

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 **Council Chamber - Town Hall**, on **Wednesday, 17 October 2018 at 7.30 pm**

Nightline Telephone No. 07881 500 227



Head of Legal and Democratic Services

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

Published Tuesday 9th October 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 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.

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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 Long Service Badges	
The Mayor will present Councillor Brian Quinn with a badge commemorating his 20 year service as a Councillor of Crawley Borough Council.	
5. 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.	
6. Minutes	5 - 26
1) To approve as a correct record the minutes of the meeting of the Full Council held on 18 July 2018	
2) To approve as a correct record the minutes of the meeting of the Extraordinary Full Council held on 1 August 2018	
7. Items for debate (Reserved Items)	
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	

	Pages
items they wish to speak.	
These Reserved Items will then be the only matters to be the subject of a debate.	
8. Minutes of the Cabinet, Overview and Scrutiny Commission and Committees	27 - 74
1) To receive the minutes of the meetings of the Cabinet, Overview and Scrutiny Commission and Committees, as listed on page 27, and set out in the appendices to this item.	
2) To adopt any of the recommendations to Full Council, which have not been reserved for debate and as listed on page 27, and set out in the appendices to this item.	
9. Reserved Items	
To deal with items reserved for debate including any recommendations, which have been identified by Councillors under Agenda Item 7	
Councillors who have reserved items for debate may speak on an item for no more than 5 minutes	
10. Notice of Motion 1 - Motion on Tackling Homelessness and Supporting those at Risk	75 - 76
To consider, in accordance with Council Procedure Rule 13, the following Notice of Motion to be moved by Councillor Lamb and seconded by Councillor Jones.	
11. Councillors' Written Questions	
To answer Councillors' written questions under Council Procedure Rule 11.3.	
12. Announcements by Cabinet Members	
An opportunity for Cabinet Members to report verbally (if necessary) on issues relating to their Portfolio not covered elsewhere on the agenda.	
13. Questions to Cabinet Members	
To answer questions to Cabinet Members under Council Procedure Rule 11.2.	
Up to 15 minutes is allocated for questions to Cabinet Member	

14. Questions to Committee Chairs

To answer questions to Committee Chairs.

Up to 15 minutes is allocated for questions to Committee Chairs.

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

Wednesday, 18 July 2018 at 7.30 pm

Councillors Present:

C Portal Castro (Mayor)

T Rana (Deputy Mayor)

M L Ayling, A Belben, T G Belben, N J Boxall, 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, R A Lanzer, T Lunnon, S Malik, K McCarthy, C J Mullins, D M Peck, A Pendlington, M W Pickett, B J Quinn, R Sharma, A C Skudder, B A Smith, P C Smith, M A Stone, K Sudan, J Tarrant, G Thomas, L Willcock and L Vitler

Also in Attendance:

Mr Peter Nicolson Appointed Independent Person

Officers Present:

Natalie Brahma-Pearl Chief Executive
Ann-Maria Brown Head of Legal, Democracy and HR
Chris Pedlow Democratic Services Manager
Heather Girling Democratic Services Officer

1. Disclosures of Interest

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

2. Communications

The Mayor welcomed all Councillors to the first Council meeting at the Charis Centre and reminded everyone that it was an opportunity to experiment a new layout and approach. The Mayor also welcomed the Council's new Deputy Chief Executive, Ian Duke to his first Full Council meeting and wished him all the best for his new role.

The Mayor provided the Full Council with a brief update of the Mayoral events he had attended since the start of his mayoral year, including his recent meeting with the President of Madeira, Armed Forces Day and the opening of the new Museum.

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3. Presentation of Gifts to Former Councillors

The Mayor presented gifts to Councillor Dr Howard Bloom who had ceased to hold office, to commemorate his service to the Council. Former Councillor Stephen Joyce, was unable to attend the Full Council meeting and had already received his commemorative gift.

4. Presentation of Long Service Badges

The Mayor presented Councillor Ayling with a 10 year commemorative badge to mark her long service as a Member of Crawley Borough Council. In doing so, thanked her for her long and dedicated service to the Authority.

Whilst Councillor Crow had in advance of the meeting received his long service badge, the Mayor acknowledged his 15 year service as a Member of Crawley Borough Council.

It was noted that Councillor Quinn, who was elected to the Council in 1998 and would be receiving 20 year long service badge at Full Council meeting later in the year.

5. Public Question Time

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

Questioner's Name	Name of Councillor Responding
Janet Roskilly - (Southgate on behalf of the Friends of Goffs Park) Since the increase in new housing units, there is a need for more amenities in parks, the most expensive being public toilets. Sadly there were public toilets but these were burnt down. Additionally, part of the land in Goffs Park is officially part of Crawley's war memorial to the First World War. There are funding bodies we could work with to raise funds, but how can we work together to achieve these amenities? Supplementary Question You are aware that the drains are damaged?	Councillor Mullins <i>(Cabinet Member for Wellbeing)</i> In particular reference to the toilets within Goffs Park, I have asked officers to complete an investigation into the feasibility to have toilet provision, probably by the pitch and putt area. However funding is an issue. Councillor Mullins <i>(Cabinet Member for Wellbeing)</i> We are aware of the drainage issues and we are currently investigating. On the war memorial, I would mention Crowd Funding as a potential option. I would be happy to come along to one of your Goffs Park meetings to provide you with further information.

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Questioner's Name	Name of Councillor Responding
<p>Richard Symonds (Ifield on behalf of the Ifield Society)</p> <p>Ifield Brook Meadows in Ifield has been dedicated a green space. Please can the Council confirm if the Homes and Communities Agency and its associates have again earmarked for development a small area within Ifield Brook Meadow, a small and beautiful area where they destroyed two small bridges and thus preventing community access along this river bank?</p>	<p>Councillor P Smith <i>(Cabinet Member for Planning and Economic Development)</i></p> <p>I will send you a formal written response. I am familiar with Ifield Brook Meadow and it was included in the Council's Local Plan, which was adopted in December 2015. The local green space designation implies that green belt policies apply to Ifield Green Meadow for it to be safeguarded from development under planning legislation. It is additionally a Site of Nature Conservation Importance, which provides further protection and the northern part of the site is situated in the Ifield Village Conservation Area. As far as the Council is aware Homes England has accepted that there should not be any development on the site and no notification or planning application has been received, however we would not necessarily be aware if they were planning any action on the site.</p>
<p>Charles Crane (Bewbush)</p> <p>I've heard it said that the new town hall won't cost the council a penny. I've also read that funding for the town hall will be from commercial offices and also the housing element of the scheme. So please can you tell me how the town hall will be funded (particularly the town hall part of the structure), initially and in the future?</p> <p>Supplementary Question</p> <p>Are you yet in a position to say how much it's going to cost (particularly the town hall part) including interest?</p>	<p>Councillor Lamb <i>(Leader of the Council)</i></p> <p>I don't know if this falls under the 6 month rule the same question previously was asked but the information is currently commercially sensitive and consequently we are not obliged to discuss funding. However if you would like to come and discuss further I would be happy to do so.</p> <p>Councillor Lamb <i>(Leader of the Council)</i></p> <p>The town hall cost of the structure will be free to the council at the end of the process, however it's important that all factors are taken into account and you need to understand all the details.</p>
<p>Darren Kirkham (Tilgate)</p> <p>Currently there are a number of independent, small businesses due for rent review on the parades. In a number of cases there are proposals for an increase in excess of 30%</p>	<p>Councillor P Smith <i>(Cabinet Member for Planning and Economic Development)</i></p> <p>The Council is keen to support local businesses but it also has a duty to generate income for our council tax</p>

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Questioner's Name	Name of Councillor Responding
<p>putting the sustainable futures of some of these businesses at risk. Is the council in favour of supporting the sustainable futures of small, independent, local businesses to maintain the diverse local feel of the parade or do the landscapes of our parades need to resemble the high street with the same multi-national companies?</p> <p>Supplementary Question</p> <p>It wasn't Tilgate Bakery I wanted to be specific about it was more the parades in general across the town and whether the Council had formed a position, but I recognise there needs to be a balance.</p>	<p>payers from our commercial properties. We have a dedicated team that manages the rent. At the last review there were very few empty properties. However if you would like to come in I would be happy to discuss your property, Tilgate Bakery, I believe, with you.</p> <p>Councillor P Smith <i>(Cabinet Member for Planning and Economic Development)</i></p> <p>There are some businesses that have issues with their rent, not surprisingly. Currently we have no funds available and are obliged to maximise the income we receive from our commercial properties.</p>
<p>Robin Duke (Tilgate)</p> <p>In a small business, when under tremendous pressure on prices from the internet and rates, are you filling the empty shops with businesses that are profitable?</p> <p>Supplementary Question</p> <p>This could be the peak of things and heading for a downward trend with small businesses forced to sign long leases and pay high rents.</p>	<p>Councillor Lamb <i>(Leader of the Council)</i></p> <p>The issue is a national one. The Council retains very little in terms of business rates. As Councillor Smith alluded to the Council's commercial properties are there to provide a revenue stream. If we were to introduce a programme of subsidised rent that would need to be offset from elsewhere and impact on services. We have a rule in the past to limit a certain number of specific retail outlets on the same parades to avoid impact.</p> <p>Councillor P Smith <i>(Cabinet Member for Planning and Economic Development)</i></p> <p>We are willing to listen to concerns and we not unsympathetic.</p>

In line with the constitution, the Mayor also rejected three separate questions raised by members of the public, as the question(s) *either did not or was not related to the matters which were relevant to the functions of the Council*, or the question related to an individual's case that would *disclose personal information*.

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6. Minutes

The minutes of the meeting of the Full Council held on 18 May 2018 were approved as a correct record and signed by the Mayor subject to the following two changes. Firstly that the following wording be added to Minute 12 on page 5, Recommendation 2, in respect of item 7 – Crawley Open House Management Committee, '*That in nominating Councillor K McCarthy, Councillor R Burgess commented that he was aware that Open House had requested a nomination from each party and with this in mind Councillor R Burgess suggested that the Labour Group should honour this request by having one of the Labour nominations withdrawn so that both Groups had a place on Open House*'. Secondly that in the Appendix D, page 14, item 7 – Crawley Open House Management Committee that Councillor Thomas' name replaces Councillor Lunnon.

7. Items for debate (Reserved Items)

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

Page no.	Committee/ Minute no. <i>(and the Member reserving the item for Debate)</i>	Subject <i>(Decisions previously taken under delegated powers, reserved for debate only).</i>	Subject <i>(Recommendation to Full Council, reserved for debate)</i>
P.33	Overview and Scrutiny Commission, 4 June 2018, Minute 4 <i>Conservative Group</i>	Broadfield Residents Parking Petition - To have more grass verges for parking at Halley Close, Eddington Hill, Broadfield	
P.45	Planning Committee, 5 June 2018, Minute 6 <i>Conservative Group</i>	Town Hall, The Boulevard, Northgate, Crawley.	
P.49	Licensing Committee, 11 June 2018, Minute 3 <i>Conservative Group</i>	Review of Hackney Carriage and Private Hire Vehicle Livery Requirements.	
P.68	Cabinet 27 June 2018 Minute 9 <i>Labour Group</i>		<u>Recommendation 2</u> Financial Outturn 2017/2018 Budget Monitoring - Quarter

8. Minutes of the Cabinet, Overview and Scrutiny Commission and Committees

1) ***Moved by Councillor Rana (as the Deputy Mayor):-***

RESOLVED

That the following reports be received:

- Planning Committee – Monday, 9 April 2018
- Overview and Scrutiny Commission – Monday 4 June 2018
- Planning Committee – Tuesday 5 June 2018
- Licensing Committee - Monday 11 June 2018
- Governance Committee – Tuesday 19 June 2018
- Overview and Scrutiny Commission – Monday 25 June 2018
- Cabinet – Wednesday 27 June 2018
- Planning Committee – Monday 2 July 2018

2) ***That the recommendations contained in the reports on the following matters, which had not been reserved for debate, be adopted:-***

Changes to the Constitution (Governance Committee – Tuesday 19 June 2018) (Recommendation 1)

The Full Council considered report LDS/140 of the Head of Legal and Democratic Services.

RESOLVED

That the Full Council approves the amendments to the Constitution proposed in Appendix of report LDS/140.

9. Broadfield Residents' Parking Petition - to have more grass verges for parking at Halley Close, Eddington Hill, Broadfield - Overview & Scrutiny Commission 4 June 2018

Councillor Crow, on behalf of the Conservative Group, stated that the rationale for bringing forward this item. Having attended his first meeting of the Overview and Scrutiny Commission on 4 June 2018, he found the meeting eventful and was interested to hear from local residents regarding the parking issues in Broadfield. He had welcomed the discussion that had taken place and the recommendation to request the Cabinet Member for Environmental Services and Sustainability to discuss with Cabinet and BAG and consider re-introducing the Environmental Resident Improvement Scheme. However, he had been disappointed that the Cabinet Member's response report to the Overview and Scrutiny Commission's comments had not been included in the Full Council minute book and discouraged that the Cabinet Member's response was not wholly positive.

Councillors Lunnon, Quinn, Burrett, Thomas, Irvine, Lanzer, Lamb, Jones, Cheshire and Belben also spoke on the subject.

10. CR/2017/0997/OUT Town Hall, The Boulevard, Northgate, Crawley - Planning Committee 5 June 2018

Councillor Lanzer, on behalf of the Conservative Party, explained the rationale for bringing forward this item for debate. He welcomed that the Planning Committee had approved the application for the New Town Hall. However, he questioned the current number of Cabinet members that sit on the Planning Committee, particularly looking at the decision making process from a resident's perspective and with Cabinet having collective responsibility it would be remarkable that any Cabinet member would vote against the planning application.

Councillor Lanzer considered that it was expected that members of the Cabinet might have considered declaring a personal interest in the matter in light of public perception and transparency reasons.

Councillors P Smith, Crow, Lamb, Thomas, Skudder and Irvine also spoke on the subject.

It was noted that all Cabinet Members on Planning Committee had received advice on this matter pertaining to their different roles. When discussing matters as a Cabinet, Councillors' considerations should be strategic, political and financial perspective. However when acting as a Planning Committee Member, as with any Councillors on that committee they must remain "open minded," avoid predetermination and consider the plans in accordance with the Council planning procedure and formulate their decisions only with regards to planning matters. Each of the Cabinet Members on the Planning Committee confirmed that was what they did and what they will continue to do.

11. Review of Hackney Carriage and Private Hire Vehicle Livery Requirements - Licensing Committee 11 June 2018

Councillor Malik and Rana left the room prior to the commencement of the discussion on this item and return once the item had concluded.

