

Crawley Borough Council

Minutes of the Full Council

Wednesday 21 October 2015 at 7.30 p.m.

Present:

Councillor C A Cheshire (Mayor)

Councillor R Sharma (Deputy Mayor)

Councillors M L Ayling, Dr H S Bloom, B J Burgess, R G Burgess, R D Burrett, D G Crow, C R Eade, F Guidera, I T Irvine, K L Jaggard, M G Jones, S J Joyce, P K Lamb, R A Lanzer, C C Lloyd, T Lunnon, L S Marshall-Ascough, K McCarthy, B MeCrow, C A Moffatt, C J Mullins, D M Peck, B J Quinn, A C Skudder, B A Smith, P C Smith, J Stanley, M A Stone, K Sudan, J Tarrant, G Thomas, K J Trussell, L Vitler and W A Ward.

Also in Attendance:

Mr J G Smith MBE – Honorary Freeman and Alderman.

Dr B Jones – Appointed Independent Person.

Mr P Nicolson – Appointed Independent Person.

Officers Present:

Lee Harris	Chief Executive
Ann-Maria Brown	Head of Legal and Democratic Services
Peter Browning	Deputy Chief Executive
Roger Brownings	Democratic Services Officer
Karen Hayes	Head of Finance, Revenues and Benefits

42. Death of Dennis Malt and Chris Hamper

The Council observed one minute's silence in memory of former Borough Councillor Dennis Malt, and Chris Hamper - the Council's former PA to the Chief Executive and the Mayor. Both Dennis and Chris sadly passed away recently.

43. Apologies for Absence

Councillor K Brockwell.

Mr A Quine - Honorary Freeman and Alderman.

44. Members' Disclosures of Interests

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

45. Communications

(i) Honorary Freeman and Alderman Jim Smith

On behalf of the Council, the Mayor took this opportunity to congratulate Honorary Freeman and Alderman Jim Smith on being awarded an MBE in the Queen's Birthday Honours List. The award recognised Jim's services to the community in Crawley.

(ii) Shoreham Air Crash

With regard to the recent Shoreham Airshow crash, the Mayor announced that on behalf of this Council and its residents she had since written to the Chairman of Adur District Council to convey our deepest condolences to the people of Shoreham, and in particular the families and friends of those who had lost their lives.

46. Public Question Time

A question asked in accordance with Council Procedure Rule 9 was as follows:

Questioner's Name	Subject	Name of Councillor(s) Responding
Ms A Pincus	With regard to addressing the ongoing refugee crisis facing Europe, would this Council be playing its part in offering sanctuary to refugees as part of the UK's overall commitment?	In responding to this matter, both Councillors Lamb and Crow indicated their support for the Council to play its part in helping refugees, and referred to the Notice of Motion to be considered later at this meeting.

47. Minutes

Subject to the clerical correction below, the minutes of the meeting of the Full Council held on [22 July 2015](#) were approved as a correct record and signed by the Mayor:-

Clerical Correction

With regard to Minute No. 40, under the heading of Questions to Committee Chairs, and in this respect the question asked by Councillor Crow, delete the words "the Leader of the Opposition", and replace with "a Conservative Group Member of the Overview and Scrutiny Commission".

48. Items for Debate (Reserved Items)

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

Minute Book Page no.	Committee/ Minute no. (and the Member reserving the item for Debate)	Subject (Decisions previously taken under delegated powers, reserved for debate only).	Subject (Recommendation to Full Council, reserved for debate)
35	Development Control 1 September 2015 Minute 19 (Conservative Group)	Planning Application CR/2015/0417/FUL, (Woodall Duckham House)	
50	Cabinet 9 September 2015 Minute 25 (Labour Group)		Budget Strategy Recommendation 2
64	Audit Committee 24 September 2015 Minute 13 (Conservative Group)	Fraud Team Report	
69	Governance Committee 28 September 2015 Minute 12 (Labour Group)		Overview and Scrutiny Commission Membership Options for Chair and Vice Chair Recommendation 3
93	Overview and Scrutiny Commission 5 October 2015 Minute 49 (Conservative Group)	Five Year Business Plan for Tilgate Park and Nature Centre	
98	Cabinet 7 October 2015 Minute 40 (Labour Group)		Affordable Housing Enabling: Langley Green Primary School Site. Recommendation 5

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

Moved by Councillor Sharma (as the Deputy Mayor) and

RESOLVED

- (1) That the following reports be received:-
 - (a) Development Control Committee – 3 August 2015.
 - (b) Development Control Committee – 1 September 2015.
 - (c) Licensing Committee – 2 September 2015.
 - (d) Overview and Scrutiny Commission – 7 September 2015.
 - (e) Cabinet – 9 September 2015.
 - (f) Development Control Committee – 21 September 2015.
 - (g) Audit Committee – 24 September 2015.
 - (h) Governance Committee – 28 September 2015.
 - (i) Overview and Scrutiny Commission – 5 October 2015.
 - (j) Cabinet – 7 October 2015.

- (2) That the recommendations contained in the reports on the following matters, which had not been reserved for debate, be adopted:-

- (i) **Licensing Sub Committee Hearing Procedure Revision
(Licensing Committee – 2 September 2015)
(Recommendation 1)**

The Committee had considered report [PES/192](#) of the Head of Economic and Environmental Services.

RESOLVED

That the revised Licensing Sub Committee Procedure attached as Appendix B to report PES/192 be approved for inclusion in the Constitution.

- (ii) **Amendments to the Constitution following the Introduction of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015
(Governance Committee – 28 September 2015)
(Recommendation 4)**

The Committee had considered joint report [LDS/107](#) of the Head of Legal and Democratic Services and the Head of People and Technology.

RESOLVED

- (1) That the revised functions of the Appointments and Investigating Committee as set out in Appendix 1 to the minutes of the Governance Committee of 28 September 2015, be approved.
- (2) That the revised Employment Procedure Rules as set out in Appendix 2 to the minutes of the Governance Committee of 28 September 2015, be approved.
- (3) That the establishment of an Independent Panel including terms of references comprising of a minimum of two Independent Persons as set out in Appendix 3 to the minutes of the Governance Committee of 28 September 2015, be approved.

- (4) That in the event that this Panel is convened and is required to advise the Council on matters relating to the dismissal of the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer, any Independent Person, so appointed is to receive a payment of £100 each (subject to a maximum of £750 per annum) for any formal meetings of the Panel they attend.
- (5) That the amendments to Article 4, Cabinet Functions and the Staff Appeals Board of the Constitution as set out in Appendix 4 to the minutes of the Governance Committee of 28 September 2015, be approved. .

50. Reserved Items

The matters identified in Minute No. 48 above were debated by the Full Council. These included:

(a) **Matter raised under the report of the Audit Committee – 24 September 2015**

The matter raised was in relation to the Fraud Team Report (Minute 13) and in this respect the significant work being undertaken by the Fraud Team in identifying, investigating and taking action against cases of fraud. With this in mind, the Full Council wished to place on record its sincere thanks and appreciation to the Team for the work it undertakes and the fantastic results being achieved.

(b) **Matter raised under the report of the Overview and Scrutiny Commission – 6 July 2015**

The matter raised was in respect of the Five Year Business Plan for Tilgate Park and Nature Centre (Minute 49). A number of related issues continued to be discussed and suggested for further consideration, including free entry to the Nature Centre at particular times of the year, parking charges, and differential charging to provide subsidised leisure use to Crawley residents. With regard to establishing A Friends of Tilgate Park initiative, the Cabinet Member for Wellbeing indicated that he would speak to Officers on this matter, with an associated item to be included on the agenda for his next Portfolio meeting.

(c) **The reserved items containing recommendations to Full Council.**

These were dealt with as set out in Minute Numbers 51, 52 and 53 below:-

51. Budget Strategy 2016/17 – 2020/21 (Cabinet – 9 September 2015) (Recommendation 2)

The Cabinet had considered report [FIN/368](#) of the Head of Finance, Revenues and Benefits, which had also been considered by the Overview and Scrutiny Commission at its meeting on 7 September 2015. Two amendments were moved, seconded and considered as below:-

Amendment 1

It was moved by Councillor Crow and seconded by Councillor Burrett that part 2 of the Recommendation be amended as follows. (Additional text is shown in bold, whilst deleted text has been crossed through):-

2. Note the current gap of £0.8m between projected General Fund income and expenditure for the three year period to 2018/2019 and work towards balancing ~~this over a three year period~~ **the Budget every year**, including putting back into reserves when the Budget is in surplus.

In response to the issue raised in the amendment, it was emphasised that the focus was on balancing the budget, but with a sustainable approach using a three year strategy to provide the best quality of services to residents. This approach took into account a number of issues / uncertainties which could impact on the budget process in the shorter term, including, for example, those to come out of the Chancellor of the Exchequer's Autumn Statement.

The amendment upon being put to the Full Council, was declared to be LOST.

Amendment 2

It was moved by Councillor Lanzer and seconded by Councillor McCarthy that part 5 of the Recommendation be amended as follows. (Additional text is shown in bold):-

5. Note that items for the Capital Programme are driven by the need for the upkeep of council assets and environmental obligations, and schemes will also be considered that are spend to save and spend to earn, **while not precluding the consideration of schemes that provide community and social value regardless of revenue return.**

As with the first amendment, the Council undertook a full and detailed discussion on this amendment, and considered the issues raised, including the current financial constraints and the considered need to move the Capital Programme forward in a way that was sustainable.

The amendment upon being put to the Full Council, was declared to be LOST.

With both amendments proposed having been lost, the Cabinet's recommendation to the Full Council remained as the substantive motion.

With no further comments received, the substantive motion upon being put to the Full Council, was declared to be CARRIED, and it was

RESOLVED

- (1) That the Budget Strategy 2016/2017 to 2020/2021 be approved.
- (2) That the current gap of £0.8m between projected General Fund income and expenditure for the three year period to 2018/2019 be noted, and work towards balancing this over a three year period, including putting back into reserves when the Budget is in surplus.

- (3) That a separate Business Rates Equalisation reserve be set up by transferring £5m from the General Fund Reserve. This reserve will be used to absorb in year fluctuations due to the complications of accounting for business rates.
- (4) That the Corporate Management Team be instructed to take action to address the long term budget gap and to identify policy options for consideration by Cabinet Members and the Budget Advisory Group.
- (5) That items for the Capital Programme are driven by the need for the upkeep of council assets and environmental obligations be noted and, schemes will also be considered that are spend to save and spend to earn.

**52. Overview and Scrutiny Commission Membership Options for Chair and Vice Chair
(Governance Committee – 28 September 2015)
(Recommendation 3)**

The Committee had considered report [LDS/109](#) of the Head of Legal and Democratic Services.

Moved by Councillor Stanley, seconded by Councillor Burrett and

RESOLVED

That from the Civic Year 2016, where there is more than one political group on the Council, either the position of Chair or Vice Chair of the Overview and Scrutiny Commission will go to a member nominated by an opposition group.

**53. Affordable Housing Enabling: Langley Green Primary school site
(Cabinet – 7 October 2015)
(Recommendation 5)**

The Cabinet had considered report [SHAPS/51](#) of the Head of Strategic Housing and Planning Services. In response to comments by Councillor B A Smith, the Cabinet Member for Housing indicated that he would seek clarification as to whether the County Council were adopting highways for new developments at this time. This included the highway infrastructure for the Langley Green Primary School site. The outcome would be provided to Members once known, as would a response to Councillor Burrett's comments regarding different dates that had been published in terms of the use of 1:4:1 receipts from Right to Buy sales. (The dates referred to being "June 2016" as shown in part (d) of Minute 40 of the 7 October Cabinet minutes, and "30 September 2017" as shown in the answer to part (e) of Councillor Burrett's Written Question, and circulated to this meeting).

Moved by Councillor Lamb, seconded by Councillor Joyce and

RESOLVED

- (1) That the allocation of £1.5m from the RTB 1-4-1 Budget for the provision of 30 Discounted Affordable Rent units presently under construction at the Langley Green Primary School site be approved.
- (2) That authority be delegated to the Head of Strategic Housing and Planning Services, the Head of Legal and Democratic Services and the Head of

Finance, Revenues and Benefits, in consultation with the Portfolio Member for Housing, to conclude a Funding Agreement with Raven to deliver this scheme as proposed.

54. Notice of Motion (1 of 4)

The Full Council considered a Notice of Motion in accordance with Council Procedure Rule 12, which was moved by Councillor Ward and seconded by Councillor Irvine.

The Full Council undertook a full and detailed discussion on this motion and considered all the issues raised.

Upon being put to the Full Council, the motion was CARRIED, and it was

RESOLVED

Addressing the Humanitarian Crisis Motion

That on 7th September 2015, in the wake of public outcry following three-year-old Aylan Kurdi's tragic death the Prime Minister agreed to increase the UK's commitment towards addressing the ongoing refugee crisis facing Europe and the Middle East; he was right to do so.

The global need for asylum is an international crisis and it requires an international solution, one which seeks to resolve both the causes and consequences of a people's forced flight from their homeland. The UK, alongside other countries, must play a part in that solution, both at home and abroad.

During previous periods of humanitarian crisis, Crawley has played a leading role in meeting the UK's refugee commitments and must do so again. Yet, we are aware of the fear that many UK residents are feeling as they too struggle to survive in the aftermath of a major recession, as they face an ongoing housing shortage and find growing demand pressures stretching the capacity of the public services upon which they depend.

Given this reality and the need to preserve social cohesion we require a national strategy for meeting the UK's refugee commitments, one which ensures that the consequent pressure is distributed equitably and backed up by adequate funding from central government, ensuring that those in need at home are not disadvantaged by the UK helping to save the lives of those in need abroad. Crawley stands ready to play its part in that national strategy.

This Council resolves:

- 1) to support the ongoing efforts of Crawley Borough Council, alongside West Sussex County Council and neighbouring districts, to meet the county's refugee obligations in a way which best ensures the best outcome for both refugees and existing local residents.
- 2) to write to the Prime Minister, expressing support for increasing the UK's commitment to addressing the ongoing global need for asylum, noting the more substantial commitments of other EU member states, and asking for resources to be made available to ensure that communities are able to meet the needs of both refugees and existing local residents.

