

Crawley Borough Council

Minutes of the Full Council Annual General Meeting

Friday 13 June 2014 at 7.30 p.m.

Present:

Councillor R G Burgess (Mayor) was in the Chair for Minute Number 1.

V S Cumper (Deputy Mayor)

Councillors M L Ayling, B K Blake, Dr H S Bloom, N Boxall, K Brockwell, B J Burgess, 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, T Lunnon, L S Marshall-Ascough, B McCrow, C A Moffatt, C J Mullins, C Oxlade, D M Peck, B J Quinn, R Sharma, D J Shreeves, B A Smith, P C Smith, J Stanley, K Sudan, G Thomas, K J Trussell, W A Ward and K B Williamson.

Also in Attendance:

Mr A C W Crane - Honorary Freeman and Alderman.

Mr A Quine – Honorary Freeman and Alderman.

Mr J G Smith – Honorary Freeman and Alderman.

Mr B Jones – Appointed Independent Person.

Mr P Nicolson – Appointed Independent Person.

Mr A Timms – Appointed Independent Person.

Officers Present:

Lee Harris
Ann-Maria Brown
Peter Browning
Roger Brownings
David Covill
Phil Rogers

Chief Executive
Head of Legal and Democratic Services
Director of Transformation and Housing
Democratic Services Officer
Director of Development and Resources
Director of Community and Partnership
Services

1. Mayor's Presentations and Announcement

In commencing his address to the Full Council, the Mayor referred to its last meeting on 23 April 2014 when the Council honoured the memory of the Late Ron Cornwell and Arthur Earl and the outstanding contributions that both had made to the Crawley community. The Mayor informed the Council that letters had since been received from Mrs Cornwell and Mrs Earl expressing their heartfelt thanks and gratitude to the Council for inviting them and other family members to that meeting and for the

touching and significant tributes paid to their husbands during that occasion. An appropriately prominent road in the new Forge Wood neighbourhood development would be named in memory of Ron, whilst the Education Room in the new Museum would be named in memory of Arthur, and both Mrs Cornwell and Mrs Earl looked forward to seeing their husband's names on those two new developments.

The Mayor then made a short address to the Council about his Mayoral year. In emphasising his great pride and enjoyment in serving as Mayor, the Mayor conveyed a big thank you to the people of Crawley for all the generosity and warmth the Mayoress and he had received at the many and varied events that they had attended.

The Mayor referred to the many highlights during his mayoral year, which included the Civic Service held at the Friary. He described the Service as a very moving and poignant occasion at which he stressed the diverse nature of the community that is Crawley whilst acknowledging the unity that existed between different groups within the town. He reiterated his thanks and appreciation for all the hard work, dedication and commitment undertaken by the various community groups from across the town, and made special reference to the town's many talented young people.

The Mayor expressed his thanks and appreciation to all those who had supported and contributed towards his charity, Outreach 3 Way. The aim was to raise enough funds to equip a sensory room at that charity's centre in Ifield, and the Mayor was pleased to announce that an appreciable amount of money had been raised, which more than achieved the funding target set.

The Mayor thanked a wide range of people, including Councillors, Officers and all concerned in providing him with so much help and encouragement during his time as Mayor. He made particular reference to his wife, Councillor Brenda Burgess, for the significant and constant loyal support she had given him during that term. He presented her with a bouquet of flowers to show his appreciation. In further expressing his thanks for all the support received, the Mayor presented a bouquet of flowers to Hayley Thorne (Mayoral / Members' P.A. and Members' Support Officer) as well as gifts to Roger Brownings (Democratic Services Officers) and to Bob Donaldson for his Mayoral chauffeuring duties.

The Mayor welcomed newly elected Members: Councillors Lunnon, Sharma, and Sudan to their first Council meeting, and newly elected Members: Councillors Stanley and McCrow on their return to the Council. The Mayor also took this opportunity to wish the incoming Mayor and Deputy Mayor a very successful and enjoyable year ahead.

2. Election of Mayor

It was proposed by Councillor Joyce, seconded by Councillor Shreeves and

RESOLVED

That Councillor B A Smith be elected as Mayor for the ensuing Council year.

Councillor R G Burgess vacated the Chair.

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

In response to the congratulations conveyed by Members of both political groups, the new Mayor thanked those members for their kind words, thanked the Council for electing her, and emphasised her great Pride on being elected as Mayor for the coming year. The new Mayor referred to the changes that had taken place within the town since she last had the privilege of holding the office of Mayor 24 years ago, and spoke warmly of the ongoing and richly diverse nature of the town's community.

The new Mayor announced that her chosen charity for this Mayoral year would be the Alzheimer's Society - Crawley services. Her husband and now the Mayor's Consort, Honorary Freeman and Alderman Jim Smith, had received an Alzheimer's diagnosis in 2010 and the Mayor emphasised that it was the Alzheimer's Society who was the major provider of services to people with dementia in Crawley. Those services provided a lifeline to carers and their cared for, and the Mayor confirmed that she and her Consort would do everything possible to promote that important and much needed care provision.

The Mayor referred to the fact that she had been escorted to her new seat in the Chamber by two Cadets who had been chosen by their units to be her Mayor's Cadets. Daniel, a Marine Cadet, was from the Training ship TS Cossack and Liam was from the Air Training Corp XIX (19th) Squadron, Ifield. The Mayor thanked them both for attending.

3. Election of Deputy Mayor

It was proposed by Councillor Jones, seconded by Councillor Ayling and

RESOLVED

That Councillor Cheshire be elected as Deputy Mayor for the ensuing Council year.

4. Minutes

Subject to the clerical correction below, the minutes of the meeting of the Full Council held on 23 April 2014 were approved as a correct record and signed by the Mayor:-

Clerical Correction

With regard to:-

(a) Minute No. 115 (c), under the heading of "Communications", and

(b) Minute No. 133, relating to the question asked by Councillor B A Smith under the heading "Questions to Cabinet Members"

Delete in each case the last letter of "e" in the surname, where reference is made to "Arthur Earle". The correct spelling is, therefore, Earl.

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

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

Members of both political groups conveyed their thanks to the retiring Mayor and Mayoress for all their work during their year in office.

It was moved by Councillor Dr Bloom, seconded by Councillor Burrett and

RESOLVED

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

6. Vote of Thanks to the Retiring Deputy Mayor.

Members of both political groups conveyed their thanks to the retiring Deputy Mayor for all her work during her year in office.

It was moved by Councillor B J Burgess, seconded by Councillor Crow and

RESOLVED

That the thanks and appreciation of the Council be accorded to Vanessa Cumper, the retiring Deputy Mayor, for the contribution she had made during her year in office.

7. Apologies for Absence

Councillors S A Blake and L A Walker.

8. Results of Elections

The Council received the Returning Officer's report on the results of the elections held on 22 May 2014.

9. Announcements

No announcements were made.

10. Election of Youth Mayor and Youth Deputy Mayor 2014 / 2015

The Mayor called both Hajid Hussain and Sundas Mujib up to the top table to present the Chain of Office to Hajid as the elected Youth Mayor, and the Badge of Office to Sundas as the elected Youth Deputy Mayor. The Mayor and Members of both political groups conveyed their congratulations to Hajid and Sundas upon their election and wished them both a very successful year.

The Mayor then called up Tumsil Abbas, the retiring Youth Mayor and presented him with a badge commemorating his past year in office. The Mayor conveyed her thanks to Tumsil, and along with other Members paid tribute to him as an outstanding example of the youth of this town. The Council applauded Hajid, Sundas and Tumsil as a credit to themselves, to their families and to Crawley.

11. Members' Disclosures of Interest

No interests were disclosed.

12. Election of the leader of the Council and the Leader's Delegation Scheme

The Council considered the report of the Head of Legal and Democratic Services, LDS/ 082. The recommendations were considered as follows:-

First Recommendation (Paragraph 2.1 of the report)

Moved by Councillor Joyce, seconded by Councillor Mullins and

RESOLVED

That Councillor Lamb be elected as the Leader of the Council for the municipal years 2014/2015 to 2017/2018 (4 years), in accordance with Article 7 of the Council's Constitution.

Second Recommendation (Paragraph 2.2 of the report)

Moved by Councillor Lamb, seconded and

RESOLVED

- (1) That the details of those appointed by the Leader to serve as Deputy Leader and Members of the Cabinet as set out in Appendix A to report LDS/082, be received.
- (2) That the Cabinet portfolio responsibilities and the delegation of specific Cabinet functions to Cabinet Members as set out in Appendix B to the report and as approved by the Council at its meeting on 23 April 2014, be received.
- (3) That the delegation of Cabinet functions to officers as set out in pages 135-138 of the Constitution as approved by the Council at its meeting on 23 April 2014 and circulated separately to all Members of the Council, be received.
- (4) That the Terms of Reference and membership of the Town Centre Committee (being the one committee of the Cabinet) as set out in Appendix C to the report, be received.

13. Adoption of the Constitution

Moved by Councillor Cheshire, seconded by Councillor Stanley and

RESOLVED

That the Constitution (as approved by the Council at its meeting on 23 April 2014, and circulated separately to all Members of the Council) be approved.

14. Report of the Membership Committee

The report of the Membership Committee of 4 June 2014 was submitted. The recommendations and minutes were considered, as follows:-

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

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

Recommendation 1 (1) – Members of Committees

Note by Head of Legal and Democratic Services

It was confirmed that the seat offered by the Labour Group to Councillor Williamson regarding the Licensing Committee and the Licensing Sub-Committee, had since been accepted by Councillor Williamson.

Recommendation 1 (2) - Vice-Chairs

(a) Development Control Committee

It was moved by Councillor Lamb, seconded by Councillor Thomas that Councillor Sharma be appointed as Vice-Chair of the Development Control Committee, whilst Councillor Crow, seconded by Councillor Burrett, was proposing the appointment of Councillor Boxall. A vote was taken.

As a result of the vote, Councillor Sharma was appointed as Vice-Chair of the Development Control Committee.

(b) Licensing Committee

It was moved by Councillor Lamb, seconded by Councillor Thomas that Councillor Quinn be appointed as Vice-Chair of the Licensing Committee, whilst Councillor Crow, seconded by Councillor Burrett, was proposing the appointment of Councillor B K Blake. A vote was taken.

As a result of the vote, Councillor Quinn was appointed as Vice-Chair of the Licensing Committee.

(c) Overview and Scrutiny Commission

It was moved by Councillor Lamb, seconded by Councillor Thomas that Councillor Sudan be appointed as Vice-Chair of the Overview and Scrutiny Commission. Councillor Crow, seconded by Councillor Burrett was proposing the appointment of Councillor Dr Bloom.

Members had already at this meeting raised matters of political composition around Vice Chair appointments. Particular reference was now made in this respect to the appointment of Vice Chair of the Overview and Scrutiny Commission. At the request of Councillor Crow, and in accordance with Council Procedure Rule 17.4, the names of the Members voting for and against the motion moved by Councillor Lamb to appoint Councillor Sudan as Vice-Chair of the Commission, were recorded as set out below:-

For the motion:-

Councillors M L Ayling, C A Cheshire, I T Irvine, M G Jones, S J Joyce, P K Lamb, C C Lloyd, T Lunnon, C A Moffatt, C J Mullins, C Oxlade, B J Quinn, R Sharma, D J Shreeves, P C Smith, J Stanley, K Sudan, G Thomas and W A Ward (19).

Against the motion:-

Councillors B K Blake, Dr H S Bloom, N Boxall, K Brockwell, B J Burgess, R G Burgess, R D Burrett, D G Crow, C R Eade, R A Lanzer, L S Marshall-Ascough, B McCrow, D M Peck, K J Trussell and K B Williamson (15).

Abstentions:-

Councillor B A Smith.

The motion was therefore CARRIED and as such Councillor Sudan was appointed as Vice-Chair of the Overview and Scrutiny Commission.

Moved by Councillor Lamb, seconded and

RESOLVED

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

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

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

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

Outside organisations for which there were more nominations than places available

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

Item 8 (Crawley Community and Voluntary Service Trustee Board)

Councillors Eade, Sharma and Shreeves were nominated for two places.
Councillors Sharma and Shreeves were appointed.

Item 18 (Relate - North & South West Sussex Trustee Board)

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

Item 20 (West Sussex Health and Adult Social Care Select Committee)

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

Moved by Councillor Lamb, seconded and

RESOLVED

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

15. Closure of Meeting

The meeting ended at 9.22 p.m.

