

# Minutes of meetings held between

22 February 2017  
&  
22 March 2017

## **Part A and Part B items**

The Council is reminded that, as is the usual practice, all of the enclosed minutes will be debated in Part A (open session) unless any Councillor considers it likely that information that is exempt from disclosure is likely to be disclosed during the debate. In these circumstances, they may move the deferral of the item(s) until the end of the meeting after the press and public have been excluded to avoid confidential or exempt information being disclosed.

During the debate in open session, Councillors are asked to be mindful of the fact that information such as that relating to legal advice received, individuals' financial affairs or information that might be commercially sensitive is exempt from disclosure and should not be disclosed.

All Councillors will be advised, as soon as possible, if for any reason the Mayor is convinced, prior to the meeting of the full Council that any debate should be held in closed session.





# Crawley Borough Council

## Minutes of the Full Council

Wednesday 22 February 2017 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 F Guidera, I T Irvine, M G Jones, S J Joyce, P K Lamb, R A Lanzer, T Lunnon, K McCarthy, B McCrow, C J Mullins, M W Pickett, 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:** Mr P Nicolson – Appointed Independent Person.

**Officers Present:**

|                 |  |
|-----------------|--|
| Ann-Maria Brown | Head of Legal and Democratic Services. |
| Peter Browning  | Deputy Chief Executive                 |
| Lee Harris      | Chief Executive                        |
| Karen Hayes     | Head of Finance, Revenue and Benefits  |
| Chris Pedlow    | Democratic Services Manager            |

### 73. Apologies for Absence

Councillors R S Fiveash, K L Jaggard, D M Peck and C Portal Castro  
Mr A Quine – Honorary Freeman and Alderman.

### 74. Members' Disclosures of Interests

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

### 75. Communications

#### Departure of Lee Harris - Chief Executive

The Mayor then invited representatives from each party to pay their tributes to Lee Harris, Chief Executive, who would be leaving the Council on Friday 25 February 2017 after 8 years' service with the Council. Councillor Lamb, Leader of the Council and Councillor Lanzer, who was Leader at the time of Lee's appointment, on behalf of each of their respective Groups, paid their heartfelt thanks and tributes to Lee Harris' work for the Council during his time as the Chief Executive.

Lee Harris, then addressed the Council, thanked them for their support during his tenure and for the tributes made. He noted that he would still be working with the Council in his new role for West Sussex County Council as the Director with areas of

responsibility, including roads and traffic and looked forward to seeing how Crawley evolves in the future under its new Chief Executive.

The Mayor then paid his own personal tribute to Lee for his support during his Mayoral year and then moved this which was seconded that a vote of thanks be recorded. The proposal was unanimously agreed

## RESOLVED

That the Full Council's thanks be recorded in respect of Lee Harris for all his hard work as Chief Executive during his 8 year tenure at Crawley Borough Council.

### Notice of Precept

The Head of Legal and Democratic Services confirmed that the Notice of Precept had been received from the Police and Crime Commissioner for Sussex and West Sussex County Council following the publication of both the agenda and the minute book for this meeting of the Full Council. Those precept details had since been circulated to all Members, and a further recommendation (Recommendation 3) would be moved in relation to the 2017/2018 Budget and Council Tax.

## 76. Public Question Time

| Questioner's Name<br>Subject   | Name of Councillor(s) Responding   |
|--|--|
| <p>Mr M Crane, (Bewbush)</p> <p>Would the Council have the freehold to the proposed new Town Hall and does the Council have to leave its current building?</p> | <p>Councillor Skudder – (Cabinet Member for Resources)</p> <p>I cannot go into too much detail on the proposal for the proposed new Town Hall, but can confirm that the proposal before the Full Council tonight does include the Council retaining the freehold to the new Town Hall Building.</p> <p>The proposal does include the Town Hall moving away from the current footprint, to the location of the Civic hall and Council Chamber.</p>  |
| <p>Mr O'Neil, (Bewbush)</p> <p>What is the complaint process for complaints against the Chief Executive and why aren't Councillors directly involved?</p>      | <p>Cllr P Lamb – (Leader of the Council)</p> <p>The Council has a very clear complaints process, which I believe you have been sent. Members get involved in complaints, once disciplinary procedures were pursued. I am aware of your complaints against the Council and its senior officers and that some have been examined by the Ombudsman as an independent body. The Full Council was not the place to discuss your or any individual complaints, but I am willing to meet you to discuss your concerns outside of the meeting.</p> |

## 77. Minutes

The minutes of the meeting of the Full Council held on [14 December 2016](#) were approved as a correct record and signed by the Mayor, subject to a clerical correction in Minute 69, page 17, the Minute should read Councillor Vitler and not Councillor Vickers.

## 78. 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, reserved for debate only).   | Subject (Recommendation to Full Council, reserved for debate)   |
|----------------------|---|---|---|
| 18                   | Licensing Committee – 2 November 2016. (Minute 7)<br>Conservative Group                 |   | Hackney Carriage and Private Hire Licensing Policy Revisions Post Consultation<br><br><b>(Recommendation 1)</b>           |
| 56                   | Planning Committee 30 January 2017 (Minute 56)<br>Conservative Group                    | CR/2016/0780/ARM Phase 3A, Forge Wood, North East Sector Crawley, |   |
| 65<br>&<br>76        | Cabinet – 8 February 2017 (Minute 46)<br><br>Supplementary Agenda<br><i>Both Groups</i> |   | 2017/18 Budget and Council Tax<br><br><b>(Recommendation 2)</b><br><br>Notice of Precept<br><br><b>(Recommendation 3)</b> |
| 67                   | Cabinet – 8 February 2017 (Minute 49)<br><i>Conservative Group</i>                      |   | 2016/2017 Budget Monitoring - Quarter 3<br><br><b>(Recommendation 5)</b>  |
| 70                   | Cabinet – 8 February 2017 (Minute 52)<br><i>Both Groups</i>                             |   | Crawley Town Hall Site Redevelopment Scheme<br><br><b>(Recommendation 6)</b>  |

## 79. Reports of the Cabinet, Overview and Scrutiny Commission and Committees

Moved by Councillor Quinn (as the Deputy Mayor), and

### RESOLVED

(1) That the following reports be received:-

- a) Licensing Committee – 2 November 2016.
- b) Planning Committee – 5 December 2016.
- c) Planning Committee – 3 January 2017.
- d) Overview and Scrutiny Commission – 9 January 2017.
- e) Planning Committee – 30 January 2017.
- f) Overview and Scrutiny Commission – 6 February 2017.
- g) Cabinet – 8 February 2017.

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

### **Treasury Management Strategy 2017/2018, Cabinet – 8 February 2017, (Recommendation 4)**

The Full Council considered report [FIN/404](#) of the Head of Finance, Revenues and Benefits

### RESOLVED

That the Full Council approves:

- 1) the allocation of £50,000 funded from in year underspends to set up a budget to support the procurement of a new Leisure contract for the period after November 2018, as set out in section 6.2 of the report [FIN/403](#)
- 2) that the Constitution be amended to delegate the following responsibility to the Head of Finance, Revenues and Benefits in relation to Virements and Other Spending Limits (paragraph 3 of the Financial Procedure Rules):

*“Virements of up to £50,000 from in year underspends between existing budgets which do not commit the Council to future year’s expenditure.”*

## 80. Reserved Items

These included the reserved items containing a recommendation to Full Council which were dealt with as set out in Minute Numbers 81, 82, 83, 84, 85 and 86 below:-

**81. Hackney Carriage and Private Hire Licensing Policy Revisions Post Consultation – Licensing Committee, 2 November 2016 (Recommendation 1)**

The Committee had considered report [PES/225](#) of the Head of Economic and Environmental Services, the purpose of which was to consider the consultation responses in relation to the proposed addition of a Penalty Points Scheme (Scheme) and a Driver Code of Conduct (Code) to the Council's Hackney Carriage and Private Hire Vehicle Licensing Policy (Policy). Councillor Pickett moved the report and its recommendations, which was seconded by Councillor Ayling.

Councillor R G Burgess also spoke on the report.

**RESOLVED**

That the Full Council's approves the amendments to the Hackney Carriage and Private Hire Vehicle Licensing Policy:-

- (i) to add both a Penalty Points Scheme and a Driver Code of Conduct as set out in Appendix A to [PES/225](#) report; and
- (ii) delegates jointly to the Chair of Licensing and the Environmental Health Manager (or the Head of Economic and Environmental Services) the authority to make minor revisions to the Hackney Carriage and Private Hire Vehicle Licensing Policy.

**82. CR/2016/0780/ARM Phase 3A, Forge Wood, North East Sector Crawley – Planning Committee, 30 January 2017**

Councillor B J Burgess, on behalf of the Conservative Group, stated that the rationale for bringing forward this item for debate was that there was significant concerns over the garden sizes of a substantial amount of properties on the Forge Wood development. In discussing the items it was noted that advice on the garden sizes contained within the report was only for guidance purposes and not our policy. As a result, 50% of properties in the application would have gardens less than the guidance and of those, 25% of the properties was 30% smaller than the guidance. Reference was also made on the reduction of the useable land as a result of the unexpected extensive flooding problems, meaning the required 1900 dwellings were having to be built in a greatly reduced area.

Councillors Burrett, McCarthy Lamb, P Smith, Joyce, Crow and Irvine also spoke on the subject.

**83. 2017/18 Budget and Council Tax Cabinet – 8 February 2017 (Recommendation 2)**

The Leader of the Council, Councillor Lamb addressed the Council and made his budget speech, in doing so presented report [FIN/401](#) of the Head of Finance, Revenues and Benefits, which set out the Budget and level of Council Tax for the year 2017/18. It was noted that the report detailed each of the Revenue, Capital and Housing Revenue Accounts that combine together to formulate 'The Budget'. In proposing the level of Council Tax for the Financial Year 2017-2018, each of those accounts identified had

been considered. The combined proposal ensured that the Council had a balanced Budget. It was noted that the report had been considered by the Cabinet on 8 February 2017 and by the Overview and Scrutiny Commission at its meeting on 6 February 2017.

The Full Council was reminded that regulations required all Councils at their annual budget meetings to adopt the practice of recorded votes - that is recording in the minutes of the meeting how each member present voted on any decision relating to the Annual Budget and Council Tax. This applied not only to substantive budget motions to agree the budget and setting council taxes, including precepts, but also on any amendments proposed.

The Leader of the Opposition, Councillor Duncan Crow addressed the meeting and made his budget speech, and moved **Conservative Amendment 1** in relation to the Budget report. The amendment read:

***Conservative Amendment 1***

***Recommendation 2 part 1*** – *To re-introduce free admission to the Tilgate Nature Centre during the winter period, by removing the proposed increase in council-funded Unison hours and by allocating the unused reserves from the 2016/17 Quick Wins budget instead of returning them to the capital reserve, so that there is no negative effect on the 2017/18 budget.*

The amendment was seconded by Councillor Guidera.