Councillor Crow, on behalf of the Conservative Group, explained the rationale for bringing this item for debate. Councillor Crow expressed sympathy with the issues raised throughout the meeting and expressed support for the proposed consultation. He urged members of both the trade and public to complete the consultation to ensure all views were recorded. It was hoped that challenges that existed during the meeting would improve.

Councillors Tarrant, Mullins, Thomas, Guidera, Sudan, Jones, B J Burgess, Sharma and Pickett also spoke on the subject.

12. Financial Outturn 2017/2018 Budget Monitoring

The Full Council considered report [FIN/443](#) of the Head of Finance, Revenue and Benefits, which had been previously considered at the Cabinet on 27 June 2018.

Councillor Lamb presented the report.

Moved by Councillor Lamb, seconded by Councillor Jones and

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RESOLVED

That Full Council approved 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

13. Councillors' Written Questions

Councillors' written questions, together with the answers, were [published](#) in advance of the start of the Meeting. The questions were as follows:-

Questioner Councillor Crow
Addressed to Cabinet Member for Wellbeing
Subject(s) Attendance for Indoor Bowls at K2 Crawley
Total number of annual visitors between 2013/14 - 2017/2018

Questioner Councillor Pendlington
Addressed to Cabinet Member for Public Protection and Community
Engagement
Subject *Monitoring footfall and gaining feedback at events (particularly town centre)*

14. Announcements by Cabinet Members

Cabinet Member	Subject
Councillor Thomas – <i>(Cabinet Member for Environmental Services and Sustainability).</i>	The Cabinet Member made two announcements: 1) He informed the Full Council that the Council had successfully won a prosecution for fly-tipping following good work by the Council's Fraud Team and Community Wardens. 2) Also a stolen dog from Croydon has been found and successfully reunited with his owner by the Community Wardens. By law all dogs must be microchipped, but this again highlighted the excellent work from Community Wardens and their commitment to animal welfare.
Councillor Skudder – <i>(Cabinet Member for Resources)</i>	As you are aware the Full Council meetings were now in a different venue. The sound quality has hopefully improved and we now have a visible countdown count on speeches. Any feedback from the public and Councillors was important. Please provide this via Democratic Services.

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Cabinet Member	Subject
Councillor Mullins – <i>(Cabinet Member for Wellbeing)</i>	The Cabinet Member made two announcements: 1) The Crawley Museum was now open. It is a unique space and houses Crawley's diverse heritage and records the history of the town. 2) The bandstand is also open and looks good in the Memorial Gardens. It will be used for many events including those for Crawley Festival.

15. Questions to Cabinet Members

Name of Councillor asking Question	Name of Cabinet Member Responding
Councillor Crow to the Cabinet Member for Environmental Services and Sustainability <i>Abandoned trolleys are still within the town however is the Cabinet Member relieved that the summer has been the hottest and driest on record and the grass has stopped growing and turned brown and therefore the grass cutting has been solved by the weather?</i>	Councillor Thomas – <i>(Cabinet Member for Environmental Services and Sustainability)</i> <i>There has been progress made on abandoned trolleys as the legislation that can be adopted after a period of consultation that if any patch teams identify an abandoned trolley they can return it to the store themselves and charge the store for its return. This process is just being embarked upon. With regards to grass verges clearly there were major challenges with cold/wet weather followed by dry/warm weather that escalated the grass growth. This made it challenging to keep up with grass cutting at the start of the season. Saturday overtime was made available which was beneficial to residents across the town. The Council has committed patch working staff who should be praised for their efforts.</i>
Councillor Burrett to the Leader of the Council <i>Would Councillor Lamb tell us if he's concerned that prominent members of his Cabinet appear to give the impression that they don't know the difference between revenue and capital and what funds what?</i>	Councillor Lamb – <i>(Leader of the Council)</i> <i>You can spend revenue on capital if you really want to. If you have less money, you spend less money and unfortunately this is the current reality.</i>

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<p>Councillor Guidera to the Cabinet Member for Planning and Economic Development</p> <p><i>Are there any signs that the water from the Queen's Square fountains is recycled? Also are there any safeguarding issues?</i></p>	<p>Councillor P Smith – (Cabinet Member for Planning and Economic Development)</p> <p><i>The water does have cleansing agents within it and all the information is documented on the Regenerating Crawley website. Any safeguarding concerns should be reported to the appropriate authority as a matter of priority.</i></p>
<p>Councillor Quinn to the Cabinet Member for Resources</p> <p><i>Why are the Cabinet not sitting on the front row of this new venue?</i></p>	<p>Councillor Skudder – (Cabinet Member for Resources).</p> <p><i>If the Cabinet was situated on the front row, their backs would be to everyone. With the current arrangement the Cabinet can see the Group. Please provide any feedback via Democratic Services.</i></p>
<p>Councillor B J Burgess to the Cabinet Member for Environmental Services and Sustainability</p> <p><i>How well is patch team working, and should more staff be employed?</i></p>	<p>Councillor Thomas – (Cabinet Member for Environmental Services and Sustainability).</p> <p><i>The patch teams are currently becoming knowledgeable about their areas but it takes time. Prior there was time being wasted travelling to the depot and various sites, where as now there is greater flexibility. The officers are multi-skilled and they enjoy meeting familiar faces and residents.</i></p>

16. Questions to Committee Chairs

Name of Councillor asking Question	Name of Committee Chair Responding
<p>Councillor B J Burgess to the Chair of the Licensing Committee.</p> <p><i>What lessons would you like to share from the last meeting of the Licensing Committee (which I think you did very well by the way)?</i></p>	<p>Councillor Pickett – (Chair of the Licensing Committee)</p> <p><i>I don't think there are any lessons to share. I anticipated it would be a difficult meeting. As has already been alluded to it was a meeting in public, not a public meeting. I thought it was right out of courtesy to invite the two Chairs of the various hackney carriage associations to speak and</i></p>

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	<p><i>the Leader as I thought this would take the heat out of the situation. But communication was important and there was a right time and a wrong time to communicate and express yourself and that was the wrong time.</i></p>
<p>Councillor T Belben to the Chair of the Cabinet</p> <p><i>Would you please assure fellow Councillors that you still believe the recommendation you made to spend Council Tax money to subscribe to the Greater Brighton Economic Board and that it was in the best interests for our residents? As if you think this is fair why were you quoted in the Evening Argus questioning whether Crawley was getting value for money, but also why was the charge levied, referring to an additional charge. Please can you inform us what the exact costs to date are?</i></p>	<p>Councillor Lamb – <i>(Chair of the Cabinet)</i></p> <p><i>There is an annual fee to pay upon set up and joining. To clarify, I questioned the rates at the meeting and whether they would be reduced. Greater Brighton Economic Board is a positive development for the local area and the town is getting more attention than in the past.</i></p>
<p>Councillor Crow to the Chair of the Governance Committee</p> <p><i>Given the overwhelming response by residents from Tinsley Lane area of Three Bridges to the proposal by the Council to combine Tinsley Lane with Langley Green and then also the draft recommendation of the Boundary Commission that Tinsley Lane is a key part of Three Bridges. Does he now regret his comments at Full Council that Tinsley Lane should be part of Langley Green?</i></p>	<p>Councillor Lunnon – <i>(Chair of the Governance Committee)</i></p> <p><i>I think at the time, based on assumptions I had, the comments were justified. The Boundary Commission disagreed with the proposal, but they also disagreed with the majority of the recommendations the Conservative Group provided. They disagreed with both of us. I wish we didn't have to go through that process, but thought at the time that was the best proposal for the whole of Crawley.</i></p>

Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 10.00 pm

C Portal Castro (Mayor)
Mayor

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Appendix A - Disclosures of Interests

Disclosures of Interest received from Members in advance of the meeting

Councillor	Item	Meeting & Minute	Type and Nature of Disclosure
Councillor P C Smith	CR/2017/1057/FUL - BCL House, Gatwick Road, Northgate, Crawley	Planning Committee 9 April 2018 – Minute 5, Page 25	Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District
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.	Planning Committee 9 April 2018 – Minute 9, Page 28	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 R D Burrett	Broadfield Residents Parking Petition – To have more grass verges for parking at Halley Close, Eddington Hill, Broadfield	Overview and Scrutiny Commission 4 June 2018 – Minute 4, Page 32	Personal Interest – Member of WSCC
Councillor D Crow	Broadfield Residents Parking Petition – To have more grass verges for parking at Halley Close, Eddington Hill, Broadfield	Overview and Scrutiny Commission 4 June 2018 – Minute 4, Page 32	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	Overview and Scrutiny Commission 4 June 2018 – Minute 4, Page 32	Personal Interest – Member of WSCC
Councillor T Rana	Review of Hackney Carriage and Private Hire Vehicle Livery Requirements.	Licensing Committee, 11 June 2018, Minute 3, Page 49	Personal and Prejudicial Interest. Councillor Rana left the Chamber for this item

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Cllr S Malik	Review of Hackney Carriage and Private Hire Vehicle Livery Requirements.	Licensing Committee, 11 June 2018, Minute 3, Page 49	Personal and Prejudicial Interest. Councillor Malik left the Chamber for this item
Councillor R D Burrett	Crawley Growth Programme - Update	Overview and Scrutiny Commission 25 June 2018 – Minute 6, Page 61	Personal Interest – Member of WSCC
Councillor R A Lanzer	Crawley Growth Programme - Update	Overview and Scrutiny Commission 25 June 2018 – Minute 6, Page 61	Personal Interest – Member of WSCC
Councillor D Crow	Health and Social Care Select Committee (HASC)	Overview and Scrutiny Commission 25 June 2018 – Minute 8, Page 63	Personal Interest – Member of WSCC
Councillor R D Burrett	Health and Adult Social Care Select Committee (HASC)	Overview and Scrutiny Commission 25 June 2018 – Minute 8, Page 63	Personal Interest – Member of WSCC
Councillor R D Burrett	Crawley Growth Programme - Update	Cabinet 27 June 2018 – Minute 8, Page 68	Personal Interest – Member of WSCC
Councillor N J Boxall	CR/2017/1060/FUL - Greensleeves Retirement Home, 15 – 21 Perryfield Road, Southgate, Crawley	Planning Committee 2 July 2018 – , Minute 4, Page74	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.

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Crawley Borough Council

Minutes of Full Council

Wednesday, 1 August 2018 at 7.30 pm

Councillors Present:

C Portal Castro (Mayor)

T Rana (Deputy Mayor)

M L Ayling, A Belben, T G Belben, N J Boxall, 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, R A Lanzer, S Malik, K McCarthy, C J Mullins, D M Peck, A Pendlington, M W Pickett, R Sharma, A C Skudder, B A Smith, P C Smith, M A Stone, K Sudan, J Tarrant, G Thomas, L Willcock and L Vitler

Also in Attendance:

Mr Peter Nicolson Appointed Independent Person

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Ann-Maria Brown	Head of Legal, Democratic
Heather Girling	Democratic Services Officer
Chris Pedlow	Democratic Services Manager

Apologies for Absence:

Councillor T Lunnon and B J Quinn

1. Disclosures of Interest

No disclosures of interests were made.

2. Electoral Review 2018: Council's response to the Local Government Boundary Commission's (LGBCE) draft recommendations for electoral arrangements for the Borough

The Full Council considered report LDS/142 of the Head of Legal and Democratic Services, which had been previously considered at the meeting of the Governance Committee on 17 July 2018.

Councillor Lamb as the Chair of the Electoral Boundary Review Working Group presented the report to the Full Council and highlighted that the Electoral Review - Ward Patterns report contained two recommendations for their consideration and with agreement of the Mayor, each recommendation would be debated independently from one another.

RECOMMENDATION 1

Councillor Lamb moved and presented the first recommendation which related to the consideration of the draft recommendations of the Local Government Boundary Commission for England for a mixed pattern of 2 and 3 Councillor Wards. In essence 10 Wards served by 3 Councillors and 3 Wards served by 2 Councillors. It was emphasised that the proposed was focused on retaining the neighbourhood principle, whilst achieving electoral equality across the Borough as best as possible. The recommendation was seconded by Councillor Crow.

RESOLVED

That the Full Council support and approves the draft recommendations of the Local Government Boundary Commission for England for a mixed pattern of 2 and 3 Councillor wards

RECOMMENDATION 2

The Full Council considered report LDS/142 of the Head of Legal and Democratic Services, which had been previously considered at the meeting of the Governance Committee on 17 July 2018.

Councillor Lamb moved and presented the second recommendation which proposed alterations to the Local Government Boundary Commission's draft recommendations for Ifield Ward, Langley Green and Manor Royal Ward and Northgate and West Green Ward as set out in [Appendix A](#) to Report LDS/142. (Also Appendix A to these Minutes). The proposal before the Full Council detailed a specific pattern of Wards boundaries to be submitted yet it was emphasised that the proposal followed the detailed criteria set out by the Boundary Commission, yet looked to maintain community identity whilst minimising impact on local residents. The recommendation was seconded by Councillor Jones, who spoke on the proposal.

Councillor Crow moved the Conservative amendment, (as detailed Appendix B to these Minutes) highlighting that his alternative scheme would in his view, align electoral Ward boundaries closest to the neighbourhood principle, align closer with the County Ward boundaries and increase equality in terms of the electorate. The Conservative amendment was seconded by Councillor Burrett who in doing spoke on the amendment.

During a passionate discussion on the two sets of amendments to the Boundary Commission's proposals, views were expressed on the merits and weaknesses of both moved proposals and the benefits for residents of both approach. Councillors B Smith, Lanzer, Sudan, Stone, Irvine, and Guidera all spoke on the item.

At the conclusion of the debate the Mayor called for a vote on the Conservative amendment. The Mayor declared the proposed amendment had fallen by – votes in favour 17, and votes against 18 with 0 abstention.

A recorded vote was requested on the substantive motion, the alterations to the Local Government Boundary Commission's draft recommendations for Ifield Ward, Langley Green and Manor Royal Ward and Northgate and West Green Ward as set out in Appendix A to Report LDS/142.

The Mayor called for the vote.

Voting in Favour: Ayling, Cheshire, Fiveash, Irvine, Jones, Lamb, Malik, Mullins, Pickett, Portal Castro, Rana, Sharma, Skudder, B A Smith, P C Smith, Sudan, Thomas, Willcock. (18)

Voting Against: Councillors: Belben, Belben, Boxall, B J Burgess, R G Burgess, Burrett, Crow, Eade, Guidera, Jaggard, Lanzer, McCarthy, Peck, Pendlington, Stone, Tarrant, and Vitler. (17)

Abstentions: Councillors: None (0)

The Mayor declared the proposed recommendation as carried – votes in favour 18, and votes against 17 with 0 abstention.