B A Smith
Mayor

Crawley Borough Council

Appointments to Committees 2014/15

Development Control (8 : 7)
M L Ayling
I T Irvine
S J Joyce
C A Moffatt (Chair)
R Sharma (Vice-Chair)
P C Smith
G Thomas
W A Ward
S A Blake
B K Blake
N J Boxall
B J Burgess
D Crow
B MeCrow
K J Trussell

General Purposes Committee (6 : 5)
M L Ayling
C A Cheshire
P K Lamb
T Lunnon
C Oxlade
J Stanley (Chair)
Substitute Member (Labour Group) – I T Irvine
R D Burrett (Vice-Chair)
D G Crow
C R Eade
R A Lanzer
L A Walker
Substitute Member – Conservative Group vacancy

Audit and Governance Committee (3 : 2)
<ul style="list-style-type: none"> • Not more than one member shall be a Cabinet member and that Member shall not Chair the Committee. • Substitutes added because small size & concerns about quorum
I T Irvine (Chair)
K Sudan
T Lunnon
Substitute Member (Labour Group) – C A Cheshire
R D Burrett
L A Walker (Vice-Chair)
Substitute Member (Conservative Group) – C R Eade

Licensing Committee (from 8 : 7 to 7:7:1)
1) Between 10 and 15 Members with a quorum of 10 when dealing with matters under the Licensing Act 2003
2) Members are reminded that the Committee includes Sub Committee daytime meetings responsibilities.
M G Jones (Chair)
C J Mullins
C Oxlade
B J Quinn (Vice-Chair)
R Sharma
D J Shreeves
J Stanley
K B Williamson
B K Blake
B MeCrow
B J Burgess
C R Eade
L S Marshall-Ascough
D M Peck
K J Trussell

Licensing Sub-Committee
1) A minimum of three members will be called upon to determine any given application and a Chair will be appointed at each meeting.
2) Membership should be the same as that of Licensing.
3) Please note that a significant number of these meetings are likely to be scheduled for the daytime.
M G Jones
C J Mullins
C Oxlade
B J Quinn
R Sharma
D J Shreeves
J Stanley
K B Williamson
B K Blake
B MeCrow
B J Burgess
C R Eade
L S Marshall-Ascough
D M Peck
K J Trussell

Overview and Scrutiny Commission (6 : 4)
All must be non-Cabinet members
C A Cheshire
I T Irvine
M G Jones
B A Smith
K Sudan (Vice-Chair)
W A Ward (Chair)
Dr H S Bloom
K Brockwell
R G Burgess
R A Lanzer

Appointments and Investigating Committee (Pool)
1) As far as possible, a politically balanced committee of between 3 and 7 members will be drawn from the following membership.
2) Any committee making recommendations relating to the appointment of the Chief Executive shall consist of seven members (with a quorum of five), whilst a committee appointing a Director shall consist of six members (with a quorum of four). Head of Service appointments shall be made by a committee of five (with a quorum of three).
3) Introduction of specialist training requirements to be explored.
4) Political groups may add further names to the pool if they so wish.
M L Ayling
S J Joyce
P K Lamb
C A Moffatt
C J Mullins
C C Lloyd
T Lunnon
C Oxlade
D J Shreeves
B A Smith
P C Smith
J Stanley
K Sudan
G Thomas
N J Boxall
R D Burrett
D Crow
R A Lanzer
B McCrow
D Peck
K J Trussell

Staff Appeals Board (Pool)
1) Each Board to comprise three members with a quorum of three from the following pool.
2) The members of the Board to include at least one Member of the opposition.
3) Political groups may add further names to the pool if they so wish.
4) Specialist training requirement for Members.
C J Mullins
B J Quinn
R Sharma
D J Shreeves
J Stanley
K Sudan
Dr H S Bloom
R G Burgess
R D Burrett
D G Crow
R A Lanzer

Grants Appeals Panel (Pool)
1) As far as possible, a politically balanced panel of 5 (3:2 split) members will be drawn from the following membership.
2) Not to include any Cabinet member involved in the decision on the grant application(s).
3) Political groups may add further names to the pool if they so wish.
M L Ayling
S J Joyce
C C Lloyd
C A Moffatt
C J Mullins
B J Quinn
K Sudan
B K Blake
S A Blake
K Brockwell
B J Burgess
C R Eade
L S Marshall-Ascough
L A Walker

Membership Committee (2:1)
Due to potential for changes of political control of the Council and leadership of political groups, to comprise:
1) the Leader of the Majority Group;
2) the Leader of the Opposition;
3) a second nominated Member from the Majority Group.
<i>(Subject to change if additional political groups ever established.)</i>

Crawley Borough Council

Outside Organisations to which the Council is invited to make nominations 2014/15

	Name of Organisation	Representatives / Deputies 2014/15 <i>(and any notes)</i> <i>(LO = CBC Link Officer)</i>
1.	Age UK – West Sussex Trustee Board (previously for Age Concern Centre) **	G Thomas <i>(LO = Craig Downs)</i>
2.	General Council of Broadfield Youth and Community Centre (BYCC)	I T Irvine John Dale (Community Development Officer and LO) <i>This organisation has recently obtained charitable status and since invited the Council to nominate one representative to serve as a member of the General Council of BYCC. It is anticipated that the General Council will meet twice a year to review the work of the centre.</i>
3.	Conservation Area Advisory Committees (CAAC)	<i>Minimum one Member (plus a substitute) from each ward within the CAAC but all Ward Members usually welcome</i>
3(a)	Central Crawley Conservation Area Advisory Committee <i>(Northgate & West Green)</i>	K Sudan G Thomas W A Ward <i>(LO = Anthony Masson)</i> <i>(Covers Northgate and West Green & previously Southgate)</i>
3(b)	Forestfield and Shrublands Conservation Area Advisory Committee	D Crow C R Eade <i>(LO = Anthony Masson)</i>

	Name of Organisation	Representatives / Deputies 2014/15 <i>(and any notes)</i> <i>(LO = CBC Link Officer)</i>
3(c)	Hazelwick Road Conservation Area Committee.	<i>Not yet set up. Member representation will be invited once established. Number of Members to be nominated yet to be confirmed.</i> <i>(LO = Tom Nutt)</i>
3(d)	Ifield Village Conservation Area Advisory Committee	B K Blake C Oxlade P C Smith J Stanley G Thomas <i>(LO = Sarah Henderson)</i>
3(e)	Southgate Conservation Area Advisory Committee	L S Marshall-Ascough R Sharma <i>(LO = Tom Nutt)</i>
3(f)	Worth Conservation Area Advisory Committee.	Dr H S Bloom B MeCrow R A Lanzer <i>(LOs = Tom Nutt & Ruth Growney)</i>
4.	Courage Dyer Recreational Trust	No new nominations required (Cllr B A Smith appointed automatically ex-officio as Mayor). S A Blake (to March 2017). B J Quinn (from July 2013 until July 2017). L A Walker (to July 2015). <i>(LO = Hayley Thorne)</i> <i>- 4 year appointments only</i> <i>- Once appointed, not required to remain a Councillor</i> <i>- Only 4 nominations acceptable in total</i>
5.	Crawley & Ifield Education Foundation (formerly Sarah Nash Charity) **	J Stanley <i>Only one nomination invited</i> <i>(no LO identified)</i>

	Name of Organisation	Representatives / Deputies 2014/15 <i>(and any notes)</i> <i>(LO = CBC Link Officer)</i>
6.	Crawley Arts Council (CAC)	B J Burgess C J Mullins R Sharma <i>CAC is willing to make 3 places available</i> Carolyn Murphy (Arts Development Officer and LO)
7.	Crawley Community Transport Association (CCTA) (formerly known as Crawley Dial-a-Ride) **	B J Quinn <i>(LO = Lindsay Adams)</i>
8.	Crawley Community and Voluntary Service Trustee Board	R Sharma D J Shreeves <i>Only 2 nominations invited</i> <i>(LO = Craig Downs)</i>
9.	Crawley Ethnic Minority Partnership (CEMP) Partnership Board **	B A Smith <i>(LO = Lindsay Adams)</i> <i>Only one nomination invited</i>
10.	Crawley Museum Society (and Crawley Museum Project Board)	K J Trussell C A Cheshire C J Mullins Carolyn Murphy (Arts Development Officer and LO) Membership of both the CMS & Project Board to be the same 3 Members & comprise the Cabinet Member for Leisure & Cultural Services plus one Member from each political group.
11.	Crawley Open House Management Committee	T Lunnon G Thomas <i>(plus officer from Housing and Planning Strategic Services)</i> <i>(LO = Nikki Hargrave)</i>

	Name of Organisation	Representatives / Deputies 2014/15 <i>(and any notes)</i> <i>(LO = CBC Link Officer)</i>
12.	Crawley Town FC Travel Plan Steering Group	<p>C A Cheshire C C Lloyd C J Mullins B J Quinn R G Burgess L S Marshall-Ascough</p> <p><i>(LO = Paul Baker)</i></p> <p><i>The Travel Plan will be ongoing and Andy Moulard (WSCC) has advised that the Steering Group should continue for a further 12 months to further progress that Plan.</i></p> <p><i>The Council was initially invited to nominate 4 to 6 Members, preferably to include representatives from each of Broadfield North and South, Southgate, Tilgate and Bewbush. As previously suggested, it would be advisable to avoid nominating Members who will be on the Development Control Committee.</i></p>
13.	Crawley Town Twinning Association (CTTA)	<p>C R Eade C Oxlade R Sharma B A Smith</p> <p><i>(LO = Nicky Shaw)</i></p> <p><i>The Association is willing to make 4 places available</i></p>

	Name of Organisation	Representatives / Deputies 2014/15 <i>(and any notes)</i>
		<i>(LO = CBC Link Officer)</i>
14.	Development Control North Committee (Horsham DC) **	<p>C A Moffatt P C Smith G Thomas (substitute) S A Blake N J Boxall D G Crow (substitute)</p> <p><i>(LO = Marie Bolton)</i></p> <p><i>All nominated to serve as co-opted, non-voting Members</i> <i>Must be Members of the Development Control Committee</i></p> <p><i>Officers are working on a memorandum of understanding for future consultation arrangements with Horsham on further applications which may not necessarily be as formal as co-opting onto the committee. In the meantime, the nominations should continue to be made until the future arrangements have been confirmed.</i></p>
15.	4sight (Formerly West Sussex Association for the Blind – Crawley Area Committee) **	<p>C R Eade C A Cheshire</p> <p><i>(LO = Damian Brewer)</i></p> <p><i>4sight is willing to make 2 places available</i></p>
16.	Friends of Goffs Park ** (FoGP)	<p>C J Mullins R Sharma</p> <p><i>(LO = Colin Hayler)</i></p> <p><i>FoGP is willing to make 2 places available</i></p> <p><i>FoGP has advised that other Members can still become a Friend of Goffs Park through other ways.</i></p>

	Name of Organisation	Representatives / Deputies 2014/15 <i>(and any notes)</i>
		<i>(LO = CBC Link Officer)</i>
17.	Gatwick Airport Community Trust (GACT)	<i>No new nominations required. Cllr S A Blake appointed for a 4 year term in 2012 representing CBC and other neighbouring West Sussex DCs.</i> <i>(LO = Craig Downs)</i> <i>Only 1 nomination invited 4 year appointment.</i>
18.	Relate - North & South West Sussex Trustee Board **	K Sudan <i>(LO = Craig Downs)</i> <i>Only one place available</i>
19.	Court of the University of Sussex	G Thomas <i>(LO = David Covill)</i> <i>Only one place available.</i>
20.	West Sussex Health and Adult Social Care Select Committee ***	W A Ward <i>(LO = Steve Lappage)</i> <i>Must be a Member of the OSC</i>
21.	West Sussex Joint Scrutiny Steering Group***	W A Ward <i>(LO = Steve Lappage)</i> <i>Should be the Chair of the OSC</i>
22.	West Sussex Joint Scrutiny Community Legal Advice Services Contract Task and Finish Group ***	C Oxlade <i>(LO = Craig Downs)</i> WSCC/District Councils impose no restrictions - any of our elected Members may be nominated.
23.	West Sussex Joint Scrutiny Flooding Task and Finish Group ***	B K Blake <i>(LO = Steve Lappage/Peter Allen)</i> <i>Only one place available</i>

	Name of Organisation	Representatives / Deputies 2014/15 <i>(and any notes)</i>
24.	West Sussex Mediation Service Management Committee **	C A Cheshire C J Mullins <i>(LO = CBC Link Officer)</i> <i>(LO= Tony Baldock)</i> <i>The Mediation Service is willing to make 2 main and 2 deputy places available</i>

** It is proposed to review if there is value in continuing to send representatives to some of the Outside Bodies - probably most likely those marked with asterisks x 2. Members will be consulted on the development of any such proposals.

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

Crawley Borough Council

Minutes of Development Control Committee

28 April 2014 at 7.30pm

Present:

Councillor J I Denman (Chair)
Councillor S J Joyce (Vice-Chair)

Councillors B K Blake, S A Blake, B J Burgess, L A M Burke, I T Irvine,
R Lanzer, 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
Marc Robinson	Principal Planning Officer
Manson Kendall	Principal Property Lawyer
Sally English	Democratic Services Officer

Apologies for Absence:

Councillor R Lanzer

85. Lobbying Declarations

There were no lobbying declarations.

86. Members' Disclosure of Interests

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor D Shreeves	Minute number 88	Land formerly Langley Green Primary School, Stagelands	Personal interest as Cllr Shreeves was previously a governor of Langley Green Primary School.

87. Minutes

The minutes of the meeting of the Committee held on 8 April March 2014 were approved as a correct record and signed by the Chair.

It was noted that substitute Councillor C Mullins' initials were C J, not C C.

88. Planning Applications List

The Committee considered report PES/136 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/136 of the Head of Planning and Environmental Services and in the Register of Planning Applications the decisions be given as indicated:-

CR/2014/0046/FUL

Land formerly Langley Green Primary School, Langley Green, Crawley.

Redevelopment of former school to construct 20 houses and 10 flats.

Jean McPherson, Group Manager (JMcP), gave a verbal summation of the application and advised that should the application be permitted, the Committee resolution to permit must be referred to the National Planning Casework Unit for a possible 'call in' to the Secretary of State for Communities and Local Government.

