

Crawley Borough Council

Minutes of the Full Council

Wednesday 16 December 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, K Brockwell, 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:

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.
Elizabeth Brigden	Planning Policy Manager.
Karen Hayes	Head of Finance, Revenues and Benefits.
Sallie Lappage	Forward Planning Manager.
Diana Maughan	Head of Strategic Housing and Planning Services.

67. Death of Former Councillor June Clay

The Council observed one minute's silence in memory of former Councillor and Mayor June Clay. June sadly passed away on 27 November 2015.

68. Apologies for Absence

Mr A Quine - Honorary Freeman and Alderman.
Mr J G Smith MBE – Honorary Freeman and Alderman.

69. Members' Disclosures of Interests

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

Lobbying Declarations

All Councillors had been lobbied in connection with Recommendation 2 (Crawley 2030: Crawley Borough Local Plan 2015 – 2030), and in particular Policy GAT3 of the Plan.

70. Communications

(i) Terrorist Attacks on Paris

With regard to the recent terrorist attacks on Paris, the Mayor announced that on behalf of this Council and the people of Crawley she had since written to the Mayor of Paris to express our deepest condolences to the people of that City and to convey our solidarity in condemning these atrocities.

(ii) The Mayor's "Big Carol Sing"

The Mayor invited everyone to attend this event which would be taking place in the Queens Square that coming Sunday. The event would include the singing of traditional Christmas Carols and music from the Crawley Millennium Concert Band.

71. Public Question Time

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

Questioner's Name	Subject	Name of Councillor(s) Responding
Ms V Cumper	With regard to the Development Control Committee, Ms Cumper asked whether all Members of that Committee had attended associated training, and whether a register was kept of those who attended such training. As a supplementary question, she also sought details as to whether sanctions were applied to Members who did not attend training.	In response to this matter, Councillor P C Smith indicated that Members were offered regular training to assist them in the work of the Committee, and that although there were no sanctions applied for non-attendance, the training was voluntary and generally well attended. Specialist support from Officers was always at hand, including that at the Committee's meetings. Councillor Irvine (as Chair of the Committee) concurred with the comments of Councillor Smith and emphasised

Questioner's Name	Subject	Name of Councillor(s) Responding
		<p>that he regularly spoke to the Principal Planning Officer about the type of training required.</p> <p>The Mayor suggested to Ms Cumper that if she was seeking a written response to her questions, then she should treat her questions as a request for information under the FOI Act 2000.</p>
Mrs J Frost	<p>Mrs Frost referred to the Council's decision to oppose a second runway at Gatwick Airport. Bearing in mind the Government's recent announcement to delay its decision on expansion proposals at either Heathrow or Gatwick, Mrs Frost asked what the Council was doing to ensure that opposition to a second runway at Gatwick was continuing to be heard.</p>	<p>Councillor Lamb indicated that the Council's position was included in any official response and that he had made the Council's views clear when he spoke with the Aviation Minister. However, he was not willing to engage in regular letter writing on the matter as there was no reason to believe it would affect the Government's decision but would involve a considerable time commitment on his part. Councillor Ward indicated that it was important to continue to defend the Council's opposition to the proposed second runway, referring to the importance of collective voices in conveying opposition.</p> <p>The Mayor emphasised that the Council's position on a second runway at Gatwick had been well stated.</p>

72. Minutes

Subject to the clerical correction below, the minutes of the meeting of the Full Council held on [21 October 2015](#) were approved as a correct record and signed by the Mayor:-

Clerical Correction

With regard to Minute No. 50 (b), under the heading of Reserved Items - Matter raised under the report of the Overview and Scrutiny Commission – 6 July 2015, delete the date of “6 July 2015”, and replace with “5 October 2015”.

73. 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)
25	Development Control Committee 12 October 2015 Minute 29 (Conservative Group)	Planning Application CR/2015/0298/FUL - Three Bridges Station Car Park	
28	Licensing Committee 4 November 2015 Minute 14 (Conservative Group)	Environmental Services Business Plan 2015-2016.	
55	Cabinet 2 December 2015 Minute 51 (Conservative Group)		Treasury Management Mid-Year Review 2015/16. (Recommendation 1)
57	Cabinet 2 December 2015 Minute 52 (Labour and Conservative Group)		Crawley 2030: Crawley Borough Local Plan 2015 – 2030 (Recommendation 2)
59	Cabinet 2 December 2015 Minute 54 (Conservative Group)	Draft Crawley Employment and Skills Plan 2016 – 2021	
60	Cabinet 2 December 2015 Minute 55 (Conservative Group)	Crawley Town Centre Regeneration Programme Outline First Draft.	

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)
61	Cabinet 2 December 2015 Minute 56 (Labour Group)	Fairness Commission Scrutiny Panel Recommendations – Operational Arrangements for Proposed “Community Needs Partnership”	
62	Cabinet 2 December 2015 Minute 58 (Labour Group)		Affordable Housing Delivery Programme: Budget Approvals (Recommendation 3)
P7 of Supp. Minute Book	Development Control Committee 7 December 2015 Minute 40 (Conservative Group)		Protocol on Public and Ward Member Involvement in the Planning Process and Speaking at Development Control Committee. (Recommendation 4)

74. 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 – 12 October 2015.
- (b) Licensing Committee – 4 November 2015.
- (c) Overview and Scrutiny Commission – 9 November 2015.
- (d) Development Control Committee – 10 November 2015.
- (e) Overview and Scrutiny Commission – 30 November 2015.
- (f) Audit Committee – 1 December 2015.
- (g) Cabinet – 2 December 2015.
- (h) Development Control Committee – 7 December 2015.

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

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

this was not now necessary as all the recommendations to Council had, on this occasion, been reserved for debate.

75. **Reserved Items**

The matters identified in Minute No. 73 above were debated by the Full Council. These included:

(a) **Matter raised under the report of the Cabinet – 2 December 2015**

The matter raised was in relation to the Fairness Commission Scrutiny Panel Recommendations – Operational Arrangements for Proposed “Community Needs Partnership” (Minute 56). As part of its consideration of this matter, Members took this opportunity to thank Heather Girling (Democratic Services Officer) for her assistance in organising, progressing and inspiring the Panel’s work undertaken.

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

These were dealt with as set out in Minute Numbers 76, 77, 78, 79 and 81 below:-

76. **Treasury Management Mid-Year Review 2015/16. (Cabinet – 2 December 2015) (Recommendation 1)**

The Cabinet had considered report [FIN/376](#) of the Head of Finance, Revenues and Benefits, which had also been considered by the Overview and Scrutiny Commission at its meeting on 30 November 2015. As part of its decision on this matter, the Cabinet had noted the report and the treasury activity for the first two quarters of 2015/2016.

The report included a request to recommend to Full 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.

Amendment

“So as not to boycott the UK defence industry that helps to keep our country safe”, it was moved by Councillor Crow and seconded by Councillor Stone:-

That "Armaments - weapon systems" be removed from the Ethical Investment Policy.

A debate on the amendment then followed which considered all the issues raised. This included the comments of a number of Members who felt there should be greater control of the arms industry. At the request of Councillor B J Burgess, and in accordance with Council Procedure Rule 17.5, the names of the Members voting for and against the amendment were recorded as set out below:-

For the amendment:-

Councillors Dr H S Bloom, K Brockwell, B J Burgess, 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 McCrow, D M Peck, M A Stone, J Tarrant, K J Trussell and L Vitler (18).

Against the amendment:-

Councillors M L Ayling, 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 (18).

Abstentions:-

C A Cheshire.

With the vote being 18 for the amendment and 18 against, the Mayor used her casting vote, which was against the amendment.

The amendment was therefore LOST.

With the amendment lost, the Cabinet's Recommendation to the Full Council remained as the original motion. A brief discussion on that motion was held.

At the request of Councillor Irvine, 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, K Brockwell, B J Burgess, 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 McCrow, D M Peck, M A Stone, J Tarrant, K J Trussell and L Vitler (18).

The motion was therefore CARRIED, and it was.

RESOLVED

That 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, be approved.

**77. Crawley 2030: Crawley Borough Local Plan 2015 – 2030
(Cabinet – 2 December 2015)
(Recommendation 2)**

The Cabinet had considered report [SHAP/52](#) of the Head of Strategic Housing and Planning Services, which had also been considered by the Overview and Scrutiny Commission at its meeting on 30 November 2015. 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.

To assist their consideration on this matter Members were reminded that they had received an email (dated 9 December 2015) and a document from an off-airport parking operator which set out specific concerns about Policy GAT3 of the Local Plan - concerning Gatwick Airport related parking. With this in mind, the Head of Legal and Democratic Services referred Members to a notification since received by the Council (on 11 December) that a request to intervene under Section 21(4) of the Planning and Compulsory Purchase Act 2004 had been received by the Department for Communities and Local Government asking that the Secretary of State exercise his powers and direct that the Council submits its Local Plan 2015-2030 to him for approval. The Head of Service announced that the Secretary of State in a letter dated 15 December had decided, for the reasons set out in that letter, not to issue a Direction under Section 21(4). Therefore, the Council was able to take a decision at this meeting on whether to adopt the Local Plan as set out in Recommendation 2.

In discussing the Recommendation, the Full Council took this opportunity to thank all the Officers concerned for their significant commitment and work undertaken in bringing the Plan forward. Particular reference was made to Sallie Lappage (Forward Planning Manager), Elizabeth Brigden (Planning Policy Manager) and Diana Maughan (Head of Strategic Housing and Planning Services).

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

RESOLVED

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)*.

78. Affordable Housing Delivery Programme: Budget Approvals
(Exempt Paragraph 3 (information relating to financial and business affairs of any particular person (including the Authority holding that information))).
(Cabinet – 2 December 2015)
(Recommendation 3)

The Cabinet had considered report CH/167 of the Head of Crawley Homes.

Moved by Councillor Lamb, seconded by Councillor Joyce and

RESOLVED

- (1) That 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, be approved.
- (2) That 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, be approved.
- (3) That 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 the Goffs Park depot site, as set out with further details in report CH/167, be approved.
- (4) That 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, be approved.
- (5) That 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, be approved.
- (6) That 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, be approved.
- (7) That 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 the Northgate Surgery site, Northgate, Crawley, as set out in report CH/167, be approved
- (8) That 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 the Dobbins Place site, off Hyde Drive Ifield, Crawley, be approved
- (9) That 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 the Barnfield Road (former Off Licence) site, Northgate, Crawley, be approved.

