

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, 12 December 2018 at 7.30 pm**

Nightline Telephone No. 07881 500 227



Head of Legal, Democracy and HR

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Published 4 December 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. 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.	
5. Minutes	5 - 24
To approve as a correct record the minutes of the meeting of the Full Council held on 17 October 2018.	
6. Gatwick Airport Draft Master Plan 2018 Consultation	25 - 50
To consider report CEx/49 of the Chief Executive.	
<i>As part of the Consultation Councillors at Full Council will be required to provide a clear direction to the Chief Executive on each of the responses to the Consultation questions.</i>	
<i>The Chief Executive will then submit the Council's response to the consultation as directed by the Full Council, before the consultation closes on 10 January 2019.</i>	
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	

	Pages
Minutes), Members will be given the opportunity to indicate on which 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	51 - 110
1) To receive the minutes of the meetings of the Cabinet, Overview and Scrutiny Commission and Committees, as listed on page 51, 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 51, 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 the Closure of Crawley's Crown Post Office	111 - 112
To consider, in accordance with Council Procedure Rule 13, the following Notice of Motion to be moved by Councillor Jones and seconded by Councillor P. Smith	
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, 17 October 2018 at 7.30 pm

Councillors Present:

C Portal Castro (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, A C Skudder, B A Smith, P C Smith, M A Stone, K Sudan, J Tarrant, G Thomas, L Vitler and L Willcock

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
Mr Peter Nicolson	Appointed Independent Person
Heather Girling	Democratic Services Officer
Ian Duke	Deputy Chief Executive

Apologies for Absence:

Councillor T Rana and R Sharma

1. Disclosures of Interest

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

2. Communications

The Mayor provided the Full Council with a brief update of the Mayoral events he had attended since the last meeting, including an invitation received to visit Madeira by its President, representing Crawley's large Madeiran community. The visit helped to provide a greater understanding of the links between Crawley and Madeira. Other events included the popular Dragon boat festival, meeting the Mayor of Dorsten and continuing to offer support to Ebonies journey.

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3. Presentation of Long Service Badges

The Mayor presented Councillor Quinn with a 20 year commemorative badge to mark his long service as a Member of Crawley Borough Council. In doing so, thanked him for his long and dedicated service to the Authority. Councillor Quinn also said a few words over how proud he had been in serving the Community including having been a Cabinet Member and the Mayor twice.

4. Public Question Time

Questions asked in accordance with Council Procedure Rule 10 were as follows:

Questioner's Name	Name of Councillor Responding
<p><i>Mrs Redfearn - (Broadfield)</i></p> <p>I wanted to know what the council can do to help us with the parking in Halley Close, Broadfield. The parking is extremely poor, made worse by airport parking. There is a lack of parking spaces available. We brought forward a petition but we are wondering what else can be done, such as permits.</p>	<p><i>Councillor Thomas (Cabinet Member for Environmental Services and Sustainability)</i></p> <p>In particular reference to Halley Close, meetings have taken place with residents and officers to discuss the issues and concerns. There is some justification to say that Halley Close is a unique area. Whilst a substantial petition was brought forward to the Overview and Scrutiny Commission, the vast majority of the areas causing concern are the responsibility of WSCC. The parking permits you mention have to be done in coordination with WSCC. The road space audit currently underway and officers are investigating options and there may be a slight possibility of small ameliorations. Options will be discussed with residents but we are aware of the difficulties but also where the responsibilities lie and the finances involved.</p> <p><i>Councillor Irvine (Councillor for Broadfield North)</i></p> <p>I was at the Overview and Scrutiny Commission when this was discussed and a recommendation was that consultation would be undertaken with residents. I am glad to hear that officers have started that dialogue.</p> <p>Sustainable transport is not for everyone and we should involve as many people as possible.</p> <p><i>Councillor Quinn (Councillor for Broadfield North)</i></p> <p>This issue has been going on for a long time but officers are now involved and discussing the issues.</p>

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Questioner's Name	Name of Councillor Responding
<p><i>Mr Hall (Langley Green)</i></p> <p>There are currently many signs on Crawley's roundabouts asking people to 'please take your litter home'. Who paid for these signs? Did the taxpayer or did someone else?</p> <p><i>Supplementary Question</i></p> <p>I've seen it many times but unfortunately the scheme isn't working. How much did we have to pay?</p>	<p><i>Councillor Thomas (Cabinet Member for Environmental Services and Sustainability)</i></p> <p>My understanding is that the scheme is funded jointly by the County and individual District and Borough Councils.</p> <p>I would have to find out how much we paid. However I think it is better to do something than nothing at all. Following the effect of Blue Planet, recycling figures are increasing so change is possible. I would add that the placing of the notices is a positive step, along with the other strategies in place and worth trying. I support it.</p>
<p><i>Resident from Northgate</i></p> <p>I am aware of a private hire pick up/drop off violation. Why is the licensing authority failing in its reporting of this violation and enforcement?</p>	<p><i>Councillor Pickett (Chair of the Licensing Committee)</i></p> <p>Enforcement action does occur and the Licensing Officers have been out. I have been informed of instances that have taken place as you describe. I can assure you that enforcement action does take place and the team work hard to enforce the laws.</p>
<p><i>Mr Khan (Bewbush)</i></p> <p>Please can you help me get my taxi licence back?</p>	<p><i>Councillor Pickett (Chair of the Licensing Committee)</i></p> <p>I am very much aware of the history of your case. I understand that you will shortly be able to submit an application to renew your licence. Whether this will be granted is a separate matter.</p>
<p><i>Mr Asad (Langley Green)</i></p> <p>You were going to tell us when we can remove our door signs?</p>	<p><i>Councillor Pickett (Chair of the Licensing Committee)</i></p> <p>Are you referring to the consultation programme which is about to commence concerning the signage on taxis in Crawley? If you are a licensed taxi driver in Crawley or private hire, you will be receiving a consultation document where you will be able to put your views and return it to the council.</p>

5. Minutes

- 1) The minutes of the meeting of the Full Council held on 18 July 2018 were approved as a correct record and signed by the Mayor.

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- 2) The minutes of the meeting of the Extraordinary Full Council held on 1 August 2018 were approved as a correct record and signed by the Mayor.

6. Items for debate (Reserved Items)

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

Agenda Page no.	Committee/ Minute no. <i>(and the Group reserving the item for Debate)</i>	Subject <i>(Decisions previously taken under delegated powers, reserved for debate only).</i>	Subject <i>(Recommendation to Council, reserved for debate)</i>
p.30	Audit Committee 25 July 2018 Minute 4 <i>Conservative Group</i>	Progress Report: Internal Audit and Risk Management.	
p.50	Cabinet – 5 September 2018, Minute 6 <i>Conservative Group</i>		<u>Recommendation 1</u> Corporate Priorities 2018 – 2022.
p.64	Planning Committee 25 September 2018 Minutes 4 and 5 <i>Conservative Group</i>	Planning Application CR/2018/0128/OUT - Land Adjacent to 3 Coronet Close, Pound Hill, Crawley and Planning Application CR/2018/0242/OUT - Land Adjacent to 3 Coronet Close, Pound Hill, Crawley	
p.67	Planning Committee 25 September 2018 Minute 7 <i>Conservative Group</i>	Planning Application CR/2015/0718/ARM - Phase 2b, Forge Wood, (Northeast Sector), Crawley	
p.72	Audit Committee 2 October 2018 Minute 4 <i>Conservative Group</i>	Progress Report: Internal Audit and Risk Management.	

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

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

RESOLVED

That the following reports be received:

- Audit Committee – Wednesday 25 July 2018
- Planning Committee – Monday, 30 July 2018
- Overview and Scrutiny Commission – Monday 3 September 2018
- Cabinet – Wednesday 5 September 2018
- Governance – Tuesday 18 September 2018
- Planning Committee – Tuesday 25 September 2018
- Audit Committee – Tuesday 2 October 2018

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

Review of Outside Bodies and Organisations: Scrutiny Panel Final – Governance Committee 18 September 2018 (Recommendation 2)

The Full Council considered report [OSC/272](#) of the Chair of the Review of Outside Bodies and Organisations Scrutiny Panel

RESOLVED

That Full Council approves that:

1. Nominations for Conservation Area Committees be defaulted to 'Ward Councillor(s)'.
2. 'Friends Groups' be removed from the official list of Outside Bodies as there should be no formal Councillor representation.
3. 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).
4. There should be a mutual understanding between Councillors and organisations to maintain communication and effective liaison.
5. Where an outside organisation with more than one Council representative expresses a desire for political diversity, we should honour this request.
6. 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 [OSC/272](#) refers).

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7. 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.

8. **Progress Report: Internal Audit and Risk Management - Audit Committee - 25 July 2018**

Councillor Burrett, on behalf of the Conservative Group, explained the rationale for bringing forward this item. Following the Audit Committee meeting on 25 July 2018, there was concern that the Data Centre Migration Project had only been given limited assurance as a result of issues relating to delays in delivery of the project, apparent weaknesses in budget control and lack of governance for such an important project. The Audit Committee had requested a review and report be undertaken but there was a question of the amount of Cabinet oversight that had taken place together with the insufficient communications surrounding the project.

Councillors McCarthy, Irvine, Lamb, Sudan and Skudder also spoke on the item.

9. **Corporate Priorities 2018 - 2022 - Cabinet - 5 September 2018 (Recommendation 1)**

The Full Council considered report [CEX/48](#) of the Chief Executive, which had been previously considered at the meeting of the Cabinet on 5 September 2018.

Councillor Lamb moved and presented the report which related to the Council's Corporate Priorities and set the strategic direction of the Council until 2022. He commented that he would accept the proposed Conservative Amendment, namely that the third bullet point of Section 2. *Delivering affordable homes for Crawley and reducing homelessness, would now read:*

We will:

- *Continue working with neighbouring councils in the spirit of partnership to collectively deliver housing to meet Crawley's needs through the 'duty to co-operate arrangements'.*

Councillor P. Smith seconded the recommendation, as amended.

Councillor Lanzer then spoke on the Conservative amendment, in doing so acknowledged his appreciation for the acceptance of comments from the Overview and Scrutiny Commission and raised the importance of working in partnership with neighbouring Councils. He thanked the Leader for accepting the amendment.

Councillor Crow who also spoke on the item

The Mayor called for a vote on the substantive Recommendation as amendment, which was carried unanimously.

RESOLVED

That Full Council approves the Corporate Priorities 2018 – 2022 (*As set out below*)

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 in the spirit of partnership to collectively deliver housing to meet Crawley's needs through the '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.

10. Planning Applications CR/2018/0128/OUT and CR/2018/0242/OUT: Land Adjacent to 3 Coronet Close, Pound Hill, Crawley - Planning Committee - 25 September 2018

Councillor Pendlington, on behalf of the Conservative Group, explained the rationale for bringing forward this item for debate. Councillor Pendlington took the opportunity to thank the officers involved with the two Coronet Close applications from their infancy, the work on the TPO, through to the full planning applications. A vast amount of residents had objected to these applications and it was good to see so many in attendance at the Planning Committee meeting along with fellow Ward Members. Burleys Wood is a much-loved area, with significant value in ecological and biodiversity terms and the previous tree damage was unacceptable. However nature is resilient and some areas are starting to recover. The Council has retained this community asset, hopefully for years to come.

Councillor Irvine also spoke on the subject, thanking Councillor Pendlington for her comments and would pass on her thanks onto the Planning Officers.

