

Crawley Borough Council

Minutes of the Full Council

Wednesday 20 July 2016 at 7.30 p.m.

Present:

Councillor R Sharma (Mayor)

Councillor B J Quinn, (Deputy Mayor)

Councillors M L Ayling, T G Belben, Dr H S Bloom, B J Burgess, R G Burgess, R D Burrett, C A Cheshire, D Crow, C R Eade, R S Fiveash, F Guidera, I T Irvine, K L Jaggard, M G Jones, S J Joyce, P K Lamb, R A Lanzer, T Lunnon, K McCarthy, B McCrow, C J Mullins, D M Peck, M W Pickett, C Portal Castro, T Rana, A C Skudder, B A Smith, P C Smith, J Stanley, M A Stone, K Sudan, J Tarrant, G Thomas, K J Trussell and L Vitler.

Also in Attendance:

Dr B Jones – Appointed Independent Person.

Mr P Nicolson – Appointed Independent Person.

Mr J G Smith MBE – Honorary Freeman and Alderman.

Officers Present:

Lee Harris

Ann-Maria Brown

Peter Browning

Roger Brownings

Karen Hayes

Chief Executive.

Head of Legal and Democratic Services.

Deputy Chief Executive.

Democratic Services Officer.

Head of Finance, Revenues and Benefits.

16. Councillor R D Burrett

The Mayor on behalf of the Council took this opportunity to welcome back Councillor Burrett following his recent absence through ill health. Councillor Burrett thanked Members for all their kindness and best wishes, which he continued to receive during this period of recovery.

17. Apologies for Absence

Mr A Quine - Honorary Freeman and Alderman.

18. Members' Disclosures of Interests

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

19. Communications

There were no communications.

20. Presentation of Gifts to Former Members

The Mayor presented a gift to former Member of the Council Colin Lloyd, who had recently ceased to hold office, to commemorate his service to the Council.

A gift to commemorate his service to the Council was also to be presented to former Councillor Bill Ward. However, Bill had informed the Head of Legal and Democratic Services that he would be unable to attend this meeting, and in response to Bill's request, Councillor Mullins was asked to accept the commemorative gift on Bill's behalf

Members paid tribute to the long and outstanding Service of both Colin Lloyd and Bill Ward.

With regard to former Councillors Keith Brockwell, Liam Marshall-Ascough and Colin Moffatt, they too had informed the Head of Legal and Democratic Services that they would be unable to attend this meeting, and alternative arrangements were being made in terms of the receipt of their gifts.

21. Presentation of long Service Badges

The Mayor presented each of the following Members with a badge commemorating their long service as a Member of Crawley Borough Council and thanked them for their long and dedicated service with this Authority:-

AWARD	NAME
30 Years	Councillor B A Smith
25 Years	Councillor Lanzer
10 Years	Councillor Joyce
10 Years	Councillor MeCrow

With 30 years' service at the Council, Councillor B A Smith expressed her pride in serving the Council and its residents.

22. Public Question Time

A question asked in accordance with Council Procedure Rule 10 was as follows:

Questioner's Name	Subject	Name of Councillor(s) Responding
Mr S Quinn	Residents' input into plans and issues which arise in relation to Tilgate Park.	In response to this matter, Councillor Mullins commented that in the absence of another group at the present time, such as the proposed 'Friends of Tilgate Park' Group, it was the Tilgate Forum that was being used as the Council's link with residents' on matters and local concerns relating to the Park. Councillor Mullins emphasised his commitment to establish as soon as possible the proposed Group identified, thus enabling residents, through consultation, to get more involved with the Park.

23. Appointment of Independent Person

The Council currently had 2 Independent Persons (Mr Peter Nicolson and Dr Barry Jones), but the term of office of both these persons was due to end.

Of these two Independent Persons, Mr Peter Nicolson, had indicated that he was willing to serve a further term of office.

With Dr Barry Jones' role at this Council now ceasing, the Mayor presented a gift to Dr Jones to acknowledge his contribution to the Council's work. Members acknowledged the big input that both Independent Persons had made generally to this Council.

Moved by Councillor Stanley, seconded by Councillor Burrett (as Chair and Vice-Chair respectively of the Governance Committee) and

RESOLVED

- (1) That Mr Peter Nicolson be appointed as an Independent Person under section 28(7) of The Localism Act 2011 for a further term of office of three years.
- (2) That the Council's thanks and appreciation be conveyed to Dr Barry Jones for the services he has provided to this Council.

24. Minutes

The minutes of the meeting of the Full Council held on [27 May 2016](#) were approved as a correct record and signed by the Mayor.

25. 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)
54	Cabinet 29 June 2016 Minute 6 (Labour and Conservative Group)		Budget Strategy 2017/18 – 2021/22 (Recommendation 1)
57	Cabinet 29 June 2016 Minute 9 (Conservative Group)		Financial Outturn 2015/16 (Recommendation 2)

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

Prior to the Deputy Mayor proposing the receipt of the reports listed below, the Leader of the Opposition, Councillor Crow, referred to the meetings of the Development Control Committee (6 May 2016) and the Planning Committee (4 July 2016). He referred in particular to the minute for both those meetings of 'Apologies for Absence'. He considered that to ensure it was clear that some Members were **not** in attendance at any given meeting, minutes should continue to include the names of Members who had conveyed their apologies for absence, but in addition, should also include names of Members who were absent, but did not convey their apologies for absence. It was felt that this might also encourage more Members to convey their apologies when they knew they would be unable to attend a meeting. The Leader of the Council indicated his support for this matter.

Moved by Councillor Quinn (as the Deputy Mayor) and

RESOLVED

- (1) That the following reports be received:-
- (a) Development Control Committee – 11 April 2016.
 - (b) Development Control Committee – 6 May 2016.

- (c) Overview and Scrutiny Commission – 6 June 2016.
- (d) Planning Committee – 7 June 2016.
- (e) Licensing Committee – 13 June 2016.
- (f) Overview and Scrutiny Commission – 27 June 2016.
- (g) Cabinet – 29 June 2016.
- (h) Planning Committee – 4 July 2016.

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

**Adoption of Crawley Community Infrastructure Levy (CIL)
Charging Schedule and Associated Documents.
(Cabinet – 29 June 2016)
(Recommendation 3)**

The Cabinet had considered report [SHAP/54](#) of the Head of Strategic Housing and Planning Services.

RESOLVED

- (1) That the Crawley CIL Charging Schedule (Appendix A to report SHAP/54) and supporting evidence, as approved by the Inspector be adopted and published in accordance with Regulation 25 of the CIL Regulations 2010 (as amended).
- (2) That the CIL Instalments Policy (Appendix B to report SHAP/54) be adopted for CIL payment on larger developments.
- (3) That the Crawley CIL Charging Schedule and Instalments Policy is implemented and takes effect from 17th August 2016 with CBC being the collecting authority.
- (4) That the Council's Regulation 123 list (Appendix C to report SHAP/54) is approved and that delegated authority for non-substantive alterations to the CIL Charging Schedule, Regulation 123 list, and supporting documents be given to the Head of Strategic Housing and Planning in consultation with the Portfolio Holder for Planning and Economic Development.
- (5) That the Discretionary Social Housing Relief Policy (Appendix D to report SHAP/54) be adopted.

27. Reserved Items

These included the reserved items containing a recommendation to Full Council which were dealt with as set out in Minute Numbers 28 and 29 below:-

**28. Budget Strategy 2017/18 – 2021/22
(Cabinet – 29 June 2016)
(Recommendation 1)**

The Cabinet had considered report [FIN/386](#) of the Head of Finance, Revenues and Benefits which had also been considered by the Overview and Scrutiny Commission at its meeting on 27 June 2016.

Amendment

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

(c) Work towards balancing this ~~over a three year period~~ **each year**, including putting back into reserves when the Budget is in surplus.

In response to the issues raised in the amendment, it was reiterated that the focus was on balancing the budget, but with a sustainable approach using a three year strategy to provide the best quality of services to residents. This approach took into account a number of issues and uncertainties, with reference, for example, to the current economic uncertainty following Britain's recent vote to leave the European Union. This was likely to impact on the budget process in the shorter term, as were uncertainties and implications to come out of the Chancellor of the Exchequer's Autumn Statement.

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

With the amendment having been lost, the Full Council then undertook a discussion on the Cabinet's original recommendation. That recommendation upon being put to the Full Council, was declared to be CARRIED, and it was

RESOLVED

- (1) That the Budget Strategy 2017/18 to 2021/22 be approved.
- (2) That for the purpose of projections, the current a gap of £1.694m between projected General Fund income and expenditure for the three year period to 2019/20 on the basis of a Council tax freeze, be noted
- (3) That the impact on the gap of any potential Council tax increase as shown in paragraph 6.3 of report FIN/386, be noted.
- (4) That the Council work towards balancing this over a three year period, including putting back into reserves when the Budget is in surplus.
- (5) That the Corporate Management Team be instructed to take action to address the long term budget gap and to identify policy options for consideration by Cabinet Members and the Budget Advisory Group.
- (6) That the Council apply to the Government to accept a four year grant settlement from 1st April 2016 to 31st March 2020 and delegate approval of the Efficiency Plan to the Head of Finance, Revenues and Benefits in consultation with the Leader.

- (7) That the allocation of £4.123m of capital reserves to an earmarked Investment Acquisition Reserve to provide a fund of £5m for the potential acquisition of commercial properties in accordance with the criteria set out in section 8 of report FIN/386, be agreed.
- (8) That items for the Capital Programme are driven by the need for the upkeep of council assets and environmental obligations and schemes will also be considered that are spend to save or spend to earn.

**29. Financial Outturn 2015/16
(Cabinet – 29 June 2016)
(Recommendation 2)**

The Cabinet had considered report [FIN/385](#) of the Head of Finance, Revenues and Benefits. As part of its decision on this matter, the Cabinet had noted the outturn for the year 2015/2016 as summarised in the report.

Moved by Councillor Lamb, seconded by Councillor Joyce and

RESOLVED

That reallocation of £1.5 million of Borough Council capital programme funding, originally earmarked for the Queens Square regeneration scheme, to the Three Bridges station improvements programme (as detailed in paragraph 8.8 of report FIN/385), be agreed. This can then be combined with £500,000 of S106 provision already secured for the station.

30. Notice of Motion (1 of 2)

The Full Council considered a Notice of Motion in accordance with Council Procedure Rule 13, which was moved by Councillor Lunnon and seconded by Councillor Jones.

The Motion was in relation to the current disruption to Crawley residents and workers using the Southern Rail services.

Amendments

In connection with this motion two amendments were moved and seconded.

First Amendment

It was moved by Councillor Crow and seconded by Councillor McCarthy that the first paragraph of the motion be amended as follows. (Additional text is shown in bold):-

Crawley Borough Council calls on the Government to take whatever action it can to encourage the management of Southern Rail **and the relevant trade unions** to put an end to the dreadful failure in service that Crawley residents and workers have been suffering recently.

The Full Council then undertook a full and detailed discussion on this amendment and considered all the issues arising.

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

Second Amendment

It was moved by Councillor Vitler and seconded by Councillor B J Burgess that the following additional paragraph be placed at the very end of the motion:-

“The Council recognises and supports the work of Crawley MP Henry Smith and all MPs across the region involved in the Southern Rail APPG (All-Party Parliamentary Group) that is scrutinising the franchise and seeking to greatly improve its service.”