Mr Peter Brooks, the applicant, then gave a presentation in which he made the following points:

- The application was policy compliant in terms of the Core Strategy, Local Plan saved policies and NPPF
- Site was identified for residential development in 2007 in the adopted Central Langley Green Supplementary Planning Document
- Application complies with policy EN3 of the Core Strategy & NPPF para 74
- CBC's Playing Pitch Study 2013 (PPS) show that with current playing pitches there was capacity in the Borough to meet peak demand +10% & to meet anticipated demand peak demand in 2030
- CBC's PPS also identified a 9 ha oversupply of parks and recreation grounds to 2009 in Langley Green
- Sport England oppose the loss of any part of a playing field. Regulations state that a field is not a playing field if not used as such in past 5 years – this private area formed part of the school and has not been used since April 2004, therefore Sport England have no grounds to oppose the application
- CBC's Urban Design Officer was happy with the submitted plans

He also thanked the officers involved for their positive assistance. This was followed by a presentation by the ward member for Langley Green, Councillor Brenda Smith, in whose presentation the following points were made:

- Wholeheartedly supported the application
- Langley Green was one of the last schools to be redeveloped
- Playing fields had not been used for 10 years
- Applicant had also completed Aspen Court 2 years ago which was considered a very attractive development
- The current application was in keeping with the local area and would be sympathetic to existing buildings
- Had spoken to local residents who had no complaints or criticisms regarding the application

The Committee then considered the application. Questions were asked regarding:

- Comments made by Sussex Police regarding the boundary fencing at the site
- Request for an existing retained tree at the site to be covered by a TPO
- Disabled adaptations to the dwellings

JMcP responded as follows:

- Fencing was covered under condition 6 which specified the landscaping scheme but case officer would cross-check and contact the Member directly
- Case officer would contact the Member directly to explain why the tree did not merit a TPO
- Consideration had been given to turning spaces and sufficient space for manoeuvring, level access was part of the building regulations and the toilets were suitable for disabled access

Permit subject to notification to the Secretary of State; the completion of the unilateral S106 agreement, and the following conditions: permission time limit and Decision Notice, in accordance with Section 91 of the Town & Country Planning Act 1990; plans and particulars of existing and finished land levels and finished floor levels; schedule of materials and finishes for external walls (and roofs), front canopies, balconies and photo-voltaic cells on the roofs; detailed drawings of large scale window fenestration; scheme of hard and soft landscaping and soft landscaping to be carried out in the first planting and seeding season following occupation of the buildings or development completion, and any trees or plants which die, are removed or become damaged or diseased within five years of development completion are to be replaced within next planting season; details of boundary walls and/or fences; bin store/refuse areas/cycle provision; details of 1.8m high glass screens for rear-facing balconies; first floor windows on side elevations of building on plots 1 and 11 to be glazed with obscured glass and, apart from any top-hung vent, to be permanently non-opening; no windows, other than those shown on plan, to be constructed on first floor side elevations; details of external lighting; provision and construction of parking spaces; provision of visibility splays of 2.4m by 59m in both directions at site vehicular access onto Langley Drive, and once provided, to be kept free of all obstructions over 0.6m high above adjoining carriageway level; provision of pedestrian visibility splays of 2m by 2m either side of vehicular access onto Langley Drive and once provided, to be kept free of all obstructions over 0.6m high above adjoining carriageway level; construction of service vehicle turning space; no hardstanding to be permitted to serve the front gardens of plots 1 to 10 fronting Langley Drive unless permission is granted by LPA; Construction Management Plan; drainage strategy statement and drainage design details; bat roost and bird nest provision to be made under supervision of suitably qualified ecologist; in accordance with: policies GD1, GD2, GD3, GD5, GD25, H19 of the saved Crawley Borough Local Plan 2000; policy T3 of the Core Strategy of the Local Development Framework 2008; and in accordance with the National Planning Policy Framework and policy EN4 of the Crawley Core Strategy 2008.

CR/2014/0080/FUL

Site E2, Crawley Business Quarter, Northgate, Crawley

Retrospective change of use of site for off-airport parking.

Marc Robinson, Principal Planning Officer (MR) gave a verbal summation of the application which the Committee then considered. There was some concern regarding the unkempt appearance of the site as well as fast moving traffic along the nearby road. MR advised that it was a private road so beyond the control of CBC, and that as the application was only for 3 years, and landscaping conditions applied usually applied for five years, it was not reasonable to apply a condition to address this issue in this circumstance. MR advised that he would speak informally to the applicant regarding the site's appearance.

Permit subject to the following conditions: permission time limit of three years from date of permission (building and land works to be removed and land restored to its former condition on or before expiration of the period ending on 28 April 2017).

CR/2014/0102/FUL

Former Alexir Packaging, Faraday Road, Northgate, Crawley

Erection of the new ambulance Make Ready Centre (MRC) and hazardous area response team unit (HART) with associated access, parking and landscaping.

JMcP gave a verbal summation of the application and updated the Committee that since the report had been published, the contaminated land officer had returned his comments and raised no objection to the application. This was followed by a presentation by Ms Katie Lamb, a representative of the agent, and her presentation included the following points:

- Scheme addressed the requirement in Crawley for a Hazardous Area Response Team (HART) unit, which are part of the Government's Counter Terrorism Strategy
- Manor Royal seen as the ideal location for such a facility due to its close proximity to Gatwick Airport
- Application will support two functions on one site (Make Ready Centre, and HART unit)
- Design is of good quality and will enhance its part of Faraday Road through recent amendments including external appearance, open space recreation and tree and shrub planting
- Scheme will support emergency services in the area and maintain around 174 jobs
- SECamb had agreed a financial contribution to additional environmental improvements to the Manor Royal estate
- Scheme is sustainable and fully compliant with development Plan policy and provisions of the NPPF

She also thanked the officers involved for their supportive approach and assistance.

Members considered the application and felt there was further scope for renewable energy at the site, and also asked for clarification of Sussex Police comments. JMcP responded as follows:

- There was already an informative in which the applicant was encouraged to safeguard the space identified within the development to enable the building to be 'Network Ready' in the event the Manor Royal Scheme is delivered allowing the development to benefit from the technology.
- A photo-voltaic roof would be up to the applicant in the future and that there were no current requirements to provide this. This development would have to meet current energy efficiency requirements – this would be picked up in the building regulations.
- Sussex Police comments were reported regarding fencing, lighting in car parks, cycle racks and pedestrian walkways. They also advised the applicant should consider CCTV, and advised them on the Crime & Disorder Act. This advice was for the applicant to implement not through the planning process.

Permit subject to conclusion of a Unilateral S106 Agreement; permission time limit and Decision Notice, in accordance with Section 91 of the Town & Country Planning Act 1990; schedule and samples of materials and finishes to be used for external walls (and roofs) and perimeter palisade fencing; plans and particulars of existing and finished land levels and floor levels; hard and soft landscaping scheme, to include

species, number and spacing of trees and shrubs; planting, seeding or turfing to be carried out in first planting season following occupation or development completion, and trees or plants which die, are removed, become damaged or diseased to be replaced in the next planting season; design, laying out and construction of accesses from the site to the public highway (Faraday Road) to be designed, laid out and constructed to specification and before occupation; on-site parking spaces and circulatory arrangements to be designed, laid out and constructed before occupation; Travel Plan Framework Document to be implemented within three months of occupation; surface water drainage scheme; Bird Hazard Management Plan; in accordance with policies GD1, GD2, GD5, GD23 and GD25 of the Crawley Borough Local Plan 2000.

CR/2014/0136/FUL

Broadfield Barton, Broadfield, Crawley.

Removal of existing canopy & under canopy lighting and replacement in part with new canopy and under canopy lighting.

MR gave a verbal summation of the application which the Committee then considered. There was concern that the proposed lighting was exposed and vulnerable to damage. MR advised that whilst details of the lighting had not yet been submitted, he recommended the committee could include a condition specifically regarding the lighting, to read:

Prior to their installation, details of the lights shall first have been submitted to and been approved in writing by the Local Planning Authority. The lights shall thereafter be installed only in accordance with the approved details.

REASON: To ensure the safety of public areas in accordance with 'saved' Policy GD9 of the Crawley Borough Local Plan 2000.

Permit subject to the following conditions: permission time limit and Decision Notice in accordance with Section 91 of the Town & Country Planning Act 1990; canopy to be constructed in extruded structural alloy with white powder-coated finish in accordance with submitted sample; approval of lighting details prior to its installation; in accordance with saved policies GD1, GD2 and GD9 of the Crawley Borough Local Plan, and policy EN5 of the LDF Core Strategy.

CR/2014/00138/PA3

Stoner House, London Road, Northgate, Crawley.

Prior approval for change of use from office (B1) to residential (C3) 76 flats (72 x 1 bed & 4 x 2 bed) (amended description).

MR advised that there was a proposal to change the published Officer recommendation to permit the application, following discussions with, and information from, the applicant as well as discussions with the Environmental Health Department. He tabled a full update on the application and the new conditions, and also reiterated that the application was not a planning one, but a prior approval request. There had been no objections from WSCC or any issues raised relating to flooding.

MR advised that dialogue had continued with Environmental Health regarding the contamination risks on the site. The site is a former gas works. Stoner House is raised above ground level and the car park area below the building is tarmaced. The site has been identified as potentially contaminated. The submitted Phase 1 Geo-Environmental Site Assessment concluded the site did not represent a risk to future occupants but identified that new water supply pipes should be of an appropriate

specification for passing through contaminated land and all new service points should be protected and sealed to prevent any ingress of potential ground gas. The EH Officer commented that the land would not be determined as contaminated land under Part 2A of the Environmental Protection Act 1990 *as there will be no pathway between the future receptors (residents) and the potential contamination under the site.* Therefore, for the purposes of determining Class J, it was considered that Prior Approval could be granted in view of this clarification.

It was therefore possible to apply conditions on Prior Approval requests as of 6th April 2014 and it was recommended that the following are applied in this instance:

Condition 1

The recommendations set out in Phase 1 – Geo-Environmental Site Assessment, Stoner House, dated February 2014, shall be fully implemented prior to the occupation of the building for residential purposes and maintained as such thereafter.

Reason: To safeguard future occupants of the site, in accordance with Policies GD1, GD19 and GD20 of the Crawley Borough Local Plan 2000.

Condition 2

No works or development of any description shall take place below ground level unless a mitigation scheme to deal with the contamination of the land and/or ground water has been submitted to and approved by the LPA and until the measures approved in that scheme have been fully implemented. The scheme shall include all the following measures, unless the LPA dispenses with any such requirement specifically and in writing:

1. A **desk-top study** carried out by a competent person. The study shall detail the history of the site uses and identify and evaluate all potential sources and impacts of land and/or groundwater contamination relevant to the site. Two full copies of the desk-top study and the non-technical summary shall be submitted to the LPA.
2. A **site investigation** shall be carried out by a suitably qualified and accredited consultant/contractor in accordance with a Quality Assured sampling and analysis methodology BS 10175:2011. The site investigation should fully and effectively characterise the nature and extent of any land and/or groundwater contamination and its implications, including an assessment of risk to any potential receptors. A full report on the findings of the site investigation shall be submitted to the LPA see note above.
3. A written **remediation statement**, detailing the works necessary so as to render harmless the identified contamination given the proposed end use of the site and surrounding environment, including any controlled waters, shall be submitted to the LPA and agreed in writing with the LPA prior to any remediation commencing on site. Two copies of the remediation report shall be submitted to the LPA.
4. Approved remediation works shall be carried out in full on site, under a quality assured scheme to demonstrate compliance with the proposed methodology and best practice guidance. If during the remediation works contamination is encountered that had not previously been identified then the additional contamination shall be fully assessed and an appropriate remediation scheme agreed with the LPA in accordance with the process laid out at points 1 – 3 above.
5. Upon completion of the remediation works, this condition shall not be discharged until a further **validation report** has been submitted to, and approved by the LPA. The validation report shall include quality assurance certificates to show that the works have been carried out in accordance with the approved methodology. Details of any post remedial sampling and analysis to show the site has reached the required clean-up criteria shall be included in the

validation report together with the necessary documentation detailing what waste materials have been removed from the site.

Reason: To safeguard future occupants of the site in accordance with Policies GD1, GD19 and GD20 of the Crawley Borough Local Plan 2000.

Condition 3

The development hereby approved, shall not be occupied until the vehicle parking and turning spaces have been constructed in accordance with a car parking plan, to be submitted to and approved in writing by the Local Planning Authority. These spaces shall thereafter be retained for their designated use.

REASON: To provide adequate on-site car parking and turning space for the development and ensure its operational requirements are met in accordance with 'saved' policy GD3 of the Crawley Borough Local Plan 2000.

Permit subject to the following conditions: permission time limit and Decision Notice in accordance with Section 91 of the Town & Country Planning Act 1990; prior to occupation of the building, the recommendations set out in Phase 1 – Geo-Environmental Site Assessment, Stoner House, dated February 2014, to be fully implemented; no work or development of any description to take place below ground level until a mitigation scheme to deal with the contamination of the land and/or ground water has been submitted to and approved by the LPA and until the measures approved in that scheme have been fully implemented; mitigation scheme to include: a desktop study, a site investigation, a written remediation statement, remediation works to be carried out under a quality assured scheme and following remediation works, a validation report which must contain quality assurance certificates; construction of vehicle parking and turning spaces in accordance with a car parking plan; in accordance with policies GD1, GD3, GD19 and GD20 of the Crawley Borough Local Plan 2000.

CR/2014/0187/FUL

23 Tennyson Close, Pound Hill, Crawley.

Erection of front porch.

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

Permit subject to the following conditions: permission time limit and Decision Notice, in accordance with Section 91 of the Town & Country Planning Act 1990; materials and finishes of external walls (and roof(s)) of the building(s) to match the colour and texture of those of the existing buildings; in accordance with policy GD1 of the Crawley Borough Local Plan 2000.

89. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 9.12pm.

J I DENMAN
Chair

Crawley Borough Council

Minutes of Development Control Committee

23 May 2014 at 6.30pm

Present:

Councillor S J Joyce (Vice-Chair)
Councillors B K Blake, S A Blake, L A M Burke, I T Irvine, R Lanzer,
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
Manson Kendall	Principal Property Lawyer
Sally English	Democratic Services Officer

Apologies for Absence:

Councillors J Denman (Chair) and R A Lanzer

90. Lobbying Declarations

There were no lobbying declarations.

