive consultation process.

Following further consideration of the Local Plan generally, and whilst indications suggested that it would be narrowly carried, the substantive motion, upon being put to the Full Council, was declared to be LOST.

83. Duration of the Meeting

The business of the meeting had still not been completed. Having put it to the Council, the meeting was continued for an additional period not exceeding 30 minutes.

**84. Review of Polling Districts
(General Purposes Committee – 27 November 2013)
(Recommendation 1)**

The Committee had considered report [LDS/076](#) of the Head of Legal and Democratic Services.

Amendment

It was moved by Councillor Irvine and seconded by Councillor B A Smith:-

That the Full Council is RECOMMENDED to approve Recommendation 1, subject to the amendment below:

That the use of Brook School, Maidenbower, for local polling be discontinued forthwith.

The Council discussed and considered all the issues raised.

Closure Motion

This matter continued to be debated at length, and in accordance with Council Procedure Rule 15.12 (a) (ii), it was moved by Councillor B J Burgess and seconded:-

That the question be now put.

With the Closure Motion having received an equal number of votes for and against, the Mayor used his casting vote against the Motion. The Motion was therefore LOST and the debate continued.

In discussing the issues arising from the amendment, some Members referred to the concerns of parents of children at the Brook School and those of the School itself (which was one of two polling places in the Maidenbower Ward) regarding the use and consequent closure of the School for polling. Alongside this, Members also referred to the large electoral division of Broadfield, which they considered needed more than one polling station. Whilst Members sympathised with the School - as well as the issues faced by Broadfield residents, the overall view was that no suitable alternative / additional facilities were at this time available for these polling areas. The issues around the electoral divisions of both Maidenbower and Broadfield had also been considered in detail at the Committee's 27 November meeting.

At the request of Councillor Irvine, and in accordance with Council Procedure Rule 17.4, the names of the Members voting for and against the amendment were recorded as set out below:-

For the Amendment:-

Councillors M L Ayling, C A Cheshire, I T Irvine, M G Jones, S J Joyce, P K Lamb, C C Lloyd, C A Moffatt, C J Mullins, C Oxlade, B J Quinn, D J Shreeves, B A Smith, P C Smith, G Thomas, W A Ward and K B Williamson (17).

Against the Amendment:-

Councillors B K Blake, S A Blake, Dr H S Bloom, N Boxall, K Brockwell, B J Burgess, R G Burgess, L A M Burke, R D Burrett, D G Crow, C R Eade, R A Lanzer, L S Marshall-Ascough, D M Peck, A J E Quirk, K J Trussell and L A Walker (17).

Abstentions:-

None.

With the amendment having received an equal number of votes for and against, the Mayor used his casting vote against the amendment. The amendment was therefore LOST.

The substantive motion, upon being put to the Full Council, was CARRIED, and it was

RESOLVED

That the polling arrangements set out in Appendix C to report LDS/076 be agreed, subject to the polling place for Polling District LMC (Three Bridges Ward) being changed from "Three Bridges Community Centre, Gales Place" to "The Holiday Inn, Haslett Avenue East".

85. Duration of the Meeting

The business of the meeting had still not been completed. Having put it to the Council, the meeting was continued for an additional period not exceeding 30 minutes.

At this point, and in view of the length of the meeting and the decision to continue for an additional period of time, the Mayor adjourned the meeting for 5 minutes to allow all those attending the opportunity to have a comfort break.

The meeting was then reconvened.

**86. Review of the Council Tax Reduction Scheme
(Cabinet – 4 December 2013)
(Recommendation 2)**

The Cabinet had considered the report of the Head of Finance, Revenues & Benefits, [FIN/318](#), which had also been considered by the Overview and Scrutiny Commission at its meeting on 2 December 2013.

Moved by Councillor Dr Bloom, seconded by Councillor Burrett and

RESOLVED

That the following amendments be made to the Council's Local Council Tax Reduction Scheme:-

(i) To introduce a non dependent deduction of £5.00 per week in respect of non dependents receiving a means tested out of work benefit

(ii) To amend the taper to 20%

(iii) To introduce a £15 a week disregard in respect of income from child maintenance and that the resulting revised scheme be approved.

**87. North East Sector – Approval of the Co-operation Agreement
(Exempt - Paragraph 3 – Information relating to financial and business affairs of any particular person (including the Authority holding that information).
(Cabinet – 4 December 2013)
(Recommendation 4)**

The Cabinet had considered report DTH/045 of the Director of Transformation and Housing.

Moved by Councillor Dr Bloom, seconded by Councillor Lanzer and

RESOLVED

(1) That the negotiations of the final terms of the Co-operation Agreement be delegated to the Director of Transformation and Housing, in consultation with the Leader, the Portfolio Holder for Planning & Economic Development, the Head of Legal & Democratic Services, Head of Property, Head of Finance, Revenues & Benefits, and the Head of Crawley Homes.

- (2) That the Director of Transformation & Housing in conjunction with the Head of Legal & Democratic Services be authorised to seal and complete the Co-operation Agreement on behalf of the Council.
- (3) That the Director of Transformation and Housing in consultation with the Head of Legal & Democratic Services and Portfolio Holder for Planning & Economic Development be delegated the authority to agree and enter into a Memorandum of Understanding between the Council and the HCA.
- (4) That the proposal by Taylor Wimpey and Persimmon Homes to name the development and new neighbourhood as Forge Wood be supported.

88. Reserved Items - General

(a) Matter raised under the report of the Licensing Committee – 12 November 2013

The Chair of the Committee advised that with regard to the Licensing Committee's decision to vary the existing table of Hackney Carriage fares for 2013-2014 (Minute no. 9), and as a result of an objection received following the public notice of that proposed fares variation, the Committee would be meeting again on the 9 January to consider the objection lodged.

(b) Matter raised under the report of the Cabinet – 13 November 2013

With regard to the New Crawley Cemetery – Provision of Burial Services (Minute no. 61), the Cabinet Member confirmed that the search for a suitable site was ongoing, and that as part of the intention to keep Members updated on progress made, a Members seminar would be taking place in March.

(c) Matter raised under the report of the Development Control Committee – 25 November 2013

With regard to Planning Application CR/2013/0455/RG3 - The Tree, 103 High Street (Minute no. 51), the Cabinet Member for Leisure and Cultural Services was pleased to confirm the Committee's decision to permit the change of use from offices to museum, as well as the Council's recent success in being awarded a £1.15 million Grant from the Heritage lottery Fund in respect of that new Museum project. The Cabinet Member took this opportunity to thank Officers and the Crawley Museum Society for all their work and commitment in succeeding in the joint grant bid. Whilst supporting the new Museum, some Members referred to the current financial climate and the potential cuts in the operation of existing services, and asked that every possible step be taken to limit any additional pressure on budgets as a result of the museum project. The Cabinet Member indicated that he would keep all Members updated on the development's progress.

89. Duration of the Meeting

The business of the meeting had still not been completed within the earlier agreed 30 minute extension. Whilst items reserved for debate (but not requiring a decision) had not all been discussed, and the items of business on Members' Written Questions, Announcements by Cabinet Members, Questions to Cabinet Members and to Committee Chairs were still outstanding, the Mayor proceeded to close the

meeting. With the Mayor having put it to the Full Council, the vote was in favour of not continuing the meeting.

90. Closure of Meeting

The meeting ended at 0.02 a.m.

R G Burgess
Mayor

APPENDIX A

Members' Disclosures of Interest

Member	Agenda Item No.	Name and date of Cabinet/ Committee and Minute No.	Minute Book Page No.	Subject or Planning Application No.	Type and Nature of Disclosure.
Councillor S A Blake	8(1)(a)	Development Control 14 October 2013 Minute 37	P26	CR/2013/0422/TPO Miltons Mount Lake (Grattons Pond), Pound Hill, Crawley	Personal Interest as she sits on Worth Park Committee (but had had no discussions on this item).
Councillor R D Burrett	8(1)(c)	Overview and Scrutiny Commission – 11 November 2013 Minute 52	P36	Joint Scrutiny – Flooding Task & Finish Group	Personal Interest as a member of West Sussex County Council serving on the Joint Scrutiny Steering Group.
Councillor G Thomas	8(1)(f) and 9(2)	Development Control 25 November 2013 Minute 51	P53 and P54	CR/2013/0454/LBC & CR/2013/0455/RG3	Personal interest as Cllr Thomas is a member of the Central Crawley Conservation Committee.
Councillor W A Ward	8(1)(f) and 9(2)	Development Control 25 November 2013 Minute 51	P53 and P54	CR/2013/0454/LBC & CR/2013/0455/RG3	Personal interest as Cllr Thomas is a member of the Central Crawley Conservation Committee.
Councillor R D Burrett	8(1)(h)	Overview and Scrutiny Commission – 2 December 2013 Minute 65	P66	Health and Adult Social Care Select Committee (HASCSC)	Personal Interest as a member of West Sussex County Council.
Councillor R D Burrett	8(1)(h)	Overview and Scrutiny Commission – 2 December 2013 Minute 66	P66	Joint Scrutiny – Flooding Task & Finish Group	Personal Interest as a member of West Sussex County Council serving on the Joint Scrutiny Steering Group.
Councillor C R Eade	8(1)(h) and 9(2)	Overview and Scrutiny Commission 2 December 2013 Minute 59.	P62	Submission Local Plan	Councillor Eade had been lobbied regarding Ely Close / Policy ENV3
Councillor C C Lloyd	8(1)(h) and 9(1)	Overview and Scrutiny Commission 2 December 2013 Minute 61.	P63	Assessing the value of East Park & Newlands Road as potential Conservation Areas	Personal Interest – As he owns a property in the adjacent Conservation Area

Member	Agenda Item No.	Name and date of Cabinet/ Committee and Minute No.	Minute Book Page No.	Subject or Planning Application No.	Type and Nature of Disclosure.
Councillor L S Marshall-Ascough	8(1)(h) and 9(1)	Overview and Scrutiny Commission 2 December 2013 Minute 61.	P63	Assessing the value of East Park & Newlands Road as potential Conservation Areas	Personal Interest – As he owns a property in the adjacent Conservation Area
Councillor R D Burrett	8(1)(i) and 9(2)	Cabinet 4 December 2013 Minute 73	P75	Sussex Energy Saving Partnership update	Personal Interest as a member of West Sussex County Council
Councillor D G Crow	8(1)(i) and 9(2)	Cabinet 4 December 2013 Minute 73	P75	Sussex Energy Saving Partnership update	Personal as a Member of West Sussex County Council
Councillor C R Eade	8(1)(i) and 9(2)	Cabinet 4 December 2013 Minute 71.	P72	Submission Local Plan	Councillor Eade had been lobbied regarding Ely Close / Policy ENV3
Councillor R A Lanzer	8(1)(i) and 9(2)	Cabinet 4 December 2013 Minute 73	P75	Sussex Energy Saving Partnership update	Personal as a Member of West Sussex County Council
Councillor C C Lloyd	8(1)(i) and 9(1)	Cabinet 4 December 2013 Minute 72.	P73	Assessing the value of East Park & Newlands Road as potential Conservation Areas	Personal Interest – As he owns a property in the adjacent Conservation Area
Councillor L S Marshall-Ascough	8(1)(i) and 9(1)	Cabinet 4 December 2013 Minute 72.	P73	Assessing the value of East Park & Newlands Road as potential Conservation Areas	Personal Interest – As he owns a property in the adjacent Conservation Area

Key Housing Sites

Appendix B

- 6.43 New housing is considered integral to the creation of sustainable neighbourhoods in Crawley. The council will ensure that new housing opportunities are identified according to both land availability and the characteristics of individual neighbourhoods. This approach will respect the town's unique neighbourhood development and design principles and preserve the most valued of the town's environmental features such as open space and strategic landscaping.
- 6.45 Although there is limited housing at present, the town centre represents a highly sustainable location for residential development with immediate access to facilities, services, and transport links. Residential development also adds vitality to the town centre, bringing life into the centre and supporting the evening economy. Housing development is therefore encouraged in the town centre, either as mixed use redevelopment or as conversions of the upper floors of existing retail premises.

Policy H2: Key Housing Sites

The following sites are identified as key housing sites (30+ net units) and allocated on the Local Plan Map. These are considered to be critical to the delivery of future housing in Crawley and are identified as being 'deliverable' within the first five years of the plan (2015/16 – 2019/20) or 'developable' in years 6-10 (2020/21-2024/25)¹.

Deliverable

- North East Sector, Pound Hill (1,900 dwellings) (2014 – 2024)
- Breezehurst Drive, Bewbush (112 dwellings)
- Ifield Community College, Ifield (125 dwellings)
- Southern Counties, West Green (150 dwellings, mixed use priority for residential)
- Telford Place, Three Bridges (95 dwellings, mixed use priority for residential)
- Land adjacent to Desmond Anderson, Tilgate (100 dwellings)
- Fairfield House, West Green (93 dwellings)
- 15 – 29 Broadway, Northgate (57 dwellings)
- Kilnmead Car Park, Northgate (40 dwellings)
- Zurich House, East Park, Southgate (59 dwellings)
- Tinsley Lane, Three Bridges (138 dwellings, mixed use recreation/residential)
- Goffs Park Depot, Southgate (30 dwellings)
- Former TSB site, Russell Way, Three Bridges (40 dwellings)
- Langley Green Primary School, Langley Green (30 dwellings)
- 5 – 7 Brighton Road, Southgate (48 dwellings)
- WSCC Professional Centre, Furnace Drive, Furnace Green (76 dwellings, of which 8 are completions)

Developable

- Town Centre North, Northgate (75 dwellings)
- Breezehurst Drive Playing Fields, Bewbush (65 dwellings)
- Bewbush West Playing Fields (Gemini Close and Henty Close), Bewbush (48 dwellings in total)
- Longley Building, Southgate (48 dwellings)

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¹ Crawley Borough Council Housing Trajectory, 30 September 2013

- Land Adj. to Horsham Road & South of Silchester Drive, Gossops Green (52 dwellings)

The remainder of the land within the Town Centre Boundary but outside Town Centre North, North East Sector Residual Land, Pound Hill and Land East of London Road are identified as broad locations for housing development in the latter part of the plan period (years 11-15) with the capacity to deliver 181, 150 and 171 net dwellings respectively.

