

# Minutes of Meetings held between

## 19 JULY & 4 OCTOBER 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 Full Council

Wednesday 19 July 2017 at 7.30pm

### Present:

Councillor B J Quinn (Mayor)

Councillor C Portal Castro (Deputy Mayor)

Councillors M L Ayling, T G Belben, Dr H S Bloom 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 Lunnon, K McCarthy, C J Mullins, C Portal Castro, D M Peck, A S Pendlington, M W Pickett, T Rana, A C Skudder, B A Smith, P C Smith, J Stanley, K Sudan, J Tarrant, G Thomas and L Vitler.

### Also in Attendance:

Mr P Nicolson – Appointed Independent Person

### Officers Present:

Natalie Brahma - Pearl Chief Executive  
Ann-Maria Brown Head of Legal and Democratic Services.  
Chris Pedlow Democratic Services Manager

### 15. Apologies for Absence

Councillor M A Stone

Mr A Quine – Honorary Freeman and Alderman.

### 16. Members' Disclosure of Interests

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

### 17. Communications

The Mayor welcomed Councillor Pendlington to the Council following her election to the Council in June and hopes she enjoys her time as the Councillor for Pound Hill North. The Mayor also welcomed the Council's new Chief Executive Natalie Brahma – Pearl to her first Full Council meeting and wished her all the best for her new role.

The Mayor provided the Full Council with a brief update of the Mayoral events he had attended since the start of his mayoral year, including his recent visit along with a number of other Councillors to the Irish Embassy.

## 18. Presentation of Gifts to Former Members

The Mayor presented gifts to former Councillors Beryl McCrow and Ken Trussell, who had ceased to hold office, to commemorate their service to the Council.

## 19. Presentation of Long Service Badges

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

AWARD	NAME
25 Years	Councillor Burrett
10 Years	Councillor Eade
10 Years	Councillor R Burgess

Councillor B Smith said a few words on Councillor Burrett's long service achievement and on his 25 years of continual service to the Borough. Councillor Burrett thanked her and the rest of the Council for their support over the years.

## 20. Public Question Time

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

Questioner's Name	Name of Councillor Responding
Mr Crane - (Bewbush) <i>In respect of the Town Hall redevelopment - Who will have the final say on how many of the affordable homes will be at social rent?</i>	Councillor Joyce <i>(Cabinet Member for Housing)</i>  <i>We're aiming for 40% affordable housing on the new site, of which 50% of that will be shared ownership and the other 50% affordable/social rental. Because of the viability, it is unclear at what level the rent would be set at and that would be dictated by the finances involved.</i>
Supplementary Question  <i>I understand that the cost of the Town Hall schemes would be 10 times as much as refurbishing the current building and why has that not been included in the information being released.</i>	Councillor Lamb <i>(Leader of the Council)</i>  <i>The Town Hall will be free at the end of the process. The financing of the project and all the financial details are exempt at present due to the commercially sensitive nature of the negotiations. But I can</i>

Questioner's Name	Name of Councillor Responding
	<i>confirm the cost of the Town Hall build would be free.</i>
<p>Mr Hall – (Langley Green)</p> <p><i>In Langley Green a number of the garage blocks appear to have asbestos roofs. Is this type of roof of danger to residents?</i></p> <p>Mr Hall's supplementary question was rejected by the Mayor as it pertained to a different subject matter to his initial question.</p>	<p>Councillor Joyce <i>(Cabinet Member for Housing)</i></p> <p><i>I am not aware exactly of the garages you are referring to. But asbestos is safe if it remains undamaged. If the gentleman leaves his contact details I will arrange an officer to view the garages to confirm with him.</i></p>
<p>Mr Sinclair (Maidenbower)</p> <p>Apart from the Youth Council, how does the Borough Council represent the young people of Crawley?</p>	<p>Councillor Lamb <i>(Leader of the Council)</i></p> <p>The Council has to represent the whole of the Borough, all ages and types of residents and we as Councillors all try and do that. Ultimately I am the youngest Councillor at 30, which isn't the greatest representation of the Town's age range, but we are always looking for new talent, so if he is up for it he should put his name forward.</p>
<p>Mr O'Neill – (Bewbush)</p> <p>The Mayor rejected Mr O'Neill's question as it was a repeat of a question he had raised within a 6 month period at a previous Full Council meeting.</p> <p>However the Mayor confirmed that the Council was looking into the concern he had raised.</p>	

## 21. Minutes

The minutes of the meeting of the Full Council held on 19 May 2017 were approved as a correct record and signed by the Mayor.

## 22. Items for Debate (Reserved Items)

Members indicated that they wished to speak on a number of items as set out in the following table:

<b>Page no.</b>	<b>Committee/ Minute no.</b>  <i>(and the Member reserving the item for Debate)</i>	<b>Subject</b>  <i>(Decisions previously taken under delegated powers, reserved for debate only).</i>	<b>Subject</b>  <i>(Recommendation to Full Council, reserved for debate)</i>
42	Licensing Committee 12 <sup>th</sup> June 2017 Minute 5  <b>Conservative Group and Labour Group</b>	Hackney Carriage Unmet Demand Survey 2017	
47	Planning Committee 13 <sup>th</sup> June 2017 Minute 5  <b>Labour Group</b>	Planning Application CR/2017/0341/CON Northgate Primary School, Green Lane, Crawley	
49	Planning Committee 13 <sup>th</sup> June 2017 Minute 7  <b>Conservative Group</b>	Planning Application CR/2017/0175/RG3: The Tree, 103 High Street, Northgate, Crawley	
61	Cabinet 28th June 2017 Minute 9  <b>Conservative Group</b>	K2 Crawley – Leisure Management Procurement	
62	Cabinet 28th June 2017 Minute 10  <b>Conservative Group and Labour Group</b>		Financial Outturn 2016/2017 <b><u>Recommendation 1</u></b>
63	Cabinet 28th June 2017 Minute 11  <b>Conservative Group</b>	Crawley Homes Gas Repair Servicing And Renewal, Responsive Repairs, Voids And Planned Works Options for Service Provision	

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

Moved by Councillor Portal Castro (as the Deputy Mayor):-

#### **RESOLVED**

That the following reports be received:

- a) Planning Committee – 10 April 2017
- b) Planning Committee – 5 May 2017
- c) Licensing Committee – 12 June 2017
- d) Planning Committee – 13 June 2017
- e) Overview and Scrutiny Commission – 26 June 2017
- f) Cabinet – 28 June 2017
- g) Planning Committee – 3 July 2017

**24. Reserved Items**

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

**25. Hackney Carriage Unmet Demand Survey 2017 – Licensing Committee, 12 June 2017,**

Councillor Crow, on behalf of the Conservative Group, stated that the rationale for bringing forward this item was that he had received some feedback from his Group over the seemingly chaotic nature of how the Licensing Committee had been managed. Which included that one of the main background reports was sent to the Committee just prior to the meeting itself and was an incomplete version, and also how the Chair had handled the meeting especially the interaction with the trade during the Councillors deliberation of the unmet demand survey report.

Councillors Guidera, Lamb, Stanley, Jones, Burrett and Fiveash also spoke on the subject.

**26. CR/2017/0341/CON, Northgate Primary School – Planning Committee, 13 June 2017,**

Councillor Thomas, on behalf of the Labour Party, explained the rationale for bringing forward this item for debate. He referenced his disappointment that the views of the Council's Planning Committee to reject the proposed extension to Northgate School on highway grounds, which was then passed to the County's Planning Committee as part of their consultation process had seemingly been ignored. The County's Planning Committee agreed the school's extension without a further traffic calming measure.

Councillor Irvine also spoke on the subject.

**27. CR/2017/0175/RG3, The Tree, 103 High Street – Planning Committee, 13 June 2017**

Councillor Jaggard, on behalf of the Conservative Group, explained the rationale for bringing forward this item for debate, in that this was a retrospective planning application by the Council, in respect of the museum. Concerns were expressed as to why the Council's management of the project had not kept a close eye on the build to ensure that the agreed specification and plans were being built, rather than letting a design being produced that was not agreed by the Planning Committee and arguably was not in keeping with the initial concept of the museum. Views were expressed that the Council as an applicant should not be making applications to the Planning Committee for retrospective planning permission.

Councillors Burrett, Lamb, Mullins, B Burgess, Crow, Thomas, McCarthy, P Smith, Guidera and Irvine also spoke on the subject.

**28. K2 Crawley – Leisure Management Procurement – Cabinet, 28 June 2017**

Councillor Lanzer, on behalf of the Conservative Group, stated that the rationale for bringing forward this item for debate, was that there was some concerns over the sheer length of the contract, 15 years, being put out to tender and queried whether that was the norm in the current procurement exercise.

Councillor Mullins responded on the item.

**29. Financial Outturn 2016/2017 – Cabinet, 28 June 2017 (Recommendation 1)**

The Full Council considered report FIN/411 of the Head of Finance, Revenue and Benefits, which had been previously considered at both the meeting of the Overview and Scrutiny Commission and the Cabinet on 26 June 2017 and 28 June 2017 respectively.

Councillor Lamb presented the report, with Councillors Crow and P. Smith also spoke on the recommendation and associated report.

**RESOLVED**

That the Full Council approves the 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.

**30. Crawley Homes Gas Repair Servicing and Renewal, Responsive Repairs, Voids and Planned Works Options for Service Provision – Cabinet, 28 June 2017**

Councillor Burrett, on behalf of the Conservative Group, explained the rationale for bringing forward this item for debate. The only concerns, noting that it really was a standard re-tendering, that some of the recommendations related to potentially taking back the contact centre element of the tender back in-house at a cost. The concern did not relate to the principle of it being brought back in-house but simply was that the best approach for our residents. If it was, he was happy to be shown that it was best value for money and proved a better service as a result.

Councillors Lamb and Joyce also spoke on the subject.

**31. Notice of Motion – 1**

The Council considered the Notice of Motion 1 as set out in the agenda. The Motion was moved by Councillor Crow and seconded by Councillor Jaggard and was in relation to 'Residential Environmental Improvement Budget.'



Councillor Lamb then moved the Labour Amendment on the item and was seconded by Councillor Thomas. The amendment was that **Part 1** of the resolution be amended to read as follows (additional wording in bold):

***That the Council approach West Sussex County Council, in their capacity as the Highways Authority, to provide the funding to re-instate the Residential Environmental Improvement budget for 2017/18.***

During the debate on the amendment Councillors Burrett, Guidera, Dr Bloom, Sudan, Stanley, Jones, Thomas, B Smith and Jaggard all spoke on the subject.

The Mayor then called for a vote on the Labour **amendment 1** as moved by Councillor Lamb and seconded by Councillor Thomas. The Mayor declared the amendment was carried – votes in favour 19, and votes against 15 with 1 abstention.

With no further speakers the Mayor then called for a vote on the substantive motion as amendment, which was carried – votes in favour 19, and votes against 15 with 1 abstention.

## **RESOLVED**

That the Full Council:

*“Crawley Borough Council welcomes the £1.4 million awarded to it in April 2017 by the Department of Business, Energy and Industrial Strategy, as one of nine local authorities which were awarded funding in the pilot phase of the Heat Network Investment Project. This town centre heat network will reduce energy costs for householders and businesses and improve Crawley’s low carbon infrastructure.*

*Prior to this funding awarding from the Government, funding for the District Heat Network had been allocated from the Council's entire Residential Environmental Improvement Schemes budget, which creates additional parking capacity in residential streets where there is an acute lack of parking provision.*

*As funding for the District Heat Network has now been provided by the Government, the Council resolves to:*

- 1. That the Council approach West Sussex County Council, in their capacity as the Highways Authority, to provide the funding to re-instate the Residential Environmental Improvement budget for 2017/18.*
- 2. Invite Councillors to nominate streets within their wards where parking difficulties are severe, to be considered for a potential improvement scheme to create additional neighbourhood parking provision.”*

## **32. Notice of Motion – 2**

The Council considered the Notice of Motion 2 as set out in the agenda. The Motion was moved by Councillor Lamb and seconded by Councillor P Smith and was in relation to ‘*support for a new railway station for Kilnwood Vale.*’

Following the moving of Notion of Motion – 2, the Mayor stopped the debate on this item, due to the need for a vote to continue the meeting.

### **33. Duration of the Meeting (Guillotine)**

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

### **34. Notice of Motion – 2 (continued)**

Following the vote to continue the meeting the Mayor reopened the discussion on the Notion of Motion 2.

During a lengthy debate on the Motion, Councillors Crow, Stanley, Irvine, Guidera, Jones, Joyce, Burrett, Cheshire, Dr Bloom, Skudder, P Smith and Lamb all spoke on the subject.

The Mayor called for a vote and the Notion of Motion was carried – votes in favour 16, and votes against 0 with 15 abstention.

### **RESOLVED**

That the Full Council:

notes:

1. that a new Kilnwood Vale Railway Station has long been included as part of the proposals for the neighbourhood Kilnwood Vale neighbourhood, including featuring in the Horsham Core Strategy (2007), Crawley Core Strategy (2007) and the West of Bewbush Joint Area Action Plan (2009).
2. that the construction of the Kilnwood Vale neighbourhood is at an advanced stage, discussions are now taking place around the future placement of railway stations along the Arun Valley Line and the developer has already submitted a business case to the Department for Transport to progress the delivery of a new station at Kilnwood Vale.
3. that an alternative proposal for a new railway station, as part of the proposed North of Horsham development, has also been put forward.
4. that only one new station can be built along this section of the Arun Valley Line and its construction will involve the closure of Faygate Railway Station.
5. that Ifield Railway Station is a two and a half mile walk from Kilnwood Vale, that residents in the neighbourhood will need to access railway travel and the areas around Crawley's current railway stations already struggle with commuter parking.
6. existing Crawley residents in Ifield West and the western side of Bewbush would benefit from a new railway station at Kilnwood Vale, as it would be considerably closer than Ifield Railway Station.
7. that the developer has highlighted the great importance of a station in making Phase 4 of the development viable. Failure to deliver Phase 4 would result in far lower numbers of affordable units in the neighbourhood, of which Crawley

Borough Council has fifty percent nomination rights.

Further notes:

1. that once completed, the only physical division which will exist between Kilnwood Vale and Crawley will be the garden fences of Bewbush residents. In addition, there will be four direct access routes from Kilnwood Vale into Crawley: two bus gates with pedestrian and cycle access and 2 further cycling and pedestrian routes.
2. that the initial proposals for the development formally referred to it as 'West of Bewbush' and 'West of Crawley' at different stages before the final adoption of the 'Kilnwood Vale' name.
3. that Kilnwood Vale is currently considered to be part of Crawley for planning purposes by organisations such as West Sussex County Council, which has included the neighbourhood within the catchment area of Crawley schools.
4. that Crawley Borough Council is already working with the NHS to increase GP capacity in Bewbush, in part due to current and anticipated demand from residents living in Kilnwood Vale.
5. that half of the affordable units in Kilnwood Vale will be allocated directly to Crawley residents as part of the development.
6. that Kilnwood Vale residents already make use and depend upon Crawley's services and transport infrastructure.

Believes:

1. that for all intents-and-purposes Kilnwood Vale is a part of Crawley and that by planning and standing up for the needs for the neighbourhood at this stage we are able to ensure the best results for the future, at the lowest costs to local residents.
2. that, so long as it poses no threat to Ifield railway station, it is in the best interests of all those living in Crawley and its immediate surroundings that a new railway station is constructed at Kilnwood Vale.

Resolves:

1. to adopt formal a position of support in favour of the construction of a new railway station at Kilnwood Vale, on the condition that it poses no risk to Ifield Railway Station.
2. to write to Network Rail and make formal submissions in support of a new railway station at Kilnwood Vale.
3. to write to the Cabinet Member for Infrastructure and Highways to ask that West Sussex County Council formally adopt a position of support for a new railway station at Kilnwood Vale. In so doing, highlighting that since the transport planning work for Kilnwood Vale took account of the proposed new railway station, were West Sussex County Council to fail to actively support such a bid the Highways Authority would need to fund alternative sustainable transport improvements to resolve the increasing congestion experienced on western routes into Crawley.

### 35. Councillor Mike Pickett – Request for Leave of Absence

This item was withdrawn following the attendance of Councillor Pickett. The Mayor on behalf of the Full Council wished Councillor Pickett well in his continual recovery.

### 36. Councillors Written Questions

Members' written questions, together with the answers, were tabled as follows:-

Questioner	Councillor Irvine.
Addressed to	Cabinet Member for Housing.
Subject	Sale of Council Houses.
Questioner	Councillor Lanzer
Addressed to	Cabinet Member for Resources.
Subject	New Town Hall project.

It was acknowledged that a set of Councillor Questions submitted by Councillor Jaggard had been missed in administrative error and the responses as a result would be included in a future Members' Information Bulletin and in the next Council's order paper.

### 37. Announcements by Cabinet Members

Cabinet Member	Subject
Councillor Mullins – <i>(Cabinet Member for Wellbeing).</i>	I want to send my congratulations to our amenities and park staff after three of our parks (Goffs, Tilgate and the Memorial Gardens) had again been awarded Green Flag status.  We have now opened a number of disabled adult changing facilities at our parks, which would prove vital for those residents with specific disabilities.
Councillor Thomas – <i>(Cabinet Member for Environmental Services and Sustainability).</i>	The opening of Little Trees Cemetery was currently on track to be open in October 2017.