(10) That the budget of £500,000 from the HRA Reserves be approved 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.

(11) 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 (10) 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.

(12) That the Head of Crawley Homes, in consultation with the Cabinet Member for Housing and the Head of Finance, Revenues and Benefits, be delegated 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.

(13) That the Head of Crawley Homes, in consultation with the Cabinet Member for Housing and the Head of Finance, Revenues and Benefits, be delegated 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.

79. Protocol on Public and Ward Member Involvement in the Planning Process and Speaking at Development Control Committee (Development Control – 7 December 2015) (Recommendation 4)

The Committee had considered report [LDS/110](#) of the Head of Legal and Democratic Services, which provided amendments to the information contained within the Constitution on public and Member involvement and speaking at the Development Control Committee.

Amendment

It was moved by Councillor R G Burgess and seconded by Councillor Lanzer:-

That with regard to Section 19, Part 5 of the Protocol, Remove Cabinet Members from having speaking rights in their capacity of Cabinet Member on planning applications and update the Protocol accordingly.

The Full Council considered this matter in detail and considered all the issues raised. The Chair of the Committee whilst indicating that he had some sympathy with the amendment, felt that that the Protocol as proposed should be supported, but emphasised that it was a working document, and that if it was generally felt that working practices and procedures needed to be reconsidered in the future, the Protocol could be looked at again at that time.

Upon being put to the Full Council, the amendment was LOST.

With the amendment lost, the Committee's Recommendation to the Full Council remained as the original motion.

80. 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.

81. Protocol on Public and Ward Member Involvement in the Planning Process and Speaking at Development Control Committee (Development Control – 7 December 2015) (Recommendation 4)

(Continued)

A brief discussion on the motion was held.

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

RESOLVED

That the amendments to the Protocol on Public and Ward Member Involvement in the Planning Process and Speaking at the Development Control Committee, as set out in Appendix B to the minutes of that Committee's meeting of 7 December 2015, be approved.

82. Notice of Motion

The Full Council considered a Notice of Motion in accordance with Council Procedure Rule 12, which was moved by Councillor Joyce and seconded by Councillor P C Smith.

The Motion was in relation to the Housing and Planning Bill which was currently being debated in Parliament. In considering issues arising from the Motion, a number of Members suggested that the motion made various presumptions - with the full details of the Bill not yet known, and that further detail 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.

Closure Motion

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

That the question be now put.

Upon being put to the Full Council, the Closure Motion was CARRIED.

With the Notice of Motion then being put to the Full Council, that Motion was CARRIED, and it was

RESOLVED

Housing and Planning Bill

That this council notes:

- That the Housing and Planning Bill is currently being debated in Parliament, and if passed would threaten the provision of affordable homes for rent and buy through:
 - forcing 'high-value' council homes to be sold on the open market;
 - extending the right-to-buy to housing association tenants; and
 - undermining section 106 requirements on private developers to provide affordable homes.
- That there is no commitment in the Bill that affordable homes will be replaced like-for-like in Crawley.
- That while measures to help first-time buyers are welcome, the 'starter homes' proposals in the Bill will be unaffordable to families and young people on ordinary incomes in Crawley; will not preserve the taxpayer investment; and will be built at the expense of genuinely affordable homes to rent and buy.
- That the Bill undermines localism by taking 32 new wide and open-ended powers for the Secretary of State over councils and local communities, including the ability to override local plans, to mandate rents for social tenants, and to impose a levy on stock-holding councils, violating the terms of the housing revenue account self-financing deal.
- That the Bill, while introducing some welcome measures to get to grips with rogue landlords, does not help with the high rents, poor conditions and insecurity affecting many of England's 11m private renters – including one in four families with children – and does nothing to help arrest the recent rise in homelessness.

This council resolves to ask the Cabinet:

- To analyse and report on the likely impact of the forced sale of council homes, the extension of right-to-buy and the 'starter homes' requirement on the local availability of affordable homes.
- To analyse and report on any further likely impacts of the Bill on Crawley.
- To use this information to:

- support the Leader of the Council in writing to the Secretary of State with our concerns about the Bill;
- set up an urgent meeting between the Leader of the Council and the Chief Executive with Henry Smith MP to raise our concerns;
- make public our concerns, including by publishing the above information on the CBC website and promoting through the Crawley Local Papers.

83. 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 Housing.
Subject	Unoccupied Privately Owned Residential Properties.

84. Announcements by Cabinet Members

No announcements were made.

85. 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 McCarthy	Issues around access to information to those Members of the Group in Opposition.	Councillor Lamb (as Leader of the Council), indicated that there was no policy of withholding information, but emphasised that a lot of information frequently arrived on his desk at short notice and that it was not always possible at that time to circulate all that information (and particularly where it was not considered significant) to others.
Councillor Thomas	The recently erected Christmas Tree in the Queens Square.	Councillor P C Smith (as Cabinet Member for Planning and Economic Development) indicated that he was glad that Councillor Thomas' was pleased with the Christmas tree, and confirmed that he would convey Members' thanks to Alfredo Mendes (the Council's Town Centre Manager) not only for

Name of Councillor asking Question	Subject	Name of Cabinet Member(s) Responding
		the tree, but for all his work and preparations as part of this year's Town Centre Christmas celebrations.
Councillor Guidera	The earlier hopes that a temporary ice rink could be installed this Christmas in the Walled Garden, Tilgate Park	Councillor Mullins (as Cabinet Member for Wellbeing) indicated that we were all disappointed that the ice rink was not possible this year, but that it was something that would be kept in mind and hopefully would be more feasible in the future.
Councillor B A Smith	The implications for the Council's Local Plan 2015 – 2030 and the Crawley Local Development Scheme 2015 - 2018, should the Government's decision on runway expansion select Gatwick for a second runway.	Councillor P C Smith (as Cabinet Member for Planning and Economic Development) indicated that we were continuing to monitor the issues and potential implications for the Local Plan and the associated Local Development Scheme regarding Gatwick generally, and commented that the Plan would be reviewed if the Government announced a second runway at Gatwick.

86. 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.

87. Questions to Cabinet Members

(Continued)

Name of Councillor asking Question	Subject	Name of Cabinet Member(s) Responding
Councillor Crow	The possibility of consultation with Ward Members regarding the report on the footpath located in the area between Waterlea and Haslett Avenue East.	Councillor Jones (as Cabinet Member for Public Protection and Community Engagement) indicated that he would ensure that once all appropriate information was available the report would go out to consultation (probably early in the New Year) so that all could have a voice on the issues concerned. He suggested that he could meet with the appropriate Ward Members, and ask Officers to bring forward details to those Members in the

Name of Councillor asking Question	Subject	Name of Cabinet Member(s) Responding
		meantime.
Councillor B J Burgess	A request that the proposed new cemetery for the Crawley area be given the name of Little Trees. It was suggested that this would be in appreciation of the girl guides "Little Trees" campsite, and the associated history and guiding involvement in that area, which was to be converted for the cemetery use.	Councillor Lloyd (as Cabinet Member for Environmental Services and Sustainability) indicated that consideration would be given to all options when considering the name of the cemetery.

88. Questions to Committee Chairs

No questions were asked.

89. Closure of Meeting

The meeting ended at 10.40 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 G Thomas	8(1)(a)	Development Control 12 October 2015 Minute 29	P22	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.
Councillor R D Burrett	8(1)(c)	Overview and Scrutiny Commission 9 November 2015 Minute 63	P33	Health and Adult Social Care Select Committee (HASC)	Personal interest as a Member of West Sussex County Council.
Councillor G Thomas	8(1)(d)	Development Control 10 November 2015 Minute 34	P37	CR/2015/0639/FUL Land At 45 Ifield Road, West Green, Crawley.	Personal Interest – a CBC representative on the Central Crawley Conservation Area Advisory Committee.
Councillor P C Smith	8(1)(d)	Development Control 10 November 2015 Minute 34	P39	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	8(1)(d)	Development Control 10 November 2015 Minute 34	P40	CR/2015/0524/RG3 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	8(1)(d)	Development Control 10 November 2015 Minute 34	P40	CR/2015/0524/RG3 Little Trees Guide Camp, Old Brighton Road (North), Broadfield, Crawley.	Personal Interest – Member of Crawley Cycle Forum.
Councillor G Thomas	8(1)(d)	Development Control 10 November 2015 Minute 34	P40	CR/2015/0524/RG3 Little Trees Guide Camp, Old Brighton Road (North), Broadfield, Crawley.	Personal Interest – CBC representative on the High Weald AONB Forum.
Councillor P C Smith	8(1)(d)	Development Control 10 November 2015 Minute 34	P41	CR/2015/0549/FUL Land South Of Parker Close, Maidenbower, Crawley.	Personal Interest – resident of 7 Parker Close.
Councillor C A Cheshire	8(1)(e) and 9	Overview and Scrutiny Commission 30 November 2015 Minute 70	P44	Treasury Management Mid-Year Review 2015-2016	Personal interest – Member of CND (Campaign for Nuclear Disarmament)

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 I T Irvine	8(1)(e) and 9	Overview and Scrutiny Commission 30 November 2015 Minute 70	P44	Treasury Management Mid-Year Review 2015-2016	Personal interest – employee of a bank currently included in the Council's investment portfolio
Councillor K McCarthy	8(1)(e) and 9	Overview and Scrutiny Commission 30 November 2015 Minute 70	P44	Treasury Management Mid-Year Review 2015-2016	Personal interest – employee of a local electronic systems company acting in areas such as defence.
Councillor C J Mullins	8(1)(e) and 9	Overview and Scrutiny Commission 30 November 2015 Minute 70	P44	Treasury Management Mid-Year Review 2015-2016	Personal interest – Member of CND (Campaign for Nuclear Disarmament)
Councillor A C Skudder	8(1)(e) and 9	Overview and Scrutiny Commission 30 November 2015 Minute 70	P44	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 B A Smith	8(1)(e) and 9	Overview and Scrutiny Commission 30 November 2015 Minute 70	P44	Treasury Management Mid-Year Review 2015-2016	Personal interest – Member of CND (Campaign for Nuclear Disarmament)
Councillor G Thomas	8(1)(e) and 9	Overview and Scrutiny Commission 30 November 2015 Minute 70	P44	Treasury Management Mid-Year Review 2015-2016	Personal interest – Member of CND (Campaign for Nuclear Disarmament)
Councillor W A Ward	8(1)(e) and 9	Overview and Scrutiny Commission 30 November 2015 Minute 70	P44	Treasury Management Mid-Year Review 2015-2016	Personal interest – Member of CND (Campaign for Nuclear Disarmament)
Councillor P C Smith	8(1)(e) and 9	Overview and Scrutiny Commission 30 November 2015 Minute 73	P45	Draft Crawley Employment and Skills Plan 2016-2021	Personal Interest – Board Member for Manor Royal Business Group