11. Planning Application CR/2015/0718/ARM - Phase 2b, Forge Wood, (Northeast Sector), Crawley - Planning Committee - 25 September 2018

Councillor Jaggard, on behalf of the Conservative Party, explained the rationale for bringing forward this item for debate. The reason was over the increasing number of concerns over Forge Wood development. Repeatedly there were significant concerns raised by Councillors over the density and number of dwellings per hectare had significantly increased. Added to this was the issues over the garden sizes of a substantial amount of properties on the Forge Wood development. She commented

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now further issues were coming to light that some of the bedroom windows of the new developments cannot be opened due to noise restrictions. During Planning committee discussions it was noted that advice on the garden sizes contained within the Planning reports were only for guidance purposes and not the Council's policy. Reference was also made on the reduction of the useable land as a result of the unexpected extensive flooding problems, meaning that further dwellings were having to be built in a greatly reduced area.

Councillors Burrett, Irvine and P Smith also spoke on the subject.

12. Progress Report: Internal Audit and Risk Management - Audit Committee - 2 October 2018

Councillor Crow, on behalf of the Conservative Party, explained the rationale for bringing forward this item for debate. Concerns were raised over the non-compliance with the Procurement Code that the Audit had identified over recruitment of two ICT Consultants. The report had 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. With regards to the Data Centre Migration Project, the Audit Committee had strongly agreed that a review and further report to the Committee were necessary to understand how the overspend occurred, so that systems and practices could be put in place to avoid such a significant overspend in the future.

Councillors Lamb, Burrett, Skudder and Irvine also spoke on the subject.

Councillor Sudan responded on the item adding that whilst there was confidence that the Head of Service was aware of the issues and had taken steps to address these, it was the job of the Audit Committee to uncover the truth and receive the review report to apportion accountability.

Councillors Boxall and Burrett left the Council Chamber, before the commencement of the next Item's discussion.

13. Notice of Motion 1 - Motion on Tackling Homelessness and Supporting those at Risk

The Council considered the Notice of Motion 1 'Motion on Tackling Homelessness and Supporting those at Risk' as set out in the Full Council's agenda. The Motion was moved and presented by Councillor Lamb and seconded and supported by Councillor Jones.

Councillor Crow moved and presented the Conservative amendment, (*as shown in Appendix B to these minutes*) in doing so highlighted that the alternative proposal would maximise support to all those affected by the proposals to cut the housing support grant. The amendment was seconded and supported by Councillor Guidera.

During the debate both on the original Notice of Motion and on the proposed amendment Councillors, Mullins, Lanzer, Ayling, McCarthy, Sudan, T Belben, Lunnon, Jones, Pendlington, Cheshire, B J Burgess and Thomas all spoke during the debate on the merit on the two options before the Full Council. Councillor Lamb used his right to reply to speak at the end of the debate.

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Recorded votes were requested for both the votes on the proposed Conservative's Amendment and the substantive Notice of Motion. The Mayor then called for the vote on the amendment:

Voting in Favour: *A Belben, T G Belben, B J Burgess, R G Burgess, D Crow, C R Eade, F Guidera, K L Jaggard, R A Lanzer, K McCarthy, D M Peck, A Pendlington, M A Stone, J Tarrant and L Vitler.* (15)

Voting Against: *M L Ayling, C A Cheshire, R S Fiveash, I T Irvine, M G Jones, P K Lamb, T Lunnon, S Malik, C J Mullins, M W Pickett, C Portal Castro, B J Quinn, A C Skudder, B A Smith, P C Smith, K Sudan, G Thomas, and L Willcock.* (18)

Abstentions: *None.* (0)

The Mayor declared the proposed amendment to the Notice of Motion had as fallen – votes in favour 15, and 18 votes against with no abstentions.

The Mayor then called for the recorded vote on the substantive Notice of Motion:

Voting in Favour: *M L Ayling, B J Burgess, C A Cheshire, R S Fiveash, I T Irvine, M G Jones, P K Lamb, T Lunnon, S Malik, C J Mullins, M W Pickett, C Portal Castro, B J Quinn, A C Skudder, B A Smith, P C Smith, K Sudan, G Thomas, and L Willcock.* (19)

Voting Against: *None.* (0)

Abstentions: *A Belben, T G Belben, R G Burgess, D Crow, C R Eade, F Guidera, K L Jaggard, R A Lanzer, K McCarthy, D M Peck, A Pendlington, M A Stone, J Tarrant and L Vitler.* (14)

The Mayor declared the Notice of Motion as carried – votes in favour 19, and no votes against with 14 votes of abstentions.

RESOLVED

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.

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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 Downlink 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.

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

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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.

Councillors Boxall and Burrett returned to the Council Chamber.

14. 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 Housing
Subject(s)	The recently published Rough Sleeping Strategy and how Council would be addressing rough sleeping and preventing homelessness within the Borough

15. Announcements by Cabinet Members

Cabinet Member	Subject
Councillor Thomas – <i>(Cabinet Member for Environmental Services and Sustainability).</i>	A street is to be named after Crawley soldier Private John Brackpool, who died in action in Afghanistan in 2009. John Brackpool Close will be the name of the development of 37 affordable homes on the former Kilnmead car park in Northgate. The 32 flats on site will be named John Brackpool Court. The idea has the full support of Private Brackpool's family.
Councillor Jones – <i>(Cabinet Member for Housing)</i>	Following on from the previous announcement from Councillor Thomas, I would like to add how appropriate it was for the naming of the development on the former Kilnmead car park, particularly given its location adjacent to the Army Reserve Facility.
Councillor Mullins – <i>(Cabinet Member for Wellbeing).</i>	The World War 1 Beacons of Light Commemorative event marking the 100th anniversary of the end of World War 1 would be taking place on 11 November 2018 from 4.30pm. There also a number of Commemorative services during the day, across the town.

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16. Questions to Cabinet Members

Name of Councillor asking Question	Name of Cabinet Member(s) Responding
<p><i>Councillor Crow to the Cabinet Member for Environmental Services and Sustainability</i></p> <p>During the response during Public Question Time to the Principal Petitioner (Mrs Redfearn) it was mentioned that there would be some remunerations. Please can you provide more information and tell us what they are?</p>	<p><i>Councillor Thomas – (Cabinet Member for Environmental Services and Sustainability)</i></p> <p>As mentioned earlier this may be a possibility. However I stress, it would be a small amount and when I talk about ameliorations, not remunerations I mean an example of which may be repainting lines. Work is currently underway and further discussions need to take place with officers prior to any work being committed.</p>
<p><i>Councillor Irvine to the Cabinet Member for Public Protection and Community Engagement</i></p> <p>Residents have raised concerns regarding the allegations of drug use on Broadfield Barton. Is this a matter you could raise with the police through your role?</p>	<p><i>Councillor B Smith – (Cabinet Member for Public Protection and Community Engagement)</i></p> <p>These matters are in hand and a meeting has already taken place with the police to discuss these matters and those within the borough.</p>
<p>Councillor Eade to the Cabinet Member for Resources</p> <p>I understand there is a reported overspend on the building of the new Town Hall. Are you willing to set a new budget?</p>	<p>Councillor Skudder – (Cabinet Member for Resources)</p> <p>The budget has been agreed by Full Council. I'm sorry I'm not understanding the first part of the question as building has not commenced. Perhaps we can liaise separately.</p>
<p><i>Councillor Lunnon to the Cabinet Member for Wellbeing</i></p> <p>What are you planning to do regarding K2 Crawley following the comments recently made in the media in relation to the Snooker Championships, particularly the smell of urine at K2 Crawley?</p>	<p><i>Councillor Mullins – (Cabinet Member for Wellbeing)</i></p> <p>I have read the negative comments that have been made in the media and they appear to be more towards at World Snooker than directly at K2 Crawley. We have received some positive comments although the Bowls Hall has had to be closed during the event which is disappointing. But overall feedback has been positive.</p>
<p><i>Councillor Guidera to the Cabinet Member for Wellbeing</i></p>	<p><i>Councillor P Smith – (Cabinet Member for Planning and</i></p>

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Name of Councillor asking Question	Name of Cabinet Member(s) Responding
<p>I welcome the outdoor cinema events which are a good attraction for the town. However I wonder if attendance would be higher if the events were on during school holidays. Is there a possibility they could take place at the end of August?</p>	<p><i>Economic Development</i>).</p> <p>The events are popular but regarding the scheduling I will email the officers involved.</p>
<p><i>Councillor Willcock to the Cabinet Member for Environmental Services and Sustainability</i></p> <p>There are several road side verges that have long grass and the drains are blocked along the road in Ifield especially. What can you do to rectify the situation?</p>	<p><i>Councillor Thomas – (Cabinet Member for Environmental Services and Sustainability)</i></p> <p>I have written a letter to the WSCC Cabinet Member for Highways, Roger Elkins stating the issues with the long grass increasingly encroaching into the road and drains and requesting a response as to the situation.</p>
<p><i>Councillor R G Burgess to the Cabinet Member for Planning and Economic Development</i></p> <p>When Queens Square was being developed we were informed that the paving slabs would have a protective coating on them to assist with cleaning. We were also told that specialist equipment would be used. Is this actually the case? And also will the same occur for Queensway?</p>	<p><i>Councillor P Smith – (Cabinet Member for Planning and Economic Development)</i>.</p> <p>We have new machines and these have been trialled with increased use. There is a protective coating on the paving and this should be applied to Queensway.</p>

17. Questions to Committee Chairs

Name of Councillor asking Question	Name of Committee Chair Responding
<p><i>Councillor T Belben to the Chair of the Planning Committee.</i></p> <p>Were you aware that some Pound Hill residents off the Balcombe Road were not informed of a planning application with regards to changes to a house?</p>	<p><i>Councillor Irvine – (Chair of the Planning Committee)</i></p> <p>I admit I was not aware and am surprised. Notifications for major planning applications are usually issued to neighbouring properties.</p>
<p><i>Councillor Crow to the Chair of the Overview and Scrutiny Commission</i></p> <p>I wondered when the Data Centre Migration Project would be likely to</p>	<p><i>Councillor Cheshire – (Chair of the Overview and Scrutiny Commission)</i></p> <p>There is no notification as yet as to</p>

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come to OSC. Would it have been beneficial if it had been on the agenda for the meeting in September that was cancelled?

when the Data Centre may be on the OSC agenda. When there is notification all Members are welcome to attend. With regards to the cancelled meeting, the whole point of scrutiny is there needs to be something to scrutinise. There were no reports due for that meeting and we would have been criticised had we met with a lack of agenda items.

Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 10.21 pm

C Portal Castro (Mayor)
Mayor

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APPENDIX A

Disclosures of Interest received from Councillors

Councillor	Item	Meeting and Minute	Type and Nature of Disclosure
Councillor A Belben	CR/2018/0128/OUT Land adjacent to 3 Coronet Close, Pound Hill, Crawley	Planning Committee 25 September 2018 – Minute 4, Page 64	Personal Interest – 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	Planning Committee 25 September 2018 – Minute 5, Page 65	Personal Interest – A member of the Pound Hill Residents Facebook Group, but had not been active in discussions relating to the application.
Councillor G Thomas	Appeal against non- determination of planning application CR/2017/0879/FUL – R/O George Hotel, 56-58 High Street, West Green, Crawley	Planning Committee 25 September 2018 – Minute 8, Page 69	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.
Councillor N Boxall	Notice of Motion 1 – Motion on Tackling Homelessness and Supporting those at Risk	Full Council 17 October 2018 Agenda item 10	Personal and Prejudicial Interest as a trustee of Crawley Open House
Councillor R D Burrett	Notice of Motion 1 – Motion on Tackling Homelessness and Supporting those at Risk	Full Council 17 October 2018 Agenda item 10	Personal and Non- Prejudicial Interest as a Member of West Sussex County Council.