Reasoned Justification

6.46 *This Policy demonstrates how the Local Plan makes provision for the delivery of a minimum of 3,800 net additional dwellings in the borough between 2015 and 2030. This includes the 5% additional buffer required within the first five years of the Plan to ensure greater competition and choice in the supply of housing land. The council has undertaken a Strategic Housing Land Availability Assessment (SHLAA) which identifies land that has the potential for residential development in the borough. The results of the SHLAA are used to demonstrate an annual five-year housing land supply and to identify sites that are likely to come forward for residential development over the lifetime of the Local Plan.*

6.47 *Through the SHLAA process, the council has been able to identify a number of deliverable and developable sites to meet the housing target for the Local Plan period. In this regard, the council can demonstrate that it can satisfy the government's requirement to identify specific 'deliverable' sites to meet the first five years housing supply and specific 'developable' sites for years 6-10. It is considered that the additional 5% buffer requirement (13 dwellings per annum in the first five years) is capable of being delivered in the period 2015/16-2019/20.*

6.48 *With the exception of small sites of 5 units or less with planning permission, every site within the council's Housing Trajectory has been assessed with regard to viability constraints to establish that the site is capable of being delivered at the point envisaged.*

6.49 *In determining how far Crawley can meet its own housing needs, detailed assessments have been carried out to ensure the town balances competing land uses in a sustainable manner. This includes landscape character assessments, open space and economic growth assessments alongside the Urban Capacity Study and Strategic Housing Land Availability Assessments. Two sites have been identified and allocated on the Local Plan Map for 'Housing and Open Space'. These are Tinsley Lane, Three Bridges (Deliverable) and Breezehurst Drive, Bewbush (Developable). The layout of these sites has been considered in more detail to ensure they can deliver the quantum of housing within the constraints identified by the open space study for meeting recreational open space needs².*

6.50 *For Tinsley Lane this will involve consideration into the needs of the existing football club; whilst for Breezehurst Drive ~~the balance between housing and on-site open space will be determined through the design and layout of a detailed scheme~~. A third open space site (Bewbush West Playing Fields) has also been*

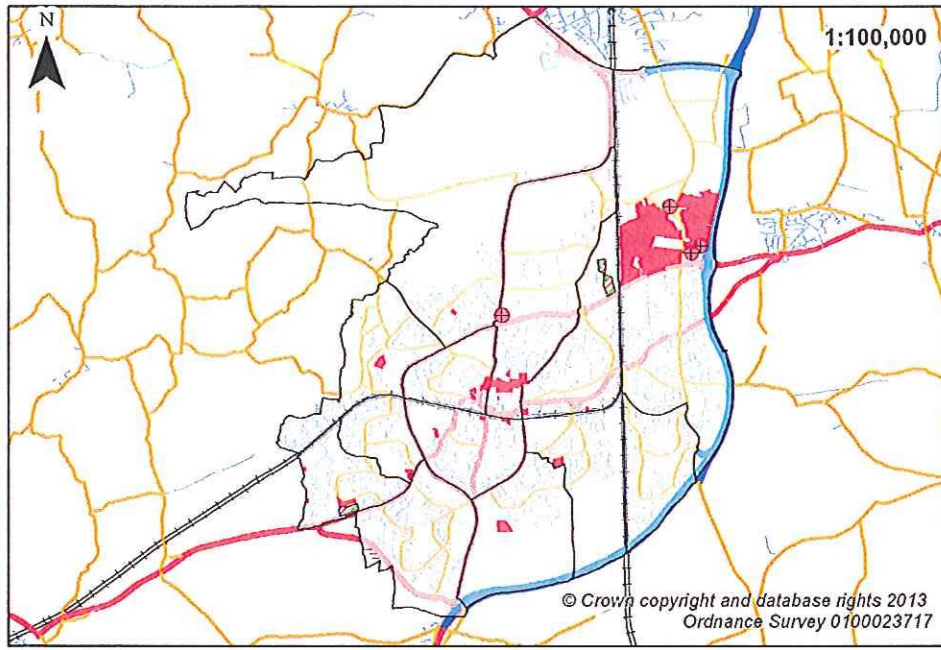
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² In accordance with Paragraphs 73 and 74 of National Planning Policy Framework (2012) DCLG

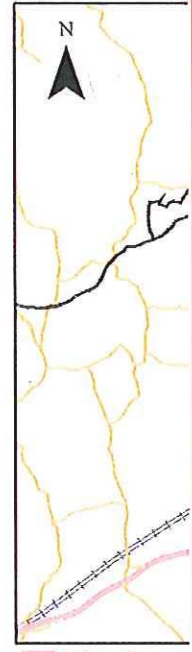
identified as having some potential for delivering a degree of housing, however further analysis has indicated this should be in the form of two smaller housing sites at locations to the north and south of the playing fields to enable improved linkages and enhanced urban design and principles of designing out crime, into the new Kilnwood Vale neighbourhood at the point of the proposed bus, pedestrian and cycle connection. This would result in the need to replace the loss of two small play areas, but would include the retention of the two sports pitches and a pavilion associated with the playing fields.

- 6.51 *Given that the council is required to identify 15 years housing supply, it is considered that there is additional housing potential in the Town Centre, Land East of London Road and at the North East Sector (Residual Land), that will arise in the latter part of the Plan period. These could contribute to housing land supply from Year 6 onwards (i.e. from 2020/21 to 2029/30) and are identified as broad locations for medium to long-term residential development. This is in accordance with the overall spatial approach as set out in the Local Plan Vision to 2030, by helping to minimise the impact on important biodiversity and landscape features and offers the greatest scope to reduce the need to travel by private vehicle because of the proximity to existing services, jobs and public transport.*
- 6.52 *New residential development within the urban area will be provided through redevelopment, change of use, conversion and refurbishment of existing properties, or through infilling, where compatible with the other policies within this Local Plan.*



-  Housing and Open Space (Policy H2)
-  Housing (Policy H2)
-  Broad Housing Locations (Policy H2)
-  Gypsy, Traveller & Travelling Showpeople Site (Policy H5)

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Key Housing Sites

Appendix C

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Developable

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- Breezehurst Drive Playing Fields, Bewbush (100 dwellings)
- ~~Henty Close~~, Bewbush West, Bewbush (24 dwellings)
- Longley Building, Southgate (48 dwellings)
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(Gemini Close and Henty
Close)

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¹ Crawley Borough Council Housing Trajectory, 30 September 2013

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- 6.47 *Through the SHLAA process, the council has been able to identify a number of deliverable and developable sites to meet the housing target for the Local Plan period. In this regard, the council can demonstrate that it can satisfy the government's requirement to identify specific 'deliverable' sites to meet the first five years housing supply and specific 'developable' sites for years 6-10. It is considered that the additional 5% buffer requirement (13 dwellings per annum in the first five years) is capable of being delivered in the period 2015/16-2019/20.*
- 6.48 *With the exception of small sites of 5 units or less with planning permission, every site within the council's Housing Trajectory has been assessed with regard to viability constraints to establish that the site is capable of being delivered at the point envisaged.*
- 6.49 *In determining how far Crawley can meet its own housing needs, detailed assessments have been carried out to ensure the town balances competing land uses in a sustainable manner. This includes landscape character assessments, open space and economic growth assessments alongside the Urban Capacity Study and Strategic Housing Land Availability Assessments. Two sites have been identified and allocated on the Local Plan Map for 'Housing and Open Space'. These are Tinsley Lane, Three Bridges (Deliverable) and Breezehurst Drive, Bewbush (Developable). The layout of these sites has been considered in more detail to ensure they can deliver the quantum of housing within the constraints identified by the open space study for meeting recreational open space needs².*
- 6.50 *For Tinsley Lane this will involve consideration into the needs of the existing football club; whilst for Breezehurst Drive the retention of at least half of the total site size to accommodate improved senior pitches and a junior pitch has been assessed as appropriate. A third open space site (Bewbush West Playing Fields) has also been identified as having some potential for delivering a degree of housing, however further analysis has indicated this should be in the form of a small housing site to the south of the playing fields to enable improved*

² In accordance with Paragraphs 73 and 74 of National Planning Policy Framework (2012) DCLG

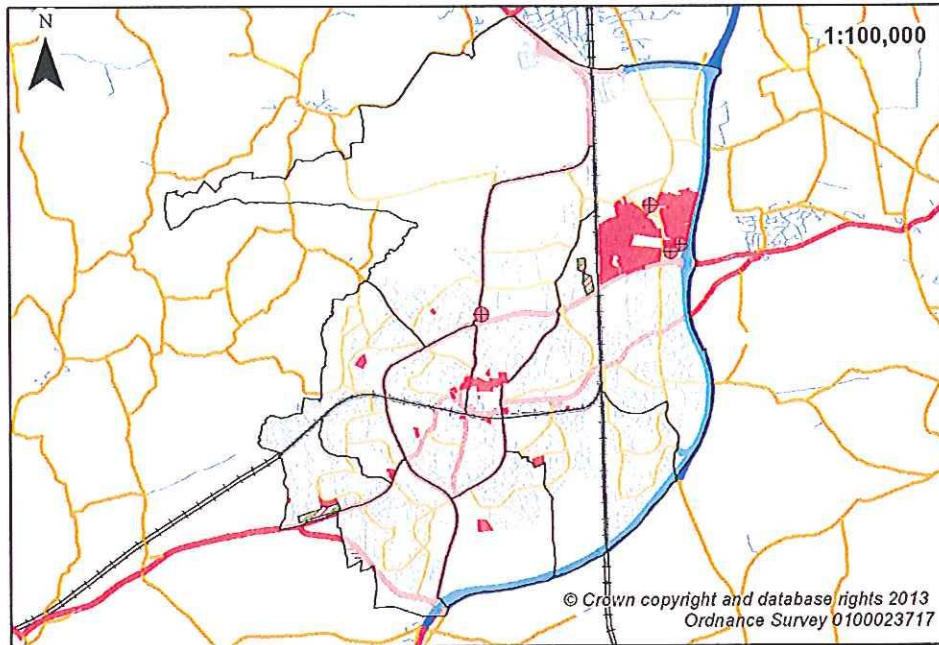
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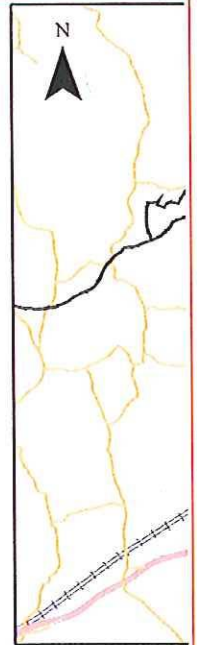
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- 6.51 Given that the council is required to identify 15 years housing supply, it is considered that there is additional housing potential in the Town Centre, Land East of London Road and at the North East Sector (Residual Land), that will arise in the latter part of the Plan period. These could contribute to housing land supply from Year 6 onwards (i.e. from 2020/21 to 2029/30) and are identified as broad locations for medium to long-term residential development. This is in accordance with the overall spatial approach as set out in the Local Plan Vision to 2030, by helping to minimise the impact on important biodiversity and landscape features and offers the greatest scope to reduce the need to travel by private vehicle because of the proximity to existing services, jobs and public transport.
- 6.52 New residential development within the urban area will be provided through redevelopment, change of use, conversion and refurbishment of existing properties, or through infilling, where compatible with the other policies within this Local Plan.



-  Housing and Open Space (Policy H2)
-  Housing (Policy H2)
-  Broad Housing Locations (Policy H2)
-  Gypsy, Traveller & Travelling Showpeople Site (Policy H5)

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Affordable and Low Cost Housing

Appendix D

6.59 All Local Plans are required by the NPPF to make provision for meeting affordable housing needs in their area. Failure to address affordable housing needs would have detrimental implications on the economic and social health of the town. Therefore, it is important to secure an appropriate mix of housing types and tenures within developments that come forward over the Plan period.

Policy H4: Affordable and Low Cost Housing

Affordable Housing

~~40%~~ affordable housing will be required from all residential developments.

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The council will expect 70% of the affordable housing to be Affordable/Social Rent and 30% Intermediate tenure.

For sites of 5 dwellings or less, or less than 0.2ha in size, a commuted sum towards off-site affordable housing provision will be sought.

Low Cost Housing

In addition to the provision of ~~40%~~ affordable housing, ~~where viability allows~~ low cost housing will also be sought on developments proposing 15 dwellings or more.

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Exceptions

These targets will apply to all residential developments unless evidence can be provided to show that the site cannot support such a requirement from a viability perspective and that the development clearly meets a demonstrable need. Except for sites of 5 dwellings or less, payments in lieu will only be accepted in exceptional circumstances where it can be demonstrated that there are robust planning reasons for doing so and provided that the contribution is of equivalent financial value.

Reasoned Justification

- 6.60 *Since 2001, house prices have grown significantly despite marked reductions in 2008 and 2009, increasing by over 7% in the period to March 2013. At the same time, average household earnings in the borough are relatively low when compared with those in the adjoining districts of Mid Sussex and Horsham. The Strategic Housing Market Assessment (2012 update) concluded that about 59% of households are now unable to afford to rent at market levels and 69% of households are unable to purchase, based on the differential of local prices and rent levels relative to local incomes. This represents a significantly worsening situation compared with 2009 when the Assessment was originally undertaken.*
- 6.61 *Affordable housing refers to that which is offered for rent by local authorities or registered providers to eligible households whose needs are not met by the housing open market. The definition also includes housing which is offered for rent or purchase below market levels but above normal social rental levels, again to eligible households and provided that there are provisions in place for those homes to remain affordable for future eligible households.*
- 6.62 *There have been significant changes in the way in which affordable housing is funded. Currently, grant funding is no longer available for affordable housing secured through s106 Planning Agreements and an "affordable rent" model, at 80% of the market rental values, has been introduced, which is expected to be*

the norm for most new affordable housing being secured in association with market developments.

- 6.63 *The council favours Social Rent at target rent levels as being more affordable to those in housing need, but accepts that this form of tenure requires significant levels of subsidy that cannot be borne by the developer and/or land vendor alone. In the absence of any additional forms of subsidy, Affordable Rent tenure will be acceptable and will be the minimum expectation in the first instance.*
- 6.64 *Where other forms of subsidy are evident, in the form of Social Housing Grant and/or free or discounted land, the council will expect Social Rent at target rent levels, unless viability can be evidenced to justify other forms of discounted rent tenure, either in part or in full. Details of target rent levels will be set out in the Affordable Housing Supplementary Planning Document.*
- 6.65 *The intermediate housing market is identified as an emerging housing market; providing opportunities both for purchase and rental for households with incomes which do not qualify for social rent but are insufficient to buy a home. Intermediate housing includes shared ownership, shared equity, Rent to Buy and First Buy products.*
- 6.66 *As well as having a significant requirement for affordable rented accommodation, Crawley also has a large need for “intermediate” affordable housing, such as shared ownership/shared equity schemes and discount market renting. Crawley is identified as having the largest potential for intermediate housing in the Northern West Sussex Housing Market Area, with 33% of households having incomes between social and market rental levels (2012). The SHMA identifies that at least 20% of affordable housing across the HMA within the next five years should be provided on an intermediate basis.*
- 6.67 *Reflecting the diversity of needs, the council will expect 30% of the affordable housing element to be an “intermediate” tenure. The council recognises that for the smaller sites, this tenure split may sometimes be impractical in management terms. In such cases the composition of affordable housing will be agreed having regard to site specific circumstances and the particular needs of the locality. The split between affordable housing for rent and other intermediate affordable housing will be kept under review through Supplementary Planning Documents, as appropriate, reflecting changes in local needs and development viability.*
- 6.68 *The introduction of Low Cost Home Ownership seeks to create an additional tier of assistance to people entering the housing market for the first time. Low Cost Home Ownership means market housing that is made available to first time home buyers intended as their primary place of residence and offered as a fixed equity at an agreed percentage below open market value. It falls within the private housing quota, but offers entry-level discounts ranging between 10% to 15%. All Low Cost Home Ownership properties will be provided to the same standard as the equivalent private market units on the site. Detailed mechanisms for the implementation of this policy will be set out in the Affordable Housing Supplementary Planning Document.*
- 6.69 *Private Market Rent falls outside of the definition of affordable housing, however, this form of tenure is emerging through the Build to Rent programme and may play a part in meeting housing need and could meet an affordable*

housing requirement if rent levels are contained within Local Housing Allowance rates.

- 6.70 *Section 106 Planning Agreements will be required to secure delivery of the affordable housing. Normally, the council will expect affordable housing to be provided at a value equivalent to land at nil cost, whereby the Registered Provider receives transfer of the built-out units or under special circumstances receives free transfer of the land.*

Local Green Space

7.21 The NPPF empowers local communities to promote the designation of green areas of particular importance for special protection as a Local Green Space.

Policy ENV3: Local Green Space

The following areas are designated as Local Green Space:

i. Ifield Brook Meadows and Rusper Road Playing Fields

ii. The field and recreational area adjacent to Baker Close and Southgate Drive, Southgate

These areas are designated due to their value to the local community and local significance in their function as areas for enjoyment of recreation and tranquility.

The above areas will be safeguarded from development other than in very special circumstances or where the development is to enhance Local Green Space functions for example through improvements to access, recreation and wildlife.