### 38. Questions to Cabinet Members

Name of Councillor asking Question	Name of Cabinet Member(s) Responding
Councillor Crow to the Cabinet Member for Housing  <i>Why was there a quote by the Leader regarding parking at K2 Crawley included in the recent press release about the building of the 44</i>	Councillor Joyce – <i>(Cabinet Member for Housing)</i>  <i>I don't know, it was obviously a misprint unfortunately.</i>

<b>Name of Councillor asking Question</b>	<b>Name of Cabinet Member(s) Responding</b>
<i>affordable homes at the former Goffs park depot site?</i>	
Councillor R Burgess to the Leader of the Council  <i>Would the Leader agree with me that the recent success at petanque by Councillors B Burgess and Mullins, shows the benefit of cross party working?</i>	Councillor Lamb – <i>(Leader of the Council)</i>  I do believe we can achieve a lot when we get all our petanque in a row!
Councillor Lunnon to the Cabinet Member for Public Protection and Community Engagement  <i>With the Government recently announcing that a package of £40million to support Chagos islanders. With it being likely that the Council will be in some way involved in the distribution of this package. Can I be assured that the Council will involve our local Chagos community in determining what the community wants such funding to be spent on?</i>	Councillor Jones – <i>(Cabinet Member for Public Protection and Community Engagement)</i>  <i>I can confirm since the announcement of the funding we have been actively engaging with the Foreign and Commonwealth office (FCO) over ensuring the fair distribution of the funding package.</i>  <i>We will be working with the FCO and the local Chagosian community over what the funding should be used for.</i>

### 39. Duration of the Meeting (Guillotine)

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

### 40. Questions to Cabinet Members - (continued)

The Mayor then continued with the Councillors' questions to Cabinet Members.

<b>Name of Councillor asking Question</b>	<b>Name of Cabinet Member(s) Responding</b>
Councillor Lanzer to the Cabinet Member for Wellbeing  <i>Does he recall that previously projects such as new museum and the update of Worth park, being called as vanity projects by Labour Councillors? Does he feel Councillors that express such a view</i>	Councillor Mullins – <i>(Cabinet Member for Wellbeing).</i>  <i>I am not aware of anybody calling those types of projects as vanity projects, certainly not to me. But I did have an 8 year break from the Council, so I can't comment on views expressed then.</i>

<b>Name of Councillor asking Question</b>	<b>Name of Cabinet Member(s) Responding</b>
<i>should not attend opening ceremonies for those projects?</i>	<i>But now I feel everyone wants those projects completed for our residents, especially the museum. I don't feel that we as a Council should, with them nearing completion, try to play politics over them.</i>
<p>Councillor Dr Bloom on behalf of Councillor B Burgess to the Cabinet Member for Environmental Services and Sustainability</p> <p><i>What are your views on verge parking in Three Bridges?</i></p>	<p>Councillor Thomas – <i>(Cabinet Member for Environmental Services and Sustainability).</i></p> <p><i>Recently I have spoken to a set of local residents on the matter. I've also gone out myself during earlier evenings to see the extent of the problem. But we need to be careful about spending serious amounts of money on the matter that doesn't tackle the issue.</i></p>

#### 41. Questions to Committee Chairs

Questions asked in pursuant to Council Procedure Rule 10.2 were as follows:

<b>Name of Councillor asking Question</b>	<b>Name of Chair Responding</b>
<p>Councillor B Smith to the Mayor as the Chair of the Full Council.</p> <p><i>Had he received any recent communications from his equivalent the Burgermeister of Dorsten?</i></p>	<p>Councillor Quinn – <i>(The Mayor)</i></p> <p><i>I can confirm that I have received a letter on behalf of the Council and our residents in condolence over the horrific terror attacks in Manchester and London, from our Friends in Dorsten, which was most welcomed.</i></p>
<p>Councillor Lanzer to the Chair of the Licensing Committee</p> <p><i>On the unmet demand survey that was recently considered by the Licensing Committee, can he tell me how much it cost to produce and who paid for it?</i></p>	<p>Councillor Fiveash – <i>(Chair of the Licensing Committee)</i></p> <p><i>I don't have that information to hand at this meeting. However I can send you that information in due course.</i></p>
<p>Councillor Crow to the Chair of the Licensing Committee</p> <p><i>Also on the unmet demand survey which was recently considered by the Licensing Committee, but my question relates more to the</i></p>	<p>Councillor Fiveash – <i>(Chair of the Licensing Committee)</i></p> <p><i>There were many questions received from the trade with most of them not relating to the unmet demand survey. An example being there are issues surrounding the taxi bay near the Jubilee Oak and how there</i></p>

<b>Name of Councillor asking Question</b>	<b>Name of Chair Responding</b>
<i>discussion, what were some of the driver's areas of concerns?</i>	<i>was a minicab office next door, which was affecting the trade's business through undercutting them.</i>
<p>Councillor Belbin to the Chair of the Overview and Scrutiny Commission</p> <p><i>Following the Members seminar on the Town Hall redevelopment there was a request for an extraordinary Commission to scrutinise the financing and feasibility of the scheme in detail. Will this extra meeting of the Commission occur?</i></p>	<p>Councillor B Smith – <i>(Chair of the Overview and Scrutiny Commission)</i></p> <p><i>I can confirm that I've been in discussion with Officers over this request. It was hoped to hold this extraordinary meeting before the summer recess, however that would depend on when the appropriate officers and especially the consultants were available.</i></p>

#### **42. Closure of Meeting**

The meeting ended at 10:49pm.

**B J QUINN**  
**Mayor**

## Councillors' Disclosures of Interest

Councillor	Item No.	Name and Date of Cabinet / Committee Minute and Page No.	Subject or Planning Application No.	Type and Nature of Disclosure
Councillor Skudder	9 (1) (a)	Planning Committee 10 April 2017 Minute 75 Page 30	CR/2016/0997/FUL Northwood Park, Gatwick Road, Northgate, Crawley.	Personal and Prejudicial Interest Was an employee of Thales.
Councillor P Smith	9 (1) (a)	Planning Committee 10 April 2017 Minute 75 Page 30	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.
Councillor P Smith	9 (1) (b)	Planning Committee 5 May 2017 Minute 80 Page 37	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.
Councillor Boxall	9 (1) (c)	Licensing Committee 12 June 2017 Minute 4 Page 42	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.  Councillor Boxall left the Chamber for this item
Councillor Rana	9 (1) (c)	Licensing Committee 12 June 2017 Minute 4 Page 42	Hackney Carriage Unmet Demand Survey 2017.	Personal and Prejudicial Interest.  Councillor Rana left the Chamber for this item
Councillor B J Burgess	9 (1) (d)	Planning Committee 13 June 2017 Minute 4 Page 46	CR/2016/1039/FUL Crawley Dental Clinic, 158 Buckswood Drive, Gossops Green, Crawley	Personal Interest – Patient at dental practice
Councillor Crow	9 (1) (d)	Planning Committee 13 June 2017 Minute 5 Page 49	CR/2017/0341/CON Northgate Primary School, Green Lane, Crawley	Personal and Non Prejudicial Interest – Chair of WSCC Planning Committee Councillor
Councillor Burrett	9 (1) (d)	Planning Committee – 13 June 2017 – Minute 5 Page 49	CR/2017/0341/CON Northgate Primary School, Green Lane, Northgate, Crawley	Personal and Non-Prejudicial Interest as the Cabinet Member for Education and Skills at West Sussex County Council



<b>Councillor</b>	<b>Item No.</b>	<b>Name and Date of Cabinet / Committee Minute and Page No.</b>	<b>Subject or Planning Application No.</b>	<b>Type and Nature of Disclosure</b>
Councillor Guidera	9 (1) (d)	Planning Committee 13 June 2017 Minute 5 Page 49	CR/2017/0341/CON Northgate Primary School, Green Lane, Crawley	Personal Interest – Patient at Northgate Hollybush Road Dental Practice
Councillor Thomas	9 (1) (d)	Planning Committee 13 June 2017 Minute 5 Page 49	CR/2017/0341/CON Northgate Primary School, Green Lane, Crawley	Personal Interest – Borough Councillor for Northgate
Councillor Stone	9 (1) (d)	Planning Committee 13 June 2017 Minute 7 Page 50	CR/2017/0175/RG3 The Tree, 103 High Street, Northgate, Crawley	Personal Interest – CBC Representative on the Crawley Museum Society & Project Board
Councillor Stone	9 (1) (d)	Planning Committee 13 June 2017 Minute 8 Page 50	CR/2017/0176/LBC The Tree, 103 High Street, Northgate, Crawley	Personal Interest – CBC Representative on the Crawley Museum Society & Project Board
Councillor P Smith	9 (1) (d)	Planning Committee 13 June 2017 Minute 9 Page 51	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	9 (1) (d)	Planning Committee 13 June 2017 Minute 9 Page 51	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	9 (1) (d)	Planning Committee 13 June 2017 Minute 9 Page 51	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 Smith	9 (1) (d)	Planning Committee 13 June 2017 Minute 10 Page 52	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.
Councillor Pendlington	9 (1) (e)	Overview and Scrutiny 26 June 2017 Minute 5	K2 Crawley – Leisure Management Procurement	Personal Interest – Member of K2 Crawley

<b>Councillor</b>	<b>Item No.</b>	<b>Name and Date of Cabinet / Committee Minute and Page No.</b>	<b>Subject or Planning Application No.</b>	<b>Type and Nature of Disclosure</b>
		Page 56		
Councillor Burrett	9 (1) (e)	Overview and Scrutiny Commission 26 June 2017 Minute 7 Page 57	Health and Adult Social Care Select Committee (HASC)	Personal and Non-Prejudicial Interest as a Member of West Sussex County Council
Councillor P Smith	9 (1) (f)	Cabinet 28 June 2017 Minute 10 Page 62	Financial Outturn 2016/2017	Personal Interest – Board Member for Manor Royal Business Group
Councillor Jones	9 (1) (f)	Cabinet 28 June 2017 Minute 14 Page 65	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 Burrett	11		Notice of Motion 1 - Following the Amendment	Personal and Non-Prejudicial Interest as a Member of West Sussex County Council
Councillor Crow	11		Notice of Motion 1 - Following the Amendment	Personal and Non-Prejudicial Interest as a Member of West Sussex County Council
Councillor Jones	11		Notice of Motion 1 - Following the Amendment	Personal and Non-Prejudicial Interest as a Member of West Sussex County Council
Councillor Lanzer	11		Notice of Motion 1 - Following the Amendment	Personal interest as a Member of West Sussex County Council, Prejudicial interest as West Sussex Cabinet Member for Infrastructure and Highways.  Councillor Lanzer left the Chamber for this item
Councillor Burrett	12		Notice of Motion 2	Personal and Non-Prejudicial Interest as a Member of West Sussex County Council
Councillor Crow	12		Notice of Motion 2	Personal and Non-Prejudicial Interest as a Member of West Sussex County Council
Councillor Lanzer	12		Notice of Motion 2	Personal Interest as a Member of West Sussex County Council, Prejudicial interest as West Sussex Cabinet Member for Infrastructure and Highways.  Prejudicial interest as Vice Chairman of the Sussex

Councillor	Item No.	Name and Date of Cabinet / Committee Minute and Page No.	Subject or Planning Application No.	Type and Nature of Disclosure
				Community Rail Partnership and Chairman of the Arun Valley Line Group of the Sussex Community Rail Partnership.
				Councillor Lanzer left the Chamber for this item

# Crawley Borough Council

## Minutes of Audit Committee

26 July 2017 at 6.30pm

### Present:

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

### Also in Attendance:

Paul King, Director of Ernst and Young LLP

### Officers Present:

Gillian Edwards	Audit and Risk Manager
Karen Hayes	Head of Finance, Revenues and Benefits
Mez Matthews	Democratic Services Officer
Paul Windust	Chief Accountant

### 1. Welcome

The Chair welcomed Councillor Sharma who had been newly appointed to the Committee and also welcomed back returning Committee members.

### 2. Members' Disclosure of Interests

No disclosures of interests were made.

### 3. Minutes

The minutes of the meeting of the Committee held on [7 March 2017](#) were approved as a correct record and signed by the Chair subject to a clerical correction to minute 28 (minutes) to reflect that the meeting in question had been held on the 29 November 2016, and not the 29 November 2017 as stated.

A Committee member drew attention to the final paragraph of minute 32 (Audit Plan Year Ending 31 March 2017) which stated that information relating to grants would be circulated directly to the Committee members, but that such information had not been received. The Director of Ernst and Young LLP advised that he would circulate the information via email.

The Audit and Risk Manager drew attention to the third paragraph of minute 30 (Internal Audit Progress Report as at 10 February 2017 Incorporating Risk Management Update as at 10 February 2017) and advised the Committee that the Children's Family Centre identified in paragraph 4.3 of report FIN/407 was located in Creasys Drive, Broadfield.

#### **4. Internal Audit Progress Report as at 30 June 2017 Incorporating Risk Management Update as at 30 June 2017**

The Committee considered report [FIN/413](#) of the Audit and Risk Manager. The purpose of the report was primarily to update the Committee on the progress made towards the completion of the 2016/2017 and 2017/2018 Audit Plans, and to report on the progress made in implementing the previous recommendations. The report also included an update on the Council's Strategic Risks.

The Committee discussed and noted the Audit Plan reviews in progress, along with other work as detailed in the report. The Audit and Risk Manager took the opportunity to brief the Committee on high priority findings and follow up audits. The Audit and Risk Manager provided further information on the publication of NNDR reports as part of the Publication Scheme, and clarified aspects of the completed Facilities Management Audit.

The Committee discussed the update on Freedom of Information (FOI) requests and sought and received clarification on a number of points including the source, focus and nature of recent requests.

The Committee then considered the update on Risk Management. The Committee sought and received clarification of several points, including the assessment of risks relating to the new Town Hall and the auditing of the Queens Square regeneration programme. In addition, the Audit and Risk Manager explained the various 'audit opinion-assurance' categories used in the Appendix to the report.

#### **RESOLVED**

That the Internal Audit Progress Report as at 30 June 2017, Incorporating Risk Management Update as at 30 June 2017, be noted.

#### **5. Audit and Risk Manager's Annual Report 2016/2017**

The Committee considered report [FIN/414](#) of the Audit and Risk Manager.

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

In response to questions from the Committee, the Audit and Risk Manager:

- Advised that a general requirement for the use of Risk Registers within the Council was not currently considered necessary, however an in-depth look at operational risks was due to take place in the near future and assurance on the matter would be brought back to the next meeting of the Committee.
- Agreed that reference to the “Audit and Governance Committee” in section 3 of the report was incorrect and should be amended to read “Audit Committee”.
- Advised that risks relating to the removal of staff on the ground floor of the Town Hall during the evening was being investigated by the Facilities Management Team and an update would be provided at the next meeting of the Committee.
- Advised that she was a member of the Sussex Audit Group which shared information and considered risks within a wider context.

## **RESOLVED**

That the Audit and Risk Manager’s Annual Report for the period 2016/2017 be noted.

## **6. Fraud Team Report**

The Committee considered report [FIN/415](#) of the Fraud and Inspections Manager, which focused on activity for the period from 16 February 2017 to 10 July 2017. Due to ill health, the Corporate Fraud and Investigations Manager was unable to attend the Committee meeting and therefore the Head of Finance, Revenues and Benefits presented the report in his absence.

The report indicated that the Team had continued to perform successfully. Following a request from the Committee, the Head of Finance, Revenues and Benefits agreed that future reports of the team be entitled “Fraud and Investigation Team Report” to better reflect the contents of the report.

The Committee was provided with details of cases investigated and the Team’s investigations, whilst a discussion took place on the team’s work generally. The Committee sought and received clarification on a number of points raised, including working alongside a Housing Association and fraudulent right to buy applications.

## **RESOLVED**

That the Fraud Team Report be noted.

## **7. Annual Audit and Certification Fees 2017/2018**

The Committee welcomed the Director of Ernst and Young LLP, from the external auditors, to the meeting and considered a letter from Ernst and Young on the Annual Audit and Certification Fees for 2017/2018. The letter was attached as [Enclosure E](#) to the agenda.

As part of its discussion on the matter, the Committee was advised that the indicative 2017/18 fee for the certification of housing benefit subsidy claim was likely to be £11,386. In addition, the Director of Ernst and Young LLP provided further information relating to the results of the Public Sector Audit Appointments’ (PSAA) procurement for the appointment of external auditors.

## **RESOLVED**

That the Annual Audit and Certification Fees for 2017/2018 be noted.

### **8. Ernst and Young – Audit Results Report for the Year Ended 31 March 2017**

The Committee considered the Audit Results Report for the year ended 31 March 2017 which was included as [Enclosure F](#) to the agenda. The report set out the current status of the audit, indicating that subject to satisfactory completion of items identified in the report, Ernst and Young had completed its audit of the Council's financial statements for the year ended 2016/2017.

The Committee considered matters raised, and in doing so, noted that the 1% increase in housing stock valuation reflected the increase in values between 31 December 2016 and 31 March 2017. Following a request from the Committee, the Director of Ernst and Young drew the Committee's attention to the Control Observations section of the Executive Summary (page 34 of the report) and advised that a substantive approach (as opposed to a control approach) had been deemed most efficient for the Council, and therefore the operations of controls had not been tested.

## **RESOLVED**

That the Audit Results Report for the year ended 31 March 2017 be received and noted.

### **9. Approval of the 2016/17 Statement of Accounts**

The Committee considered report [FIN/416](#) of the Head of Finance, Revenues and Benefits which sought the Committee's approval of the 2016/17 Statement of Accounts, to comply with the statutory deadline of 30 September 2017.

The 2016/17 Statement of Accounts was attached as Appendix 3 to the report. The Chief Accountant advised the Committee that at the time of the report's publication an audit had still been underway. Several pages of the Statement of Accounts were then circulated to the Committee which reflected changes actioned (highlighted within the document) as a result of that audit (attached as an appendix to these minutes).

