

## Crawley Borough Council

### Cabinet

Agenda for the **Cabinet** which will be held in **Committee Room A & B - Town Hall**, on **Wednesday, 5 September 2018 at 7.30 pm**

Nightline Telephone No. 07881 500 227



**Head of Legal and Democratic Services**

Membership:  
Councillors

P K Lamb (Chair)  
M G Jones  
C J Mullins  
A C Skudder  
B A Smith  
  
P C Smith  
  
G Thomas

Leader of the Council  
Cabinet Member for Housing  
Cabinet Member for Wellbeing  
Cabinet Member for Resources  
Cabinet Member for Public Protection and  
Community Engagement  
Cabinet Member for Planning and Economic  
Development and Deputy Leader  
Cabinet Member for Environmental Services  
and Sustainability

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The order of business may change at the Chair's discretion

## Part A Business (Open to the Public)

	Pages
<b>1. Apologies for Absence</b>	
<b>2. Disclosures of Interest</b>	
In accordance with the Council's Code of Conduct, Councillors of the Council are reminded that it is a requirement to declare interests where appropriate.	
<b>3. Minutes</b>	5 - 12
To approve as a correct record the minutes of the Cabinet held on 27 June 2018.	
<b>4. Public Question Time</b>	
To answer any questions asked by the public which are relevant to the functions of the Cabinet.	
Public Question Time will be concluded by the Chair when all questions have been answered or on the expiry of a period of 15 minutes, whichever is the earlier.	
<b>5. Further Notice of Intention to Conduct Business in Private and Notifications of any Representations</b>	
The Monitoring Officer will report on any responses to representations received in relation to why items 12 and 13: Tilgate Park – Adventure Golf and Appointment of Contractor for Crawley Homes Gas Servicing, Repair and Installation Works should not be held in Part B Business – (Closed to the Public).	
<b>6. Matters referred to the Cabinet and Report from the Chair of the Overview and Scrutiny Commission</b>	
To consider any matters referred to the Cabinet (whether by a scrutiny committee or by the Council) and those for reconsideration in accordance with the provisions contained in the Scrutiny Procedure Rules, the Budget Procedure Rules and the Policy Framework Procedure Rules set out in Part 4 of the Council's Constitution.	
<b>7. Corporate Priorities 2018 - 2022</b>	13 - 16
<i>The Leader's Portfolio</i>	
To consider report CEX/48 of the Leader and Chief Executive, which was referred to the meeting of the Overview and Scrutiny Commission held on 3 September 2018.	

	<b>Pages</b>
<p><b>8. 2018/2019 Budget Monitoring - Quarter 1</b></p> <p><i>The Leader's Portfolio</i></p> <p>To consider report FIN/449 of the Head of Corporate Finance, which was referred to the meeting of the Overview and Scrutiny Commission held on 3 September 2018.</p>	17 - 36
<p><b>9. Proposed Charging Scheme for Development Management Pre-application Advice</b></p> <p><i>Planning and Economic Development Portfolio</i></p> <p>To consider report PES/301 of the Head of Economy and Planning.</p>	37 - 46
<p><b>10. Supplemental Agenda</b></p> <p>Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.</p>	
<p><b>11. Exempt Information – Exclusion of the Public (Subject to Agenda Item 5)</b></p> <p>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.</p> <p style="text-align: center;"><b>Part B Business (Closed to the Public)</b></p>	
<p><b>12. Tilgate Park – Adventure Golf</b></p> <p><i>Wellbeing Portfolio</i></p> <p>(Exempt Paragraph 3)</p> <p>To consider report HPS/14 of the Head of Major Projects &amp; Commercial Services.</p>	47 - 54
<p><b>13. Appointment of Contractor for Crawley Homes Gas Servicing, Repair and Installation Works</b></p> <p><i>Housing Portfolio</i></p> <p>(Exempt Paragraph 3)</p> <p>To consider report CH/182 of the Head of Crawley Homes.</p>	55 - 60

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## Crawley Borough Council Minutes of Cabinet

Wednesday, 27 June 2018 at 7.30 pm

### **Councillors Present:**

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

### **Also in Attendance:**

Councillor I T Irvine, K Sudan, R S Fiveash and K McCarthy

### **Officers Present:**

Natalie Brahma-Pearl	Chief Executive
Ann-Maria Brown	Head of Legal and Democratic Services
Ian Duke	Deputy Chief Executive
Chris Pedlow	Democratic Services Manager
Diana Maughan	Head of Housing Strategic and Planning Services
Nigel Sheehan	Head of Partnership Services
Clem Smith	Head of Economic & Environmental Services

### **Apologies for Absence:**

Councillor G Thomas

### **Welcome to the new Deputy Chief Executive and new Cabinet Member**

The Leader in opening the meeting welcomed Ian Duke the new Deputy Chief Executive to the Council. The Leader then welcomed Councillor Brenda Smith back to the Cabinet, in her new role as Cabinet Member for Public Protection and Community Engagement. The Leader wished them both luck in their new roles and looked forward to working with them going forward.

### **1. Disclosures of Interest**

No disclosures of interests were made.

## 2. Minutes

The minutes of the meeting of the Cabinet held on 21 March 2018 were approved as a correct record and signed by the Leader.

## 3. Public Question Time

There were no questions from the public.

## 4. 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 agenda item 14: *Crawley Leisure Management Contract*.

## 5. Matters referred to the Cabinet and 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.

## 6. Treasury Management Outturn for 2017/18

The Leader of the Council presented report [FIN/442](#) on the Treasury Management Outturn for 2017/18. The Cabinet was informed that Councillors were required under regulations to regularly review and scrutinise the Council's treasury management policy and performance. The report provided details of the outturn position for treasury activities and highlighted compliance with the Council's policies previously approved by Councillors. The report also meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Local Authorities (the Prudential Code).

Councillor Cheshire presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on 25 June 2018. The Cabinet noted the Commission's comments.

### RESOLVED

That the Cabinet approves the actual 2017/18 Prudential and Treasury Indicators as set out in the report [FIN/442](#) and notes the Annual Treasury Management Report for 2017/18.

### Reasons for the Recommendations

The Council's financial regulations, in accordance with the CIPFA Code of Practice for Treasury Management, requires an annual review following the end of the year describing the activity compared to the Strategy. This report complies with these requirements.

## 7. Licensing Houses in Multiple Occupation (HMOs)

The Cabinet Member for Housing presented report [SHAP/75](#) of the Head of Strategic Housing and Planning Services which informed the Cabinet that from 1 October 2018 the legislation governing the mandatory licensing of houses in multiple occupation (HMOs) under the Housing Act 2004, would be extended to include all HMOs (regardless of the number of storeys) with five or more occupants forming two or more households.

It was noted that the report detailed the expected impact of proposals on the housing services and the change in working practices required to meet the new demands. The report also detailed the proposed fee structure for issuing and renewing the extended HMO's licenses, which was required to be cost neutral.

The Cabinet commented it was pleased with the approach proposed and that the service would be adapting to meet the new work loads and seemed a sensible and practical method. Members were also pleased that the new duties should allow the Council to regulate the growing HMO's market across the Borough to ensure that our residents were living in safe and proper properties. It was confirmed to Members that parking related matters associated to HMO's was not a licensing element under the new duties.

Councillor Cheshire presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on 25 June 2018. The Cabinet noted the Commission's comments.

Councillor McCarthy also spoke on the item.

### RESOLVED

That the Cabinet

1. notes the use of the new mandatory duties to license all licensable HMOs, as summarised in sections 4.1 to 4.3 of report [SHAP/75](#).
2. approves the proposed fee structure, as summarised in section 5 of report [SHAP/75](#).
3. notes the proposed changes to working practices to meet the new demands placed on the service as a result of this new legislative burden as set out in Appendix One and agree the appointment of one additional full-time member of staff, to be funded from the additional fee income.

### Reasons for the Recommendations

- The legislation extends the mandatory licensing of HMOs, and the Council's Private Sector Housing Team are legally required to implement it.
- The current fee structure is fair, proportionate and continues to reflect the cost of providing the service.
- Additional resources will be required to meet the increased work generated by the legislation change.

## 8. **Crawley Growth Programme - Update**

The Cabinet Member for Planning and Economic Development presented report [PES/298](#) of the Head of Economic and Environmental Services, which provided an update on the Crawley Growth Programme. The report detailed that two significant projects which were part of the Growth Programme, namely the Three Bridges Station Improvement scheme and the Queensway – the Pavement scheme, had currently separate budget codes. It was proposed that to enable an improved budget and project management, along with associated auditing processes, that those two project budgets needed to be under the wider Growth Programme budget header. Members noted that the report also sought a number of funding allocations from the Growth Programme's capital budget to previously agreed schemes and a proposal to increase the current S106 funding to the Crawley Growth Programme, by approximately £580,000.

Councillor Cheshire presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on 25 June 2018. The Cabinet noted the Commission's comments.

### **RESOLVED**

That the Cabinet approves

1. the addition of the existing Three Bridges Station Improvement scheme and the Queensway – the Pavement scheme to the 'Crawley Growth programme' budget header.
2. the allocation of £2,620,000 from the existing Crawley Growth programme capital programme monies to the individual schemes as outlined in section 7.7 of report [PES/298](#).
3. an increase to the overall Crawley Growth programme capital programme allocation of £587,595 of received S106 monies, as set out above and in section 7.5 of report [PES/298](#).
4. the addition of the Station Gateway scheme to the Crawley Growth Programme budget and an allocation of £100,000 to the scheme, as set out in section 7.3 report [PES/298](#).

### **Reasons for Recommendations**

To ensure that identified schemes were added to the Crawley Growth programme budget header within the CBC capital programme and to allocate the remaining £587,595 S106 funding the Crawley Growth programme.