The Full Council considered the amendment and discussed the issues raised.

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

With both amendments having been lost, the Full Council undertook a discussion on the original motion.

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

RESOLVED

That Crawley Borough Council calls on the Government to take whatever action it can to encourage the management of Southern Rail to put an end to the dreadful failure in service that Crawley residents and workers have been suffering recently.

The disruption damages both the economy and the personal lives of all who rely on the rail network, who pay good money and expect an acceptable quality of service for the price they pay.

31. Notice of Motion (2 of 2)

The Full Council considered a Notice of Motion in accordance with Council Procedure Rule 13, which was moved by Councillor Sudan and seconded by Councillor Irvine.

The Motion was in relation to Government proposals to introduce changes that would reduce the benefit entitlement for single people under 35 living in supported accommodation. In considering the issues arising from the Motion, and whilst noting that the Government had put the associated proposals on hold for further assessment, some Members expressed the view that more information was required before more informed consideration could be given to this matter. The more general view of Members was to support the Motion and the concerns highlighted therein.

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

RESOLVED

That this council notes with grave concern the Government's plans (currently 'on hold') to introduce changes that will reduce the benefit entitlement for single people under 35 living in supported accommodation. At present, single people under 35 who live in supported accommodation are entitled to help with housing costs up to the 'one bedroom rate' (about £150 per week in this area).

If changes go ahead, the entitlement will be reduced to the 'shared accommodation rate', as currently applies to single people not occupying supported accommodation (around £80 per week in our area).

For young people, such as some care-leavers as well as others under 35, who are not ready or able to manage independent living, the higher rate paid enables organisations such as the YMCA and others, to provide a home and support for young people as they acquire the skills to manage independent living. Reducing the rate in the way proposed (by almost half) will significantly reduce the funds available to providers of supported accommodation. This is very likely to mean that they will no longer be able to continue providing a home and support for young people in the way they do now.

This Council resolves that:

Along with other local authorities, Crawley Borough Council welcomes the Government's postponement of the introduction of these changes. We urge the Government to scrap these changes altogether as soon as possible, in order to end insecurity so that organisations can continue with the important work they do for our young people.

32. Members' Written Questions

Questions asked in accordance with Council Procedure Rule 11.4, together with the answers, were tabled as follows:-

Questioner	Councillor Irvine.
Addressed to	Cabinet Member for Housing.
Subject	Sale of Council Houses.
Questioner	Councillor Irvine.
Addressed to	Cabinet Member for Housing
Subject	Total Dwelling Stock.
Questioner	Councillor Portal Castro.
Addressed to	Chair of the Planning Committee.
Subject	Planning Consents for Residential Development.
Questioner	Councillor Tarrant
Addressed to	Cabinet Member for Environmental Services and Sustainability.
Subject	Fines for Dog Fouling
Questioner	Councillor Guidera
Addressed to	Leader of the Council
Subject	Crawley Question Time
Questioner	Councillor Irvine.
Addressed to	Cabinet Member for Housing.
Subject	Housing Benefit
Questioner	Councillor R G Burgess
Addressed to	Chair of the Cabinet
Subject	The Armed Forces Community Covenant

33. Announcements by Cabinet Members

Cabinet Member	Subject
<p>Councillor Thomas (Cabinet Member for Environmental Services and Sustainability).</p>	<p>Councillor Thomas:</p> <p>(i) reported that this had been an exceptionally challenging year for grass cutting. With a very wet and mild winter followed by an extremely wet spring, these conditions had prompted a longer than usual period of vigorous grass growth. However, the grass cutting teams had worked well to undertake more cuts by this stage of the year than in previous years, to help keep up with the extreme growth. For the future, consideration was being given to having more street scene staff trained and multi-skilled to help with the grass cutting task, meaning more staff would be available to prioritise grass cutting when required.</p> <p>(ii) was pleased to announce that the installation of the Solar PV System at the Metcalf Way Vehicle Depot had been completed earlier that week. The System had now been commissioned, was fully operational and would be generating savings both financially and in terms of CO2 emissions. Furthermore, the Council had now received planning permission for the Solar PV installation at Tilgate Nature Centre and this should be completed in late September, together with Ifield Drive Community Centre and the Hawth. The intention was to also complete installations on the play sites before the end of year.</p>

34. 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 of up to 30 minutes.

35. 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
<p>Councillor B A Smith</p>	<p>The considered need for improvements to the public conveniences located in The Boulevard, Crawley town centre.</p>	<p>Councillor Thomas (as Cabinet Member for Environmental Services and Sustainability) indicated that the Council was very much aware of this matter, and in this connection referred</p>

Name of Councillor asking Question	Subject	Name of Cabinet Member(s) Responding
		to the Council's current consultation with residents about the usage of toilets in the town centre - including those facilities in The Boulevard. Councillor Thomas emphasised the importance of having good quality public toilets in the town centre area. This was all part of the plans for the town centre regeneration, and Officers were looking into how the Council could improve the facilities available for the residents of Crawley and visitors to the town.
Councillor Stone	Seeking an update on the Cabinet Member's progress in trying to address the problem of abandoned shopping trolleys in Crawley.	Councillor Thomas indicated that whilst the Council itself had very limited powers to address this problem, he was continuing to speak at length to the local supermarkets to seek a collective way forward in resolving this matter. He urged residents to keep reporting abandoned trolleys to the supermarkets concerned.
Councillor B J Burgess	Issues raised around the completion of Heroes Walk in the Memorial Gardens.	Councillor Jones (as Cabinet Member for Public Protection and Community Engagement) acknowledged that whilst the Walk had not been ready for the annual Armed Forces Day, that day had been a big success and a great tribute to the contribution made to our country by those who served and had served in Her Majesty's Armed Forces. The Walk, however, was in place to help mark the 100 th anniversary of the Battle of the Somme, and included the display of names of men from this area who had lost their lives in that Battle.
Councillor Eade	Concerns raised around grass cutting in Crawley.	In response to this matter, Councillor Thomas referred to his comments made earlier at this meeting (under the heading of Announcements by Cabinet Members, Minute 33). He reiterated that due to the weather conditions over a number of months, this had been an exceptionally challenging year for grass cutting, but a lot of good work

Name of Councillor asking Question	Subject	Name of Cabinet Member(s) Responding
		was being undertaken to help keep up with the extreme growth situations, with more cuts undertaken than in previous years. Councillor Thomas indicated his pleasure in seeing the display of wilds flowers on large areas of grass verge which had not been cut due to those displays.

36. Questions to Committee Chairs

No questions were asked.

37. Closure of Meeting

The meeting ended at 10.16 p.m.

R Sharma
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 F Guidera	10(1)(a)	Development Control Committee 11 April 2016 Minute 69	P26	CR/2016/0102/FUL Land Adjacent to 73 East Park, Southgate, Crawley	Personal Interest – Knows the applicant.
Councillor A C Skudder	10(1)(a)	Development Control Committee 11 April 2016 Minute 69	P26	CR/2016/0102/FUL Land Adjacent to 73 East Park, Southgate, Crawley	Personal and Prejudicial Interest – Knows the applicant.
Councillor P C Smith	10(1)(a)	Development Control Committee 11 April 2016 Minute 69	P24	CR/2016/0005/FUL 5 Rutherford Way, Northgate, Crawley	Personal Interest – Board Member for Manor Royal Business Group
Councillor P C Smith	10(1)(a)	Development Control Committee 11 April 2016 Minute 69	P25	CR/2016/0030/FUL Land At Crompton Way, Manor Royal, Northgate, Crawley, RH10 9QR	Personal Interest – Board Member for Manor Royal Business Group
Councillor J Tarrant	10(1)(a)	Development Control Committee 11 April 2016 Minute 69	P26	CR/2016/0102/FUL Land Adjacent to 73 East Park, Southgate, Crawley	Personal Interest – Knows the applicant.
Councillor R D Burrett	10(1)(b)	Development Control Committee 6 May 2016 Minute 74	P29	CR/2016/0226/FUL – Forge Wood (North East Sector), Crawley	Personal Interest as the West Sussex County Council Cabinet Member for Education and Skills
Councillor P C Smith	10(1)(b)	Development Control Committee 6 May 2016 Minute 74	P29	CR/2016/0240/PA3 First Floor, Ifield House, Ifield Green, Ifield, Crawley	Personal interest – Co-opted member of the Ifield Village Conservation Area Advisory Committee
Councillor G Thomas	10(1)(b)	Development Control Committee 6 May 2016 Minute 74	P29	CR/2016/0240/PA3 First Floor, Ifield House, Ifield Green, Ifield, Crawley	Personal interest – CBC Representative on the Ifield Village Conservation Area Advisory Committee
Councillor R D Burrett	10(1)(d)	Planning Committee 7 June 2016 Minute 5	P41	CR/2016/0048/ARM Phase 1, Forge Wood (North East Sector), Crawley	Personal Interest as the West Sussex County Council Cabinet Member for Education and Skills
Councillor K L Jaggard	10(1)(d)	Planning Committee 7 June 2016 Minute 5	P43	CR/2016/0262/FUL Roundabout adjacent to Maidenbower Drive, Maidenbower, Crawley	Personal Interest as she had viewed the artwork in connection with the application.

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	10(1)(d)	Planning Committee 7 June 2016 Minute 5	P43	CR/2016/0216/FUL Unit 1, Power Avenue (part of the former GSK site), Northgate, Crawley	Personal Interest as he was a Local Authority Director of the Manor Royal Business Improvement District.
Councillor P C Smith	10(1)(d)	Planning Committee 7 June 2016 Minute 5	P44	CR/2016/0349/FUL Unit D, Woolborough Lane, Northgate, Crawley	Personal Interest as he was a Local Authority Director of the Manor Royal Business Improvement District.
Councillor R D Burrett	10(1)(f) and 11	Overview and Scrutiny Commission. 27 June 2016 Minute 13	P49	Budget Strategy 2017/2018 – 2020/2021	Personal Interest as a deferred member of the Local Government Pension Scheme.
Councillor R D Burrett	10(1)(f)	Overview and Scrutiny Commission. 27 June 2016 Minute 17	P51	Health and Adult Social Care Select Committee (HASC)	Personal Interest as a Member of West Sussex County Council
Councillor R A Lanzer	10(1)(f) and 11	Overview and Scrutiny Commission. 27 June 2016 Minute 13	P49	Budget Strategy 2017/2018 – 2020/2021	Personal Interest – Member of the Local Government Pension Scheme.
Councillor B A Smith	10(1)(f) and 11	Overview and Scrutiny Commission. 27 June 2016 Minute 13	P49	Budget Strategy 2017/2018 – 2020/2021	Personal Interest – Member of the Local Government Pension Scheme.
Councillor R D Burrett	10(1)(g) and 11	Cabinet. 29 June 2016 Minute 6	P54	Budget Strategy 2017/2018 – 2020/2021	Personal Interest as a deferred member of the Local Government Pension Scheme.
Councillor R A Lanzer	10(1)(g) and 11	Cabinet. 29 June 2016 Minute 6	P54	Budget Strategy 2017/2018 – 2020/2021	Personal Interest – Member of the Local Government Pension Scheme.
Councillor B A Smith	10(1)(g) and 11	Cabinet. 29 June 2016 Minute 6	P54	Budget Strategy 2017/2018 – 2020/2021	Personal Interest – Member of the Local Government Pension Scheme.
Councillor P C Smith	10(1)(h)	Planning Committee 4 July 2016 Minute 12	P65	CR/2016/0176/FUL 1-3 Betts Way (former Premiere House site), Langleys Green, Crawley	Personal Interest as he was a Local Authority Director of the Manor Royal Business Improvement District.
Councillor P C Smith	10(1)(h)	Planning Committee 4 July 2016 Minute 12	P61	CR/2016/0294/OUT Overline House, Crawley Station and adjacent highway, Station Way, Northgate, Crawley	Personal Interest as he was the Cabinet Member for Planning and Economic Development.

