

Minutes of Meetings held between

10 April 2017
&
3 July 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 Annual General Meeting

Friday 19 May 2017 at 7.30 p.m.

Present: Councillor R Sharma (Mayor) was in the Chair for Minute number 1.
Councillor B J Quinn (Deputy Mayor)
Councillors M L Ayling, T G Belben, B J Burgess, R G Burgess, N J Boxall, 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 Lunnion, K McCarthy, C J Mullins, C Portal Castro, D M Peck, T Rana, A C Skudder, B A Smith, P C Smith, J Stanley, M A Stone, K Sudan, J Tarrant, G Thomas 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

1. Mayor's Presentations and Announcement

The Mayor welcomed newly elected Councillor Boxall, on his return to the Council.

The Mayor then made a short speech to the Council about his Mayoral year.
A copy of his speech was attached as Appendix A to the minutes

2. Election of Mayor 2017 / 2018

It was proposed by Councillor Mullins, seconded by Councillor Irvine and

RESOLVED

That Councillor Quinn be elected as Mayor for the Council year 2017/2018.

Councillor Sharma vacated the Chair.

The newly elected Mayor was invested with the chain, made the statutory Declaration of Acceptance of Office and took the Chair.

In response to the congratulations conveyed by Councillors Lamb and Crow (as the Leaders of their respective political groups), and the congratulations received generally from Members of both groups, the new Mayor, Councillor Quinn, made a speech as detailed below:

'Good evening fellow Councillors, Family and Friends, I was going to say a few words about myself, but I think my dear Colleagues have beaten me to it, thank you for those kind words on both sides of the Chamber.

To be nominated by fellow Councillors to represent this wonderful Town, previously as Mayor I was very proud indeed, but to be nominated twice is a great honour indeed, and it is a Great Honour, when I came from Ireland 51 years ago from a very humble background never did I think I would be standing in this lovely chamber representing the people of Crawley as Mayor, and may I thank both sides of the Chamber for your support over many years.

Once again I am very lucky to have My wife Sue as my Mayoress, but also what a coincidence that Sue was born in Crawley and her family is well known in Crawley since 1923, and it will be a great to represent Crawley new Town in its 70 years anniversary celebrations,

I am delighted to have chosen for my Two charities for my Mayoral year which is the Alzheimer's and Band of Brothers. Each will do a presentation of their charities later, and also very pleased to have Reverend Francis Pole as my Chaplin for my Mayoral Year, and on a sad note this will be last Mayor making in this chamber, so feel free to take a few photos and keep these memories of Crawley in this Anniversary year.'

3. Election of Deputy Mayor 2017/ 2018

It was proposed by Councillor Stanley, seconded by Councillor Joyce, that Councillor Portal Castro be appointed as Deputy Mayor, whilst Councillor Crow, seconded by Councillor Guidera, proposed the appointment of Councillor R G Burgess. A vote was taken.

RESOLVED

That Councillor Portal Castro be elected as Deputy Mayor for the Council year 2017/2018.

4. Election of Youth Mayor and Youth Deputy Mayor 2017/ 2018

The Mayor called both Sam Trumpeter and Laiba Baig up to the top table to present the Chain of Office to Sam as the elected Youth Mayor, and the Badge of Office to Laiba as the elected Youth Deputy Mayor. The Mayor conveyed his congratulations to Sam and Laiba upon their election and wished them both a very successful year.

5. Vote of Thanks and Presentation of Badges to Retiring Mayor and Mayor's Escort.

The Mayor presented the retiring Mayor and Mayor's Escort with a commemorative Past Mayor's Badge and a Past Mayor's Escort Badge. A photo album containing photographs commemorating their time in office was also presented.

Members of both political groups conveyed their thanks to the retiring Mayor and Mayor's Escort for all their work during their year in office.

It was moved by Councillor Jones, seconded by Councillor Mullins and

RESOLVED

That the thanks and appreciation of the Council be accorded to Councillor Sharma, the retiring Mayor, for the manner in which he had carried out his duties during his year in office and for the support given to him during that time by the Mayoress Bhavna Sharma.

6. Apologies for Absence

Councillors Dr H S Bloom, M W Pickett, and K Sudan
Mr A Quine – Honorary Freeman and Alderman.

7. Members' Disclosure of Interests

No disclosures of interests were made.

8. Announcements

No announcements were made.

9. Minutes

The minutes of the meeting of the Full Council held on [5 April 2017](#) were approved as a correct record and signed by the Mayor.

10. Results of Elections

The Council received the Returning Officer's report, [LDS/129](#), on the results of the Election of a Borough Councillor for Maidenbower, held on 4 May 2017.

11. Leader's Delegation Scheme

The Full Council considered the joint report of the Leader of the Council and Head of Legal and Democratic Services, [LDS/127](#)

Moved by Councillor Lamb, seconded by Councillor Joyce and

RESOLVED

- 1) That the details of those appointed by the Leader to serve as Deputy Leader and Members of the Cabinet as set out in Appendix A to report [LDS/127](#), be received.
- 2) That the Cabinet portfolio responsibilities and the delegation of specific Cabinet functions to Cabinet Members as set out in Appendix B to report [LDS/127](#) and as approved by the Full Council at its meeting on 22 February 2017, be received;
- 3) That the delegation of Cabinet functions to officers as set out in pages 140-143 of the Constitution as approved by the Full Council at its meeting on 22 February 2017 and having recently been made available separately as report [LDS/128](#) be received.

12. Adoption of the Constitution

Moved by Councillor Stanley, seconded by Councillor Burrett and

RESOLVED

That the Constitution (approved by the Council at its meeting on 22 February 2017, and having recently been made available separately as report [LDS/128](#)), be approved.

13. Review of Political Proportionality, Constitution of Committees and Appointments to Outside Organisations 2017/ 2018

The Full Council considered the report of the Head of Legal and Democratic Services, [LDS/130](#), noting the revised nominations as detailed in the Order of proceedings. The recommendations were considered, as follows:-

Recommendation 1 – Review of Political Proportionality and Appointments to Committees

In the process of Councillor Lamb moving and Councillor Joyce seconding Recommendation 1, a number of issues were raised:-

Recommendation 1 (2) (ii) – Chairs / Vice-Chairs

(a) Planning Committee – Vice-Chair

It was moved by Councillor Irvine, seconded by Councillor P Smith, that Councillor Portal Castro be appointed as Vice-Chair of the Planning Committee, whilst Councillor Crow, seconded by Councillor Stone, proposed the appointment of Councillor Tarrant. A vote was taken.

In raising issues around political composition regarding Chair and Vice Chair appointments, some Members referred to the fact that whilst it was the Group in Opposition, the Conservative Group did hold a large proportion of seats on the Council. Those Members felt strongly that this and committee experience of Members should be reflected when appointing Chairs and Vice Chairs to Committees, including those being contested at this meeting as part of Recommendation 1 (2) (ii).

As a result of the vote, Councillor Portal Castro was appointed as Vice-Chair of the Planning Committee.

(b) Licensing Committee – Chair

It was moved by Councillor Ayling, seconded by Councillor Portal Castro, that Councillor Fiveash be appointed as Chair of the Licensing Committee, whilst Councillor Crow, seconded by Councillor B J Burgess, proposed the appointment of Councillor Peck. A vote was taken.

As a result of the vote, Councillor Fiveash was appointed as Chair of the Licensing Committee.

(c) Licensing Committee – Vice-Chair

It was moved by Councillor Fiveash, seconded by Councillor Mullins that Councillor Ayling be appointed as Vice-Chair of the Licensing Committee, whilst Councillor Crow, seconded by Councillor B J Burgess, proposed the appointment of Councillor Peck. A vote was taken.

As a result of the vote, Councillor Ayling was appointed as Vice-Chair of the Licensing Committee.

(d) Audit Committee – Chair

It was moved by Councillor Irvine, seconded by Councillor Stanley, that Councillor Sudan be appointed as Chair of the Audit Committee, whilst Councillor Lanzer, seconded by Councillor Burrett, proposed the appointment of Councillor Eade. A vote was taken.

As a result of the vote, Councillor Sudan was appointed as Chair of the Audit Committee.

Moved by Councillor Lamb, seconded by Councillor Joyce and

RESOLVED

- 1) That the number of Members to serve on the Council's Committees (taking into account political proportionality) for the municipal year 2017/18 be as set out in report [LDS/130](#), and Appendix B to these minutes.
- 2) That, on the nomination of the Political Groups, and subject to the changes set out above, Members be appointed to the Committees of the Council and Chairs and Vice-Chairs be appointed to the respective Committees, as indicated in the report and as set out in Appendix B to these minutes.

Recommendation 2 – Appointments to outside organisations to which the Council was invited to make nominations.

The Full Council considered the appointments of persons on outside organisations to which the Council was invited to make nominations.

There was one outside organisation for which there were more nominations than places available. The Council determined who should be appointed by voting as follows:-

Item 12 (Crawley Open House Management Committee – (COHMC))

There were three nominations for two places.

It was moved by Councillor Lunnon, seconded by Councillor Cheshire, that Councillor Thomas be one of the Council's appointments on COHMC, whilst it was moved by Councillor Thomas, seconded by Councillor Cheshire, that Councillor Lunnon be one of the Council's appointments on COHMC, and moved by Councillor Crow, seconded by Councillor McCarthy, that Councillor Guidera be one of the Council's appointments on COHMC. A vote was taken, with the two Councillors gaining the most votes to be the Council's nominations.

Councillors Lunnon and Thomas were appointed.

Moved by Councillor Lamb, seconded by Councillor Joyce and

RESOLVED

That representatives be appointed to the bodies and organisations as indicated in Appendix C to these minutes.

14. Closure of Meeting

The meeting ended at 8.52 p.m. In closing the meeting the Mayor invited representatives from his two charities' Band of Brothers – Crawley and the Alzheimer's Local Services, to say a few words on their charity and the support they provide within the Town.

B J Quinn
Mayor

Appendix A

Councillor Raj Sharma, farewell Mayoral speech

Today is the last day of a short yet a very eventful journey that started last year. It took me round the most scenic route of Crawley.

An in-depth route around and through and with the community of Crawley. It is amazing how many different and vibrant groups, places and individuals there are in Crawley. Many of these events, places and individuals and groups you miss out. You just don't see them during your normal day to day life.

Being the Mayor of Crawley provides you with that rare opportunity to interact with individuals and organisations that you normally would not.

For myself being the first Hindu Mayor, of Crawley was indeed an honour and privilege. It astounded and pleased me that all of the B.A.M.E community shared that honour and privilege with me, not only did they invite me into their places of worship, to their social, cultural and religious functions, but also to many private functions.

I am proud to say that most of the leadership of the Mandirs, Gurudwaras, Mosques and Churches joined myself and many Councillors along with an assortment of Mayors and dignitaries from around Sussex and beyond in our magnificent Council Chambers and the Civic Hall to celebrate Eid, Diwali, Raksha Bandan and Vaisakhi festivals.