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Reasoned Justification

i. Ifield Brook Meadows and Rusper Road Playing Fields

7.22 Public consultations have consistently shown that Ifield Brook Meadows and Rusper Road Playing Fields should be protected because of their special value to the local community as highly accessible countryside close to the urban area. The Meadows are an important site of nature conservation with distinctive vegetation and wildlife. The northern part of the Meadows is of historic importance, forming part of the Ifield Village Conservation Area, contributing to the setting of the village and church. These elements make this area unique and local in character.

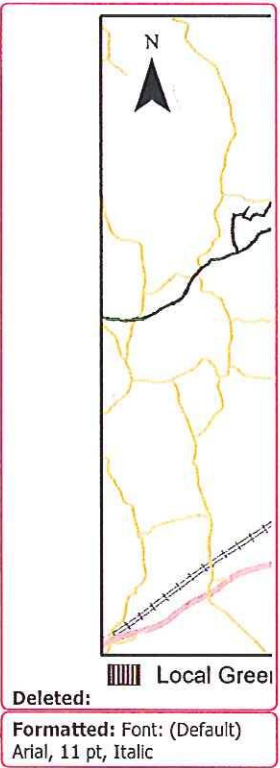
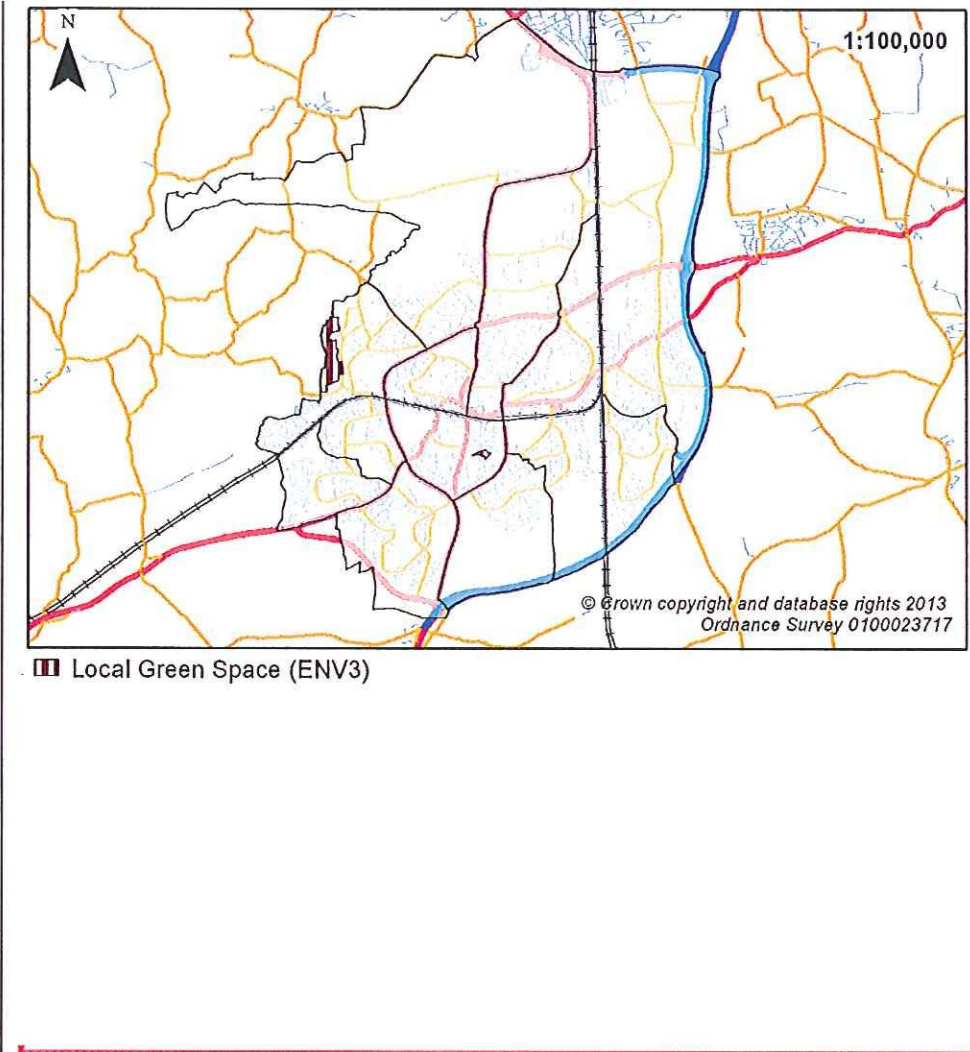
ii. The field and recreational area adjacent to Baker Close and Southgate Drive, Southgate

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7.23 The area is close to the community it serves and special to residents. It lies between two recently established conservation areas with heritage important to Crawley's identity, namely the Malthouse Road and Southgate Neighbourhood Centre conservation areas, contributing to the setting of both areas. These elements make this area unique and local in character.

7.24 The presumption in favour of sustainable development does not apply to Local Green Spaces. Proposals affecting the designated Local Green Space should be consistent with national Green Belt Policy.

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Local Green Space

7.21 The NPPF empowers local communities to promote the designation of green areas of particular importance for special protection as a Local Green Space.

Policy ENV3: Local Green Space

The following areas ~~are~~ designated as Local Green Space:

i. Ifield Brook Meadows and Rusper Road Playing Fields

ii. Land at Ely Close bounded by Worcester Road, Oxford Road and Winchester Road, Tilgate.

These areas ~~are~~ designated due to ~~their~~ value to the local community and local significance in ~~their~~ function as areas for enjoyment of recreation ~~and~~ tranquillity.

The above areas ~~s~~ will be safeguarded from development other than in very special circumstances or where the development is to enhance Local Green Space functions for example through improvements to access, recreation and wildlife.

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Reasoned Justification

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ii. Land at Ely Close bounded by Worcester Road, Oxford Road and Winchester Road, Tilgate

7.23 Extensive public consultations carried out during the period 2011-13 have consistently shown this open space should be protected because of its special value to the immediate local community it serves. The area is regularly used by residents of all ages for play, exercise and the appreciation of its tranquillity. As such it is a major contributor to the well being of the locality.

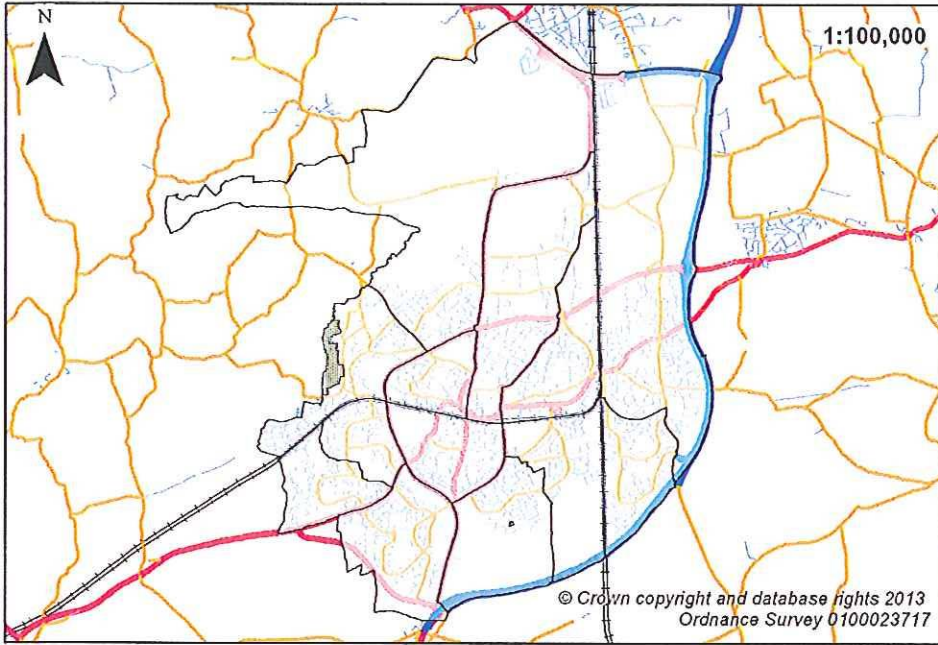
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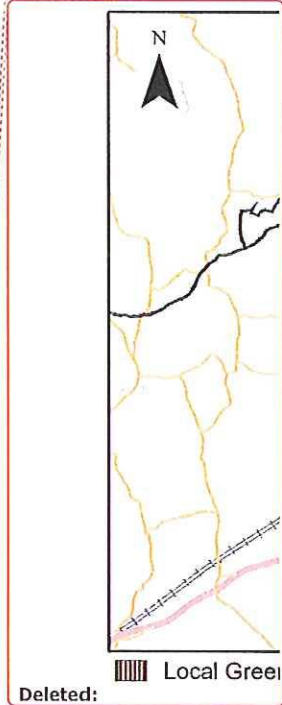
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 Local Green Space (Policy ENV3)

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Crawley Borough Council

Minutes of Development Control Committee

9 December 2013 at 7.30pm

Present:

Councillor	J I Denman (Chair)
Councillor	S J Joyce (Vice-Chair)
Councillors	S Blake, B Burgess, L A M Burke, C Denman, I T Irvine, R Lanzer, C Moffatt, A J E Quirk, D J Shreeves, P C Smith, G Thomas and W A Ward

Officers Present:

Jean McPherson	Group Manager Development Management
Michelle Harper	Principal Planning Officer
Manson Kendall	Principal Property Lawyer
Sally English	Democratic Services Officer

Apologies for Absence:

There were no apologies received.

53. Lobbying Declarations

Councillors L Burke, C Denman, J Denman and R Lanzer were lobbied on item 1, CR/2013/0466/FUL.

Councillor W Ward was lobbied on item 2, CR/2013/0517/OUT.

54. Members' Disclosure of Interests

Member	Minute Number	Subject	Type and Nature of Disclosure
Cllr G Thomas	Minute 56	CR/2013/0517/OUT	Personal & prejudicial interest as the applicant is a family friend. C Cllr Thomas left the meeting before the presentation and took no part in the discussion or voting on this item.
Cllr W Ward	Minute 56	CR/2013/0517/OUT	Personal interest as the applicant is known to him.

55. Minutes

The minutes of the meeting of the Committee held on 25 November 2013 were approved as a correct record and signed by the Chair.

56. Planning Applications List

The Committee considered report PES/129 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/129 of the Head of Planning and Environmental Services and in the Register of Planning Applications the decisions be given as indicated:-

CR/2013/0466/FUL

Land at Church Road Nurseries, Church Road, Pound Hill, Crawley

Demolition of existing bungalow & erection of 4 x five bedroom detached dwellings (amended description).

Councillor A Quirk had attended the site visit.

Councillors S Blake, L Burke, C Denman and P Smith had visited the site independently.

Michelle Harper, Principal Planning Officer (MH), gave a verbal update on the application, which had been amended and reduced from 5 to 4 proposed dwellings. She informed the Committee that since publication of the report there had been correspondence with WSCC regarding concerns of residents over the construction traffic to and from the proposed development. WSCC had now agreed that construction traffic could access the site via the existing driveway and exit via Osmund Close, and these measures would be during demolition of the existing building and ground works. MH confirmed that that the S106 contribution for TAD would be £10,900.

- Members discussed the application and MH responded to their comments as follows:
 - WSCC was aware that the Osmund Close access to the site was very tight and with poor visibility which was why they had chosen to use it as exit only
 - Loading/unloading of materials and hours of work involved in this would be managed by legislation and Environmental Health; hours of work would be covered as part of the management plan
 - The term 'Sussex style' was used to illustrate that properties in the area were a mixture of materials/finishes ie brick, render, etc but were all of a similar 'palette'
 - The north east garage would have a no-dig method included in the construction method statement and green matting would be used instead of tarmac. Trees to be felled were ornamental and those by the garage would be replaced
 - The plans had been amended to demonstrate how waste collection vehicles could enter, turn and leave the site
 - Roads in the area were not wide and access to the site reflected a similar dimension

- Loss of light was towards the rear of the garden and as such was judged to be acceptable
- Condition 12 referred to the access road being permanently sealed following completion of the proposed development

MH added that there were amendments to three conditions, which were as follows:

Condition 6 to read

Prior to first occupation of the development the existing vehicular access on Church Road shall be physically closed in accordance with plans and details submitted to and approved in writing by the Local Planning Authority

REASON:- In the interests of road safety.

Condition 9

Construction Management Plan

No development shall take place, including any works of demolition, until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Authority. Thereafter the approved Plan shall be implemented and adhered to throughout the entire construction period. The method of access by construction vehicles during construction

- the parking of vehicles by site operatives and visitors,
- the loading and unloading of plant, materials and waste,
- the recycling, removal and disposal of waste materials including an agreed traffic route for the waste vehicles,
- the storage of plant and materials used in construction of the development,
- the erection and maintenance of security hoarding,
- the erection of site offices and ancillary buildings, the provision of wheel washing facilities,
- the measures to control the emission of dust and dirt during demolition and construction, lighting for construction and security.

REASON: In the interests of highway safety and the amenities of the area.

Condition 21

Deleted as covered by Condition 9.

Permit subject to the following conditions: conclusion of a S106 Agreement, permission time limit and Decision Notice, to comply with Section 91 of the Town & Country Planning Act 1990; submission and approval of: a schedule of detailed plans of the land levels and finished floor levels, materials and finishes and samples of materials and finishes to be used for all external walls (& roofs); construction of the vehicular access serving the development in accordance with drawing numbered 13-12 39; physical closure of existing vehicular access onto Church Road; construction, surfacing and drainage of the shared surface/turning and parking areas, and the parking /turning areas to be maintained and not used for any other purpose; construction of car parking spaces; submission & approval of a Construction Management Plan, setting out details of location of site offices, loading/unloading of materials, storage of plant and equipment, temporary parking, wheel-washing equipment and for details of construction works thereafter to be in accordance with

approved details; submission & approval of hard & soft landscaping scheme; planting, seeding & turfing to be carried out in the first planting & seeding seasons following building occupation or the completion of the development, whichever is the sooner, and any trees or plants which, within five years of completion of the development, die, are removed or become seriously damaged or diseased to be replaced with other of similar size and species in the next planting season; submission & approval of the methodology of the construction of the new driveway and double detached garage serving Plot 1; submission and approval of details of screen walls and/or fences, and no occupation of dwellings/buildings until such screen walls and/or fences have been erected; no windows to be constructed in the east elevation of Plot 1 which adjoins the side boundary 10 Saxon Road without the prior permission of the Local Authority; first floor bathroom window on east elevation of Plot 1 to be glazed with obscured glass and apart from the top-hung vent, to be fixed to be permanently non-opening; no windows (other than those on approved plans) to be constructed in the west elevation of Plot 3 which adjoins the side boundary with 7 Old Orchards without prior permission of the Local Authority; first floor windows on west elevation of Plot 3 to be glazed with obscured glass and apart from any top-hung vent to be permanently non-opening; no windows to be constructed in the north elevation of Plot 4 which adjoins the side boundary of 4 Osmund Close without prior permission of the Local Authority; first floor windows on north elevation of Plot 4 to be glazed with obscured glass and apart from any top-hung vent to be permanently non-opening; no occupation of dwellings until covered and secure cycle parking stores have been provided; no work to be carried out on site until an effective wheel-cleaning facility has been installed, and the facility to be retained in working order and operated throughout work on the site; in accordance with policies GD1, GD2, GD3, GD5, GD34, H19 and T28 of the Crawley Borough Local Plan 2000.

CR/2013/0517/OUT

27 – 45 Ifield Road, West Green, Crawley

Extension of time limit for CR/2009/0352/OUT – outline application for demolition of 45 Ifield Road and erection of 218 flats together with crèche, gym, management estates office and basement car park.

Councillors C Moffatt, P Smith and W Ward had visited the site independently.