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

The Committee received clarification on a number of issues referred to in the Statement of Accounts including the recognition of Section 106 monies and an explanation of 'wellbeing' figures.

## **RESOLVED**

- (1) That the 2016/17 Statement of Accounts be approved.
- (2) That the Chair of the Committee be authorised to sign the 2016/17 Letter of Representation.
- (3) That the Chair of the Committee be authorised to sign the 2016/17 Statement of Accounts on behalf of the Council.

## **10. Closure of Meeting**

The meeting ended at 8.20pm.

**K SUDAN**  
**Chair**



## Comprehensive Income and Expenditure Statement

## APPENDIX

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.

	2015/16 Restated			2016/17		
Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000		Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000
			Public Protection & Community Engagement	1,543	(232)	1,311
1,567	(296)	1,271				
7,261	(629)	6,632	Corporate Resources	7,143	(754)	6,389
			Environmental Services & Sustainability	10,085	(5,714)	4,371
10,313	(5,193)	5,120				
3,170	(614)	2,556	Cabinet	3,219	(624)	2,595
56,488	(52,225)	4,263	Housing	53,377	(51,087)	2,290
13,794	(8,243)	5,551	Wellbeing	15,644	(8,619)	7,025
			Planning and Economic Development	4,395	(5,361)	(966)
4,205	(5,058)	(853)				
28,470	(48,571)	(20,101)	Housing Revenue Account	29,584	(47,642)	(18,058)
(1,753)	(186)	(1,939)	All other segments	(1,761)	(200)	(1,961)
<b>123,515</b>	<b>(121,015)</b>	<b>2,500</b>	<b>Cost of Services</b>	<b>123,229</b>	<b>(120,233)</b>	<b>2,996</b>
			Other operating expenditure (Note 11)			1,781
		2,879				
			Financing and investment income and expenditure (Note 12)			2,753
		8,100				
		(16,387)	Taxation and non-specific grant income (note 13)			(16,100)
			<b>(Surplus) or Deficit on Provision of Services</b>			<b>(8,570)</b>
		(81,107)	Property, Plant and Equipment assets			<b>(81,684)</b>
			(Surplus) or deficit on revaluation of available for sale financial assets			(35)
		17				
		(20,950)	Remeasurements of the net defined benefit liability			(5,523)
			<b>Other Comprehensive Income and Expenditure</b>			<b>(87,242)</b>
		(102,040)				
			<b>Total Comprehensive Income and Expenditure</b>			<b>(95,812)</b>
		(104,948)				

## Movement in Reserves Statement

### Details of Movement in Reserves in the year

This statement shows the movement in the year on the different reserves held by Crawley Borough Council, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Council's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance and the Housing Revenue Account for council tax setting and dwellings rent setting purposes. The Net Increase/Decrease before Transfers to Earmarked Reserves line shows the statutory General Fund Balance and Housing Revenue Account Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

	General Fund Balance £'000	Housing Revenue Account £'000	Capital Receipts Reserve £'000	Major Repairs Reserve £'000	Capital Grants Unapplied £'000	Total Usable Reserves £'000	Unusable Reserves £'000	Total Authority Reserves £'000
<b>Balance at 31 March 2016 Carried Forward</b>	<b>27,371</b>	<b>3,198</b>	<b>39,689</b>	<b>25,494</b>	<b>2,045</b>	<b>97,797</b>	<b>438,133</b>	<b>535,930</b>
<b>Movement in reserves during 2016/17</b>								
Total Comprehensive Income and Expenditure	(370)	8,940	-	-	-	8,570	87,242	95,812
Adjustments between accounting basis & funding basis under regulations	(4,216)	(8,940)	1,706	7,106	247	(4,097)	4,097	-
<b>Increase/Decrease in 2016/17</b>	<b>(4,586)</b>	<b>-</b>	<b>1,706</b>	<b>7,106</b>	<b>247</b>	<b>4,473</b>	<b>91,339</b>	<b>95,812</b>
<b>Balance at 31 March 2017 carried forward</b>	<b>22,785</b>	<b>3,198</b>	<b>41,395</b>	<b>32,600</b>	<b>2,292</b>	<b>102,270</b>	<b>529,472</b>	<b>631,742</b>
<b>Analysed by:</b>								
Amounts earmarked (Note 10)	18,785	-						
Amount uncommitted	4,000	3,198						
<b>Total Balance at 31 March 2017</b>	<b>22,785</b>	<b>3,198</b>						

## Balance Sheet

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by Crawley Borough Council. The net assets of the Council (assets less liabilities) are matched by the reserves held by the Council. Reserves are reported in two categories. The first category of reserves are usable reserves, i.e. those reserves that the Council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves is those that the Council is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'.

<b>31 March 2016</b>		<b>Notes</b>	<b>31 March 2017</b>
<b>£'000</b>			<b>£'000</b>
698,347	Property, Plant & Equipment	<b>14</b>	<b>774,985</b>
52	Heritage Assets	<b>15</b>	52
9,324	Investment Property	<b>16</b>	20,972
621	Intangible Assets	<b>17</b>	555
11,000	Long Term Investments	<b>18</b>	5,000
<u>6,442</u>	Long Term Debtors	<b>18</b>	<u>6,862</u>
<b>725,786</b>	<b>Long Term Assets</b>		<b>808,426</b>
103,494	Short Term Investments	<b>18</b>	108,322
9	Assets Held for Sale	<b>21</b>	9
36	Inventories		36
6,413	Short Term Debtors	<b>19</b>	5,864
<u>3,871</u>	Cash and Cash Equivalents	<b>20</b>	<u>4,319</u>
<b>113,823</b>	<b>Current Assets</b>		<b>118,550</b>

## Balance Sheet (Continued)

31 March 2016			31 March 2017
£'000		Notes	£'000
(68)	Short Term Borrowing	18	(68)
(20,414)	Short Term Creditors	22	(17,523)
<u>(3,828)</u>	Provisions	23	<u>(2,306)</u>
<b>(24,310)</b>	<b>Current Liabilities</b>		<b>(19,897)</b>
(260,254)	Long Term Borrowing	18	(260,259)
(16,370)	Other Long Term Liabilities	39	(11,823)
<u>(2,745)</u>	Capital Grants Receipts in Advance	34	<u>(3,255)</u>
<b>(279,369)</b>	<b>Long Term Liabilities</b>		<b>(275,337)</b>
<u><b>535,930</b></u>	<b>Net Assets</b>		<u><b>631,742</b></u>
97,797	Usable Reserves	24	102,270
<u>438,133</u>	Unusable Reserves	25	<u>529,472</u>
<u><b>535,930</b></u>	<b>Total Reserves</b>		<u><b>631,742</b></u>

## Notes to Main Financial Statements (Continued)

### 14. Property, Plant and Equipment

#### Movements on Balances

Movements in 2016/17

	Council Dwellings £'000	Other Land & Buildings £'000	Vehicles, Plant, Furniture & Equipment £'000	Infrastructure Assets £'000	Community Assets £'000	Assets Under Construction £'000	Total Property, Plant and Equipment £'000
<b>Cost or Valuation</b>							
At 1 April 2016	510,062	171,634	11,579	3,639	3,251	9,214	709,379
Additions	12,088	1,543	1,003	151	145	6,012	20,942
Revaluation increases/(decreases) recognised in the Revaluation Reserve	68,941	5,114	-	-	34	-	74,089
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(4,900)	(1,233)	-	-	-	(332)	(6,465)
Derecognition – Disposals	(10,176)	(181)	(82)	-	-	-	(10,439)
Assets Reclassified (to)/from Held for Sale	-	-	-	-	-	-	-
Other movements in asset classification	2,906	77	-	-	-	(3,016)	(33)
<b>At 31 March 2017</b>	<b>578,921</b>	<b>176,954</b>	<b>12,500</b>	<b>3,790</b>	<b>3,430</b>	<b>11,878</b>	<b>787,473</b>
<b>Accumulated Depreciation and Impairment</b>							
At 1 April 2016	(1,695)	(2,421)	(6,868)	-	(48)	-	(11,032)
Depreciation charge	(5,307)	(2,865)	(999)	(20)	(54)	-	(9,245)
Depreciation written out to the Revaluation Reserve	5,034	2,561	-	-	-	-	7,595
Depreciation written out to the Surplus/Deficit on the Provision of Services	22	49	-	-	-	-	71
Derecognition – Disposals	23	20	80	-	-	-	123
Other movements in depreciation and impairment	-	-	-	-	-	-	-
<b>At 31 March 2017</b>	<b>(1,923)</b>	<b>(2,656)</b>	<b>(7,787)</b>	<b>(20)</b>	<b>(102)</b>	<b>-</b>	<b>(12,488)</b>
<b>Net Book Value</b>							
<b>At 31 March 2017</b>	<b>576,998</b>	<b>174,298</b>	<b>4,713</b>	<b>3,770</b>	<b>3,328</b>	<b>11,878</b>	<b>774,985</b>
<b>At 31 March 2016</b>	<b>508,367</b>	<b>169,213</b>	<b>4,711</b>	<b>3,639</b>	<b>3,203</b>	<b>9,214</b>	<b>698,347</b>

## Notes to Main Financial Statements (Continued)

### 24. Usable Reserves

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement and Note 10.

### 25. Unusable Reserves

31 March 2016 £'000		31 March 2017 £'000
	<b>Unusable Reserves Held for Capital Purposes</b>	
150,972	Revaluation Reserve	228,394
297,564	Capital Adjustment Account	308,307
5,492	Deferred Capital Receipts Reserve	5,688
<b>454,028</b>	<b>Total Unusable Reserves Held for Capital Purposes</b>	<b>542,389</b>
	<b>Unusable Reserves Held for Revenue Purposes</b>	
(17)	Available for Sale Financial Instrument Reserve	19
(16,370)	Pension Reserve	(11,823)
651	Collection Fund Adjustment Account	(959)
(159)	Accumulated Absences Account	(154)
<b>(15,895)</b>	<b>Total Unusable Reserves Held for Revenue Purposes</b>	<b>(12,917)</b>
<b>438,133</b>	<b>Total Unusable Reserves</b>	<b>529,472</b>

## Notes to Main Financial Statements (Continued)

### (a) Revaluation Reserve

The Revaluation Reserve contains the gains made by the Council arising from increases in the value of its Property, Plant and Equipment and Intangible Assets. Then Balance is reduced when assets with accumulated gains are:

- revalued downwards or impaired and the gains are lost
- used in the provision of services and the gains are consumed through depreciation, or
- disposed of the gains are realised.

The Reserve contains only revaluation gains accumulated since 1 April 2007, the date that the Reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.

<b>31 March 2016 £'000</b>			<b>31 March 2017 £'000</b>
<b>72,546</b>	<b>Balance at 1 April</b>		<b>150,972</b>
82,740	Upward revaluation of asset	<b>82,670</b>	
(1,633)	Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	<b>(986)</b>	
<b>81,107</b>	Surplus or Deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services		<b>81,684</b>
-	Prior year adjustment		-
(2,002)	Difference between fair value depreciation and historical cost depreciation	(3,095)	
(679)	Accumulated gains on assets sold or scrapped	(1,167)	
<b>(2,681)</b>	<b>Amount written off to the Capital Adjustment Account</b>		<b>(4,262)</b>
<b>150,972</b>	<b>Balance at 31 March</b>		<b>228,394</b>

## Notes to the Housing Revenue Account

### 1. Housing Stock

The Council was responsible for over 7,800 dwellings in 2016/17. The stock at the year-end was made up as follows:

	31 March 2016	31 March 2017
Houses	4,350	4,312
Flats and Maisonettes	3,007	3,034
Bungalows	437	437
Hostels – lettable units	60	60
Number of rented units	7,854	7,843
Shared Ownership *	104	103
<b>Total Stock</b>	<b>7,958</b>	<b>7,946</b>

\*Shared ownership properties are owned in part by the Council. A rent, based on the proportion of the dwelling owned by the Council is charged to the occupier who is also responsible for maintaining the property.

The change in stock can be summarised as follows:

	31 March 2016	31 March 2017
Stock at 1 April	8,011	7,958
Less Sales	(70)	(60)
Demolitions/Disposals	(2)	(2)
Add New Build	18	49
Acquisitions	1	1
<b>Stock at 31 March</b>	<b>7,958</b>	<b>7,946</b>

### 2. Stock Valuation

The following statement shows the value of HRA assets in the Balance Sheet. Valuation of land and buildings are carried out externally by Wilks Head Eve Chartered Surveyors. The basis for valuation is set out in the Statement of Accounting Policies.

	31 March 2016 £'000	31 March 2017 £'000
Property, Plant and Equipment:		
Council Dwellings	508,367	576,998
Other Land and Buildings	19,808	21,725
Vehicles, Plant & Equipment	75	118
Investment Properties	1,310	1,310
Intangible Assets	-	-
<b>Total</b>	<b>529,560</b>	<b>600,151</b>



## Notes to the Housing Revenue Account

The vacant possession value of dwellings within the Council's HRA, excluding hostels, as at 31 March 2017 was £1,740 million (£1,586 million in December 2015). The difference between the vacant possession value and the balance sheet value of dwellings within the HRA show the economic cost to Government of providing council housing at less than open market rents.

### 3. Major Repairs Reserve (MRR)

Authorities are required to set up a Major Repairs Reserve, and to transfer into it a sum equal to depreciation. In addition authorities have the ability to reduce this amount by the amount that housing dwelling depreciation exceeds the national Major Repairs Allowance (MRA). Authorities are permitted to make an additional transfer for an amount to the Major Repairs Reserve in excess of any charge for depreciation. In 2016/17 the MRA was £8,560,000 (2015/16: £8,575,000).

	<b>31 March 2016 £'000</b>	<b>31 March 2017 £'000</b>
Balance on MRR 1 April 2016	22,454	25,494
Transfer amount equal to depreciation	5,027	5,600
Additional transfer	16,123	14,828
Amounts transferred to HRA in year		
Excess of Major Repairs Allowance over depreciation on dwellings	-	-
Depreciation on HRA assets other than dwellings	-	-
Financing of capital expenditure	(18,110)	(13,322)
Balance on MRR 31 March 2017	25,494	32,600

# Crawley Borough Council

## Minutes of Planning Committee

31 July 2017 at 7.30pm

### Present:

Councillor I T Irvine (Chair)

Councillors N J Boxall, B J Burgess, D Crow, R S Fiveash, F Guidera, K L Jaggard, 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
Valerie Cheesman	Principal Planning Officer
Marc Robinson	Principal Planning Officer

### Also in Attendance:

Councillors: R G Burgess and M G Jones.

Dominic Smith West Sussex County Council Highways.

### Apologies for Absence:

Councillors S J Joyce and C Portal Castro (Vice-Chair)

## 21. Lobbying Declarations

The following lobbying declarations were made by Members:

Councillor Boxall had been lobbied regarding CR/2017/0469/FUL.

Councillors Boxall, B J Burgess, Crow, Jaggard, Stone and Tarrant had been lobbied regarding CR/2016/1053/FUL.

Councillor Guidera had been lobbied regarding CR/2017/0116/FUL.

## 22. Members' Disclosure of Interests

The following disclosures of interests were made by Members:-

<b>Member</b>	<b>Minute Number</b>	<b>Subject</b>	<b>Type and Nature of Disclosure</b>
Councillor Tarrant	Minute 24	CR/2017/0469/FUL: Goffs Park Social Club, Old Horsham Road, Southgate, Crawley	Personal Interest – as Chair of Friends of Goffs Park.
Councillor Tarrant	Minute 25	CR/2016/1053/FUL: Former Depot ADJ to SW corner of Goffs Park, Old Horsham Road, Southgate, Crawley	Personal Interest – as Chair of Friends of Goffs Park.
Councillor Thomas	Minute 26	CR/2017/0116/FUL: Gatwick Airport, Land West of Uniform Taxiway, North West Development Zone, Crawley	Personal Interest – as a Council representative on the Gatwick Airport Consultative Committee (GATCOM).
Councillor Thomas	Minute 27	CR/2017/0448/FUL: 91 High Street, Northgate, Crawley	Personal and Prejudicial Interest – as a Council representative on the Central Crawley Conservation Area Advisory Committee. Councillor Thomas left the meeting before consideration of this application and took no part in the discussion or voting on the item.

## 23. Minutes

The minutes of the meeting of the Committee held on 3 July 2017 were approved as a correct record and signed by the Chair.

## 24. Planning Application CR/2017/0469/FUL: Goffs Park Social Club, Old Horsham Road, Southgate, Crawley

The Committee considered report PES/237 (e) of the Head of Economic and Environmental Services which proposed as follows:

Single storey extension to existing club house building to form acoustic lobby and re-location of fire escape.

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

The Principal Planning Officer (Valerie Cheesman) provided a verbal summation of the application. In so doing she confirmed that the application had been submitted by Crawley Borough Council to address an objection on noise grounds from the Council's Environmental Health department which arose as a result of the application for the re-development of the adjacent former depot site for residential use (CR/2016/1053/FUL). That application was to be considered as the next item on the agenda. The following update was provided:

- That legal advice was awaited on the appropriate mechanism for linking this application with CR/2016/1053/FUL.

