

**The attached minutes are for  
Consideration at the  
meeting of the Full Council to be  
held on 6 April 2016**

**Minutes of:**

**(i) Development Control Committee,  
22 March 2016.**

(Item 8 (1) (d) of the Full Council's Agenda refers).

**(ii) Cabinet, 23 March 2016.**

(Item 8 (1) (e) of the Full Council's Agenda refers).

# Crawley Borough Council

## Minutes of Development Control Committee

22 March 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, 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
Heather Girling	Democratic Services Officer
Michelle Harper	Principal Planning Officer
Marc Robinson	Principal Planning Officer

### Apologies for Absence:

Councillor S J Joyce

### 61. Lobbying Declarations

The following lobbying declarations were made by Members:-

Councillor I T Irvine had been lobbied regarding application CR/2016/0118/FUL and Councillor B Mecrow had been lobbied regarding application CR/2016/0042/NCC.

### 62. Members' Disclosure of Interests

The following disclosures of interests were made by Members:

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor P Smith	Minute 64	CR/2016/0042/NCC Texaco Garage, The Cooperative Food, Balcombe Road, Pound Hill, Crawley, RH10 4SX	Personal interest – member of the Co-operative Party
Councillor G Thomas	Minute 64	CR/2016/0042/NCC Texaco Garage, The Cooperative Food, Balcombe Road, Pound Hill, Crawley, RH10 4SX	Personal interest – member of the Co-operative Party

Councillor B MeCrow		Minute 64		CR/2016/0118/FUL 15 Chatfields, Gossops Green, Crawley	Personal interest – acquainted with an objector to the application.
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### 63. Minutes

The minutes of the meeting of the Committee held on [29 February 2016](#) were approved as a correct record and signed by the Chair.

### 64. Planning Applications List

The Committee considered report [PES/182](#) 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/182](#) of the Head of Economic and Environmental Services and in the Register of Planning Applications the decisions be given as indicated:-

#### Item 003

#### CR/2016/0042/NCC

Texaco Garage, The Cooperative Food, Balcombe Road, Pound Hill, Crawley, RH10 4SX

Variation of Condition 10 (Hours of Operation of Petrol Station) Pursuant to CR/2006/0592/FUL to extend the opening hours (07.00 - 22.00) To 07.00 - 23.00, 7 Days a week (Amended Description)

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

The Principal Planning Officer provided a verbal summation of the application and update. The Committee was informed that a further representation had been received from Councillor R A Lanzer reiterating his objection to the application.

Mr James Wilson addressed the Committee in objection to the application whilst Mr Chris Edge spoke in support of the application.

The Committee listened carefully to the concerns raised in objection, notably those relating to noise and air pollution together with the impact on the amenity and neighbouring area. The Committee also listened to those views in support. These included the amendment to the extension of hours previously applied for to address the issues identified during the course of determining the planning application and the noise assessment submitted to support the application which concluded that the proposed extension of hours would not result in significant harm to the surrounding area.

The Committee then considered the application.

Some Members acknowledged the findings of the noise assessment. Nevertheless, concerns were raised that the proposal would have a harmful effect on neighbouring properties, mainly due to noise and air pollution together with the lighting resulting from the proposed extended use. The potential for increased traffic and congestion was also recognised, together with the existing tannoy system. It was felt the extension of one hour was unlikely to result in a large increase in trade, however would adversely affect the amenities of nearby residents and

there were other locations in the surrounding area that were also able to provide the facilities proposed. Concerns were also raised regarding the alcohol licence.

In responding to the Committee, the Principal Planning Officer informed Members that a new condition regarding a change of lighting could be added and it was confirmed that issues relating to the sale of alcohol were not material planning considerations. In addition if it was believed any conditions were not complied with, then it would be open to the Council to pursue investigations, if expedient.

The Committee took a vote on the officer's recommendation as set out in the report, but the majority of the Committee did not support the application for the reason set out below.

The Officer recommendation was overturned.

**Refused** for the following reason:

The proposed variation in Condition 10 of planning permission CR/2016/0042/NCC would result in an increase in noise and disturbance to the detriment of the amenities of nearby residents which would be contrary to saved policies CH3 and ENV11 of the Crawley Borough Local Plan.

**Item 004**

**CR/2016/0057/FUL**

7 Pound Hill Parade, Pound Hill, Crawley, RH10 7EA

Change of Use from Restaurant (Class A3) to a Hot Food Takeaway (Class A5); Installation of Extraction/Ventilation Equipment and a Replacement Shopfront

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

The Principal Planning Officer provided a verbal summation of the application and update. The Committee was informed that a large number of representations had been received regarding the application, raising particular issues relating to competition with existing business within the parade. The Committee was informed that issues relating to competition were not material planning considerations for consideration in the determination of the application.