The Mayor then opened up the general debate on the proposed amendment and on the proposed substantive Budget report. The Full Council undertook a full and detailed debate on the Budget with Councillor Ayling, B J Burgess, R G Burgess, Burrett, Cheshire, Guidera, Irvine, Jones, Joyce, Lanzer, Lunnon and Mullins all spoke in the general debate.

At the conclusion of the discussion Members expressed their thanks and appreciation for the work carried out by Karen Hayes (Head of Finance, Revenues and Benefits), the Finance Division generally and the Budget Advisory Group (BAG).

The Mayor then called for a vote on the **Conservative amendment 1** as moved by Councillor Crow and seconded by Councillor Guidera. In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the names of the Members voting for and against the Amendment to the Budget were recorded as set out below:-

Voting in Favour: Councillors: Belben, Dr Bloom, B J Burgess, R G Burgess, Burrett, Crow, Eade, Guidera, Lanzer, McCarthy, McCrow, Stone, Tarrant, Trussell and Vitler (15)

Voting Against: Councillors: Ayling, Cheshire, Irvine, Jones, Joyce, Lamb, Lunnon, Mullins, Pickett, Quinn, Rana, Sharma, Skudder, B A Smith, P C Smith, Stanley, Sudan, and Thomas. (18)

Abstentions: Councillors: None (0)

The Mayor declared the proposed Conservative amendment 1 had fallen – votes in favour 15, and votes against 18 with 0 abstention.



The Mayor then called for a vote on the **Substantive Budget report** and recommendation as moved by Councillor Lamb and seconded by Councillor Joyce. In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the names of the Members voting for and against the Budget recommendations were recorded as set out below:-

Voting in Favour: Councillors: Ayling, Belben, Dr Bloom, B J Burgess, R G Burgess, Burrett, Cheshire, Crow, Eade, Guidera, Irvine, Jones, Joyce, Lamb, Lanzer, Lunnon, McCarthy, McCrow, Mullins, Pickett, Quinn, Rana, Sharma, Skudder, B A Smith, P C Smith, Stanley, Stone, Sudan, Tarrant, Thomas, Trussell and Vitler. (33)

Voting Against: Councillors: None (0)

Abstentions: Councillors: None (0)

The Mayor declared the recommendation was carried – votes in favour 33, and votes against 0 with 0 abstention.

## **RESOLVED**

That the Full Council approves:

- 1) the proposed 2017/18 General Fund Budget including savings and growth as set out in section 6 and Appendix 1 and Appendix 2 of the report [FIN/401](#),
- 2) the proposed 2017/18 Housing Revenue Account Budget as set out in section 10 and Appendix 3 of the report [FIN/401](#),
- 3) the 2016/17 to 2019/20 Capital Programme and funding as set out in paragraph 11.5 of the report [FIN/401](#),
- 4) that the Council's share of Council Tax for 2017/18 be increased by 2.52% from £189.27 to £194.04 for a band D property as set out in paragraphs 5.5.1 and 13.3,
- 5) the Pay Policy Statement for 2017/2018 as outlined in paragraph 16.3 and Appendix 6 of the report [FIN/401](#).

### **84. Notice of Precept Cabinet – 8 February 2017 (Recommendation 3)**

Councillor Lamb referred to the receipt of the Notice of Precept from the Police and Crime Commissioner for Sussex and West Sussex County Council, which had been circulated separately as Recommendation 3.

Moved by Councillor Lamb, seconded by Councillor Joyce and

Following approval of the Council's budget in Recommendation 2, and in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the names of the Members voting for and against Recommendation 3 were recorded as set out below:-

Voting in Favour: Councillors: Ayling, Belben, Dr Bloom, B J Burgess, R G Burgess, Burrett, Cheshire, Crow, Eade, Guidera, Irvine, Jones, Joyce, Lamb, Lanzer, Lunnon, McCarthy, McCrow, Mullins, Pickett, Quinn, Rana, Sharma, Skudder, B A Smith, P C Smith, Stanley, Stone, Sudan, Tarrant, Thomas, Trussell and Vitler. (33)

Voting Against: Councillors: None (0)

Abstentions: Councillors: None (0)

The Mayor declared the recommendation was carried – votes in favour 33, and votes against 0 with 0 abstention.

## RESOLVED

That the Full Council approves:

- 1) That it be noted that on 14 December 2016 the Leader of the Council under delegated powers calculated the Council Tax Base 2017/18 for the whole Council area as **33,893.5** [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and
- 2) That the Council Tax requirement for the Council's own purposes for 2017/18 is calculated at £6,576,695
- 3) That the following amounts be calculated for the year 2017/18 in accordance with Sections 31 to 36 of the Act:

|     |              |   |
|-----|--------------|---|
| (a) | £120,963,077 | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.   |
| (b) | £114,386,382 | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.  |
| (c) | £6,576,695   | being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act). |
| (d) | £194.04      | being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).                               |
| (e) | £0           | being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.  |

|     |         |  |
|-----|---------|--|
| (f) | £194.04 | being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates. |
|-----|---------|--|

- 4) That it be noted that the County Council and the Police and Crime Commissioner for Sussex have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.
- 5) That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2017/18 for each part of its area and for each of the categories of dwellings.

### COUNCIL TAX SCHEDULE 2017/18

|        | CRAWLEY BOROUGH COUNCIL | WEST SUSSEX COUNTY COUNCIL | POLICE AND CRIME COMMISSIONER FOR SUSSEX | TOTAL            |
|--------|-------------------------|----------------------------|--|------------------|
| BAND A | £129.36                 | £837.06                    | £102.61                                  | <b>£1,069.03</b> |
| BAND B | £150.92                 | £976.57                    | £119.71                                  | <b>£1,247.20</b> |
| BAND C | £172.48                 | £1,116.08                  | £136.81                                  | <b>£1,425.37</b> |
| BAND D | £194.04                 | £1,255.59                  | £153.91                                  | <b>£1,603.54</b> |
| BAND E | £237.16                 | £1,534.61                  | £188.11                                  | <b>£1,959.88</b> |
| BAND F | £280.28                 | £1,813.63                  | £222.31                                  | <b>£2,316.22</b> |
| BAND G | £323.40                 | £2,092.65                  | £256.52                                  | <b>£2,672.57</b> |
| BAND H | £388.08                 | £2,511.18                  | £307.82                                  | <b>£3,207.08</b> |

- 6) That it be determined in accordance with Section 52ZB Local Government Finance Act 1992 that the Council's basic amount of Council Tax for 2017/18 is NOT excessive in accordance with principles approved by the Secretary of State under Section 52ZC of the Act.

**85. 2017/18 Budget Monitoring - Quarter 3  
Cabinet – 8 February 2017 (Recommendation 5)**

The Cabinet considered report [FIN/403](#) of the Head of Finance, Revenues and Benefits. Councillor Lamb moved the report and its recommendations, which was seconded by Councillor Joyce.

Councillor Crow moved **Conservative Amendment 2** in relation to the 2017/18 Budget Monitoring report. The amendment read:

***Conservative Amendment 2***

**Recommendation 5, Part 1)** – *‘To ring fence the £1.247m allocated for the Environmental Improvements Budget to ensure it is used for increasing neighbourhood parking provision in areas of need, and as a result, invite councillors and residents to submit residential streets for consideration for future schemes.’*

The amendment was seconded by Councillor Burrett and Councillors Dr Bloom, B J Burgess Guidera, Jones, Lamb, Lanzer, Lunnon, B A Smith Stanley and Thomas also spoke on the proposed amendment.

A recorded vote was requested on the proposed **Conservative Amendment 2**.

Voting in Favour: Councillors: Belben, Dr Bloom, B J Burgess, R G Burgess, Burrett, Crow, Eade, Guidera, Lanzer, McCarthy, McCrow, Stone, Tarrant, Trussell and Vitler (15)

Voting Against: Councillors: Ayling, Cheshire, Irvine, Jones, Joyce, Lamb, Lunnon, Mullins, Pickett, Quinn, Rana, Sharma, Skudder, B A Smith, P C Smith, Stanley, Sudan, and Thomas. (18)

Abstentions: Councillors: None (0)

The Mayor declared the proposed amendment has fallen – votes in favour 15, and votes against 18 with 0 abstention.

Councillors Lanzer and Mullins then spoken on the substantive report. Councillor Lamb moved the substantive report and its recommendations, which was seconded by Councillor Joyce.

**RESOLVED**

That the Full Council approves:

- 1) the Treasury Prudential Indicators and the Minimum Revenue Provision (MRP) Statement contained within Section 5 of the report [FIN/404](#);
- 2) the Treasury Management Strategy contained within Section 6 of the report [FIN/404](#);

- 3) the Investment Strategy contained within Section 7, and the detailed criteria included in Appendix 3 of the report [FIN/404](#);

## 86. Duration of the Meeting (Guillotine)

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

## 87. Crawley Town Hall Site Redevelopment Scheme Cabinet – 8 February 2017 (Recommendation 6)

The Cabinet Member for Resources presented report DCE/02 of the Deputy Chief Executive, which sought approval in the principle for the significant redevelopment of the current Crawley Town Hall Site. It was noted that the report had been considered by the Cabinet on 8 February 2017 and by the Overview and Scrutiny Commission at its meeting on 6 February 2017

Councillor Crow moved **Conservative Amendment 3** in relation to the Crawley Town Hall Site Redevelopment Scheme report. The amendment read:

### ***Conservative Amendment 3***

#### **Recommendation 6, part 3)**

*The funding as set out in Report DCE/02, with the exception of using the Environmental Improvement Budget to fund the District Heat Network, by seeking alternative capital funding, so that the Environmental Improvements Budget can be used to increase neighbourhood parking provision in badly affected areas in Crawley.*

The amendment was seconded by Councillor Stone.

A recorded vote was requested on the proposed **Conservative Amendment 3**.

Voting in Favour: Councillors: Belben, Dr Bloom, B J Burgess, R G Burgess, Burrett, Crow, Eade, Guidera, Lanzer, McCarthy, McCrow, Stone, Tarrant, Trussell and Vitler (15)

Voting Against: Councillors: Ayling, Cheshire, Irvine, Jones, Joyce, Lamb, Lunnon, Mullins, Pickett, Quinn, Rana, Sharma, Skudder, B A Smith, P C Smith, Stanley, Sudan, and Thomas. (18)

Abstentions: Councillors: None (0)

The Mayor declared the proposed amendment has fallen – votes in favour 15, and votes against 18 with 0 abstention.