91. Members' Disclosure of Interests

There were no disclosures of interest.

92. Minutes

The minutes of the meeting of the Committee held on 28 April 2014 were approved as a correct record and signed.

93. Planning Applications List

The Committee considered report PES/137 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/137 of the Head of Planning and Environmental Services and in the Register of Planning Applications the decisions be given as indicated:-

CR/2014/0160/RG3

2-12 Stephen Close, Langley Green, Crawley.

Installation of external rendered insulation to all elevations.

Jean McPherson, Group Manager (JMcP), gave a verbal summation of the application which the Committee then considered. JMcP informed the Committee that the colour of the render is agreed between the Planning Officer and the applicant, but advised that if the Committee had any particular opinions regarding the colour of the render, these would be noted. She also added that Gatwick Airport Ltd (GAL) and the National Air Traffic Services (NATS) are statutory consultees for all applications in Langley Green because of its position in relation to the airport.

Permit subject to the following conditions: permission time limit and Decision Notice, in accordance with Section 91 of the Town & Country Planning Act 1990; approval of the colour of the render to the front, rear and side elevations; in accordance with policy GD1 of the Crawley Borough Local Plan 2000.

CR/2014/0080/FUL

80-106 Denchers Plat, Langley Green, Crawley.

Installation of external rendered insulation to all elevations.

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

Permit subject to the following conditions: permission time limit and Decision Notice, in accordance with Section 91 of the Town & Country Planning Act 1990; approval of the colour of the render to the front, rear and side elevations; in accordance with policy GD1 of the Crawley Borough Local Plan 2000.

CR/2014/0162/RG3

68-98 Martyrs Avenue, Langley Green, Crawley.

Installation of external rendered insulation to all elevations.

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

Permit subject to the following conditions: permission time limit and Decision Notice, in accordance with Section 91 of the Town & Country Planning Act 1990; approval of the colour of the render to the front, rear and side; in accordance with policy GD1 of the Crawley Borough Local Plan 2000.

CR/2014/0163/RG3

1-22 St Edmunds Close, Langley Green, Crawley.

Installation of external rendered insulation to all elevations.

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

Permit subject to the following conditions: permission time limit and Decision Notice, in accordance with Section 91 of the Town & Country Planning Act 1990; approval of the colour of the render to the front, rear and side; in accordance with policy GD1 of the Crawley Borough Local Plan 2000.

CR/2014/0164/RG3

1-50 St Joan Close, Langley Green, Crawley.

Installation of external rendered insulation to all elevations.

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

Permit subject to the following conditions: permission time limit and Decision Notice, in accordance with Section 91 of the Town & Country Planning Act 1990; approval of the colour of the render to the front, rear and where appropriate the side; in accordance with policy GD1 of the Crawley Borough Local Plan 2000.

CR/2014/0165/RG3

1-68 Beckett Lane, Langley Green, Crawley.

Installation of external rendered insulation to all elevations.

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

Permit subject to the following conditions: permission time limit and Decision Notice, in accordance with Section 91 of the Town & Country Planning Act 1990; approval of the colour of the render to the front, rear and where appropriate the side; in accordance with policy GD1 of the Crawley Borough Local Plan 2000.

CR/2014/0179/FUL

Penn Ric, Balcombe Road, Pound Hill, Crawley.

Loft conversion incorporating 3 no. front dormers & 3 no. rear dormers, first floor side extension and hip to gable alterations (amended description).

JMcP gave a verbal summation of the application and advised the Committee that policy G2 also stated that minor building works were permitted in cases such as the current application, this had been omitted from the officer's report. The Committee then considered the application.

Permit subject to the following conditions: permission time limit and Decision Notice, in accordance with Section 91 of the Town & Country Planning Act 1990; materials and finishes of external walls (and roof(s)) of building(s) to match colour and texture of existing building(s); high level window on southern (side) elevation to be glazed at all times with obscured glass unless all or part of the window is more than 1.7m above the floor; no windows to be constructed in northern (side) elevation of the original dwelling, and in the southern (side) elevation of the first floor side extension without prior permission; no equipment or building materials to be stacked or stored under the canopy of any of the protected trees on site under TPO number 16.7.24 during construction period; in accordance with policies GD1, H19 of the Crawley Borough Local Plan 2000.

CR/2014/0193/RG3

Eden Road, Gossops Green, Crawley

Change of use from existing grass verge to a public carriageway to form additional parking spaces.

JMcP gave a verbal summation of the application which the Committee then considered. There was some concern regarding the earth bund being affected and JMcP advised that it was being retained as part of the works.

Permit subject to the following conditions: permission time limit and Decision Notice, in accordance with Section 91 of the Town & Country Planning Act 1990; Construction Management Plan.

CR/2014/0196/RG3

Scory Close, Bewbush, Crawley

Change of use of existing planted/landscape to a public carriageway to form additional parking spaces and pedestrian accesses, and low level fencing, widening of pedestrian footway (in part), relocation of two existing lighting columns, change of use to vehicle carriageway from public footway and vice versa (in part), introduction of new street trees.

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

Permit subject to the following conditions: permission time limit and Decision Notice, in accordance with Section 91 of the Town & Country Planning Act 1990; installation of root protection measures, and maintenance as such throughout the construction period; in accordance with policy GD5 of the Crawley Borough Local Plan 2000.

94. Outgoing Committee Members

The Chair on behalf of the Committee thanked the two outgoing Members, Councillor Alan Quirk and Councillor Lee Burke, for their contribution to the Committee and this was endorsed by the Committee with a round of applause.

95. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 7.05pm.

S J JOYCE
Vice Chair in the Chair

Crawley Borough Council

Minutes of Development Control Committee

16 June 2014 at 7.30 pm

Present:

Councillor	C A Moffatt (Chair)
Councillor	R Sharma (Vice-Chair)
Councillors	M L Ayling, B K Blake, S A Blake, N J Boxall, B J Burgess, D G Crow, I T Irvine, S J Joyce, B McCrow, P C Smith, K J Trussell and W A Ward

Officers Present:

Angela Tanner	Head of Planning & Environmental Services
Jean McPherson	Group Manager Development Management
Val Cheesman	Principal Planning Officer
Marie Bolton	Principal Planning Officer
Manson Kendall	Principal Property Lawyer

Apologies for Absence:

Councillor G Thomas

1. Lobbying Declarations

The following lobbying declarations were made by Members:-

Councillor B Burgess had been lobbied regarding applications CR/2013/0598/FUL and CR/2014/0081/FUL.

Councillor B McCrow had been lobbied regarding application CR/2014/0338/CON.

2. Members' Disclosure of Interests

The following disclosures of interests were made by Members:-

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor B Burgess	Minute 4	CR/2014/0081/FUL Unit 99 Finlay Court 113 Nokes Court, Commonwealth Drive, Three Bridges, Crawley	Personal Interest as Councillor R G Burgess (husband) was speaking in objection to the planning permission.

3. Attendance Register

In the absence of the Attendance Register, Councillor Crow proposed that the Committee agree that all Members were in attendance apart from Councillor Thomas who had sent his apologies.

RESOLVED

That the Committee agree that all Members were in attendance apart from Councillor Thomas.

4. Minutes

The minutes of the meeting of the Committee held on 23 May 2014 were approved as a correct record and signed by the Chair. The Chair declared that he had not signed the previous minutes but had done so now.

5. Planning Applications List

The Committee considered report PES/138 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/138 of the Head of Planning and Environmental Services and in the Register of Planning Applications the decisions be given as indicated:-

CR/2013/0598/FUL

Beaubush Cottage, Horsham Road, Bewbush, Crawley.

Retrospective application for erection of a two storey house. (Amended drawings received).

Marie Bolton (Principal Planning Officer), gave a verbal summation of the application particularly noting that work had stopped on site and the building as it stood did not accord with the submitted plans which the Committee then considered.

Councillors B K Blake, S Blake, B Burgess, S Joyce, B McCrow, R Sharma and K Trussell had attended the site visit.

Councillor B Burgess called for a recorded vote. The Committee however firstly voted unanimously in favour of an extra parking condition being added to the planning permission.

At the request of Councillor B 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 as amended:

Councillors C A Moffatt (Chair), M Ayling, S Blake, B K Blake , N Boxall, D Crow, I Irvine, S Joyce, B McCrow, R Sharma, P Smith, K Trussell and W Ward (13)

Against the proposal as amended:

Councillor B J Burgess (1)

Abstention:-

None

Councillor B Burgess specifically asked that it be noted that she had also requested a recorded vote in respect of the extra parking condition but the Committee chose not to take-up that request.

The following new condition was agreed:

“Within 3 months of the date of this permission, details for the provision of car parking for 3 vehicles shall be submitted to and approved by the Local Planning Authority and such provision shall thereafter be used only for the parking of cars.

REASON: To ensure that the enlarged building has adequate and satisfactory provision for the parking of vehicles clear of adjacent highways in accordance with Policy GD3 of the Crawley Borough Local Plan 2000.”

The proposal was therefore CARRIED and it was resolved that the application be **Permitted** subject to the following conditions: Decision Notice, schedule of materials of the finishes, windows and doors, no permanent access on to the flat roof above the two-storey dwelling, details of the access to the flat roof above the two-storey dwelling, mono-pitched roof, first floor windows (eastern elevation), additional enlargement, improvement or other alteration, vehicular access and parking.

Note: The Officer undertook to ask the Development Control Enforcement Team to visit the site to assess whether any breaches of planning permission had taken place.

CR/2013/0653/FUL

The Flight Tavern, Charlwood Road, Crawley.

Change of use from Public House (A4) with staff flat at first floor level, to bed and breakfast (C1). Minor alterations to the rear and side elevations including the provision of a new external fire escape and retention of the existing car park for guests.

Jean McPherson (Group Manager), gave a verbal summation of the application.

The Group Manager asked the Committee to note the following changes to the Consultations as follows:-

1. "Gatwick Airport strongly objected if the applicant also wished to include airport car parking operations within the proposed scheme. That was not transparent in the planning application submitted which only proposed to change the use to Bed & Breakfast"; and
2. "GAL sought that if CBC was minded to grant planning consent for the change of use sought by the applicant, it supported the attachment of a robust planning condition which restricted the site to a given car parking allocation appropriate and proportionate in size to deliver the needs of the 12 room Bed & Breakfast "

Mr Tim North, an Agent on behalf of the Applicant, then addressed the Committee.

The Committee considered the application.

Permit subject to the following conditions: subject to notification to the CAA and GAL and subsequently to the National Planning Casework Unit, permission time limit, Decision Notice, landscaping within the car-park, replacement landscaping, car park restoration, car park, use, covered and secure cycle parking spaces, external lighting.

CR/2014/0062/ARM

Phase 1C, Forge Wood, Crawley.

Approval of reserved matters for a residential development comprising 50 x residential apartments and associated works pursuant to CR/1998/0039/OUT for erection of up to 1900 dwellings, 5000 sq.m of use Class B1, B2 and B8 employment floorspace, 2500 sq.m of retail floorspace, a local centre/community centre (including a community hall), a new primary school, recreational open space, landscaping, the relocation of the 132KV OHV power line adjacent to the M23, infrastructure and means of access (amended plans received).

Jean McPherson (Group Manager), gave a verbal summation of the application noting that since the report had been prepared a number of amended plans had been received showing changes to the design of the flats and the parking layout which had removed 2 parking spaces in order to address previous concerns raised by the Arboricultural Officer..

Mr David Hutchison, an Agent on behalf of the Applicant, addressed the Committee. The Committee then considered the application.

Approve subject to the following conditions: Decision Notice, typical construction details of each window type, design features to (false window detail; Juliette balcony detail; tile creasing detail; brick detail in gable and gable head brick feature; stone and

brick banding detail; column detail around entrance door and porch detail; and corbel detail), external lighting, combined aerial facilities, solar panels and renewables, Ecological Assessment, retention of trees/bushes/hedges, landscaping works, planting, seeding and turfing.

CR/2014/0081/FUL

Units 99 Finlay Court and 113 Nokes Court, Commonwealth Drive, Three Bridges, Crawley.

Change of use of the ground floor unit in Block F from a community hall/gym (D1) to retail (A1), financial/professional (A2), restaurants/cafes (A3), hot food takeaway (A5), non-residential institutions (D1) or assembly/leisure (D2) and change of use of the ground floor unit in Block H from A1, A2, A3, A5, D1 and D2 to education facility (D1) and/or office use (B1)/financial/professional use (A2) (amended description).

Marie Bolton (Principal Planning Officer), gave a verbal summation of the application which the Committee then considered.

Paul Lemar, the Planning Director for the Applicants, addressed the Committee, Mr K Patel also addressed the Committee supporting the Applicants. Councillor R G Burgess, the Ward Councillor, spoke against the application.

At the request of Councillor B 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 C A Moffatt (Chair), M Ayling, S Blake, B K Blake , N Boxall, D Crow, I Irvine, S Joyce, B McCrow, R Sharma, P Smith and K Trussell (12)

Against the proposal:

Councillors B J Burgess and W Ward (2)

Abstention:-

None

Permit subject to the following conditions: permission time limit, Decision Notice, ventilation and odour control scheme, noise control and extraction system, Use Classes.

Councillors B K Blake, S Blake, B Burgess, S Joyce, B McCrow, R Sharma and K Trussell had attended the site visit.

CR/2014/0205/FUL

72 Southgate Drive, Southgate, Crawley.

Retrospective application for installation of solar panels.

Marie Bolton (Principal Planning Officer), gave a verbal summation of the application which the Committee then considered.

Permit subject to the following condition: Decision Notice.

Councillors B Blake, S Blake, B Burgess, S Joyce, B McCrow, R Sharma and K Trussell had attended the site visit.