RESOLVED

That the Full Council approve the proposed alterations to the Local Government Boundary Commission's draft recommendations for Ifield Ward, Langley Green and Manor Royal Ward and Northgate and West Green Ward as set out in Appendix A to these minutes

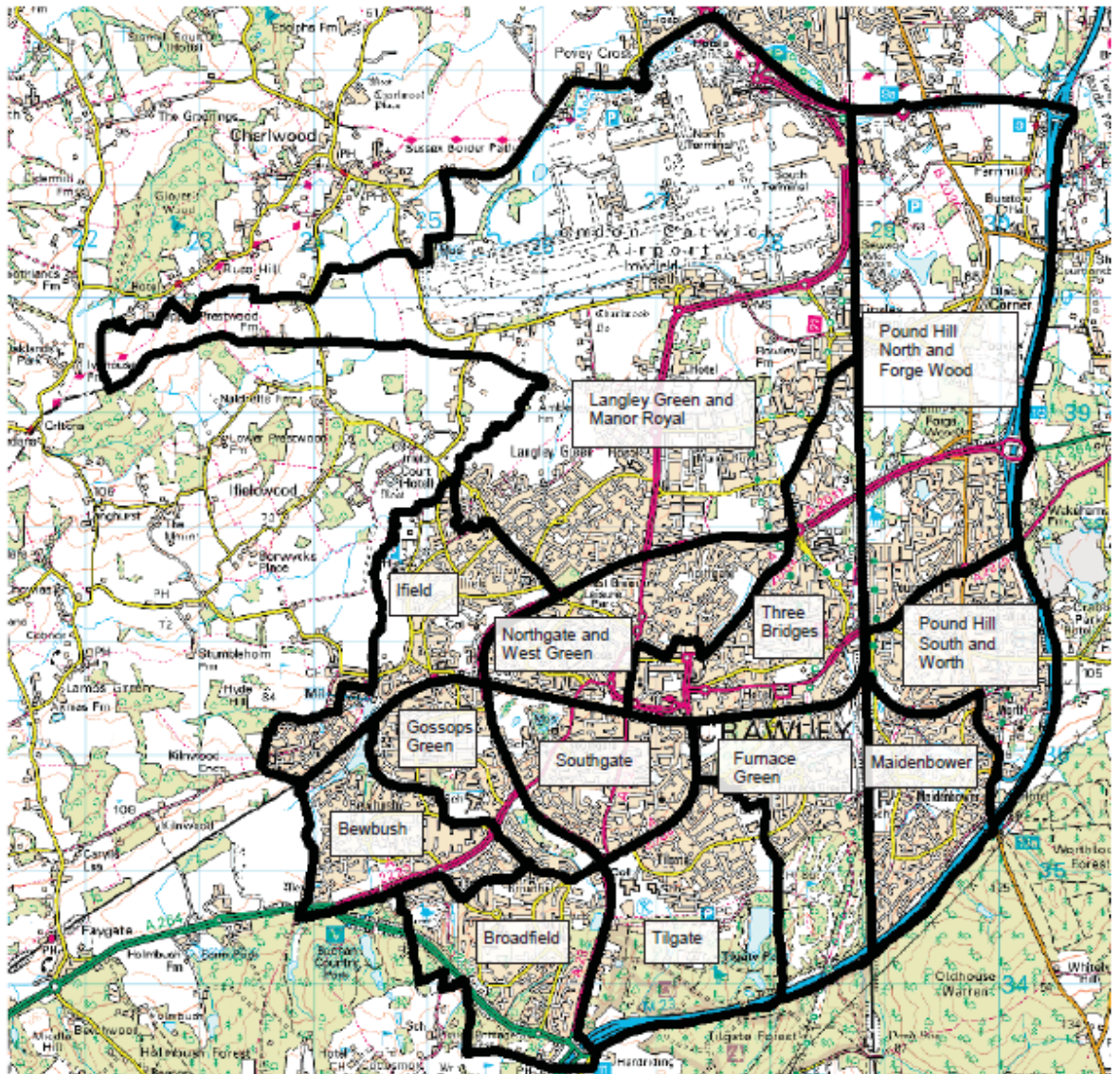
Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 8.18 pm

C Portal Castro
Mayor

Response to the LGBCE draft recommendations

Proposal to include The Orchards in Langley Green and Manor Royal Ward



Agenda Item 6

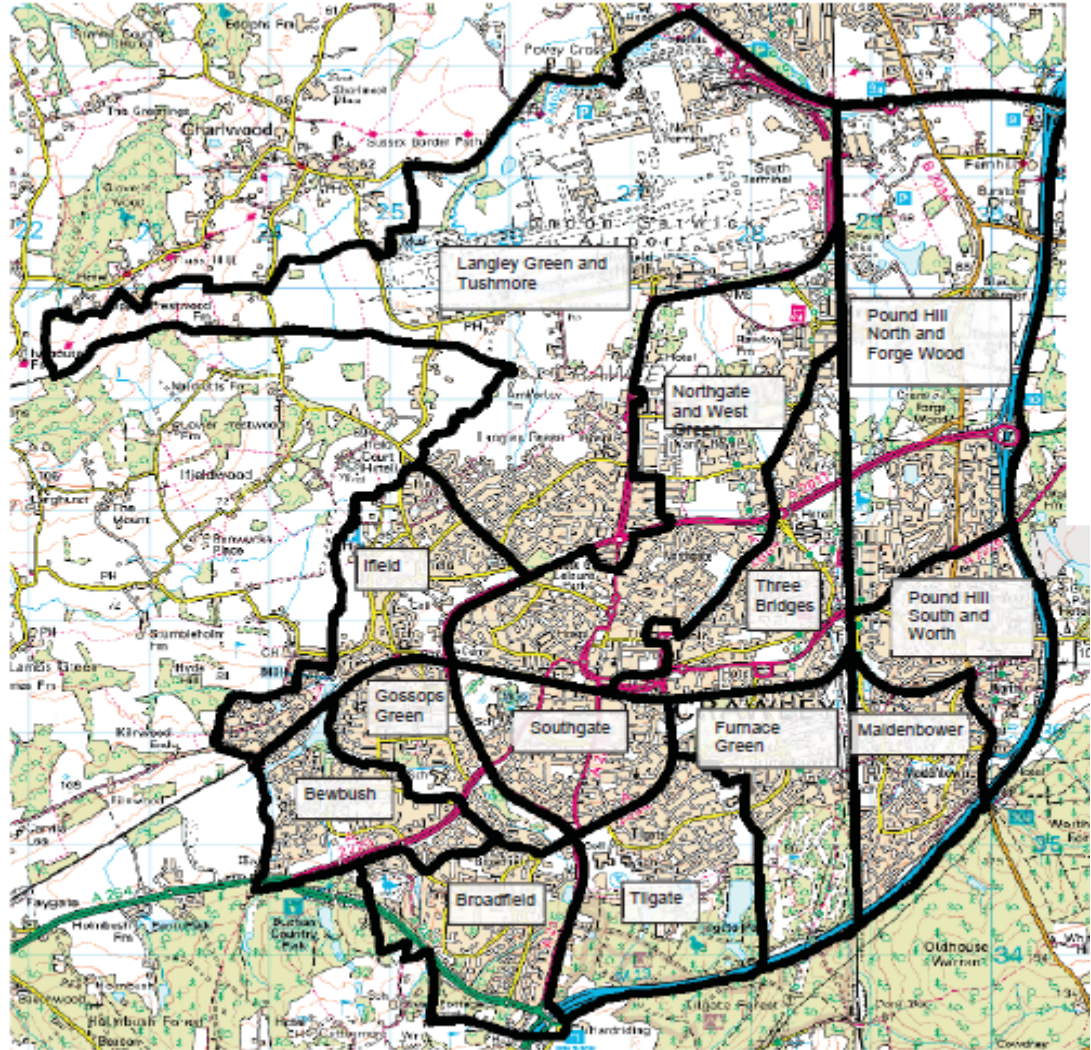
Appendix a
Full Council (34)
1 August 2018

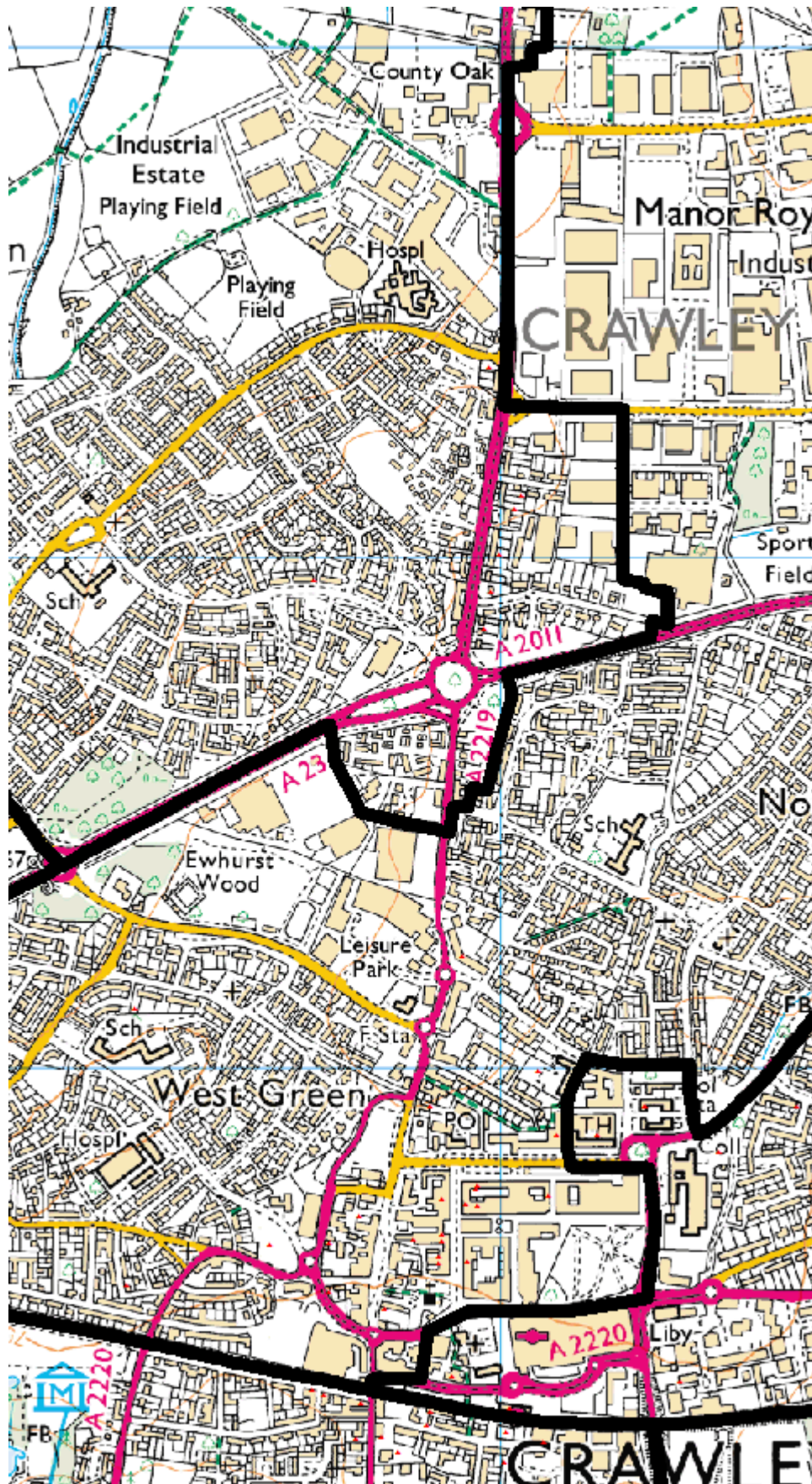
	Forecast electorate	variation
Bewbush projected for existing ward	6487	
add The herbs	985	
Bewbush	7472	5.72
Broadfield projection for existing North and south	9209	
less Hebrides and to south of Rathlin Road to Gossops Green	851	
Less the herbs/	985	
Broadfield	7373	4.32
Furnace Green No change	4532	-3.82
Gossops Green projected for existing ward	3980	
plus all of Hebrides and south of Rathlin Road	851	
Gossops Green	4831	2.53
Ifield projected for existing ward	6975	
Ifield No change	6975	-1.32
Langley Green projected for existing ward	5865	
plus Manor Royal	584	
Langley Green	6449	-8.76
Maidenbower No change	6684	-5.43
Northgate and West Green projected for existing wards	9202	
less Town Centre	1099	
less Manor Royal	584	
less Bowthorpe House	22	
Northgate and West Green	7497	6.07
Pound Hill North No change	7379	4.40
Pound Hill South and Worth No Change	6474	-8.40
Southgate No Change	6844	-3.17
Three Bridges projected for existing ward	6460	
plus Town Centre	1099	
plus Bowthorpe House	22	
Three Bridges	7581	7.26
Tilgate projected for existing ward	4710	-0.04
Tilgate	4710	
Total Forecast Electorate	84801	

Appendix B

Response to the LGBCE draft recommendations

Proposal from Councillor Crow for Northgate and West Green, Langley Green and Tushmore, and Three Bridges





Agenda Item 6

Appendix a
Full Council (37)
1 August 2018

	Forecast electorate	variation
Bewbush projected for existing ward	6487	
add The herbs	985	
Bewbush	7472	5.72
Broadfield projection for existing North and south	9209	
less Hebrides and to south of Rathlin Road to Gossops Green	851	
Less the herbs/	985	
Broadfield	7373	4.32
Furnace Green No change	4532	-3.82
Gossops Green projected for existing ward	3980	
plus all of Hebrides and south of Rathlin Road	851	
Gossops Green	4831	2.53
Ifield projected for existing ward	6975	
Plus The Orchards	316	
Ifield	7291	3.16
Langley Green projected for existing ward	5865	
less the orchards	316	
plus Tushmore Lane	501	
plus south Tushmore	359	
plus First Choice house	70	
Langley Green and Tushmore	6479	-8.33
Maidenbower No change	6684	-5.43
Northgate and West Green projected for existing wards	9202	
less South of Memorial Gardens	321	
less Town Hall and county buildings	331	
less Tushmore Lane area	501	
less south Tushmore	359	
less First Choice house	70	
Less bowthorpe House	22	
Northgate and West Green	7598	7.50
Pound Hill North No change	7379	4.4
Pound Hill South and Worth No Change	6474	-8.4
Southgate No Change	6844	-3.17
Three Bridges projected for existing ward	6460	
plus county buildings and Town Hall	331	
plus south of Memorial Gardens	321	
Bowthorpe House	22	
Three Bridges	7134	0.93
Tilgate projected for existing ward	4710	-0.04
Tilgate	4710	
Total Forecast Electorate	84801	

Agenda Item 8

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) Audit Committee – Wednesday 25 July 2018 (*page 29*)
- 7 b) Planning Committee – Monday, 30 July 2018 (*page 37*)
- 7 c) Overview and Scrutiny Commission – Monday 3 September 2018 (*page 45*)
- 7 d) Cabinet – Wednesday 5 September 2018 (*page 49*)

Recommendation 1 –

- *Corporate Priorities 2018 - 2022*
(*Minute 6, page 50*)

- 7 e) Governance – Tuesday 18 September 2018 (*page 59*)

Recommendation 2 –

- *Review of Outside Bodies and Organisations: Scrutiny Panel Final Report* (*Minute 3, page 59*)

- 7 f) Planning Committee – Tuesday 25 September 2018 (*page 63*)
- 7 g) Audit Committee – Tuesday 2 October 2018 (*page 71*)

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Crawley Borough Council

Minutes of Audit Committee

Wednesday, 25 July 2018 at 6.30 pm

Councillors Present:

K Sudan (Chair)

C R Eade (Vice-Chair)

R D Burrett, I T Irvine and L Willcock

Also in Attendance:

Councillors P K Lamb and A C Skudder

Officers Present:

Roger Brownings	Democratic Services Officer
Chris Corker	Operational Benefits and Corporate Fraud Manager
Gillian Edwards	Audit and Risk Manager
Karen Hayes	Head of Corporate Finance
Simon Jones	Head of Digital & Transformation
Paul Windust	Chief Accountant

Welcome

The Chair welcomed all those present to this, the Committee's first meeting of the new Municipal Year.