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Councillor R D Burrett	Notice of Motion 1 – Motion on Tackling Homelessness and Supporting those at Risk	Full Council 17 October 2018 Agenda item 10	Personal and Prejudicial Interest as a trustee of Crawley Open House
Councillor D Crow	Notice of Motion 1 – Motion on Tackling Homelessness and Supporting those at Risk	Full Council 17 October 2018 Agenda item 10	Personal and Non- Prejudicial Interest as a Member of West Sussex County Council.
Councillor M G Jones	Notice of Motion 1 – Motion on Tackling Homelessness and Supporting those at Risk	Full Council 17 October 2018 Agenda item 10	Personal and Non- Prejudicial Interest as a Member of West Sussex County Council.
Councillor R A Lanzer	Notice of Motion 1 – Motion on Tackling Homelessness and Supporting those at Risk	Full Council 17 October 2018 Agenda item 10	Personal and Non- Prejudicial Interest as a Member of West Sussex County Council
Councillor B Quinn	Notice of Motion 1 – Motion on Tackling Homelessness and Supporting those at Risk	Full Council 17 October 2018 Agenda item 10	Personal and Non- Prejudicial Interest as a Member of West Sussex County Council.
Councillor B Smith	Notice of Motion 1 – Motion on Tackling Homelessness and Supporting those at Risk	Full Council 17 October 2018 Agenda item 10	Personal and Non- Prejudicial Interest as a Member of West Sussex County Council.
Councillor G Thomas	Notice of Motion 1 – Motion on Tackling Homelessness and Supporting those at Risk	Full Council 17 October 2018 Agenda item 10	Personal Interest as a Crawley Borough Council appointed representative on Crawley Open House's Board.
Councillor L Willcock	Notice of Motion 1 – Motion on Tackling Homelessness and Supporting those at Risk	Full Council 17 October 2018 Agenda item 10	Personal Interest as a Crawley Borough Council appointed representative on Crawley Open House's Board.

APPENDIX B

Conservative Amendment To Notice Of Motion 1 - Motion On Tackling Homelessness And Supporting Those At Risk

*Mover Councillor Crow and Seconder Councillor Guidera
(Those words struck through it is proposed be deleted)*

~~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.~~

~~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~~

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~~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.~~

Proposed Amendment Motion would now read:

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.

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.

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Crawley Borough Council

Report to Full Council

12 December 2018

Crawley Borough Council Response to the Gatwick Airport Draft Master Plan 2018 Consultation

Report of the Chief Executive

CEX/49

1. INTRODUCTION

- 1.1 Gatwick has published its draft master plan for ongoing development and growth at the airport for public consultation. The 12 week consultation period ends on 10 January 2019. The draft master plan explains how Gatwick intends to develop and grow into the early 2030s in order to meet the growing demand for air travel and deliver connections to global opportunities and creating the right balance between economic growth and environmental impact, across three scenarios:
1. Using new technologies to **increase capacity on Gatwick's existing main runway**;
 2. A plan to **bring the airport's existing standby runway into routine use** alongside the main runway;
 3. Continuing to **safeguard the land for an additional runway** in the future, while not actively pursuing one today.
- 1.2 Gatwick considers that these proposals are in line with the government's policy support for making the best use of existing runways and will deliver highly-productive, incremental new capacity with minimal environmental impact, to complement expansion schemes at other airports across the South East.
- 1.3 This report outlines Government policy, summarises the proposals in the draft Gatwick Airport Master Plan and the impacts it envisages, and sets out the proposed draft Council response to the Consultation questions.
- 1.4 The proposals for use of the standby runway and for an additional third runway would be Nationally Significant Infrastructure Projects. Therefore, the Secretary of State would make the decision on planning applications, not the Council.

2. RECOMMENDATION

Full Council is recommended to:

- a) **approve the technical responses to the consultation Questions 3-11, as set out in Appendix A on pages 42-48, noting that the response to Question 3 is based on the Council's previous position that it strongly disagrees that the land be safeguarded for the future construction of an additional second runway.**

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- b) **respond to Question 1 of the consultation, ‘Given the contents of the master plan, to what extent, if at all, do you support or oppose the principle of growing Gatwick by making best use of the existing runways in line with Government policy’, by selecting one of the following options through a recorded vote:**
- **Support**
 - **Neither Support/ Oppose**
 - **Oppose or**
 - **Abstain**
- c) **substantiate its response to Question 1 of the consultation (Recommendation 2) by submitting a copy of this item’s verbatim Minute, along with the proposed technical response to Question 2, as set out in Appendix A on pages 33 - 41, as the Council response to Question 2 of the Consultation.**

3. BACKGROUND

- 3.1 The White Paper “The Future of Air Transport”, 2003, states that Airport operators should produce master plans detailing development proposals. Master plans do not have development plan status but should contain sufficient detail to inform local planning processes and should be updated approximately every 5 years. The Department for Transport’s, (DfT), “Guidance on the Preparation of Airport Master Plans”, 2004, expects master plans to address the following core areas:-
- Forecasts of passenger, cargo and air transport movements
 - Infrastructure proposals, including explanation of how the best use of existing capacity is to be made before new proposals are set out.
 - Safeguarding and land/property take
 - Surface access initiatives
 - Impact on people and the natural environment, including noise, air quality, surface access, housing and employment implications, extent of land take
 - Proposals to mitigate and minimise impacts, for example emission controls, noise abatement measures, and surface access schemes.
- 3.2 Once the final master plan is published by the airport operator, (anticipated spring/summer 2019), Gatwick Airport Limited, (GAL), is then expected to liaise with the local planning authority to seek to ensure that the proposals in the master plan are reflected in the preparation of statutory planning documents. Gatwick’s last master plan was published in 2012 and the current draft document will replace it.
- 3.3 In 2013, the Government set up the independent Airports Commission to examine the scale and timing of any requirement for additional runway capacity in the south east. The Council considered its response to the Airports Commission consultation at an Extraordinary Council meeting on 26th January 2015, Minute 44 refers, and formally responded to the Airports Commission in February 2015 with regard to Gatwick Airport’s proposal for a second runway south of the airport. The response provided a full technical response on individual topics and concluded that “*the Full Council considers that the interests of Crawley residents, businesses and the environment are best served by the Council objecting to a second runway being developed at Gatwick*”.

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- 3.4 In its Final Report in July 2015, the Airports Commission recognised the need for an additional runway in the South East by 2030, which it recommended should be at Heathrow. However, it also noted that there would be additional need to be met from other airports in making more intensive use of their existing infrastructure. The Government has set out its preferred option for a new Northwest runway at Heathrow in the “Airports National Policy Statement, (NPS): new runway capacity and infrastructure at airports in the South East of England”, adopted in June 2018. The NPS also references the Airports Commission’s findings on the need for more intensive use of existing infrastructure and states in para 1.42 that, *“the Government accepts that it may well be possible for existing airports to demonstrate sufficient need for their proposals, additional to (or different from) the need which is met by the provision of a Northwest Runway at Heathrow.....Government policy on this issue will continue to be considered in the context of developing a new Aviation Strategy”*.
- 3.5 In its document, “Beyond the Horizon: The Future of UK Aviation: Making best use of existing runways”, June 2018, the Government recognises that the DfT’s latest aviation forecasts (2017) are predicting higher levels of growth than the Airports Commission work. These forecasts reflect the accelerated growth experienced in recent years with demand at London’s main airports, (Heathrow, Gatwick, Stansted, Luton and London City), 9% higher in 2016 than the Airports Commission forecast. This is putting pressure on existing infrastructure, despite significant financial investments by airports over the past decade. “Beyond the Horizon”, para 1.29, therefore states clearly that *“the Government is supportive of airports beyond Heathrow making best use of their existing runways”*. However, it recognises that *“the development of airports can have negative as well as positive local impacts, including on noise levels”.....and therefore “consider that any proposals should be judged by the relevant planning authority taking careful account of all relevant considerations, particularly economic and environmental impacts and proposed mitigations.”* Paragraph 1.27 makes clear that schemes which would increase passenger numbers by more than 10million passengers per annum (mppa) would be considered as Nationally Significant Infrastructure Projects and would be considered by the Secretary of State. A new Aviation Strategy Green Paper is anticipated in December 2018 /early 2019.
- 3.6 Other London airports are responding to the Government policy to “Make Best of Existing Runways” with expansion at Stansted, Luton and London City already proposed, which would add a total capacity increase over 40million passengers per annum (mppa).

4. SUMMARY OF THE DRAFT MASTER PLAN SCENARIOS AND DEVELOPMENT PROPOSALS

- 4.1 The full draft Gatwick Airport Master Plan document can be accessed using the following link: <https://www.gatwickairport.com/globalassets/business--community/growing-gatwick/gatwick-draft-master-plan-final.pdf>. Also, Gatwick’s Consultation summary document, including the consultation questions can be accessed using the following link: <https://www.gatwickairport.com/globalassets/business--community/growing-gatwick/gatwick-draft-master-plan-2018---consultation-document.pdf>
- 4.2 The master plan states that Gatwick is currently handling 45.7 million passengers per annum (mppa). There are 280,790 Air Traffic Movements (ATMs) a year, 55 per

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hour at peak times. This growth over recent years has occurred through a combination of: greater use of the airport in the off-peak periods, particularly different seasons but also times of the day; more intensive use of the runway at peak periods; and a shift to larger aircraft and higher load factors (more passengers per plane). The introduction of new generation long-haul aircraft and low-cost long-haul carriers has also increased passenger numbers, as well as increasing cargo traffic. The current capacity exceeds the maximum number of 45mppa anticipated in the Local Plan, Policy GAT1, but none of the changes have required infrastructure which has needed planning permission as the airport operator has considerable permitted development rights on its operational land.

4.3 0-5 years (2018 -2023): Single main runway

This is the most specific, worked-up section of the master plan. Passenger numbers are anticipated to grow to 52.8mppa over the next five years in the same way as they have in the past few years. ATMs per hour do not change with increased growth based on more consistent spread throughout the year and across the day. The majority of the development works required to support this growth, including the Pier 6 extension; works to the multi-storey car parks; and improving the railway station, are already set out in the Airport's 2018 Capital Investment Plan. Some have been submitted to the Council as consultations, others such as the railway station improvements have been submitted as planning applications, and others are already under construction. Surface traffic growth is anticipated to be met by the Smart Motorway improvements on the M23, although improvements to the North and South Terminal roundabouts are being designed to improve traffic flow.

5-15 years (to 2032) Scenarios

- 4.4 This section summarises the growth scenarios in the master plan and outlines the infrastructure developments that it considers are necessary. The master plan's assessment of how the key environmental issues of carbon emissions, air quality and air noise will vary for each of the scenarios is also summarised. However, there is limited detail on the main and standby runway scenarios as they are based on initial concept work and detailed technical work has not been undertaken. Much more information was available for the additional southern runway as part of Gatwick's submission to the Airports Commission in 2014. The master plan is clear that these three scenarios could be used either separately or in combination and that Gatwick could transition from one to another within the timeframe of the master plan.