## 9. **Financial Outturn 2017/2018 Budget Monitoring - Quarter 4**

The Leader of the Council presented report [FIN/443](#) of the Head of Finance, Revenues & Benefits which sets out a summary of the Council's outturn for the year for both revenue and capital spending for the financial year 2017/2018. It identifies the main variations from the approved spending levels and any potential impact on future budgets. It was noted that at Quarter 3 there was a projected transfer to reserves of



# Agenda Item 3

Cabinet (5)  
27 June 2018

£796,000, the actual transfer to reserves was £923,482, which would be used to fund future investments in the capital programme.

Whilst at Quarter 3 there was a projected surplus on the Housing Revenue Account of £266,000, the actual additional transfer for investment in the maintenance and building of future housing was £810,000. On capital spending, £29.454m was spent during the year, including £13.3m on new housing development.

## RESOLVED

- 1) That the Cabinet notes
  - a) the outturn for the year 2017/2018 as detailed in report [FIN/443](#)
  - b) that the Memorial Gardens play improvement scheme will be funded from S106 schemes as outlined in paragraph 8.10 of report [FIN/443](#)
  - c) that the Capital Programme may be varied by the proposed changes to the Crawley Growth Programme, as considered elsewhere on this agenda.
- 2) That Full Council be recommended to

Approve a supplementary capital estimate of £250,000 to the College car park site for additional units and for a sprinkler system as outlined in paragraph 8.7 of the report [FIN/443](#), 30% of this to be funded from 1-4-1 receipts.

## Reasons for the Recommendations

To report to Councillors on the outturn for the year compared to the approved budget for 2017/2018.

## 10. Terms of Reference and Nominations for 2018/2019 - Advisory and Working Groups and Member Development Executive Support Group

The Cabinet considered report [LDS/136](#) of the Head of Legal and Democratic Services which sought approval of the Terms of Reference for the advisory group, working groups and support group which related to Cabinet functions.

## RESOLVED

That the Cabinet agree the establishment, along with the Terms of Reference for the Advisory group, Working groups and support group, as detailed in the table below:

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Cabinet (6)  
27 June 2018

Working Groups and Terms of Reference	Group Nominations 2018/19
<p><b>Budget Advisory Group – (BAG)</b></p> <p>To advise the Cabinet on the allocation of resources within the General Fund and Capital Programme (including the community infrastructure levy – CIL), taking account of the Budget Strategy, Corporate Plan and other relevant information.</p> <p>Chair and Vice Chair of the Cabinet to attend Budget Advisory Group, to present a strategic perspective only.</p> <p><i>Lead Officer:- Head of Finance, Revenues and Benefits</i></p>	<p><i>9 Members = 5:4</i></p> <p>Councillors: C Cheshire T Lunnon B Quinn (Chair) R Sharma L Willcock</p> <p>R G Burgess R D Burrett D Peck A Pendlington</p>
<p><b>Economic Regeneration Working Group – (ERWG)</b></p> <p>1. To receive and consider updates on economic regeneration initiatives and actions across the Borough, including delivery of the Town Centre Regeneration programme, the delivery of individual economic regeneration schemes and partnership activities within the Manor Royal Business District.</p> <p>2. To receive and consider reports on economic regeneration activities in Crawley and to make recommendations, as necessary, to the Cabinet on the:-</p> <ul style="list-style-type: none"> <li>• proposals to regenerate sites identified in the Local Plan, the Town Centre Supplementary Planning Document and the Manor Royal Supplementary Planning Document &amp; Design Guide.</li> <li>• identification and promotion of other economic regeneration opportunities to enhance the physical appearance and social, economic and educational attributes</li> <li>• communications with all interested parties to maintain confidence in the wider economic regeneration of Crawley.</li> </ul> <p><i>Leader Officer:- Head of Economic and Environmental Services</i></p>	<p><i>11 Members = 6:5</i></p> <p>Councillors: M Ayling C Cheshire B Quinn P Smith (Chair) G Thomas L Willcock</p> <p>D Crow F Guidera R A Lanzer K McCarthy M A Stone</p>

# Agenda Item 3

Cabinet (7)  
27 June 2018

<p><b>Local Plan Working Group – (LPWG)</b> To consider and provide guidance on the process for reviewing the Local Plan and support the Local Plan Review to examination, if/when this is progressed.</p> <p><i>Lead Officer:- Head of Strategic Housing and Planning Services</i></p>	<p>13 Members = 7:6 Councillors: Labour nominations to be provided when Working Group meeting as required (anticipated autumn 2018)</p> <p>N J Boxall D Crow K Jaggard R A Lanzer K McCarthy M A Stone</p>
<p><b>Member Development Executive Support Group – (MDESG)</b></p> <ol style="list-style-type: none"> <li>1. To provide all party support for a coordinated approach to Member development and training across the Council.</li> <li>2. To identify individual and Group training needs and to prioritise them accordingly.</li> <li>3. To develop, monitor and evaluate all member development activities.</li> <li>4. To promote learning and development opportunities amongst all members of the Council encouraging the highest level of participation by members to organised training and development events.</li> <li>5. To ensure that a comprehensive induction programme is made available to all newly elected Councillors.</li> </ol> <p><i>Lead Officer:- Head of Legal and Democratic Services</i></p>	<p>5 Members = 3:2 Councillors: I Irvine M Pickett A Skudder (Chair)</p> <p>D Crow K McCarthy</p>
<p><b>Town Hall Project Members Working Group – (THPMWG)</b></p> <p>Focus on the Town Hall element of the proposed development and within this primarily, although not exclusively, the requirements for members' facilities and the civic areas of the new building.</p> <p><i>Lead Officer:- Head of Partnership Services</i></p>	<p>7 Members = 4:3 Councillors: C Mullins B Quinn A Skudder (Chair) B Smith</p> <p>T G Belben K McCarthy M Stone</p>

## 11. Exempt Information – Exclusion of the Public (Subject to Agenda Item 5)

### RESOLVED

That in accordance with Section 100A(4) of the Local Government Act 1972, the

public be excluded from the meeting for the following item of business on the grounds that it 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.

## 12. **Crawley Leisure Management Contract Award**

The Cabinet Member for Wellbeing and the Head of Partnership Services presented report HPS/13 of the Head of Partnership Services which detailed the evaluation of the leisure management contract final tender submissions and recommendations relating to the appointment of a leisure management contractor for a 10 year contract commencing on November 14<sup>th</sup> 2018.

It was noted that there would be a ten day standstill period once all the tenderers involved had been informed of the decision. It was noted this was to allow any challenge on the decision from any of the parties involved. Once this period elapsed the decision would be final and be published accordingly.

### **RESOLVED**

That the Cabinet:

1. note the tender evaluation scores, associated comments and financial implications as detailed in section 6 and 7 of report HPS/13.
2. approve the appointment as detailed in paragraph 6.2 for the preferred bidder for the Crawley Leisure Management Contract for the period 14th November 2018 to 13th November 2028 (*and noting the option to extend by mutual agreement for a further five years*).
3. agrees that with effect from 2020/21, reduce the Council's programme maintenance budget by £40,000 per annum, reflecting the transfer of maintenance responsibilities to the contractor as detailed in section 7 of report HPS/13.
4. approves the allocation of a budget from the projected leisure management contract savings in 2018/19, as detailed in section 6 of report HPS/13, as a reserve account to support costs associated with the contract award, contract start up and potential enhancements (*the latter subject to an acceptable return being achieved*).

### **Reasons for the Recommendations**

The recommendations will enable the appointment of a preferred bidder and contract mobilisation to commence in preparation for the contract start on November 14<sup>th</sup> 2018.

### **Closure of Meeting**

With the business of the Cabinet concluded, the Chair declared the meeting closed at 8.03 pm

P K Lamb  
Chair

# Agenda Item 7

## Crawley Borough Council

**Report to Overview and Scrutiny Commission**  
3 September 2018

**Report to Cabinet**  
5 September 2018

### **Corporate Priorities 2018 - 2022**

Report of the Leader and the Chief Executive – **CEX/48**

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#### **1. Purpose**

- 1.1 This reports sets out the Council's Corporate Priorities for the period 2018 to 2022, which is attached at Appendix A.
- 1.2 The purpose of the Corporate Priorities document is to set out the strategic direction of the Council for the next four years, which is linked to the administration's Manifesto, the draft Transformation Plan and the Medium Term Financial Strategy.
- 1.3 The refreshed Corporate Priorities take into account external and partnership arrangements and will assist the Council's focus on delivery and meeting the intended outcomes.
- 1.4 The detail in delivering these priorities will filter into individual services work programmes.

#### **2. Recommendations**

- 2.1 To the Overview and Scrutiny Commission:

That the Commission considers and comments on the final draft Corporate Priorities 2018 – 2022 and decide what comments, if any, it wishes to submit to the Cabinet.

- 2.2 To the Cabinet

The Cabinet is recommended to:

- a) Approve the Corporate Priorities 2018 – 2022.
- b) Request Full Council to adopt the Corporate Priorities 2018 – 2022 at its meeting on the 17<sup>th</sup> October 2018.

#### **3. Reasons for the Recommendations**

- 3.1 The Corporate Priorities set out the strategic direction of the Council for the next four years. Where necessary, it will be updated to ensure the Council's activities reflect the national and local challenges it faces.

#### **4. Background**

- 4.1 There is a need to set the strategic context for the Council as requested by partners, staff and residents.

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4.2 An agreed set of corporate priorities will:

- Ensure that the Council manages its resources effectively
- Ensure that projects and initiatives can be delivered by the Council's services and that enough capacity is available to deliver them
- Provide a focus for the council's Cabinet, so it can plan its work.

4.3 In the last staff survey which was undertaken in October 2016, it was suggested that there was a lack of strategic narrative, vision and priorities which set out what the Council was trying to achieve. Staff are keen to receive something that is purposely short to inform them of the key vision and objectives of the council that will aid effective business planning of services.

4.4 The document is also important to set out the priorities of the Council to local partners, stakeholders and when securing external funding.

4.5 The Corporate Priorities consist of six key headline priority objectives which are underpinned by 24 objectives, projects and initiatives.