## 88. Duration of the Meeting (Guillotine)

As the business had not been completed within the additional period of 30 minutes after the vote on continuation, and in line with Council Procedure Rule 2.2, the Mayor required the Full Council to consider if it wished to continue with the meeting and having

put it to the Council, the meeting was continued for an additional period not exceeding 30 minutes.

**89. Crawley Town Hall Site Redevelopment Scheme  
Cabinet – 8 February 2017 (Recommendation 6) – *Continued***

The Mayor opened the debate up for discussion on the substantive report and recommendations in relation to the Crawley Town Hall Site Redevelopment Scheme. Councillors Dr Bloom, B J Burgess, Burrett, Crow, Guidera, Lamb, Lanzer, Lunnon, Skudder, B Smith, and P Smith all spoke during the lengthy debate on the substantive report.

Councillor Lamb moved the substantive report and its recommendations, which was seconded by Councillor Skudder and a recorded vote was requested on the substantive recommendations.

Voting in Favour: Councillors: Ayling, Dr Bloom, Cheshire, Crow, Guidera, Irvine, Jones, Joyce, Lamb, Lanzer, Lunnon, McCarthy, MeCrow, Mullins, Pickett, Quinn, Rana, Sharma, Skudder, B A Smith, P C Smith, Stanley, Stone, Sudan, Tarrant, Thomas and Vitler. (27)

Voting Against: Councillors: Belben, B J Burgess, Burrett, and Eade (4)

Abstentions: Councillors: None (0)

The Mayor declared the recommendation was carried – votes in favour 27, and votes against 4 with 0 abstention.

**RESOLVED**

That the Full Council:

- 1) approves the agreement to:
  - the development and submission of a planning application to redevelop the Town Hall site and the adjacent decked car park site generally in accordance with the master plan in Appendix A of report DCE/02 to provide approximately 250 residential units (of which 40% should be affordable housing), a new town hall, commercial office space above the town hall, a site and phase 1 of a District Heat Network, a public square, enhancements to Exchange Road car park and additional parking spaces. The planning application for the redevelopment of the site is likely to be submitted by the landowner of the adjacent decked car park site, Haywards Heath Investments (LDA), or their developer, Westrock, but the application may be in joint names with the Council.
  - the Council becoming the landlord of the commercial office space above the proposed Town Hall
  - the Council ensuring that the District Heat Network is capable of being extended to other sites in the town centre
  - the upgrading of Exchange Road car park as part of the redevelopment
  - the Council being provided with additional car parking spaces as a result of additional land from Haywards Heath Investments (LDA) forming part of the redevelopment proposals.

- 2) approves the funding as set out in the Report DCE/02
- 3) notes and agrees the potential operational implications of the redevelopment for customers, members of the Council, staff and the community in the proposed new Town Hall and during the construction phase.
- 4) delegates to the Deputy Chief Executive, in consultation with the Leader, Cabinet Member for Resources, Head of People & Technology and Head of Partnership Services, any operational changes in service delivery, together with the building/site layout and design of the Town Hall and multi storey car park, including internal layout and finishes. These decisions will only be made following staff and member consultation.
- 5) delegates the negotiation of the terms of the relevant legal documentation to the Deputy Chief Executive in consultation with the Head of Legal and Democratic Services, the Head of Finance, Revenues and Benefits and with the Leader of the Council. Further that, subject to the satisfactory negotiation of terms of the proposed redevelopment in favour of the Council to delegate the approval of the Final legal documentation necessary to secure the proposed redevelopment to the Deputy Chief Executive, the Head of Legal and Democratic Services, the Head of Finance, Revenue and Benefits in consultation of the Leader of the Council.
- 6) delegates to the Deputy Chief Executive and the Head of Legal and Democratic Services the authorisation to seal and complete the legal documentation on behalf of the Council.
- 7) notes the implications of the proposed Town Centre District Heat Network and subject to demand and business case, the potential future capital implications of expanding the network in due course.

**90. Interim Appointments of Acting Chief Executive, Head of Paid Service, Returning Officer and Electoral Registration Officer (Recommendation 7)**

The Full Council considered the report as contained within the agenda for the interim appointments of Acting Chief Executive, Head of Paid Service, Returning Officer, Electoral Registration Officer and Deputy Electoral Registration Officer. Councillor Lamb moved the recommendation and was seconded by Councillor Joyce.

**RESOLVED**

That the Full Council:

- 1) appoints Peter Browning (Deputy Chief Executive) as the Acting Chief Executive and Head of Paid Service, until a newly appointed Chief Executive is in post.
- 2) appoints Ann-Maria Brown, (Head of Legal and Democratic Services) as the Council's Returning Officer and Electoral Registration Officer, until a newly appointed Chief Executive is in post.
- 3) appoints Andrew Oakley (Electoral Services Manager) as the Council's Deputy Electoral Registration Officer.

- 4) approves that the Head of Legal and Democratic Services be empowered to amend the Council's Constitution and the relevant Schemes of Delegation to take into account the above interim appointments, to ensure that the Council is able to function seamlessly in the interim

## 91. Members' Written Questions

Members' written questions, 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 Leader of the Council                             |
| Subject      | HRA and housing expenditure  |
| Questioner   | Councillor Burrett   |
| Addressed to | Cabinet Member for Housing.  |
| Subject      | Delivery of the 40% affordable housing as required in the Local Plan |
| Questioner   | Councillor Jaggard   |
| Addressed to | Cabinet Member for Planning and Economic Development:                |
| Subject      | Parking bays for housing units with the Town Centre                  |
| Questioner   | Councillor Crow  |
| Addressed to | Cabinet Member for Resources   |
| Subject      | Freedom of Information Requests                                      |

## 92. Announcements by Cabinet Members

No announcements were made by the Cabinet.

## 93. Questions to Cabinet Members

| Name of Councillor asking Question<br>Subject  | Name of Cabinet Member(s)<br>Responding  |
|--|--|
| Councillor B A Smith to the Leader of the Council<br><br><i>Will the Leader write to West Sussex County Council over where we as a Town in terms of care beds available for those residents that leave hospital, but still require care?</i> | Councillor Lamb – <i>(Leader of the Council)</i><br><br><i>I will certainly write to West Sussex on this matter.</i> |



|   |   |
|---|---|
| <p>Councillor Vitler to the Cabinet Member for Planning and Economic Development</p> <p><i>What support is being provided to minimise the disruption to the stores in Queens Square as the regeneration work to the square is taking place?</i></p>   | <p>Councillor P C Smith – (Cabinet Member for Planning and Economic Development).</p> <p><i>We have met with all the retailers in Queens Square and the Queensway. We have a successful Town Centre Partnership. There is a dedicated website that keeps up-to-date news on the works. There has been one or two businesses that have had some concerns about the impact of the work and we have been working with them directly.</i></p>                               |
| <p>Councillor Crow to the Cabinet Member for Resources</p> <p><i>Is he concerned with the results of the recent staff survey, which over ¼ of staff felt that they couldn't raise areas of concern with their line manager?</i></p>   | <p>Councillor Skudder – (Cabinet Member for Resources)</p> <p><i>Not all staff are happy and I personally have some concerns with the findings of the survey. I am taking steps to look at what could be done to improve staff's happiness generally. Hopefully the decisions taken tonight to build a new Town Hall with a better working environment will help with staff morale, by having a better place to work. So yes, I do share some of your concerns.</i></p> |
| <p>Councillor Irvine to the Cabinet Member for Wellbeing</p> <p><i>Will the Cabinet Member please keep a watching brief over the heritage feature in Broadfield park, the pear arch that has been around for 100 years, which has recently been subject to some vandalism?</i></p>                          | <p>Councillor Mullins – (Cabinet Member for Wellbeing)</p> <p><i>Thank you for bringing it to my attention. I was not aware of the arch, but I will go and visit it and will work with officer's to ensure that it remains as you say, it should be a heritage feature of both Broadfield Park and the Town.</i></p>  |
| <p>Councillor Stone to the Cabinet Member for Environmental Services and Sustainability</p> <p><i>Are you aware of the sheer number of rubber bands being dropped/ discarded by Royal Mail postmen across the town as they do their rounds and would he raise the issue with the Royal Mail bosses?</i></p> | <p>Councillor Thomas – (Cabinet Member for Environmental Services and Sustainability)</p> <p><i>I was not aware of this issue and it has not been high on my list of issues. However I will speak to officers on this matter to look at the best way of communicating with the Royal Mail over this issue.</i></p>  |

|  |  |
|--|--|
| <p>Councillor Burrett to the Leader of the Council</p> <p><i>Does he feel that the 40% target of affordable homes as set in our local Plan, was still realistic, considering the answer supplied to written councillor question submitted on the same issue</i></p>  | <p>Councillor Lamb – (Leader of the Council)</p> <p>The whole point of having 40% level set within the Local Plan for affordable housing, was it was our aspiration on what we should aim to achieve of the level of affordable housing that we find acceptable within any development. Yes, we aren't always able to achieve that level. However realistically if we had set a lower level, i.e. 30% we would then likely be achieving an even lower level to that 30%, as developers would say that figure was not financially achievable. 40% affordable housing should be our aim on all developments and we do push for that level.</p>   |
| <p>Councillor Guidera to the Cabinet Member for Public Protection and Community Engagement</p> <p><i>Following the recent rape conviction and other criminal events that have occurred in and surrounding Goffs Park, what has and what can the Council do to make Goffs Park a safer place for our residents?</i></p> | <p>Councillor Jones – (Cabinet Member for Public Protection and Community Engagement)</p> <p><i>We take those issues extremely seriously, yes there has been a number of incidents near and in Goffs Park in recent years. I've kept in contact with Crawley District Commander on matters linked to our Parks.</i></p> <p><i>The long and short of it was, that some of the incidents happen at the middle of the Park at night. This makes it difficult to scrutinise anything practically, as people should not be using the park at that time. The Police have increased their patrols on the Horsham Road and they keep a close eye on the Goffs Park entrance as part of their patrol.</i></p> <p><i>If you have any specific concerns, I'm happy to speak to you in private on this matter.</i></p> |

**94. Questions to Committee Chairs**

There were no questions asked to the Committee Chairs.