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	12(a)			Notice of Motion (Southern Rail)	Personal Interest. Chairman of the Arun Valley Line Group of the Sussex Community Rail Partnership.

Crawley Borough Council

Minutes of Audit Committee

26 July 2016 at 6.30pm

Present:

Councillor K Sudan (Chair)
Councillor C R Eade (Vice Chair)
Councillors R D Burrett, I T Irvine and Portal Castro.

Also in Attendance:

Councillor A C Skudder.
Paul King, Director of Ernst and Young LLP.
Malcolm Haines, Audit Manager of Ernst and Young LLP.

Officers Present:

Roger Brownings	Democratic Services Officer
Chris Corker	Corporate Fraud and Inspections Manager
Gillian Edwards	Audit and Risk Manager
Karen Hayes	Head of Finance, Revenues and Benefits
Mark Rice	Housing Fraud Investigator
Paul Windust	Corporate Accounting Manager

1. Apologies for Absence

With all the Committee's Members being present at this meeting, there were no apologies for absence.

2. Members' Disclosures of Interests

There were no disclosures of interest.

3. Minutes

The minutes of the meeting of the Committee held on **9 March 2016** were approved as a correct record and signed by the Chair.

4. **Fraud Team Report**

The Committee considered report **FIN/389** of the Corporate Fraud and Inspections Manager, which focused on activity for the period from 18 February 2016 to 7 July 2016. The Team had looked further into a wide range of fraud and loss against the Council.

As indicated in the report, the Team had continued to perform successfully. The Chair thanked the Fraud Team generally for its ongoing positive performance, whilst recognising that the successful outcomes being achieved were sending out a clear message in discouraging people from undertaking the type of fraudulent acts being investigated.

RESOLVED

That the report be noted.

5. **Audit and Risk Manager's Annual Report 2015/2016**

The Committee considered report **FIN/387** on the Audit and Risk Manager's Annual Report for 2015/2016.

The Committee acknowledged that the Annual Report had been produced in accordance with the requirements set out in the Public Sector Internal Audit Standards. The Audit and Risk Manager considered that in her overall opinion, for the period in question, "Substantial" assurance could be given that there was generally a sound system of internal control designed to meet the Council's objectives, and that the controls were generally being applied consistently.

In response to Members comments, the Audit and Risk Manager:

- indicated that with regard to the requirement of the Public Sector Internal Audit Standards (PSIAS), whereby an external assessment had to be carried out (or was planned to be carried out) at least once every 5 years, it was considered that the assessment of this Council would be undertaken in approximately eighteen months' time.
- indicated that with regard to the Council's Risk Management Strategy and its move in culture from being risk adverse to risk cautious, the expected management of that risk cautious approach, as explained in the report, meant that a number of unnecessary and onerous controls which were stifling a more streamlined and effective working environment, were being removed, whilst not compromising the control of major risks. The intention was to ensure that all major risks would continue to be effectively managed, and procedures and resources had been focussed to meet that objective.
- emphasised, with the Head of Finance, Revenue and Benefits, that there were sufficient resources within the Audit Division to undertake work at Mid Sussex District Council, whilst still meeting objectives at this Authority, including the audit of areas where the potential for risk was not so high. The Audit and Risk Manager further explained that the Council's Audit Plan, together with regular discussions with the Head of Service, helped to govern resources to meet those commitments

RESOLVED

That the Audit and Risk Manager's Annual Report for the period 2015/2016 be noted.

6. Internal Audit Progress Report as at 30 June 2016, Incorporating Risk Management Update as at 30th June 2016

The Committee considered report **FIN/386** of the Audit and Risk Manager. The purpose of the report was primarily to update the Committee on the progress made towards the completion of the 2015/2016 and 2016/2017 Internal Audit Plans, and to report on the progress made in implementing the previous recommendations. The report also included an update on the Council's Strategic Risks.

The Committee discussed and noted all the Audit Plan reviews in progress, along with other work as detailed in the report. With regard to the Crawley Deposit Service (formerly known as the Rent Deposit Service), and in response to issues previously raised by a Member of the Committee, Officers provided an update on the Service as it operated currently. The update included comparisons with the former service and improvements made. Whilst this was the case, and following comments from the Member concerned, it was now acknowledged that what was actually required was a follow-up review regarding the audit in May 2012 on the former Service, and to include assurances that concerns previously raised regarding that Service had now been dealt with and resolved accordingly. Officers indicated that they would submit the information sought to the Committee's next meeting in September, with a summary of how actions (which had been reported since the May 2012 report) had been implemented. It was indicated that the current Service (the Crawley Deposit Service) would be formerly reported on as part of the Audit Progress Report at that September meeting with an anticipated audit opinion of Substantial Assurance.

With regard to the update provided on Risk Management, Members were advised that clarification would be circulated to Members shortly on:

- the deadline date to spend the approved Section 106 funding allocated towards the delivery of improvement works to the Three Bridges Station Forecourt.
- the agreed delegated process for approving the use of monies from Section 106 Agreements.

The Committee briefly discussed and received clarification on other issues relating to the Risk Management update. In response to a further matter raised by a Member, Officers indicated that they would approach the DWP (Department of Works and Pensions) to enquire as to whether the Department would be willing to provide us with outcomes on its investigations into local cases of housing benefit fraud, this being from the point that the work had been transferred to the DWP from local authorities.

RESOLVED

That the Internal Audit Progress Report as at 30 June 2016, Incorporating the Risk Management Update as at 30 June 2016, be noted.

7. Annual Audit and Certification Fees 2016/2017

The Committee welcomed Paul King and Malcolm Haines, the external auditors of Ernst and Young LLP, to the meeting and considered a letter from Ernst and Young on the Annual Audit and Certification Fees for 2016 /2017. The letter was attached as **Enclosure E** to the agenda.

As part of its discussion on the fees generally, the Committee was advised that with regard to page 2 of the letter, and in particular the "Summary of fees", the need for a clerical correction was raised whereby the total planned fee for 2015/16 of £77,114 should be deleted and replaced with the figure of £76,699.

RESOLVED

That the Annual Audit and Certification Fees for 2016/2017 be noted.

8. Ernst and Young – Audit Results Report for the year ended 31 March 2016

The Committee considered the Audit Results Report for the year ended 31 March 2016 which was included as **Enclosure F** to the Agenda. The report set out the current status of the audit, indicating that subject to satisfactory completion of items identified in the report, Ernst and Young had completed its audit of the Council's financial statements for the year ended 2015/16. (In line with the external auditors' comments at the meeting, the Council had since received an updated Audit Results Report. This included amended text on the Council's housing stock, as recently valued to 31 December 2015, to confirm the considered view that the movement in the stock's valuation was minimal and non-material, whilst the updated report also removed a comment about not having a response from the Council's external valuer, as that had in fact been received).

The Committee considered matters raised, and in so doing noted that it was proposed to issue an unqualified opinion on the financial statements, and that it was also intended to issue an unqualified conclusion in relation to value for money.

With regard to the Letter of Representation, the need for a clerical correction was raised whereby the confirmation signature on the Letter's last page was required to be undertaken by the "Chair" of the Committee, as opposed to the "Chairman".

The Head of Finance, Revenues and Benefits confirmed that this Council was the first in West Sussex to have its accounts signed-off for the year, and took this opportunity to convey her sincere thanks to Paul King and Malcolm Haines (the external auditors of Ernst and Young LLP) for all their help and commitment, and to Sejal Patel (an Audit Senior at Ernst and Young) who had worked exceptionally hard to ensure that the audit had been completed to the deadlines set. The Chair also thanked Paul, Malcolm and Sejal, as well as Karen Hayes (the Head of Finance, Revenues and Benefits) and Paul Windust (Corporate Accounting Manager) and indeed all staff in the Finance Team for the excellent work which had been undertaken.

RESOLVED

That the report from Ernst and Young LLP be received and noted.

9. Approval of the 2015/2016 Statement of Accounts

The Committee considered report **FIN/390** of the Head of Finance, Revenues and Benefits. The purpose of the report was to seek Committee approval of the 2015/2016 Statement of Accounts, to comply with the statutory deadline of 30 September 2016.

The 2015/2016 Statement of Accounts was attached as Appendix 3 to the report and as stated in Ernst and Young's Audit Results Report (Minute No. 8 above refers) it was proposed to issue an unqualified opinion.

The Committee received clarification on a number of issues referred to, whilst the need for the following clerical corrections was raised:

- with regard to the Letter of Representation (Appendix 1 to the report), and as indicated in the previous item on the Audit Results Report, the confirmation signature on the Letter's last page was required to be undertaken by the "Chair" of the Committee, as opposed to the "Chairman".
- with regard to the Statement of Responsibility for the Statement of Accounts (Page 19 of the Accounts), delete at the foot of the page the name of "Councillor W. A. Ward" and replace with the name of "Councillor K Sudan".
- with regard to Page 25 of the Statement of Accounts, second bullet point, delete "Overview and Scrutiny Committee" and replace with " Overview and Scrutiny Commission", and with regard to that Page's fifth bullet point, delete the 3 references to the "Audit and Governance Committee" and replace with "Audit Committee".

RESOLVED

- (1) That the 2015/2016 Statement of Accounts be approved.
- (2) That the Chair of the Committee be authorised to sign the 2015/2016 Letter of Representation.
- (3) That the Chair of the Committee be authorised to sign the 2015/2016 Statement of Accounts on behalf of the Council.

10. Supplemental Agenda

At the Chair's request, an item in relation to a Homes and Communities Agency Compliance Audit was to be considered as a supplemental agenda item, as the matter had arisen subsequent to the agenda being published.

11. Homes and Communities Agency (HCA) Compliance Audit

The Chair advised the Committee that she had received a letter and an associated report from the Homes and Communities Agency confirming that the intended independent audit of the Brunel Place residential development had now been completed and that the development had complied with HCA requirements. Such audits were common practice in cases involving Registered Social Landlords where the HCA contributed £1m towards the cost of a scheme. The Chair advised that she had a duty to report this outcome to the Committee and to sign the report received.

12. Closure of Meeting

The meeting ended at 8.15 pm.