Scenario 1: Making best use of the existing main runway

- 4.5 This scenario maximises use of the existing runway to accommodate passenger growth to between 57 and 61mppa in 2032 with an increase in ATMs to up to 340,000 per annum. A minor negative impact is anticipated when Heathrow's new runway opens, so growth will be faster if Heathrow is delayed. Growth is achieved by seasonal peak spreading, and more limited increases in peak hourly movements up to 60 per hour achieved by investment in improved air traffic technology. The proportion of ATMs doesn't increase at the same rate as passenger growth as the new generation aircraft are all slightly bigger so overall passenger loadings per aircraft are expected to increase. Cargo will more than double (102,000 – 220,000 tonnes), particularly because of an increase in long-haul flights, but the master plan anticipates this can be handled in existing facilities on the airport.
- 4.6 Infrastructure developments will be assessed through the normal planning process, including the grant of planning permission but also through permitted development rights. They include:

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- Terminal and forecourt improvements including security and baggage reclaim;
- A new remote pier, or an extension to Pier 3;
- New car parks, one east of Purple Parking on the Charlwood Road southern boundary, and the other beyond the eastern edge of the current airport boundary adjacent to Balcombe Road;
- Bus and coach station improvements;
- Partial decking of surface car parking;
- Office and/or hotel development east of South Terminal;
- New hangar, close to the new Boeing hangar on the northern side of the airport, adjacent to the River Mole.

No additional road improvements are considered necessary as the completion of the Smart motorway and the improvements to the roundabouts at both the terminals are expected to accommodate 60mppa as well as non-airport traffic growth without a significant deterioration in performance.

- 4.7 Noise levels are expected to reduce by 2028 and continue to reduce by 2032 as the 3% of the aircraft fleet being the “new generation” quieter planes increases to over 80% by 2032 based on normal replacement timescales. This change in fleet mix is expected to outweigh the impact of the higher numbers of flights. The reduction in night noise will be more marked as flights in the night quota period (between 23.30 and 06.00) would remain unchanged.
- 4.8 Gatwick’s air quality modelling undertaken for Gatwick based on 2015 concentrations of pollutants predicts no exceedances in pollutants at sensitive receptors around the airport. This includes the Hazelwick roundabout Air Quality Management Area. Improvements compared to the 2015 results were predicted, primarily due to anticipated cleaner engine technology.
- 4.9 The master plan predicts a total net 3.6% increase in total greenhouse gas emission in the next 10 years, with the most significant amounts linked to the landing and take-off cycle of aircraft. Passenger surface access emissions are also significant. Much smaller amounts are attributable to direct fuel and gas use at the airport and emissions from the generation of electricity purchased by the airport, with these predicted to fall considerably. The master plan states that the aircraft emissions do not include likely improvements arising from shorter flight-paths and reduced holding on the ground, as well as possible improvements with new sustainable aviation fuels, initiatives which Gatwick is supporting. Increasing public transport use and low carbon vehicles would also reduce emissions.
- 4.10 The airport currently employs 24,000 people directly, with a total of 71,000 jobs including indirect and catalytic effects. 43,000 jobs in the Gatwick Diamond area are supported by the airport. The master plan predicts that the total number of jobs in the wider region supported by growth with the main runway will be 79,000 jobs, a net increase of 8,000.

Scenario 2: Bring the airport’s existing standby runway into routine use alongside the main runway

- 4.11 The master plan sets out how the standby runway (also known as the emergency runway) to the north of the main runway could be brought into routine use alongside the existing runway, meeting all international safety requirements. It anticipates the runway could be operational by the mid-2020s, for departures and smaller aircraft only. This is because it is not instrumented to allow for landing in poor weather

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conditions, and is shorter than the main runway so not as suitable for departures by larger aircraft. The standby runway is currently only permitted to be used in emergency situations, and for planned maintenance of the main runway. Its routine use is prohibited by a legal agreement with WSCC which expires in August 2019, but also by a restrictive planning condition, so a planning application would need to be made to remove this.

4.12 As the predicted increase in capacity using the standby runway exceeds 10mppa, this application would be made through the Development Consent Order (DCO) process for nationally significant infrastructure projects and will be determined by the Secretary of State following consideration by the Planning Inspectorate. The Council will have a role in the DCO process, as outlined in Appendix B, but it will not make the decision on the planning application. The master plan is clear that detailed work on this scenario has not yet been undertaken but anticipates the information gathering and pre-application consultation stages of the DCO process will start in 2019, with the application submitted in 2020.

4.13 Initial assessment of this scenario suggest it would provide additional capacity within the airport's existing footprint accommodating growth up to 70 mppa in 2032 and an increase in ATMs by up to 15 per hour to 390,000 per annum. Cargo would increase from 102,000 tonnes now to 325,000 tonnes. Some reconfiguration of the airfield and additional infrastructure would be required including:

- Widening of the standby runway by 12 metres and relocation of the northern taxiway;
- New holding area to the north west of the airport (with a new noise bund);
- New end-around taxiway to the west of the existing main runway, adjacent to Lowfield Heath Rd;
- Terminal improvements;
- A further pier project (or extension);
- Additional decked or multi-storey car parking;
- Additional hotel /office development close to the south terminal;
- Additional improvements to the North and South terminal roundabouts and the spur road.

The text of the master plan also states that additional balancing pond capacity would be required but it is not clear where this would be located.

4.14 The master plan states that noise is not anticipated to be any worse than today with more flights balanced by quieter aircraft resulting in little overall change in the number of people living within each Leq noise contour. The master plan assumes no traffic growth in the night quota period.

4.15 The master plan does not anticipate any exceedance of local air quality limits to be caused by this scenario, based on Gatwick's conclusion that the detailed modelling of the additional runway to the south for the Airports Commission did not predict any exceedances.

4.16 The master plan predicts a total net greenhouse gas emissions increase of 23% by 2028, with emissions from surface access and flights increasing by nearly a third each, but again references likely improvements due to the carbon reduction initiatives GAL is supporting, (see para 3.7 above).

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- 4.17 Preliminary analysis indicates this scenario would create a net increase of 20,000 jobs to 91,000 jobs in the wider region, including indirect and catalytic jobs off airport, but no detailed analysis has yet been carried out.

Scenario 3: Safeguarding for an additional runway to the south

- 4.18 Gatwick is not actively pursuing plans for an additional runway to the south but would be ready to take it forward should there be a Government decision support an additional runway at Gatwick. It could be feasible to bring the runway forward at the end of the 15 year period (by 2032), or later, and therefore Gatwick believes it is in the national interest to continue to safeguard this land for the future. It recommends that the area currently safeguarded in Local Plans, including the Crawley Borough Local Plan, is modified to reflect the revised boundary, as submitted to the Airports Commission. This extends the safeguarded area slightly to the west and south of the airport, and makes it slightly smaller in the south east corner.
- 4.19 The additional runway over 1km south of the existing runway and a new terminal between the runways would have an ultimate capacity of 50mppa, with the anticipation that total throughput at the airport would increase to approximately 95 mppa within 25 years of this runway opening. A significant expansion of the airport boundary would be required, particularly to the south and east. Diversion of the A23 across the north of Manor Royal and the Balcombe Road close to the M23 would be necessary.
- 4.20 The master plan does not cover the infrastructure requirements or the impacts of this scheme in detail but refers to its submission to the Airports Commission which was described in the report to Cabinet 14 January 2015, CEx/45 "Response to Airport Commission Consultation on Additional Runway Options in the South East". It states it would need to update the information on environmental impacts.

5. PROPOSED RESPONSE TO THE CONSULTATION QUESTIONS

- 5.1 The Consultation Questions are set out below. The proposed technical Council response to the questions is set out in Appendix A.

Qu. 1: Given the contents of the master plan, to what extent, if at all, do you support or oppose the principle of growing Gatwick by making best use of the existing runways in line with Government policy.

Strongly support / tend to support / neither support nor oppose / tend to oppose / strongly oppose / don't know

Qu. 2: Please explain why you hold this view

Qu. 3: Given the draft master plan looks out beyond 2030, to what extent, if at all, do you agree or disagree that land that has been safeguarded since 2006 should continue to be safeguarded for the future construction of an additional main runway?

Strongly agree / tend to agree / neither agree nor disagree / tend to disagree / strongly disagree / don't know

Qu. 4: Please explain why you hold this view

Agenda Item 6

- Qu. 5: What more, if anything, do you believe should be done to maximise the employment and economic benefits resulting from Gatwick's continued growth?**
- Qu. 6: What more, if anything, do you think should be done to minimise the noise impacts of Gatwick's continued growth?**
- Qu. 7: What more, if anything, do you think should be done to minimise the other environmental impacts of Gatwick's continued growth?**
- Qu. 8: Do you believe our approach to community engagement, as described in the draft master plan, should be improved, and if so, how?**
- Qu. 9: If you use Gatwick, what areas of the passenger experience would you like to see improved?**
- Qu.10: Are there any aspects of our Surface Access Strategy that you believe should be improved and, if so, what are they?**
- Qu.11: Do you have any other comments to make about the Gatwick Airport draft master plan?**

**NATALIE BRAHMA-PEARL
Chief Executive**

Background Papers:

Gatwick Airport Draft Masterplan, October 2018

Beyond the Horizon The Future of UK Aviation Making best use of existing runways, June 2018

Airports National Policy Statement, June 2018

Response to Airport Commission Consultation on Additional Runway Options in the South East, Report to Cabinet, 14 January 2015, CEx/45

Crawley Borough Council Response to the Airports Commission, February 2015

Appendix A

Draft Response to the Gatwick Airport Draft Master Plan Consultation

The Council's responses to the consultation questions are based on information in the draft master plan and publically available to date and are without prejudice to the view of the local planning authority in responding to future detailed proposals on the airport through any GDPO consultations, planning applications or during the Development Consent Order Process.

Qu. 1: Given the contents of the master plan, to what extent, if at all, do you support or oppose the principle of growing Gatwick by making best use of the existing runways in line with Government policy.

Strongly support / tend to support / neither support nor oppose / tend to oppose / strongly oppose / don't know

1.1 Response to be directed by Full Council.

Qu. 2: Please explain why you hold this view

2.1 Growth of the airport to 60mppa on the existing runway, or to 70mppa using the standby runway, are significant increases in passenger numbers, flights, staff and journeys to the airport, approximately 14 or 24 million passengers per annum compared to today. Some of the likely impacts of these significant increases on the local area are set out below, but for other impacts further information is required before the full impact can be properly understood, as outlined below.

Noise

2.2 Government noise policy (2013 Aviation Framework) is to *"limit and where possible reduce the number of people in the UK significantly affected by aircraft noise"*. It also states that the benefits of Aviation should be shared with the communities affected: *"We want to strike a fair balance between the negative impacts of noise (on health, amenity, (quality of life), and productivity) and the positive economic impacts of flights. As a general principle, the Government therefore expects that future growth in aviation should ensure that benefits are shared between the aviation industry and local communities. This means that the industry must continue to reduce and mitigate noise as airport capacity grows. As noise levels fall with technology improvements the aviation industry should be expected to share the benefits from these improvements."*

2.3 The 2013 Aviation Framework recommends continuing with 57dB $L_{Aeq,16hr}$ summer day contour as the onset of 'significant community annoyance', despite evidence demonstrating that that figure should be reduced to 54dB $L_{Aeq,16hr}$. The latest noise contours for Gatwick now include the 54dB contour. Increasing movements on the existing main runway runway to 60 per hour to achieve 60mppa, equates on average to one arrival or departure every 2 minutes during peak periods. An arrival overflight is audible for about 45 seconds and for departures it is nearly a minute. During the 'peak' periods, therefore, the noise from one aircraft would have just faded away as the noise of the next one would be heard, taking 30 seconds to reach its peak level as it flies overhead. The master plan refers to its intention for 'peak spreading' which will increase the number of hours and days that the maximum 60 ATMs per hour are

achieved. For residents, this will result in less quieter periods when aircraft are not audible.