There are too many great moments to recollect and it would take all night, and the time of the council is precious and my dearest friend and a very honourable and a very helpful Deputy Mayor Councillor Quinn is waiting for me to shut up so he can have his turn at being the 1st citizen of Crawley. I do however want to mention only a few:

1. The Civic Service at the G.H.U. temple in Ifield was very special with my friends, family and the very large 'chain gang' in presence. On the day my precious granddaughter Maya birthday, reciting sholakas and hymns from the Hindu scriptures in front of over 400 people, was very emotional and proud moment for me.
2. The numerous times I had the privilege of meeting, greeting and addressing the very talented and "Cubs" and "Scouts" of Crawley and their very dedicated and able leaders.
3. The all singing all dancing multi-cultural and colourful "my Civic Ball" at the Hawth, very appropriately called the "Days of the Raj", not mine but that of Queen Victoria. That was an excellent evening where most of the visiting Mayors along with the High Sheriff, Councillors and their partners dressed up in colourful saris, Punjabi suits and sherwanis, as well as pit helmets and but no shorts, along with soldiers dressed up in uniforms of that era. The dancers and musicians performed to a gasped and spell bound audiences, only to be matched by a very yummy curry meal.

4. Finally I would say the “skydive”, a challenge set up by my predecessor and taken up by myself, was one of the most “exhilarating 7 minute experience” this will be a set format for all of the future Mayors, so be warned before you are nominated.
5. I am happy to announce that we raised over £10,000 for my chosen charity, ‘the Crawley Community Youth Services’. A very deserving group, who will put it to very good use for the benefit of the young people of Crawley. Thanks also to Chris Cook, Dave Savage and the team from CCYS.

I think my Mayoral year will be most remembered for bringing all of the community not only together, but to the Council Chambers and introducing them to our glorious heritage, which I understand we are likely to lose in the very near future. My thanks to each and every one who contributed to make my year a very special one for me. But especially to my dearest “Mayoress and wife Bhavna, who attended almost 95% of my engagements, and has been the rock for me, meeting, greeting, smiling always feeding not only me, but practically all of the members and guests with her wonderful, samosas, biryanis, chilli-paneers and much, much more. But most importantly to put on and take off my chain. Believe me it is a job Mayor can’t do. Thanks Bhavna. I will say it properly in Havana, Cuba from this coming Sunday.

Next I want to say a number of thank yous. Firstly on behalf of the Council and myself to our retiring Youth Mayor Charlotte Simmons and Deputy Mayor Sam Trumpeter; they both carried their respective roles with, dignity, pride and always with a smile. Charlotte standing next to myself and meeting and greeting the hundreds of guests on more than one occasion, as well as representing the Scout movement. Thank you both Charlotte please come and join me.

Secondly I would like to say thanks to Julian Chatran, who decided to make a short DVD of the Mayor making ceremony and ended up covering all of my engagements, including a foreign and outdoor stint in Dorsten Germany. We shall have the premier of that at the Cineplex .Julian, please come and join me.

Thirdly I am sure all of the past Mayors will join me in saying, we could never get anywhere in time, and looking fresh and regal if it wasn’t for always dependable Bob Donaldson, he is not only the chauffer, bodyguard but a good listener and companion. He has a wealth of knowledge but remains always humble....thank you Bob, please come forward.

Finally, last but certainly not least, a little, chirpy, always smiling and helpful lass, without whom, no Mayor can do anything. .She is ‘the other women’, in the Mayor’s life, thankfully with the full and formal approval by the Mayoress. You all know I am talking about our “Hayley”. She totally organised, dependable, reliable, and patient and I could not have done my job successfully without her. Thank you Hayley Thorne, please give a big round of applause as I invite Hayley to join us.

Thank you, to all the Councillors, officers, including Ann-Maria Brown, Chris Pedlow, all of the facilities staff and many more for being very patient, helpful and understanding. I am sorry if I have missed anyone, but thanks to all, now for the remainder of tonight’s business.

Appendix B

**Nominations of Political Groups to Committees and for
Chairs and Vice-Chairs 2017/18**

Planning Committee (15 Members = 8:7)	
<u>2017/18 Group nominations</u>	
R S Fiveash	N J Boxall
I T Irvine (Chair)	B J Burgess
S J Joyce	D Crow
C Portal Castro (Vice-Chair)	F Guidera
T Rana	K L Jaggard
A C Skudder	M A Stone
P C Smith	J Tarrant
G Thomas	
Licensing Committee (15 Members = 8:7)	
<p>1) <i>Between 10 and 15 Members with a quorum of 10 when dealing with matters under the Licensing Act 2003.</i></p> <p>2) <i>Members are reminded that the Committee includes Sub Committee daytime meetings responsibilities.</i></p>	
<u>2017/18 Group nominations</u>	
M L Ayling (Vice-Chair)	T G Belben
R S Fiveash (Chair)	N J Boxall
M G Jones	B J Burgess
C J Mullins	K L Jaggard
C Portal Castro	K McCarthy
B J Quinn	D M Peck
T Rana	J Tarrant
R Sharma	
Licensing Sub-Committee (Pool)	
<p>1) <i>A minimum of three members will be called upon to determine any given application and a Chair will be appointed at each meeting.</i></p> <p>2) <i>Membership should be the same as that of the Licensing Committee.</i></p> <p>3) <i>Please note that a significant number of these meetings are scheduled for the daytime.</i></p>	
<u>2017/18 Group nominations</u>	
M L Ayling	T G Belben
R S Fiveash	N J Boxall
M G Jones	B J Burgess
C J Mullins	K L Jaggard
C Portal Castro	K McCarthy
B J Quinn	D M Peck
T Rana	J Tarrant
R Sharma	

Governance Committee (11 Members = 6:5)

2017/18 Group nominations

M G Jones	R D Burrett (Vice-Chair)
S J Joyce	D Crow
P K Lamb	C R Eade
T Lunnon	R A Lanzer
A C Skudder	K McCarthy
J Stanley (Chair)	

Constitutional Working Group (5 Members = 3:2)

Chair to be a member of Governance, but not the Chair of the Committee

2017/18 Group nominations

P K Lamb (Chair)	R D Burrett
J Stanley	D Crow
I T Irvine	

Audit Committee (5 Members = 3:2)

- 1) *Not more than 1 member shall be a Cabinet member and that Member shall not Chair the Committee.*
- 2) *Substitutes retained because small size & concerns about quorum*

2017/18 Group nominations

I T Irvine	R D Burrett
R Sharma	C R Eade (Vice-Chair)
K Sudan (Chair)	
	<i>Substitute Member (Conservative Group)</i>
	T G Belben

Overview and Scrutiny Commission (13 Members = 7:6)

- 1) *Where there is more than 1 political group on the Council, either the position of Chair or Vice Chair of the Overview and Scrutiny Commission will go to a member nominated by an opposition group.*
- 2) *The size of the Commission was increased by Full Council, from 11 Members to 13 Members at its meeting on 14 December 2016.*

2017/18 Group nominations

M L Ayling	T G Belben
C A Cheshire	Dr H S Bloom
I T Irvine	R G Burgess
T Rana	R A Lanzer
B A Smith (Chair)	L Vitler
K Sudan	Conservative Vacancy
T Lunnon	
	<i>(Vice-Chair nominee TBC)</i>

Staff Appeals Board (Pool)

- 1) *The Board to comprise 3 members with a quorum of 3 from the following pool.*
- 2) *The members of the Board to include at least one Member of the opposition.*
- 3) *Political groups may add further names to the pool if they so wish.*

2017/18 Group nominations

M L Ayling	Dr H S Bloom
C A Cheshire	R G Burgess
R S Fiveash	R D Burrett
I T Irvine	D Crow
M G Jones	R A Lanzer
S J Joyce	K McCarthy
P K Lamb	
T Lunnon	
C J Mullins	
M W Pickett	
C Portal Castro	
B J Quinn	
T Rana	
R Sharma	
A C Skudder	
B A Smith	
P C Smith	
J Stanley	
K Sudan	
G Thomas	

Grants Appeals Panel (Pool)

- 1) *As far as possible, a politically balanced panel of 5 (3:2 split) members will be drawn from the following membership.*
- 2) *Not to include any Cabinet member involved in the decision on the grant application(s).*
- 3) *Political groups may add further names to the pool if they so wish.*

2017/18 Group nominations)

M L Ayling	T G Belben
C A Cheshire	N J Boxall
R S Fiveash	C R Eade
I T Irvine	D Peck
M G Jones	J Tarrant
S J Joyce	L Vitler
P K Lamb	Conservative Vacancy
T Lunnon	
C J Mullins	
M W Pickett	
C Portal Castro	
B J Quinn	
T Rana	
R Sharma	
A C Skudder	
B A Smith	
P C Smith	
J Stanley	
K Sudan	
G Thomas	

Appointments and Investigating Committee (Pool)

- 1) *As far as possible, a politically balanced committee of between 3 and 7 members will be drawn from the following membership.*
- 2) *Any committee making recommendations relating to the appointment of:*
 - a) *the Chief Executive - shall consist of 7 members (with a quorum of 5);*
 - b) *the Deputy Chief Executive - shall consist of 6 members (with a quorum of 4);*
 - c) *a Head of Service - shall consist of 5 members (with a quorum of three).*
- 3) *Political groups may add further names to the pool if they so wish.*

2017/18 Group nominations

M L Ayling	N J Boxall
C A Cheshire	B J Burgess
R S Fiveash	R D Burrett
I T Irvine	D Crow
M G Jones	F Guidera
S J Joyce	K Jaggard
P K Lamb	R A Lanzer
T Lunnon	K McCarthy
C J Mullins	M A Stone
M W Pickett	
C Portal Castro	
B J Quinn	
T Rana	
R Sharma	
A C Skudder	
B A Smith	
P C Smith	
J Stanley	
K Sudan	
G Thomas	

Appendix C

Crawley Borough Council

Outside Organisations to which the Council is invited to make nominations 2017/18

	Name of Organisation	Group Nominations 2017/18
1.	Age UK – West Sussex Trustee Board <i>(Link Officer = Craig Downs)</i>	R Sharma
2.	General Council of Broadfield Youth and Community Centre (BYCC) <i>(Link Officer = John Dale)</i>	T Lunnon <i>Only 1 Representative invited</i>
3.	Buchan Country Park Advisory Board <i>(Link Officer = John Dale)</i>	I T Irvine T Lunnon C J Mullins J Stanley <ul style="list-style-type: none"> • <i>Very informal body</i> • <i>WSCC co-ordinator would welcome any local Members to attend and participate as a full Member</i>
4.	Conservation Area Advisory Committees (CAAC)	<i>Minimum one Member (plus a substitute) from each ward within the CAAC but all Ward Members usually welcome</i>
4(a)	Central Crawley Conservation Area Advisory Committee <i>(Northgate & West Green)</i> <i>(Link Officer = Justin Kliger)</i>	R S Fiveash K Sudan G Thomas
4(b)	Forestfield and Shrublands Conservation Area Advisory Cttee <i>(Link Officer = Ian Warren)</i>	D Crow C R Eade
4(c)	Hazelwick Road Conservation Area Committee. <i>(Link Officer = Tom Nutt)</i>	B J Burgess R G Burgess
4(d)	Ifield Village Conservation Area Advisory Committee <i>(Link Officer = Anthony Masson)</i>	P C Smith J Stanley K Sudan G Thomas M A Stone