K SUDAN
Chair

Crawley Borough Council

Minutes of Planning Committee

1 August 2016 at 7.30pm

Present:

Councillor	I T Irvine (Chair)
Councillor	C Portal Castro (Vice-Chair)
Councillors	B J Burgess, D Crow, R S Fiveash, F Guidera, K L Jaggard, S J Joyce, B McCrow, M Pickett, T Rana, A C Skudder, P C Smith, M A Stone and J Tarrant

Officers Present:

Kevin Carr	Legal Services Manager
Heather Girling	Democratic Services Officer
Jean McPherson	Group Manager (Development Management)
Marc Robinson	Principal Planning Officer
Clem Smith	Head of Economic and Environmental Services

Apologies for Absence:

None

16. Lobbying Declarations

The following lobbying declarations were made by Members:

Councillor B J Burgess had been lobbied regarding application CR/2016/0384/FUL.

17. Members' Disclosure of Interests

No disclosures of interests were made.

18. Minutes

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

19. Objections to the Crawley Borough Council 34 Rosamund Road, Furnace Green Tree Preservation Order No. 11/2016

The Committee considered report [PES/220](#) of the Head of Economic and Environmental Services which sought to determine whether to confirm the Tree

Preservation Order (TPO) with or without modification for continued protection or, not to confirm the TPO.

Councillors R Fiveash, I T Irvine, K L Jaggard and M A Stone declared they had visited the site.

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

Mrs Carolyn Cratchley, Mr Gary Mortiboys and Mr Peter Thomas spoke in objection to the TPO.

The Committee then considered the report. The Committee acknowledged the concerns raised in objection, notably those relating to amenity value, structural damage, impact on wildlife and deprivation of sunlight. Some Members acknowledged the 'branch and leaf drop' experienced by residents and felt the tree was dominant and overbearing, whilst others noted that the tree was a healthy specimen and required regular maintenance as with all garden trees. The Principal Planning Officer confirmed that the tree owner remained responsible for the tree. It was pointed out that the placing of the Order would not preclude any future works, or indeed the felling of the tree if evidence was provided to the Local Planning Authority that this was necessary.

The Committee agreed to confirm the TPO without modification.

Confirmed

20. Planning Applications List

The Committee considered report [PES/206](#) 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/206](#) of the Head of Economic and Environmental Services and in the Register of Planning Applications the decisions be given as indicated:-

Item 2

CR/2016/0384/FUL

9 & 11 Home Close, Pound Hill, Crawley

Erection of three detached dwellings and single detached garage with access off Pembroke Road.

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

The Group Manager provided a verbal summation of the application and update.

The Committee was informed that a further representation had been received seeking clarification of a condition and the siting of the trees in the arboricultural impact assessment. It was confirmed there would be no fundamental change to the trees to be removed, retained and protected, particularly as many of the trees were protected

with tree preservation orders and would prevent overlooking. Plans had also been amended during the course of consideration of the application to improve access, parking and turning on the site. Members were advised that conditions 5, 6, 7, 8, 10, 12, 13, 16, 17 and 18 were to be amended with the subsequent deletion of condition 11.

Condition 5

No windows (other than those shown on the plans hereby approved) shall be constructed in the east elevations of plots 1 and 2, the second floor east elevation of plot 3 and the north elevations of plots 1 and 2 of the dwellings hereby permitted without the prior permission of the Local Planning Authority on an application in that behalf.

REASON: To protect the amenities and privacy of the adjoining property in accordance with Policy CH3 of Crawley Borough Local Plan 2015-2030.

Condition 6

The first floor windows on the south elevation of plots 2 and 3 and second floor windows on the east elevation of plots 1, 2 and 3 in the dwellings hereby permitted shall at all times be glazed with obscured glass and apart from any top-hung vent, be fixed to be permanently non-opening.

REASON: To protect the amenities and privacy of the adjoining properties, in accordance with policy CH3 of the Crawley Borough Local Plan 2015-2030.

Condition 7

The second floor level non-accessible flat roof on the western (rear) elevation of the buildings hereby permitted shall be implemented and retained in accordance with details to be submitted to and agreed in writing by the Local Planning Authority. The development shall be implemented in accordance with the agreed details prior to occupation and at no time shall the flat roofs be used as a balcony or terrace nor shall any access be formed thereto.

REASON: To protect the amenities and privacy of the adjoining properties, in accordance with policy CH3 of the Crawley Borough Local Plan 2015-2030.

Condition 8

Notwithstanding the provisions of Schedule 2, Part 1, Classes A, B and C of the Town and Country Planning General Permitted Development Order 2015 or orders amending or revoking and re-enacting the same, the building shall not be extended or altered in any way unless permission is granted by the Local Planning Authority on an application in that behalf.

REASON: To protect the amenities and privacy of the adjoining properties, in accordance with policy CH3 of the Crawley Borough Local Plan 2015-2030.

Condition 10

The vehicle parking areas / footpaths, new areas of hardstanding and new driveway as shown on approved plans drawing numbers D16081-A-1001 Rev P2 shall either be made of porous materials or provision shall be made to direct run-off water from the hard surface to a permeable or porous area or surface within the curtilage of the dwellinghouse.

REASON: To reduce the potential for surface water run-off and to protect existing trees to be retained in accordance with policies CH6 and ENV8 of Crawley Borough Local Plan 2015-2030.

Condition 11 - DELETED

Condition 12

The residential units shall not be occupied until details have been submitted to the Local Planning Authority and agreed in writing to demonstrate that the units shall

achieve a water efficiency standard by consuming not more than 110 litres per person per day maximum water consumption. The measures shall thereafter be implemented in accordance with the agreed details.

REASON: In the interests of sustainable design and efficient use of water resources in accordance with policy ENV9 of the Crawley Borough Local Plan 2015-2030

Condition 13

Development shall not begin until a flood risk mitigation measures and surface water and foul water drainage scheme for the site, based on sustainable drainage principles and an assessment of the hydrological and hydro geological context of the development, has been submitted to and approved in writing by the local planning authority in consultation with the Environmental Agency. The scheme shall subsequently be implemented in accordance with the approved details before the development is completed.

The scheme shall also include soakaway testing to BRE 365 to determine the suitability of the ground conditions for infiltration. Groundwater monitoring should also be carried out. Details of how any subsequent scheme should be maintained and managed after completion should also be included.

Any infiltration device should be lined with a permeable membrane, and should be installed with a base no less than 1m above the underlying groundwater level. The design should also include sub-base material that would act as a filter for waterborne contaminants.

REASON: This is to comply with the Crawley TCN Revised Supplementary Planning Document, the Crawley Strategic Flood Risk Assessment Development Control Recommendations and to ensure future maintenance of the surface water drainage system. Additionally, the underlying Upper Tunbridge Wells Sands aquifer may hold groundwater only 2m to 3m below ground level. This condition is to reduce the risk of a discharge of water directly to the groundwater and to reduce the risk of contaminants polluting the groundwater.

Condition 16

Any excavations carried out in the root protection area of any trees shall be carried out in accordance with the provisions laid out in BS 5837: 2012 - Trees in relation to design, demolition and construction.

REASON: To ensure the retention of the trees important to the visual amenity, the ecological quality and for the environment of the development in accordance with Policy CH3 and CH6 of the Crawley Borough Local Plan 2015-2030.

Condition 17

No trees or bushes growing and to be retained on the site shall be damaged, uprooted, felled, topped or lopped without the prior written consent of the Local Planning Authority until two years after completion of the development hereby permitted. Any trees removed without such consent or being severely damaged or becoming seriously diseased or dying before the end of that period shall be replaced with trees of such size and species as may be agreed with the Local Planning Authority.

REASON: To ensure the retention of vegetation important to the visual amenity / the ecological quality / and for the environment of the development.

Condition 18

No dwellings shall be occupied until there has been submitted to, and approved by, the Local Planning Authority a landscaping scheme. The approved details of the landscaping shall be carried out in the first planting and seeding season, 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 development die, are removed or become seriously damaged or

diseased, shall be replaced in the next planting season with other of similar size and species, unless the Local Planning Authority gives written consent to any variation.
REASON: In the interests of the amenity and of the environment of the development in accordance with policy CH3 and CH7 of the Crawley Borough Local Plan 2015 - 2030.

The Applicant Mr Trevor Harman, spoke in support of the application, whilst Councillor R D Burrett, as a Ward Councillor for Pound Hill North, addressed the Committee in objection to the application.

In response to queries and comments raised by Councillor R D Burrett, the Group Manager stated the following:

- Windows glazed with obscured glass had been agreed as part of the conditions.
- At no time shall the flat roofs be used as a balcony or terrace nor shall any access be formed.
- The hedge containing Laurel, Holly and Lawson Cypress would be retained as it would assist in screening the dwellings.
- A section 106 agreement was not applicable for this development as it was a modest development of 3 dwellings and the funding thresholds had changed. In addition, WSCC had raised no objection to the proposal and confirmed there were no visibility issues at the point of access onto Pembroke Road and the access driveway had been widened.
- The Environment Agency, Council's Drainage Officer and Environmental Health Department had been consulted. It was recommended that conditions would be appropriate to ensure that any future drainage issues were appropriately mitigated together with a pre-commencement condition to deal with any contamination of the land and/or ground water.

The Committee then considered the application and sought clarification on the provision for refuse collection. It was noted that the applicant proposed a management service would move refuse on the day of collection, however concerns were raised with regards to potential access and congestion. Clarity was also sought with reference to the energy measures to be secured via condition. The Committee agreed that the following new conditions be added:

New condition

The dwellings shall not be occupied until written details have been submitted to and approved in writing by the Local Planning Authority to show the refuse collection arrangements for the dwellings. The measures shall thereafter be implemented in accordance with the agreed details.

REASON: To ensure adequate operational requirements for the dwellings in accordance with policy CH3 of the Crawley Borough Local Plan 2015-2030.

New condition

No development shall take place until precise details of the energy strategy and sustainability measures for the new dwellings which are referred to in the Design and Access Statement have been submitted to and agreed in writing by the Local Planning Authority. The dwellings shall not be occupied until the agreed measures have been implemented.

REASON: To address sustainability measures required under policies ENV6 and ENV9 in the Crawley Borough Local Plan 2015-2030.

Permit subject to the conditions and informatives set out in report [PES/206](#) along with the amended and new conditions above.

Item 1

CR/2016/0372/FUL

Langley Grange, Langley Walk, Langley Green, Crawley

Change of use from hostel accommodation to a single dwelling.

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

The Principal Planning Officer provided a verbal summation of the application. It was proposed to restore the building to a condition prior to its use as a hostel.

The Committee then considered the application.

Permit subject to conditions set out in report [PES/206](#).

Item 3

CR/2016/0394/RG3

Ridleys Court, Milton Mount Avenue, Pound Hill, Crawley

Permission for replacement of white uPVC windows for dark green softwood timber double glazed windows; replacement of uPVC downward pipes and gutters with heritage cast iron; New external lighting and new entrance panel.

Councillors 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 informed the Committee that the materials to be used in the development would be subject to a condition.

The Committee then considered the application. Clarification was sought as to the exact number of external lights to be replaced. In response, it was noted that the external lighting would not be sited above first floor level and would not be different to the existing lighting currently in place. However, it was recognised that the proposed development included eighteen new external lights on the fabric of the existing building and therefore a condition could be added to the listed building consent application.

Members were reminded that application CR/2016/0395/LBC was related to this application.

Permit subject to conditions and informatives set out in report [PES/206](#).

