

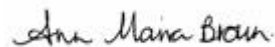
Crawley Borough Council

Agenda of the Full Council

To: The Mayor and Councillors

You are summoned to attend a meeting of the **Full Council** which will be held in **Ashurst Hall - The Charis Centre**, on **Wednesday, 18 July 2018 at 7.30 pm**

Nightline Telephone No. 07881 500 227

A handwritten signature in black ink, appearing to read "Anna Maria Brown".

Head of Legal and Democratic Services

Please contact Democratic Services if you have any queries regarding this agenda.
democratic.services@crawley.gov.uk

Published 10 July 2018

Duration of the Meeting

If the business of the meeting has not been completed within two and a half hours (normally 10.00 pm), then in accordance with Council Procedure Rule 2.2, the Mayor will require the meeting to consider if it wishes to continue for a period not exceeding 30 minutes. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue. (Following the meeting's initial extension, consideration will be given to extending the meeting by further periods not exceeding 30 minutes in each case).

Emergency procedure for meetings will be circulated to Councillors and visitors attending this meeting. Please familiarise yourself with these procedures and the location of fire exits.



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

Part A Business (Open to the Public)

	Pages
1. Apologies for Absence	
To receive any 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. Communications	
To receive and consider any announcements or communications.	
4. Presentation of Gifts to Former Councillors	
The Mayor will present a gift to former Councillor Dr. Howard Bloom to commemorate his service to the Council.	
Former Councillor Stephen Joyce, was unable to attend the Full Council meeting and has already received his commemorate gift.	
5. Presentation of Long Service Badges	
The Mayor will present Councillor Ayling with a badge commemorating her 10 year service as a Member of Crawley Borough Council.	
Councillor Crow has in advance of the meeting received his long service badge commemorating his 15 year service as a Member of Crawley Borough Council.	
6. Public Question Time	
To answer public questions under Council Procedure Rule10. The questions must be on matters which are relevant to the functions of the Council, and should not include statements.	
One supplementary question from the questioner will be allowed.	
Up to 30 minutes is allocated to Public Question Time.	
7. Minutes	5 - 20
To approve as a correct record the minutes of the meeting of the Full Council held on 18 May 2018	

	Pages
<p>8. Items for debate (Reserved Items)</p> <p>Prior to the introduction of the Minutes of the Cabinet, Overview and Scrutiny Commission and Committees (as contained in the Book of Minutes), Members will be given the opportunity to indicate on which items they wish to speak.</p> <p>These Reserved Items will then be the only matters to be the subject of a debate.</p>	
<p>9. Minutes of the Cabinet, Overview and Scrutiny Commission and Committees</p> <p>1) To receive the minutes of the meetings of the Cabinet, Overview and Scrutiny Commission and Committees, as listed on page 21, and set out in the appendices to this item.</p> <p>2) To adopt any of the recommendations to Full Council, which have not been reserved for debate and as listed on page 21, and set out in the appendices to this item.</p>	21 - 80
<p>10. Reserved Items</p> <p>To deal with items reserved for debate including any recommendations, which have been identified by Councillors under Agenda Item 8.</p> <p>Councillors who have reserved items for debate may speak on an item for no more than 5 minutes</p>	
<p>11. Councillors' Written Questions</p> <p>To answer Councillors' written questions under Council Procedure Rule 11.3.</p>	
<p>12. Announcements by Cabinet Members</p> <p>An opportunity for Cabinet Members to report verbally (if necessary) on issues relating to their Portfolio not covered elsewhere on the agenda.</p>	
<p>13. Questions to Cabinet Members</p> <p>To answer questions to Cabinet Members under Council Procedure Rule 11.2.</p> <p>Up to 15 minutes is allocated for questions to Cabinet Member</p>	
<p>14. Questions to Committee Chairs</p> <p>To answer questions to Committee Chairs.</p> <p>Up to 15 minutes is allocated for questions to Committee Chairs.</p>	

15. Supplemental Agenda

Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.

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Crawley Borough Council

Minutes of Full Council

Friday, 18 May 2018 at 7.30 pm

Councillors Present:

B J Quinn (Mayor) was in the Chair for Minute numbers 1 and 2.
C Portal Castro (Deputy Mayor)

M L Ayling, A Belben, T G Belben, B J Burgess, R G Burgess, R D Burrett, C A Cheshire, D Crow, C R Eade, R S Fiveash, F Guidera, I T Irvine, K L Jaggard, M G Jones, P K Lamb, T Lunnon, S Malik, K McCarthy, C J Mullins, D M Peck, A Pendlington, M W Pickett, T Rana, R Sharma, A C Skudder, B A Smith, P C Smith, M A Stone, K Sudan, J Tarrant, G Thomas, L Vitler and L Willcock

Officers Present:

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

Also in Attendance:

Mr Peter Nicolson	Appointed Independent Person
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Apologies for Absence:

Councillor N J Boxall and R A Lanzer

1. Mayor's Presentations and Announcement

The Mayor welcomed newly elected Councillors A Belben, Malik and Willcock to the Council.

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

2. Election of Mayor 2018/2019

It was proposed by Councillor P Smith, seconded by Councillor Lunnon, that Councillor Portal Castro be appointed as Mayor, whilst Councillor Crow, seconded by Councillor Burrett, proposed the appointment of Councillor R Burgess. A vote was taken.

RESOLVED

That Councillor Portal Castro be elected as Mayor for the Council year 2018/2019.

Councillor Quinn vacated the Chair.

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

In response to the congratulations conveyed by Councillor Lamb on behalf of the Council, the new Mayor, Councillor Portal Castro, made a speech conveying his delight at being elected as Crawley's Mayor. A copy of his speech is attached as Appendix B to these minutes.

3. Election of Deputy Mayor 2018/2019

It was proposed by Councillor Lunnon, seconded by Councillor Sharma, that Councillor Rana be appointed as Deputy Mayor, whilst Councillor McCarthy, seconded by Councillor Vitler, proposed the appointment of Councillor Eade. A vote was taken.

RESOLVED

That Councillor Rana be elected as Deputy Mayor for the Council year 2018/2019.

4. Election of Youth Mayor and Youth Deputy Mayor 2018/2019

The Mayor called both Laiba Baig and Leon Mukazi up to the top table to present the Chain of Office to Laiba as the elected Youth Mayor, and the Badge of Office to Leon as the elected Youth Deputy Mayor. The Mayor conveyed his congratulations to Laiba and Leon upon their election and wished them both a very successful year. He also commented that he hoped to attend many events together with the Youth Mayor.

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

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

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

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

RESOLVED

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

6. Disclosures of Interest

No disclosures of interests were made by Councillors.

7. **Announcements**

No Announcements were made.

8. **Minutes**

The minutes of the meeting of the Full Council held on 4 April 2018 were approved as a correct record and signed by the Mayor, subject to the following amendment: The removal of an additional letter 's' on 'Threes Bridges', in minute 7, on page 10.

9. **Results of the Borough Elections**

The Council received the Returning Officer's report, on the results of the 2018 Borough Election, held on 3 May 2018.

10. **Election of Leader of the Council**

It was proposed by Councillor P Smith, seconded by Councillor Malik, that Councillor Lamb be appointed as Leader of the Council.

RESOLVED

That Councillor Lamb be elected as the Leader of the Council for a 4 year term of office.

11. **Proposed Cabinet and their Portfolio Holder Responsibilities**

Following his election as Leader of the Council, Councillor Lamb announced his Cabinet and the related Portfolio Holder responsibilities to the Council. It was noted that there were three key changes to the Cabinet with Councillor P Smith becoming Deputy Leader whilst remaining as Cabinet Member for Planning and Economic Development, Councillor Jones has moved to the Housing Portfolio and Councillor B Smith has joined the Cabinet as Cabinet Member for Public Protection and Community Engagement.

Councillors Crow and Burrett spoke on the item, and requested that when presenting the Portfolio Holder responsibilities in future, could the Leader please identify any changes clearly. It was noted that no changes to the responsibilities had been made, whilst the Leader indicated that he would be reviewing the responsibilities and how they were presented as part of the ongoing Constitution redesign process.

12. **Review of Political Proportionality, Constitution of Committees and Appointments to Outside Organisations 2018/2019**

The Full Council considered the report of the Head of Legal and Democratic Services, [LDS/139](#), noting the revised nominations as detailed in the Order of proceedings. The recommendations were considered, as follows:-

Recommendation 1 – Review of Political Proportionality and Appointments to Committees

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

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

(a) Planning Committee – Vice-Chair

It was moved by Councillor Irvine, seconded by Councillor Willcock, that Councillor Fiveash be appointed as Vice-Chair of the Planning Committee, whilst Councillor Crow, seconded by Councillor Jaggard, proposed the appointment of Councillor Tarrant. A vote was taken.

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

(b) Licensing Committee – Vice-Chair

It was moved by Councillor Jones, seconded by Councillor Pickett that Councillor Ayling be appointed as Vice-Chair of the Licensing Committee, whilst Councillor McCarthy, seconded by Councillor T Belben, proposed the appointment of Councillor Peck. A vote was taken.

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

(c) Overview and Scrutiny Commission – Chair

It was moved by Councillor Thomas, seconded by Councillor Ayling, that Councillor Cheshire be appointed as Chair of the Overview and Scrutiny Commission, whilst Councillor Pendlington, seconded by Councillor R Burgess, proposed the appointment of Councillor T Belben. A vote was taken.

As a result of the vote, Councillor Cheshire was appointed as Chair of the Overview and Scrutiny Commission and that Councillor T Belben was appointed as Vice-Chair of the Commission.

It was noted that opposition Councillors referred to the fact that whilst it was the Group in Opposition, the Conservative Group did hold a large proportion of seats on the Council, that should entitle them to have the Vice Chairs of all major Committees, and in line with good practice, the Chair of the Overview and Scrutiny Commission.

Moved by Councillor Lamb, seconded by Councillor P Smith and

RESOLVED

- 1) That the number of Councillors to serve on the Council's Committees (taking into account political proportionality) for the municipal year 2018/19 be as set out in report [LDS/139](#), and Appendix C to these minutes.
- 2) That, on the nomination of the Political Groups, and subject to the changes set out above, Councillors be appointed to the Committees of the Council and Chairs and Vice-Chairs be appointed to the respective Committees, as indicated in the report and as set out in Appendix C to these minutes.

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

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

Agenda Item 7

Full Council (5)
18 May 2018

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

Item 7 (Crawley Open House Management Committee – (COHMC))

There were three nominations for two places.

It was moved by Councillor Lamb, seconded by Councillor Lunnon, that Councillors Thomas and Willcock be the Council's two appointments on COHMC, whilst Councillor R Burgess moved, seconded by Councillor Burrett, that Councillor McCarthy be one of the Council's appointments on COHMC. A vote was taken, with the two Councillors gaining the most votes to be the Council's nominations.

Councillors Thomas and Willcock were appointed.

Item 8 (Crawley Town Twinning Association – (CTTA))

There were three nominations for two places.

It was moved by Councillor Cheshire, seconded by Councillors Lunnon and Willcock respectively, that Councillors Sharma and B. Smith be the Council's two appointments on CTTA, whilst Councillor Burrett moved, seconded by Councillor Pendlington, that Councillor Eade be one of the Council's appointments on CTTA. A vote was taken, with the two Councillors gaining the most votes to be the Council's nominations.

Councillors Sharma and B Smith were appointed.

Following the decision being taken Councillor B Smith as the former Chair of the CTTA, stated that she would speak to the CTTA as she was sure that a third Councillor nomination would be allowed. Should that occur it was moved by Councillor B Smith that Councillor Eade take that position, which was seconded by Councillor Burrett. A vote was taken, and resolved that

Councillor Eade be appointed to the CTTA, if a third nomination becomes available.

Moved by Councillor Lamb, seconded by Councillor P Smith and

RESOLVED

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

Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 9.14 pm

B J Quinn (Mayor) and C Portal Castro (Mayor)
Mayor

APPENDIX A

Councillor Brian Quinn farewell Mayoral speech

Good evening fellow Councillors, friends and family and my grandchildren are here somewhere, I will recognise them tomorrow when I see them I will be with you again. Also, a very special evening as we have representatives here tonight from the Portuguese Embassy in London. Ola

I stand here tonight to say that I have been very honoured and very proud to represent the residents of Crawley and also this Council as well for the last twelve months it has been an absolute honour and what a year it has been. Sue and I probably had 238 invitations up to now, I am not going to name them all, only about the first 200, OK is that alright? Fine. But we have had a fantastic year and invitations started last year with the 70th anniversary of Crawley and what a year that was for the 70th year of Crawley as a New Town. Don't forget, Crawley has been here for many, many years, we are talking about the New Town. We had a lovely evening at The Hawth to celebrate India/Pakistan 70 years of independence. That was a lovely evening, thank you Councillor Sharma. Thank you very much for all you have done. We visited a large number of schools, charities, care homes, we also invited many charities here in these Chambers, the Scouts, the Beavers and the Cubs and I said to him last year, it's a shame, look around the Chambers because it won't be here next year. So what a shame but it's all memories and it's all progress I suppose? The Chambers is going to be knocked down in a few months' time.