	Name of Organisation	Group Nominations 2017/18
4(e)	Southgate Conservation Area Advisory Committee <i>(Link Officer = Ian Warren)</i>	M W Pickett R Sharma J Tarrant
4(f)	Worth Conservation Area Advisory Committee. <i>(Link Officer = Tom Nutt)</i>	Dr. H S Bloom R A Lanzer Conservative Vacancy
5.	Community Needs Partnership	B J Burgess C A Cheshire R S Fiveash K Sudan L Vitler The Cabinet Member for Public Protection and Community Engagement has a standing invitation to attend and take part in discussions of the "Community Needs Partnership" with arrangements to invite other relevant Cabinet Members to participate as and when the agenda item may be appropriate to their portfolios.
6.	Courage Dyer Recreational Trust <i>(Link Officer = Hayley Thorne)</i>	B J Quinn (May 2017 to May 2021) * R Sharma (May 2017 to May 2021) B A Smith (July 2015 to July 2019) B J Quinn - appointed automatically ex-officio as Mayor. - 4 year appointments only - Once appointed, not required to remain a Councillor - Only 4 nominations acceptable in total *The Trustees have requested that Mrs S A Blake remains on the Trust for the year 2017/18, whilst Councillor Quinn is appointed to the Trust as ex-officio as Mayor.
7.	Crawley & Ifield Education Foundation <i>(Link Officer = David Cooper)</i>	J Stanley <i>Only 1 Representative invited</i>
8.	Crawley Arts Council (CAC) <i>(Link Officer = Vicky Wise)</i>	B J Burgess C A Cheshire C J Mullins <i>Only 3 Representatives invited</i>

	Name of Organisation	Group Nominations 2017/18
9.	Crawley Community and Voluntary Service Trustee Board <i>(Link Officer = Craig Downs)</i>	M L Ayling T Rana <i>Only 2 nominations invited as 'participating observers'. Must <u>not</u> be the Cabinet Member for Public Protection & Community Engagement</i>
10.	Crawley Ethnic Minority Partnership (CEMP) Partnership Board <i>(Link Officer = Craig Downs)</i>	B A Smith <i>Only 1 Representative invited</i>
11.	Crawley Museum Society (and Crawley Museum Project Board) <i>(Link Officer = Nigel Sheehan)</i>	C A Cheshire C J Mullins M Stone <i>Membership of both the CMS & Project Board to be the same 3 Members & comprise the Cabinet Member for Wellbeing plus one Member from each political group</i>
12.	Crawley Open House Management Committee <i>(Link Officer = Nikki Hargrave)</i>	T Lunnon G Thomas (plus officer from Housing and Planning Strategic Services) <i>N.B. R D Burrett & S J Joyce are on both the Board of Trustees and on the Management Committee (all Trustees sit on the Mgt Ctte but not vice-versa). However, it is understood that these Trustees were appointed in a personal capacity and not directly through the Council. Crawley Open House will accept 2 nominations only (i.e.in addition to the above Trustees) on the Mgt Ctte.</i>

	Name of Organisation	Group Nominations 2017/18
13.	<p>Crawley Town FC Travel Plan Steering Group</p> <p><i>(Link Officer = Paul Baker)</i></p>	<p>D Crow J Tarrant <i>4x Labour vacancies**</i></p> <p><i>The Council was initially invited to nominate 4 to 6 Members, preferably to include representatives from each of Broadfield North and South, Southgate, Tilgate and Bewbush. As previously suggested, it would be advisable to avoid nominating Members who will be on the Planning Committee.</i></p> <p><i>** There is some doubt as to whether the Steering Group will continue, however if a further meeting is required the Labour Group will make its nominations at that time.</i></p>
14.	<p>Crawley Town Twinning Association (CTTA)</p> <p><i>(Link Officer = Hayley Thorne)</i></p>	<p>C R Eade T Rana R Sharma B A Smith</p> <p><i>The Association is willing to make 4 places available</i></p>
15.	<p>Friends of Broadfield Park</p> <p><i>(Link Officer = Janet Rose)</i></p>	<p>I T Irvine</p>
16.	<p>Friends of Goffs Park (FoGP)</p> <p><i>(Link Officer = Christian Threader and Peter Harsum)</i></p>	<p>C J Mullins R Sharma</p> <p><i>FoGP is willing to make 2 places available and has advised that other Members can still become a Friend of Goffs Park through other ways.</i></p>
17.	<p>Gatwick Airport Community Trust (GACT)</p> <p><i>(Link Officer = Craig Downs)</i></p>	<p>B J Quinn <i>(Trustee – 2 years remain of a 4 year term)</i></p> <p><i>Only 1 Representative invited – 4 year appointment.</i></p>
18.	<p>Relate - North & South West Sussex Trustee Board</p> <p><i>(Link Officer = Craig Downs)</i></p>	<p>K Sudan</p> <p><i>Only 1 representative invited</i></p>

	Name of Organisation	Group Nominations 2017/18
19.	Court of the University of Sussex <i>(Link Officer = Clem Smith)</i>	M G Jones <i>Only 1 representative invited.</i>
20.	West Sussex Health and Adult Social Care Select Committee * <i>(Link Officer = Heather Girling)</i>	<i>OSC to decide.</i> <i>Must be a Member of the OSC</i>
21.	West Sussex Joint Scrutiny Steering Group* <i>(Link Officer = Heather Girling)</i>	B A Smith <i>Should be the Chair of the OSC</i>
22.	West Sussex Joint Scrutiny Housing Provision for Care Leavers Task and Finish Group * <i>(Link Officer = Nikki Hargrave)</i>	<i>OSC to decide.</i> <i>Must be a Member of the OSC</i>
23.	West Sussex Mediation Service Management Committee <i>(Link Officer = Tony Baldock & Craig Downs)</i>	C A Cheshire (main representative) K Sudan (deputy) <i>The Mediation Service is willing to make 2 main and 2 deputy places available</i>

* These appointments are made/ratified by the Overview and Scrutiny Commission

Crawley Borough Council

Minutes of Planning Committee

10 April 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, 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)
Hamish Walke	Principal Planning Officer

Apologies for Absence:

With all Members in attendance, there were no apologies for absence.

72. Lobbying Declarations

Councillors B J Burgess, Guidera and Lamb had been lobbied regarding application CR/2016/0997/FUL.

73. Members' Disclosure of Interests

The following disclosures of interests were made by Members:-

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor Skudder	Minute 75	CR/2016/0997/FUL Northwood Park, Gatwick Road, Northgate, Crawley.	Personal and Prejudicial Interest – Was an employee of Thales. Councillor Skudder left the meeting

Member	Minute Number	Subject	Type and Nature of Disclosure
			before consideration of this application and took no part in the discussion or voting on the item.
Councillor P C Smith	Minute 75	CR/2016/0997/FUL Northwood Park, Gatwick Road, 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.

74. Minutes

The minutes of the meeting of the Committee held on [21 March 2017](#) were approved as a correct record and signed by the Chair.

75. Planning Applications List

The Committee considered report [PES/216](#) 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/216](#) of the Head of Economic and Environmental Services and in the Register of Planning Applications, the decisions be given as indicated:-

Item 001

CR/2016/0997/FUL

Northwood Park, Gatwick Road, Northgate, Crawley

Demolition of 3 existing office buildings and erection of a new B1(A) office building.

Councillors B J Burgess, Jaggard, S J Joyce, P C Smith, Stone and Tarrant declared they had visited the site.

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

- Since the publication of the report an additional letter had been received from Gatwick Diamond Initiative expressing its support for the proposals. The letter highlighted the good design of the buildings and the benefits for employment growth, given the limited commercial sites available within Manor Royal.

Mr Iain Millar, Mr John Browning and Councillor R G Burgess, as a Ward Member for Three Bridges, addressed the Committee in objection to the application, whilst Mr Steve Sawyer, representing the Manor Royal BID Company, addressed the Committee in support of the application.

The Committee then considered the application. The Committee discussed the issues arising, including the concerns raised in objection, particularly those made on the grounds of:

- The existing buildings were low level with open space between them.
- The site was part of a buffer zone between the estate and residential properties. The proposed building was too tall, intrusive and too close to people's houses/bungalows.
- The proposed building would be dominant, overbearing and cause loss of light.
- Currently Tinsley Lane had little view of the industrial estate, but this building would be much higher.
- Manor Royal industrial estate was moving closer to adjoining houses.
- The offices and proposed roof terraces would overlook neighbouring houses and cause loss of privacy.
- Many office buildings were vacant and Manor Royal had better sites available for the proposed development.
- Proposed car parking was inadequate, and Tinsley Lane already suffered from overflow parking.
- There could be shift working and incompatible patterns of use.
- The proposal would make it difficult for residents to exit Tinsley Lane. Left in, left out arrangement would increase traffic using Tinsley Lane/Maxwell Way as a rat run to avoid the two Gatwick Road roundabouts.
- The proposal would cause increased noise levels. Increased pollution from traffic queuing to leave the car park, raising already high pollution levels and harming air quality.
- Some residents were shift workers and would suffer disturbance.
- There were gaps in the tree line to the rear of the proposed site and that trees might not survive or might not be replaced.

Some Members raised further matters of concern, including the impact on nearby residents of lighting emanating from the proposed building, and questioned whether proposals, including distances between some residential properties and the proposed buildings, adhered to Local Plan policies. One Member queried whether a "green wall" could be provided on the rear car park elevation. Whilst recognising the issues raised by residents, other Members of the Committee acknowledged the fact that the Authority had to make a decision on balance. This took into account the significant economic benefits of the proposed scheme and its high design quality.

In response to issues raised, the Principal Planning Officer indicated that:

- There was no specific mention of distances in Local Plan policies CH3 or EC4. The Urban Design SPD sets out recommended distances for house extensions, which officers applied pragmatically to other proposals.
- The scheme had sought to address the relationship to houses to the rear. Whilst the close proximity of those houses and the bulk of the proposal were not ideal, any impact in terms of over dominance or overlooking was significantly mitigated by the substantial tree belt along the boundary, the stepping up of the building towards Gatwick Road and through the innovative use of landscaped terraces.
- Whilst the proposed Condition 28 dealt with external lighting, a further requirement would be added to cover the potential impact of internal lighting on the surrounding area.
- A condition could be added to require the submission of details of a "green wall" for the rear of the car park to soften the rear elevation.
- With regard to gaps in the tree lines, there were plans in place for additional planting. Condition 25 required a landscape plan covering a period of no less than 15 years.

- The layout, vehicular access and car/cycle parking provision was considered to meet the operational needs of the scheme. The level of development was not considered to have an adverse impact on the wider area and surrounding junctions subject to a contribution towards sustainable transport improvements.
- Any harm caused to residential amenity had to be considered as part of the overall planning balance, and whether it was outweighed by the significant economic benefits of the scheme and by its high design quality.

The Committee considered carefully the application information and the issues and concerns raised.

At the request of Councillor B J Burgess, and in accordance with Council Procedure Rule 25.5, the names of the Members voting for and against the motion (to permit) and abstentions were recorded as set out below:

For the Proposal (to permit):

Councillors D Crow, R S Fiveash, I T Irvine, S J Joyce, P K Lamb, B McCrow, C Portal Castro, T Rana, P C Smith and M A Stone (10).

Against the Proposal (to permit):

Councillors B J Burgess, F Guidera, K L Jaggard and J Tarrant (4).

