

Crawley Borough Council

Cabinet

Agenda for the **Cabinet** which will be held in **Committee Room A & B - Town Hall**, on **Wednesday, 21 November 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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Switchboard: 01293 438000
Main fax: 01293 511803
Minicom: 01293 405202 DX:
57139 Crawley 1
www.crawley.gov.uk

Town Hall
The Boulevard
Crawley
West Sussex
RH10 1UZ

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

Part A Business (Open to the Public)

| | Pages |
|---|---------|
| 1. Apologies for Absence | |
| 2. Disclosures of Interest | |
| 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. | |
| 3. Minutes | 5 - 10 |
| To approve as a correct record the minutes of the Cabinet held on 31 October 2018. | |
| 4. Public Question Time | |
| 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. | |
| 5. Further Notice of Intention to Conduct Business in Private and Notifications of any Representations | |
| The Monitoring Officer will report on any responses to representations received in relation to why item 15: Civil Engineering & Hard Landscaping Minor Works Framework Contract should not be held in Part B Business – (Closed to the Public). | |
| 6. Matters referred to the Cabinet and Report from the Chair of the Overview and Scrutiny Commission | |
| 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. | |
| 7. Treasury Management Mid-Year Review 2018/2019 | 11 - 22 |
| <i>The Leader's Portfolio</i> | |
| To consider report FIN/457 of the Head of Corporate Finance, which was referred to the meeting of the Overview and Scrutiny Commission held on 19 November 2018. | |

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| <p>8. Abandoned Shopping Trolleys</p> <p><i>Environmental Services and Sustainability Portfolio</i></p> <p>To consider report HCS/10 of the Head of Community Services, which was referred to the meeting of the Overview and Scrutiny Commission held on 19 November 2018.</p> | 23 - 32 |
| <p>9. Station Gateway Programme Update</p> <p><i>Planning and Economic Development Portfolio</i></p> <p>To consider report PES/307 of the Head of Economy and Planning which was referred to the meeting of the Overview and Scrutiny Commission held on 19 November 2018.</p> | 33 - 40 |
| <p>10. Public Space Protection Order</p> <p><i>Public Protection and Community Engagement Portfolio</i></p> <p>To consider report CH/181 of the Head of Crawley Homes, which was referred to the meeting of the Overview and Scrutiny Commission held on 19 November 2018.</p> | 41 - 58 |
| <p>11. 2018/2019 Budget Monitoring - Quarter 2</p> <p><i>The Leader's Portfolio</i></p> <p>To consider report FIN/456 of the Head of Corporate Finance.</p> | 59 - 78 |
| <p>12. Local List of Planning Requirements Review</p> <p><i>Planning and Economic Development Portfolio</i></p> <p>To consider report PES/306 of the Head of Economy and Planning.</p> | 79 - 130 |
| <p>13. Supplemental Agenda</p> <p>Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.</p> | |
| <p>14. Exempt Information – Exclusion of the Public (Subject to Agenda Item 5)</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> | |

| | Pages |
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| Part B Business (Closed to the Public) | |
| 15. Civil Engineering and Hard Landscaping Minor Works Framework Contract | 131 - 134 |
| <i>Environmental Services and Sustainability Portfolio</i> | |
| (Exempt Paragraph 3) | |
| To consider report HPS/16 of the Head of Major Projects & Commercial Services. | |

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Crawley Borough Council

Minutes of Cabinet

Wednesday, 31 October 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 |
| G Thomas | Cabinet Member for Environmental Services and Sustainability |

Also in Attendance:

Councillor D Crow, I T Irvine, A Belben and T G Belben

Officers Present:

| | |
|----------------------|--|
| Natalie Brahma-Pearl | Chief Executive |
| Ann-Maria Brown | Head of Legal, Democracy and HR |
| Ian Duke | Deputy Chief Executive |
| Karen Hayes | Head of Corporate Finance |
| Chris Pedlow | Democratic Services Manager |
| Nigel Sheehan | Head of Projects and Commercial Services |

1. Disclosures of Interest

The following disclosures of interests were made:

| Councillor | Item and Minute | Type and Nature of Disclosure |
|----------------------|--|---|
| Councillor P Lamb | Adopting the Unite Construction Charter (Minute 7) | Personal Interest – A Member of the Unite Union |
| Councillor A Skudder | Adopting the Unite Construction Charter (Minute 7) | Personal Interest – A Member of the Unite Union |

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| | | |
|-----------------------|--|--|
| Councillor P Smith | Adopting the Unite Construction Charter (Minute 7) | Personal Interest – A Member of the Unite Union |
|-----------------------|--|--|

2. Minutes

The minutes of the meeting of the Cabinet held on 5 September 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, Democracy and HR reported that no representations had been received in respect of agenda item 11: *District Heat Network*

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. Budget Strategy 2019/20 - 2023/24

The Leader presented report FIN/417 of the Head of Corporate Finance which set out the projected financial position for 2019/20 – 2023/24 for the General Fund and the underlying assumptions. The report also sets the policy framework for the budget process, recognising that there are a range of options for capital investment, income generation, savings and Council Tax levels; none of which can be considered in isolation. The overall objective is to work towards a balanced General Fund budget over a three year period. Currently there was a projected deficit of £225,000 for the current year along with a proposal for an increase to the Crawley's proportion of the Council Tax. It was also emphasised that all capital expenditure was focused on maintaining Council assets, environmental obligations or fund new sources of revenue (spend to save or spend to earn), ultimately refunding the expenditure over time.

Councillor T. Belben presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on 29 October 2018. The Commission requested that the Cabinet in considering items for the values that were driving the Capital programme, should not preclude the initial consideration of capital projects that could deliver social value, along with the principles of the upkeep of Council assets environmental obligations and schemes that would be considered spend to save or spend to earn.

In response to the Commission's comment, the Leader was happy to endorse that additional consideration for the Capital Programme.

Councillor Mullins also spoke on the item.

RESOLVED

That Full Council be recommended to:

- 1) approve of the Budget Strategy 2019/20 to 2023/24
- 2) notes, for the purpose of projections, the current budget deficit of £225,000 for 2019/20, on the basis of a Council tax increase of £4.95 on a Band D in 2019/20.
- 3) work towards balancing this over a three year period, including putting back into reserves when the Budget is in surplus.
- 4) to transfer £1m from the Business rates equalisation reserve to the General Fund reserve; and in addition any in year and future surplus are to be transferred to the General Fund reserve in order to fund the short term additional costs due to the investment in the New Town Hall build as outlined in section 7.6 of report FIN/417
- 5) 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, which will include areas where additional resources need to be redirected.
- 6) notes 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 whilst not precluding the initial consideration of capital projects that could deliver social value.
- 7) notes that the Budget is aligned to the Council's Corporate Priorities.

Reasons for the Recommendations

To set a Strategy for savings and income generation and working towards a balanced budget over three years. Including putting back into reserves when the budget is in surplus.

To determine the criteria for capital programme bids.

To agree the level of reserves in section 7.6 in order to support funding the budget shortfall as a result of the investment in the New Town Hall project

7. Adopting the Unite Construction Charter

The Leader presented report FIN/453 of the Head of Corporate Finance, which set out the Council's commitment to support the implementation of the standards outlined in the Unite Construction Charter. The charter commits the Council to achieve the highest standards in respect of direct employment status, health and safety, standards of work, apprenticeship training and the implementation of appropriate nationally agreed terms and conditions of employment, throughout the Council's key construction projects.

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The Leader commented that as the Council was responsible for and procured a significant number of major construction projects, it was important to ensure that the working conditions for workers on site were as high as possible and by signing up to the Charter, it would ensure this would be the case.

It was noted that the report also sort that the Procurement Code be amended to align the Code to the values contained within the Charter.

Councillors Jones, P. Smith and Skudder all spoke as part of the discussion on the report.

RESOLVED

That the Cabinet

- 1) approves the Council's commitment to support the implementation of the Unite Construction Charter principles.
- 2) delegates authority to the Head of Corporate Finance to take the necessary steps for the implementation of the Unite Construction Charter principles into future relevant construction contracts, subject to an assessment of the implications on a case by case basis. (*Generic Delegation 8 will be used to enact this recommendation*)
- 3) requests that the Head of Corporate Finance in consultation with Head of Legal, Democracy and HR, use their delegation to amend the Procurement Code to incorporate the Unite Construction Charter principles (subject to the approval of recommendation 2.1a). (*Generic Delegation 8 will be used to enact this recommendation*)

Reasons for the Recommendations

Crawley Borough Council reviews its procurement processes on an ongoing basis, but any major policy change requires further approval. As a local authority, the Council is responsible for the procurement of a multitude of construction projects. It is therefore appropriate to commit support to the principles within the Unite Construction Charter and signing up to the charter represents a commitment to Crawley and the charter's core principles.

The charter will cover important local authority construction projects including a range of residential, commercial and public realm improvements and commits the Council to achieve the highest standards in respect of direct employment status, health and safety, standards of work, apprenticeship training and the implementation of appropriate nationally agreed terms and conditions of employment.

8. 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.

9. District Heat Network

The Leader presented report HPS/15 of the Head of Major Projects and Commercial Services which sort approval of the business case to progress with Phase 1 of the town centre District Heat Network (DHN) and sort in principle agreement to establish an Energy Services Company (ESCo) to adopt the Energy Centre and Heat Network and take on responsibility for operations, maintenance, billing and customer service.

Councillor T. Belben presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on 29 October 2018. The Commission confirmed its support in principle for the DHN along with the other recommendations that the Cabinet were considering.

Councillors P. Smith, Skudder, B. Smith and Thomas also spoke on this item during the Cabinet discussion on the proposal.

RESOLVED

That the Cabinet

1. notes the DHN Business Case as set out in paragraph 4.9 and 4.10 of report HPS/15 and confirms support for Appendix 1 of report HPS/15.
2. notes the projected financial implications for Phase 2 expansion of the DHN and that future expansion will be subject to a further report to Cabinet, once the capital costs and customer and commercial negotiations have progressed.
3. approves in principle the proposal to establish an Energy Services Company (ESCo), subject to a further Cabinet report detailing the commercial and governance arrangements under which the ESCo would be established.

That Full Council be recommended to

agree to progress with Phase 1 of the project and approve the budget for Phase 1 of the scheme, broken down as follows:

- i) Approve a total budget and funding for the scheme as shown in paragraph 4.9 of report HPS/15.
- ii) Approve a virement from the K2 Crawley Combined Heat and Power (CHP) project, as outlined in paragraph 4.9 report HPS/15.

Reasons for the Recommendations

The scheme would bring the following benefits:

- *Compliance with Crawley planning policy:* Crawley Borough Council's Local Plan Policy ENV7 ('District Energy Networks') requires any development located within a district energy network priority zone (this includes the town centre) to connect to a network where one exists. Given the proposed

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programme of new residential development in the town centre, progressing a DHN now will enable the economic and carbon benefits to be secured from these schemes.

- *Carbon Reduction:* Crawley Borough Council's Carbon and Waste Reduction Strategy (2012) commits the Council to being carbon neutral by 2050. The council met its initial 20% reduction within 5 years target one year early and now aims to reduce its emissions by another 20% by 2020. The town centre DHN will play a significant part in achieving both of these goals.
- *Income stream to the Council:* Council funding to the scheme would achieve an income of 5% per annum for the 40 year duration of the project.

Closure of Meeting

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

P K LAMB
Chair

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Crawley Borough Council

Report to Overview and Scrutiny Commission
19 November 2018

Report to Cabinet
21 November 2018

Treasury Management Mid-Year Review 2018/2019

Report of the Head of Corporate Finance (FIN/457)

1. Purpose

- 1.1 This report provides an update on the Council's Treasury Management Strategy for the two first quarters of 2018/2019.

2. Recommendations

- 2.1 To the Overview and Scrutiny Commission:

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

- 2.2 To the Cabinet

That the Cabinet is recommended to:

- note the report and the treasury activity for the first two quarters of 2018/2019;

3. Reasons for the Recommendations

- 3.1 The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management recommends that members be updated on treasury management activities regularly (Treasury Management Strategy Statement, annual and mid-year reports). This report, therefore, ensures this Council is implementing best practice in accordance with the Code.

4. Interest rate forecasts

- 4.1 The Council's treasury advisor, Link Asset Services, has provided the following forecast:

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| Link Asset Services Interest Rate View | | | | | | | | | | | |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | Sep-18 | Dec-18 | Mar-19 | Jun-19 | Sep-19 | Dec-19 | Mar-20 | Jun-20 | Sep-20 | Dec-20 | Mar-21 |
| Bank Rate View | 0.75% | 0.75% | 0.75% | 0.75% | 1.00% | 1.00% | 1.00% | 1.25% | 1.25% | 1.50% | 1.50% |
| 3 Month LIBID | 0.75% | 0.80% | 0.80% | 0.90% | 1.10% | 1.10% | 1.20% | 1.40% | 1.50% | 1.60% | 1.60% |
| 6 Month LIBID | 0.85% | 0.90% | 0.90% | 1.00% | 1.20% | 1.20% | 1.30% | 1.50% | 1.60% | 1.70% | 1.70% |
| 12 Month LIBID | 1.00% | 1.00% | 1.00% | 1.10% | 1.30% | 1.30% | 1.40% | 1.60% | 1.70% | 1.80% | 1.80% |
| 5yr PWLB Rate | 2.00% | 2.00% | 2.10% | 2.20% | 2.20% | 2.30% | 2.30% | 2.40% | 2.50% | 2.50% | 2.60% |
| 10yr PWLB Rate | 2.40% | 2.50% | 2.50% | 2.60% | 2.70% | 2.70% | 2.80% | 2.90% | 2.90% | 3.00% | 3.10% |
| 25yr PWLB Rate | 2.80% | 2.90% | 3.00% | 3.10% | 3.10% | 3.20% | 3.30% | 3.30% | 3.40% | 3.50% | 3.50% |
| 50yr PWLB Rate | 2.60% | 2.70% | 2.80% | 2.90% | 2.90% | 3.00% | 3.10% | 3.10% | 3.20% | 3.30% | 3.30% |

- 4.2 The flow of generally positive economic statistics after the end of the quarter ended 30 June meant that it came as no surprise that the MPC came to a decision on 2 August to make the first increase in Bank Rate above 0.5% since the financial crash, to 0.75%. However, the MPC emphasised again, that future Bank Rate increases would be gradual and would rise to a much lower equilibrium rate, (where monetary policy is neither expansionary or contractionary), than before the crash; indeed they gave a figure for this of around 2.5% in ten years' time but they declined to give a medium term forecast. Link do not think that the MPC will increase Bank Rate in February 2019, ahead of the deadline in March for Brexit. Link also feel that the MPC is more likely to wait until August 2019, than May 2019, before the next increase, to be followed by further increases of 0.25% in May and November 2020 to reach 1.5%. However, the cautious pace of even these limited increases is dependent on a reasonably orderly Brexit.
- 4.3 The overall balance of risks to economic growth in the UK is probably neutral. The balance of risks to increases in Bank Rate and shorter term PWLB rates, are probably also even and are broadly dependent on how strong GDP growth turns out, how slowly inflation pressures subside, and how quickly the Brexit negotiations move forward positively.

5. Annual Investment Strategy

- 5.1 The Treasury Management Strategy Statement (TMSS) for 2018/19, which includes the Annual Investment Strategy, was approved by this Council on 21 February 2018. It sets out the Council's investment priorities as being:
- Security of capital
 - Liquidity; and
 - Yield.

6. Compliance with Treasury and Prudential Limits

- 6.1 It is a statutory duty for the Council to determine and keep under review the affordable borrowing. The Council's approved Treasury and Prudential Indicators (affordability limits) are included in the approved TMSS.
- 6.2 During the financial year to date the Council has operated within the treasury and prudential indicators set out in the Council's Treasury Management Strategy Statement and in compliance with the Council's Treasury Management Practices. The prudential and treasury Indicators are shown in Appendix 3.

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7. Investment Portfolio 2018/19

- 7.1 The Council held £127.7m of investments as at 30 September 2018 (£118.6m at 31 March 2018).

| Investments | 31 March 2018 £'000 | 30 September 2018 £'000 | Rate/ Return | Average Life yrs |
|-----------------------|------------------------|----------------------------|-----------------|------------------------|
| Local Authorities | 81,170 | 83,670 | 0.88% | 0.53 |
| UK Banks | 7,642 | 8,358 | 0.75% | 0.22 |
| UK Building Societies | 1,500 | 0 | | |
| Money Market Funds | 5,190 | 3,130 | 0.86% | 0.00 |
| Overseas Banks | 21,507 | 27,182 | 0.80% | 0.29 |
| Corporate Bonds | 1,597 | 5,386 | 1.07% | 0.43 |
| | | | | |
| Total | 118,606 | 127,727 | 0.86% | 0.44 |

A full list of investments held as at 30th September 2018 is in appendix 2.

- 7.2 In addition to the treasury investments in 7.1 above, the Council also has £21.3m invested in Investment Properties. These investments are deemed capital expenditure, and as such are an application (spending) of capital resources. As such, these investments are not included in the treasury management indicators, but have been included in the list of investments in appendix 2. There is a further budget of £5.0m to purchase additional investment properties.
- 7.3 The Head of Corporate Finance confirms that the approved limits within the Annual Investment Strategy were not breached during the first six months of 2018/19.
- 7.4 Investment performance for the financial year to date as at 30 September 2018:

| Benchmark | Benchmark Return | Council Performance | Investment Interest Earned |
|--------------------|---------------------|------------------------|-------------------------------|
| 7 day LIBID + 0.2% | 0.44% | 0.79% | £516,431 |

The performance above is the return achieved for the half year. This is different from the table in 7.1 as this shows the average rate on the investments actually held on 30 September.

8. Borrowing

- 8.1 The Council borrowed £260.325m in March 2012 for HRA self-financing. The average borrowing rate is 3.19%. There has been no requirement for further borrowing in 2018/2019.

9. Implications

- 9.1 The Council is under a duty to manage its resources prudently and therefore due consideration must always be given to its borrowing and lending strategy. A wide range of local authority financial activities, including borrowing, lending, financial management, and the approval of types of investment vehicle are governed by legislation and various regulations. The Council is obliged to comply with these. There are no other legal implications arising in this report.

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- 9.2 The financial implications are addressed throughout this report.
- 9.3 Risks are highlighted throughout this report, but appendix 1 addresses risks in the interest rate forecast, and appendix 3 addresses the risk to security, liquidity and yield of the Council's investment strategy.

10. **Background Papers**

[Treasury Management Strategy for 2018/2019 – Cabinet, 7 February 2018 \[report FIN/433 refers\]](#)

Quarterly Budget Monitoring 2018/2019 Quarter 2 – Cabinet, 21 November 2018 [report FIN/456 refers]

[Budget and Council Tax for 2018/19 - Cabinet, 8 February 2017 \[report FIN/434 refers\]](#)

“Treasury Management in the Public Services - Code of Practice and Cross-Sectoral Guidance Notes”, 2017 Edition - Chartered Institute of Public Finance and Accountancy

“The Prudential Code for Capital Finance in Local Authorities”, 2017 Edition - Chartered Institute of Public Finance and Accountancy

[DCLG Guidance on Local Government Investments \(Second Edition\)](#)

Report author and contact officer: Paul Windust, Chief Accountant (01293 438693)

Economic background

UK. The first half of 2018/19 has seen UK economic growth post a modest performance, but sufficiently robust for the Monetary Policy Committee, (MPC), to unanimously (9-0) vote to increase Bank Rate on 2nd August from 0.5% to 0.75%. Although growth looks as if it will only be modest at around 1.5% in 2018, the Bank of England's August Quarterly Inflation Report forecast that growth will pick up to 1.8% in 2019, albeit there were several caveats – mainly related to whether or not the UK achieves an orderly withdrawal from the European Union in March 2019.

Some MPC members have expressed concerns about a build-up of inflationary pressures, particularly with the pound falling in value again against both the US dollar and the Euro. The Consumer Price Index (CPI) measure of inflation rose unexpectedly from 2.4% in June to 2.7% in August due to increases in volatile components, but is expected to fall back to the 2% inflation target over the next two years given a scenario of minimal increases in Bank Rate. The MPC has indicated Bank Rate would need to be in the region of 1.5% by March 2021 for inflation to stay on track. Financial markets are currently pricing in the next increase in Bank Rate for the second half of 2019.

As for the labour market, unemployment has continued at a 43 year low of 4% on the Independent Labour Organisation measure. A combination of job vacancies hitting an all-time high in July, together with negligible growth in total employment numbers, indicates that employers are now having major difficulties filling job vacancies with suitable staff. It was therefore unsurprising that wage inflation picked up to 2.9%, (3 month average regular pay, excluding bonuses) and to a one month figure in July of 3.1%. This meant that in real terms, (i.e. wage rates higher than CPI inflation), earnings grew by about 0.4%, near to the joint high of 0.5% since 2009. (The previous high point was in July 2015.) Given the UK economy is very much services sector driven, an increase in household spending power is likely to feed through into providing some support to the overall rate of economic growth in the coming months. This tends to confirm that the MPC were right to start on a cautious increase in Bank Rate in August as it views wage inflation in excess of 3% as increasing inflationary pressures within the UK economy. However, the MPC will need to tread cautiously before increasing Bank Rate again, especially given all the uncertainties around Brexit.

In the political arena, there is a risk that the current Conservative minority government may be unable to muster a majority in the Commons over Brexit. However, our central position is that Prime Minister May's government will endure, despite various setbacks, along the route to Brexit in March 2019. If, however, the UK faces a general election in the next 12 months, this could result in a potential loosening of monetary policy and therefore medium to longer dated gilt yields could rise on the expectation of a weak pound and concerns around inflation picking up.

EU. Growth was unchanged at 0.4% in quarter 2, but has undershot early forecasts for a stronger economic performance in 2018. In particular, data from Germany has been mixed and it could be negatively impacted by US tariffs on a significant part of manufacturing exports e.g. cars. For that reason, although growth is still expected to be in the region of 2% for 2018, the horizon is less clear than it seemed just a short while ago.

USA. President Trump's massive easing of fiscal policy is fuelling a (temporary) boost in consumption which has generated an upturn in the rate of strong growth which rose from 2.2%, (annualised rate), in quarter 1 to 4.2% in quarter 2, but also an upturn in inflationary pressures. With inflation moving towards 3%, the Fed increased rates another 0.25% in September to between 2.00% and 2.25%, this being four increases in 2018, and indicated they expected to increase rates four more times by the end of 2019. The dilemma, however, is what to do when the temporary boost to consumption wanes, particularly as the recent imposition of tariffs on a number of countries' exports to the US, (China in particular), could see a switch to US production

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of some of those goods, but at higher prices. Such a scenario would invariably make any easing of monetary policy harder for the Fed in the second half of 2019.

China. Economic growth has been weakening over successive years, despite repeated rounds of central bank stimulus; medium term risks are increasing. Major progress still needs to be made to eliminate excess industrial capacity and the stock of unsold property, and to address the level of non-performing loans in the banking and credit systems.

Japan has been struggling to stimulate consistent significant GDP growth and to get inflation up to its target of 2%, despite huge monetary and fiscal stimulus. It is also making little progress on fundamental reform of the economy.