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 P C Smith	8(1)(e)	Overview and Scrutiny Commission 30 November 2015 Minute 75	P46	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	8(1)(e) and 9	Overview and Scrutiny Commission 30 November 2015 Minute 76	P47	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	8(1)(e) and 9	Overview and Scrutiny Commission 30 November 2015 Minute 76	P47	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	8(1)(e) and 9	Overview and Scrutiny Commission 30 November 2015 Minute 76	P47	Fairness Commission Scrutiny Panel Recommendation – Operational Arrangements for Proposed 'Community Needs Partnership'	Personal Interest – Member of WSCC
Councillor B A Smith	8(1)(e) and 9	Overview and Scrutiny Commission 30 November 2015 Minute 76	P47	Fairness Commission Scrutiny Panel Recommendation – Operational Arrangements for Proposed 'Community Needs Partnership'	Personal Interest – Member of WSCC
Councillor K Sudan	8(1)(e) and 9	Overview and Scrutiny Commission 30 November 2015 Minute 76	P47	Fairness Commission Scrutiny Panel Recommendation – Operational Arrangements for Proposed 'Community Needs Partnership'	Personal interest – CBC Representative for Relate
Councillor R D Burrett	8(1)(e)	Overview and Scrutiny Commission 30 November 2015 Minute 79	P48	Appointments	Personal interest as a Member of West Sussex County Council.
Councillor C A Cheshire	8(1)(g) and 9	Cabinet 2 December 2015 Minute 51	P55	Treasury Management Mid-Year Review 2015-2016	Personal interest – Member of CND (Campaign for Nuclear Disarmament)

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 I T Irvine	8(1)(g) and 9	Cabinet 2 December 2015 Minute 51	P55	Treasury Management Mid-Year Review 2015-2016	Personal interest - employee of a bank currently included in the Council's investment portfolio.
Councillor K McCarthy	8(1)(g) and 9	Cabinet 2 December 2015 Minute 51	P55	Treasury Management Mid-Year Review 2015-2016	Personal interest – employee of a local electronic systems company acting in areas such as defence.
Councillor C J Mullins	8(1)(g) and 9	Cabinet 2 December 2015 Minute 51	P55	Treasury Management Mid-Year Review 2015-2016	Personal interest – Member of CND (Campaign for Nuclear Disarmament)
Councillor A C Skudder	8(1)(g) and 9	Cabinet 2 December 2015 Minute 51	P55	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 B A Smith	8(1)(g) and 9	Cabinet 2 December 2015 Minute 51	P55	Treasury Management Mid-Year Review 2015-2016	Personal interest – Member of CND (Campaign for Nuclear Disarmament)
Councillor G Thomas	8(1)(g) and 9	Cabinet 2 December 2015 Minute 51	P55	Treasury Management Mid-Year Review 2015-2016	Personal interest – Member of CND (Campaign for Nuclear Disarmament)
Councillor W A Ward	8(1)(g) and 9	Cabinet 2 December 2015 Minute 51	P55	Treasury Management Mid-Year Review 2015-2016	Personal interest – Member of CND (Campaign for Nuclear Disarmament)
Councillor P C Smith	8(1)(g) and 9	Cabinet 2 December 2015 Minute 54	P59	Draft Crawley Employment and Skills Plan 2016-2021	Personal Interest – Board Member for Manor Royal Business Group
Councillor Dr H S Bloom	8(1)(g) and 9	Cabinet 2 December 2015 Minute 56	P61	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	8(1)(g) and 9	Cabinet 2 December 2015 Minute 56	P61	Fairness Commission Scrutiny Panel Recommendation – Operational Arrangements for Proposed 'Community Needs Partnership'	Personal Interest – Trustee of Crawley Community and 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)(g) and 9	Cabinet 2 December 2015 Minute 56	P61	Fairness Commission Scrutiny Panel Recommendation – Operational Arrangements for Proposed 'Community Needs Partnership'	Personal Interest – Member of WSCC
Councillor B A Smith	8(1)(g) and 9	Cabinet 2 December 2015 Minute 56	P61	Fairness Commission Scrutiny Panel Recommendation – Operational Arrangements for Proposed 'Community Needs Partnership'	Personal Interest – Member of WSCC
Councillor K Sudan	8(1)(g) and 9	Cabinet 2 December 2015 Minute 56	P61	Fairness Commission Scrutiny Panel Recommendation – Operational Arrangements for Proposed 'Community Needs Partnership'	Personal interest - CBC Representative for Relate
Councillor J Stanley	8(1)(h)	Development Control 7 December 2015 Minute 39	P2 of Supp. Minute Book	CR/2015/0339/FUL 1 & 2 The Lychgate, Ifield Street, Ifield, Crawley	Personal Interest - CBC Representative on the Ifield Village Conservation Area Advisory Committee.
Councillor M Stone	8(1)(h)	Development Control 7 December 2015 Minute 39	P2 of Supp. Minute Book	CR/2015/0339/FUL 1 & 2 The Lychgate, Ifield Street, Ifield, Crawley	Personal and Prejudicial Interest – member of St Margaret's Church.
Councillor G Thomas	8(1)(h)	Development Control 7 December 2015 Minute 39	P2 of Supp. Minute Book	CR/2015/0339/FUL 1 & 2 The Lychgate, Ifield Street, Ifield, Crawley	Personal Interest - CBC Representative on the Ifield Village Conservation Area Advisory Committee
Councillor G Thomas	8(1)(h)	Development Control 7 December 2015 Minute 39	P2 of Supp. Minute Book	CR/2015/0339/FUL 1 & 2 The Lychgate, Ifield Street, Ifield, Crawley	Personal and Prejudicial Interest – close personal family connection to the church.
Councillor M Stone	8(1)(h)	Development Control 7 December 2015 Minute 39	P3 of Supp. Minute Book	CR/2015/0340/LBC 1 & 2 The Lychgate, Ifield Street, Ifield, Crawley	Personal and Prejudicial Interest – member of St Margaret's Church.
Councillor G Thomas	8(1)(h)	Development Control 7 December 2015 Minute 39	P3 of Supp. Minute Book	CR/2015/0340/LBC 1 & 2 The Lychgate, Ifield Street, Ifield, Crawley	Personal Interest - CBC Representative on the Ifield Village Conservation Area Advisory Committee.

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 G Thomas	8(1)(h)	Development Control 7 December 2015 Minute 39	P3 of Supp. Minute Book	CR/2015/0340/LBC 1 & 2 The Lychgate, Ifield Street, Ifield, Crawley	Personal and Prejudicial Interest – close personal family connection to the church.
Councillor P C Smith	8(1)(h)	Development Control 7 December 2015 Minute 39	P5 of Supp. Minute Book	CR/2015/0638/FUL Northwest House, Gatwick 23, Gatwick Road, Northgate, Crawley	Personal Interest – Board Member for Manor Royal Business Group

Crawley Borough Council

Minutes of Development Control Committee 4 January 2016 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
Ann-Maria Brown	Head of Legal & Democratic Services
Michelle Harper	Principal Planning Officer
Steve Lappage	Democratic Services Manager
Jean McPherson	Group Manager, Development Management

Apologies for Absence:

None

42. Lobbying Declarations

The following lobbying declarations were made by Members:-

All Councillors had been lobbied regarding application CR/2015/0463/FUL.

Councillors F Guidera and K L Jaggard had been lobbied regarding application CR/2015/0778/RG3.

43. 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 45	CR/2015/0695/FUL Boeing House, Crawley Business Quarter, Northgate	Personal Interest – CBC nominee on the Manor Royal Business Group

44. Minutes

Subject to a clerical amendment adding Councillor K L Jaggard to the list of Members who had declared they had visited the site at Northwest House, Gatwick Road (CR/2015/0638/FUL - minute no 39 item 5 referred), the minutes of the meeting of the Committee held on [7 December 2015](#) were approved as a correct record and signed by the Chair.

45. Planning Applications List

The Committee considered report [PES/179](#) of the Head of Economic and Environmental Services.

The Principal Planning Officer explained that, following the decision of the Full Council on 16 December 2016 to approve the adoption of the new Crawley Borough Local Plan (Crawley 2015 - 2030), all the policies referred to in report PES/179 were now adopted policies and were no longer “emerging” policies.

RESOLVED

That in respect of the applications specified below, details of which are more particularly set out in report [PES/179](#) of the Head of Economic and Environmental Services and in the Register of Planning Applications the decisions be given as indicated:-

Item 1

CR/2015/0463/FUL

Stoner House, London Road, Northgate, Crawley

External alterations and extensions to existing building in connection with its use as 111 flats (Use Class C3), together with site works including landscaping (amended description)

Councillors F Guidera, K L Jaggard, S J Joyce, M A Stone, J Tarrant and G Thomas declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application and highlighted that:

- Prior approval had previously been granted through permitted development rights for the change of use of the building from offices to flats to provide 76 flats (72 x 1 bed and 4 x 2 bed flats).
- 71 units would be accommodated within the existing building envelope with a further 40 units created as an extension to the building.
- Under the prior approval no affordable housing units would have been provided but 16 (40%) of the 40 additional flats would be affordable housing as a result of the proposed extensions.
- The applicant has sought to address the concerns raised by representations received in respect of the original application by deleting the 3 storey building to the rear (to provide 10 flats), increasing the car parking provision and the erections of screens to the roof top terraces.
- The representations received were made on the basis of the application originally submitted and not the later amendments.

- Shadowing exercises had been undertaken at the rear of the building which demonstrated that there would be no detrimental impact.
- The revised application followed extensive negotiations with officers and adopted a more comprehensive approach to the development.

Mr Mahin, Gillian McCann and Bob Jeans addressed the Committee in objection to the application. Whilst the agent, Daniel Rose, spoke in support of the application.