Abstentions:

None.

With the vote being 10 for the proposal (to permit) and 4 against, the proposal was CARRIED, and the application was therefore:

Permitted, Subject to the satisfactory conclusion of a Section 106 agreement to secure the provisions set out in paragraph 6.4 of report [PES/216](#), an additional condition regarding internal lighting referred to above, and the conditions listed in the report.

Item 003

CR/2017/0034/RG3

Southern verge and footpath adjacent to Camber Close, Pound Hill, Crawley, RH10 7DQ

Change of use of existing grass verge and crossovers to a public carriageway to form additional parking spaces.

Councillors Jaggard and Stone declared they had visited the site.

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

Mr Kevin Davidson, whilst indicating that he wasn't objecting to the scheme, addressed the Committee on suggestions to increase the number of parking spaces proposed. Whilst not forming part of the application site within the Close, Mr Davidson referred to spaces currently available to vehicles on the public highway outside No. 7 Camber Close. He advised that approval had since been sought by the occupiers of No. 7 to have a drive / dropped kerb added to the front of their property. With this in mind Mr Davidson proposed plans to compensate for those lost spaces, as well as providing additional spaces, by way of creating an access road across the fronts of Nos. 18-20 Camber Close.

The Committee then considered the application, including the matters raised by Mr Davidson.

In response to issues raised, the Principal Planning Officer emphasised that the Committee had to make its decision based on the application before it. In addition, he stated that the alternative plans proposed the creation of off-street parking spaces within individual residents' gardens, rather than additional spaces available for public use on the highway. Neither the Borough or County Council had control over the use of those gardens. If it was the Committee's wish to approve the application as currently proposed, the suggested plans put forward by Mr Davidson would then be passed to the Applicant for further consideration.

Permitted, subject to the conditions listed in report [PES/216](#)

Item 002

CR/2016/1014/FUL

Ocean House, Hazelwick Avenue, Three Bridges, Crawley

Erection of a two storey roof extension to provide 10 (6 x two bedroom & 4 x one bedroom) self-contained residential flats.

Councillors B J Burgess, Jaggard, P C Smith, Stone and Tarrant declared they had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application and provided the following update to the report:

- Since the publication of the report details of off-site infrastructure contributions had been confirmed as: £1250 for play space and £950 for allotments.

The Committee then considered the application. Members felt that the proposal had a detrimental visual impact on the existing building and the surrounding area.

Refused for the reasons listed in report [PES/216](#)

Item 004

CR/2017/0038/RG3

Northern verge of Fisher Close, Southgate, Crawley

Change of use of existing grass verge/green space adjacent to the 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.

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

- Potential alternative parking layout/spaces within the turning head at the end of the cul-de-sac did not form part of the application.
- One of the three new trees to be planted would be located in the area of the tree to be removed.
- The creation of a footpath in the area outside, and to the front, of No. 53 Southgate Avenue could be looked at.

Permitted, subject to the conditions listed in report [PES/216](#).

Item 005

CR/2017/0100/FUL

4 Thetford Walk, Bewbush, Crawley.

Erection of single storey front extension.

Councillor Tarrant declared she 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 the conditions listed in report [PES/216](#).

Item 006

CR/2017/0154/FUL

6 Heathfield, Pound Hill, Crawley

Proposed garage conversion to habitable space and hard standing area.

Councillor Stone declared he 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 an issue raised, the Group Manager confirmed that the application required planning permission due to a restrictive condition on the original planning permission granted for the estate, however the minimum parking requirements set out in the Urban Design Supplementary Planning Document could be met, by replacing the garage space on the front garden (via condition).

Permitted, subject to the conditions listed in report [PES/216](#).

76. Closure of Meeting

The meeting ended at 9.13 pm.

I T IRVINE
Chair

Crawley Borough Council

Minutes of Planning Committee

5 May 2017 at 6.30pm

Present:

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

Officers Present:

Roger Brownings	Democratic Services Officer
Kevin Carr	Legal Services Manager
Valerie Cheesman	Principal Planning Officer
Marc Robinson	Principal Planning Officer
Clem Smith	Head of Economic and Environmental Services

Apology for Absence:

Councillor F Guidera.

77. Lobbying Declarations

No lobbying declarations were made.

78. Members' Disclosure of Interests

A disclosure of interest was made as follows:-

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor P C Smith	Minute 80	CR/2017/0078/FUL First Choice House, London Road, Northgate, Crawley.	Personal Interest - a Local Authority Director of the Manor Royal Business Improvement District and the Cabinet Member for Planning and Economic Development.

79. Minutes

The minutes of the meeting of the Committee held on [10 April 2017](#) were approved as a correct record and signed by the Chair.

In response to an issue raised by a Member regarding the recording of Councillors names in the 10 April minutes - with particular reference to Item 1 of minute no. 75, the Committee was advised that more consistency would be sought in future in the use, or not, of Councillors initials prior to their surname.

80. Planning Applications List

The Committee considered report [PES/234](#) 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/234](#) of the Head of Economic and Environmental Services and in the Register of Planning Applications, the decisions be given as indicated:-

Item 001

CR/2017/0070/FUL

63 Tinsley Lane, Three Bridges, Crawley

Erection of single storey and two storey rear extensions (amended plans received).

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

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

The Applicant, Mr Robert Wates, addressed the Committee in support of the application.

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

- Confirmed that 63 Tinsley Lane had been extended previously - as had a number of nearby properties, and in similar large expansive gardens. The extension, the subject of this application, was considered acceptable and not out of scale with the rest of the area.
- Advised that with the application being for a residential use, there was no change of use involved.

Permitted, subject to the conditions listed in report [PES/234](#)

Item 002

CR/2017/0072/FUL

Ezehaul Unit 3, The Drive, Three Bridges, Crawley

Erection of structure to rear service area for covered loading.

The Principal Planning Officer (Valerie Cheesman) provided a verbal summation of the application.

The Committee then considered the application. In response to an issue raised by a Member, the Principal Planning Officer confirmed that the application sought planning permission for a permanent structure.

Permitted, subject to the conditions listed in report [PES/234](#)

Item 003

CR/2017/0078/FUL

First Choice House, London Road, Northgate, Crawley

Conversion of ground floor associated storage into 12 flats

Councillors P C Smith and Stone declared they had visited the site.

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

The Committee then considered the application. Members felt that the proposal would provide a totally unsatisfactory living environment for future occupiers.

Refused for the reasons listed in report [PES/234](#)

Item 004

CR/2017/0228/FUL

Unit 3, land at Faraday Road, Northgate, Crawley

Erection of a sui-generis 24 hour operation flight simulation facility, ancillary mezzanine, car parking and access.

Councillors P C Smith and Stone declared they had visited the site.

The Principal Planning Officer (Valerie Cheesman) provided a verbal summation of the application. The Committee was advised that conditions had been updated, all as below (in italics):-

Condition 4 – Detailed Surface Water drainage design

The development shall be carried out strictly in accordance with the agreed information submitted to deal with the surface water drainage design as set out within the following plans/ documents:

- *E16-029-102 Rev T5 - External Levels Layout,*
- *E16-029-103 Rev T2 - Drainage Details Sheet 1 of 3,*
- *E16-029-104 Rev T2 - Drainage Details Sheet 2 of 3,*
- *E16-029-105 Rev T3 - Drainage Details Sheet 3 of 3,*
- *E16-029-101 Rev C2 - Foul & Surface Water Drainage Scheme*
- *Micro Drainage Calculations prepared by SDP Consulting Engineers (reference E16.029 – Faraday Road) - dated 13/4/2016 (received 18/04/2017)*

The works shall be implemented in accordance with the details set out in these documents unless written permission is given from the Local Planning Authority for any variation.

REASON: To safeguard the environment in accordance with policy ENV10 of the Crawley Borough Local Plan 2015-2030.

Condition 5 – Details of maintenance and management of SuDS scheme

The surface water drainage scheme constructed and implemented in accordance with condition 4 shall thereafter be maintained and managed in accordance with Drawing number E16-029-120 Rev T1 and the details set out in the SuDS Maintenance Plan document by SPD Consulting Reference E16.029 Rev P2 dated 13/04/17.

REASON: To ensure the long term maintenance of the drainage system, prevent the increased risk of flooding in accordance with policy ENV8 of the Crawley Borough Local Plan 2015- 2030.

Condition 6 – Land and floor levels

The land levels for the development which include the finished floor levels of the building and finished levels for the parking areas, landscaped areas and access shall be set out in accordance with drawing number E16-029-102 Rev T5 'External Levels layout'.

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

Condition 10 – Access

The access to the development shall be designed, laid out and constructed in accordance with drawing numbers E16-029-110 Rev T4 – Section 278 Agreement Layout and E16-029-111 Rev T4 – Section 279 Agreement Details unless written permission is given by the Local Planning Authority for any variation.

REASON: To ensure the operational requirements of the site are met and in the interests of highway safety in accordance with policy CH3 of the Crawley Borough Local Plan 2015-2030.

Condition 12 – Bird Management Plan

Replace XXX with “ dated 24th April 2017 (Ref MA/512(CS))”

Condition 18 – BREEAM

Within three months of the occupation of the development, a post construction report shall be submitted to and agreed in writing by the Local Planning Authority verifying that the development has sought to achieve the minimum Energy and Water standards for BREEAM 'Excellent'.

REASON: In the interests of sustainable design and construction in accordance with Local Plan Policies ENV6 and ENV9.

Condition 19 – DEN

The development shall be implemented incorporating the duct work and its routing shown on drawing ME007 Rev T2 – Combined Services Future District Heating Layout Option 2 to enable the development to be connected to a District Energy Network.

REASON: In the interests of climate change mitigation and to enable the development to be connected to any future District Energy network in accordance with Local Plan Policy ENV7

The Principal Planning Officer also provided the following further updates to the report as follows:

That since the publication of the report,

- The Council's Environmental Health Department had indicated that it had no objections to the application.
- The Council's Economic Development Department had indicated its support for the application, whilst suggesting that the Applicant should sign-up to the Crawley Developer and Partner Charter.

The Committee then considered the application.

Permitted, subject to the completion of a S106 Agreement to secure Manor Royal contributions as set out in paragraphs 5.15 and 5.16 of report [PES/234](#), and the conditions listed in the report and as revised above.

81. Beryl MeCrow

The Chair took this opportunity to refer to the recent resignation of Beryl MeCrow as Ward Member for Pound Hill South and Worth, and who had been a valued Member of this Committee. In so doing, the Chair, on behalf of the Committee, took this opportunity to convey sincere best wishes to Beryl and thanked her for her contribution to the Committee's work.

82. Councillor Irvine, Chair

This was the last meeting of the Committee for this Municipal Year, and the Chair thanked all Members of the Committee and Officers for their help and assistance in contributing to the Committee's work during the year.

In response, the Committee thanked Councillor Irvine for his chairmanship of the Committee during that time.

83. Closure of Meeting

The meeting ended at 7.03 pm.

I T IRVINE
Chair

Crawley Borough Council

Minutes of Licensing Committee

Monday 12 June 2017 at 7.30 p.m.