We had on one occasion 148 children from Maidenbower School. I said 148 it should have been 150 as two couldn't come. But that was an absolutely wonderful evening.

We have been all around Sussex, all around Crawley, all different places but also out of town as well, we have had some lovely invitations. Building and Civil, Manor Royal have been here for many years they were celebrating 75th years anniversary, 68 years in Crawley and 7 /8 years in London previously. But that was fantastic they were celebrating in the Sky Garden in London and that was absolutely brilliant to see all round London at night-time.

Went to Canterbury Cricket Ground. Home of Kent County Cricket. It was Princess Diana's Regiment celebration and because of Princess Diana's Regiment a lot of people and soldiers came from Crawley and that's why we were invited down to Canterbury.

I can't miss out this one. I was invited once or twice by the Irish Embassy which we also had some fellow Councillors from both sides of the Chamber and I think we had a lovely evening.

Right the last two weeks. Let's get down to the last two weeks. We have had two days off during this time. We celebrated 30 years of The Hawth which was fantastic. We attended the inaugural Run Gatwick on Sunday. When I said attend, I did only attend I did not run, that was fantastic. We were in the company of Colin Jackson, Iwan Thomas and Sally Gunnell. That was a lovely day. Wednesday, we attended 75 businesses from Manor Royal, at the 'meet a neighbour event'. Last night we enjoyed a lovely evening at The Hawth Theatre where six schools in Crawley were raising money for St Catherine's Hospice and the total altogether was £21,000. So I think these boys and girls at the schools are doing a fantastic job.

Agenda Item 7

Full Council (7)
18 May 2018

I would like to thank Ann-Maria, and Chris and Natalie for all their support over the last twelve months and I thank also all sides of the Chamber, I hope I treated you fairly as well. You're a challenge but I won.

But the more important thing I go onto now my two charities Alzheimer's and the Band of Brothers, Crawley. Sue and I were delighted to accept your offer to assist you with sponsoring your Charities. It was fantastic but Paul Shortall took me to all the pubs not specially to drink Guinness but to put boxes in all the pubs to raise money. Paul and Claire his daughter I think between us, we raised nearly £1,000 and also the other kind hearted person in Crawley was Tanya from the White Hart. Tanya thank you very much for nearly raising £1,000 as well. It's fantastic. Thank you very much.

Also we had some businesses sending us money as well. But on the Band of Brothers side, Sean thank you very much and your boss from Smart Aviation for a very generous cheque and Metro Bus also a very large donation and so they should after 47 years' service I should think so. So altogether I think we probably raised about £9,500 - £10,000. For Band of Brothers it was getting the name known more than raising the money.

Now I am nearly there. Don't worry. Behind every man there is always a great woman but in my case two great women. One who has helped me and supported me in the last 12 months my wife Sue who has always been at my side supporting me and always looking lovely on all occasions. And the other woman in my life who has been a fantastic PA not just to me but for many, many, years and Hayley thank you so much for your support you have been fantastic.

And to dear Bob our driver. He has been so patient on many occasions and Sue and I were having our last glass of wine or Guinness before we left the place he would come and say are you nearly ready. I would say Bob hold on I am still having half a Guinness served. Thank you Bob thank you very much. And last of all I would like to say a very, very thank you to the Facilities Officers for all of your assistance over the last twelve months and also when we left the Mayor's Parlour at night and I left all the glasses there who washed them all up? The Facilities Officers thank you.

Appendix B

Councillor Carlos Portal-Castro inaugural Mayoral speech

Thank you Peter for those kind words.

Before I start my speech I would also like to welcome the newly elected Councillors. Good evening colleagues, guests, families and friends. I am extremely humbled and honoured to stand before you as your new Mayor of Crawley, a vibrant and diverse place I now call home.

I would like to thank my fellow Councillors for electing and trusting me to lead Crawley Borough Council for the year 2018 to you I express my deepest gratitude - thank you.

I would also like to thank the presiding Mayor Brian Quinn for his mayoral year and his great achievement.

As your new Mayor I am determined and proud to serve the people of Crawley with passion, energy and to the best of my ability and I ask you to believe that together, together we can achieve the aspirations of our community. To my beautiful family and respective colleagues thank you for your support. I am extremely lucky to be able to pursue this chance of a lifetime which without your love and support this could never be.

In the role of Deputy Mayor I was fortunate to attend social and multi-cultural events, charitable activities and this is where I met Forget-me-Nots. I will speak to you about the support they provide in the community later. The reason I chose them was because their cause is very close to my heart, I lost my grandmother 12 year ago to Alzheimer's and I can say I felt alone having to deal with the pain of seeing her in that awful and invasive condition the Forget-me-Nots would have made a huge difference in helping me and my family in coping. Now I hope I can bring awareness to others in that they don't feel alone too.

Ten years ago I moved to the UK from Portugal where my family hoped to have a better future and a better choice for my beautiful children. Five years ago, that's five years ago, Crawley found this place in our hearts and this is where we decided to make it our home. So naturally I became involved in the community and made friends, some are here today and it wasn't until the role of Councillor that I truly became aware of what Crawley truly has to offer. This town has excellent transport links, a massive economically skilled workforce, like the Manor Royal Business District and we have our own Airport. All the reasons why I chose to live and raise my family in this town.

Social and cultural diversity is one of the strongest characteristics that finds this town. Our residents, our past Mayors, Councillors and my own background reflect this and I am privileged to be part of this community. But with success comes challenges, increased pressure for better structure, for housing, public services. Many face uncertainty of belonging and younger families move here, whilst others never leave because of what Crawley has to offer. I hope together we can face these challenges and continue to work hard like previous Mayors and Councils have and as a humble immigrant representing the Council, I wish to give hope to those who fear uncertainty. In the next twelve months I will devote to a vision and mission of this Council. Thank you.

Agenda Item 7

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18 May 2018

APPENDIX C

Committees Membership and Chairs and Vice-Chairs 2018/19

Planning Committee (15 Councillors = 8:7)	
R Fiveash (Vice-Chair)	A Belben
I Irvine (Chair)	N J Boxall
S Malik	B J Burgess
T Rana	K L Jaggard
A C Skudder	M A Stone
P C Smith	J Tarrant
G Thomas	L Vitler
R Sharma	

Licensing Committee (15 Councillors = 8:7)	
<i>1) Between 10 and 15 s with a quorum of 10 when dealing with matters under the Licensing Act 2003.</i>	
<i>2) Councillors are reminded that the Committee includes Sub Committee daytime meetings responsibilities.</i>	
M L Ayling (Vice-Chair)	T G Belben
R S Fiveash	N J Boxall
M G Jones	B J Burgess
C J Mullins	K L Jaggard
C Portal Castro	K McCarthy
B J Quinn	D M Peck
M Pickett (Chair)	J Tarrant
R Sharma	

Licensing Sub-Committee (Pool)	
<i>1) A minimum of three Councillors will be called upon to determine any given application and a Chair will be appointed at each meeting.</i>	
<i>2) Membership should be the same as that of the Licensing Committee.</i>	
<i>3) Please note that a significant number of these meetings are scheduled for the daytime.</i>	
M L Ayling	T G Belben
R S Fiveash	N J Boxall
M G Jones	B J Burgess
C J Mullins	K L Jaggard
C Portal Castro	K McCarthy
B J Quinn	D M Peck
M Pickett	J Tarrant
R Sharma	

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Full Council (10)
18 May 2018

Governance Committee (11 Councillors = 6:5)

M Ayling	R D Burrett (Vice-Chair)
P K Lamb	D Crow
T Lunnon (Chair)	C R Eade
B Quinn	R A Lanzer
A C Skudder	K McCarthy
K Sudan	

Constitutional Working Group (5 Councillors = 3:2)

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

P K Lamb (Chair)	R D Burrett
A C Skudder	D Crow
I T Irvine	

Electoral Boundaries Working Group (5 Councillors = 3:2)

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

P K Lamb (Chair)	R D Burrett
M G Jones	D Crow
T Lunnon	

Audit Committee (5 Councillors = 3:2)

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

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

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

- 1) *Where there is more than 1 political group on the Council, either the position of Chair or Vice Chair of the Overview and Scrutiny Commission will go to a member nominated by an opposition group.*

M L Ayling	T G Belben (Vice-Chair)
C A Cheshire (Chair)	D Crow
I T Irvine	R G Burgess
M Pickett	F Guidera
K Sudan	R A Lanzer
S Malik	A Pendlington
L Willcock	

Agenda Item 7

Full Council (11)
18 May 2018

Review of Outside Bodies & Organisations Scrutiny Panel (5 Councillors = 3:2)

C A Cheshire (Chair)
M L Ayling
R Fiveash

R G Burgess
A Pendlington

Social Mobility Scrutiny Panel (7 Councillors = 4:3)

R Fiveash
I T Irvine
M Pickett
K Sudan (Chair)

T G Belben
K L Jaggard
L Vitler

Appointments and Investigating Committee (Pool)

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

M L Ayling
C A Cheshire
R S Fiveash
I T Irvine
M G Jones
P K Lamb
T Lunnon
S Malik
C J Mullins
M W Pickett
C Portal Castro
B J Quinn
T Rana
R Sharma
A C Skudder
B A Smith
P C Smith
K Sudan
G Thomas
L Willcock

N J Boxall
B J Burgess
R D Burrett
D Crow
F Guidera
K L Jaggard
R A Lanzer
K McCarthy
A Pendlington
M A Stone

Agenda Item 7

Full Council (12)
18 May 2018

Staff Appeals Board (Pool)

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

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

Grants Appeals Panel (Pool)

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

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

Agenda Item 7

Full Council (13)
18 May 2018

APPENDIX D

Crawley Borough Council

Outside Organisations to which the Council is invited to make nominations

	Name of Organisation	Group Nominations 2018/2019
1.	Age UK – West Sussex Trustee Board (Link Officer = Craig Downs)	R Sharma <i>One Representative.</i>
2.	Community Needs Partnership (Link Officer = Lindsay Adams)	B J Burgess C A Cheshire S Malik B Quinn L Vitler <i>The Cabinet Member for Public Protection and Community Engagement has a standing invitation to attend and take part in discussions of the "Community Needs Partnership" with arrangements to invite other relevant Cabinet Members to participate as and when the agenda item may be appropriate to their portfolios.</i>
3.	Courage Dyer Recreational Trust (Link Officer = Hayley Thorne)	B J Quinn (May 2017 to May 2021) R Sharma (May 2017 to May 2021) B A Smith (July 2015 to July 2019) C Portal Castro - appointed automatically ex-officio as Mayor. - 4 year appointments only - Once appointed, not required to remain a Councillor - Only 4 nominations acceptable in total
4.	Crawley Arts Council (CAC) (Link Officer = Vicky Wise)	B J Burgess C J Mullins <i>Two Representatives.</i>
5.	Crawley Ethnic Minority Partnership (CEMP) Partnership Board (Link Officer = Craig Downs)	S Malik <i>One Representative.</i>

Agenda Item 7

Full Council (14)
18 May 2018

	Name of Organisation	Group Nominations 2018/2019
6.	Crawley Museum Society <i>(Link Officer = Nigel Sheehan)</i>	C A Cheshire C J Mullins M Stone <i>Three Representatives.</i>
7.	Crawley Open House Management Committee <i>(Link Officer = Nikki Hargrave)</i>	T Lunnon L Willcock <i>Two Representatives.</i> (plus officer from Housing and Planning Strategic Services) <i>N.B. Councillor Burrett is on Board of Trustees and on the Management Committee (all Trustees sit on the Mgt Cttee but not vice-versa). However, it is understood that he was appointed A Trustees in a personal capacity and not directly through the Council. Councillor Burrett is not included as part of the two Council representatives.</i>
8.	Crawley Town Twinning Association (CTTA) <i>(Link Officer = Hayley Thorne)</i>	R Sharma B A Smith <i>Two Representatives.</i> C R Eade* <i>*If a third Council Representatives is allowed.</i>
9.	Gatwick Airport Community Trust (GACT) <i>(Link Officer = Craig Downs)</i>	B J Quinn <i>(Trustee – 4 year term ending in May 2019)</i> <i>One Representative invited – 4 year appointment.</i>
10.	Relate - North & South West Sussex Trustee Board <i>(Link Officer = Craig Downs)</i>	K Sudan <i>One Representative.</i>
11.	Court of the University of Sussex <i>(Link Officer = Clem Smith)</i>	M G Jones <i>One Representative.</i>
12.	West Sussex Health and Adult Social Care Select Committee * <i>(Link Officer = Heather Girling)</i>	OSC to decide. <i>Must be a Member of the OSC</i>