- 2.4 It should also be noted that as the number of movements per hour has increased there has been an increase in go-arounds. Between 2004 and 2011 the percentage of go-arounds was averaging at 0.31% of all ATMs. However, this is now averaging around 0.46% as the airport is running at maximum ATM/hr more often. It is, therefore, to be expected that as both the number of ATMs and movements per hour increase then the number of go-arounds will increase disproportionately. A large proportion of the go-arounds go directly over Crawley.
- 2.5 Use of the standby runway for departures in addition to the increased capacity on the main runway will increase ATMs by 37% compared to this year. This will increase the number of overflights per hour experienced by residents along the Balcombe Road in Tinsley Green and Fernhill by over a third because, by using the standby runway for departures, an increase of arrivals can be achieved on the main runway. The master plan claims that the overall noise level (L_{Aeq}) will remain similar to the present noise levels as the increased number of flights is counteracted by the introduction of quieter new generation aircraft which are on average 4dB quieter on departure and 2dB quieter on arrival. It is not clear, however, how quickly these new generation aircraft will be phased in over the next 15 years.
- 2.6 However, this overall noise level contour is not a good indicator of the annoyance and harm caused by aircraft overflights because it averages noisy peak events to a single level over time whereas aircraft noise is experienced intermittently. It is recognised that, if a noise is intermittent, then it increases its annoyance. In the case of aircraft overflights it has been shown that as that intermittency increase then so does the annoyance. With aviation noise, if the number of movements is halved it only decreases the L_{eq} level by 3dB which would only just be noticeable. However, halving the number of overflights would be a significant change in the noise environment. There are noise contours, the N-above contours, which measure the number of noise events that exceed certain decibel levels, for example, the N65 contours would show the average daily contours of the number of events (200, 100, 50 & 25) where the maximum noise level is 65dB or above.
- 2.7 Recent research published by the World Health Organisation (WHO) has shown that 10-15 events of 45dB or more in a bedroom during the night has a negative impact on health, including sleep disturbance, an increased risk of cardio-vascular disease, annoyance, loss in productivity, increase in accidents and recent research is showing an increased risk of dementia. This disturbance can be measured by the N60 contour which equates to a maximum level of 60dB L_{Amax} outside which is equivalent to the 45dB L_{Amax} inside a bedroom with its window partially opened for ventilation. These N65 and N60 contours are not included in the master plan so a proper assessment of “significant impact” cannot be made. These should go down to the 10 contour, particularly at night. It is likely that, overall the N65 and N60 contours will shrink further away from the airport but expand closer to it. Therefore, the 37% increase in overflights will increase the impact of noise for residents close into the airport, like the Balcombe Road and Fernhill, having a negative impact on the health of those residents, especially at night.
- 2.8 Also, the WHO research defines “night” as the period between 23:00 and 07:00, whereas the master plan refers to no increase in flights in the night quota period (23.30-06.00). There is, therefore, a likelihood of increased flights in both Scenario 1 and 2 late at night (23.00-23.30) and early in the morning (06.00 – 07.00) which will disturb sleep.

- 2.9 Government Policy with regards to night flights is summarised in para 3.34 of the 2013 Aviation Strategy:

“The Government recognises that the costs on local communities are higher from aircraft noise during the night, particularly the health costs associated with sleep disturbance. Noise from aircraft at night is therefore widely regarded as the least acceptable aspect of aircraft operations.”

- 2.10 However, during the period 2017 to 2032, the number of residents inside the 48dB $L_{Aeq,8hr}$ contour (the equivalent ‘onset of community annoyance’ for night) grows from a predicted 9,100, with use of just the main runway, to 10,200 with use of both the main and standby runway. This is clearly inconsistent with Government Policy.
- 2.11 More details on how the 60 and 70 ATMs/hr will be achieved between arrivals and departures, and how “peak spreading” would operate through the year with the increased ATMs would be helpful in understanding noise impact.
- 2.12 Ground noise is likely to increase, particularly with the increased use of the taxiways closer to the airport boundary but there is no information on this.
- 2.13 There may also be some consequential noise issues with regards expansion and that is from the increase in traffic, possibly more obvious on the smaller roads where traffic is likely to increase to avoid increased congestion on the major roads.

Air Quality

- 2.14 Full technical assessments of the environmental impacts of the proposed existing runways schemes have not been fully investigated at this stage, although GAL propose to carry out a full Environmental Impact Assessment (EIA) if a DCO is brought forward. The master plan suggests that an early indication of the impacts is provided in work done by environmental consultants ARUP on the airport’s emissions inventory and air quality modelling which showed all modelled pollutant concentrations in the area around Gatwick were below the air quality limits in 2015, and predicts full compliance for all pollutants for 2028 with Scenario 1, single runway expansion (60mppa), and confidence that there will also be no exceedances with Scenario2, standby runway expansion (70mppa).
- 2.15 The council has concerns about the reliability of the modelling outcomes reported in the Air Quality Assessment since the modelled 2015 concentrations do not reflect measured results at roadside receptor points in Crawley. The modelling carried out by ARUP consistently under-estimated roadside pollutant concentrations by significant amounts at residential areas in the Hazelwick Air Quality Management Area (AQMA), under-estimating NO₂ by as much as 80-90% at some locations. This failure of the model to predict accurate roadside concentrations undermines trust in claims that there will be no exceedance of local air quality limits as a result of the proposed expansion schemes. Given the uncertainty, additional sensitivity tests are needed to evaluate some of the key assumptions used in the dispersion modelling for future air quality impacts.
- 2.16 As part of any air quality assessment for the proposed airport expansion scenarios the council would expect to see a calculation of the appropriate level of mitigation from the development, which monetises the cost of the direct negative effects of airport operations on air quality, health and the local environment. This is not currently provided in the master plan.

- 2.17 The acceptability of future expansion at the airport relies on its ability to effectively manage a range of impacts in line with legislative controls such as air quality objectives for a number of pollutants. A robust and credible monitoring network is therefore required on and off-airport. Monitoring is currently conducted in partnership with Reigate and Banstead Borough Council. However, future expansion in either scenario which impacts local roads in Crawley may require funding for detailed monitoring as part of mitigation measures.
- 2.18 More information is needed on the predicted growth in cargo related traffic in order to assess the impacts on traffic and air pollution in the surrounding area. There could also be potential short /long term increases in freight related traffic movements related to Brexit if perishable food imports are diverted via the airport border inspection facilities to avoid delays at the sea ports. More information on the impact of this future uncertainty should be included in road transport models for Gatwick's airport surface access strategy.
- 2.19 As set out in the Surface Access section, there are concerns about the robustness of the assumptions included in the surface transport modelling, including the accuracy of the mode share targets. The outputs from these models inform the assessment of air quality modelling and environmental impact and therefore full assessment of the impact of Gatwick expansion in either scenario on public transport and the existing local road network is a key part of any future environmental impact assessment. Further information is needed on how airport expansion may affect or delay the deliverability of air quality action plans (AQAPs) for compliance with national air quality objectives in the AQMAs around the airport in Crawley and Horley. Any air quality impact assessment should take account of these uncertainties and a range of scenarios should be considered for sensitivity tests on key assumptions such as delivery of surface access provision and modal share, emissions for future road vehicles and future aircraft technologies, to ensure there is a precautionary element built into the modelling process.

Carbon Emissions

- 2.20 Gatwick's halving of the emissions attributable to fuel and gas use at the airport and from the generation of electricity purchased by the airport in the last ten years is welcomed. However, carbon emissions overall have still increased by 7% because of the increases in emissions from surface access and the landing and take-off movements of aeroplane. The predicted increase in carbon emissions from increased flights, (a total 3.6% increase in CO₂ in 10 years for the single runway and 23% more CO₂ for the standby option), is of significant concern to the council in the light of the impact on residents' quality of life, the council's commitment to Zero Carbon by 2030 and the Intergovernmental Panel on Climate Change's latest recommendations on carbon reduction targets. The master plan states that Gatwick participates in Sustainable Aviation (SA) and the SA's Road Map aims to show how the aviation industry might achieve the target of reducing absolute CO₂ emissions to 2005 levels by 2050. The Road Map shows that UK aviation could achieve this reduction while more than doubling passenger numbers through operational improvements, airspace reforms, next and future generation aircraft, sustainable fuels and market-based measures. However, the SA Road Map depends on transition to sustainable fuels. The master plan describes the "*the huge opportunity presented by sustainable aviation fuels*" and states "*SA calculates that sustainable fuels could deliver up to 24% reduction in CO₂ emissions.*" In fact, SA describes the sustainable fuels development saying "*the industry is very much in its infancy*" and its plan to meet the industry goal of halving CO₂ emissions "*will require a step change in*

government policy". It also says that it estimates that while a 15-24% reduction in CO₂ is possible, it assumes 18%. The council is therefore concerned that the potential for carbon emission reductions from aircraft could be overly optimistic.

- 2.21 Additionally, the voluntary Carbon Offsetting and Reduction Scheme in International Aviation (CORSIA), due to start in 2021, relies on carbon trading or offsetting to compensate actual emissions and encourages biofuels which may result in net CO₂ increases. Clarity in Gatwick's emissions data projections for Scenarios 1 and 2 is needed as they appear to include other greenhouse gases whereas the SA /CORSIA reductions estimates only cover CO₂.
- 2.22 The master plan suggests an increased proportion of the passengers will travel by bus or rail, citing the 48% target in the current ASAS and the 50% target for the additional runway to the south. There will, however, also be an overall significant increase in the number of vehicular trips to the airport, including freight-related vehicles. Surface transport is over a quarter of all carbon emissions at the airport and therefore this increase will be significant.

Employment:

- 2.23 The presence of the Airport has a notable influence on both the office and industrial, (particularly B8 storage & distribution), market in Crawley, with some of the borough's key employers related directly or indirectly to the aviation and transport industry. The master plan predicts significant increases in direct and indirect job numbers in the wider region for each scenario, increasing from 71,000 to provide 79,000 and 91,000 for Scenarios 1 and 2 respectively. It does not, however, provide detailed discussion as to the nature of the jobs proposed nor where they would be located. It would be helpful to understand the anticipated offer in terms of job type, sectors, anticipated skills required, and the proportion of jobs that would be classified as skilled/ semi-skilled/ unskilled. It is unclear if the proposed jobs are proposed to simply be an increase of the airport's existing job offer, or whether job growth associated with the different scenarios will create jobs in new sectors or new technologies. In relation to Scenario 2, it is also unclear as to the number of jobs that would be generated on-airport and those that would be indirect/catalytic off-airport employment. These are important considerations, as it is the range and types of jobs provided, as well as the overall level of growth and where the jobs will be located, that will determine the potential economic benefits to the local population of Crawley.
- 2.24 The master plan forecasts significant growth in air cargo and for Scenario 1 considers that this can be accommodated within the existing facility. However, it is not clear how the even greater intensification in freight operations for Scenario 2 and increased demand for B8 floorspace will be accommodated. An assessment of the quantum of floorspace that will be needed to support such an increase in freight operations and where it might be located is required as this will impact on land-take, as well as air quality and road capacity in the local area.
- 2.25 Any business floorspace needs arising from the draft master plan growth scenarios should be considered within the context of Crawley's significant unmet need for business land, and particularly within the context of its unmet B2/B8 floorspace needs. The Crawley Borough Local Plan identifies an overall need for 57.9 hectares of business land in Crawley over the Plan period to 2030. Crawley's constrained land supply position, which is significantly affected by the Government's requirement to safeguard land north of Manor Royal for a further runway at Gatwick Airport, means that there is an available business land supply pipeline of only 23 hectares, and, therefore, a business land supply shortfall of 35 hectares over the Plan period to 2030. In floorspace terms, Crawley's unmet need is significant in both the B1a/b

office (65,314 sqm) and B1c/B2/B8 (81,659 sqm) use classes. Whilst it is anticipated that a Strategic Business Park proposed at Horley by Reigate and Banstead Borough Council could potentially help accommodate a significant amount of Crawley's unmet office floorspace need, there remains a significant unmet need for industrial floorspace. The proposed increase in freight operations will inevitably generate further demand for industrial premises and, unless the Government requirement to safeguard land is lifted, this is very unlikely to be able to be accommodated in Crawley.