Present: Councillor R S Fiveash (Chair)
Councillor M L Ayling (Vice-Chair)

Councillors T G Belben, N J Boxall, B J Burgess, K L Jaggard, M G Jones,
K McCarthy, C J Mullins, D M Peck, C Portal Castro,
B J Quinn, T Rana, R Sharma and J Tarrant.

Also in Attendance:

Councillor F Guidera

Officers Present:

Tony Baldock	Environmental Health Manager
Bill Nailen	Licensing Officer
Astrid Williams	Senior Lawyer
Chris Pedlow	Democratic Services Manager

1. Apologies for Absence:

No apologies were received

2. Members' Disclosure of Interests

The following disclosures of interests were made by Members:-

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor N J Boxall	Minute 4	Hackney Carriage Unmet Demand Survey 2017.	Personal and Prejudicial Interest - his employers are an accountancy firm used by a number of the hackney carriage and min cab drivers and firms.

All Members of the Committee confirmed that had been lobbied by means of a letter received from the Hackney Carriage Association.

3. Minutes

The minutes of the meeting of the Committee held on [2 November 2017](#) were approved as a correct record and signed by the Chair.

4. Licensing Sub Committee Minutes

The minutes of the following meeting of the Licensing Sub Committee were approved as a correct record and signed by the Member indicated in the table below, subject to in Minute 1. Appointment of Chair – That the following words be added to the minute *‘That it be noted Councillor Burgess objected to the proposed Chair’*:-

Date	Sub Committee Minutes	Minutes signed by
6 March 2017	Application for the Grant of a Premises Licence to ‘County Mall News’, 53A County Mall, Station Way, Northgate, Crawley, RH10 1FF	Councillor Fiveash on behalf of Councillor Pickett who Chaired the Panel

5. Hackney Carriage Unmet Demand Survey 2017.

The Committee considered report [PES/250](#) of the Head of Economic and Environmental Services. The Environmental Services Manager guided the Committee through the report highlighting a number of the key issues, which included:

- In September 2011 the Committee decided to implement a policy of limiting hackney carriage vehicle licences granted by the Council.
- The policy ought to be kept under review, and the Council should decide whether or not to continue the policy having regard to an unmet demand survey conducted every 3 years. In the event that the survey concludes that there is no significant unmet demand, the Council may decide to continue to limit the number of hackney carriages.
- The Council commissioned CTS Consultancy to undertake the survey. The survey involved extensive consultation with the hackney carriage and private hire trade, the public and other special interest groups of hackney carriage users.
- The conclusion of the survey conducted by CTS Consultancy was that there was no evidence of any significant unmet demand.

The Councillors were then guided by the Environmental Health Manager through the key aspects of the CTS ‘Crawley – Hackney Carriage Unmet Demand Study’ report, in doing so he also highlighted other relevant issues. These included:

- The Council had a wheelchair accessible policy, but the existing license holders with vehicle plate numbers 1-73, were exempt, from the policy requirements.

- However having a disjointed policy had created a source of friction within the trade as those who had to provide a wheelchair accessible vehicle felt that it was not a level playing field due to the increased costs associated with an accessible vehicle. This was balanced against the number of customers requiring this type of vehicle.
- Since November 2002 the number of wheelchair accessible vehicles had increased from 7 out of 79 licensed vehicles (8.8%) to 50 out of 123 (61.5%) licensed as of the date of this report.
- The results of the unmet demand survey, together with test enquiries of operators and care homes indicated that there were no problems in passengers obtaining the services of an accessible vehicle.
- However, the survey also revealed that a passenger had waited for a wheel chair accessible vehicle for 25 minutes at the taxi rank in Three Bridges and no vehicle was available.

Following a request, in advance of the meeting, the Chair invited two representatives, Mr Shahzad Abbas Malik and Mr Wajid Mahmood on behalf of the Hackney Carriage Association to address the meeting on the report. The representative raised a number of issues from the report and survey findings, which included:

- Questioning that there was discontent by those drivers that were required to be wheelchair accessibility and those that did not.
- Emphasising that there was a need for a mixed fleet with saloon cars and cars that were wheelchair accessible, as many elderly users found the wheelchair accessible cars difficult to use due to their higher door level, compared to the salon cars. The current mix was considered to be about right.
- Questioned the anecdote over the 25 minute wait for a wheelchair accessible vehicle.

Also as part of their address to the Committee the trade representatives raised a number of more general issues relating to hackney carriages but which did not pertain to the report. In response to the comments raised, the Chair noted they had comments and concerns on other issues, but the Committee was unable to address these during the meeting.

In considering the report there was a general feeling of support by the Committee, that the balance and mixed type of hackney carriages across the borough was correct for our residents and their needs. The Committee were pleased that the trade supported the findings of the survey to keep the status quo, which gave the Committee further justification to continue with the current policy.

Members did acknowledge the trade had other concerns but emphasised that this specific meeting was not the correct venue for a wider range of issues raised. However, it was considered that a more general debate on hackney carriages, private hires and 'taxis in general' should be undertaken at a future Licensing Committee, especially as some Councillors had questions and concerns of their own that they would want to be answered and discussed.

The Committee requested that an online link to the CTS 'Crawley – Hackney Carriage Unmet Demand Study', be included within the Minutes, which can be found [here](#).

RESOLVED

The Licensing Committee resolved as follows:

1. it confirmed that it had given consideration to the unmet demand survey report which was undertaken on behalf of Crawley Borough Council.
2. that, having given consideration to the unmet demand survey report, the Committee was satisfied there was no significant unmet demand for the services of hackney carriages within the borough.
3. that, the Council would continue the policy of limiting the number of hackney carriage licences issued by Crawley Borough Council, subject to any applicant demonstrating exceptional circumstances.
4. that the limit on the number of hackney carriages would be the number issued as at the date of the meeting.

6. Closure of Meeting

In closing the meeting the Chair invited those Councillors present and the Hackney Carriage Association to email him directly any questions or concerns that they had for the Council to consider. He would then get them collated and those questions and responses received by officers would be presented to a future meeting of the Licensing committee during this municipal year.

The meeting ended at 8:30pm.

R FIVEASH
Chair

Crawley Borough Council

Minutes of Planning Committee

13 June 2017 at 7.30pm

Present:

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

Also in Attendance:

Councillors	M G Jones and C J Mullins
-------------	---------------------------

Officers Present:

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

Apologies for Absence:

There were no apologies for absence.

1. Lobbying Declarations

The following lobbying declarations were made by Members:-

Councillor Stone had been lobbied regarding application CR/2017/0247/FUL.

Councillors Guidera and Thomas had been lobbied regarding application CR/2017/0314/CON.

2. Members' Disclosure of Interests

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

3. Minutes

The minutes of the meeting of the Committee held on [5 May 2017](#) were approved as a correct record and signed by the Chair. The Chair welcomed Councillor Boxall who was newly appointed to the Committee, as well as those returning members.

4. Planning Application CR/2016/1039/FUL: Crawley Dental Clinic, 158 Buckswood Drive, Gossops Green, Crawley

The Committee considered report [PES/235a](#) of the Head of Economic and Environmental Services which proposed as follows:

Erection of single storey front extension and change of use of part residential (C3) to dental clinic (D1) to create an extra surgery and enlarged waiting room, and creation of self contained first floor flat above. (Amended description, plans and design & access statement received)

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

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

Mr Philip Bryant and Mr Peter Jones spoke in objection to the application, whilst Mr Matt Botha (the applicant) addressed the committee in support.

The Committee then considered the application and noted the concerns raised by the objectors as well as those in support. Some committee members acknowledged the potential increase in parking (particularly on the bend) and congestion however it was observed that West Sussex County Council's Highways Department had not raised an objection to the application and traffic offences were enforceable by Sussex Police. It was also remarked that the extension to the practice would provide improved services to patients and staff.

In response to queries and comments made by the Committee as well as the concerns by the objectors, the Principal Planning Officer stated the following:

- The internal conversion, insulation and sound proofing would be regulated by building control.
- Occasional 'out of hours' emergency use would be permitted under condition 4. Should this usage become excessive, enforcement action could be pursued.
- Confirmation was provided of the boundary and that the main entrance to the dental practice would be relocated from the northern side of the property to the southern side and a new footpath to the entrance is now proposed to serve the entrance.
- Confirmation that any restrictive covenants were not under consideration by the Planning Committee.

RESOLVED

Permit, subject to conditions set out in report [PES/235a](#).

5. Planning Application CR/2017/0341/CON: Northgate Primary School, Green Lane, Northgate, Crawley

The Committee considered report [PES/235\(f\)](#) of the Head of Economic and Environmental Services which proposed as follows:

Consultation from West Sussex County Council (WSSCC/013/17/CR) for the addition of two and single storey extensions to allow increase in pupil nos. From 2FE to 3FE and associated works, including increase in car parking, zebra crossings and making permanent the 2 classroom nursery buildings, and demolition of the existing (caretakers) house.

Councillors Guidera and Thomas declared they had visited the site.

The Group Manager provided a verbal summation of the application. The Committee was reminded that the Council was a statutory consultee to provide comments to West Sussex County Council who would be making a decision on the application at their Planning Committee. Since the report had been published a further letter had been received by CBC from a local resident highlighting highway matters and concerns. All responses would be forwarded to WSSCC as part of the consultation.

The Committee was updated on the further changes since the publication of the report as amended plans and additional information have been submitted by the applicants to WSSCC:

The key changes to the application are that:

- The Hollybush Road Zebra Crossing has been deleted;
- The provision of a full Safety Audit of highways proposals (crossing improvements);
- A raised 'no-dig' area to the north of the car park introduced to avoid archaeological impacts and tree root protection areas;
- Clarifications regarding construction arrangements (site set up, access etc.); and
- Revised drainage plans, arboricultural information, design and access statement etc. to reflect the amendments.

As a result of the amendments to the application the officer report required correction in the following places:

- Para 2.9 – reference should now be to zebra crossing at Barnfield Road only.
- Para 5.7 – Penultimate sentence – correction to single zebra crossing along with the first sentence for paras 5.9 and 5.13
- Condition 5 as recommended would need changing to reflect the single crossing.

The Group Manager advised that Officers had also sought further clarification on the pupil numbers for the school as there appears to have been some confusion over the total numbers at the time of drafting the report. As a result further updates were needed to the Officer report. The information set out in para 5.6 in the Officers report is incorrect. It would appear that the pupil role until 2014 was around 420 pupils. Since 2014 there has been an additional class intake every year (3 school years 3 x 30), a further 90 students. The application submission has assumed these 90 pupils are part of the existing school numbers and therefore the application assumes a further 4 school year intake (4 x 30 pupils) 120 pupil increase in total which would be introduced in the period to 2020. Depending on which document was read, there appeared to be some confusion about school pupil numbers however, the missing 100 are pupils currently at the school and being taught in temporary class rooms (2 of which are proposed to be retained). The proposed maximum number of primary pupils is 630. This clarification makes part of para 5.12 incorrect and it is

recommended the words “has reduced pupil numbers by 100 from the previously withdrawn scheme and ” are deleted from the 2nd sentence in this paragraph.

County officers have also sought to provide further information in respect of the other issues raised in the officer’s report since its publication last week.