4.6 In addition, the Council will continue to deliver a range of statutory and discretionary functions which it is required or has chosen to deliver.

## **5. Information & Analysis Supporting Recommendation**

5.1 The Corporate Priorities set out the overarching strategic direction for the Council's activities and processes that support their delivery. It also links to the Medium Term Financial Strategy, draft Transformation Plan and service work programmes, which set out in more detail the actions that will be undertaken to deliver the priorities.

5.2 Draft versions of the Corporate Priorities have been shared with senior management and with Cabinet members.

## **6. Implications**

6.1 There are inevitably financial implications related to any service delivery or improvements and the Corporate Priorities complement the draft Transformation Plan and Medium Term Financial Strategy to enable the Council to deliver its priorities.

6.2 The priorities laid out within this document will take precedence when considering limited resources and other pressures will need to be considered on individual merits when budgets are determined.

6.3 There are no specific legal implications. Having a document that sets the strategic direction of the Council is a necessary element of good governance. The performance regime established by the Local Government Act 1999 as amended by the Local Audit and Accountability Act 2014 together with supporting legislation, requires the Council to work to achieve continuous improvement and best value. Furthermore, the Accounts and Audit (England) Regulations 2015 Regulations obliges the Council to produce an Annual Governance Statement for each accounting year evidencing how the Council has performed. The CIPFA / Solace 'Delivering Good Governance in Local Government Framework 2016' guidance sets out the required practice and that includes a clear statement of the Councils purpose and intended outcomes. The Council's Corporate Priorities thus play a vital role in the legal duty to ensure sound governance of the Council. The Corporate Priorities is a Policy Framework Document and the process employed for its adoption is in accordance with the Council's constitution.

## **7. Background Papers**

None

Report author and contact officer: Anna Pedlow, Transformation Officer, 01293 438780

# Agenda Item 7

## Appendix A

### Corporate Priorities 2018 – 2022

#### 1. Delivering value for money and modernising the way we work

We will:

- Continue to balance the budget (over a three year period), by improving our efficiency, increasing income and investing ethically and wisely.
- Work to keep council tax low without compromising local services and put money back into local reserves where possible, to finance future investments.
- Deliver the Transformation Plan.
- Develop digital service delivery enabling customers to engage with council services at their convenience, via an updated website and a new online self-service application.
- Develop a new Town Hall with lower running costs and high grade office space for residents, staff and commercial tenants.

#### 2. Delivering affordable homes for Crawley and reducing homelessness

We will:

- Continue to deliver as much affordable housing as possible, particularly Council housing, through our own-build and enabling programmes for people with a local connection to Crawley.
- Drive down homelessness across the borough and support partner agencies to help those most in need.

#### 3. Improving job opportunities and developing the local Economy

We will:

- Develop an Economic Development vision and plan.
- Deliver the Crawley Growth Programme to provide major improvements to the town's infrastructure, including more sustainable transport and better community facilities.
- Deliver pathways to better job opportunities for local residents, through the ongoing development and delivery of Crawley's Employment and Skills Plan.
- Continue to work closely with our Local Economic Partnerships to deliver economic growth and jobs in the town.
- Utilise our place making responsibilities and powers to drive business growth and create new employment opportunities.

#### 4. Creating stronger communities

We will:

- Support local groups in delivering a range of events and activities that celebrate Crawley's diversity.
- Promote neighbourhood forums as a means of giving residents a voice over how services are delivered.
- Continue to help local voluntary organisations, through the grants process to provide important services.
- Continue to work with our partners to make Crawley a safe place.

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## **5. Providing high quality leisure and culture facilities and supporting health and wellbeing services**

We will:

- Continue to invest and enhance the town's leisure and culture facilities, such as local parks, the Museum, K2 Crawley, the Hawth, adventure playgrounds and the Nature Centre.
- Work with partners and other key stakeholders to enhance our resident's health and wellbeing and reduce health inequalities across our town.

## **6. Protecting the environment**

We will:

- Protect and enhance our environment by reducing the Council's and the town's Carbon footprint.
- Deliver a number of energy efficient schemes including, a District Heat Network for the Town Centre, Combined Heat and Power at K2 Crawley and a Water Source Heat Pump at Tilgate Park.
- Continue to reduce, reuse and recycle our waste, providing the mechanisms to encourage residents to do more to recycle their waste.
- Continue to seek measures to improve the air quality across the Borough.
- Implement Crawley 2030, Local Plan and ensure that it remains up to date and reflects the key issues and growth challenges facing the town.
- Continue to provide a safe, clean and well maintained town, through the use of area focussed multi skilled teams.



# Agenda Item 8

## Crawley Borough Council

### Report to Overview & Scrutiny Commission

3 September 2018

### Report to Cabinet

5 September 2018

### 2018/2019 Budget Monitoring - Quarter 1

Report of the Head of Corporate Finance - FIN/449

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#### 1. Purpose

- 1.1 The report sets out a summary of the Council's actual revenue and capital spending for the first Quarter to June 2018. It identifies the main variations from the approved spending levels and any potential impact on future budgets.

#### 2. Recommendations

- 2.1 To the Overview and Scrutiny Commission:

That the Commission considers the report and decides what comments, if any, it wishes to submit to the Cabinet.

- 2.2 To the Cabinet:

The Cabinet is recommended to:

- a) **Note the projected outturn for the year 2018/2019 as summarised in this report.**
- b) **Approve a supplementary capital budget of £347,000 for the nine Play refurbishment schemes as identified in Paragraph 9.1 to be funded from S106 contributions.**
- c) **Approve a supplementary capital budget of £60,514.86 which will be funded from S106 contributions for the improvement of playing fields around the Borough, as referred to in paragraph 9.2 of the report.**
- d) **Approve a supplementary capital budget of £37,192.71 which will be funded from S106 contributions for the Three Bridges Station outlined in Paragraph 9.3 of the report.**

#### 3. Reasons for the Recommendations

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

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## 4. Background

- 4.1 As part of the Budget Strategy, the Council has in place robust budget monitoring systems to ensure that unapproved overspends are avoided. The Council also manages and analyses underspending to identify potential savings that could help meet current and future years' priorities.
- 4.2 Budget monitoring is undertaken on a monthly basis with budget holders. There are quarterly budget monitoring reports to Cabinet with the Corporate Management Team receiving monthly update reports on key areas and any other areas of concern. The Overview and Scrutiny Commission also have the opportunity to scrutinise expenditure. Quarterly monitoring information is also included in the Councillors' Information Bulletin.
- 4.3 This report outlines the projected outturn for 2018/2019 as at the end of June 2018.

## 5. Budget Monitoring Variations

### 5.1 General Fund

The table below summarises the projected variances in the relevant Portfolio at Quarter 1.

[F indicates that the variation is favourable, U that it is unfavourable]

	Variance projected at Quarter 1	
	£'000	
Cabinet	(14)	F
Public Protection & Community Engagement	(10)	F
Resources	(66)	F
Environmental Services & Sustainability	(46)	F
Housing	(11)	F
Wellbeing	(58)	F
Planning & Economic Development	66	U
Investment Interest	(170)	F
<b>TOTAL VARIANCES</b>	<b>(309)</b>	<b>F</b>

Further details of these projected variances are provided in Appendix 1(i & ii) attached to this report.

### 5.2 Significant variances variations over £20,000

#### 5.2.1 Cabinet

Vacancies in the Finance team has resulted in projected savings of £39,000. Some of the vacancies were filled in June, but a vacancy has arisen in the systems team which is being covered through a temporary arrangement.

# Agenda Item 8

## 5.2.2 Public Protection & Community Engagement

There are no significant variations to report this quarter.

## 5.2.3 Resources

Legal & Democratic Services also have vacancies of £44,000 due to a restructure of the service and continuing temporary cover arrangements.

## 5.2.4 Environmental Services & Sustainability Services

The Community Wardens Service are holding vacant hours and have not spent the full standby and casual staffing budget in the first quarter.

There is a vacancy for a Principal Environmental Health Officer (PEHO). The service is to be reviewed, but the expected saving for the year is £69,000.

## 5.2.5 Housing Services

There are no significant variations to report this quarter.

## 5.2.6 Wellbeing

Tilgate Park & Nature Centre are projecting an additional income in excess of costs of £79,000 which is in line with the 'five year plan for Tilgate Park and the Nature Centre' where surplus funds are transferred to a reserve for reinvestment in the park, as such is not shown in the table above.

There are vacant posts in the Community Facilities team resulting in savings of £28,000.

Additional staff and equipment have been required for cleaning Queen's Square which has resulted in an overspend of £21,000.

There are vacant posts and unfilled hours in the Play service resulting in a £34,000 saving.

## 5.2.7 Planning & Economic Development

The vacancy provision built into the budget will not be met in the Development Management service (£29,000) and a 4 day public enquiry in May 2018 incurred significant legal costs.

Commercial property income is projected to be £20,000 lower than budgeted due to vacant properties at Goffs Park House Museum and Unit 3 Metcalf Way.

## 5.2.8 Investment Income

Investment income is higher than projected due to higher balances than anticipated.

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## 6. Virements

Virements up to £50,000 can be approved by Heads of Service under delegated powers and reported to Cabinet for information.

- 6.1 The Head of Community Services, in consultation with the Portfolio holder for Wellbeing, agreed a virement of £5,000 capital assigned to West Green Park Play Refurbishment for a Pétanque Pitch in the West Green Park. The play area refurbishment is complete and Pétanque would provide for additional play facilities within this park.

The Head of Community Services, in consultation with the Portfolio holder for Wellbeing, agreed a virement of £40,000 capital assigned to Worth Park Discovery Trail to the Water Source Heat Pump project at Tilgate Nature Centre. Officers have been unable to identify a suitable location for the discovery trail, following concerns raised from residents that it would be too close to properties and therefore cause unacceptable disturbance. The overall Worth Park restoration project is complete, to the satisfaction of the Heritage Lottery Fund. The transfer to the previously agreed Water Sourced Heat Pump (WSHP) project will result in additional savings of £9,800 per annum and will result total annual savings of £38,183 from energy bills at the Nature Centre; these savings will be built into the budget strategy and will be general fund savings rather than forming additional income to Tilgate Park and its five year plan.