Agenda Item 7

Full Council (15)
18 May 2018

	Name of Organisation	Group Nominations 2018/2019
13.	West Sussex Joint Scrutiny Steering Group* (Link Officer = Heather Girling)	C Cheshire <i>Must be the Chair of the OSC</i>
14.	West Sussex Mediation Service Management Committee (Link Officer = Tony Baldock & Craig Downs)	C A Cheshire (main representative) K Sudan (deputy) <i>The Mediation Service is willing to make 2 main and 2 deputy places available</i>
15.	Conservation Area Advisory Committees (CAAC)	<i>Minimum one Councillor (plus a substitute) from each ward within the CAAC but all Ward Members usually welcome</i>
15a	Central Crawley Conservation Area Advisory Committee (Northgate & West Green) (Link Officer = Justin Kliger)	R S Fiveash K Sudan G Thomas
15b	Forestfield and Shrublands Conservation Area Advisory Cttee (Link Officer = Ian Warren)	D Crow C R Eade
15c	Hazelwick Road Conservation Area Committee. (Link Officer = Tom Nutt)	B J Burgess R G Burgess
15d	Ifield Village Conservation Area Advisory Committee (Link Officer = Anthony Masson)	P C Smith K Sudan G Thomas M A Stone
15e	Southgate Conservation Area Advisory Committee (Link Officer = Ian Warren)	M W Pickett R Sharma J Tarrant
15f	Worth Conservation Area Advisory Committee. (Link Officer = Tom Nutt)	A Belben R A Lanzer A Pendlington
16.	Friends of Broadfield Park (Link Officer = Janet Rose)	I T Irvine

Agenda Item 7

Full Council (16)
18 May 2018

	Name of Organisation	Group Nominations 2018/2019
17.	Friends of Goffs Park (FoGP) (Link Officer = Christian Threader and Peter Harsum)	C J Mullins R Sharma FoGP is willing to make 2 places available and has advised that other Members can still become a Friend of Goffs Park through other ways.
18.	Buchan Country Park Advisory Board (Link Officer = John Dale)	I T Irvine T Lunnon C J Mullins T Rana <ul style="list-style-type: none"> • <i>Very informal body</i> • <i>WSSCC co-ordinator would welcome any local Members to attend and participate as a full Member</i>

Nominations to Outside Bodies which no long require or have ceased since appointments made in May 2017:

- *Crawley Community and Voluntary Service Trustee Board*
- *Crawley Town FC Travel Plan Steering Group*
- *Crawley & Ifield Education Foundation*
- *West Sussex Joint Scrutiny Housing Provision for Care Leavers Task and Finish Group*
- *General Council of Broadfield Youth and Community Centre (BYCC)*

Agenda Item 9

The List of minutes of the meetings of the Cabinet, Overview and Scrutiny Commission and Committees are set out in the following

Appendix

- 7 a) Planning Committee – Monday, 9 April 2018 (*page 23*)
- 7 b) Overview and Scrutiny Commission – Monday 4 June 2018 (*page 31*)
- 7 c) Planning Committee – Tuesday 5 June 2018 (*page 41*)
- 7 d) Licensing Committee - Monday 11 June 2018 (*page 49*)
- 7 e) Governance Committee – Tuesday 19 June 2018 (*page 53*)

Recommendation 1 –

- *Changes to the Constitution (Minute 4, page 54)*

- 7 f) Overview and Scrutiny Commission – Monday 25 June 2018 (*page 59*)
- 7 g) Cabinet – Wednesday 27 June 2018 (*page 65*)

Recommendation 2 –

- *Financial Outturn 2017/2018 Budget Monitoring - Quarter 4 (Minute 9, page 68)*

- 7 h) Planning Committee – Monday 2 July 2018 (*page 73*)

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Crawley Borough Council

Minutes of Planning Committee

Monday, 9 April 2018 at 7.30 pm

Councillors Present:

I T Irvine (Chair)

C Portal Castro (Vice-Chair)

N J Boxall, B J Burgess, D Crow, R S Fiveash, F Guidera, K L Jaggard, S J Joyce, T Rana, A C Skudder, P C Smith, M A Stone, J Tarrant and G Thomas

Officers Present:

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

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor N J Boxall	To Consider the Expediency of Enforcement and Legal Action in Respect of Unauthorised Alterations to Flint Cottage, Brighton Road, Tilgate, a Grade II Listed Building. (Minute 9)	Prejudicial Interest – Knows the owner of the property well as a result of previous Council business over a number of years. Councillor Boxall left the meeting before consideration of this item and took no part in the discussion or voting on the item.
Councillor P C Smith	CR/2017/1057/FUL - BCL House, Gatwick Road, Northgate, Crawley (Minute 5)	Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District.

2. Lobbying Declarations

No lobbying declarations were made.

3. Minutes

The minutes of the meeting of the Committee held on 20 March 2018 were approved as a correct record and signed by the Chair.

4. Planning Application CR/2017/0881/FUL - 257 - 259 Ifield Road, West Green, Crawley, RH11 7HX

The Committee considered report PES/247 (a) of the Head of Economic and Environmental Services which proposed as follows:

Erection of 5no. 2 storey, 2 bedroom affordable dwellings for social rent and associated parking following demolition of 2no. existing semi-detached dwellings (amended plans received).

Councillors Stone and Thomas declared they had visited the site.

The Principal Planning Officer (Valerie Cheesman) provided a verbal summation of the application and the following update:-

Amended Condition 3:

3. *No development shall be carried out unless and until a schedule of materials and finishes to be used for external walls and roofs of the proposed dwellings and details of the acoustic vents for plots 1 and 2 have been submitted to and approved by the Local Planning Authority.
REASON: To enable the Local Planning Authority to control the development in detail in the interests of amenity by endeavouring to achieve a building of visual quality in accordance with Policy CH3 of the Crawley Borough Local Plan 2015-2030.*

Mr Peter Rainier, the Agent, addressed the Committee in support of the application.

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

- Indicated that in terms of the proposed path to Plot 5, the materials to be used for that footpath (which a Councillor suggested should include anti slip materials due to potential overshadowing from trees), would be subject to control by condition..
- Commented that the protection of gutters to prevent them from being blocked by leaves was not something that would normally be required. The proposals were deemed to be acceptable, and this was a matter that a Member could raise with Crawley Homes.
- Advised that whilst the proposed gates located within the rear gardens were not identified in the Site Plans, they were clearly shown in the Landscaping Scheme, which had to be adhered to.

- Indicated that the proposed seven replacement trees, to be planted within the gardens of the application site, would be of suitable size and appropriate for that setting, and would be maintained by tenants.

RESOLVED

Permit, subject to:

- (i) The conclusion of a Section 106 Agreement to secure on site affordable housing for Social Rent.
- (ii) The Conditions set out in report PES/247 (a), and the updated Condition 3 above.

Note

Councillor Crow, who had apologised for his late arrival to this meeting, later advised that because at the point of his arrival consideration of this application had already been well under way, he felt it was not appropriate for him to vote on the application, and thus had not taken part in that voting process.

5. **Planning Application CR/2017/1057/FUL - BCL House, Gatwick Road, Northgate, Crawley**

The Committee considered report PES/247 (b) of the Head of Economic and Environmental Services which proposed as follows:

Demolition of existing showroom and redevelopment of site to B1 Office with associated parking and landscaping.

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

The Principal Planning Officer (Marc Robinson) provided a verbal summation of the application and the following updates:-

- Although at this stage a Bird Hazard Management Plan had not been submitted, the Applicant had agreed to make that submission, and this matter was reflected in Condition 15.
- That with regard to paragraph 5.22 of the report, the reference to “five new silver birch trees” should be deleted and replaced with “five new lime trees”.

Mr John Browning addressed the Committee in objection to the application, whilst Mr Steve Sawyer, representing the Manor Royal BID Company, addressed the Committee in support of the application. Many of the objections raised reflected those detailed in the report, including those on the grounds of height, scale and siting and the visual impact these issues would have upon Tinsley Lane. In addition, there were concerns raised on grounds including: loss of light and privacy, landscaping, increased traffic and parking, and impacts on highway safety.

The Committee then considered the application. The Committee discussed the issues arising, including the comments raised by the speakers and concerns raised by objectors. Some Members expressed their own concerns regarding this application, including in particular those in relation to the scale of the proposed development and

Agenda Item 9

Appendix A
Committee (83)
9 April 2018

the further intensification of development in the Manor Royal Buffer Zone. In response to issues and concerns raised, the Principal Planning Officer:

- Acknowledged that the proposed building, due to its height and scale, would have an adverse impact on residential amenity through its impact upon the outlook from nearby dwellings. The proposed building has been designed to reduce its impact by stepping upwards away from the residential properties and would have screening from the proposed landscaping. The distance from the building to the facing neighbouring houses and the existing relationship to the road would not result in the development creating a harmful loss of privacy, a loss of light or a significant overbearing impact.
- Advised Members that the nearby Northwood Park site had planning permission to be redeveloped to a more significant height and similar overall scale to the application now before the Committee.
- Indicated that new trees to be planted would be big enough (4 to 5m in height) and multi stemmed, to help screening at the early stage of their planting.
- Explained that the existing and proposed trees, together with planting on the roof terraces, would reduce views from the proposed building further and significantly soften the appearance of its rear elevation.
- Considered that the proposals would have no material impact in reducing the effectiveness of residents' solar panels.
- Emphasised that external lighting would be covered by condition, with trees and other screening measures proposed to help mitigate any associated light pollution. Should, however, there be any such pollution emanating from the proposed site, this would be investigated by the Council's Environmental Health Team.
- Confirmed that the ongoing maintenance of landscaping would be controlled by condition through the submission of a landscape management plan.
- Commented that car parking controls already in place within Tinsley Lane would further help to limit parking in that residential area.
- Explained that the proposed level of car parking for the application site was considered acceptable by the Local Highway Authority and broadly met the Council's standards.
- Confirmed that access to the proposed site would be from Gatwick Road towards the southern end of the site, and would form a left in left out access.
- Emphasised that any potential harm caused to residential amenity had to be considered alongside the significant economic benefits of the scheme and by its high design quality.

The Committee continued to consider carefully the application information including the concerns raised, but in so doing took into account all material considerations associated with this Scheme.

RESOLVED

Delegate to the Head of Economic and Environmental Services to **Permit**, subject to:

- (i) The submission of an ecological report demonstrating the acceptability of the scheme to the satisfaction of the Local Planning Authority and the inclusion of any related conditions.
- (ii) The satisfactory conclusion of a Section 106 agreement to secure:
 - the contribution of £261,600 towards Gatwick Road highways improvements.
 - the Manor Royal Public Realm contribution of £13,274.

- the developer signing up to the Developer and Partner Charter.
- (iii) A potential revised Bird Hazard Management Plan condition.
- (iv) The Conditions set out in report PES/247 (b).

6. Planning Application CR/2018/0069/FUL - 15 Chatfields, Gossops Green, Crawley

The Committee considered report PES/247 (c) of the Head of Economic and Environmental Services which proposed as follows:

Erection of a single storey wrap around side and rear extension (amended plans received).

Councillors Jaggard and Stone declared they had visited the site.

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

The Committee then considered the application. An issue was raised regarding the potential for a window on the southern elevation, and forming part of the application, to be converted in future to a door to form a separate unit of accommodation. In response, the Principal Planning Officer emphasised that the annexe could only be used as ancillary accommodation to the dwelling and referred to Condition 4 which required that the development proposed “shall not at any time be used as a separate unit of accommodation”. Any change of use to a separate dwelling would be a breach of planning control. With regard to the potential conversion of the window to door it would not be considered reasonable to limit a householder from altering this part of their dwelling where it would not result in harm to any recognised material considerations.

RESOLVED

Permit, subject to the Conditions set out in report PES/ 247 (c)

7. Planning Application CR/2018/0075/RG3 - Northgate Playcentre, Woodfield Road, Northgate, Crawley

The Committee considered report PES/247 (d) of the Head of Economic and Environmental Services which proposed as follows:

Formation of two external openings on north western elevation of building.

Councillors Stone and Thomas declared they had visited the site.

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

The Committee then considered the application.

RESOLVED

Permit, subject to the Conditions set out in report PES/247 (d).