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Committee held on 6 March 2018 were approved as a correct record and signed by the Chair.

3. Fraud and Investigation Team Report

The Committee considered report FIN/448 of the Operational Benefits and Corporate Fraud Manager, which focused on activity for the period from 20 February 2018 to 8 July 2018. As indicated in the report the Team had continued to perform successfully.

With regard to the Team's Active Caseload, as detailed in Section 4 of the report, and in particular a fly tipping case, the Committee was advised of the successful prosecution which had since resulted from that case. In response to Members questions, the Manager indicated that the evidence in this particular case was strong, and that whilst the Team would respond to all referrals it received regarding fly tipping, it was normally difficult to identify offenders due to a lack of evidence. The Manager emphasised that a person who disposed of waste was responsible for it, and he outlined the steps the Team would take in addressing referrals received.

The Committee was provided with details of cases investigated and the Team's investigations, whilst a discussion took place on the Team's work generally.

RESOLVED

That the Fraud and Investigation Team Report be noted.

4. Progress Report: Internal Audit and Risk Management

The Committee considered report FIN/447 of the Audit and Risk Manager. The purpose of the report was primarily to update the Committee on the progress made towards the completion of the 2017/2018 and 2018/2019 Audit Plans, and to report on the progress made in implementing the previous recommendations. The report also included an update on the Council's Strategic Risks. The Committee discussed and noted all the Audit Plan reviews in progress, along with other work as detailed in the report.

The Audit and Risk Manager took this opportunity to brief the Committee on high priority findings and follow up audits. In terms of the former, she confirmed that following discussions on the matter, further fraud awareness training would be provided to services across the Council, and that this would be undertaken shortly in cooperation with the Fraud and Investigation Team.

The main focus of the report was the limited audit opinion given to the Data Centre Migration Project 2018-2019. The review's findings indicated that the project was yet to be completed, having significantly exceeded the Project's completion target, and that there was a reported large overspend against the Project's budget. The Committee discussed this matter in detail, and in so doing, Members expressed their own concerns, and indeed disappointment, with the audit review's outcomes, with particular emphasis on the generally weak arrangements in relation to the project's management. At the request of the Chair, the Head of Digital and Transformation addressed the Committee, and:

- Explained that in the short time that he had been in post, he was continuing to clarify the extent of the project work that remained to be done and what efforts were needed in order to meet that remaining workload.
- Commented that there were a number of reasons for the delay, including problems with the telephone links to the Surrey Business Centre – which were outside of the Council's control.
- Confirmed that a lot of work had been delayed more recently due to the relocation of the Town Hall Communications Room.
- Explained that whilst the report indicated that the project would be completed within a month, it was difficult to confirm at this stage whether that target would be possible.

With the Committee considering the matter further, and in response to issues and concerns raised, the Audit and Risk Manager:

- Confirmed the different categories of audit opinion, including that of limited assurance.
- Emphasised that the actual costs (as advised by the IT Manager, but yet to be confirmed by the Audit and Risk Manager) at 31 May 2018 for the Data Centre Migration Project of £703,668.78 (identified on page 15 of the report), was a combination of revenue and capital.
- Confirmed that whilst a risk register was absent for this project, such a register was expected to be available for all projects.
- Advised that with important documentation, such as a project Initiation document and a risk register being absent, the roles and responsibilities were not clearly defined.
- Commented that information gathered in the lead-up to the project, including that from various outside sources, did not suggest that the project's budget had been underestimated, and that it was only when the actual work started / difficulties came to light, that budgetary issues arose. The Head of Digital and Transformation Indicated that given the additional revenue expenditure incurred on the project came from the IT budget, it was likely that a number of IT related projects would have to be put on hold for the future.
- Confirmed that some costs had been incorrectly charged to the Project, as they related to other IT projects, and so there had been some difficulty at this stage in asserting what the actual overspend was.
- Explained that as yet information was not fully available in terms of where expenditures should have been coded to. A better breakdown would be determined as to what projects the various costs should have been coded / allocated to, to help to clarify this matter.
- Suggested that rather than being a recommendation as part of her report, an independent review should be something to be considered. The Head of Digital and Transformation suggested that such a review could, for example, be undertaken as an internal review, a peer review, or an independent review, although it would be the most effective way forward that would be sought. Consideration was also being given to establishing a workshop to seek the views of the ICT Team, which the Head of Service considered critical in terms of avoiding similar issues arising again.

With the indication that a judgement could not yet be made as to whether the Data Centre arrangements represented value for money, the Committee continued to discuss the matter in detail, including the options for the best way forward in undertaking a review into the Project's findings. At this point and in response to a question from a Member of the Committee, the Leader of the Council emphasised that the Cabinet was taking this matter very seriously, and hence the reason for his attendance at this meeting. In indicating that it was only until recently that he had been made aware of the absence of a risk register for this project, he acknowledged that a lot of processes that should have been followed hadn't been, and that having now spoken to the Chief Executive, structures were being put in place to ensure this didn't happen again. From this project's review, a number of findings, and recommendation had been raised which had since been discussed with Management and actions agreed with the, Head of Finance, Revenues and Benefits, the Head of Digital and Transformation, Deputy Chief Executive and the Chief Executive, who had agreed to form a Corporate Project Assurance Board to ensure that capital projects were delivered in a timely and cost effective manner and to share good practice across the organisation. The Leader emphasised that we needed to keep resilience in protecting our data, and in this connection we would need to see what the

suggested review identified. The Audit and Risk Manager indicated that whilst, if necessary, follow up audits would be carried out for reviews generally, these would not be provided with a further assurance level, but would provide an update on where we were and the agreed actions to be taken. With a limited audit opinion in respect of this Project, work would be undertaken immediately, and it was intended to submit a follow up report to the Committee's meeting in October.

In taking all issues into account, and in accordance with the suggestion of the Chair, the Committee considered that a clear end date for the project be provided within 6 weeks, and that prior to the next meeting of the Committee, and in approximately 6 weeks from the date of this meeting, an update report should be circulated to Members by the Head of Digital and Transformation to update Members on costs and where we were in arranging the review on the Project as a whole to confirm value for money / fitness for purpose / the way forward (**ACTION**).

The Committee then considered the update on Risk Management. The Committee sought and received clarification on several points, including the assessment of risks relating to the new Town Hall. In response to comments from Members, the Head of Finance, Revenues and Benefits indicated that in view of potential inflation to building costs etc, the associated tender exercise continued to remain a risk and it would be important that the tender prices remained within budget. However, budgets were agreed and clearly communicated in order for the risks to be mitigated through the risk register, and to keep the project on track, and regular budget updates would be reported to CMT. All Members received a copy of the quarterly monitoring reports to Cabinet.

RESOLVED

That the Internal Audit Progress Report as at 12 July 2018, Incorporating a Risk Management Update as at 30 June 2018, be noted.

5. Audit and Risk Manager's Annual Report 2017/2018

The Committee considered report FIN/450 of the Audit and Risk Manager.

The Committee acknowledged that the Annual Report had been produced in accordance with the requirements set out in the new Public Sector Internal Audit Standards 2013 (Updated 2017). She explained that this was supported by the outcome of the Peer Review, undertaken by Wealden District Council, as part of a reciprocal arrangement across East and West Sussex, in which all Heads of Audit participated.

The Audit and Risk Manager considered that in her overall opinion, for the period in question, substantial assurance could be given that there was generally a sound system of internal control designed to meet the Council's objectives, and that the controls were generally being applied consistently.

With regard to "Assurance Areas" (Governance) as set out in paragraph 8.2 of the report, and in response to a question from a Member, the Audit and Risk Manager indicated that whilst work was ongoing in respect of this Governance Area, the updating of the Anti-Fraud and Corruption and Whistle Blowing policies had now been completed.

RESOLVED

That the Audit and Risk Manager's Annual Report for the period 2017/2018 be noted.

6. Update on the Appointment of External Auditor

In introducing this item, the Head of Finance, Revenues and Benefits explained that representatives of Ernst and Young LLP had advised that due to auditing commitments with a number of other authorities on this same evening, and because the nature of our Statement of Accounts for 2017/2018 (being the main item on this meeting's agenda) were considered sound, they had sent their apologies for absence, but were contactable during the meeting should Members have issues to raise.

The Committee considered report FIN/444 of the Head of Finance, Revenues and Benefits. Following the demise of the Audit Commission, new arrangements were needed for the appointment of external auditors. The Local Audit and Accountability Act 2014 required authorities to either opt in to the Appointing Person regime or to establish an auditor panel and conduct their own procurement exercise. The purpose of this report was to update the Committee on the process of appointing external auditors for Housing Benefit Subsidy Assurance from 2018/19 for five years.

The Committee acknowledged that Ernst and Young LLP had been re-appointed by Public Sector Audit Appointments Limited (PSAA) as the Council's auditor from 2018/19 onwards, for the Core Accounts audit. At the time Councillors were notified that PSAA could only procure the audit of the Council's accounts and that Housing Benefit Subsidy audit was outside of the framework and the Council was required to make separate appointments.

In terms of the audit fees for both the Core Accounts and the Housing Benefit Subsidy Assurance, paragraph 6.1 of the report refers, the Committee was advised of the need for a clerical correction as follows:-

Delete under the heading of "2018/19" the sum of £50,219, and replace with £50,291.
Delete under the heading of "2018/19" the total sum of £62,778, and replace with £62,850.

RESOLVED

- (1) That it be noted that the Council has engaged Ernst & Young LLP as the Council's external auditor for Housing Benefit Subsidy Assurance from 2018/19 for five years.
- (2) That, subject to the clerical correction above, the agreed fee arrangements as set out in paragraph 6.1 of the report, be noted.

7. Annual Audit and Certification Fees 2018/2019

The Committee considered a letter from Ernst and Young LLP on the Annual Audit and Certification Fees for 2018/2019. The letter was attached as Item 8 of the agenda.

RESOLVED

That the Annual Audit and Certification Fees for 2018/2019 be noted.

8. Audit Results Report for the year ended 31 March 2018

The Committee considered the Audit Results Report for the year ended 31 March 2018 which was included as Item 9 of the agenda. The report set out the current status of the audit, indicating that subject to satisfactory completion of items identified in the report, Ernst and Young LLP had completed its audit of the Council's financial statements for the year 2017/2018.

The Committee considered matters raised, and in so doing noted that it was proposed to issue an unqualified opinion on the financial statements and that in terms of value for money, the report was satisfied that in all significant respects, the Council had put in place proper arrangements to secure economy, efficiency and effectiveness in the use of its resources.

The Committee sought and received clarification on a number of issues raised, whilst in response to a comment from a Member, the Head of Finance, Revenues and Benefits confirmed that the unqualified opinion on the financial statements, was based on the Council's state of accounts overall, and did not reflect individual projects, for which, if highlighted as having difficulties, agreed actions would be put in place.

The Head of Finance, Revenues and Benefits advised the Committee that Ernst and Young LLP had been very complimentary regarding the work of Paul Windust (Chief Accountant) and his Team in progressing and completing the financial statements.

RESOLVED

That the Audit Results Report for the year ended 31 March 2018 be received and noted.

9. Approval of the 2017/2018 Statement of Accounts

The Committee considered report FIN/445 of the Head of Finance, Revenues and Benefits which sought the Committee's approval of the 2017/18 Statement of Accounts, to comply with the statutory deadline of 31 July 2018.

The 2017/18 Statement of Accounts was attached as Appendix C to the report. As indicated in the Audit Results Report (Minute No. 8 above refers), the financial statements were still subject to Ernst and Young LLP concluding outstanding matters before the deadline date of 31 July, although no material changes were expected.

As explained in Section 7 of the report FIN/445, The Audit Results Report showed an unadjusted audit difference that related to the pension liability disclosed in the Balance Sheet. This error was identified by the auditors of the West Sussex County Council Pension Scheme and was due to the actuary's estimate of the pension scheme assets being short of the actual value, of which, the Council incurred a share. The audit difference was below the materiality level for the Council, and for the reasons set out in the report, management did not consider it necessary to amend the Statement of Accounts.

The Chair took this opportunity to thank Karen Hayes (the Head of Finance, Revenues and Benefits) and Paul Windust (Chief Accountant), and indeed all staff in the Finance Team for the excellent work which had been undertaken.

RESOLVED

- (1) That the 2017/18 Statement of Accounts be approved.
- (2) That the rationale as to why the unadjusted audit difference has not been corrected, be approved.
- (3) That the Chair of the Committee be authorised to sign the 2017/18 Letter of Representation.
- (4) That should changes to the financial statements be identified as part of Ernst and Young LLP concluding outstanding matters, the Chair be authorised to agree those changes.
- (5) That the Chair of the Committee be authorised to sign the 2017/18 Statement of Accounts on behalf of the Council

UPDATE

It is confirmed that since this meeting, the 2017/18 Statement of Accounts has been signed off, with no amendments made to the Statement that was presented to and agreed by the Committee.