Jean McPherson, Group Manager (JMcP), gave a verbal summary of the application and updated the Committee that there had been a late representation from WS Planning. CBC had responded to a number of points in the representation which were:

- Notification. CBC had reviewed its notification procedure and for applications of this sort, notification was by press notice and display at site only, which is in line with national guidance.
- Ownership certificates. It was for the applicant to be satisfied they have served the appropriate notices. The applicant's solicitors had established there were no legal rights of way to the site and had provided Land Registry documents to support this. The application, therefore, was valid as was the earlier 2010 application
- Lack of planning condition regarding access to St John's Road. No condition had been imposed when consent had been granted in 2010 as this access did not form part of the application
- There had been no local policy changes which apply to the nearby conservation area

The update was followed by presentation from two speakers. The first was Mr Wilson, who objected to the application and made the following statements:

- There had been 3 unlawful planning decisions regarding the application for development of the site
- Considered the present application to be unlawful also, as stated in WS Planning's letter of 05/12/13
- Cannot condone an unlawful planning application
- Has requested United Nations Aarhus Convention intervention to resolve dispute with CBC regarding its handling of application for the site since 2004

Mr Brookes, the agent and second speaker, made the following points:

- Original scheme which was approved in January 2010 was the subject of an unsuccessful judicial challenge
- Until recently, no one had come forward to buy the site to develop it for flats as approved; however, recent increased interest suggests development would now be taken forward
- Paragraph 4.13 of report refers to policy TC5 encouraging high density, high quality housing in the town centre, with 40% of affordable housing
- No significant changes to application since 2010
- Development would make a positive contribution to the streetscene
- Parking/traffic issues are acceptable, as is site contamination which has been covered by submission of a further Environmental Report
- Outstanding objection lodged with United Nations Aarhus Convention was noted but this was not relevant to the current application
- Applicant will submit a reserved matters application or further planning application in order to bring development of the site forward

JMcP responded to queries as follows:

- Exact details of parking were not yet known but would be addressed through the Travel Plan. As such, it would be inappropriate to impose a condition to ensure spaces were not sold off, but an informative could be added to ensure the applications addressed concerns about parking management on the site
- Fixed 40% affordable housing. The applicant would need to go through open book analysis with CBC to prove why 40% was no longer viable but for the purposes of the current application, 40% was fixed and tied into the 106 agreement
- Right of Way raised by the Objector was not a consideration at the meeting it did not form part of the application

Manson Kendall, (MK) advised the Committee that investigations into the claims of WS Planning had been conducted on 09/12 and it had been confirmed that the claims regarding ownership and a right of way were incorrect and that application was lawful.

Permit subject to the following conditions: conclusion of a S106 Agreement and Decision Notice; i) submission & approval of details of appearance, landscaping and layout (hereinafter called 'the reserved matters'), and ii) application for approval of the reserved matters to be made to the Local Planning Authority before expiration of 3 years from permission date; commencement of development before the expiration of 2 years from the date of approval of the last reserved matters to be approved; to comply with Section 92 of the Town & Country Planning Act 1990; submission & approval of: land levels and finished floor levels of the dwellings before any work for the implementation of this permission; schedule of materials and finishes to be used for external walls (& roofs); Bird Management Plan which shall comply with Advice Note 8

'Potential Bird Hazards from Building Design'; by the Local Authority and Gatwick Airport Limited approval of a scheme of hard & soft landscaping; planting, seeding & turfing to be carried out in the first planting & seeding seasons following building occupation or the completion of the development, whichever is the sooner, and any trees or plants which, within five years of completion of the development, die, are removed or become seriously damaged or diseased to be replaced with other of similar size and species in the next planting season; gradient of the access shall not be steeper than 1 in 30 for a distance of 6 metres from the nearside edge of the existing public carriageway; access to the proposed site shall exceed 5m in width and shall be laid out to provide visibility splays on each side of the access; details of the layout and specification of and construction programme for the roads, footpaths and casual parking areas/the foul and surface water drainage and means of disposal; no occupation of the building until all access(es) to the site other than those approved have been stopped up permanently and obliterated; no construction/building work to be carried out before: provision for the temporary parking of vehicles and loading/unloading of vehicles associated with the site; provision for all temporary contractors' buildings, plant and stacks of materials and such provision to be retained throughout period of work on the site; installation of effective vehicle wheel-cleaning facility and facility to be retained in working order and operated throughout period of work on the site; vehicular access to the site/permitted building shall be from West Green Drive only; notice(s) to be erected and maintained throughout period of construction/development at the site exit indicating to drivers the route agreed by the LPA for traffic leaving the site; provision within the site to prevent surface water discharging onto the public highway; scheme to deal with contamination of the site; during construction, all hydrocarbon liquids brought onto the site to be stored in a bunded area capable of holding 110% of the total capacity of the storage vessels in it, prior to their final use; archaeological investigation of the site to be carried out; LPA approval in consultation with sewerage undertaker of a drainage strategy detailing any on and/or off site drainage works, and no foul or surface water to be accepted into the public system until drainage works have been completed; no impact piling to take place without piling method statement approval by LPA and Thames Water; construction of 178 parking spaces/turning facilities and cycle parking facilities; submission & approval of a Travel Plan; establishment of the Noise Exposure Category (NEC) as defined in PPG24; works in Ifield Road to remove gap in the central reservation to the western approach to the Ifield Road/West Green Drive/Pegler Way/Orchard Street Roundabout to be carried out; construction of new vehicle lay-bys in Ifield Road and West Green Drive; no excavation to take place within 3.66m of the public highway without developer legal agreement with WSCC to safeguard the interests of the Highway Authority; approval of the design of the retaining wall element of the basement structure is required before any excavation for the purposes of constructing the basement retaining wall structure takes place; in accordance with 'saved' policies BN2, BN17, GD1, GD2, GD3, GD5, GD19, GD24, GD25, GD34 of the Crawley Borough Local Plan 2000, policies H3 and EN5 of the LDF Core Strategy, policies T1 and T3 of the Core Strategy 2007, and in compliance with S167 and S278 of the Highways Act 1980. An additional informative was added to address Members concerns regarding parking management.

CR/2013/0536/FUL

6 – 10 Ifield Road, West Green, Crawley.

Redevelopment of former ASB Law office buildings at 6 – 9 Ifield Road to provide 13 new residential units around a landscaped courtyard together with 4 car parking spaces and 14 cycle spaces and conversion of office building at 10 Ifield Road to provide 1 self-contained residential unit.

Councillors C Moffatt and P Smith had visited the site independently.

MH gave a verbal summation of the application which the Committee then considered.

Permit subject to the following conditions: conclusion of a S106 Agreement, permission time limit and Decision Notice, to comply with Section 91 of the Town & Country Planning Act 1990; schedule of materials and finishes and samples of materials and finishes to be used for external walls (and roofs); plans and particulars of land and finished floor levels of the dwellings; implementation and timetable of a programme of demolition works; archaeological investigation of the site following demolition of existing buildings and before commencement of any building works; access from the site to the public highway (Ifield Road) to be designed, laid out and constructed before occupation of the development; provision and construction of parking spaces, and the land provided shall not be used for any other purpose; provision to be made within site to prevent surface water discharging; footway across Ifield Road frontage to be improved; submission and approval of a Construction Management Plan; scheme to deal with contamination of the site; scheme for protecting the proposed dwellings from noise (vibration) from Pegler Way, West Green Drive and Ifield Road; provision of precise details of dustbin and cycle enclosures; living room windows on the orth elevation of the southern building, flat number 8 and 12, to be glazed with obscured glass and apart from any top-hung vent, to be fixed to be permanently non-opening; provision of details showing the window and balcony details and materials; in accordance with policies BN7, BN17, GD1, GD2, GD3, GD17, GD19, GD34 and H19 of the Crawley Borough Local Plan 2000, and policy T3 of the Crawley Borough LDF Core Strategy 2008

CR/2013/0537/LBC

6 – 10 Ifield Road, West Green, Crawley.

Listed building consent for the redevelopment of former ASB Law office buildings at 6 – 9 Ifield Road to provide 13 new residential units around a landscaped courtyard together with 4 car parking spaces and 14 cycle spaces and conversion of office building at 10 Ifield Road to provide 1 self-contained residential unit.

Councillors C Moffatt and P Smith had visited the site independently.

MH gave a verbal summation of this item which the Committee then considered. MH addressed the Committee's concerns as follows:

- Parking: The 4 spaces would be allocated by the vendor.
- Sustainability: The site is in the town centre, is easy distance of public transport services (train, bus) and it was possible to live in the town centre without a car
- S106 monies re improvements to cycle path: No transport contributions was being sought for this site as there would be no traffic increase – this was based upon the WSCC parking calculations
- Access from main building onto main road: Alterations to access cannot be made to a listed building

Consent subject to the following conditions: consent time limit to comply with Section 18 of the Town & Country Planning (Listed Buildings & Conservation Areas) Act 1990; implementation and timetable of a programme of demolition works; adequate measures to be taken to protect the Listed Building from collapse and/or structural damage; upon completion of the work, any damage caused to the fabric of the building to be made good; the reconstruction/making good of the building to be carried out as far as may be practicable with original materials; schedule of materials and finishes and samples of materials and finishes for external walls (& roofs); in accordance with policies BN11, BN17 and GD1 of the Crawley Borough Local Plan 2000

CR/2013/0538/CAC

6 – 10 Ifield Road, West Green, Crawley.

Conservation area consent for the redevelopment of former ASB Law office buildings at 6 – 9 Ifield Road to provide 13 new residential units around a landscaped courtyard together with 4 car parking spaces and 14 cycle spaces and conversion of office building at 10 Ifield Road to provide 1 self-contained residential unit.

Councillors C Moffatt and P Smith had visited the site independently.

MH gave a verbal summation of this application which the Committee then discussed.

Consent subject to the following conditions: consent time limit to comply with Section 18 of the Town & Country Planning (Listed Buildings & Conservation Areas) Act 1990; archaeological investigation of the site following demolition of existing buildings and before commencement of any building works; implementation and timetable of a programme of demolition works; building forming the application subject shall not be demolished before a contract for the carrying out of the redevelopment of the site has been made, and planning permission for the redevelopment has been granted; in accordance with policies BN11 and BN17 of the Crawley Borough Local Plan 2000

57. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 9.15pm.

J I DENMAN
Chair

Crawley Borough Council

Minutes of Audit and Governance Committee

10 December 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:

Paul King, Engagement Lead, of Ernst and Young LLP.
Barry Jones – Appointed Independent Person.

Officers Present:

Gillian Edwards	Audit and Risk Manager
Dave Rawlings	Head of Finance, Revenues and Benefits
Roger Brownings	Democratic Services Officer

20. Members' Disclosures of Interests

There were no disclosures of interest.

21. Minutes

The minutes of the meeting of the Committee held on **30 September 2013** were approved as a correct record and signed by the Chair.

With regard to Minute No. 14 (Local Code of Corporate Governance), and in response to a request from a Member, the Chair provided an update on the implementation of that Code. The Chair indicated that he had been advised by the Head of Legal and Democratic Services that in light of other outstanding issues on governance matters particularly the role of the General Purposes Committee, the Performance Monitoring Scrutiny Panel, and this Committee, she considered that the best way forward in relation to this matter was to defer consideration of the Code until associated discussions had been undertaken with Group Leaders. The intention was to submit a further report on the Code to the Committee's next meeting in March. The Head of Service had emphasised that there was no impact in not making a decision on the Code, because the Council already worked to the principles set out in that Code.

22. Fraud Team Report

The Committee considered report **FIN/320** of the Fraud and Inspections Manager, which focused on activity for the period from 1 September to 19 November 2013.

- The Team continued to investigate tenancy fraud and recover properties back into the housing stock. Since work in this area had begun, 53 properties had been recovered, 13 of which were recovered during this reporting period.
- Work was also developing in terms of investigating Right to Buy applications, with one application having already been stopped.
- The report detailed the Council's establishment of the West Sussex Tenancy Fraud Forum, and it was reported that the Council had been given a seat on the national Tenancy Fraud Forum Executive. It was confirmed that both Forums were a practitioner process (with all seats filled by appropriate officers from the authorities concerned), whilst in response to a request from the Chair, the first report of the West Sussex Tenancy Fraud Forum would be submitted to the Committee's next meeting.
- The Committee acknowledged that service performance continued to improve generally, including the application of various sanctions, of which there had been two successful prosecutions.
- The total overpaid benefit (including benefits administered by the Department of Works & Pensions(DWP)) raised by completed investigations in the period was £56,880.

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

The Committee was advised that the Secretary of State had recently replied to the letter from the Leader of the Council on the Council's significant concerns regarding a document that had recently and unexpectedly been released by the DWP on intended future working arrangements in respect of housing benefit fraud. As explained at the Committee's last meeting, the document included the intentions by the DWP to transfer all housing benefit fraud work currently undertaken by local authorities to the DWP itself. The Committee was now informed that the reply received was of a fairly standard nature, whilst the Chancellor in his recent Autumn Statement did make the Government's intention clear that a central fraud investigation service would be going ahead. This whole matter had been very unsettling for staff, whilst the implications were again acknowledged by the Committee. There were, however, indications that the timescales for implementation were to be moved from April to October 2014, Local Authorities might be given extra money to continue local fraud work, and in recognising the concerns that local authorities had, the Government would be consulting on data sharing.

RESOLVED

That the report be noted.

23. Audit Progress Report

The Committee considered a progress report from Ernst and Young LLP, and welcomed Paul King of Ernst and Young LLP to the meeting. The Progress Report was attached as **Enclosure C** to the agenda.

The purpose of the Progress Report was to provide the Committee with an overview of the work completed as part of the 2012 / 2013 audit and an outline of the plans for the 2013 / 2014 audit. The Report was a key mechanism in ensuring that the audit

was aligned with the Committee's service expectations. As part of the update of the 2012 / 2013 audit, and with reference to the Grant Claim Certification, Paul confirmed that the work on the Council's housing benefit and council tax benefit subsidy claim had been completed within the 30 November 2013 deadline.

Paul Advised the Committee that Emma Bryant had resumed her auditing role with Ernst and Young and would be attending future meetings of the Committee, whilst Alan Witty, who had been attending the Committee in Emma's absence - and who had sent his apologies for absence in terms of this particular meeting, was returning to his normal role and location of work. The Committee conveyed its thanks for the work Alan had undertaken, and looked forward to seeing Emma at the Committee's future meetings.

RESOLVED

That the Audit Progress Report be noted.

24. Annual Audit Letter

The Committee considered the Annual Audit Letter from Ernst and Young LLP. The Letter was attached as **Enclosure D** to the agenda. Paul King presented the Letter which provided a summary of Ernst and Young's assessment of the Council for 2012 / 2013 and highlighted the key messages.

Those messages included the fact that an unqualified opinion had been issued on the financial statements (2012/13) and that an unqualified conclusion had been issued in relation to value for money. It was confirmed that there had not been any significant weaknesses identified in the design or operation of internal control that might result in a material error in the financial statements of which the Council was not aware.

RESOLVED

That the Annual Audit Letter be noted.

25. Internal Audit - Shared Service Arrangement

The Committee considered report **FIN/321** of the Head of Finance, Revenues and Benefits. The Committee had been informed that the Council was entering into a shared service arrangement with Mid Sussex District Council for the provision of an internal audit service at both Councils, and the purpose of the report was to advise the Committee of that arrangement.

The Committee sought and received clarification on a number of issues raised, whilst acknowledging that the Council was facing major financial challenges with the need to identify savings of £5 million over the next three years. The size of the challenge was such that that all services were looking at how they could make savings whilst continuing to deliver current service levels.

RESOLVED

That the position be noted.

26. Internal Audit Progress Report as at 22 November 2013

The Committee considered report **FIN/322** 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 2013 / 2014 Internal Audit Plan, and to report on the progress made in implementing the previous recommendations. The Audit and Risk Manager informed the Committee that since the last update:

- The Review of Commercial Properties, including Rents, had been completed, with an audit opinion received of full assurance. Other work had been completed where an audit opinion was not applicable, and this, and details of work being implemented, were set out in Section 3 of the report.
- There were no high priority findings to report in this quarter.