Councillor P K Lamb, as a Ward Councillor for Northgate, addressed the Committee in objection to the application and raised concerns:

- That proper consideration had not been given to Policy CH8 (Important Views) to help protect the character of the surrounding area and the visual amenity.
- That such high rise development would be out of character with New Town development and the risks that it would lead to more high rise developments.
- That the car parking provision was inadequate.
- About highways and road safety issues by a busy roundabout.

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

- The impact on neighbouring properties. The Committee acknowledged that the shadowing exercises had demonstrated that there would be no detrimental impact and, furthermore, there was no right to a view. It was also noted that the impact of noise and disturbance on local residents would be kept to a minimum through the Construction Management Plan required under Condition 8 and Informative 6.
- Concerns about highways and road safety issues. It was noted that West Sussex County Council, as the Highways Authority, had not raised any objections to the application.
- Concerns about the level of parking provision. However, it was considered appropriate given the sustainable location of the site and access to other public services.
- Whether such a high rise development would be out of character and the risk that will lead to more high rise developments. However, the Committee noted other examples of tall buildings including Crawley College and that each application had to be judged on its merits.
- Risks of contamination. It was noted that this would be covered by Condition 15 which also required further studies to be undertaken.
- How the Section 106 contributions, detailed in paragraphs 5.26 & 5.27 to the report, would be targeted in the local neighbourhood(s).

Members of the Committee welcomed the modifications which secured improvements to the prior approval design and agreed that, on balance, the proposals were acceptable and accorded with the National Planning Policy Framework and local policies.

Permitted subject to the completion of a Section 106 agreement and the conditions set out in report [PES/179](#).

Item 3

CR/2015/0628/ARM

Forge Wood (North East Sector), Crawley

Approval of reserved matters for Phase 2 – roads and drainage infrastructure pursuant to CR/1998/0039/OUT for a new mixed use neighbourhood

Councillor K L Jaggard declared she had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application and highlighted the reserved matters arrangements, the revised phasing proposals and the reasons for these, the access link road arrangements and the drainage features including the bridge crossing.

The agent (David Hutchison) addressed the committee in support of the application.

The Committee then considered the application.

Following concerns expressed about recent local and national flooding problems, the Committee noted how the calculations, modelling and assumptions for the drainage capacity and design had been undertaken with drainage experts and the developers. It was confirmed that these had taken into account all factors including climate change, rainfall and implications of future flooding risks including the sort of extreme events experienced recently in other parts of the country.

The concerns about risks of flooding and drainage were acknowledged and it was noted that these would be taken forward by officers.

Permitted subject to the conditions and informatives set out in report [PES/179](#).

Item 2

CR/2015/0609/FUL

15-29 The Broadway, Northgate, Crawley

Demolition of existing building and erection of residential-led scheme incorporating retail at ground level with six storey residential flats (10 x studios, 55 x one bed and 13 x 2 bed) above.

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

The Group Manager (Development Management) provided a verbal summation of the application and highlighted that:

- The penultimate line to paragraph 5.11 should be amended to indicate that the communal terrace would be accessed via the 5th floor and not the 6th floor as incorrectly stated.
- Paragraph 6.4 should refer to paragraph 5.28 and not paragraph 5.29 as printed.
- Planning permission had been granted in 2013 (CR/2013/0015/FUL) for redevelopment of the site with mixed retail and residential (35 one bedroom and 22 two bedroom flats) without car parking provision being required because of its sustainable location so close to the bus and railway stations.
- Mechanical ventilation had been included in the design and related planning conditions added following concerns about noise nuisance to future residents

particularly from existing plant in the vicinity and disturbance from deliveries in the rear service yard.

- Following a viability appraisal independently scrutinised by the District Valuer Service (DVS) that the development could not deliver 40% affordable housing provision in accordance with policies, the developers and DVS (on behalf of the Council) had agreed that an affordable housing contribution of £573,000 would be acceptable in the event that on site affordable housing options were not achievable.

The agent (Stephen Birrell) addressed the committee in support of the application.

The Committee then considered the application.

Although several Members expressed concerns about the absence of the car parking provision it was accepted that the choice of alternative modes of transport and accessibility of local facilities meant this site was an ideal location for a car free development and the principle had already been accepted on this site by the extant residential permission.

Members supported the proposals particularly on the basis that it was an improved design and, in terms of its design and mix of uses, would make a positive contribution to the environment and regeneration of The Broadway and the Town Centre.

Clarification was sought on Condition 9 and it was subsequently agreed that it be amended to include additional words (as set out in bold) so as to read "The use of the ground floor units hereby permitted shall only be open **for business** between the hours of 0700 and 2300."

Permitted subject to the conclusion of a Section 106 Agreement and the conditions set out in report [PES/179](#) as amended by the revised Condition 9 above.

Item 4

CR/2015/0695/FUL

Boeing House, Crawley Business Quarter, Northgate, Crawley
Proposed extensions to Flight Training Centre.

The Principal Planning Officer provided a verbal summation of the application and the Committee then considered the application.

Permitted subject to the applicant entering into a Section 106 agreement securing infrastructure contributions as set out in paragraph 5.17 and in accordance with the prescribed conditions set out in report [PES/179](#).

Item 5

CR/2015/0739/FUL

Worth Park Gardens, Milton Mount Avenue, Pound Hill, Crawley

Erection of 12 information and directional signs.

Councillors K L Jaggard declared she had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application for advertisement consent and confirmed that the signs will be of a traditional wooden design, non-illuminated and would just promote Worth Park's features and not contain any commercial adverts.

The Committee then considered the application.

Consent given subject to the standard advert conditions set out in report [PES/179](#).

Item 6

CR/2015/0778/RG3

23 Barnfield Road, Northgate, Crawley

Demolition of existing redundant retail building and erection of a 2.5 storey apartment block comprising 3 x 1 bedroom apartments and 2 x 2 bedroom apartments with associated bin store and cycle shed (amended description).

Councillors J Tarrant and G Thomas declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application and explained that no objections had been received to date although there had been a delay in consulting The Black Dog Public House. Therefore the consultation period needed to be extended to 7 January 2016 and the decision be delegated back to the Head of Economic and Environmental Services to accommodate this in case an objection is received.

The Committee then considered the application from the Council. Whilst several Members welcomed the proposals, one Member did question whether it should have been retained as a retail unit which would have added more value and helped to rejuvenate the parade. A Member also expressed concerns about the current state of the site and suggested that the overhanging vegetation be addressed.

It was agreed that new conditions on landscaping and a new informative on overhanging vegetation be added.

New Condition (12)

No development shall take place unless and until there has been submitted to and approved by the Local Planning Authority a scheme of landscaping, hard and soft, which shall include indications of all existing trees and hedgerows on the land, and details of any to be retained, together with measures for their protection in the course of development.

REASON: In the interests of amenity and of the environment of the development in accordance with policy CH7 of the Crawley Borough Local Plan 2015 - 2030.

New Condition (13)

All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding seasons following the occupation of the buildings or the completion of the development, whichever is the sooner, and any trees or plants which within a period of five years from the completion of the development die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority gives written consent to any variation.

REASON: In the interests of amenity and of the environment of the development in the accordance with policy CH7 of the Crawley Borough Local Plan 2015 - 2030.

New Informative (3)

The applicant is reminded to ensure existing trees and hedges on the site do not overhang the site's boundary to the adjacent public highway.

Permitted subject to the conditions and delegation back to the Head of Economic and Environmental Services after expiry of the neighbour consultation on 7 January 2016 as set out in report [PES/179](#) and the additional conditions and informative set out above.

46. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 9.53pm.

I T IRVINE
Chair

Crawley Borough Council

Minutes of the Overview and Scrutiny Commission Monday 11 January 2016 at 7.00pm

Present:

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

Also in Attendance:

Councillor C J Mullins

Ivan Horsfall-Turner, Managing Director – Freedom Leisure
Matt Hunt, Operations Director – Freedom Leisure
Nyssa Jackson, Area Manager – Freedom Leisure

Apologies for Absence: None

Officers Present:

Karen Dodds Head of Crawley Homes
Heather Girling Democratic Services Officer
Valerie Granger Housing Support Officer
Nikki Hargrave Housing Options Manager
Lee Harris Chief Executive
Nick Hobbs Housing Needs Manager
Hannah Martin Strategic Housing Performance, Policy and Project Officer
Michael Morley Scheme Manager
Becky Pearce Sheltered Housing and Telecare Manager
Nigel Sheehan Head of Partnership Services

81. Members' Disclosure of Interests and Whipping Declarations

The following disclosures of interests were made by Members:-

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor R A Lanzer	86	Transformation Update - Sheltered Housing	Personal Interest – Member of WSCC
Councillor B A Smith	86	Transformation Update - Sheltered Housing	Personal Interest – Member of WSCC
Councillor R A Lanzer	87	Health and Adult Social Care Select Committee (HASC)	Personal Interest – Member of WSCC

Councillor B A Smith		87		Health and Adult Social Care Select Committee (HASC)	Personal Interest – Member of WSCC
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82. Minutes and Matters Arising

The minutes of the meeting of the Commission held on 30 November 2015 were approved as a correct record and signed by the Chair. The Chair welcomed back Councillor Brockwell to the Overview and Scrutiny Commission.

83. Public Question Time

No questions from the public were asked.

84. Performance Discussion with Freedom Leisure on K2 Crawley Management

Members received a presentation from representatives from Freedom Leisure and the Head of Partnership Services on the leisure management contract together with the performance and changes that Freedom Leisure had focused on recently, which included:

- A brief background to the contract. The key element had been that partners share the vision and there was an opportunity to work together. It was highlighted that that whilst the contracts had grown across the country and there remained a strong focus on re-investment, sports development and customer service.
- Since managing K2 Crawley there have been significant increases in attendance with over 1,350,000 visits in 2014/15 and the initial target upon concept was 1m visitors. Other attendances have also witnessed a significant increase.
- An Activities Development Officer was appointed which enabled internal projects to be initiated alongside the already successful external projects and community development work of the Community Sports Development Officer.
- Partnership work with Crawley Wellbeing had continued and been further developed with vulnerable groups to include the launch of Dementia Bowls and Dementia Swimming in 2016.
- K2 Crawley hosts many local, regional, national and international events whilst acknowledging the impact some of the events has on the local community and also working with partners and businesses to both minimise impact and maximise success.
- K2 Crawley is generally a very efficient building however further measures have been taken to reduce the carbon footprint and work is continuing ongoing.
- All customer feedback is incorporated into Freedom Leisure's Service Improvement Plan.
- In 2015 Freedom Leisure introduced a new Management Development Programme and ensures careers development opportunities are provided.