Item 4

CR/2016/0395/LBC

Ridleys Court, Milton Mount Avenue, Pound Hill, Crawley

Listed building consent for replacement of white uPVC windows for dark green softwood timber double glazed windows; replacement of uPVC downward pipes and gutters with heritage cast iron; New external lighting and new entrance panel.

Councillors 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. It was noted that whilst the applications were related, they were to be determined in isolation

by the Committee as the Listed Building Consent would specifically relate to the impact upon the special architectural and historic character of the Listed Building.

The Committee then considered the application and further to the discussion that occurred within the planning application previously granted, Members expressed concerns relating to the external lighting and wished to improve the building without causing harm to the locality. A new condition was therefore added:

New condition 7

Notwithstanding the approved plans, no lighting shall be installed until full details of the existing lighting to be retained and the new lighting to be installed have been submitted to and been approved in writing by the Local Planning Authority. Any existing lighting that does not form a part of the approved details shall be removed prior to the installation of the approved lighting.

REASON: To ensure the special architectural and historic character of the Listed Building is protected in accordance with policy CH15 of the Crawley Borough Local Plan 2015-2030.

Consent granted subject to conditions and informative set out in report [PES/206](#) and the new condition above regarding the lighting. The detailed matters submitted to discharge the lighting condition to be delegated to the Head of Economic and Environmental Services, in consultation with the Chair of the Planning Committee.

21. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 9.00pm.

I T IRVINE
Chair

Crawley Borough Council

Minutes of Planning Committee

30 August 2016 at 7.30pm

Present:

Councillor	I T Irvine (Chair)
Councillor	C Portal Castro (Vice-Chair)
Councillors	B J Burgess, D Crow, R S Fiveash, F Guidera, K L Jaggard, S J Joyce, B McCrow, M Pickett, , T Rana, P C Smith, M A Stone, J Tarrant

Officers Present:

Kevin Carr	Legal Services Manager
Val Cheesman	Principal Planning Officer
Mez Matthews	Democratic Services Officer
Marc Robinson	Principal Planning Officer
Clem Smith	Head of Economic and Environmental Services

Apology for Absence:

Councillor A C Skudder

22. Lobbying Declarations

The following lobbying declarations were made by Members:-

Councillor B J Burgess had been lobbied regarding application CR/2016/0524/FUL.

23. Members' Disclosure of Interests

The following disclosures of interests were made by Members:-

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor B J Burgess	Minute 25	CR/2016/0524/FUL 95-97 Three Bridges Road, Three Bridges, Crawley	Personal Interest as she lived near to the application site.

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor F Guidera	Minute 25	CR/2016/0557/RG3 25 Ifield Drive, Ifield, Crawley	Personal and Prejudicial Interest. Councillor Guidera left the meeting before the presentation and took no part in the discussion or voting on the item

24. Minutes

The minutes of the meeting of the Committee held on [1 August 2016](#) were approved as a correct record and signed by the Chair.

25. Planning Applications List

The Committee considered report [PES/207](#) 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/207](#) of the Head of Economic and Environmental Services and in the Register of Planning Applications the decisions be given as indicated:-

Item 002

CR/2016/0524/FUL

95-97 Three Bridges Road, Three Bridges, Crawley.

Replacement to storey dwelling at no.97 Three Bridges Road and erection of 2 no. bungalow to the rear of no.95-97 Three Bridges Road, Three Bridges, Crawley.

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

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

The Applicant, Mrs Tammie-ann Kennedy addressed the Committee in support of the application.

The Committee then considered the application.

In response to queries and comments made by the Committee discussion, the Principal Planning Officer stated the following:

- Officers considered the access road wide enough to allow vehicles to manoeuvre safely. Members also noted that the garage was set back which increased visibility.
- The conditions were set out in the report and development of the site had not yet commenced. The Committee was reminded that should any breach of

conditions occur, it would be investigated by the Council's Enforcement Officer, and any necessary action would be taken.

Permitted subject to conditions and informatives set out in report [PES/207](#).

Item 001

CR/2015/0103/FUL

Black Corner Small Holding, Balcombe Road, Pound Hill, Crawley.

Retrospective change of use of land to airport related parking for up to 150 cars (amended description, amended plans and additional information received).

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

The Principal Planning Officer, Marc Robinson, provided a verbal summation of the application and drew the Committee's attention to applicant's existing situation and the recent history of the site.

The Committee then considered the application.

Refused for the reasons set out in report [PES/207](#).

Item 003

CR/2016/0557/RG3

25 lfield Drive, lfield, Crawley.

Driveway with hardstanding and crossover.

Councillor F Guidera withdrew from the meeting before the presentation and took no part in the discussion or voting on the item.

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

The Principal Planning Officer, Val Cheesman, provided a verbal summation of the application and informed the Committee that additional drawing CBC 0003 should be noted and considered.

In response to queries made by the Committee, the PPO stated that the drainage arrangements were appropriate as the run off from the hardstanding would be onto the remaining grassed area of the front garden as shown on drawing CBC 0003, which is to be added to the drawings list on the Decision Notice.

The Committee then considered the application.

Permitted subject to conditions and informatives set out in report [PES/207](#).

Item 004

CR/2016/0558/RG3

The Barn, Tilgate Park, Tilgate Drive, Tilgate, Crawley.

Removal of metal shutters on south elevation of the barn and replace with stud work wall clad with timber and bi-fold doors.

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

The Principal Planning Officer, Marc Robinson, provided a verbal summation of the application and proposed that an additional condition be included regarding the specific style and colour of the bi-fold doors.

The Committee then considered the application and agreed that the following new condition be added:

New Condition No.3

“The doors shall be installed in the 4-2-2 configuration (page 11) with an exterior finish in anthracite grey (page 8) of the Aspect, Beautifully designed, easy to install PVC-U bi-fold doors, Euorcell brochure unless otherwise agreed in writing by the Local Planning Authority.

REASON: To ensure a building of quality in accordance with policy CH3 of the Crawley Borough Local Plan 2015-2030.”

Permitted subject to conditions set out in report [PES/207](#).

26. Closure of Meeting

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

I T IRVINE
Chair

Crawley Borough Council

Minutes of the Overview and Scrutiny Commission Monday 5 September 2016 at 7.00pm

Present:

Councillor B A Smith (Chair)
Councillor R G Burgess (Vice-Chair)
Councillors T G Belben, Dr H S Bloom, C A Cheshire, I T Irvine, T Rana, K Sudan
and L Vitler

Also in Attendance:

Councillor M G Jones

Mr J G Smith MBE, Honorary Freeman and Alderman

Apologies for Absence: Councillors M L Ayling and R A Lanzer

Officers Present:

Lindsay Adams Community Development Manager
Jos Berreen Benefits Case Officer
Heather Girling Democratic Services Officer
Lee Harris Chief Executive
Karen Hayes Head of Finance, Revenues and Benefits

21. 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 Dr H S Bloom	26	Cabinet Member Discussion with the Cabinet Member for Public Protection and Community Engagement	Personal Interest – Wife is a Trustee of Crawley Community Voluntary Service

22. Minutes and Matters Arising

The minutes of the meeting of the Commission held on [27 June 2016](#) were approved as a correct record and signed by the Chair.

23. Public Question Time

No questions from the public were asked.

24. Transformation Update – Benefits Redesign

The Commission received an update from the Head of Finance, Revenues and Benefits and the Benefits Case Officer on the Benefits System Thinking Review.

The main conclusions from the ‘check phase’ were:

- There was a disproportionate amount of evidence being requested.
- A large burden was being placed on customers.
- Letters were being issued that were not easy to understand.

As a result of the ‘redesign’ several changes were made to the system:

- There were now individual caseworkers allocated to customers, involved in the process “end to end” ensuring one contact for the entire process.
- The footfall throughout the “face to face” area had reduced and assessments were being completed more swiftly.
- The team shared learning and all the information was held in one place as a result of improved technology. There was recognition that Systems Thinking had changed the team’s thinking, behaviour and as a result improved performance.

During the discussion, the following points were expressed:

- There was recognition that assigning individual caseworkers was helpful to customers.
- It was considered beneficial that information and communication had been simplified.
- Real time information allowed for improved tracking of fraudulent claims.

RESOLVED

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

25. Safer Crawley Partnership Annual Review 2015-2016 and Priorities for 2016-17

The Commission considered report [CEx/46](#) with the Chair of the Safer Crawley Partnership and the Community Development Manager, which provided the annual performance report of the Community Safer Partnership along with the future priorities.

During the discussion, the following points were expressed:

- The Safer Crawley Partnership priorities for 2016/2017 had been agreed as issues for Crawley based on consultation with partnership agencies, stakeholder events and having identified the emerging issues.
- Recognition that cyber-enabled crimes were increasing and there was a new Cybercrime Unit being established by the Police and Crime Commissioner to tackle these issues.
- There was an appreciation that the Community Mental Health Social Worker recruited within the NASB Team had resulted in positive outcomes.

- Acknowledgement that safeguarding awareness was being instructed throughout institutions and agencies in relation to child sex exploitation. CSE awareness training had previously been offered to all licensed taxi/private hire drivers in Crawley. There has been approximately 25% take up from taxi drivers and further opportunities to attend the training would be offered later in the year.
- Reduction in speeding was still considered an important issue and was now co-ordinated through Sussex Safer Roads Partnership.
- Members acknowledged the specific offences that had increased since the previous year including noting a rise in sexual offences and supported preventative measures including various approaches such as community safety booklet and working with Trading Standards. Members suggested that self-defence classes in schools might be a good preventative measure, however it was recognised that the latter would require funding and resources.
- The Street Community was identified as a priority for the Partnership as this had become a prevalent issue over the last few years. A multi-agency approach provided necessary help, assistance and working together to move people on while ensuring they were fully aware of how they could access a range of support available. However, some individuals already had pending homelessness applications and offers of accommodation in other local authority areas and had no connection to Crawley. In this respect, partner agencies had offered necessary support wherever possible. The Partnership worked with different group and agencies to discuss the services to identify the options best suited for individuals. The 'alternative giving' campaign had been a sensitive but successful approach.
- Intelligence gathering would continue to assist in the Serious and Organised Crime (SOC) approach by the joint Sussex and Surrey Police and Crime Commissioners SOC Steering Group. This work was supported by WSCC multi-agency partnership working.
- Clarification was sought on the police performance year comparison and whether the trends were peculiar to Crawley.

RESOLVED

That the report be welcomed and Members looked forward to seeing the next report in a year's time.

26. **Cabinet Member Discussion with the Cabinet Member for Public Protection and Community Engagement**

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

The following topics were discussed:

- With references made to 'public protection', Councillor Jones noted that his role included the Chair of the Safer Crawley Partnership, Community Safety Improvement Programme (COMSIP) budget and overview changes to the Fire and Rescue Services. It also involved regular meetings with Chief Inspector Padwick and holding a position on the Police and Crime Panel.
- COMSIP was intended to secure a range of small-scale physical improvements to the built environment with the objective to reduce crime, fear of crime, and fear of anti-social behaviour. If a scheme was considered to be feasible and cost-effective, the council contacts residents local to the scheme, inviting comments to assess whether the scheme was supported. If the community safety

improvements suggested at consultation was widely supported, the scheme was added to the programme of projects.