Mr Mike Cole, Planning Consultant, 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 the updated noise report submitted with planning application CR/2016/1053/FUL identified that the source of noise referred to was coming from the rear door of the social club. The club stage was adjacent to this exit and also led to the rear smoking area. The extension would form a new lobby and would incorporate an acoustic ceiling, doors, masonry to absorb the sound emanating from the club. The report and construction details of the extension had been considered by the Council's Environmental Health department, and it considered that the construction and size of the building was sufficient to address its objection relating to planning application CR/2016/1053/FUL.
- Indicated that the proposals included soft closure doors.
- In terms of the potential access to the flat roof of the proposed extension (via the relocated fire escape), it was emphasised that the roof was not to be used as a terrace, and it was incumbent on the club to control and operate the premises in the right manner in regard of visitor/public safety.

## **RESOLVED**

**Permit**, subject to:-

- (1) The conditions listed in report PES/237 (e).
- (2) Delegating authority to the Chair (following the receipt of legal advice) to approve the appropriate mechanism for linking this application with application CR/2016/1053/FUL.

### **25. Planning Application CR/2016/1053/FUL: Former Depot ADJ to SW corner of Goffs Park, Old Horsham Road, Southgate, Crawley**

The Committee considered report PES/237 (a) of the Head of Economic and Environmental Services which proposed as follows:

Construction of 22 flats in four blocks and 22 houses in five terraces.

Councillors Boxall, Guidera, Jaggard, Stone and Tarrant 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, as set out below (in italics):-

6. *Each individual dwelling hereby permitted shall not be occupied unless and until the internal access roads and parking spaces serving the individual dwelling have been designed, laid and constructed in accordance with the approved plan 4984 DE 03C Site plan, unless otherwise agreed in writing by the Local Planning Authority. The development shall be implemented in accordance with the approved details.  
REASON: to ensure an adequate standard of access and parking for the development and in accordance with policy CH3 of the Crawley Local Plan 2015-2030.*
7. *The development hereby permitted shall be constructed and managed in accordance with the Construction Environment Management Plan (CEMP) reference 2945 Revision 1, received 25 July 2017 unless otherwise agreed in writing by the Local Planning Authority.  
REASON: To protect the amenity of local residents and businesses and in the interest of highway safety in accordance with policy CH3 of the Crawley Local Plan 2015-2030.*
9. *The development hereby approved shall be constructed in accordance with the submitted surface water drainage details unless otherwise approved in writing by the Local Planning Authority. The approved detailed surface water drainage shall be maintained thereafter.  
REASON: To ensure the site is satisfactorily drained in accordance with Policy ENV8 of the Crawley Borough Local Plan 2015-2030.*
10. *The residential units shall not be occupied until details of the maintenance and management of the SUDs system is set out in a site-specific maintenance manual and submitted to, and approved in writing, by the Local Planning Authority. The scheme shall subsequently be maintained and managed in accordance with the approved details.  
REASON: To ensure the site is satisfactorily drained in accordance with Policy ENV8 of the Crawley Borough Local Plan 2015-2030.*

In updating the Committee further, the Principal Planning Officer advised Councillors that legal advice was awaited on the appropriate mechanism for securing the obligations contained in paragraph 6.1 of the report, being: (i) on site affordable housing (ii) tree mitigation (£32,900) infrastructure contributions and (iii) the implementation of the extension to the Social Club to address noise issues (CR/2017/0469/FUL) – Minute number 24 above refers. The Committee was advised that Dominic Smith of West Sussex County Council Highways had been invited to this meeting, and was in attendance to help further clarify highway traffic and parking issues associated with the application.

Mr Mike Cole, Planning Consultant, addressed the Committee in support of the application.

The Committee then considered the application. Whilst it was generally considered that the proposal would achieve a high standard of urban design and would be an attractive addition to this area, a number of Councillors raised issues in relation to the housing mix – referring to the site's proposed 100% affordable housing. Councillors also expressed concerns relating, in particular, to the potential negative impact on the capacity of the local highway network, including the existing roundabout, from the additional traffic and parking, and separately the loss of trees.

In responding to highways issues raised, Dominic Smith from WSCC Highways commented on the survey work that had been undertaken in terms of parking, road capacity and highway safety, whilst working within the constraints of Government guidelines. The Authority had concluded that the proposal would not result in a severe / material impact on highway safety or have a significant adverse impact on the operation of the local highway network. WSCC Highways had used national database (TRICS) of traffic surveys for similar sized and located developments. The predicted vehicle movements in the AM and PM peak periods generated by the proposed development was considered to be within the capacity of Old Horsham Road, its roundabout junction with Horsham Road and surrounding highway network. Subject to appropriate controls, the proposal would be acceptable in both highway and parking terms. Should there be unlawful parking overspill this would be a matter for the relevant enforcement authorities.

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

- Confirmed that the proposal was for 100% affordable housing, with a mix and range of units of 1, 2 and 3 bedrooms, and was intended to meet local housing needs.
- Confirmed that the application was submitted with a tree report which identified a number of trees to be removed either because the development would be affected by them or due to their current poor condition. The three TPO trees on site would be retained.
- Indicated that substantial tree planting was proposed, with a requirement for additional trees which could not all be planted on site. The site shortfall would be sought as a financial contribution.
- Indicated that the proposed lit footpath link to Goffs Park was to link the development to the Park and was considered a positive step in integrating the development more widely with the surrounding area,
- Indicated that a covenant in respect of parking of commercial vehicles would be a private matter for the applicant to consider.
- Advised that the only objection received in terms of noise was from the Council's Environmental Health Department regarding noise emanating from within the adjacent Social Club (CR/2017/0469/FUL), and not from outside of the Club.
- Indicated that the retention of the existing fencing around the site's boundary would be achieved via condition 13.
- Explained that whilst the Local Plan indicated a number of 30 units for this site, it was for the Applicant to demonstrate that 44 units was appropriate. Officers considered that the 44 unit development was appropriate for the site.
- Indicated that the application was compliant with the Local Plan. The Local Plan required a minimum of 40% affordable housing. The Local Plan's requirement for housing mix to provide a mix of dwelling types and sizes to address the nature of local housing needs and market demand, was a neighbourhood and Borough wide commitment, and not site specific.
- Acknowledged Councillors' suggestion that a further Informative be added regarding the existing access road adjoining the eastern boundary of the site, to prevent parking and access.

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 Boxall, Crow, Fiveash, Guidera, Irvine, Rana, Skudder, P C Smith, Stone and Thomas (10).

**Against the Proposal (to permit):**

Councillors B J Burgess, Jaggard and Tarrant (3).

**Abstentions:**

None.

With the vote being 10 for the proposal (to permit) and 3 against, the proposal was CARRIED.

**RESOLVED**

**Permit, subject to:-**

- (1) The conditions listed in report PES/237 (a) and as amended above.
- (2) The introduction of a further Informative to deter access or parking on the existing access road adjoining the eastern boundary of the site.
- (3) Delegating authority to the Chair (following the receipt of legal advice) to approve the appropriate mechanism for securing the obligations contained in report PES/237 (a), and as set out below:-
  - (i) On site affordable housing.
  - (ii) Tree mitigation (£32,900) infrastructure contributions, and
  - (iii) The implementation of the extension to the Social Club to address noise issues (CR/2017/0469/FUL).

**26. Planning Application CR/2017/0116/FUL: Gatwick Airport, Land West of Uniform Taxiway, North West Development Zone, Crawley**

The Committee considered report PES/237 (b) of the Head of Economic and Environmental Services which proposed as follows:

Construction of a new hangar and other associated works including aircraft apron, connection to taxiway uniform, vehicle parking and external parts storage area, fire suppression plant, diversion of Larkins Road and realigned security fencing, drainage and lighting, together with associated landscaping and ecological mitigation and enhancement works (amended plans and amended documents received).

Councillors Guidera and Jaggard declared they had visited the site.

The Principal Planning Officer (Marc Robinson) provided a verbal summation of the application. It was confirmed that if the Committee resolved to permit the application at this evening's meeting, it would do so as a departure from the Local Plan as the application was contrary to Policy ENV2. As such the application would be required

to follow the prescribed process, including the relevant publicity and ultimately a recommendation to the next meeting of the Full Council for a decision.

Mr David Packer, on behalf of the Applicant, 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 no objections had been received from the Council's Drainage Officer or from any other consultee on flood risk grounds.
- Confirmed that a specific condition (Condition 18) was proposed in terms of the potential impacts arising from the lighting scheme for the development.
- Indicated that the development was appropriate in its proposed location. The Applicants had demonstrated that there was no alternative site for the facility
- Emphasised that GAL (Gatwick Airport Limited) were seeking to undertake extensive tree planting, species translocation and mitigation measures, although it was confirmed by the Council's ecologist that these measures could not fully compensate for the harm to ecology that would result from the development.

Whilst the Committee recognised the loss of habitat and the adverse impacts on biodiversity should the application be approved, a number of Councillors referred to the significant steps that the applicant had sought as a means of mitigating that loss and the harmful impact on ecology. Reference was also made to the positive economic and social impact the proposed development would have in the area - providing skilled employment and local work opportunities, at a location which was identified as a focus for sustainable economic growth.

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

At the request of Councillor Thomas, 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 Boxall, Crow, Fiveash, Guidera, Irvine, Rana, Skudder, P C Smith, Stone, Tarrant and Thomas (11).

**Against the Proposal (to permit):**

Councillors B J Burgess and Jaggard (2).

**Abstentions:**

None.

With the vote being 11 for the proposal (to permit) and 2 against, the proposal was CARRIED.

**RESOLVED**

**Permit, subject to:-**

The conditions listed in report PES/237 (b), and the following process:



- (i) The publication of the recommendation to approve the application as a departure from the development plan as it is contrary to Policy ENV2;
- (ii) If no new issues are raised in representations by the end of the publicity period, referral of the Planning Committee's resolution be made to the Full Council's next ordinary meeting on 18 October 2017 for endorsement of the recommendation;
- (iii) If new issues are raised the matter be brought back to the Planning Committee for further consideration, with referral of the Committee's resolution then made to the Full Council's next ordinary meeting on 18<sup>th</sup> October 2017 for endorsement of the recommendation.

**Note by Head of Legal and Democratic Services**

**RECOMMEDATION 1**

In respect of the Recommendation to the Full Council as referred to above, the report PES/237 (b) is included as part of the Agenda for this meeting to assist the Council's consideration and its decision on this matter.

**27. Planning Application CR/2017/0448/FUL: 91 High Street, Northgate, Crawley**

The Committee considered report PES/237 (d) of the Head of Economic and Environmental Services which proposed as follows:

Replacement of ground floor shopfront and 1st floor windows with burgundy aluminium framed glazed windows and doors. (Amended description).

Councillor Boxall declared he had visited the site.

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

Mr Keith Parsons, as Secretary of the Central Crawley Conservation Areas Committee, addressed the Committee in objection to the application.

The Committee then considered the application. The Committee discussed the issues arising, including the objection raised by Mr Parsons on the grounds that the existing wooden frontage of the application premises was a feature that should be retained and conserved. In response Members felt that the design, detailing and scale of the proposal was acceptable on this specific building and would be sympathetic to the more contemporary design of the building. It would not be harmful to the visual amenity of the High Street Conservation Area and would not have a detrimental impact on the amenities enjoyed by the occupants of neighbouring buildings.

**RESOLVED**

**Permit**, subject to the conditions listed in report PES/237 (d),

**28. Planning Application CR/2017/0365/TPO: 219 Ifield Road, West Green, Crawley**

The Committee considered report PES/237 (c) of the Head of Economic and Environmental Services which proposed as follows:

T1 - Mature oak: reduce lowest limb over road by 1.5 m; reduce branches overhanging house by 1.5 m.

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

The Committee then considered the application.

**RESOLVED**

**Consent**, subject to the conditions listed in report PES/237 (c),

**29. Section 106 Monies – Quarter 1 2017/18**

The Committee considered report PES/254 of the Head of Economic and Environmental Services.

The report summarised all the Section 106 (S106) monies received/ spent and committed to project schemes in Q1 of the financial year 2017/18.

In response to clarification sought by Councillors, Officers confirmed that in the table located in paragraph 4.1 of the report, the letters RTPI stood for “Real Time Passenger Information”

**RESOLVED**

That the update on S106 monies received, spent and committed in Q1 of the financial year 2017/18 be noted.

**30. Closure of Meeting**

The meeting ended at 9.20 pm.

I T IRVINE  
Chair

# Crawley Borough Council

## Minutes of Planning Committee

29 August 2017 at 7.30pm

### Present:

Councillor C Portal Castro (Vice-Chair in the Chair)

Councillors N J 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.

### 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

### Also in Attendance:

Councillors: R G Burgess, M G Jones and M W Pickett

### Apology for Absence:

Councillor I T Irvine (Chair)

### 31. Lobbying Declarations

The following lobbying declarations were made by Members:

Councillors B J Burgess, Jaggard, Joyce, Portal Castro, Rana, P C Smith, Tarrant and Thomas had been lobbied regarding CR/2017/0180/FUL.

Councillors Boxall, B J Burgess, Crow, Guidera, Jaggard, Joyce, Portal Castro, Rana, Skudder, P C Smith, Tarrant and Thomas had been lobbied regarding CR/2017/0559/FUL.

### 32. Members' Disclosure of Interests

The following disclosures of interests were made by Members:-

<b>Member</b>	<b>Minute Number</b>	<b>Subject</b>	<b>Type and Nature of Disclosure</b>
Councillor Tarrant	Minute 34	CR/2017/0180/FUL: Zurich House, East Park, Southgate, Crawley.	Personal Interest – as a Ward Councillor for Southgate.
Councillor B J Burgess	Minute 38	CR/2017/0559/FUL: 10 Artel Croft, Three Bridges, Crawley.	Personal Interest – as a Ward Councillor for Three Bridges.

### 33. Minutes

Subject to the clerical correction below, the minutes of the meeting of the Committee held on 31 July 2017 were approved as a correct record and signed by the Chair.

#### Clerical Correction

Minute No.25 (Planning Application CR/2016/1053/FUL: Former Depot ADJ to SW corner of Goffs Park, Old Horsham Road, Southgate, Crawley)

In relation to the last line of the final paragraph on page 18 of the minutes of 31 July 2017, and after the word "parking,":

Insert the words: "the number of dwellings being greater than that stated in the local plan, the height of the blocks of flats which was considered overbearing especially those at the front of the site and which would be clearly seen on entering Old Horsham Road,"

### 34. Planning Application CR/2017/0180/FUL: Zurich House, East Park, Southgate, Crawley

The Committee considered report PES/238 (a) of the Head of Economic and Environmental Services which proposed as follows:

Demolition of existing building and erection of a new part 3, part 4, part 5 and part 6 storey building comprising 41 x two bedroom and 34 x one bedroom apartments together with 48 car parking spaces and landscaping. (Amended plans received).

Councillors B J Burgess, 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 and update. The Committee was advised:

- That confirmation had been received regarding the contribution towards Open Space which had been calculated at £15,989 (as opposed to the figure of £21,330 identified in paragraphs 5.38 and 6.2 of the report).

- That additional comments had been received from West Sussex County Council as the Highway Authority confirming that it had no objection to the proposals on highway safety, highway capacity or parking provision grounds, but that there was a requirement for a Traffic Regulation Order for the proposed Car-Club layby to secure it for that use. They also requested further information on the proposed operator which would be secured via the travel plan and as part of a Section 106 Agreement.
- The Group Manager indicated that she had been in receipt of a committee briefing sheet from the Applicant in support of the application, which had also been sent to Councillors.
- The Group Manager advised that further representations raising concerns about the parking problems and limited on street parking capacity had also been received.

Mr David Threader, Speaking on behalf of the Southgate Conservation Area Advisory Committee, County Councillor Jones, and Councillor Pickett, as a Ward Member for Southgate, addressed the Committee in objection to the application, whilst Mr Philip Allin, the Agent, addressed the Committee in support of the application.

The Committee then considered the application. The Committee discussed the issues arising, including the comments raised by the speakers and concerns raised by objectors. Members acknowledged those objections (which reflected those detailed in the report), particularly those made on the grounds of height, scale and massing, which it was considered would result in a dominant and unsympathetic form of development in the street scene and in particular when viewed from surrounding residential properties in East Park. Other Members felt the design was acceptable but had reservations about the overall height /scale of the building. Furthermore, the parking provision for the development was considered inadequate for its future residents and it was noted this was not in accordance with Council parking standards. There were concerns that the lack of on-site parking provision would have negative impacts on parking in the surrounding area generally (which had been designated a Controlled Parking Zone), and the tensions created in the community over parking places in this area. The area was already noted as experiencing considerable on-street parking pressures. Clarification was also sought on the viability appraisal undertaken for the development's proposed allocation of affordable housing.

In response to issues and concerns raised, the Group Manager:

- Indicated that the Applicant's parking survey for the proposed development was undertaken on Wednesday 14 December 2016, focussing on surrounding streets, and at a time of 4am to ensure that the majority of residents were at home.
- Confirmed that the proposed balconies would be a useable space, but indicated that even from the 6 storey block of flats, there would be no direct views from those balconies into the amenity space of surrounding residential properties in East Park.
- Explained that the proposed building would be of a similar overall layout to the permission granted in 2012 for 59 flats, but would be sited closer to the eastern boundary with the highest elements towards the eastern end of the building and the rear (north) and one storey higher than the earlier permission.
- Explained that the modern design of the building using contemporary features such as brick detail panels, extensive glazing and rendered bays interspersed by the balconies was considered by Officers to be an improvement to the character of the area when compared to the appearance of the existing office, and aesthetically better than the 2012 design.