Detailed holdings at 30 September 2018

APPENDIX 2

| Counter Party | Deal Ref | Issue | Maturity | Days to Mature | Interest Rate | Nominal (£m) | Total (£m) | Limit (£m) | Rating |
|-------------------------------------|----------|------------|------------|----------------|---------------|--------------|------------|------------|--------|
| AUSTRALIA BANKS | | | | | | | | | |
| Commonwealth Bank of Australia | 2475 | 16/04/2018 | 07/12/2018 | 68 | 0.916% | 0.925 | 0.925 | 10.000 | AA- |
| UK BANKS | | | | | | | | | |
| Lloyds Bank plc | 20 | | 01/10/2018 | 1 | 0.650% | 0.090 | | | |
| | 2479 | 10/05/2018 | 09/12/2018 | 70 | 0.821% | 1.268 | 1.358 | 10.000 | A+ |
| National Westminster Bank Plc | 2487 | 27/06/2018 | 02/01/2019 | 94 | 0.780% | 2.000 | 2.000 | 15.000 | A- |
| Standard Chartered Bank | 2491 | 29/06/2018 | 02/01/2019 | 94 | 0.750% | 3.000 | 3.000 | 10.000 | A+ |
| Sumitomo Mitsui Banking Corporation | 2483 | 29/05/2018 | 29/11/2018 | 60 | 0.680% | 2.000 | 2.000 | 10.000 | A |
| CANADA BANKS | | | | | | | | | |
| Toronto Dominion Bank | 2502 | 17/09/2018 | 17/09/2019 | 352 | 0.950% | 2.000 | 2.000 | 10.000 | AA- |
| CORPORATE BONDS | | | | | | | | | |
| BMW Finance NV | 2478 | 03/05/2018 | 14/12/2018 | 75 | 0.854% | 1.585 | 1.585 | 2.000 | A+ |
| BP Capital Markets | 2494 | 01/08/2018 | 10/12/2018 | 71 | 1.080% | 1.806 | 1.806 | 2.000 | A |
| GE Capital UK Funding | 2495 | 08/08/2018 | 31/07/2019 | 304 | 1.225% | 1.995 | 1.995 | 2.000 | A+ |
| FRANCE BANKS | | | | | | | | | |
| Credit Industriel et Commercial | 2481 | 18/05/2018 | 19/11/2018 | 50 | 0.750% | 2.000 | 2.000 | 10.000 | A+ |
| GERMANY BANKS | | | | | | | | | |
| Landesbank Hessen-Thuringen Giroze | 2450 | 03/11/2017 | 02/11/2018 | 33 | 0.700% | 2.000 | | | |
| | 2488 | 26/06/2018 | 25/06/2019 | 268 | 0.780% | 1.500 | 3.500 | 10.000 | A |
| LOCAL AUTHORITIES | | | | | | | | | |
| Blackpool BC | 2451 | 24/11/2017 | 23/11/2018 | 54 | 0.600% | 4.000 | 4.000 | 15.000 | AA |
| Conwy County Borough Council | 2485 | 01/06/2018 | 03/12/2018 | 64 | 0.620% | 5.000 | 5.000 | 15.000 | AA |
| Dumfries & Galloway Council | 59 | 01/12/2017 | 02/12/2019 | 428 | 0.900% | 5.000 | 5.000 | 15.000 | AA |
| Kingston-Upon-Hull City Council | 36 | 02/12/2013 | 02/12/2021 | 1159 | 2.750% | 5.000 | 5.000 | 15.000 | AA |
| Merthyr Tydfil County BC | 2484 | 25/05/2018 | 26/11/2018 | 57 | 0.650% | 3.000 | 3.000 | 15.000 | AA |
| Newcastle City Council | 58 | 01/02/2018 | 03/02/2020 | 491 | 1.000% | 5.000 | 5.000 | 15.000 | AA |
| Northamptonshire County Council | 2456 | 01/03/2018 | 28/02/2019 | 151 | 0.700% | 5.000 | 5.000 | 15.000 | AA |
| North Tyneside MDC | 2447 | 02/10/2017 | 01/10/2018 | 1 | 0.560% | 3.170 | | | |
| | 2457 | 21/12/2017 | 20/12/2018 | 81 | 0.750% | 3.000 | 6.170 | 15.000 | AA |
| North Wales Fire Authority | 2498 | 31/08/2018 | 28/02/2019 | 151 | 0.850% | 3.000 | 3.000 | 15.000 | AA |
| Peterborough City Council | 57 | 27/11/2017 | 27/11/2019 | 423 | 0.900% | 5.000 | 5.000 | 15.000 | AA |
| City of Salford MDC | 2501 | 13/09/2018 | 13/03/2019 | 164 | 0.850% | 2.000 | 2.000 | 15.000 | AA |

| Counter Party | Deal Ref | Issue | Maturity | Days to Mature | Interest Rate | Nominal (£m) | Total (£m) | Limit (£m) | Rating |
|-------------------------------|----------|------------|------------|----------------|---------------|--------------|----------------|------------|--------|
| Southampton City Council | 2446 | 02/10/2017 | 01/10/2018 | 1 | 0.550% | 5.000 | 5.000 | 15.000 | AA |
| Stockport MBC | 2462 | 29/03/2018 | 28/03/2019 | 179 | 0.850% | 6.000 | 6.000 | 15.000 | AA |
| Swindon BC | 2500 | 07/09/2018 | 07/03/2019 | 158 | 0.850% | 3.000 | 3.000 | 15.000 | AA |
| Thurrock Borough Council | 2458 | 05/01/2018 | 04/01/2019 | 96 | 0.700% | 4.000 | | | |
| | 2489 | 01/08/2018 | 31/07/2019 | 304 | 0.750% | 5.000 | | | |
| | 2492 | 03/07/2018 | 02/07/2019 | 275 | 0.750% | 5.000 | 14.000 | 15.000 | AA |
| Walsall Council | 2459 | 31/01/2018 | 30/01/2019 | 122 | 0.700% | 2.500 | 2.500 | 15.000 | AA |
| Woking Borough Council | 2497 | 07/09/2018 | 14/02/2019 | 137 | 0.880% | 5.000 | 5.000 | 15.000 | AA |
| MONEY MARKET FUNDS | | | | | | | | | |
| Standard Life Investments LF | 4 | | 01/10/2018 | 1 | 0.669% | 0.570 | 0.570 | 6.000 | AAA |
| Federated Prime Rate Cash Man | 1 | | 01/10/2018 | 1 | 0.702% | 2.560 | 2.560 | 6.000 | AAA |
| NETHERLANDS BANKS | | | | | | | | | |
| Rabobank Group | 2474 | 04/04/2018 | 04/10/2018 | 4 | 0.830% | 2.000 | | | |
| | 2496 | 20/08/2018 | 20/02/2019 | 143 | 0.840% | 2.500 | 4.500 | 10.000 | AA- |
| SINGAPORE BANKS | | | | | | | | | |
| DBS Bank Ltd | 2477 | 30/04/2018 | 31/10/2018 | 31 | 0.830% | 5.000 | | | |
| | 2499 | 31/08/2018 | 28/02/2019 | 151 | 0.930% | 2.000 | 7.000 | 10.000 | AA- |
| SWEDEN BANKS | | | | | | | | | |
| Svenska Handelsbanken | 2486 | 07/06/2018 | 18/01/2019 | 110 | 0.671% | 3.004 | | | |
| | 2490 | 29/06/2018 | 18/01/2019 | 110 | 0.742% | 1.254 | 4.258 | 10.000 | AA- |
| Nordea Bank AB | 2493 | 05/07/2018 | 07/01/2019 | 99 | 0.700% | 3.000 | 3.000 | 10.000 | AA- |
| | | | | 162 | | | 127.727 | | |
| Investment Properties | | | | | | | 21.322 | | |
| | | | | | | | 149.049 | | |

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Prudential and Treasury Indicators as at 30th September 2018

APPENDIX 3

| Treasury Indicators | 2018/19 Strategy £'000 | 30 September Actual £'000 |
|---|-----------------------------------|---------------------------------|
| Authorised limit for external debt | 270,325 | 260,325 |
| Operational boundary for external debt | 260,325 | 260,325 |
| Investments | 61,872 | 127,727 |
| Maturity structure of fixed rate borrowing - upper and lower limits: | | |
| Under 12 months | 0% - 10% | 0% |
| 12 months to 2 years | 0% - 10% | 0% |
| 2 years to 5 years | 0% - 20% | 8.8% |
| 5 years to 10 years | 0% - 40% | 28.4% |
| 10 years to 20 years | 0% - 65% | 62.7% |
| 20 years to 30 years | 0% - 15% | 0% |
| 30 years to 40 years | 0% - 10% | 0% |
| 40 years to 50 years | 0% - 10% | 0% |
| Upper limit of fixed interest rates based on: | | |
| - Debt only | 270,325 | 260,325 |
| - Investments only | 140,000 | 124,506 |
| Upper limit of variable interest rates based on: | | |
| - Debt only | 10,000 | 0 |
| - Investments only | 40,000 | 3,220 |
| Weighted average life of investments | Avg. 0.70 years Max 1.20 years | 0.44 |
| Short term deposits (<1 week's notice) | 2,000 | 13,390 |
| Upper limit for principal sums invested over 364 days | 50,000 | 15,000 |

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| Prudential Indicators | 2018/19 Strategy £'000 | Quarter 2 Forecast £'000 |
|-----------------------|---------------------------|-----------------------------|
|-----------------------|---------------------------|-----------------------------|

General Fund

| | | |
|--|--------|--------|
| Capital expenditure | 18,515 | 14,594 |
| Capital Financing Requirement (CFR) | 0 | 0 |
| Annual change in CFR | 0 | 0 |
| In year borrowing requirement | 0 | 0 |
| Ratio of financing costs to net revenue stream | -6.01% | -7.50% |

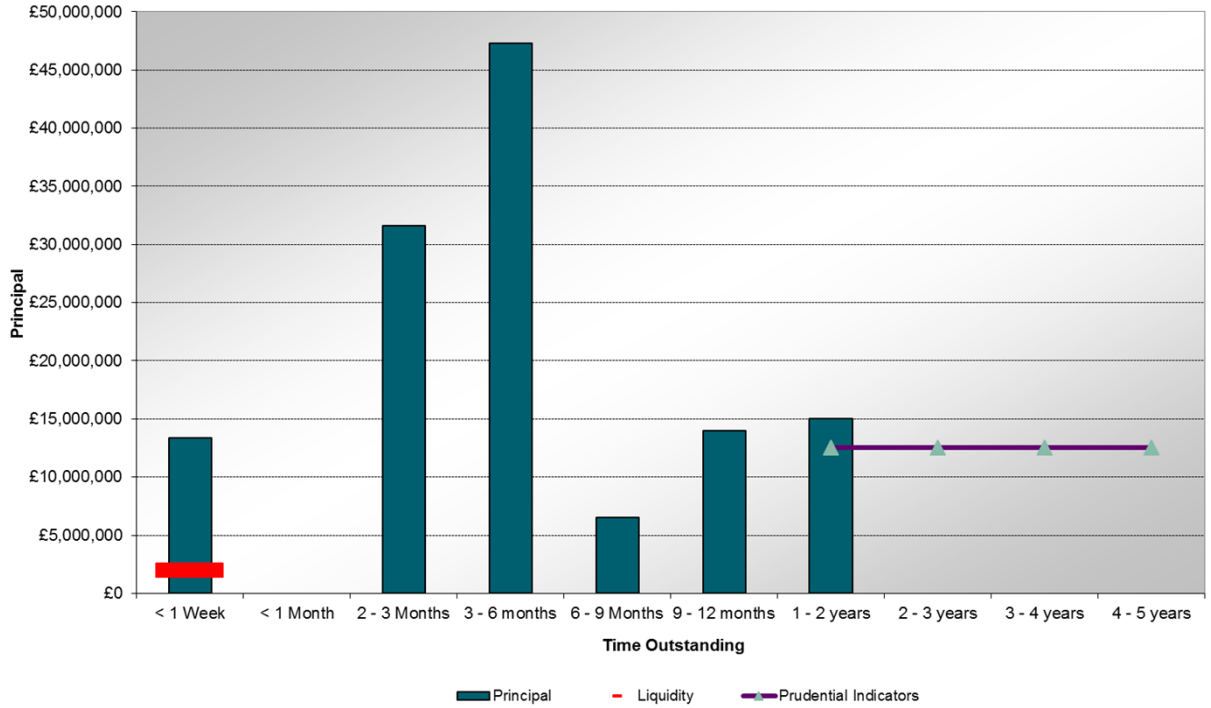
HRA

| | | |
|--|---------|---------|
| Capital expenditure | 53,829 | 39,815 |
| Capital Financing Requirement (CFR) | 260,325 | 260,325 |
| Annual change in CFR | 0 | 0 |
| In year borrowing requirement | 0 | 0 |
| Ratio of financing costs to net revenue stream | 16.86% | 17.29% |

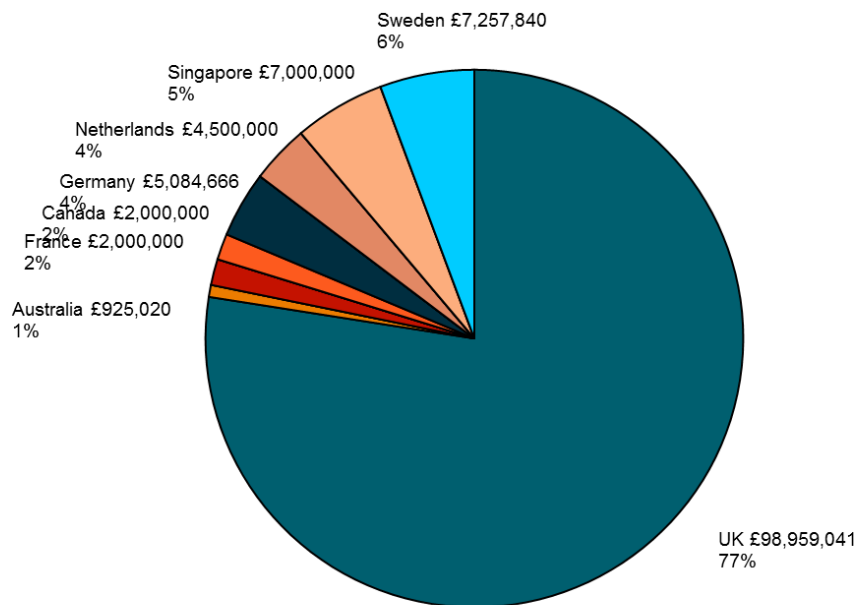
| | | |
|--|-----|-----|
| Incremental impact of capital investment decisions:- | | |
| a) Increase in council tax (band change) per annum. | Nil | Nil |
| b) Increase in average housing rent per week. | Nil | Nil |

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Compliance with Liquidity and Prudential Indicator Limits

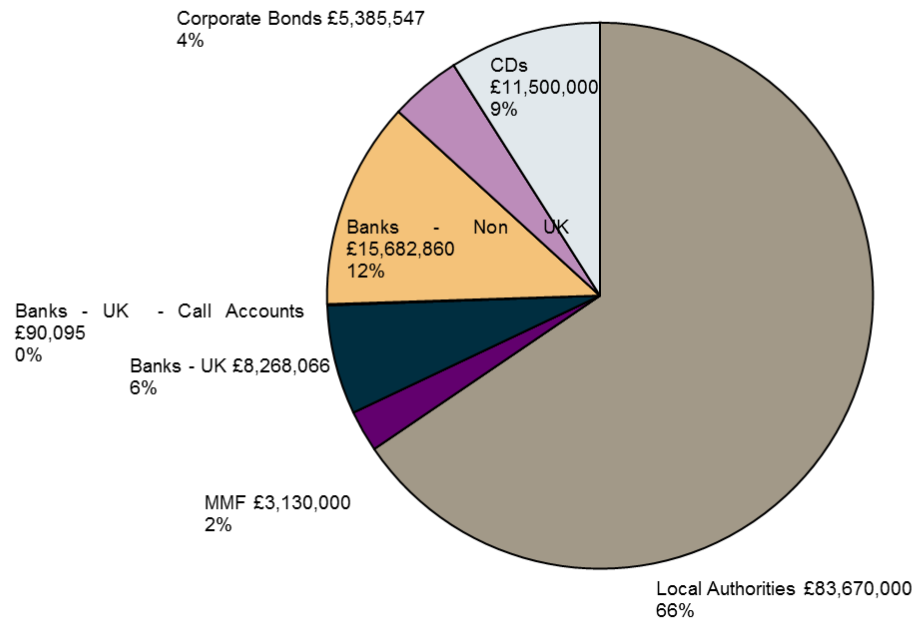


Country Limits



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Sector Diversification



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Crawley Borough Council

Report to Overview and Scrutiny Commission 19 November 2018

Report to Cabinet 21 November 2018

Abandoned Shopping Trolleys

Report of the Head of Community Services – HCS/10

1. Purpose

- 1.1 The purpose of this report is to outline the issues associated with abandoned trolleys, describe how the Borough is affected and for the Council to resolve to adopt the relevant powers under Section 99 and Schedule 4 of the Environmental Protection Act 1990.

2. Recommendations

- 2.1 To the Overview and Scrutiny Commission:

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

- 2.2 The Cabinet is recommended to:

- a) Resolve to adopt the statutory powers under Section 99 and Schedule 4 of the Environmental Protection Act 1990 so that they apply to the Borough from the 22 February 2019.
- b) Delegate authority for this function to the Head of Community Services, including the consequential steps required to implement the powers, the fixing of charges and review of how the powers are implemented. (*Generic Delegations 3 and 4 will be used to enact this recommendation*).

3. Reasons for the Recommendations

- 3.1 There are reports of abandoned trolleys across the whole of the Borough. While the Council addresses this matter it bears the full costs associated with the work.
- 3.2 Adoption of the powers in the Environmental Protection Act 1990 provides the Council with a simple means to deal with abandoned shopping trolleys and abandoned luggage trolleys. Furthermore, it allows the Council to recover the costs in so doing whether or not the owner seeks to have them returned or not.
- 3.3 The proposal aims to incentivise trolley owners to take action rather than punish them for failing to do so.
- 3.4 Experience from other authorities is that this is an effective solution as it resulted in a significant reduction in the number of abandoned trolleys.

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4. Background

- 4.1 The Council has relied on retailers to implement measures to prevent shopping trolleys from being removed from their stores and their good will to patrol for and retrieve abandoned trolleys.
- 4.2 Some retailers subscribe to the Trolleywise scheme which will arrange collections on a regular basis. It should be emphasised that while this is positive not all retailers subscribe to it. Furthermore, for those that do subscribe the frequency of patrol is dependent on the price paid for the service. It is believed that the most frequent regular service is twice per week and possibly as low as once per week.
- 4.3 The Council response is by the Neighbourhood Service Patch Teams who are responsible for maintaining the public land. Where they find uncollected trolleys they either collect and return them to the store; contact the store to arrange collection; or if the owner cannot be identified dispose of them. Presently, all costs associated with this are borne by the Council.
- 4.4 As a result of expressions of concern about the proliferation of abandoned shopping trolleys and reports by the Neighbourhood Services teams that uncollected trolley numbers were increasing they undertook a survey in July 2018 to establish whether or not there was a local problem.
- 4.5 Instead of resolving the issue as they would normally, trolleys were tagged and left in situ. The results were that there were 76 instances of abandoned trolleys, some remaining in place for several weeks. Only a very few trolleys were observed on private land, the land worst affected being that managed by the Council, for example roads, verges, pavements, public open space and playing fields.
- 4.6 Section 99 and Schedule 4 of the Environmental Protection Act 1990 (EPA 1990) as amended by the Clean Neighbourhoods and Environment Act 2005 contains provisions that, upon adoption, gives the local authority power to remove and charge for any activities that it has to undertake in collecting and disposing of shopping trolleys and luggage trolleys found on any land in the open air that appear to be abandoned. The Council had previously adopted the use of the powers but these lapsed in 2009 with an amendment to the legislation.
- 4.7 The definition of trolley in the legislation includes both shopping and luggage trolleys. There is no indication that luggage trolleys give rise to a local problem.
- 4.8 Abandoned trolleys can't be collected from specific categories of land. The exemptions are where land is:
 - owned by the trolley owner, for example a supermarket car park
 - designated for use as trolley storage, for example on shopping parades
 - used for transport where luggage trolleys are provided, for example the airport
 - used for off-street parking and there are facilities for shoppers to leave their trolleys in the parking area, for example in parade car parks
- 4.9 Uncollected trolleys can only be removed from private land where the owner gives permission or after the service of a notice on the owner and no objection is received.
- 4.10 The charge levied is due whether or not the owner seeks to have the trolleys returned to them or not. Costs for disposal of trolleys that cannot be attributed to a specific owner can also be incorporated into the recharging mechanism.
- 4.11 The process of adopting the powers involves consulting with interested parties; making a resolution to apply the powers to the local authority area (having had regard to the consultation responses); and placing a public advertisement in a local newspaper. The

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powers cannot come into effect any sooner than three months after the date of the resolution. On the basis that it is resolved to adopt the powers then the earliest that the council can exercise the powers is the 22 February 2019.

- 4.12 The simplest way to implement the scheme is for the Neighbourhood Service Patch Teams to continue their collections but recover their costs. Customers who wish to report an abandoned trolley will continue to be directed to the store or the Trolleywise website as appropriate. Prior to commencement of any scheme further engagement would occur with the outlets to encourage them to improve practices prior to the commencement date. The proposed charges are contained in Appendix 3.

5. Description of Issue to be resolved

- 5.1 Abandoned shopping trolleys look unsightly and can be left in roads causing traffic hazards, block pavements causing obstruction to pedestrians, become a focus for flytipping of waste, block watercourses, attract anti-social behaviour and help to normalise anti-social behaviour in an area.
- 5.2 The general appearance of an area, including but not exclusively, abandoned trolleys can help people to perceive an area as less attractive and less safe. There have been a number local press reports over the last five years in relation to this.
- 5.3 The problem is a general one as it affects the whole of the Borough. There are locations where it is more prevalent, particularly around the retail areas. However, trolleys can be found at some distance from the store that owns it. The issue is persistent, that is, it occurs throughout the year and shows no seasonality.
- 5.4 The Council bears the financial cost of collection, return and disposal of uncollected trolleys. This also prevents completion of other environmental improvements.
- 5.5 The intention of the introduction of a scheme and charges is that it will provide a strong deterrent effect encouraging supermarkets and retail outlets to ensure that they employ methods to prevent their trolleys being taken off site and from being left uncollected. Where they are left uncollected then the Council will be able to act swiftly to protect the amenity of the area.

6. Information & Analysis Supporting Recommendation

- 6.1 The decision to pursue this was initiated based on reports from elected members about the presence of abandoned trolleys; feedback from the Council Patch Teams about an increase in trolleys; and a simple street survey to confirm whether there was an existing issue or not.
- 6.2 The results of the survey supported the anecdotal evidence. The results are shown in Appendix 1. There were a total of 76 trolleys identified as abandoned by the end of the four week monitoring period with 14 remaining in the location for at least one week. (These figures are believed to be conservative).
- 6.3 In considering whether to adopt the powers, information was gathered from other local authorities who had implemented the scheme. All authorities reported that they had seen a significant improvement. These include comments from officers at Islington Council, Halton Council, Tunbridge Wells Borough Council and Horsham District Council. Wrexham Council reported that due to the success of the scheme it was no longer necessary and the powers had subsequently lapsed.

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- 6.4 To adopt the powers it is necessary to consult with any person who might be affected by a scheme. A six week consultation commenced on the 31 August 2018. In accordance with central government guidance and the legislation views were sought from the organisations that might provide trolleys for customers to use, for example supermarkets, the airport and the rail operator. Additionally the Environment Agency, Police, public and organisations representing business such as the Manor Royal Business Improvement District (B.I.D.) and the Crawley Town Centre Partnership were contacted.
- 6.5 There were no responses from the Police, Environment Agency or any of the supermarkets or independent retailers.
- 6.6 The Crawley Town Centre Partnership and the Manor Royal B.I.D. expressed support for the scheme.
- 6.7 Gatwick Airport Ltd provided verbal comment expressing support for the proposal; highlighted the blocking of watercourses which in turn gave them land management issues; the importance of a good appearance of the town to attract business and visitors.
- 6.8 There were 139 responses to the public consultation. People had often come across abandoned trolleys, mostly on Council maintained land and the majority considered that the supermarkets should be responsible for the costs of dealing with abandoned trolleys and that the council should adopt the powers. A more detailed summary is in Appendix 2.
- 6.9 The respondents were also asked a series of questions about reporting abandoned trolleys and their experience in so doing. Generally people who had reported abandoned trolleys to the supermarket or the Trolleywise scheme were not very confident that the matter would be dealt with. Just under half said that it made no difference and the trolley remained.
- 6.10 The consultation also resulted in approximately 60 comments on social media. It is not possible to identify how many people participated in making comments.
- 6.11 The themes from the social media responses varied. A number of comments concerned matters outside Crawley Borough Council control such as crime and disorder, West Sussex County Council decision to reduce funding for homeless shelters and provision for on street parking. Directly relevant themes included fining the people who removed the trolleys and concern that any new costs will be passed on to shoppers. There was both support and opposition to the proposal, but of the posts it appears that on balance there was less support than demonstrated in the survey. Many of the comments seem to be predicated on the Council fining the supermarkets. This is not the proposition, the proposal is to recover the expenditure incurred by the Council in the absence of an effective means of control and collection by the supermarket.
- 6.12 During the consultation period it also became apparent that high volumes of trolleys are left abandoned and uncollected in some of the Council car parks. This was estimated to be between 60-90 per month having an impact on the provision of parking, safety and parking attendant time.
- 6.13 In summary there was no comment from the supermarkets but support was expressed by representatives of business organisations and Gatwick Airport Ltd. The public survey was overwhelmingly in favour but the social media comments less so (although these have less statistical weight than the survey). The trolley survey indicated that there were numerous abandoned trolleys and other authorities report that the introduction of a scheme works well. Those local authorities contacted reported significant improvements upon implementation of the scheme.
- 6.14 In deciding whether to adopt the provisions, the Cabinet should consider and take into account the responses received to the consultation.

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The options considered include:

- 6.14 **Continue as is.** This option has been discounted because it relies on the Council services to collect, securely store and make arrangements to return trolleys on behalf of the trolley owner. The tax payer bears the cost which should be upon the trolley owner. There is no incentive for the trolley owner to change what they do, if anything, as the council are collecting trolleys, they could do less. This is viewed as unsustainable.
- 6.15 **Do nothing.** As was observed by the survey, when the council took no action, trolleys accumulated and were left uncollected. Upon cessation of the survey and return to normal practice the numbers reduced. This option is viewed as unsustainable.
- 6.16 **Resolve to adopt the powers.** The proposed option does not criminalise the trolley owner. It provides an incentive to prevent trolleys being taken and abandoned otherwise fees will become due. It also allows the Council to intervene quickly to protect the Borough where it is necessary to do so and recover reasonable expenses for this activity. **This is the preferred option.**

7. Implications

- 7.1 Actual costs incurred will be recharged to the owners of the trolley. Under paragraph 4 of Schedule 4 to the Environmental Protection Act 1990, any charges that the Council wishes to fix, must be fixed at a level sufficient taking one financial year with another, to cover the cost of removing storing and disposal of trolleys
- 7.2 It is not considered that additional resources are required. The issue already creates demand which is currently absorbed within the provision of the Neighbourhood Services Patch Teams.
- 7.3 The adoption of the scheme will assist improve the visual aspect of the residential neighbourhoods and areas of commerce.
- 7.4 The legal implications for the adoption of these powers are set out in the Report.

8. Background Papers

Environmental Protection Act 1990

<https://www.legislation.gov.uk/ukpga/1990/43/section/99>
<https://www.legislation.gov.uk/ukpga/1990/43/schedule/4>

Clean Neighbourhoods and Environment Act 2005

<https://www.legislation.gov.uk/ukpga/2005/16/contents>

Government Information on the scheme:

<https://www.gov.uk/guidance/removing-abandoned-shopping-trolleys-council-powers>

Report author and contact officer: David Monk, Senior Environmental Health Officer.
01293 438206

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Appendix 1 – Survey results

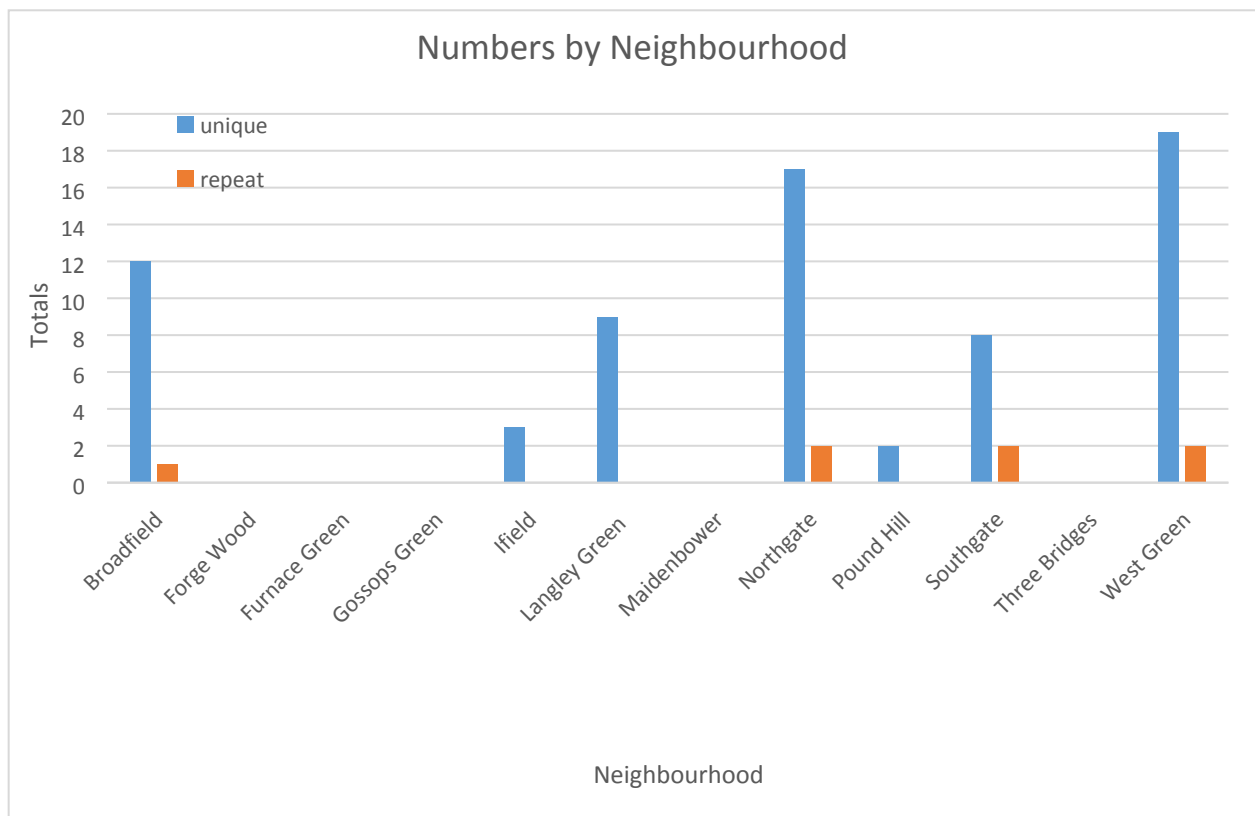
During a four week period over the summer a simple survey of abandoned trolleys was undertaken. The survey was carried out on one day per week. This was repeated weekly for four weeks giving four sample days.