Whilst receiving clarification on a number of issues raised, the Committee noted all the Audit Plan reviews in progress, along with other work.

In response to an issue raised by a Member with regard to Arrangements for Dealing with Code of Conduct Complaints Under the Localism Act 2011, and in particular Section (a) of that Code - for which the Member concerned questioned the last time an associated report was submitted to the Committee, the Chair indicated that he would undertake to raise this matter with the Monitoring Officer and seek the submission of such a report to the Committee's next meeting.

This was the last meeting of the Committee prior to the New Year, and the Chair took this opportunity to thank Gillian Edwards (the Audit and Risk Manager) and the Internal Audit Team for all their input and assistance during this current year. He also thanked all staff concerned in the support and undertaking of the Committee's work, and looked forward to another positive audit year ahead.

RESOLVED

That the Internal Audit Progress report, and the progress made for the period up to 22 November 2013 be noted.

27. Closure of Meeting

The meeting ended at 7.10 pm.

A J E QUIRK
Chair

Crawley Borough Council

Minutes of Development Control Committee

6 January 2014 at 7.30pm

Present:

Councillor	J I Denman (Chair)
Councillor	S J Joyce (Vice-Chair)
Councillors	S Blake, B Burgess, L A M Burke, C Denman, I T Irvine, R Lanzer, C 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
Jean McPherson	Group Manager Development Management
Marie Bolton	Principal Planning Officer
Manson Kendall	Principal Property Lawyer
Sally English	Democratic Services Officer

Apologies for Absence:

There were no apologies received.

58. Lobbying Declarations

There were no lobbying declarations.

59. Members' Disclosure of Interests

There were no disclosures of interest.

60. Minutes

The minutes of the meeting of the Committee held on 9 December 2013 were approved as a correct record and signed by the Chair.

61. Planning Applications List

The Committee considered report PES/130 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/130 of the Head of Planning and Environmental Services and in the Register of Planning Applications the decisions be given as indicated:-

CR/2013/0571/TPO

10 Hollybush Road, Northgate, Crawley

2 x Oaks – clear lower branches obstructing the street light by raising the crowns to no more than 5m from ground level, to clear branches close to overhead electrical supply and thin by 30% for the oak tree located to the north-east (T1) and 15% for the oak tree located to the south-west (T2) (amended description).

Councillor G Thomas had visited the site independently.

Marie Bolton, Principal Planning Officer (MB), gave a verbal summation of the application and advised that the description had been amended to read as shown above. The Members then considered the application.

Consent subject to consent time limit; and that works should be undertaken under the supervision of the Borough's Arboriculturist and in accordance with the recommendations of BS3998; in accordance with policy BN21 of the Crawley Borough Local Plan 2000.

CR/2013/0578/RG3

Community Centre, Kidborough Road, Gossops Green, Crawley

Installation of canopy fixed to existing building.

MB gave a verbal update of the application and advised that an amended plan had been submitted, indicating the rear elevation, which would have the same profile as the front elevation as submitted.

Following confirmation of the proposed materials it was recommended to replace condition 3 with the following:

Condition 3

The frame of the proposed canopy approved through this permission shall be constructed out of powder coated aluminium coloured white, with a clear polycarbonate roof and maintained as such thereafter.

REASON: To enable the Local Planning Authority to control the development in detail in the interests of amenity by endeavouring to achieve a building of visual quality in accordance with saved policy GD1 of the Crawley Borough Local Plan 2000.

Permit subject to the following conditions: permission time limit and Decision Notice, to comply with Section 91 of the Town and Country Planning Act 1990; the frame of the proposed canopy approved through this permission shall be constructed out of powder coated aluminium coloured white, with a clear polycarbonate roof and maintained as such thereafter; in accordance with saved policy GD1 of the Crawley Borough Local Plan 2000.

CR/2013/0581/FUL

Broadfield Stadium, Winfield Way, Broadfield, Crawley.

Retrospective application for club shop & ticket office accommodation, new turnstile & parking arrangements.

Councillors C Moffatt and A Quirk had visited the site independently.

MB gave a verbal summation of the application and advised Members of the amendments to conditions 2, 3 and 4, which were to read as follows:

Condition 2

The Framework Travel Plan dated 27th October 2011 and originally approved under condition 4 of planning permission ref. CR/2011/0601/FUL shall continue to be implemented in accordance with the approved details unless otherwise agreed in writing by the Local Planning Authority.

REASON: For the reasons of sustainability in accordance with policy T1 of the Core Strategy 2008.

Condition 3

The Parking Management Plan dated 26th October 2011 and originally approved by condition 5 of planning permission ref. CR/2011/0601/FUL shall continue to be implemented in accordance with the approved details unless otherwise agreed in writing by the Local Planning Authority.

REASON: In the interests of road safety and to provide adequate parking for the site in accordance with policy T3 of the core Strategy and saved policy GD3 of the Crawley Borough Local Plan 2000.

Condition 4

The parking spaces/turning areas (except those identified within the area of the 'existing training pitches' on drawing no.09/19/314 site plan showing amended car parking layout), shall be marked out within 3 months of the date of this permission. The areas of land so provided shall not thereafter be used for any purposes other than the parking/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.

Permit subject to the following conditions: Decision Notice; continued implementation of the Framework Management Plan (27/10/2011) and the Parking Management Plan (26/10/2011), approved under conditions 4 & 5 of permission ref CR/2011/0601/FUL; parking spaces/turning areas to be marked out within 3 months of permission date; restricted opening hours (the stadium shall not be open between 2330 and 0730); no external lighting other than that permitted under ref CR/2011/0607/RG3 to be installed without Local Planning Authority approval; floodlighting shall not give rise to a light overspill greater than 5 lux measured at windows of any residential properties; restricted floodlight hours (shall not be switched on between 2330 and 0730; in accordance with policies T1 and T3 of the Core Strategy 2008, saved policies GD1 and GD3, policies GD20 and GD31 of the Crawley Borough Local Plan 2000.

62. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 8.08pm.

J I DENMAN
Chair

Crawley Borough Council

Minutes of Licensing Committee

9 January 2014 at 7.30pm

Present:

Councillor B K Blake (Chair)

Councillors M L Ayling, N Boxall, B J Burgess V S Cumper, C R Eade,
C J Mullins and B J Quinn

Also in Attendance:

Mr Yemi Aderibigbe	Chair (Crawley Hackney Carriage Drivers Association)
Mr Mohammed Ijaz Khan	Objector and Hackney Carriage Driver

Officers Present:

Tony Baldock	Environmental Health Manager
Mez Matthews	Democratic Services Officer
Bill Nailen	Licensing Officer
Astrid Williams	Solicitor

Apologies for Absence:

Councillor D J Shreeves, K Trussell and W A Ward

10. Members' Disclosure of Interests

No disclosures of interests were made by Members.

11. Minutes

The minutes of the meeting of the Committee held on 12 November 2013 were approved as a correct record and signed by the Chair subject to an amendment to Minute 9 (Hackney Carriage Fares: 2013-2014). It was agreed that the penultimate sentence of the second paragraph on Page 7 be amended as follows: "It was suggested, and agreed by Mr Feasey, that the fares for Tariff 2 remain unchanged."

12. Hackney Carriage Fares Objection, 2013-2014

The Committee considered report PES/141 of the Head of Planning and Environmental Services, which was summarised by Mr Nailen as follows. On 12 November 2013 the Committee decided to vary the table of fares which could be charged in connection with the hire of hackney carriages within the Borough of Crawley. The report invited the Committee to consider the objections which had been received following publication of the public notice of the variation, and requested that the Committee set a further date for the variation to take effect with or without modification.

The Chair reminded those present that only those objectors whose submissions had been included in the report would be permitted to address the Committee. The Committee was informed that it should only take account of the information contained within the report and submissions made by relevant objectors when making a decision, and that the Committee must not allow the details contained within a recent press article to influence its decision. Once the Committee had heard the any submissions by objectors and asked questions, the Committee would decide whether to confirm or rescind the decision made on 12 November 2013.

Mr Khan, an objector, addressed the meeting and informed the Committee that his representation was cited in Paragraph 4.3 of the report. It came to light that, since the report had been published, a dispute had taken place between members of the Crawley Hackney Carriage Drivers Association (CHCDA) (on whose behalf the original fare increase request had been submitted) regarding the way in which the original ballot relating to a possible fare increase had taken place. Mr Khan stated that the original ballot had given two options (whether to increase fares or not) and that no detailed options for fare increases had been provided. He said that although a second ballot had taken place which gave detailed increase options, Mr Khan was of the opinion that second ballot was misleading and that the accompanying letter aimed to persuade members to vote for an increase. Mr Khan was of the view that there was no need for an increase in fares and that fares needed to remain static to ensure that hackney carriage fares were competitive compared to those of private hire firms. He informed the Committee that, in his opinion, an increase in fares would cause a loss of business to the hackney carriage trade.

Mr Khan confirmed that reference made to Tariff 4 within his objection related to vehicles carrying more than 4 passengers being entitled to charge Tariff 3 between midnight and 6am. Mr Khan was informed that was not defined as Tariff 4. Mr Khan referred to a petition which he said indicated that 80% of hackney carriage drivers opposed to a fare increase and offered to have the document brought to the meeting. The Chair said that as the petition was not contained within the report it could not be considered by the Committee.

A Committee member questioned Mr Khan as to whether he thought hackney carriage drivers could afford an increase in fares as the CHCDA representative at the last meeting had been assured the Committee that hackney carriage drivers wanted an increase. Mr Khan stated that, although fares would increase, profit would reduce as fewer people would use hackney carriages.

Several Committee members stated that it appeared to them that only a minority of hackney carriage drivers opposed a fare increase and that as the Committee considered fare proposals put forward by the CHCDA annually the Council should not cease to recognise the CDHCA's status.

Mr Aderibigbe addressed the meeting and informed the Committee that he was the new Chairman of the CHCDA and he spoke on the Association's behalf. Mr Aderibigbe informed the Committee that there were currently 122 hackney carriage drivers in the Borough, that of those 95-97 were members of the CHCDA and that Mr Khan was not a member of the CDHCA Committee. The Licensing Officer confirmed that the Borough had 180 licensed hackney carriage drivers and 122 licensed hackney carriage vehicles. Mr Aderibigbe concurred that although the original ballot had not provided specific options for fare increases a second ballot was held and the majority of drivers had voted in favour of an increase but did not want the maximum increase. The Chair reminded those present that the Committee could not entertain any proposal for a fare increase other than the one agreed at the 12 November 2013 Committee meeting. In answer to a question from a Committee member Mr Aderibigbe confirmed that the CHCDA wished the Committee to confirm the fare increases as agreed at the 12 November 2013 meeting.

The Chair reminded the Committee that it had two options, to either confirm its decision of 12 November 2013, or to rescind that decision and request that a new proposal be brought to a future meeting of the Committee.

RESOLVED

In accordance with Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting on the grounds that it involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of Paragraph 5.

13. Hackney Carriage Fares Objection, 2013-2014

The Committee gave further consideration to the report and the submissions made by Mr Khan and Mr Aderibigbe.

Some members of the Committee were concerned that it appeared that the information on which it had based its decision in November 2013 was not accurate and was of the opinion that the Committee should rescind its original decision and request that a new proposal be submitted to the Committee. Other Committee members were of the view that the Committee should confirm its original decision as the issues raised were internal matters of dispute within the CHCDA which were not a matter for the Committee, and that they were of the view that the person from the CHCDA who addressed the last meeting did so on behalf of the members.

It was proposed that the Committee confirm its decision of 12 November 2013. At the request of Councillor B J Burgess, and in accordance with Council Procedure Rule 24.5(2)(a), the names of the Members voting for and against the proposal were recorded as set out below:-

For the proposal:

Councillors M L Ayling, B K Blake, N Boxall, C J Mullins and B J Quinn (5)

Against the proposal:

Councillors B J Burgess, V S Cumper and C R Eade (3)

Abstention:-

None

The proposal was therefore CARRIED, and it was

RESOLVED

That the variation to the table of fares as agreed at 12 November 2013 Committee be confirmed to take effect on 3 February 2014.

14. Re-admission of the Public

The Chair declared the meeting re-open for consideration of business in public session. Those present were informed that the concerns expressed at the meeting regarding the way in which the CHCDA had conducted the voting process was not a matter the Committee could take into account and that the Committee had considered the objections as set out in the report.

The Solicitor read out the Committee's decision as detailed in Minute 13 above.

15. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 8.45pm.

B K BLAKE
Chair

Crawley Borough Council

Minutes of Cabinet

Wednesday 15 January 2014 at 7.30p.m.

Present:

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

Officers Present:

Ann-Maria Brown	Head of Legal & Democratic Services
Peter Browning	Director of Transformation & Housing
David Covill	Director of Development & Resources
Lee Harris	Chief Executive
Phil Rogers	Director of Community Services
Karen Hayes	Deputy Head of Finance
Diana Maughan	Head of Housing and Planning Strategic Services
Peter Allen	Head of Property
Elaine Sayers	Democratic Services Officer

78. Members' Disclosure of Interests

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor R D Burrett	Minute 83	Proposed Multi Agency Agreement for Management of Encampments across West Sussex	Personal as Member of West Sussex County Council
Councillor D G Crow	Minute 83	Proposed Multi Agency Agreement for Management of Encampments across West Sussex	Personal as Member of West Sussex County Council
Councillor R A Lanzer	Minute 83	Proposed Multi Agency Agreement for Management of Encampments across West Sussex	Personal as Member of West Sussex County Council

79. Minutes

The minutes of the meeting of the Cabinet held on [4 December 2013](#) were approved as a correct record and signed by the Chair.

80. Public Question Time

Public Question Time took place and two residents put questions to the Cabinet. The questions all related to the loophole relating to the withdrawal of the spare room subsidy as outlined by the recent DWP publication and not an item for discussion on the Agenda for today's meeting. A note of the questions and the Cabinet Members' responses are set out in **Appendix A** to these minutes.

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

The Head of Legal and Democratic Services reported that no representations had been received in respect of item 10 - The Mill Pond - Appointment of Contractor.

82. Matters Referred to the Cabinet

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

83. Proposed Multi-Agency Agreement for the Management of Encampments across West Sussex and the Provision of a Transit Site (The Leader's and the Leisure and Cultural Services Portfolios)

The Cabinet considered the report of the Director of Community Services [DCS/025](#).

The Cabinet Member for Leisure and Cultural Services advised Members that although the Council had been successful in reducing illegal encampments in recent years there was no guarantee they would remain low. The proposed Transit Site, with shared contributions and responsibility of 7 District and Borough Councils would allow the Police to use their Section 62 powers to act under the Criminal Justice and Public Order Act 1994. A suitable site in Westhampnett had been identified by Chichester District Council following an extensive search of Council land across West Sussex.

The report set out in detail the financial implications in relation to this matter, and emphasised that although the Partnership working had worked well in this instance the provision of a site in Chichester did not detract from the Council's responsibility to provide its own reserve site as identified in the Local Plan.

RESOLVED

That subject to all West Sussex authorities formally confirming their commitment to the scheme, the Council enter into a multi-agency partnership arrangement for the effective management of unauthorised encampments across West Sussex and that the Director of Community Services, in consultation with the Portfolio Holder for Leisure and Culture, be given delegated authority to agree the details of such arrangements with his West Sussex counterparts.

Reason for Decision

The approach signalled in this report supports the Council's strategic planning position, as articulated through its Local Plan, and specifically the Council's duty to work cooperatively with surrounding authorities to meet community need.

84. 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 Paragraph 3 of Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

85. Environmental Services Portfolio The Mill Pond – Appointment of Contractor (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/112](#) of the Head of Property.