- Acknowledged that the 11 affordable housing units proposed, represented a 15% affordable housing provision on all residential development, as opposed to the Local Plan (Policy H4) requirement of 40%. Whilst this was the case, it had been demonstrated that the development was not viable with a 40% affordable housing provision.
- Referred to comments from the Highway Authority that the site was in a highly accessible location with a wide range of services, including frequent passenger transport, within short walking distance. Residents would have realistic alternative transport choices for all day to day requirements and would not be reliant upon the use of the private car. The Highway Authority was satisfied that parking demands associated with this proposal could be accommodated without resulting in any detriment to highway safety.
- Indicated that the proposed restriction on residents applying for parking permits was intended to be controlled as part of a Section 106 Agreement. (However, in response to this issue, doubts were raised at the meeting as to whether WSCC would be prepared to limit applications for permits, from any particular address).
- Reiterated that compared to the previous use of the site as an office, there would be a likely reduction in the number of vehicle trips at peak times.
- Acknowledged that further under-croft parking could improve the number of parking spaces available although this would impact on unit numbers.
- Indicated that (although not present) a Highway's Authority Officer had been invited to this meeting.
- Advised that the Council's Refuse and Recycling Team had made no objections to the area provided for bins, and that it was for the Applicant to ensure that bins were site managed properly.
- Agreed that west facing windows on the development could improve natural surveillance serving the path to the railway platform, whilst indicating that such surveillance was not available from the current on-site offices, which were empty.
- Indicated that the Council's Contamination Officers had advised that any site contamination, such as that from an historic timber yard and ground gases could be mitigated.
- Confirmed that existing telephone cables would be closer to the new development, but that the utility company had not raised this as an issue or concern. It would be for the Applicant to deal with this matter.

With issues already raised on the matter earlier at this meeting, Members of the Committee referred to the affordable housing provision and sought clarification on the appraisal that had been provided by the Applicant. The Committee was reminded that due to the commercially sensitive nature of the viability report, discussions would need to be taken in Part B business (Exempt item).

### **35. Exclusion of public**

It was moved and seconded that the meeting be continued in Part B (Exempt item). A vote was taken, and with the Chair using his casting vote it was

#### **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: consideration of the viability appraisal report submitted as part of planning application CR/2017/0180/FUL - Zurich House, East Park, Southgate, Crawley, on the grounds

that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

**36. Planning Application CR/2017/0180/FUL: Zurich House, East Park, Southgate, Crawley**  
(Exempt Paragraph 3)

The Group Manager provided a brief explanation to the conclusions within the viability report, whilst it was acknowledged that this was a very complex matter. Policy H4 required a 40% affordable housing provision on all residential development unless it could be demonstrated that this would not be viable and that there was a proven need for the development. In this case, the Applicant had provided a viability appraisal which has been independently scrutinised on behalf of the Council, and which demonstrated that the development would not be able to deliver a policy compliant scheme. However, after negotiations with the Applicant, it had been agreed that 11 flats could be made available. The Committee discussed the issues arising.

**37. Re-Admission of the Public**

**The Chair declared the meeting reopen for consideration of business in public session.**

The Committee continued to consider carefully the application information and in particular the concerns raised.

At the request of Councillor Boxall, and in accordance with Council Procedure Rule 18.5, 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 Crow, Joyce, P C Smith and Thomas (4).

**Against the Proposal (to permit):**

Councillors Boxall, B J Burgess, Fiveash, Guidera, Jaggard, Portal Castro, Rana, Skudder, Stone and Tarrant (10).

**Abstentions:**

None.

The Officer's recommendation to permit was therefore overturned.

It was then moved to refuse planning permission for the following reasons:

1. The proposed building by virtue of its height, scale and massing would result in a dominant and unsympathetic form of development in the street scene of East Park contrary to policies CH2 and CH3 of the Crawley Borough Local Plan 2015-2030.
2. The proposed development fails to provide adequate on-site parking provision for its future occupants which would result in further on-street parking in the surrounding residential streets to the detriment of the amenities of nearby residents and contrary to policies CH3, IN4 in the Crawley Borough Local Plan 2015-2030 and the parking standards set out in the Urban Design Supplementary Planning Document 2016.

This was seconded, and a vote was taken.

**RESOLVED**

**Refuse** for the reasons set out above.

**38. Planning Application CR/2017/0559/FUL: 10 Artel Croft, Three Bridges, Crawley**

The Committee considered report PES/238 (c) of the Head of Economic and Environmental Services which proposed as follows:

Erection of single storey rear/side extension, first floor side/front extension over existing garage, two storey front extension and garage conversion to enable disabled person facilities, equipment and access.

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

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

Mr Don Bradley, the Agent, Mr Graham Baldock, who spoke on behalf of the Applicant, and Councillor R G Burgess, as a Ward Member for Three Bridges, addressed the Committee in support of the application.

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

- Emphasised that the disability needs of the applicant were a material consideration, but so too was the design of the dwelling and visual amenity of the street as a result of the proposed extension.
- Confirmed that extensive pre application advice had been provided to the Applicant in terms of improving the design and using alternative parts of the site where the property could be extended (to better comply with planning policy and guidance), with particular emphasis placed on extending the rear of the property which would not be visible in the street scene.
- The applicant had also been offered support in applying for a Disabled Facilities Grant and in having the scheme reviewed by specialists in the Council's Private Sector Housing Team.

The Committee considered carefully the application information and was of the view that the bulk, massing, design and scale of work undertaken would not be 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**, subject to the Conditions listed below:-



1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.  
REASON: To comply with Section 91 of the Town & Country Planning Act 1990.
2. The development hereby permitted shall not be carried out other than in accordance with the approved plans as listed below save as varied by the conditions hereafter:  
10 AC - 01C Existing & Proposed Elevations, Floor Plans and Roof Plans  
CBC 0002 - Block Plan  
CBC 0001 - Location Plan  
CBC 0003 - Existing & Proposed East Elevations  
REASON: For the avoidance of doubt and in the interests of proper planning.
3. The materials and finishes of the external walls and roof of the extension hereby permitted shall match in colour and texture those of the existing house.  
REASON: In the interests of amenity in accordance with Policy CH3 of the Crawley Borough Local Plan 2015-2030.

### **39. Closure of Meeting**

The meeting ended at 10.12 pm.

C PORTAL CASTRO  
**Chair**

# Crawley Borough Council

## Minutes of the Overview and Scrutiny Commission Monday 4 September 2017 at 7.30pm

### 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, T Lunnon,  
A Pendlington, T Rana and K Sudan

### Also in Attendance:

Councillors M G Jones, P K Lamb and G Thomas

District Commander for Crawley and Mid-Sussex, Chief Inspector Ross

### Apologies for Absence:

Councillors R A Lanzer and L Vitler

### Officers Present:

Lindsay Adams Community Development Manager  
Natalie Brahma-Pearl Chief Executive  
Trish Emmans Community Safety Officer  
Heather Girling Democratic Services Officer  
Chris Harris Head of Community Services  
Graham Rowe Partnership Services Manager

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

No disclosures of interests or whipping declarations were made.

#### 12. Minutes and Matters Arising

The minutes of the meeting of the Commission held on 26 June 2017 were approved as a correct record and signed by the Chair.

#### 13. Public Question Time

No questions from the public were asked.

#### 14. Safer Crawley Partnership Annual Review 2016-17 and Priorities for 2017-18

The Commission received an update from Chief Inspector Ross, the Community Development Manager, the Community Safety Officer together with the Chair of the Safer Crawley Partnership on the annual performance report of the Community Safer Partnership along with the future priorities.

During the discussion, the following points were expressed:

- Recognition of the good partnership working within the council together with external partners.
- Acknowledgement of key achievements, including the CSE awareness training with hoteliers and increased flexible communication plus shared information which unlocks barriers.
- Successful joint working has been undertaken in relation to tackling the issue of street homelessness, begging and street drinking, resulting in better engagement and access to services.
- Recognition that reporting was key, particularly in relation to hate crime.
- Acceptance that further challenges still remained and priorities for 2017-2018 included serious and organised crime, street community and protecting vulnerable individuals.
- Confirmation that further Members' seminars would be programmed.

## **RESOLVED**

That the Chair thanked the Community Development Manager and Community Safety Officer for their contribution. Particular thanks was made to Chief Inspector Ross for her attendance at the Commission. The presentation had been very interesting and informative.

### **15. Reduction, Reuse and Recycling of Plastic Bottles**

The Commission considered report HPS/10. The report updated the Commission on the management and delivery of the reduction in use and recycling of plastic, marketing and plans for future service provision.

During the discussion Members made the following observations:

- Acknowledgement of the importance of the waste hierarchy, in particular waste reduction and re-use.
- Different recycling containers were being trialled in flats and it was understood that occasionally there was a compromise between the quality and quantity in recyclable materials received.
- Recognition that work was underway in delivering waste education for secondary schools.
- There was a suggestion that water fountains could promote the reduction in plastic bottles, however there was a perception that these would require regular maintenance.
- Proposal for separate bins to be provided at community events together with the suggestion for volunteers to assist in litter collection throughout the town.
- Support for further publicity in Crawley Live, noticeboards and website on waste minimisation, waste prevention and recycling issues.

### **16. Budget Strategy 2018/19 – 2022/23**

The Commission considered report FIN/417 of the Head of Finance, Revenues and Benefits with the Leader of the Council. The report set out the projected financial position for 2018/19 to 2022/23 for the General Fund, Housing Revenue Account, capital programme and the underlying assumptions.

During the discussion, the following points were expressed:

- Acknowledgement that the local government finance system had become increasing complex.

- Recognition that there was a need to ensure an effective use of capital. There was an appreciation that additional capital bids would be for maintaining existing assets, for environmental obligations 'spend for save' bids or 'spend to earn' investment income.
- Acknowledgement that reserves would continue to be available for investment properties.
- Confirmation sought and obtained regarding the pay award. Pay was subject to negotiations and whilst a lift on the pay cap may be positive for recruitment there would be consequences for the base budget.
- The HRA 30 year plan was continually updated and reported to the Strategic Housing Board.

## **RESOLVED**

That the Commission supported the recommendations to the Cabinet.

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

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

- Radiotherapy services in West Sussex – patient travel time to radiotherapy services was sometimes taking up to 90 minutes. There was a satellite radiotherapy unit at East Surrey hospital that meant patients from East Grinstead and Crawley did not have to travel to Guildford.
- Adult Social Care Grant – improved Better Care Fund (iBCF) – this fund would provide West Sussex with £25m extra over the next three years. However it was acknowledged that this was a small amount compared to what the system actually needed.
- Further information had been requested following the placing of Clinical Commissioning Groups into 'special measures' and its effects. Feedback would follow when available.
- The minutes of the HASC (web hyperlink) would be circulated to all OSC Members.

### **18. Forward Plan – October 2017 and Provisional List of Reports for the following meetings of the Commission**

The Commission confirmed the following reports:

2 October 2017

- Amendments to the Allocations Policy
- Crawley Economic Growth Programme
- Community Infrastructure Levy – Governance, Allocation & Spend Proposals
- Town Centre Signage & Wayfinding
- Local Development Scheme – provisional referral.

27 November 2017

- Treasury Management Mid-Year Review 2017-2018
- District Heat Network
- Future Delivery of Crawley's Building Control Service
- Affordable Housing Supplementary Planning Documents – provisional referral

### **19. Closure of Meeting**

The meeting ended at 9.47pm.

B A Smith  
Chair

# Crawley Borough Council

## Minutes of Cabinet

Wednesday 6 September 2017 at 7.30pm

### Present:

Councillors

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

### Also in Attendance:

Councillors B J Burgess, R D Burrett, K McCarthy, M A Stone, and J Tarrant.

### Officers Present:

Natalie Brahma–Pearl	Chief Executive
Kevin Carr	Legal Services Manager
Karen Hayes	Head of Finance, Revenues and Benefits
Chris Pedlow	Democratic Services Manager

## 16. Members' Disclosure of Interests

No disclosures of interests were made by Members.

## 17. Minutes

The minutes of the meeting of the Cabinet held on 28 June 2017 were approved as a correct record and signed by the Chair.

## 18. Public Question Time

The Cabinet received a question from Mr Crane from Bewbush, in relation to the financing of the proposed Town Hall redevelopment project and if the Council would be making a profit from the project? The Leader in response commented that he could not comment on the exact details of the proposed deal at the time as negotiations were still being finalised. The details were therefore exempt due to their commercially sensitive nature. However once the agreement had been signed then (subject to any continuing confidentiality obligations) the financial information would be in the public domain. The Leader confirmed that the Council would be expecting to make a profit from its investment including the acquisition of a new Town Hall.

Mr Crane asked a supplementary question over whether the Council had considered rather than investing in the Town Hall redevelopment project it used its capital instead

to fund building Council Houses. This would still provide the Council with rental income f and also help to meet the housing needs of Crawley residents. In response the Leader said that unfortunately legally the Council cannot use it capital reserves to fund the building of Council house as that was the responsibility of the Housing Revenue Account. However, the Town Hall redevelopment project would include the building of housing of which 40% would be affordable housing.

## **19. Matters Referred to the Cabinet**

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

## **20. 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.

## **21. Budget Strategy 2018/19 – 2022/23**

The Leader presented report FIN/417 of the Head of Finance, Revenues and Benefits which set out the projected financial position for 2017/18 to 2021/22 for the General Fund and the underlying assumptions. The report also set out the policy framework for the budget process. It was emphasised that the aim of the Budget Strategy was to work to a balanced budget over a three year period. It was also emphasised that all capital expenditure was focused on maintaining Council assets or fund new sources of revenue, ultimately refunding the expenditure over time.

The Cabinet noted the Overview and Scrutiny Commission's comments on the report and its comments to the Cabinet following consideration of the matter at its meeting on 5 September 2017.

Councillor Burrett was invited to speak on the item.

## **RESOLVED**

### **RECOMMENDATION 2**

That Full Council be RECOMMENDED to approve the Budget Strategy 2018/19 to 2022/23 and to:

- a) Note, for the purpose of projections, the current budget deficit of £84,000 for 2018/19 on the basis of a Council tax increase of £4.95 on a Band D in 2018/19.
- b) Work towards balancing this over a three year period, including putting back into reserves when the Budget is in surplus.
- c) Instruct Corporate Management Team to take action to address the long term budget gap and to identify policy options for consideration by

Cabinet Members and the Budget Advisory Group, this will include areas where additional resources need to be redirected.

- d) Note that items for the Capital Programme are driven by the need for the upkeep of Council assets and environmental obligations and schemes will also be considered that are “spend to save” or “spend to earn”.

### **Reasons for Decision**

- a) To set a Strategy for savings and income generation and work towards a balanced budget over three years. Including putting back into reserves when in surplus.
- b) To determine the criteria for capital programme bids.

## **22. 2017/2018 Budget Monitoring - Quarter 1**

The Leader presented report FIN/418 of the Head of Finance, Revenues and Benefits to the Cabinet which provided a summary of the Council’s actual revenue and capital spending up to the first quarter ending June 2017. It identified the main variations from the approved spending levels and any potential impact on future budgets.

### **RESOLVED**

That Cabinet notes the projected outturn for the year 2017/2018 as summarised in report FIN/418.

### **Reason for Decision**

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

## **23. Closure of Meeting**

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.36pm.

P K LAMB  
**Chair**

# Crawley Borough Council

## Minutes of the Overview and Scrutiny Commission

Wednesday 6 September 2017 at 8.00pm

### Present:

Councillor B A Smith (Chair)  
Councillor T G Belben (Vice-Chair)  
Councillors M L Ayling, R G Burgess, I T Irvine, T Lunnon, A Pendlington, T Rana,  
K Sudan and L Vitler

### Also in Attendance:

Councillors B J Burgess, R D Burrett, C R Eade, F Guidera, S J Joyce, P K Lamb,  
K McCarthy, C J Mullins, B J Quinn, A C Skudder, P C Smith, M A Stone,  
J Tarrant and G Thomas

Mr Charles Trustram-Eve, GVA

### Apologies for Absence:

Councillors Dr H S Bloom, C A Cheshire and R A Lanzer

### Officers Present:

Natalie Brahma-Pearl Chief Executive  
Peter Browning Deputy Chief Executive  
Kevin Carr Legal Services Manager  
Heather Girling Democratic Services Officer  
Chris Harris Head of Community Services  
Karen Hayes Head of Finance, Revenues and Benefits  
Clem Smith Head of Economic and Environmental Services

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

No disclosures of interests or whipping declarations were made.

The Chair welcomed Mr Trustram-Eve from the council's consultants GVA who were providing independent valuation advice. The Chair also took the opportunity to remind all those present that the information that would be discussed was commercially sensitive.

## 21. 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.



## 22. Town Hall Redevelopment Scheme

### Exempt Paragraphs 3 & 5

Information relating to financial and business affairs of any particular person (including the Authority holding that information); and

Information in respect of which a claim to legal privilege could be maintained in legal proceedings.

The Commission considered report DCE/03 of the Deputy Chief Executive. The report outlined further information and detail regarding the *financing and feasibility* of the Town Hall Redevelopment Scheme.

Members commented and sought clarification on a number of aspects of the report. Areas discussed included:

- Confirmation provided on the financial implications on various aspects of the agreement between the council and Westrock who were working together to redevelop and regenerate the existing Town Hall and Civic Hall site.
- Acknowledgement that the scheme would see the current Town Hall replaced with a new Town Hall, grade A commercial offices, new public square, residential buildings, improved multi-storey car park and district heat network.
- It was noted there was a distinction between new grade A offices and grade A refurbishment.
- Clarification was sought on the commercial offices, together with the residential developments, the mix of different apartment types and space standards. Linked to this was an explanation of the improvements to the car park as part of the proposals.
- Recognition that Haywards Heath Investments LDA had planning permission to provide a total of 91 flats with associated parking.
- Planning application work was underway and whilst there were risks that needed to be monitored, it was noted that the regeneration of the site would provide a significant transformational development for the town.
- The Commission recognised the importance for all Members to keep actively informed of the project, either by attending regular Members' seminars or to encourage Members to speak to key officers with any queries or concerns.
- It was recommended that there should be regular finance updates to the Town Hall Working Group, and the Overview and Scrutiny Commission (if subsequently referred).
- It was also recommended that whilst the risk register was regularly reviewed, this could be included on the Audit Committee agenda.