Mr Peter Atkin spoke in support of the application.

The Committee then considered the application. Concerns were raised regarding the impact on the neighbouring area that may result from the extended delivery times proposed and it was queried whether the condition could be varied to take account of similar hours of neighbouring premises. Some Members remarked upon the potential increase in congestion and parking issues in relation to the parade. Contrary views were voiced that there may be more parking available due to proposed change of use to a hot food take away and delivery nature of the business. It was also felt that the busiest times in the evening would not adversely affect the parking for the wider parade.

In response to the Committee, the Principal Planning Officer informed the Committee that the hours had been amended to reflect the opening hours of other units within the Parade to prevent harm to neighbouring amenities. As a result an appropriate condition had been recommended as part of the permission.

**Permit** as set out in report [PES/182](#).

**Item 001**

**CR/2015/0711/FUL**

S/E of Rosehip Cottage, Forge Wood, Pound Hill, Crawley, RH10 3NH

Erection of Two Storey Detached Dwelling With Integral Garage & Basement, Erection of Detached Garage To Serve Rosehip Cottage, & Creation of New Vehicular Access off Forge Wood.

Councillors F Guidera, K L Jaggard, M A Stone, J Tarrant and W A Ward declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application and update. The Committee was informed that late representation had been received in relation to partial flooding of the site. That issue had been considered and an appropriate informative had been recommended as part of the permission.

The Committee then considered the application.

**Permit** subject to the conditions and informatives set out in report [PES/182](#).

**Item 002**

**CR/2016/0039/FUL**

13 Highdown Court, Furnace Green, Crawley

Retrospective Application for Enclosure of Courtyard Area.

Councillors F Guidera, K L Jaggard, M A Stone and J Tarrant declared they had visited the site. Following notifications on site visits, Members considered issues around the formal site visit arrangements, including the Code of Conduct on Planning Matters.

The Principal Planning Officer provided a verbal summation of the application and update. The Committee was informed that the protruding roof light could be seen along the footpath from the north and from the footpath to the south in Tilgate Forest/Park. However it was noted that the roof light could not be seen by immediate neighbouring occupiers and allowed no overlooking into any adjoining properties.

The Committee then considered the application. Some concerns were raised that the protruding roof light was not in keeping with the character of the surrounding Conservation Area and was visible from some wider locations including Tilgate Forest/Park. Contrary views were expressed as some Members felt the roof light had minimal impact given its context and the neighbouring housing estates and therefore the roof light was not considered to have a significant harmful impact on the appearance of the Conservation Area.

**Permit** as set out in report [PES/182](#).

**Item 005**

**CR/2016/0118/FUL**

15 Chatfields, Gossops Green, Crawley

Erection of Single Storey Annexe At Rear of Existing Garage

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

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

The Committee then considered the application. The Committee sought clarification on paragraphs 5.9 and 5.11 of the report. In response, the Committee was informed that the development must remain for the purposes ancillary to the use of the dwelling house. The extension would not be intended to be used as separate self-contained residential or office accommodation. It was recognised that should the conditions not be fulfilled, investigation and enforcement action could be pursued.

Some Members commented that the proposal provided additional residency and that despite the concerns of neighbouring occupiers it was not felt the proposed building would have a harmful impact on the character of the area or neighbouring residents.

**Permit** as set out in report [PES/182](#).

## **65. Closure of Meeting**

With the business of the Committee concluded, the Chair declared the meeting closed at 9.05pm.

I T IRVINE  
**Chair**

# Crawley Borough Council

## Minutes of Cabinet

Wednesday 23 March 2016 at 7.30pm

### Present:

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

### Also in Attendance:

Councillor D G Crow

### Officers Present:

Ann-Maria Brown	Head of Legal and Democratic Services
Peter Browning	Deputy Chief Executive
Lee Harris	Chief Executive
Steve Lappage	Democratic Services Manager
Clem Smith	Head of Economic and Environmental Services

### Apologies for Absence:

Cllr S J Joyce

Councillor Joyce was wished a speedy recovery following his recent accident.

### 70. Members' Disclosure of Interests

The following disclosures of interests were made by Members:

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor M G Jones	75	Draft Crawley Place Plan	Personal Interest – Member of West Sussex County Council

Councillor P K Lamb		75		Draft Crawley Place Plan	Personal Interest – Member of West Sussex County Council
Councillor P C Smith		75		Draft Crawley Place Plan	Personal Interest – Board Member for Manor Royal Business Group

## 71. Minutes

The minutes of the meeting of the Cabinet held on [10 February 2016](#) were approved as a correct record and signed by the Chair.