55. Notice of Motion (2 of 4)

The Full Council considered a Notice of Motion in accordance with Council Procedure Rule 12, which was moved by Councillor Mullins and seconded by Councillor Stanley.

The Motion was in relation to the TTIP (Transatlantic Trade and Investment Partnership). In considering issues arising from the Motion, a number of Members expressed the view that because of the complexities associated with the TTIP, and that the TTIP was still in the negotiating stages, more information and evidence was required before more informed consideration could be given. The more general view of Members was to support the Motion and the concerns highlighted therein.

56. Duration of the Meeting

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

57. Notice of Motion (2 of 4)

(Continued)

Upon being put to the Full Council, the motion was CARRIED, and it was

RESOLVED

TTIP (Transatlantic Trade and Investment Partnership)

That this council notes:

1. That the EU and USA launched negotiations in July 2013 on a Transatlantic Trade and Investment partnership.
2. That negotiations are underway to determine which goods and services TTIP will apply to and if new rules can be agreed to protect investors, harmonise standards, reduce tariffs and open new markets throughout the EU and USA.
3. That there has been no impact assessment about the potential impact on local authorities.
4. That there has been no scrutiny of the negotiating texts by local government and no consultation with local government representatives.
5. That MPs are also unable to scrutinise the negotiating documents.

This council believes that:

1. TTIP could have a detrimental impact on local services, employment, suppliers and decision-making.
2. TTIP could have a detrimental impact on the NHS which would encourage privatisation, higher prescription costs, and prevent any re-nationalisation of the NHS.
3. A thorough impact assessment of TTIP on local authorities and the NHS must be undertaken before the negotiations are concluded.
4. The proposed Investor State Dispute Settlement (ISDS) mechanism has been used by corporations to overturn democratic decisions by all levels of governments at significant public cost. Local decision-making must be protected from ISDS.

5. The EU's food, environmental and labour standards are better than those in the USA and TTIP negotiations must raise and not lower these standards across the EU and USA.
6. Sourcing supplies and employment locally is important to strengthening local economies and meeting local needs. TTIP must not impact on local authorities' ability to act in the best interests of its communities.

This council resolves:

1. To write to the secretary of state for communities and local government, local MPs and South East MEPs raising our serious concerns about the impact of TTIP on local authorities and the secrecy of the negotiating process.
2. To write to the Local Government Association to raise our serious concerns about the impact of TTIP on local authorities and ask it to raise these with government on our behalf.
3. To call for an impact assessment on the impact of TTIP on local authorities.
4. To publicise the council's concerns about TTIP; join with other local authorities which are opposed to TTIP across Europe and work with local campaigners to raise awareness about the problems associated with TTIP.
5. To contact local authorities of municipalities twinned with Crawley Borough Council asking them to consider passing a similar motion on TTIP.

58. Notice of Motion (3 of 4)

The Full Council considered a Notice of Motion in accordance with Council Procedure Rule 12, which was moved by Councillor Crow and seconded by Councillor Lanzer.

Amendment

It was moved by Councillor Lamb and seconded by Councillor P C Smith:-

That with regard to the final paragraph of the Motion (Part 4.), delete the word "lowering" and replace with the word "changing".

Councillor Crow (as mover of the original motion) indicated his acceptance of the amendment. The Motion as amended therefore became the substantive motion. A full and detailed discussion was undertaken on the substantive motion, with all issues raised being considered.

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

RESOLVED

That local business rates are set by central government at a uniform national rate. They are collected by local councils and transferred to central government to be distributed back out across the country. Local councils such as Crawley Borough Council, which represent areas with a dynamic and growing local economy, disproportionately lose out through the current system.

As a local authority that welcomes the transfer of decision-making powers from central to local government, this Council resolves to:

1. Write to the Local Government Association to state its support for the principles of greater local retention of locally-collected business rates and of greater local control over the setting of business rates;
2. Carefully examine the detail of the proposal in the Chancellor of the Exchequer's Autumn Statement to change the business rates regime and as a result of these changes, look for potential opportunities to benefit the local economy;
3. Consult with the Crawley business community to seek their views on the proposals to change the business rates regime and on the current levels of business rates payable;
4. Explore the potential that changing business rates could have on reducing the number of empty shops in Crawley town centre.

59. Notice of Motion (4 of 4)

The Full Council considered a Notice of Motion in accordance with Council Procedure Rule 12, which was moved by Councillor Jones and seconded by Councillor Lamb.

The Motion sought a new fire station for Crawley. As part of the detailed debate undertaken, Members of the Opposition Group referred to the forthcoming meeting of the West Sussex County Council which was to take place on Friday 30 October. Consideration would be given at that meeting to the County Council's future Capital Investment Programme. With this in mind it was advised that Members of that Group would be abstaining from the vote on the Notice of Motion, as they considered that the proper place to raise and consider proposals for a new fire station would be at meetings of the County Council, and where on 30 October specific consideration would be given to the planning and funding of major projects across the County.

The more general view of Members was to undertake the stance proposed in the Motion in seeking a new fire station for Crawley, and the Council continued to undertake a full and detailed discussion on the Motion and considered all the issues raised.

Reference was made by a Member to the Motion's proposal to authorise officers to enter into negotiations with WSCC to transfer the land currently owned by CBC adjacent to Cheals roundabout, with the intention that the land be used to provide the new fire station proposed. He hoped that if the land was transferred it would continue to be well maintained during any period that it remained vacant following that transfer, and asked that as part of the proposed transfer process, local residents' views be taken into account.

60. Duration of the Meeting

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

61. Notice of Motion (4 of 4)

(Continued)

At the request of Councillor Stanley, and in accordance with Council Procedure Rule 17.5, the names of the Members voting for and against the Motion 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, B J Quinn, R Sharma, A C Skudder, B A Smith, P C Smith, J Stanley, K Sudan, G Thomas and W A Ward (19).

Against the Motion:-

There were no votes against the motion.

Abstentions:-

Councillors Dr H S Bloom, R G Burgess, R D Burrett, D G Crow, C R Eade, F Guidera, K L Jaggard, R A Lanzer, L S Marshall-Ascough, K McCarthy, B MeCrow, D M Peck, M A Stone, J Tarrant, K J Trussell and L Vitler (16).

The Motion was therefore CARRIED, and it was.

RESOLVED

That this council notes the promised new fire station for Crawley, first put forward in 2006 by West Sussex County Council (WSCC), remains unbuilt and does not even form part of the list of works on the county council's most up to date proposals for its future capital programme.

This council believes that a new fire station for the town is long overdue, and that the reasons why the current fire station should be replaced are even more relevant now than when it was first proposed.

This council also believes that WSCC has a moral duty to provide the most modern and effective fire cover for the people of Crawley and the surrounding area, and that a previous report from the county council itself stated that the existing Ifield Avenue station is no longer in the best location to provide optimum cover either within the North of the County or for areas in Crawley at the highest risk, is beyond its design life, in poor condition and in need of replacement.

This council therefore resolves to:

Urge WSCC to take the steps necessary to build a new fire station for Crawley, and to authorise officers to enter into negotiations with WSCC to transfer the land currently owned by CBC adjacent to Cheals roundabout for either a zero or nominal sum, conditional upon the land being used to provide the new fire station.

62. Members' Written Questions

Questions asked in accordance with Council Procedure Rule 10.3, together with the answers, were tabled as follows:-

Questioner	Councillor Irvine.
Addressed to	Cabinet Member for Housing.
Subject	Sale of Council Houses.
Questioner	Councillor Eade.
Addressed to	Cabinet Member for Wellbeing.
Subject	K2, Crawley Bowls Facility.
Questioner	Councillor Eade.
Addressed to	Cabinet Member for Housing.
Subject	Planned Surface Maintenance in Areas of Furnace Green.
Questioner	Councillor Burrett.
Addressed to	Cabinet Member for Housing.
Subject	1:4:1 Receipts from Right to Buy Sales.
Questioner	Councillor Irvine
Addressed to	Cabinet Member for Planning and Economic Development.
Subject	Section 106 Funds.

63. Announcements by Cabinet Members

Cabinet Member	Subject
Councillor Lamb (Chair of the Cabinet)	Councillor Lamb referred to issues raised through Notices of Motion considered at previous meetings of the Full Council on Fixed Odds Betting Terminals, Tax Credits and Aerotoxic Syndrome. He briefly reported on the responses since received in letters from respective Government Ministers in relation to those Motions, which indicated that the steps that the Council had agreed in each case to help address the issues raised would not, or would not at this time, be taken forward for the reasons given in the letters. Councillor Lamb advised that he would be happy to provide copies of those letters to any Member should they wish to read the full responses.

64. Questions to Cabinet Members

Questions asked pursuant to Council Procedure Rule 10.1 were as follows:

Name of Councillor asking Question	Subject	Name of Cabinet Member(s) Responding
Councillor Eade	Concerns raised by residents regarding the potential danger to Badger setts in the	Councillor Mullins (as Cabinet Member for Wellbeing), indicated that he would make enquiries regarding this matter and thanked

Name of Councillor asking Question	Subject	Name of Cabinet Member(s) Responding
	area of Tilgate Golf Course, as a result of grounds maintenance works.	Councillor Eade for bringing it to his attention.
Councillor R G Burgess	Councillor Burgess referred to the "terrible mess", including an accumulation of rubbish, gathering on and around the former off-licence premises in Barnfield Road, Northgate.	Councillor Lamb, as a Ward Member for Northgate, confirmed that he and fellow Ward Member Councillor Thomas would be arranging a tidy-up of the site concerned. This would be done whilst the future of the premises (which was currently under consideration for future development) was officially being discussed and agreed.
Councillor Irvine	Permitted Development Rights (PDR) which had been introduced by the Government temporarily in 2013. Councillor Irvine Sought the opinion of the Cabinet Member as to what he felt the impact would be on Crawley as a result of the Government's recent announcement that PDR would soon be made permanent.	Councillor P C Smith (as Cabinet Member for Planning and Economic Development) considered strongly that PDR was damaging the local economy and was affecting both businesses and residents. The town was already losing significant employment space, and business leaders in Crawley were vehemently opposed to the loss of that space. That space would be used for conversion into homes, but without the need to apply for full planning permission. Councillor Smith emphasised that the Council was doing everything that it could to deliver more homes for Crawley residents, with 1000 affordable new builds commissioned over the last 18 months. The Council wanted more residential development within the town, and this was reflected in its Local Plan, but it was felt that an increase in residential development through PDR needed to be balanced against the loss of employment space and the negative impacts that might arise through the removal of planning controls including quality of the development, space standards, provision of parking and refuse disposal facilities and potential neighbourhood conflict. He indicated the intention to convey the objections of the Council to the DCLG (Department for

Name of Councillor asking Question	Subject	Name of Cabinet Member(s) Responding
		Communities and Local Government) in the strongest possible terms.
Councillor Crow	Issues raised in an article (on e-cigarette chargers) in the September 2015 Crawley Homes News.	Those issues were responded to by Councillor Joyce (as Cabinet Member for Housing).
Councillor Thomas	<p>Councillor Thomas referred to a Memorial Stone, which was not dated, but which had been erected some years ago by voluntary subscriptions in honour of Dr T H Martin JP. The Stone which was located in the Memorial Gardens was in recognition of Dr Martin's many public services during (what Councillor Thomas believed to be), the turn of the last century. Councillor Thomas' recollection was that the Memorial Stone was part of a drinking fountain in the children's playground adjacent to what was now known as the Memorial Gardens. He enquired with the Cabinet member as to whether that water supply could be reinstated - especially given the current prevalence of expensive and sugar-packed fizzy drinks to quench children's thirst, whilst at the same time reconnect the links with local history.</p>	Councillor Mullins (as Cabinet Member for Wellbeing) asked Councillor Thomas to email details of this matter to him, and in indicating that he would support the request by Councillor Thomas, he advised that he would raise the matter at the appropriate forum.

65. Duration of the Meeting

The business of the meeting had still not been completed. Having put it to the Full Council, and whilst the item of business on Questions to Committee Chairs was still outstanding, the vote was in favour of not continuing the meeting.

66. Closure of Meeting

The meeting ended at 11.01 p.m.

C A Cheshire
Mayor

APPENDIX A

Members' Disclosures of Interest

Member	Agenda Item No.	Name and date of Cabinet/ Committee and Minute No.	Minute Book Page No.	Subject or Planning Application No.	Type and Nature of Disclosure.
Councillor B J Burgess	8(1)(a)	Development Control 3 August 2015 Minute 14	31	CR/2015/0261/RG3 Land adjacent to South Eastern Boundary of Tilgate Forest Recreation Centre, Tilgate, Crawley	Personal Interest - a Guiding Ambassador
Councillor D G Crow	8(1)(a)	Development Control 3 August 2015 Minute 14	27	CR/2015/0020/FUL Gatwick 23, Gatwick Road, Northgate, Crawley	Personal Interest – Member of WSCC
Councillor R Sharma	8(1)(a)	Development Control 3 August 2015 Minute 14	29	CR/2015/0188/FUL Ifield Sports and Social Club, Ifield Green, Ifield, Crawley	Personal Interest – Knows the applicant
Councillor P C Smith	8(1)(a)	Development Control 3 August 2015 Minute 14	27	CR/2015/0020/FUL Gatwick 23, Gatwick Road, Northgate, Crawley	Personal Interest – Board Member for Manor Royal Business Group
Councillor P C Smith	8(1)(a)	Development Control 3 August 2015 Minute 14	30	CR/2015/0393/RG3 Queens Square, Northgate, Crawley	Personal Interest – Cabinet Member for Planning and Economic Development
Councillor M Stone	8(1)(a)	Development Control 3 August 2015 Minute 14	28	CR/2015/0041/FUL Land at Keepers Cottage, Brighton Road, Tilgate, Crawley	Personal Interest – Knows the applicant
Councillor J Tarrant	8(1)(a)	Development Control 3 August 2015 Minute 14	28	CR/2015/0041/FUL Land at Keepers Cottage, Brighton Road, Tilgate, Crawley	Personal Interest – Knows the applicant
Councillor G Thomas	8(1)(a)	Development Control 3 August 2015 Minute 14	28	CR/2015/0041/FUL Land at Keepers Cottage, Brighton Road, Tilgate, Crawley	Personal Interest – Knows the applicant
Councillor G Thomas	8(1)(a)	Development Control 3 August 2015 Minute 14	29	CR/2015/0188/FUL Ifield Sports and Social Club, Ifield Green, Ifield, Crawley	Personal interest – CBC Representative on the Ifield Village Conservation Area Advisory Committee
Councillor R D Burrett	8(1)(d)	Overview and Scrutiny Commission 7 September 2015 Minute 38	46	Health and Adult Social Care Select Committee (HASC)	Personal interest as a Member of West Sussex County Council.