### RESOLVED

That the comments would be prepared for consideration and response by the Cabinet in October including the two recommendations noted above.

## 23. Closure of Meeting

The meeting ended at 10.14pm.

B A Smith  
Chair

# Crawley Borough Council

## Minutes of Licensing Committee

11 September 2017 at 7.30pm

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

Councillors 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, R Sharma, J Stanley and J Tarrant.

### Officers Present:

Tony Baldock	Environmental Health Manager
Roger Brownings	Democratic Services Officer
Kevin Carr	Legal Services Manager
Bill Nailen	Licensing Officer

### Apology for Absence:

Councillor T G Belben,

## 7. 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 9	Hackney Carriage Fares 2017 - 2018.	Personal Interest - his former employer is an accountancy firm used by a number of the hackney carriage and mini cab drivers and firms.

## 8. Minutes

The minutes of the meeting of the Committee held on 12 June 2017 were approved as a correct record and signed by the Chair.

## 9. Hackney Carriage Fares 2017 - 2018

The Committee considered report PES/255 of the Head of Economic and Environmental Services which considered proposals for a requested increase to the Hackney Carriage table of fares for the year 2017-2018. The increase had been requested by the Executive of the Crawley Hackney Carriage Association further to its consultation of its members.

It was confirmed that the last variation to the Hackney Carriage fares table had taken effect on 3 February 2014. The proposed changes were designed to ensure that the trade received a limited increase when undertaking short journeys (with an intended reduction to the initial “flag drop” and the absence of any increase in the current running mile) whilst also helping to offset rising inflation. The proposals were set out in detail in Appendix B to the report.

With Members seeking and receiving clarification on a number of issues arising, and discussing such issues as fare comparisons with those of the Private Hire, the Committee indicated its support for the report’s proposals.

### RESOLVED

- (1) That it is confirmed that the Committee has considered the proposal to vary the table of fares put forward by the Executive of the Crawley Hackney Carriage Association as set out in Appendix B to report PES/255.
- (2) That the existing table of fares be varied (as proposed above), and that the Head of Economic and Environmental Services, or an officer acting on his behalf, be authorised to publish a public notice of the variation and the period within which objections can be made (the expiry date of the period to be set by the Head of Economic and Environmental Services but to be no later than 19<sup>th</sup> November 2017) in accordance with section 65 of the *Local Government (Miscellaneous Provisions) Act 1976*.
- (3) That it is noted that should any objections be made following the publishing of the notice which are not subsequently withdrawn, the Committee will be required to meet again and consider those objections. If no objections are received, the variation to the existing table of fares will take effect on the day following the expiry of the objection period.

## 10. Closure of Meeting

The meeting ended at 8.00 pm.

R S FIVEASH  
Chair



# Crawley Borough Council

## Minutes of Planning Committee

18 September 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, S J Joyce, T Rana, A C Skudder, P C Smith, M A Stone, J Tarrant and G Thomas

### Officers Present:

Valerie Cheesman	Principal Planning Officer
Heather Girling	Democratic Services Officer
Jean McPherson	Group Manager (Development Management)
Clem Smith	Head of Economic and Environmental Services
Astrid Williams	Senior Lawyer

### Apologies for Absence:

Councillor K L Jaggard

### 40. Lobbying Declarations

No lobbying declarations were made.

### 41. Members' Disclosure of Interests

The following disclosures of interests were made by Members:-

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor P C Smith	Minute 45	CR/2017/0516/NCC: 2 - 3 Gatwick Road, Northgate, Crawley	Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District

### 42. Minutes

The minutes of the meeting of the Committee held on 29 August 2017 were approved as a correct record and signed by the Chair.

#### **43. Planning Application CR/2017/0127/ARM: Phase 4, Forge Wood (NES), Crawley**

The Committee considered report PES/239a of the Head of Economic and Environmental Services which proposed as follows:

Approval Of Reserved Matters For Phase 4 Infrastructure Pursuant To Planning Permission CC/2015/0552/NCC For A New Mixed Use Neighbourhood For Road And Drainage Infrastructure, Noise Fence, Sports Pitches, Changing Room Building, LEAP, Car Parking, Internal Access Roads, Footpaths, Parking and Circulation Areas, Hard And Soft Landscaping And Other Associated Infrastructure and Engineering Works (Amended Plans And Documents Received).

The Principal Planning Officer provided a verbal summation of the application and updated the Committee in relation to details as set out in the report. The Committee was advised that conditions had been updated, as set out below (in italics):

##### *2. Trees*

*No development, including site works of any description, shall take place on the site unless and until all the existing trees/bushes/hedges to be retained on the site have been protected by a fence erected in accordance with the Arboricultural Impact Assessment (September 2017) and as shown on the Tree Protection Plan drawing number 7827/Ph4 INF/02 Rev A .*

*Within the areas so fenced off the existing ground level shall be neither raised nor lowered and no materials, temporary buildings, plant machinery or surplus soil shall be placed or stored thereon without the prior written approval of the Local Planning Authority. If any trenches for services are required in the fenced off areas they shall be excavated and backfilled by hand and any tree roots encountered with a diameter of 25 mm or more shall be left unsevered.*

*REASON: To ensure the retention and maintenance of trees and vegetation which is an important feature of the area in accordance with Policy CH3 of the Crawley Borough Local Plan 2030.*

##### *5. Drainage*

*The development hereby approved shall be carried out in accordance with the overarching drainage principles set out in the documents required to be submitted under condition 16 of the outline approval CR/2015/0552/NCC and the Phase 4 - Sustainable Surface Water Drainage Strategy Report – ref P830-FN01 Issue 5 September 2017 or as otherwise agreed in writing by the Local Planning Authority.*

*REASON: to ensure that the proposed development is satisfactorily drained in accordance with Policy ENV8 of the Crawley Borough Local Plan 2030.*

##### *16. Cycle parking facilities*

*Details of the covered cycle parking facilities, including the design and materials, shall be submitted to and approved in writing by the Local Planning Authority, prior to construction of the sports and play facilities hereby approved. The development shall thereafter be implemented in accordance with the approved details.*

*REASON: to safeguard the appearance of the development and to ensure that the operational requirements of the development are met in accordance with Policy CH3 of the Crawley Borough Local Plan 2015 – 2030.*

In updating the Committee further, the Principal Planning Officer advised Councillors that:

- Comments were expected from Sport England regarding the sports pitch orientation and maintenance.
- Footpath designs had been amended following feedback to incorporate additional access into the sports facilities and to interconnect the Toovies Farm site, thus providing further entry into the LEAP and residential areas.
- Amendments had taken place in relation to the North-East corner of the site to incorporate the new electrical termination tower and acoustic fence.
- During the course of the consideration of the application revised plans and documents have been submitted to address issues identified. Additional publicity and consultation had been undertaken. It was recommended that the application is delegated to the Head of Economic and Environmental Services to determine on expiry of the consultation period and resolution of any outstanding issues, with a view to approval subject to conditions as printed and varied above.

Laura Humphries (Planning Agent) 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 various ecological surveys had been undertaken. It was felt that the management of the wider site as a whole and in particular the woodlands and areas of new native species planting would help to significantly increase biodiversity. Any mitigation measures would be addressed by condition.
- Alleviated the concerns regarding the protection of public footpaths as these would be addressed within the construction management plan.
- Noted that the sports facilities, including the cricket square were highlighted as requirements on the Master Plan.
- Highlighted that it was important for the developers to complete aspects of the significant drainage works prior to commencing with the residential areas and this infrastructure application would achieve early delivery.
- Confirmed that the proposed system incorporated a 40% climate change allowance as per current guidance and in terms of air quality, the use of an acoustic barrier along the eastern boundary of the site would mitigate noise across the remainder of the residential parcels, and created a 'landscape buffer' which would be a visual and barrier to the motorway.
- Explained that the drainage storage tanks were predominately situated underground, whilst the pumping stations assisted in directing the water flow. It was confirmed that Thames Water was working with the developer to agree the details of the foul drainage works. The definition of a 'Grampian condition' was clarified.
- Confirmed that allotments were not shown on the Master Plan and were not part of this application.

## **RESOLVED**

**Approved**, subject to

- (1) The conditions and informatives set out in report PES/239(a), and as amended above.

- (2) Delegating to the Head of Economic and Environmental Services to determine on the expiry of the consultation period and resolution of any outstanding issues, with a view to approval subject to conditions, as printed and as varied above.

**44. Planning Application CR/2017/0564/FUL: 83 - 87 Three Bridges Road, Three Bridges, Crawley**

The Committee considered report PES/239e of the Head of Economic and Environmental Services which proposed as follows:

Demolition of Existing Local Authority Hostel Accommodation and Erection of 10 x One Bedroom (2 Person) And 4 x Two Bedroom (4 Person) Affordable Flats with Associated Parking and Landscaping.

Councillor Stone declared he had visited the site.

The Principal Planning Officer provided a verbal summation of the application. The scheme has been revised following the earlier refusal in January 2017. The amendments to the scheme were highlighted and included:

- Reducing the proposed building height by 0.5 metres;
- Setting the main building back by 0.3 metres from Three Bridges Road;
- A reduction in hardstanding area and increased tree, hedge and other soft landscaping at the front of the site; and
- Replacement of the previously proposed yellow multi-stock brick with a red stock brick.

The Committee was updated that condition 9 had been revised, as set out below (in italics):

*9. Drainage*

*All works related to the installation of pipework, manholes, inspection chambers and other below ground equipment for surface water drainage shall take place in strict accordance with the Edburton Method Statement dated 13 September 2017, unless otherwise agreed in writing by the Local Planning Authority.*

*REASON: To ensure the retention and maintenance of trees and vegetation which are an important feature of the area in accordance with policy CH3 and CH6 of the Crawley Borough Local Plan 2015 - 2030.*

Mrs Jill Frankham, Mr Martin Brown and Councillor R G Burgess, as a Ward member for Three Bridges, addressed the committee in objection to the application whilst Mr Joe Alderman, Planning Consultant spoke in support.

The Committee then considered the application. The Committee discussed in detail the concerns raised in objection including:

- The proposed development would be visually dominant within Three Bridges Road and was thought to be contrary to Local Plan policies CH1, CH2 and CH3.
- The proposal was out of scale and character with the rest of the area concerned.
- Concerns raised regarding increased traffic together with drainage implications.
- Concern that the issues raised following the earlier refusal had not been fully addressed.



However, some Members also highlighted that positive changes had been made concerning the landscaping and brickwork, which was now sympathetic to others within the surrounding area. There was encouragement that amendments had been made following the previous refusal and that the redevelopment would assist in addressing local housing needs. There was a varied pattern of house types and character in Three Bridges. The Committee was also reminded that the key matter was whether the previous reason for refusal had been addressed.

In response to issues raised, the Principal Planning Officer:

- Confirmed that ecological issues, including appropriate bat mitigation, lighting and new landscaping would be subject to conditions.
- Verified that there were no existing drainage sewers on site and as a result of the reduction in height of the proposal this had led to some amendments to the drainage layout and surface water would now drain to the rear of the site in Ridgeside.
- Identified that the area to the rear of the property was outside of the application site, was leased to a third party and contained a number of trees.

## **RESOLVED**

**Permit**, subject to conditions and informatives set out in report PES/239e and as revised and subject to the completion of the S106 legal agreement.

### **45. Planning Application CR/2017/0516/NCC: 2 - 3 Gatwick Road, Northgate, Crawley**

The Committee considered report PES/239b of the Head of Economic and Environmental Services which proposed as follows:

Variation of Condition 2 (Approved Plans) For Minor Material Amendment To Building Elevations And Floorplans Including Loss Of Roof Overhang On Both Buildings, Reduction In Elements Of Glazing And Alterations To Fenestration Pattern, Alterations To Red Fin Detail, Alteration To Loading Doors, Internal Layout Changes, Curtain Walling Reduced & Replaced With Cladding, Brise Soleil Amended Or Removed And Minor Increase In Building Height - Pursuant To Cr/2016/1020/FUL For Erection Of One B1 Operations Building And One B1/D1 Training And Office Building, Both With Ancillary Uses and Associated Landscaping And Car Parking.

The Group Manager (Development Management) provided a verbal summation of the application, which sought minor alterations to the appearance of the building together minimal internal changes.

The Committee was advised that condition 20 had been updated with the date of the completed Construction Management Plan, agreement of the final details had been subject to further clarification on dust control and site logistics, as set out below (in italics):

*20. The development shall be implemented in accordance with the Construction Management Plan as agreed on 12 September 2017 reference CR/2016/1020/CC1 (condition 20). The approved Plan shall be implemented and adhered to throughout the entire construction period.*

*REASON: To minimise any impact on highway users and amenities of the area in accordance with policy CH3 of the Crawley Borough Local Plan 2015-2030.*

The Committee then considered the application.

**RESOLVED**

**Permit**, subject to conditions and informatives set out in report PES/239b and as updated above.

**46. Planning Application CR/2017/0527/TPO: Front Garden of 237 Ifield Road, West Green, Crawley**

The Committee considered report PES/239c of the Head of Economic and Environmental Services which proposed as follows:

Oak Tree - Remove Epicormic Growth from Main Stem Up To Crown Break; Remove Deadwood; Prune to give 3m Clearance from Property; Crown Inspection (Amended Description)

The Group Manager (Development Management) provided a verbal summation of the application. It was recommended that the application was delegated to the Head of Economic and Environmental Services with a view to granting consent subject to the consultation expiry of the current site notice (21 September 2017).

The Committee then considered the application. Whilst not for consideration at this committee it was suggested that this and the remaining applications should not have been due for determination by the Planning Committee.

**RESOLVED**

**Consent**, subject to

- (1) The conditions set out in report PES/239(c).
- (2) Delegating authority to the Head of Economic and Environmental Services to issue consent on expiry of the current site notice.

**47. Planning Application CR/2017/0529/TPO: Rear of 14 Ifield Green, Ifield, Crawley**

The Committee considered report PES/239d of the Head of Economic and Environmental Services which proposed as follows:

T1 - Oak: Crown Inspect; Removal Of Deadwood; Lift Lower Branches Over Garage Block to give 3m Clearance (Amended Description).

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

The Committee then considered the application. It was recommended that the application was delegated to the Head of Economic and Environmental Services with a view to granting consent subject to the consultation expiry of the current site notice (21 September 2017).

## RESOLVED

**Consent**, subject to

- (1) The conditions set out in report PES/239(d).
- (2) Delegating authority to the Head of Economic and Environmental Services to issue consent on expiry of the current site notice.

### 48. **Planning Application CR/2017/0648/FUL: 19 Hudson Road, Tilgate, Crawley**

The Committee considered report PES/239f of the Head of Economic and Environmental Services which proposed as follows:

Demolition of Existing Garage and Front Porch, and Erection of a Larger Single Storey Front Porch and Single Storey Rear and Side Extension

Councillor Stone declared he had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application. The Committee was advised of a clerical correction within the report.

Section 1.1 should read as follows (amendment in bold):

*1.1 The application site relates to a two storey, semi-detached property, located on the **western** side of Hudson Road, within the neighbourhood of Tilgate. The dwelling is brick built, with an interlocking tiled roof.*

The Committee then considered the application.

## RESOLVED

**Permit**, subject to conditions set out in report PES/239f.

### 49. **Closure of Meeting**

The meeting ended at 8.53pm.

I T IRVINE  
Chair

# Crawley Borough Council

## Minutes of Audit Committee 25 September 2017 at 6.30pm

### Present:

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

### Also in Attendance:

Paul King, Director of Ernst and Young LLP

### Officers Present:

Chris Corker	Corporate Benefit and Fraud Manager
Karen Hayes	Head of Finance, Revenues and Benefits
Mez Matthews	Democratic Services Officer

### Apologies for Absence:

Gillian Edwards	Audit and Risk Manager
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### 11. Members' Disclosure of Interests

No disclosures of interests were made.

### 12. Minutes

The minutes of the meeting of the Committee held on [26 July 2017](#) were approved as a correct record and signed by the Chair.

A Committee member drew attention to the second paragraph of minute 3 (Minutes) which advised that information relating to grants would be circulated to the Committee by the Director of Ernst and Young LLP. The Committee acknowledged that it had received the information.

The Head of Finance, Revenues and Benefits advised that follow ups relating to matters arising from minute 4 (Audit and Risk Manager's Annual Report 2016/2017) were detailed in report [FIN/419](#) which would be considered later on in the agenda.

### **13. Fraud and Investigation Team Report**

The Committee considered report [FIN/420](#) of the Corporate Fraud and Investigations Manager.

The report indicated that the Team had continued to perform successfully. The Committee was provided with details of cases investigated and the Team's investigations, whilst a discussion took place on the Team's work generally. The Committee sought and received clarification on a number of points raised, including the Council's role in investigating fly-tipping, publicising prosecutions, non-occupancy and intelligence regarding fraudulent applications.

#### **RESOLVED**

That the Fraud and Investigation Team Report be noted.