The Head of Projects and Commercial Services agreed a virement of £40,000 from the Hawth external decoration works to the K2 Crawley passenger lift. The decoration works have come in under budget, and the lift urgently requires replacement due to repeated breakdowns. Both schemes are within the 2018/19 programmed maintenance programme.

## 7. Council Housing Service – Revenue

- 7.1 The table below provides details of the 2018/2019 HRA (Crawley Homes) variances.

### Housing Revenue Account Variations

	Variation £000's	
<b>Income</b>		
Rental Income	(29)	F
Other Income	0	-
Interest Received on balances	0	-
	<b>(29)</b>	F
<b>Expenditure</b>		
Employees	(49)	F
Repairs & Maintenance	0	-
Other running costs	26	U
Support services	0	-
	<b>(23)</b>	F
<b>Net (Surplus) / Deficit</b>	<b>(53)</b>	F
Available to fund future investment in housing	53	

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Further details of these projected variances are provided in Appendix 1(iii & iv).

7.2 Additional Dwellings Rental income of £29,000 has been projected and this is being kept under review, this is when properties are re let at target rent.

7.3 Additional dwellings insurance premiums of £20,000.

## 8. Capital

8.1 The table below shows the 2018/19 projected capital outturn and proposed carry forward into future years. Further details on the Capital Programme are provided in Appendix 2 to this report.

	Latest Budget 2018/19	Spend to Qtr 1	Estimated Outturn 2018/19	Re-profiled (to)/from future years	Under spend
	£000's	£000's	£000's	£000's	£000's
Cabinet Resources	2,267	180	2,267		
Environmental Services & Sustainability	549	32	484	65	
Planning & Economic Development	1,430	61	1,430		
Public Protection & Community Engagement	1,274	242	1,174	100	
Housing Services	7,096	1,252	7,061	35	
Wellbeing	2,033	74	1,932	95	6
<b>Total General Fund</b>	<b>14,649</b>	<b>1,841</b>	<b>14,348</b>	<b>295</b>	<b>6</b>
Council Housing	43,902	7,610	41,357	2,545	
<b>Total Capital</b>	<b>58,551</b>	<b>9,451</b>	<b>55,705</b>	<b>2,840</b>	<b>6</b>

8.2 The flood budget is in the process of being reviewed, by looking at individual impact analysis regarding the propensity to flooding and health and safety issues associated with individual flood structures. This work will give a clear picture of what should be prioritised and how funds should be allocated going forward, this may result in slippage being reported in a later Quarterly monitoring report.

8.3 The tender has been awarded for the K2 Crawley Heat Network with the contract being finalised. The order will be placed in August 2018 and will be finished within 16-20 weeks from order.

8.4 Due to complexities encountered and a restructure in ICT, there was a change in priorities in phase 2 of the On Line Self Service project. This has resulted in some delays to the existing programme, whilst bringing forward some work that was due in phase 3. This has resulted in an overspend, but this will be funded from phase 3 of the programme which has subsequently received approval.

8.5 It was originally intended that the initial groundworks for the Memorial Gardens play area would take place during 2018/19. However, now that the consultation and

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detailed planning aspects of the project are underway, it is more realistic that this spend (£30,000) will be slipped to early 2019/20.

- 8.6 The improvements to the play area at Wakehams Green will be delivered at a future point as there is priority health and safety needs at other identified play areas taking precedence. £65,000 is being slipped to 2020/21
- 8.7 Barnfield Road is now complete and has delivered 5 new dwellings into the HRA, a retention of £20,000 has been slipped to 2019/20.
- 8.8 The procurement of 3 smaller HRA developments (151 London Road; Woolborough Road; 257/259 Ifield Road) have been linked together to achieve Value for Money. This will cause delays giving a slippage of £786,427 to 2019/20
- 8.9 There is slippage to the value of £1,938,340 for Forge Wood as the predicted spend has been readjusted to match the latest information supplied by the developers.
- 8.10 The government has announced a bidding process for increasing the HRA debt cap to enable the building of new homes. The Council is working on a number of schemes that could be enabled with additional borrowing and £200,000 has been brought forward to 2018/19 for prelims to enable this.
- 8.11 In the first quarter of 2018/2019 **seventeen** Council Houses with a sale value of £3,048,800 were sold compared to sixteen in the first quarter last year. Of these receipts £257,863 was paid over to the Government with the balance being retained by the Council with £771,402 available for general capital expense and £2,019,535 set aside for 1-4-1 receipts. [The 1-4-1 arrangement is one where the Council retains a larger proportion of right to buy receipts than they otherwise would, in return for a commitment to spend the additional receipts on building or acquiring properties.]
- 8.12 The total cumulative 1-4-1 receipts retained is £28,382,730 which can be used to fund 30% of any expenditure on new affordable housing. It cannot be used on schemes supported by HCA Funding.
- 8.11 To date, £11,077,118 of 1-4-1 receipts has been used to partially fund the purchase of properties. Any unused 1-4-1 receipts that are unspent within 3 years are to be returned to the Government with interest. The risk of returning any unspent 1-4-1 receipts is managed by closely monitoring all affordable housing schemes.

## 9. Capital Programme and S106 funding

- 9.1. A report to Cabinet dated 2 December 2013 on Play Facilities – Investment Proposals [CTY/100](#) approved the current capital programme for Play. Nine potential play schemes on fifteen sites have been identified that can be funded from S106 contributions.

These are

Kidborough Road, Gossops Green	£65,000
Stoney Croft, Ifield	£40,000
2 Type A Play Areas, Broadfield	£26,000
4 Type A Play Areas, Ifield	£52,000
2 Type A Play Areas, Pound Hill	£26,000
Perkstead Court Play Area, Bewbush	£20,000
2 Type A Play Areas, Bewbush	£13,000
Medler Close, Langley Green	£65,000
Meadowlands, West Green	£40,000

£347,000

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The existing play equipment and safer surfacing has come to the end of its life.

The schemes will remove the current play equipment, consult with the local community, schools and stakeholders to create a design brief to ensure that the final design of the playground is right for the community.

The final design and type of equipment (plus safer surfacing) and any necessary groundworks will all be managed by specialist contractors. The resulting playgrounds should therefore be fit for purpose and designed with a focus on the community's needs. This will result in an improved amenity for the families across Crawley.

Cabinet is requested to approve these schemes for inclusion in the capital programme to be funded from S106 contributions.

- 9.2 For improving playing fields £56,500 of section 106 money has been collected. There is also an additional £4,014.86 collected for drainage works to Tilgate and Furnace Green playing fields. Neighbourhood Services would like to propose the Section 106 money to be spent to make improvements to playing fields in Tilgate, Northgate, Furnace Green and Southgate. The pitches have been prioritised based on the number of cancellations and the how the remit from the Section 106 money can be utilised. The total cost of the project is £60,514.86

A total of 8 pitches have been identified. The application costs £3,620 per pitch and will need to be repeated the following year to fully achieve the improvement.

<b>Tilgate</b>	<b>Northgate</b>	<b>Furnace Green</b>	<b>Southgate</b>
Senior 1 £3620.00	Senior 1 £3620.00	Senior 1 £3620.00	Senior 1 £3620.00
Senior 2 £3620.00	Junior 2 £3620.00	Senior 2 £3620.00	
Junior 3 £3620.00			
April 2019 -Total cost for 1st application to 8 pitches		£28,960	
April 2020 - Total cost for 2nd application to 8 pitches		£28,960	
<b>Sub Total</b>		<b>£57,920</b>	
Contingency for potential increase for 2 <sup>nd</sup> year.		£2,594	
<b>Grand Total</b>		<b>£60,514</b>	

The playing fields named above are in a poor condition and are not being fully utilised by residents. During the winter season, there are a high number of cancellations on these playing fields due to drainage issues, which need to be rectified in order for the fields to be used for sports all year round.

Members have been consulted through the approved S106 delegated process and are in support of this project.

Cabinet is requested to approve this scheme for inclusion in the capital programme to be funded from S106 contributions.

- 9.3 Three Bridges Station is to receive a contribution of £37,192.71 from S106. The S106 monies have been received from two developments in Three Bridges. This funding is being sought to fund the provision of the sheltered and secure cycle parking at Three Bridges train station, contribute to the provision of a new bus shelter at Bus Stop B opposite Three Bridges station, in addition this funding will support the provision of a cycle lane leading from Station Hill to the side of the station where there is existing cycle storage.

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Cabinet is requested to approve this additional funding onto the Three Bridges Station Improvement scheme in the capital programme to be funded from S106 contributions.

**10. Background Papers**

[2018/19 Budget and Council Tax FIN/434](#)

[Budget Strategy 2018/19 - 2022/23 FIN/417](#)

[Treasury Management Strategy 2018/19 FIN/433](#)

[Financial Outturn 2017/2018 FIN/443](#)

[Treasury Management Outturn 2017/18 FIN/442](#)

Contact Officer: - Paul Windust, Chief Accountant.

Direct Line: - 01293 438693



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## Appendix 1 (i)

<b>GENERAL FUND</b>				
	<b>Latest Estimate</b>	<b>Projected Outturn</b>	<b>Variation</b>	
	£'000s	£'000s	£'000s	
Cabinet	1,265	1,251	(14)	F
Public Protection & Community Engagement Resources	1,659	1,649	(10)	F
Environmental Services & Sustainability	1,251	1,185	(66)	F
Housing	6,039	5,993	(46)	F
Wellbeing	3,104	3,092	(11)	F
Planning & Economic Development	8,211	8,153	(58)	F
	(2,834)	(2,767)	66	U
	18,696	18,557	(139)	F
Depreciation & Capital Financing	(3,596)	(3,596)	0	
Renewals Fund	400	400	0	
<b>NET COST OF SERVICES</b>	<b>15,500</b>	<b>15,361</b>	<b>(139)</b>	F
Investment Interest	(848)	(1,018)	(170)	F
Council Tax	(6,930)	(6,930)	0	U
RSG	(575)	(575)	0	U
NNDR	(5,160)	(5,160)	0	U
New Homes Bonus	(1,467)	(1,467)	0	U
	(15,500)	(15,670)	(170)	F
<b>Net contribution from / (to) Reserves</b>	<b>(0)</b>	<b>(309)</b>	<b>(309)</b>	

In addition £79,000 is projected to be transferred to the Tilgate Park investment reserve.