When an abandoned trolley was identified a uniquely numbered tag was applied to it to allow it to be identified..

The details of the date, time, location and trolley characteristics were recorded.

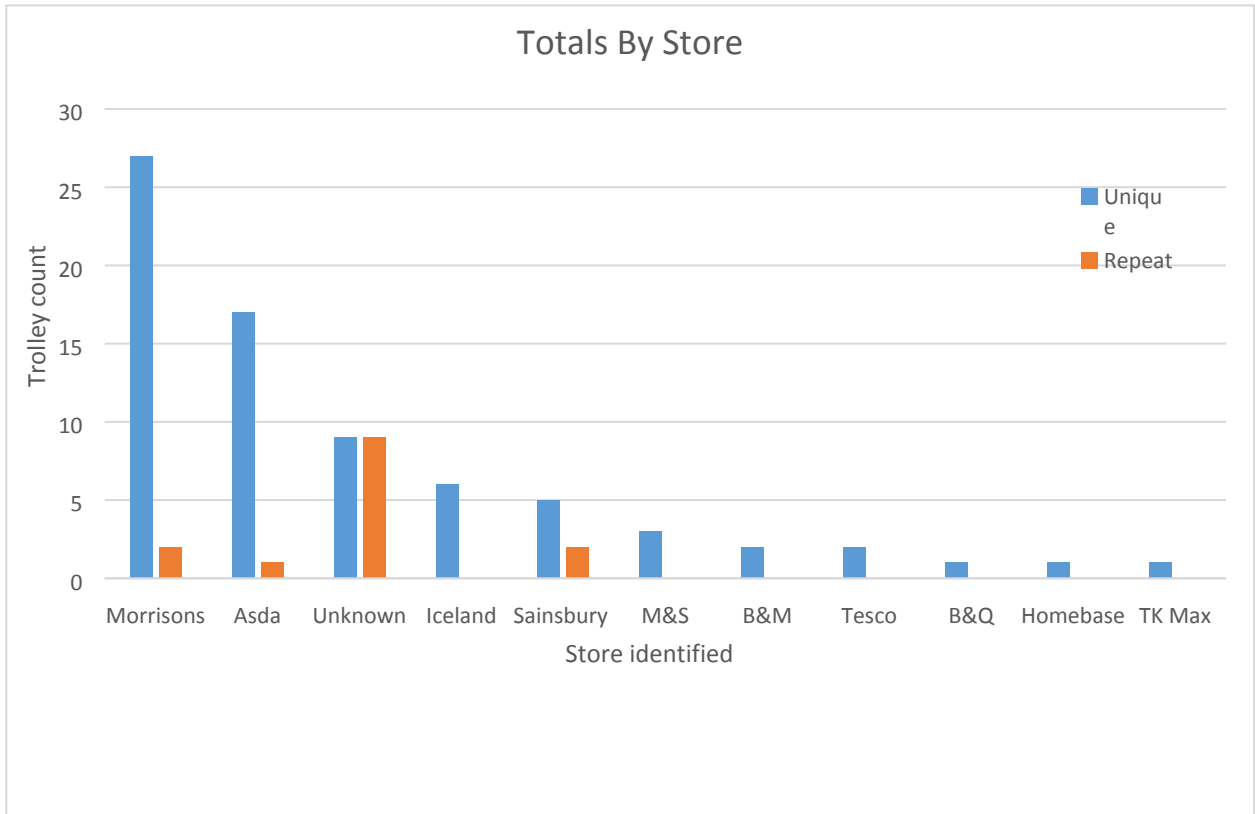
A total of 76 trolleys were tagged. 14 remained in the same location for at least a week or more. Geographically, West Green, Northgate, Broadfield, Langley Green and Southgate. Only four areas (Forge Wood, Furnace Green, Gossops Green and Three Bridges) had no trolleys reported.

Figure 1.1 Abandoned Trolleys By Neighbourhood



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Figure 1.2 Trolleys Abandoned By Store



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Appendix 2 Results of the public consultation

139 residents responded to an online consultation and survey about trolleys. A summary of the results is as follows:

- 79% have come across abandoned trolleys sometimes or every day in Crawley.
- Almost all the abandoned trolleys had been on footpaths or alleyways, pavements, green spaces or verges, i.e. almost all land for which the Council has some responsibility. Only 10% of sightings were in other locations (by number).
- The whole of Crawley is affected.
- The most frequently abandoned trolleys were reported as being Morrisons, Asda, Tesco and Sainsbury; the latter have less than half the number of Asda and Morrisons.
- 34 people had reported an abandoned trolley in the last 12 months, almost all to the supermarket or the Trolleywise Collection Scheme.
- 15 of the trolleys reported were from Morrisons. Eight were Asda. Three each from Sainsbury's and Tesco.
- Most people found it easy to report but were not confident that the matter would be dealt with.
- 52% reported that the trolley was removed after reporting.
- 66% of people thought the supermarkets should be responsible for the costs associated with abandoned trolleys.
- 71% agreed that the Council should adopt the powers whilst 23% were opposed.

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Appendix 3

Summary of Proposed Charges for Abandoned Shopping Trolleys in Crawley

Council collection and storage of trolleys:

| | |
|---|---------------------------------------|
| • Collection of trolley | £27 |
| • Storage | £15 per trolley per week or part week |
| • Administration | £26 |
| • Disposal | £10 |
| | |
| • Cost if claimed within first week | <u>£68.00 per trolley</u> |
| | |
| • Cost if claimed within second week | £83 |
| • Cost if claimed within third week | £98 |
| • Cost if claimed within fourth week | £113 |
| • Cost if claimed within fifth week | £128 |
| • Cost if claimed within sixth week | £143 |
| • Cost if unclaimed and disposed of after six weeks | £153 |

Notes

1. All charges are per trolley.
2. All charges are subject to VAT at the standard rate.
3. Where it is necessary to recover the debt then additional fees will become payable for cost recovery. In addition to any court fees then a further charge of £60 will be levied.
4. Charges are to be reviewed annually.

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Crawley Borough Council

Report to Overview and Scrutiny Commission 19 November 2018

Report to Cabinet 21 November 2018

Station Gateway Programme Update Report of the Head of Economy and Planning – *PES/307*

1. Purpose

- 1.1 To brief Cabinet on the progress made with the delivery of the Station Gateway Scheme (the Scheme – see section 4.3), part of the Crawley Growth Programme.
- 1.2 This report seeks Cabinet approval for Crawley Borough Council (CBC) to take the project management lead on the scheme and to enable the detailed design phase of the scheme – to RIBA Stage 4 for elements A, B and C mentioned in section 4.2.
- 1.3 This report also seeks a number of delegations to enable the Scheme to be taken forward in a timely manner.

2. Recommendations

- 2.1 To the Overview and Scrutiny Commission:

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

- 2.2 To the Cabinet

The Cabinet is recommended to:

- a) Note the progress made to date to bring forward the Scheme
- b) Approve Crawley Borough Council to be the lead project management organisation for the Scheme.
- c) Delegate authority to the Head of Economy and Planning to undertake a procurement tendering exercise to appoint designers to undertake detailed designs for the Scheme in accordance with the Council's Procurement Code.
- d) Delegate authority to the Head of Economy and Planning, in consultation with the Cabinet Member for Planning and Economic Development to approve the final, detailed designs for the Station Gateway scheme, subject to consultation (and subject to planning permission for the Friary Way – bus station element) and working in close partnership with Arora Group, Govia Thameslink Railway (GTR), Network Rail (NR), and West Sussex County Council (WSCC).
- e) Delegate the negotiation and approval of the terms of all relevant legal documentation to the Head of Economy and Planning, Head of Legal, Democracy and HR, Head of Corporate Finance, in consultation with the Cabinet Member for Planning and Economic Development.

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Request Full Council to:

- f) Approve the inclusion of the Scheme within the capital programme, funded by the Local Enterprise Partnership (LEP) and WSCC through the Crawley Growth Programme.
- g) Approve the increase of £5.2 million to the capital programme for the Station Gateway Scheme within the Crawley Growth programme, to be funded from contributions from the LEP and WSCC, subject to formal agreement with WSCC of a revised funding protocol.

3. Reasons for the Recommendations

- 3.1 On 4th July 2016, Crawley Borough Council Planning Committee granted outline planning permission ([CR/2016/0294/OUT](#)) for Station Gateway site development, comprising 308 new residential flats, a railway station, a dedicated car park for the station and public realm / transport interchange improvements to strengthen taxi / pedestrian / cyclist / bus connectivity. The Station Gateway site development is not viable without funding investment in the highways, junction and public realm improvements on Station Way.
- 3.2 On 4th October 2017, Cabinet endorsed the Crawley Growth Programme (report [PES/259](#) refers), comprising a range of town centre, Manor Royal and transport regeneration schemes, including the Scheme to help unlock residential / commercial space growth. This followed the formal approval by the Local Enterprise Partnership of a £14.6 million bid to the Local Growth Fund, as part of an overall package of over £60 million.
- 3.3 On 27th June 2018, Cabinet approved the addition of the Station Gateway scheme to the CBC Crawley Growth Programme budget along with an allocation of £100,000 to come from West Sussex County Council, now received (report [PES/298](#) refers). This was in order for CBC to support the project management of the Scheme detailed designs and associated partnership working with the railway authorities and Arora Group.
- 3.4 The acceptance of the recommendations in Section 2 of this report will enable officers to work with the Arora Group and other Partners to deliver the Scheme to help unlock the redevelopment of the Station Gateway site, which has outline planning permission for 308 high quality residential apartments and a new railway station.
- 3.5 The adopted Crawley Local plan 2015 – 2030 (Policy EC6) (Development Sites within the Town Centre Boundary) stipulates that there are four key opportunity sites within the Town Centre including Crawley Station and Car Parks, which will contribute towards a net total of 499 new dwellings. By progressing with this scheme it will enable the developer to build 308 units which contributes to meeting this target.

4. Background

- 4.1 The Station Gateway scheme proposals illustrate the unique opportunity to extend the highway improvements and public realm transformation into Friary Way, the bus station and Haslett Avenue West, with a particular emphasis on delivering a gateway to Crawley, seamless connectivity to the rest of the town centre and the surrounding environment and a strong sense of place and legibility for all its users. This area falls outside the scope of the approved outline planning application submitted by the Arora Group.

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- 4.2 The broader Station Gateway programme includes the following elements: -
A: Public realm transformation - Paving, lighting and street furniture upgrades along Station Way and Friary Way alongside greening for an improved living environment and landscaping improvements.
B: Highway enhancements - Station Way signalised junction upgrades and new junction layouts with raised table and new toucan crossings, which link Crawley rail station to Friary Way. Implementation of on road cycle lanes and improved pedestrian and cyclist access to the rail station and the bus station.
C: Infrastructure upgrades - to Crawley Bus Station on Friary Way.
D: The Development site – led by the developer, the Arora Group, which includes the demolition of Overline House, station buildings and other structures and the erection of 308 residential apartments, a rail station, retail / coffee shop, business centre and a carpark.
- 4.3 The scheme, which is to be funded as part of the Crawley Growth programme, comprises elements A, B and C above.
- 4.4 The aims and objectives of the Station Gateway Scheme are as follows:
- To enhance the public realm
 - To enhance sustainable transport opportunities;
 - To improve the seamless connectivity between the train, bus stations and town centre
 - To improve the Highways around the station
 - To enable the site development proposals (D) to come forward and be integrated
- 4.5 The whole area covered by the scheme is shown at Appendix A, with the Friary Way – bus station area distinguished since it sits outside of the outline planning permission “red line”, which means that the proposed works there will be subject to a separate full planning application process.
- 4.6 CBC, Govia Thameslink Railway (GTR), Network Rail, West Sussex County Council (WSCC) and other stakeholders will work closely with the Arora Group to ensure a consistent and efficient approach to the design and works delivery of public realm improvements along Station Way and on Friary Way / Haslett Avenue West. This will achieve a co-ordinated, attractive, high quality public realm.

5. Station Gateway Programme Update

- 5.1 The developer Arora Group is working closely with Network Rail and GTR on the detailed designs of the proposed new Crawley railway station and its immediate environs on the Station Gateway site. . This is to support the Arora Groups preparation of a Reserved Matters planning application to the Local Planning Authority for the Station Gateway site development, which they intend to submit as soon as possible.
- 5.2 Subject to Cabinet approval of the recommendations in this report, the intention is for CBC officers, working closely with Arora Group and West Sussex County Council to oversee delivery of the detailed designs for improvements to the Station Way and Friary Way public realm, highway and Crawley bus station infrastructure (the scheme), envisaged as part of the Crawley Growth programme. Designers will be procured to enable production of the full technical designs up to RIBA stage 4.
- 5.3 A full planning application needs to be submitted for the envisaged public realm improvements on Friary Way – Haslett Avenue West and the bus station upgrades. The application is expected to be submitted in the coming months.

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- 5.4 Network Rail have approval to build an accessibility bridge at the station, under permitted development approval – this is likely to be in place during 2019.
- 5.5 The public realm, highway and sustainable transport infrastructure improvements on Station Way and Friary Way will be delivered over the next 3 years. According to LEP rules, the entire Local Growth Fund allocation of £5.3 million to the scheme needs to be spent by 31st March 2021.

6. Proposal for Crawley Borough Council to take on the scheme project management lead

- 6.1 In view of the importance of co-ordinating the detailed designs for the Station Gateway site, the planning requirements and the Crawley Growth programme funded scheme of Station Way / Friary Way improvements, it is recommended that CBC take on the lead role for the project management of the scheme design and works.
- 6.2 The delivery of the Station Way / Friary Way improvements will be overseen by a Station Gateway Scheme Board, chaired by CBC's Chief Executive and comprising senior representatives from West Sussex County Council, Network Rail, Arora Group and GTR. The intention is also for CBC's officers to continue to work in close co-operation with officers from the County Council, including the Highway Authority as the scheme progresses.

7. Financial Implications

- 7.1 The costs associated with CBC management and delivery of the Scheme would be reimbursed in full by West Sussex County Council up to £5.2million (with payments in advance), subject to formal agreement with WSCC of an amended funding protocol to account for the proposed alteration.
- 7.2 Reporting of the expenditure to Cabinet will be made as part of the Council's capital programme quarterly budget monitoring reports to Cabinet with the CBC Corporate Management Team receiving regular update reports.. Quarterly budget monitoring information is also included in the Councillors' Information Bulletin.
- 7.3 The expenditure on the Scheme would continue to feature as a separate allocation within the Crawley Growth programme budget and the costs funded via West Sussex County Council from the Local Growth Fund.

8. Legal and Procurement Implications

- 8.1 The existing Crawley Growth Programme Partnership Agreement and Funding Protocol between CBC and West Sussex County Council would need to be amended, agreed and signed by both parties, to take account of the extra £5.2 million of Local Growth Fund to come to CBC via West Sussex County Council to pay for the Station Gateway Scheme and CBC's management costs. The approval of Crawley Borough Council as the lead project management organisation for the scheme would also be subject to an Executive Decision by West Sussex County Council.
- 8.2 CBC officers, working closely with partners from the Station Gateway Project Board (WSCC, Arora Group, Network Rail, GTR & Metrobus), would undertake a procurement exercise and commission designers. Following RIBA stage 4 completion and, subject to planning permission for the Friary Way works and to Cabinet and Project Board approval, CBC would also procure a works contractor to

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deliver the Station Way / Friary Way public realm / infrastructure improvements, in accordance with public procurement rules and to CBC's Procurement Code.

- 8.3 The total of £5.3 million of Local Growth Fund monies would need to be spent on the Station Way / Friary Way infrastructure improvements by 31st March 2021, in accordance with the LEP requirements, delivering the scheme to help unlock the Crawley station and residential development on the Station Gateway site itself.

9. Risks

- 9.1 The funding for this programme comes, in part – (as per section 2.2f), from the LEP and this needs to be spent by March 2021 – whilst the time table is tight it may be that not all funding will be spent by the deadline although this will not be known until after we have completed RIBA stage 4.
- 9.2 The successful delivery of the Station Gateway Scheme will require close co-operation and effective communication between West Sussex County Council and CBC as well as with Arora Group, Network Rail, Metrobus and GTR.

10. Background Papers

- 10.1 Planning Application - CR/2016/0294/OUT
- 10.2 Report to Cabinet 4 October 2017, Proposed Crawley Growth Programme 2017-21 (PES/259)
- 10.3 Report to Cabinet 27 June 2018, Crawley Growth Programme – Update - (PES/298)

Report author and contact officer:

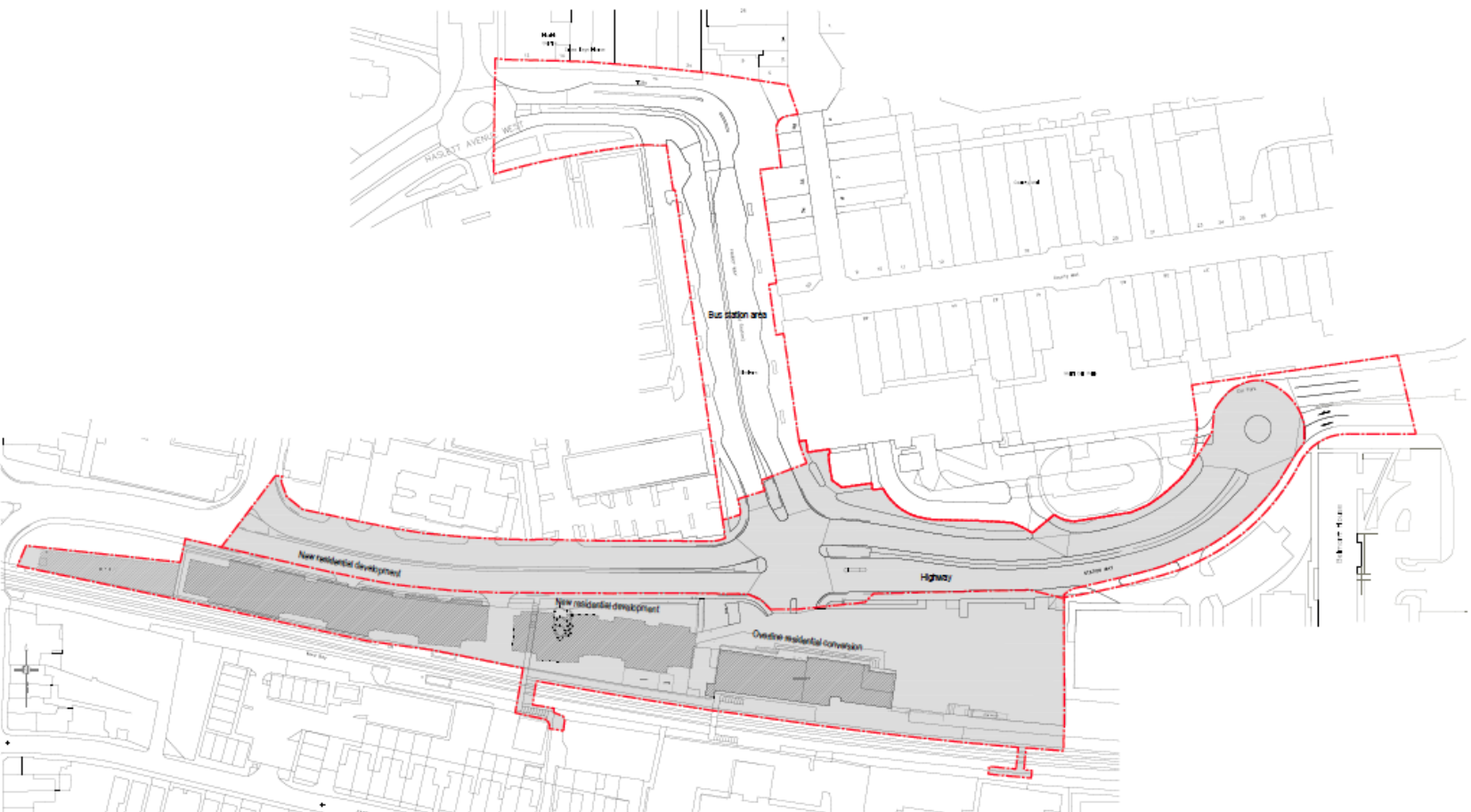
Patricia Salami

Station Programme Manager - 01293 438092 - Patricia.salami@crawley.gov.uk

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| PLANNING | | | | | | | | | | | | | |
|--|--------|--------|--------|-------|-------|---|-------|----|--------|----|--|--------------|----|
| Grove Developments | | | | | | | | | | | | | |
| Proposed Residential Development Station Way, Crawley, RH10 1JA | | | | | | | | | | | | | |
| Development + Public realm + Highway + Bus station areas | | | | | | | | | | | | | |
| <table border="1"> <tr> <th>Rev</th> <th>Issued</th> <th>By</th> <th>Scale</th> <th>Drawn</th> </tr> <tr> <td>1</td> <td>17/06</td> <td>AM</td> <td>1:1000</td> <td>AM</td> </tr> </table> | Rev | Issued | By | Scale | Drawn | 1 | 17/06 | AM | 1:1000 | AM | <table border="1"> <tr> <td>115-L/00-012</td> <td>P2</td> </tr> </table> | 115-L/00-012 | P2 |
| Rev | Issued | By | Scale | Drawn | | | | | | | | | |
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| 115-L/00-012 | P2 | | | | | | | | | | | | |



Please do not scale from this drawing. It should only be used as a guide to the location, extent or alignment of the proposed development. It is not intended to be used as a basis for any other drawings or for the purposes of this project.

| Revision | Issue | Date |
|----------|---|----------|
| 1 | Plot Issue | 02.11.18 |
| 2 | | 02.11.18 |
| 3 | Revision boundary for extended right to the end of the access drive | |

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Crawley Borough Council

**Report to Overview and Scrutiny Commission
19 November 2018**

**Report to Cabinet
21 November 2018**

Public Space Protection Order

Report of the Head of Crawley Homes – **CH181**

1. Purpose

- 1.1 To consider proposals for the making of a Public Space Protection Order (PSPO) to prohibit vehicle related anti-social behaviour associated with car cruise activity in the borough of Crawley.
- 1.2 Car cruise activity has been taking place in Crawley since 2010. In the past 3 years the police have received at least 280 complaints of vehicle related anti-social behaviour related to the activity, and it represents a significant nuisance for those residents and businesses affected.

2. Recommendations

- 2.1 To the Overview and Scrutiny Commission:

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

- 2.2 To the Cabinet

The Cabinet is recommended to:

- a) Agree to the making of a Borough wide Public Space Protection Order (PSPO) to prohibit vehicle related anti-social behaviour associated with car cruise activity in the borough of Crawley as set out in Appendix A for a period of 3 years. The PSPO to be implemented within 3 months of being agreed, to allow time for signage to be in place.
- b) Agree the level of Fixed Penalty Notice(FPN) to be issued in respect of PSPO breaches at £100.

3. Reasons for the Recommendations

- 3.1 The PSPO would enhance public safety through a targeted combined approach of Council services to tackle the problems associated with car cruise activity. The PSPO is a supplementary power available to the Police and the Local Authority, designed to complement existing enforcements strategies and legislation, whilst

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regulating specific activities in public places that have a detrimental effect on the local community.

- 3.2 A PSPO can target a range of behaviours and can prohibit specified activities or require certain things to be done by people engaged in certain activities. PSPOs can send a clear message that certain behaviours will not be tolerated and help reassure residents and businesses that unreasonable conduct is being addressed. The anti-social behaviour that Crawley has experienced from car cruising activity has been no different from these areas. They do not appear to have required a great deal of enforcement to resolve the problem.
- 3.2 Prior to considering a PSPO the Council has undertaken preliminary consultation with partners and stakeholders including the police, West Sussex County Council, Crawley and Gatwick Diamond Business Watch who have all agreed that a PSPO would be helpful to effectively manage this issue and provide a long-term solution across for the town.

4. Background

- 4.1 PSPOs were introduced under the Anti-social Behaviour, Crime and Policing Act 2014. The purpose of a PSPO is to stop individuals or groups committing a particular nuisance or problem.
- 4.2 The Act gives local authorities the power to draft and implement a PSPO on any public space within its own area including any space to which the public has access as of right or by virtue of express or implied permission, for example a shopping centre, provided the required test is met. A PSPO can last for up to 3 years, after which it must be reviewed.
- 4.3 To make any PSPO two conditions must be satisfied. The first condition is:
 - that activities have been occurring in a public place within the Council's area that have had a detrimental effect on the quality of life of people in the locality, or, even if such activities have not happened, it is likely that they will and that they will have such a detrimental effect.

The second condition has three parts and all must be met for the condition to be met. The three parts are:

 - that the effect of the activities is, or is likely to, continue
 - that the effect of the activities will make them unreasonable
 - that the effect of the activities justifies the restrictions that the order will impose
- 4.3 A PSPO can target a range of behaviours and can prohibit specified activities or require certain things to be done by people engaged in certain activities. They can send a clear message that certain behaviours will not be tolerated, and help reassure residents and businesses that unreasonable conduct is being addressed.
- 4.4 A breach of the PSPO is a criminal offence and can be dealt with by issue of a fixed penalty notice (FPN) to a maximum of £100. It is proposed to set the FPN at £100, there will be no early payment fee.
- 4.5 Authorised Police and Council Officers have the authority to issue fixed penalty notices. If the fixed penalty notice is not paid the court action may be taken by way of

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a prosecution. For persistent offenders the Council can prosecute for breach of the PSPO. A person found guilty is liable upon conviction to a fine of up to level 3 (£1000). The amount is decided by the Court.