- 2.26 The draft master plan anticipates a need for further office and hotel capacity at the airport over the next fifteen years, and new office/hotel provision is identified as being required for each scenario. As is the case for industrial land, the draft master plan does not appear to provide a figure as to the amount of office floorspace that is likely to be required to support growth at the airport, and the council would strongly advise Gatwick to undertake work to assess the level of demand generated by each scenario. This should include an accurate assessment of existing floorspace provision on airport.
- 2.27 The Crawley Borough Local Plan seeks to ensure there is sufficient office accommodation on-airport to cater for the airport's operational needs, without requiring, in the future, the development of additional land to meet the needs of the airport as it expands. Policy GAT4 therefore outlines that the loss of airport-related office floorspace will only be permitted if it can be demonstrated that it will not have a detrimental effect on the long-term ability of the airport to meet the floorspace need necessary to meet the operational needs of the airport as it expands. In response to an increasing level of vacant office property currently at the airport, the council has in some cases allowed a temporary relaxation of conditions restricting on-airport offices to allow them to accommodate non airport related uses. Most recently, an application of this type has been received for the on-airport office space at First Point seeking the temporary 10 year use of the identified space for non-airport use. Supporting information submitted with the application finds there to be a landside on-airport office portfolio of 34,389sqm, of which 4,107sqm is vacant. The Council notes that Gatwick's approach, which seeks to enable use of 'surplus' existing office floorspace for non-airport use, would appear to be inconsistent with a master plan approach which is suggesting that additional office floorspace is required. Whilst it is appreciated that Gatwick's applications to declassify the use of on-airport office space generally seek to do so for a temporary period of time, it appears that the temporary 10 year declassification sought through the current First Point application would result in the office being in non-airport use at a time (leading up to 2027/28) when the airport will be significantly intensifying its operations (under Scenario 1 and/or 2), at which point this floorspace would presumably be required for airport-related use.
- 2.28 The council also notes that the much of the new office /hotel space proposed under the draft master plan scenarios would appear to be sited on locations currently occupied by airport car parking, necessitating the relocation of this parking further away from the terminals, and onto greenfield land. Such relocation of car parking could potentially be seen as reducing the effectiveness of Gatwick's approach to sustainably manage surface access to the airport and make the most efficient use of its limited land. For these reasons, the council would urge Gatwick to maximise the use of its existing on-airport office portfolio for airport-related uses before new office or hotel provision is provided. Any new office floorspace on the airport should be for airport-related purposes only.

Housing and Infrastructure:

- 2.29 The increase in jobs in each scenario could have significant implications in terms of housing need and impact on transport infrastructure in the local area. Crawley cannot meet its own identified housing need given its limited size, constrained land supply position, and other constraints such as aircraft noise. 2011 census data shows Crawley already attracts significant daily inward commuting flows (43,232), particularly from Horsham (6,159) and Mid Sussex (7,119) but also further afield. These established travel to work patterns suggest that the significant level of job growth identified in the master plan under each scenario is highly likely to generate additional in-commuting, placing strain on the existing infrastructure. Such significant job growth is also likely to generate substantial additional housing need, which will add to Crawley's unmet need and add to pressures under the Duty to Co-operate for neighbouring authorities to allocate land for additional housing, including affordable housing, to help meet the need. Crawley has already experienced incremental, unplanned housing development on its boundaries without supporting infrastructure and would not want the growth of the airport to add to this demand.
- 2.30 Given the already significant housing pressures in the Gatwick Diamond, and the current strain on transport infrastructure, Gatwick will need to undertake detailed work and provide financial contributions to support the growth of the airport, in order to ensure that the implications of anticipated growth in housing need and its associated infrastructure needs are fully understood, appropriately planned for and funded. Infrastructure requirements will include facilities to support the housing, such as additional schools, health provision and sewage treatment facilities. The affordability of housing in the area should also be considered against the nature of the new jobs being established, with the potential for Key Worker housing explored.

Surface Access

- 2.31 The significant growth in passenger numbers, jobs and cargo in all scenarios has to be considered in terms of its impact on surface access and, based on the information set out in the master plan, the council has concerns in this regard:-
- 2.32 Road Infrastructure: There is significant congestion already arising on the strategic road network in the area and on local roads. Gatwick's road transport modelling predicts the local road network will be able to accommodate growth to around 60mppa without significant deterioration in performance (Scenario 1). This could be due to the spreading of peak times and seasons for ATMs, but considerable new car parking is being proposed which suggests increased car journeys even at peak times. The modelling takes into account the current M23 Smart Motorway upgrades, improvements to North and South Terminal roundabouts and assumes public transport modal shift of 48% are achieved as per the Airport Surface Access Strategy (ASAS). Scenario 2 (using the standby runway) would see the airport's growth to around 70mppa. There is very little information on the road improvements that would be needed to cater for this higher growth level. It is unclear what assumptions have fed into the modelling for both scenarios. For example, paragraph 4.4.31 states that the ASAS estimates that road traffic will increase by no more than 1% per year for the next ten years but is not clear whether this includes the potential growth in the Scenarios as the ASAS only covers the next five years and was published before the master plan. Also, it is not known whether the modelling includes all planned development in the wider area likely to use the road corridors, and whether there would be any spare capacity to support airport growth once the identified improvements have overcome existing capacity problems and met planned growth. The council has concerns that the road capacity may not be sufficient to accommodate the additional airport-related journeys, leading to increased congestion

and considers that funding from Gatwick towards further road improvements will be necessary.

- 2.33 It is understood that the vast majority of passengers arriving by car do so from the north on the M23, though detailed transport modelling information will be needed to establish where and when the anticipated journeys for the remainder of passengers, and particularly for the large increase in staff, will occur and what impact these will have on already congested junctions on local roads at peak times. Gatwick's own representations on the Horley Strategic Business Park at the recent Reigate & Banstead Development Management Policies Examination, (Matter 10), raised significant concern as to the ability of the M23 spur, in its current unimproved form, to accommodate both the proposed Business Park and planned growth of the airport to 2023 (52.8mppa). It is presumed that the level of growth identified under Scenarios 1 and 2, which, notwithstanding the 2018 ASAS target of 48% passenger access by public transport, will inevitably generate a further significant increase in car journeys to the airport has not been included in this modelling.
- 2.34 Both scenarios 1 and 2 also propose significant increases in cargo tonnage which will increase freight-related journeys to the airport. Given that the existing on-airport cargo sheds are owned by a third party with a long-term ground lease, it is by no means certain that the level of freight growth even under Scenario 1 could be accommodated on-airport and it is not clear where the increased floorspace for Scenario 2 will be located. As such, greater detail is needed required to understand how increases in cargo movement, as planned under Scenarios 1 and 2, could impact traffic, noise and air pollution in the surrounding area and on major roads serving the airport.
- 2.35 The council is therefore sceptical that the growth in both scenarios can be accommodated on the road network with just the current Smart Motorway works and some further improvements to the North and South Terminal roundabouts. It is considered further fundamental road improvements will be required on the strategic road network. Improvements to other routes, such as the A22 and the A24 should be considered to improve the resilience of road access to the airport as any incident on the M23 causes considerable delays in accessing the airport. There is also a need to consider impacts on local road network further afield than just the terminals. Modelling should assess what is likely to be a considerable increase in traffic anticipated through Crawley particularly on the A264, and on the A23 for journeys from the west, which will need to be considered and appropriately addressed.
- 2.36 Although there are proposals to deliver a reduction in air passenger "kiss and fly", by providing more on-airport parking, there is no information on how this impacts modal split and trip generation. In the Masterplan, 'park and fly', which generates two vehicle movements, is favoured over "kiss and fly", which generates four, and off-airport parking outside of the airport boundary is not seen as in keeping with promoting sustainable travel for surface access to the airport. The council would wish to see predictive modelling based on robust assumptions.
- 2.37 On-Airport Parking: Airport parking is an important local issue. As per the S106 legal agreement between CBC, WSCC and GAL, the airport is required to provide sufficient, but no more, parking than is required to meet its modal share obligations. In order to achieve this, the master plan states that 9,565 new spaces will be delivered on-airport up to 2023. Beyond this, Scenarios 1 and 2 identify two additional areas that GAL believes could be used for surface car parking, these being situated at the south west of the airport adjacent to Purple Parking, and on land outside the existing (Local Plan) airport boundary. The former of these sites is

located some way from the existing south terminal, and the council considers that more sustainable on-airport locations would be preferable. The latter site is subject to biodiversity constraints, and were this site to be utilised for parking, an extensive landscape buffer would be required.

- 2.38 In order to develop the airport in the most efficient way, the council's preference would be that all opportunities to intensify use of its existing on-airport surface car parking are maximised, through decking and/or additional valet block parking, before any new on-airport surface parking sites are considered. This approach appears to be planned for any additional parking required under Scenario 2 (5.3.29), and CBC would urge Gatwick to apply the same approach to any additional parking needed under Scenarios 1 (and 3). The council note that paragraph 5.2.9 refers to Purple Parking as 'off-airport'. This is not correct, as the company operates from a site that is situated within the Local Plan's airport boundary, and in terms of Local Plan Policy GAT3 represents an on-airport location.
- 2.39 Rail Access: Improving mode share by public transport, particularly rail, is key to Gatwick's surface access strategy, and will help reduce the amount of growth in road traffic. It is noted that Network Rail is currently consulting on plans to 'unblock' the Croydon bottleneck, a programme of works that is proposed in order to address capacity issues and reduce delays on the Brighton mainline. It is understood that these works are proposed to address existing capacity issues, and it is not known whether they will be sufficient to cater for the future growth in passengers and staff journeys to the airport at the levels now suggested in the master plan. Planned improvements to Gatwick Railway Station will address existing qualitative and quantitative issues, and it is appreciated will incrementally facilitate planned growth based over the next five years. However, the current planning application for the airport station only refers to accommodating growth to 48mppa, yet the master plan relies on these improvements for its proposed growth to 70mppa. It is not, therefore, known whether they will be sufficient to accommodate this higher level of growth.
- 2.40 There is also no mention of the capacity of the trains themselves which are already crowded at peak times. Gatwick aims to increase rail travel from its current 39% to 45% by taking up increased capacity provided by new rolling stock on services calling at the airport over the next decade. Beyond this point, if the ceiling capacity on the rail service is reached but passenger and staff throughput continues to rise, the percentage modal share by rail will decrease, placing more pressure on vehicle access. In order that rail can fully meet its potential to help reduce car journeys to the airport, it is considered that funding from Gatwick towards further capacity improvements on the Brighton Mainline and at Gatwick Station is likely to be necessary to cater for the levels of growth to 60 and 70mppa (Scenarios 1 and 2) with the modal shift it proposes. Improvements should also be considered for the North Downs line to improve resilience in rail access to the airport.
- 2.41 Bus and Active Travel: The master plan provides very limited information on bus travel, just suggesting that additional bus and coach station capacity might be required at the terminals. Bus travel is particularly important for staff locally accessing the airport and the council is concerned that additional services and/or capacity may be required. Active travel modes are also used by staff and are only mentioned with reference to a future Transport Assessment for the DCO process.