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## Main Variations Identified for 2018/19 – General Fund

## Appendix 1 (ii)

	Q1 Variation £'000s	
<b><u>Cabinet</u></b>		
Vacancies in Finance team and FMS team Minor variations (various)	(39) 25	One-off
	(14)	
<b><u>Public Protection &amp; Community Engagement</u></b>		
Vacant community engagement manager post Minor variation	(11) 1	To be reviewed
	(10)	
<b><u>Resources</u></b>		
Vacancy in HR for part of the year, now fully staffed	(19)	One-off
Unfilled hours in Legal - to be filled pending staffing restructure	(44)	To be reviewed
Additional air conditioning units in Town Hall	16	One-off
Minor variations (various)	(19)	
	(66)	
<b><u>Environmental Services &amp; Sustainability</u></b>		
Community Wardens – Casual & Standby and vacant hours	(21)	Ongoing
Principal Environmental Health Officer (PEHO) vacancy. Service to be reviewed	(69)	To be reviewed
Minor variations (various)	44	
	(46)	
<b><u>Housing</u></b>		
Minor variations	(11)	
	(11)	

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## Wellbeing

Vacant posts in the community facilities team	(28)	One-off
Additional staff and equipment needed to clean Queen's Square	21	Ongoing
Vacant post and unfilled hours in Play	(34)	One-off
Vacant post in Metcalf Way vehicle workshop	(19)	One-off
Minor variations	2	

**(58)**

## Planning & Economic Development

Vacancy provision not met and back filling 2 maternity posts in the development management service. 4 day public inquiry in May 2018 has incurred significant legal costs.	42	One-off
Variations in commercial property income, including loss of income on Goffs Park House Museum and Unit 3 Metcalf Way being vacant.	20	Ongoing
Minor variations	4	

**66**

## **TOTAL GENERAL FUND VARIANCES**

**(139)**

## **Investment interest above budget**

**(170)**

One-off

## **TOTAL VARIANCES**

**(309)**

One-off

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Appendix 1 (iii)

HOUSING REVENUE ACCOUNT			
Expenditure Description	Latest Estimate £'000s	Projected Outturn £'000s	Variation £'000s
<b>Income</b>			
Rental Income	(44,656)	(44,686)	(29)
Other Income	(2,022)	(2,022)	0
Interest received on balances	(209)	(209)	0
<b>Total income</b>	<b>(46,887)</b>	<b>(46,916)</b>	<b>(29)</b>
<b>Expenditure</b>			
Employees	3,608	3,559	(49)
Repairs & Maintenance	10,485	10,485	0
Other running costs	2,254	2,280	26
Support services	2,673	2,673	0
	<b>19,020</b>	<b>18,997</b>	<b>(23)</b>
<b>Net (Surplus) / Deficit</b>	<b>(27,867)</b>	<b>(27,920)</b>	<b>(53)</b>
Use of Reserves:			
Debt Interest Payments	8,309	8,309	0
Depreciation, Revaluation & Impairment	14	14	0
Financing of Capital Programme & Transfer to Housing Reserve for Future Investment	19,544	19,597	53
<b>Total</b>	<b>27,867</b>	<b>27,920</b>	<b>53</b>

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Appendix 1 (iv)

## Main Variations Identified - Housing Revenue Account

	Q1 Variation £'000s
<b>Income</b>	
Additional Dwelling Income - Voids Let At Target Rent	(29)
	<b>(29)</b>
<b>Employees</b>	
Approved Growth Bids Vacant for Q1	(14)
Sheltered Housing Additional Savings on Agency Staff	(15)
Policy & Engagement Manager Vacant Until September (Estimate)	(12)
Minor Variations	(8)
	<b>(49)</b>
<b>Other Running Costs</b>	
Less People Downsizing	(10)
Housing Increased Court Costs	8
Dwellings Insurance Premium	20
Other Minor Variations	8
	<b>26</b>
<b>TOTAL VARIANCES</b>	<b>(53)</b>

Scheme Description	Budget at Outturn for 2018/19	Latest Budget 2018/19	Spend to Date	Variance	Projected Outturn	Under/(Over Spend)	Slippage	Budget 2019/20	Budget 2020/21
Queens Square Env Imp	128,366	128,366		128,366	128,366				
Town Centre General									71,100
High Street Safety Improvements	10,276	10,276	968	9,308	10,276				
Solar Pv Cbc Operational Buildings	126,220	126,220	1,247	124,973	126,220				
New Town Hall Design	2,000,000	2,001,951	177,630	1,824,321	2,001,951				
<b>TOTAL CABINET PORTFOLIO</b>	<b>2,266,813</b>	<b>2,266,812</b>	<b>179,845</b>	<b>2,086,967</b>	<b>2,266,812</b>				<b>71,100</b>

Scheme Description	Budget at Outturn for 2018/19	Latest Budget 2018/19	Spend to Date	Variance	Projected Outturn	Under/(Over Spend)	Slippage	Budget 2019/20	Budget 2020/21
New Cemetery	71,964	71,964		71,964	71,964				
K2 Crawley Heat Network (Heat & Power)	360,000	360,000	1,250	358,750	360,000			260,112	
Shrub Bed Removal 2018	62,000	62,000		62,000	62,000				
Cycle Paths	25,300	25,300		25,300	25,300				
Boulevard Cycle Path									94,600
A2crawlers-B1/14mall Cycle Path	57,598	57,598	1,482	56,116	57,598				
Orchard Street Car Park	135,000	135,000		135,000	135,000			190,000	
Heat Network	173,983	173,983	40,399	133,584	173,983			1,000,000	
Ifield Drive	5,920	5,920		5,920	5,920				
Camber Close	30,282	15,282		15,282	15,282				
Lavant Close	34,325	17,162	568	16,594	17,162				
Fisher Close	19,746	9,873		9,873	9,873				
Scallows Close	33,194	16,597		16,597	16,597				
Flooding Emergency Works	3,104	61,738	7,268	54,469	61,738				
Creaseys Dr B/Field Flood Works	52,477	52,477	6,595	45,882	52,477				
Cheals Broadfield Pond	1,455	1,455		1,455	1,455				
Titmus Lake Tilgate & F/Green	42,000	42,000		42,000	42,000				

Stafford Bridge Ifield Green										78,900
Waterlea Furnace Grn Flood Works	102,112	102,112	2,219		99,893	102,112				
Billington Drive Maidenbower	28,000	28,000			28,000	28,000				
Balcombe Road P/Hill Flood Works	34,700	34,700			34,700	34,700				
Broadfield Brook Flood Works	115,000	115,000	823		114,177	115,000				
River Mole Flood Works	30,000	30,000			30,000	30,000				
Telemetry Measuring Equipment	4,465	4,465	536		3,929	4,465				
Northgate Add Flood Atten Works									42,000	
Crabbett Prk P/Hill Flood Works									33,000	
Crawters Brook Flood Works									100,000	
Leat Stream Ifield Flood Alleviation	7,289	7,289			7,289	7,289				
<b>TOTAL ENVIRONMENTAL SERVICES &amp; SUSTANABILITY PORTFOLIO</b>	<b>1,429,914</b>	<b>1,429,914</b>	<b>61,140</b>		<b>1,368,774</b>	<b>1,429,914</b>			<b>1,625,112</b>	<b>172,900</b>

Page 31	Scheme Description	Budget at Outturn for 2018/19	Latest Budget 2018/19	Spend to Date	Variance	Projected Outturn	Under/(Over Spend)	Slippage	Budget 2019/20	Budget 2020/21
	Housing Enabling								1,220,000	
	Temp Accommodation Acquisitions								273,700	
	Open House Moving Accommodation	941,355	942,120	942,120		942,120			14,235	
	Affordable Housing Town Hall	5,000,000	5,000,000		5,000,000	5,000,000				10,500,000
	Disabled Facilities Grants	1,255,125	1,098,960	308,546	790,414	1,098,960				
	Improvement/Repair Loans	54,634	54,634	1,706	52,928	20,000		34,634	89,334	
	<b>TOTAL HOUSING (GENRAL FUND) PORTFOLIO</b>	<b>7,251,114</b>	<b>7,095,714</b>	<b>1,252,372</b>	<b>5,843,342</b>	<b>7,061,080</b>		<b>34,634</b>	<b>1,597,269</b>	<b>10,500,000</b>

Scheme Description	Budget at Outturn for 2018/19	Latest Budget 2018/19	Spend to Date	Previous years spend	Variance	Projected Outturn	Under/(Over Spend)	Slippage	Budget 2019/20	Budget 2020/21
Investment Property Acquisition									5,000,000	
Manor Royal Business Group									200,000	

**Crawley Growth Programme**

Queensway	643,379	643,379	46,240	69,863	597,139	643,379			1,286,758	
Town Centre Signage and Wayfinding	176,817	176,817	95,775	3,183	81,042	176,817				
Manor Royal Cycle Improvements		50,000	39,225		10,775	50,000			1,612,000	
Town Centre Cycle Improvements									954,000	
Super-Hubs									4,000	
Station Gateway		100,000			100,000	100,000				
Growth Programme S106									587,595	
Three Bridges Station	304,409	304,409	60,525	89,350	243,884	204,409		100,000	850,000	750,000
<b>Crawley Growth Programme</b>	<b>1,124,605</b>	<b>1,274,605</b>	<b>241,766</b>	<b>162,396</b>	<b>1,032,839</b>	<b>1,174,605</b>		<b>100,000</b>	<b>5,294,353</b>	<b>750,000</b>