8. Exempt Information – Exclusion of the Public

RESOLVED

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

9. To Consider the Expediency of Enforcement and Legal Action in Respect of Unauthorised Alterations to Flint Cottage, Brighton Road, Tilgate, a Grade II Listed Building

(Exempt Paragraphs 6a – Notice, and 6b – Order)

The Committee considered report PES/294 of the Head of Economic and Environmental Services. The report requested the Committee to consider whether the Council should issue and serve Listed Building Enforcement Notices under Section 38(1) of the Planning (Listed Building and Conservation Areas) Act 1990 and to refer this case to the Head of Legal and Democratic Services to consider bringing a prosecution against the owner under Section 9 of the Planning (Listed Building and Conservation Areas) Act 1990.

In considering further the issues associated with this matter, the Committee took the opportunity to convey its thanks and appreciation to the Officers concerned, including in particular Steve Pincott (Senior Planning Investigations Officer) and Deborah Gardner (Listed Building Consultant) for the significant work and commitment they had undertaken as part of their related investigations, and for bringing the case to the attention of the Committee.

RESOLVED

- (i) That this case be referred to the Head of Legal and Democratic Services to consider commencing a prosecution against the person named in paragraph 2.1 of report PES/294, and to take any other action as appropriate, in respect of the unauthorised works in 2015 and 2017 comprising the replacement of 12 windows, 5 doors, 2 vertical sliding Box sash windows and the erection of a porch.
- (ii) That the Head of Economic and Environmental Services be authorised to serve Listed Building Enforcement notices to require steps to be taken to restore Flint Cottage to its former state or to a condition considered appropriate by Officers in consultation with the Council's Listed Building Consultant in relation to the following unauthorised works:
 - 1. Unauthorised single storey extension on the east side of the main house.
 - 2. Unauthorised extension on west side of house contrary to plans submitted and approved.
 - 3. Porch on the front (N) elevation, not in compliance with plans submitted and approved.
 - 4. Porch to the rear (S) elevation of main house, not in compliance with plans submitted and approved.
 - 5. Two side windows over the front door reduced in size contrary to plan submitted, a material change to the building.

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9 April 2018

6. Removal of historic fabric and the formation of two new windows. One on the 1st floor on the west elevation with a shutter; one on the 1st floor on the east elevation.
7. Cementous mortar on various locations over the entire building having removed the historic fabric.
8. Removal of the rear chimney stack.
9. All original and historic guttering has been removed and replaced with modern UPVC guttering.
10. Original historic slate roof tiles have been replaced with modern Redland 49 tiles.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 8.50 pm

I T IRVINE
Chair

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Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 4 June 2018 at 7.00 pm

Councillors Present:

T G Belben (Acting Chair)

M L Ayling, R G Burgess, D Crow, F Guidera, I T Irvine, R A Lanzer, S Malik, A Pendlington, M W Pickett, K Sudan and L Willcock

Also in Attendance:

Councillors T Lunnon and G Thomas

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Carrie Burton	Transformation Manager
Heather Girling	Democratic Services Officer
Chris Harris	Head of Community Services

Apologies for Absence:

Councillor C A Cheshire

1. Disclosures of Interest and Whipping Declarations

The following disclosures were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor D Crow	Broadfield Residents Parking Petition – To have more grass verges for parking at Halley Close, Eddington Hill, Broadfield (Minute 4)	Personal Interest – Member of WSCC
Councillor R A Lanzer	Broadfield Residents Parking Petition – To have more grass verges for parking at Halley Close, Eddington Hill, Broadfield (Minute 4)	Personal Interest – Member of WSCC

2. Minutes

The Acting Chair welcomed new and returning Members to the Commission's first meeting of the new Municipal year. Members of the public were also welcomed.

The minutes of the meeting of the Commission held on 19 March 2018 were approved and signed as a correct record by the Acting Chair.

3. Public Question Time

No questions from the public were asked as it was agreed that:

Susan Redfearn would be invited to address the Commission in response to report HCS/06 in relation to the petition.

4. Broadfield Residents Parking Petition - To have more grass verges for parking at Halley Close, Eddington Hill, Broadfield

The Commission considered report HCS/06 of the Head of Community Services.

The report responded to the petition about residents' parking concerns in Broadfield, which requested grass verges be removed and more car spaces be allocated at Halley Close, Eddington Hill, Broadfield. The petition documented the concerns and issues with the current parking situation in the area.

The report outlined the research that had been undertaken following receipt of the petition and documented whether the Council could consider the request. The report outlined the key areas for consideration. Members considered this and the additional information.

Susan Redfearn and Pamela Bostock were in attendance. Susan Redfearn (principal petitioner) was invited to address the Commission and raised the following concerns:

- An increase in the number of HMOs in the local area had increased the demand of parking spaces.
- The damage to vehicles that was being experienced needed to be addressed as it was felt this should not just be solely a police matter.
- The increase in parking obstructed access for emergency vehicles.
- The children's play area has been vandalised and was infrequently used.
- Alternative, cheaper parking solutions could be provided.

The Commission thanked both Susan Redfearn and Pamela Bostock for attending and for their contribution.

Members were informed that the key areas for consideration and recommendation within report HCS/06 were:

- To enable creation of additional parking spaces in Halley Close, green amenity open space would be permanently removed from the area, including a significant number of mature trees being felled, and potentially the children's playground removed.
- The options proposed within the petition are costly, approximately in the region of £700,000-£800,000.
- WSCC are currently undertaking a Road Space Audit for Crawley and this Council is currently updating its sustainable transport plan.
- The Council will have further powers as a result of legislation coming into force on 1st October 2018 to extend the mandatory licensing of houses in multiple occupation (HMOs) under the Housing Act 2004 to include two storey HMOs with five or more occupants forming two or more households. However, parking is not a consideration for this licensing.

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Overview and Scrutiny Commission
Appendix B
4 June 2018

During the discussion, Members made the following comments:

- It was noted that the WSCC Road Space Audit was progressing and hotspots were being identified. Contact could be made to the WSCC Parking Manager to request the area as a hotspot. A Road Space Audit seeks to provide essential technical data that identifies and assesses the current demands upon the road network and parking stock, whether these demands are actually being met as well as residents and users views.
- It was recognised that the outcome of the Road Space Audit was to inform the design for a particular place that defines how parking, various alternative travel solutions, infrastructure improvements, safety considerations and future development can be integrated so that the road network is used and managed in the most efficient way possible.
- Concerns were expressed that there were parking issues throughout the town and it would be necessary to seek to acknowledge these rather than merely an isolated case.
- Concerns expressed that the costings appeared excessive and perhaps alternative options could be sought.
- A multi-agency approach was discussed as an effective method in order to assist in exploring possible options.
- Acknowledgment that although many residents may be happy to replace grass verges with parking spaces, many residents were equally likely to want to retain their green open spaces and trees.
- Concerns were raised regarding the removal of the children's play area and the impact of children's obesity together the felling of mature trees.
- It was felt further consultation would be beneficial between officers, the Cabinet Member and residents to establish creative options and a potential way forward to address issues.
- It was recognised that the residential environmental improvement scheme was no longer available.

Having considered all the matters in detail, and as a result of the comprehensive discussion and subsequent voting, the following recommendations were to be referred to the Cabinet Member for Environmental Services and Sustainability:

1. That the Commission requests that the Cabinet Member, the Cabinet and the Budget Advisory Group give consideration to reintroducing the Residential Environmental Improvement Scheme for the 2019/20 budget.
2. That the Commission urge the Cabinet Member to work with officers to engage with the Principal Petitioner and the local residents to ascertain the issues in detail and work to identify potential solutions.
3. That the Head of Community Services liaise with Miles Davey (Parking Manager, Transport and Countryside Services, WSCC) – via the Broadfield County Councillor if required – to request the area as a hotspot within the Crawley Road Space Audit.

RESOLVED

That the Cabinet Member for Environmental Services and Sustainability consider the Commission's comments and recommendations (appendix to the minutes) and provide the Principal Petitioner with a response.

5. **Proposed War Memorial - Current Status**

The Commission received a verbal update from Head of Community Services as to the current status on the Proposed War Memorial.

The Council is working with the Crawley Civil Military Partnership (CCMP) to establish a new memorial of reflection in the town. Consultation previously took place on various designs and 75 responses were received. Funding options are being considered and the project is progressing. The Commission would receive a further briefing in the future.

RESOLVED

That the Head of Community Services was thanked for the update and the Commission would look forward to future progress.

6. **Chief Executive Discussion**

The Commission received an update from the Chief Executive on her current role and responsibilities.

The following topics were discussed:

- Throughout the 'discovery phase' of joining the council, the Chief Executive undertook internal and external meetings (this included meeting with nearly all staff, numerous service teams and Ward meetings with Councillors) together with partners, businesses and voluntary sector representatives.
- Key findings included: committed engaged staff, a common endeavour to make a difference, whilst providing good customer service.
- It was recognised that systems thinking reviews had been successful, with the greatest benefit being realised in services with high transactional processes. Additional work was required to shift the organisation forward, drive efficiency and improve the customer experience through a digital offer and this was to be covered in the draft Transformation Plan.
- Priority objectives included delivering the budget strategy, efficient decision making, delivering the Crawley growth programme, staff engagement together with innovation and creativity in the workplace.
- The prime challenge of the future was the new town hall delivery and cultural shift.

RESOLVED

That the Overview and Scrutiny Commission thanked the Chief Executive for attending and for the informative discussion that had ensued.

7. **Transformation Plan and Future Operations**

Members received an update from the Chief Executive and Transformation Manager. The Commission has within its function to review the council's transformation plan, measures, and performance information (including budgetary information) together with service reviews.

The Council's Purpose was to deliver what matters to customers, which encompassed:

Agenda Item 9

Overview and Scrutiny Commission
Appendix B
4 June 2018

- New Administration Priorities 2018
- Transformation Plan 2018/2020 7 Pillars
- Transformation Dashboard of Measures

The Transformation Plan was currently being developed and it was envisaged that this would provide a more holistic corporate approach focusing on 7 pillars:

1. Delivering a **New Town Hall**
2. Delivering **Digital Transformation** of services to meet customer demand, making it easy to do business and creating efficiency
3. Developing **New Ways of Working** to meet the needs of the business whilst delivering what matters to customers
4. Developing the organisation and staff, defining the culture and being clear about expectations – **Values and Behaviours**
5. Redesigning services from the customers perspective using **Systems Thinking** methodology to deliver efficiency savings whilst protecting frontline services
6. Developing a more **Commercial Approach** to how the council operates and ensuring that Income Generation opportunities are maximised
7. **Blitz on Bureaucracy** in order to streamline the decision making process

Progress had been made in several areas including recruitment to key management posts, commencement of a corporate management restructure, initiating the drive for paperless working and continued systems thinking work. Draft plans for each of the seven pillars had been developed.

It was highlighted that it would be important to recognise the involvement of staff in taking the organisation forward and capitalising on their creativity and innovation going forward.

Members' main comments included:

- Systems thinking principles had been embedded within the organisation and had resulted in efficiencies and savings.
- Support for new ways of working and flexible ways in supporting customers' needs going forward. Digital solutions were welcomed together with creating capacity for 'face to face' communication.
- Recognition that measures, behaviours and values were important drivers for change and success in the workplace, with the understanding that measures should not consume the workload, but used as an internal tool.

There was enthusiasm for a Members' seminar on the Transformation Plan once approved in its final format.

RESOLVED

That the Commission welcomed the presentation and looked forward to a further update.

8. Establishment of and Appointments to the Scrutiny Panels for 2018-2019

In relation to the membership it was noted that there was a change from the nominations published within the AGM paper on 18 May 2018. In respect of the membership of the Social Mobility Scrutiny Panel Councillor Ayling should replace Councillor Pickett.

RESOLVED

Review of Outside Bodies and Organisations Scrutiny Panel

That the Review of Outside Bodies and Organisations Scrutiny Panel, be re-constituted, with a membership of Councillors M L Ayling, R G Burgess, C A Cheshire, R Fiveash, A Pendlington and that Councillor C A Cheshire be appointed as Chair for 2018/2019.

Social Mobility Scrutiny Panel

That the Social Mobility Scrutiny Panel, be re-constituted, with a membership of Councillors M L Ayling, T G Belben, R Fiveash, I T Irvine, K L Jaggard, K Sudan, L Vitler and that Councillor K Sudan be appointed as Chair for 2018/2019.