- 4.6 Once the PSPO has been made, an “interested party” namely an individual anyone who lives in, works in, or visits the area can challenge the validity of the PSPO in the High Court within six weeks of the making of the Order. A similar challenge exists if a PSPO is varied by the council.
- 4.7 Before introducing, extending, varying or discharging PSPOs, there are requirements regarding consultation, publicity and notification. This includes consultation with the local chief officer of police, police and crime commissioner, owners and occupiers of the affected land, and appropriate community representatives. Any public consultation should be of duration that allows for meaningful engagement.
- 4.8 Within the confines of the legal framework, councils have the freedom to determine their own procedures for introducing a PSPO including satisfying themselves that the statutory requirements are met and giving final approval for the Order to go ahead.
- 4.9 Crawley put in place a Designated Public Places Order (DPPO) on 1st April 2006. This gave the power to ‘require a person in a DPPO area not to drink alcohol’ and grants police and accredited officers to ‘ask the person to surrender the alcohol and any opened or sealed containers in their possession’. Under the transitional arrangements of the Anti-Social Behaviour, Crime and Policing Act 2014, the DPPO became a PSPO on 20 October 2017. The signage for PSPO relating to the consumption of alcohol in public places can be included on the same signage as the PSPO for the car cruise activity.
- 4.10 A review has been carried out into the success or otherwise of PSPOs being implemented to prohibit car cruise activity in other areas. This has involved both an online literature review and contact with relevant officers at a number of other Councils. The anti-social behaviour that Crawley has experienced arising from car cruising activity has been no different from these areas.
- 4.11 Stockport Council introduced a PSPO in March 2017 to prohibit car cruising. They were experiencing large scale gatherings of car owners, often involving in excess of 200 vehicles taking place in car parks around the Borough. The organisers of the events had no permission or authorisation to use the car parks for car cruising. After a high profile enforcement effort which involved warnings and issuing fixed penalty notices, and using social media to communicate with the car cruise groups Stockport report that car cruising has now stopped.
- 4.12 Newham Council introduced a PSPO in November 2016. Leading up to the implementation of the PSPO they wrote to all registered owners of vehicles that had been involved in such activity warning them the PSPO was going to be introduced. They issued a couple of fixed penalty notices. Now they report that it stopped car cruising.
- 4.13 Huntingdonshire Council introduced a PSPO in April 2017. They tackled the issue by doing an enforcement sweep, they issued 15 fixed penalty notices in a single batch, this covered most of their known offenders and they report car cruising has now stopped.
- 4.14 The feedback from other councils who have introduced PSPOs for car cruising suggest they have been effective in addressing the problem and provided an efficient means of deterring further instances of the behaviour.

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- 4.15 In accordance with the legislation the Council is required to publish the Order on its website erect Notices on or next to the land that is subject to the Order to make people aware of the Order and the effect of it. A survey has been carried out on the proposed locations of the Notices. The current signage has been reviewed which reflects the current hotspots for antisocial drinking locations. See Appendix B for an illustrative copy of the sign.
- 4.16 Due to the need for a driver to be able to both read and understand road signs whilst on the move, different size signs are used depending on the speed limits that apply to the road. Therefore the signs on the main arterial roads leading into Crawley will be approximately A3 size and the repeater signs throughout the rest of the town will be A5 size as they will mainly be placed in pedestrian areas and where the speed limits are lower.
- 4.17 The location of signs on roads with higher speeds has taken into account road safety considerations and local utilities services. They will be installed by staff who have received the appropriate risk assessment and installation training. See Appendix C for a list of the sign locations.

5. Description of Issue to be resolved

- 5.1 Car cruise activity involves the drivers and passengers of a number of vehicles taking part in organised 'car cruise' events in public locations including the public highway and car parks to which the public has access (key locations include Manor Royal; County Oak Retail Park, Sainsbury's car park in West Green and Morrison's Car Park in the Town Centre). The organised events take place on a regular basis, usually several times per week. The number of vehicles involved can vary from two to three vehicles, to over 50 vehicles, with at least one event occurring including food stalls and the sale of other merchandise.
- 5.2 Some examples of car cruise activity that have taken place in Crawley include: vehicles congregating in various locations across the town and driving in convoy through the town from one point to another; rapid acceleration/deceleration and racing and driving at excessive speed; vehicles carrying out stunts on the highway and in car parks including donuts and handbrake turns; sounding horns, revving engines and playing loud amplified music. In addition, participants regularly leave large quantities of litter; urinate in public and into the letterboxes and doorways of local businesses; intimidate and threaten the employees of local businesses; trespass on private land, and cause damage to property. A list of reported incidents can be found in the background papers.
- 5.3 The car cruise gatherings pose a danger to the wider public, road users and participants of the events due to the performance of stunts and the speed at which the vehicles are driven and possibility of drivers losing control and a crash occurring.
- 5.4 The Manor Royal Business Rangers have challenged the behaviour and been intimidated and harassed as a result. One of the Rangers has provided a statement on car cruising activity in support of the PSPO, and this is included within the impact statements forming part of the background papers.
- 5.5 This problem has been long standing within Crawley and affected businesses and residents have an expectation that the Council will use its powers in an effort to curb the offending behaviour.

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6. Information & Analysis Supporting Recommendation

- 6.1 Crawley Borough Council has been working in collaboration with various partners and stakeholders including the police, West Sussex County Council, Crawley and Gatwick Diamond Business Watch and local businesses to tackle the problems associated with the car cruise activity. A number of council departments have been involved including the Nuisance and Anti-Social Behaviour Team (NASB), Community Wardens and Environmental Health.
- 6.2 Various actions and activities have been implemented in an attempt to stop the problem including:
- Targeted joint operations between the police and council officers to interrupt and stop car cruise activity.
 - Police and NASB officers have directly approached the organisers and requested they stop the events.
 - Community Protection warning letters and Community Protection Notices issued under the Environmental Protection Act 1990 in relation to one organiser and some participants.
 - Action under the Environmental Protection Act 1990 in relation to statutory nuisance
 - The police have used their dispersal powers to disperse the events
 - Police directed patrol activity has been used in the areas concerned
 - Manor Royal Bid have employed business rangers for security of the local businesses.
 - Crawley and Gatwick Diamond Business Watch have installed Automatic Number Plate Recognition (ANPR) cameras in Manor Royal.
 - The NASB mobile CCTV camera has been deployed in the areas most affected to identify offenders.
 - Police have used their powers under Section 59 of the Police Reform Act 2002 (Vehicles being used in a manner which causes alarm, distress or annoyance).
 - In December 2017 Morrisons supermarket installed speed humps/bollards in the car park and restricted access to the 1st Floor after 8pm as a result of car cruising activity.
 - The Council hired a security company to observe reported antisocial vehicle driving in Tilgate Park over a period of time and additional speed bumps have been installed
 - The Council installed bollards to Enterprise Court in County Oak Way.
- 6.3 These strategies have together achieved some success in stopping the problems. However, the success has been short lived and often the actions taken have simply dispersed that particular event and / or displaced the behaviour to another part of the town.
- 6.4 The draft PSPO contains the suggested prohibitions. It also notes specific exemptions such as vehicles take part in funeral processions (see Appendix A).
- 6.5 Police have powers to tackle Anti-Social driving but due to conflicting demand the Police are not able to respond immediately. The police are committed to retrospective evidence gathering through CCTV and ANPR cameras and providing information to the Council to issue warnings or Fixed Penalty Notices. The Police can also issue section 59 offences (vehicle can be seized if previous warnings have been given) when they witness antisocial driving.
- 6.6 Sussex Police will not issue Fixed Penalty Notices at the scene, but coordinated action with the police to both prevent and disrupt car cruise activities may be possible. Serving FPNs will be the role of Council Officers. The Manor Royal

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business rangers could issue FPNs providing they obtain the necessary skills and training and then seek accreditation from Sussex Police.

- 6.7 For persistent offenders the Council can prosecute for breach of the PSPO.
- 6.8 The PSPO is designed as a supplementary power available to the Police and the Local Authority and is designed to complement existing enforcement strategies and legislation already in place.

6.9 PUBLIC CONSULTATION

Consultation took place from the 3rd September 2018 to 14th October 2018. A copy of the consultation questions is included in the background papers.

A range of methods of consultation have been used including;

- Public Notice in the local press
- Online questionnaire and paper copies
- Publicity via local press
- A copy of the draft order and details of the issue available on the Council and Police website
- Paper copies of the questionnaire and draft order available in the Town Hall, Crawley Police Station and both public libraries (town centre and Broadfield Barton)
- Crawley and Gatwick Diamond Business Watch promotion to local businesses
- Use of social media (Facebook/Twitter)
- Direct consultation of known car cruise groups and representatives
- Targeted letter drops to residents affected in the direct vicinity of antisocial driving activity
- Awareness of the PSPO consultation circulated to chairs of Neighbourhood Forum Groups
- Crawley Live published information regarding the proposed PSPO and invited people to express a view. Crawley Live was distributed to every house hold in Crawley from the 10th September and was available to be picked up in County Mall, Marks and Spencer's, K2, Crawley and Broadfield Libraries and the Hawth Theatre.
- The display of posters at all Council owned Community Centres and Neighbourhood notice boards (every parade except Maidenbower has a notice board) making people aware of the proposed PSPO and consultation process inviting them to express a view
- Community Development sent in an E Newsletter Information regarding the proposed PSPO and consultation to signed up local residents

6.10 Analysis of the Consultation responses:

- 311 responses were received. 11 of which were from businesses and 11 believed to be from the car cruising community.
- 73% of respondents agreed with the proposals to implement a PSPO. 100% of businesses also agreed with the proposals to implement a PSPO
- 66% of responders experienced anti-social use of vehicles in Crawley in the past 12 months. Of which 66.8% indicated they had been affected by anti-social use of vehicles more than 6 times in the past 12 months
- 62% felt the anti-social use of vehicles was either a very big or fairly big problem in Crawley
- Of the 27% not supporting the proposals, the most common issues are on PSPOs being unnecessary or unenforceable.
- Tilgate was the ward where most responses originated from with 60 in total

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7. Implications

7.1 Financial Implications

- Resources – It is not considered that additional resources to enforce the order will be required. The issue already creates demand which is currently absorbed within the provision of Police and Council services.
- Signage – The PSPO guidance states that the Council is required to erect multiple signs when the order is covering a large area to make people aware of the Order and the effect of it at locations throughout the town including main entry points and current car cruise locations. The wording for the existing PSPO relating to the consumption of alcohol in public places will be included on the same signage as for car cruise and antisocial driving. The estimated cost for the signage is £500 (this does not include installation of the signs)
- Fixed Penalty Notice Books will be produced for use by Council officers to enforce the Order and will cost approximately £173 per 10 books.
- Training - PSPO Enforcement and Fixed Penalty Notice Training. Cost £1,000 for an in-house training day for Council Officers, Police Officers, legal representatives
- Legal Costs in the event of prosecutions being taken.

7.2 Legal and Risk Implications

Legal Implications

Section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 gives local authorities the powers to make a PSPO. The procedure for making a PSPO is set out in section 72 of the 2014 Act and in the Anti-social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations 2014 made under that Act.

Before making a PSPO the Council must publicise the text of the proposed order and:

- consult with the chief police officer and the local policing body
- consult with such community representatives as the Council thinks appropriate
- consult (as reasonably practicable) the owners or occupiers of land in the area of the proposed order
- consider any representations made

The Council has complied with the above requirements and in order to complete the process must take into account any consultation responses before taking its decision

The consultation process and making of PSPOs in some locations to address some issues have received wide public criticism, particularly where they have sought to address behaviours linked to homelessness and begging. The possible reputational risks need to be balanced with the wider public risks associated with the continuation of car cruise activity, as well as the risks associated with a failure of local agencies to find a solution to the impact on local businesses who are affected by the behaviour.

The Cabinet is reminded of the requirement under the Public Sector Equality duty (Section 149 of the Equality Act 2010) to have due regard to the duty when making this decision.

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8. **Background Papers**

Impact Statements
Consultation Questionnaire and subsequent report
Summary of reports of car cruising activity

Report author and contact officer:
Laura Padgett, NASB Team Leader x 8374
Nicola Glemas Community Warden Manager x 8313

Appendix A

CRAWLEY BOROUGH COUNCIL ANTI SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014, SECTION 59

Draft Car Cruising Public Spaces Protection Order 1 of 2018 (“Order”)

PUBLIC SPACES PROTECTION ORDER

This order is made by Crawley Borough Council (the ‘Council’) and shall be known as the Car Cruising Public Spaces Protection Order 1 of 2018.

PRELIMINARY

1. The Council, in making this Order is satisfied on reasonable grounds that:

The activities identified below have been carried out in public places within the Council’s area and have had a detrimental effect on the quality of life of those in the locality,

and that:

the effect, or likely effect, of the activities:

is, or is likely to be, of a persistent or continuing nature,

is, or is likely to be, such as to make the activities unreasonable, and

justifies the restrictions imposed by the notice.
2. The Council is satisfied that the prohibitions imposed by this Order are reasonable to impose in order to prevent the detrimental effect of these activities from continuing, occurring or recurring, or to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.
3. The Council has had regard to the rights and freedoms set out in the European Convention on Human Rights. The Council has had particular regard to the rights and freedoms set out in Article 10 (right of freedom of expression) and Article 11 (right of freedom of assembly) of the European Convention on Human Rights and has concluded that the restrictions on such rights and freedoms imposed by this Order are lawful, necessary and proportionate.

THE ACTIVITIES

4. The Activities prohibited by the Order are:
 - 4.1 Participation in car cruising or a car cruising event.
 - 4.2 Encouraging any other person to participate in car cruising or a car cruising event.
 - 4.3 Congregating to watch car cruising or be in attendance to watch a car cruising event.

4.4 Attending a car cruising event to supply or sell to those present any food, drink, goods or services.

4.5 Urinating in a public place whilst participating or attending a car cruising event.

THE PROHIBITION

5. A person shall not engage in any of the Activities anywhere on any public highway, car parks or any other land to which the public or any section of the public has access, whether on payment or otherwise, as of right or by virtue of express or implied permission within the borough of Crawley, and being the area edged in blue on the attached map labelled 'The Boundary line for PSPO'.

6. This Prohibition is subject to the Exceptions stated below.

THE REQUIREMENTS

7. A person who is believed to have engaged in a breach of this order or anti-social behaviour within the Restricted Area, is required to give their name and address to a police officer, police community support officer or other person designated by Crawley Borough Council.

8. A person who is believed to have engaged in a breach of this order, or in anti-social behaviour within the Restricted Area, is required to leave the area if asked to do so by a police officer, police community support officer or other person designated by Crawley Borough Council.

DEFINITIONS

9. In this Order, "car cruising" has the following meaning: where the drivers and/or any passengers of 2 or more motor vehicles (including motorcycles) congregate and any one or more of the following activities also occurs:

9.1 Motor vehicles driven at excessive speed;

9.2 Sudden or rapid acceleration or deceleration of motor vehicles (braking);

9.3 Motor vehicles being raced against one another;

9.4 Obstruction of the highway by motor vehicles (whether moving or stationary), including driving in convoy;

9.5 Stunts (including but not limited to doughnutting, drifting, skidding, handbrake turns, wheel-spinning) being performed in motor vehicles;

9.6 Sounding horns (so as to cause a nuisance);

9.7 Causing or allowing loud amplified music or other very loud noise to be emitted from a motor vehicle or from a portable device;

9.8 Revving of engines (so as to cause a nuisance).

10 In this Order, "car cruising event" has the following meaning: a gathering of people who have come together for the purpose of car cruising.

11 In this Order “Restricted Area” has the meaning set out in paragraph 5 above.

THE EXCEPTIONS

12 The prohibitions in this Order do not apply to any person travelling in, or standing to observe:

12.1 A convoy of motor vehicles taking part in a funeral procession;

12.2 Vehicles taking part in an event organised by the Royal Automobile Club or similar body, such as the annual Veteran Car Rally.

PERIOD FOR WHICH THIS ORDER HAS EFFECT

13. This Order will come into force at midnight on [] and will expire at midnight on [].

14. At any point before the expiry of this three year period the Council can extend the Order by up to three years if they are satisfied on reasonable grounds that this is necessary to prevent the activities identified in the Order from occurring or recurring or to prevent an increase in the frequency or seriousness of those activities after that time.

DATE AND DURATION OF THIS ORDER

15 This order shall come into force on [DATE] and shall have effect for a period of 3 years unless it is extended by the Council under section 60 of the Act.

WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

Section 67 of the Anti-Social Behaviour Crime and Policing Act 2014 says that it is a criminal offence for a person without reasonable excuse –

(a) to do anything that the person is prohibited from doing by a public spaces protection order, or

(b) to fail to comply with a requirement to which the person is subject under a public spaces protection order.

A person guilty of an offence under section 67 is liable on conviction in the Magistrates Court to a fine not exceeding level 3 on the standard scale

FIXED PENALTY

A Police Officer or Council Officer may issue a fixed penalty notice to anyone he or she believes has committed an offence under section 67 of the Anti- Social Behaviour, Crime and Policing Act. You will have 14 days to pay the fixed penalty of £100. If you pay the fixed penalty within the 14 days you will not be prosecuted.

Public Spaces Protection Order

The borough of Crawley excluding Gatwick Airport

These prohibitions are to ensure public spaces can be enjoyed and kept safe from anti-social behaviour.



**No anti-social
use of vehicles**



**Alcohol
control zone**

Committing anti-social behaviour and continuing to consume alcohol after a request to stop by an authorised officer is prohibited.

Failure to comply with this order is a criminal offence.

Offences carry a maximum penalty upon conviction of a fine not exceeding **£1,000**.

Offences may also be dealt with by a fixed penalty notice.

The public spaces protection order can be found on the Crawley Borough Council website at crawley.gov.uk/PSPO



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Appendix C

PSPO PROPOSED SIGN LOCATION A5 REPEATER SIGNS (ANTISOCIAL DRIVING & ALCOHOL CONTROLLED ZONE)

| | AREA | LOCATION | COMMENTS |
|-----|-------------------------------|---|---|
| 1. | Northgate Parade | Lamppost No 2 | |
| 2. | Peterhouse Parade | Lamppost No 5 | Face Towards Pub & Lower |
| 3. | Maidenbower Parade | Lamppost No 12 | |
| 4. | Poundhill Parade | Lamppost No 4 | Outside hair dresser |
| 5. | Three Bridges Train Station | Lamppost No 47 | Opposite station entrance |
| 6. | Three Bridges Free Church | Church Telegraph Pole | |
| 7. | Three Bridges Playing Field | On parking sign by yellow barrier | Play area end |
| 8. | Jubilee Fields Playing Fields | Lampost 2 | |
| 9. | Gales Drive Parade | On No Exit sign by path | |
| 10. | Southgate Parade | Lamppost No 30 | |
| 11. | Furnace Green Parade | Lamppost No 5 | |
| 12. | Tilgate Parade | Lamppost No 3 | Middle of parade between disabled parking signs |
| 13. | Tilgate Park Carpark | Lampost 6 opposite toilets | |
| 14. | Tilgate Park Carpark | Lampost at K2 end of carpark | |
| 15. | Tilgate Park | Entrance Ashdown Drive | |
| 16. | Tilgate Park | Access Road from K2 | Lampost with speed bump triangle on it |
| 17. | Southgate West Parade | Black Lamppost Number 6 outside Tesco's Express by BT phone box | |
| 18. | Goff's Park | Silver Lamppost opposite pub carpark | |
| 19. | Goff's Park (Level Crossing) | Post by five bar entrance gate | |
| 20. | Broadfield Barton | Lamppost, corner of blue rails outside library | |
| 21. | Broadfield Barton | Lamppost outside news agents, with disabled parking sign on it | |
| 22. | Broadfield Barton | CCTV Post, Move to lamppost 2 | |
| 23. | Dorsten Square | Lamppost No 13 | Lamp column outside pharmacy |
| 24. | Gossops Green Parade | Lampost No 9 | |
| 25. | Dobbins Place | Lampost No 4 | |
| 26. | Gossops Green Parade | Lampost No 9 | |
| 27. | Ifield Train Station | Lampost No 53 | |

| | | | |
|-----|--------------------------|--|------------------------------------|
| 28. | Ifield Parade | Middle lampost | |
| 29. | Langley Green Parade | Lampost No 7 | |
| 30. | Maidenbower Park Carpark | Lampost by recycling bins | Pointing towards the tennis courts |
| 31. | West Green Parade | Lampost No 11 | |
| 32. | Memorial Gardens | M&S entrance and exit county mall end | |
| 33. | Bus Station | | |
| 34. | Crawley Train Station | | |
| 35. | High Street | Pegler Way end | |
| 36. | High Street | Ifield Avenue end | |
| 37. | Queens Square | | |
| 38. | Broadwalk | The well area (outside Brewery Shades) | |

EXISTING PSPO SIGNS THAT NEED TO BE REMOVED

| | AREA | LOCATION | COMMENTS |
|--|------------------------|--------------|----------|
| | Peterhouse Parade | CCTV Post | Remove |
| | Somerville Drive | Lampost No 7 | Remove |
| | St Catherine's Road PH | Lampost No 2 | Remove |
| | Tilgate Parade | Lampost No 2 | Remove |
| | Dorsten Square | Lampost No 8 | Remove |

PSPO SIGN A4/A3 LOCATION ENTRY/EXIT SIGNS TO CRAWLEY – TO BE REVIEWED

| | | |
|---|--|---|
| 1 | London Road A23 | By Lowfield Heath roundabout, 2 signs on traffic signal poles on either side of carriageway towards Gatwick Manor |
| 2 | Gatwick Road | Off London Road A23, 1 sign on roundabout sign on approach to Rushmore roundabout |
| 3 | Balcombe Road/Antlands Lane | 1 sign on roundabout sign in advance of Antlands Lane |
| 4 | Copthorne Road | Redhill side, before M23 bridge, 1 sign on the reduce speed now, traffic calming ahead sign |
| 5 | Turners Hill Road | Mid Sussex side of M23 bridge, 1 POLE on side of road opposite Health Club |
| 6 | Balcombe Road (Maidenbower) | Crawley side of M23 bridge, on lammpost 127 |
| 7 | A264, Crawley South-West Bypass | 1 sign underneath Tollgate Hillroundabout sign and 1 sign on back of roundabout triangular sign |
| 8 | A23 Brighton Road (Pease Pottage Hill) | 1 sign on lamppost number 5 and 1 sign on back of K2 sign |

| | | |
|----|-----------------------|---|
| 9 | A264, Crawley Road | Before Breezehurst Roundabout, 1 sign on roundabout reduce speed sign and back of same sign on the middle of the carriage way. |
| 10 | Ifield Avenue | 1 sign on lamppost number 69 by Ifield Green |
| 11 | A2011, Crawley Avenue | 2 No signs on both traffic light sign 200 yards(1 in central reserve) |

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Crawley Borough Council

Report to Cabinet 21st November 2018

2018/2019 Budget Monitoring - Quarter 2

Report of the Head of Corporate Finance - **FIN/456**

1. Purpose

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

2. Recommendations

- 2.1 The Cabinet is recommended to:

- a) **Note the projected outturn for the year 2018/2019 as summarised in this report.**
- b) **Note the Section 106 contributions identified to fund the Memorial Gardens Play Improvement Project as identified in Paragraph 9.1 of the report.**

3. Reasons for the Recommendations

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

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 September 2018.

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5. Budget Monitoring Variations

5.1 General Fund

The table below summarises the projected variances in the relevant Portfolio at Quarter 2.

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

| | Variance at Quarter 2 £'000 | | Variance at Quarter 1 £'000 |
|---|-----------------------------------|----------|-----------------------------------|
| Cabinet | (36) | F | (14) |
| Public Protection & Community Engagement Resources | (22) | F | (10) |
| Environmental Services & Sustainability | (48) | F | (66) |
| Housing | (10) | F | (46) |
| Wellbeing | (99) | F | (11) |
| Planning & Economic Development | (20) | F | (58) |
| | 21 | U | 66 |
| Investment Interest | (200) | F | (170) |
| TOTAL SURPLUS | (414) | F | (309) |

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

There is a vacant post in the transformation team resulting in a saving of £21,000. This post will be needed to support the Transformation Programme in providing specific project management skills once the plan is developed – the intention is to recruit in Quarter 3.

5.2.2 Public Protection & Community Engagement

There are no significant variations to report this quarter.

5.2.3 Resources

There are no significant variations to report this quarter.

5.2.4 Environmental Services & Sustainability Services

Quarter 1 reported an underspend of £21,000 in the Community Wardens service. However, a secondment to cover maternity and one-off costs were incurred for

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Travellers prevention measures which have resulted in this service now reporting a £4,000 overspend. Temporary measure had to be hired until the permanent measures (in the capital programme) were installed.

The expected saving reported in Quarter 1 in Environmental Health did not take into account the standby allowance for Noise; this has reduced the underspend by £47,000. With other variations, the underspend of £69,000 reported at Quarter 1 for this service has been reduced to £15,000.

5.2.5 Housing Services

Grant has been received from the DWP for implementation of Universal Credit: the additional works has been absorbed within the benefits team. In addition, further data matching on behalf of HMRC has resulted in additional income to the service.

5.2.6 Wellbeing

Tilgate Park & Nature Centre projected additional income was in excess of costs of £79,000 at Quarter 1. This projection has been revised to £66,000 at Quarter 2. In line with the 'five year plan for Tilgate Park and the Nature Centre', any surplus is transferred to a reserve for reinvestment in the park. As such, this is not shown in the table above.

Additional staff and equipment needed to clean Queen's Square was reported as an overspend of £21,000 at Quarter 1. This has now increased to £35,000 for additional staff.

5.2.7 Planning & Economic Development

At the Cabinet on 5 September 2018, it was agreed to start charging for pre-planning application advice. Additional income of £15,000 has been forecast for this and income has already been received.

5.2.8 Investment Income

A review of interest projections have been undertaken, taking into account the latest projections in the capital programme, resulting in additional income of £200,000 being projected (Quarter 1: £170,000).

6. Virements

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

There were no virements in the period.

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7. Council Housing Service – Revenue

7.1 The table below provides details of the 2018/2019 HRA variances.

HOUSING REVENUE ACCOUNT

| | Q2 Variation £000's | | Q1 Variation £000's |
|--|------------------------|---|------------------------|
| Income | | | |
| Rental Income | (179) | F | (29) |
| Other Income | (3) | F | 0 |
| Interest Received on balances | 0 | | 0 |
| | (182) | F | (29) |
| Expenditure | | | |
| Employees | (82) | F | (49) |
| Repairs & Maintenance | 0 | | 0 |
| Other running costs | 3 | U | 26 |
| Support services | 0 | | 0 |
| | (79) | F | (23) |
| Net (Surplus) / Deficit | (261) | F | (53) |
| Available to fund future investment in housing | 261 | | 53 |

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

7.2 There has been additional Dwelling Rent of £150,000 has been projected, with this being kept under review. This is largely due to lower than forecast number of Right To Buys, resulting in more rental income than previously projected (see paragraph 8.19 below).

7.3 Vacancies within various teams throughout the first two quarters have contributed to a further staffing underspend of £33,000. The staffing requirement in these teams is being reviewed.

8. Capital

8.1 The table below shows the 2018/19 projected capital outturn and proposed carry forward into 2019/20. Further details on the Capital Programme are provided in Appendix 2 to this report.

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| | Latest Budget 2018/19 | Spend to Qtr 2 | Estimated Outturn 2018/19 | Re-profiled to/(from) future years | Under Spend |
|--|-----------------------|----------------|---------------------------|------------------------------------|-------------|
| | £000's | £000's | £000's | £000's | £000's |
| Cabinet Resources | 2,267 484 | 300 47 | 2,267 484 | | |
| Environmental Services & Sustainability | 1,430 | 123 | 993 | 437 | |
| Planning & Economic Development | 1,174 | 323 | 1,420 | (246) | |
| Public Protection & Community Engagement | | | | | |
| Housing Services | 7,061 | 1,407 | 7,061 | | |
| Wellbeing | 2,580 | 663 | 2,368 | 212 | |
| Total General Fund | 14,996 | 2,863 | 14,593 | 403 | |
| Council Housing | 42,640 | 15,599 | 39,815 | 2,825 | |
| Total Capital | 57,636 | 18,462 | 54,408 | 3,228 | |

Additional budgets added to Latest Budget since Quarter 1 monitoring report

- 8.2 The Vehicle replacement programme for 2018/19 of £513,000 has been approved under delegated authority by the Head of Corporate Finance and the Head of Major Projects & Commercial Services. This is funded from the Vehicle Replacement reserve.
- 8.3 Forge Wood Phase 4A has started on site, so a budget of £1,282,000 for 2018/19, £962,000 for 2019/20 and £1,050,000 for 2020/21 have been brought onto the capital programme. This will deliver 38 units into the HRA.