**95. Closure of Meeting**

The meeting ended at 11.03pm

R Sharma  
**Mayor**

## Appendix A

### Members' Disclosures of Interests

| Member                | Agenda Item No. | Name and date of Cabinet/ Committee and Minute No. | Page No. | Subject or Planning Application No.   | Type and Nature of Disclosure.  |
|-----------------------|-----------------|--|----------|---|---|
| Councillor R A Lanzer | 3               | Full Council<br>23 February 2017<br>Minute 75      | 2        | Communications  | Personal Interest as a Member of West Sussex County Council.  |
| Councillor P C Smith  | 7(1)(c)         | Planning Ctte-<br>3 January 2017<br>Minute 50      | 41       | CR/2016/0501/FUL<br>Wingspan Field<br>and Part of Donkey<br>Field, Betts Way,<br>Langley Green,<br>Crawley. | Personal Interest as he was a Local Authority Director of the Manor Royal Business Improvement District and was the Cabinet Member for Planning and Economic Development. |
| Councillor P C Smith  | 7(1)(c)         | Planning Ctte-<br>3 January 2017<br>Minute 50      | 42       | CR/2016/0502/FUL<br>.<br>Donkey Field, Betts<br>Way, Langley<br>Green, Crawley.                             | Personal Interest as he was a Local Authority Director of the Manor Royal Business Improvement District and was the Cabinet Member for Planning and Economic Development. |
| Councillor P C Smith  | 7(1)(c)         | Planning Ctte-<br>3 January 2017<br>Minute 50      | 48       | CR/2016/0722/FUL<br>Land at Faraday<br>Road, Northgate,<br>Crawley  | Personal Interest as he was a Local Authority Director of the Manor Royal Business Improvement District and was the Cabinet Member for Planning and Economic Development. |
| Councillor P C Smith  | 7(1)(c)         | Planning Ctte-<br>3 January 2017<br>Minute 50      | 48       | CR/2016/0820/FUL<br>Fleming House,<br>Fleming Way,<br>Northgate, Crawley                                    | Personal Interest as he was a Local Authority Director of the Manor Royal Business Improvement District and was the Cabinet Member for Planning and Economic Development. |

|  |           |  |    |  |  |
|--|-----------|--|----|--|--|
| Ann-Maria Brown, Head of Legal and Democratic Services | 7(1)(c)   | Planning Ctte-<br>3 January 2017<br>Minute 50                          | 43 | CR/2016/0838/FUL<br>5 Perryfield Road,<br>Southgate,<br>Crawley.                                   | Personal Interest - knew one of the objectors who was addressing the Committee on this application. Ann-Maria Brown left the meeting before the presentation and took no part in the discussion on the item. |
| Ann-Maria Brown, Head of Legal and Democratic Services | 7(1)(c)   | Planning Ctte-<br>3 January 2017<br>Minute 50                          | 43 | CR/2016/0839/FUL<br>13 Perryfield Road,<br>Southgate,<br>Crawley.                                  | Personal Interest - knew one of the objectors who was addressing the Committee on this application. Ann-Maria Brown left the meeting before the presentation and took no part in the discussion on the item. |
| Councillor R A Lanzer                                  | 7(1)(d)   | Overview and Scrutiny Commission<br>Monday 9 January 2017<br>Minute 69 | 51 | Transformation Update – Sheltered Housing Redesign   | Personal Interest as a Member of West Sussex County Council.   |
| Councillor R D Burrett                                 | 7 (1) (d) | Overview and Scrutiny Commission – 9 January 2017 – Minute 69          | 51 | Transformation Update – Sheltered Housing Redesign   | Personal Interest as a Member of West Sussex County Council.   |
| Councillor R D Burrett                                 | 7 (1) (d) | Overview and Scrutiny Commission – 9 January 2017 – Minute 71          | 53 | Health and Adult Social Care Select Committee (HASC)   | Personal Interest as a Member of West Sussex County Council.   |
| Councillor P C Smith                                   | 7(1)(e)   | Planning Committee<br>30 January 2017<br>Minute 56                     | 57 | CR/2016/0864/NCC<br>The Cooperative Food, Balcombe Road, Pound Hill, Crawley.                      | Personal Interest as he was a Member of the Cooperative Party.   |
| Councillor P C Smith                                   | 7(1)(e)   | Planning Committee<br>30 January 2017<br>Minute 56                     | 58 | CR/2016/0932/FUL<br>Papergraphics Ltd,<br>Diva Innovation Centre, Crompton Way, Northgate, Crawley | Personal Interest as he was a Local Authority Director of the Manor Royal Business Improvement District and was the Cabinet Member for Planning and Economic Development.                                    |

|  |                              |   |            |   |   |
|--|------------------------------|---|------------|---|---|
| Councillor<br>R A Lanzer   | 7(1)(f)<br>7(1)(g)<br>and 8  | Overview and<br>Scrutiny<br>Commission<br>Monday 6 February<br>2017 Minute 77 &<br>Cabinet –<br>8 February 2017<br>Minute 47  | 60<br>& 65 | 2017/18 Budget<br>and Council Tax             | Personal Interest –<br>Member of LGPS   |
| Councillor<br>P K Lamb   | 7(1)(f)<br>7(1)(g)<br>and 8  | Overview and<br>Scrutiny<br>Commission<br>Monday 6 February<br>2017 Minute 77 &<br>Cabinet –<br>8 February 2017<br>Minute 47  | 60<br>& 65 | 2017/18 Budget<br>and Council Tax             | Personal Interest as a<br>Member of West Sussex<br>County Council.                              |
| Councillor<br>M G Jones  | 7(1)(f)<br>7(1)(g)<br>and 8  | Overview and<br>Scrutiny<br>Commission<br>Monday 6 February<br>2017 Minute 77 &<br>Cabinet –<br>8 February 2017<br>Minute 47  | 60<br>& 65 | 2017/18 Budget<br>and Council Tax             | Personal Interest as a<br>Member of West Sussex<br>County Council.                              |
| Councillor<br>B A Smith  | 7(1)(f)<br>7(1)(g)<br>and 8  | Overview and<br>Scrutiny<br>Commission<br>Monday 6 February<br>2017 Minute 77 &<br>Cabinet –<br>8 February 2017<br>Minute 47  | 60<br>& 65 | 2017/18 Budget<br>and Council Tax             | Personal Interest as a<br>Member of West Sussex<br>County Council.                              |
| Councillor<br>J Stanley  | 7(1)(g)<br>and 8             | Cabinet –<br>8 February 2017<br>Minute 47   | 65         | 2017/18 Budget<br>and Council Tax             | Personal Interest –<br>Council house tenant.  |
| All Officers<br>attending this<br>meeting of<br>the Full<br>Council. | 7(1)(f),<br>7(1)(g)<br>and 8 | Overview and<br>Scrutiny<br>Commission<br>Monday 6 February<br>2017 Minute 77, &<br>Cabinet –<br>8 February 2017<br>Minute 47 | 60<br>& 65 | 2017/18 Budget<br>and Council Tax             | Personal Interest, as<br>Officers of the Council in<br>relation to the Pay<br>Policy Statement. |
| Councillor<br>M G Jones  | 7(1)(g)<br>and 8             | Cabinet –<br>8 February 2017<br>Minute 49   | 68         | 2016/2017 Budget<br>Monitoring –<br>Quarter 3 | Personal Interest as a<br>Member of West Sussex<br>County Council.                              |

|  |                  |   |    |   |   |
|--|------------------|---|----|---|---|
| Councillor<br>P K Lamb   | 7(1)(g)<br>and 8 | Cabinet –<br>8 February 2017<br>Minute 49 | 68 | 2016/2017 Budget<br>Monitoring –<br>Quarter 3   | Personal Interest as a<br>Member of West Sussex<br>County Council.                    |
| Councillor<br>R A Lanzer   | 7(1)(g)<br>and 8 | Cabinet –<br>8 February 2017<br>Minute 49 | 68 | 2016/2017 Budget<br>Monitoring –<br>Quarter 3   | Personal Interest as a<br>Member of West Sussex<br>County Council.                    |
| Councillor<br>B A Smith  | 7(1)(g)<br>and 8 | Cabinet –<br>8 February 2017<br>Minute 49 | 68 | 2016/2017 Budget<br>Monitoring –<br>Quarter 3   | Personal Interest as a<br>Member of West Sussex<br>County Council.                    |
| Ann-Maria<br>Brown, Head<br>of Legal and<br>Democratic<br>Services | 9                | Full Council<br>Agenda                    | 3  | Interim<br>Appointments of<br>Acting Chief<br>Executive, Head of<br>Paid Service,<br>Returning Officer<br>and Electoral<br>Registration Officer | Personal & Prejudicial<br>Interest – As one of the<br>nominations for<br>appointments |
| Peter<br>Browning<br>Deputy Chief<br>Executive                     | 9                | Full Council<br>Agenda                    | 3  | Interim<br>Appointments of<br>Acting Chief<br>Executive, Head of<br>Paid Service,<br>Returning Officer<br>and Electoral<br>Registration Officer | Personal & Prejudicial<br>Interest – As one of the<br>nominations for<br>appointments |

# Crawley Borough Council

## Minutes of the Full Council

Wednesday 22 March 2017 at 7.04 p.m.

**Present:** Councillor R Sharma (Mayor)  
Councillor B J Quinn (Deputy Mayor)  
Councillors 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 MeCrow, C J Mullins, D M Peck, C Portal Castro, T Rana, A C Skudder, P C Smith, J Stanley, M A Stone, K Sudan, J Tarrant, G Thomas, K J Trussell and L Vitler.

**Also in Attendance:** Mr P Nicolson – Appointed Independent Person.

**Officers Present:** Ann-Maria Brown Head of Legal and Democratic Services  
Peter Browning Acting Chief Executive  
Chris Pedlow Democratic Services Manager

### 96. Minute Silence – Westminster Attack

The Mayor asked all present at the meeting to observe one Minute's silence, as a mark of respect and sympathy for the victims and their families, who suffered as a result of that day's terror attack at Westminster.

### 97. Apologies for Absence

Councillors M W Pickett and B A Smith  
Mr A Quine – Honorary Freeman and Alderman.

**Absent:**

Councillor M L Ayling

### 98. Members' Disclosures of Interests

No delegations of Interests were received.

### 99. Appointment of the Permanent Chief Executive, Head of Paid Service, the Returning Officer and the Electoral Registration Officer

The Leader presented report [PAT/027](#) by the Head of People and Technology and the Leader of the Council to the Full Council, which sort their approval for the appointment of a new Chief Executive, Head of Paid Service, the Returning Officer and the Electoral Registration Officer.

The report detailed that an Appointments and Investigation Committee had been set up for the appointment and that the Committee had met three times and a copy of the minutes for each meeting had been included within the report.

The Leader stated that the Appointments and Investigating Committee's nomination to Council for the new Chief Executive was Natalie Brahma-Pearl and he was extremely happy to endorse their recommendation to the Full Council and looked forward to working with her.

The Leader of the Opposition Councillor Crow, who also was on the Appointments and Investigating Committee seconded the recommendation of Natalie Brahma-Pearl as the new Chief Executive.

Councillors R G Burgess and Stanley also spoke on the report.

The Mayor called for a vote and the recommendations were unanimously agreed.

The Mayor welcomed Natalie Brahma-Pearl to her new role of Chief Executive on behalf of the Full Council.