Members held a question and answer session with the representatives from Freedom Leisure and the Head of Partnership Services. The issues raised and the key responses included:

- Gym prices on the website to encourage membership. It was discussed that memberships are designed around individual needs and whilst in the past it was recommended that the venue was visited to ascertain the best package and to view the centre it is currently being reviewed whether this is appropriate. It was recognised that K2 Crawley offers a range of facilities and it would be beneficial for these to be

seen in its entirety to ensure value for money and ultimately benefit prospective members.

- Importance to maintain focus and hosting of events. It is of paramount importance that Freedom Leisure remains bespoke and local and has employed Area Managers to ensure commitment and fundamentally focus on the business.
- The advertising and marketing of events is provided through social media, partners, Sport England and events' pages and perhaps further marketing could be carried out throughout the borough (eg roundabout sponsorship). Furthermore, Freedom Leisure liaise with local schools to promote activities.
- Breakdown of attendance and waiting lists. It was queried whether there was an analysis of attendance by locality to determine what percentage of attendees were local or travelling into the town and also BME population. It was noted only some data would be available for membership usage. Confirmation would be sought on gymnastics waiting list.
- Priority Usage signs for lift. It was commented that the lift could have signs accommodated for priority users (similar to trains/buses).
- Potential future changes were discussed including a review of the current car parking arrangements. Although it was acknowledged that on event days, overflow car parking is currently in operation.

RESOLVED

That the Chair thanked the representatives from Freedom Leisure for attending and for the informative discussion that had ensued. The Commission welcomed the update and noted the strong and successful partnership working between the council and Freedom Leisure.

85. Transformation Update - Homelessness

The Commission received a presentation from the Housing Needs Manager, Housing Options Manager, together with the Strategic Housing Performance, Policy and Project Officer on the Systems Thinking Review of the Homelessness Service.

In January 2014 a review of the homelessness service was initiated as it was established that a large case load of homeless applications meant that customers were waiting long periods to receive decisions on applications, particularly negative decisions. This resulted in customers spending more time in temporary accommodation, which decreased the availability of temporary accommodation whilst increased the likelihood of having to use out of borough and/or nightly paid accommodation. Furthermore, Shelter were challenging more of the council's homeless application decisions.

The conclusions from the 'Check Phase' were:

- The majority of customers accessed the Housing Options service via the Housing Help Point (HHP).
- The staffing structure of the HHP and Housing Options team delayed customers from receiving quick decisions.
- The HHP was not resilient to changes in customer demand (in volume or complexity).
- Obtaining information from a customer or medical practitioner could be problematic and delayed a decision being made on an application.
- Legal challenges were increasing, resulting in decision letters becoming more complex and delayed the customer from receiving a decision.

As a result of the service 'Redesign' several changes were made to the system:

- The team worked with partners and local agencies to enable faster responses to medical information requests, and to better prepare for the discharge of customers who did not have settled accommodation available to them.
- A new post was trialled and front facing staff were trained to deal with more complex queries within the HHP.
- The team made more effective use of the Allocations Policy.
- Customers dealt with one officer taking their query or application from start to finish as a 'single piece of flow'.
- The team improved the ways in which customers could access the service and revised the web pages providing customers with more choice as to how to access the service.
- As a result, the HHP was better equipped to deal with complex demand, so customers were more likely to have their queries answered and customers have a dedicated case worker.
- Homeless preventions through the housing register had increased and the case load of homeless applications had reduced.

During the presentation, the following points were expressed:

- It was acknowledged that there were challenges affecting the service, including the legal challenges received. It was recognised that discussions with Shelter have taken place with suggested improvements to the service.
- With regards to the rough sleepers in the town, it was acknowledged that the numbers have increased and a multi-agency approach provides necessary help, assistance and works together to ensure individuals are fully aware of how they can access a range of support. However, some individuals already have 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. It was commented by some Members that it would be beneficial to have links to voluntary sector organisations in order to assist in responding to local needs and issues.
- The initial causes of homelessness were acknowledged and the service identified preventative measures and housing need, working with partners to assist tenancy sustainment. Debt advice was also provided, referring to Citizens Advice Bureau where appropriate.
- It was acknowledged that the use off out of borough accommodation placement was occasionally necessary. Family needs together with school and work placements were considered.

RESOLVED

That the Commission welcomed the presentation and thanked individual officers for their contribution and attendance at the Commission.

The Chief Executive left the meeting after this item.

86. Transformation Update - Sheltered Housing

The Commission received a presentation from the Head of Crawley Homes and the Systems Thinking Review Team (Sheltered Housing and Telecare Manager, Housing Support Officer and Scheme Manager) on the Check Phase of the Review.

The Head of Crawley Homes updated the Commission regarding the reduction of funding to be received from WSCC in relation to sheltered housing. As a result this would impact on the 'Redesign' of the review together with the timescales.

The majority of the presentation focused on the Sheltered Housing courtesy morning call that each tenant received via the call system.

The conclusions from the 'Check Phase' were:

- 'Value Demands' for the service included general requests, home visits, contacting family/friends/third party, completing tenants' correspondence support and responding to emergency pull-cord requests.
- Alternatively the team found that 'failure demand' included accidental calls, updating tenant information, tenant property repairs (as this was currently a straight hand off from the scheme manager to the repairs team), communal area repair requests (as these should be noticed on site) and call system equipment issues.
- 60% of tenants have a morning call and of the total 795 calls at the 10 schemes, 99.25% reported no issues throughout the call.
- The majority of tenants moving to integral schemes choose to have morning calls versus the more independent living of a dispersed scheme where the number of tenants receiving calls is significantly less.
- It was recognised that there were various 'system conditions' within the service including health and safety legislation and ICT systems. Furthermore it was recognised that the service was influenced by Social Services and the NHS.

Following the presentation, the following points were expressed:

- Concern was expressed that in some instances tenants were discharged from hospital without a care package. It was suggested that Councillor Ward could raise this matter at the next HASC meeting.
- Members recognised that the majority of tenants opted to receive a morning call. Through 'Redesign' alternative methods would be considered. However it was also commented that the morning call offered reassurance to some customers and also next of kin.
- It was acknowledged that the team had collated relevant data surrounding the service and the 'Redesign' element would investigate approaches to improving the service. It was suggested that the Commission Members receive a further update on the 'Redesign' at a later date.

RESOLVED

That the Commission welcomed the presentation and thanked individual staff members for their contribution and attendance at the meeting.

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

Councillor W A Ward provided an update on the HASC meeting held on 4 December 2015. The major items discussed were as follows:

- The Urgent Treatment Centre at Crawley Hospital held its open day in December to reveal the proposed transformation to include enhanced areas and the creation of a dementia-friendly ward.
- South East Coast Ambulance Service saw a peak in demand during 2014/2015.

- Following recent research undertaken in terms of residential care home availability, it was acknowledged that south east Crawley would be among the future pressure points. Some Members commented that there was a challenge in the current level of adult social care provision, and also around recruitment and retention.
- It was recognised that the availability and affordability of housing for potential care staff was a potential barrier to recruitment and retention. WSCC was looking at 'onsite provision' with care providers and the viability of emerging schemes.

88. Scrutiny Panels

Councillor B A Smith informed the Commission that the next meeting of the Scrutiny Panel was scheduled to take place on 25 January 2016. Site visits had been arranged with Reading Borough Council and Tunbridge Wells Borough Council in January as both these councils had undertaken reviews of their governance arrangements.

Following the 5 October 2015 OSC meeting during which there was particular support for the re-establishment of the 'Passport to Leisure' or 'Leisure Plus' scheme that previously existed, providing subsidised leisure use to Crawley residents (which was also raised at Full Council), Commission Members were informed that a Scrutiny Panel had been requested to investigate the scope, advantages and disadvantages of introducing a 'Crawley Leisure Card'.

89. Forward Plan – February 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

Agency Staff Procurement

March 2016

Gambling Policy

Town Hall Refurbishment Proposal

90. Closure of Meeting

The meeting ended at 22.45pm.

B A SMITH
Chair

Crawley Borough Council

Minutes of Licensing Committee 12 January 2016 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 MeCrow, C A Moffatt, R Sharma, J Stanley and K J Trussell

Officers Present:

Kevin Carr	Legal Services Manager
Brian Cox	Principal Environmental Health Officer
Mike Lyons	Licensing Officer
Mez Matthews	Democratic Services Officer

Apologies for Absence:

Councillor C J Mullins
Tony Baldock (Environmental Health Manager)

16. Absence

The Committee was informed that Tony Baldock (Environmental Health Manager) had sent his apologies due to a recent family bereavement. The Committee wished for its condolences to be passed on to Tony.

17. Members' Disclosure of Interests

No disclosures of interests were made by Members.

18. Minutes

The minutes of the meeting of the Committee held on 4 November 2015 were approved as a correct record and signed by the Chair.

19. Urgent Action

In 2012, The Broadway and Broad Walk were re-designated from 'prohibited streets' to 'consent streets' to allow those areas to be used for street trading purposes in accordance with the Council's Street Trading Policy.

Subsequent developments had resulted in the market foot print being granted planning permission in November 2015, to allow the market to operate in the Broadway and also on Haslett Avenue West. Haslett Avenue West would therefore now also need to be deemed a consent street to enable street trading in that location.

On the 23 November 2015, a report sought permission under Urgent Action, as defined by the Council's Constitution from the Chief Executive in consultation with the Chair of the Licensing Committee, to advertise for changing the proposed designation of a prohibited street to a consent street. 'Urgent Action' was sought to enable officers to expedite the required process as soon as possible so that Haslett Avenue West (as defined) be able to accommodate the market.

RESOLVED

The Committee noted the urgent action which had been taken by the Chief Executive.

20. Re-Designation of Haslett Avenue West

The Committee considered report PES/196 of the Head of Economic and Environmental Services which sought the Committee's approval to amend the current street trading controls in regard to changing the status of Haslett Avenue West (between the junctions of The Broadway and The Martlets) from a 'Prohibited Street' for the purposes of street trading to a 'Consent Street'. The Committee noted that 'consent' did not mean that street trading must be situated on those streets, but it allowed the Council to have control over street trading should it wish to allow it to take place. The re-designation would allow the Town Centre Manager to oversee the positioning of stalls as well as the location of types of stall.