It had been anticipated there might be an under spend on the overall projected spend of this project due to the re negotiation of removal costs of the silt, which officers would monitor carefully throughout the project.

The Cabinet Members for Housing and Environmental Services welcomed the project and expressed their thanks to the officers who brought this to fruition. In referring to the projected under spend, Members discussed the possibility of bringing other Capital Projects forward from 2015/16. The Director of Development & Resources requested that until the project had physically started the budget should remain in place, but would be monitored through the budgetary process and Members would be informed should an under spend arise. Members were advised that officers and contractors might not have the capacity to bring forward projects already identified for 2015/16.

RESOLVED

That Jackson Civil Engineering Group Limited be appointed, under an ECC (Engineering and Construction Contract) form of contract, as the contractor to carry out the design and construction of the upgraded dam structure and associated works and de silt the Northern and Southern Pond along with the de silting of Bewbush Gardens.

Reason for Decision –

Officers had negotiated a contract price with the contractor which represents true value for money for the Council and is in line with the capital budget for the scheme.

86. Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 8.15pm.

DR H S BLOOM
Chair

Public Question Time – Questions and Responses

Set out below are the questions asked at Public Question Time along with the Cabinet Members' responses:

Mr R Burnham asked several questions regarding the Removal of the Spare Room Subsidy (RSRS) and Housing Benefit Discretionary Grants.

He asked

- If the balance of the unused Discretionary Grant for 2013/14(only £17000 had been used) would be returned to the Government?
- Could the balance of the unused Discretionary fund be re distributed to those found to be in need due to the Bedroom Tax?
- Were Council Officers aware of the recent changes and when would the tenants that had wrongly been charged, be repaid?
- Was the Discretionary Fund relief advertised widely
- Had the Council taken every Opportunity to let those affected by the RSRS be made aware of the Discretionary Fund?
- Could the Council do everything possible to advertise the Discretionary Fund?

Councillor Burrett's response to the RSRS questions were:-

- There was no specific publicity on the Discretionary Fund. Housing and Benefit Officers were currently looking into cases where it was believed tenants had been affected.
- Any tenant found to have been incorrectly charged as a result of the "Bedroom Tax" would have rebates credited to their rent accounts if they were in arrears, or have a cheque if their accounts were up to date or in credit.
- The number of tenants affected was estimated to be less than 100. As pensioners were not currently affected, it was anticipated that numbers who might be due a refund was very low. Officers continued to look at the affected accounts but there could be no timescales on when all refunds could be calculated. The Officers were working on a case by case basis.
- Every effort has been made to advertise the Discretionary Fund but the Council will revisit its process on this.

Sally Fidel asked a question also regarding the RSRS.

- There is a perception of Compensation being paid to those that had been affected and were 'out of pocket' due to removal fees etc. She was of the understanding that the Council would be responsible for paying compensation to those that had been forced to downsize as a result of the Bedroom Tax levy.
- She also asked if the RSRS applies to Housing Association Tenants as well as Local Authority Tenants

Councillor Burrett's responses to these questions were:-

- All Social Housing and Private Tenants are affected.
- He was unsure what the Councils Legal responsibilities were regarding Compensation but felt as it was a DWP decision more information could be found easily by individuals on the DWP website. As the Discretionary Fund was Public Funds he felt it unlikely that the Council would be responsible for any Compensation such as these.

Crawley Borough Council

Minutes of Development Control Committee

27 January 2014 at 7.30pm

Present:

Councillor	J I Denman (Chair)
Councillor	S J Joyce (Vice-Chair)
Councillors	S Blake, B Burgess, L A M Burke, C Denman, I T Irvine, R Lanzer, C 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
Jean McPherson	Group Manager Development Management
Marie Bolton	Principal Planning Officer
Manson Kendall	Principal Property Lawyer
Sally English	Democratic Services Officer

Apologies for Absence:

There were no apologies received.

63. Lobbying Declarations

Councillors J Denman and C Denman were lobbied on item 3.

Councillors J Denman, S Blake, B Burgess, L Burke, C Denman, I Irvine, S Joyce, R Lanzer, C Moffatt, A Quirk, D Shreeves, P Smith, G Thomas and W Ward were lobbied on item 6.

Councillors S Blake was lobbied on item 8.

64. Members' Disclosure of Interests

There were no disclosures of interest.

65. Minutes

The minutes of the meeting of the Committee held on 6 January 2014 were approved as a correct record and signed by the Chair.

66. Planning Applications List

The Committee considered report PES/131 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/131 of the Head of Planning and Environmental Services and in the Register of Planning Applications the decisions be given as indicated:-

CR/2013/0562/FUL

19-21 Queensway, Northgate, Crawley

Change of use from office (B1) to 10 x one bedroom self-contained flats (C3) at first and second floors and provision of access to flats from ground floor level.

Jean McPherson, Group Manager, Development Management (JMcP), gave a verbal summation of the application which the Members then considered.

Members raised concern about the condition of the exterior of the site and JMcP agreed to look again at the condition regarding materials and the exterior renovations. She added that the building regulations required the applicant to bring the site up to the appropriate standard in respect of insulation and the building to a habitable standard.

There was some concern over the lack of cycle storage but JMcP advised that the generally well-proportioned hall and lobbies provided space for some bike storage. There had been a degree of compromise in this regard but it had been balanced against the constraints of providing residential units at the site.

Permit subject to the following conditions: permission time limit, in accordance with Section 91 of the Town & Country Planning Act 1990, and Decision Notice; conclusion of an S106 Agreement; submission and approval of a schedule of materials and finishes, samples of materials to be used for the external alterations and details on the repairs to the windows; ground floor unit to be used only for purposes within Use Class A1 as defined in Town & Country Planning (Use Classes) Order 1987; provision and maintenance thereafter of the refuse and recycling store for use of the residential flats before occupation of the development, in accordance with drawing number 130206-B6; provision and maintenance thereafter of the cycle provision before occupation of the development in accordance with approved plans; in accordance with policies GD1, GD3 and T28 of the Crawley Borough Local Plan 2000.

CR/2013/0574/FUL

25 Goffs Park Road, Southgate, Crawley

Erection of a two storey rear extension, loft conversion to habitable space with rear balcony, demolition of the existing double garage & replace with a single garage & erection of a 2.1m high brick wall to the west boundary (amended plans received).

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

Councillor P Smith had visited the site independently.

Marc Robinson, Principal Planning Officer (MR) gave a verbal summation of the application which the Members then considered.

Permit subject to the following conditions: permission time limit and Decision Notice, to comply with Section 91 of the Town and Country Planning Act 1990; submission and approval of a schedule of materials and finishes to be used for external walls,

windows, rooflights and roof(s); submission and approval of an Arboricultural Method statement to protect retained hedges and any protected trees, and all development to be undertaken in accordance with approved method statement; first floor windows serving east and west (side) elevations of building to be at all times glazed with obscured glass and apart from any top-hung vent to be fixed as permanently non-opening as shown in drawing 1311-004 Rev C; no windows or other openings to be formed above the 1st floor in the east and west facing side elevations without prior permission of the Local Planning Authority; in accordance with policies GD1, GD34 and H19 of the Crawley Borough Local Plan 2000

CR/2013/0597/FUL

Edwards Sports & Social Club, Ifield Green, Ifield, Crawley

A retrospective application for the installation of replacement security shutters to windows & door and a flue from kitchen extractor system.

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

Councillors S Blake, C Denman, C Moffatt and P Smith had visited the site independently.

MR gave a verbal summation of the application which the Members then considered.

Members raised concerns over the colour of the security shutters (off white/cream) but MR advised that as the colour was appropriate to the existing finish of the building (cream render & brick), it was considered appropriate. Some Members felt the prominence and colour of the extractor flue affected the visual amenity and although it was agreed that the flue was not an attractive addition, in planning terms, it was considered acceptable as it did not impact on the scale of the building, and therefore did not impact on the wider rural setting. Noise had been the concern of the Environmental Health division for this reason had recommended a scheme for controlling noise emission from the extractor system..

Permit subject to the following conditions: Decision Notice; submission and approval of a scheme containing full details for controlling noise emissions from kitchen extract system within 3 months of permission date, and for this scheme to be implemented within 3 months of the Council approving the written scheme details; and within 3 months of permission date the extract vent will be finished and thereafter maintained; in accordance with policies GD1, GD2, GD20, BN2 and BN8 of the Crawley Borough Local Plan 2000.

CR/2013/0632/RG3

Brunel Hall, Brunel Place, Northgate, Crawley

Erection of a 6 storey residential block providing 22 x one and two bedroom affordable housing units with associated car parking and landscaping (amended plans received).

JMcP gave a verbal summation of the application and advised the Members that WSCC had, subject to conditions, no objection to this development.

However, although the development was generally considered positive as it was 100% affordable housing, there was concern from Members on several potential issues. These were:

- Difficulties & potential dangers involved in residents crossing Southgate Avenue from the site, and in using cycles to access Southgate Avenue. Cycle lane provision?
- Social problems arising from high-rise developments and social isolation (no other residential units nearby)
- Noise from nearby train station and nightclub
- Laundry being dried on the balconies, thus contributing to a poor first impression for visitors to Crawley

JMcP addressed these as follows:

- The Highways Officer had undertaken an audit of the access to Brunel Place, which stated the developer would have to make improvements to access of Brunel Place but that this applied to vehicles only, cycle parking provision, parking spaces and a management plan during construction, but not cycles specifically. It was recognised that the crossing was awkward on Southgate Avenue but JMcP advised that creation of a new east/west crossing and cycle lane provision was disproportionate to the numbers of dwellings being considered. As she had stated, WSCC had no objections to the proposed development on highway grounds
- There was no specific policy on limits to the numbers of floors in a residential development; applications were considered on a case-by-case basis. Social issues were not planning matters and any such issues would be addressed by the Housing Association
- Following submission of a noise & disturbance assessment, the Environmental Health Officer had raised no concerns regarding noise, and mitigation measures had been conditioned
- Members were advised that it was not possible to put a condition on the drying of laundry on the balconies as this was a management issue.

JMcP agreed to relay in writing the concerns of the Committee regarding pedestrian and cycle safety issues to WSCC.

Permit subject to the following conditions: permission time limit in accordance with Section 91 of the Town & Country Planning Act 1990, and Decision Notice; conclusion of an S106 Agreement; proposed levels to be constructed in accordance with site plan P105 rev N; face materials as identified within submitted schedule to be used, and the submitted sample material identifying the off white for the render cladding; prior to occupation, refuse store to be constructed and maintained thereafter; prior to first occupation, the photo voltaic array to be provided and thereafter maintained; prior to occupation, combined aerial facilities to be provided; implementation of the development shall only proceed in accordance with the reptile mitigation scheme, and mitigation measures to be implemented under the supervision of an Ecological Clerk of Works; no tree or shrub to be removed from the site between March and August inclusive in any year without written approval, and where vegetation must be cleared during bird breeding season a check for nesting birds by a suitably qualified ecologist will be required; any vegetation containing occupied nests will be required to be retained until the young have fledged; location, details and schedule of compensatory nesting provision to be provided prior to first occupation of the building, and compensatory nesting provision shall hereafter be provided; no part of development to be occupied until Brunel Place has been altered in accordance with site plan and recommendations of the Stage One Road Safety Audit, including alterations to eastern kerb radii and all other recommendations stated within the aforementioned Safety Audit; car parking construction and spaces retained thereafter for their designated purpose; construction of covered and secure cycle parking spaces and covered secure cycle storage to be maintained thereafter for this sole purpose; upon commencement of development, construction statements to be implemented and

adhered to throughout duration of construction; on and off site trees specified as being retained to be protected; landscaping scheme including replacement specimens to be planted by the end of the first planting season following substantial completion of the development; Acoustic Assessment recommendations (Section 4.3) to be implemented in full before occupation of residential development; submission and approval of report demonstrating the premises has been adequately protected against re-radiated noise caused by vibration from nearby railway line; in accordance with saved policies GD1, GD2, GD3, GD5 and GD20 of the Crawley Borough Local Plan 2000; and in accordance with NPPF (109 & 118) and Crawley Borough Council Core Strategy policies EN1, T3 and parking standards contained within SPD1.

CR/2013/0650/P24

Worth Park Avenue, Pound Hill, Crawley

Replacement of existing cu phosco MK3 with 17.5m Jupiter S Range streetworks pole with 6 x ancillary antennas within grp shroud, 1 x RBS6102 street cabinet & ancillary equipment.

Councillors S Joyce, G Thomas and W Ward attended the site visit.

Councillors L Burke, C Denman, C Moffatt, A Quirk and P Smith had visited the site independently.

MR provided a verbal summation of the application which was then considered by the Members. He was asked to comment upon the previous refused application (CFR/2010/0400/P24) and how it differed from the current one. MR advised that the previous application was for a lower and more prominent mast, which would have been located further to the west and to the junction of Worth Park Avenue & Worth Road. The current site had been chosen and supported because of tree screening and lower impact on the streetscene. He confirmed the previous application had been refused in terms of visual amenity and not on health grounds.

MR was asked who would monitor/confirm the applicant's stated compliance with International Commission on Non-Ionising Protection guidelines and MR agreed to investigate and relay the information to the Member. The applicant's drawing indicated the mast was to be a fir green colour, and although that was part of the submission could not be conditioned, MR agreed to monitor this.

Approved. The applicant has provided details that the proposal would not create a danger to health and it is not considered that the replacement mast and additional equipment cabinet would have a significant impact on visual amenity. Therefore, it is considered that the proposal complies with NPPF and saved policies GD1, GD2, GD3, GD5, GD6 and GD32 of the adopted Crawley Borough Local Plan 2000, policy EN5 of the Core Strategy of the Local Development Framework 2008 and the guidance contained within SPG15 (Mobile Phone Masts).

CR/2013/0656/CON

Land west of Copthorne, Copthorne Way, Copthorne, Crawley

Consultation from Mid Sussex District Council (13/04127/OUTES) for outline planning application for up to 500 homes, a primary school and doctors' surgery, up to 15,500 sqm employment floorspace (B1C light industry/B8 storage and distribution), public open space, allotments, associated landscaping, infrastructure (including substations and pumping station) and pedestrian and cycle access, with a principal vehicular access from the A264 and a secondary vehicular access from Shipley Bridge Lane with all matters reserved except for access.

JMcP introduced the application which the Members then considered. Members were generally agreed on a number of concerns regarding this outline application, which were:

- Impact upon both Copthorne and Crawley (additional 500 homes, in addition to 1900 at NES);
- Creation of coalescence of Copthorne & Crawley and negative impact on the identity of both towns
- Impact upon an already congested highway infrastructure linkages and traffic congestion now, lack of capacity
- Impact on Manor Royal employment area
- Concern that application submission makes 'reference' to provision of land for sports pitches, school and doctors' surgery and community facilities, but makes no actual commitment within the submission to ensure delivery of these facilities – need assurances that development would not be a burden on Crawley services

Whilst Members made clear they did not want to fail in their duty to cooperate, they wanted to express their views and concerns robustly to Mid Sussex District Council and did not consider the officer recommendation as worded was appropriate. It was agreed that Committee advise MSDC of its serious concerns about the application and request for further information to be provided for their consideration.

CR/2013/0657/P24

Maidenbower Drive, Maidenbower, Crawley

Replacement of existing 12.5m street works pole with 15m Jupiter dual stack pole & additional street cabinet.

Councillors S Joyce, G Thomas and W Ward attended the site visit.

Councillors P Smith had visited the site independently.

MR provided a verbal summation of the application which the Members then considered. Although there were some concerns about the increasing number of cabinets relating to telecommunication masts, MR pointed out that mast-sharing (in this case, by 4G and the Three network) meant fewer and more shared cabinets and, where possible, using existing cabinets.