Major forecasted variations in Quarter 2

- 8.4 The proposed budget for Orchard Street Car Park improvements have not progressed as expected due to identifying possible additional and different works than the original approved capital bid, this has given slippage of £110,000 into 2019/20 and re-prioritising of the project, for example, required roofing works are not as major as initially thought.
- 8.5 The Environmental Improvements at Ifield Drive, Camber Close, Lavant Close, Fisher Close and Scallows Close are all now completed. The works have been delivered under budget but, due to not being adopted by WSCC, may incur some additional spend during the maintenance period before the adoption of the schemes takes place the remaining budget of £58,000 has been slipped into 2019/20.
- 8.6 Within the Wellbeing Portfolio, £55,000 for Tilgate Park will be slipped to 2019/20 which relates to lake erosion works, which will be more likely to experience difficulties if completed during the winter months. £40,000 for additional animal enclosures in the Nature Centre will also be slipped to 2019/20 to allow for a review and reprioritisation of the next phase of the capital programme.
- 8.7 The improvements to the play area at Ewhurst Road will be delivered in 2019/20 giving a slippage of £62,500. This is due to construction traffic having to travel over the field

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in the winter months. To give a more realistic cash flow the budget of £65,000 for Kidborough Road has been slipped to 2019/20 as completion is due in April 2019.

- 8.8 Crawley Growth Programme is delivering Cycle Improvements at Manor Royal and Town Centre and Super Hubs at Manor Royal and Town Centre. There is now a dedicated project manager to deliver these projects resulting in bringing forward budget from 2019/20.
- 8.9 As a result of a large traveller incursion during August 2018 at Three Bridges Playing Field moving onto Northgate Playing Fields where the original travellers were joined by more, totalling 35 caravans and associated vehicles causing a huge disruption to Three Bridges Cricket Club and local residents requiring a huge clean-up operation. As a result both sites had a review of the anti-traveller measures, resulting in additional strengthening to be added to make it more difficult to force entry, this will be paid for by bringing forward £15,000 from 2019/20.
- 8.10 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. The tender has now been received and the cash flow updated with £725,000 being slipped to 2019/20.
- 8.11 There is slippage to the value of £2,739,000 for the former College Car Park site as the predicted spend has been readjusted to match the latest information supplied by the developers.
- 8.12 Due to contractors revised cashflow and higher value works being completed sooner than forecast there will be a need to bring forward £146,000 into 2018/19 for the Kilnmead Development.
- 8.13 The development agreement for Telford Place is still to be agreed, so £40,000 will slip to 2019/20.
- 8.14 Dobbins Place Housing development is on track to be completed in March 2019 requiring £84,000 to be bought forward from 2019/20.
- 8.15 Forge Wood Phase 3A programme has now been accelerated and a revised cashflow projection has meant that £1,000,000 has been bought forward from 2019/20 into the current financial year. This phase will deliver 63 units.
- 8.16 Goffs Park Depot is on schedule to be completed in May 2019 with a need to bring forward £145,000 into 2018/19.
- 8.17 83-87 Three Bridges road will be completed in March 2019 bringing 15 units into the HRA. A sum of £200,000, which is part of the retention, will need to be slipped to 2019/20.
- 8.18 Some Capital projects for house building each have a contingency amount within their budget. These have now been stripped out and set aside to be drawn down as required and the budget for these can be reduced. The new set aside figure can be increased in the future if the need arises. Due to the nature of the schemes this will give a potential saving of £300,000 for capital receipts and £251,000 for 1-4-1 receipts.
- 8.19 In the second quarter of 2018/2019 **seven** Council Houses with a sale value of £1,102,900 were sold compared to twenty in the second quarter last year. Of these receipts £257,863 was paid over to the Government with the balance being retained by the Council with £273,329 available for general capital expense and £571,708 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.]

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- 8.20 The total cumulative 1-4-1 receipts retained is £28,954,438 which can be used to fund 30% of any expenditure on new affordable housing. It cannot be used on schemes supported by HCA Funding.
- 8.21 To date, £12,503,318 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. As part of the 2018/19 Budget and Council Tax approval the Memorial Gardens Play Improvements project agreed with a budget of £170,000 to be fully funded by Section 106 contributions.

Cabinet are now requested to approve the release of the S106 as detailed below received for the provision of public open spaces to fund the Memorial Gardens Play Improvement Scheme which is already in the capital programme and, as a result, it will free up useable capital receipts.

| Ref | SITE NAME | Relevant Clause | Value |
|---|--|---|-------------|
| CR/2005/0714/FUL & CR/2010/0073/NCC | CRAWLEY LEISURE CENTRE SITE, HASLETT AVENUE, THREE BRIDGES, CRAWLEY | 'the provision of public open spaces and facilities associated therewith' within 3km of the site | £159,374.54 |
| CR/2010/0167/FUL | 18 COBBLES CRESCENT, NORTHGATE, CRAWLEY | a contribution towards open space sports and recreation facilities necessitated by the Development in accordance with SPD1' | £1,089.00 |
| CR/2011/0651/FUL | 2 HOLLYBUSH ROAD, NORTHGATE, CRAWLEY | not stated | £1,410.46 |
| CR/2013/0562/FUL | 19-21 QUEENSWAY, NORTHGATE, CRAWLEY | a contribution towards Open Space necessitated by the Development in accordance with SPD 1' | £2,652.00 |
| CR/2017/0444/FUL | KILNMEAD CAR PARK, KILNMEAD, NORTHGATE, CRAWLEY | 'towards the improvements to the Memorial Gardens play area' | £5,474.00 |

£170,000.00

9. 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](#)
[Q1 Budget Monitoring 2018/19 FIN/449](#)

Contact Officer: - Paul Windust, Chief Accountant.
 Direct Line: - 01293 438693.

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Appendix 1 (i)

REVENUE MONITORING SUMMARY 2018/19 GENERAL FUND

| | Original Budget £000's | Latest Budget £000's | Projected Outturn £000's | Variance £000's |
|---|------------------------------|----------------------------|--------------------------------|--------------------|
| Cabinet | 1,263 | 1,236 | 1,200 | (36) |
| Public Protection & Community Engagement Resources | 1,659 | 1,659 | 1,637 | (22) |
| Environmental Services & Sustainability | 1,285 | 1,284 | 1,236 | (48) |
| Housing | 5,882 | 6,044 | 6,034 | (10) |
| Wellbeing | 2,589 | 2,592 | 2,493 | (99) |
| Planning & Economic Development | 8,314 | 8,218 | 8,198 | (20) |
| | (2,815) | (2,832) | (2,811) | 21 |
| | 18,177 | 18,201 | 17,987 | (214) |
| Depreciation | (3,596) | (3,596) | (3,596) | 0 |
| Renewals Fund | 400 | 400 | 400 | 0 |
| NET COST OF SERVICES | 14,981 | 15,005 | 14,791 | (214) |
| Investment Interest | (848) | (863) | (1,063) | (200) |
| Council Tax | (6,930) | (6,930) | (6,930) | 0 |
| RSG | (575) | (575) | (575) | 0 |
| NNDR | (5,160) | (5,160) | (5,160) | 0 |
| New Homes Bonus | (1,467) | (1,467) | (1,467) | 0 |
| | (14,981) | (14,995) | (15,715) | (200) |
| Net contribution from / (-to) Reserves before Business Rates retention | 0 | (10) | (404) | (414) |

In addition, there is a projected transfer to the Tilgate Park reserve of £66,000.

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Main Variations identified for 2018/19 - General Fund

Appendix 1 (ii)

| | Q2 Variation £000's | Q1 Variation £000's | |
|---|---------------------------|---------------------------|--------------|
| <u>Cabinet</u> | | | |
| Vacancies in Finance team and FMS team | (34) | (39) | one-off |
| Vacant Transformation Officer | (21) | 0 | one-off |
| Minor variations (various) | 19 | 25 | |
| | (36) | (14) | |
| <u>Public Protection & Community Engagement</u> | | | |
| Vacant Community Development Manager post | (7) | (11) | Under review |
| Minor variations | (15) | 1 | |
| | (22) | (10) | |
| <u>Resources</u> | | | |
| Vacancy in HR for part of the year, now fully staffed | (17) | (19) | one-off |
| Unfilled hours in Legal - to be filled pending staffing restructure | (32) | (44) | under review |
| Additional air conditioning units in Town Hall (can be re-used once decanted) | 20 | 16 | one-off |
| Minor variations (various) | (19) | (19) | |
| | (48) | (66) | |
| <u>Environmental Services & Sustainability</u> | | | |
| Secondment to cover maternity and cost of traveller prevention. | 4 | (21) | ongoing |
| Environmental Health standby allowance misreported in Quarter 1 | (15) | (69) | under review |
| Minor variations (various) | 1 | 44 | |
| | (10) | (46) | |
| <u>Housing</u> | | | |
| Benefits – increased income from the DWP for Universal Credit works | (54) | 0 | one-off |
| Increased recovery of overpaid benefits | (40) | 0 | one-off |
| Minor variations | (5) | (11) | |
| | (99) | (11) | |
| <u>Wellbeing</u> | | | |
| Vacant posts in the community facilities team | (19) | (28) | one-off |
| Additional staff and equipment needed to clean Queen's Square | 35 | 21 | ongoing |
| Vacant post and unfilled hours in Play | (26) | (34) | one-off |
| Vacant post now filled, Metcalf Way vehicle workshop | (19) | (19) | one-off |
| Minor variations | 9 | 2 | |
| | (20) | (58) | |

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| | Q2 Variation £000's | Q1 Variation £000's | |
|--|---------------------------|---------------------------|---------|
| <u>Planning & Economic Development</u> | | | |
| Additional income for pre-planning application advice | (15) | 0 | ongoing |
| 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. | 40 | 42 | |
| Variations in commercial property income | 15 | 20 | ongoing |
| Minor variations | (19) | 4 | |
| | 21 | 66 | |
| TOTAL GENERAL FUND VARIANCES | (214) | (139) | |
| Investment interest above budget | (200) | (170) | one-off |
| TRANSFER TO GENERAL FUND RESERVE | (414) | (309) | |

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Appendix 1 (iii)

QUARTER 2

| HOUSING REVENUE ACCOUNT | | | |
|--|----------------------------------|------------------------------------|----------------------------|
| Expenditure Description | Latest Estimate £'000s | Projected Outturn £'000s | Variation £'000s |
| Income | | | |
| Rental Income | (44,656) | (44,835) | (179) |
| Other Income | (2,022) | (2,025) | (3) |
| Interest received on balances | (209) | (209) | 0 |
| Total income | (46,887) | (47,069) | (182) |
| Expenditure | | | |
| Employees | 3,608 | 3,526 | (82) |
| Repairs & Maintenance | 10,485 | 10,485 | 0 |
| Other running costs | 2,254 | 2,257 | 3 |
| Support services | 2,673 | 2,673 | 0 |
| | 19,020 | 18,941 | (79) |
| Net (Surplus) / Deficit | (27,867) | (28,128) | (261) |
| 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 | 19,805 | 261 |
| Total | 27,867 | 28,128 | 261 |

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Appendix 1 (iv)

Main Variations Identified - Housing Revenue Account

| | Q2 Variation £'000s | Q1 Variation £'000s |
|---|---------------------------|---------------------------|
| Income | | |
| <u>Rental Income</u> | | |
| Additional Dwelling Income - Voids Let At Target Rent & Fewer RTB's Than Forecast | (179) | (29) |
| | (179) | (29) |
| <u>Other Income</u> | | |
| Minor Variations | (3) | 0 |
| | (3) | 0 |
| Employees | | |
| Approved Growth Bids Vacant for Beginning of the Year | (23) | (14) |
| Sheltered Housing Additional Savings | (15) | (15) |
| Lifeline In Year Vacancies | (19) | 0 |
| Policy & Engagement Manager Vacant | (24) | (12) |
| Minor Variations | (1) | (8) |
| | (82) | (49) |
| Other Running Costs | | |
| Less People Downsizing | (10) | (10) |
| Housing Increased Court Costs | 0 | 8 |
| Dwellings Insurance Premium | 20 | 20 |
| Policy & Engagement Running Costs | (16) | 0 |
| Minor Variations | 9 | 8 |
| | 3 | 26 |
| TOTAL VARIANCES | (261) | (53) |

| Scheme Description | 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 | 19,961 | 108,405 | 128,366 | | | | |
| Town Centre General | | | | | | | | 71,100 |
| High Street Safety Improvements | 10,276 | 968 | 9,308 | 10,276 | | | | |
| Solar Pv Cbc Operational Buildings | 126,220 | 1,247 | 124,973 | 126,220 | | | | |
| New Town Hall Design | 2,001,951 | 277,821 | 1,724,130 | 2,001,951 | | | | |
| TOTAL CABINET PORTFOLIO | 2,266,812 | 299,997 | 1,966,815 | 2,266,813 | | | | 71,100 |

| Scheme Description | Latest Budget 2018/19 | Spend to Date | Variance | Projected Outturn | Under/(Over Spend) | Slippage | Budget 2019/20 | Budget 2020/21 |
|--|-----------------------|---------------|----------|-------------------|--------------------|----------|----------------|----------------|
| New Cemetery | 71,964 | 5,875 | 66,089 | 71,964 | | | | |
| A2 Crawley Heat Network (Heat & Power) | 360,000 | 1,250 | 358,750 | 360,000 | | | 260,112 | |
| Shrub Bed Removal 2018 | 62,000 | | 62,000 | 62,000 | | | | |
| Cycle Paths | 25,300 | | 25,300 | 25,300 | | | | |
| Boulevard Cycle Path | | | | | | | | 94,990 |
| A2crawlers-B1/14mall Cycle Path | 57,598 | 1,872 | 55,726 | 57,598 | | | | |
| Orchard Street Car Park | 135,000 | | 135,000 | 25,000 | | 110,000 | 300,000 | |
| Heat Network | 173,983 | 73,039 | 100,944 | 173,983 | | | 1,000,000 | |
| Ifield Drive | 5,920 | | 5,920 | 5,920 | | | | |
| Camber Close | 15,282 | | 15,282 | | | 15,282 | 15,282 | |
| Lavant Close | 17,162 | 568 | 16,594 | 568 | | 16,594 | 16,594 | |
| Fisher Close | 9,873 | | 9,873 | | | 9,873 | 9,873 | |
| Scallows Close | 16,597 | | 16,597 | | | 16,597 | 16,597 | |
| Flooding Emergency Works | 61,738 | 7,268 | 54,469 | 36,738 | 75,000 | 100,000 | 100,000 | |
| Creaseys Dr B/Field Flood Works | 52,477 | 13,837 | 38,640 | 20,000 | | 32,477 | 32,477 | |
| Cheals Broadfield Pond | 1,455 | | | | | 1,455 | 1,455 | |
| Titmus Lake Tgate & F/Green | 42,000 | | 42,000 | | | 42,000 | 42,000 | |

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| | | | | | | | | | |
|--------------------------------------|------------------|----------------|--|------------------|----------------|----------|----------------|------------------|----------------|
| Stafford Bridge Ifield Green | | | | | | | | | 78,900 |
| Waterlea Furnace Grn Flood Works | 102,112 | 11,271 | | 90,841 | 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 | 8,065 | | 106,935 | 40,000 | (75,000) | | | |
| River Mole Flood Works | 30,000 | | | 30,000 | | | 30,000 | 30,000 | |
| Telemetry Measuring Equipment | 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 | | | | |
| TOTAL ENVIRONMENT PORTFOLIO | 1,429,914 | 123,581 | | 1,304,879 | 992,937 | | 436,978 | 2,062,090 | 172,900 |

| Page 72 | Scheme Description | Latest Budget 2018/19 | Spend to Date | Variance | Projected Outturn | Under/(Over Spend) | Slippage | Budget 2019/20 | Budget 2020/21 |
|---------|---|-----------------------|------------------|------------------|-------------------|--------------------|----------|------------------|-------------------|
| | Housing Enabling Future Schemes | | | | | | | 1,220,000 | |
| | Temp Accommodation Acquisitions | | | | | | | 273,700 | |
| | Open House Moving Acquisitions | 942,120 | 942,120 | | 942,120 | | | 14,235 | |
| | Affordable Housing Town Hall | 5,000,000 | | 5,000,000 | 5,000,000 | | | | 10,500,000 |
| | Disabled Facilities Grants | 1,098,960 | 462,925 | 636,035 | 1,098,960 | | | | |
| | Improvement/Repair Loans | 20,000 | 1,706 | 18,294 | 20,000 | | | 89,334 | |
| | TOTAL HOUSING (GENERAL FUND) PORTFOLIO | 7,061,080 | 1,406,751 | 5,654,329 | 7,061,080 | | | 1,597,269 | 10,500,000 |

| | Scheme Description | Latest Budget 2018/19 | Spend to Date | 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 | |

| | | | | | | | | | |
|--|------------------|----------------|----------------|----------------|------------------|--|------------------|------------------|----------------|
| <u>Crawley Growth Programme</u> | | | | | | | | | |
| Queensway | 643,379 | 60,919 | 69,863 | 582,460 | 643,379 | | | 1,286,758 | |
| Town Centre Signage and Wayfinding | 176,817 | 95,775 | 3,183 | 81,042 | 176,817 | | | | |
| Manor Royal Cycle Improvements | 50,000 | 73,395 | | (23,395) | 200,000 | | (150,000) | 1,462,000 | |
| Town Centre Cycle Improvements | | 3,785 | | (3,785) | 92,000 | | (92,000) | 862,000 | |
| Manor Royal and Town Centre Super Hub | | 764 | | (764) | 4,000 | | (4,000) | | |
| Station Gateway | 100,000 | 11,679 | | 88,321 | 100,000 | | | | |
| Growth Programme S106 | | | | | | | | 587,595 | |
| Three Bridges Station | 204,409 | 77,148 | 89,350 | 127,262 | 204,409 | | | 850,000 | 787,193 |
| Crawley Growth Programme | 1,174,605 | 323,465 | 162,396 | 851,140 | 1,420,605 | | (246,000) | 5,048,353 | 787,193 |

| | | | | | | | | | |
|--|------------------|----------------|----------------|----------------|------------------|--|------------------|-------------------|----------------|
| TOTAL PLANNING & ECONOMIC DEVELOPMENT PORTFOLIO | 1,174,605 | 323,465 | 162,396 | 851,140 | 1,420,605 | | (246,000) | 10,248,353 | 787,193 |
|--|------------------|----------------|----------------|----------------|------------------|--|------------------|-------------------|----------------|

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| Scheme Description | Latest Budget 2018/19 | Spend to Date | | Variance | Projected Outturn | Under/(Over Spend) | Slippage | Budget 2019/20 | Budget 2020/21 |
|----------------------------------|-----------------------|---------------|--|----------------|-------------------|--------------------|----------|----------------|----------------|
| ICT Capital - Future Projects | 250,400 | | | 250,400 | 250,400 | | | | |
| On Line Self Service | 60,000 | 15,940 | | 44,060 | 60,000 | | | | |
| Enterprise Content Migration | 50,000 | | | 50,000 | 50,000 | | | 65,529 | |
| Relocation Of Data Centre | 9,030 | | | 9,030 | 9,030 | | | | |
| Mobile Working (ICT) | 80,000 | 20,036 | | 59,964 | 80,000 | | | | |
| VPN Solution Replacement | 30,000 | 10,754 | | 19,246 | 30,000 | | | | |
| ICT Replacements | 4,200 | | | 4,200 | 4,200 | | | | |
| TOTAL RESOURCES PORTFOLIO | 483,630 | 46,730 | | 436,900 | 483,630 | | | 65,529 | |

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| Scheme Description | Latest Budget 2018/19 | Spend to Date | | Variance | Projected Outturn | Under/(Over Spend) | Slippage | Budget 2019/20 | Budget 2020/21 |
|-------------------------------|-----------------------|---------------|--|----------|-------------------|--------------------|----------|----------------|----------------|
| Vehicle Replacement Programme | 666,543 | 16,644 | | 649,899 | 666,543 | | | | |

CAPITAL PROGRAMME FOR THE FINANCIAL YEAR 2018/2019

APPENDIX 2

| | | | | | | | | | |
|--|---------|---------|--|---------|---------|--|----------|---------|---------|
| Travellers Prevention Measures | | | | | 15,000 | | (15,000) | | |
| Refurb Playgrounds Future Schemes | | | | | | | | 39,600 | |
| Skate Park Equipment | | | | | | | | 46,000 | |
| Memorial Gardens Improvement | | 3,500 | | (3,500) | 3,500 | | (3,500) | 33,400 | |
| New Museum Tree (HLF) | 514,369 | 257,608 | | 256,761 | 514,369 | | | | |
| Wakehams 15/16 Ply Refurb | | | | | | | | | 65,000 |
| West Green 15/16 Ply Refurb | 5,000 | | | 5,000 | 5,000 | | | | |
| K2 Crawley Replace Artificial Turf Pitches | 185,000 | 172,680 | | 12,320 | 180,677 | | 4,323 | 4,323 | |
| Tilgate Park & Nature Centre | 70,000 | 12,543 | | 57,457 | 15,000 | | 55,000 | 154,688 | |
| Nature Centre Wildlife Centre | 60,000 | 1,169 | | 58,831 | 20,000 | | 40,000 | 144,331 | |
| Tilgate Park & Nature Sustainable Heat | 289,000 | | | 289,000 | 289,000 | | | | |
| Ditchling Hill 17/18 Play Refurb | 65,000 | 708 | | 64,292 | 65,000 | | | | |
| Ewhurst Rd 17/18 Play Refurb | 65,000 | 1,416 | | 63,584 | 2,500 | | 62,500 | 62,500 | |
| Gainsborough Rd 17/18 Play Refurb | 65,000 | 64,591 | | 409 | 65,000 | | | | |
| Three Bridges Play Area | 61,500 | 1,416 | | 60,084 | 61,500 | | | | |
| Tilgate Park Access Road | 11,245 | | | 11,245 | 11,245 | | | | |
| Vehicle Workshop Heat Plant Repairs | 19,000 | | | 19,000 | 19,000 | | | | |
| Adventure Playgrounds | | | | | | | | 200,000 | 200,000 |
| Memorial Gardens Play Improvements | | | | | | | | 170,000 | |
| Kidborough Road Gossops Green | 65,000 | | | 65,000 | | | 65,000 | 65,000 | |
| Stoney Croft | 40,000 | | | 40,000 | 40,000 | | | | |
| 2 Type A Play Areas Broadfield | 26,000 | | | 26,000 | 26,000 | | | | |
| 4 Type A Play Areas Ifield | | | | | | | | 26,000 | 26,000 |
| 2 Type A Play Areas Pound Hill | | | | | | | | 13,000 | 13,000 |
| Perkstead Court Play Area Bewbush | | | | | | | | | 20,000 |
| 1 Type A Play Areas Bewbush | | | | | | | | | 13,000 |
| Medler Close Langley Green | | | | | | | | 65,000 | |
| Meadowlands West Green | | | | | | | | | 40,000 |
| K2 Crawley Additional Parking | 161,844 | 38,459 | | 123,385 | 161,844 | | | | |
| K2 Crawley Climbing Wall | 180,000 | 65,451 | | 114,549 | 180,000 | | | | 140,000 |
| Hawth Rep Light/Sound Desk | 31,000 | 27,787 | | 3,213 | 27,787 | | 3,213 | 31,213 | |