Member	Agenda Item No.	Name and date of Cabinet/ Committee and Minute No.	Minute Book Page No.	Subject or Planning Application No.	Type and Nature of Disclosure.
Councillor B A Smith	8(1)(d)	Overview and Scrutiny Commission 7 September 2015 Minute 38	46	Health and Adult Social Care Select Committee (HASC)	Personal interest as a Member of West Sussex County Council.
Councillor R D Burrett	8(1)(e)	Cabinet 9 September 2015 Minute 28	53	Your Energy Sussex (Formerly Sussex Energy Saving Partnership) and the Installation of PV to Crawley Homes Properties	Personal interest as a Member of West Sussex County Council.
Councillor B A Smith	8(1)(e)	Cabinet 9 September 2015 Minute 28	53	Your Energy Sussex (Formerly Sussex Energy Saving Partnership) and the Installation of PV to Crawley Homes Properties	Personal interest as a Member of West Sussex County Council.
Councillor B J Burgess	8(1)(f)	Development Control 21 September 2015 Minute 24	60	CR/2015/0345/RG3 High Street, Northgate, Crawley	Personal - Member of Crawley Cycling Forum
Councillor P C Smith	8(1)(f)	Development Control 21 September 2015 Minute 24	61	CR/2015/0435/FUL Land parcel at Jersey Farm, County Oak Way, Langley Green, Crawley	Personal – Member of the Manor Royal Business District Board
Councillor G Thomas	8(1)(f)	Development Control 21 September 2015 Minute 24	60	CR/2015/0345/RG3 High Street, Northgate, Crawley	Personal - Member of Crawley Cycling Forum
Councillor G Thomas	8(1)(f)	Development Control 21 September 2015 Minute 24	62	CR/2015/0509/NCC Crawley Baptist Church, Crabtree Road, West Green, Crawley	Personal – previously spoken to members and applicant from Crawley Baptist Church
Councillor W A Ward	8(1)(f)	Development Control 21 September 2015 Minute 24	62	CR/2015/0509/NCC Crawley Baptist Church, Crabtree Road, West Green, Crawley	Personal – previously spoken to members and applicant from Crawley Baptist Church
Councillor R D Burrett	8(1)(h) and 9	Governance 28 September 2015 Minute 12	69	Overview and Scrutiny Commission Membership Options for the Chair and Vice Chair	Personal Interest as a Member of West Sussex County Council.
Councillor R D Burrett	8(1)(h)	Governance 28 September 2015 Minute 13	70	West Sussex County Council Electoral Boundary Review	Personal Interest as a Member of West Sussex County Council.

Member	Agenda Item No.	Name and date of Cabinet/ Committee and Minute No.	Minute Book Page No.	Subject or Planning Application No.	Type and Nature of Disclosure.
Councillor D G Crow	8(1)(h)	Governance 28 September 2015 Minute 13	70	West Sussex County Council Electoral Boundary Review	Personal Interest as he was a West Sussex County Councillor
Councillor M G Jones	8(1)(h)	Governance 28 September 2015 Minute 13	70	West Sussex County Council Electoral Boundary Review	Personal Interest as he was a West Sussex County Councillor
Councillor P K Lamb	8(1)(h)	Governance 28 September 2015 Minute 13	70	West Sussex County Council Electoral Boundary Review	Personal Interest as he was a West Sussex County Councillor
Councillor B A Smith	8(1)(h)	Governance 28 September 2015 Minute 13	70	West Sussex County Council Electoral Boundary Review	Personal Interest as he was a West Sussex County Councillor
Dr B Jones	8(1)(h)	Governance 28 September 2015 Minute 14	71	Amendments to the Constitution following the Introduction of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015	Personal Interest as an Appointed Independent Person.
Mr P Nicolson	8(1)(h)	Governance 28 September 2015 Minute 14	71	Amendments to the Constitution following the Introduction of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015	Personal Interest as an Appointed Independent Person.
Councillor Dr H S Bloom	8(1)(i)	Overview and Scrutiny Commission 5 October 2015 Minute 51	94	Fairness Commission Scrutiny Panel Final Report	Personal Interest – Wife is a Trustee of Crawley Community Voluntary Service
Councillor C A Cheshire	8(1)(i)	Overview and Scrutiny Commission 5 October 2015 Minute 51	94	Fairness Commission Scrutiny Panel Final Report	Personal Interest - Patient Representative of Crawley Clinical Commissioning Group
Councillor C A Cheshire	8(1)(i)	Overview and Scrutiny Commission 5 October 2015 Minute 51	94	Fairness Commission Scrutiny Panel Final Report	Personal Interest – Trustee of Crawley Community Transport
Councillor C A Cheshire	8(1)(i)	Overview and Scrutiny Commission 5 October 2015 Minute 51	94	Fairness Commission Scrutiny Panel Final Report	Personal Interest – Trustee of Crawley Community Voluntary Service

Member	Agenda Item No.	Name and date of Cabinet/ Committee and Minute No.	Minute Book Page No.	Subject or Planning Application No.	Type and Nature of Disclosure.
Councillor R A Lanzer	8(1)(i)	Overview and Scrutiny Commission 5 October 2015 Minute 51	94	Fairness Commission Scrutiny Panel Final Report	Personal Interest – Member of Central & South Sussex Citizens' Advice Bureau
Councillor K Sudan	8(1)(i)	Overview and Scrutiny Commission 5 October 2015 Minute 51	94	Fairness Commission Scrutiny Panel Final Report	Personal interest - CBC Representative for Relate
Councillor L Vitler	8(1)(i)	Overview and Scrutiny Commission 5 October 2015 Minute 51	94	Fairness Commission Scrutiny Panel Final Report	Personal interest – work in Mental Health Wellbeing Services.
Councillor L Vitler	8(1)(i)	Overview and Scrutiny Commission 5 October 2015 Minute 51	94	Fairness Commission Scrutiny Panel Final Report	Personal interest – attends Young Crawley Children & Families C CVS Forum.
Councillor R D Burrett	8(1)(i)	Overview and Scrutiny Commission 5 October 2015 Minute 53	95	Health and Adult Social Care Select Committee (HASC)	Personal interest as a Member of West Sussex County Council.
Councillor B A Smith	8(1)(i)	Overview and Scrutiny Commission 5 October 2015 Minute 53	95	Health and Adult Social Care Select Committee (HASC)	Personal interest as a Member of West Sussex County Council.
Councillor Dr H S Bloom	8(1)(j)	Cabinet 7 October 2015 Minute 41	99	Fairness Commission Scrutiny Panel Final Report	Personal Interest – Wife is a Trustee of Crawley Community Voluntary Service
Councillor C A Cheshire	8(1)(j)	Cabinet 7 October 2015 Minute 41	99	Fairness Commission Scrutiny Panel Final Report	Personal Interest - Patient Representative of Crawley Clinical Commissioning Group
Councillor C A Cheshire	8(1)(j)	Cabinet 7 October 2015 Minute 41	99	Fairness Commission Scrutiny Panel Final Report	Personal Interest – Trustee of Crawley Community Transport
Councillor C A Cheshire	8(1)(j)	Cabinet 7 October 2015 Minute 41	99	Fairness Commission Scrutiny Panel Final Report	Personal Interest – Trustee of Crawley Community Voluntary Service
Councillor R A Lanzer	8(1)(j)	Cabinet 7 October 2015 Minute 41	99	Fairness Commission Scrutiny Panel Final Report	Personal Interest – Member of Central & South Sussex Citizens' Advice Bureau
Councillor K Sudan	8(1)(j)	Cabinet 7 October 2015 Minute 41	99	Fairness Commission Scrutiny Panel Final Report	Personal interest - CBC Representative for Relate

Member	Agenda Item No.	Name and date of Cabinet/ Committee and Minute No.	Minute Book Page No.	Subject or Planning Application No.	Type and Nature of Disclosure.
Councillor L Vitler	8(1)(j)	Cabinet 7 October 2015 Minute 41	99	Fairness Commission Scrutiny Panel Final Report	Personal interest – work in Mental Health Wellbeing Services.
Councillor L Vitler	8(1)(j)	Cabinet 7 October 2015 Minute 41	99	Fairness Commission Scrutiny Panel Final Report	Personal interest – attends Young Crawley Children & Families C CVS Forum
Councillor R D Burrett	10(d)			Notice of Motion	Personal interest as a Member of West Sussex County Council.
Councillor D G Crow	10(d)			Notice of Motion	Personal interest as a Member of West Sussex County Council.
Councillor M G Jones	10(d)			Notice of Motion	Personal interest as a Member of West Sussex County Council.
Councillor P K Lamb	10(d)			Notice of Motion	Personal interest as a Member of West Sussex County Council.
Councillor R A Lanzer	10(d)			Notice of Motion	Personal interest as a Member of West Sussex County Council.
Councillor B A Smith	10(d)			Notice of Motion	Personal interest as a Member of West Sussex County Council.

Crawley Borough Council

Minutes of Development Control Committee

12 October 2015 at 7.30pm

Present:

Councillor	I T Irvine (Chair)
Councillor	C A Moffatt (Vice-Chair)
Councillors	B J Burgess, D G Crow, F Guidera, K L Jaggard, S J Joyce, B McCrow, R Sharma, A C Skudder, P C Smith, M A Stone, J Tarrant, G Thomas and W A Ward

Officers Present:

Tony Baldock	Environmental Health Manager
Kevin Carr	Legal Services Manager
Michelle Harper	Principal Planning Officer
Mez Matthews	Democratic Services Officer
Jean McPherson	Group Manager, Development Management
Dominic Smith	Highways Manager (West Sussex County Council)

26. Lobbying Declarations

The following lobbying declarations were made by Members:-

Councillors B J Burgess, I T Irvine, S J Joyce, B McCrow, R Sharma, A C Skudder, P C Smith and G Thomas had been lobbied regarding application CR/2015/0298/FUL.

Councillors B J Burgess, F Guidera, I T Irvine, K L Jaggard, S J Joyce, B McCrow, C A Moffatt, R Sharma, P C Smith, M A Stone, J Tarrant, G Thomas and W A Ward had been lobbied regarding application CR/2015/0389/FUL.

Councillor I T Irvine had been lobbied regarding application CR/2015/0539/FUL.

27. Members' Disclosure of Interests

The following disclosures of interests were made by Members:-

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor G Thomas	Minute 29	CR/2015/0389/FUL Site of Former Ifield Community College, Lady Margaret Road, Ifield, Crawley	Personal Interest as he was Chair of the Ifield Medical Practice Patients' Participation Group.

28. Minutes

The minutes of the meeting of the Committee held on [21 September 2015](#) were approved as a correct record and signed by the Chair.

29. Planning Applications List

The Committee considered report [PES/176](#) of the Head of Economic and Environmental Services.

RESOLVED

That in respect of the applications specified below, details of which are more particularly set out in report [PES/176](#) of the Head of Economic and Environmental Services and in the Register of Planning Applications the decisions be given as indicated:-

Item 2

CR/2015/0389/FUL

Site of former Ifield Community College, Lady Margaret Road, Ifield, Crawley.

Erection of 193 dwellings, together with associated car parking, open space, landscaping, vehicular access on Lady Margaret Road and formation of further access for emergency vehicles only.

Councillors B J Burgess, I T Irvine, K L Jaggard, S J Joyce, B McCrow, C A Moffatt, P C Smith, M A Stone, J Tarrant, G Thomas and W A Ward declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application and emphasised that the land was an allocated housing site which benefited from outline planning permission. The Principal Planning Officer informed the Committee that following the request from Sussex Police for Section 106 contributions, officers had sought further justification for the amounts being sought and also informed the Police that contributions could potentially be gained in future via the emerging Plan and the Community Infrastructure Levy. Officers had not received any further communication from the police so the Committee was advised that it assume that the Police raised objection to the application on the grounds that they would not receive any Section 106 contribution.

The Committee noted that paragraph 6.3 of the conclusion should include reference to Ifield Drive roundabout. The Committee was also advised that conditions 12 and 13 should be amended as follows:

Condition 12

No part of the development shall be occupied until the car parking serving that dwelling or block of dwellings has been constructed in accordance with the approved site plan. These spaces shall thereafter be retained at all times for their designated purpose.

REASON: To ensure adequate provision of parking clear of the highway in accordance with 'saved' policy GD3 of the Crawley Borough Local Plan 2000.

Condition 13

No part of the development shall be first occupied until the road(s), footways, and casual parking areas serving that part of the development have been constructed, surfaced and drained in accordance with plans and details to be submitted to and approved by the Local Planning Authority.

REASON: To secure satisfactory standards of access for the proposed development in accordance with 'saved' Policy GD3 of the Crawley Borough Local Plan 2000.

One objector (Mr Ron Binmore) addressed the Committee and raised concerns relating to an increase in congestion, traffic noise and movements, number of vehicles which would be parked in Lady Margaret Road, as well as lack of visibility when exiting the his garage and need for more parking for medical practice.

The Ward Councillor for Ifield (Councillor J Stanley) address the Committee and stated that although he was happy that the site would be developed for housing, he had concerns regarding the road layout and the increase in traffic. He requested that the Applicant, West Sussex County Council Highways and local Councillors work together to ensure minimal disruption during construction. Councillor Stanley also requested that bat boxes be installed on the site.