Closure of Meeting

With the business of the Audit Committee concluded, the Chair declared the meeting closed at 8.05 pm

K SUDAN
Chair

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Crawley Borough Council

Minutes of Planning Committee

Monday, 30 July 2018 at 7.30 pm

Councillors Present:

I T Irvine (Chair)

R S Fiveash (Vice-Chair)

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

Officers Present:

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

1. Disclosures of Interest

No disclosures of interests were made.

2. Lobbying Declarations

The following lobbying declarations were made by Councillors:

Councillor A Belben had been lobbied regarding application CR/2018/0298/FUL.

Councillors Ayling, A Belben, Boxall, Fiveash, Irvine, Jaggard, Skudder, P Smith, Tarrant and Thomas had been lobbied regarding report PES/300 – Objections to the Crawley Borough Council Tree Preservation Order: Land Parcel Adj(acent) to Coronet Close, Pound Hill 02/2018.

3. Minutes

The minutes of the meeting of the Planning Committee held on 2 July 2018 were approved as a correct record and signed by the Chair subject to the follow amendment:

That Minute 4 (Planning Application CR/2017/1060/FUL – Greensleeves Retirement Home, 15-21 Perryfield Road, Southgate, Crawley) be amended to state that Councillor Boxall, having declared a prejudicial interest in the item, left the meeting for consideration of the item and took no part in the discussion or voting on the matter.

4. **Planning Application CR/2018/0298/FUL - 3 Mount Close, Pound Hill, Crawley**

The Committee considered report PES/283(b) of the Head of Economic and Environmental Services which proposed as follows:

Erection of a two storey rear extension (amended plans received).

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

The Principal Planning Officer (VC) provided a verbal summation of the application and advised the Committee that the National Planning Policy Framework (NPPF) had been updated on 26 July 2018, but that the amendments to the NPPF did not alter the report nor the officer's recommendation. The Principal Planning Officer also highlighted that amended plans had been received which reduced the depth of the extension, reduced the height of the extension, dropped the eaves-line and included brick detailing.

Mr Neil Major (son of Dr R Major) addressed the meeting in objection to the application, reflecting the concerns detailed in the report. Mr Finnimore (the applicant) and Mr Sargent (the agent) addressed the Committee in support of the application.

The Committee then considered the application. The Committee discussed the issues arising, including the comments raised by the speakers. In response to a query raised by a Committee member the Principal Planning Officer drew the Committee's attention to paragraphs 4.3 and 5.2 to 5.7 of the report which outlined the issues which needed to be taken into account with regard to the Area of Special Local Character within which the application site was situated.

RESOLVED

Permit subject to conditions set out in report PES/283(b).

5. **Objections to CBC Tree Preservation Order - Land Parcel Adj to Coronet Close, Pound Hill No. 02/2018**

The Committee considered report PES/300 of the Head of Economic and Environmental Services which requested that the Committee consider the objection which had been received in relation to the above Tree Preservation Order and determine whether to confirm the Order with or without modification for continued protection or, not confirm the Order.

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

The Principal Planning Officer (MR) provided a verbal summation of the report drawing particular attention to the fact that a Woodland Order applied to trees at all stages of their life. The Committee was advised that many of the stumps of those trees which had been felled had regenerated and new saplings were also growing on the site and it was still therefore woodland.

Mr Phillips (the agent for the owner of the site) addressed the Committee in objection to the Tree Preservation Order and specifically raised the following points:

- That in his opinion many of the trees on the site had been self-sown and were immature.
- That he considered the amenity value of the woodland to be low.
- The trees had been felled before the Council had applied for a Tree Preservation Order.
- That not all the evidence he had supplied had been reflected in the report.
- A Tree Preservation Order could impact on the two, so far undetermined, planning applications relating to the site that could provide woodland enhancement elsewhere /landscape benefits.
- His client had no objection to a modified Tree Preservation Order which only applied to the trees currently standing on the site.

The Committee then considered the objection in detail. In response to issues raised, the Principal Planning Officer (MR):

- Advised that the Forestry Commission was in the process of undertaking an investigation following the felling of the trees on the site.
- Confirmed that the land owner remained responsible for maintaining any trees on their land which were protected by a Tree Preservation Order.
- Confirmed that the land was designated Ancient Woodland. The Committee was also advised that Ancient Woodland could include tree felling and regrowth/replanting over time.
- Informed the Committee that the Arboricultural Officer had a program of tree inspection and would apply for Tree Preservation Orders when necessary. The Arboricultural Officer however, was not in a position to proactively inspect all trees within the Borough.
- Explained that the Tree Preservation Order had been made due to the amenity value of the woodland area, and not its designation as Ancient Woodland. The Committee was advised that, when considering whether to confirm the Order, they should consider whether the woodland was important in terms of its amenity value.

The Committee considered the woodland to be of significant amenity value and voted unanimously to confirm the Tree Preservation Order as set out in the report.

RESOLVED

Confirm the Tree Preservation Order on the land parcel (adj)acent to Coronet Close, Pound Hill – 02/2018 without modification.

6. Planning Application CR/2017/0519/FUL - The Imperial, Broadfield Barton, Broadfield, Crawley

The Committee considered report PES/283(a) of the Head of Economic and Environmental Services which proposed as follows:

Demolition of the existing public house and associated flat and the erection of a five storey mixed use development consisting of 7 x one bedroom and 12 x two bedroom flats, 1 x drinking establishment (A4 use) and 2 x retail units (A1 use), with lower ground floor parking (amended description and plans).

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

The Principal Planning Officer (MR) provided a verbal summation of the application and advised the Committee that:

- The application had originally been considered by the Planning Committee on 9 October 2017 when the Committee had resolved to permit the application subject to the completion of a S106 agreement. Negotiations regarding the S106 agreement had been on-going and within that time an additional representation had been received.
- The representation had raised a new issue not previously assessed within the original officer report or by the Planning Committee, namely that the development would prejudice the potential development of the adjoining land and was therefore contrary to Policy CH4 of the Crawley Borough Local Plan 2015-2030 which stated that “development proposals must use land efficiently and not unduly restrict the development potential of adjoining land, nor prejudice the proper planning and phasing of development over a wider area”. The Committee was therefore advised that it should consider specifically whether the development would unduly restrict the development potential of the adjoining land.
- In particular, consideration needed to be given to the impact the residential units to the north/north-west of the development would have on development of the adjoining land.
- The owner of the adjoining land had not submitted a planning application for that land nor had they been in discussion with the Council regarding any prospective development.
- An additional informative and an amendment to the S106 Legal Agreement was necessary in relation to the replacement of the drinking establishment and public amenity.
- The National Planning Policy Framework (NPPF) had been updated on 26 July 2018 and the Committee’s attention was drawn in particular to the following sections of the updated document:
 - Section 5 (Delivering a Sufficient Supply of Homes)
 - Section 8 (Promoting Healthy and Safe Communities)
 - Section 11 (Making Effective Use of Land)
 - Section 12 (Achieving Well Designed Places)The Committee noted that the changes to the NPPF did not materially alter the officer’s recommendation.
- There were no other material changes since the resolution had originally been taken by the Planning Committee on 9 October 2017 and therefore the Committee was only required to consider the new issue before it.

In response to issues raised by the Committee, the Principal Planning Officer (MR):

- Informed the Committee that a A4 class use related to “drinking Establishments” for example public houses, wine bars or other drinking establishments (but not night clubs). The drinking establishment element of the application would replace the establishment which was due to be demolished as part of the same application.
- Confirmed that the Sussex Police representation did not relate to licensing issues in relation to the pub. The floorplan layout had been altered to address Sussex Police’s concerns.
- It was not possible to provide replacement trees on site, due to insufficient space. The trees would therefore be planted off site, with the species and location to be agreed with the Council.
- Clarified that the Enforcement Officer would monitor that the conditions were adhered to.

The Committee considered the representation in detail giving particular consideration as to whether the application before them would unduly restrict any potential development of the adjoining land. The Committee unanimously agreed that the application would not unduly restrict any potential development of the adjoining land.

RESOLVED

Permit subject to:

- a) The conditions as set out in report PES/240(d) which had been considered by the Planning Committee at its meeting on 9 October 2017.
- b) The completion of a Section 106 Legal Agreement to ensure the long term viability of a public house on the site, replacement and additional tree planting and the provision of affordable housing as set out in report PES/283(a).

7. **Planning Application CR/2018/0330/RG3 - Southwell, Balcombe Road, Pound Hill, Crawley**

The Committee considered report PES/283(c) of the Head of Economic and Environmental Services which proposed as follows:

Reconfiguration of existing hostel accommodation to provide 7 family rooms of temporary accommodation for homeless families with communal kitchen and storage facilities.

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

The Principal Planning Officer (VC) provided a verbal summation of the application and advised that since publication of the report, the Council's Refuse and Recycling Team had provided a response relating to bin storage and as such it was proposed that an additional condition be agreed as follows:

Additional Condition 8 (Bin Storage):

The hostel use hereby permitted shall not be occupied until provision for 2 x 1100L refuse bins has been made within the site in accordance with details to be submitted to and agreed in writing by the Local Planning Authority. The facilities shall thereafter be retained.

REASON: To ensure that adequate bin storage is provided for the development in accordance with Policies CH3 of the Crawley Borough Local Plan 2015-2030.

The Principal Planning Officer also advised the Committee that the National Planning Policy Framework (NPPF) had been updated on 26 July 2018, but that the amendments to the NPPF did not alter the report nor the officer's recommendation.

The Committee then considered the application and were supportive of the application, particularly the removal of the security fence. In response to issues and concerns raised by the Committee, the Principal Planning Officer:

- Advised that it was not appropriate to compare the internal space of the application's accommodation, on a like-for-like basis, with those that applied to general housing, given the nature of the hostel accommodation and the additional access to communal areas provided.

- Acknowledged that the parking layout did not identify a disabled parking space. It was suggested to the Committee and agreed that condition 4 be revised as follows to require such a space:

Revised Condition 4 (Disabled Parking Space):

The hostel use hereby permitted shall not be occupied until the car parking spaces, including one space to accessible standards, as shown on the drawing No. Southostel/2018/001 Rev B have been provided within the site. The spaces shall thereafter be kept available for the parking of vehicles by residents and visitors of the property at all times.

REASON: To ensure adequate provision of parking clear of the highway in accordance with Policy CH3 of the Crawley Borough Local Plan 2015-2030.

RESOLVED

Permit subject to:

- a) The conclusion of a Section 106 agreement to secure the appropriate ongoing management of the hostel to meet local homeless needs as detailed in report PES/283(c).
- b) The conditions set out in report PES/283(c), and the revised and additional conditions above.

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

The Committee considered report PES/283(d) of the Head of Economic and Environmental Services which proposed as follows:

Erection of first floor side extension.

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

The Principal Planning Officer (VC) provided a verbal summation of the application and provided the Committee with the following updates:

- The plans had been amended to clarify the issue raised during the application's consideration at the Planning Committee on 2 July 2018.
- That, since the publication of the report, an additional representation had been received from Councillor Mullins, Ward Councillor for Gossops Green citing concerns relating to over-development, parking and use of the rooms within the property.
- Officers were of the opinion that some alterations to the front elevation were necessary, such as the brick pier, to ensure that it was in keeping with the character of the original building. It had not been possible to get in contact with the Agent to discuss the issue and therefore, should the Committee be minded to approve the application, it was requested that officers be given delegated authority to approve the amended plans in relation to that matter.
- The National Planning Policy Framework (NPPF) had been updated on 26 July 2018, but the amendments to the NPPF did not alter the report nor the officer's recommendation.

The Committee then considered the application. Following a query from a Committee member, the Principal Planning Officer advised that, due to permitted development rights, it would not be reasonable to impose a condition requiring that planning

permission be sought for any future conversion of the roof space. The Committee was also advised that, due to the differing land levels of numbers 26 and 28 Kingscote Hill and the height of the fence along the boundary between the two properties, the impact on privacy and overlooking would be minimal.

RESOLVED

That the Head of Economic and Environmental Services be delegated authority to **permit** the application subject to:

- a) Receipt of an amended drawing regarding the front elevation of the proposal.
- b) Conditions set out in report PES/283(d).

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 8.55 pm

I T IRVINE
Chair

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Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 3 September 2018 at 7.00 pm

Councillors Present:

C A Cheshire (Chair)

T G Belben (Vice-Chair)

M L Ayling, R G Burgess, F Guidera, I T Irvine, R A Lanzer, M W Pickett and L Willcock

Also in Attendance:

Councillors P K Lamb and M A Stone

Officers Present:

Natalie Brahma-Pearl Chief Executive

Heather Girling Democratic Services Officer

Karen Hayes Head of Corporate Finance

Apologies for Absence:

Councillors D Crow, S Malik, A Pendlington and K Sudan

1. Disclosures of Interest and Whipping Declarations

No disclosures or whipping of interests were made.

2. Minutes

The minutes of the meeting of the Commission held on 25 June 2018 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions from the public were asked.

4. Corporate Priorities 2018- 2022

The Commission considered report [CEX/48](#) with the Leader and Chief Executive. The report set out the Council's Corporate Priorities for the period 2018 to 2022, and sets the strategic direction of the Council for the next four years, which is linked to the

current administration's manifesto, Transformation Plan and the Medium Term Financial Strategy.

Councillors made the following comments:

- Support for the work of neighbourhood forums, although it was acknowledged that there were different levels of engagement in various areas of the town.
- Clarity provided on delivering value for money and income generation opportunities.
- Recognition that work had commenced developing the organisation and staff, defining the culture and being clear about values and expectations.
- General support for the document, setting out the strategic direction as requested by officers, partners and residents. However, it was suggested by some Members that within Section 2 (*Delivering affordable homes for Crawley and reducing homelessness*) there should be an explicit reference to a Duty to Co-operate with other local authorities to deliver housing for CBC residents as reflected in the Local Plan, thus acknowledging the principle that local planning authorities should work collaboratively to ensure that strategic priorities across local authority boundaries are properly coordinated. It was suggested the Cabinet be requested to consider this addition.

RESOLVED

That the Commission welcomed the report but requested the Cabinet incorporate explicit reference to a 'Duty to Co-operate with other local authorities to ensure neighbouring authorities deliver our housing needs' within Section 2.