## **RESOLVED**

That the Full Council:

1. notes the Appointments and Investigating Committee nomination's of Natalie Brahma-Pearl as the new Chief Executive.
2. appoints Natalie Brahma-Pearl to the position of Chief Executive of Crawley Borough Council with effect from 26<sup>th</sup> June 2017, at a salary of £114,508 p.a.
3. appoints Natalie Brahma-Pearl to the designation of Head of Paid Service of Crawley Borough Council under Section 4 of the Local Government and Housing Act 1989 with effect from the 26<sup>th</sup> June 2017.
4. appoints Natalie Brahma-Pearl, as the Returning Officer and the Electoral Registration Officer, with effect from the 26<sup>th</sup> June 2017.

## **100. Closure of Meeting**

The meeting ended at 7.11pm

R Sharma  
**Mayor**



# Crawley Borough Council

## Minutes of Planning Committee

27 February 2017 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, 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                      |
| Mez Matthews   | Democratic Services Officer                 |
| Jean McPherson | Group Manager (Development Management)      |
| Clem Smith     | Head of Economic and Environmental Services |
| Hamish Walke   | Principal Planning Officer                  |

### Apology for Absence:

Councillor S J Joyce

### 58. Lobbying Declarations

The following lobbying declarations were made by Members:

Councillor I T Irvine had been lobbied regarding application CR/2016/1030/FUL.

Councillor P C Smith had been lobbied regarding application CR/2017/0015/CON.

### 59. Members' Disclosure of Interests

The following disclosures of interests were made by Members:

| Member                        | Minute Number | Subject   | Type and Nature of Disclosure  |
|-------------------------------|---------------|---|--|
| Councillor<br>C Portal Castro | Minute 61     | CR/2016/1030/FUL<br>7 Titmus Drive,<br>Tilgate, Crawley | Predetermination as he had been in discussion with the Applicant and would be speaking on their behalf as Ward Member. Councillor Portal Castro left the meeting once he had |

addressed the  
Committee and took no  
part in the discussion or  
voting on the item.

## 60. Minutes

The minutes of the meeting of the Committee held on [30 January 2017](#) were approved as a correct record and signed by the Chair.

## 61. Planning Applications List

The Committee considered report [PES/214](#) 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/214](#) of the Head of Economic and Environmental Services and in the Register of Planning Applications the decisions be given as indicated:-

#### Item 001

#### CR/2016/0662/FUL

Car Park, 11-13 The Boulevard, Northgate, Crawley.

Demolition of existing car park and the erection of a part 3 storey, part 6 storey and part 9 storey building to provide a total of 91 flats with associated parking (amended plans received).

Councillors B J Burgess, B McCrow, M Pickett, P C Smith and M A Stone declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application and provided the following updates to the report:

- West Sussex County Council had advised that it would cost within the region of £15,000-£20,000 to set up a car club in the Town Centre.
- The District Valuer had stated that it would not be viable to provide affordable housing on-site, but £200,000 had been secured towards affordable housing off site. As a result, the recommendation detailed in the report would need to be amended to reflect the contribution towards affordable housing.
- Some of the drawings relating to the application had been updated. The Decision Notice would reflect the updated drawing numbers.
- The reasons for Conditions 18 and 19 should be amended to make reference to Policy ENV10 of the Crawley Borough Local Plan 2015-2030.

The Agent (Mr Peter Rainier) addressed the Committee in support of the application.

The Committee then considered the application. Particular reference was made to car parking and sustainable transport, provision of a car club, amenity space, recreational facilities, proximity of the ground floor flats to the adjacent footpath, projection of the building line, potential impact on the Alms Houses, failure to address Town Centre

SPD requirements, material finish and the effect on the streetscene. In response to queries and concerns raised, the Principal Planning Officer advised that:

- Although the proposal provided little open space, most flats would have balconies or patios and a contribution of £10,978 would be sought towards open space which would be spent on enhancing the Memorial Gardens play area.
- The report included a condition which required details of the proposed boundary treatment along the adjacent footpath to be submitted to and approved by the Council. It was envisaged that the proximity of the development to the footpath would enhance security along the footpath.
- The application before the Committee did not include basement car parking. The Committee was required to take a decision on the application before it.
- Potential purchasers of the flats would be aware of the limited parking when buying a property. A car club could be successful in reducing car ownership.
- Although the Urban Design Officer had raised concern that the building projected forward of the building line and did not meet some of the Town Centre SPD requirements, he was satisfied with the design and officers were of the opinion that the benefits of the scheme outweighed the harm caused. The proposed development met the vast majority of the key planning and design principles for land north of The Boulevard which were set out in the Town Centre SPD.
- West Sussex County Council had responsibility for Traffic Regulation Orders and the Borough Council's Parking Team allocates permits.

A Member of the Committee stated that the development was outside the nearest resident's parking zone.

**Permitted** subject to the conclusion of a Section 106 agreement to secure affordable housing, infrastructure contributions and provisions and the conditions and informatives set out in report [PES/214](#).

**Item 002**

**CR/2016/0919/RG3**

114 & 128 Woodfield Road, Northgate, Crawley.

Installation of insulated render to the external walls of the properties.

Councillors M A Stone and J Tarrant declared they had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application.

The Committee then considered the application.

**Permitted** subject to conditions set out in report [PES/214](#).

**Item 003**

**CR/2016/0948/FUL**

5 Forge Lane, Three Bridges, Crawley.

Erection of single storey rear extension.

Councillor J Tarrant declared she had visited the site.

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

The Committee then considered the application.

**Permitted** subject to conditions set out in report [PES/214](#).

**Item 004**

**CR/2016/1016/FUL**

Milton Mount Hall, Milton Mount Avenue, Pound Hill, Crawley.

Erection of 19no 250mm wide metal ducts housing new gas supply pipes to all existing flats. Risers to have 125mm horizontal spur ducts.

Councillors M A Stone and J Tarrant declared they had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application.

The Committee then considered the application.

**Permitted** subject to conditions set out in report [PES/214](#).

**Item 005**

**CR/2016/1030/FUL**

7 Titmus Drive, Tilgate, Crawley.

Retrospective application for a front porch with flat roof and replacement lounge window.

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

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

Councillor Portal Castro addressed the Committee from the public gallery and spoke as Ward Member on behalf of the Applicant. Councillor Portal Castro stated that the Applicant had hired a contractor to carry out the work and who had assured them that they would deal with the necessary legalities. The Applicant had therefore relied upon the contractor to carry out the necessary checks and complete the relevant procedures, and was unaware and embarrassed that appropriate steps had not been taken. Demolition of the extension and its re-build would cause the Applicant financial hardship. Councillor Portal Castro thanked the Planning Officers for the assistance they had provided him with regard to the matter. Following Councillor Portal Castro's address, he withdrew from the meeting and took no part in the discussion or voting on the item.

The Committee then considered the application. Although the Committee was sympathetic to the fact that the Applicant had built the extension in good faith, it was of the opinion that the extension protruded excessively from the established front building line and was contrary to Council Policy. The Committee was of the view that it was necessary to uphold planning policy.

**Refused** for the reason set out in report [PES/214](#).

**Item 006**  
**CR/2016/1032/RG3**

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

Erection of portacabin for toilet facilities at new cemetery site (approved under CR/2015/0524/RG3).

The Group Manager (Development Management) provided a verbal summation of the application.

The Committee then considered the application. The Group Manager (Development Management) provided the following clarification in response to Committee comments:

- The portacabin would include all the facilities which would be provided by the permanent structure.
- The portacabin would include disabled access.
- Should the temporary structure not be replaced by a permanent facility within five years, the material condition of the structure would be reviewed before any further temporary permission was considered.

**Permitted for a temporary period of 5 years** subject to conditions set out in report [PES/214](#).

**Item 007**  
**CR/2017/0015/CON**

Northgate Primary School, Green Lane, Northgate, Crawley.

Consultation from West Sussex County Council (WSSCC/001/17/CR) for the addition of a single storey and a two storey extension to allow increase in pupil numbers from 2 forms of entry to 3 and associated works including increase in hard play area and reconfiguration of car park.

The Group Manager (Development Management) advised the Committee that the application had been withdrawn by the applicant.

**Withdrawn.**

**62. Exclusion of the Public**  
**RESOLVED**

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

**63. Land to the East of Crawley College, Three Bridges, Crawley, West Sussex (ENF/2015/0216)**  
**(Exempt Paragraph 5)**

The Committee considered report PES/231 of the Head of Economic and Environmental Services.

Councillor J Tarrant declared she had visited the site.

**RESOLVED**

That the Planning Committee note the action of the Council in seeking permission of the High Court to challenge the decision of the Planning Inspector.

**64. Closure of Meeting**

With the business of the Committee concluded, the Chair declared the meeting closed at 8.55pm.

I T IRVINE  
**Chair**

# Crawley Borough Council

## Minutes of Audit Committee

7 March 2017 at 6.30pm

### Present:

|            |                       |
|------------|-----------------------|
| Councillor | K Sudan (Chair)       |
| Councillor | C R Eade (Vice Chair) |
| Councillor | R D Burrett           |

### Also in Attendance:

Paul King, Director of Ernst and Young LLP  
Sejal Patel, Audit Senior of Ernst and Young LLP  
Councillor A C Skudder

### Officers Present:

|                 |   |
|-----------------|---|
| Chris Corker    | Corporate Fraud and Inspections Manager |
| Gillian Edwards | Audit and Risk Manager                  |
| Karen Hayes     | Head of Finance, Revenues and Benefits  |
| Mez Matthews    | Democratic Services Officer             |

### Apologies for Absence:

#### Absent:

Councillors I T Irvine and C Portal Castro

### 27. Members' Disclosure of Interests

No disclosures of interests were made.

### 28. Minutes

The minutes of the meeting of the Committee held on [29 November 2017](#) were approved as a correct record and signed by the Chair.

A Member of the Committee drew attention to the last sentence of minute 23 which stated that a report relating to grants would be considered at the next meeting of the Committee, but that such a report was not included on the agenda. The Director of Ernst and Young LLP advised that he would look into the matter and provide information later in the meeting (minute 32 refers).

### 29. Fraud Team Report

The Committee considered report [FIN/409](#) of the Corporate Fraud and Inspections Manager, which focussed on activity for the period from 14 November 2016 to 15 February 2017.

The report indicated that the Team had continued to perform successfully. The Corporate Fraud and Investigations Manager took the opportunity to brief the Committee on specific areas of the Team's work including, for example, that in respect of housing fraud and single person discount.

The Committee was provided with details of cases investigated and the Team's investigations, whilst a discussion took place on the team's work generally. The Committee sought and received clarification on a number of points raised, including issues around enforcement, fly tipping, recovery of single person discount and the calculation of savings in relation to housing fraud.