The Applicant (Mr Nick Keeley) addressed the Committee and reminded the Committee that it was a brownfield site which had been identified as a key housing site in the Local Plan. A consultation event had shown that the public supported development of the site. Mr Keeley informed the Committee that additional parking and a crossing would be provided as well as improvements to the roundabout and the widening of Lady Margaret Road.

The Committee then considered the application. The majority of the Committee was concerned that there were already parking issues in Lady Margaret Road as result of road layout, school and medical practice and that the development would only worsen the situation. Several Members were of the opinion that the proposed improvements to the road were not sufficient.

Following questions from the Committee, the Highways Manager for West Sussex County Council (WSSC) advised the Committee that known future developments in the area had been taken into account as well as the natural traffic growth of the area.

Following the Committee's request that the green bay adjacent to the Medical Centre be converted to a parking bay, it was informed that the layby was owned by WSSC's Property Department and not WSSC Highways or the developer. The Highways Manager had spoken to WSSC's Property Department but have not received a response to date. The Committee were advised that it would not be reasonable for the applicant to undertake these works as the land was not in their control.

Permitted subject to the conditions and informatives as set out in report [PES/176](#), the amended conditions above and the completion of a Section 106 Agreement.

Item 1

CR/2015/0298/FUL

Three Bridges Station Car Park, Haslett Avenue East, Three Bridges, Crawley.

Change of use from car park to farmers' market operating on Sundays only throughout the year.

Councillors B J Burgess, K L Jaggard, C A Moffatt and P C Smith declared they had visited the site.

The Group Manager provided a verbal summation of the application and an update that the applicant had confirmed that customers to the market would be able to park in the station car park free of charge.

A Borough Councillor (Councillor P K Lamb) addressed the Committee in objection to the application. He was of the opinion that the proposal would increase parking in the local area the control of which is already a problem even with the community parking zone, could impact on the local highways and that the remaining parking spaces at the station could be insufficient for rail passengers. Councillor Lamb was concerned that the operation of the market would clash with the station improvement and would cause further disruption when the bus replacement service was in place. Councillor Lamb requested that a more detailed parking survey be sought, that the market be merged with the other local markets in the Town Centre and that, should the Committee be minded to approve the application, a condition be added regarding the market operation at times of a bus replacement service.

The Committee then considered the application.

Several Committee members drew attention to Paragraph 5.2 of the report which stated that National Planning Policy Framework encouraged new and existing markets in the Town Centre in the first instance and the Committee was of the opinion that the Town Centre would be a more suitable location for the farmer's market. The Committee felt that the proposed location of the market would undermine the vitality and viability of the Town Centre and that, should the market be relocated in the centre of town, it would help regenerate the Town Centre.

The Committee questioned the vehicle and visitor numbers identified in paragraph 5.5 of the report as they did not appear to be evidence based. Several Committee members felt that the station car park was frequently very busy and reducing the number of parking spaces would have a detrimental effect. The Committee was also concerned that the free parking provided for visitors to the market could be open to abuse.

Paragraph 5.6 identified the site as a sustainable location, however the Committee was of the opinion that the majority of people visiting the market would not travel by public transport and would drive due to the market's out of town location.

The Committee was concerned that Paragraph 5.6 of the report stated that the traffic survey submitted to the Council was limited. The Committee was of the view that the roads surrounding Three Bridges Station and station forecourt were already congested. Several Committee members stated that there were often queues on the roads leading to the station, especially when access to the station was blocked due to the bus replacement service which occurred at the weekends. The Committee felt strongly that the introduction of a market, especially during a period when improvements to the station were scheduled to take place and when a bus replacement service was regularly in place, would only increase congestion on roads within the vicinity. In addition, paragraph 5.13 of the report stated that the bus

replacement service which operated from the car park on Sundays was not a planning matter. The Committee contended that the congestion the bus replacement service had on the neighbouring roads was a consideration for the Committee. The Committee was therefore of the opinion that the impact the market would have on the surrounding highways was unacceptable.

It was proposed that the temporary permission period be reduced from two years to 12 months to allow for an early review of the market and its operation. The Committee considered the proposal, but upon being put to the Committee, the proposal was LOST. The Committee took a further vote on the officer's recommendation as set out in the report, but the majority of the Committee did not support the application for the reasons set out below.

The Officer recommendation was overturned.

Refused for the following reasons:

1. The proposal is located outside the Main / Primary Shopping Area and based on the information supplied it has not been demonstrated that the development cannot be met on more central town centre sites and is therefore contrary to the NPPF Paragraph 23, Core Strategy 2008 Policy TC4 and Policy EC7 in the Modifications Draft Local Plan 2015.
2. The applicants have not provided adequate information to demonstrate that the use can be operated without prejudicing the operational requirements of Three Bridges station and without adverse impact on the surrounding highway network. The proposal is therefore contrary to 'saved' policy GD3 in the Local Plan 2000 and Policy CH3 in the Modifications Draft Local Plan 2015.

Item 3

CR/2015/0539/FUL

Broadfield House, Brighton Road, Broadfield, Crawley.

Change of use from D1 (education) to C2 (residential school).

Councillor C A Moffatt declared he had visited the site.

The Group Manager provided a verbal summation of the application and informed the Committee that reference to "Highams Hill" in paragraph 1.1 of the report was incorrect and should be amended to read "Highwood Park".

The Committee then considered the application.

Permitted as set out in report [PES/176](#).

Item 4

CR/2015/0607/TPO

Gales Place, Three Bridges, Crawley.

Crown raise to give 4m clearance over ground and reduce branches by 2m on west side. Remove deadwood.

Councillor B J Burgess declared she had visited the site.

The Principal Planning Officer provided a verbal summation of the application.

The Committee then considered the application.

Consent as set out in report [PES/176](#).

30. Closure of Meeting

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

I T IRVINE
Chair

Crawley Borough Council

Minutes of Licensing Committee 4 November 2015 at 7.30pm

Present:

Councillor B J Quinn (Chair)

Councillor M L Ayling (Vice-Chair)

Councillors B J Burgess, K L Jaggard, M G Jones, C C Lloyd, L S Marshall-Ascough, K McCarthy, B McCrow, C A Moffatt, C J Mullins, D M Peck, R Sharma, J Stanley and K J Trussell

Officers Present:

Tony Baldock	Environmental Health Manager
Mez Matthews	Democratic Services Officer
Astrid Williams	Legal Clerk

12. Members' Disclosure of Interests

No disclosures of interests were made by Members.

13. Minutes

The minutes of the meeting of the Committee held on [2 September 2015](#) were approved as a correct record and signed by the Chair.

14. Environmental Services Business Plan 2015-2016

The Committee considered report [PES/193](#) of the Head of Economic and Environmental Services which sought the Committee's approval of the contents of the Environmental Services Business Plan for 2015-2016.

The Cabinet Member for Environmental Services advised that the Plan had been brought before the Committee as a familiarisation exercise. The Committee was advised to email any typographical errors found in the document to the Environmental Health Manager, rather than raising them at the meeting.

The Environmental Health Manager informed the Committee that several documents had been combined to produce a single more concise Plan. He advised that the word "restricted" in the final sentence on page 2 of the Policy should be amended to read "restructured". Following a query from the Committee, the Environmental Health Manager agreed to check whether the term "third world countries", which was cited in the Policy, was terminology still used in current legislation.

The Committee acknowledged the excellent work which was undertaken by the Environmental Health Officers, not only locally, but also nationally as a front line defence at Gatwick Airport.

RESOLVED

That the contents of the Environmental Services Business Plan 2015-2016 as set out in Appendix A to report [PES/193](#) be approved.

15. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 7.47pm.

B J QUINN
Chair

Crawley Borough Council

Minutes of the Overview and Scrutiny Commission Monday 9 November 2015 at 7.00pm

Present:

Councillor B A Smith (Chair)
Councillor K Sudan (Vice-Chair)
Councillors M L Ayling, Dr H S Bloom, R G Burgess, C A Cheshire, I T Irvine,
R A Lanzer, K J Trussell, and W A Ward

Also in Attendance:

Councillors P K Lamb and A C Skudder

Apology for Absence:

Councillor L Vitler

Officers Present:

Rob Channon Interim Head of Community Services (Operations)
Heather Girling Democratic Services Officer
Lee Harris Chief Executive

57. Members' Disclosure of Interests and Whipping Declarations

No disclosures of interests or whipping declarations were made.

58. Minutes and Matters Arising

Subject to the clerical correction below, the minutes of the Commission held on [5 October 2015](#) were approved as a correct record and signed by the Chair:-

Clerical Correction

With regard to Minute No 52 (Portfolio Discussion with the Cabinet Member for Wellbeing) the bullet point "There was recognition that noise could potentially be attributed to poor health" be amended as follows "There was recognition that noise could potentially be a contributing factor to poor health".

59. Public Question Time

No questions from the public were asked.

60. Safer Crawley Partnership Performance Review and Future Priorities

The Commission received an update from the Chief Executive which provided the annual performance of the Safer Crawley Partnership along with the future priorities.

Discussion areas included:

- Whilst responsibility for working on Community Safety covers several services and agencies, there is a core team which includes the following: the Cabinet Member for Public Protection and Community Engagement, Chief Inspector Padwick, the Community Development Manager, the Partnership Support Officer, together with the Nuisance and Anti-Social Behaviour Team (NASB).
- The Commission has received frequent crime and disorder updates, including the Police and Crime Commissioner attendance, NASB briefing and Prevent seminar. A further briefing is scheduled for December on the new local policing model and a briefing in the New Year on the Partnership's priorities.
- The Safer Crawley Partnership is chaired by the Cabinet Member for Public Protection and Community Engagement and undertakes a strategic assessment.
- The recent strategic assessment highlighted four emerging priorities;
 - Crime – figures for the town have increased in 2014/15 although the trend remains downwards and the council is working with Sussex Police to establish how to improve the way it tackles violent crime.
 - Sexual exploitation – investigations included historic and existing cases. The Partnership needs to improve its intelligence gathering and sharing of information.
 - Anti-social behaviour cases – partnership funding and work is of paramount importance to engage with individual cases. Successful collaborations have been undertaken with the police and mental health services to provide immediate help and support to people who may be experiencing a mental health crisis.
 - Rough sleepers in the town – numbers have increased and a multi-agency approach provides necessary help, assistance and working together to move people on while ensuring they are fully aware of how they can access a range of support. However, some individuals already have pending homelessness applications and offers of accommodation in other local authority areas and have no connection to Crawley. In this respect, partner agencies have offered necessary support wherever possible.
- With references made to CCTV within the town, there were mixed views as to the perception as to how safe people were made to feel by CCTV. It was enquired whether further sites would or could be used for CCTV given the Section 106 funds.

RESOLVED

That the update be welcomed and Members noted the Partnership's future priorities.

61. Transformation Update - Facilities

The Commission received an update from the Interim Head of Community Services (Operations) on the Facilities System Thinking Review.

During the discussion, the following points were expressed:

- The Community Facilities Check phase commenced in May 2013, with the Town Hall Check phase beginning soon after in July. It was soon evident that there were synergies

between the two reviews and a decision was taken to combine the two reviews and undertake a joint Re-design.

- The Facilities Re-design was complex, dealing with multiple areas, teams, factual demand and data. The Re-design finished in December 2013 and trials of the new ways of working commenced. Good communication was of paramount importance, both throughout the Re-design team but also to those staff who had not been involved in the process.
- Consultation took place in April/May 2014 for recruitment to a new team.
- Areas of 'waste' were identified throughout the systems thinking process, including areas which failed to meet the customer's nominal value and resulted in multiple transactions for the customer. By eliminating the 'waste' within the process, customers can now 'book and pay' for their service in a single transaction. It was added that the few instances of damage that have taken place, those funds have been recovered.
- Within the Town Hall itself, the number of postal collections/deliveries was reduced from four to two a day. The increase in electronic communication has allowed a decrease in deliveries without a reduction in service efficiency.
- Changes in shift patterns has resulted in all staff members maintaining the same base level of knowledge and skills. This has delivered the necessary cover within the team and provided personal development. Two apprentice roles have recently been recruited.
- Concerns were voiced regarding the current security arrangements in the evening, along with operational issues regarding access for Members.
- In response to the concerns raised, the financial considerations of security and access were discussed, in comparison with officer time, morale and being risk adverse.
- It was also felt additional signage and information for Members regarding entrances, exits and contact information would be beneficial.

RESOLVED

That the Commission welcomed the update and noted the review.

62. Portfolio Discussion with the Cabinet Member for Resources

The Commission noted the brief update given by Councillor Skudder on his portfolio and questioned him on a variety of other issues relating to his [portfolio](#).

The following topics were discussed:

- With references made to moving to 'paperless' working, Councillor Skudder acknowledged it was the intention to lead by example as it was hoped to move to 'less paper' in the future. There was not a specific date but it was anticipated that there would be benefits brought about by reductions in printing costs that would off-set any ICT costs made in the interim period.
- It was acknowledged that any new ICT equipment was not meant for excessive long periods of use, however tolerance levels would be different for individuals. This had been feedback during the ICT sessions.
- It was recognised that additional training may be required to adapt to moving to 'less paper' and a new way of working. However, it was suggested that Members could form a 'best practice exchange' for sharing practical tips, which could also extend beyond ICT to other skills, such as mentoring and a 'skills audit'.
- There was recognition that the systems thinking methodology occasionally needed to be adapted in some service areas, particularly 'back office' services. However, the approach had improved efficiency and provided positive results.

- There was support for further ideas to be developed on the 'Fostering Interest in Local Government' item on the Cabinet Member's portfolio, with the option for generating ideas and possible scrutiny panel involvement.
- It was queried whether there were links to other Portfolio responsibilities within the Resources Portfolio, however it was also suggested that the Resources Portfolio provided the framework to enable other areas to function.

RESOLVED

That the Overview and Scrutiny Commission thanked Councillor Skudder for attending and for the informative discussion that had ensued.

The Chief Executive left the meeting after this item.

63. Health and Adult Social Care Select Committee (HASC)

There had been no meeting of the HASC since the October meeting of the Commission. The next meeting of the HASC is currently scheduled for 4 December 2015.