Approved. It is not considered that the additional 2.5m height proposed over the height of the existing mast, and an additional cabinet, providing a green finish is utilised, would have a harmful impact on visual amenity in comparison to the existing installation. The replacement mast would enable two operators to consolidate and would enable the introduction of new high-speed broadband, whilst overcoming existing operational constraints. Therefore, it is considered that the proposal complies with policies GD1, GD2 and GD32 of the adopted Crawley Borough Local Plan 2000, policy EN5 of the Core Strategy of the Local Development Framework 2008 and the guidance contained within SPG15 (Mobile Phone Masts). The proposal would accord with the provisions set out in the NPPF.

CR/2013/0675/RG3

Woldhurstlea Close, Gossops Green, Crawley.

Erection of 2 x blocks of 2 no. scooter stores.

MR provided a verbal summation of this application which the Members then considered.

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

67. Confirmation of Tree Preservation Order P16.8.66 (The Rise No. 1)

MR introduced this item stating confirmation by the Committee of the TPO was sought.

Confirmed.

68. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 10.21pm.

J I DENMAN
Chair

Crawley Borough Council

Minutes of General Purposes Committee

28 January 2014 at 7.00pm

Present:

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

Officers Present:

Ann-Maria Brown	Head of Legal and Democratic Services
Steve Lappage	Democratic Services Manager
Mez Matthews	Democratic Services Officer
Dave Rawlings	Head of Finance, Revenue and Benefits

16. Members' Disclosure of Interests

No disclosures of interests were made by Members.

17. Minutes

The minutes of the meeting of the Committee held on 27 November 2013 were approved as a correct record and signed by the Chair.

Page Numbers

The Committee was informed that the last page number of the minutes of the meeting held on 1 October 2013 was 10 and the first page number of the next minutes of the meeting held on 27 November 2013 was 61. The Committee noted that page numbers 11 to 60 had been mistakenly omitted.

18. Changes to the Constitution (Executive) Decision Making Redesign: Update

The Committee considered report LDS/077 of the Head of Legal and Democratic Services which provided an update on the draft executive decision making officers' operational online toolkit and associated documents requested at the previous meeting of the Committee (Minute 14 refers). The report also sought approval of changes to the Constitution to take effect from 1 April 2014 to rationalise and help streamline the authority's executive decision making arrangements.

The Committee was reminded that at its meeting on 27 November 2013 the Committee had been in favour of the principles behind the redesign as it would streamline decision making, but that some Members had expressed concerns. The Committee's attention was drawn to Appendix 1 of report which provided a fuller response and updates on those concerns.

All Members had been sent a link to the draft version of the *Officers' Toolkit for Executive Decision Making* which had been made available on the intranet. The Democratic Services Manager showed the online toolkit to the Committee and the following key points were noted:

- Although the toolkit had ultimately been developed for officers' use, the information it contained might also be useful to Councillors;
- The definition of a key decision was more detailed than at present;
- The revised key decision thresholds were clearer and more comprehensive than at present which should ensure that decisions were taken at the correct level;
- Timing calculators had been devised which would provide officers with an indicative timescale on when key tasks needed to be carried out in relation to a delegated decision;
- Clear distinction had been made between administrative decisions and significant operations decisions;
- The need for officers to consider Member involvement or consultation in decision making was reinforced throughout the toolkit;
- Clear guidance had been provided for report writing.

The Democratic Services Manager advised the Committee that a brief protocol which summarised the information and guidance contained within the toolkit would also be produced, and that training would be provided for officers before the new arrangements were rolled-in. The Committee was reminded that the Democratic Services Team would also be available to assist and guide officers and Councillors.

It was noted that the proposed changes to the Leader and Cabinet Procedure Rules (Page 268 of the Constitution) included within Appendix 2 to the report contained a clerical error. It was therefore agreed that the third bullet point of paragraph 3.2 in relation to those changes be amended to read: "of minimal political~~ly~~ sensitivity ..."

A Committee member queried why reference had been made to savings within bullet point (c) of the key decision definition (Appendix 2a to the report). Following discussion, it was agreed that examples of where savings (as opposed to underspends) on capital expenditure would be relevant be looked at before considering whether or not the wording contained within bullet point (c) needed to be amended.

As the retirement of the Head of Finance, Revenues and Benefits had recently been announced it was agreed that reference made to the "Head of Finance, Revenues and Benefits" within Recommendation 2.2 regarding relevant changes of the Procurement Code be replaced to read "Section 151 Officer".

The Committee commended and thanked both the Democratic Services Manager Steve Lappage and the Democratic Services Officer Chris Pedlow who had produced the toolkit. The Democratic Services Manager reminded the Committee that he would be happy to explain the toolkit to any Member on an individual basis who requested it.

RESOLVED

RECOMMENDATION 2

That the Full Council be recommended:

1. That the amendments to the Constitution proposed in Appendices 2-4 of report LDS/077 be agreed and come into effect from 1 April 2014 subject to the following amendments:
 - (i) That the third bullet point of paragraph 3.2 of the Constitutional changes in relation to the Leader and Cabinet Procedure Rules (Appendix 2, Page B12 of the report) be amended to read: “of minimal political~~ly~~ sensitivity – more politically sensitive matters are likely to go to Cabinet for decision”
 - (ii) That, subject to consideration of the examples of where savings would arise from capital expenditure, paragraph 12.3(a)(1)(i)(c) (Appendix 2a, Page B16 of the report) be either retained as it is or amended to read: “in the case of capital expenditure, any projects if they involve entering into new commitments ~~and/or making savings~~ in excess of £500,000;”

(NOTE by the Head of Legal and Democratic Services and the Head of Finance, Revenues and Benefits: Following discussion with the Chair of the General Purposes Committee the Full Council is advised that the wording “and/or making savings” is not necessary and it is therefore suggested that this wording be deleted from Paragraph 12.3(a)(1)(i)(c)).
2. That the Section 151 Officer put in place the relevant changes to the Procurement Code to reflect the other recommended changes to the Key Decision Levels and Financial Procedure Rules, and that these be approved for inclusion in the Constitution by the Section 151 Officer in consultation with the Chair and Vice Chair of the General Purposes Committee and the Head of Legal and Democratic Services.

19. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 7.25pm.

L A M BURKE
Chair

Crawley Borough Council

Minutes of the Overview and Scrutiny Commission

Monday 10 February 2014 at 7.00 p.m.

Present:

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

Also in Attendance:

Councillors	Dr H S Bloom, N Boxall and P C Smith
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Officers Present:

Peter Allen	Head of Property
Karen Hayes	Deputy Head of Finance
Dave Rawlings	Head of Finance Revenue and Benefits
Kate Wilson	Community Services Manager
Paul Windust	Corporate Account Manager
Steve Lappage	Democratic Services Manager
Elaine Sayers	Democratic Services Officer

70. Members' Disclosure of Interests and Whipping Declarations

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

71. Minutes and Matters Arising

The minutes of the meeting of the Commission held on 2 December 2013 were approved as a correct record and signed by the Chair.

72. Public Question Time

The Commission received a question from Mr J Herbert during Public Question Time seeking confirmation of the Council's support for a fund raising idea called 'Sponsor a Brick' in relation to raising funds for the Crawley Museum whilst at the same time creating a piece of Public Art.

Members commented and sought clarification on a number of aspects of the request including:-

- Whether it was the responsibility of the Council to support the promotion of the proposal or whether the Crawley Museum Society should be taking this forward
- Whether the Council and the Crawley Museum Society should work together to bring this scheme forward

Members expressed concerns at the apparent failure of the Cabinet Member for Leisure and Cultural Services to respond to communications from Mr Herbert. After much discussion the Commission endorsed his project as being of value to raising funds for the new Museum and that the Council and Crawley Museum Trustees should find a way to work together to bring this project forward.

Members of the Commission expressed their thanks to Mr Herbert for bringing this scheme to their attention and agreed to raise it with the Cabinet Member for Leisure and Cultural Services.

RESOLVED

That the Cabinet Member for Leisure and Cultural Services be requested to:

- 1) respond to Mr Herbert's request;
- 2) endorse the Council's support and work with the Crawley Museum Society to bring this scheme forward.

73. Tilgate Access and Car Parking Arrangements

The Commission considered report [PSD/113](#) of the Head of Property especially with the two options for improving the access and car parking arrangements at Tilgate Park.

The Head of Property guided Members through the report, provided further information and answered related questions. Ian Gledhill (WSCC) and Geoff Waller (Waterman Transport & Development Consultants)

Specifically, the following aspects were discussed and noted:

- modelling and traffic counts had already taken place in the existing roads leading to the Park and Members were advised 75% of the traffic should use the new junction.
- Members questioned the traffic flow measures and requested that these be evaluated at peak times to include major events at K2, the football stadium and Tilgate Park and it be ensured that these were adequately catered for through the Major Event Strategies.
- The daily Car Parking rate increase to a maximum of £5.00 was thought to be too expensive and may deter families from using the park
- The additional hour of free use in the Fisherman's Car Park was considered of value to local people
- concerns that there will be a gap between the off road cycle path adjacent to the A23 and the entrance to the new road – which may make crossing difficult and potentially dangerous for access. With respect to the junction with the A23, Members suggested that that the officers be requested to include provisions for cyclists and pedestrians by incorporating a cycle and pedestrian path to the new road into the design.
- Concerns for pedestrians crossing the road by the new entrance to the car park;
- Some Members also suggested that the design should also incorporate a shared use cyclist and pedestrian path all the way along the new road – preferably which met the British Standard(s)."
- Request that non motorised (including pedestrians, runners, cyclists and horse riders) and sustainable transport access to the park should be considered to ensure safe access for all

- There would be adequate measures incorporated into the design to deter motorists from using the new route as a short cut through to the A23 from Tilgate.
- The level of proposed contributions from Smith & Western and Go Ape
- a plea from one Member to take stock of the increasing commercialisation of Tilgate Park.

The Head of Property confirmed that these proposals would be explored further as part of the final redesign.

RESOLVED

The Commission agreed, in principle subject to the final plans, to recommend the Cabinet:

- a) To support Option 2 and to ensure that it would be to the benefit of all users and that access would be safe and support all non motorised modes of transport, including pedestrians and cyclists, without the need for further remedial works;
- b) To retain the Car Park maximum fee at £3.00 and not to increase it to the proposed £5.00 daily rate;
- c) To support the increase of free parking in the fishermen's car park from 10.00am to 11.00 am.

74. Treasury Management Strategy 2014/15

The Commission considered report [FIN/323](#) of the Head of Finance, Revenues and Benefits on the Treasury Management Strategy for 2014/15 which the Council was required to approve before the start of the financial year in accordance with the CIPFA Code of Practice for Treasury Management and the Council's financial regulations.

The discussions mainly focused on the following key changes to the investment strategy in comparison with the previous year's strategy:-

- the forecasting of interest rates to remain low during 2014/15 with the timing and scale of any increase remaining uncertain,
- to change to the Creditworthiness policy provided by Capita Asset Services
- proposals to increase the limits for investment in Corporate Bonds.
- HRA borrowing to remain at 260,000,000 for the next 3 years
- Capital Expenditures to remain affordable
- the change in Strategy to using Capita Asset Services Creditworthiness Policy for investment purposes.

In noting the complexity and the technical nature of the report, Members also questioned their ability to add value and whether or not they should be offered training so that they could better understand the Treasury Management Strategy. The Commission welcomed the Head of Finance, Revenues and Benefit's offer to explore and, subject to demand, arrange suitable training for Members.

Members of the Commission thanked Officers from the Finance Team for their excellent work in producing the strategy and report involving complex and challenging issues. The Chair also suggested that if Members should raise any queries on the strategy with the Corporate Account Manager.

RESOLVED

- 1) That the Commission endorsed the recommendations in the report to Cabinet and Full Council.
- 2) That the Member training proposals be explored further.

75. Budget and Council Tax 2014/15

The Leader of the Council and The Head of Finance, Revenues and Benefits presented report [FIN/328](#) on the 2014/2015 Budget and Council Tax which sets out the proposed Budget and Council Tax for 2014/15 taking into account factors such as the changes in the way Local Government is financed, savings and growth, latest investment interest projections and income estimates.

The Leader explained that the key features of the budget were:

- a balanced budget met through the savings targets of £1,500,000 (£8,800,000 savings made over the last 6 years)
- a freeze in Council Tax for 2014/15
- an overall increase in fees and charges of 2%
- continuation of the Capital Project Programme

The Commission's discussions mainly included:

- 1) Council Tax freeze compensation implications;
- 2) Support for the Budget Advisory Group's proposals;
- 3) concerns that a press release on reductions in some Pest Control Fees & Charges was issued before they had been notified of the proposed changes. Particularly as some Members had previously argued 2 years ago against an increase in such charges, Members suggested some possible reasons for the change of approach before the Commission requested a Briefing Paper on the rationale for the changes and why they hadn't been informed before the Press Release was issued.

The Commission also wished to express their good wishes and thanks to the Head of Revenues and Benefits for all his hard work at the Council as he would be retiring soon. In turn, he expressed his thanks for the excellent staff he had particularly Karen Hayes and Paul Windust who were present at the meeting.

RESOLVED

The Commission noted the report and agreed that the Cabinet be requested to:

- 1) endorse in full the recommendations from the Budget Advisory Group in particular regarding the K2 Contract Extension and Crawley Live.
- 2) to join them in giving their thanks and best wishes to the Head of Finance Revenues and Benefits who would be retiring at the end of March after 27 years service with the Council.

76. Community Arts

The Commission considered report [CTY/101](#) of the Head of Community Services and additional information in the form of a hand-out detailing projects such as 'Go Rhino', a Public Art Community project in Southampton.

Members asked a range of questions on the list of artwork and identified several others which the Community Services Manager would add to the list.

The Leader suggested that the Cabinet Member for Community Engagement could be asked to consider whether or not the funds available for the Broadfield Barton refurbishment could be used for a local public art feature and, if so, that this be explored in consultation with the Public Art Selection Panel. It was also suggested that a public art feature for the development in Forge Wood could also be explored.

In discussing the report, all Members of the Commission expressed their support for the report and its recommendations and expressed their thanks to the Community Services Manager for bringing this report to the Meeting.

RESOLVED

- 1) That a meeting of the Public Art Selection Panel be convened and it be requested to review its terms of reference possibly to explore seeking support and sponsorship of public art with other stakeholders.
- 2) That the Cabinet Member for Leisure & Cultural Services be requested to support proposals that a dedicated budget be provided for the inspection, maintenance and repair of existing Public Art features.

77. Health and Adult Social Care Select Committee (HASCSC)

Councillor R G Burgess provided an update on the HASCSC meeting held on 22 January 2014 and on a briefing noted circulated to the Members prior to the meeting.

Following a suggestion that a representative from WSCC be invited to a future meeting to discuss the work of the HASCSC the Commission:

- 1) the need to focus on health scrutiny rather than adult social care which was WSCC's responsibility;
- 2) noted, in view of the huge health topic area, the need to be clear what they wanted to focus on and the questions they would wish to ask before identifying who should be invited to make a presentation (e.g. Crawley focus; Leacroft Surgery)
- 3) suggested some possible invitees (e.g. Chair of the HASCSC; Helen Kenny (WSCC); Crawley CCG; Peter Nicolson – Chair of the Patients Forum;
- 4) agreed that it should be an all Members Seminar;
- 5) agreed that the Chair of the Commission develop some proposals in consultation with the Democratic Services Manager.

78. Scrutiny Panels

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

Town Centre Parking Scrutiny Panel

Councillor Blake reported that the first meeting of the new Scrutiny Panel would be held on 18th February.

Recording How Members Vote Scrutiny Panel

Councillor Smith reported that the Panel had held an informal meeting on Friday 7th February where the scoping framework and report were discussed. The meeting dates had been set as 4th March and 1st April.