5. 2018/2019 Budget Monitoring - Quarter 1

The Commission considered report [FIN/449](#) with the Leader and Head of Corporate Finance. The report set out a summary of the council's actual revenue and capital spending for the quarter for June 2018 together with the main variations from the approved spending levels and impact on future budgets.

During the discussion, the following points were expressed:

- Confirmation that robust budget monitoring systems were in place. However there was an acknowledgement that there was a need to work more efficiently and develop new ways of working.
- Recognition of the five year business plan for Tilgate Park and Nature Centre currently underway, to result in a self-financing position by 2020/21. Support for other parks within the town to benefit from publicity and/or investment.
- Explanations were provided in relation to various costings within the HRA and capital programme, with particular reference to usage and costs of garages and also to individual ICT projects. It was recognised that due to the long timescale of capital projects the report provided a quarterly update, without specific detailing.

RESOLVED

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

6. Cabinet Member Discussion with the Leader of the Council

The Commission noted the update given by Councillor Lamb and questioned him on a variety of issues relating to his [portfolio](#) and leadership of the Council.

The following topics were discussed:

- The nature of the different leadership roles operating in various models of governance.
- The Leader's role is in accordance with legislation. Under the scheme of delegation, the Leader holds all responsibility for Cabinet functions and determines the scheme of delegation for the discharge of Cabinet functions, enabling and trusting Cabinet Members to support the council's strategic direction.
- In recognising the rewarding work achieved, particularly in housing, it was also noted that challenges occasionally proved demanding and there was a desire to look long-term.
- With references made to civil contingencies, the Leader acknowledged the importance of reviewing the emergency and contingency plans to ensure they remained effective.

RESOLVED

That the Overview and Scrutiny Commission thanked Councillor Lamb for attending and for the informative discussion that had ensued.

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

The Commission confirmed the following reports:

24 September 2018

- Budget Strategy 2019/20 – 2023/24
- New Town Hall Update
- District Heat Network

19 November 2018

- Treasury Management Mid-Year Review 2018-2019
- Public Space Protection Order – Car Cruising
- Three Bridges Improvement Scheme Final Design

4 February 2019

- Budget and Council Tax 2019-2020
- Treasury Management Strategy 2019/20
- Statement of Licensing Policy

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 8.15pm.

**C A Cheshire
(Chair)**

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Crawley Borough Council

Minutes of Cabinet

Wednesday, 5 September 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
P C Smith	Cabinet Member for Planning and Economic Development and Deputy Leader
G Thomas	Cabinet Member for Environmental Services and Sustainability

Also in Attendance:

Councillor D Crow, C A Cheshire, K McCarthy and M A Stone

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Ann-Maria Brown	Head of Legal, Democracy and HR
Ian Duke	Deputy Chief Executive
Karen Hayes	Head of Corporate Finance
Chris Pedlow	Democratic Services Manager
Jean McPherson	Group Manager (Development Management)
Nigel Sheehan	Head of Projects and Commercial Services
Clem Smith	Head of Economy and Planning
Maryurin Santander Pena	NGDP Graduate

Apologies for Absence:

Absent

Councillor B A Smith

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Cabinet held on 27 June 2018 were approved as a correct record and signed by the Leader.

3. Public Question Time

The Cabinet received a question from Mr Charles Crane from Bewbush, in relation to the redevelopment of the Town Hall site. He commented that at the last Full Council meeting a question was raised over the possibility of funding new toilets in Goffs Park and part of the response was funding might be a problem. But if the Council stopped its plan to build the new Town Hall at a considerable cost, would facilities like Goffs Park Toilets be built and had you thought about what the public perception was about this?

In response, Councillor Lamb commented that there were two types of expenditure used by Councils, capital and revenue. Financially a one off capital cost of a facility like a toilet block was not the issue, but the ongoing maintenance 'revenue' cost was. We as a Council cannot spend capital reserves on revenue items. Also due to how Local Government was financed, we cannot borrow to fund revenue costs. The proposed New Town Hall Development, whilst funded via capital funding, will create a New Town Hall, new affordable Housing and also bring in revenue to the Council. That project was about the long term and the benefits it would bring.

Councillor Lamb commented that in terms of the public perception, he thought about this and that while there might be a political price to pay for bringing the Town Hall forward it was in the long-term interests of the town. The cost to upgrade the current building was very large and would not provide any future income, whilst the new Town Hall project would bring in income, housing and reduce the town's carbon emissions. To him this was in the greater public interest long term.

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

The Head of Legal, Democracy and HR reported that no representations had been received in respect of agenda items 12: Crawley Leisure Management Contract, and item 13 Appointment of Contractor for Crawley Homes Gas Servicing, Repair and Installation Works.

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. Corporate Priorities 2018 - 2022

The Leader of the Council and the Chief Executive presented report [CEX/48](#) of the Chief Executive which set out the Council's Corporate Priorities for the period 2018 to

2022. It was noted that the purpose of the report was to set out the strategic direction of the Council for the next four years, which was linked to the administration's Manifesto, the draft Transformation Plan and the Medium Term Financial Strategy.

The refreshed Corporate Priorities take into account external and partnership arrangements and will assist the Council's focus on delivery and meeting the intended outcomes. The Leader in presenting the proposed Corporate Priorities to his Cabinet emphasised that he wanted them, sharp and focused and he thanked officers for devising the two page document that set out the priorities in an effective and meaningful manner.

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 3 September 2018. The Commission requested that the Cabinet incorporate explicit reference to a 'Duty to Co-operate with other local authorities to ensure neighbouring authorities play their part in delivering for local housing needs' within Section 2.

In response the Leader accepted the Commission's request and proposed that an additional bullet point be included into section 2, namely *We Will 'continue working with neighbouring councils to ensure that they provide housing for Crawley residents through their 'duty to co-operate' arrangements'*. The Cabinet supported the additional wording.

RESOLVED

That the Cabinet approves the Corporate Priorities 2018 – 2022, as detailed in report [CEx/48](#) with the inclusion in Section 2 as a third bullet point: *We Will 'continue working with neighbouring councils to ensure that they provide housing for Crawley residents through their 'duty to co-operate' arrangements'*.

Recommendation 2

That Full Council be recommended to

To adopt the amended Corporate Priorities 2018 – 2022, as set out in Appendix A to these minutes.

Reasons for the Recommendations

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

7. 2018/2019 Budget Monitoring - Quarter 1

The Leader presented report [FIN/449](#) of the Head of Corporate Finance, to the Cabinet which provided a summary of the Council's actual revenue and capital spending up to the first quarter ending June 2017. It identified the main variations from the approved spending levels and any potential impact on future budgets.

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 3 September 2018. The Cabinet noted the Commission's comments.

RESOLVED

That the Cabinet

- a) notes the projected outturn for the year 2018/2019 as summarised in report [FIN/449](#)
- b) approves a supplementary capital budget of £347,000 for the nine Play refurbishment schemes as identified in Paragraph 9.1 in report [FIN/449](#) to be funded from S106 contributions.
- c) approves a supplementary capital budget of £60,514.86 which will be funded from S106 contributions for the improvement of playing fields around the Borough, as referred to in paragraph 9.2 in report [FIN/449](#)
- d) approves a supplementary capital budget of £37,192.71 which will be funded from S106 contributions for the Three Bridges Station outlined in Paragraph 9.3 in report [FIN/449](#)

Reasons for the Recommendations

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

8. Proposed Charging Scheme for Development Management Pre-application Advice

The Cabinet Member for Planning and Economic Development presented report [PES/301](#) of the Head of Economy and Planning which set out the proposal for the introduction of pre-application advice fees on a sliding scale for minor, major and commercial developments applications. It was emphasised that the fees would not affect individual personal applications. It was noted that the majority of Local Authorities charged for a pre-application advice service.

The Council cannot make a profit from the introduction of the proposed charging, rather it may only cover costs of the advice being provided. As a result the proposed level of fees were devised based on the recording of officer time covering a period for end to end pre application advice and calculating the officer cost, as well as a comparison with other surrounding Local Authorities. It was expected income would be approximately £20-35k per year. It was suggested that the proposals be reviewed in a years' time, including re-evaluating fee levels.

RESOLVED

That the Cabinet:

- a) approves the introduction of a charging scheme for pre-application planning advice in accordance with the proposed Charging Schedule and exemptions as set out at Appendix A to report [PES/301](#), to take effect from the 1st October 2018.
- b) delegates authority to the Head of Economy and Planning in consultation with the Head of Corporate Finance and the Cabinet Member for Planning and Economic Development to review or update the Charging Schedule. (*Generic Delegation 4 will be used to enact this recommendation*).
- c) delegates authority to the Group Manager (Development Management) in consultation with the Head of Economy and Planning to decide on the scale of the fees for any mixed-use developments on a case by case basis and clarify exemptions. (*Generic Delegation 4 will be used to enact this recommendation*).

Reasons for the Recommendations

Pre-application advice is currently provided by planning officers free of charge for all types of planning development enquiries. Under Section 93 of the Local Government Act 2003, the Council has the power to set charging fees as a means of cost recovery for this discretionary service.

It is considered that the introduction of charging presents an opportunity to improve the quality and consistency of advice provided, which in turn should ensure submission of better quality applications. An enhanced pre-application service would support Crawley's Local Plan; in particular the following objectives:

- “To protect and enhance the valued built environment and character within the borough through high quality new design and the protection of culturally valuable areas and buildings” (Local Plan objective 4).
- “To provide a good choice of well-designed housing in terms of tenure, type, size and location” (Local Plan objective 6).
- “To ensure new development will be of high quality and sustainable design and construction in line with national standards; with new buildings being built to a high energy efficiency standard to ensure warmth continues to be affordable to all residents and meet the challenges to work towards becoming Carbon Neutral” (Local Plan objective 17).

9. 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.

10. Tilgate Park – Adventure Golf

The Cabinet Member for Wellbeing presented report HPS/014 of the Head of Major Projects and Commercial Services which set out the opportunity to establish an Adventure Golf facility within Tilgate Park. It was noted that Tilgate Forest Golf Centre was being operated by Glendale Golf under a 25 year lease expiring in March 2029.

Glendale Golf have presented a proposal to the Council over the installation an Adventure Golf course on 1.5arces of the land within Tilgate Park that they lease. The design would be Wild Forest' theme and fit the nature of Tilgate Park as a whole. It was proposed that the Council funds the construction of the course £420k, with a Glendale payback over ten year with the Council receiving a rate of return. Also the Council would retain the facility at the end of the lease.

It was noted that the proposed design had be displayed within the Clubhouse and had been presented to the Friends of Tilgate Park.

RESOLVED

That the Cabinet

- a) approves the establishment of an Adventure Golf facility within Glendale Golf's existing leased area (subject to the necessary planning consent).
- b) approves a supplementary capital estimate of £420,000, funded from capital receipts in order to provide a capital loan to Glendale Golf over a ten year period for the construction of the facility on the terms noted within the report.
- c) delegates authority to the Head of Legal, Democracy and HR and the Head of Corporate Finance to negotiate the detailed terms of the loan agreement and appropriate security, ensuring state aid compliance. (*Generic Delegation 3 will be used to enact this recommendation*).
- d) notes that the terms of the agreement will result in ownership of the improved facility remaining with the Council. This will provide an improved asset at the end of the current lease agreement.

Reasons for the Recommendations

The proposal will provide an additional family oriented attraction within Tilgate Park, which will also be unique within the town and surrounding area. In addition the return on investment meets the Council's criteria and the proposal will result in an improved asset.

11. Appointment of Contractor for Crawley Homes Gas Servicing, Repair and Installation Works

The Cabinet Member for Housing presented report CH/182 of the Head of Crawley Homes which set out the details of the tender evaluation and to sought approval to appoint a contractor to deliver the gas servicing, repair and installations contract on the termination of the existing contract 31 March 2019. The new contract was for a

period of up to 11 years and significant savings would be achieved over the life of the contract.

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.

The Cabinet Member thanked the work of the Working Group for their input of the tender exercise.

RESOLVED

That the Cabinet:

- a) approves the appointment of Contractor A on an 11 year Termed Partnering Contract commencing on 1st April 2019 which is subject to an initial 5 year period with renewals at successive two year periods subject to continuous performance monitoring and annual performance review. (Subject to the mandatory standstill period)
- b) delegates to the Head of Crawley Homes, in consultation with the Cabinet Member for Housing, to extend the contract for the full term subject to a satisfactory evaluation of the contractor's service and the future strategic approach on the maintenance services as outlined in 2.1a). (*Generic Delegation 9 will be used to enact this recommendation*).

Reasons for the Recommendations

The existing Gas Servicing and Repair contract was let for a 10 year period which ends 31 March 2019 and this recommendation seeks to put in place a new contract to ensure service delivery. The contract has been retendered in compliance with the Public Contracts Regulations 2015 and the Council's Procurement Code.

Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.54 pm

P K Lamb
Chair

Appendix A

Corporate Priorities 2018 – 2022

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

We will:

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

2. Delivering affordable homes for Crawley and reducing homelessness

We will:

- Continue to deliver as much affordable housing as possible, particularly Council housing, through our own-build and enabling programmes for people with a local connection to Crawley.
- Drive down homelessness across the borough and support partner agencies to help those most in need.
- Continue working with neighbouring councils to ensure that they provide housing for Crawley residents through their 'duty to co-operate' arrangements'.

3. Improving job opportunities and developing the local Economy

We will:

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

4. Creating stronger communities

We will:

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

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

We will:

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

6. Protecting the environment

We will:

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

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Crawley Borough Council

Minutes of Governance Committee

Tuesday, 18 September 2018 at 7.00 pm

Councillors Present:

R D Burrett (Vice-Chair in the Chair)

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

Also in Attendance:

Councillors R G Burgess and C A Cheshire

Officers Present:

Roger Brownings	Democratic Services Officer
Heather Girling	Democratic Services Officer
Andrew Oakley	Electoral Services Manager

Apologies for Absence:

Councillors T Lunnon and R S Fiveash

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 17 July 2018 were approved as a correct record and signed by the Chair.

3. Review of Outside Bodies and Organisations: Scrutiny Panel Final Report

The Committee considered report OSC/272 of the Chair of the Review of Outside Bodies and Organisations Scrutiny Panel. The Scrutiny Panel had been established to evaluate the current system and to consider how and if it adds value to the Council. The report presented the findings and recommendations.

Councillor Cheshire, as Chair of the Panel, presented in detail the Panel's report and drew the Committee's attention to the comments made by the Overview and Scrutiny Commission at its meeting on 25 June 2018 (comments are attached as Appendix C to the report).