The Committee was advised that the street had been designated 'prohibited' in 1991 when Haslett Avenue West was a main highway through Crawley and a market would have caused an obstruction. Significant changes had taken place since then and the street was now a pedestrianised area with vehicular access only permitted for buses and taxis.

The Licensing Officer confirmed that the consultation process had been carried out in accordance with legislation and Paragraph 6 of the Council's Street Trading Policy and that the issues detailed in Paragraph 5.4 of the same Policy had also been taken into account. The Committee was advised that locating market stalls along the paved area should not cause an obstruction to either the taxi rank or pedestrians. The Committee noted that no objections had been received, but the proprietor of The Taj had informally requested that no food stall be situated outside the shop and the Town Centre Manager would take that into account. The Committee was also advised that it could reconsider the matter at a later date should it be necessary to do so.

The Committee agreed that the re-designation would be good for traders and the town as a whole, and noted that footfall in the area would be increased which would benefit the local shops.

RESOLVED

1. That with effect from the 19th February 2016 and for the purpose of making a further provision for controlling street trading within the Borough of Crawley, the area known as Haslett Avenue West (between the junctions with The Broadway and The Martlets) currently designated as a 'prohibited Street' be designated as a 'Consent Street' for the purposes of street trading under the provisions Paragraph 2 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982, and be subject to the Council's existing street trading policy, fee structure and terms and conditions.
2. That publication of the above resolution to designate Haslett Avenue West (as stated) as a 'Consent Street' be approved, and that a 'public notice' of the resolution outlining the designation be advertised for two consecutive weeks in the local press (as detailed in Appendix A to report PES/196).

20. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 8.00pm.

B J QUINN
Chair

Crawley Borough Council

Minutes of Governance Committee

18 January 2016 at 7.00pm

Present:

Councillor	J Stanley (Chair)
Councillor	R D Burrett (Vice–Chair)
Councillors	M L Ayling, D G Crow, C R Eade, M G Jones, P K Lamb, R A Lanzer, T Lunnon, K McCarthy and A C Skudder

Officers Present:

Ann-Maria Brown	Head of Legal and Democratic Services
Mez Matthews	Democratic Services Officer
Andrew Oakley	Electoral Services Manager

16. Members' Disclosure of Interests

The following disclosures of interests were made by Members:-

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor R D Burrett	Minute 18	West Sussex County Council Electoral Boundary Review	Personal Interest as he was a West Sussex County Councillor
Councillor D G Crow	Minute 18	West Sussex County Council Electoral Boundary Review	Personal Interest as he was a West Sussex County Councillor
Councillor M G Jones	Minute 18	West Sussex County Council Electoral Boundary Review	Personal Interest as he was a West Sussex County Councillor
Councillor P K Lamb	Minute 18	West Sussex County Council Electoral Boundary Review	Personal Interest as he was a West Sussex County Councillor

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor R A Lanzer	Minute 18	West Sussex County Council Electoral Boundary Review	Personal Interest as he was a West Sussex County Councillor

17. Minutes

The minutes of the meeting of the Committee held on [28 September 2015](#) were approved as a correct record and signed by the Chair.

18. West Sussex County Council Electoral Boundary Review

The Committee considered report [LDS/111](#) of the Head of Legal and Democratic Services which informed the Committee of the draft recommendations of the Local Government Boundary Commission for England for division boundaries of West Sussex County Council (WSCC). The Committee was requested to consider whether it supported the Commission's draft recommendations as set out in Appendix A to the report.

Several members of the Committee were concerned that the Scheme did not appear to support the Boundary Commission's priority of electoral equality, with certain wards identified as having a variance of +10% in 2021 whilst others would have a variance of -8%. Other members of the Committee were of the view that although the variance was high for some wards, it was difficult to address as any alternative could create an unsuitably shaped division. It was also noted that 10% variance was within the tolerance set by the Boundary Commission.

Some disappointment was expressed that the Boundary Commission had used the railway line to separate some divisions even though the railway had several crossings and other divisions had been combined which were also separated by a railway line.

The Committee was informed that the County Council's Electoral Review Panel had submitted a revised version of the Scheme to the Boundary Commission, which took account of some of the issues which had been raised by Crawley Borough Council.

It was proposed by Councillor Lamb and seconded by Councillor Lunnon that the Committee support the scheme for WSCC divisions as set out in Appendix A to the report.

Councillor Ayling was not present at this point in the meeting and therefore did not take part in the vote.

At the request of Councillor Crow, and in accordance with Council Procedure Rule 24.5, the names of the Members voting for and against the proposal to support the draft recommendations for a scheme for WSCC divisions for Crawley as set out in Appendix A to the report were recorded as set out below:

For the Proposal:

Councillors M G Jones, P K Lamb, T Lunnon, A C Skudder and J Stanley (5).

Against the Proposal:

Councillors R D Burrett, D G Crow, C R Eade, R A Lanzer and K McCarthy (5).

Abstentions:

None.

With the vote being 5 for the proposal and 5 against the proposal the Chair used his casting vote, which was for the proposal.

The proposal was therefore CARRIED, and it was

RESOLVED

That the draft recommendations for the scheme for West Sussex County Council divisions for Crawley be supported as set out in Appendix A to report [LDS/111](#).

19. Individual Electoral Registration: Update

The Committee considered report [LDS/112](#) of the Head of Legal and Democratic Services which updated the Committee on the annual canvass for the electoral register and the end of transition to individual electoral registration in Crawley. The Electoral Services Manager informed the Committee that the most up to date register identified approximately 76,500 electors with approximately 5,500 new names pending.

Several Committee members were surprised that 36% of households received a personal visit and were concerned about the level of expense incurred. The Electoral Services Manager explained that it was a legal requirement to carry out the visits and stated that they had cost approximately £28,000 in the past year. The number of households requiring a visit had been slightly higher this year compared to previous years, although that difference was not significant. The Committee was advised that the visits had proven a successful way to increase the response rate.

Following questions from the Committee, the Electoral Services Manager advised that the postage costs relating to invitations to register and reminders were fully funded by the Government. The new registration form required electors to state their previous address, this should help to ensure that electors were only registered at one address. Information was shared between Electoral Services and the Council Tax Department which helped identify new electors. Electoral Services also received information from the Registrar regarding recent deaths within the Borough and the surrounding area.

RESOLVED

That the progress made in the transition to Individual Electoral Registration and the steps taken to maximise registration be noted.

20. Establishment of a Constitution Review Working Group

The Committee was requested to establish a Constitution Review Working Group to consider ways to simplify and improve the Council Procedure Rules (Part 4 of the Constitution). The establishment of a Working Group had been suggested following concern that some procedures were difficult to understand and it had been proposed that the Rules could be improved to assist the smooth and effective running of Council meetings.

The Committee noted that the Council Procedure Rules related to meetings of the Full Council as well as Committees and Sub Committees of the Council where specified. It was agreed that the first meeting of the Working Group would take place at 6pm on the 3 February 2016, with the second meeting at 10am on the 18 February 2016.

It was proposed that all Councillors be invited to suggest ways of improving the Council Procedure Rules. The Committee identified the following areas of the Rules as requiring improvement:

- the term “that the question be now put” as it was currently confusing;
- “amendments to motions” as the process was currently time consuming and confusing;
- the term “substantive” as it caused confusion;
- the Rules needed to use words which were easily understood.

RESOLVED

1. That a Constitution Review Working Group of Members of the Governance Committee be established to:
 - a) To consider ways to simplify and improve the Council Procedure Rules (Part 4 of the Constitution)
 - b) To submit recommendations for consideration at the next meeting of the Governance Committee to be held on 14 March 2016.
2. That the members of the Working Group be Councillors M L Ayling, R D Burrett, D G Crow, P K Lamb and J Stanley (substitute members: Councillors M G Jones and R A Lanzer).
3. That the Chair of the Working Group be Councillor D G Crow.

21. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 7.50pm.

J STANLEY
Chair

Crawley Borough Council

Minutes of Development Control Committee 1 February 2016 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 MeCrow, R Sharma, A C Skudder, P C Smith, M A Stone, J Tarrant, G Thomas and W A Ward

Officers Present:

Kevin Carr	Legal Services Manager
Mez Matthews	Democratic Services Officer
Jean McPherson	Group Manager: Development Management
Marc Robinson	Principal Planning Officer
Clem Smith	Head of Economic and Environmental Services

47. Lobbying Declarations

The following lobbying declarations were made by Members:-

Councillors B J Burgess, D G Crow, F Guidera, I T Irvine, K L Jaggard, S J Joyce, B MeCrow, C A Moffatt, R Sharma, A C Skudder, P C Smith, M A Stone, J Tarrant, G Thomas and W A Ward had been lobbied regarding application CR/2015/0763/ARM.

48. Members' Disclosure of Interests

No disclosures of interests were made by Members.

49. Minutes

The minutes of the meeting of the Committee held on [4 January 2016](#) were approved as a correct record and signed by the Chair.

50. Planning Applications List

The Committee considered report [PES/180](#) 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/180](#) of the Head of Economic and Environmental Services and in the Register of Planning Applications the decisions be given as indicated:-

Item 002

CR/2015/0747/FUL

151 London Road, Langley Green, Crawley.

Erection of a two storey x 4 bedroom detached dwelling on land adjacent to 151 London Road.

Councillors K L Jaggard, J Tarrant and G Thomas declared they had visited the site.

The Group Manager, Development Management, provided a verbal summation of the application. The Committee's attention was drawn to paragraph 5.10 of the report and was advised that as the Supplementary Planning Document had not yet been published, officers considered it would be unfair to expect affordable housing contributions in relation to the application.

One objector (Mr Junaideen) addressed the Committee.

The Committee listened carefully to the concerns raised by Mr Junaideen, notably those relating to access issues to 151 London Road due to land levels and footpath width. The Committee questioned whether the 1.8m high fence referred to in paragraph 2.7 of the report would surround the entire boundary as, should the fence along the highway be 1.8m high, it could reduce visibility and cause a safety hazard. The Committee also enquired whether the entire length of the footpath to 151 London Road would be 1m wide as the plans appeared to show that a portion of the path was narrower than 1m.