CR/2014/0299/P24

Land adjacent to Bewbush Drive, Bewbush, Crawley.

Replacement of existing 12M high telegraph pole structure with 15M high structure, addition of 1 x equipment cabinet and ancillary development.

Marie Bolton (Principal Planning Officer), gave a verbal summation of the application which the Committee then considered.

Permit subject to the following condition: British Standard Code of Practice of the safe use of cranes, for crane operators.

CR/2014/0321/PA3

First Choice House, London Road, Northgate, Crawley.

Prior approval for change of use from B1 (office) to C3 (residential) for 91 x 1 & 2-bed apartments.

Marie Bolton (Principal Planning Officer), gave a verbal summation of the application which the Committee then considered.

Approve.

CR/2014/0338/CON

Land West of Copthorne, Copthorne Way, Copthorne, West Sussex.

Consultation from Mid Sussex District Council for outline planning application for up to 500 homes, a primary school and doctors surgery, up to 15,500 sq.m employment floorspace (B1C light industry/B8 storage and distribution), public open space, allotments, associated landscaping, infrastructure (including sub stations 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. (Further highway and transport information received 7th May 2014).

Jean McPherson (Group Manager), gave a verbal summation of the application which the Committee then considered.

Raise Concerns and recommend the following point be included into the response set out 7.1 in the Officer report and point 3 of the recommendation to read as follows:

“A condition/s or S106 Agreement is secured to deliver the highway improvements required for junction 10 and Hazelwick roundabout in a timely manner mindful of the construction phasing of the NES development. Further highway improvements should also be sought to mitigate for the increased traffic impact from future residents travelling to Crawley via the Copthorne hotel roundabout, along the A2220, Worth Park Avenue and past Three Bridges Station.”

6. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 10.22 p.m.

C A MOFFATT
Chair

Crawley Borough Council

Minutes of Licensing Committee

18 June 2014 at 7.30pm

Present:

Councillor M G Jones (Chair)

Councillor B J Quinn (Vice-Chair)

Councillors B K Blake, B J Burgess, C R Eade, B McCrow,
C J Mullins, D M Peck, R Sharma, D J Shreeves, J Stanley,
K J Trussell and K B Williamson

Also in Attendance:

Mr Martin Feasey
Mr Iain McDonald

Crawley Hackney Carriage Association (Secretary)
Vector Transport Consultancy

Officers Present:

Tony Baldock
Mez Matthews
Bill Nailen
Astrid Williams

Environmental Health Manager
Democratic Services Officer
Licensing Officer
Solicitor

Apologies for Absence:

Councillors L S Marshall-Ascough and C Oxlade

1. Members' Disclosure of Interests

No disclosures of interests were made by Members.

2. Minutes

The minutes of the meeting of the Committee held on 9 January 2014 were approved as a correct record and signed by the Chair.

3. Licensing Sub Committee Minutes

The minutes of the following meeting of the Licensing Sub Committee were approved as a correct record and signed by the Member indicated below:-

Date	Sub Committee Minutes	Minutes signed by
3 March 2014	Application to Review the Premises Licence – 'JJ Whispers', 107 High Street, Crawley.	Councillor B K Blake (Chair of the Panel)

4. Hackney Carriage Unmet Demand Survey 2014

The Committee considered report PES/157 of the Head of Planning and Environmental Services which requested that the Committee give consideration to the unmet demand survey report which had been undertaken on behalf of Crawley Borough Council and decide whether the Council should continue to operate a policy of limiting the number of hackney carriage licences, and if so, at what level.

Following a question from the Committee, Iain MacDonald, the representative from Vector Transport Consultancy, confirmed that the Crawley Hackney Carriage Association had been consulted as part of the survey and had expressed its wish that the number of licences remain restricted.

The Committee discussed the proposal and were informed that the number of Hackney Carriage licences was currently 123. It was suggested that the downturn in late night activity in the Town Centre since the recession appeared to have resulted in a decrease in demand for hackney carriages. It was acknowledged however, that any increase in demand would be evidenced in a future unmet demand survey which would be conducted at least every 3 years. The Committee was satisfied that the survey showed there to be no significant unmet demand and it commended Vector Transport Consultancy on the production of such a good, evidence-based study.

Martin Feasey, Secretary for the Crawley Hackney Carriage Association, addressed the Committee and expressed his agreement with the findings of the survey. He commented that the number of Hackney Carriages operating in the area had dropped over the past 5 years.

Robert Feasey, an independent Hackney Carriage driver, addressed the Committee and stated that he had not been able to comment on the survey findings as he had not been able to access it until a few days previously. Mr R Feasey was informed that the matter would be taken up with the Licensing Officers.

RESOLVED

1. That, having given consideration to the unmet demand survey report, the Committee was satisfied there was no significant unmet demand for the services of hackney carriages within the borough,
2. That the Council would continue to have a policy of limiting the number of hackney carriage licences issued by Crawley Borough Council, and

3. That the limit on the number of hackney carriages would be the current number issued: 123, subject to any applicant demonstrating exceptional circumstances.

5. Closure of Meeting

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

M G JONES
Chair

Crawley Borough Council

Minutes of Audit and Governance Committee

25 June 2014 at 6.30pm

Present:

Councillor	I T Irvine (Chair)
Councillor	L A Walker (Vice Chair)
Councillors	R D Burrett, T Lunnon and K Sudan

Also in Attendance:

Paul King, Director, of Ernst and Young LLP.

Officers Present:

Chris Bower	Senior Auditor (as an observer only)
Ann-Maria Brown	Head of Legal and Democratic Services
Roger Brownings	Democratic Services Officer
Chris Corker	Fraud and Inspections Manager
Gillian Edwards	Audit and Risk Manager
Chris Harris	Head of Community Services
Karen Hayes	Deputy Head of Finance
Ray Hook	Built Environment Manager
Phil Rogers	Director of Community and Partnership Services

1. Members' Disclosures of Interests

There were no disclosures of interest.

2. Minutes

The minutes of the meeting of the Committee held on **12 March 2014** were approved as a correct record and signed by the Chair.

With regard to Minute No. 37 (Update on the Operation of the Standards Regime under the Localism Act 2011), the Head of Legal and Democratic Services confirmed that the term "informal action", as identified in the outcome of a Code of Conduct complaint, had been used to explain that the complaint was resolved through informal steps, with no formal action being necessary.

3. Fraud Team Report

The Committee considered report **FIN/338** of the Corporate Fraud and Inspections Manager, which focused on activity for the period from 1 April 2014 to 10 June 2014.

The Committee was firstly updated on the intentions by the DWP (Department of Works and Pensions) to transfer all housing benefit fraud work currently undertaken by local authorities to the DWP as a central fraud investigation service. The Committee had previously been advised that the DWP had made clear that this process would be rolled out between October 2014 and March 2016, with each authority, including this Council, being advised shortly as to when the transfer process would be applying to them. This Council had subsequently received notification that its implementation date would be 1 October 2014. However, with the Council having been awarded a Government grant to expand work over a two year period in respect of housing tenancy fraud, the Council had put in a request to delay the transfer, and thus retain staff in the Fraud Team (who were in scope to be transferred), to see that tenancy fraud work through. With this in mind the Fraud and Inspections Manager was pleased to announce that the Council had since been informed that its request for the transfer delay had been granted, with the transfer date now due to be implemented in August 2015. It was emphasised that whilst there would be an eventual loss of housing benefit fraud work, housing benefit was not the only fraud risk to the Council. The report again highlighted the other areas for which the Team had continued to be very proactive and areas which had not yet been fully explored, and on which the new Team formation would be further able to focus and explore.

The Committee considered the Team's activity for the period from 1 April 2014 to 10 June 2014.

- As indicated above, the Team was now looking into a wide range of fraud and loss against the Council, with the main areas of investigation (in addition to housing benefit) being housing, council tax and business rates.
- A further three properties had been recovered as part of the work in the area of tenancy fraud.
- Work also continued to be developed in terms of investigating housing applications. The Team in this reporting period had prevented two further properties from being allocated and lost from the Council's stock.
- Work was also ongoing in terms of investigating Right to Buy applications, with one application having already been stopped.
- The Committee acknowledged that service performance continued to improve generally, including the application of various sanctions, of which there had been one further and successful prosecution.
- The total overpaid benefit (including benefits administered by the DWP) identified by the Team for this reporting period was £63,930 with a year to date total of £348,144.

The Committee received overall information on losses prevented, stemmed, recovered and gained. Whilst Members sought and received clarification on the presentation of the information, the Fraud and Inspections Manager indicated that he would look to further review that information with the intention of increasing its clarity for future reporting purposes.

RESOLVED

That the report be noted.

4. Variation to the Order of Business

The Chair announced a change in the order of business, so that the next item to be considered by the Committee would be the report on Maidenbower Pavilion – Review of Lessons Learned on Capital Projects (Item 7 of the Agenda). On completion of that Item, the Committee would resume with the remaining business as set out in the Agenda, with the next item being Item 5 (a) (Audit Plan Year End 31 March 2014).

5. Maidenbower Pavilion – Review of Lessons Learned on Capital Projects

At its previous meeting held on 12 March 2014, the Committee discussed a request from Councillor Walker to consider a number of issues relating to the construction of Maidenbower Pavilion. A Briefing Note on this matter had been circulated to the Committee, and following a detailed discussion on all issues and concerns raised, the Committee conveyed its view that a report should be submitted to this (June) meeting of the Committee. The Committee had considered the overall scope of the report to be submitted, whilst it was felt that this should also include an assessment as to the extent to which the lessons learned (as identified in the report on the Pavilion to the Committee's March 2012 meeting) had been put into effect on subsequent major construction contracts.

The Committee now had before it report **FIN/337** of the Audit and Risk Manager, which whilst identifying the issues and concerns raised as part of the agreed scope contained in Appendix A to the report, covered the work undertaken and the responses made in addressing those matters raised. The report also included additional issues since raised by Councillor Walker regarding the Pavilion's Social Club. At this point Councillor Walker wished it to be recorded that because of the number of new Members sitting on the Committee for the first time at this meeting, he had felt it unfair that background information regarding the Pavilion had not been circulated, despite his requests. (With regard to his requests, Councillor Walker had been informed of the statutory position regarding the circulation of such information requested, and had been advised that any Member of the Council could inspect the information referred to).

With Councillor Walker reemphasising his concerns relating to such matters as the type of contract which had been utilised in terms of the Pavilion's construction (including the design team element), issues around the extent of the excess spoil created under the contract, the refurbishment / upgrade of the Pavilion's kitchen, site security and areas relating to the Pavilion's Social Club, the Committee discussed and considered these matters in detail. As part of that discussion, the Committee was further advised of the factors that had led to the underlying issue of overspend, the lessons that had been learnt, and the actions that had since been put in place, and continued to be put in place to address this and concerns raised generally. The objective was to ensure that similar occurrences to those highlighted, did not occur again in the future without much earlier control and reporting.

With regard to the Social Club and indeed the project overall, It was considered too early to determine the impact achieved, i.e. that the objectives of the project and the needs/aspirations of the community had been met. However, in response to Councillor Walker's concerns it was felt that Officers should further consider how they intended to measure effectiveness to ensure that the project had met its stated aims. It was acknowledged that this might take the form of quantitative measures, such as usage of the facilities by number of people attending, by number of bookings taken, by turnover in the café, the financing of the Club, or qualitative measures, such as feedback forms and questionnaires. The Director of Community and Partnership Services indicated that this would assist in confirming if the Community felt it was

being provided with a higher quality of service and importantly that the facilities had been accessible to people community wide. In response to the issues raised on the security aspects of the design of the building, including the CCTV provision, it was suggested that further investigation would be undertaken into this matter as well as issues of vandalism to the external fabric of the Pavilion. The outcomes of this and work on the quantitative measures (subject to any legal constraints to request parts of that quantitative detail), would be considered as part of a report to be submitted to the Committee's next scheduled meeting in September. **(For Action)**.

In addition, the Head of Community Services indicated that Crawley CVS (who the Council funded to offer advice to voluntary sector groups) had been supporting and working with the Social Club and was currently satisfied that the Club was making constitutional / operational progress in its first year of operation. As part of its constitution, the Social Club also invited all Ward Councillors to attend their Committee meetings as observers. Members acknowledged that there needed to be a balance which allowed the Club to manage its ongoing affairs while providing reassurance to the Councillors that the activities were being effectively managed. Whilst this was the case, the Head of Service referred the Committee to the seven measures of progress on pages five and six of the report and advised of the Council's intention to continue to work with the Club and the CVS on the requirements and expectations within those measures, which had been agreed with the Social Club. The outcomes of that work would also be included in the report intended for submission to the Committee's September meeting. **(For Action)**.

The concerns raised by Councillor Walker were also considered by the Committee in the context of the high value and number of contracts undertaken by the Council before and after the Maidenbower Pavilion project (including for example K2 and Decent Homes), all of which had been delivered on time and to budget. Furthermore, it was emphasised that in order to provide further assurance as to the extent to which lessons had been learnt, the Audit and Risk Section had recently reviewed a number of capital projects since undertaken, and was satisfied that the lessons learnt were being acted upon in those capital projects. The Audit and Risk Section would be involved in larger capital projects on an ongoing basis, and would identify any areas of weakness in a timely manner. In response to comments made on these issues, the Committee was assured that all Directors were now fully aware of the lessons learnt and communicated these in terms of all contracts undertaken as part of their project sponsor roles, and that capital projects would be the subject of regular reporting to the Committee.

RESOLVED

That the report be noted, and that a further report be submitted to the next meeting of the Committee in September on the outcomes of further investigations and work as detailed above.

6. Audit Plan Year End 31 March 2014

The Committee considered the Audit Plan for the year end 31 March 2014 prepared by Ernst and Young LLP, which was attached as **Enclosure C** to the agenda.