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| | | | | | | | | | |
|----------------------------------|------------------|----------------|--|------------------|------------------|--|----------------|------------------|----------------|
| TOTAL WELLBEING PORTFOLIO | 2,580,502 | 663,972 | | 1,916,530 | 2,368,965 | | 211,536 | 1,055,055 | 517,000 |
|----------------------------------|------------------|----------------|--|------------------|------------------|--|----------------|------------------|----------------|

| Scheme Description | Latest Budget 2018/19 | Spend to Date | | Variance | Projected Outturn | Under/(Over Spend) | Slippage | Budget 2019/20 | Budget 2020/21 |
|---------------------------|------------------------------|----------------------|--|-------------------|--------------------------|---------------------------|-----------------|-----------------------|-----------------------|
| TOTAL GENERAL FUND | 14,996,543 | 2,864,496 | | 12,130,593 | 14,594,030 | | 402,514 | 15,028,296 | 12,048,193 |

| | | | | | | | | | |
|------------------------------------|-------------------|------------------|--|------------------|-------------------|--|--|------------------|------------------|
| Rewiring | 1,200,000 | 392,431 | | 807,569 | 1,200,000 | | | 1,200,000 | 1,200,000 |
| Roof Structure (I.E Soffits) | 600,000 | 245,886 | | 354,114 | 600,000 | | | 600,000 | 600,000 |
| Windows | 300,000 | 274,951 | | 25,049 | 300,000 | | | 300,000 | 300,000 |
| Structural Works | 100,000 | 40,727 | | 59,273 | 100,000 | | | 80,000 | 80,000 |
| Renovation And Refurbishment | 50,000 | | | 50,000 | 50,000 | | | 200,000 | 200,000 |
| Insulation | 250,000 | 19,554 | | 230,446 | 250,000 | | | 250,000 | 250,000 |
| Kitchens | 850,000 | 483,229 | | 366,771 | 850,000 | | | 850,000 | 850,000 |
| Pathrooms | 600,000 | 440,499 | | 159,501 | 600,000 | | | 550,000 | 550,000 |
| Common Areas | 20,000 | 4,408 | | 15,592 | 20,000 | | | 20,000 | 20,000 |
| Adaptations For The Disabled | 350,000 | 152,145 | | 197,855 | 350,000 | | | 300,000 | 300,000 |
| Sheltered Major Works | 250,000 | 101,716 | | 148,284 | 250,000 | | | 100,000 | 100,000 |
| Boilers | 1,700,000 | 1,501,172 | | 198,828 | 1,700,000 | | | 1,000,000 | 1,000,000 |
| Disabled Adaptations-Major Room | 950,000 | 395,651 | | 554,349 | 950,000 | | | 950,000 | 950,000 |
| Legionella | 20,000 | 6,280 | | 13,721 | 20,000 | | | 50,000 | 50,000 |
| Energy Efficiency- Lighting | 80,000 | 49,462 | | 30,538 | 80,000 | | | 80,000 | 80,000 |
| External Environmental Work | 100,000 | 59,633 | | 40,367 | 100,000 | | | 100,000 | 100,000 |
| Intercom Upgrade | 50,000 | 49,912 | | 88 | 50,000 | | | 50,000 | 50,000 |
| Major Insulation Energy Efficiency | 2,320,000 | 434,460 | | 1,885,540 | 2,320,000 | | | 1,800,000 | 1,800,000 |
| Hostels | 554,000 | 10,368 | | 543,632 | 554,000 | | | 250,000 | 250,000 |
| Ren Con Studio Flats Blocks | 400,000 | 160,948 | | 239,052 | 400,000 | | | 100,000 | 100,000 |
| Garages | 200,000 | 252,154 | | (52,154) | 200,000 | | | 200,000 | 200,000 |
| TOTAL HRA IMPROVEMENTS | 10,944,000 | 5,075,589 | | 5,868,411 | 10,944,000 | | | 9,030,000 | 9,030,000 |

| Scheme Description | 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 | 2,654 | 247,346 | 75,000 | | 175,000 | 175,000 | |
| Northgate Square - Affordable Housing | 10,239,101 | 856,250 | 9,382,852 | 7,500,000 | | 2,739,101 | 11,989,101 | |
| Acquisitions Buy Back Of Dwellings | 589,400 | 263,449 | 325,951 | 589,400 | | | 680,000 | 2,000,000 |
| Kilnmead | 3,000,000 | 1,140,648 | 1,859,352 | 3,146,000 | | (146,000) | 1,756,637 | |
| Gales Place | 25,540 | | 25,540 | 19,540 | 6,000 | | | |
| Forge Wood | | | | | | | 2,622,370 | |
| Apex Apartments | 2,950,916 | | 2,950,916 | 2,950,916 | | | | |
| Telford Place Development | 100,000 | 23,339 | 76,662 | 60,000 | | 40,000 | 5,587,103 | 6,266,174 |
| Woolborough Road Northgate | 400,000 | 2,797 | 397,203 | 100,000 | | 300,000 | 1,672,854 | |
| Goffs Park -Depot Site | 5,228,933 | 3,352,084 | 1,876,849 | 5,374,000 | | (145,067) | 950,929 | |
| 83-87 Three Bridges Road | 2,346,640 | 588,207 | 1,758,432 | 1,641,640 | 505,000 | 200,000 | 303,150 | |
| Robbins Place | 1,404,341 | 762,638 | 641,703 | 1,488,523 | | (84,182) | 117,000 | 24,000 |
| Barnfield Road | 271,274 | 256,201 | 15,073 | 271,274 | | | 20,000 | |
| Forge Wood Phase 2 | 1,371,175 | 456,828 | 914,347 | 1,386,000 | | (14,825) | 7,049,475 | |
| 257/259 Ifield Road | 350,000 | 3,997 | 346,004 | 100,000 | | 250,000 | 1,137,774 | |
| Forge Wood Phase 3 | 1,586,080 | 1,540,562 | 45,518 | 2,586,080 | | (1,000,000) | 2,168,250 | |
| Forge Wood Phase 4 | 1,282,248 | 1,269,424 | 12,824 | 1,282,248 | | | 962,125 | 1,049,551 |
| Contingency | | | | | (511,000) | 511,000 | 800,000 | |
| Prelims | 300,000 | 4,478 | 295,522 | 300,000 | | | 200,000 | |
| TOTAL OTHER HRA | 31,695,650 | 10,523,557 | 21,172,093 | 28,870,621 | | 2,825,028 | 38,191,769 | 9,339,765 |

| Scheme Description | Latest Budget 2018/19 | Spend to Date | Variance | Projected Outturn | Under/(Over Spend) | Slippage | Budget 2019/20 | Budget 2020/21 |
|--------------------|-----------------------|-------------------|-------------------|-------------------|--------------------|------------------|-------------------|-------------------|
| TOTAL HRA | 42,639,650 | 15,599,146 | 27,040,504 | 39,814,621 | | 2,825,028 | 47,221,769 | 18,369,765 |

| | | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|--|------------------|-------------------|-------------------|
| TOTAL CAPITAL PROGRAMME | 57,636,193 | 18,463,642 | 39,171,096 | 54,408,650 | | 3,227,542 | 62,250,065 | 30,417,958 |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|--|------------------|-------------------|-------------------|

FUNDED BY

| | | | | | | | | | |
|------------------------------------|-------------------|-------------------|--|-------------------|-------------------|--|--|-------------------|-------------------|
| Capital Receipts | 7,913,342 | 1,951,071 | | 5,960,816 | 7,815,520 | | | 11,750,002 | 7,740,000 |
| Capital Reserve | 25,000 | | | 25,000 | 25,000 | | | | |
| Disabled Facilities Grant | 1,098,960 | 462,925 | | 636,034 | 1,098,960 | | | | |
| Lottery & External Funding | 395,000 | 257,608 | | 137,392 | 395,000 | | | 926,200 | |
| MRR | 34,007,608 | 13,001,508 | | 21,006,100 | 31,764,290 | | | 36,411,683 | 16,167,836 |
| Replacement Fund/Revenue Financing | 822,543 | 30,357 | | 792,186 | 682,543 | | | 163,000 | |
| Section 106 | 741,700 | 162,535 | | 579,165 | 577,007 | | | 989,095 | 308,192 |
| 1-4-1 Receipts | 12,632,040 | 2,597,638 | | 10,034,402 | 12,050,330 | | | 12,010,085 | 6,201,930 |
| TOTAL FUNDING | 57,636,193 | 18,463,642 | | 39,171,096 | 54,408,650 | | | 62,250,065 | 30,417,958 |

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Crawley Borough Council

**Report to Cabinet
21 November 2018**

Local List of Planning Requirements Review

Report of the Head of Economy and Planning **PES/306**

1. Purpose

- 1.1 This concerns the adoption of a revised 'Local List of Planning Requirements' and arrangements for future updates. (Please note: this 'Local List' is distinct from the council's list of 'Locally Listed' buildings, identified for their special local importance).

2. Recommendations

- 2.1 To the Cabinet

The Cabinet is recommended to:

- a) Approve the adoption and publication of the proposed Local List of Planning Requirements (Appendix 1), with effect from 22 November 2018;
- b) Delegate authority to the Cabinet Member for Planning and Economic Development to approve subsequent updates to the Local List of Planning Requirements to keep it up to date and compliant with national policy.

3. Reasons for the Recommendations

- 3.1 The most recent review of the Local List of Planning Requirements was in 2010 and it is now out of date. A revised Local List is needed in order to apply local validation requirements, which have themselves changed with the adoption of the 2015 Local Plan.
- 3.2 The revised Local List has been subject to a four-week public consultation and the proposed version takes account of responses received. Officers consider that it represents an appropriate set of requirements for planning applications in Crawley.
- 3.3 The Town and Country Planning (Development Management Procedure) (England) Order 2015 (known as the 'Development Management Procedure Order') provides that Local Lists must be reviewed every two years in order to remain in force. The proposed delegation is considered appropriate in light of this.

4. Background

- 4.1 Planning applications must be accompanied by certain documents before they can be registered and assessed. Certain national requirements for submitting an application are set out in the Development Management Procedure Order. Article 11 of the Order (see weblink at end of report) also allows a Local Planning Authority to publish a 'Local List' of requirements, setting out additional documents to be provided before an application is registered. Para. 44 of the National Planning Policy

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Framework (see weblink at end of report) further states that Local Planning Authorities 'should publish a list of their local information requirements' arising from the local development plan, which 'should be reviewed at least every two years.'

5. Description of Issue to be resolved

- 5.1 In the absence of an up-to-date Local List, planning officers are often obliged to register applications which are not considered to be sufficiently detailed. The council can still request additional documentation after registration and refuse permission where it is not forthcoming. This can, however, increase the risk of not determining the application within the statutory period. In addition, an updated Local List will enhance the ability for the Local Planning Authority to implement the policy requirements set out in the 2015 Local Plan.
- 5.2 The revised Local List will be published and will be used to screen all applications made to the Local Planning Authority before they are registered. Where applications are not compliant further information will be requested, and applications will be counted as invalid until it has been provided. Only then will the statutory determination period commence.
- 5.3 The revised Local List will affect all stakeholders in the planning process. Applicants such as developers (including the council) and their agents will have a clear and up to date list of information requirements. Council officers, consultees, and members of the public will have greater assurance that the information provided with planning applications will be sufficient to enable them to be assessed and meet the requirements set out in the policies of the Crawley Borough Local Plan 2015-2030.

6. Information & Analysis Supporting Recommendation

- 6.1 The revised Local List takes into account a number of key documents, including:
 - The Crawley Borough Local Plan 2015-2030;
 - The council's suite of Supplementary Planning Documents;
 - The 2018 West Sussex Joint Minerals Local Plan;
 - The 2018 National Planning Policy Framework;
 - National Planning Practice Guidance;
 - Non-statutory guidance on technical standards and requirements.
- 6.2 In reviewing the Local List the council has consulted the public and its regular planning consultees, including statutory and technical consultees. 23 responses were received. These are summarised, along with the Local Planning Authority's response, in Appendix 2.
- 6.3 The main alternative option would be to continue, as at present, without an up-to-date Local List. This was rejected on the basis that it would result in a less effective planning service.
- 6.4 In preparing the List officers considered numerous different options regarding the nature and degree of the requirements, the amount of detail provided in the document, and the style of formatting and presentation. The proposed single document is considered the best overall approach to presenting local requirements in a clear, justifiable, and accessible way while also giving due weight to key planning objectives.
- 6.5 There has been no specific consultation with any ward members as the proposed List applies across the borough as a whole.

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7. Implications

- 7.1 There are no specific financial or staffing implications. The legal implications are specific to the statutory provisions regarding Local Lists, detailed in paragraphs 4.1, 5.2, and 5.3 above.
- 7.2 The council as a Local Planning Authority will be able to provide a better service to customers and achieve better planning outcomes, including environmental and equalities impacts.

8. Background Papers

[Article 11 of The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)
[National Planning Policy Framework \(2018\)](#) (please see in particular paragraph 44)
[National Planning Practice Guidance on Local Information Requirements](#)
[Crawley Borough Local Plan 2015-2030 \(2015\)](#)
[West Sussex Joint Minerals Local Plan \(2018\)](#)
[Crawley Borough Council Authority Monitoring Report 2016/17](#) (please see in particular Appendix E)

Report author and contact officer: Ian Warren, Senior Planning Officer, ext. 8644,
ian.warren@crawley.gov.uk

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APPENDIX 1. LOCAL LIST OF PLANNING REQUIREMENTS

Crawley Borough Council

Development Management

National & Local List of Validation Requirements

Introduction

A local planning authority may request supporting information with a planning application and its requirements specified on a formally adopted 'local list' which has been published on its website less than two years before the date the application is submitted. The need for a local list is set out in national policy. In 2008 an amendment to the Town and Country Planning (General Development Procedure) Order 1995 introduced a mandatory standard national application form and associated information requirements for the validation of planning applications and other applications submitted under the Town and Country Planning Acts.

In March 2014 the government issued revised guidance on information requirements and validation. This stated that where local authorities wish to maintain their own distinct 'local list' (in addition to the 'national list') of information; this should be reviewed, consulted on and adopted. Regulations require that local lists are only applicable for two years following publication (or re-publication), and the National Planning Policy Framework confirms that local lists should be reviewed at least every two years.

Crawley Borough Council's list of Local Information Requirements was adopted in 2018. This document outlines both the National and Local Requirements.

Validation of Applications

The Council will not register or validate an application if it is incomplete i.e. if all information listed in the appropriate validation criteria is not provided in a complete form. The Council will, however, use its discretion to ensure a proportionate approach is made.

Under the provisions of Regulation 4 of the Town and Country Planning (Applications) Regulations 1988 (as amended) the Council also has the power, in the course of dealing with an application, to require an applicant to supply any further information, plans and drawings necessary to enable them to determine the application. Applicants should note that a validated application can be refused on the basis of inadequate information. This is more likely to happen when the information submitted is judged to be of insufficient quality.

Where the applicant considers that the information is not required in any particular case, this should be clearly set out within the application.

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Processing the Application

The application process is summarised in Figure 1 below.

Applications will be advertised and consultations undertaken to enable comments to be made on the proposed development. The opportunity to make significant changes to an application after validation is limited.

Minor developments have an 8 week target for determination from validation and major applications have a 13 week target for determination. If an application is for development falling within the Environmental Impact Regulations, then the target is 16 weeks.

Significant changes, i.e. revised plans which require re-consultation, may not be accepted, because the re-consultation may not be able to be carried out and a decision made within the statutory time periods above unless an extension of time is agreed.

Applicants however may be able to make changes to the proposals and plans to address issues raised by Officers and Consultees if time permits during the process of consideration. Modified drawings that significantly alter the nature or description of the proposal will not normally be accepted after validation. If such a change is unavoidable, a new application may be required.

Where an application has been validated but needs significant alteration to make it acceptable, or where pre-application advice to overcome problems has not been followed, the Council will consider the application as submitted and this may result in a recommendation of refusal, you will be informed of the Council's decision to refuse prior to the decision notice being issued. The applicant may, however, wish to withdraw the application and submit a new application for a revised scheme before a decision is made. There is normally no fee for the first such resubmission.

Requirements for all Planning Applications

The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO) requires, as a minimum, the following information for a valid planning application:

A completed application form submitted either electronically or in writing on the correct national standard application form.

Mandatory national information requirements specified in the DMPO which comprise:



Figure 1. Flowchart summary of application process

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- The correct fee
- A location and site plan
- Any other plans, drawings and information necessary to describe the development
- The ownership certificate/agricultural land declaration
- A design and access statement (where necessary)

In some cases an Environmental Impact Assessment (EIA) will be required but this usually relates to large scale development likely to have significant effects on the environment. Please check with us if you are unsure.

The Community Infrastructure Levy (CIL) is in force in Crawley, with CIL charges being payable by new development in accordance with the council's CIL Charging Schedule and the CIL Regulations. All applications involving the creation of new dwellings or the creation of more than 99 square metres of new build floor space will need to be considered against CIL requirements, and should therefore be accompanied by a CIL Additional Information Form. For further guidance see <http://www.crawley.gov.uk/cil>.

General Guidance

Plans and drawings must be drawn to a recognised standard metric scale as detailed in the table below. An example of the plans that may be required are shown in Appendix A.

Include a scale bar, key dimensions the direction of North, original paper size and scale (e.g. 1:50 at A3), drawing number and description clearly marked on all drawings. The wording "do not scale" is not acceptable. Where several drawings are provided on one page at differing scales the different scales should be clearly marked on the plan.

Dimensioned drawings aid the consultation process and are preferred where extra annotation does not compromise the drawing readability.

When submitted electronically, please ensure plans are orientated correctly and the page size must match the size to which the plan is noted as being drawn to.

When submitted electronically, all documents and plans must be legible and capable of being accessed by the recipient. You should ensure that the document is of high enough quality and resolution, otherwise you will be asked to resubmit it.

TWO hard copies of each document and plan is required unless the application is submitted electronically. However, for major applications (10 or more dwellings; residential sites of 0.5ha or more; and other buildings with a floor space of 1000sqm or on sites of 1ha or more) **TWO** hard copies are required as well as **ONE** electronic copy.

For a large scale development, it may be appropriate to provide a copy of the documents and plans on a CD/USB. No individual file should be greater than 5MB.

Agenda Item 12

Related Documents

Legislation

- [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)

Government Planning Policy and Guidance

- [National Planning Policy Framework \(2018\)](#)
- [National Information Requirements](#)
- [Flood Risk and Coastal Change](#)
- [Travel plans, transport assessments and statements in decision-taking](#)
- [Viability](#)

Development Plan Policies

- [Crawley Borough Local Plan 2015-2030](#)
- [West Sussex Joint Minerals Local Plan \(2018\)](#)
- [West Sussex Waste Local Plan \(2014\)](#)

Supplementary Planning Guidance

- [Affordable Housing Supplementary Planning Document \(2017\)](#)
- [Green Infrastructure Supplementary Planning Document \(2016\)](#)
- [Planning & Climate Change Supplementary Planning Document \(2016\)](#)
- [Town Centre Supplementary Planning Document \(2016\)](#)
- [Urban Design Supplementary Planning Document \(2016\)](#)

Additional Guidance/Sources

- [The Community Infrastructure Levy in Crawley](#)
- [West Sussex County Council guidance on Archaeological Notification Areas](#)
- [West Sussex Lead Local Flood Authority \(LLFA\) Policy for the Management of Surface Water](#)
- [Water. People. Places. A guide for master planning sustainable drainage into developments.](#)

National Requirements

Specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015.

| Requirement | When Required | Description | Policy Driver/Further Information |
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| Fee ¹ | Required for most planning applications, although for some consents, e.g. listed building consent, planning permission for relevant demolition in a conservation area, tree works, disabled adaptation ² etc no fee is required. | <p>The correct application fee, as specified in the national fee regulations must be submitted with your application. This can also be calculated using the Planning Portal's fee calculator. An incorrect fee will delay the processing of your application.</p> <p>The revenue from fees contributes towards the cost to the local authority of handling applications and the fee is not refundable unless the application is invalid.</p> | <p>Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017</p> <p>Planning Portal Fee Calculator</p> |
| Application Form | All applications. | The correct standard planning application form must be completed. The forms can be filled out and submitted online via the Planning Portal, or you can download, print, and submit paper copies. | The Town and Country Planning (Development Management Procedure) (England) Order 2015 |

¹ Where the local planning authority fails to determine your application, or where you submit a valid application and then withdraw it at any time before it has been determined, the fee will not be refundable. However, if the local authority fails to determine your application, you can appeal.

When a previous application has been granted, refused or withdrawn, one further application by the same applicant for the same type of development on the same site can generally be made free of charge within 12 months. This period is measured from the submission date of withdrawn applications and from the determination date of permitted or refused applications. It is for the local authority to decide whether this concession applies.

² No fee is payable where the council is satisfied that the application relates solely to works comprising either of the following:

- householder development for the purpose of providing special assistance to a resident who is disabled;
- development for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted.

Applications seeking to benefit from this exemption should include supporting documentation, e.g. a supporting statement from a health professional or a registered disabled number.

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| | | | Planning Portal Paper Form Chooser |
| <p>Certificate of Ownership</p> | <p>All applications for planning permission.</p> | <p>Applicants must complete a certificate of ownership that provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners (and agricultural tenants). An application is not valid, and therefore cannot be determined by the local planning authority, unless the relevant certificate has been completed. It is an offence to knowingly or recklessly complete a false or misleading certificate. The certificate forms part of the application form.</p> <p>Certificate A – Sole Ownership and no agricultural tenants should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.</p> <p>Certificate B – Shared Ownership (All other owners/agricultural tenants known) should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants (e.g. this certificate will need to be completed if the proposals encroach onto adjoining land). Notice 1 must be completed and sent to all known owners/agricultural tenants</p> <p>Certificate C – Shared Ownership (Some other owners/agricultural tenants known) should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants. Notice 1 must be completed and sent to all known owners/agricultural tenants. Where the owners or agricultural tenants are unknown, Notice 2 must be published in a local newspaper</p> <p>Certificate D – Shared Ownership (None of the other owners/agricultural tenants known) should be completed if</p> | The Town and Country Planning (Development Management Procedure) (England) Order 2015 Planning Portal Paper Form Chooser |

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| | | <p>the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants. Notice 2 must be published in a local newspaper.</p> <p>An 'owner' is anyone with a freehold interest and leasehold interest the unexpired term of which is not less than 7 years.</p> <p>An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.</p> | |
| Location Plan | All applications. | <p>A site location plan which shows the site area and its surrounding context is required. A location plan should:</p> <ul style="list-style-type: none"> • be at an identified metric scale (typically 1:1250 or 1:2500 for larger sites) and should show the direction of north; • be scaled to fit on an A4 size document; • show sufficient roads and/or buildings on land adjoining the application site; • show application site boundaries and all land necessary to carry out the proposed development i.e. land required for access to the site from the road, outlined in red; • show any other land owned by the applicant that is close to or adjacent to the property, outlined in blue. <p>Also see the example plans in Appendix A – Example Plans below.</p> <p>When using Ordnance survey mapping for planning applications, the map should not be a land registry document, not be used for multiple applications, show OS crown copyright as an acknowledgment, not be a photocopy or screen grab image and show the correct licence number if you wish to print or copy maps for applications.</p> | <p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>Planning Practice Guidance</p> <p>Planning Portal Guidance</p> <p>Planning Portal accredited suppliers of Ordnance survey maps</p> |

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| Block Plan | All applications for planning permission. | <p>A block plan which shows the development in more detail is required. It should be drawn to an identified standard metric scale of 1:100, 1:200 or 1:500 and show the direction of North.</p> <p>Also see the example plans in Appendix A – Example Plans below.</p> <p>When using Ordnance survey mapping for planning applications, the map should not be a land registry document, not be used for multiple applications, show OS crown copyright as an acknowledgment, not be a photocopy or screen grab image and show the correct licence number if you wish to print or copy maps for applications.</p> | <p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>Planning Portal Guidance</p> <p>Planning Portal accredited suppliers of Ordnance survey maps</p> |
| Floor Plans (Existing and Proposed) | Required when the application would involve building operations or some change to the floor layout, or to indicate the locations of new windows/doors relative to the existing property. | <p>To be drawn at a metric scale of 1:50 or 1:100 and indicating the use of each room. For change of use applications the proposed use for each part of the building should be shown.</p> <p>Also see the example plans in Appendix A – Example Plans below.</p> | <p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> |
| Elevations (Existing and Proposed) | Required when the proposal would involve building operations or cause some change to the elevations of an existing building. | <p>To be drawn at a scale of 1:50 or 1:100 showing all new sides of the proposal. In the cases of minor changes, such as materials etc, the existing and proposed plans must highlight the materials currently present and the proposed.</p> <p>Also see the example plans in Appendix A – Example Plans below.</p> | <p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> |
| Sections (Existing and Proposed) | Required for buildings to show proposed elevations obscured by other structures/buildings that aren't apparent on plan drawings and when the application would cause changes to floor levels in an | To be drawn at a metric scale of 1:50 or 1:100. | <p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> |

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| | existing building, or when a new building is to be built on changing ground levels. Also required with any infill of land or laying of materials for a drive etc. | | |
| Roof Plans (Existing and Proposed) | Required if the development is attached or changes the existing roof structure. | To be drawn at a metric scale of 1:50 or 1:100. Alternatively, for less complicated proposals you can include the roof plan on the 1:500 or 1:200 Block Plan. | The Town and Country Planning (Development Management Procedure) (England) Order 2015 |
| Design and Access Statement | <p>A Design and Access Statement must accompany applications for both outline and full planning permission for:</p> <ul style="list-style-type: none"> • Major development (10 or more dwellings or creation in excess of 1000sqm of non-residential floor space). • Listed Building Consent • Conservation Area and World Heritage Sites only to be submitted with applications for one or more dwellings, or, a building or buildings where the floor space created by the development is 100 square metres or more. | <p>A Design and Access Statement accompanying a planning application must include:</p> <ol style="list-style-type: none"> The design principles and concepts that have been applied to the development, and; How issues relating to access to the development have been dealt with. <p>And should:</p> <ol style="list-style-type: none"> Explain the design principles and concepts that have been applied to the development Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account Explain the approach adopted as to access and how policies relating to access are relevant State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and Explain how specific issues that might affect access to the development have been addressed. <p>A design and access statement accompanying an application for Listed Building Consent must include an explanation of</p> | <p>Article 9 of The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>Regulation 3A of The Planning (Listed Buildings and Conservation Areas) (England) Regulations 1990 (as amended)</p> <p>Planning Practice Guidance</p> |

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| | | <p>the design principles and concepts that have been applied to the proposed works, and how they have taken account of:</p> <ol style="list-style-type: none"> a) the special architectural or historic importance of the building; b) the particular physical features of the building that justify its designation as a listed building; and c) the building's setting. <p>Unless the proposed works only affect the interior of the building they must also explain how issues relating to access to the building have been dealt with. They must explain the applicant's approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account. Statements must be proportionate to the complexity of the application, but need not be long.</p> <p>A single design and access statement may be provided alongside a joint application for planning and listed building consent provided it meets both sets of requirements.</p> | |
| Environmental Impact Assessment (EIA) | Required for development which is likely to have significant effects on the environment according to criteria set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 ³ | All EIA applications should be accompanied by an Environmental Statement (ES) in accordance with Schedule 4 of the Environmental Impact Assessment Regulations. Where an application is submitted without an ES but is deemed to require an ES, the Council will notify the applicant within 3 weeks of receipt of the application. Thereafter the applicant has 3 weeks (unless a longer period is agreed in writing with the applicant) to confirm in writing if an ES will be submitted, or that a screening direction will be sought from the Secretary of State in accordance with Regulation 11. | Town and Country Planning (Environmental Impact Assessment) Regulations 2017 Planning Practice Guidance |

³ You can seek a formal opinion (*a screening opinion*) from the Local Planning Authority as to whether an EIA is needed before you submit your planning application. If an EIA is needed you can also ask the Authority to advise upon what the EIA should contain (*a scoping opinion*). If you decide not to ask for either a screening or scoping opinion before you submit your planning application, the Local Planning Authority will carry out screening and scoping when we receive your application but please be aware that this may lead to delays if an EIA is found to be needed.

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| | | In accordance with Regulation 20, the Council must suspend consideration of the application until the ES, with the appropriate notices and certificates, is submitted. Alternatively, where an application is required to provide an ES and this is not submitted, the application will be deemed to be refused in accordance with Regulation 11. | |
| Advert Detail Plan | Required for all advertisement consent applications. | To be drawn at a metric scale of 1:50 or 1:100. The drawing of the proposed advertisement should show its dimensions and position on the land or building in question. For a sign, the drawing should indicate the materials to be used, fixings, colours, height above the ground and, where it would project from a building, the extent of the projection. | Part 3 of The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 |
| Lawful Development Certificate Evidence | Certificates of Lawful Development Applications | The evidence necessary to prove your entitlement to a certificate will depend on what is being applied for. The emphasis is on the applicant to convince the local authority that a certificate should be issued. Therefore the evidence submitted should be clear and convincing. ⁴ | Sections 191-196 of the Town and Country Planning Act 1990 The Town and Country Planning (General Permitted Development) (England) Order 2015 Planning Portal Guidance |
| Tree Sketch/ Other Information | Applications for works to trees covered by a Tree Preservation Order (TPO) or within a Conservation Area. | Where works are proposed to a tree covered by a TPO, a sketch plan clearly showing the position of trees must be provided. Stated reasons for the proposed works must be provided and evidence in support of the stated reasons. In particular, if your reasons relate to the condition of the tree(s) | The Town and Country Planning (Tree Preservation) (England) Regulations 2012 |

⁴ Where some questions of fact are involved, the local authority will expect to see statements from persons who have a direct knowledge of those facts. It is normal to require such statements in the form of a sworn 'state declaration' (affidavit) and you should seek advice from a solicitor or planning agent as to how this should be set out. In some cases letters or unsworn statements may be acceptable (for instance if there is some additional documentary evidence backing the statement). Letters may be acceptable if they back a sworn statement, but statements from owners or applicants which give crucial evidence should always be sworn in the proper form. Any other further evidence that can be provided will assist the application (such as photographs, invoices, completions certificate or any other documentation indicating the length of time it has been there).