64. Scrutiny Panels

Review of Democratic Structures

The Panel's first meeting was held on [13 October 2015](#) and an update was provided by the Chair. The Panel planned to consider and assess the current system of governance, consider the key attributes for an effective governance system and consider drivers for change and/or improvements to the current system. As part of the Scrutiny Panel's work, it was felt important to consult with all Members and CMT Members that have experience of operating in a Leader and Cabinet Model of governance, together with those that have experience of the Committee System.

In line with Rule 8(b) of the Scrutiny Procedure Rules, Councillor Irvine requested to refer an item and would like additional information regarding the management of Section 106 agreements. Further information would be requested from Forward Planning in order to progress this item.

65. Forward Plan – December 2015 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. The referrals included:

December 2015

Fairness Commission Scrutiny Panel – Recommended Operational Arrangements

66. Closure of Meeting

The meeting ended at 9.00pm.

B A SMITH
Chair

Crawley Borough Council

Minutes of Development Control Committee 10 November 2015 at 7.30pm

Present:

Councillor	I T Irvine (Chair)
Councillor	C A Moffatt (Vice-Chair)
Councillors	B J Burgess, D G Crow, F Guidera, K L Jaggard, B McCrow, R Sharma, A C Skudder, P C Smith, M A Stone, J Tarrant, G Thomas and W A Ward

Also in attendance:

Councillor K Sudan

Officers Present:

Tony Baldock	Group Manager, Environmental Health
Kevin Carr	Legal Services Manager
Valerie Cheesman	Principal Planning Officer
Victoria Houldsworth	Planning Officer
Steve Lappage	Democratic Services Manager
Marc Robinson	Principal Planning Officer
Clem Smith	Head of Economic & Environmental Services

Apologies for Absence

Councillor S J Joyce

31. Lobbying Declarations

The following lobbying declarations were made by Members:-

Councillors I T Irvine and W A Ward had been lobbied regarding application CR/2015/0598/FUL.

Councillors I T Irvine and W A Ward had been lobbied regarding application CR/2015/0639/FUL.

32. Members' Disclosure of Interests

The following disclosures of interests were made by Members:-

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor P C Smith	Minute 34	CR/2015/0446/FUL First Choice House, London Road, Northgate, Crawley	Personal Interest – CBC nominee on the Manor Royal Business Group
Councillor B J Burgess	Minute 34	CR/2015/0524/RG 3 Little Trees Guide Camp, Old Brighton Road (North), Broadfield, Crawley	Personal Interest – CBC representative on Crawley Cycling Forum and also an Ambassador for the Girl Guide Association
Councillor P C Smith	Minute 34	CR/2015/0524/RG 3 Little Trees Guide Camp, Old Brighton Road (North), Broadfield, Crawley	Personal Interest - Member of Crawley Cycle Forum
Councillor G Thomas	Minute 34	CR/2015/0524/RG 3 Little Trees Guide Camp, Old Brighton Road (North), Broadfield, Crawley	Personal Interest – CBC representative on the High Weald AONB Forum
Councillor P C Smith	Minute 34	CR/2015/0549/FUL Land South Of Parker Close, Maidenbower, Crawley	Personal Interest – resident of 7 Parker Close
Councillor G Thomas	Minute 34	CR/2015/0639/FUL Land At 45 lfield Road, West Green, Crawley	Personal Interest – a CBC representative on the Central Crawley Conservation Area Advisory Committee

33. Minutes

The minutes of the meeting of the Committee held on [12 October 2015](#) were approved as a correct record and signed by the Chair.

34. Planning Applications List

The Committee considered report [PES/177](#) of the Head of Economic and Environmental Services.

RESOLVED

That in respect of the applications specified below, details of which are more particularly set out in report [PES/177](#) of the Head of Economic and Environmental

Services and in the Register of Planning Applications the decisions be given as indicated:-

Item 4

CR/2015/0598/FUL

31 Crabtree Road, West Green, Crawley

Erection of a single storey two bedroom bungalow

Councillors F Guidera, I T Irvine, K L Jaggard, B McCrow, C A Moffatt, A C Skudder, P C Smith, M A Stone, J Tarrant, G Thomas and W A Ward declared they had visited the site.

Valerie Cheesman (Principal Planning Officer) provided a verbal summation of the application and highlighted:

- The planning history of the application site.
- The reorientation of the bungalow and the reduced footprint of the dwelling made it a more acceptable design compared to previous applications on the site which had been refused, two of which had also been lost on appeal;
- The planning considerations in section 5 including how the current application had addressed the concerns expressed by the Planning Inspector when determining the most recent dismissal appeal (CR/2014/0620/FUL).
- That an open plan condition should be added.

Three objectors (Katie Berrill, Michael Grey and Maggie Berrill) and Scott Panter, on behalf of the applicant, addressed the committee.

The Committee considered the application in detail and the ensuing discussions included the following issues:

- Concerns that it could both block some and open up other future developments.
- The impact on the character of the existing street scene and the impact on neighbouring properties.
- Whether or not there were any sound planning reasons not to develop the site and the risks of any appeal being upheld.
- Whether an application could be refused because it would prevent the future development of neighbouring sites.
- A requirement for obscured/frosted glass in the bathroom windows had not been included.

In response it was noted that:

- If there were not sound planning reasons to refuse the application there would be a risk of any appeal being upheld and, if the Planning Inspector considered the Council had acted unreasonably in refusing the application, there would be a risk of costs being awarded against the Council.
- Each application had to be considered on its own merits and not to prejudge any future developments.
- A requirement for obscured glazing in the bathroom windows would be added to the conditions.

New conditions

1. Open plan condition

Apart from the fencing to be approved under condition 4, notwithstanding the provisions of the Town & Country Planning General Permitted Development Order

1995 as amended, no gate, fence, wall or other means of enclosure shall be erected or constructed in front of the forward most part(s) of the proposed building(s) which front(s) on a highway unless permission is granted by the Local Planning Authority on an application in that behalf.

REASON: In order to safeguard the character and visual amenities of the locality in accordance with policy GD1 and GD2 of the saved Crawley Borough Local Plan 2000.

2. Obscured glazing condition

The bathroom and ensuite windows on the eastern elevation of the building shall at all times be glazed with obscured glass and apart from any top-hung vent, be fixed to be permanently non-opening.

REASON: To protect the amenities and privacy of the adjoining property, in accordance with 'saved' Policies GD1 and H19 of the Crawley Borough Local Plan 2000.

At the request of Councillor B J Burgess and in accordance with Council Procedure Rule 24.5 (2) (a), the names of the Members voting for and against the recommendation to permit the application were recorded as set out below:-

For the recommendation to permit:-

Councillors D G Crow, I T Irvine, B McCrow, C A Moffatt, A C Skudder, P C Smith, M A Stone and J Tarrant (8).

Against the recommendation to permit:-

Councillors B J Burgess, F Guidera, K L Jaggard, R Sharma, G Thomas and W A Ward (6).

Abstentions:- None

Permitted subject to the conditions set out in report [PES/177](#) and additional open plan and obscured glazing conditions as set out above.

Item 5

CR/2015/0639/FUL

Land at 45 Ifield Road, West Green, Crawley

Demolition of numbers 45 & 45a Ifield Road and construction of a new electrical sub-station.

Councillors F Guidera, I T Irvine, K L Jaggard, B McCrow, A C Skudder, P C Smith, M A Stone, J Tarrant, G Thomas and W A Ward declared they had visited the site.

Marc Robinson (Principal Planning Officer) provided a verbal summation of the application.

A Ward Councillor, K Sudan, addressed the committee in objection to the application. She was of the opinion that although only single storey, it would be a substantial building, would also be vulnerable to vandalism and other anti-social behaviour and that the neighbour's health concerns should be taken into consideration.

The planning agent (Robert Steele) also addressed the committee in support of the application.

The Committee considered the application in detail and the ensuing discussions included the following topics:

- Concerns about of the impact on health.
- Any evidence of problems with similar sub stations in other areas.
- Whether or not the sub-station could be sited elsewhere in a better location in the area.
- Assurances sought that the Party Wall Act 1996 would ensure the necessary protection.

In response, the Principal Planning Officer explained that:

- In accordance with the National Planning Policy Framework (NPPF) 2012, local planning authorities should focus on whether the development itself is an acceptable use of the land and the impact of the use – and there were no justifiable grounds to challenge the health safeguards set out through other regulatory regimes in the determination of this planning application
- The application had to be considered on its merits and no applications for sub-stations elsewhere in the area had been submitted.
- The applicant had confirmed that they would restore the neighbours adjoining wall that would be exposed by the development in accordance with the requirements of the Party Wall Act 1996. However, it was a matter for the applicant and the neighbour to reach agreement on the party wall – it was outside the Council's control. Nevertheless, a new informative could be added.
- The provision of a front boundary wall to the site could be looked at as part of the reserved matters.

The Group Manager (Environmental Health) also outlined the different types of energy and electric and magnetic fields, the extensive research into the associated risks and explained that the risks of exposure were less than those from the use of an electric hair dryer or electric shaver.

New Informative

The applicant's attention is drawn to the requirements of the Party Wall Act 1996, the provisions of which will need to be complied with prior to the commencement of works as the development requires work on the party wall shared with 47 Ifield Road, West Green.

Permitted subject to the conditions set out in report [PES/177](#) and the new informative set out above.

Item 6

CR/2015/0645/FUL

The Broadway/Haslett Avenue West, Northgate, Crawley

Street market comprising of 27 stalls & 3 food vans

Councillors K L Jaggard, P C Smith, M A Stone, J Tarrant and G Thomas declared they had visited the site.

Valerie Cheesman (Principal Planning Officer) provided a verbal summation of the application and highlighted that it was recommended to grant permission for a temporary two year period in order to enable the Local Planning Authority to monitor the market and review its impact.

Mr Bryan Osterreicher addressed the committee in objection to the application.

The Committee considered the application in detail and discussed the following topics:

- Concerns about traffic, highways, road safety, use of the disabled parking bays and pedestrian flows and safety – especially along a major bus route and particularly the proposed stall/food van at the junction/by the roundabout which could restrict visibility.
- The potential implications for this application arising from the application (CR/2015/0609/FUL) to demolish the adjacent site at 15-29 The Broadway and the erection of a six storey residential building with ground floor retail units.
- The potential for it to support the economic growth, vitality and viability of the town centre – especially along The Broadway.
- A suggestion that temporary permission be given for one rather than 2 years.

In response it was noted that:

- Neither Metrobus nor WSCC had objected to the application.
- An operational statement had been submitted with the application which addressed both planning considerations and non-planning issues.
- The stalls would front onto the pavement to ensure pedestrian safety.
- Subject to planning approval, the proposed development at 15-29 The Broadway would require a construction management plan to take into account the operation of the market.

Permitted subject to the conditions set out in report [PES/177](#).

Item 1

CR/2015/0446/FUL

First Choice House, London Road, Northgate, Crawley.

Creation of 12 new 1 & 2 bedroom apartments on ground floor car park undercroft and new bin store.

Councillors K L Jaggard, P C Smith, J Tarrant and G Thomas W A Ward declared they had visited the site.

The Planning Officer, Victoria Houldsworth, provided a verbal summation of the application and highlighted that:

- Reason for refusal number 3 should be amended by deleting, at the end of the first sentence, “any future plant equipment” and inserting “the noise environment” in its place.
- It would undermine the business function of Manor Royal conflicting with the overarching approach of promoting business-led economic growth in this key employment area.
- It would result in the creation of unsatisfactory internal space, communal outdoor amenity space, outlook and ground floor parking arrangement for future occupiers.
- It would be contrary to the National Planning Policy Framework and local planning policies.
- The legal agreement to secure the necessary financial contributions had not been put in place.

The Committee considered the application in detail, discussed concerns about the inadequate space standards and quality of residential accommodation and also noted opposition from local business groups. Given that the site already has approval

through permitted development rights as a prior approval, a Member enquired as to the risks of the applicant winning an appeal and getting costs awarded against the Council.

In response it was explained that planning permission was required for the creation of twelve new one and two bed flats at ground floor level (resulting in the in-filling of the existing undercroft parking area and creation of new bin store) whereas the change of the use of the vacant office building from B1 (Office) to C3 (Residential) for 94 flats (ref: CR/2014/0524/PA3) had to be granted through permitted development rights as a prior approval. This planning application has to be assessed against the relevant policies relating to the elements requiring planning permission and this assessment has to be distinguished from the aspects covered by the prior approval.

Refused for the reasons set out in report [PES/177](#) and as amended as set out above.

Item 2

CR/2015/0524/RG3

Little Trees Guide Camp, Old Brighton Road (North), Broadfield, Crawley

Change of use of land to new cemetery with new pedestrian and vehicular access off the A264, new bus stop facilities and signal controlled pedestrian crossing, removal of existing trees, re-profiling of existing levels, new carriageway and footway infrastructure, boundary fencing and gates, surface water drainage, street lighting, soft landscaping and tree planting, operational compound and multi-purpose facilities building.

Councillors F Guidera, I T Irvine, K L Jaggard, B McCrow, C A Moffatt, A C Skudder, M A Stone, J Tarrant and W A Ward declared they had visited the site.

Marc Robinson (Principal Planning Officer) provided a verbal summation of the application and highlighted:

- How the applicant (the Council) had demonstrated that there was an exceptional need, and it was in the public interest, for the development within the High Weald area of Outstanding Natural Beauty (AONB).
- How the impact on the character of the area, ecology and trees would be mitigated and compensated on site.
- That, with reference to paragraph 2.5 to CR/0215/0524/RG3 in report [PES/177](#), it should have read that 37 (and not 43 as stated) of the 55 higher category mature trees would be retained.

When the Committee considered the application in detail:

- It was acknowledged that there was an overwhelming need which outweighed the environmental and ecological impact on the AONB – and supported the efforts made to mitigate these.
- It was suggested that the applicant be requested to plant trees elsewhere to mitigate the loss of the trees on this site.
- Support was expressed for the provision for the bus stops, bus turning area and the Toucan signalised crossing.
- Questions were asked about security including the boundary gates and fencing.