- In terms of neighbourhood forums, Councillor Jones commented that it was important to engage with the community at all levels. Many forums work with the council and provide an effective feedback mechanism. Members acknowledged that communication and consultation can prove challenging but lead to effective outcomes.
- It was recognised that working with the voluntary sector features in many different activities. For instance the establishing of the community grants process and the Community Needs Partnership. Councillor Jones noted the regular work with Crawley CVS and following the request for more participation into the Town Twinning partnership, would welcome further work on Town Twinning if appropriate.

RESOLVED

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

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

[South East Coast Ambulance Service NHS Foundation Trust Unified Recovery Plan](#)

- SECAMB would work with the Care Quality Commission (CQC) to resolve the issues it identified with a Remedial Action Plan being put in place.
- Issues appeared to be linked to staff and resources.
- Report to be taken back to HASC when further information and evidence was available.

[Sussex Patient Transport Service](#)

- Locality based improvement plans were being implemented.
- An independent enquiry report would be circulated to members of the HASC when published.

[Central Sussex Stroke Services Review](#)

- It was proposed to develop a fully compliant Hyper Acute Stroke Unit with a co-located Acute Stroke Unit at Royal Sussex County Hospital in Brighton, with no HASU or ASU provided at Princess Royal Hospital at Haywards Heath.

[Royal Sussex County Hospital](#)

- The [Care Quality Commission](#) (CQC) had rated Royal Sussex County Hospital in Brighton as inadequate and NHS Improvement had placed the Trust in Special Measures.
- A detailed recovery plan would be produced and further details would be reported to HASC.

28. Update on Scrutiny Panels

Review of Democratic Structures

Membership: Councillors: B A Smith (Chair), Dr H S Bloom, R G Burgess, I T Irvine, T Lunnon, K Sudan and K J Trussell

The next meeting of the Panel was scheduled for 15 September 2016.

Crawley Leisure Card

Membership: Councillors: M L Ayling (Chair), R S Fiveash, F Guidera, B McCrow and R Sharma

The last meeting of the Panel took place on 11 July 2016 and it is anticipated the final report will be reported to OSC and Cabinet in October 2016.

29. Forward Plan – October 2016 and Provisional List of Reports for the following meetings of the Commission

The Commission considered the latest version of the Forward Plan and the provisional lists of reports for future meetings. The referrals included:

October 2016

Article 4 Direction for Manor Royal (Light Industrial to Residential (Provisional Referral)

Affordable Housing Delivery Programme: Redevelopment of 257/259 Ifield Road & Budget for Woolborough Road (Provisional Referral)

Crawley 2030: Supplementary Planning Documents (Full Referral)

30. Closure of Meeting

The meeting ended at 9.57pm.

B A Smith
Chair

Crawley Borough Council

Minutes of Governance Committee 20 September 2016 at 7.00pm

Present:

Councillor	J Stanley (Chair)
Councillor	R D Burrett (Vice–Chair)
Councillors	D Crow, C R Eade, M G Jones, S J Joyce, 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
Lucasta Grayson	Head of People and Technology
Mez Matthews	Democratic Services Officer
Andrew Oakley	Electoral Services Manager

1. Councillor R D Burrett

The Chair welcomed back Councillor Burrett following his recent absence through ill health and expressed his pleasure at having him return as Vice Chair of the Committee.

2. Councillor S J Joyce

The Chair welcomed Councillor Joyce to the Committee who had been appointed as a fully serving Committee member for the current municipal year.

3. 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 6	West Sussex County Council Electoral Boundary Review – Polling District Amendments	Personal Interest as he was a West Sussex County Councillor

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor D G Crow	Minute 6	West Sussex County Council Electoral Boundary Review – Polling District Amendments	Personal Interest as he was a West Sussex County Councillor
Councillor M G Jones	Minute 6	West Sussex County Council Electoral Boundary Review – Polling District Amendments	Personal Interest as he was a West Sussex County Councillor
Councillor P K Lamb	Minute 6	West Sussex County Council Electoral Boundary Review – Polling District Amendments	Personal Interest as he was a West Sussex County Councillor
Councillor R A Lanzer	Minute 6	West Sussex County Council Electoral Boundary Review – Polling District Amendments	Personal Interest as he was a West Sussex County Councillor

4. Minutes

The minutes of the meeting of the Committee held on [14 March 2016](#) were approved as a correct record and signed by the Chair. Following a query from the Committee, the Head of Legal and Democratic Services advised that the names of Members voting for or against a proposal, as well as those Members abstaining from the vote were only noted in the case of a recorded vote.

5. Changes to the Constitution

The Committee considered report [LDS/121](#) of the Head of Legal and Democratic Services which proposed changes to the Constitution. The Head of People and Technology informed the Committee that the proposed delegation would assist the Council with both staff recruitment and retention. The Committee was reassured that the proposed delegation only related to minor amendments to the nationally agreed pay structures.

RESOLVED

RECOMMENDATION 1

That the Full Council be recommended that the amendments to the Constitution proposed in Appendix A to these minutes be agreed.

6. West Sussex County Council Electoral Boundary Review – Polling District Amendments

The Committee considered report [LDS/120](#) of the Head of Legal and Democratic Services which informed the Committee of the final recommendations of the Local Government Boundary Commission for England for future electoral arrangements for West Sussex County Council (WSSCC) (August 2016) and requested that the Committee consider the amendments to the scheme of polling districts for Crawley to reflect the new county division boundaries.

The Committee noted a few minor clerical corrections were required to pages B6 and B7 of the report as follows:

- Page B6 (paragraph 5.5) - That the second sentence be amended to read as follows: "Part of **LLB** now falls within Northgate and West Green Division...."
- Page B7 (paragraph 5.5) – that the table be amended to include polling district LLC under the Northgate and West Green division

RESOLVED

RECOMMENDATION 2

That the Full Council be recommended to approve the creation of polling districts LFD, LKC, LLC, LI and LMC with the boundaries and polling stations as set out in Section 5 of report [LDS/120](#) subject to the minor clerical corrections identified above.

7. Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 7.07pm.

J STANLEY
Chair

CHANGES TO THE CONSTITUTION

<u>Function</u>	<u>Proposed amendment</u>	<u>Reason for amendment</u>
<p>Functions of the Appointments and Investigating Committee– Page 65 (Lucasta Grayson)</p>	<p>Where appropriate:</p> <ul style="list-style-type: none"> Deleted wording is shown as crossed through Additional wording is shown in bold <p>Include an additional delegation under function (24) as follows:</p> <p>“(24) The application of nationally negotiated pay awards to locally agreed pay structures</p> <p><u>The following function is delegated to the Head of People and Technology</u> The application of nationally negotiated pay awards to locally agreed pay structures</p> <p><u>The following function is delegated to the Head of People and Technology following consultation with the Cabinet Member for Resources</u> To approve minor amendments to nationally agreed pay structures, following consultation with the Cabinet Member for Resources and in line with the Council’s overall policies and the budget, and subject to the publication of such decisions in the Members’ Information Bulletin.”</p>	<p>There is no delegation at present for any locally agreed amendments to pay structures. The proposed addition is consistent with the current delegation on policies and procedures and will allow HR to consider potential minor changes in pay structures in response to the Council’s concern about recruitment and retention of employees as identified in the Council’s corporate risk register.</p>

Crawley Borough Council

Minutes of Audit Committee

28 September 2016 at 6.30pm

Present:

Councillor	K Sudan (Chair)
Councillor	C R Eade (Vice Chair)
Councillors	R D Burrett, I T Irvine and Portal Castro.

Also in Attendance:

Councillor A C Skudder.

Officers Present:

Roger Brownings	Democratic Services Officer
Gillian Edwards	Audit and Risk Manager
Karen Hayes	Head of Finance, Revenues and Benefits
Mark Rice	Fraud Investigator
Stuart Small	Fraud Investigator

13. Apologies for Absence

With all the Committee's Members being present at this meeting, there were no apologies for absence.

14. Members' Disclosures of Interests

There were no disclosures of interest.

15. Minutes

The minutes of the meeting of the Committee held on **26 July 2016** were approved as a correct record and signed by the Chair.

Reference was made by a Member to Minute No. 6 (Internal Audit Progress Report as at 30 June 2016, Incorporating Risk Management Update as at 30th June 2016). In this connection, the Head of Finance, Revenues and Benefits confirmed that as requested at the Committee's 26 July meeting, she had circulated clarification on the agreed delegated process for approving the use of monies from Section 106 Agreements, whilst also indicating that this process was currently being reviewed by

officers, in consultation with the Cabinet Member for Planning and Economic Development.

16. Fraud Team Report

The Committee considered report **FIN/391** of the Corporate Fraud and Inspections Manager, which focused on activity for the period from 8 July 2016 to 22 August 2016. The Team had looked further into a wide range of fraud and loss against the Council.

The report indicated that the Team had continued to perform successfully. Mark Rice and Stuart Small (Fraud Investigators from the Team) took this opportunity to brief the Committee on specific areas of the Team's work, including, for example, that in respect of Right to Buy and the Single Person Discount. The Committee was provided with details of cases investigated and the Team's associated interventions, whilst a discussion took place on the Team's work generally. Members acknowledged that a fraud awareness training package was soon to be rolled out for all staff across the Council. Members sought and received clarification on a number of issues raised, whilst the Chair thanked both Mark and Stuart for enhancing Members' understanding of the work undertaken.

RESOLVED

That the report be noted.

17. Internal Audit Progress Report as at 31st August 2016 Incorporating Risk Management Update as at 31st August 2016

The Committee considered report **FIN/394** of the Audit and Risk Manager. The purpose of the report was primarily to update the Committee on the progress made towards the completion of the 2015/2016 and 2016/2017 Internal Audit Plans, and to report on the progress made in implementing the previous recommendations. The report also included an update on the Council's Strategic Risks.

The Committee discussed and noted all the Audit Plan reviews in progress, along with other work as detailed in the report. With regard to car park income, the Audit and Risk Manager agreed to a Member's request to circulate to Members shortly clarification as to the possibility of car parking machines (in Council operated car parks) being able to accept the use of debit and credit cards - thus increasing convenience of payment, whilst reducing the amount of money held by those machines.

With regard to the Crawley Deposit Service (formerly known as the Rent Deposit Service), the Audit and Risk Manager confirmed that as indicated in the report, the Service had received an audit opinion of substantial. A Member of the Committee referred to recent meetings of the Committee at which he had sought assurances that concerns he had previously raised regarding that Service had now been dealt with and resolved accordingly. With this in mind the Member indicated that he was now happy to accept the changes to the way the Service now operated, acknowledged the substantial audit opinion given, and considered the matter closed.

The Committee discussed the update provided on Risk Management. Members received clarification on issues arising, whilst in response to comments from a Member, it was confirmed by the Head of Finance, Revenue's and Benefits that with

regard to the matter of recruitment and retention, details on starters and leavers - which had not been included in recent publications of the Council's Information Bulletin, would be reintroduced to that document shortly.

RESOLVED

That the Internal Audit Progress Report as at 31 August 2016, Incorporating the Risk Management Update as at 31 August 2016, be noted.

18. Closure of Meeting

The meeting ended at 7.30 pm.