9. Appointments

RESOLVED

That the Commission endorsed the following appointments:

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

Councillor T G Belben

West Sussex Joint Scrutiny Steering Group (JSSG)

Councillor C A Cheshire

10. Scrutiny Review Workshop

The OSC Review Workshop originally planned for Tuesday 12 June 2018 has been rescheduled for Monday 3 September 2018 at 6.00pm, when OSC Members plan to consider the scrutiny suggestions that have been submitted. The meeting of the Overview and Scrutiny Commission on Monday 3 September 2018 will commence at 7.30pm.

11. Forward Plan - and Provisional List of Reports for the Commission's following Meetings

The Commission confirmed the following reports for the OSC:

25 June

- Treasury Management Outturn 2017-2018
- Licensing Two Storey Houses in Multiple Occupation (HMOs)
- Crawley Growth Programme Update

3 September

- District Heat Network

24 September

- Budget Strategy 2019/20 – 2023/24.

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Overview and Scrutiny Commission
Appendix 9
4 June 2018

19 November

- Treasury Management Mid-Year Review 2018 - 2019.
- Three Bridges Improvement Scheme Final Design.

Closure of Meeting

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

T G Belben
Acting Chair

Appendix

Cabinet Member for Environmental Services and Sustainability

Comments from the Overview and Scrutiny Commission at its meeting on Monday 4 June 2018 OSC/269

Broadfield Residents Parking Petition – To have more grass verges for parking at Halley Close, Eddington Hill, Broadfield

A petition submitted to the Council in March 2018 documented concerns and issues with the current parking situation in the above area.

The Commission considered report HCS/06 of the Head of Community Services, which provided evidence in response. The key areas for consideration and recommendation within report HCS/06 were:

- To enable creation of additional parking spaces in Halley Close, green amenity open space would be permanently removed from the area, including a significant number of mature trees being felled, and potentially the children's playground removed.
- The options proposed within the petition are costly, approximately in the region of £700,000-£800,000.
- WSCC are currently undertaking a Road Space Audit for Crawley and this Council is currently updating its sustainable transport plan.
- The Council will have further powers as a result of legislation coming into force on 1st October 2018 to extend the mandatory licensing of houses in multiple occupation (HMOs) under the Housing Act 2004 to include two storey HMOs with five or more occupants forming two or more households. However, parking is not a consideration for this licensing.

Comments and Recommendations

During the discussion, Members made the following comments:

- It was noted that the WSCC Road Space Audit was progressing and hotspots were being identified. Contact could be made to the WSCC Parking Manager to request the area as a hotspot. A Road Space Audit seeks to provide essential technical data that identifies and assesses the current demands upon the road network and parking stock, whether these demands are actually being met as well as residents and users views.
- It was recognised that the outcome of the Road Space Audit was to inform the design for a particular place that defines how parking, various alternative travel solutions, infrastructure improvements, safety considerations and future development can be integrated so that the road network is used and managed in the most efficient way possible.
- Concerns were expressed that there were parking issues throughout the town and it would be necessary to seek to acknowledge these rather than merely an isolated case.
- A multi-agency approach was discussed as an effective method in order to assist in exploring possible options.

- Acknowledgment that although many residents may be happy to replace grass verges with parking spaces, many residents were equally likely to want to retain their green open spaces and trees.
- Concerns were raised regarding the removal of the children's play area and the impact of children's obesity together the felling of mature trees.
- It was felt further consultation would be beneficial between officers, the Cabinet Member and residents to establish creative options and a potential way forward to address issues.
- It was recognised that the residential environmental improvement scheme was no longer available.

Having considered all the matters in detail, and as a result of the comprehensive discussion and subsequent voting, the following recommendations were to be referred to the Cabinet Member for Environmental Services and Sustainability:

1. That the Commission requests that the Cabinet Member, the Cabinet and the Budget Advisory Group give consideration to reintroducing the Residential Environmental Improvement Scheme for the 2019/20 budget.
2. That the Commission urge the Cabinet Member to work with officers to engage with the Principal Petitioner and the local residents to ascertain the issues in detail and work to identify potential solutions.
3. That the Head of Community Services liaise with Miles Davey (Parking Manager, Transport and Countryside Services, WSCC) – via the Broadfield County Councillor if required – to request the area as a hotspot within the Crawley Road Space Audit.

RESOLVED

That the Cabinet Member for Environmental Services and Sustainability consider the Commission's comments and recommendations and provides the Principal Petitioner with a response.

Councillor Tina Belben
Acting Chair, Overview and Scrutiny
Commission 4 June 2018

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Crawley Borough Council

Minutes of Planning Committee

Tuesday, 5 June 2018 at 7.30 pm

Councillors Present:

I T Irvine (Chair)

R S Fiveash (Vice-Chair)

A Belben, N J Boxall, B J Burgess, K L Jaggard, S Malik, T Rana, R Sharma, A C Skudder, P C Smith, M A Stone, J Tarrant and G Thomas

Also in Attendance:

Councillors D Crow, M G Jones, B J Quinn, M W Pickett and C Portal Castro

Officers Present:

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

Apologies for Absence:

Councillor L Vitler

1. Welcome

The Chair welcomed those present to the first meeting of the forthcoming municipal year, especially newly elected Councillors and those Councillors returning to the Committee.

2. Disclosures of Interest

No disclosures of interests were made.

Following a query from a Committee Member, and with particular reference to the Town Hall application, CR/2017/0997/OUT, item 6 on the agenda for this meeting, the Legal Services Manager advised that all members of the Committee had received a briefing note prior to the meeting regarding pre-determination and bias. It was each Councillors' responsibility to consider the advice provided and declare any relevant interest accordingly. Further guidance relating to predisposition, predetermination and bias were contained within the Code of Conduct on Planning Matters.

3. Lobbying Declarations

The following lobbying declaration was made by a Councillor:

Councillor J Tarrant had been lobbied regarding application CR/2017/0974/FUL.

4. Minutes

The minutes of the meeting of the Committee held on 9 April 2018 were approved as a correct record and signed by the Chair.

5. Planning Application CR/2017/0974/FUL - Zurich House, East Park, Southgate, Crawley

The Committee considered report PES/281 (a) of the Head of Economic and Environmental Services which proposed as follows:

Demolition of existing building and erection of a new part 3 and part 4 storey building comprising 56 apartments (30 x one bed and 26 x two bed) together with 56 car parking spaces and landscaping (amended description and amended plans received)

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

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

- The following clerical corrections, relating to plans and drawings in the report, should be made to reflect the following:
 - Plan 051603-ESH-P11 related to the proposed 1st floor plan
 - Plan 051603-ESH-P12 related to the proposed 2nd floor plan
 - Plan 051603-ESH-P13 related to the proposed 3rd floor plan
- An additional drawing relating to the parking layout had been submitted. It was confirmed that the layout did not alter the design. Further illustrative material had also been submitted to support the revised application such as coloured elevations.
- Two further objections had been received since publication of the report:
 - One raised no additional objections to those outlined in the report
 - The second representation included video clips of parking in East Park. The video had been viewed and forwarded to West Sussex County Council (WSCC), although it was not possible to display them on the website. Following consideration of the video clips, WSCC had stated that the information did not change WSCC's opinion and recommendation on the application.

Mr Con O'Driscoll, Councillor Pickett (Ward Councillor for Southgate) and Councillor Jones (Cabinet Member for Housing), addressed the Committee in objection to the application, whilst Mr Philip Allin, the Agent, addressed the Committee in support of the application. Many of the objections raised reflected those detailed in the report, including parking issues, refuse collection and the potential impact on the character of the area. In addition, there was also concern expressed regarding the consultation process relating to the application.

The Committee then considered the application. The Committee discussed the issues arising, including the comments raised by the speakers and concerns raised by objectors. In response to issues and concerns raised, the Group Manager (Development Management):

- Advised that the development was a housing allocation and accorded with the Crawley Borough Local Plan 2015-2030.
- Emphasised that the design of an application did not necessary need to match the surrounding buildings and that in addition the Planning Inspector had identified the location as a 'transitional site'. The site was not within close proximity to the local conservation areas and these would not be harmed by the development.
- Confirmed that the application site was not located within the controlled parking zone, and as such residents of the development would therefore not be entitled to apply for parking permits.
- Stated that visitor parking to the site was included within the parking standard against which the application was assessed, and that the number of parking spaces provided complied with Crawley Borough Council's Policies.
- Clarified that refuse would be collected from the front of the site and that the Refuse and Recycling Team had confirmed this to be acceptable.
- Advised that reference within the Urban Design SPD to recommended separation distance between dwellings related to the rear windows of opposing properties and that the distance detailed in paragraph 5.15 of the report referred to the front facing windows of the dwellings. Those separation distances were considered adequate and provided a greater distance between facing dwellings than other premises in the vicinity.
- Emphasised that the level of consultation undertaken in relation to the application exceeded that required for such a development.

RESOLVED

Permit, subject to:

- (i) The conclusion of a Section 106 agreement as set out in Paragraphs 6.4 and 6.5 of report PES/281 (a)
- (ii) The conditions set out in report PES/281 (a)

6. Planning Application CR/2017/0997/OUT - Town Hall, The Boulevard, Northgate, Crawley

The Committee considered report PES/281 (b) of the Head of Economic and Environmental Services which proposed as follows:

A hybrid application comprising:

- (a) detailed application for demolition of the existing council offices and civic hall, and erection of a replacement town hall, offices and a public square, and associated access, car parking, landscaping and ancillary works.
- (b) outline application for residential development comprising up to 182 units including commercial space with details of access, all other matters reserved (layout, scale, landscaping and appearance).

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Councillors Boxall, Fiveash, Irvine, Jaggard, Sharma, Skudder, P Smith, Stone, Tarrant and Thomas declared they had visited the site.

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

Replacement Condition 1:

- i) Details of the appearance, landscaping, layout, and scale (hereinafter called 'the reserved matters') in relation to the Block B development comprising up to 182 residential units including commercial space shown on drawing 764-CPA-ZA-SK-010 Rev P1 submitted on 17 May 2018 shall be submitted to and approved in writing by the Local Planning Authority before any development on the Block B site begins and the development shall be carried out as approved.
 - ii) Application for approval of the reserved matters shall be made to the Local Planning Authority before the expiration of 3 years from the date of this permission.
- REASON: To enable the Local Planning Authority to control the development in detail and to comply with Section 92 of the Town & Country Planning Act 1990.

Replacement Condition 21:

Notwithstanding the plans hereby approved, a scheme for proposed signage, artwork and other features to create a clear and legible environment for users of the development and to create a strong civic identity for the Town Hall element of the scheme shall be submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be implemented in full prior to the first occupation of the Town Hall and office building hereby approved and shall be maintained as such thereafter unless otherwise agreed in writing by the Local Planning Authority.

REASON: To enable the Local Planning Authority to control the development in detail to achieve a user friendly environment, to define a clear civic character to the Town Hall element of the scheme and to achieve a development of visual quality in accordance with Policy CH3 of the Crawley Borough Local Plan 2015-2030 and the Urban Design Supplementary Planning Document.

Replacement Condition 31:

Within three months of the first occupation of the Town Hall and office building (Block A) hereby approved, a copy of a post-construction report, verifying that the development has achieved the minimum Energy and Water standards for BREEAM 'Excellent', shall be submitted to and agreed in writing by the Local Planning Authority.

REASON: In the interests of sustainable design and efficient use of water resources in accordance with policies ENV6 and ENV9 of the Crawley Borough Local Plan 2015-2030.

Mr Charles Crane addressed the Committee in objection to the application, whilst Mr Peter Rainier, the Agent, addressed the Committee in support of the application. Many of the objections raised reflected those detailed in the report, including the design, the amenities of the flats and the heritage of the Town Hall building.

The Committee then considered the application. The Committee discussed the issues arising, including the comments raised by the speaker and concerns raised by objectors. A number of Councillors expressed their own concerns regarding the application, including in particular those in relation to the design, loss of the historic Town Hall building, overshadowing, proximity to the District Heat Centre, vehicular access, parking provisions within the multi storey car park, sustainability and renewable energy, civic accommodation within the new Town Hall and impact on the streetscene and the use of a hybrid application. In addition, a Councillor queried

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whether an additional condition was required relating to the provision of broadband for the flats.