The Committee considered the recommendations proposed by the Scrutiny Panel, whilst making the following comments:

Recommendation a). A Member referred to the proposed information sheet, as set out in Appendix B to the report. He highlighted the need for ensuring that all details contained in those information sheets, including the meeting arrangements of the outside bodies concerned, were accurate. In terms of the accuracy of meeting arrangements, Heather Girling (HG) (Democratic Services Officer) indicated that details regarding meeting arrangements had been submitted by the outside bodies themselves as part of the evaluation process. The Committee was advised of the intention to expand further the details to be included in the information sheet.

Recommendation f). Members welcomed the greater flexibility proposed by the Overview and Scrutiny Commission with regard to the option to appoint to some outside bodies or organisations despite there having been a lack of response received to the evaluation - suggesting that demand for nominations from those organisations was questionable.

In response to an issue raised, HG explained that in cases where an invite for nomination(s) was not received from an organisation, subsequent communications would be made with that organisation to seek whether a nomination was required or not. Similar to that included in the information sheet trialled in advance of the 2018 AGM, a list would be provided for future AGM purposes detailing nominations which had been removed due to either nominations no longer being required, or where an organisation had ceased to operate.

Amendment

It was moved by Councillor McCarthy and seconded by Councillor Lanzer that the following additional recommendation be made to the Full Council:-

“That where an outside organisation with more than one Council representative expresses a desire for political diversity, we should honour this request.”

The amendment upon being put to the Committee, was declared to be CARRIED.

The Committee thanked Councillor Cheshire, Members of the Scrutiny Panel and the Democratic Services Officer (HG) for a thorough review and detailed report, as well as the Overview and Scrutiny Commission for its comments.

RESOLVED UNANIMOUSLY

That

- i) An information sheet be prepared giving pertinent information relevant to the Outside Organisations to assist Councillors in agreeing nominations at group meetings which was trialled in advance of the 2018 AGM. (Further information is included in section 7 of the report).

- ii) It be highlighted that the nomination of Councillors to Outside Organisations is not predicated on their receipt of a Council grant or the need for scrutiny of its use, due to the stringent monitoring already in operation.
- iii) Councillors who sit on Outside Bodies must accept their obligations to maintain their responsibilities and that guidance/support should be provided to enable an effective service (be this from the Council, the Outside Organisation or that the Councillor initiate this themselves through effective liaison).

Recommendation 2

That Full Council be recommended to approve that:

- i) Nominations for Conservation Area Committees be defaulted to 'Ward Councillor(s)'.
- ii) 'Friends Groups' be removed from the official list of Outside Bodies as there should be no formal Councillor representation.
- iii) Where a response was not received to the evaluation, an appointment would not usually be made by the Council (this is in line with other authorities undertaking a similar review).
- iv) There should be a mutual understanding between Councillors and organisations to maintain communication and effective liaison.
- v) Where an outside organisation with more than one Council representative expresses a desire for political diversity, we should honour this request.
- vi) Councillor M G Jones and Councillor J Tarrant be appointed to represent the Council on Crawley Community and Voluntary Service. (Paragraph 8.1 of the report refers).
- vii) The Head of Legal, Democracy and HR be instructed to amend the Council's Constitution to reflect any relevant changes in relation to any outcomes of this review.

4. Polling District Review

The Committee considered the report LDS/143 of the Head of Legal, Democracy and HR. The purpose of the report was to approve arrangements for a Polling District Review following changes to wards implemented by the Local Government Boundary Commission's review of Crawley's electoral arrangements and in accordance with the legislative requirements for regular reviews.

RESOLVED

That a Polling District Review be conducted as set out in paragraph 4.3 of the report.

5. Constitution Review Working Group Update

Councillor P Lamb, as Chair of the Constitution Review Working Group, provided a verbal update on the comprehensive review of the Constitution which had been established by the Committee at its meeting on 15 March 2017 (report LDS/126 refers). Several re-drafted sections of the Constitution had been sent to him for comment and those sections would be circulated via email to the Working Group as soon as was practicable.

RESOLVED

That the update provided by the Chair of the Constitution Review Working Group be noted.

6. Notification of Change in Date of the Governance Committee

It was reported that the Committee's meeting scheduled for 22 January 2019 had been cancelled and will now take place on 14 January 2019 at 7pm. This change had been made so that the Polling District Review (See Minute 4 above) could be debated by the Committee prior to its consideration on 23 January 2019 by the Special Full Council. The Licensing Committee meeting originally scheduled for 14 January 2019 had now been moved to 15 January 2019. The Chairs of the respective Committees had agreed these changes.

RESOLVED

That the change of date of the Committee's January meeting be noted.

Closure of Meeting

With the business of the Governance Committee concluded, the Chair declared the meeting closed at 7.34 pm.

R D Burrett
Vice-Chair in the Chair

Crawley Borough Council

Minutes of Planning Committee

Tuesday, 25 September 2018 at 7.30 pm

Councillors Present:

I T Irvine (Chair)

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

Also in Attendance:

Councillor R D Burrett, R A Lanzer and A Pendlington

Officers Present:

Kevin Carr	Legal Services Manager
Valerie Cheesman	Principal Planning Officer
Mez Matthews	Democratic Services Officer
Jean McPherson	Group Manager (Development Management)

Apologies for Absence:

Councillor B J Burgess, R S Fiveash and L Vitler

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor A Belben	CR/2018/0128/OUT Land adjacent to 3 Coronet Close, Pound Hill, Crawley (Minute 4)	Personal Interest – Was a member of the Pound Hill Residents Facebook Group, but had not been active in discussions relating to the application.
Councillor A Belben	CR/2018/0242/OUT Land adjacent to 3 Coronet Close, Pound Hill, Crawley (Minute 5)	Personal Interest – Was a member of the Pound Hill Residents Facebook Group, but had not been active in discussions relating to the application.

Councillor Thomas	Appeal against non-determination of planning application CR/2017/0879/FUL – R/O George Hotel, 56-58 High Street, West Green, Crawley (Minute 8)	Personal Interest – Was a Council nominated member on the Central Crawley Conservation Area Advisory Committee, who had submitted a representation in relation to the application. He did not recall attending a meeting where the application had been discussed.
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2. Lobbying Declarations

The following lobbying declarations were made by Councillors:

Councillors A Belben, Boxall, Jaggard, Skudder, P Smith, Tarrant and Thomas had been lobbied regarding report PES/303 - appeal against non-determination of planning application CR/2017/0879/FUL: R/O George Hotel, 56-58 High Street, West Green, Crawley.

3. Minutes

The minutes of the meeting of the Planning Committee held on 30 July 2018 were approved as a correct record and signed by the Chair.

4. Planning Application CR/2018/0128/OUT - Land Adjacent to 3 Coronet Close, Pound Hill, Crawley

The Committee considered report PES/285(c) of the Head of Economy and Planning which proposed as follows:

Outline application (access, layout and scale to be determined with appearance and landscaping reserved) for 2no. 3 bed semi-detached dwellings and 3no. 4 bed detached dwellings (amended plans received).

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

The Group Manager (Development Management) provided a verbal summation of the application and reminded the Committee that a provisional woodland tree preservation order had been served on the site on 13 February 2018 in response to alerts from local residents that trees within Burleys Wood were being felled following a site visit by the Arboricultural and Enforcement Officers. That Tree Preservation Order had been confirmed by the Committee at its meeting held on 30 July 2018 and, in addition, the Forestry Commission had served a restocking notice to replace the trees lost from the site. In addition, the Committee's attention was drawn in particular to the planning history of the site, the relevant planning policies and the main planning considerations when determining the application.

The Group Manager (Development Management) advised the Committee that refusal reason 5 should be amended as follows:

Amendment to refusal reason 5 (additional wording in bold):

5. Notwithstanding the loss of Ancient Woodland is considered to be unacceptable in principle, **if** the principle of development was considered to be acceptable the

proposal by reason of its layout and close proximity to the area of Ancient Woodland to the east, would result in an unacceptable relationship with the trees and fails to include a 15m buffer zone to the **remaining** Ancient Woodland, contrary to Policies CH2, CH3 and ENV2 of the Crawley Borough Local Plan 2015-2030 and the relevant paragraphs of the National Planning Policy Framework (2018).

Councillor Pendlington (Ward Councillor for Pound Hill South and Worth) addressed the Committee and spoke in objection to the application, reflecting the concerns detailed in the report. Councillor Pendlington specifically stated that:

- If approved the proposed development would result in a loss of open space;
- The proposed development would result in a loss of light for residents;
- The ancient woodland should be protected.

Councillor Lanzer (Ward Councillor for Pound Hill South and Worth) addressed the Committee and raised the following additional points of objection:

- The layout of the proposed development would be cramped for both the existing residents and occupiers of the proposed development;
- The loss of ancient woodland was unacceptable, especially the felling of trees without a felling licence;
- The new development did not meet the planning requirement that there be a distance of least a 15m between woodland and any new development.

The Committee then considered the application and voted unanimously that the application be refused.

RESOLVED

Refuse, for the reasons listed in report PES285(c) and amended refusal reason 5 above.

5. Planning Application CR/2018/0242/OUT - Land Adjacent to 3 Coronet Close, Pound Hill, Crawley

The Committee considered report PES/285(d) of the Head of Economy and Planning which proposed as follows:

Outline application (access, layout and scale to be determined with appearance and landscaping reserved) for a children's day nursery (use class d1) (amended plans received).

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

The Group Manager (Development Management) provided a verbal summation of the application and reminded the Committee that the planning history, and many of the relevant planning policies and planning considerations were identical to that of planning application CR/2018/0128/OUT which had been considered by the Committee earlier in the meeting, although this application proposed a different use of the land.

The Group Manager (Development Management) advised the Committee that refusal reason 6 should be amended as follows:

Amendment to refusal reason 6 (additional wording in bold):

5. Notwithstanding the loss of Ancient Woodland is considered to be unacceptable in principle, **if** the principle of development was considered to be acceptable the proposal by reason of its layout and close proximity to the area of Ancient Woodland to the east, would result in an unacceptable relationship with the trees and fails to include a 15m buffer zone to the **remaining** Ancient Woodland, contrary to Policies CH2, CH3 and ENV2 of the Crawley Borough Local Plan 2015-2030 and the relevant paragraphs of the National Planning Policy Framework (2018).

Councillor Pendlington (Ward Councillor for Pound Hill South and Worth) addressed the Committee and spoke in objection to the application, reflecting the concerns detailed in the report and those she identified as part of her presentation in relation to application CR/2018/0128/OUT. In addition Councillor Pendlington raised concern regarding the level of potential traffic movement within the area.

Councillor Lanzer (Ward Councillor for Pound Hill South and Worth) addressed the Committee and stated that any proposed development should support bio-diversity. In addition to the objections he had identified as part of his earlier presentation in relation to application CR/2018/0128/OUT, he asserted that the proposal:

- Would result in over intensification of the area;
- Did not provide adequate parking;
- Would create highway problems.

The Committee then considered the application and voted unanimously that the application be refused.

RESOLVED

Refuse, for the reasons listed in report PES285(d) and amended refusal reason 6 above.

6. Planning Application CR/2016/0858/ARM - Phase 3, Forge Wood (North East Sector), Crawley

The Committee considered report PES/285(b) of the Head of Economy and Planning which proposed as follows:

Approval of reserved matters for phase 3 employment building, car parking, internal access roads, footpaths, parking & circulation areas, landscaping and other associated infrastructure & engineering works pursuant to outline planning permission CR/2015/0552/NCC for a new mixed use neighbourhood.

Councillor Boxall declared he had visited the site.

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

- A representation had been received on behalf of the Operators at Crawley Goods Yard stating that they deemed the application acceptable if all conditions detailed in report PES/285(b) were imposed and with a S106 legal agreement to link it to the residential proposals.

- In line with varied Condition 34 of the original outline application, the noise mitigation scheme had been submitted to the Council as Local Planning Authority the previous week and would be considered by officers in due course.

Laura Humphries (the Applicant) addressed the meeting in support of the application.

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

- Advised that proposed mechanical ventilation was for the residential units in the adjacent parcels. The levels of ventilation required by each unit were dependent upon the location of each dwelling, its internal layout and the noise environment.
- Informed the Committee that the location of the employment building and associated access road was part of the Masterplan for the neighbourhood.
- Reminded the Committee that Condition 34 of the outline permission would secure a suitable noise environment for residents of the adjacent dwellings. The Committee also noted that condition 12 of the current application required approval of a sound insulation scheme for the employment building itself.
- Explained that the original outline application did not restrict the times at which heavy goods vehicles could enter the site. However, noise levels from the commercial activities would be controlled by condition 37 on the outline permission.
- Advised that, once the development had been completed, the main roads within the site would be adopted by West Sussex County Council (WSCC). Details of the road surface material would be ascertained during the WSCC highways adoption process. The main roads would service a bus route and so the surface material would be suitable for heavy vehicles.
- Confirmed that some parking bays within the adjacent residential development would be allocated to specific housing units, whilst others would be available for visitor parking. Conditions relating to parking provision for the commercial building which met the relevant parking standards were included within the officer's recommendation should the Committee be minded to approve the application.

RESOLVED

Approve the Reserved Matters application, subject to:

1. The conclusion of a Section 106 agreement as set out in Paragraph 6.4 of report PES/285(b)
2. The conditions and informatives set out in report PES/285(b).

7. Planning Application CR/2015/0718/ARM - Phase 2b, Forge Wood, (Northeast Sector), Crawley

The Committee considered report PES/285(a) of the Head of Economy and Planning which proposed as follows:

Approval of reserved matters for Phase 2b for 169 dwellings and related works pursuant to outline permission CR/2015/0552/NCC for a new mixed use neighbourhood.

Councillor Boxall declared he had visited the site.

The Principal Planning Officer provided a verbal summation of the application and provided the Committee with the following update:

- Amended plans had been submitted to address the outstanding issues referred to in the report.
- A representation had been received on behalf of the Operators at Crawley Goods Yard stating that they deemed the application acceptable if all conditions detailed in report PES/285(a) were imposed, there was a S106 legal agreement to link it to the employment building and that the internal layout of plots 113 – 116 were revised.
- In line with varied Condition 34 of the original outline application, the noise mitigation scheme had been submitted to the Council as Local Planning Authority the previous week and would be considered by officers in due course.

Laura Humphries (the Applicant) addressed the meeting in support of the application.