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| | | <p>(e.g. it is diseased or you have fears that it might break or fall) written evidence from an appropriate expert. If you are alleging subsidence a report by an appropriate engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals and also a report from an arboriculturist to support the tree work proposals. In respect of other structural damage (e.g. drains, walls and hard surfaces) written technical evidence from an appropriate expert, including description of damage and possible solutions.</p> <p>Where works are proposed to a tree not covered by a TPO within a Conservation Area, the application must describe the work proposed and include sufficient particulars to identify the tree or trees. Where a number of trees or operations are involved, it should make clear what work is proposed to which tree. A notice must include the date it is submitted. A plan is not mandatory but can be helpful.</p> | <p>Planning Practice Guidance</p> |
| <p>Telecommunications Development</p> | <p>Applications for Prior Approval and Full Planning Permission</p> <p>PLEASE NOTE: Gatwick Airport Safeguarding should be consulted regarding masts/mast extensions within 3 km of the airport, even where prior approval or planning permission are not required, in accordance with Appendix A of the Code of Best Practice on Mobile Network Development in England.</p> | <p>Applications for Telecommunication Development should provide the information as set out in Appendix F of the Code of Best Practice on Mobile Network Development in England. This includes:</p> <ul style="list-style-type: none"> • Plans and drawings showing the site and proposed development, • Evidence the Developers Notice was served before the application was submitted for prior approval applications, • Evidence that the owner or agricultural tenant of the land to which the application relates, has been notified of the proposed development for applications for planning permission, and • A signed declaration that the equipment and installation is in full compliance with International Commission on Non-Ionizing Radiation Protection (ICNIRP). | <p>The Town and Country Planning (General Permitted Development) (England) Order 2015</p> <p>Code of Best Practice on Mobile Network Development in England</p> <p>Gatwick Airport Safeguarding information</p> |

Local Requirements

The Government's policy on local information requirements can be found in the National Planning Policy Framework.

| Requirement | When Required | Description | Policy Driver/Further Information |
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| <p>Affordable Housing Statement/ Scheme</p> | <p>Required for all Full applications for residential development which result in one or more additional units.</p> <p>In the case of Outline planning applications, the provision of affordable housing will be secured at the time of the planning permission but, depending on the level of detail in the application, the S106 may enable the specifics in relation to the Affordable Housing Scheme to be provided as part of the Reserved Matters application stage.</p> <p>For Permissions in Principle affordable housing will be secured at the Technical Details Consent stage, but requirements are likely to be highlighted at the Permission in Principle stage.</p> | <p>This should set out how the affordable housing requirements in the Crawley Borough Local Plan 2015-2030 and further detailed in the Affordable Housing Supplementary Planning Document will be met.</p> <p>The Statement/Scheme must include the following details:</p> <ul style="list-style-type: none"> • Type of Affordable Housing Provision – on-site, or financial contribution in lieu of on-site provision • Where on-site provision is being made, details of the: <ul style="list-style-type: none"> - Affordable Housing quantum, tenure split and unit mix; - Site plan showing tenures (rented and intermediate); - Floor plans showing room sizes and storage capacity; - Car parking plan showing allocations across all tenures; - Phasing plan for the delivery of affordable housing; - A schedule of accommodation showing number, size (GIFA), number of rooms, number of bed-spaces, type of dwelling, and tenure of units; - A statement detailing the intended design and sustainability standards - The process for appointing a suitable Affordable Housing Provider. <p>An example Affordable Housing Scheme proforma is provided in Appendix A of the Affordable Housing Supplementary Planning Document.</p> | <p>Policy H4 of the Crawley Borough Local Plan 2015-2030</p> <p>Affordable Housing Supplementary Planning Document (2017)</p> <p>CBC Summary Guidance Document for Small Residential Applications</p> |

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| <p>Air Quality Assessment/ Statement</p> <p>Emissions/ Mitigation Statement</p> | <p>Required for:</p> <ul style="list-style-type: none"> major development; development in an Air Quality Management Area which is likely to have an impact on air quality within or outside the borough boundary (thresholds detailed in Guidance); Development of plant which has potential to impact on air quality through emissions to the atmosphere (such as boiler plant including solid fuel and district heating systems). | <p>An Air Quality Assessment or Statement should be a technical document which assesses whether the predicted impacts from a development on local air quality will impact on public health and/or the local environment. The assessment should include the predicted concentration of pollutants of concern at appropriate dates and sensitive locations, the predicted change in air quality and the spatial impact of the change. The assessment should be proportionate to the nature and scale of the proposed development.</p> <p>An Emissions or Mitigation Statement should be a technical document which assesses the emissions from a development and the appropriate level of mitigation required as a result.</p> | <p>Policy ENV12 of the Crawley Borough Local Plan 2015-2030</p> <p>National Planning Policy Framework</p> <p>Air Quality and Emissions Mitigation Guidance for Sussex (please refer to the latest edition published on the Sussex-air website)</p> <p>Planning Practice Guidance</p> |
| <p>Building Height Information (where not otherwise marked on elevation drawings)</p> | <p>Required with planning applications for new structures (except for householder applications).</p> | <p>Identify the height to the highest point of the building/structure in metres Above Ordnance Datum (AOD), if known, or the height in metres above ground level.</p> | <p>The Town and Country Planning (safeguarded aerodromes, technical sites and military explosives storage areas) Direction 2002</p> <p>Airport Operators Association (AOA) Advice Note 1`Safeguarding of Aerodromes'</p> |

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| <p>Community Infrastructure Levy (CIL) Additional Information Form</p> | <p>Required for development including the creation of more than 99sqm of additional floorspace OR the creation of one or more new dwellings, including via conversion.</p> | <p>Community Infrastructure Levy (CIL) Additional Information Form</p> | <p>Crawley CIL Charging Schedule</p> <p>Map of CIL Charging Zones</p> <p>Developer Contributions Guidance Note</p> <p>Planning Practice Guidance</p> |
| <p>Contaminated Land Assessment</p> | <p>Required for development on a site which is known or suspected to be at risk from contaminants or materials that present a hazard to health or a risk to underlying groundwater.</p> <p>Where former commercial buildings are being converted into residential the developer must either submit evidence that the building was built post 2000 or provide an intrusive pre-demolition and refurbishment Asbestos Survey.</p> | <p>Where contaminated land is suspected due to previous land use, a staged risk assessment will be required in accordance with CLR11 – Model Procedures for the Management of Land Contamination (see weblink to left). The following stages are applicable at the planning application stage:</p> <ul style="list-style-type: none"> • A Desk Study (including Conceptual Model of potential pollutant linkages), carried out by a competent person; • (Where required) A Detailed Site Investigation carried out by a suitably qualified and accredited consultant/contractor in accordance with a Quality Assured sampling and analysis methodology BS 10175:2011. <p>An Asbestos Survey should be carried out in accordance with HSG264 and supported by an appropriate mitigation scheme to control risks to future occupiers.</p> | <p>Policy ENV10 of the Crawley Borough Local Plan 2015-2030</p> <p>Model Procedures for the Management of Land Contamination (CLR 11)</p> <p>BS 10175:2011 (available from BSI shop)</p> <p>HSG264</p> <p>Environmental Data Services Consultancy Directory</p> <p>Specialists in Land Condition</p> |

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| <p>Ecological Impact Assessment (EclA) Report and supporting survey data or, where there would be no significant biodiversity implications, a Preliminary Ecological Appraisal (PEA) Report.</p> | <p>Required for planning applications which may, directly or indirectly, affect the following sites identified in policy ENV2:</p> <ul style="list-style-type: none"> • Sites of Special Scientific Interest (SSSIs); • Ancient Woodland; • Local Nature Reserves; • Sites of Nature Conservation Importance (SNCIs); • Nature Improvement Areas; • Habitats of Principle Importance (see Table 10 of the Green Infrastructure SPD); • Biodiversity Opportunity Areas; • Sites where protected species or species of principle importance have been recorded are likely to be present (see Table 9 of the Green Infrastructure SPD). <p>Also required for development including the modification, conversion, demolition or removal of buildings and structures (especially roof voids) where</p> | <p>The information provided should:</p> <ul style="list-style-type: none"> • Accurately identify and record the presence of habitats or biodiversity features and the presence of plants, invertebrates, amphibians, reptiles, birds or mammals (including bats); • Assess the impact of the proposed development on any species or habitats identified and demonstrate that any significant impacts (direct or indirect) can be avoided, adequately mitigated, or, as a last resort, compensated for. • Be informed by the results of a search for ecological data from the Sussex Biodiversity Record Centre (see link to left). <p>Reports must comply with BS42020: 2013 Biodiversity. Code of practice for planning and Development and best practice guidance published by the Chartered Institute of Ecology and Environmental Management (CIEEM).</p> <p>Note: a PEA report is only acceptable if the findings of the preliminary survey and desk study are that there are no designated sites, Habitats of Principle Importance that could be affected and that there is negligible potential for protected species / species of principle importance to be present within the development’s zone of influence. A PEA report may then be submitted to demonstrate this. In all other cases, a full Ecological Impact Assessment Report, with supporting survey results, is required.</p> <p>Further guidance is provided in part 5 of the Green infrastructure SPD.</p> | <p>Policy ENV2 of the Crawley Borough Local Plan 2015-2030</p> <p>Green Infrastructure Supplementary Planning Document (2016)</p> <p>Sussex Biodiversity Record Centre</p> <p>BS 42020:2013 Biodiversity. Code of practice for planning and Development (available from BSI shop)</p> <p>Chartered Institute of Ecology and Environmental Management Publications</p> <p>Defra Magic Map</p> |
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| | <p>protected species or species of principle importance are likely to be present (see Table 9 of the Green Infrastructure SPD).</p> | | |
| <p>Economic Statement and Sequential Assessment</p> | <p>An Economic Statement is required with:</p> <ul style="list-style-type: none"> • all proposals involving a net loss of employment floorspace in any Main Employment Area, including the Town Centre and Manor Royal; • proposals in Manor Royal which are not for B use-class development; • proposals for retail or leisure development outside the Primary Shopping Area (Sequential Assessment also required); • proposals of the following types within the Town Centre: <ul style="list-style-type: none"> - proposals falling outside of the 'Main Town Centre Uses' of retail; leisure; offices; and arts/culture/ | <p>Economic Statements should demonstrate that the proposed development reinforces and does not undermine the identified economic function of the affected area(s) and of the town more generally. Where an impact assessment is required in accordance with Policies EC6 and EC7 (see separate item 'Retail Impact Assessment' below) this should show that the proposal will reinforce and not undermine the economic function of the Town Centre.</p> <p>Where retail or leisure development is proposed outside the Town Centre a Sequential Assessment should be included demonstrating that proposals cannot be accommodated on more central sites.</p> | <p>Policies EC2, EC3, EC5, EC6 and EC7 of the Crawley Borough Local Plan 2015-2030</p> <p>Town Centre Supplementary Planning Document (2016)</p> <p>National Planning Policy Framework</p> |

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| | <p>tourism-related development;</p> <ul style="list-style-type: none"> - proposals for non-A1/A2/A3-class uses within a Primary Shopping Frontage. - proposals for non-A-class uses within a Secondary Shopping Frontage. | | |
| <p>Flood Risk Assessment and Drainage Strategy</p> <p>PLEASE NOTE: Separate consents are required for:</p> <ul style="list-style-type: none"> • works to ordinary watercourses (Land Drainage Consent) (please contact West Sussex County Council); • connections to foul or surface water drains (please contact the Water Authority – usually in Crawley this is Thames Water). | <p>A Flood Risk Assessment is required for proposals on sites of over 1 hectare in Flood Zone 1; any proposals for development in Flood Zones 2 or 3.⁵</p> <p>A Drainage Strategy will be required for proposals for major development.</p> | <p>A Flood Risk Assessment should:</p> <ul style="list-style-type: none"> • Assess whether the development is likely to be affected by current or future flooding from any source; • Assess whether it will increase flood risk elsewhere; • Demonstrate how appropriate measures are proposed to deal with these risks over the lifetime of the development, taking into account the potential effects of climate change and the relative vulnerability of the site’s users. <p>A Drainage Strategy should detail the proposed surface water drainage arrangements for the site and demonstrate that these are in compliance with West Sussex County Council’s sustainable drainage policies and other planning policy requirements. Planning permission may be refused where a Drainage Strategy is based solely on discharge agreed by the Water Authority or on existing outfall capacity.</p> <p>Within flood zones 2 and 3 a more comprehensive Drainage Statement will be required to ensure no reduction in flood plain area.</p> | <p>Policy ENV8 of the Crawley Borough Local Plan 2015-2030</p> <p>National Planning Policy Framework</p> <p>West Sussex Lead Local Flood Authority (LLFA) Policy for the Management of Surface Water</p> <p>Ordinary watercourse land drainage consent (WSCC)</p> <p>Thames Water: Developer Services</p> <p>Water. People. Places. A guide for master</p> |

⁵ A Flood Risk Assessment is also required in Flood Zone 1 where development or a change to a more vulnerable use may be subject to non-fluvial forms of flooding. See [Table 2 of the Flood Risk and Coastal Change Planning Practice Guidance](#) for further information.

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| | | | <p>planning sustainable drainage into developments.</p> <p>Planning & Climate Change Supplementary Planning Document (2016)</p> <p>Planning Practice Guidance</p> <p>Non-statutory Technical Standards for SuDS</p> <p>susdrain SuDS guidance resources</p> |
| Heritage Impact Assessment (HIA) and Archaeological Desk-based Assessment | <p>A HIA will be required with applications for Listed Building Consent and with all applications for development affecting heritage assets, including the following:</p> <ul style="list-style-type: none"> • Listed Buildings and Structures; • Scheduled Ancient Monuments; • Conservation Areas; • Locally Listed Buildings; • Areas of Special Local Character; • Historic Parks and Gardens; | <p>A Heritage Impact Assessment should describe the significance of any heritage assets affected and the contribution made by their setting, the impact of the development, and any measures adopted to ensure the heritage asset is respected, preserved or enhanced or, for exceptionally significant development, relocated.</p> <p>In the case of development involving any of the following, the Assessment (and Archaeological Desk-based assessment where appropriate) should include and be informed by the findings of a search of the Historic Environment Record (HER):</p> <ul style="list-style-type: none"> • ground works adjacent to or in the curtilage of a Listed Building; • any activity within a Scheduled Ancient Monument; • ground works within a Red Archaeological Notification Area; | <p>Policy CH12 of the Crawley Borough Local Plan 2015-2030</p> <p>West Sussex County Council guidance on Archaeological Notification Areas</p> <p>National Planning Policy Framework</p> <p>Historic England Guidance: the Setting of Heritage Assets</p> <p>Chartered Institute for Archaeologists -</p> |

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| | <ul style="list-style-type: none"> Other assets with archaeological interest. Where a heritage asset with archaeological interest is affected the Heritage Impact Assessment should include or be accompanied by an Archaeological Desk-based assessment. <p>The WSCC Historic Environment Record (HER) service provide an online ANA mapping facility to assist the applicant in determining potential impact.</p> | <ul style="list-style-type: none"> 5 or more residential units OR non-residential/ mixed use development of over 0.2 ha within an Amber Archaeological Notification Area; development outside an Archaeological Notification Area comprising 10 or more new units OR over 0.5 ha of non-residential/ mixed use development. <p>A Desk Based Assessment should include the results of the Historic Environment Record (HER). A Desk Based Assessment should examine and define the likelihood of encountering archaeological finds or features of all periods on the site during development works, and identify the need for and scope of, any further evaluation that might be necessary to refine and conclusively address this question.</p> | Commission an Archaeologist |
| Minerals Infrastructure Statement | <p>Required for development within a Minerals Consultation Area containing minerals infrastructure (e.g. Crawley goods yard), with the following exceptions:</p> <ul style="list-style-type: none"> Development and extensions within the curtilage of existing development; Minor amendments to existing permissions; Reserved matters and other post-outline applications unless minerals-related issues | <p>A minerals infrastructure statement should address the following matters:</p> <ul style="list-style-type: none"> The distance of the proposal from the safeguarded site; Any existing screening from buildings or vegetation; Identification of pre-existing conditions such as background noise, light, odours, vibration, dust and other emissions; The potential for the site to deliver suitable mitigation including the identification of the means by which the development has introduced layout, design and other mitigation measures to mitigate potential effect on and from the safeguarded site; Confirmation of pre-application consultation/engagement with the minerals infrastructure operator; Where appropriate, a full assessment of issues such as noise and light; | <p>Policy M10 of the West Sussex Joint Minerals Local Plan</p> <p>West Sussex Minerals Safeguarding Guidance (currently in draft form: please use final version when published)</p> <p>For further information please contact West Sussex County Council.</p> |

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| | <p>were raised at the outline stage;</p> <ul style="list-style-type: none"> • The following types of application: <ul style="list-style-type: none"> - Listed Building Consent; - Advertising Consent; - Prior Notifications; - Certificates of Lawfulness (proposed and existing); - Works to trees. | <ul style="list-style-type: none"> • Statement of the overall compatibility of the development with the minerals infrastructure. | |
| Minerals Resource Assessment | <p>Required for development within a Minerals Consultation Area containing safeguarded minerals resources, with the following exceptions:</p> <ul style="list-style-type: none"> • Residential development not exceeding 10 units or 0.5 ha; • Non-residential development not exceeding 1000sqm or 1 ha; • Development and extensions within the curtilage of existing development; • Minor amendments to existing permissions; | <p>A minerals resource assessment should be proportional to the size of the site and the scarcity of the mineral and may include the following:</p> <ul style="list-style-type: none"> • An assessment of the geological information about the site; • Site investigations/borehole data; • Consideration of other locations that are outside the MSA; • Assessment of whether the proposal can be modified to avoid sterilisation; • Assessment of the potential for the use of the mineral in the proposed development and whether it is feasible and viable to extract the mineral resource ahead of the development; • An explanation of the viability of prior extraction and how it will be carried out; • Discussions with potential 'users' of the mineral; • Building Stone - an assessment of quarries, historic buildings using the stone and alternative supplies of the stone. | <p>Policy M9 of the West Sussex Joint Minerals Local Plan</p> <p>West Sussex Minerals Safeguarding Guidance (currently in draft form: please use final version when published)</p> <p>For further information please contact West Sussex County Council.</p> |

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| | <ul style="list-style-type: none"> • Reserved matters and other post-outline applications unless minerals-related issues were raised at the outline stage; • The following types of application: <ul style="list-style-type: none"> - Listed Building Consent; - Advertising Consent; - Prior Notifications; - Certificates of Lawfulness (proposed and existing); - Works to trees. | | |
| Noise Impact Assessment | <p>Required to support major applications for residential development and any other applications where noise sensitive uses⁶ are likely to be exposed to significant or unacceptable noise impacts. This will include (but not exclusively) the following:</p> <ul style="list-style-type: none"> • Aviation. Any proposed dwelling within the most recent published 57dB noise contour for a single runway at Gatwick | <p>The Noise Impact Assessment will:</p> <ul style="list-style-type: none"> • Assess the impact of the proposal as a noise receptor or generator as appropriate; and • Demonstrate in full how the development will be designed, located, and controlled to mitigate the impact of noise on health and quality of life, neighbouring properties, and the surrounding area. <p>In preparing a Noise Impact Assessment applicants will adhere to Planning Noise Advice Document: Sussex (2015) and ProPG: Planning and Noise (2017) for further guidance.</p> | <p>Policy ENV11 of the Crawley Borough Local Plan 2015-2030</p> <p>Planning Noise Advice Document: Sussex (2015)</p> <p>ProPG: Planning and Noise (2017)</p> |

⁶ Any dwelling, hotel or hostel, health building, educational establishment, place of worship or entertainment, or any other facility or area of high amenity, which may be susceptible to noise.

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| | <p>AND a 2nd wide spaced runway scenario.</p> <ul style="list-style-type: none"> • Railway: Any proposed dwelling within 200m of the London-Brighton main line or within 50m of the Three-Bridges-Horsham branch line. • Roads: Any proposed dwelling near to the M23, A-class and B-class roads, or any heavily used side road (especially when residential facades are within 5m of the roadside). • Industrial or Commercial: Any proposed dwelling neighbouring any Industrial, commercial or business use class. | | |
| Open Space Assessment | Required where proposals remove or affect the use of existing open space, sport, and recreational spaces without suitable replacement. | This must demonstrate that the site is surplus to requirements, with reference to the standards detailed in the council's Open Space, Sport and Recreation Study and Playing Pitch Study. | <p>Policy ENV4 of the Crawley Borough Local Plan 2015-2030</p> <p>Green Infrastructure Supplementary Planning Document (2016)</p> |

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| Parking Details | Required for developments which include car, bicycle and motorcycle parking provision. | <p>Drawing showing the layout of parking provision and identifying any special type of provision (e.g. disabled and electrical vehicle charging points), where this is not shown on the site/block plan. It should be drawn to an identified standard metric scale of 1:100, 1:200 or 1:500 and show the direction of North.</p> <p>Where the parking provision does not meet the standards set out in the council's Parking Standards Annex a supporting statement should be provided justifying the proposed level of provision.</p> | <p>Policies CH3 and IN4 of the Crawley Borough Local Plan 2015-2030</p> <p>Urban Design Supplementary Planning Document (2016) (containing Parking Standards Annex)</p> |
| Planning Obligations Instruction Form | <p>Required for proposals where it is necessary for the developer to enter into a legal obligation to provide certain contributions or facilities, e.g.:</p> <ul style="list-style-type: none"> • affordable housing; • commuted sums towards offsite provision of affordable housing, open space or replacement/additional trees; • public realm improvements; • works or contribution to mitigate highways impacts. | Completed form (see Appendix B – draft Planning Obligation Instruction Form) in accordance with the requirements of the Crawley Borough Local Plan; Affordable Housing and Green Infrastructure Supplementary Planning Documents; and Developer Contributions Guidance Note. | <p>Crawley Borough Local Plan 2015-2030</p> <p>Affordable Housing Supplementary Planning Document (2017)</p> <p>Green Infrastructure Supplementary Planning Document (2016)</p> <p>Regulation 123 List</p> <p>Developer Contributions Guidance Note</p> |
| Planning Statement | Required for all major residential and commercial applications | Identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national and local planning policies. | <p>National Planning Policy Framework</p> <p>Crawley Borough Local Plan 2015-2030</p> |

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| | | | West Sussex Joint Minerals Local Plan West Sussex Waste Local Plan (2014) |
| Retail Impact Assessment (where not included within an Economic Statement) | Required for proposals for Main Town Centre Uses outside the Primary Shopping Area which will result in a total retail sales area of 2,500 sqm of floorspace or greater. | <p>The Assessment should identify the quantitative and qualitative impact of the proposed development on the economic performance of the town centre, neighbourhood centres, and other centres within the retail catchment. This includes consideration of:</p> <ul style="list-style-type: none"> • The forecast level of expenditure and trade draw; • Store format and trade densities and variation of these between standalone stores, extensions and mezzanine floors; • Proposed product range; • Cumulative impact alongside recent developments. | Policies EC6 and EC7 of the Crawley Borough Local Plan 2015-2030 Town Centre Supplementary Planning Document (2016) National Planning Policy Framework Planning Practice Guidance |
| Safety Audit | <p>For all major planning applications that include any of the following:</p> <ul style="list-style-type: none"> • alteration to the existing highway; • intensification of use of an existing access; • formation of a new access; • off-site highway improvements; <p>all other applications where the following apply:</p> <ul style="list-style-type: none"> • proposals do not meet recognised standards (Manual for Streets or | <p>A Stage 1 Road Safety Audit, carried out by an accredited auditor (see WSCC Safety Audit Policy);</p> <ul style="list-style-type: none"> • A signed Designer's Response detailing how the recommendations of the audit have been addressed; • An Exception Report if identified problems would not be addressed through amendments to the scheme. | Policy IN3 of the Crawley Borough Local Plan 2015-2030 WSCC Safety Audit Policy WSCC Highways Information for Developers Manual for Streets and Manual for Streets 2. Design Manual for Roads and Bridges: Road Geometry. |

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| | <p>Design Manual for Roads and Bridges) particularly relating to visibility, geometry and junction location;</p> <ul style="list-style-type: none"> the need for a Safety Audit has been highlighted at the pre-application stage. | | |
| Statement of Community Involvement | <p>Required where the developer has undertaken public consultation regarding the proposals (this is mandatory for wind turbine development including more than 2 turbines or where the hub height of any turbine exceeds 15 metres).</p> | <p>Details of consultation activity including:</p> <ul style="list-style-type: none"> Nature, location and timing of consultation activity; Examples of consultation material; Summary of consultation responses/feedback and how the proposal has been influenced as a result. | <p>Planning Practice Guidance</p> <p>Sections 61W and 61X of the Town and Country Planning Act 1990</p> <p>Article 4 of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015</p> |
| Sustainability/ Energy Efficiency Statement | <p>Required for applications for development including any of the following:</p> <ul style="list-style-type: none"> The creation, change of use or refurbishment of more than 100sqm of internal floorspace; The creation of one or more new dwellings. | <p>The Statement should set out how the following objectives have been and are to be addressed by the development:</p> <ul style="list-style-type: none"> Take an active approach to reducing its need to consume energy; Utilise renewable and low carbon energy technologies where appropriate; Look at ways to improve the existing building when adding improvements or extensions; Minimise the amount of carbon emitted throughout the implementation and construction process and ensure any existing embedded carbon onsite is retained; | <p>Policy ENV6 of the Crawley Borough Local Plan 2015-2030</p> <p>Planning & Climate Change Supplementary Planning Document (2016)</p> <p>Extensions and Alterations Guidance Note</p> |

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| | | <ul style="list-style-type: none"> • Consider the establishment of district energy networks within heat priority areas or near potential sources of waste energy and consider connection or futureproofing developments for connection; • Tackle the serious water stress in the borough; • Cope with future temperature extremes, and ensure that the development does not unduly increase the impact of heatwave events. | |
| <p>Transport Assessment (including Travel Plan)</p> | <p>Required for development with significant transport implications. Specifically:</p> <ul style="list-style-type: none"> • Hotels (C1) including 100 bedrooms or more; • New residential institutions (C2) including 150 or more students or 50 or more hospital beds; • Residential development (C3) including 80 dwellings or more; • Business development (B1) including 2500 sqm or more; • General industrial development (B2) including 4000 sqm or more; • Storage and distribution development (B8) including 5000 sqm or more; | <p>A Transport Assessment is a thorough assessment of the transport implications of development, and an account of mitigation measures necessary to avoid unacceptable or 'severe' impacts. This should include information about:</p> <ul style="list-style-type: none"> • the proposed development (particularly proposed transport access and layout across all modes of transport); • neighbouring uses, amenity and character, existing functional classification of the nearby road network; • existing public transport provision, including provision/ frequency of services and proposed public transport changes; • travel characteristics of the proposed development, including movements across all modes of transport that would result from the development and in the vicinity of the site; • cumulative transport impacts of committed development in the area; • current traffic flows on links and at junctions within the study area; • injury accident records • likely associated environmental impacts of transport related to the development, particularly in relation to proximity to environmentally sensitive areas; • measures to improve the accessibility of the location where these are necessary to make the development acceptable in planning terms; | <p>Policy IN3 of the Crawley Borough Local Plan 2015-2030</p> <p>National Planning Policy Framework</p> <p>Planning Practice Guidance: Travel plans, transport assessments and statements in decision-taking</p> <p>West Sussex County Council guidance on Transport Assessment Methodology</p> <p>West Sussex County Council Travel Plan Resources</p> <p>Map of Strategic Road Network</p> |