In response it was noted that the applicant did intend to plant trees elsewhere and how the site would be secured and close board fencing would be provided to ensure privacy for visitors to the Cemetery and passers-by.

Permitted subject to the conditions set out in report [PES/177](#).

Item 3

CR/2015/0549/FUL

Land south of Parker Close, Maidenbower, Crawley

Construction of gabion walling system and concrete repair work to existing spill way at the southern abutment and bank of the arch foot bridge

Councillors K L Jaggard and P C Smith declared they had visited the site.

Marc Robinson (Principal Planning Officer) provided a verbal summation of the application, highlighted that the delegation was to enable the decision to be taken promptly after the end of the consultation period (on 13 November 2015) and informed the Committee that an additional condition on the Method Statement was required as set out below.

New Condition

No development shall take place until a method statement has been submitted to and approved in writing by the local planning authority. This shall deal with the treatment of any environmentally sensitive areas, their aftercare and maintenance as well as detailing the works to be carried out showing how the environment will be protected during the works. Such a scheme shall include details of the following:

- The timing of the works, which should avoid fish spawning and migratory periods wherever possible.
- The measures to be used during the development in order to minimise environmental impact of the works (considering both potential disturbance and pollution).
- A map or plan showing habitat areas to be specifically protected during the works.
- Any necessary mitigation for protected species, including (but not necessarily limited to), brown trout, bullhead and brook lamprey.
- Construction methods.
- Any necessary pollution protection methods, including (but not necessarily limited to) silt and concrete pouring control measures.
- Information on the persons/bodies responsible for particular activities associated with the method statement that demonstrate they are qualified for the activity they are undertaking.

The works shall be carried out in accordance with the approved method statement.

REASON: To ensure the environment is protected in accordance with paragraphs 109 and 120 of the NPPF 2012.

The Committee then considered the application.

That the Head of Planning and Environment be authorised to grant permission to allow the end of the consultation period on 13 November 2015 subject to the conditions set out in report [PES/177](#) and the additional condition above.

35. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 10.00pm.

I T IRVINE
Chair

Crawley Borough Council

Minutes of the Overview and Scrutiny Commission Monday 30 November 2015 at 7.00pm

Present:

Councillor B A Smith (Chair)
Councillor K Sudan (Vice-Chair)
Councillors M L Ayling, Dr H S Bloom, R G Burgess, C A Cheshire, I T Irvine,
R A Lanzer, K J Trussell, L Vitler and W A Ward

Also in Attendance:

Councillors P K Lamb, B McCrow, P C Smith and M A Stone

Apology for Absence:

Lee Harris Chief Executive

Officers Present:

Elizabeth Brigden Planning Policy Manager
Heather Girling Democratic Services Officer
Karen Hayes Head of Finance, Revenues and Benefits
Nastassija Kolakovic Graduate Trainee
Sallie Lappage Forward Planning Manager
Diana Maughan Head of Strategic Housing and Planning Services
Clem Smith Head of Economic and Environmental Services
Paul Windust Corporate Accounting & Treasury Services Manager

67. Members' Disclosure of Interests and Whipping Declarations

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

68. Minutes and Matters Arising

The minutes of the meeting of the Commission held on [9 November 2015](#) were approved as a correct record and signed by the Chair.

69. Public Question Time

No questions from the public were asked.

70. Treasury Management Mid-Year Review 2015-2016

The Commission considered report [FIN/376](#) of the Head of Finance, Revenues and Benefits which provided an update on the Council's Treasury Management Strategy for the two first quarters of 2015/2016.

The Commission held a discussion with the Leader and the Corporate Accounting and Treasury Services Manager. The Council prioritises its investments as being security of capital, liquidity and yield. The Council proposed a fourth consideration in the decision making process in terms of ethical investment. Commission Members considered the Ethical Investment Policy, with particular reference to the core activities armaments and gambling. There were mixed views throughout the Commission in that the inclusion of armaments in an ethical investment policy may restrict investment with potential organisations. Some Members felt that Britain should have a strong defence policy however, defence systems should be produced for a particular goal. It was also highlighted by some the importance to have a moral obligation to behave in an ethical manner.

Furthermore, it was queried whether the inclusion of gambling was contrary to the Council's acceptance of Heritage Lottery funding, even though views were voiced that these funds were used for social benefit.

Whilst the Commission noted the treasury activity for the first two quarters of 2015/2016, a motion was proposed and won to request the Cabinet withdraw the ethical investment policy from the Treasury Management Mid-Year Review 2015/2016 Update so as to consult more widely with Members (possibly through a seminar).

RESOLVED

That the Commission agreed to note the treasury activity for the first two quarters of 2015/2016, but requested the Cabinet to withdraw the ethical investment policy from the Treasury Management Mid-Year Review 2015/2016 Update so as to consult more widely with Members.

71. Crawley 2030: Crawley Borough Local Plan 2015 – 2030

The Commission considered report [SHAP/52](#) of the Head of Strategic Housing and Planning Services. The report sought approval for the adoption of the new Crawley Borough Local Plan (Crawley 2030) and the Local Plan Map, which, once adopted, would replace the current Core Strategy (2008) and the saved Local Plan policies (2000) as the council's Local Plan. The new Local Plan set out the strategic development and land-use priorities for the borough over a 15-year Plan period, between 2015 and 2030, and included the primary planning policies against which development control decisions within the borough would be made.

A discussion took place with the Cabinet Member for Planning and Economic Development, the Forward Planning Manager and the Planning Policy Manager.

All Members commended the work of officers and the Local Plan Working Group in the compilation of the Local Plan. Members were pleased that the Planning Inspector had supported the "neighbourhood principle" within the town and also considered "40% affordable housing and 10% low cost" to be 'sound'.

All Members recognised that should the Local Plan be adopted on 16 December 2015, it would set the strategic development and planning policies against which Development Control decisions within borough would be made.

RESOLVED

That the Commission fully supported the recommendations to the Cabinet.

72. Crawley Borough Local Plan: Local Development Scheme

The Commission considered report [SHAP/51](#) of the Head of Strategic Housing and Planning Services, with the Cabinet Member for Planning and Economic Development, the Forward Planning Manager and the Planning Policy Manager. The report outlined the number and scope of the Local Development documents relating to planning policy which the council intended to bring forward, and set the programme for how these would be progressed over the forthcoming three years.

Members acknowledged the schedule of work together with the technical nature of the document. Questions were raised over the differences between Section 106 and the Community Infrastructure Levy (CIL), with an explanation provided that in essence S106 is site specific, whereas CIL is a standardised charge (per square metre) which is applied to liable developments. It would not be possible for a local authority to enter into S106 Planning Obligations that pool together developer contributions from more than five schemes for any particular infrastructure item, nor for CIL and S106 contributions to be used to fund the same piece of infrastructure. The time limit for S106 money to be spent depended on the individual legal agreements and was monitored closely by Forward Planning.

Further clarity was also sought on whether aspirational housing was still included within planning policy. However it was noted that it had been important to focus on meeting Crawley's main housing needs, particularly for affordable housing and the housing mix to make the best use of land available.

RESOLVED

That the Commission agreed to support the recommendations to the Cabinet.

73. Draft Crawley Employment & Skills Plan 2016-2021

The Commission considered report [PES/194](#) of the Head of Economic and Environmental Services and Portfolio Holder for Planning and Economic Development. The report sought approval for the draft plan prior to a period of public consultation with the local community, employers and stakeholders.

Members held an in-depth discussion with the Head of Economic and Environmental Services and the Portfolio Holder for Planning and Economic Development and recognised the informal consultation and need to work in partnership with businesses, educational institutions and offer training courses to achieve improved outcomes. Some Members felt that the airport delivered both advantages and disadvantages, providing jobs, but not always a career for some individuals. Members welcomed the various initiatives underway to increase employment and skills; including apprentice opportunities, Employ Crawley and working with Job Centre Plus. It was recognised that in some cases

there are external forces that may restrict opportunities, for example there may be disparity between education and affordable housing prospects, resulting in employment and/or accommodation outside of the borough.

Members felt that individuals have the capability and it was important to recognise potential and aspirations. All jobs have value; both social and economic and Members emphasised the need to fully market and promote the town in terms of prospects and opportunities for employment.

The Commission agreed to support the report to the Cabinet whilst proposing the following amendments:-

- A review of the language and terminology contained within the document.
- An amendment to Crawley residents referred to as 'under-skilled', suggesting this be amended to 'a proportion of Crawley residents are under-skilled'.
- An amendment to the 'Gatwick Skills Laboratory' in favour of 'Crawley Skills Laboratory'.
- An introduction/summary to the document.

RESOLVED

That the Commission agreed to support the recommendations to the Cabinet.

74. Crawley Town Centre Regeneration Programme Outline First Draft

The Commission considered report [PES/195](#) of the Head of Economic and Environmental Services and the Cabinet Member for Planning and Economic Development. The report sought approval for a delivery framework and an action programme to unlock the sustainable regeneration of the town centre, together with approval for the draft plan, prior to a period of public consultation with the local community, employers and stakeholders.

Members recognised that informal consultation had already commenced on the draft plan but sought clarification on a number of aspects of the report. In particular discussions focused on the challenge of residential development within the town centre and the need to build a community and maximise the opportunities within the town centre. It was acknowledged that the regeneration programme was connected with the Local Plan in terms of development, delivering outcomes and timescales would be intrinsically linked to the Local Plan. Impending improvements within the town would further enhance the environment and continual partnership working would take place with WSCC for future infrastructure planning.

RESOLVED

That the Commission agreed to support the recommendations to the Cabinet.

75. Portfolio Discussion with the Cabinet Member for Planning and Economic Development

The Commission noted the brief update given by Councillor P C Smith on his [portfolio](#) and questioned him on a variety of other issues relating to his portfolio.

The following topics were discussed:

- With references made to ‘transport planning’, Councillor P C Smith noted that it was important for the council to have a responsibility for the town and to address congestion and pollution. It was felt cycling was just one way to reduce pollution, particularly throughout areas such as Manor Royal where parking was at a premium.
- It was recognised that climate change should feature in many different activities. For instance, the council’s Carbon and Waste Reduction Strategy includes CO₂ reduction throughout council buildings, solar panels on community centres and various transport schemes. It is of paramount importance to acknowledge climate change solutions throughout projects.
- Notwithstanding the priorities within the Labour manifesto, Councillor P C Smith’s main objectives were: Energising the town centre, Manor Royal, Buy Local, ‘Dedicated team for Crawley’, Transport and Skills and Employment.
- Finally Councillor P C Smith wished to thank all the officers for their support.

RESOLVED

That the Overview and Scrutiny Commission thanked Councillor P C Smith for attending and for the informative discussion that had ensued.

76. Fairness Commission Scrutiny Panel Recommendation – Operational Arrangements for Proposed ‘Community Needs Partnership’

The Commission considered report [OSC/244](#) of the Chair of the Fairness Commission Scrutiny Panel. The report provided clarification and refined the structure for the proposed ‘Community Needs Partnership’ following the Scrutiny Panel’s recommendations.

The Commission discussed the report with the Chair of the Panel, Councillor K Sudan.

Some Members felt that other organisations should be included in the Core Membership list, however it was confirmed that additional services or organisations could be invited as required or appropriate – in addition to Ward Members if ward specific. It was recognised by some Members that ‘partnership’ was a suitable term for this group.

Members felt that the Community Needs Partnership would be able to review data and have both a community and professional insight to identify local issues, particularly as some of the information would come from the Crawley Community and Voluntary Services (CCVS) Forums. A review following the establishment of the Community Needs Partnership would be welcomed by the OSC at an appropriate time (7.6b of report OSC/244).

The Panel Chair thanked the officers and the voluntary sector organisations that had been involved throughout the scrutiny review.

RESOLVED

That the Commission agreed to support the recommendations to the Cabinet.

77. Scrutiny Panels

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

Review of Democratic Structures

An update was provided from the Panel's meeting held on 26 November 2015. Consultation interviews for Members and Officers seeking views on the current system of governance were currently underway. The questions were purposely "open ended" so as to instigate some discussion including advantages and disadvantages to the current system of governance. Guidance from the *Centre of Public Scrutiny* has recommended commencing with the current system of governance first and any improvements to the current system. Additionally any Members and Officers who have worked with both forms of governance would potentially compare the two during the discussions. The remaining consultation interviews should be finalised prior to Christmas.

78. Forward Plan – January 2016 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.

RESOLVED

That the following report be referred from the Forward Plan:

February 2016

Town Centre Public Space Protection Order

79. Appointments

The Commission was advised of nominations received from each of the Groups and asked to agree the appointment to the West Sussex Joint Scrutiny Housing Provision for Care Leavers Task and Finish Group.

As a result of a vote, Councillor Sudan was appointed as the representative for West Sussex Joint Scrutiny Housing Provision for Care Leavers Task and Finish Group.

RESOLVED

That the Commission endorsed the following appointment:

West Sussex Joint Scrutiny Housing Provision for Care Leavers Task and Finish Group

Councillor K Sudan

80. Closure of Meeting

The meeting ended at 10.25pm.

B A SMITH
Chair

Appendix A

Members' Disclosure of Interests

Member		Minute Number		Subject	Type and Nature of Disclosure
Councillor I T Irvine		70		Treasury Management Mid-Year Review 2015-2016	Personal interest - employee of a bank currently included in the Council's investment portfolio
Councillor P C Smith		75		Portfolio Discussion with the Cabinet Member for Planning and Economic Development	Personal Interest – Board Member for Manor Royal Business Group
Councillor Dr H S Bloom		76		Fairness Commission Scrutiny Panel Recommendation – Operational Arrangements for Proposed 'Community Needs Partnership'	Personal Interest – Wife is a Trustee of Crawley Community Voluntary Service
Councillor C A Cheshire		76		Fairness Commission Scrutiny Panel Recommendation – Operational Arrangements for Proposed 'Community Needs Partnership'	Personal Interest – Trustee of Crawley Community and Voluntary Service
Councillor R A Lanzer		76		Fairness Commission Scrutiny Panel Recommendation – Operational Arrangements for Proposed 'Community Needs Partnership'	Personal Interest – Member of WSCC
Councillor B A Smith		76		Fairness Commission Scrutiny Panel Recommendation – Operational Arrangements for Proposed 'Community Needs Partnership'	Personal Interest – Member of WSCC
Councillor K Sudan		76		Fairness Commission Scrutiny Panel Recommendation – Operational Arrangements for Proposed 'Community Needs Partnership'	Personal interest - CBC Representative for Relate

Crawley Borough Council

Minutes of Audit Committee

1 December 2015 at 6.30pm

Present:

Councillor	W A Ward (Chair)
Councillor	C R Eade (Vice Chair)
Councillors	R D Burrett, I T Irvine and K Sudan

Also in Attendance:

Paul King, Director of Ernst and Young LLP.
Malcolm Haines, Audit Manager of Ernst and Young LLP.