K SUDAN
Chair

Crawley Borough Council

Minutes of the Overview and Scrutiny Commission Monday 3 October 2016 at 7.00pm

Present:

Councillor B A Smith (Chair)
Councillors M L Ayling, T G Belben, Dr H S Bloom, C A Cheshire, I T Irvine,
R A Lanzer and K Sudan

Also in Attendance:

Councillor S J Joyce, P K Lamb and P C Smith

Apologises for Absence:

Councillors R G Burgess and L Vitler

Absent:

Councillor T Rana

Officers Present:

Karen Dodds Head of Crawley Homes
Heather Girling Democratic Services Officer
Lee Harris Chief Executive
Sallie Lappage Forward Planning Manager
Anthony Masson Senior Planning Officer
Andy Mighall Contracts Manager (Crawley Homes)
Paul Windust Corporate Accounting & Treasury Services Manager

31. Members' Disclosure of Interests and Whipping Declarations

No disclosures of interests or whipping declarations were made.

32. Minutes and Matters Arising

The minutes of the meeting of the Commission held on [5 September 2016](#) were approved as a correct record and signed by the Chair. Councillor Irvine raised a matter on item 25 (Safer Crawley Partnership Annual Review 2015-2016 and Priorities for 2016-17) and wished to minute that some Members had questioned the identification of 'Street Community' as a priority for the Safer Crawley Partnership for 2016-17.

33. Public Question Time

No questions from the public were asked.

34. Treasury Management Outturn 2015/16

The Commission considered report [FIN/393](#) with the Leader of the Council and the Corporate Accounting and Treasury Services Manager. The regulatory environment places responsibility on Members for the review and scrutiny of the treasury management policy and activities. The report provided details of the outturn position for treasury activities and highlighted compliance with the Council's policies previously approved by Members.

During the discussion, the following points were expressed:

- Support that given the uncertainty within the current economic climate, the internally managed funds earned an average rate of return of 0.96%.
- It was acknowledged that longer term investments with higher yields had matured during the year and so the average rate of return would continue to fall.
- Further information was requested to be provided in future reports with reference to the detailed holdings (maturity date/rate). It was felt that the investment duration profile would be pertinent in future reports.
- Queries sought and obtained on higher yielding investments with lower ratings. The primary consideration for the Council is the security of the investment. However, alternative investment instruments are being explored and approval for such instruments will be brought to Council for approval later in the year.

RESOLVED

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

35. Crawley 2030: Supplementary Planning Documents (SPDs) Climate Change; Green Infrastructure; Town Centre; Urban Design

The Commission considered report [SHAP/55](#) with the Cabinet Member for Planning and Economic Development, Forward Planning Manager and Senior Planning Officer. The report outlined a summary of each of the SPDs, together with a brief overview of the representations received through the consultation and the changes made to the documents since their publication for consultation. SPDs should be used where they can help applicants make successful planning applications or aid infrastructure delivery. A series of new SPDs have been prepared to aid the interpretation and implementation of the new adopted Crawley Borough Local Plan (Crawley 2030).

Members' comments included:

- Acknowledgement that SPDs would provide guidance to aid planning applications and infrastructure delivery.
- Support for the heritage guidance featured within the Urban Design SPD.
- Support for the 'Authority Monitoring Report' to be regularly included in Members' Information Bulletin when available.
- Whilst it was acknowledged it was not entirely related to the SPD process it was recognised that the monitoring of planning applications and conditions would be undertaken by the Enforcement Team.

RESOLVED

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

36. Proposed further Article 4 Direction for Manor Royal (Light Industrial Class B1c)

The Commission considered report [SHAP/56](#) of the Head of Strategic Housing and Planning Services. The report proposed a non-immediate Article 4 Direction for Manor Royal. This would restrict the permitted development rights afforded by the Town and Country (General Permitted Development Order) 2015 that allow changes of use from light industrial (Class B1c) to dwelling houses (Class C3) without the need for planning permission. The Article 4 would withdraw these rights within Manor Royal because of the adverse impact these changes are having on the supply of employment floor space and the commercial operation of the Business District.

During the discussion with the Cabinet Member for Planning and Economic Development, the Forward Planning Manager and the Senior Planning Officer, the following points were made:

- Members commended the officers in the compilation of the work undertaken and that the experience is shared with other agencies and partners.
- Recognition that an Article 4 Direction provides the protection and control against various classes of development.
- There was strong support for the additional Article 4 Direction as it was felt vital to protect the Manor Royal business district area.
- Appreciation that whilst there was significant unmet housing need, new housing should only be provided in areas that are appropriate for residents to live.

RESOLVED

That the Commission supported the recommendations to the Cabinet

37. Affordable Housing Delivery Programme: Redevelopment of 257/259 Ifield Road, West Green, Crawley & Budget Approval for development of Woolborough Road (Northgate Surgery) Northgate, Crawley

The Commission considered report [CH/168](#) with the Cabinet Member for Housing and the Head of Crawley Homes. The report sought approval for the budget to build residential units on an existing residential site, 257/259 Ifield Road as part of the Council's own build housing programme and delegated authorities to enter into a procurement and feasibility study for this site and the Woolborough Road (Northgate Surgery) site, together with approval to increase the previously agreed budget for the development of Woolborough Road (Northgate Surgery).

The main comments included:

- Confirmation sought and obtained on individual aspects of the various options. Recognition that any loss of garages would potentially result in parking issues elsewhere.
- Acknowledgement that whilst options 2 and 4 had greater property development potential than the preferred option, concern was expressed of overdevelopment, traffic, garden licences and general disruption to the area. Option 3 meanwhile would retain the existing garages and would result in the least amount of impact on the local community.

RESOLVED

That the Commission supported the recommendations to the Cabinet

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

The Commission considered report [OSC/250](#) of Councillor K Sudan on behalf of the Joint Scrutiny Task and Finish Group which set out the findings and recommendations from the West Sussex Joint Scrutiny Review of Housing Provision for Care Leavers which was undertaken by a Joint Scrutiny Task and Finish Group.

During the discussion, the following points were expressed:

- Support for the work of the Task and Finish Group, together with the existing joint working protocol in place for district and borough councils. The Commission took the opportunity to thank Councillor Sudan for her involvement and work in the Task and Finish Group.
- Recognition that local authorities have a duty to ensure continued involvement in supporting local people as they leave care of a county council and move into independence.
- Support for the responsibility and monitoring of the recommendations to reside with the Corporate Parenting Panel and West Sussex County Council.

RESOLVED

That the Commission agreed to endorse the recommendations to the Cabinet and that these should be passed to West Sussex County Council.

39. **Crawley Leisure Card Scrutiny Panel Final Report**

The Commission considered report [OSC/251](#) of Councillor M L Ayling as Chair of the Crawley Leisure Card Scrutiny Panel. The Panel was established to investigate the scope, advantages and disadvantages of introducing a 'Crawley Leisure Card' for various facilities within across the borough.

The Commission held a detailed discussion with the Chair of the Panel and various views and ideas were raised. Members supported the recommendations listed in section 8.1 (a-h) of the report. However, some Members felt that the report was not fully comprehensive and the following comments and recommendations should be included:

- Acknowledgement that the majority of facilities were now not run by the council, making a town wide concession scheme logistically difficult to implement and administer.
- Recognition that the Active Crawley card provided discounts at K2 Crawley similar to the Leisure Plus card.
- Specific support for recommendation 8.1 'g' that the possibility of discounts should be investigated in any future contract negotiations.
- Disappointment expressed that a town-wide leisure card had not been achieved and user groups had not been reflected in the report. As a result, the following recommendations were made:

- i. That consideration be given to enter into discussions with current contractors regarding the possibility of providing discounts for Crawley residents.
- ii. That consideration be given whether the “percentage of community use” could continue to be accommodated for Crawley residents in any future contract negotiations.
- iii. That consideration be given to the potential of introducing a Crawley resident charge/discount within council run facilities where possible – for example adventure playgrounds and Tilgate Nature Centre. It was recognised that the Five Year Business Plan for Tilgate Park and Nature Centre was approved in 2015 and varying discount options may affect the income received by the Council.
- iv. That consideration be given to the potential to offer Crawley resident group sessions at K2 Crawley. (There was however concern that this could result in regional segregation between individuals and classes).

RESOLVED

That the Commission agreed to support the recommendations to the Cabinet but wished the additional comments and recommendations to be taken in account.

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

Councillor K Sudan provided an update from the HASC meeting on 29 September 2016. Key items of discussion included:

- Royal Sussex County Hospital and Central Sussex Stroke Services Review – it was noted that there were proposals to centralise the Hyper Acute Stroke services and Acute Stroke services at the Royal Sussex County Hospital, Brighton
- Patient Transport Services - feedback from provider trusts whose patients use the service, and from patients themselves, had been that the service was much improved from its poor start. However, it was acknowledged that the improvement was not embedded across the whole of Sussex and the situation is monitored closely.
- Adults’ Services Transformation Project – changes were proposed in how Adult Social Care would be delivered in West Sussex in order to ensure sustainability and to help those with social care needs, and that their families and carers have a better quality of life. A new vision for Adult Social Care was being developed which included a community based operating model with a focus on “strength based conversations”. The new model emphasised an approach based on collaboration with people, their families and carers.

41. Update on Scrutiny Panels

Review of Democratic Structures

Membership: Councillors: B A Smith (Chair), Dr H S Bloom, R G Burgess, I T Irvine, T Lunnon, K Sudan and K J Trussell

The last meeting of the Panel took place on 15 September 2016 and it was anticipated the final report will be reported to OSC and Governance Committee in November 2016.

42. Forward Plan – October 2016 and Provisional List of Reports for the following meetings of the Commission

The Commission considered the latest version of the Forward Plan and the provisional lists of reports for future meetings. The referrals included:

November 2016

Safeguarding Children, Young People and Adults at Risk Policy 2016 – Provisional Referral

43. Closure of Meeting

The meeting ended at 9.30pm.

B A Smith
Chair

Crawley Borough Council

Minutes of Cabinet Wednesday 5 October 2016 at 7.30pm

Present:

Councillors

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

Also in Attendance:

Councillors M L Ayling, D Crow and K Sudan

Officers Present:

Ann-Maria Brown	Head of Legal and Democratic Services
Karen Dodds	Head of Crawley Homes
Lee Harris	Chief Executive
Diana Maughan	Head of Strategic Housing and Planning Services
Chris Pedlow	Democratic Services Manager

13. Members' Disclosure of Interests

No disclosures of interests were made by Members.

14. Minutes

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

15. Public Question Time

There were no questions from the public.

16. Matters Referred to the Cabinet

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

17. Report from the Chair of the Overview and Scrutiny Commission

The comments from the Overview and Scrutiny Commission had been circulated to all Cabinet Members. Details of those comments are provided under the minute to which the comments refer.

18. Treasury Management Outturn for 2015/16

The Leader presented report [FIN/393](#) of the Head of Finance, Revenues and Benefits to the Cabinet. The Cabinet was informed that Members were required under regulations to regularly review and scrutinise the Council's treasury management policy and performance. The report provided details of the outturn position for treasury activities and highlighted compliance with the Council's policies previously approved by Members. In considering the report Cabinet was pleased with the outturn for the 2015/2016 and thanked the officers for their hard work in achieving this.

The Cabinet noted the Overview and Scrutiny Commission's comments on the report and its comments to the Cabinet following consideration of the matter at its meeting on 3 October 2016.