### **14. Internal Audit Progress Report as at 31 August 2017 Incorporating Risk Management Update as at 12 September 2017**

The Committee considered report [FIN/419](#) of the Audit and Risk Manager. The purpose of the report was primarily to update the Committee on the progress made towards the completion of the 2016/17 and 2017/18 Audit Plans, and to report on the progress made in implementing the previous recommendations. The report also included an update on the Council's Strategic Risks. Due to ill health, the Audit and Risk Manager was unable to attend the Committee meeting and therefore the Head of Finance, Revenues and Benefits presented the report in her absence.

The Committee discussed and noted the Audit Plan reviews in progress, along with other work detailed in the report and sought and received clarification on a number of points including asset valuation. The Committee's attention was drawn to paragraph 4.6 which detailed follow-ups from the previous meeting. The Head of Finance, Revenues and Benefits informed the Committee of the information provided by the Head of Community Services in relation to the risk assessment of the ground floor of the Town Hall in the evening, now that the area was not staffed. The Committee considered the response, but still had concerns relating to security and were of the opinion that the issue required further investigation. The Chair agreed to write to the Leader to express the Committee's concern regarding Town Hall security during the evening and to request that he look in to the matter. Following a query from a Committee member, the Head of Finance, Revenues and Benefits provided further information regarding the Section 106 Agreements Audit.

The Committee then considered the update on Risk Management and sought and received clarification on several points. The Committee noted that at its meeting on 4 October 2017, the Cabinet would consider the Overview and Scrutiny Commission's recommendation that the risk register relating to the Town Hall redevelopment be included on future agendas of the Audit Committee, and if agreed such information would be included as a standing agenda item for future meetings of the Committee.

## **RESOLVED**

1. That the Internal Audit Progress report as at 31 August 2017, Incorporating Risk Management Update as at 12 September 2017, be noted.
2. That the Chair write to the Leader to express the Committee's security concerns regarding not staffing the ground floor of the Town Hall during the evenings, and to ask him to look in to the matter.

### **15. Annual Audit Letter for the Year Ended 31 March 2017**

The Committee considered the Annual Audit Letter from Ernst and Young LLP. The Letter was attached as [Enclosure D](#) to the agenda. The Director of Ernst and Young LLP presented the Letter which provided a summary of Ernst and Young's assessment of the Council for 2016/17 and highlighted the key issues. The Committee's attention was also drawn to the section which highlighted the new standards which would be applicable from 2018/19 financial year.

The Committee thanked the Finance Team for their dedication and hard work.

## **RESOLVED**

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

### **16. Local Government Audit Committee Briefing**

The Committee considered the update on the Local Government Sector which was attached for the Committee's information as [Enclosure E](#) to the agenda. The Committee discussed the "key questions for the Audit Committee" which were set out in the report and expressed particular interest in conducting an audit to look at the number of women employed by the Council in senior roles, both currently and in the past, to ascertain whether it indicated a culture change within the Authority.

## **RESOLVED**

That the Local Government Audit Committee briefing be noted.

### **17. Closure of Meeting**

The meeting ended at 7.40pm.

K SUDAN  
Chair

# Crawley Borough Council

## Minutes of Overview and Scrutiny Commission

Monday 2 October 2017 at 7.00 pm

### Councillors Present:

Councillors M L Ayling, Dr H S Bloom, C A Cheshire, I T Irvine, R A Lanzer, T Lunnon, K Sudan and L Vitler

### Also in Attendance:

Councillors B J Burgess and S J Joyce

### Officers Present:

Heather Girling	Democratic Services Officer
Nick Hobbs	Housing Needs Manager
Clem Smith	Head of Economic & Environmental Services

### Apologies for Absence:

Councillors B A Smith, T G Belben, R G Burgess and T Rana

Natalie Brahma-Pearl      Chief Executive

### Absent:

Councillor A Pendlington

## 24. Appointment of Chair

In the absence of the Chair and Vice Chair, it was agreed that Councillor Cheshire chair the meeting.

### RESOLVED

That Councillor Cheshire be appointed Chair for the duration of this meeting.

## 25. Disclosures of Interest and Whipping Declarations

The following disclosure was made:

<b>Councillor</b>	<b>Item and Minute</b>	<b>Type and Nature of Disclosure</b>
Councillor R A Lanzer	Proposed Crawley Growth Programme 2017-21 (Minute 30)	Personal Interest – Member of WSCC

## **26. Minutes of Previous Meetings**

The minutes of the meetings of the Commission held on 4 September 2017 and 6 September 2017 were approved as a correct record and signed by the Chair.

## **27. Public Question Time**

No questions from the public were asked.

## **28. Amending the Housing Allocations Scheme**

The Commission considered report SHAP/60 with the Cabinet Member for Housing and the Housing Needs Manager. The report requested approval for amendments to the Allocations Policy that would increase the prevention of homelessness through use of the housing register.

During the discussion, the following points were expressed:

- The quota system and sub-quota percentage figures identified in Appendix One should read 'up to 80%' and 'up to 20%'.
- Confirmation obtained that where homeless preventions were made via the housing register, the five year local connection criteria would apply.
- Recognition that alternative options for temporary accommodation (TA) were regularly considered by officers and that opportunities to increase the Council's TA portfolio was ongoing.
- Waiting times can be difficult to predict as the Council operates a Choice Based Lettings policy, whereby applicants bid (register their interest) for the accommodation they want, being able to exercise choice.
- "Universal Credit" was not seen to be having an adverse impact as currently in Crawley this only applies to new claimants who are single.
- Recognition that liaison to prevent homelessness regularly occurred with stakeholders, registered providers and landlords.
- Acknowledgement that the changes to the scheme would prevent an immediate and significant rise in homeless applicants in nightly paid temporary accommodation and would give an increased priority (to how it is now) to applicants who were at threat of homelessness.
- Whilst supportive of the report it was recommended that the date for implementation should be agreed in consultation with the Cabinet Member for Housing.

### **Recommendations:**

That the Commission agreed to support the recommendations to the Cabinet but requested the date of implementation should be agreed in consultation with the Cabinet Member for Housing.



## **29. Community Infrastructure Levy - Governance, Prioritisation and Spend Proposals**

The Commission considered report PES/257 with the Head of Economic and Environmental Services. The report presented options for the governance, allocation and spend of Community Infrastructure Levy monies and sought approval for the preferred options.

Members made the following comments:

- Clarity was provided over the current “Crowdfunder” guidance and eligibility criteria.
- Confirmation provided over the capital programme together with the proposed priority strategic infrastructure schemes.
- Support for a clear explanation as to how the “Crowdfunder” platform would work which would assist project owners in submitting proposals.
- Recognition that the use of the Crowdfunding for the Neighbourhood Improvement Strand was not a prerequisite for neighbourhood specific proposals, as town wide schemes could be identified. A moderating process would be undertaken to ensure a balanced approach, as each project needed to demonstrate a tangible benefit to the town.
- Acknowledgement that there was the option to promote the “Crowdfunder” platform to companies from a corporate social responsibility perspective.
- Confirmation provided over the capital programme together with the proposed priority strategic infrastructure schemes.
- Acknowledgement that liaison was taking place with Community Development to assist in capacity building and to complement the existing grants programme.
- Support for the scheme together with the review but the Commission felt it would be beneficial to provide a review report after 6 months of operation.
- It was recommended that an equivalent offline version should be made available and in addition that an Equalities Impact Assessment was completed.
- It was recommended that the CIL Steering Group included non-Cabinet Members.

### **Recommendations:**

That the Commission supported the recommendations to the Cabinet with the proposals identified above.

## **30. Proposed Crawley Growth Programme 2017-21**

The Commission considered report PES/259 with the Head of Economic and Environmental Services. The report sought approval for the council’s contribution from the Town Centre Regeneration Fund to support the Crawley Economic Growth Programme.

During the discussion, the following points were expressed:

- Confirmation was provided regarding the capital funding and individual growth programme schemes including highways, connectivity improvements for residents and commuters and community space.
- Recognition that there was an opportunity to work with the Employ Crawley team to facilitate access to job opportunities throughout the programme.

- Acknowledgement that there was an aim to increase public transport capacity and further work would be undertaken throughout Manor Royal. It was noted that publicity of the improvements would be paramount.
- Clarity that the project partners for the programme involved key stakeholders and partners which included WSCC, Manor Royal BID and 'Metrobus'.
- Support for the scheme, which would result in positive outcomes and investment for the town.

**Recommendations:**

That the Commission supported the recommendations to the Cabinet.

**31. Overview & Scrutiny Commission Work Programme 2017-2018**

Members reviewed report OSC/260 of the Chair of the Overview and Scrutiny Commission. The report contained the findings from the Commission's Workshop which had been examined and discussed in depth.

The Commission reviewed each of the topics:

Town Centre Parking -

The information already obtained would be circulated imminently however other material was available on the WSCC website.

Review of Outside Bodies and Organisations –

There were mixed views regarding whether to proceed with a scrutiny review. The topic had been heavily debated at the OSC Workshop. Some Members again thought that there would be benefit in clarifying roles, communications, reporting arrangements in addition to being able to survey Members, Link Officers, outside organisations and assess the current administrative process to identify improvements. However other views were voiced that perhaps information could be gained via alternative methods (Members' seminar or an officer's report) as opposed to a full scrutiny panel.

It was moved by Councillor Lunnon, seconded by Councillor Irvine that a vote be taken on whether to approve the topic for a scrutiny review. As a result of the vote, the Overview and Scrutiny Commission approved 'Review of Outside Bodies and Organisations' for a scrutiny review.

New Town Hall Reception –

It was acknowledged that Commission Members would be in receipt of a presentation and update report prior to the end of the calendar year.

Identifying and Monitoring HMOs –

Members noted that the update report would be programmed into the OSC Work Programme, provisionally set for early 2018.

Housing Associations –

Members noted that the update report would be programmed into the OSC Work Programme, provisionally set for early 2018. This would allow Members to seek additional information and gain further information on the work of Crawley Homes and Housing Associations.

## RESOLVED

1. That the following was agreed following the OSC Workshop for each of the proposed topics:

### Town Centre Parking –

- That the Overview and Scrutiny Commission does not proceed with a full scrutiny review.
- That a ‘one-off’ update report on the original recommendations and actions to-date/so far to be provided to OSC on the Town Centre Parking Scrutiny Panel.
- That further information be obtained on the Chichester and Crawley road space audits, with particular relation to the scope.

### Review of Outside Bodies and Organisations –

- That the Overview and Scrutiny Commission approves the topic for a scrutiny review.
- That nominations are sought (via Democratic Services) for the membership for the Panel, based on 5 Members (i.e. 3 Labour and 2 Conservative Group Members in accordance with political proportionality).
- That a Chair for the new Scrutiny Panel be established.

### New Town Hall Reception –

- That the Overview and Scrutiny Commission defers a full scrutiny review due to the information and evidence already in place.
- That the OSC receive a report or presentation from the Head of People and Technology setting out the setting out the research, information and survey results together with feedback from Town Hall WG site visits which would allow members to ‘scrutinise’ the information available allowing members to ‘scrutinise’ the information available. This can be programmed into the 2017-2018 work plan once the lectern trial approach has been completed.

### Identifying and Monitoring HMOs –

- That the Overview and Scrutiny Commission does not proceed with a scrutiny review on Identifying and Monitoring HMOs as this is an area governed by legislative requirements that the Council has to operate within.
- That a ‘one off’ report is provided to OSC by the Head of Strategic Housing and Planning Services setting out the legislation and how the Council responds.
- That non-Commission Members be invited to attend the relevant meeting of the OSC (with particular reference to members of the Planning Committee given the nature of the suggestion proposed).

### Housing Associations –

- That the Overview and Scrutiny Commission defers a full scrutiny review on Housing Associations.
- It is recommended that the OSC receive an update on the work within Crawley Homes and further information on Housing Associations at one of its meetings. This would allow Members to seek additional information.

2. That the Overview and Scrutiny Commission Work Programme for 2017-2018 be agreed as set out in report OSC/260 with an acknowledgement that it would remain flexible to consider other items throughout the year.

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

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

- Patient Transport Service – Now undertaken by South Central Ambulance Service NHS Foundation Trust (SCAS). The performance of the service was improving although it was noted that there were still some areas requiring attention.
- Clinically Effective Commissioning – A new regional NHS initiative which aimed to improve the effectiveness and value for money of healthcare services by ensuring that commissioning decisions across the region were consistent, that they reflect best clinical practice, and that they represent the most sensible use of limited resources. It was felt there was a benefit in all the CCG's working together to develop common policies and approaches.

### **33. Forward Plan - November and Provisional List of Reports for the Commission's following Meetings**

The Commission confirmed the following reports:

- Treasury Management Mid-Year Review 2017-2018
- District Heat Network
- Town Centre Signage and Wayfinding
- Future Delivery of Crawley's Building Control Service
- Affordable Housing Supplementary Planning Documents (SPD) – provisional referral

#### **Closure of Meeting**

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 9.45pm.

C A Cheshire  
**Chair**

# Crawley Borough Council

## Minutes of Cabinet

Wednesday 4 October 2017 at 7.30pm

### Present:

Councillors

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

### Also in Attendance:

Councillor C A Cheshire.

### Officers Present:

Natalie Brahma–Pearl	Chief Executive
Ann-Maria Brown	Head of Legal and Democratic Services
Diana Maughan	Head of Strategic Housing and Planning
Clem Smith	Head Economic and Environmental Services
Chris Pedlow	Democratic Services Manager

## 24. Disclosure of Interests

The following disclosure of interest was made by Councillor:-

Councillor	Minute Number	Subject	Type and Nature of Disclosure
Councillor P C Smith	Minute 32	Proposed Crawley Growth Programme 2017/21	Personal Interest – Board Member for Manor Royal Business Group

## 25. Minutes

The minutes of the meeting of the Cabinet held on 6 September 2017 were approved as a correct record and signed by the Chair, subject to an 'o' being added to the second word on the second line of page 9 minute 18, so the line would read *'income of and also help to meet the housing needs of Crawley residents.'*

## 26. Public Question Time

The Cabinet received a question from Mr Crane from Bewbush, in relation to the financing of the proposed Town Hall redevelopment project. How is the scheme being funded i.e. reserves or through borrowing?

The Leader in response commented that he could not comment on the exact detail due to the commercially sensitive nature of the information, but it was a combination of using reserves, both internal and external borrowing, and some HRA expenditure. All figures surrounding the development would be in the public domain in due course.

Mr Crane asked a supplementary question once all the debts had been paid and the cost recovered, what best and worst case scenario in terms of the period of time, for the Council to be creating a yield from the project? In response, the Leader stated that the Council doesn't structure its debts in that type of fashion, rather the debts get balanced against the life time worth of the asset. However, the commercial aspects such as the offices and the heat and power network that income gets used for revenue and ultimately services.

## **27. 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 any of the following agenda items: 16, 17, 18 and 19: *Town Hall Redevelopment Scheme - Outcomes and considerations from the Overview and Scrutiny Commission, Disposal of Intermediate Tenure Units at Southern Counties Scheme, Authority to Appoint a Contractor for Kilnmead Car Park Development and Authority to Appoint a Contractor for Dobbins Place Development.*

## **28. Matters Referred to the Cabinet**

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

## **29. 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. It was also noted that item 16, *Town Hall Redevelopment Scheme - Outcomes and considerations from the Overview and Scrutiny Commission* on the Cabinet's agenda was a further report by the Commission's Chair to Cabinet, for their deliberation.

## **30. Amending the Housing Allocations Scheme**

The Cabinet Member for Housing presented report SHAP/60 of the Head of Strategic Housing and Planning which set out a number of proposed amendments to the current Housing Allocations Scheme to partly tackle the increased use by the Council of temporary accommodation (TA). It was noted that the drivers for the change were the levels of parental evictions, loss of private rental accommodation, the expected Homelessness Reduction Act 2017 and increasing cost to the Council of TA, along with other factors.

The Cabinet noted the Overview and Scrutiny Commission's comments on the report and its comments to the Cabinet following consideration of the matter at its meeting on 2 October 2017. The Cabinet confirmed it was happy to accept the Commission's suggestion that the Cabinet Member for Housing be added to second recommendation, so that he was consulted by the Head of Strategic Housing and Planning over the

implementation date for the amended scheme to commence, subject to its ratification by Full Council.

## **RESOLVED**

### **RECOMMENDATION 3**

That Full Council be RECOMMENDED to approve the amendments to the Council's Housing Allocation Scheme as set out in Appendix A to these Minutes

That Cabinet approves that subject to the approval by the Full Council of the amendments to the Council's Housing Allocations Scheme, to delegate to the Head of Strategic Housing and Planning in consultation with the Cabinet Member for Housing the date the amendments are to take effect (such date to be no later than 4 December 2017).

### **Reasons for Decision**

- a) The Housing Allocations Scheme as currently drafted is limited in its ability to prevent the homelessness of those who lose their private rented accommodation or who have to leave their parental home through no fault of their own. Applicants are then often faced with homelessness and where a duty is owed will be placed into temporary accommodation (TA). The recommendations seek to reduce the number of applicants who become homeless and need TA by giving them a higher priority on the housing register.
- b) During the financial year 2015/2016 the rate at which accepted homeless applicants were housed led to a decline in the turnover and availability of TA. A temporary minor change to the Housing Allocations Scheme last year successfully demonstrated that a quota system can increase the ability to house homeless applicants. However as this was a temporary policy, it cannot remain in place and the recommendations seek to introduce a permanent quota system with the flexibility to react to changing housing demands.

## **31. Community Infrastructure Levy – Governance, Prioritisation and Spend Proposals**

The Cabinet Member for Planning and Economic Development presented report PES/257 of the Head of Economic and Environmental Services to the Cabinet which defines how we were going to spend the Community Infrastructure Levy (CIL), which the Council had been collecting since last August. It was noted that the Neighbourhood Improvement Strand proposals included a Crowd funded element.