The Chair thanked the Corporate Fraud and Inspections Manager for the continued good work undertaken by his team. As well as the tangible savings achieved through the work of the team, the Committee noted that the team's work also prevented a degree of fraud being attempted in the first place, which is therefore unquantifiable.

## **RESOLVED**

That the report be noted.

### **30. Internal Audit Progress Report as at 10 February 2017 Incorporating Risk Management Update as at 10 February 2017**

The Committee considered report [FIN/407](#) 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 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 the Audit Plan reviews in progress, along with other work as detailed in the report. The Audit and Risk Manager took the opportunity to brief the Committee on high priority findings and follow up audits. The Committee was advised that a further update on progress towards the provision of a suitable interface in relation to community centre bookings would be provided at the next Committee meeting.

At the request of the Committee, clarification was provided regarding NNDR published reports. It was also noted that the Queens Square programme of works was due to be completed in summer 2017 (not 2018 as stated in the report). Following a Member query regarding the Children's Family Centre identified in paragraph 4.3 of the report, the Audit and Risk Manager agreed to obtain clarification as to its location and report back to the next meeting of the Committee.

The Committee discussed the update provided on Risk Management. The Committee sought and received clarification on several points, including funding for the Three Bridges Railway Station improvements. The Chair thanked the Audit and Risk Manager and her team for their continued good work.

## **RESOLVED**

That the Internal Audit Progress Report as at 10 February 2017, incorporating the Risk Management Update as at 10 February 2017, be noted.



### **31. Internal Audit Annual Plan 2017-2018**

The Committee considered report [FIN/408](#) of the Audit and Risk Manager. The Plan, which was attached as Appendix A to the report, included for each proposed audit area, an outline scope of work planned. The Committee sought and received clarification on the DWP Customer Information System (CIS) Security Compliance audit.

#### **RESOLVED**

That the 2017-2018 Internal Audit Plan be noted.

### **32. Audit Plan Year Ending 31 March 2017**

The Committee considered the Audit Plan for the year ending 31 March 2017 from Ernst and Young LLP. The report was attached as [Enclosure E](#) to the agenda. The Committee was introduced to Sejal Patel, Audit Senior at Ernst and Young LLP.

The Audit Plan detailed how Ernst and Young intended to carry out its responsibilities as auditor and provided the Committee with a basis to review Ernst and Young's approach and scope for the 2016-2017 audit in accordance with the requirements of the relevant auditing standards and professional requirements. The Plan also intended to ensure that the audit aligned with the Committee's service expectations.

The Committee received clarification on issues arising, including matters on materiality and the communication of misstatements, contingent fee arrangements and self-reviewing.

With regards to the question raised earlier in the meeting (minute 28 refers) in relation to grants, the Director of Ernst and Young LLP advised that information would be circulated directly to Committee members and that any issues arising could be raised at the next meeting of the Committee.

#### **RESOLVED**

That the Audit Plan for the year ending 31 March 2017 be noted.

### **33. Closure of Meeting**

With the business of the Committee concluded, the Chair declared the meeting closed at 7.20pm.

K SUDAN  
Chair

# Crawley Borough Council

## Minutes of Governance Committee

15 March 2017 at 7.00pm

### Present:

|             |  |
|-------------|--|
| Councillor  | J Stanley (Chair)  |
| Councillor  | R D Burrett (Vice-Chair)   |
| Councillors | D Crow, C R Eade, S J Joyce, P K Lamb, R A Lanzer,<br>T Lunnon, K McCarthy and A C Skudder |

### Officers Present:

|                  |                                       |
|------------------|---------------------------------------|
| Ann- Maria Brown | Head of Legal and Democratic Services |
| Mez Matthews     | Democratic Services Officer           |
| Chris Pedlow     | Democratic Services Manager           |

### Apology for Absence:

Councillor M G Jones

### 16. Members' Disclosure of Interests

No disclosures of interests were made by Members.

### 17. Minutes

The minutes of the meeting of the Committee held on [14 November 2016](#) were approved as a correct record and signed by the Chair.

### 18. Comprehensive Review of the Constitution

The Committee considered report [LDS/126](#) of the Head of Legal and Democratic Services which sought approval for the first comprehensive review of the Constitution since its creation in 2001. The aim of the review was to devise a Crawley Constitution which was more useable, fit for purpose and modern in structure, to enable users to take decisions and/or understand procedures and protocols in a manner which encouraged efficiency. The Committee noted that it was proposed that the new redrafted Constitution would take effect from the 18 May 2018 (AGM of the Full Council), and not the 1 May 2018 as stated in the report.

It was suggested by a member of the Committee that consideration be given to the inclusion of data flow diagrams in the Constitution to enable users to easily follow procedure, and that plain English be used throughout the document. The Committee noted that the current Constitution would continue to be used whilst the review took place and that, should any significant changes be necessary to the current Constitution (for example in relation to legislation), such changes would be considered by the Governance Committee with a recommendation to Full Council.

## **RESOLVED**

1. That a comprehensive review of the Council's Constitution be undertaken, with an aim that the updated Constitution be approved by Full Council, via the Governance Committee and be in place for the start of the 2018/19 municipal year.
2. That officers be authorised to re-write and redesign the Constitution based on the principles and format set out in paragraphs 5.4 and 5.5 of report LDS/126. That in doing so, officers be given the authority to make any necessary editorial changes, which ensure that the new Constitution is streamlined and fit for a modern Council.
3. That the Constitution Working Group be re-established (with a membership of 3:2), to keep an overarching steer and guidance on the Constitutional redesign process, through the receipt of electronic updates.
4. That when material changes to the Constitution are proposed, and in discussion with the Chair of the Working Group, such changes be brought before a meeting of the Constitution Working Group which will be convened for that purpose. All paperwork for meetings of the Working Group will be provided electronically.
5. That the Chair of the Constitution Working Group provide an update on the progress of the redesign at each scheduled meeting of the Governance Committee.
6. That the Head of Legal and Democratic Services be authorised to remove all names listed under membership (with the exception of Cabinet) and the removal of any officer names from the Constitution to be approved for the 2017 Full Council (AGM).

### **19. Provisions Relating to Call-In and Urgency**

The Committee was advised that there had been no cases, during the period since the last report, where an item had been protected from the Call-In Procedure on the grounds of urgency as provided for in Scrutiny Procedure Rule 14(k). The Committee noted that a recommendation to Full Council in relation to this matter would only be necessary if the Committee proposed to make a change to the provisions relating to Call-In and Urgency.

## **RESOLVED**

That since the provisions relating to Call-In and Urgency have not been used during the past twelve months, no change to the provisions are necessary at this stage.

### **20. Closure of Meeting**

With the business of the Committee concluded, the Chair declared the meeting closed at 7.20pm.

J STANLEY  
Chair

# Crawley Borough Council

## Minutes of the Overview and Scrutiny Commission Monday 20 March 2017 at 7.00pm

### Present:

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

### Also in Attendance:

Councillors B J Burgess, S J Joyce, P K Lamb, P Smith and M A Stone

### Apologies for Absence:

Councillors M L Ayling and I T Irvine

### Absent:

Councillor C A Cheshire

### Officers Present:

Russell Allison Housing Enabling and Development Manager  
Peter Browning Acting Chief Executive  
Karen Dodds Head of Crawley Homes  
Heather Girling Democratic Services Officer  
Clem Smith Head of Economic and Environmental Services

## 86. Members' Disclosure of Interests and Whipping Declarations

No disclosures of interests or whipping declarations were made.

## 87. Minutes and Matters Arising

The minutes of the meeting of the Commission held on [6 February 2017](#) were approved as a correct record and signed by the Chair. Councillor Sudan raised a matter on item 84 (Crawley Town Hall). It was noted that the relationship between the Council and the developer would need to be closely monitored.

## 88. Public Question Time

No questions from the public were asked.

## 89. Town Centre Regeneration Programme (Phase 2) – Queensway & The Pavement

The Commission considered report [PES/230](#) of the Head of Economic and Environmental Services on the proposal to extend the environmental improvement scheme in Queens Square along Queensway and The Pavement, as part of the next phase of the Town Centre Regeneration Programme. The report also sought delegated authority for approval of the final design, to spend up to the allocated budget for the scheme and to appoint a contractor to construct the scheme following a procurement exercise.

During the discussion with the Cabinet Member for Planning and Economic Development, and Head of Economic and Environmental Services the following comments were made:

- Recognition that proposals included improving public space, linking Queens Square, Memorial Gardens and Queensway, partial removal of hedging that obstructs views and light; and better vehicular access into Parkside car park including traffic calming measures. It was noted that memorial trees would remain in situ.
- Recognition that subject to funding streams being agreed and consultation it was anticipated construction would commence early 2018.
- Acknowledgement that lessons learned from Queens Square improvements had been applied to this scheme.
- It was noted that further proposals including maintenance would be incorporated into the detailed final design process.

### RESOLVED

That the Commission supported the recommendations to the Cabinet.

## 90. Sheltered Housing Service Review

The Commission considered report [CH/171](#) with the Cabinet Member for Housing and the Head of Crawley Homes. The report set out proposed amendments to the service provision in sheltered housing and that provided within general needs accommodation.

The following topics were discussed:

- Acknowledgement that consultation had taken place with the majority of tenants (with accompanying relatives if appropriate). It was noted that a level of dependency wanted to be maintained.
- Clarification sought and obtained on the operation of the key safes.
- Recognition that it was proposed to de-designate some of the dispersed schemes, starting with those where there was a high opt out of the support service and neighbourhood facilities in the vicinity.
- An acknowledgement that circumstances change and it would be necessary to identify individual health needs, maintaining regular contact to ensure people were living well and healthy.
- There would be a requirement to respond as a flexible, needs based service.

### RESOLVED

That the Commission supported the recommendations to the Cabinet.

## 91. Cabinet Member Discussion with the Leader of the Council

The Commission noted the update given by Councillor Lamb and questioned him on a variety of issues relating to his [portfolio](#) and the leadership of the Council which included the following:

- Providing overview and general policy direction.
- Regularly meeting members of the public, other authorities, national organisations together with other private, public and voluntary sector groups, forming networks resulting in good practice that ultimately improves the general wellbeing of the town.
- The scheme of delegation for Cabinet functions was discussed as it was commented that there was provision to reform the current scheme resulting in a general set of responsibilities.
- Following the recent review of democratic structures there was recognition that there were advantages and disadvantages with the Strong Leader model. However it was felt there should be scope within the system for all Members to initiate ideas.

### RESOLVED

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

## 92. Health and Adult Social Care Select Committee (HASC)

An update was provided from the most recent HASC meeting. Key items of discussion included:

- Update provided on the Patient Transport Service in Sussex. South Central Ambulance NHS Foundation Trust (SCAS) will take complete responsibility from April 2017.
- Concern expressed regarding the number of patients medically fit for discharge who remain in a hospital bed across the area, particularly in comparison to previous years.
- The Committee continues to receive updates from representatives of the Working Group regarding Brighton & Sussex University Hospitals NHS Trust Care Quality Commission Report Monitoring.