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| | <ul style="list-style-type: none"> • Food retail development (A1) including 800 sqm or more; • Non-food retail development (A1) including 1500 sqm or more. <p>For other uses please contact the council.</p> <p>Irrespective of the above thresholds, developers should consult Highways England regarding developments that impact the Strategic Road Network.</p> | <ul style="list-style-type: none"> • parking facilities in the area and the parking strategy of the development; • ways of encouraging environmental sustainability by reducing the need to travel; and • measures to mitigate the residual impacts of development. <p>A Travel Plan should set out the long-term management strategy for integrating proposals for sustainable travel into the proposed development. It should:</p> <ul style="list-style-type: none"> • identify the specific required outcomes, targets and measures; • set out clear future monitoring and management arrangements; • consider what additional measures may be required to offset unacceptable impacts if the targets should not be met. | |
| Transport Statement | <p>A Transport Statement will be required development with relatively small transport implications. Specifically:</p> <ul style="list-style-type: none"> • Hotels (C1) including 75 bedrooms or more; • New residential institutions (C2) including 50 or more students or 30 or more hospital beds; • Residential development (C3) including 50 dwellings or more; | <p>A Transport Statement should include:</p> <ul style="list-style-type: none"> • Details of past, present and proposed vehicle movement numbers and types; • Details of the means of access, hours of operation, and parking; • Potential areas of concern – e.g. accessing site etc; • Mitigation measures proposed; • Residential sensitive/ areas. | <p>Policy IN3 of the Crawley Borough Local Plan 2015-2030</p> <p>Planning Policy Guidance: Travel plans, transport assessments and statements in decision-taking.</p> <p>National Planning Policy Framework</p> <p>Map of Strategic Road Network</p> |

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| | <ul style="list-style-type: none"> • Business development (B1) including 1500 sqm or more; • General industrial development (B2) including 2500 sqm or more; • Storage and distribution development (B8 including 3000 sqm or more; • Food retail development (A1) including 250 sqm or more; • Non-food retail development (A1) including 800 sqm or more. <p>For other uses please contact the council.</p> <p>Irrespective of the above thresholds, developers should consult Highways England regarding developments that impact the Strategic Road Network.</p> | | |
| <p>Tree Information, including:</p> <ul style="list-style-type: none"> • Arboricultural Impact Assessment (including tree survey and tree | <p>Required where the following are present on the site or affected by the proposal:</p> <ul style="list-style-type: none"> • Trees subject to a Tree Preservation Order (TPO); | <p>An Arboricultural Impact Assessment should provide an evaluation of the impacts of the development on nearby trees, and of trees on the development, drawing on all of the baseline tree information and the proposed site layout. It should include copies of the Tree Survey and Tree Retention/Removal Plan and provide details of any required facilitation pruning.</p> | <p>Policies CH3 and CH6 of the Crawley Borough Local Plan 2015-2030</p> <p>Green Infrastructure Supplementary Planning Document (2016)</p> |

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| <p>retention/removal plan)</p> <ul style="list-style-type: none"> • Arboricultural Method Statement • Tree Protection Plan | <ul style="list-style-type: none"> • Trees within a Conservation Area; • Areas of Ancient Woodland or Structural Landscaping; • Trees within an Area of Special Local Character (ASLC); • Other trees which make a contribution to amenity or landscaping. | <ul style="list-style-type: none"> • The survey should record all relevant information for trees on and adjacent to the site. This may include details of habitats and protected species contained in the trees where appropriate. Existing trees should be placed within a category (A, B, C, or U) depending on their quality. The plan will also show the Root Protection Area of each tree(s) and any other relevant constraints. • The retention/removal plan should show: <ul style="list-style-type: none"> - Trees to be retained: marked with their survey numbers and circled with a continuous line; - Trees to be removed: marked with their survey numbers and circled with a dashed line or similar. <p>The method statement should summarise how the development will actually take place around any retained trees, including:</p> <ul style="list-style-type: none"> • how demolition will occur; • where any materials will be stored; • how the development will be phased. <p>A Tree Protection Plan shows how the retained trees and hedges will be physically protected during site clearance and construction of the development. It should be superimposed over a final site layout drawing and clearly indicate the precise location of all protective barriers and proposed hard surfacing.</p> | <p>BS 5837:2012 (available from BSI shop)</p> |
| <p>Utilities Infrastructure Statement</p> | <p>Required for major development or development on a site without mains drainage.</p> | <p>A Utilities Infrastructure Statement should provide details confirming:</p> <ul style="list-style-type: none"> • the position and alignment of existing and proposed utility services, including gas, electricity, telecommunications (including fibre-optics), water supply, foul/surface water drainage; • the impact of the proposed development on existing utilities infrastructure; | <p>Policy IN1 of the Crawley Borough Local Plan 2015-2030</p> <p>Policy IN2 of the Crawley Borough Local Plan 2015-2030</p> |

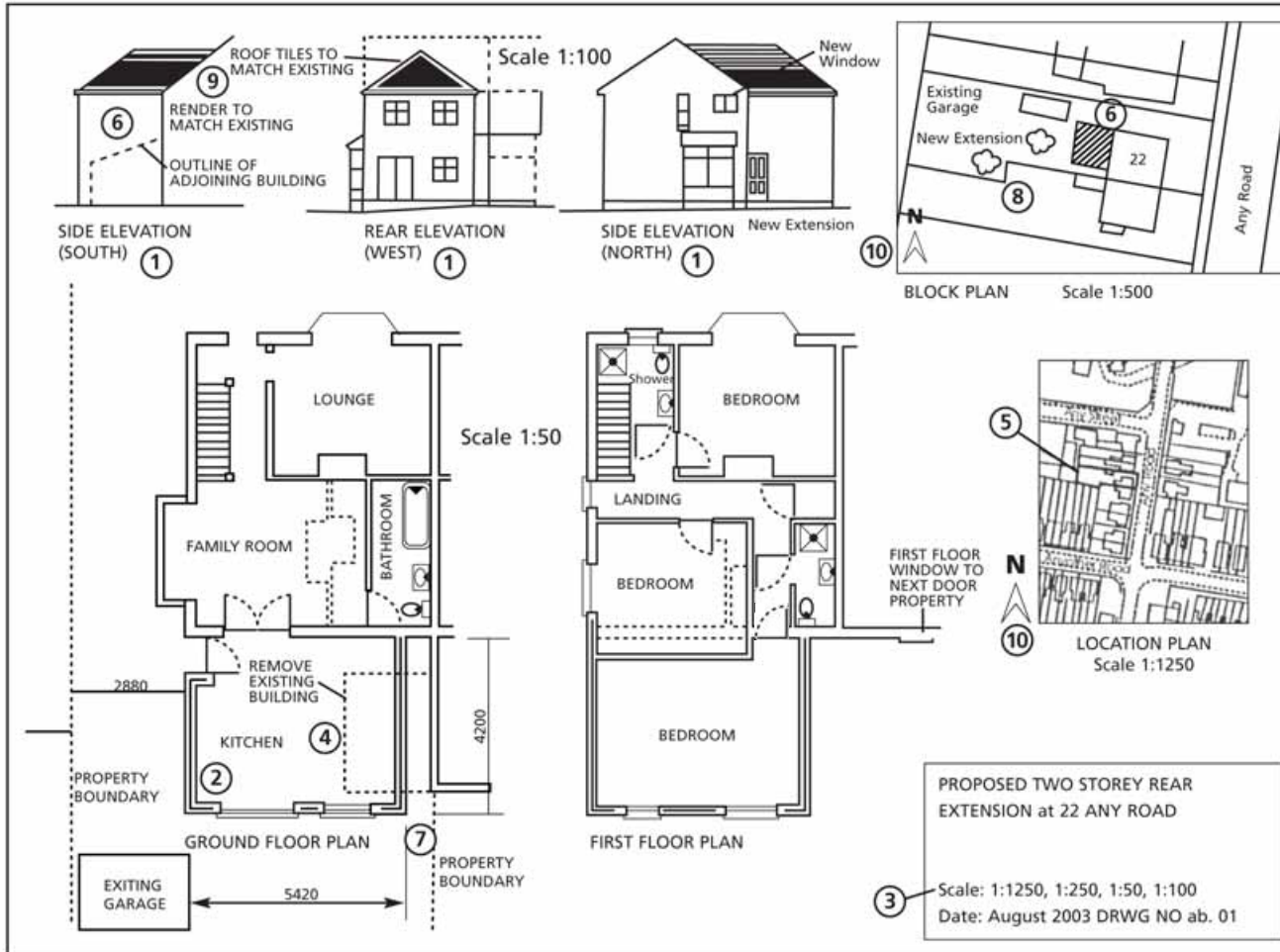
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| | | <ul style="list-style-type: none"> that the proposed development can connect into and be served by the relevant utilities providers. | Southern Water Developer Services Thames Water Pre-Planning service UK Power Networks |
| Ventilation/ Extraction Statement | Required for applications within use classes A3, A4, A5, B1 and B2, and any other applications where ventilation or extraction equipment is proposed to be installed. | This should provide a quantitative, technical assessment of any noise, waste products and odours generated as a result of the development with any proposed mitigation. This needs to be proportional to the proximity of residents and other nearby sensitive use classes. | Policies CH3 and ENV11 of the Crawley Borough Local Plan 2015-2030 |
| Viability Assessment | Required where an application is seeking on grounds of financial viability to justify non-compliance with policy requirements which are applicable subject to financial viability (e.g. H4: Affordable and Low Cost Housing). | <p>A Viability Assessment will be an ‘open book’ assessment of the viability of the proposed scheme, prepared in accordance with National Planning Practice Guidance, and detailed in proportion to the scheme. It should:</p> <ul style="list-style-type: none"> include an executive summary identifying key inputs, including gross development value, benchmark land value (based on existing use value), landowner premium, costs and developer return; be publicly available (unless the council is satisfied that contents are commercially sensitive, in which case the relevant information must still feature in aggregated form in a publicly available executive summary); detail development costs, including: <ul style="list-style-type: none"> build costs; abnormal costs; site-specific infrastructure costs; total cost of relevant planning policy requirements and developer contributions; finance costs; professional fees and marketing costs; contingency (where applicable). | Crawley Borough Local Plan 2015-2030 Planning Practice Guidance: Viability Affordable Housing Supplementary Planning Document (2017) CBC Summary Guidance Document for Small Residential Applications |

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| | | Further guidance is provided in the council's Affordable Housing Supplementary Planning Document. | |
| Waste Management Site or Infrastructure Statement | <p>Required for development on or adjacent to waste sites or infrastructure (as identified in the West Sussex County Authority Monitoring Report), with the following exceptions;</p> <ul style="list-style-type: none"> • Development and extensions within the curtilage of existing development • Minor amendments to existing permissions; • Reserved matters and other post-outline applications unless waste related issues were raised at the outline stage; • The following types of application: <ul style="list-style-type: none"> - Listed Building Consent; - Advertising Consent; - Prior Notifications; - Certificates of Lawfulness (proposed and existing); - Works to trees. | <p>A waste infrastructure statement should address the following matters:</p> <ul style="list-style-type: none"> • The distance of the proposal from the safeguarded site; • Any existing screening from buildings or vegetation; • Identification of pre-existing conditions such as background noise, light, odours, vibration, dust and other emissions; • The potential for the site to deliver suitable mitigation including the identification of the means by which the development has introduced layout, design and other mitigation measures to mitigate potential effect on and from the safeguarded site; • Confirmation of pre-application consultation/engagement with the waste operator • Where appropriate, a full assessment of issues such as noise and light; • Statement of the overall compatibility of the development with the waste infrastructure. | <p>Policy W2 of the West Sussex Waste Local Plan (2014)</p> <p>West Sussex County Council Authority Monitoring Reports</p> |

Appendix A – Example Plans

Example Plans

The drawing shows the plans required for a typical two-storey rear extension. Note that the plan has been photographically reduced. The notes describe some of the important points.



1. Include all elevations and floor plans of your extension.
2. Highlight new work, using colour or hatching.
3. Each plan must be drawn to a metric scale which should be stated. Any dimensions should be included on the plans in metres.
4. Use dotted or broken lines to show the position of existing buildings to be demolished.
5. Outline your site in red on the location plan.
6. Make sure the position of adjacent properties is accurate on the block plan and show the siting of the proposed work in red or hatching (all copies must be drawn to scale).
7. Show the precise position of the boundary.
8. Trees to be retained or felled should be shown.
9. Mark up the drawings to show what building materials are proposed.
10. Show the north point on the plan.

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Appendix B – draft Planning Obligation Instruction Form

PLANNING OBLIGATION INSTRUCTION FORM

Please complete this form and submit it to the council along with your planning application.

It is important that you complete the form fully, correctly and accurately as this template will form the instructions for the council's legal representative to draft the Planning Obligation and incorrect and/or incomplete information will delay this being issued. Please complete sections 1 to 8. The planning case officer will complete sections 9 and 10 once the application has been received.

YOU ARE ADVISED TO SEEK INDEPENDENT LEGAL ADVICE BEFORE ENTERING A PLANNING OBLIGATION

Please note that the Borough Council and County Council will expect its reasonable legal costs to be met (whether or not the Planning Obligation proceeds to completion) and the Borough Council will levy a fee for monitoring costs.

1. Site location

Site address and postcode. (If there is no postal address please provide a clear and accurate description.)

2. Title number

If the land is registered the council will require up to date Official Copies of the Register of Title and Title Plan. **Please provide up to date Official Copies of all applicable title registers and title plans and submit with this form.** If the land is not registered at the Land Registry, please state 'Unregistered'.

3. Description of Proposal

Please provide an accurate, detailed description of the proposed development (including numbers of bedrooms per residential unit).

4. Land ownership details

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The council will require all parties with an interest in the land comprised within the application site to be party to the Planning Obligation.

Please note that if there are multiple land owners additional details are to be provided in section 6.

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| Name (lead owner) | |
| Address | |
| Postcode | |
| Tel no. | |
| Email | |

5. Developer details (if applicable)

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| Name | |
| Address | |
| Postcode | |
| Tel no. | |
| Email | |

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6. Additional owners

Use the field below to provide details of any additional owners not included in section 4.

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7. Name and address of legal representative

If you have appointed or intend to appoint someone to act on your behalf in connection with the Planning Obligation please provide their details below.

| | |
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| Name | |
| Address | |
| Postcode | |
| Tel no. | |
| Email | |

8. Mortgagee

If any part of the property is charged or subject to mortgage and you do not wish to satisfy all contributions upon the completion of the Planning Obligation, your mortgage provider will need to be a signatory to the Planning Obligation. Please note it is likely that the mortgage provider would also charge legal fees for approving and executing the Planning Obligation.

Is there a mortgage on any part of the land? (Please tick as appropriate)

Yes No

If 'yes', do you wish your mortgage provider to be a signatory to the Planning Obligation or do you intend to pay all monies upon completion of the Planning Obligation? Please note that if the Planning Obligation is to include obligations other than financial contributions (e.g. the provision of affordable housing) all mortgagees will need to be a party to the Planning Obligation. Please tick as appropriate.

Mortgage provider to be a signatory to the Planning Obligation

All monies to be paid upon completion of the Planning Obligation

If you wish your mortgage provider to be a signatory to the Planning Obligation please provide the name and registered office of the mortgage provider in the box below.

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Sections 1 to 8 completed by (insert full name):

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| Signed: | |
| Date: | |

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9. Instruction details (for internal use only – planning case officer to complete)

Instructing officer:

Date of validation:

Date of instruction:

Target decision date:

Planning application number:

Determination (Committee/Delegated)
(if known):

Type of Planning Application: (Full/ Outline/
Matters)

Reserved

Planning case officers should ensure that the council's legal representative is provided with copies of: - all consultation responses relevant to the Planning Obligation; the application; the application form; a red line plan of the application site and, if applicable, identify either on the same or on a separate plan the location of any land which is to be specifically identified in the Planning Obligation (for example, the affordable housing land).

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10. Planning Obligation (Heads of Terms)

These heads of terms are subject to the completion of formally executed legal documentation and authorisation by the relevant Planning Committee or delegated powers. All planning obligations must comply with Regulations 122 and 123 of the Community Infrastructure Levy Regulations 2010.

For internal use only – planning case officer to complete and provide details of matters to be included in the Planning Obligation. Officers should make it clear where further instructions will follow.

HEADS OF TERMS

| Type of Obligation | Required? | Amount required or formula applied where applicable | Project(s) | Comments |
|--|-----------|---|------------|----------|
| Transport and Sustainable Access | | | | |
| Education | | | | |
| Open Space, Sport and Recreation | | | | |
| Green Infrastructure | | | | |
| Health Care | | | | |
| Community and Library | | | | |
| Emergency Services | | | | |
| Flood Risk Management and Flood Defence | | | | |
| Public Realm Improvements – Town Centre/ Manor Royal | | | | |
| Affordable Housing | | | | |

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| Infrastructure supporting Gatwick Airport | | | | |
| Other (please specify) | | | | |

| ON-SITE AFFORDABLE HOUSING DETAILS (WHERE APPLICABLE) | | |
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| Total % or no. of Affordable units | Details of Affordable Housing Scheme | Details of location of units (i.e. indicate if a plan is attached or will follow) |
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| HIGHWAYS/ TRANSPORT OBLIGATION DETAILS (WHERE APPLICABLE) |
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| PROPERTY OBLIGATION DETAILS (WHERE APPLICABLE) | | |
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| Obligation details | Details of land subject to transfer where appropriate (i.e. indicate if a plan is attached or will follow) | Details of any commuted maintenance sums |
| | | |

| OTHER MATTERS DETAILS (WHERE APPLICABLE) | |
|---|----------------|
| Matter | Details |
| | |

| | |
|---|--|
| Case Officer (print name): | |
| Case Officer (signature): | |
| Date: | |
| Counter signature of authorised officer: | |
| Date: | |

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Development Management

Economy and Planning

Crawley Borough Council

Town Hall

The Boulevard

Crawley

West Sussex RH10 1UZ

(01293) 438512

development.control@crawley.gov.uk

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APPENDIX 2. CONSULTATION FEEDBACK AND CBC RESPONSES

| Comments provided on behalf of: | Summary of Comments | CBC Response |
|---|--|---|
| Calyx Environmental Ltd | Recommended changes to 'Ecological/ Habitat/ species survey/ report' requirements, with the aim of promoting best practice in relation to ecology. | These changes are considered to clarify the requirements in a useful way and have been incorporated. |
| CBC Development Management Officers | <p>Recommended inclusion of 'Planning Statement' as a requirement, along lines similar to the previous CBC Local List.</p> <p>Recommended inclusion of 'Viability Assessment' as a requirement, taking account of recent National Planning Practice Guidance (NPPG) on viability.</p> <p>Recommended consolidation and clarification of Local requirements relating to work affecting trees. Specifically: placing requirements together on the List; removing any overlap/repetition between requirements; and clarifying which types of proposal are affected.</p> | <p>This has been added as a requirement for major residential and commercial developments.</p> <p>This has been added as a requirement framed to take account of the NPPG.</p> <p>The local tree information requirements (Arboricultural Impact Assessment, Tree Survey, Tree Retention/Removal Plan, Arboricultural Method Statement, Tree Protection Plan) have been consolidated into one part of the list and the types of proposal affected have been more clearly defined.</p> |
| CBC Environmental Health (air quality) | Recommended amendments to 'Air Quality Assessment/ Statement' and 'Emissions/ Mitigation Statement' document requirements, including recommendation that the requirements be applied to: major development, all developments in an air quality management area (AQMA), and development with potential to affect air quality through emissions. Also suggestions regarding links to guidance. | Recommendations largely incorporated into the list although application of requirements to proposals in an AQMA have been limited to those considered likely to have an impact, so that householder extensions and similar minor developments are excepted. |
| CBC Environmental Health (land contamination) | Detailed recommendations regarding 'Land Contamination Assessment', including application of requirement to proposals involving conversion of older office buildings, and detailed comments regarding staged risk assessment and relevant standards. | Comments have been largely incorporated into the 'When Required' and 'Description' columns of the List, except where it is considered that relevant requirements can be more efficiently be addressed via the use of planning conditions. Name of requirement changed from 'Land Contamination Assessment' to 'Contaminated Land Assessment'. |
| CBC Environmental Health (noise) | Further detailed suggestions recommended to illustrate types of development which will require a 'Noise Impact Assessment'. Suggestions regarding links to further guidance. | Recommended text and links incorporated into List. |

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| | Recommended additional wording regarding the scope and content of a 'Ventilation/ Extraction Statement'. | Recommended text incorporated into List. |
| CBC Flood Alleviation & Drainage | Recommendations regarding links and references to West Sussex policy and other guidance for inclusion in List; recommended additional wording regarding content of 'Drainage Strategy' documents; recommends lowering/removal of thresholds for requiring a 'Flood Risk Assessment' (FRA) or 'Drainage Strategy'; recommended reference to separate consent requirements for water connections/watercourse works. | Additional links and text have been provided to highlight best practice guidance, related consent regimes, and to provide further detail regarding scope of 'Drainage Strategy' documents. Officers considered, however, that the thresholds proposed in the draft were proportionate and consistent with policy, and should be retained. |
| CBC Sustainability Team | Recommended that Design and Access Statements should prioritise walking and cycling access before addressing motor vehicle access; emphasis to be placed on quality of walking and cycling access to route infrastructure. Highlights ambitions for forthcoming Local Cycle Walking and Infrastructure Plan (LWCIP), and references design standards. Recommended changes to parking/transport related document requirements to foreground walking/cycling access and associated design requirements. | We consider that the approach to Design and Access Statements within the draft document is appropriate in light of the relevant legislation and policy. The 'Parking Details' requirement has been clarified to emphasise that cycle parking (to be measured against the Parking Standards Annex) should be shown. For Transport Assessments West Sussex Guidance, providing detail on the assessment of accessibility via sustainable modes, is signposted. The LWCIP and any associated adopted standards can be signposted in future revisions of the List when adopted. We consider that the requirements for D&A Statements, Travel Plans, and Parking details as per the draft list are sufficient to apply sustainable travel requirements to the extent allowed by local and national policy, and as required by the function of the Local List. |
| Crawley Cycling and Walking Forum | Recommended requirements: all new developments should have good cycle parking/ storage facilities; safe and convenient access to cycle and pedestrian networks should be promoted; minimum cycle parking standards should be applied; Design and Access Statements and/or transport statements/assessments should include statements on cycling and walking connectivity; recommendations on how cycle connectivity should be assessed, and standards to be applied for footway | Much of this is relevant to planning policy and the development management process but does not directly affect the types of documents to be required at the registration stage. Planning application forms and Design and Access Statements are regulated by the Development Management Procedure Order, so it is considered that the draft text of the List regarding these is appropriate as it stands. The 'Parking Details' requirement has been clarified to emphasise that cycle parking (to be measured against the Parking |

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| | connections/ commuted payments in lieu of improvements. | Standards Annex) should be shown. For Transport Assessments West Sussex Guidance, providing detail on the assessment of accessibility via sustainable modes, is signposted. |
| Environment Agency | Recommends change to wording on 'Land Contamination Assessment' to state that these are required where materials present a risk to underlying groundwater. | This change has been incorporated. |
| Gatwick Airport Safeguarding | Recommends clarification of national requirement on 'Telecommunications Development' to clarify need to consult GAL Safeguarding regarding mast extensions; proposes additional requirements relating to safeguarding (e.g. grid references, height details, bird hazard management plan, landscape details, drainage/water body details, lighting & renewable energy details). | 'Telecommunications Development' section amended as requested. Requirement for height details added in relation to non-householder structures. Other additional requirements were considered to be either covered by existing document requirements (e.g. Sustainability Statement, Drainage Strategy) or capable of being secured by condition (lighting details, bird hazard management plan). |
| Highways England | Recommends amendment to thresholds for requiring a 'Safety Audit', to embrace more minor applications, and any proposals affecting the Strategic Road Network. Recommends additional wording in 'Transport Assessment' and 'Transport Statement' sections re consultation with HE for proposals that impact the Strategic Road Network. | Safety Audit thresholds have been largely retained for consistency with West Sussex County Council guidance, albeit with some flexibility. Wording regarding consultation with HE has been added in relation to Transport Assessments and Transport Statements. |
| Member of the public | Presentational comments regarding example plans (Appendix A of Local List Document). | Noted and amended accordingly. |
| Member of the public | Comments regarding need to deter pre-emptive felling and recommending revision of thresholds for inclusion of Open Space within the council's Open Space study. | These are not considered to relate to the functions of the Local List: i.e. setting out document requirements for registration of applications. |
| Member of the public | Minor suggestions re wording, presentation, formatting, and links. | Suggestions considered and adopted where appropriate. |
| Metrobus | Recommends that Metrobus is consulted in relation to more 'medium sized' developments. | This is noted but is not considered to affect the Local List. |
| Southern Water | Support inclusion of Utilities Infrastructure Statement; no further suggestions. | Noted. |
| Sport England | No specific recommendations: list of standard application requirements appended to reply. | We consider that the List as proposed addresses the standard requirements in a proportionate manner. |

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| Surrey County Council – Heritage Conservation | Recommendations regarding thresholds/content of ‘Heritage Impact Assessment’ and ‘Archaeological Desk Based Assessment’ requirements. | We have largely incorporated the recommended wording, but have retained what is considered to be a proportionate approach to requiring Archaeological Desk-based Assessments for development in Archaeological Notification Areas. |
| Surrey County Council – Minerals and Waste Planning Policy | No comments to make. | Noted. |
| Sussex Wildlife Trust | Recommended amendments to ‘Ecological/ Habitat/ species survey/ report’ requirements, including minor changes to wording of ‘When required’ and ‘Description’ columns. Recommended signpost to Sussex Biodiversity Record Centre. | Recommended changes made (subject to separate changes made in response to Calyx Environmental Ltd response referred to above). |
| Thames Water | Support inclusion of Utilities Infrastructure Statement. Recommend link to Thames Water pre-planning service. | Requested link included. |
| West Sussex County Council – Historic Environment Record | Recommended inclusion within ‘Heritage Impact Assessment’ wording of reference to online mapping facility for Archaeological Notification Areas maintained by the WSCC HER service. | Recommended reference added to ‘When Required’ column for Heritage Impact Assessments. |
| West Sussex County Council – Planning Policy | Recommend inclusion of requirement for ‘Waste Management Site or Infrastructure Statements’ for proposals affecting sites safeguarded in the West Sussex Waste Local Plan, with exceptions similar to those applied in relation to safeguarded Minerals Sites. Support inclusion of link to draft Minerals Safeguarding Guidance. | Recommended requirement included with some adjustment to take account of absence of clearly defined buffer zones around sites. |

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

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