<b>TOTAL PLANNING &amp; ECONOMIC DEVELOPMENT PORTFOLIO</b>	<b>1,124,605</b>	<b>1,274,605</b>	<b>241,766</b>	<b>162,396</b>	<b>1,032,839</b>	<b>1,174,605</b>		<b>100,000</b>	<b>10,494,353</b>	<b>750,000</b>
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Page	Scheme Description	Budget at Outturn for 2018/19	Latest Budget 2018/19	Spend to Date	Variance	Projected Outturn	Under/(Over Spend)	Slippage	Budget 2019/20	Budget 2020/21
62	ICT Capital - Future Projects	310,400	310,400		310,400	301,080				
	On Line Self Service			9,320	(9,320)	9,320				
	Enterprise Content Migration	115,529	115,529		115,529	50,000		65,529	65,529	
	Relocation Of Data Centre	9,030	9,030		9,030	9,030				
	Mobile Working (ICT)	80,000	80,000	6,933	73,067	80,000				
	Vpn Solution Replacement		30,000	16,083	13,917	30,000				
	ICT Replacements	4,200	4,200		4,200	4,200				
	<b>TOTAL RESOURCES PORTFOLIO</b>	<b>519,159</b>	<b>549,159</b>	<b>32,336</b>	<b>516,823</b>	<b>483,630</b>		<b>65,529</b>	<b>65,529</b>	

Scheme Description	Budget at Outturn for 2018/19	Latest Budget 2018/19	Spend to Date	Variance	Projected Outturn	Under/(Over Spend)	Slippage	Budget 2019/20	Budget 2020/21
Vehicle Replacement Programme	148,544	148,543	5,750		142,793	148,543			
Travellers Prevention Measures								15,000	

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Refurb Playgrounds Future Schemes									39,600	
Skate Park Equipment									46,000	
Memorial Gardens Improvement									36,900	
New Museum Tree (HLF)	514,369	514,369			514,369	514,369				
Wakehams Play Refurb	65,000	65,000			65,000			65,000		65,000
West Green Play Refurb	5,000	5,000			5,000	5,000				
K2 Crawley Replace Artificial Turf Pitch	185,000	185,000			185,000	185,000				
K2 Crawley Expansion Of Fitness Area	6,348	6,348			6,348	0	6,348			
Tilgate Park & Nature Centre	70,000	70,000	11,674		58,326	70,000			99,688	
Nature Centre Wildlife Centre	60,000	60,000	1,169		58,831	60000			104,331	
Tilgate Park & Nature centre Sustainable Heat	249,000	289,000			289,000	289,000				
Ditchling Hill Play Refurb	65,000	65,000			65,000	65000				
Ewhurst Rd Play Refurb	65,000	65,000			65,000	65000				
Gainsborough Rd Play Refurb	65,000	65,000	295		64,705	65000				
Three Bridges Play Area	61,500	61,500			61,500	61500				
Tilgate Park Access Road	11,245	11,245			11,245	11,245				
Vehicle Workshop Heat Plant Repairs	19,000	19,000			19,000	19,000				
Adventure Playgrounds									200,000	200,000
Memorial Gardens Play Imp	30,000	30,000			30,000			30,000	170,000	
K2 Crawley Additional Parking	161,844	161,844	9,315		152,530	161844				
K2 Crawley Climbing Wall	180,000	180,000	17,454		162,546	180,000				140,000
Hawth Rep Light/Sound Desk	31,000	31,000	27,787		3,213	31,000			28,000	
<b>TOTAL WELLBEING PORTFOLIO</b>	<b>1,992,850</b>	<b>2,032,850</b>	<b>73,443</b>		<b>1,959,407</b>	<b>1,931,501</b>	<b>6,348</b>	<b>95,000</b>	<b>739,519</b>	<b>405,000</b>

Scheme Description	Budget at Outturn for 2018/19	Latest Budget 2018/19	Spend to Date	Variance	Projected Outturn	Under/(Over Spend)	Slippage	Budget 2019/20	Budget 2020/21	
<b>TOTAL GENERAL FUND</b>	<b>14,584,455</b>	<b>14,649,054</b>	<b>1,840,902</b>		<b>12,808,152</b>	<b>14,347,543</b>	<b>6,348</b>	<b>295,163</b>	<b>14,521,782</b>	<b>11,899,000</b>

Rewiring	1,200,000	1,200,000	174,097		1,025,903	1,200,000			1,200,000	1,200,000
Roof Structure (I.E Soffits)	600,000	600,000	133,817		466,183	600,000			600,000	600,000

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Windows	300,000	300,000	76,422		223,578	300,000			300,000	300,000
Structural Works	100,000	100,000	29,632		70,368	100,000			80,000	80,000
Renovation And Refurbishment	50,000	50,000			50,000	50,000			200,000	200,000
Insulation	250,000	250,000	11,288		238,712	250,000			250,000	250,000
Kitchens	850,000	850,000	182,111		667,889	850,000			850,000	850,000
Bathrooms	600,000	600,000	171,173		428,827	600,000			550,000	550,000
Common Areas	20,000	20,000	1,675		18,325	20,000			20,000	20,000
Adaptations For The Disabled	350,000	350,000	151,717		198,283	350,000			300,000	300,000
Sheltered Major Works	250,000	250,000	10,045		239,955	250,000			100,000	100,000
Boilers	1,700,000	1,700,000	664,046		1,035,954	1,700,000			1,000,000	1,000,000
Disabled Adaptations-Major Room	950,000	950,000	269,964		680,036	950,000			950,000	950,000
Legionella	20,000	20,000	5,044		14,957	20,000			50,000	50,000
Energy Efficiency- Lighting	80,000	80,000	2,482		77,518	80,000			80,000	80,000
External Environmental Work	100,000	100,000	11,216		88,784	100,000			100,000	100,000
Interroom Upgrade	50,000	50,000			50,000	50,000			50,000	50,000
Major Insulation Energy Efficiency	2,320,000	2,320,000	159,555		2,160,445	2,320,000			1,800,000	1,800,000
Hostels	554,000	554,000	10,191		543,809	554,000			250,000	250,000
Renov Studio Flats Blocks	400,000	400,000	6,191		393,809	400,000			100,000	100,000
Garages	200,000	200,000	57,571		142,429	200,000			200,000	200,000
<b>TOTAL HRA IMPROVEMENTS</b>	<b>10,944,000</b>	<b>10,944,000</b>	<b>2,128,236</b>		<b>8,815,764</b>	<b>10,944,000</b>			<b>9,030,000</b>	<b>9,030,000</b>

Scheme Description	Budget at Outturn for 2018/19	Latest Budget 2018/19	Spend to Date		Variance	Projected Outturn	Under/(Over Spend)	Slippage	Budget 2019/20	Budget 2020/21
151 London Road (New Build)	250,000	250,000	2,654		247,346	250,000				
College C/Pk - Affordable Housing	10,239,101	10,239,101	710,241		9,528,860	10,239,101			9,250,000	
Acquisitions Buy Back Of Dwellings	589,400	589,400	180,449		408,951	589,400			680,000	2,000,000
Kilnmead	3,000,000	3,000,000	467,324		2,532,676	3,000,000			2,402,637	
Gales Place	25,540	25,540			25,540	25,540				
Forge Wood	1,938,340	1,938,340			1,938,340	0		1,938,340	2,622,370	
Apex Apartments	2,850,916	2,950,916			2,950,916	2,950,916				

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Telford Place Development	100,000	100,000	5,000		95,000	100,000			5,547,103	6,266,174
Woolborough Road Northgate	886,427	886,427	1,047		885,380	400,000		486,427	1,372,854	
Goffs Park -Depot Site	5,228,933	5,228,933	1,576,265		3,652,668	5,228,933			1,435,996	
83-87 Three Bridges Road	2,346,640	2,346,640	286,052		2,060,588	2,346,640			103,150	
Dobbins Place	1,404,341	1,404,341	366,178		1,038,163	1,404,341			225,182	
Barnfield Road	291,274	291,274	160,511		130,764	271,274		20,000	20,000	
Forge Wood Phase 2	1,371,176	1,371,175	404,076		967,099	1,371,175			7,064,300	
257/259 Ifield Road	650,000	650,000	2,497		647,504	350,000		300,000	887,774	
Forge Wood Phase 3	1,586,080	1,586,080	1,319,476		266,604	1,586,080			3,168,250	
Prelims	100,000	100,000			100,000	300,000		-200,000	200,000	
<b>TOTAL OTHER HRA</b>	<b>32,858,168</b>	<b>32,958,168</b>	<b>5,481,771</b>		<b>27,476,398</b>	<b>30,413,401</b>		<b>2,544,767</b>	<b>34,979,616</b>	<b>8,266,174</b>

Scheme Description	Budget at Outturn for 2018/19	Latest Budget 2018/19	Spend to Date		Variance	Projected Outturn	Under/(Over Spend)	Slippage	Budget 2019/20	Budget 2020/21
<b>TOTAL HRA</b>	<b>43,802,168</b>	<b>43,902,168</b>	<b>7,610,006</b>		<b>36,292,162</b>	<b>41,357,401</b>		<b>2,544,767</b>	<b>44,009,616</b>	<b>17,296,174</b>
<b>TOTAL CAPITAL PROGRAMME</b>	<b>58,386,623</b>	<b>58,551,223</b>	<b>9,450,909</b>		<b>49,100,314</b>	<b>55,704,945</b>	<b>6,348</b>	<b>2,839,930</b>	<b>58,531,398</b>	<b>29,195,174</b>

#### FUNDED BY

Capital Receipts	7,936,281	8,097,046	1,413,135		6,683,911	7,950,535	6,348	100,163	11,514,986	3,740,000
Capital Reserve	25,000	25,000			25,000	25,000				
Disabled Facilities Grant	1,255,125	1,098,960	308,546		790,414	1,098,960				
Lottery & External Funding	295,000	395,000			395,000	395,000			926,200	
MRR	34,761,371	34,761,371	6,052,087		28,709,284	33,110,034		1,721,337	33,810,676	15,416,322
Replacement Fund/Revenue Financing	304,543	334,543	6,919		327,624	304,543			123,000	
Section 106	768,507	768,507	112,302		656,205	573,507		195,000	757,595	159,000
1-4-1 Receipts	13,040,796	13,070,796	1,557,919		11,512,877	12,247,366		823,430	11,398,941	9,879,852
<b>TOTAL FUNDING</b>	<b>58,386,623</b>	<b>58,551,223</b>	<b>9,450,909</b>		<b>49,100,314</b>	<b>55,704,945</b>	<b>6,348</b>	<b>2,839,930</b>	<b>58,531,398</b>	<b>29,195,174</b>

## Agenda Item 8

## Crawley Borough Council

**Report to Cabinet  
5 September 2018**

### **Proposed Charging Scheme for Development Management Pre-application Advice**

Report of the Head of Economy and Planning – **PES/301**

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#### **1. Purpose**

- 1.1 To seek Cabinet approval for the introduction of a fee charging scheme for pre-application advice provided by the Development Management Service.