Performance Monitoring Scrutiny Panel

Councillor Lloyd informed the Commission that the Performance Monitoring Scrutiny Panel (PMSP) would next be meeting on 25 February and a copy of the notes would be circulated to all Members following that meeting.

79. Forward Plan – 1 March 2014 and Provisional List of Reports for the Commission’s Following Meetings

The Commission considered the latest version of the [Forward Plan](#) and the provisional lists of reports for future Commission’s meetings.

17 March

- (1) Three Bridges Station Forecourt Project (full referral)
- (2) Localism Act 2011- List of Assets of Community Value (full referral)
- (3) Agency Staff Procurement (full referral)
- (4) Final report of the Joint Scrutiny Task & Finish Group on Flooding (Referred)
- (5) Discretionary Rate Relief Guidelines (provisional referral)

7 April

- (1) Petitions Scheme (Referred) (now expected to be deferred to the 30 June Commission meeting)
- (2) Homelessness Strategy 2014-16 (Referred)

80. Closure of Meeting

The meeting ended at 10.10pm.

S A BLAKE
Chair

Crawley Borough Council

Minutes of Cabinet

Wednesday 12 February 2014 at 7.30p.m.

Present:

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

Also in attendance:

Councillors S A Blake, M G Jones and C C Lloyd

Officers Present:

Ann-Maria Brown	Head of Legal & Democratic Services
Peter Browning	Director of Transformation & Housing
David Covill	Director of Development & Resources
Lee Harris	Chief Executive
Phil Rogers	Director of Community Services
Sally English	Democratic Services Officer

87. Apologies for absence

Councillor C L Denman

88. Members' Disclosure of Interests

There were no disclosures of interest.

89. Minutes

The minutes of the meeting of the Cabinet held on 15 January 2014 were approved as a correct record and signed by the Chair.

90. Public Question Time

Public Question Time took place and 5 residents put questions to the Cabinet. Notes of the questions asked and the Cabinet Members' responses are set out in **Appendix A** to these minutes.

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

The Head of Legal and Democratic Services reported that no representations had been received in respect of items 15 Insurance Procurement or 16 Tender Acceptance.

92. Matters Referred to the Cabinet

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

93. Treasury Management Strategy 2014/15 (The Leader's Portfolio)

The Cabinet considered report [FIN/323](#) of the Head of Finance, Revenue & Benefits which set out the strategy for 2014-2015, and set out the treasury management issues. The key changes to the Investment Strategy in section 7 and appendix 3 compared with the 2013-2014 strategy are:

- Counterparties are now selected using Capita Asset Management's creditworthiness service (previously selected using credit ratings)
- Increased the money limit for corporate bonds from £1.65m to £5m

The matter had been considered at the meeting of the Overview & Scrutiny Commission on 10 February 2014. The Commission endorsed the recommendation to both the Cabinet and Full Council, and thanked the officers for the work involved in producing the report.

The Cabinet noted the endorsement of the Overview & Scrutiny Commission and agreed with its endorsement of the key changes, and endorsed the Commission's thanks to the officers involved for their hard work in producing such a complex but accessible report.

RESOLVED

RECOMMENDATION 3

The Full Council is RECOMMENDED:

- a) to approve the Treasury Prudential Indicators and the Minimum Revenue Provision (MRP) Statement contained within Section 5 of report FIN/323.
- b) to approve the Treasury Management Strategy contained within Section 6.
- c) to approve the Investment Strategy contained within Section 7, and the detailed criteria included in Appendix 3.

Reason for Decision

The Council's financial regulations, in accordance with the CIPFA Code of Practice for Treasury Management, requires a Treasury Management Strategy to be approved for the forthcoming financial year. The report FIN/323 complies with these requirements.

94. **Budget & Council Tax 2014/15 (The Leader's Portfolio)**

The Cabinet considered report [FIN/328](#) and supplementary report [FIN/328 supp](#) of the Head of Revenue, Finance & Benefits which set the budget and level of Council Tax for the year 2014/15, taking into account the Council's review of its spending plans, along with options to amend spending to meet new priorities, and considered comments received as part of the consultation process.

The matter had been considered at the meeting of the Overview & Scrutiny Commission on 10 February 2014. The Commission asked that the Cabinet be requested to:

- 1) endorse in full the recommendations from the Budget Advisory Group, in particular regarding the K2 Contract Extension and Crawley Live
- 2) join them in giving their thanks and best wishes to the Head of Finance, Revenues & Benefits who is retiring at the end of March.

The Chair acknowledged the comments of the Overview & Scrutiny Commission and joined them in thanking Dave Rawlings, the Head of Finance, Revenue & Benefits, for his many years of service and stated he had been an enormous asset to CBC and would be missed.

RESOLVED

RECOMMENDATION 4

The Full Council is Recommendation :

- a) to approve the proposed 2014/15 General Fund Budget as set out in section 6 and Appendix 2 of report FIN/328.
- b) to approve the proposed 2014/15 Housing Revenue Account budget as set out in section 10 and Appendix 3
- c) to approve the 2013/14 to 2016/17 Capital Programme and funding as set out in paragraph 11.10
- d) to agree that the Council's share of Council Tax for 2014/15 be frozen at £187.83 for a band D property
- e) to approve the Pay Policy Statement 2014/2015 as outlined in paragraph 16.3 and Appendix 6

Reason for decision:

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

Note by Head of Legal and Democratic Services

The **Notice of Precept** was received from the Police and Crime Commissioner for Sussex and West Sussex County Council following the publication of both the agenda and this Minute Book for the 26 February meeting of the Full Council. Those Precept details have since been circulated to Members, and a further recommendation (**Recommendation 5**) will be moved in relation to the 2014/2015 Budget and Council Tax.

95. Tilgate Access and Car Parking Arrangements (Leisure & Cultural Services Portfolio)

The Cabinet considered report [PSD/113](#) of the Head of Property which:

- considered options for improving the existing access and car parking arrangements at Tilgate Park
- sought to confirm the preferred option for implementation
- sought to make changes to the Council's Off-Street Parking Places (Civil Enforcement and Consideration) Order 2009 ('the Order')
- sought to make changes to the Parking Strategy

The matter had been considered at the meeting of the Overview & Scrutiny Commission on 10 February 2014. The Commission recommended, in principle and subject to the final plans, the Cabinet to:

- 1) support Option 2 and to ensure that it would be to the benefit of all users and that access would be safe and support all non motorised modes of transport, including pedestrians and cyclists, without the need for further remedial works
- 2) to retain the car park maximum fee of £3 and to not increase it to the proposed £5 daily rate
- 3) to support the increase of free parking in the fishermen's car park from 10am to 11am

The Cabinet Member for Leisure & Cultural Services noted the recommendations put forward by the Overview & Scrutiny Commission, and agreed with the recommendation to support Option 2. However, the proposed revision to the Parking Strategy of raising the daily maximum fee from £3 to £5 would remain, because Councillor Crow proposed extending the free parking period from 10am to 11am in the overflow (fishermen's) car park. It was felt therefore that by increasing the period for free parking, as well as the flat £1 per hour fee, parking at Tilgate Park would be better value and for longer and that the maximum parking charge could be justified. He added that all revenues from car parking were for the upkeep of the park.

Councillor Michael Jones raised a concern that in the current economic climate, visitors to the park would not be able to afford the maximum capped rate of £5, and would use nearby residential streets instead. Councillor Crow advised him that 70% of visitors to the park in the summer were visitors to Crawley and as such would be comfortable with a maximum charge of £5 for a whole day's parking. He also advised that many of those using the residential streets to park were Crawley residents, not visitors. However, he agreed to keep these changes under constant review and would monitor any problems arising and invited all to pass comments to him in order to ensure the process was successful for Crawley, its residents and visitors. He also agreed to ensure there was clear guidance to the overflow car park for those who use the car park before the charging time starts, and would recommend to Park Run that its members use the existing route to access the overflow car park (rather than the new access road) and also agreed to discuss a cycle route with officers although he made clear he was not able to give any assurance that a cycle route would be possible.

Councillor Crow asked that recommendation 2.8 in the report be amended to read "that the Head of Legal & Democratic Services, in consultation with the Portfolio Holder, be granted delegated authority to advertise and implement the proper variation to the Order".

RESOLVED

- 1) That approval be given to Option 2 in report PSD/113 for the construction of a new access road linking the park to the A23, with minimum modifications required to the main car park to facilitate the new access road, and delivering additional car parking

spaces, resurfacing the main car park and associated environmental improvements to car park pedestrian/toilet area.

- 2) That the Head of Property be authorised to invite tenders for the option chosen and in consultation with the Portfolio Holder for Leisure and Culture and the Head of Finance, Revenue and Benefits to accept the most economically advantageous tender and thereafter to enter into a contract for the works with the successful Tenderer
- 3) That approval be given for a supplementary capital estimate of £7,800 to the existing capital budget provision of £1m
- 4) That approval be given for the necessary variation to the Order to upgrade the main Tilgate Park car park from 'pay on entry' to 'pay and display' and to add the overflow (fisherman's) car park to the Order
- 5) That the Head of Legal & Democratic Services, in consultation with the Portfolio Holder, be granted delegated authority to advertise and implement the proper variation to the Order
- 6) That approval be given for the revised Parking Strategy set out in 4.1.4 of the report and amending the free parking period from 10am to 11am in overflow (fisherman's) car park.

Reason for decision:

- 1) Officer recommendation is that Option 2 represents the most economically advantageous scheme
- 2) A budget of £1m was provisionally set aside to construct the new access, following a BAG recommendation that Council examine the feasibility of providing a new access road linking Tilgate Park and the A23, and the principal objectives were to
 - Facilitate an improvement in visitor experience with well organised and managed access and car parking arrangements for Tilgate Park
 - Reduce traffic volume through Titmus Drive by making the A23/K2 junction the primary route for vehicular access and egress to and from the park
 - Relieve traffic congestion and parking both in the park and also in the Tilgate neighbourhood

It was noted that measures would also need to be incorporated into the design to deter motorists from using the new route as a shortcut between A23 and Tilgate neighbourhood.

96. Quarterly Monitoring 2013/2014 Quarter 3 (The Leader's Portfolio)

The Cabinet considered report [FIN/325](#) of the Head of Finance, Revenue & Benefits which set out a summary of the Council's projected year-end revenue position and actual and projected capital spending at the third quarter ending December 2013.

RESOLVED

- 1) That the projected outturn for the year 2013/2014 as summarised in report FIN/325 be noted.

RECOMMENDATION 6

The Full Council is RECOMMENDED:

- 2) To approve a supplementary capital estimate of £220,000 for the enhanced design of the new build Brunel Place scheme which now includes provision for two additional flats, funded from the HRA resources.

Reason for decision:

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

97. Urgent Action

The Cabinet had been asked to note that an urgent action had been taken under paragraph 1.5 of the Leader and Cabinet Procedure Rules in Part 4 (Rules of Procedure) of the Constitution to award a contract for the provision of wheeled refuse bins. If the urgent procedure is not used then delivery of the refuse bins to residents would have been delayed. This could leave the Council open to a claim for additional contractor costs.

RESOLVED

That the Cabinet notes that urgent action has been taken under paragraph 1.5 of the Leader and Cabinet Procedure Rules in Part 4 (Rules of Procedure) of the Constitution.

98. 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 Paragraph 3 of Part 1 of Schedule 12A of the Act by virtue of the paragraphs specified against the items.

99. Insurance Procurement (The Leader's 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 FIN/234 of the Head of Finance, Revenue & Benefits which sought approval for the award of contracts for insurance to suppliers who have provided the best tenders for various lots of insurance cover.

RESOLVED

That the appointment of the following providers for the indicated cover for a period of three years from 1 April 2014 (with the option to extend for a further two years) be approved. The providers are:

Property, Casualty and Motor – Travelers Insurance Co Ltd
Engineering Insurance and Inspection - Allianz Insurance plc
Group Personal Accident – ACE European Group Limited

Reason for Decision –

Following a tender evaluation, Travelers, Allianz and ACE have submitted the most economically advantageous tenders.

100. Tender Acceptance for Insurance of the Council's Commercial Property (Planning & Economic Development Portfolio)

The Cabinet considered report PSD/114 of the Head of Property which, following detailed procurement, sought approval for the most advantageous tender for insurance of the Council's commercial property.

RESOLVED

That the appointment of Morrison Edwards Insurance Ltd as the Council's commercial property insurance provider for a period of three years from 1 April 2014, with a possible extension for a further two years, be authorized.

Reason for decision -

Following a tender evaluation, Morrison Edwards Insurance Ltd have submitted the most advantageous tender.

101. Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 9.08pm.

DR H S BLOOM
Chair

Public Question Time – Questions and Responses

Set out below are the questions asked at Public Question Time along with the Cabinet Members' responses:

Mr Geoff Herbert – Public Art

Mr Herbert presented to the Cabinet a sample of the brickwork art he had spoken about at the Overview & Scrutiny Commission meeting on 10 February. He said he had continued to work on the sample as he had received no update from the Cabinet Member for Leisure & Cultural Services, Councillor Duncan Crow, on progress regarding the artwork. He added that he wished to be kept informed on the reception from both CBC and the Museum Society to his artwork.

Councillor Duncan Crow thanked Mr Herbert for showing his artwork to the Cabinet, and suggested that Mr Herbert could also contact the Museum Society with his suggestions as they were an equal partner in the museum project. He also agreed to send Mr Herbert the latest information regarding progress, and agreed to ask the Museum Society to discuss Mr Herbert's fundraising ideas.

Mr Steve Butler – Green space behind Ely Close

Mr Butler, a resident of Oxford Road, advised that an application for the green space behind Ely Close to be granted the status of an Asset of Community Value had been submitted by the Ely Close Action Group (ECAG). He was concerned that the proposed sale of this land to Moat would be expedited before the application had been duly considered. He sought a reassurance that this would not happen.

The Cabinet Member for Planning & Economic Development, Councillor Bob Lanzer, informed Mr Butler that as the application was the first ever received by the Council, the process for determining such applications had yet to be established. As a result, he was not in a position to provide the reassurance Mr Butler but assured him that the Council was obliged to consider the application fully before any disposal of the land and guaranteed that full consideration would take place. He added that the Council had until 21 March to make a decision regarding the submission from ECAG but he was not currently in a position to comment.

Ms Jackie Lyttleton – Green space behind Ely Close

Ms Lyttleton, a resident of Worcester Road, asked why officers had been instructed to proceed with the sale of the land behind Ely Close, and why residents' concerns had not been taken into account. She also asked whether the application for the land to be designated as an Asset of Community Value would halt the sale process.

Councillor Lanzer advised Ms Lyttleton that the land in question had been identified in October 2009 for residential development and that the original outline design had been modified to reduce the development's 3 storey height. He added that serious judgement had been required regarding this space, and the decision had been taken that, in this instance, the need for social housing outweighed the need for amenity space and this view had been endorsed by an independent planning officer. Councillor Lanzer added that as legal advice was currently being taken on the process, he was not at liberty to discuss the proposed sale.

Mr Tim Barnes – Green space behind Ely Close

Mr Barnes advised the Cabinet that the land in question was prone to flooding, and asked why the Council would consider building on a potential flood plain.

Councillor Lanzer advised Mr Barnes he was right to raise this issue but assured him that Council works closely with the Environment Agency and that this issue would have been taken into account.

Mr Alnur Hassam – Tilgate Park

Mr Hassam from Park Run, a running group that uses Tilgate Park, asked to be involved in consultations regarding car parking and the new access road to Tilgate Park.

Councillor Crow informed him that Park Run had been identified as a consultee and that he had already written to Mr Keating from Park Run advising him of this. Councillor Crow informed Mr Hassam that he had announced on 7 February changes to the overflow car parking charging, which were that the free parking period had been extended from 10m to 11am, and this had been in part because he was a big supporter of runners, walkers etc and others who use the park for health benefits.