In response to issues and concerns raised, the Principal Planning Officer:

- Advised that, should the District Heat Centre be granted planning permission and be delivered, the application could meet the energy and water standards for BREEAM 'Excellent' without solar panels. Should the District Heat Centre not be delivered, solar panels could be installed to meet BREEAM 'Excellent.' Any proposal to site solar panels on the roof of the new Town Hall would require approval by Gatwick Airport/NATS.
- Confirmed that West Sussex County Council (WSCC) had not raised any concerns regarding the proposed disabled parking at the front of the site.
- Advised that the majority of traffic movements to/from the site would be along Exchange Road, into the multi storey car park.
- Advised that the Transport Assessment suggested there would be sufficient parking in the multi storey car park for staff, residents, office workers and shoppers. In addition, the recent Town Centre parking survey raised no concerns regarding the wider provision for parking.
- Confirmed that the provision for amenity space, screening, tree replacement and distance of separation between the buildings would be dealt with under reserved matters.
- Provided further information relating to the nature of hybrid planning applications, outline planning permission and reserved matters.
- Acknowledged that a condition relating to broadband would normally be included for a development such as application (b). It was suggested to the Committee and agreed that a condition be inserted as follows:

Broadband condition:

Provision shall be made for combined television reception facilities and superfast broadband to serve all units within the residential development and commercial space (Block B) hereby approved in outline only in accordance with details to be submitted to and agreed in writing by the Local Planning Authority. The approved facilities shall be made available to each individual unit prior to that unit being first brought into use.

REASON: In the interests of visual amenity, to help reduce social exclusion and to allow good access to services in accordance with policies CH3 and IN2 of the Crawley Borough Local Plan 2015-2030.

At the request of Councillor B Burgess, and in accordance with Council Procedure Rule 25.5, the names of the Councillors voting for and against the proposal above were recorded as set out below:

For the Proposal:

Councillors Fiveash, Irvine, Malik, Rana, Sharma, Skudder, P Smith, Stone and Thomas (9).

Against the Proposal:

Councillors A Belben, Boxall, B Burgess, Jaggard and Tarrant (5).

Abstentions:

None.

With the vote being 9 for the proposal and 5 against the proposal, the proposal was therefore CARRIED, and it was

RESOLVED

Permit, subject to:

- (i) The conclusion of a Section 106 agreement to secure the provision of affordable housing units, and financial contributions towards Memorial Gardens, Southgate Play Areas, additional tree planting; implementation and operation of a District Energy Centre; two on-street car club bays; car club vehicle and/or membership, Car Park Management Plan and Developer and Partner Charter all as detailed in report PES/281 (b).
- (ii) The conditions set out in report PES/281 (b), and the three replacement conditions and additional condition above.

7. Proposed Deed of Variation to Planning Application CR/2016/0662/FUL Relating to Nos. 11-13 The Boulevard, Crawley

The Principal Planning Officer introduced report PES/299 of the Head of Economic and Environmental Services, which set out proposed changes to the completed Section 106 Agreement prepared pursuant to planning permission CR/2016/00662/FUL and the reasons for the proposed amendments. Those changes, which were not minor variations to the legal agreement, required the approval of the Planning Committee.

The proposed changes related to the delivery of affordable housing within the proposed development at Nos. 11-13 The Boulevard. The changes were necessary to secure appropriate and acceptable affordable housing provision on the site, taking account of the current planning application (CR/2017/0997/OUT) on the adjoining Town Hall site which was considered earlier in the meeting (minute 6 refers).

RESOLVED

That the making of a Deed of Variation, to reflect the changes set out in Paragraph 5.1 to report PES/299, be approved.

8. Planning Application CR/2018/0205/ADV - Queens Square, Northgate, Crawley

The Committee considered report PES/281 (c) of the Head of Economic and Environmental Services which proposed as follows:

Advertisement consent for the erection of 1 x internally illuminated free standing digital sign.

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

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The Principal Planning Officer provided a verbal summation of the application and advised that an amended condition on illuminance levels was recommended as follows:

Amended Condition (automatic dimming feature)

The advertisement hereby approved shall be operated at all times with an automatic dimming feature which adjusts levels of illuminance to take account of variations in natural lighting conditions to the satisfaction of the Local Planning Authority. The level of illuminance shall not exceed 2,500 cd/m² at any time.

REASON: In the interests of visual amenity and in accordance with Policy CH3 of the Crawley Borough Local Plan 2015-2030, the Urban Design Supplementary Planning Document and the West Sussex County Council Illuminated Signs Standing Advice.

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

- Acknowledged the need to be mindful about additional street furniture gradually cluttering up the newly renovated Queens Square and stated that officers did not consider that this single digital sign would create visual cluttering.
- Did not envisage that the digital sign would create a significant physical obstruction taking account of other street furniture in the square.

RESOLVED

Consent, subject to the conditions set out in report PES/281 (c) and the additional condition above.

9. Planning Application CR/2018/0229/TPO - 13 Keymer Road, Southgate, Crawley

The Committee considered report PES/281 (d) of the Head of Economic and Environmental Services which proposed as follows:

Oak - reduce height and crown radius by 1.5m to appropriate growth points.

Councillor Tarrant declared she had visited the site.

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

The Committee then considered the application.

RESOLVED

Consent, subject to the conditions set out in report PES/281 (d).

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 10.07 pm

I T IRVINE
Chair

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Crawley Borough Council

Minutes of Licensing Committee

Monday, 11 June 2018 at 7.30 pm

Councillors Present:

M W Pickett (Chair)

M L Ayling (Vice-Chair)

T G Belben, N J Boxall, B J Burgess, R S Fiveash, K L Jaggard, M G Jones, K McCarthy, C J Mullins, D M Peck, B J Quinn, R Sharma and J Tarrant

Also in Attendance:

Councillor P K Lamb, S Malik and G Thomas

Officers Present:

Tony Baldock	Environmental Health Manager
Roger Brownings	Democratic Services Officer
Astrid Williams	Solicitor
Bill Nailen	Senior Licensing Officer

Apologies for Absence:

Councillor C Portal Castro

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Licensing Committee held on 30 October 2017 were approved as a correct record and signed by the Chair.

3. Review of Hackney Carriage and Private Hire Vehicle Livery Requirements

The Committee considered report PES/296 of the Head of Economic and Environmental Services. The purpose of the report was to appraise the Licensing Committee of a request from the local Hackney Carriage and Private Hire Trade to review the Council's current licensing policy concerning vehicle livery requirements

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especially the use of magnetic signs, and to seek the agreement of the Committee to undertake a consultation exercise on a potential change to existing policy. A large number of people from the Hackney Carriage and Private Hire Vehicle trade attended the meeting, and were sat in the public gallery.

In referring the report to the Committee, the Chair reminded the gallery that at this stage the report was to agree to the Council's Licensing Team undertaking a consultation process on a possible amendment to the Council's policy to allow the use of magnetic signs on hackney carriages and private hire vehicles. The Chair emphasised that it would be as part of that consultation process that representations would be sought and considered. However, he indicated that if wishing to do so, he would give a limited number of trade representatives the opportunity to make their views known at this meeting. Although at this point a former taxi driver stood and abruptly protested about not being granted a taxi licence, the Chair explained to him that this was not the forum to consider such matters, and that it was a matter for the magistrates' court to consider.

The Committee considered the report in detail, and in response to issues raised, the Environmental Health Manager:

- Confirmed that in April this year a large number of private hire vehicles and a lesser number of hackney carriages had been broken into.
- Explained that although the responsibility for such criminal acts belonged to the Police, it was agreed with the Leader of the Council, the Cabinet Member, and the Police - at a recent meeting requested by representatives of the Private Hire and Hackney Carriage trades, that the Council's requirements relating to door signage in particular would be reviewed. At that meeting the trade representatives expressed its concerns that licensed vehicles were easier to identify, and thus might be more vulnerable to crime.
- Advised that the Police made a number of arrests following the meeting and the crime spree concerning licensed vehicles subsequently ceased.
- Explained that some flexibility had already been allowed at times when licenced vehicles were not working in regard to removing roof top boxes and covering door signs. Some drivers were not aware of this concession at the time of the recent vehicle break-ins.
- Confirmed that whilst magnetic door signs could be used in place of permanent door stickers, licensed vehicles would still need to have a permanently fixed licence plate.
- It was emphasised that the fixing of the licensing plate was considered a very important safeguard and it would not be appropriate to use a magnetic solution for this purpose.
- Advised that the consultation would be widespread and would include the public

The Committee generally indicated their support for the proposed consultation, whilst a good number of Members emphasised the importance of being able to properly regulate the trade with emphasis on public safety. Members felt that if approved, they, the trade and all stakeholders involved should be open minded in responding to the consultation, ensuring that where possible, risks were minimised. The drivers themselves perhaps needed to be more aware of the risks they could minimise as part of their working environment.

In seeking and receiving the permission of the Chair, the Leader of the Council also spoke on this matter. In so doing, and whilst acknowledging the need to regulate and maintain the safety of the public, he referred to the recent break-ins of licensed vehicles and suggested that the Council should take this opportunity to review the

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11 June 2018

Council's current licensing policy - especially the use of magnetic signs on licensed vehicles, to ensure that those drivers could continue their livelihoods in safety. With Police resources stretched, he considered that the Council had a duty to assist, where possible, vehicle security and thus help the drivers of the trade.

At their request, the Chair then invited the Chair of the Private Hire Association and the Chair of the Hackney Carriage Association to speak to the meeting. Both representatives conveyed their strong opposition to the use of permanent signage on licenced vehicle doors, with each putting their case forward in seeking the Council's assistance to help secure their vehicles and to assist licensed drivers to maintain their livelihoods safely.

At this point, Councillor Malik indicated that he also wished to address the Committee. The Chair declined that request reminding that Councillor twice of the strong relationship / personal interests, he had with the trade. The Councillor was vocal in his displeasure with the Chair's response and stating that the report before the Members was misleading and then left the meeting abruptly. The majority of the trade representatives sitting in the public gallery also left.

With order restored, the Committee continued to consider the report.

RESOLVED UNANIMOUSLY

That the contents of report PES/296 be noted and that the Licensing Team undertake a consultation process on a possible amendment to the Council's policy to allow the use of magnetic signs on hackney carriages and private hire vehicles.

Closure of Meeting

With the business of the Licensing Committee concluded, the Chair declared the meeting closed at 8.16 pm

M W PICKETT
Chair

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Crawley Borough Council

Minutes of Governance Committee

Tuesday, 19 June 2018 at 7.00 pm

Councillors Present:

T Lunnon (Chair)

R D Burrett (Vice-Chair)

M L Ayling, D Crow, C R Eade, P K Lamb, R A Lanzer, K McCarthy, A C Skudder and K Sudan

Officers Present:

Kevin Carr

Legal Services Manager

Mez Matthews

Democratic Services Officer

Apologies for Absence:

Absent:

Councillor B J Quinn

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Governance Committee held on 26 March 2018 were approved as a correct record and signed by the Chair.

3. Annual Governance Statement 2017-2018

The Committee considered report LDS/141 of the Head of Legal and Democratic Services which requested that the Committee consider the Annual Governance Statement and provide any comments for incorporation into the final version which would be included in the Annual Statement of Accounts, which was due to be considered by the Audit Committee on 25 July 2018.

Following queries from the Committee, the Legal Services Manager:

- Acknowledged that there was some duplication of information within the different sections of the Statement, but stated that this was likely to be due to the set format of the document.

- Clarified that the format of the document followed guidance by the Society of Local Authority Chief Executives (SOLACE) and the Chartered Institute of Public Finance and Accountancy (CIPFA).
- Agreed that the areas of duplication within the document would be looked into.
- Advised that, as the Governance Committee had responsibility for the corporate governance of the Council, the Corporate Governance Statement was being brought before the Committee for its consideration prior to its inclusion the Statement of Accounts.
- Provided further information relating to the significant governance issues identified for 2017/18.

RESOLVED

That the comments identified above be taken into consideration, and that the final version of the Corporate Governance Statement be included in the Annual Statement of Accounts, which is to be approved by the Audit Committee in July 2018.

4. Changes to the Constitution

The Committee considered report LDS/140 of the Head of Legal and Democratic Services which proposed changes to the Constitution.

The Committee was advised that the amendment to the functions of the Licensing Sub Committee was required to reflect changes which had been made to the Licensing Act 2003 by the Policing and Crime Act 2004. It was agreed that the reason for the amendment be changed to reflect more accurately why the change was necessary.

The Committee was reminded that the change to the Council Procedure Rules was being introduced in readiness for the Full Council meetings which would take place in the Charis Centre whilst the Town Hall site was being developed. It was noted that the date of the first meeting would take place in July 2018 and it was agreed that the date in the report be amended to reflect this. Although it was suggested by a Committee member that the length of Full Council meeting should not be constrained by the opening times of the building, the majority of the Committee were of the view that other alternative venues had been considered but were either too expensive or not suitable.

It was also acknowledged that it was unusual for Full Council to finish after 11pm and the Committee expressed the view that, given the constraints of the venue, Councillors should remain mindful of the guillotine when speaking during Full Council. The Committee requested, should it become apparent that a matter was due to be considered by Full Council which was likely to generate significant interest, that an alternative venue be sought for that meeting and that a temporary suspension of the Council Procedure Rule relating to guillotine be considered.