## 93. Forward Plan – April 2017 and Provisional List of Reports for the following meetings of the Commission

The Commission confirmed the following reports for its next meeting:

- Budget Strategy 2018/19 – 2021/22.
- Treasury Management Outturn 2016-2017.
- Local Development Scheme (LDS) – provisional referral.
- Affordable Housing Supplementary Planning Documents (SPD) – provisional referral.

## 94 Exclusion of the Public

### RESOLVED

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

## 95. Council Enabled Affordable Housing

### (Exempt Paragraph 3)

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

This item was requested to be on agenda by the Cabinet Member for Housing in association with the Chair of the Overview and Scrutiny Commission.

The Commission considered report SHAPS/58 of the Head of Strategic Housing and Planning Services and the additional report SHAPS/58.5. The purpose of the report was to secure financial assistance to enable the provision of affordable housing within the borough.

A discussion was held with the Cabinet Member for Housing and the Housing Enabling and Development Manager.

During the discussion, the following points were expressed:

- Clarity sought and obtained over viability of the proposal.
- Recognition that there is increasing pressure to commit Right-to-Buy funds within the anticipated timescales.
- Overall support and the opportunity to secure account reserves and Right-to-Buy 1-4-1 receipts, to maximise affordable housing development.
- Advantages and disadvantages of shared ownership were discussed in comparison to shared equity.
- Support for any future consultations and communications to be clear and concise.

### RESOLVED

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

## 96. Closure of Meeting

The meeting ended at 8.25pm and upon closing the meeting the Chair took the opportunity to thank Members of the Commission for their attendance and contribution throughout the year.

B A Smith  
Chair

# Crawley Borough Council

## Minutes of Planning Committee

21 March 2017 at 7.30pm

### Present:

Councillor I T Irvine (Chair)

Councillors B J Burgess, D Crow, R S Fiveash, F Guidera, K L Jaggard, S J Joyce, P K Lamb, B McCrow, T Rana, A C Skudder, P C Smith, M A Stone and J Tarrant.

### Also in Attendance:

Councillor R G Burgess.

### Officers Present:

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

### Apology for Absence:

Councillor C Portal Castro (Vice-Chair)

### 65. Councillors Pickett and Lamb

The Chair conveyed the Committee's best wishes to Councillor Pickett who was currently unwell and could not attend this meeting, and would be unable to attend other meetings of the Committee for a short while. In wishing Councillor Pickett a speedy recovery, the Chair welcomed Councillor Lamb as the newly appointed (replacement) Member of the Committee.

### 66. Lobbying Declarations

The following lobbying declarations were made by Members:-

Councillors Guidera, Stone and Tarrant had been lobbied regarding application CR/2016/0600/FUL.

Councillors B J Burgess and P C Smith had been lobbied regarding applications CR/2017/0033/RG3 and CR/2017/0035/RG3.



## 67. Members' Disclosure of Interests

The following disclosures of interests were made by Members:-

| <b>Member</b>        | <b>Minute Number</b> | <b>Subject</b>   | <b>Type and Nature of Disclosure</b>  |
|----------------------|----------------------|--|---|
| Councillor Skudder   | Minute 69            | CR/2016/1020/FUL<br>2 - 3 Gatwick Road,<br>Northgate, Crawley. | Personal and Prejudicial Interest – Was an employee of Thales. Councillor Skudder left the meeting before consideration of this application and took no part in the discussion or voting on the item. |
| Councillor P C Smith | Minute 69            | CR/2016/1020/FUL<br>2 - 3 Gatwick Road,<br>Northgate, Crawley. | Personal Interest as he was a Local Authority Director of the Manor Royal Business Improvement District and was the Cabinet Member for Planning and Economic Development.                             |

## 68. Minutes

The minutes of the meeting of the Committee held on [27 February 2017](#) were approved as a correct record and signed by the Chair.

## 69. Planning Applications List

The Committee considered report [PES/215](#) 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/215](#) of the Head of Economic and Environmental Services and in the Register of Planning Applications, the decisions be given as indicated:-

#### **Item 004**

##### **CR/2017/0035/RG3**

Scallows Close, Three Bridges, Crawley.

Change of use of existing grass verge/green space adjacent to the public carriageway to form additional parking spaces.

Councillor Stone declared he had visited the site.

The Group Manager (Development Management) referred to a letter of representation received earlier that day from the Three Bridges Forum raising the same issue in respect of both this application and Lavant Close (CR/2017/0033/RG3), which was to be considered later at this meeting.

The letter stated that the Forum supported both applications on the basis residents were in favour of converting small areas of green space to improve on-street parking provision. However, there was concern that reference to Section 8 of the NPPF (National Planning Policy Framework) should be included in the officer report and whether the surplusness test should be applied to proposals which incorporated a loss of amenity green space.

In response to this the Group Manager stated that paragraphs 73 and 74 in the NPPF which fell within Section 8 dealt with open space and required planning policies to be based on up to date assessments of the need for open space. The current Local Plan was supported by an Open Space, Sport and Recreation Study prepared in 2013 which addressed this requirement. The study excluded sites below 0.2ha from the quantity analysis as these were classified as 'visual amenity space' rather than amenity green space and therefore the case officer did not need to apply the surplusness test for proposals which involved these very small areas of visual amenity land. The consideration was as set out in the officers report, the loss of the land in terms of its visual amenity and as part of the wider character of the area.

The Group Manager conceded that, as Officers they should perhaps have referenced Section 8 in the report if only to explain that due to its limited size it would have been excluded from the surplusness test based on the local plan evidence base (Open Space Study).

The Principal Planning Officer provided a verbal summation of the application and provided the following updates to the report:

- West Sussex County Council had confirmed that they had no objections on highway safety grounds.
- The County Council had recommended an additional condition to ensure that parking and turning areas were in accordance with approved details.
- An issue raised by a resident regarding the condition of the brick wall on the boundary to the east of no. 27 Scallows Close was not a planning consideration.

Councillor R G Burgess, as a Ward Member for Three Bridges, addressed the Committee on behalf of the Three Bridges Forum. He raised the matter regarding the surplusness test, which had been addressed earlier by the Group Manager as part of the discussion on this application.

The Committee then considered the application and the issues raised, and thanked the Officers for the considerations and guidance provided relating to the surplusness test.

**Permitted**, subject to the conditions listed in report [PES/215](#) and the additional condition referred to above, as recommended by WSCC and as detailed below.

The vehicle parking and turning spaces shall not be in use until they have been constructed in accordance with the approved plan. These spaces shall thereafter be retained for their designated use.

Reason: To provide adequate on-site car parking and turning space for the development.

**Item 001**

**CR/2016/0600/FUL**

Woodland at Keepers, Tilgate Drive, Tilgate, Crawley.

Application for permanent permission previously permitted on a temporary basis under CR/2015/0041/FUL for change of use to clay pigeon shooting area and erection of shed

Councillors Jaggard and Tarrant declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application and provided the following updates to the report:

- Further objections to the proposals had been received from residents, including those on the grounds of disturbance to wildlife, increasing traffic in the area, noise from the shoot, safety in terms of the fall of shot, the overall build-up of noise in the area generally and disruption to the quiet enjoyment of their properties.
- In terms of Paragraph 5.14 of the report, it was emphasised that it was the responsibility of the operator of the site to ensure its operational safety.

The Committee then considered the application and the issues raised. In respect of Condition 5 it was proposed that the site shall only be used for clay pigeon shooting between the hours of 1000-1600 on one day only in any individual week between Tuesday and Friday and 1000 - 1400 on alternate Sundays. There shall be no shooting at any other times, including bank holidays and public holidays. A Member referred to the fact that whilst the Condition stated "There shall be no shooting at any other times, including bank holidays and public holidays" there were occasions when such holidays would fall on a Friday, including Easter Good Friday. This was acknowledged by Officers, who advised that arrangements would be made to ensure the rewording of that Condition to cover and clarify this issue. In response to other issues raised, the Principal Planning Office explained that:

- The Applicant was using a lighter range of shot to increase safety as this had less range.
- The paths around the site were privately owned and not public footways.
- A small number of trees had been removed, whilst the majority of larger mature trees remained, with the overall character of the site being undisturbed.
- The impact on bio-diversity was considered low and the level of activity did not appear to have a significant impact in this regard.
- The reason in delaying the submission of the report was to allow a much better opportunity to monitor noise and to seek to control the use of the site to limit any impact on people living in the area.
- Whilst some Members referred to the possibility of granting further temporary permissions, there was little evidence to back-up objections and no sustainable reasons to refuse permanent permission.
- The Environmental Health department had not received any objections.
- There had been no objections received from the Crawley Girl Guides Association, located in Tilgate Park.
- The new Little Trees Cemetery site is to the south west, whilst shooting was to the south east.
- The restrictions on the number of shooting hours, the limited days of operation, the limited number of people that attended, and the layout requiring shooting towards the south east, limited the extent of any nuisance.
- The use could take place without planning permission under permitted development for 28 days in any calendar year.

**Permitted**, subject to the conditions listed in report [PES/215](#), and the rewording of Condition 5 to clarify the non-use of the site for clay pigeon shooting during bank holidays and public holidays, as referred to above. Condition 5 as finally worded is as follows:-

There shall be no shooting on bank holidays and public holidays.

The site shall only be used for (clay pigeon) shooting between the hours of 1000-1600 on only one working day between Tuesday and Friday in any week, and between 1000 - 1400 on alternate Sundays.

REASON: To safeguard the amenities of neighbouring properties and the users of nearby facilities in accordance with policy ENV11 of the Crawley Borough Local Plan 2015-2030.

**Item 002**

**CR/2016/1020/FUL**

2 - 3 Gatwick Road, Northgate, Crawley

Erection of one B1 operations building and one B1/D1 training & office building, both with ancillary uses and associated landscaping and car parking.

Councillors Jaggard, Stone and Tarrant declared they had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application.

The Committee then considered the application. In response to issues raised, the Group Manager confirmed that:

- The matter of flood risk prevention, as set out in the Council's Local Plan 2015 – 2030, Policy ENV8 (Paragraph 4.17 of the report refers), had been addressed in Paragraph 5.14 of the report.
- In terms of landscaping, the intention was to provide a robust and structured landscaping design. Details of the proposed landscaping, fencing and boundary treatment of the site generally, including the protection of trees along the boundary of the Crawters Brook site, were proposed to be controlled via condition.

Members indicated their general support for the application and felt that the design and layout was of a high quality and that the design had considered its surroundings and neighbours.