Qu. 3: Given the draft master plan looks out beyond 2030, to what extent, if at all, do you agree or disagree that land that has been safeguarded since 2006 should continue to be safeguarded for the future construction of an additional main runway?

Strongly agree / tend to agree / neither agree nor disagree / tend to disagree / strongly disagree / don't know

3.1 The council **strongly disagrees** that land should continue to be safeguarded for the future construction of an additional main runway.

Qu 4: Please explain why you hold this view

4.1 Land south of the airport is currently safeguarded from development in the Local Plan, Policy GAT2, as directed by the Government's Aviation White Paper 2003. In its response to the consultation by the Airports Commission on "Additional Runway Options in the South East" in January 2015, the Council resolved that *"the interests of Crawley residents and businesses are best served by the Council objecting to a second runway being developed at Gatwick."* The Council recognised the economic benefits of airport growth but raised significant concerns about the impacts, including noise, air quality, traffic congestion, land take and visual impact, it would have on the town of Crawley. The noise impact, for example, would be dramatic. The number of people "significantly affected" by the 57dB $L_{Aeq,16\text{ hr}}$ contour increases from 3,400 to 15,400 by 2040. The increase in the 54dB contour is from 10,950 to 15,400 with similar percentage increases for the more damaging 60 and 63 dB contours. The main contribution to this increase would be residents of Forgewood, Langley Green and Ifield. Night contours have not been produced but it is likely the outer 48dB contour would cover a similar area to the 54dB contour. There would be a new 'wrap-around' route to the south of Crawley (similar to the existing northern wrap-around) which would run between Horsham and Crawley. The noise from this, even though outside the 54dB contour will affect Bewbush and Broadfield as the individual events will be clearly audible and likely to disturb residents sleep at night.

4.2 The uncertainty over the provision of funding and the delivery of infrastructure improvements to support an expanded airport and the additional housing that would be required in the area was also a concern. Therefore, as the Council has objected to a second full runway to the south of the main runway, and because the borough has considerable unmet employment needs much of which could be accommodated within this area which currently extends to 523ha, it is recommended that the Council only supports the future safeguarding of land south of the airport if directed to do so by the Government in the forthcoming Aviation Strategy, anticipated in December 2018.

4.3 Should the Government's new Strategy direct the Council to continue to safeguard land for a potential future runway, the boundary shown in the master plan would be used as the safeguarding boundary for the Local Plan review. If the Aviation Strategy does not provide clarity on this point, and the council does not safeguard the land in its new Local Plan, the issue could become a key point of debate at the Local Plan Examination, and ultimately it will be for the Planning Inspectorate to determine. Prior to that, the council will seek to engage with GAL, the DfT and PINS.

4.4 The Council's response to the Airports Commission on a wide range of concerns, suggested improvements and possible mitigations to the additional runway scheme is also attached as additional information.

Qu 5: What more, if anything, do you believe should be done to maximise the employment and economic benefits resulting from Gatwick's continued growth?

5.1 As collectively the largest employer in the borough, Gatwick should take a more proactive role and provide more funding to help improve the social mobility of Crawley residents. Gatwick is a key partner in the Crawley Growth Deal, though there does not appear to be any mention of Crawley Growth Programme within the draft master plan. Among other priorities, Crawley Growth Deal seeks to better enable local residents to access higher skills levels and better quality employment opportunities. The council is committed to ensuring that residents have access to all employment opportunities at the airport, not just the low skills, low paid jobs. This would help minimise the distance of staff journeys to work and support the local economy. Therefore, the council believes that the draft master plan would benefit from greater focus on Crawley residents and their relationship to the airport. It would be helpful if Gatwick could:

- Consider the type and sector of jobs being created, enabling anticipated skill needs to be identified so that new jobs can be better matched with the local workforce.
- Provide information on the number of Crawley residents who work at the airport and what their average wages are. The report provides figures on a regional basis, but a more detailed breakdown would be helpful to understand the true, local impact of each scenario.
- Outline what plans Gatwick has to encourage businesses within the airport boundary to recruit from the local workforce, across all sectors, skills and salaries.
- Given the identified growth in jobs and value of development investment, there is a real case for Gatwick to engage with the Construction Industry Training Board on apprenticeships and training. This has great potential to unlock further funding and would, of course, complement the positive work between the council and Gatwick on Town Centre Skills Academy, the flagship project in the Employment & Skills Plan. This should consider focus on Gatwick's apprenticeships to ensure that there is a commitment to specifically supporting local people in accessing these opportunities.
- Section 7 (Education) does not provide any mention of Crawley College (nor East Surrey College). There appears to be focus on building and maintaining relationships with the regional universities, but the council would urge Gatwick to extend consideration to all HE/FE institutions. This will enable local education providers to programme courses that are in line with future job requirements at the airport, emphasising the importance of providing local residents with the right skills.
- There appears to be no mention of how Gatwick could support the local visitor economy, for example through encouraging visitors to stay in and visit local towns and make use of their facilities, services and attractions.

Qu 6: What more, if anything, do you think should be done to minimise the noise impacts of Gatwick's continued growth?

- 6.1 As explained in Qu 2, provision of the N60 and N65 noise contours which measure the number of noise events that exceed certain decibel levels would aid understanding of those residents who would be significantly affected by noise impacts. Gatwick could then consider expanding its compensation and noise mitigation schemes for Scenarios 1 and 2, as discussed for the additional runway scenario and submitted to the Airports Commission but not referred to for the main and standby runway Scenarios.
- 6.2 Gatwick could use the WHO guidance on night noise and commit to not increasing flights during the night period of 23.00 – 07.00, rather than just the shorter night quota period, (23.30 - 06.00). It could also commit to reducing the number of flights at night, as with the night flight ban being discussed for Heathrow. Non-scheduled arrivals or departures during the night quota period caused by something outside of the control of the airline or airport, for example bad weather or air traffic control strikes, are classed as dispensations. They allow these delayed flights to take off or land during the night without adding to the total quota figure. However, dispensations are increasing, and totalled nearly 10% of the summer 2018 total night quota, effectively adding to the number of flights during the night. As these delays are inevitably going to occur, it is considered a buffer for dispensation should be included within the scheduling of flights at night so that the night quota is not routinely exceeded. Proposals to reduce the negative impact of flights during the night could include:-

For Scenarios 1 and 2:

- i) No increase in ATMs on the main runway from 2018 levels during the night period 23.00 – 07.00, in both scenarios 1 and 2;
- ii) Including dispensations into the 11,200 night quota movement limit (using up carry over if necessary);
- iii) Ban on any movements of the noisiest class of aircraft (QC4s), even with dispensations;

And for Scenario 2:

- iv) No movements from the standby runway during the night period 23.00 – 07.00 except when the main runway is non-operational.

- 6.3 Incentives for airlines bringing in the new generation aircraft, or penalties in the form of additional charges for noisier aircraft could speed up the introduction of these quieter aircraft. This could include:-

- i) Only new generation quieter aircraft (Airbus NEOs and Boeing MAXs) to use the standby runway.

Qu 7: What more, if anything, do you think should be done to minimise the other environmental impacts of Gatwick's continued growth?

Water

- 7.1 In relation to surface water and flood related issues, it is recognised that there is currently a network of existing attenuation features on-site, prior to discharge, to help control discharge rate & water quality. It is known that (in general) all localised flows on the airport currently drain to Pond D & are subsequently pumped into the adjacent River Mole or existing water quality lagoon. It is noted that use of the standby runway is unlikely to directly increase the amount of impervious area on the current site, although there are a number of associated infrastructure projects, including major changes to existing parking arrangement and the introduction of a new 1500 space multi-story carpark that will significantly increase the amount of hardstanding. The council would wish to reiterate that there will normally be significant surface water and flooding concerns with any such redevelopment projects.
- 7.2 The draft master plan contains limited detail on new measures proposed to mitigate future surface water and flooding issues, with paragraph 6.2.5 setting out that '*climate change mitigation and adaptation continues to be a core consideration for all present and future flooding...a range of risk reduction measures are available to address flood risk...these will be fully explored as projects are brought forward*'. Section 6.8 discusses the option of either building a new balancing pond, or increasing the capacity of existing pollution lagoons. It is noted that although reference is made to the potential need for a new balancing pond being necessitated by use of the standby runway, it is not clear on the corresponding Plans where this is proposed to be located. Section 6.8.16 advises that GAL is considering further opportunities to manage & reduce flood risk at the airport and within the local community, with the section going onto indicate a number of existing measures (SuDs and attenuation etc.) that are currently employed as well as additional measures that are potentially proposed. Overall the draft master plan indicates that the impact of development in flood risk terms will be attenuated on site, and thus appears to address all associated flood & drainage issues, all be it, currently at a non-specific, low detail level. The council understands, therefore, that development proposed under Scenarios 1 and 2 is unlikely to have flood risk implications for Crawley's urban area. With regards to wider issues of flood risk, Gatwick may also wish to consider the Environment Agency's emerging hydraulic study for the Upper Mole catchment, which the council understands is nearly complete.

Biodiversity

- 7.3 The amended airport boundary proposed by Gatwick in the draft master plan would incorporate a significant area of countryside to the south east of the airport that, although owned by the airport, does not fall within the current Local Plan boundary. This countryside is subject to environmental designations, including an area of ancient woodland, and Local Plan designations including a Biodiversity Opportunity Area and Site of Nature Conservation Area importance. Given the recognised biodiversity value of this land, the council is concerned that significant new surface car parking is proposed even for Scenario 1 on part of the Biodiversity Opportunity Area west of Balcombe Road, as well as the decking of existing parking proposed adjacent to the Ancient Woodland. This would require a significant landscape buffer to the Ancient Woodland. The council's preference would be for Gatwick to prioritise the efficient use of its existing surface car park assets, through intensification such as decking and block parking, rather than seeking to develop further surface car parking on land of biodiversity value that is currently identified as countryside. With Scenario 3, a very large extent of surface parking is proposed in the countryside to the east of the airport. Again, it is considered more efficient use of the land could minimise the land take required.

- 7.4 There is limited mention in the master plan of the ecological impacts of the identified works in the North West Zone of the airport, such as a possible new hangar, holding area and noise bund, and increased balancing pond capacity. This area is adjacent to Ancient Woodland and other important ecological assets, including rare bats and veteran trees. It is also a Zone 3 floodplain. The master plan should set out how any impacts on the important biodiversity assets in this area will be minimised and, if necessary, mitigated. The master plan boundary changes incorporate an agricultural field to the north west of the airport into the boundary, following the agreed purchase of this land. Given the proximity of this land to Charlwood and on-airport ecological assets, its use to enhance biodiversity and reduce the visual impact of the airport would be encouraged and the overall future strategy for biodiversity and landscaping across the airport should be made clear.

Waste:

- 7.5 The master plan highlights the existing waste to heat generation plant on the airport but it is not clear whether this could be expanded to support the growth scenarios, or whether another facility would be needed to continue this important initiative.

Qu 8: Do you believe our approach to community engagement, as described in the draft master plan, should be improved, and if so, how?