#### **2. Recommendations**

- 2.1 To the Cabinet

- 2.2 The Cabinet is recommended to:

- (a) Approve the introduction of a charging scheme for pre-application planning advice in accordance with the proposed Charging Schedule and exemptions as set out at Appendix A, to take effect from the 1st October 2018.
- (b) Delegate authority to the Head of Economy and Planning in consultation with the Head of Corporate Finance and the Cabinet Member for Planning and Economic Development to review or update the Charging Schedule. (*Generic Delegation 4 will be used to enact this recommendation*).
- (c) Delegate authority to the Group Manager (Development Management) in consultation with the Head of Economy and Planning to decide on the scale of the fees for any mixed-use developments on a case by case basis and clarify exemptions. (*Generic Delegation 4 will be used to enact this recommendation*).

#### **3. Reasons for the Recommendations**

- 3.1 Pre-application advice is currently provided by planning officers free of charge for all types of planning development enquiries. Under Section 93 of the Local Government Act 2003, the Council has the power to set charging fees as a means of cost-recovery for this discretionary service.
- 3.2 It is considered that the introduction of charging presents an opportunity to improve the quality and consistency of advice provided, which in turn should ensure submission of better quality applications. An enhanced pre-application service would support Crawley's Local Plan; in particular the following objectives:
- "To protect and enhance the valued built environment and character within the borough through high quality new design and the protection of culturally valuable areas and buildings" (Local Plan objective 4).

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- “To provide a good choice of well-designed housing in terms of tenure, type, size and location” (Local Plan objective 6).
- “To ensure new development will be of high quality and sustainable design and construction in line with national standards; with new buildings being built to a high energy efficiency standard to ensure warmth continues to be affordable to all residents and meet the challenges to work towards becoming Carbon Neutral” (Local Plan objective 17).

## 4. Background

- 4.1 Planning Officers currently provide an unrestricted free-of-charge planning advice service for any customer who submits a query at the pre or post application stage, regardless of the type or complexity of query. For larger scale developments, this means developers could engage in several meetings and receive specialist advice taking considerable time and resources at no cost to them while the advice provided gives them considerable value e.g. in terms of time saved.
- 4.2 In 2017, Development Management registered 457 pre-application enquiries, of which 246 were for householder developments, 71 for businesses, 48 for residential, 33 for major pre-applications, 27 for changes of use and 16 for other miscellaneous types such as advertisement queries. Based on the charging schedule, 104 pre-application queries would have been chargeable.
- 4.3 Crawley Borough Council is now one of a few councils that does not charge for pre-application advice. Most councils have introduced charging for this service since 2004 after the legislation was first established. All of Crawley’s neighbouring local authorities have charging schemes in place.

## 5. Description of Issue to be resolved

- 5.1 Neither the guidelines from Central Government nor the Planning Advisory Service recommend a particular model of charging; therefore, in practice each council has tailored its approach to charging and their service offer. The Development Management Team has undertaken a feasibility analysis to inform the proposals set out below.
- 5.2 The key issues to consider were:
- which types of proposed development to charge for
  - the service offer
  - how to charge for officer time, and
  - the rates to charge.

The aim was to design a simple and clear charging system, easy to use, as structured as possible but with the scope for extension or amendment as required.

## 6. Information & Analysis Supporting Recommendation

### Recommended Pre-Application Charging Scheme

- 6.1 It is proposed that the pre-application charging scheme will be applied to those developers/ applicants seeking either pre or post application advice for minor or major residential or commercial planning applications.

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- 6.2 For clarity:
- A minor commercial application relates to a proposed development of between 100 and 999 square metres of commercial floor space (including changes of use).
  - A major commercial application relates to a proposed development of 1,000 square metres of commercial floor space and above.
  - A minor residential application relates to a proposed development of 1 to 9 dwellings.
  - A major residential application relates to a proposed development of 10 dwellings and above or over 1,000 square metres of floor space.
- 6.3 For any mixed-use development site proposals, the scale of the fees is proposed to be at the discretion of Group Manager (Development Management) in consultation with the Head of Economy and Planning on a case by case basis.
- 6.4 All “householder” planning enquiries (typically from current CBC residents) would be exempt from pre-application fee charges.
- 6.5 Applicants for major or minor residential or commercial space developments would be able to access three distinct levels of service provision related to pre-application advice with their corresponding fees. These are proposed as follows:
- The letter service – A written letter providing pre-application advice.
  - The meeting service – A meeting followed by a letter with the advice discussed.
  - A follow up/post application service – Any additional letter or meeting provided in relation to the same pre-application case following the determination of an approved, refused or withdrawn application when detailed comments are sought prior to the resubmission of a further application.
- 6.6 Applicants will have the option to receive specialist advice from other officers within the council (depending on availability) with the aim to provide a more enhanced tailored service, where considered relevant to the project.
- 6.7 Site visits would be included by default in any initial service as part of the research process except for the minor commercial, change of use or single dwelling categories, where the planning officer would decide if one is needed. In addition, fees would be requested to recover officers’ travel time costs when a meeting takes place outside of council premises.
- 6.8 Exclusions from the range of the service include:
- planning performance agreements (too complex until initial charging system established – it could be reviewed)
  - design review service (lack of resources and few cases to benefit)
  - councillors’ involvement in consultation (avoiding unintended bias)
- 6.9 A table featuring the pre-application fee charging scheme is presented in Appendix A, setting out the varying proposed fees and exemptions.

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## Feasibility Analysis/Research undertaken to support proposals

- 6.10 The pre-application fee charging proposals have been compiled by the Development Management Team, co-ordinated by the Council's NGDP Trainee, who led a programme of research over a period of 4 months which included:
- Developing a recording spreadsheet to monitor the duration of tasks performed by officers during the pre-application service, in order to determine the amount of officer time/ cost.
  - Interviewing officers to understand the current service demand, their views and their past experience, if applicable, from other councils which have an existing charging pre-application service.
  - Looking at pre-application best practice guidelines (including charging).
  - Reviewing the pre-application offer and fee charging arrangements at other councils, including the five neighbouring authorities (Horsham DC, Mid Sussex DC, Mole Valley DC, Reigate and Banstead BC and Tandridge DC).
  - Receiving information and advice from other councils on their experience in setting a pre-application charging scheme.
- 6.11 The fees proposed on the charging scheme have been calculated by the type of development and associated work and time required as well as by who would be involved in the process.
- 6.12 Due to the wide range of pre-application enquiries received which vary considerably in terms of their complexity and the required time for the officer to process them; flowcharts were created to investigate the potential new steps and overall flow of work for each pre-application type.
- 6.13 After some detailed analysis on charging schemes elsewhere, the preferred charging option is a flat rate per service. This is to aid calculation of the required fees, transparency and make it easier for applicants to understand.
- 6.14 The hourly rate for senior planning officers has been used to calculate the fees for major development proposals while a regular planning officer's hourly rate has been used to calculate the other categories (minor commercial or minor residential developments). The only exceptions are for the single dwelling and change of use categories which have been calculated as a reduction of 50% from the proposed minor letter pre-application fee and 50% of the associated planning fee, respectively.
- 6.15 National benchmark on costs (135%) were added for the costs of support to the planning service in accordance with a guidance report provided by the Planning Advisory Service (The Pre-application Suite).
- 6.16 Other models of charging have been considered and ruled out as not viable:
- a "per hour" basis for an in arrears payment (excluded for the lack of transparent and clear upfront charges and risk of non-payment)
  - charging based on a percentage of planning fees (potential of disproportionate charges, hard to calculate)
  - a model of packages of service e.g. bronze, silver, gold (inflexible as the needs of pre-apps vary case by case)
  - fully bespoke charging system (complex to use and not transparent)
- 6.17 There is no statutory requirement to provide a public consultation period prior to the introduction of any charges, nevertheless, a notice will be placed on the website on the three weeks prior to the start date. It is proposed that the fee charging takes effect from 1<sup>st</sup> October 2018.



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## **Charge Exemptions**

- 6.18 Householder pre-application enquiries, despite representing the vast majority of enquiries, would not be subject to any fees. This would not be cost effective as it would take a disproportionate time to administer for relatively straightforward and simple queries. This, in addition, would deter Crawley residents from seeking advice to make a good quality application.
- 6.19 The full list of proposed exemptions can be found in Appendix A.