The Committee then agreed the changes to the Constitution with the minor amendments detailed above.

RESOLVED

Recommendation 1

That the Full Council be recommended that the amendments to the Constitution proposed in Appendix 1 to these minutes be agreed.

5. Notification of Special Meeting of the Governance Committee

The Committee noted that a Special Governance Committee had been scheduled for 7pm on 17 July 2018 to consider Boundary Review issues.

Closure of Meeting

With the business of the Governance Committee concluded, the Chair declared the meeting closed at 7.45 pm

Chair

Appendix 1 - Changes to the Constitution

CHANGES TO THE CONSTITUTION

<u>Function</u>	<u>Proposed amendment</u>	<u>Reason for amendment</u>
Functions of the Licensing Committee under the Licensing Act 2003 – page 124 (Senior Licensing Officer)	Where appropriate: <ul style="list-style-type: none"> Deleted wording is shown as crossed through Additional wording is shown in bold 	
Council Procedure Rules – Page 183 (Head of Legal & Democratic Services)	That the functions attached as Appendix 1a to this document be inserted at the end of that section. Amend paragraph 2.2(a) “Duration of Meeting: Guillotine (Concluding the Meeting)” as follows: “(a) <i>Concluding the Meeting</i> If the business of the Council meeting has not been concluded within two and a half hours, unless the majority of Members present vote for the meeting to continue for a period up to 30 minutes if required, the following procedure will be implemented. Following the meeting’s initial extension, consideration will be given to extending the meeting by further periods of up to 30 minutes if required however, no further extensions may be called to extend the meeting beyond 11.00pm when the guillotine will come into effect”.	To reflect changes made by the Policing and Crime Act 2017 to the Licensing Act 2003. In preparation for the first Full Council meeting at the Charis Centre which is expected to take place on 18 July 2018.

APPENDIX 1a

**Functions of the Licensing Committee
under the Licensing Act 2003**

- (92) Power to suspend or revoke a personal licence in accordance with the provisions of s132A of the Licensing Act 2003.
- (93) Power to take all decisions and actions under section 132A (other than that of suspending or revoking a licence) including: whether to refer a personal licence holder to a Licensing Sub-Committee, and giving notice to a licence holder under section 132A(4).

**Delegation of Functions to the Licensing
Sub-Committee (concurrently with the
Licensing Committee)**

Power to suspend or revoke a personal licence in accordance with the provisions of s132A of the Licensing Act 2003.

**Delegation of Functions (concurrently
with the Licensing Committee and
Licensing Sub-Committee)**

The following function is delegated to the
Head of Economic and Environmental
Services and/or the Head of Strategic
Housing and Planning

Power to take all decisions and actions under section 132A (other than that of suspending or revoking a licence) including: whether to refer a personal licence holder to a Licensing Sub-Committee, and giving notice to a licence holder under section 132A(4).

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Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 25 June 2018 at 7.00 pm

Councillors Present:

C A Cheshire (Chair)

T G Belben (Vice-Chair)

M L Ayling, R G Burgess, D Crow, F Guidera, I T Irvine, R A Lanzer, A Pendlington, M W Pickett, K Sudan and L Willcock

Also in Attendance:

Councillors B J Burgess, M G Jones, P K Lamb, B J Quinn, P C Smith and M A Stone

Officers Present:

Ian Duke	Deputy Chief Executive
Heather Girling	Democratic Services Officer
Nikki Hargrave	Housing Options Manager SHAP
Karen Hayes	Head of Finance, Revenues and Benefits
Carey Manger	Finance Business Manager
Chris Modder	Private Sector Housing Manager
Clem Smith	Head of Economic & Environmental Services
Paul Windust	Chief Accountant

Apologies for Absence:

Councillor S Malik

1. Disclosures of Interest and Whipping Declarations

The following disclosures were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor D Crow	Health and Social Care Select Committee (HASC) (Minute 8)	Personal Interest – Member of WSCC
Councillor R A Lanzer	Crawley Growth Programme - Update (Minute 6)	Personal Interest – Member of WSCC

2. Minutes

The Chair welcomed new Deputy Chief Executive Ian Duke who was attending his first Commission meeting at Crawley.

The minutes of the meeting of the Commission held on 4 June 2018 were approved as a correct record and signed by the Chair. The Commission also noted the Cabinet Member's response to the comment sheet.

3. Public Question Time

No questions from the public were asked.

4. Treasury Management Outturn for 2017/18

The Commission considered report [FIN/442](#) with the Leader of the Council, the Head of Finance, Revenues and Benefits and the Chief Accountant. The CIPFA Code of Practice for Treasury Management recommends that Councillors be updated on treasury management activities regularly and the report ensured the Council was implementing best practice in accordance with the Code. The report provided details of the outturn position for treasury activities and highlighted compliance with the Council's policies previously approved by Councillors.

During the discussion, the following points were expressed:

- Investment decisions were based on the Treasury Management Strategy which used Treasury indicators for 2017/18. Councillors were subsequently updated on outcomes through the budget monitoring and mid-year review process, along with capital programme updates.
- Confirmation that investment funds were a mixture of fixed and variable rates.
- Recognition that the Council's financial regulations are in accordance with the CIPFA Code of Practice for Treasury Management and the Prudential Code for Capital Finance in Local Authorities.
- Explanation sought and obtained on the detailed holdings including ratings and maturity.
- Agreement that details of reserves could be included in future reports.
- It was noted that external advisors provided information and guidance.
- Recognition that the Council's policy was to invest accordingly whilst providing an appropriate balance between security, liquidity, yield and ethical considerations. Whilst the fourth criterion had been applied, it had not prevented any investment from being undertaken as a result of its consideration.
- It was noted that 68% of investments at year-end were with other local authorities. Whilst this was historically unusual, it is in line with other authorities and is due to the rates being similar or higher than rates offered by banks during 2017/18.

RESOLVED

That the Commission supported the recommendations to the Cabinet.

5. Licensing Houses in Multiple Occupation (HMOs)

The Commission considered report [SHAP/75](#) with the Cabinet Member for Housing, Private Sector Housing Manager and the Housing Options Manager. Legislation comes into force on 1 October 2018 that extends the mandatory licensing of houses in multiple occupation (HMOs) under the Housing Act 2004 to include all HMOs (regardless of the number of storeys) with five or more occupants forming two or more households. The report recommended the use of the new mandatory duties, requested approval of the proposed fee structure for issuing and renewing such licenses and noted the change in working practices required to meet the new demands.

Councillors made the following comments:

- Queries were raised over the options considered for staffing provision. Confirmation provided that detailed criteria and the selection process would ensure choice of the suitable candidate.
- It would be necessary to work in partnership with other council departments to assist in identifying HMOs, as well as enforcing and monitoring extended powers.
- Clarification was provided with regards to the proposed licence fees.
- Acknowledgement that landlords of HMOs with five or more occupants forming two or more households are required to apply for a licence prior to 1 October 2018. Landlords of licensable HMOs who have not applied for a licence by this date will be committing a criminal offence.
- Whilst parking concerns were raised, it was identified that these were not relevant under the legislation.
- Support for the change in working practices and in general favour of the extended powers.

RESOLVED

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

6. Crawley Growth Programme - Update

The Commission considered report [PES/298](#) with the Cabinet Member for Planning and Economic Development and the Head of Economic and Environmental Services. The report provided a progress update on the Crawley Growth Programme and sought approval to increase the capital programme allocation together with re-allocation of monies to various schemes.

During the discussion, the following points were expressed:

- Recognition that the Crawley Growth Programme combined various schemes under one budget header. Given the multiple stakeholders, concern was expressed regarding accountability and the complexity of the project. It was requested that an organisation chart be compiled documenting governance, reporting lines and key partners.
- Recognition that large scale projects brought an element of risk. However work was undertaken to ensure this was mitigated through robust programme management.
- Acknowledgement that the Section 106 funds would follow the agreed allocation process.
- Further work would continue in regenerating the town, including focusing on transport enhancements and infrastructure such as cycling improvement and bus

shelter real time passenger information installations. It would be important to ensure information was available in real time in an accessible format.

- Recognition that the Programme provided a co-ordinated approach with each partner having its own approval process. The combined approach should result in maximising opportunities for the town.

RESOLVED

That the Commission supported the recommendations to the Cabinet.

7. Review of Outside Bodies and Organisations Scrutiny Panel Final Report

The Commission considered report [OSC/268](#) of Councillor C A Cheshire as Chair of the Review of Outside Bodies and Organisations Scrutiny Panel. The Panel was established to evaluate the current system and to consider how and if, it added value to the council. It was key to ensure that the Council activities in terms of outside bodies were more focused, that the information the Council holds was accurate and that Councillors have clear guidance on their role and responsibilities when appointed to an outside body. Furthermore the Panel ascertained that it was valuable to assist Councillors and Officers to continue to work in an efficient way. It was evident that the level of appointments to Outside Bodies had an impact on already busy Councillors' workloads. Whilst retaining links with Outside Bodies was an important aspect of community leadership it was also important that the activities of the Council and Councillors were focused around corporate priorities and where it can add most value to the Council or consider whether Councillor involvement could be undertaken differently.

Councillors were in favour of Recommendations 2.2 a, b, c, d, e and g and made the following comments:

- Acknowledgement that the provision of the Community Grants process was specifically administrated and applied stringent terms and conditions. The Grants Process was audited through the Council's Internal Audit Plan, submitted to the Audit Committee.
- Recognition that the nominated councillor role was to ensure due process. Clarification sought on the organisation survey and on the grants process.
- However, there were areas of uncertainty covering recommendation 'f' as out of 28 outside organisations only 11 had responded. Despite continued communication from the Council the response remained low and therefore the demand for nominations from these organisations could be deemed questionable. Other local authorities had been strict in their approach and where responses had not been received it was proposed that an appointment was no longer made. However some councillors expressed concern regarding this stringent approach and felt the council should have the option. As a result of the discussion, recommendation 2.2(f) of report OSC/268 was amended as follows (amended wording in bold):

- f) That where a response was not received to the evaluation, an appointment **would not usually be made by the council** ~~is no longer made by the Council~~ (this is in line with other authorities undertaking a similar review).

RESOLVED

That the Commission agreed to endorse recommendations a, b, c, d, e and g.

That the Commission supported the amended recommendation 'f' as above.

That a report would be prepared for the Governance Committee in September 2018.

8. Health and Social Care Select Committee (HASC)

An update was provided from the most recent HASC meeting. The key item of discussion included:

- Adults In-House Social Care Services 'Choices for the Future' (Closure of Maidenbower Day Care Centre). Proposals for the Maidenbower day services were challenged due to the potential disruption and uncertainty about the alternatives offered. The response to a recent survey had been low and furthermore it was noted that the proposed facilities at Deerswood and Burleys Wood may not be suitable for all individuals. Following discussions Mrs Jupp (Cabinet Member for Adults and Health) stated that a decision would not be made at present.
- It was recommended that all Members consult agendas in preparation for forthcoming meetings.

9. Forward Plan - and Provisional List of Reports for the Commission's following Meetings

The Commission confirmed the following reports:

3 September 2018

- Corporate Priorities
- District Heat Network
- Quarterly Monitoring 2018/2019 (Quarter 1) – provisional referral

24 September 2018

- Budget Strategy 2019/20 – 2023/24
- Public Space Protection Order – Car Cruising

19 November 2018

- Treasury Management Mid-Year Review 2018-2019
- Three Bridges Improvement Scheme Final Design

4 February 2019

- Budget and Council Tax 2019-2020
- Treasury Management Strategy 2019/2020

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 9.28 pm

**C A Cheshire
(Chair)**

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Crawley Borough Council

Minutes of Cabinet

Wednesday, 27 June 2018 at 7.30 pm

Councillors Present:

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

Also in Attendance:

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

Officers Present:

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

Apologies for Absence:

Councillor G Thomas

Welcome to the new Deputy Chief Executive and new Cabinet Member

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

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

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

3. Public Question Time

There were no questions from the public.

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

The Head of Legal and Democratic Services reported that no representations had been received in respect of agenda item 14: *Crawley Leisure Management Contract*.

5. Matters referred to the Cabinet and Report from the Chair of the Overview and Scrutiny Commission

The comments from the Overview and Scrutiny Commission had been circulated to all Cabinet Members. Details of those comments are provided under the minute to which the comments refer.

6. Treasury Management Outturn for 2017/18

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

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

RESOLVED

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

Reasons for the Recommendations

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

7. Licensing Houses in Multiple Occupation (HMOs)

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

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

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

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

Councillor McCarthy also spoke on the item.