The Audit Plan detailed the work that Ernst and Young proposed to undertake to satisfy its responsibilities, and the approach to risks identified that were relevant to the audit of the Council's accounting statements and the Council's arrangements to secure value for money. It also helped ensure that the audit was aligned with the Committee's service expectations.

RESOLVED

That the Audit Plan for the year end 31 March 2014 be noted.

7. Annual Audit Fee 2014/2015

The Committee considered a letter from Ernst and Young LLP on the Annual Audit Fee for 2014 /2015. The letter was attached as **Enclosure D** to the agenda.

RESOLVED

That the Annual Audit Fee for 2014 /2015 be noted.

8. Internal Audit Progress Report as at 31 May 2014, Incorporating the Audit and Risk Manager's Annual Report for 2013/2014.

The Committee considered report **FIN/336** 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 and 2014 / 2015 Internal Audit Plans, and to report on the progress made in implementing the previous recommendations. The report also included the Audit and Risk Manager's Annual Report for 2013 / 2014 as Appendix B.

The Audit and Risk Manager informed the Committee that since the last update:-

- A number of reviews had been completed, and these were identified in Section 4 of the report. Where an audit opinion was applicable these had ranged from full assurance to limited assurance, with high priority findings to report in relation to Data Management and Creditors. Further details of those high priority findings were set out in the report.
- With regard to those findings, and in discussing a number of issues arising, the Committee acknowledged that it would be advised at its meeting in September of progress resulting from new controls implemented.
- Whilst receiving further clarification on the operational arrangements regarding the Council's receipt of Freedom of Information (FOI) Requests, the Committee noted all Audit Plan reviews in progress, along with other work.
- Reference was made to a clerical correction, whereby under the heading of Freedom of Information (FOI) Requests, in the first line of the second paragraph, the date of "31 May 2013" should read "31 May 2014".

The Committee acknowledged that the Audit and Risk Manager's Annual Report for the period 2013 / 2014 had been produced in accordance with the requirements set out in the new Public Sector Internal Auditing Standards 2013. The Audit and Risk Manager considered that in her overall opinion, for the period in question, "Substantial" assurance could be given that there was generally a sound system of internal control designed to meet the Council's objectives, and that the controls were generally being applied consistently. The Annual Report was discussed and noted. The Committee acknowledged a clerical correction with regard to the "Summary of Work Undertaken in 2013/2014" on page ten of the Annual Report, whereby the Internal Audit Assurance Opinion for:-

- (i) IT Project and Programme Management - should be ticked as Full Assurance.
- (ii) IT Risk Assessment - should include an explanation indicating that there was no assurance level but it was included to provide details of what had been undertaken. The output of this work was a list of all possible IT audits, risked assessed to show where internal audit resources should be prioritised.

RESOLVED

That the Internal Audit Progress report, and the progress made for the period up to 31 May 2014 be noted, together with the Audit and Risk Manager's Annual Report for the period 2013/2014.

9. Closure of Meeting

The meeting ended at 8.34 pm.

I T IRVINE
Chair

Crawley Borough Council

Minutes of the Overview and Scrutiny Commission

Monday 30 June 2014 at 7.00 p.m.

Present:

Councillor W A Ward (Chair)
Councillor K Sudan (Vice-Chair)
Councillors K Brockwell, R G Burgess, C A Cheshire, I T Irvine, M G Jones and
R A Lanzer

Also in Attendance:

Councillors P K Lamb, C C Lloyd, C Oxlade and P C Smith
Barry Jones, Appointed Independent Person

Apologies for Absence

Councillors Dr H S Bloom and B A Smith

Officers Present:

Elizabeth Bridgen Planning Policy Manager
Carrie Burton Transformation Manager
David Covill Director of Development & Resources
Heather Girling Democratic Services Officer
Lee Harris Chief Executive
Karen Hayes Deputy Head of Finance
Sallie Lappage Forward Planning Manager
Steve Lappage Democratic Services Manager
Angela Tanner Head of Planning & Environmental Services
Paul Windust Corporate Accounting & Treasury Services Manager

1. Members' Disclosure of Interests and Whipping Declarations

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

2. Minutes and Matters Arising

The minutes of the meeting of the Commission held on [7 April 2014](#) were approved as a correct record and signed by the Chair. A discussion occurred on Minute 99 on the West Sussex Health and Adult Social Care Select Committee (HASCSC). It was understood that Amanda Fadero (Chief Executive of NHS Sussex) had been invited to attend the next meeting of HASC and it was requested that this be checked with the Chair of HASCSC, Margaret Evans.

3. Public Question Time

No questions from the public were asked as it was agreed that:

- 1) Mrs Sandy Turner, West Sussex County Councillor Sue Mullins and Mr Danny Blain be invited to address the Commission, during consideration of report PES156 (Crawley Markets);

- 2) Vanessa Cumper be invited to address the Commission during consideration of report SHAP38 ('Leacroft', 117 Ifield Road, West Green).

4. **Crawley Markets**

The Commission considered report [PES156](#) with the Head of Planning and Environmental Services and the Director of Resources and Development, which detailed the current situation concerning the operation of general and specialist markets in Queen's Square and the High Street. The report also provided recommendations for improvements to the current offer, commencing with a consultation exercise.

The two Principal Petitioners, Sue Mullins (a County Councillor) & Mrs Sandy Turner (representing the market traders) and Mr Danny Blain (senior manager at Urbanism, market operator for the High Street) were invited to address the Commission.

During the discussion, the following points were expressed:-

- The High Street market was in decline, a new market location was required and the current uncertainty was exacerbating the situation.
- Security of tenure was very important to market traders.
- The current Wednesday market is successful with an average of 15 traders and some of these traders would be prepared to trade on Fridays or Saturdays within Queen's Square
- There was a need to move quickly to avoid the loss of further traders.
- The more successful markets were usually located in the same place, on the same day so they were more widely known about.
- There was commitment to a successful market solution both in the short and longer term.
- The proposed consultation would involve all interested parties.
- That the Council considers the option of becoming the market operator and this may form part of the operation model to be considered.
- It was further proposed that as part of the consultation exercise the Council consults with other local authorities who had markets in prominent town centre locations to obtain opinion and feedback.
- That the market should reside in Queen's Square as the town centre, but it was acknowledged that the consultation exercise will aid future decisions.
- That a successful profitable market should be able to coincide with successful profitable shops and the aim was to look at the short and long term future of the market and Queen's Square.

The Commission thanked those who had attended and contributed to the discussion. In discussing the report, there was a general consensus between the Commission on this item and its recommendations asked that this and the comments be feedback to the Cabinet.

RESOLVED

That the Commission agreed to endorse the recommendations and also convey the range of comments to the Cabinet.

6. 'Leacroft', 117 Ifield Road, West Green

The Commission considered report [SHAP/038](#) with the Forward Planning Manager and Transformation Manager. The report responds to the petition about Leacroft, 117 Ifield Rd, which was presented to Full Council in February.

The original petition, and the notice of motion at Full Council requested that the Council save Leacroft from destruction for new housing development proposed by private developers at that time. It asked that the Council buy the building to provide a community meeting place and access to advice and health services. It also asked that the Council investigate various heritage designations for the building and its surrounding area, that the Council should continue to work with the Crawley Clinical Commissioning Group with regard to continuity of medical provision for West Green residents, and work with Metrobus to improve public transport for West Green. Full Council moved that all these matters be referred to Cabinet.

The report outlined the heritage value of 'Leacroft', 117 Ifield Road, West Green and whether it should be locally listed or statutory listed, assessing its use and considered whether the Council should consider purchasing the building. The report outlined suggestions how the Council may support Leacroft Medical Practice with the current relocation issues.

With regards to the purchase of the building, the report indicated that it is not felt to be an ideal building for community use because of the room sizes and likely conversion costs, and the Council owns other properties in West Green which may be able to be better used, should the Council wish to do so. The Community Development team has said it could undertake a Participatory Appraisal to explore community needs in West Green, subject to identifying funding.

Vanessa Cumper (principal petitioner) was invited to address the Commission, regarding Report [SHAP38](#) ('Leacroft', 117 Ifield Road, West Green).

Vanessa Cumper commented that the closure of West Green surgery had been a business decision, made by the practice partners. In her opinion, the building should be locally listed as residents support this. The building has some architectural merit and if listed it would provide residents with confidence. She added that the building would be authentic of its time and it is important to the local community. The building should be used as a community facility and provide a form of advice service. If the building was listed, the new owners would be encouraged to make sympathetic alterations.

The Commission thanked Vanessa Cumper for attending and for her contribution.

Members were also informed that:-

- A Strategic Health Services Development Plan for Crawley, will be launched for consultation on 2 July 2014 until 26 September 2014 and this will detail primary care services. Concerns on the absence of a surgery in West Green could also be raised as part of this consultation.
- An all Members' Seminar to take place on 22 July to discuss health services, the development plan and any future provision.

Members' views were divided on proposals as to whether 'Leacroft' should be considered for local listing. The Chair invited Members of the Commission to vote on this recommendation. As a result, the Cabinet is advised that three Members agreed to vote for an amended recommendation to support the local listing which was rejected as four

other Members voted against that amendment on the basis that it did not meet the criteria for local listing. One Member abstained.

It was considered that recommendation 2.1 (iv) (that the Council should not purchase the building for community use) was premature and, therefore, agreed that further investigation be undertaken on:

- 1) the potential demand for and viability of a community building within West Green;
- 2) the financial implications (capital and revenue) for purchasing 'Leacroft' and modifying it as a building for a community facility.

The Commission supported the other recommendations to the Cabinet.

RESOLVED

That the Commission agreed to endorse the recommendations to the Cabinet subject to the following amendments:-

That further investigation take place into the demand for a community building within West Green. Should the requirement for a community facility in West Green be evidenced, then further investigations be undertaken to estimate the financial implications (capital and revenue) for purchasing 'Leacroft' and modifying it as a building for a community facility.

7. Submission Crawley Local Plan

The Commission considered report [SHAP37](#) with the Planning Policy Manager and Portfolio Holder for Planning and Economic Development, which sought support for the approval of the revised submission Crawley Local Plan and its supporting documents for public consultation, and submission to the Secretary of State for Independent Examination.

Members held a long and in-depth discussion with the Planning Policy Manager principally on the main changes proposed to the Submission Local Plan. Members also sought clarification of various matters including any increased status/weight given to the Local Plan Policies should the Submission be approved:

Whilst support was expressed for almost all of the proposals, Members noted:

- 1) Concerns expressed over Policy EC5/EC7, and the Town Centre North being identified as two Town Centre opportunity sites. There was a differing view in that this lacked ambition and demoted the scheme. This was in contrast with the opinion that the areas had been split in order to achieve flexibility for retail, leisure and residential development.
- 2) Support expressed for the increase in the 40% affordable housing and concern that this might put the Council at a disadvantage by possibly encouraging potential developers to look at neighbouring local authorities with lower affordable housing requirements.
- 3) Concerns that the proposed Travellers Site at the Broadfield Kennels Site was too remote, cut off from local facilities by the main road, resulting in a long school walk for children. A further comment was made proposing Hawthorn Farm (Lowfield Heath) as an alternative site. However, the Planning Policy Manager indicated that this site is already too noisy with a single runway as it is inside the 60 dBA noise contour.

RESOLVED

The Commission noted the Submission Local Plan (as amended) and agreed that a summary of the views be conveyed to the Cabinet.

8. Budget Strategy 2015/16-2019/20

The commission considered report [FIN339](#) with the Leader of the Council and the Deputy Head of Finance, which set out the projected financial position for 2015/16 to 2019/20 for the General Fund, Housing Revenue Account and capital programme and the underlying assumptions. It also set the policy framework for the subsequent budget process recognising that there were a range of options for capital investment, income generation and Council Tax, none of which were considered in isolation.

The Commission was reminded of the importance to find different ways to raise revenue, additional income from further property acquisitions and investments and projections for a council tax freeze for 2015/2016.

Members' main comments included:

- The pros and cons of a balanced budget, compared to a more flexible approach.
- The pros and cons of having a big surplus in capital reserves.
- Concern about the current recharge between Crawley Homes and Amenity Services for the shrub beds maintenance and in particular the details of any Service Level Agreement (SLA). The Deputy Head of Finance confirmed that the recharge was currently being reviewed by the Heads of Community Services and Crawley Homes.

RESOLVED

The Commission noted the report and recommendations to the Cabinet and Full Council.

9. Treasury Management Outturn for 2013-14

The commission considered report [FIN335](#) with the Leader of the Council, the Deputy Head of Finance and the Corporate Accounting & Treasury Services Manager, which summarised the Council's capital activity during the year and reported on the prudential and treasury indicators. The report also provided a summary of the interest rate movements in the year, detailed debt activity and investment activity.

This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2013/14. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

A question was asked what effect the increased interest rate has on the council. The Corporate Accounting & Treasury Services Manager informed the Commission that any increases were expected to be minimal and for example that a 0.25% increase in interest rate would only generate approximately £100,000pa – the increases would be limited because the council had some longer term investments.

It was also noted that Members would be offered training so that they could better understand the Treasury Management Strategy and that the Deputy Head of Finance

would arrange this to be held prior to the report being presented to the Overview & Scrutiny Commission and Cabinet in February.

RESOLVED

That the report and recommendations to the Cabinet and Full Council be noted.

10. Establishment of and Appointments to the Scrutiny Panels for 2014/2015

RESOLVED

That the Performance Monitoring Scrutiny Panel, be re-constituted, with a membership of Councillors R G Burgess, C A Cheshire, C R Eade, M G Jones, L S Marshall-Ascough, K Sudan, W A Ward and that Councillor R G Burgess be appointed as Chair for 2014/2015.