Councillor Crow was invited to speak on the item.

RESOLVED

That Cabinet:

- 1) approves the actual 2015/16 Prudential and Treasury Indicators as set out in report FIN/393.
- 2) notes the Annual Treasury Management Report for 2015/16.

Reasons for Decision

This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2015/16. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

19. Crawley 2030: Supplementary Planning Documents (SPDs) Climate Change; Green Infrastructure; Town Centre; Urban Design

The Cabinet Member for Planning and Economic Development presented the report [SHAP/55](#) of the Head of Strategic Housing and Planning Services to Cabinet. The report outlined a summary of each of the SPDs, together with a brief overview of the representations received through the consultation and the changes made to the documents since their publication for consultation. SPDs should be used where they can help applicants make successful planning applications or aid infrastructure delivery. A series of new SPDs have been prepared to aid the interpretation and implementation of the new adopted Crawley Borough Local Plan (Crawley 2030).

The Cabinet noted the Overview and Scrutiny Commission's comments on the report following consideration of the matter at its meeting on 3 October 2016.

RESOLVED

That Cabinet:

- 1) approves the Planning and Climate Change Supplementary Planning Document as an adopted council planning policy document to be taken into account as a material planning consideration in the determination of planning applications.
- 2) approves the Green Infrastructure Supplementary Planning Document as an adopted council planning policy document to be taken into account as a material planning consideration in the determination of planning applications.
- 3) approves the Town Centre Supplementary Planning Document as an adopted council planning policy document to be taken into account as a material planning consideration in the determination of planning applications.
- 4) approves the Urban Design Supplementary Planning Document as an adopted council planning policy document to be taken into account as a material planning consideration in the determination of planning applications,
- 5) delegates authority for approval of final minor text changes, formatting and editing of the SPDs and for any subsequent revisions required to reflect council or national policy changes to the Head of Strategic Housing and Planning Services in consultation with the Cabinet Member for Planning & Economic Development.

Reason for Decision

Following the adoption of the Crawley Borough Local Plan 2015-2030 in December 2015, it was recognised that a number of the new policies would benefit from expansion and explanation to ensure the council helps facilitate the delivery of development and maintains an efficient and high quality development management process. Supplementary Planning Documents (SPDs) assist in supporting successful planning applications, clarifying policy requirements, and also providing examples of best practice and setting out the council's aspirations which developers may be able to help deliver.

Four SPDs have been produced to aid the interpretation of the Crawley Borough Local Plan:

- Planning and Climate Change
- Green Infrastructure
- Town Centre
- Urban Design

20. Proposed Article 4 Direction for Manor Royal (Light Industrial to Residential)

The Cabinet Member for Planning and Economic Development introduced report [SHAP/56](#) of the Head of Strategic Housing and Planning Services, which proposed a non-immediate Article 4 Direction for Manor Royal. It was noted that the Article 4 would

restrict the permitted development rights afforded by the Town and Country (General Permitted Development Order) 2015 that allow changes of use from light industrial (Class B1c) to dwelling houses (ClassC3) without the need for planning permission. The Article 4 would withdraw these rights within Manor Royal because of the adverse impact these changes are having on the supply of employment floor space and the commercial operation of the Business District.

In considering the report the Cabinet expressed its concerns over the principle of General Permitted Development Orders, as it supersede planning requirements over the size and location of dwellings. Members felt that the Article 4 proposal was extremely important to help to maintain a strong and business focused Manor Royal, which was be of great importance to the prosperity of the Borough.

Councillor Crow was invited to speak on the item.

RESOLVED

The Cabinet:

- 1) approves the making of a non-immediate Article 4 Direction under the Town and Country (General Permitted Development Order) 2015 as amended for Manor Royal removing permitted development rights for changes of use from light industrial (Class B1c) to dwelling houses (ClassC3) for the area outlined in bold on the plan at Appendix 1.
- 2) delegates the authority to the Head of Strategic Housing and Planning Services in consultation with the Cabinet Member for Planning and Economic Development to formally confirm the non-immediate Article 4 Direction following the 12 month notification period, if having fully considered all representations made during the consultation period, they are of the opinion that the Article 4 Direction should be made.

Reason for Decision

1. There is a strong potential for economic growth in Crawley, with many existing companies seeking to expand their operations, and new companies enquiring about opportunities to locate in the town. However, the borough has a very limited supply of available business land, and the Local Plan identifies a land supply deficit of 35 hectares. The council has already taken steps to protect the business function of Manor Royal by making two Article 4 Directions which remove permitted development rights that had allowed offices (B1a) and storage & distribution (B8) uses to convert to residential (C3).
2. The Government has now announced its intention to further widen permitted development rights relating to commercial premises and a further Article 4 Direction is required if the Council is to continue to safeguard employment land at Manor Royal.

21. Affordable Housing Delivery Programme: Redevelopment of 257/259 Ifield Road, West Green, Crawley & Budget Approval for development of Woolborough Road (Northgate Surgery) Northgate, Crawley

The Cabinet Member for Housing presented report [CH/168](#) of the Head of Crawley Homes, that sought approval for the budget and delegated authorities to enter into a procurement and feasibility study to build residential units on an existing residential site, 257/259 Ifield Road as part of the Council's own build housing programme together with approval to increase the previously agreed budget for the development of Woolborough Road (Northgate Surgery).

The Cabinet noted the Overview and Scrutiny Commission's comments on the report following consideration of the matter at its meeting on 3 October 2016.

RESOLVED

RECOMMENDATION 3

That Cabinet recommends to Full Council

- 1) the approval of a budget of £1.27m from the Housing Revenue Account and Right to Buy one-for-one receipts for 257/259 Ifield Road West Green, Crawley for the construction of 6 No 2 Bed Houses, as outlined in Option 3 in paragraph 6.4 of the report.
- 2) to agree an increase in the allocated budget from the Housing Revenue Account and Right to Buy one-for-one receipts for the Woolborough Road, Northgate scheme from £1.4m to £1.8m
- 3) authorises officers to enter into the procurement of a contractor in accordance with the Council's Procurement Code to assist with the feasibility and delivery of 257/259 Ifield Road, West Green, Crawley and the Woolborough Road site and delegates authority to the Head of Crawley Homes to approve the appointment of a contractor in consultation with the Head of Strategic Housing and Planning Services, Head of Finance, Revenues and Benefits, and the Cabinet Member for Housing.

Reason for Decision

1. The proposed scheme would provide social rented housing for the residents on the register in need of Social Housing within Crawley.
2. 257/259 Ifield Road, West Green requires redevelopment due to the structural problems of the two houses on the site and the site offers the opportunity for increased density.
3. The previous budget estimate for Woolborough Road was based on an old redevelopment design and it is now considered that more housing units can be achieved for this scheme.

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

The Cabinet Member for Housing introduced report [OSC/250](#) of the Joint Scrutiny Task and Finish Group (JSTFG), which set out the findings and recommendations from the Joint Scrutiny Review of Housing Provision for Care Leavers. The Cabinet invited Councillor Sudan, the Council representative on the Joint Task Group to provide further background and context to the investigation that had taken place along with the recommendations before them.

The report had been considered at the Overview and Scrutiny Commission's meeting on 3 October 2016 and it was noted the Commission support of the Joint Task Group's findings.

RESOLVED

- 1) That the findings of the Joint Scrutiny Task and Finish Group, including reviewing the current approach for Care Leavers provision and how this was dealt with in West Sussex are endorsed;
- 2) That the endorsement be passed on to West Sussex County Council to enable them to implement appropriate amendments and the relevant approaches.

Reason for Decision

The overarching West Sussex Joint Scrutiny Steering Group agreed to set up a Joint Scrutiny Task and Finish Group to undertake a review the housing provision for young people leaving local authority care to ensure the accommodation needs and associated support in the community for young people leaving care were identified and procedures put in place to ensure that agencies work in partnership to achieve it. This included:

- ensuring that the Joint Working Protocol was working effectively to enable housing providers to provide an adequate range of accommodation to meet the assessed needs of young people as they leave care and to give care leavers the best start in the transition to independent adulthood.
- obtaining clarification from the Government on whether or not young people aged under 21 years of age are to lose their entitlement to housing benefit until they reach 21 years.
- recommend any further changes if appropriate and necessary.

23. Crawley Leisure Card Scrutiny Panel Final Report

The Cabinet Member for Wellbeing introduced report [OSC/251](#) of Crawley Leisure Card Scrutiny Panel, which had been chaired by Councillor Ayling. The Panel was established to investigate the scope, advantages and disadvantages of introducing a 'Crawley Leisure Card' for various facilities within across the borough.

The report had been considered at the Overview and Scrutiny Commission's meeting on 3 October 2016.

Councillor Ayling was invited to provide the Cabinet with some further context and insight to the Panel's investigation and to their rationale for the proposed recommendations. Councillor Crow also spoke on the item.

In considering the report the Cabinet Members acknowledged that the Commission had included some further recommendations, for their deliberation. It was felt that the initial Panels' proposal were well evidenced and therefore they were content to support them.

RESOLVED

That Cabinet:

- 1) notes the comments made by the Overview and Scrutiny Commission, within their comment sheet OSC/252
- 2) agrees the actions and recommendations of the Scrutiny Panel to as set out in Section 8 of report [OSC/251](#).

Reason for Decision

1. To enable the Council to consider improvements to accessing leisure facilities within the town, either through admission or marketing.
2. That given the financial pressures one of the main objectives for the Council was an increased focus on achieving (new) sources of income, whilst ensuring that the service objectives are not comprised, taking into account the ability to pay for services by users. It was important that residents continue to benefit from services which might otherwise have to be reduced or withdrawn.
3. Following the Panel's work, evidence identified that there was not strong justification to introduce a 'Crawley Leisure Card' for various facilities within the town as it was not financially viable. The town had evolved since the introduction of the Leisure Plus card with the majority of council facilities being operated under partnership/contractor arrangements.
4. It may be possible to improve the marketing and publicity regarding the numerous leisure activities and offers already in existence within the town.

24. 2016/2017 Budget Monitoring – Quarter 1

The Leader presented report [FIN/392](#) of the Head of Finance, Revenues and Benefits to the Cabinet which provided a summary of the Council's actual revenue and capital spending up to the first quarter ending June 2016. It identified the main variations from the approved spending levels and any potential impact on future budgets.

RESOLVED

That Cabinet notes the projected outturn for the year 2016/2017 as summarised in report FIN/392.

Reason for Decision

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

25. Urgent Action

The Leader informed the Cabinet that urgent action had been taken under paragraph 1.5 of the Leader and Cabinet Procedure Rules in Part 4 (Rules of Procedure) of the Constitution to enter into a 12 month exclusivity agreement with both Westrock Ltd. and Haywards Health Investments LDA, and not solely with Westrock (as originally set out in report HPS/05).

The urgent action enabled Westrock Ltd/Haywards Health Investments LDA to appoint the architect, designers and potentially District Heat Network specialists, who would work with Members and officers to design a new civic building and develop an overall scheme which can be negotiated and costed to ensure that it provides the council with a building and overall development that is 'fit for purpose' and meets Members' aspirations.

RESOLVED

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

26. Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 8.12pm.

P K LAMB
Chair