## 72. Public Question Time

There were no questions from the public.

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

It was reported that no representations had been received in respect of agenda item 11 on the Contract Award for the Supply of Printing, Design, Mailing and Signage.

## 74. Matters Referred to the Cabinet

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

## 75. Draft Crawley Place Plan (Planning & Economic Development Portfolio)

The Cabinet considered report [PES/202](#) of the Head of Economic and Environmental Services on the draft Crawley Place Plan (Appendix A), prepared jointly with West Sussex County Council, which identified future opportunities and priority interventions required to stimulate sustainable economic growth in Crawley.

The Cabinet Member for Planning and Economic Development highlighted key aspects and current issues on each of the priorities and proposals set out in Section 3 of the Crawley Place Plan – Crawley Town Centre, Gatwick Airport, Manor Royal, Skills & Employment and Transport & Infrastructure. Members also briefly discussed the drivers and vision behind the Place Plan.

One Member suggested that Ifield Station should also be added to the list of the key transport hub locations within the Borough to be enhanced and developed as a sustainable transport inter-modal interchange. The Cabinet Member welcomed the proposal but suggested that resources would initially need to be focused around the 3 railway stations at Gatwick Airport, Crawley and Three Bridges.



The Chair thanked all the Members and officers who had helped to develop the Crawley Place Plan.

### **RESOLVED**

- 1) That the draft Crawley Place Plan be endorsed.
- 2) That authority be delegated to the Head of Economic and Environmental Services to agree minor editorial changes in consultation with the Cabinet Member for Planning and Economic Development.

### **Reason for Decision**

Member endorsement is required for the draft Place Plan, which identifies priorities to support future delivery of growth in Crawley (jobs, homes and employment space etc). These priorities will feed into the West Sussex County Council Growth Plan, and the Plan will support future investment decisions made by the County Council.

## **76 Sussex Building Control Partnership – Proposed Extension to Partnership (Planning and Economic Development Portfolio)**

The Cabinet considered report [PES/203](#) of the Head of Economic and Environmental Services on proposals for a five-year extension (until 31 March 2021) to the existing partnership with Horsham District Council related to the provision of Building Control services.

Members noted the benefits to the Council including the cost effectiveness of the service and surplus revenue the Council received. In response to a question, the Chair also confirmed he was happy to keep an open mind about shared services and would consider any such opportunities.

### **RESOLVED**

- 1) That the partnership arrangement between Horsham District Council and Crawley Borough Council in respect of Building Control services be extended for a further 5 years from April 2016.
- 2) That it be noted that discussions had commenced to consider a wider West Sussex shared service arrangement and the new extension agreement would need to allow for either or both authorities to join a larger multi-authority partnership arrangement if considered beneficial to do so, should those proposals come forward.
- 3) That the Cabinet Member for Planning and Economic Development and the Head of Economic and Environmental Services be authorised to represent the Council on the Partnership Board.

### **Reason for Decision**

The current partnership agreement with Horsham District Council expires on 31st March 2016 and, therefore, there is a need for Members to decide whether to agree to extend this partnership to enable Building Control services to continue to be provided.

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

**RESOLVED**

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

**78. Contract Award for the Supply of Printing, Design, Mailing and Signage (Resources Portfolio)**

*(Exempt Paragraphs 3 (information relating to financial and business affairs of any particular person (including the Authority holding that information))).*

The Cabinet considered report HPS/03 of the Head of Partnership Services and the Portfolio Holder for Resources, which sought approval for the most advantageous tenders for the contract award for the supply of printing, design, mailing and signage.

The intention was to have the contract in place from 1 May 2016 to run for a three year term, with a one year optional extension period, subject to the providers' satisfactory performance.

The Cabinet Member clarified the previous arrangements outlined in paragraph 4 of the report and highlighted some of the benefits of the new contract arrangements.

**RESOLVED**

That the appointment of the providers and the work for a period of three years from 1 May 2016 (with the option to extend for a further one year) as specified within paragraph 2.2 of report HPS/03 be approved.

**Reason for Decision**

- 1) Under the Council's Procurement Code, appointments to Goods and Services Contracts over a value of £500,000 must be approved by the Cabinet.
- 2) Following a tender evaluation, the providers identified in paragraph 2.2 of report HPS/03 have submitted the most economically advantageous tenders.

**79. Closure of Meeting**

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.58p.m.

P K LAMB  
Chair