The Commission wished to convey their thanks to Councillor Lloyd as previous Chair of Performance Monitoring Scrutiny Panel and also to Councillor Jones as previous Vice Chair of Overview and Scrutiny.

11. Appointments

RESOLVED

That the Commission endorsed the following appointments:

West Sussex Health and Adult Social Care Select Committee (HASCSC)
Councillor W A Ward.

West Sussex Joint Scrutiny Steering Group (JSSG)
Councillor W A Ward

West Sussex Joint Scrutiny Community Legal and Advice Service Task and Finish Group
Councillor W A Ward

West Sussex Joint Scrutiny Flooding Task and Finish Group
Councillor K Blake

12. Scrutiny Review Workshop

The OSC Review Workshop evening was proposed for Wednesday 16 July. Due to a conflict of dates, it was proposed to rearrange to Wednesday 17 September, at 6.30pm in Committee Room B.

13. Town Centre Car Parking Scrutiny Panel Final Report

The Commission held a discussion on the Report [OCS/223](#) with Councillor R G Burgess and Councillor P C Smith as members of the Town Centre Car Parking Scrutiny Panel (in the absence of the Chair of the Panel, Councillor K B Blake, who had given his apologies) with the Cabinet Member for Environmental Services, which investigated the various parking opportunities within the Town Centre and neighbouring Wards. The report detailed the findings and recommendations from the Panel, including proposals for the

establishment of a Town Centre Parking Forum, which would be able to monitor availability, signage, accessibility and marketing.

Areas discussed included:-

- Members felt that the report accurately highlighted the car parking issues within the town centre and certain neighbourhoods. It included sensible suggestions and recommendations, which they supported and were keen to see implemented, particularly improved marketing, signage and accessibility to encourage usage, in car parks that are under utilised (eg Orchard Street).
- Concern was raised over implementing recommendation 7.2(i) and how pragmatic this would be to implement.
- The need to better manage/control car parking by the Post Office to improve traffic flow problems caused by cars queuing to park by the Post Office.

RESOLVED

That the Commission agreed to endorse the recommendations in full to the Cabinet.

14. Forward Plan – 1 July 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. Two of the reports scheduled for September's meeting have been delayed until October. It was therefore decided to postpone referrals from the Forward Plan until clarification is sought regarding the remainder of the reports.

15. Closure of Meeting

The meeting ended at 10.20pm.

W A WARD
Chair

Crawley Borough Council

Minutes of Cabinet

Wednesday 2 July 2014 at 7.30pm

Present:

Councillor	P K Lamb	(Chair of Cabinet and Leader of the Council)
	S J Joyce	(Deputy Leader of the Council and Cabinet Member for Housing)
	C C Lloyd	(Cabinet Member for Environmental Services)
	C J Mullins	(Cabinet Member for Leisure and Cultural Services)
	C Oxlade	(Cabinet Member for Community Engagement)
	D J Shreeves	(Cabinet Member for Customer and Corporate Services)
	P Smith	(Cabinet Member for Planning and Economic Development)

Also in attendance:

Councillors D Crow, I T Irvine, M G Jones and W A Ward

Officers Present:

Ann-Maria Brown	Head of Legal & Democratic Services
David Covill	Director of Development & Resources
Heather Girling	Democratic Services Officer
Allan Hambly	Communications Manager
Lee Harris	Chief Executive
Phil Rogers	Director of Community & Partnership Services

1. Members' Disclosure of Interests

There were no disclosures of interest.

2. Minutes

The minutes of the meeting of the Cabinet held on [9 April 2014](#) were approved as a correct record and signed by the Chair.

3. Public Question Time

Mr Charles Crane referred to the Local Plan and the proposed housing development in Bewbush. He referenced the Open Space & Recreation Study, which indicated that for a population of 15.25 per hectare the recreation area in Bewbush was sufficient. However, with the Local Plan increase in population following current housing development would make a population of 16.25 per hectare and thus the numbers were questionable whether the Bewbush areas would be sufficient. Both the Portfolio Holder for Planning and Economic Development and the Director of Development & Resources agreed to refer the query back to colleagues for clarification.

Mr Dennis Williams asked the Cabinet when and which community services would be returning to the West Green neighbourhood (particularly GP Services). Mr Williams added that there is a strong sense of community spirit within the neighbourhood and since the surgery and post office closed, the lack of community amenities had become apparent. The Cabinet Member for Community Engagement commented that the Cabinet was working to try to restore some form of primary care provision to the West Green neighbourhood and various aspects of this would be considered as part of report [SHAP/38](#) later in the meeting.

Vanessa Cumper asked the Cabinet to reconsider the purchase of the 'Leacroft' building so that it could operate as a community hub via a social enterprise to provide an advice service, benefiting the whole of Crawley. The Leader acknowledged that the West Green neighbourhood was underprovided for in terms of local amenities but indicated that 'Leacroft' was not considered to be a suitable or cost-effective building for meeting those local needs.

4. Matters Referred to the Cabinet

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

5. Policy Development Forums, Working Groups and Member Development Executive Support Group – Terms of Reference 2014-2015 (The Leader's Portfolio)

The Cabinet considered report [LDS/083](#) of the Head of Legal and Democratic Services which sought approval for various Terms of Reference and membership for the year 2014/2015. The Cabinet agreed the report subject to the following amendments:-

That Councillors M Jones, C Moffatt and G Thomas replace Councillors P K Lamb, C C Lloyd and P C Smith as the Council's representatives on the Environment and Prosperity Policy Development Forum.

That Councillor I T Irvine replaces Councillor C C Lloyd as the Council's representative on the Crawley Homes Advisory Group.

That the first bullet point of the Town Centre Working Group Terms of Reference be amended to 'proposed Town Centre development including negotiations with other parties'.

That point (3) of the Terms of Reference for Member Development Executive Support Group be amended to 'To propose ideas to the Cabinet about Member development initiatives, working with the Head of Legal and Democratic Services and outside agencies as appropriate'.

RESOLVED

That subject to the inclusion of the above amendments, representatives be appointed to the Policy Development Forums, Working Groups; and the Member Development Executive Support for the Council year 2014/2015, as indicated in Appendix A.

6. 'Leacroft', 117 Ifield Road, West Green (Planning & Economic Development Portfolio)

The Cabinet considered report [SHAP/38](#) of the Head of Strategic Housing and Planning Services. The report outlined the heritage value of 'Leacroft', 117 Ifield Road, West Green and whether it should be locally listed or statutory listed, assessing its use and considering whether the Council should consider purchasing the building. The report outlined suggestions how the Council may support Leacroft Medical Practice with the current re-location issues.

The matter had been considered at the meeting of the Overview & Scrutiny Commission on 30 June 2014. Councillor Ward presented their considerations, especially the divided views, as detailed in the Commission's Comment sheet. The Commission asked that the Cabinet support its proposal that further investigation take place into the demand for a community building within West Green. Should the requirement for a community facility in West Green be evidenced, then further investigations be undertaken to estimate the financial implications (capital and revenue) for purchasing 'Leacroft' and modifying it as a building for a community facility.

The Cabinet thanked the Commission for its comments. The Leader recognised that Full Council had requested that officers investigate a number of options relating to the building and that report had covered all of these. The Cabinet commented that the costs involved in purchasing the building would be excessive and that it could not usefully meet the needs of local residents.

The report stated that the building did not meet the criteria for local listing, however Cabinet felt it was important to listen to the views of local residents.

It was recognised that there were divided views on the local listing but there were items in Appendix 1 to the report that would support the criteria for local listing in terms of architectural interest.

It was therefore proposed that an amendment be made to recommendation 2.1 (i) and this was formally agreed and seconded as follows.

"Approve the building for local listing based on the architectural interest of the building, subject to consultation with owners, neighbouring residents and any others with an interest in the building and that delegated authority be granted to the Head of Strategic Housing and Planning Services in consultation with the Cabinet Member for Planning and Economic Development to consider the outcome of the consultation and to make a final decision on whether to locally list the building".

The Cabinet accepted all other recommendations.

RESOLVED

- 1) That the building be approved for local listing based on the architectural interest of the building, subject to consultation with owners, neighbouring residents and any others with an interest in the building and that delegated authority be granted to the Head of Strategic Housing and Planning Services in consultation with the Cabinet Member for Planning and Economic Development to consider the outcome of the consultation and to make a final decision on whether to locally list the building.
- 2) That a new conservation area designation is not warranted in the area as it is not of sufficient special architectural or historical value

- 3) That Ifield Road does not merit designation as an Area of Special Local Character
- 4) That the Council should not purchase the building for community use
- 5) That the Council will work with Leacroft Medical Practice, NHS England South and Crawley Clinical Commissioning Group to ensure continuity and access to NHS health services for patients in West Green and Langley Green over the next twelve months.
- 6) That the Council will work with our health partners to investigate restoring access to a GP service in West Green
- 7) That the Council will work with Metrobus to investigate improving public transport links between West Green and Langley Green in the longer term as the practice is currently located in the town centre

Reason for Decision

The building includes features of architectural interest as documented within Appendix 1 of the report.

Costs involved in purchasing the building would be excessive in terms of both capital and revenue expenditure. The building would require extensive modification for use as a community centre and would be more expensive to run and maintain than the Council's other community centres.

The Council will work with Leacroft Medical Practice, NHS England South and Crawley Clinical Commissioning Group to ensure continuity and access to NHS health services for patients in West Green and Langley Green over the next twelve months. In the meantime the Council will facilitate parking spaces for staff and patients, investigate restoring access to a GP service in West Green in the longer term, and will work with Metrobus to investigate possible improvements to public transport links between West Green and Langley Green in the longer term as the practice is now located in the town centre.

7. Submission Crawley Local Plan (Planning & Economic Development Portfolio)

The Cabinet considered report [SHAP/37](#) of the Head of Strategic Housing & Planning Services, the purpose of which was to request Full Council to approve the revised submission Crawley Local Plan and its supporting documents for public consultation, and submission to the Secretary of State for Independent Examination.

It was commented that the Local Plan was one of the most important documents for the Council to approve, and support was expressed for the increase in 40% affordable housing.

The matter had been considered at the meeting of the Overview & Scrutiny Commission on 30 June 2014. Councillor Ward presented the Commission's views and concerns as documented on the Comments Sheet. Councillor Irvine stated that he was supportive of the Local Plan but raised concerns that the proposed Travellers Site at the Broadfield Kennels site was too isolated and urged the Cabinet to reconsider the site. The Leader addressed the issues raised commenting that the site needed to be accommodated on housing quality land and that the Broadfield Kennels site enabled this to occur at the edge of the urban area without reducing housing numbers. It was highlighted that it was only a reserved site and the land belonged to the borough council. The various criteria and identification of genuine 'need' of a site were also discussed. However, it was

acknowledged that the concerns of Broadfield residents should be taken into careful consideration should the need for the proposed site ever arise.

RESOLVED

RECOMMENDATION 1

That the Full Council be RECOMMENDED to:

- 1) Approve the submission Crawley Local Plan (as amended) and Local Plan Map for Publication consultation (a statutory six-week period of public consultation)
- 2) 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 and Planning Services, in consultation with the Cabinet Member for Planning and Economic Development.
- 3) 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 and Planning Services in consultation with the Cabinet Member for Planning and Economic Development.

Reason for Decision –

- 1) Following the council's decision not to approve the submission Crawley Local Plan for publication consultation at Full Council in December 2013, a limited number of amendments have been made to the Local Plan including detailed clarification and technical updates. Following extensive discussions, and further investigations, there are some main amendments proposed, which have been set out in detail in the report.
- 2) The Local Plan will ensure Crawley's future development and infrastructure needs can be delivered to support the sustainable economic growth of the borough, within its accepted constraints, and whilst continuing to protect its important built and natural environmental assets.

8. Budget Strategy 2015/2016-2019/2020 (The Leader's Portfolio)

The Cabinet considered the report [FIN/339](#) of the Deputy Head of Finance. The report set out the projected financial position for 2015/16 to 2019/20 for the General Fund and the underlying assumptions. It sets the policy framework for the subsequent budget process recognising that there were a range of options for capital investment, income generation, savings and Council Tax levels, none of which can be considered in isolation.

The Cabinet was reminded of the importance of finding different ways to raise revenue, additional income from further property acquisitions and investments and projections for a proposed council tax freeze for 2015/2016. The Leader emphasised the need to provide high quality services, whilst ensuring the Council lived within its means.

This matter had been considered at the Commission on 30 June 2014. The Commission agreed to endorse the recommendations in full to the Cabinet.

Councillor Crow commented that he felt the budget gap could be achieved this forthcoming year with revised projections and the Council should not be afraid to invest in capital projects. Whilst he welcomed the proposed council tax freeze, he believed the Council should be urged to work towards a balanced budget. The Leader thanked Councillor Crow for his comments and acknowledged that the council may well achieve a balanced budget in the forthcoming year, yet the increasing volatility of sources of local government finance meant that it was important that the council become more flexible in its approach and plan for the longer term. Reference was also made to the issue of capital expenditure in terms of an investment or as a spend.

RESOLVED

RECOMMENDATION 2

That the Full Council be RECOMMENDED to:-

- 1) Approve the Budget Strategy and to:
- 2) Include in projections a freeze in the Council Tax for 2015/2016.
- 3) Note that there is a gap of £1.1m between projected General Fund income and expenditure for the three year period to 2017/2018 and work towards balancing this over a three year period, including putting back into reserves when the budget is in surplus.
- 4) Instruct the Corporate Management Team to take action to address the budget gap and to identify policy options for consideration by Cabinet Members and the Budget Advisory Group
- 5) Approve an allocation of up to £2m for the 2017/18 Capital programme.
- 6) Agree the allocation of £5m of capital reserves to an earmarked Investment Acquisition Reserve to fund the potential acquisition of commercial properties in accordance with the criteria set out in section 7 of report FIN/339.
- 7) Authorise the Director of Transformation and Housing to acquire suitable land and property for investment purposes in consultation with the Leader of the Council, Director of Development and Resources and the Chief Finance Officer. All such purchases shall be subject to there being sufficient funds in the Investment acquisition reserve and in accordance with the guideline criteria.