- In respect of the loss of the residential unit, it was noted that there was still has limited information and no justification for its loss. While not in writing it had been confirmed verbally by the WSCC planning case officer that the caretaker house had been redundant for some time and loss of unit is considered outweighed by the local need for education provision to serve the wide community. He has also confirmed that the house does not just facilitate 12 parking spaces but also an improved car park circulation arrangement which facilitates the improvements in operational requirements for the wider school.
- In para 5.7 officers suggested that there needed to be appropriate arrangements put in place to use the Northgate Playing Fields as a Park and Stride facility. Evidence has been provided that the school received permission from CBC Property services on a trial basis in mid Feb this year and confirmation the use could continue in late April until further notice subject to the car park not being required for other operational purposes and provided no complaints are received.

The Group Manager also provided additional information on the need for the school expansion which is in response to additional demand in north-east Crawley (which this school is situated) as result of the growing younger population in Crawley, new housing demand and immigration due to the proximity of Gatwick airport. The schools in the area are at 91 -103% capacity (this includes the extra 3 forms of entry being provided at Northgate.

Mrs Ann Russell addressed the Committee in objection to the application and raised the following points:

- No parent car drop off/pick up point had been provided within the school grounds which would benefit parents, residents and children.
- Park and stride at Northgate Playing fields would have limited use.
- Proposed plans were ambiguous and clarification was required. Traffic congestion and road safety needed to be further assessed.
- Welcomed deletion of Hollybush Road zebra crossing but considered the proposed tactile crossing point dangerous and raised further questions about the safety audits recently provided.
- The application seemed misleading and new information kept being added.

The Committee then considered the application. Members felt that despite the update provided and the need to meet the growing numbers of pupils in Crawley, there was a lack of information and inconsistency with regards to capacity, access and highways. The committee noted that WSCC Highways had not provided any comments on this application. The committee needed to be satisfied that local highway issues had been appropriately addressed and this current information was still unsatisfactory. They also noted the high level of local concern given the number of representations made to WSCC by local residents. There was concern that the nursery school numbers were not included in the traffic information and that traffic mitigation measures shown would not be practical. There was also concern that the caretaker’s house would be lost and this was contrary to the Council’s Local Plan (H1).

The Committee considered the proposal but upon being put to the Committee the majority of the members did not support the principle of the development for the reasons set out below. The Officer recommendation was not supported.

RESOLVED

TO OBJECT TO THE APPLICATION for the following reasons:

1. **To object on highway grounds due to the existing known congestion problems on local roads around Northgate School (evidenced by both local residents and Committee Members) and that, based on information provided to date, it cannot be seen to have been demonstrated how these additional traffic impacts and highway issues can be satisfactorily addressed and mitigated.**
2. **To object to the unjustified loss of caretakers house which is contrary to policy H1 of the Crawley Borough Local Plan 2015-2030**

6. **Planning Application CR/2017/0146/FUL: 1 Grace Road, Broadfield, Crawley**

The Committee considered report [PES/235b](#) of the Head of Economic and Environmental Services which proposed as follows:

Alteration of existing hips, removal of rear dormer and installation of rear roof Velux windows to facilitate rooms in the roof space (amended description & plans received)

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

Mr Richard Stange spoke in objection to the application noting concerns regarding the hillside location, sight lines and overlooking to neighbouring properties.

The Committee then considered the application. In response to queries raised, whilst further conditions could be proposed to the Velux windows it was not be considered that the proposal provided additional impact on neighbouring amenities in terms of overlooking, loss of privacy or light.

RESOLVED

Permit, subject to conditions set out in report [PES/235b](#).

7. **Planning Application CR/2017/0175/RG3: The Tree, 103 High Street, Northgate, Crawley**

The Committee considered report [PES/235c](#) of the Head of Economic and Environmental Services which proposed as follows:

Revisions to approved planning permission (CR/20013/0455/RG3) for change of use to a museum and associated alteration and extension works. The changes to the approved permission and consent include: demolition of a chimney stack, rebuilding exposed walling, minor changes to internal layout and the detailing of the facade/screen to the glazed link extension.

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

The current application and the application to be subsequently considered (CR/2017/0176/LBC) were related. However they were to be determined in isolation by the Committee as the Listed Building Consent would specifically relate to the impact upon the special architectural and historic character of the Listed Building including its physical fabric, the interior and preservation of important features.

The Principal Planning Officer provided a verbal summation of the application and update. The application sought retrospective permission for the alterations made to the building to create a museum. Whilst it was acknowledged that the Listed Buildings Consultant and Urban Design Officer objected to the glazed link as implemented, the Listed Building Consultant had commented the harm to the building overall including the form the glazed link as implemented was less than substantial and that this impact therefore could be balanced against the public benefits of the development. It was noted that the Applicant had advised that the reason for the change was the metal framed glazed link (COMAR) would reinforce the structural integrity of the flat roof. Furthermore the Committee was informed that the unauthorised alterations to the internal layout of the building, had been addressed and the impact upon historic integrity and fabric of the building was now considered to be acceptable.

Mr Nigel Sheehan spoke on behalf of the applicant in support of the application, highlighting the works delivery and management structure for the project together with the major public benefits that Crawley would enjoy from the opening of the new Tree Museum.

The Committee then considered the application. Some members voiced concerns regarding the retrospective application and highlighted dissatisfaction with the quality of the glazed link compared to that previously permitted/consented. It was felt that Crawley's heritage should be treated as a finite resource. Other members recognised the need to balance the benefits of the town of the provision of the museum and the work/time that had been undertaken to date to restore the historically significant elements of the building against the harm caused by the glazed link

RESOLVED

Permit, subject to conditions set out in report [PES/235c](#).

8. Planning Application CR/2017/0176/LBC: The Tree, 103 High Street, Northgate, Crawley

The Committee considered report [PES/235d](#) of the Head of Economic and Environmental Services which proposed as follows:

Listed building consent for revisions to the listed building consent (CR/2016/0703/LBC) for change of use to a museum and associated alteration and extension work, including, the demolition of a chimney stack, rebuilding exposed walling, minor changes to the internal layout and the detailing of the facade/screen to the glazed link extension.

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

The Principal Planning Officer provided a verbal summation of the application and the Committee was also advised that a number of the conditions were to be amended as follows:

2. Prior to the commencement of the use of the building as a museum new doors from room 1.1 into 1.8, and room 0.1 into room 0.9 shall have been implemented in accordance with the Dordogne oak door detail.
REASON: To ensure the special architectural and historic character of the building is protected in accordance with policy CH15 of the Crawley Borough Local Plan 2015-2030.
3. Prior to the commencement of the use of the building as a museum, the installed crittal windows between room 1.1 and room 1.3, and between room 0.1 and room 0.4 indicated as C on fig 1 Treatment to East Windows, and the submitted photographs labelled "first floor window small", "first floor window" and "ground floor window" shall be single glazed and finished in accordance with details that have first been submitted to and been approved in writing by the Local Planning Authority.
REASON: To ensure the special architectural and historic character of the building is protected in accordance with policy CH15 of the Crawley Borough Local Plan 2015-2030.
14. Prior to the commencement of the use of the building as a museum a reflective film shall have been installed on the south, north and east facing elevations of the glazed link in accordance with details that have first been submitted to and been approved in writing by the Local Planning Authority.
REASON: To ensure the development protects the architectural and historic character of the listed building in accordance with policy CH15 of the Crawley Borough Local Plan 2015-2030.
15. Prior to the commencement of the use of the building as a museum the door from room 1.2 into the corridor to the south of room 1.3 shall be installed in accordance with detailed joinery drawings at a scale of no less than 1:5 that have first been submitted to and been approved in writing by the Local Planning Authority.
REASON: To ensure the special architectural and historic character of the building is protected in accordance with policy CH15 of the Crawley Borough Local Plan 2015-2030.
16. The new door from room 1.16 into 1.7 shall be retained in accordance with the approved "door to Tudor room" detail.
REASON: To ensure the special architectural and historic character of the building is protected in accordance with policy CH15 of the Crawley Borough Local Plan 2015-2030.

The Committee then considered the application.

RESOLVED

Consent, subject to conditions set out in report [PES/235d](#) and the amended conditions above.

9. Planning Application CR/2017/0247/FUL: Part Ground Floor, Ifield House, Ifield Green, Ifield, Crawley

The Committee considered report [PES/235e](#) of the Head of Economic and Environmental Services which proposed as follows:

Retrospective application for change of use from A1 retail to mixed use comprising hairdressing, furniture sales, beauty treatments and tattoo studio

Councillors Stone and Thomas declared they had visited the site.

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

Mr Peter Jordan addressed the Committee in objection to the application and highlighted issues of traffic congestion, inadequate parking and the potential increase in customer numbers to the premises.

The Committee then considered the application and noted the concerns raised by Mr Jordan. Some Committee members acknowledged that the traffic congestion could cause inconvenience for local residents, although it was recognised that there had been no objection raised by West Sussex County Council Highways and the number of parking spaces provided was adequate for the development. Additionally there were comments that the premises provided a contribution towards local economic growth.

RESOLVED

Permit, subject to conditions set out in report [PES/235e](#).

10. Proposed Deed of Variation to Planning Applications CR/2016/1020/FUL relating to the Former Thales Site (now numbers 2 -7 Gatwick Road), Northgate, Crawley

The Committee considered report [PES/251](#) of the Head of Economic and Environmental Services. The report set out the proposed changes to two Section 106 (S106) Agreements prepared pursuant to planning permissions CR/2014/0764/OUT and CR/2016/1020/FUL. The proposed changes related to the required delivery and timing for junction improvements. The changes were deemed necessary to ensure appropriate traffic management and would enable opportunities to enhance the junctions to be fully explored should any additional funding become available.

The Committee were informed that WSCC were in agreement with the revised triggers and that an updated junction plan for the Manor Royal/Gatwick Road junction would be referred to in the Deed. It was also requested that a final legal point was delegated to Officers to cover the applicant's concern about possible delay to the junction works due to circumstances beyond their control and that this matter be delegated to officers to work to find an enforceable clause that could be agreed and added into the Deed of Variation.

The Committee was informed that there was an amendment to the first bullet point within 5.1 which should now read as follows:

- For Parcel 1 to deliver the Manor Royal/Gatwick Road roundabout works within 24 months of {date of signed Deed} or the 1st occupation of any building (whichever shall be later).

RESOLVED

That the Planning Committee agree the making of a proposed Deed of Variation to reflect the changes as set out in section 5.1 of report [PES/251](#) with the amendment above.

11. Section 106 Monies – Annual Report 2016/17

The Committee considered report [PES/249](#) of the Head of Economic and Environmental Services. The report summarised the Section 106 (S106) monies received/spent and committed to project schemes in the financial year 2016/2017.

Members took the opportunity to pass on their thanks to the Regeneration Programme Officer for the compilation of the report.

RESOLVED

That the Planning Committee noted the contents of report [PES/251](#) together with the update of S106 monies received, spent and committed in 2016/2017.

12. Closure of Meeting

The meeting ended at 10.00pm.