To alleviate those concerns, the Committee agreed that an additional condition be added and that current condition 11 also be amended to read as follows:

Amended Condition no.11

Before any work for the implementation of this permission commences, detailed plans and particulars of the land levels and the finished floor levels of the dwelling and footpath accesses to the new property and 151 London Road shall be submitted to and approved in writing by the Local Planning Authority, and the building and access paths shall be constructed in accordance with the approved levels.

REASON: To enable the Local Planning Authority to control the development in detail in the interests of amenity in accordance with policy CH3 of the Crawley Borough Local Plan 2015-2030.

New Condition no. 13

Notwithstanding any fencing and boundary details shown on the submitted plans, no development shall take place until details of boundary fences (including details of the design, height and position around each boundary and along the shared boundary with 151 London Road) have been submitted to and approved in writing by the Local Planning Authority. The fencing shall thereafter be implemented in accordance with the agreed details.

REASON: In the interests of visual amenity and to ensure that adequate access is maintained for the occupiers of 151 London Road in accordance with policies CH2 and CH3 of the Crawley Borough Local Plan 2015-2030.

Permitted as set out in report [PES/180](#) and the new and amended conditions above.

Item 004

Land east of Brighton Road, Pease Pottage, West Sussex.

CR/2015/0821/CON

Consultation from Mid Sussex District Council for the phased development of approx. 600 dwellings (use class C3), (including affordable housing), 48 bed care facility (use class C2), community building (use class D1), café (use class A3) and retail (use class A1) up to 1 form-entry primary school (use class D1), hard/soft landscaping including a noise bund/fence, infrastructure provision, creation of accesses and car parking. The application includes demolition of 2 dwelling houses, ancillary agricultural buildings, removal of waste water facility and stopping up existing vehicular access (post construction). (DM/15/4711).

and

CR/2015/0811/CON

Consultation from Mid Sussex District Council for development of 156 dwellings (C3, care facility (C2), shop (A1), café (A3), and community building (D1). (DM/15/4706)

Councillors C A Moffatt, J Tarrant and G Thomas declared they had visited the site.

The Group Manager, Development Management provided a verbal summation of the application and advised the Committee that although Mid Sussex District Council was carrying out the consultation, Thakeham Homes was the applicant.

One objector (Mr Cooban) addressed the Committee. Mr Cooban raised his oppositions to the application and agreed fully with the objections cited in the report. Mr Cooban objected on the grounds that the application did not respect any formally adopted plan by either Crawley Borough Council or Mid Sussex District Council, was not based on comprehensive neighbourhood planning.

The Committee then considered the application and thanked the officers for the powerful report. Although the Committee was entirely supportive of a new hospice, it was of the view that the application site and the proposed development as a whole was not suitable. The Committee raised the following objections:

- The proposed development would erode Crawley's fringe.
- The proposed site was an isolated area and the proposed development would change its dynamics.
- Development of the site would impact on the nearby forest and would damage the ecology.

- The area already had a significant drainage issue and Tilgate and Furnace Green suffered from flooding issues. The proposed development would only exacerbate the situation.
- The proposed development would increase the level of congestion in an area where traffic flow was already an issue and the infrastructure was not in place to support the development.
- Local amenities were not sufficient to support the proposed development.
- The proposed application was premature.
- The proposed school would increase traffic flow to the area.
- The application site was outside both the Crawley Borough Local Plan's built up area boundary and that of Mid Sussex.
- Crawley Borough Council and Mid Sussex District Council should work together to ensure that any proposed developments on the outskirts of their boundaries were both suitable and sustainable.

Although the Committee was supportive of a new hospice, the Committee was strongly against the proposed development and voted unanimously to raise **objection** on the grounds set out in report [PES/180](#).

Item 003

CR/2015/0763/ARM

27-45 Ifield Road, West Green, Crawley.

Approval of reserved matters for appearance, landscaping and layout pursuant to CR/2013/0517/OUT – Outline application for demolition of 45 Ifield Road and erection of up to 218 flats together with crèche, gym, management estates office and basement car park.

Councillors K L Jaggard, B McCrow, C A Moffatt, J Tarrant and W A Ward declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application and advised the Committee that officers had agreed with the concern raised in representations regarding the screening to neighbouring properties and therefore condition 2 had been included to alleviate those concerns. The Committee was informed that a further representation had been received which raised safety concerns regarding the proximity of the substation. The Committee noted that the issue of the substation had previously been dealt with and considered. The Principal Planning Officer also advised the Committee that the Legal Agreement would need to be amended to take into account the reduction in the number of flats as well as the variation in the forms of tenure.

The applicant's representative (Mr Butler) addressed the Committee.

The Committee then considered the application. The Committee was generally impressed with the layout and the attempt to ensure that the development blended in with the surrounding area. The Committee commended the underground parking solution.

In answer to queries raised by the Committee, the following responses were provided:

- General housing was provided on the upper floor levels and the eastern side of the site, affordable housing was positioned along the western side of the site.
- Parking allocations for privately owned flats would be negotiated when properties were sold, however the Council would require that the properties it owned would include some allocated parking spaces.

- The application provided laybys for service and delivery vehicles.
- Acknowledgment that the windows referred to in condition 4 were a bedroom and kitchens.

It was agreed that condition 2 be amended to read as follows:

Amended Condition no.2

The development shall not be occupied unless and until details of the boundary treatment along the western boundary of the site has been submitted to and been approved in writing by the Local Planning Authority. The agreed details shall thereafter be implemented and retained in accordance with the approved details prior to occupation of the first dwelling hereby approved.

REASON: To ensure the amenities of neighbouring occupiers are protected in accordance with policy CH3 of the Crawley Borough Local Plan 2015-2030.

Approved as set out in report [PES/180](#) and the amended condition above, and subject to a variation of the legal agreement.

Item 001

CR/2012/0371/LBC

Langley Grange, Langley Walk, Langley Green, Crawley.

Listed building consent to rebuild chimneys, remove rooflights and reinstate roof, remove internal partitions, erect partition on ground floor and ancillary internal and external alterations (amended information received).

Councillors K L Jaggard and J Tarrant declared they had visited the site.

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

The Committee considered the application and were concerned that unauthorised works to the property had taken place. The Committee was advised that, although it was not within the Committee's remit to request further investigation into why the work had been carried out without consent, individual Councillors could contact the relevant officers and request that the matter be looked into.

Consent given subject to the conditions set out in report [PES/180](#).

Item 005

CR/2015/0834/LBC

Langley Grange, Langley Walk, Langley Green, Crawley.

Listed building consent for minor reinstatement works to interior and to exterior elevations.

Councillor K L Jaggard declared she had visited the site.

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

The Committee then considered the application.

Consent subject to the conditions set out in report [PES/180](#).

Item 006
CR/2015/0856/RG3

Western side of Crawley Library, Southgate Avenue, Southgate, Crawley.

Removal of Martlets tree art installation from Queens Square and relocation of same to public space at Crawley Library.

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

The Principal Planning Officer provided a verbal summation of the application and proposed that a new condition be added stating that the sculpture be located at "proposed option 1".

The Committee then considered the application. In answer to queries raised by the Committee, the following responses were provided:

- The proposed location would not obstruct cyclists.
- Without a plinth the sculpture would be too low, the plinth would also help prevent vandalism of the birds.
- The original artist could be contacted regarding the restoration of the sculpture.

The Committee agreed that the following new condition and new informative be added:

New Condition no. 5

For the avoidance of doubt and notwithstanding the approved plans, The Martlets Tree shall be erected at the proposed option 1 as identified on drawing no. W3318 QSR 005 rev 02. The Martlets Tree shall not be erected at proposed option 2.

REASON: For the avoidance of doubt and in the interests of proper planning.

New Informative 1

The applicant is advised to contact the original artist of the sculpture to potentially assist with any repairs and its rededication in its new location.

Permitted as set out in report [PES/180](#) and the new informative above.

51. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 9.45pm.

I T IRVINE
Chair

Crawley Borough Council

Minutes of the Overview and Scrutiny Commission Monday 8 February 2016 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, I T Irvine, R A Lanzer and
L Vitler

Also in Attendance:

Councillors P K Lamb, B McCrow, P C Smith and G Thomas

Apologies for Absence: K Brockwell, C A Cheshire and W A Ward

Officers Present:

Mary Gaskins Corporate Accountant
Heather Girling Democratic Services Officer
Lucasta Grayson Head of People and Technology
Lee Harris Chief Executive
Karen Hayes Head of Finance, Revenues and Benefits
Suzanne Holloway Principal Planning Officer
Bethany Lester Planning Officer
Becca Williams Procurement Officer
Paul Windust Corporate Accounting & Treasury Services Manager

91. Members' Disclosure of Interests and Whipping Declarations

No disclosures of interests or whipping declarations were made.

92. Minutes and Matters Arising

The minutes of the meeting of the Commission held on [11 January 2016](#) were approved as a correct record and signed by the Chair.

93. Public Question Time

No questions from the public were asked.

94. Agency Staff Procurement

The Commission considered report [PAT/26](#) of the Head of Partnership Services and the Head of People and Technology. The report identified the new options for sourcing temporary agency staff.

The discussion items included:

- The timescales for the procurement process.
- An acknowledgement that temporary agency staff have been used for a variety of posts within the organisation.
- The continued use of temporary appointments where appropriate.
- An advantage of the proposed process being the inclusion of local SMEs.

RESOLVED

That the Commission supported the recommendations to the Cabinet and was keen for the proposal to proceed.

95. 2016/17 Budget and Council Tax

The Commission considered report [FIN/380](#) with the Leader and the Head of Finance, Revenues and Benefits. The report set out the proposed Budget and Council Tax for 2016/17 taking into account factors such savings and growth, latest investment interest projections and income estimates.

Members' comments included:

- There were expressions of support for the proposals as some Members acknowledged the continued work towards a balanced budget, putting back into reserves when the budget was in surplus, whilst maintaining levels of service delivery.
- It was recognised that there was a focus on income generation, including investment acquisitions.
- The performance of the investment income budget was discussed, with recognition that the budget was monitored regularly and had achieved more than originally estimated.
- Members also sought clarity regarding the proposed council tax increase.

RESOLVED

That the Commission noted the report and would look forward to the discussion at Full Council on 24 February.

96. Treasury Management Strategy 2016/2017

The Commission considered report [FIN/381](#) of the Head of Finance, Revenues and Benefits on the Treasury Management Strategy for 2016/17 which the Council was required to approve before the start of the financial year in accordance with the CIPFA Code of Practice for Treasury Management and the Council's financial regulations.