Reason for Decision

- 1) To approve the budget projections and assumptions for 2015/16 to 2019/20.
- 2) To set a Strategy for savings and income generation; working towards a balance budget over three years and aiming to freeze Council Tax levels.
- 3) To determine the level of funding for the 2017/18 capital programme.

9. Treasury Management Outturn for 2013/2014 (The Leader's Portfolio)

The Cabinet considered the report of the [FIN/335](#) of the Deputy Head of Finance.

This matter had been considered at the meeting of the Overview and Scrutiny Commission held on 30 June 2014. The Commission asked the Cabinet to note its endorsement of the report.

RESOLVED

RECOMMENDATION 3

That the Full Council be RECOMMENDED to:-

- 1) Approve the actual 2013/2014 Prudential and Treasury Indicators as set out in report FIN/335.
- 2) Note the Annual Treasury Management Report for 2013-2014.

Reason for Decision

This Council is required through regulations issued under the Local Government Act 2003 to produce an Annual Treasury Report reviewing treasury management activities and the actual prudential and treasury indicators for 2013/2014. The report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

10. Financial Outturn 2013-2014 (The Leader's Portfolio)

The Cabinet considered the report [FIN/334](#) of the Deputy Head of Finance, which summarised the Council's outturn for the year 2013-2014 for both revenue and capital spend.

The Leader presented the report, which detailed the actual outturn for 2013-2014 compared to the approved budget.

RESOLVED

That the Outturn for the year 2013/2014, as summarised within the report FIN/334 be noted.

Reason for Decision

To report to Members on the actual outturn for the year 2013/2014 compared to the approved budget.

11. Crawley Markets (Planning & Economic Development Portfolio)

The Cabinet considered report [PES/156](#) of the Head of Planning and Environmental Services, which detailed the current situation concerning the operation of general and specialist markets in the Queens Square and the High Street. It suggested continuing with the current approach for the time being, then suggested how recommendations for

improvements to the current offer in order to compliment Town Centre activities in general and grow the retail circuit might be considered, starting with consultation.

This matter had been considered at the meeting of the Overview and Scrutiny Commission held on 30 June 2014. The Commission expressed its support for the report and suggested that as part of the consultation exercise the Council consulted with other local authorities who have markets in prominent town centre locations to obtain best practice advice.

The Cabinet Member for Planning and Economic Development endorsed the views of the Commission and stated that its comments would be fed into the planned consultation work. The Council was currently in discussion with the current Market Operator and the market traders. It was noted that flexibility was key, together with being focused on finding solutions. The Leader added that it would be important to consider how the market could feature in the Queen's Square improvement work.

RESOLVED

- 1) That the Head of Planning and Environmental Services be requested to use her delegated powers to give individual consents to market traders to trade in Queens Square each Wednesday until such time as the Square is required for improvements works to begin. In doing so, she may require traders to also commit to trading in the High Street on other days.
- 2) That there be a commitment to consulting with a range of interested parties, as set out in section 6 of report PES/156, to seek views and evidence on the operation of the existing market and the potential for markets in other locations.
- 3) That there be a commitment to using the information gained from this exercise to inform a future decision on permanent arrangements for the market within the context of an overall master plan for the town centre and the design of improvements to Queens Square.
- 4) That the Head of Planning and Environmental Services be requested to review the terms of the lease with the market operators and assess options for the future management of the market.

Reason for Decision

To provide certainty on the locations of the market until such times as works in Queens Square commence. To develop a better understanding of the impact of the current operation of the market and to inform future decisions on the location, design and management of the market.

12. Approval of Section 106 Monies for Education (Planning and Economic Development Portfolios)

The Cabinet considered report [SHAP/39](#) of the Head of Strategic Housing and Planning Services, which seeks the approval of the allocation of Section 106 monies that have been received for the provision of education services.

RESOLVED

That the allocation of £343,923 of Section 106 monies for education towards the provision of additional school places at Three Bridges Primary School and Waterfield Primary School be approved.

Reason for Decision

Section 106 monies must be used for the purpose specified in the associated legal agreement. The monies that are being allocated in this report are required to be allocated to education and to assist in the provision of additional school places to help meet the needs of the new development from which they were received.

13. Town Centre Car Parking Scrutiny Panel Final Report (Environmental Services and Planning and Economic Development Portfolios)

The Cabinet considered report [OCS/223](#), which reviewed the transport/travel and parking related issues within the Town Centre and four adjacent neighbourhood parades. The report presented the Scrutiny Panel's finding and recommendations.

This matter had been considered at the meeting of the Overview and Scrutiny Commission held on 30 June 2014. Councillor Ward presented the Commission's views. All Members of the Commission expressed their support for the report and its recommendations and asked that the Cabinet note the full backing of the Panel's proposals.

Members of the Cabinet acknowledged the work of the Panel and wished to pass on its thanks, believing the recommendations to be practical and vital to a successful Town Centre adaptation.

The Cabinet noted the full backing of the Commission for the proposals, and agreed with the positive endorsement of the recommendations.

RESOLVED

That the actions and recommendations set out in Section 7 of report [OCS/223](#), to provide strategic planning and oversight of parking needs and delivery, be approved.

Reason for Decision

- 1) Following the Panel's investigations, findings obtained showed there is currently a range of charging scales throughout the various car parks in the town centre. This does offer the customer choice, however the Panel also noted inconsistencies in terms of operation and signage.
- 2) Evidence identified that customers were unaware of the different options available. Additionally, improper use of parking in leisure facilities and parades was mainly caused by lack of sufficient car parks for commuter traffic.
- 3) Accessible parking areas (disabled/blue badge) were not always clearly identified and again lack consistency across the town's car parks.

14. Closure of Meeting

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

P K LAMB
Chair

Policy Development Forums, Working Groups and Member Development Executive Support Group – Terms of Reference and Group Nominations 2014/2015

Appendix A

Notes

- 1) Policy Development Forums (PDFs) to be chaired by appropriate Portfolio Holder for the matter under discussion
- 2) Lead Officers to be appointed to each Policy Development Forum and Working Group

Groups	Terms of reference	Group nominations 2013- 2014	Group nominations 2014- 2015
PDFs			
Community and Value for Money Policy Development Forum	Policy development work relating to the corporate priorities of Community and Value for Money.	<p>9 Members (5:4)</p> <p>Councillors: C R Eade B J Burgess R G Burgess V S Cumper L S Marshall-Ascough C A Cheshire M G Jones C Oxlade B A Smith</p> <p>Lead Officer(s):- Appropriate Director or Head of Service</p>	<p>9 Members (5:4)</p> <p><u>Councillors</u> M L Ayling I T Irvine M G Jones T Lunnon B A Smith R D Burrett C R Eade L S Marshall-Ascough D M Peck</p> <p>Chair: Appropriate Cabinet Member Lead Officer(s):- Appropriate Director or Head of Service</p>
Environment and Prosperity Policy Development Forum	Policy development work relating to the corporate priorities of Environment and Prosperity.	<p>9 Members (5:4)</p> <p>Councillors: B K Blake S A Blake K Brockwell R G Burgess D M Peck</p>	<p>9 Members (5:4)</p> <p><u>Councillors</u> I T Irvine T Lunnon C Moffatt M Jones G Thomas</p>

Groups	Terms of reference	Group nominations 2013- 2014	Group nominations 2014- 2015
		M L Ayling M G Jones C C Lloyd C J Mullins Lead Officer(s):- Appropriate Director or Head of Service	Dr H S Bloom K Brockwell R A Lanzer K Trussell Chair: Appropriate Cabinet Member Lead Officer(s):- Appropriate Director or Head of Service
Working Groups			
Budget Advisory Group	To advise the Cabinet on the allocation of resources within the General Fund and Capital Programme, taking account of the Budget Strategy, Corporate Plan and other relevant information. Chair and Vice Chair of the Cabinet to attend Budget Advisory Group, to present a strategic perspective only.	9 Members (5:4) Councillors B K Blake S A Blake L A M Burke V S Cumper (Chair) L A Walker P K Lamb C C Lloyd C Oxlade G Thomas Lead Officer:- Head of Finance, Revenues and Benefits	9 Members (5:4) <u>Councillors</u> C A Cheshire C A Moffatt B J Quinn G Thomas (Chair) W A Ward B K Blake S A Blake R A Lanzer L A Walker Lead Officer:- Head of Finance, Revenues and Benefits
Crawley Homes Advisory Group	1. To assess all aspects of service provided by Crawley Homes, including the prioritisation of funding (Including the assessment of any savings and growth proposals prior to submission to Cabinet).	9 Members (5:4) + 3 co-optees Councillors: Dr H S Bloom B J Burgess R G Burgess R D Burrett (Chair) D G Crow	9 Members (5:4) + 3 co-optees <u>Councillors:</u> S J Joyce (Chair) I T Irvine T Lunnon C J Mullins J Stanley

Groups	Terms of reference	Group nominations 2013- 2014	Group nominations 2014- 2015
	<p>2. To encourage the participation of all residents in developing Crawley Homes services.</p> <p>3. To make recommendations to the Cabinet as appropriate.</p>	<p>I T Irvine S J Joyce C J Mullins W A Ward</p> <p><u>Co-optees:-</u> 3 nominated representatives of the 'Tenant and Leaseholder Action Panel' (TLAP) appointed by the Cabinet as non-voting co-optees. Cary Buckham, Martin Steward and Carolyn Wadley (nominated by the TLAP for a three year period until April 2014). Lead Officer:- Director of Transformation and Housing</p>	<p>Dr H S Bloom B J Burgess R G Burgess R D Burrett</p> <p><u>Co-optees:-</u> 3 nominated representatives of the 'Tenant and Leaseholder Action Panel' (TLAP) appointed by the Cabinet as non-voting co-optees. Cary Buckham, Martin Steward and Carolyn Wadley to remain as TLAP representatives pending a review of the purpose & roles of TLAP and its' nominations to CHAG. Lead Officer:- Director of Transformation and Housing</p>
Local Plan Working Group	<p>1. To consider and make recommendations to the Cabinet on a Local Plan Scheme setting out a programme for preparation of the Local Plan and to update the Scheme as appropriate.</p> <p>2. To consider and provide guidance on the process for preparing and reviewing documents comprising the Local Plan.</p> <p>3. To consider and make recommendations to the Cabinet</p>	<p>13 Members (7:6) Councillors</p> <p>S A Blake K Brockwell B J Burgess J I Denman C R Eade R A Lanzer (Chair) K J Trussell I T Irvine S J Joyce B J Quinn P C Smith G Thomas</p>	<p>13 Members (7:6)</p> <p><u>Councillors</u> M L Ayling S J Joyce C A Moffatt B J Quinn R Sharma P C Smith (Chair) G Thomas</p> <p>S A Blake N J Boxall B J Burgess D Crow</p>

Groups	Terms of reference	Group nominations 2013- 2014	Group nominations 2014- 2015
	or Council as appropriate on Consultation or other documents forming part of the process of preparing the Local Plan Drafts of Local Plan documents prior to their adoption.	W A Ward Lead Officer:- Head of Strategic Housing and Planning Services	C R Eade R A Lanzer Lead Officer:- Head of Strategic Housing and Planning Services
Town Centre Working Group	To receive and consider reports on the renewal and redevelopment of the Town Centre and to make recommendations, as necessary, to the Cabinet on :- <ul style="list-style-type: none"> • the proposed Town Centre development including negotiations with other parties • proposals to achieve the redevelopment of sites identified in the Town Centre Supplementary Planning Document • the review of the Local Plan in respect of policies relating to the Town Centre • identification and promotion of other redevelopment opportunities to enhance the physical appearance and its social, economic and educational attributes • communications with all interested parties to maintain 	10 Members (6:4) Councillors: B J Burgess Conservative Group vacancy (was C L Denman) R A Lanzer (Chair) D M Peck K J Trussell Dr H S Bloom B A Smith P C Smith G Thomas W A Ward Lead Officer:- Director of Development and Resources	10 Members (6:4) <u>Councillors:</u> S J Joyce P K Lamb C A Moffatt B A Smith P C Smith (Chair) G Thomas B J Burgess D Crow R A Lanzer K J Trussell Lead Officer:- Director of Development and Resources

Groups	Terms of reference	Group nominations 2013- 2014	Group nominations 2014- 2015
	confidence in the renewal and redevelopment of the Town Centre.		
Member Development Executive Support Group	<p>1. To provide all-party support for a coordinated approach to Member development across the Council.</p> <p>2. To make suggestions about Member development needs, based on priorities and agreed criteria; for example – determined by the Corporate Plan and other organisationally important policies/documents.</p> <p>3. To propose ideas to the Cabinet about Member development initiatives, working with the Head of Legal and Democratic Services and outside agencies as appropriate.</p> <p>4. Provide consistent communication about proposed and available Member development initiatives to party groups.</p> <p>5. To provide a forum for issues relating to facilities for Members, to be raised and discussed.</p>	<p>5 Members (3:2)</p> <p>Councillors L A M Burke D G Crow Conservative Group vacancy (was C L Denman - Chair) C C Lloyd G Thomas</p> <p>Lead Officer: Head of Legal and Democratic Services</p>	<p>5 Members (3:2)</p> <p><u>Councillors</u> C C Lloyd D J Shreeves (Chair) G Thomas</p> <p>D Crow N J Boxall</p>