Officers Present:

Roger Brownings	Democratic Services Officer
Chris Corker	Corporate Fraud and Inspections Manager
Gillian Edwards	Audit and Risk Manager
Karen Hayes	Head of Finance, Revenues and Benefits
Chris Modder	Private Sector Housing Manager

21. Members' Disclosures of Interests

There were no disclosures of interest.

22. Minutes

The minutes of the meeting of the Committee held on **24 September 2015** were approved as a correct record and signed by the Chair.

23. Fraud Team Report

The Committee considered report **FIN/374** of the Corporate Fraud and Inspections Manager, which focused on activity for the period from 2 September 2015 to 9 November 2015. The Team continued to look into a wide range of fraud and loss against the Council.

- These included various case types such as Legacy Benefit Cases. It was explained that these were cases related to housing benefit fraud that were still active and being investigated by the Team at the time housing benefit investigation work had been transferred to the Department of Works and Pension's Single Fraud Investigation Service. The Committee discussed a number of other case types around this active caseload area.
- It was reiterated that whilst housing benefit investigation work had been transferred, housing benefit had been just part of the fraud risk to the Council. The Team's work continued to be diversified to undertake and explore work in additional areas of potential fraud, as highlighted in the report, and which included investigations arising from data matching as part of the National Fraud initiative. Some of the Team's resources were continuing to be bought-in by another Registered Social Landlord to assist that landlord in its own fraud investigation work, and for whom the Team were achieving positive results.
- The Team had also been involved in a successful prosecution of a landlord following an investigation which established evidence that a house in multiple occupation (HMO) was overcrowded and in a very poor state of repair.
- A further two properties had been recovered as a result of work undertaken in the area of tenancy fraud. Neither of those properties had been recovered as part of the recent Tenancy Fraud Amnesty, which the Committee had been advised of, and which closed on 1 September. In terms of that Amnesty and in response to enquiries that had been made to Councillor Burrett as to exactly how many of the five properties recovered had we previously been aware of, the Committee was advised that whilst there was no definitive answer, it was clear that had it not been for the Amnesty, the keys for the five properties would not have been returned. It was agreed that a copy of the response relating to an associated FOI request, which detailed the matters concerned, would be provided to Councillor Burrett to assist him in responding to enquiries made to him, and also to the Cabinet Member for Housing, should he be required to further clarify issues around this matter.
- Work continued to be developed in terms of investigating housing applications. The Team in this reporting period had prevented three further properties from being allocated and lost from the Council's stock.
- The Team was continuing to respond to allegations of fraudulent Single Person Discount (Council Tax) applications. As a result of investigations, 10 further cases had their Council Tax Single Person Discount removed, resulting in a £5,342 loss being recovered in this period, and a £28,503 recovery for the year to date.
- The Team had completed its examination of properties, both new and empty, to help determine the claim to the Department for Communities and Local Government (DCLG) for New Homes Bonus. The Team had identified 126 properties which had previously been classified as long term empty, as being in use and occupied. In explaining issues around this matter further, and whilst emphasising that there were no issues of fraud in relation to properties inspected, Officers advised that the value of the bonus would amount to a significant sum paid by DCLG, although the actual amount would be subject to consultation with the Government following a recent announcement as part of its Comprehensive Spending Review.
- With regard to council tax and business rates, the Committee received details on losses stemmed, prevented and recovered, as well as new council tax and business rates gained.

The Committee conveyed its thanks and appreciation to the Fraud Team generally for its continuing positive performance.

RESOLVED

That the report be noted.

24. 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 Internal Audit Progress Report as at 13th November 2015, Incorporating Risk Management Update as at 17th November 2015 (Item 6 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 (Annual Audit Letter).

25. Internal Audit Progress Report as at 13th November 2015 Incorporating Risk Management Update as at 17th November 2015

The Committee considered report **FIN/375** 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 2015 / 2016 Internal Audit Plans, and to report on the progress made in implementing the previous recommendations. The report also included an update on the Council's Strategic Risks.

The Committee discussed and noted all the Audit Plan reviews in progress, along with other work as detailed in the report. With regard to the Strategic Risk update, and in response to issues raised by Members in relation to the Government's imposed rent reduction on Crawley Homes properties - and the possibility that the Council might not be able to deliver against all its plans for the HRA, it was reiterated that Staff and Members were looking at mitigating actions to enable the Council to still meet the manifesto commitment on housing delivery. Particular reference was made to the Government's proposal for the sale of high value homes: payment from the HRA to the Government. It was emphasised to the Committee that this was still an unknown impact at this stage, with, for example, the Government currently seeking information from local authorities to help it categories high value homes around the Country.

Following an update on the Rent Deposit Scheme, and issues raised as part of a discussion on this matter, A Member sought clarification on the value of funds advanced in relation to this matter, and how much had been written off during the life of the Scheme. Members were advised that these details, as well as further information as to how the Scheme operated, would be circulated as soon as possible after this meeting. It was considered that the Scheme's systems and processes, which had been the subject of an audit, were robust, and Officers suggested that should further assurances be sought, arrangements could be made for any Member who wished to do so, to visit the respective Teams to witness personally the processes in place.

In response to comments as to whether there was sufficient capacity within the Audit Division to undertake audit work at this Authority as well as work for Mid Sussex District Council, Officers considered that there was sufficient capacity, and in so doing indicated that the Team was confident that this Council's 2015 / 2016 Audit Plan, would, as intended, be completed by the end of March.

RESOLVED

That the Internal Audit Progress Report as at 13th November 2015, Incorporating the Risk Management Update as at 17th November 2015, be noted.

26. Annual Audit Letter

The Committee considered the Annual Audit Letter from Ernst and Young LLP. The Letter was attached as **Enclosure C** to the agenda. Paul King presented the Letter which provided a summary of Ernst and Young's assessment of the Council for 2014 / 2015 and highlighted the key issues.

Those issues included the fact that an unqualified audit opinion had been issued on the financial statements (2014/15) and that an unqualified conclusion had been issued in relation to value for money. In terms of looking ahead, reference was made to the requirement to bring forward the date of preparation of the financial statements with effect from 2017/18, and also to proposals for local government bodies (not just highway authorities) regarding accounting practices for Highways Network Assets. Paul King indicated that work on the Housing Benefits claim had now been completed and that the Annual Certification report for 2014/15 would be issued in early 2016. The Committee acknowledged that consideration would need to be given to current contract arrangements and requirements for auditing services for which there was provision for Ernst and Young to extend its current contract with this Authority for one further year to 2017 / 2018, and at which point the Council would need to have Audit arrangements in place for 2018 / 2019.

RESOLVED

That the Annual Audit Letter be noted.

27. Closure of Meeting

The meeting ended at 7.50 pm.

W A WARD
Chair

Crawley Borough Council

Minutes of Cabinet

Wednesday 2 December 2015 at 7.30pm

Present:

Councillor	P K Lamb	(Chair of Cabinet and Leader of the Council)
	S J Joyce	(Deputy Leader of the Council and Cabinet Member for Housing)
	M G Jones	(Cabinet Member for Public Protection and Community Engagement)
	C C Lloyd	(Cabinet Member for Environmental Services and Sustainability)
	C J Mullins	(Cabinet Member for Wellbeing)
	A C Skudder	(Cabinet Member for Resources)
	P Smith	(Cabinet Member for Planning and Economic Development)

Also in Attendance:

Councillors R D Burrett, D G Crow, K Sudan and G Thomas

Officers Present:

Ann-Maria Brown	Head of Legal and Democratic Services
Peter Browning	Deputy Chief Executive
Karen Dodds	Head of Crawley Homes
Lee Harris	Chief Executive
Steve Lappage	Democratic Services Manager
Diana Maughan	Head of Strategic Housing and Planning Services
Clem Smith	Head of Economic and Environmental Services

Apologies for Absence:

There were no apologies for absence.

45. Members' Disclosure of Interests

The following disclosures of interests were made by Members:

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor A C Skudder	51	Treasury Management Mid-Year Review 2015-2016	Personal interest - employee of a company involved in the defence industry. Cllr Skudder confirmed he would not speak on this item.
Councillor P C Smith	54	Draft Crawley Employment and Skills Plan 2016-2021	Personal Interest – Board Member for Manor Royal Business Group

46. Minutes

The minutes of the meeting of the Cabinet held on [7 October 2015](#) were approved as a correct record and signed by the Chair.

47. Public Question Time

There were no questions from the public.

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

The Head of Legal and Democratic Services reported that no representations had been received in respect of agenda item *17 Affordable Housing Delivery Programme: Budget Approvals*.

49. Matters Referred to the Cabinet

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

50. 2015/16 Budget Monitoring – Quarter 2 (Leader’s Portfolio)

The Cabinet considered report [FIN/373](#) of the Head of Finance, Revenues and Benefits which set out a summary of the Council’s actual revenue and capital spending up to the second Quarter ending 30 September 2015, together with the main variations from the approved spending levels and any potential impact on future budgets.

RESOLVED

- 1) That the projected outturn for the year 2015/2016, as summarised in report [FIN/373](#), be noted.
- 2) That a supplementary capital estimate of £23,000 for the Skate Park Refurbishment to be funded from the Community Services Revenue budget be approved.

Reasons for Decision

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

51. Treasury Management Mid-Year Review 2015/16 (Leader’s Portfolio)

The Cabinet considered report [FIN/376](#) of the Head of Finance, Revenues and Benefits which:

- 1) provided an update on the Council’s Treasury Management Strategy for the two first quarters of 2015/2016;

- 2) included a request to recommend to Council that the following Ethical Investment Policy be appended to the 2015/16 Annual Investment Strategy:

“The Council will not undertake direct investment or borrowing activities with organisations whose core activities include:

- Armaments – weapon systems
- Gambling
- Pornography
- Tobacco
- Pay-day loans”

In order to comply with treasury management guidance, the Council’s investments prioritised security, liquidity and yield in that order. The Ethical Investment Policy would then become a fourth consideration in the decision making process.

The report, particularly the proposed Ethical Investment Policy had been considered at the meeting of the Overview and Scrutiny Commission on 30 November 2015 with a range of mixed views expressed which were reported to the Cabinet including:

- that the inclusion of armaments in an ethical investment policy may restrict investment with potential organisations
- that Britain should have a strong defence policy, however defence systems should be produced for a particular goal
- there was an important moral obligation to behave in an ethical manner
- whether the inclusion of gambling was contrary to the Council’s acceptance of Heritage Lottery funding, even though these funds were used for social benefit.

Whilst the Commission noted the treasury activity for the first two quarters of 2015/2016, the Commission had agreed to request Cabinet to withdraw the ethical investment policy from the Treasury Management Mid-Year Review 2015/2016 Update so as to consult more widely with Members (possibly through a seminar).

Concerns were expressed by a non-Cabinet Member that a policy boycotting the defence industries would be sending the wrong messages and indicated that he would move an amendment to the proposed Ethical Investment Policy at Full Council on 16 December 2015 if the Cabinet were to support the Policy as currently drafted. However, Members of the Cabinet expressed support for the proposed policy.

RESOLVED

That the report and the treasury activity for the first two quarters of 2015/2016 be noted.

RECOMMENDATION 1

That Full Council be RECOMMENDED to approve an amendment to the Council’s Annual Investment Strategy to include an ethical investment policy as set out above and in section 5.3 to report [FIN/376](#).

Reasons for Decision

The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management recommends that members be updated on treasury management activities regularly (Treasury Management Strategy Statement, annual and midyear reports). This report, therefore, ensured this Council was implementing best practice in accordance with the Code.

52. Crawley 2030: Crawley Borough Local Plan 2015 – 2030 (Planning and Economic Development Portfolio)

The Cabinet considered report [SHAP/52](#) of the Head of Strategic Housing and Planning Services which sought approval for the adoption of the new Crawley Borough Local Plan (Crawley 2030) and the Local Plan Map, which, once adopted, would replace the current Core Strategy (2008) and the saved Local Plan policies (2000) as the council's Local Plan.

The new Local Plan set out the strategic development and land-use priorities for the borough over a 15-year Plan period, between 2015 and 2030, and included the primary planning policies against which development control decisions within the borough would be made.

The Planning Inspector, appointed by the Secretary of State for Communities and Local Government to examine the soundness of the submission Local Plan, had concluded that the Plan was legally compliant and, subject to modifications, was sound. None of the Main Modifications were unexpected: they related solely to matters discussed in length at the examination hearing sessions, and included those put forward by the council.

The matter had been considered at the meeting of the Overview & Scrutiny Commission on 30 November 2015 which fully supported the report to the Cabinet and commended the work of officers and the Local Plan Working Group in the compilation of the Local Plan. Members of both the Cabinet and the Commission were pleased that the Planning Inspector had supported the "neighbourhood principle" within the town and had also considered "40% affordable housing and 10% low cost" to be 'sound'.

It was emphasised that the only options available to the council at this stage were to either adopt the Plan in its entirety, with all of the Main Modifications required by the Inspector, or to not adopt the Plan at all. Members acknowledged the implications and the risks of not adopting the Plan.

The Cabinet requested that its thanks be conveyed to all the officers involved and the Members of the Local Plan Working Group.