## **7. Implications**

### **Financial implications**

- 7.1 Government guidance states that the charges for pre-application advice should not exceed the cost of providing it. In arriving at the scale of charges (Appendix A), due consideration has been taken to ensure this.
- 7.2 Income estimation has been projected to be circa £20,000 - £30,000 on an annual basis. This estimation was based on 2017 data and assumes that the same number of pre-application advice requests that would have qualified under the proposed charging scheme within that year, would pay for the service.
- 7.3 It is anticipated that payment will be required before detailed officer work is commenced.
- 7.4 Requests for refunds after the advice is provided, will only be considered in exceptional cases where they are made in writing and will be assessed on a case by case basis by the Group Manager (Development Management).
- 7.5 It is intended that the success of the charging scheme will be reviewed after 12 months, potentially tying into other Council departments that may further investigate the introduction of charging for their own specialist advice.

### **Legal implications/ powers**

- 7.6 Section 93 of the Local Government Act 2003 enables local authorities to charge for discretionary services such as pre-application advice, provided that it is on a not-for-profit basis. In accordance with Government guidance, charges will be set at a scale that avoids discouraging relevant pre-app discussions with a level of free basic advice for small-scale proposals and householder requests.
- 7.7 All pre-application advice is given with the disclaimer that the advice relates to views provided by planning officers only and does not prejudice any decision that the Local Planning Authority could subsequently make on any application submitted either under delegated authority or at Planning Committee. The charging of a fee does not alter this position.
- 7.8 Legal disclaimers would also be placed on the website (text and/ or online request form), PDF guide and letter templates. The provision of this service will also be subject to accepting the terms and conditions proposed.

### **Staffing**

- 7.9 Staffing is anticipated to remain within the same levels.

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## **Customer**

- 7.10 A detailed guide with terms and conditions of the service is being developed with the aim of transparency as recommended by Government, with clear information on scale of charges, scope of work (duration and number), who will be involved, outputs expected, guiding timelines and links to pre-application services of other statutory consultees.

## **Equalities**

- 7.11 An Equalities Impact Assessment (EIA) carried out has identified that the implementation of this legislation will not have an adverse equalities impact. A copy of the assessment is at Appendix B.

## **Environmental**

- 7.12 There are no anticipated environmental impacts.

## **Risks**

- 7.13 It is expected that there will be an increase in customers' expectations for those paying for the service and therefore a potential increase in the risk of customer dissatisfaction. Nevertheless, this will be monitored and anticipated to be mitigated by the introduction of improved back-office processes and the addition of a formal manager sign off that will improve the consistency of the advice provided.
- 7.14 A potential minor risk is an increase on the number of applications without pre-application consultation, where the schemes presented are of poor quality. Nevertheless, affordability has been considered when setting the scale of the fees and pre-application advice in general should not be higher than the cost of making a planning application.

## **8. Background Papers**

- I. [Local Government Act 2003](#)
- II. ["Before submitting an application": Ministry of Housing, Communities & Local Government 2014 Guidance, updated on March 2018](#)
- III. [Pre-application Suite from the Planning Advisory Service](#)
- IV. ["Guidance on Pre-Application Charging": Implementation Planning Advisory Group, Planning Officers Society; 2012](#)

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## APPENDIX A – Proposed charging scheme with fees and exemptions (VAT included at 20%)

Type of development	Initial fee		Follow up charge	
	Letter	Meeting	Letter	Meeting
<b>Dwellings</b>				
Single new dwelling (including replacements and conversions/ subdivisions)	£173	£410	£150	£201
Houses for Multiple Occupation, for seven or more occupants	£231	n/a	n/a	
2 – 9 new dwellings	£346	£436	£150	£201
10 or more new dwellings	£495	£644	£196	£329
<b>Non-residential</b>				
Change of use (100 sq m or more of floor space or over 0.1 ha, if not within the categories below)	£231	n/a	n/a	
Minor commercial (creation of 100 – 999 sq m of floor space or over 0.1 ha)	£240	£304	£150	£201
Major commercial (creation of 1000 sq m or more of floor space or over 1.0 ha)	£495	£644	£196	£329

### Additional specialist advice (optional)

(per any extra CBC officer and to be discussed after submission of enquiry request)

<b>Advice from another officer included in the written response</b> (per hour if it requires more intensive research)	£59 for any type of development			
<b>Another officer attending the meeting</b>	Minor commercial		£88	
	Minor residential		£118	
	Major developments		£147	

### Exemptions (advice FREE of charge)

- Householder enquiries (alterations, extensions and creation of incidental residential annexes)
- Advertisements and minor commercial alterations and improvements such as shopfronts or telecommunications
- Development proposals for commercial properties with less than 99 sq m of floor space
- Local voluntary organisations except for major developments
- Variation of conditions except when they require detailed research
- Houses for Multiple Occupation, for six or less occupants
- Works to protected trees

\*Any decisions on the scale of fees for development categories not included in the fees or exemptions tables will be subject to a decision from the Group Manager (Development Management) in consultation with the Head of Economy and Planning on a case by case basis (e.g. complex mixed-use change of use).

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## APPENDIX B - EQUALITY IMPACT ASSESSMENT

<b>Name of activity:</b>	<b>Adopting a charging scheme for pre-application advice</b>	<b>Date Completed:</b>	<b>7<sup>th</sup> June 2018</b>
<b>Division responsible for activity:</b>	<b>Development Management</b>	<b>Lead Officer:</b>	<b>Jean McPherson</b>
<b>Existing Activity</b>	<input type="checkbox"/>	<b>New/ Proposed Activity</b>	<input checked="" type="checkbox"/>
		<b>Changing/ Updated Activity</b>	<input type="checkbox"/>

### What are the aims/ main purposes of the activity?

Introduction and adoption of a charging scheme for pre-application advice in Development Management.

### What are the main actions and processes involved?

Publication of the charging schedule and terms and conditions, charging system for the payment of fees, clarification advice provided by planning officers and final service outputs.

### Who is intended to benefit and who are the main stakeholders?

The charging scheme will be relevant to minor and major commercial development pre-application proposals from 100 sq m or more and minor and major residential development pre-application proposals, including change of use on both. Nevertheless, pre-application advice will continue to be available for any other type of non-chargeable pre-application planning queries.

Service standards for pre-application advice will improve with a consistent output for those paying for the service. In addition, the introduction of a charging scheme will provide additional fee income to the Local Planning Authority.

### Have you already consulted on/ researched the activity?

Research has been carried out within the Development Management Team as well as analysis of the percentages of pre-application queries regarding types of proposal (householder, commercial, residential, etc.) in addition to consultation with the Cabinet Member for Planning and Economic Development.

### Impact on people with a protected characteristic

<b>Protected characteristics/ groups</b>	<b>Is there an impact (Yes/ No)</b>	<b>If Yes, what is it and identify whether it is positive or negative</b>
<b>Age</b> (older/ younger people, children)	No	A person's age has no bearing on the adoption or use of this charging scheme.
<b>Disability</b> (people with physical/ sensory impairment or mental disability)	Yes	The proposed charging scheme includes an exemption for proposals that contribute to disability adaptations in householder pre-application enquiries.
<b>Gender reassignment</b> (the process of	No	Whether or not a person is undergoing gender reassignment has no bearing on the adoption or use of this charging scheme.

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transitioning from one gender to another)		
<b>Marriage &amp; civil partnership</b>	No	Whether or not a person is married or in a civil partnership has no bearing on the use of this charging scheme.
<b>Pregnancy &amp; maternity</b> (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	No	Whether or not a person is pregnant or on maternity has no bearing on the adoption or use of this charging scheme.
<b>Race</b> (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	No	A person's race has no bearing on the adoption or use of this charging scheme.
<b>Religion &amp; belief</b> (religious faith or other group with a recognised belief system)	No	A person's religion or religious beliefs have no bearing on the adoption or use of this charging scheme.
<b>Sex</b> (male/ female)	No	A person's gender has no bearing on the adoption or use of this scheme.
<b>Sexual orientation</b> (lesbian, gay, bisexual, heterosexual)	No	A person's sexual orientation has no bearing on the adoption or use of this scheme.
Whilst <b>Socio economic</b> disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	Yes	The proposed charging scheme includes exemption for householders as well as minor commercial properties of 99 sq m or less and reduced fee for single new dwelling proposals in addition to local small voluntary organisations (depending on scale of project).

## What evidence has been used to assess the likely impacts?

Discussion with the Development Management Team and review of exemptions in the charging scheme of other councils.

## What resource implications are there to deliver actions from this EIA?

The exemption groups highlighted in this EIA will be published in the council's website and pre-application service guide in a transparent manner to invite pre-application discussion.

The legal implications of the charging scheme is for the council to disclaim that the advice relates to planning officers' views in good faith and does not subject the council to accept any proposed developments (regardless if these are exempted or not).

# Agenda Item 9

Outcome following initial assessment		
Does the activity have a <b>positive</b> impact on any of the protected groups or contribute to promoting equality, equal opportunities and improving relations within target groups?	No	Neutral, because the level of service and cost will remain unchanged for the groups suggested to apply exemptions such as householders, disability adaptations, very minor commercial developments and development projects from voluntary organisations (depending on the scale), in regards to affordability.
Does the activity have a <b>negative impact</b> on any of the protected groups, i.e. disadvantage them in any way.	No	

Decision following initial assessment			
<b>Continue with existing or introduce new/ planned activity</b>	Yes	<b>Amend activity based on identified actions</b>	No

<b>Action Plan</b> (Has the EIA identified any positive or negative impact on any of the protected groups which requires action? E.g. adjustments to the approach or documents, changes to terminology, broadening parameters of policy, etc. If so record any actions to be undertaken and monitored)			
Impact identified	Action required	Lead Officer	Deadline
None identified			
Monitoring & Review			
<b>Date of last review or Impact Assessment:</b>		Not applicable	
<b>Date of next 12 month review:</b>			
<b>Date of next 3 year Impact Assessment (from the date of this EIA):</b>			

<b>Date EIA completed:</b>	7 <sup>th</sup> June 2018
<b>Signed by Person Completing:</b>	Maryurin Santander
<b>Date Sent to HR and Equalities Team:</b>	
<b>Approved by Head of Service:</b>	

# Agenda Item 12

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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# Agenda Item 13

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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