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

- Advised the Committee that one bedroom window on six properties in block 7 would be sealed shut and vented via a mechanical ventilation system. It had not been possible to alter the layout of those properties to enable all windows to open. Detailed information relating to the mechanical ventilation system were contained within the noise mitigation scheme for condition 34 which had been submitted to the Council and would be considered by officers in due course.
- Confirmed that the communal garden of Flat Block 7 would be maintained by the landlord.
- Advised that the management company would be responsible for maintaining the drainage features.
- Notified the Committee that the objection received from the Environment Agency related to flood risk. Forge Wood, as a whole, had required a site-wide drainage strategy and therefore a Flood Risk Assessment for this individual sub-phase was not required. No further comments had been received from the Environment Agency. Long term management of the drainage features would be undertaken by the management company.
- Stated that the application site provided housing which had a low carbon footprint and increased sustainability. Although additional renewable energy sources, such as solar panels, had not been submitted as part of the application; that did not prevent such additions being installed at a later date.
- Advised that although some of the garden sizes fell below the guidance, overall the layout was considered to be acceptable.
- Explained that the separation distances between dwellings were considered acceptable with the majority of windows either not overlooking other dwellings or being off-set.

RESOLVED

Approve the reserved matters application subject to:

1. Completion of a S106 Agreement as set out in Paragraph 6.5 of report PES/285(a)
2. The conditions and informatives set out in report PES/285(a)

**8. Appeal against Non-Determination of Planning Application
CR/2017/0879/FUL - R/O George Hotel, 56-58 High Street, West Green,
Crawley**

The Committee considered report PES/303 of the Head of Economy and Planning which explained the circumstances in relation to planning application CR/2017/0879/FUL for which an appeal was now underway. The appeal had been lodged on the grounds that the Local Planning Authority had failed to determine the application within the statutory time frame. Although the Planning Committee was no longer in a position to formally determine the planning application, the report set out the officers' concerns with the application and the grounds on which they considered the planning appeal should be defended.

The report provided an opportunity for the Committee to consider the merits of the application, comment on the refusal reasons and the officer's appraisal of the scheme and consider whether there should be any other issues added or removed from the Local Planning Authority's draft appeal statement attached as Appendix 1 to report PES/303.

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

The (Group Manager (Development Management) provided a verbal summation of the application and the officer's report. The Committee was advised that, whilst officers supported the principle of development on the site, they had significant concerns regarding the impact the proposal would have on 10 Ifield Road, the High Street Conservation Area and the George Hotel which were all heritage assets. In addition it was considered that the development was unacceptable in the street scene and surroundings due to its scale, massing and design. The development's design, layout and proximity to the public footpaths/roads, outlook and separation between buildings would also create an inadequate environment for any future occupier of the development. The layout and design of the development did not mitigate the harmful noise impacts on potential future occupiers. The development would also have a harmful impact on future neighbouring residential occupiers. Sustainability policies had not been demonstrated.

Lynda Wyer (the Agent for the application) addressed the Committee in support of the application. Ms Wyer explained how, in her opinion, the Council had not provided timely advice with regard to the application and as a result the application had not been determined within the statutory time frame. She also considered that the case officers concerns with the application were contrary to the pre-application she had been provided with. The applicant had therefore taken the decision to lodge an appeal.

The Committee then considered whether it would have approved the application, had it been brought before the Committee for determination. The Committee was of the opinion that, as a whole, the Council had a good record of pre-application engagement with applicants and that the development before them was inappropriate to the surrounding area and inadequate in design. The Committee agreed the Committee would have been minded to refuse the application for the reasons set out in report PES/303.

RESOLVED

1. That the report be noted;
2. Agreed that, if the application had been determined by the Planning Committee, it would have been minded to refuse it on the 8 reasons set out in Section 6.1 of report PES/303.

9. **Planning Application CR/2018/0177/FUL - Former Depot Adjacent to South West Corner of Goffs Park, Old Horsham Road, Southgate, Crawley**

The Committee considered report PES/285(e) of the Head of Economy and Planning which proposed as follows:

Installation of substation and close boarded fencing enclosure.

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

The Principal Planning Officer provided a verbal summation of the application and advised that since publication of the report, the applicant had provided confirmation of the finish which would be used to stain the timber fencing and as such condition 3 should be revised to read:

Revised Condition 3:

The timber fencing enclosure for the substation hereby permitted shall be finished in the following dark stain 'Cuprinol Ultimate Garden Wood Preserver in 'Autumn Brown' as set out in the email dated 17th September 2018.

REASON: To enable the Local Planning Authority to control the development in detail in the interests of amenity by endeavouring to achieve a structure of visual quality in accordance with Policy CH3 of the Crawley Borough Local Plan 2015 - 2030.

With regards to the impact on adjacent trees, the Arboricultural Officer found the submitted details acceptable and suggested condition 5 would control this aspect.

The Committee then considered the application.

RESOLVED

Permit subject to the conditions set out in report PES/285(e).

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 9.30 pm

Chair

Crawley Borough Council

Minutes of Audit Committee

Tuesday, 2 October 2018 at 6.30 pm

Councillors Present:

K Sudan (Chair)

C R Eade (Vice-Chair)

R D Burrett, I T Irvine and L Willcock

Also in Attendance:

Councillor A C Skudder

J Taylor

Audit Manager, Ernst and Young LLP

Officers Present:

Gillian Edwards

Audit and Risk Manager

Karen Hayes

Head of Corporate Finance

Mez Matthews

Democratic Services Officer

Stuart Small

Investigations Officer

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Committee held on 25 July 2018 were approved as a correct record and signed by the Chair.

3. Fraud and Investigation Team Report

The Committee considered report FIN/454 of the Operational Benefits and Corporate Fraud Manager, which focused on activity for the period from 9 July 2018 to 16 September 2018. The Operational Benefits and Fraud Manager was unable to attend the meeting and therefore the Investigations Officer presented the report in his absence.

The report indicated that the Team had continued to perform successfully. The Committee was provided with details of cases investigated and the Team's investigations, whilst a discussion took place on the Team's work generally. The Committee sought and received clarification on a number of points raised, including one particular incident of fly-tipping and the Council's ability to investigate that case, as well as the general work load of the Corporate Fraud and Investigations Team.

The Committee thanked the Team for its continued hard work, especially the role it played in preventing a degree of fraud being attempted in the first instance. The Committee agreed that whilst this work was unquantifiable it was extremely important and undoubtedly achieved additional savings for the Council.

RESOLVED

That the Investigation Team Report be noted.

4. Progress Report: Internal Audit and Risk Management

The Committee considered report FIN/455 of the Audit and Risk Manager. The purpose of the report was primarily to update the Committee on the progress made towards the completion of the 2018/2019 Audit Plan, and to report on the progress made in implementing the previous recommendations. The report also included an update on the Council's Strategic Risks.

The Audit and Risk Manager took the opportunity to brief the Committee on the high priority finding and follow up audits. With regards to the former, the Audit and Risk Manager identified that non-compliance with the Procurement Code had been identified in the supply and recruitment of two ICT Consultants. Following an in-depth discussion, the Committee:

- Noted that this high-priority finding occurred in the context of a project which had itself been the subject of high-priority concerns.
- Noted that the audit only related to the ICT Department, and that the Audit and Risk Manager felt confident that the issue of non-compliance with the Procurement Code when recruiting consultants was not a Council-wide issue. The Audit report had been brought before a meeting of the Corporate Management Team and the information contained within it would be filtered down to all management.
- Was advised that the Procurement Team had been restructured. The team was now fully resourced and able to provide training where necessary. Two new trainee Procurement Officers had also been recruited whose role included ensuring that the Procurement Code was followed across the Council.
- Was reassured that the new Head of Digital and Transformation was aware of the previous non-compliance and taking action to avoid a recurrence.
- Was informed of potential consequences should the Procurement Code not be followed.
- Noted that, following the restructure of the Corporate Management Team, the Head of Corporate Finance was responsible for the Procurement Code. Systems were now in place to cross reference contracts with payment requests.
- Received clarification on the role of the Audit and Risk Manager with regard to the audit.
- Was advised that actions had been agreed to improve the control environment and confirmation of those implementations would be brought before the next meeting of the Audit Committee.
- Was provided more detail in relation to the recent IR35 changes.

The Committee then considered the follow-up to the Data Centre Migration Project audit and discussed the revised figures identified in the report which rectified the initial miscoding. Following concern expressed by the Committee that this still left the project significantly over-budget; almost three years behind schedule and, notwithstanding this, unlikely to fulfil the original specification, the Committee strongly

recommended that an independent (external) review take place regarding the all the failures. The Committee was assured that the follow-up audit would not be signed off until all agreed actions, including the review, had been cleared, or an alternative, appropriate action was agreed. The Committee expressed its concern regarding the project overspend and strongly agreed that a review was necessary to understand how the overspend occurred, so that systems and practices could be put in place to avoid such a significant overspend in future. The Committee was keen for a review to take place as soon as practicable. The Head of Corporate Finance advised the Committee that an update report by the Head of Digital and Transformation would be discussed by the Corporate Management Team at its next meeting. Following a question from a Committee member, the Head of Corporate Finance agreed to obtain confirmation as to when the Council would start to pay data hosting fees. The Chair thanked the team, especially the Audit and Risk Manager, for the work which had been undertaken regarding the audit.

The Committee discussed the update provided on Strategic Risk Management. The Committee noted that although work relating to the Corporate Assurance Group had not been detailed in the current progress report, it would be included in the next report to Committee. The Town Hall Project Risk Register was discussed, with the Committee receiving clarification on a number of matters, including the financial implications of delaying the construction programme and the agreed budget for the project.

RESOLVED

That the Committee receive the report and note progress to date, as at 14 September 2018.

5. Annual Audit Letter for the Year Ended 31 March 2018

The Committee considered the Annual Audit Letter from Ernst and Young LLP. The letter was attached to the agenda. The Audit Manager for Ernst and Young LLP presented the Letter which provided a summary of Ernst and Young's assessment of the Council for 2017-2018 and highlighted the issues. The Committee sought and received clarification on a number of points including Ernst and Young's role as Auditors in assessing value for money risk in relation to the new Town Hall, how the future changes in accounting standards might impact the Council and reporting thresholds.

RESOLVED

That the Annual Audit Letter for the Year Ended 31 March 2018 be noted.

Closure of Meeting

With the business of the Audit Committee concluded, the Chair declared the meeting closed at 8.10 pm

Chair

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Agenda Item 10

Full Council

17 October 2018

NOTICE OF MOTION 1 - MOTION ON TACKLING HOMELESSNESS AND SUPPORTING THOSE AT RISK

Mover Councillor Lamb and Seconder Councillor Jones

MOTION ON TACKLING HOMELESSNESS AND SUPPORTING THOSE AT RISK SUBMITTED BY THE LABOUR GROUP

This Council is extremely concerned about, and wishes to express the strongest opposition possible to, the proposals coming from West Sussex County Council (“WSCC”) to cut the housing support grant, which will have a harmful impact on our communities, as well as placing additional financial pressures on this Council as the local housing authority, that it would struggle to meet given the financial pressures and funding cuts already imposed on it by national government.

This Council notes that 2018 has seen the number of people sleeping rough in West Sussex reach its highest level since modern records began. Furthermore, it recognises and values the work of charities and voluntary sector organisations across the Borough and beyond, such as Crawley Open House, YMCA Downslink, Southdown Independent Living Scheme and Safe In Sussex, who support some of our most vulnerable residents who are either homeless, or at risk of becoming homeless.

Without this support, the Council expects to see a rise in homelessness across the Borough, including families, with associated social and health costs. Crucially, it will also deny local councils like ours the opportunity to secure government funding in tackling these major social problems.

The Council believes the end of such services is likely to result in a sharp increase in rough sleeping in the town centre, public places and open spaces, with an associated increase in anti-social behaviour that can accompany it, including street begging and street drinking. In addition, the “floating support” services at threat are a key tool for promoting social inclusion and stable communities through tenancy sustainment, community engagement and a reduction in anti-social behaviour. This council believes the negative impact on community safety will inevitably place severe pressures on our already stretched local Police resources, and the council’s own community wardens.

The termination of housing support for young people over 18, through such initiatives as the YMCA Downslink Foyer in West Green, will move vulnerable young people from a relatively stable and secure environment which they can use as a stepping stone into living independently, to being immediately forced into temporary accommodation or sharing in the private rented sector.

If funding is withdrawn and refuge accommodation for women and their children subjected to domestic abuse is no longer available in the county, this will put Crawley women’s lives and their children’s lives directly at risk, as well as taking away specialist support for their recovery and helping to rebuild their confidence and self-esteem.

Agenda Item 10

If WSCC funding is removed from our Older Persons Services the opportunity for preventative work in ensuring adequate support is available will simply mean that budgets elsewhere will rise. This will include WSCC's own duty of care as well as NHS budgets. Other extra care preventative service models in Crawley for vulnerable older people whose disabilities, frailty or mental health make ordinary housing unsuitable, will be at risk of losing that opportunity to live independently for longer, and may be forced to move into elderly residential care, causing stress and upset for those people affected and their families.

This council further notes the proposals coming from the council's opposition group to maintain Open House's finances from the annual £260,000 WSCC funding with a replacement contribution from this Council. It also notes that the annual funding that it provides Crawley Open House currently comes from the annual grant programme.

The Council expresses its deep concern that given the £1.3 million budget gap being projected for its finances over the next three years, together with the annual additional costs to the Borough in temporary accommodation costs currently estimated at £103,000, means such a replacement contribution would almost certainly be unaffordable, and that the only realistic way to find the money would be to force this Council to cut funding from the grants budget to at least some of the other worthy charities and voluntary societies that rely on this Council for support. This Council rejects outright any proposals which puts it in a position where it is forced to cut grant funding it provides other vital public services such as Citizens Advice, or going to other good causes.

Neither does the proposal take into account the impact of significant additional pressure on Open House's services from those in need outside the Borough who would be coming to use it, if and when other District councils in West Sussex decide not to support their own local facilities, nor would that replacement contribution mitigate the impact on the other local organisations already referred to in this motion, whose services will also end without replacement funding.

For eight years West Sussex County Council happily took tens of millions of pounds of Government money to fund these services via a dedicated grant, awarded to the county due to the services for vulnerable people fell within the county's adult social care remit. While the ring-fencing ended in 2011, with the county council now free to spend the money on whatever they choose, they retain the same duty to provide for these residents as when there was dedicated funding. The current proposal amounts to a choice to no longer meet this duty to residents across West Sussex, including here in Crawley. That is the wrong choice.

Therefore this Council stands with thousands of residents across West Sussex and demands that West Sussex County Council rejects the proposed cuts to Housing Related support, which will cause misery for the most vulnerable members of our society, and instead maintains this vital support for our local homeless.