**Permitted**, subject to the conclusion of a S106 Agreement and the conditions listed in report [PES/215](#).

**Item 003**

**CR/2017/0033/RG3**

Lavant Close, Gossops Green, Crawley

Change of use of from soft landscaping/footpath to a public carriageway to form additional parking spaces (amended plans)

Councillors Jaggard, Stone and Tarrant declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application and provided the following updates to the report:

- The representations made on the surplusness test, as detailed in the application above for Scallows Close (CR/2017/0035/RG3), also applied to this Lavant Close application.
- West Sussex County Council had confirmed that they had no objections on highway safety grounds.
- The County Council had recommended an additional condition to ensure that parking and turning areas were in accordance with approved details.

The Committee then considered the application. In response to issues raised, the Principal Planning Officer indicated:

- That in terms of the intended new bays, including the disabled bays, those bays would be marked and implemented in accordance with proposals and as confirmed by the Highways Authority.
- It would be for the Police to deal with obstructions should vehicles be parked vertically in the site laybys concerned.

**Permitted**, subject to the conditions listed in report [PES/215](#) and the additional condition referred to above, as recommended by WSCC and as detailed below.

The vehicle parking and turning spaces shall not be in use until they have been constructed in accordance with the approved plan. These spaces shall thereafter be retained for their designated use.

Reason: To provide adequate on-site car parking and turning space for the development.

**70. Objections to the Crawley Borough Council Tree Preservation Order Land Adjacent To Moka, Station Way, Northgate - 23/2016.**

The Committee noted that with the agreement of the Chair, the report PES/233 on the above Tree Preservation Order, had been withdrawn for consideration and would be resubmitted for consideration by the Committee at a future meeting.

**71. Closure of Meeting**

The meeting ended at 8.55 pm.

I T IRVINE  
Chair

# Crawley Borough Council

## Minutes of Cabinet

**Wednesday 22 March 2017 at 8.00pm**

**Present:**

|             |   |
|-------------|---|
| Councillors |   |
| P K Lamb    | (Chair of Cabinet and Leader of the Council)                    |
| M G Jones   | (Cabinet Member for Public Protection and Community Engagement) |
| S J Joyce   | (Deputy Leader of the Council and Cabinet Member for Housing)   |
| 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 B J Burgess, R D Burrett, D Crow, C Portal-Castro and M A Stone.

**Officers Present:**

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

**56. Apologies for Absence:**

No apologies were received.

**57. Members' Disclosure of Interests**

No declarations of interests were made.

**58. Minutes**

The minutes of the meeting of the Cabinet held on [8 February 2017](#) were approved as a correct record and signed by the Chair.

**59. Public Question Time**

There were no questions from the public.

**60. Matters Referred to the Cabinet**

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

## **61. 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.

## **62. Town Centre Regeneration Programme (Phase 2) Queensway and The Pavement**

The Cabinet Member for Planning and Economic Development presented report [PES/230](#) of the Head of Economic and Environmental Services, which set out the 2<sup>nd</sup> phase of the Town Centre regeneration, with the proposal to extend the environmental improvement scheme in Queens Square along Queensway and The Pavement.

It was noted that following approval, a detailed design would be created for a planning application submission in later 2017. The proposed works would not start until early 2018, which would allow retailers a 6 month gap including the Christmas period, between the ending of phase 1, Queen's Square, and commencement of the second phase.

The Cabinet noted the Overview and Scrutiny Commission's comments including their support from its meeting on 20 March 2017 and then agreed the recommendations.

### **RESOLVED**

That the Cabinet

1. approves the design concept for the Queensway and The Pavement regeneration scheme;
2. delegates authority to the Head of Economic and Environmental Services, in consultation with the Cabinet Member for Planning and Economic Development to approve the detailed design;
3. delegates authority to the Head of Economic and Environmental Services in consultation with the Cabinet Member for Planning and Economic Development to spend up to the allocated budget of £2.2m for the scheme, subject to formal approval from West Sussex County Council for a contribution of £1.1m;
4. delegates authority to officers to undertake a procurement exercise in accordance with the Council's Procurement Code to select a suitable Contractor to construct the scheme;
5. delegates authority to the Head of Economic and Environmental Services in consultation with the Cabinet Member for Planning and Economic Development and the Head of Legal and Democratic Services to enter into a contract with the successful bidder for the construction of the scheme.

### **Reason for Decision**

- a) Approval of the design concept for the scheme is required in order for the project team to undertake detailed design and prepare a planning application for submission in mid-2017. This will be closely followed by the procurement process leading to the selection and appointment of a contractor, with a view to commencing construction in early 2018.
- b) The scheme will complement and build on the momentum set by the Queens Square project and breathe new life into Queensway and strengthen the positive perception of Crawley town centre in order to consolidate and boost retail / business investment.

### **63. Sheltered Housing Service Review**

The Cabinet Member for Housing presented report [CH/171](#) of the Head of Crawley Homes, which sought approval to change the Council's approach to sheltered housing service provision. The proposals for the change came through an in-depth systems thinking review of the service and the need for alternative provision following the withdrawal of the Supporting People funding.

It was noted that the outcome of the Review found that the accommodation based approach does create a significant amount of duplication with social care services, and provides services for those who really have no need of such services. As a result the proposals for the service going forward included:

- provision of an older persons tenancy support service to any older tenant including those in general needs accommodation
- deleting the out of hours service as existing and providing a service based on the provision of the lifeline service with out of hours emergencies covered through a duty rota.
- deleting the provision of the morning call service and removing the charge from those assessed as being required to pay for it.
- de-designate the dispersed sheltered schemes to older persons housing, which will be carried out in a gradual manner as the hard-wired alarm system required upgrading.

It was emphasised that the consultation taken with sheltered housing tenants and the results had been reasonably positive, with the majority not expressing any concerns or worries about the changing service. They were reassured however that the Careline service, that provided the 24/7 response to the alarm calls would not be affected by the proposals.

The Cabinet noted the Overview and Scrutiny Commission's comments from its meeting on 20 March 2017, including its support for the recommendations.



## RESOLVED

That the Cabinet

1. confirms that it has considered the report and the responses from the consultation process undertaken in respect of the proposed changes.
2. approves the change from an accommodation based service to a needs based assessment for older people including those in general needs accommodation.
3. delegates authority to the Head of Crawley Homes, in consultation with the Cabinet Member for Housing to implement the proposals contained in this report as outlined in 5.3 of report [CH/171](#).
4. delegates authority to the Head of Crawley Homes, in consultation with the Cabinet Member for Housing to implement any further minor operational changes arising from the continuing systems thinking review.

### Reason for Decision

- a) The focus on accommodation based support has led to the provision of a service that the majority of new tenants and a significant number of existing tenants do not want and do not value.
- b) There is an opportunity to provide additional support to older people living in general needs accommodation who do have a need for additional support
- c) The Council's integral sheltered schemes do offer the opportunity to continue a quality sheltered service for those seeking a safe and secure environment with the offer of a vibrant community.
- d) The majority of the dispersed schemes do not provide the same opportunity for community activities and those people accessing the properties as accommodation rather than sheltered accommodation do not wish to engage in communal activities. These people are more likely to choose a dispersed scheme.

## 64. Irrecoverable Debts 2016/2017

The Leader presented report [FIN/410](#) of the Head of Finance, Revenues and Benefits. The purpose of this report was to obtain approval to write-off a debt that was considered to be irrecoverable and exceed the delegated limit of £50,000 per write-off. It was noted that a summary of debts to be written-off under delegated powers was also contained within the report. The Leader commented that he had been privy to the lengths that the finance team chase debts to the Council and was satisfied that it was in the Council's best interest to write off the proposed debts for accounting purposes.

## RESOLVED

That the Cabinet approves the write-off of amounts exceeding £50,000 as detailed in the table below:

| Name and Address                         | Reason            | Total<br>£ |
|--|-------------------|------------|
| Make it Fashion Ltd<br>76/77 County Mall | Company Dissolved | 78,289.36  |
|  |                   | 78,289.36  |

### Reason for Decision

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

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

#### RESOLVED

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

### 66. Council Enabled Affordable Housing

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

The Cabinet Member for Housing presented reports SHAPS/58 and SHAPS/58.5 of the Head of Strategic Housing and Planning Services. The purpose of the reports were to secure financial assistance to enable the provision of up to 95 affordable housing units on the College Car Park site. The Cabinet was guided through both reports which contained in-depth information on the proposed approach for securing the housing units and the associated financial implications.

The Leader invited Councillor Burrett to ask a question in relation to the proposals and the associated implications on both the HRA and Council's capital reserves, respectively.

#### RESOLVED

#### RECOMMENDATION 1

That the Full Council be RECOMMENDED in relation to:-

- 1) the College Car Park scheme:

- i) Approve a supplementary capital estimate, as detailed in Section 5 of report SHAPS/58, to secure up to 95 affordable housing units on the College Car Park site, funded from usable capital resources.
  - ii) Delegate authority to the Head of Strategic Housing and Planning Services and the Head of Finance Revenues and Benefits, in consultation with the Cabinet Member for Housing and the Head of Legal and Democratic Services, to conclude nomination and funding agreements with a Housing Association, as named in the report.
- 2) enabling affordable housing with Right To Buy (RTB) 1-4-1 receipts:
- i) approve a supplementary capital estimate, as detailed in Section 5 of report SHAPS/58 to be funded from the RTB 1-4-1 receipts, which will enable Officers to respond to existing and emerging opportunities to allocate funding for additional affordable housing units and/or additional rental units.
  - ii) Delegate authority to the Head of Strategic Housing and Planning Services and the Head of Finance, Revenues and Benefits, in consultation with the Cabinet Member for Housing and the Head of Legal and Democratic Services, to allocate funding to successful RSL bidders and enter into appropriate funding and nomination agreements with them to protect the Council's interests.

### **Reason for Decision**

- a) The delivery of new affordable housing remains a key priority for the Council. Given land supply constraints, and where appropriate, it is vital that the Council is in a position to respond promptly and positively to potential windfall opportunities to maximise delivery.
- b) The recommendations within this report are firstly intended to secure a significant windfall of up to 95 affordable housing units through an RSL partner. As the RSL has included HCA grant funding in their offer for this scheme, any funding contribution from the Council cannot be in the form of RTB 1-4-1 receipts.
- c) Secondly to pursue opportunities with Housing Association partners using RTB 1-4-1 Receipts in order to secure additional units, or to better address housing need by converting Intermediate Tenures into Affordable Rent Tenure, with the aim to mitigate the risks of underspending RTB Receipts by responding to opportunities as they arise.

### **67. Closure of Meeting**

With the business of the Cabinet concluded, the Chair declared the meeting closed at 8.19 pm.

P K LAMB  
Chair