RESOLVED

RECOMMENDATION 2

That Full Council is RECOMMENDED that the submitted Crawley 2030: Crawley Borough Local Plan 2015 – 2030 (September 2014) and Local Plan Map, amended to include all the main modifications recommended by the Planning Inspector to make the Plan ‘sound’, together with other more minor modifications already agreed with the Inspector, be adopted and published (including any consequential and other appropriate minor amendments) in accordance with Regulation 26 of the *Town and Country Planning (Local Planning) (England) Regulation 2012* and Section 23(2) and (3) of the *Planning and Compulsory Purchase Act 2004 (as amended by s112(3) of the Localism Act 2011)*.

Reasons for Decision

- 1) National government guidance expects local planning authorities to produce up to date Local Plans for their areas over a 15-year timescale, setting out the strategic priorities for the area and showing how development needs will be met.
- 2) The new Crawley Local Plan will ensure the town’s future development and infrastructure needs can be delivered to support the sustainable economic growth of the borough, within its accepted physical constraints, and whilst continuing to protect its important built and natural environmental assets.
- 3) Substantial ‘early engagement’; detailed technical evidence base undertaken throughout the Local Plan’s preparation; formal statutory consultation; and scrutiny through its independent Examination, has shaped a justifiable, robust and practical framework against which future development decisions can be made.
- 4) Planning legislation (S20(1) of the Planning and Compulsory Purchase Act 2004 as amended) requires local planning authorities to submit every development plan document, including Local Plans, to the Secretary of State for independent examination. Section 23 of the 2004 Act (as amended by S112 of the Localism Act 2011) establishes the legislation pertinent to the adoption of local development documents. This confirms that where the person appointed to carry out the examination recommends modifications to make the Plan sound, the authority may adopt the document with main modifications and any additional modifications the authority considers necessary which would not materially affect the document; s23(4) confirms that the authority must not adopt a development plan document unless it is done in accordance with this clause. In order to become the council’s statutory Local Plan, it must be adopted by way of a Full Council Decision.

53. **Crawley Borough Local Plan: Local Development Scheme (Planning and Economic Development Portfolio)**

The Cabinet considered report [SHAP/51](#) of the Head of Strategic Housing and Planning Services which outlined the number and scope of the Local Development documents relating to planning policy which the council intended to bring forward, and set the programme for how these would be progressed over the forthcoming three years.

The Cabinet noted the Overview & Scrutiny Commission's comments on and support for the recommendations to the Cabinet following consideration of the matter at its meeting on 30 November 2015.

RESOLVED

That the adoption of the Crawley Borough Council Local Development Scheme 2015 – 2018, to take effect from 3 December 2015, be approved.

Reasons for Decision

Planning legislation requires Crawley Borough Council to prepare and maintain a Local Development Scheme (LDS), setting out the statutory planning documents it intends to produce to cover its area. Crawley's current LDS covered the period July 2013 – June 2016 and was in need of updating.

54. Draft Crawley Employment and Skills Plan 2016 – 2021 (Planning and Economic Development Portfolio)

The Cabinet considered the joint report [PES/194](#) of the Head of Economic and Environmental Services and the Cabinet Member for Planning and Economic Development which sought approval for the draft Crawley Employment and Skills Plan 2016 – 2021 prior to a period of public consultation with the local community, employers and stakeholders. Approval was also sought for the in principle allocation of £60,000 per annum of Council "pump priming" funding towards the costs of employing a full time Employment & Skills Co-ordinator to co-ordinate delivery of the Employment & Skills Plan supported by an apprentice, as referenced in section 6.5.

The matter had been considered at the meeting of the Overview & Scrutiny Commission on 30 November 2015 which particularly emphasised that the airport delivered both advantages and disadvantages, providing jobs, but not always a career for individuals. The Commission had supported the report to the Cabinet whilst also proposing the following amendments:-

- 1) A review of the language / terminology contained within the document.
- 2) An amendment to Crawley residents referred to as 'under-skilled', suggesting this be amended to 'a proportion of Crawley residents are under-skilled'.
- 3) An amendment to the 'Gatwick Skills Laboratory' in favour of 'Crawley Skills Laboratory'.
- 4) An introduction/summary to the document.

The Cabinet Member welcomed the comments from the Commission and the support expressed by other Members. He confirmed that he would discuss the proposed amendments with officers to see how they could be taken forward.

The Leader expressed his thanks to the Cabinet Member and the Head of Economic and Environmental Services and his team for their work in taking this key priority forward.

RESOLVED

- 1) That the draft Crawley Employment and Skills Plan 2016 – 2021 be approved for consultation and it be noted that a growth bid would be made to the Budget

Advisory Group to allocate £60,000 per annum as set out in section 6.5 of report [PES/194](#).

- 2) That a funding application to be made to the West Sussex Business Rates Pool to seek to offset the above amount per annum be noted.
- 3) That authority be delegated to the Head of Economic and Environmental Services in consultation with the Cabinet Member for Planning and Economic Development to approve the final draft of the Crawley Employment & Skills Plan, following the period of public consultation.

Reasons for Decision

This report seeks the approval of Cabinet for the draft Crawley Employment & Skills Plan so it can then go out to public consultation.

55 Crawley Town Centre Regeneration Programme Outline First Draft (Planning and Economic Development Portfolio)

The Cabinet considered the joint report [PES/195](#) of the Head of Economic and Environmental Services and the Cabinet Member for Planning and Economic Development which sought approval of the Crawley Town Centre Regeneration Programme, comprising a delivery framework and an action programme to unlock the sustainable regeneration of the town centre, together with approval for the draft plan, prior to a period of public consultation with the local community, employers and stakeholders.

The Cabinet noted the Overview & Scrutiny Commission's comments from its meeting on 30 November 2015 which focused on the challenge of residential development within the town centre and the need to build a community and maximise the opportunities within the town centre. The Cabinet welcomed the support from the Commission and other members for the recommendations.

Support was also expressed by a range of Members for the development of an ambitious, practical, flexible and realistic partnership based programme, which covered several portfolios, and the positive engagement with the private sector.

Members enquired about WSCC's proposals for the County Buildings site and also about the need to develop a strategy to avoid or minimise the problems caused by the discarding of chewing gum in Queens Square and the town centre generally. The Cabinet Member confirmed both of these were being pursued vigorously and Members would be updated in due course.

RESOLVED

- 1) That the outline draft town centre regeneration programme (Appendix A to report [PES/195](#)) be approved prior to a period of public consultation (Section 7.3 of the report refers).
- 2) That authority be delegated to the Head of Economic and Environmental Services in consultation with the Cabinet Member for Planning and Economic Development to:
 - a) Approve the final draft of the town centre regeneration programme, following the period of public consultation and;

- b) Regularly update the programme to take into account the delivery details of the individual town centre regeneration schemes listed within it, as they come forward.

Reasons for Decision

To obtain approval for the draft outline prior to a period of public consultation with stakeholders, businesses, employers and the local community.

56. Fairness Commission Scrutiny Panel Recommendations – Operational Arrangements for Proposed “Community Needs Partnership” (Public Protection and Community Engagement and Planning and Economic Development Portfolios)

The Cabinet considered report [OSC/244](#) of the Chair of the Fairness Commission Scrutiny Panel which provided further clarification and refined the structure for the proposed ‘Community Needs Partnership’ following the Scrutiny Panel’s recommendations.

Following consideration at its meeting on 30 November 2015, the Overview & Scrutiny Commission confirmed its support for the recommendations to Cabinet and indicated that a review following the establishment of the Community Needs Partnership would be welcomed by the Commission at appropriate times.

It was emphasised that Members needed to share their extensive knowledge of and also develop a greater understanding of local needs in order to help to highlight areas that should be better addressed especially among hard to reach groups.

The Cabinet Member for Public Protection and Community Engagement:

- i) thanked the Scrutiny Panel for meeting again to clarify its proposals
- ii) welcomed the report and its commitment to managing real local issues
- iii) confirmed that, subject to an additional amendment on Cabinet Members’ invitations to Partnership meetings, he was now satisfied with the clarification on the operational arrangements which would deliver the best outcomes and that the Cabinet was now in a position to reach a decision to proceed.

RESOLVED

That the actions and recommendations set out in section 7 to report [OSC/244](#), being the most suitable operational arrangements for the ‘Community Needs Partnership’, be approved with the additional confirmation that the Cabinet Member for Public Protection and Community Engagement will have a standing invitation to attend and take part in discussions of the proposed “Community Needs Partnership” with arrangements to invite other relevant Cabinet Members to participate as and when the agenda item may be appropriate to their portfolios.

Reasons for Decision

The further clarification and refinement of the proposed structure for the ‘Community Needs Partnership’ as envisioned by the Fairness Commission Scrutiny Panel would deliver the best outcomes and enable the Cabinet to reach a decision to proceed.

57. Exempt Information – Exclusion of the Public (subject to agenda item 5)

RESOLVED

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

**58. Affordable Housing Delivery Programme: Budget Approvals
(Housing Portfolio)
(Exempt Paragraphs 3 (information relating to financial and business affairs of any particular person (including the Authority holding that information))).**

The Cabinet considered report CH/167 of the Head of Crawley Homes which sought approval for:

- 1) the budget and authority to build new affordable residential units as part of the Council's own build housing programme at a range of identified sites.
- 2) the budget and authority to progress ongoing feasibility and pre construction work, including the submission of planning permissions for the schemes identified in section 5 of Cabinet report SHAP/041 (considered by the Cabinet on 12 November 2014 and Full Council on 17 December 2014) in order to be able to maintain progress in delivery of the Council's own build programme.
- 3) the use of Affordable rent on all schemes outlined in this report, subject to Homes and Community Agency agreement, to help mitigate the impact of the Government's announcement that social rents would be cut by 1% per year from 2016 – 2020.
- 4) The delegation of authority for the use of intermediate tenures within the schemes if necessary to enable future development schemes to be included within the programme.

RESOLVED

RECOMMENDATION 3

That Full Council is RECOMMENDED:

- a) To approve the expenditure from the Housing Revenue Account (HRA) Capital Reserve and Right To Buy one-for-one receipts for the delivery of approximately 36 affordable residential units at Kilnmead Car Park, as set out with further details in report CH/167.
- b) To approve the appointment of Geoffrey Osborne Ltd under a two stage Design and Build Contract for the Kilnmead Car Park Development as set out in report CH/167.
- c) To approve the expenditure from the Housing Revenue Account (HRA) Capital Reserve and Right To Buy one-for-one receipts for the delivery of approximately 42 affordable residential units at Goffs Park depot site, as set out with further details in report CH/167.

- d) To approve the appointment of Geoffrey Osborne Ltd under a two stage Design and Build Contract for the Development at the Goffs Park depot site as set out in report CH/167.
- e) To approve the expenditure from the Housing Revenue Account (HRA) Capital Reserve and Right To Buy one-for-one receipts for the delivery of either approximately 12-15 new affordable residential units at the 83-87 Three Bridges Road Hostel Site or approximately 6 new affordable residential units and the conversion of the existing hostels at the 83-87 Three Bridges Road Hostel Site, as set out with further details in report CH/167
- f) To approve the appointment of Lakehouse Contracts Ltd under a two stage Design and Build Contract for the Development at the Three Bridges Road Hostel site as set out in report CH/167.
- g) To approve the expenditure of £1,400,000 from the Housing Revenue Account (HRA) Capital Reserve and Right To Buy one-for-one receipts for the delivery of approximately 8 affordable residential units at Northgate Surgery site, Northgate, Crawley, as set out in report CH/167.
- h) To approve the expenditure of £1,400,000 from the Housing Revenue Account (HRA) Capital Reserve and Right To Buy one-for-one receipts for the delivery of approximately 8 affordable residential units at Dobbins Place site, off Hyde Drive Ifield, Crawley.
- i) To approve the expenditure £875,000 from the Housing Revenue Account (HRA) Capital Reserve and Right To Buy one-for-one receipts for the delivery of approximately 5 affordable residential units at Barnfield Road (former Off Licence) site, Northgate, Crawley.
- j) To approve the budget of £500,000 from the HRA Reserves to enable Officers to progress;
 - a. Ongoing feasibility, preconstruction Services, demolition and site preparation work, including the obtaining of planning permissions in order to be able to maintain progress in delivery of the Council's own build programme. This is for the schemes already identified in Section 5 of the Cabinet Report SHAP/041 titled "Strategic Approach to Affordable Housing Delivery 2015-2025" as approved at Full Council on the 17th December 2014.
 - b. Ongoing feasibility and pre construction Services, demolition and site preparation work, including the obtaining of planning permissions in order to be able to maintain progress in delivery of the Council's own build programme for sites not previously identified in the above report but being recommended by Officers for progression.
- k) That authority be delegated to the Head of Crawley Homes to approve and allocate budgets to individual schemes, (the aggregate not to exceed the overall budget approved in j) above), in consultation with the Head of Strategic Housing and Planning, the Head of Finance, Revenues and Benefit and the Cabinet Member for Housing and, where such schemes include a private sale element for which the Council will generate a land value, the Cabinet Member for Planning and Economic Development.

- l) To delegate to the Head of Crawley Homes, in consultation with the Cabinet Member for Housing and the Head of Finance, Revenues and Benefits the decision to charge an affordable rent up to 80% of market rent for these schemes in order to help mitigate the unaffordability of the existing development programme following the Government's decision to reduce social rents by 1% per year from 2016 – 2020. Any affordable rent to be capped at LHA rate if necessary. This will be subject to agreement by the HCA.
- m) To delegate to the Head of Crawley Homes, in consultation with the Cabinet Member for Housing and the Head of Finance, Revenues and Benefits the decision to include a percentage of the affordable housing units for intermediate tenure if necessary to enable future schemes to be included within the development programme.

Reasons for Decision

- 1) To provide housing for Crawley residents in need from the housing Register.
- 2) To continue the delivery of dwellings funded from the HRA as part of HRA business plan and the Council's RTB Receipts (one-for-one) funding programme.
- 3) To mitigate the impact of the Government's announcement that rent policy will mean a 1% rent reduction per year from 2016-2020

54. Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 8.55p.m.

P K LAMB
Chair