I T IRVINE
Chair

Appendix A

Members' Disclosure of Interests

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor B J Burgess	Minute 4	CR/2016/1039/FUL Crawley Dental Clinic, 158 Buckswood Drive, Gossops Green, Crawley	Personal Interest – Patient at dental practice
Councillor Crow	Minute 5	CR/2017/0341/CON Northgate Primary School, Green Lane, Crawley	Personal & Prejudicial Interest – Chair of WSCC Planning Committee. Councillor Crow left the meeting for this item and took no part in the discussion or voting.
Councillor Guidera	Minute 5	CR/2017/0341/CON Northgate Primary School, Green Lane, Crawley	Personal interest – Patient at Northgate Hollybush road dental practice
Councillor Thomas	Minute 5	CR/2017/0341/CON Northgate Primary School, Green Lane, Crawley	Personal Interest – Borough Councillor for Northgate
Councillor Stone	Minute 7	CR/2017/0175/RG3: The Tree, 103 High Street, Northgate, Crawley	Personal interest – CBC Representative on the Crawley Museum Society & Project Board
Councillor Stone	Minute 8	CR/2017/0176/LBC: The Tree, 103 High Street, Northgate, Crawley	Personal interest – CBC Representative on the Crawley Museum Society & Project Board
Councillor P C Smith	Minute 9	CR/2017/0247/FUL Part Ground Floor, Ifield House, Ifield Green, Ifield, Crawley	Personal interest – CBC Representative on the Ifield Village Conservation Area Advisory Committee
Councillor Stone	Minute 9	CR/2017/0247/FUL Part Ground Floor, Ifield House, Ifield Green, Ifield, Crawley	Personal interest – CBC Representative on the Ifield Village Conservation Area Advisory Committee
Councillor Thomas	Minute 9	CR/2017/0247/FUL Part Ground Floor, Ifield House, Ifield Green, Ifield, Crawley	Personal interest – CBC Representative on the Ifield Village Conservation Area Advisory Committee
Councillor P C Smith	Minute 10	Proposed Deed of Variation to Planning Applications CR/2016/1020/FUL relating to the Former Thales Site (now numbers 2 -7 Gatwick Road), Northgate, Crawley	Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District.

Crawley Borough Council

Minutes of the Overview and Scrutiny Commission Monday 26 June 2017 at 7.00pm

Present:

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

Also in Attendance:

Councillors C Portal Castro, F Guidera, P K Lamb and C J Mullins

Apologies for Absence:

Councillors L Vitler

Officers Present:

Natalie Brahma-Pearl Chief Executive
Heather Girling Democratic Services Officer
Nigel Sheehan Head of Partnership Services
Paul Windust Corporate Accounting & Treasury Services Manager

1. Members' Disclosure of Interests and Whipping Declarations

The following disclosures of interests were made by Members:-

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor A Pendlington	5	K2 Crawley – Leisure Management Procurement	Personal Interest – Member of K2 Crawley

2. Minutes and Matters Arising

The Chair welcomed Councillor Lunnon and Councillor Pendlington onto the Commission. It was also an opportunity to welcome back returning Members and new Vice Chair Councillor Belben, together with new Chief Executive Natalie Brahma-Pearl who was attending her first committee meeting at Crawley.

The minutes of the meeting of the Commission held on [20 March 2017](#) were approved as a correct record and signed by the Chair. Councillor Cheshire commented that she had previously noted her apologies for the March meeting.

3. Public Question Time

No questions from the public were asked.

4. Treasury Management Outturn 2016 - 2017

The Commission considered report [FIN/412](#) with the Leader of the Council and the Corporate Accounting and Treasury Services Manager. The CIPFA Code of Practice for Treasury Management recommends that members be updated on treasury management activities regularly and the report ensured the Council was implementing best practice in accordance with the Code. The report provided details of the outturn position for treasury activities and highlighted compliance with the Council's policies previously approved by Members.

During the discussion, the following points were expressed:

- Interest rates were calculated upon completion of the Treasury Management Strategy and Members subsequently updated through the budget monitoring and mid-year review process, along with capital programme updates.
- Clarity was provided on the approval for S106 and CIL funding routes.
- Confirmation that bids for capital should be based on expenditure required to maintain the Council's assets in addition to spend to save projects or spend to earn investment.
- Explanation sought and obtained on the detailed holdings including ratings and maturity.
- Acknowledgement that the primary consideration for the Council was the security of the investment.
- It was noted that external advisors provided information and guidance.
- Members took the opportunity to pass on their thanks to the Corporate Accounting & Treasury Services Manager for the compilation of the report.

RESOLVED

That the Commission supported the recommendations to the Cabinet.

5. K2 Crawley – Leisure Management Procurement

The Commission considered report [HPS/009](#) with the Cabinet Member for Wellbeing and the Head of Partnership Services. The report sought agreement for the preferred procurement approach for the K2 Crawley leisure centre management contract.

Members were generally in favour of Recommendations 2.2.1a, b, c and e.

- However there was concern expressed over the length of the contract (featured in recommendation 'a'). As a result the Commission wished to recommend to Cabinet that 10 or 15 years be offered simultaneously, together with the consideration of incentives and break clauses.
- An amendment was proposed by Councillor T Lunnon and seconded by Councillor K Sudan for recommendation 'c', that the supplementary capital estimate should be supported by a business case (similar to the Budget Advisory Group). The amendment upon being put to the Commission was declared to be LOST.
- Support the establishing a cross party working group (recommendation 'd'). However it was felt that the size was currently too small. Following a vote the Cabinet was advised that the Commission wished to recommend the membership of the cross party working group as 4:3.

- Support that bidders would be asked to provide a variant bid compliant with the Living Wage Foundation wage rates.
- Whilst there was appreciation for the car park expansion there was recognition that future lessons should be learned as this is the third extension being sought.
- Various issues regarding current and future car parking arrangements were discussed.
- Acknowledgement that the pricing would be an important aspect to ensure participation costs were not increased. There would be a need to balance maximising income, maintaining the facilities, whilst also improving health and wellbeing.
- Recognition that it was necessary to take account of the contract scope; fitness facilities and café at the Bewbush Centre and Broadfield 3G pitch.
- Discussions were held over the advantages and disadvantages of the capital investment costs.
- Clarity sought and obtained over the evaluation and monitoring of the contract.
- Support for further investigation for incentives for Crawley residents (an outcome from the Crawley Leisure Card Scrutiny Panel).

RESOLVED

That the Commission supported the majority of the recommendations whilst wishing the Cabinet noted the proposed amendments above.

6. Appointments

RESOLVED

That the Commission endorsed the following appointments:

West Sussex Health and Adult Social Care Select Committee (HASC)

Councillor K Sudan

West Sussex Joint Scrutiny Steering Group (JSSG)

Councillor B A Smith

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

Councillor K Sudan

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

The next meeting of HASC was scheduled for 7 July 2017. An update would follow at the OSC meeting in September.

8. Scrutiny Review Workshop

The OSC Review Workshop has been arranged for Monday 4 September at 6.00pm. The Overview and Scrutiny Commission would commence at 7.30pm on this date. OSC Members were requested to note the new date and time.

9. Forward Plan – August 2017 and Provisional List of Reports for the following meetings of the Commission

The Commission confirmed the following reports:

September

- Crawley Economic Growth Programme.
- Town Centre Signage & Wayfinding.

October

- Town Centre Heat Network

10. Closure of Meeting

The meeting ended at 8.55pm.

B A Smith
Chair

Crawley Borough Council

Minutes of Cabinet

Wednesday 28 June 2017 at 7.30pm

Present:

Councillor	
P K Lamb	(Chair of Cabinet and Leader of the Council)
M G Jones	(Cabinet Member for Public Protection and Community Engagement)
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 and D Crow
-------------	------------------------

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Ann-Maria Brown	Head of Legal and Democratic Services
Peter Browning	Deputy Chief Executive
Karen Dodds	Head of Crawley Homes
Karen Hayes	Head of Finance, Revenues and Benefits
Mez Matthews	Democratic Services Officer

1. Apologies for Absence:

No apologies for absence were received.

2. Members' Disclosure of Interests

The following disclosures of interests were made by Members:-

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor M G Jones	Minute 14	Authority to Appoint a Contractor for Goffs Park Development	Personal Interest – member of the Environmental and Community Services Select Committee at West Sussex County Council
Councillor P C Smith	Minute 10	Financial Outturn 2016/2017	Personal Interest – Board Member for Manor Royal Business Group

3. Minutes

The minutes of the meeting of the Cabinet held on [22 March 2017](#) were approved as a correct record and signed by the Chair.

4. Public Question Time

There were no questions from the public.

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

The Head of Legal and Democratic Services reported that no representations had been received in respect of report CH/172.

6. Matters Referred to the Cabinet

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

7. 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.

8. Treasury Management Outturn for 2016/17

The Cabinet considered report [FIN/412](#) of the Head of Finance, Revenues and Benefits. The Cabinet was informed that Councillors were required under regulations to regularly review and scrutinise the Council's treasury management policy and performance. The report provided details of the outturn position for treasury activities and highlighted compliance with the Council's policies previously approved by Councillors.

The Cabinet noted the Overview and Scrutiny Commission's comments including their support from its meeting on 26 June 2017. The Leader responded to an issue raised at the Overview and Scrutiny Commission and confirmed that the company in question was not involved in armaments. The Cabinet then agreed the recommendations.

RESOLVED

That the Cabinet:

1. Approve the actual 2016/17 Prudential and Treasury Indicators as set out in report FIN/412.

2. Note the Annual Treasury Management Report for 2016/17.

Reason for Decision

This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2016/17. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

9. K2 Crawley – Leisure Management Procurement

The Cabinet considered report [HPS/009](#) of the Head of Partnership Services which considered options for the future management of K2 Crawley and made recommendations for the preferred procurement route and service priorities to be reflected in the procurement process.

The Cabinet noted the comments which had been made by the Overview and Scrutiny Commissions in particular:

- Concern regarding the length of the contract (featured in recommendation 'a'). As a result the Commission recommended to Cabinet that 10 or 15 years be offered simultaneously, together with the consideration of incentives and break clauses.
- Support for establishing a cross party working group (recommendation 'd'). However it was felt that the size was currently too small and the Commission therefore recommended to Cabinet that the membership of the cross party working group be 4:3.

The Cabinet supported the Commission's proposal that the membership of the working group be increased to 4:3, however it was of the view that more detailed financial information was necessary before a decision could be taken on the length of the contract. The Cabinet then agreed the recommendations with the revised working group ratio.

RESOLVED

That the Cabinet:

1. Approve the recommended procurement approach and process for the future management of K2 Crawley, Broadfield 3G Pitch and Bewbush Gym, as set out in paragraphs 6.2 to 6.10 of report HPS/009.
2. Approve the recommended tender evaluation model as set out in paragraphs 6.11 to 6.12 of report HPS/009.
3. Approve a supplementary capital estimate of £170,000 to provide a further 79 car parking spaces (subject detailed design and planning approval) within the main K2 Crawley car park as outlined in paragraph 6.13 of report HPS/009. The supplementary capital estimate to be funded from useable capital receipts.
4. Agree to establish a cross party working group (4:3) to oversee the proposed procurement and tender evaluation process as set out in paragraph 6.15 of report HPS/009 and for the Head of Legal and Democratic Services to liaise with Group Leaders to obtain nominations.

5. Note that a further report will be brought to Cabinet in due course seeking approval of a preferred leisure management contractor.