RESOLVED

That the Cabinet

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

Reasons for the Recommendations

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

8. Crawley Growth Programme - Update

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

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

RESOLVED

That the Cabinet approves

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

Reasons for Recommendations

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

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

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

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

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

RESOLVED

That the Cabinet notes

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

Recommendation 2

That Full Council be recommended to

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

Reasons for the Recommendations

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

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

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

RESOLVED

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

Agenda Item 9

Appendix g Cabinet
27 June 2018

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

Agenda Item 9

Appendix g Cabinet
27 June 2018

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

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

RESOLVED

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

public be excluded from the meeting for the following item of business on the grounds that it involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

12. **Crawley Leisure Management Contract Award**

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

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

RESOLVED

That the Cabinet:

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

Reasons for the Recommendations

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

Closure of Meeting

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

P K Lamb
Chair

Crawley Borough Council

Minutes of Planning Committee

Monday, 2 July 2018 at 7.30 pm

Councillors Present:

I T Irvine (Chair)

R S Fiveash (Vice-Chair)

M L Ayling, N J Boxall, K L Jaggard, T Rana, A C Skudder, M A Stone, J Tarrant and L Vitler

Officers Present:

Jean McPherson	Group Manager (Development Management)
Hamish Walke	Principal Planning Officer
Roger Brownings	Democratic Services Officer
Kevin Carr	Legal Services Manager

Apologies for Absence:

Councillor A Belben, S Malik, P C Smith and G Thomas

Absent:

Councillor B J Burgess

Welcome

The Chair welcomed Councillor Vitler to her first meeting of the Committee and Councillor Ayling who was returning to the Committee.

1. Disclosures of Interest

The following disclosure of interest was made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor Boxall	CR/2017/1060/FUL - Greensleeves Retirement Home, 15 - 21 Perryfield Road, Southgate, Crawley (Minute 4)	Prejudicial Interest – Is a close friend of the occupier of a neighbouring property. Councillor Boxall left the meeting before consideration of this item and took no part in the discussion or voting on the item.

2. Lobbying Declarations

The following lobbying declaration was made by a Councillor:

Councillor Tarrant had been lobbied regarding application CR/2017/1060/FUL

3. Minutes

The minutes of the meeting of the Committee held on 5 June 2018 were approved as a correct record and signed by the Chair.

4. Planning Application CR/2017/1060/FUL - Greensleeves Retirement Home, 15 - 21 Perryfield Road, Southgate, Crawley

The Committee considered report PES/282 (a) of the Head of Economic and Environmental Services which proposed as follows:

Erection of part two storey/part single storey side and rear extensions, infill extension, part loft conversion to create 2nd floor including raised roof levels, addition of dormers, new windows and doors (amended description and plans received).

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

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

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

- Confirmed that the overall parking provision, including the single disabled parking space, was considered acceptable, with the provision generally being in line with the Council's Urban Design SPD minimum parking standards.
- Indicated that the existing external staircase, which was to be removed, was bulky and not adequate for use by residents, and advised that there was a proposed new internal staircase.
- Confirmed that the introduction of rooflights would provide light, whilst helping to reduce any impact on overlooking or loss of privacy.
- Advised that the overall height / scale of the proposed development was in keeping with the surrounding residential area.
- Explained that the proposed treatment room would be located on the ground floor.

RESOLVED

Permit, subject to the conditions set out in report PES/282 (a).

5. Planning Application CR/2018/0267/RG3 - K2 Crawley Leisure Centre, Brighton Road, Tilgate, Crawley

The Committee considered report PES/282 (b) of the Head of Economic and Environmental Services which proposed as follows:

Creation of 64 additional car parking spaces through a revised layout and removing small areas of hard and soft landscaped kerbed islands (amended plans/landscaping received).

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

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

The Committee then considered the application.

RESOLVED

Permit, subject to the conditions set out in report PES/282 (b)

6. Planning Application CR/2018/0341/FUL - Car Park Adj Central Sussex College, Northgate Avenue, Northgate, Crawley

The Committee considered report PES/282 (C) of the Head of Economic and Environmental Services which proposed as follows:

Erection of a part 8/part 6 storey building to provide a total of 98 flats, with associated parking, landscaping and frontage service bay.

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

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

Amendments to recommended conditions as follows (in italics):

4. *Notwithstanding the submitted elevation, section and floorplan drawings, no above ground development shall be carried out unless and until revised elevational, section and floorplan drawings, including detailed drawings at appropriate scales of not more than 1:20, showing the proposed walls, fenestration and materials, have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in strict accordance with the approved details.*

REASON: As insufficient detail has been provided, given changes in materials and appearance since the previous planning permission and to enable the Local Planning Authority to control the development in detail in the interests of amenity by endeavouring to achieve a building of visual quality in accordance with Policy CH3 of the Crawley Borough Local Plan 2015-2030.

- 6 *The building hereby approved shall be constructed in strict accordance with the land levels, finished floor levels and overall building height specified on the approved drawings and in other documents submitted with the application unless otherwise agreed in writing by the Local Planning Authority.*

REASON: To enable the Local Planning Authority to control the development in detail in the interests of amenity, aircraft safety and the operations of NATS En-route PLC in accordance with Policies CH3 and IN1 of the Crawley Borough Local Plan 2015-2030.

8. *No construction work shall be carried out above 10m AGL unless and until the approved Radar Mitigation Scheme has been implemented and the development shall thereafter be operated fully in accordance with such approved Scheme.*

REASON: In the interests of aircraft safety and the operations of NATS En-route PLC in accordance with Policy IN1 of the Crawley Borough Local Plan 2015-2030.

23. *Before any above ground works are carried out, a scheme shall have been submitted to and approved in writing by the Local Planning Authority to protect the dwellings hereby approved against noise from Northgate Avenue.*

1. For the purposes of this condition the scheme shall include:

- (i) Identifying the level of noise exposure for each dwelling and the means by which the noise level within any (unoccupied) domestic living room or bedroom, with windows open, shall be no more than 35 dB $L_{Aeq,16hr}$ (between 0700 and 2300) and no more than 30dB $L_{Aeq,8hr}$ (between 2300 and 0700); and*
- (ii) the means by which the noise level within any (unoccupied) domestic bedroom, with windows open, shall not normally exceed 45dB L_{AFMax} between 2300 and 0700.*

The standards in (i) and/or (ii) must be achieved with the use of alternative window and façade design which mitigates against the ingress of noise.

- 2. Where the standards in (i) and/or (ii) above are not fully achievable then the scheme must demonstrate how the standards will be achieved with windows shut and alternative forms of natural ventilation provided, which will effectively deal with summer overheating.*

- 3. If it can be demonstrated that standards in (i) and (ii) above cannot be achieved by the provision of natural ventilation then it must be demonstrated that they can be achieved with windows shut and how an alternative form of mechanical ventilation will be provided to effectively deal with the summer overheating requirements for each domestic living room and bedroom.*

No dwelling hereby permitted shall be occupied until the approved scheme has been implemented in respect of that dwelling.

REASON: In the interests of residential amenity by ensuring an acceptable noise level for future occupants and in accordance with policies CH3 and ENV11 of the Crawley Borough Local Plan 2015 - 2030.

27. *The Fibre to the Premises proposal to provide superfast broadband for all dwellings within the development (set out in the Openreach letter dated 17 May 2018) and the Integrated Television Reception System (set out in the email from Buxton Building Contractors dated 21 June 2018) to provide combined television reception facilities for all dwellings with the development shall be fully implemented and made operational for each flat hereby approved prior to its first occupation unless otherwise agreed in writing by the Local Planning Authority.*

REASON: In the interests of visual amenity, to help reduce social exclusion and to allow good access to services in accordance with policies CH3 and IN2 of the Crawley Borough Local Plan 2015-2030.

Pre Commencement Conditions

In terms of conditions 4, 6 and 27 as amended above, these still took the form of pre commencement conditions. Conditions 7, 10, 11, 13, 14, 15 and 17 as set out in the report, were also pre commencement conditions. Should this application be approved, and to assist Officers to expedite these conditions to their agreed / final form if the required details were submitted before the Section 106 agreement was signed, the Committee was requested to grant delegated authority to the Head of Economic and Environmental Services to change those conditions where necessary.

Amendment to Paragraph 5.37 of the report

Whilst Paragraph 5.37 of the report states that “The scheme is further enhanced through the proposed use of a PV array” the Committee was advised that this had been proposed in terms of the previous scheme submitted, and not in the current application.

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

- Emphasised that the proposed building was similar to the previously approved scheme, but with an added social benefit in that it was proposed to be a wholly affordable housing scheme.
- Explained that the application proposed a communal gas-fired Combined Heat and Power plant to serve the development, instead of the individual gas boilers previously specified. The communal system would provide heating, hot water and electricity more efficiently and did, without PV panels, address local sustainability policy.
- Explained further that there were fairly advanced proposals, and a current undetermined planning application, for a District Heating Network in close proximity to the site.
- Advised that the Sustainability Statement confirmed that “the infrastructure for future connection to the energy centre is to be provided.” Further details could be secured by condition to ensure that integration with the District Heat Network took place once the system became operational.
- Confirmed that Officers had raised concern that revisions to the previously approved design had served to reduce the design quality of the scheme and its appreciation of Crawley’s character. The Applicant had been asked to consider Officers’ comments and seek to improve the appearance and visual interest of this potentially very prominent building.
- Advised that the condition 4, as amended, sought to address this design matter.
- The Environmental Health Team had not raised any concerns, including fumes emanating therefrom, regarding the College Boiler House chimney on the adjoining site.
- Indicated that it was usual to record a date for the deadline of completion of a Section 106 Agreement.
- Emphasised that an 8 storey building had already been approved as part of the previous application for this site.
- Indicated that:
 - (a) The Boiler House chimney was 25 metres away from the nearest proposed flat.

- (b) The pedestrian crossing in Northgate Avenue was a distance of 50 metres from the proposed lay-by.
- Confirmed that in terms of the proposals generally, the Highways Authority had no objections.
- Advised that the matter of BREEAM rating is considered in Paragraphs 5.36 to 5.40 of the report.
- Confirmed that whilst it was a Crawley Borough Council owned site, the Council was not the Applicant.

RESOLVED

1. **Permit**, subject to:

- (i) The conclusion of a Section 106 Agreement to secure the infrastructure contributions and provisions set out in paragraph 6.2 of report PES/282 (C). However, in the event that the Section 106 Agreement is not completed by 2 January 2019 and unless there are exceptional reasons for the delay agreed in writing with the Applicant, the Head of Economic and Environmental Services be authorised to refuse planning permission for the following reason:

An agreement is not in place to ensure the appropriate infrastructure provisions to support the development, and the development is therefore contrary to Policies IN1, CH6 and H4 of the Crawley Borough Council Local Plan 2015-2030 and the Green Infrastructure SPD.

- (ii) The amended conditions above.

- (iii) The conditions set out in report PES/282 (C).

- 2. That in terms of the pre commencement conditions 4, 6 and 27 as amended above, and the pre commencement conditions 7, 10, 11, 13, 14, 15 and 17 as set out in the report, the Head of Economic and Environmental Services be granted delegated authority to change those conditions where necessary to their agreed / final form if appropriate details were submitted prior to the Section 106 agreement being signed.

7. **Planning Application CR/2018/0348/FUL - 28 Kingscote Hill, Gossops Green, Crawley**

The Committee considered report PES/282 (d) of the Head of Economic and Environmental Services which proposed as follows:

Erection of first floor side extension.

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

The Group Manager (Development Management) provided a verbal summation of the application. In so doing she advised the Committee that one further representation had been received since the publication of the report, which raised no additional objections to those outlined in that report.

The Committee then considered the application. A Member referred to a rooflight that was shown as part of the application and in this connection commented that there was no roof plan for this property or an indication that the rooflight was simply to allow additional light into the roof area or serve an additional room. Another Member

questioned the 60° angle measured from the nearest edge of the neighbour's first and ground floor windows which appeared to show the proposed extension encroaching into this area.

In response, and following a discussion on these matters, the Group Manager indicated that she would seek further clarification on the issues raised, and suggested that the application be deferred for further consideration at the Committee's next meeting.

RESOLVED

That the application be deferred for further consideration at the Committee's next meeting on 30 July 2018.

8. Section 106 Monies - Quarter 4 2017/18

The Committee considered report PES/295 of the Head of Economic and Environmental Services.

The report summarised all the Section 106 (S106) monies received, spent and committed to project schemes in Quarter 4 of the financial year 2017/18.

RESOLVED

That the update on S106 monies received, spent and committed in Quarter 4 of the financial year 2017/18 be noted.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 8.46 pm

I T IRVINE
Chair

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