The Cabinet noted the Overview and Scrutiny Commission's comments on the report and its comments to the Cabinet following consideration of the matter at its meeting on 2 October 2017. The Cabinet were happy to agree that an Equalities Impact Assessment(EIA) be completed and that the Commission receive an update report 6 months following commencement of the Crowdfunding project trial.

## **RESOLVED**

That Cabinet:

- 1) notes the total Community Infrastructure Levy (CIL) expected to be gathered by the Council from new developments in Crawley over the period to 2030 (as detailed in section 3.1 and Appendix A of report PES/257).
- 2) approves the following draft documents for public consultation for a two month period commencing 9th October 2017.
  - a. the proposed CIL strategic infrastructure spend priorities presented in the draft CIL Infrastructure Business Plan (Appendix D of report PES/257).
  - b. the proposed governance, allocation and spend procedure for the CIL Strategic infrastructure Strand, presented in Sections 4, 5 and Appendix E and for the proposed Neighbourhood Improvement Strand (Section 6) of report PES/257.
- 3) approve Option 3 (Section 6) as the preferred option for the future governance of the CIL Neighbourhood Improvement Strand (Appendix F) of report PES/257, and the implementation of a one year Crowdfunding pilot;
- 4) delegate authority to the Head of Economic and Environmental Services in consultation with the Cabinet Member for Planning and Economic Development to commence the procurement process for a provider to run the “Crowdfunder” platform, to finalise guidance, eligibility criteria, Terms and Conditions and to implement a one year pilot of the Neighbourhood Improvement Strand and its associated procedures as set out in sections 6.
- 5) That an update report, be sent to the Overview and Scrutiny Commission, 6 months after the commencement on the trial of crowdfunding project and that an equalities impact assessment be produced.

### **Reason for Decision**

The Council was required to have in place robust governance and implementation arrangements for the spending of the Community Infrastructure Levy.

## **32. Proposed Crawley Growth Programme 2017-21**

The Cabinet Member for Planning and Economic Development presented report PES/259 of the Head of Economic and Environmental Services to the Cabinet, which firstly sought their endorsement for the proposed Crawley Growth programme 2017-21 and the allocation of £2.8 million as the Council’s contribution to the programme.

It was noted that the growth programme and wider investment package of £60.4m would aim to upgrade the living / business environment and transport connectivity across the Borough, especially in the town centre, in Manor Royal and to Crawley’s three principal rail stations including the Gatwick station. The proposal should help create the conditions for 1,000+ new homes, 135,000 square metres of new commercial space and 7,000 more jobs by 2030.

The Cabinet Member for Planning and Economic Development was pleased to confirm to the Cabinet that £14.6m of Local Growth Fund (LGF) from the Local Enterprise Partnership (LEP), identified within the report had been secured. He thanked officers for all their hard work on this project and commented that it was pleasing to see good partnership work with West Sussex County Council for the benefit of our residents.

The Cabinet noted the Overview and Scrutiny Commission’s comments on the report and were pleased that they were in full support of the initiative.



## **RESOLVED**

That Cabinet endorses the Crawley Growth Programme and:

- 1) approves the allocation of £2.8 million of CBC capital funding from the existing capital programme for the Town Centre to the Crawley Growth programme.
- 2) following the formal approval by the LEP of the £14.6 million of LGF monies to:
- 3) delegate the authority to the Head of Economic and Environmental Services (in consultation with Head of Legal and Democratic Services) to sign an agreed partnership agreement with West Sussex County Council.
- 4) delegates the authority to the Head of Economic and Environmental Services and the Head of Finance, Revenues and Benefits to approve the drawdown of the above budget for individual Growth Programme schemes, in consultation with the Leader and the Cabinet Member for Planning and Economic Development.

### **Reason for Decision**

To confirm Crawley Borough Council's role in the delivery of the Crawley Growth programme and to seek formal approval to allocate £2.8 million of the Council's capital programme funding as a match funding contribution to the overall programme delivery.

## **33. Local Development Scheme**

The Cabinet Member for Planning and Economic Development presented report SHAP/59 of the Head of Strategic Housing and Planning to the Cabinet which sought approval for a new Local Development Scheme (LDS), to replace the current scheme that covers the period 2015 – 2018.

The Local Development Scheme outlines the number and scope of the planning documents the Council intends to bring forward and sets the programme for how these will be progressed over the forthcoming three years. It was proposed that the new LDS would cover up to December 2020.

## **RESOLVED**

That Cabinet approves the adoption of the revised Crawley Borough Council Local Development Scheme 2017 – 2020, as set out in Appendix A of report SHAP/59, to take effect from 5 October 2017.

### **Reason for Decision**

Planning legislation requires the Council to prepare and maintain a Local Development Scheme (LDS), setting out the statutory planning documents it intends to produce to cover its area. The Council's current LDS covers the period July 2015 – June 2018 and is in need of updating.

## **34. Little Trees Cemetery – Burial Ground Regulations**

The Cabinet Member for Environmental Services and Sustainability presented report HCS/04 of the Head of Community Services which sought approval for the formal adoption of burial ground regulations that were required prior to an opening of the new cemetery to ensure that it was able to run smoothly and efficiently.

The Cabinet noted that the intention was for Little Trees Cemetery to be opened by the end of the October, with burials already being scheduled for the next few weeks. Also they were informed that there was potential for further development of the cemetery going forward.

The Cabinet commented that they were pleased that Crawley finally had a new cemetery and the plans for Little Tress were impressive and would be of benefit for our residents and their families for years to come.

## **RESOLVED**

That Cabinet approves:

- 1) the adoption of the new Burial Ground Regulations for Little Trees Cemetery, and
- 2) delegates the authority to the Head of Community Services, in consultation with the Portfolio Holder for Environmental Services and Sustainability, to make changes to the Burial Ground Regulations, as and when required.

## **Reason for Decision**

Burial Ground Regulations are required to ensure the smooth running of Little Trees Cemetery. They ensure consistency and avoid confusion in terms of what can and cannot be allowed to take place within the cemetery. Without clear regulations, there would be confusion and conflict and it is especially important to avoid this during bereavement of family and loved ones.

## **35. Local Discretionary Rate Relief Scheme**

The Leader of the Council presented report FIN/421 of the Head of Finance, Revenues and Benefits which sought confirmation of the Council's approach for the use of the new Local Discretionary Rate Relief Scheme. It was noted that the scheme was introduced nationally, following the recent national business rate recalculation, to help support businesses that were affected by an increase in their business rates.

As part of the preparation for the introduction of the scheme the Council engaged in a consultation exercise on the proposed scheme, which was detailed in paragraph 13 of the report FIN/421.

## **RESOLVED**

That Cabinet approves:

- 1) the adoption of a Crawley Borough Council Local Discretionary Business Rate Relief Scheme based on a percentage reduction as set out in the report FIN/421, and
- 2) delegates to the Leader, the authority to determine future minor amendments to the scheme.

## **Reason for Decision**

In order to distribute Government Grant in line with the recommendations and conditions given by the Government as outlined within this report.

### **36. Exempt Information – Exclusion of the Public**

#### **RESOLVED**

The Committee is asked to consider passing the following resolution:-

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

### **37. Town Hall Redevelopment Scheme – Outcomes and considerations from the Overview and Scrutiny Commission**

*(Exempt under paragraphs 3 and 5 – Information relating to financial and business affairs of any particular person (including the Authority holding that information); and information in respect of which a claim to legal privilege could be maintained in legal proceedings)*

Councillor Cheshire on behalf of the Overview and Scrutiny Commission, presented to the Cabinet report OSC/261, which detailed the comments, considerations and conclusions arising from the special Overview and Scrutiny Commission meeting on 6<sup>th</sup> September, which was an in-depth examination into the financing and feasibility of the Town Hall Redevelopment Scheme.

In considering the Commission's comments and recommendations, the Cabinet commented that they were impressed with the approach taken by the Commission to their investigation and felt that the meeting and the findings were of benefit to the project. As a result, the Cabinet were pleased to accept the two key proposals arising from the special Commission meeting.

#### **RESOLVED**

That Cabinet agrees:

- 1) that the Town Hall Working Group will receive regular finance updates and the Overview and Scrutiny Commission (if subsequently referred).
- 2) that whilst the risk register was regularly reviewed, this should be included on the Audit Committee agenda.

### **38. Disposal of Intermediate Tenure Units at Southern Counties Scheme**

*(Exempt under paragraphs 3 – Information relating to financial and business affairs of any particular person (including the Authority holding that information))*

The Cabinet Member for Housing presented report SHAP/61 the Head of Strategic Housing and Planning Services which sought authority to dispose of the twenty-six (26) intermediate tenure units on the Southern Counties scheme. It was noted that the report contained a number of options for the Cabinet to consider in ensuring that the Council was taking the best approach in securing the properties as affordable housing.

#### **RESOLVED**

- 1) That the Cabinet approves the sale of the 26 intermediate tenure units as shared-ownership:

- (i) to a selected Registered Affordable Housing Provider for the purposes of shared-ownership achieving full recovery of the HRA's initial capital outlay, and
  - (ii) to delegate authority to the Head of Crawley Homes, the Head of Finance, Revenues and Benefits, and the Head of Legal and Democratic Services in consultation with the Cabinet Member for Housing, to progress into contract with the preferred Registered Provider (RP) to acquire these units from the Council for the purpose of Shared-Ownership tenure.
- 2) That the Cabinet also approves the following contingency approach should the above resolutions not be achievable, namely
- (i) the sale of the 26 intermediate tenure units as shared-equity,
  - (ii) the marketing of these units on a shared-equity basis achieving full recovering of the HRA's initial capital outlay, and
  - (iii) that the delegated authority be given to the Head of Strategic Housing and Planning, the Head of Finance, Revenues and Benefits, and the Head of Crawley Homes in consultation with the Cabinet Member for Housing, to appoint the necessary agents to market and dispose of these units to qualifying buyers on a shared-equity basis.

### **Reason for Decision**

- a) The cost to the Housing Revenue Account (HRA) to secure all the affordable housing units within this scheme is £15.1m. On-selling the (26) Intermediate Tenure units to a Registered Affordable Housing Provider will enable the HRA to recover almost £4.5m of this capital outlay to meet other capital programme commitments, while ensuring that these properties remain as affordable housing and can be offered as the most affordable of the low-cost home ownership products.
- b) Should it not prove possible to progress a Registered Provider bid to contract on the terms set out in the recommendations, marketing the units on a shared-equity basis will enable the HRA to recover the capital outlay. As such these properties would still provide a low-cost home-ownership offer but on less affordable terms than the shared-ownership offer.
- c) The Council's planning policy and the S106 Agreement entered into with the developer permits up to 30% of these affordable housing units to be Intermediate Tenure in the interests of creating balanced communities and addressing the spectrum of housing needs across the range of affordable tenures. This provides a means for the HRA to on-sell these units thereby recovering its capital outlay as early as possible to avoid impacting delivery of the capital programme

### **39. Authority to Appoint a Contractor for Kilnmead Car Park Development** *(Exempt under paragraphs 3 – Information relating to financial and business affairs of any particular person (including the Authority holding that information))*

The Cabinet Member for Housing presented report CH/175 of the Head of Crawley Homes which sought approval for the authority to enter into a Design and Build Contract for the construction of approximately 37 new affordable residential units at Kilnmead Car Park, Northgate, Crawley as part of the Council's own build housing programme.

## RESOLVED

That Cabinet approves the appointment of W. Stirland Ltd under a single stage Design and Build Contract for the development at the Kilnmead Car Park site. The Contractor to work with the Council to undertake the detailed design and construction of the final scheme, *(Subject to Planning Permission being granted)*.

### Reason for Decision

- a) To provide housing for Crawley residents in need from the housing register.
- b) To continue the delivery of dwellings funded from the HRA as part of HRA business plan and the Council's RTB Receipts (one-for-one) funding programme

## 40. Authority to Appoint a Contractor for Dobbins Place Development

*(Exempt under paragraphs 3 – Information relating to financial and business affairs of any particular person (including the Authority holding that information))*

The Cabinet Member for Housing presented report CH/174 of the Head of Crawley Homes which sought approval for the authority to enter into a Design and Build Contract for the construction of 6 new affordable residential Passivhaus units at Dobbins Place, Ifield, Crawley as part of the Council's own build housing programme.

## RESOLVED

### **RECOMMENDATION 4**

That Full Council be RECOMMENDED to agree a supplementary capital estimate of £350,000 to deliver the scheme. This can be funded from an underspend of £50,000 from the Gales Place scheme and £300,000 from the contingency from the Goffs Park scheme, therefore there is no overall increase in the capital programme. *(Subject to Planning Permission being granted)*.

That Cabinet approves appointment of Westridge Construction Ltd under a single stage Design and Build Contract for the development at the Dobbins Place site. The Contractor to work with the Council to undertake the detailed design and construction of the final scheme. *(Subject to Planning Permission being granted)*.

### Reason for Decision

- a) To provide housing for Crawley residents in need from the housing register.
- b) To continue the delivery of dwellings funded from the HRA as part of HRA business plan and the Council's RTB Receipts (one-for-one) funding programme.

## 41. Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.48pm.

P K LAMB  
Chair

## Appendix A - Relating to Minute 30. Amending the Housing Allocations Scheme

### **Additional wording to be added to the Housing Allocations Scheme .**

***The following wording to be added to the existing wording of the Housing Allocations Scheme between existing paragraphs 5.1 and 5.2:***

#### **5.1.1 Main allocation quota**

Except for the accommodation specifically excluded from quotas (see further under section 5.1.3), the following quota will apply to all other allocations under the Choice Based Lettings scheme:

Band A+ and Band A (applicants will be prioritised by Band and within each Band by priority housing date order)	80%
Band B, C and D (applicants will be prioritised in Band order and within each Band by priority housing date order)	20%

The proportion split of the above quota will be reviewed on an annual basis. The review will be conducted by the Housing Needs Manager to decide whether a different proportion split is likely to better meet the competing housing needs from transferring social housing tenants, applicants in reasonable preference groups and homeless households with a statutory rehousing duty living in temporary accommodation. If the review concludes that a different proportion split may better achieve this aim (for example, 85% of allocations for Band A+ and A and 15% for Bands B, C and D), the above proportions may be changed in line with the review findings by the Head of Strategic Housing and Planning following consultation with the Cabinet Member for Housing.

#### **5.1.2 Temporary sub-quotas**

From time to time the Council may introduce temporary sub-quotas within the main quota (5.1.1) to give additional preference for specific groups of people. Any temporary sub-quota will be in place for no longer than 6 months.

An example of a sub-quota is as follows (see **bold text** below):

Band A+ and Band A (applicants will be prioritised by Band and within each Band by priority housing date order), <b>but this sub-quota will also apply:</b> <ul style="list-style-type: none"><li><b>Homeless applicants in temporary accommodation and transfers seeking to give up larger accommodation will be allocated 50% (of the 80%) (prioritised by Band and within each Band by priority housing date order)</b></li></ul>	80%
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<ul style="list-style-type: none"> <li>• <b>The 50% balance (of the 80%) will be allocated to all other Band A+ and Band A applicants (prioritised by Band and within each Band by priority housing date</b></li> </ul>	
Band B, C and D (applicants will be prioritised in Band order and within each Band by priority housing date order)	20%

A decision to introduce a temporary sub-quota may be made by the Head of Strategic Housing and Planning following consultation with the Cabinet Member for Housing.

A decision to introduce a temporary sub-quota will be published on the Council’s website, and all properties subject to a temporary sub-quota will be clearly labelled on the property advertisement.

### 5.1.3 Accommodation excluded from quotas

The following properties allocated via the Choice Based Allocations scheme will not be included in the quotas referred to in 5.1.1 and 5.1.2:

- sheltered accommodation;
- bungalows;
- accommodation designated for older people; and
- accommodation which has been adapted for people with disabilities.

#### ***Banding changes – the following wording to be added to paragraph 3.2.1 under the heading “BAND A+ (Emergency or urgent priority)”:***

**Band A+ (court order to leave accommodation)** - The applicant has been working closely with the Council’s Housing Options Team to prevent homelessness and has received an outright possession order or notice of eviction from a court to leave or vacate their current accommodation, and the reason that the landlord sought possession was through no fault of the applicant. This applies to applicants who are homeless within the meaning of Part 7 of the Housing Act (as amended) and who are unable to secure any alternative accommodation.

#### ***Banding changes – the following wording to be added to paragraph 3.2.1 under the heading “BAND A (Very High Priority)”:***

**Band A** - The applicant has been working closely with the Council’s Housing Options Team to prevent homelessness but has received a valid Section 21 Housing Act 1996 notice to leave or vacate their current accommodation and the reason that the landlord served the notice was through no fault of the applicant. This applies only to applicants who are homeless within the meaning of Part 7 of the Housing Act 1996 as amended and who are unable to secure any alternative accommodation.

**Band A** - The applicant is homeless or threatened with homelessness within the meaning of Part 7 of the Housing Act 1996 as amended, is unable to secure any alternative accommodation and:

- is forced to share their bedroom or sleeping area with their dependent child who is over 6 months;

- they currently live with their parent/s or relations; and they have continuously lived their parent/s or relations for the 12 months prior to the birth of their child (and can evidence this).

**Wording to be deleted from the Housing Allocations Scheme.**

***The following wording to be deleted from paragraph 3.2.1 on page 18:***

**Band A** – The applicant has received a valid court order to leave or vacate their current accommodation through no fault of their own.