Reason for Decision

The recommendations are required to ensure management arrangements for K2 Crawley are in place after the expiry of the current contract in November 2018. The recommended procurement process aims to provide a balance between financial sustainability and supporting the Council's Budget Strategy whilst ensuring a high quality inclusive service which continues to support the wider health and wellbeing agenda for residents.

10. Financial Outturn 2016/2017

The Cabinet considered report [FIN/411](#) of the Head of Finance, Revenues and Benefits which set out a summary of the Council's outturn for the year for both revenue and capital spend. The Cabinet congratulated officers on achieving such a positive outturn for the year and agreed the recommendations.

RESOLVED

That the Cabinet:

1. Note the outturn for the year 2016/2017 as summarised in report FIN/411.
2. Approve an allocation of £11,000 from the £0.966m capital programme budget allocated for the Town Centre in 2017/18 to undertake design, style and format proposals for new signs as outlined in Paragraph 8.17 of report FIN/411. A further recommendation to draw down from this budget will be made at a later date to undertake this project.
3. Note the three S106 funded schemes that were added to the capital programme as outlined in Paragraph 9.1 of report FIN/411.
4. Approve a capital budget of £82,100 to be funded from S106 contributions for the Manor Royal Cycle Path as outlined in Paragraph 9.2 of report FIN/411.
5. Approve a capital budget of £23,000 which will be funded from S106 contributions for the County Mall Cycle Path as outlined in Paragraph 9.3 of report FIN/411.
6. Approve a capital budget of £30,000 which will be funded from S106 contributions for High Street Safety Improvements as outlined in Paragraph 9.4 of report FIN/411.
7. Approve the Play refurbishment schemes as identified in Paragraph 9.5 of report FIN/411 to be funded from S106 contributions.

RECOMMENDATION 1

That the Full Council be RECOMMENDED in relation to:-

Approve an amended supplementary capital estimate as detailed in Paragraph 8.21 of report FIN/411 below of £3.465m, funded from £2.550m of 1-4-1 receipts and £915,000 from useable capital receipts.

Reason for Decision

To report to Councillors on the outturn for the year compared to the approved Budget for 2016/17.

11. Crawley Homes Gas Repair Servicing and Renewal, Responsive Repairs, Voids and Planned Works Options for Service Provision

The Cabinet considered report [CH/173](#) of the Head of Crawley Homes which outlined options for the future delivery and management of Crawley Homes repairs services at the expiration of the current contracts in 2019. The report also sought direction from the Cabinet as to the preferred option.

The Cabinet Member for Housing proposed that a cross party working group be established with a membership of 3:2 to evaluate the options for service provision, the proposal was agreed by the Cabinet. The Cabinet then agreed the recommendations contained within the report including the establishment of a cross party working group.

RESOLVED

That the Cabinet:

1. Note the options for the delivery and management of Crawley Homes repair services as set out in report CH/173.
2. Approve the outsourcing model of service provision for Crawley Homes gas repair servicing and renewal and for the provision of responsive repairs, voids and planned works.
3. Delegate authority to the Head of Crawley Homes in consultation with the Cabinet Member for Housing to commence an OJEU procurement exercise for gas repairs, servicing and renewal for a contract to commence 1st April 2019.
4. Delegate authority to the Head of Crawley Homes in consultation with the Cabinet Member for Housing to commence an OJEU procurement exercise for responsive repairs, voids and planned works for a contract to commence 1st April 2020.
5. Note that further Cabinet authority will be required for the award of any contract for the provision for gas repair and servicing and the provision of responsive repairs, voids and planned works.

6. Authorise the Head of Crawley Homes to procure the appointment of Procurement and Specialist Legal Advisors, which will be met from existing budgets as outlined in Paragraphs 7.2 and 7.3 of report CH/173.
7. Delegate to the Head of Crawley Homes in consultation with the Cabinet Member for Housing to evaluate the options for alternative provision of a repairs contact centre. To note that the estimated additional cost to the Council for this service is £148,041 outlined in Paragraphs 6.6 and Appendix 1 of report CH/173, and the aim of the review would be to mitigate the additional costs or find acceptable alternatives.
8. Subject to a satisfactory review as outlined in Paragraph 2.7 of report CH/173, delegate authority to the Head of Crawley Homes in consultation with the Cabinet Member for Housing and Head of Finance, Revenues and Benefits, to negotiate with the current contractors Mears and Mitie to put in place an agreed alternative which might include the in-house option with transfer to the Council (TUPE), of call handling staff and for the Council to deliver this aspect of the service in advance of the appointment of a contractor for gas repair and servicing in 2019.
9. Note that additional ICT support may be required as set out in Paragraph 7.4 of report CH/173 to be funded through the current HRA Consultancy Budget with any additional costs for work required to be included within the HRA budget for 2018/19 as outlined in Paragraph 7.5 of report CH/173.
10. Agree to establish a cross party working group (3:2) to evaluate the options for service provision.

Reason for Decision

To ensure that the provision of repairs and maintenance continues to be provided to Council tenants and leaseholders.

12. Terms of Reference and Nominations for 2017-2018

The Cabinet considered report [LDS/131](#) of the Head of Legal and Democratic Services which sought approval of the Terms of Reference for the advisory group, working groups and support group which related to Cabinet functions. The Cabinet noted that, in relation to the Local Plan Working Group, the Labour Group had nominated Councillors M Ayling, C Cheshire, S Joyce, T Lunnon, A Skudder, P Smith and G Thomas.

RESOLVED

That, subject to the inclusion of Councillors M Ayling, C Cheshire, S Joyce, T Lunnon, A Skudder, P Smith and G Thomas on the membership of the Local Plan Working Group, the Terms of Reference and representatives for the Budget Advisory Group, Local Plan Working Group, Economic Regeneration Working Group and Member Development Executive Support Group be as indicated in report LDS/131.

13. 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 involve 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.

14. Authority to Appoint a Contractor for Goffs Park Development

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

The Cabinet considered report CH/172 of the Head of Crawley Homes which sought approval for the authority to enter into a Design and Build Contract for construction at Goffs Park Depot, Southgate, Crawley.

RESOLVED

That, subject to planning permission being granted, approve the appointment of the company identified in Paragraph 2.1 of report CH/172 under a single stage Design and Build Contract for the development at the Goffs Park Depot site. That the contractor work with the Council to undertake the detailed design and construction of the final scheme.

Reason for Decision

1. To provide housing for Crawley residents in need from the Housing Register.
2. To continue the delivery of dwellings funded from the HRA as part of the HRA Business Plan and the Council's Right to Buy receipts (one-for-one) funding programme.

15. Closure of Meeting

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

P K LAMB
Chair

Crawley Borough Council

Minutes of Planning Committee

3 July 2017 at 7.30pm

Present:

Councillor I T Irvine (Chair)
Councillor C Portal Castro (Vice-Chair)
Councillors N J Boxall, R S Fiveash, K L Jaggard,
S J Joyce, T Rana, A C Skudder, P C Smith,
M A Stone, J Tarrant and G. Thomas.

Officers Present:

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

Apologies for Absence:

Councillors D Crow and F Guidera.

Absent:

Councillor B J Burgess.

13. Lobbying Declarations

The following lobbying declarations were made by Members:

Councillors Boxall, Fiveash, Irvine, Jaggard, Joyce, Portal Castro, Rana, Skudder, P C Smith, Stone, Tarrant and Thomas had been lobbied regarding application CR/2017/0264/FUL.

14. Members' Disclosure of Interests

There were no disclosures of interest.

15. Minutes

Subject to the clerical correction below, the minutes of the meeting of the Committee held on [13 June 2017](#) were approved as a correct record and signed by the Chair.

Clerical Correction

Minute No.2, Appendix A (Members' Disclosure of Interests)

With regard to the disclosure by Councillor Crow:

Delete the text in relation to the Type and Nature of Disclosure, and replace with the corrected text as follows:

Personal and **Non** Prejudicial Interest – Chair of WSCC Planning Committee (Minute 5 - CR/2017/0341/CON). Councillor Crow **chose to leave** the meeting for this item and took no part in the discussion or voting.

16. Planning Application CR/2017/0264/FUL: 3 Fontwell Road, Furnace Green, Crawley

The Committee considered report [PES/236 \(a\)](#) of the Head of Economic and Environmental Services which proposed as follows:

Retrospective application for single storey front extension with gable roof.

Councillors Irvine, Jaggard, P C Smith, Stone, Tarrant and Thomas declared they had visited the site.

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

The Applicant, Mr Graham Carter, addressed the Committee in support of the application.

The Committee considered carefully the application information and was of the view that the design and style of the work undertaken was not harmful to the character of the dwelling or the street scene. It did not accept the associated considerations in the Officer's report.

The Officer's recommendation to refuse was overturned.

It was then moved to permit the application proposed and this was seconded. A vote was taken.

RESOLVED

Permit.

17. Planning Application CR/2017/0306/FUL: K2 Crawley Leisure Centre, Brighton Road, Tilgate, Crawley

The Committee considered report [PES/236 \(b\)](#) of the Head of Economic and Environmental Services which proposed as follows:

Installation of 2 x air handling units on the roof.

Councillors Boxall, Jaggard, P C Smith, Stone and Tarrant declared they had visited the site.

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

The Committee then considered the application.

RESOLVED

Permit, subject to the conditions listed in report [PES/236 \(b\)](#)

18. Planning Application CR/2017/0355/FUL: 30 Town Mead, West Green, Crawley

The Committee considered report [PES/236 \(c\)](#) of the Head of Economic and Environmental Services which proposed as follows:

Erection of two and single storey rear extension (amended description).

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 update to the report:

- The Plan reference numbers to: i) the proposed floor plans and ii) the proposed elevations, should both be amended to include (at the end of each reference) the words "Revision A".

The Committee then considered the application. Members felt that due to its scale, depth, massing and height, the proposed rear extension would result in a substantial dominant addition to the dwelling, and would lead to an inadequate rear garden space being retained for a family house of this size. Members expressed concern that the significant massing would negatively impact the amenity enjoyed particularly by the occupants of the neighbouring property No. 28 Town Mead, and also the occupants of the opposing neighbour No. 16 Town Mead.

In response to issues raised, the Principal Planning Officer confirmed:

- That the loss of light caused by the proposed rear extension would be intensified by the orientation of the properties whereby the application site was located to the south of the adjoining dwelling and would detrimentally impact the amenity enjoyed by the occupants of No. 28 Town Mead.
- That as reported, consultations had been undertaken with the Applicant to seek to reach a compromise in terms of amendments to the Plan.

RESOLVED

Refuse for the reasons listed in report [PES/236 \(c\)](#).

19. Planning Application CR/2017/0362/LBC: Ifield Water Mill, Hyde Drive, Ifield, Crawley

The Committee considered report [PES/236 \(d\)](#) of the Head of Economic and Environmental Services which proposed as follows:

Listed building consent for repair/replacement works to rear bridge link including temporary support works to rear entrance porch structure of a Grade II listed building.

Councillors Boxall, 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 an issue raised with regard to preserving the bridge's visual appearance, the Group Manager indicated that the intention was to replace rotting wood, as identified in the proposed works, with new timber.

RESOLVED

Consent, subject to the conditions listed in report [PES/236 \(d\)](#)

20. Closure of Meeting

The meeting ended at 8.10 pm.

I T IRVINE
Chair