During the discussion with The Leader, Head of Finance, Revenues and Benefits and the Corporate Accounting and Treasury Services Manager, the main discussion areas included:

- The Council's investment and borrowing strategies, including the credit worthiness of investing with local authorities.
- The instances where the ethical investment policy had been considered to date.
- Confirmation was obtained on the Council's investment priorities and capital expenditure plans, including individual projects.

RESOLVED

That the Commission agreed to note the report to the Cabinet.

97. Section 106 Planning Obligations and an update on Crawley Community Infrastructure Levy

The Commission considered report [SHAP/53](#) with the Principal Planning Officer. The report outlined the process and management for the spending of Section 106 (s106) agreements together with how s106 would be positioned alongside Crawley's emerging Community Infrastructure Levy (CIL).

During the discussion with Cabinet Member for Planning and Economic Development, and the Principal Planning Officer, Members' main discussion areas included:

- Clarity sought on the process and management of s106 agreements, the individual projects and the timescales involved.
- Recognition that there was specific criteria for each s106 agreement.
- Acknowledgement of the allocation of CIL receipts for spending in the area where the development is taking place (in agreement with the local community).
- Encouragement that whilst informed of the indicative timescales, wider and detailed consultation would take place with Members for the next stage of the process including the terms of establishing governance.
- Acknowledgement that the governance stage would commence shortly and Members requested an update on these arrangements prior to CIL adoption. Confirmation was sought as to the reporting route for the governance arrangements.

RESOLVED

That the Commission thanked the Principal Planning Officer for a comprehensive report and noted the information contained therein.

The Chief Executive left the meeting after this item.

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

Councillor B A Smith provided an update on the recent HASC meeting. The major items discussed were as follows:

- The Strengthening Primary Care Services in West Sussex report highlighted the challenges faced by Primary Care.
- Additional information had been requested on the ambulance handover times at A&E departments in West Sussex.
- The Healthwatch West Sussex Discharge report provided a proactive programme for monitoring operations and services.

99. Scrutiny Panels

Review of Democratic Structures

Councillor B A Smith informed Members that the next meeting of the Scrutiny Panel was scheduled to take place on 23 February 2016. Site visits had been undertaken with Reading Borough Council and Tunbridge Wells Borough Council in January as both these councils had undertaken reviews of their governance arrangements.

Joint Scrutiny Steering Group

Councillor B A Smith provided an updated on the recent meeting of the Joint Scrutiny Steering Group. It has been agreed that Housing Provision for Care Leavers would be a useful Task and Finish Group. Councillor K Sudan had previously been agreed as the representative with the Head of Strategic Housing and Planning Services as the Link Officer.

100. Establishment of and Appointments to Scrutiny Panels

It is the responsibility of the Commission to establish Scrutiny Panels as required, to appoint a Chair to each Panel and agree the Members to be appointed to each Panel.

Crawley Leisure Card

Nominations had been received for the Scrutiny Panel along with nominations for Chair.

In accordance with the Local Government and Housing Act 1989, the Commission confirmed the establishment of the 'Crawley Leisure Card Scrutiny Panel', with the membership of Councillors Ayling, Guidera, McCrow, Sharma and Thomas, with Councillor Thomas as Chair.

101. Forward Plan – March 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. Clarification was sought on the 'Town Hall Refurbishment Proposal' report and its notice of intention to conduct business in private.

RESOLVED

That the following report be referred from the Forward Plan:

March 2016

West Green Neighbourhood Plan

102. Closure of Meeting

The meeting ended at 8.38pm.

B A SMITH
Chair

Crawley Borough Council

Minutes of Cabinet

Wednesday 10 February 2016 at 7.30pm

Present:

Councillor	P K Lamb	(Chair of Cabinet and Leader of the Council)
	S J Joyce	(Deputy Leader of the Council and Cabinet Member for Housing)
	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 D G Crow and G Thomas

Officers Present:

Ann-Maria Brown	Head of Legal and Democratic Services
Peter Browning	Deputy Chief Executive
Lucasta Grayson	Head of People and Technology
Lee Harris	Chief Executive
Karen Hayes	Head of Finance, Revenues and Benefits
Steve Lappage	Democratic Services Manager

Apology for Absence:

Councillor M G Jones

60. Members' Disclosure of Interests

There were no disclosures of interests.

61. Minutes

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

62. Public Question Time

There were no questions from the public.

63. Matters Referred to the Cabinet

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

64. Agency Staff Procurement (Resources Portfolio)

The Cabinet considered report [PAT/26](#) of the Head of People and Technology on options for sourcing temporary staff in the future.

The Cabinet Member explained that a small clerical correction was required to recommendation 2.2(b) to refer to bidder in the plural as a range of successful suppliers could be appointed under this type of contract.

The Cabinet noted the Overview and Scrutiny Commission's comments from its meeting on 8 February 2016 and welcomed its support for the recommendations to the Cabinet.

RESOLVED

- 1) That an EU tender process to procure temporary agency staff be undertaken instead of using MSTAR national framework agreement.
- 2) That authority be delegated to the Head of People and Technology and Head of Partnership Services in consultation with the Cabinet Member for Resources:
 - i) To commence an EU Procurement exercise for the appointment of suppliers and determination of the contract period and;
 - ii) To award the contract to the bidders submitting the most economically advantageous tenders.

Reasons for Decision

- 1) Procurement, Human Resources and Corporate Management Team, through further investigation, have determined that the best course of action for the Council now would be to undertake its own tender process. This is for the following reasons:
 - Undertaking a mini competition under the MSTAR agreement would involve a similar amount of time and staffing resource as undertaking a full EU tender process.
 - Undertaking the Council's own process would mean that local SMEs would be included and encouraged to submit a tender.
 - Procurement and HR feel that the important client / supplier relationship would be better served by a direct relationship rather than through a third party under the MSTAR agreement predominantly because of more direct communication channels.
 - Some of the Council's current key suppliers (e.g. Badenoch and Clark) are not part of the MSTAR agreement and therefore it is unlikely to solve the large issue of off-contract spend. This is likely to negate any savings to be made under the MSTAR agreement.
 - Officers felt that one of the key benefits of the MSTAR agreement - an automated ordering and approval process - would add little day to day value.
- 2) Procurement have investigated the possibility of a collaborative approach with the two other councils that are part of the Shared Procurement Service and both Horsham and Mid Sussex District Councils have expressed an interest in collaborating with Crawley in this process.

65. 2016/17 Budget and Council Tax (Leader's Portfolio)

The Cabinet considered report [FIN/380](#) of the Head of Finance, Revenues & Benefits which set out the Budget and level of Council Tax for the year 2016/17.

The Cabinet noted the Overview and Scrutiny Commission's comments from its meeting on 8 February 2016, would also look forward to the discussions at Full Council on 24 February and then agreed the recommendations.

RESOLVED

RECOMMENDATION 1

That the Full Council be RECOMMENDED:

- (a) To approve the proposed 2016/17 General Fund Budget including savings and growth as set out in section 6 and Appendix 1 and Appendix 2 to report FIN/380.
- (b) To approve the proposed 2016/17 Housing Revenue Account Budget as set out in section 10 and Appendix 3 of the report.
- (c) To approve the 2015/16 to 2018/19 Capital Programme and funding as set out in paragraph 11.5 of the report.
- (d) To agree that the Council's share of Council Tax for 2016/17 be increased by 0.77% from £187.83 to £189.27 for a band D property as set out in paragraphs 5.5.1 and 13.3.
- (e) To approve the Pay Policy statement for 2016/2017 as outlined in paragraph 16.3 and Appendix 6 of the report.

Reasons for Decision

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

Note by Head of Legal and Democratic Services

*The **Notice of Precept** was received from the Police and Crime Commissioner for Sussex and West Sussex County Council following the publication of both the agenda and this Minute Book for the 24 February meeting of the Full Council. Those Precept details have since been circulated to Members, and a further recommendation (**Recommendation 2**) will be moved in relation to the 2016/2017 Budget and Council Tax.*

**66. Treasury Management Strategy 2016/17
(Leader's Portfolio)**

The Cabinet considered report [FIN/381](#) of the Head of Finance, Revenues & Benefits which sought approval of the Treasury Management Strategy for 2016/17.

It was reported that there had been no material changes to the investment strategy in section 7 and Appendix 3 of the report compared to the 2015/16 strategy.

In respect of non-Housing Revenue Account activities, the Council's policy was to remain debt free and invest according to the principles of security, liquidity and yield in that order. The Ethical Investment Policy is now a fourth consideration in the decision making process and Members briefly expressed their views on the policy of not undertaking direct investment or borrowing activities with organisations whose core activities include armaments.

The Cabinet noted the Overview and Scrutiny Commission's comments from its meeting on 8 February 2016 and then agreed the recommendations.

RESOLVED

RECOMMENDATION 3

That the Full Council be RECOMMENDED:

- a) To approve the Treasury Prudential Indicators and the Minimum Revenue Provision (MRP) Statement contained within Section 5 to report FIN/381.
- b) To approve the Treasury Management Strategy contained within Section 6.
- c) To approve the Investment Strategy contained within Section 7, and the detailed criteria included in Appendix 3;

Reasons for Decision

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

67. Irrecoverable Debts (Leader's Portfolio)

The Cabinet considered report [FIN/378](#) of the Head of Finance, Revenues & Benefits which sought approval to write-off a debt that is considered to be irrecoverable and exceed the delegated limit of £50,000 per write-off. A summary of debts to be written-off under delegated powers was also set out in the report.

RESOLVED

That the write-off of the Business Rates debt as set out in the report (Paragraph 5) be approved.

Reasons for Decision

The Council's Constitution necessitates amounts exceeding £50,000 requiring write-off to be approved by the Cabinet.

68. Budget Monitoring – Quarter 3 (Leader's Portfolio)

The Cabinet considered report [FIN/377](#) of the Head of Finance, Revenues & Benefits which provided a summary of the Council's actual revenue and capital spending up to the third Quarter ending December 2015. It identified the main variations from the approved spending levels and any potential impact on future budgets.

RESOLVED

That the projected outturn for the year 2015/2016 as summarised in report FIN/377 be noted.

Reasons for Decision

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

69. Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.42p.m.

P K LAMB
Chair