- 8.1 Gatwick's community engagement is limited and does not reach out to the immediate community in effective ways. For example, the consultation on the master plan with one off events leaves a large gap with really ensuring that local residents are able to engage in a meaningful way. There is reliance on certain formal stakeholder groups, with GATCOM seen to represent the community. The approach to community engagement is internally focussed with the expectation that residents will know about events and how/who to raise issues with. It does not state how Gatwick will promote these opportunities. Gatwick could be more engaged with the local voluntary sector, including CCVS, to provide engagement information to all communities. The council has excellent contacts with a variety of community groups, neighbourhood forums and hard to reach groups and is happy to discuss engagement further.

Qu 9: If you use Gatwick, what areas of the passenger experience would you like to see improved?

- 9.1 Not applicable

Qu 10: Are there any aspects of our Surface Access Strategy that you believe should be improved and, if so, what are they?

- 10.1 The draft master plan states that through the Brighton mainline improvements, new timetables, and the ongoing Smart Motorway works, there will be sufficient capacity to accommodate the increase in journeys that growth of the airport will generate. The council is of the view that these works were already required to cope with demand already in existence on these routes, and not the additional journeys arising from the levels of airport growth now detailed in the draft master plan. As such, it is considered that further assessment will be required to ensure that all impacts on the surface access network, arising from the master plan scenarios, can be appropriately planned for and to ensure that the further required improvements are delivered.

- 10.2 A possible mitigation measure for the significant increase in car journeys to the airport, even with an improved modal share target, could be a significant Local Roads Fund, as was proposed when the additional runway proposal was submitted to the Airports Commission. A significant contribution by Gatwick to the construction of a full Western Relief Road around Crawley, together with support to identify an appropriate alignment for the route minimising the need for compulsory purchase, would also help cater for staff and passenger traffic from the west. These initiatives would particularly help alleviate the current and increased pressure on the local roads in the Crawley area, including for staff, and could help facilitate increased bus capacity and a more efficient service.
- 10.3 Paragraph 5.4.9 outlines that for Scenario 3, planned improvements in rail, bus and coach infrastructure and services would enable Gatwick to achieve a very high use of sustainable modes of transport. This would include adjusted targets of 60% public transport mode share for passengers and a 50% sustainable mode share for staff. The council would suggest that Gatwick applies this level of modal share to Scenarios 1 and 2, with further investment in public transport, including funding increased capacity on the Brighton Mainline and additional local bus services, and supporting active travel. This would improve the sustainability of the growth of the airport and help reduce the impacts of increased road travel on congestion, air quality and greenhouse emissions.
- 10.4 Gatwick Airport is also a key transport hub in the region and improvements to facilities enabling modal interchange for all modes should be considered. Improvements to commuter travel using Gatwick Station could be made, for example, investment in access from the station to bus routes serving the airport, and to cycle parking enabling onward public transport and active travel links to employment centres such as Manor Royal. This could reduce car movements in the local area. Such improvements were proposed in the 2012 Gatwick Master Plan but have still not been fully implemented. The master plan provides very limited information on staff travel but a significant reduction in local car movements could be made by investment in incentives and facilities to encourage staff to walk, cycle or use buses, such as a significant contribution to the extension of the Fastway network. The description of the National Cycle Network Route which goes through the site (convenient for the rail station) is described as London to Brighton – it is London to Paris, via Eastbourne.
- 10.5 Other ideas could include developing the Blue City car club, expanding the network of drop-off /pick up points outside of London, including within Crawley; developing car sharing schemes for staff; giving consideration to developing a Clean Air Zone at the airport, with different charging levels for access by different types of vehicle.

Qu 11: Do you have any other comments to make about the Gatwick Airport draft master plan?

Airport Boundary

- 11.1 The master plan makes specific reference (para 2.3.6) to an amended airport boundary and recommend (para 2.3.6) that their “boundary represented in Plan 4 is adopted by other organisations wanting to illustrate the perimeter of the airport”. There are at least 9 differences between CBC’s current Local Plan airport boundary and this proposal, and there are significant implications for land, in relation to Local Plan Policies GAT1 and GAT3 in particular. The boundary is also drawn tightly around the Crawley Sewage Treatment Works which could constrain its ability to expand, if required in the future. The appropriate boundary for the airport will be assessed as part of the LPR, in discussion with GAL.

S106

- 11.2 There is joint S106 legal agreement between the Borough Council, West Sussex County Council and GAL. It is requested that GAL engage promptly in reviewing the contents of the Agreement to ensure that it fully addresses the implications of the growth scenarios set out in the master plan and can help ensure the mitigations suggested can be enforced.

Sewerage Infrastructure:

- 11.3 There is concern that the existing Crawley Sewage Treatment Works (STW) will not have sufficient capacity to handle the load associated with the expansion proposals, both in terms of increased passenger numbers and also any additional discharge required from the introduction of a further pollution pond/lagoon. Additional wastewater treatment facilities would likely therefore be required to accommodate the long term growth proposed for the area. The site is currently land locked by safeguarded land for the second runway, and Gatwick are suggesting it is included within their proposed airport boundary surrounded by their biodiversity area, and it is questioned as to whether Thames Water would be able to acquire any land to extend its site and whether there could be ecological constraints. The construction of a new treatment works will require long lead in times which should be factored into the proposals.

Safety:

- 11.4 It is understood the width of standby runway needs to be extended 12 metres to the north to ensure the distance from the main runway meet safety requirements. The master plan should clarify how this will be implemented to ensure safe operation. The master plan should also clarify how regional resilience will be affected by the loss of the standby runway for emergency purposes.

APPENDIX B**Crawley Borough Council's role in the Development Consent Order Process**

An application for routine use of the standby runway at Gatwick would be a nationally significant infrastructure project because it will add more than 10mppa capacity. The Planning Act 2008 established the Development Consent Order Process (DCO) for these applications which are determined by the Secretary of State, with the Planning Inspectorate handling the process. The council will not make the decision on the planning application.

The council will be a "host authority" for this application, together with West Sussex County Council. At pre-application stage, which would be during 2019 according to GAL's suggested timetable, the council will need to comment on the appropriateness of the developer (GAL's) draft Statement of Community Consultation, provide local information to GAL, discuss Section 106 requirements and consider joint working arrangements with other local authorities. The DCO guidance is clear that "*it is not helpful for the council to run its own consultation events in relation to an NSIP project*" as members of the public and other neighbouring authorities should make their comments directly to the developer. However, the council should ensure that the proposed consultation is appropriate.

The council should start work during the pre-application period on the Local Impact Report, (LIR), which it is required to submit to PINS early in the Examination stage. The LIR is "*a report giving details of the likely impact of the proposed development on the authority's area.*"(s60 (3) of the 2008 Act). It is only expected to provide information about impacts within the borough, and consultation with the community or neighbouring authorities is not required, although a joint LIR could be submitted. Positive, negative and neutral impacts should be identified but the LIR is not expected to contain a balancing exercise. The council can submit a separate written representation if it wants to express a particular view on whether the application should be granted. The council will be expected to take part in the Examination hearings and respond to any questions from PINS. If the DCO is approved, the council, if it is designated as the Relevant Authority, (alternatively this could be WSCC or a range of councils), will be responsible for the discharge of all the Requirements (similar to planning conditions), responding to any applications for material and non-material amendments, and future enforcement if the DCO is granted. It is also suggested that the council should consider whether a Supplementary Planning Document is appropriate.

The DCO process works on a strict timetable and the Planning Inspectorate's guidance emphasises that authorities should ensure that any necessary internal arrangements are in place to ensure timely decisions can be made in order to meet the set deadlines. Whether or not documents, such as the LIR, require approval by Members is entirely a matter for local authorities to determine. Amendments to the Constitution will be needed to ensure there are delegated arrangements in place so that responses can be signed off in a timely way. It is suggested that this is through the Planning Committee.

This work is likely to have resource implications, particularly for the Planning teams, Environmental Health, Drainage and legal. The fee for the DCO will be received by PINS, not the LPA, but a Planning Performance Agreement can be sought with the developer, (GAL), including developer funding towards additional resources.

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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

- 8 a) Planning Committee – Monday 22 October 2018 (*page 53*)
- 8 b) Overview and Scrutiny Commission – Monday 29 October 2018 (*page 57*)
- 8 c) Cabinet – Wednesday 31 October 2018 (*page 63*)
 - Recommendation 1 –**
 - *Budget Strategy 2019/20 - 2023/24*
(*Minute 6, page 64*)
 - Recommendation 2 –**
 - **District Heat Network (Exempt Item)**
(*Minute 9, page 67*)
- 8 d) Licensing Committee – Monday 5 November 2018 (*page 69*)
- 8 e) Governance Committee – Tuesday 13 November 2018 (*page 73*)
- 8 f) Overview and Scrutiny Commission – Monday 19 November 2018 (*page 83*)
- 8 g) Planning Committee – Tuesday 20 November 2018 (*page 89*)
- 8 h) Cabinet – Wednesday 21 November 2018 (*page 97*)
 - Recommendation 3 –**
 - *Station Gateway Programme Update*
(*Minute 8, page 100*)
- 8 i) Audit Committee – Tuesday 27 November 2018 (*page 107*)

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Crawley Borough Council

Minutes of Planning Committee

Monday, 22 October 2018 at 7.30 pm

Councillors Present:

I T Irvine (Chair)

R S Fiveash (Vice-Chair)

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

Also in Attendance:

Councillor C J Mullins

Officers Present:

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

Apologies for Absence:

Councillor T Rana

Absent:

Councillor M L Ayling

1. Disclosures of Interest

The following disclosure of interest was made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor J Tarrant	CR/2018/0549/FUL - Goffs Park, Horsham Road, Southgate, Crawley. (Minute 4)	Personal and Prejudicial Interest – as the Chair of the Friends of Goffs Park Group. Councillor Tarrant left the meeting before consideration of this application and took no part in the discussion or voting on the item.

2. Lobbying Declarations

The following lobbying declaration was made by a Councillor:

Councillor Irvine had been lobbied regarding application CR/2018/0549/FUL

3. Minutes

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

4. Planning Application CR/2018/0549/FUL - Goffs Park, Horsham Road, Southgate, Crawley

The Committee considered report PES/286 (a) of the Head of Economy and Planning which proposed as follows:

Erection of a temporary ice rink and related temporary structures (to house cafe and reception) and equipment to operate for 72 days between 10 November 2018 to 20 January 2019 and for the same length of time annually in the period November – January until January 2023 (total period of five years) (amended description).

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

The Principal Planning Officer provided a verbal summation of the application. In so doing she explained that a key issue was parking. WSCC Highways had confirmed that there were no road capacity or safety issues, but the key concern was over parking and this had been the subject of discussions with officers, WSCC and the Applicant. An Events Plan had been submitted which gave details about the operation of the use, including the parking situation. Given the concerns particularly over parking and the objections received, a one-year permission approach had since been discussed and agreed with WSCC Highways in order to test the situation. The Highways Authority acknowledged the difficulty in resisting the overall proposal on parking grounds based on the Applicant's submitted evidence and the Events Plan. Whilst overall the proposal would provide a seasonal leisure facility and attract increased visitors to the park and town (in accordance with the relevant economic policies), this needed to be balanced against the potential impact on parking and highway safety. Thus given the submitted evidence which had been provided by the Applicant, the temporary nature of the use and the agreement of the Highways Authority, officers recommended a planning permission to be granted for one year to test the location's feasibility in terms of parking arrangements and assess the impact.

The Principal Planning Officer also advised the Committee that since the publication of the report the Council's Archaeological Officer had commented that whilst the application site was in an archaeological notification area, the proposed works were limited in nature and would pose negligible risk to below ground deposits.

Mr Richard Bradley (the Applicant) and Mrs J Roskilly (speaking on behalf of the Friends of Goffs Park Group) addressed the meeting in support of the application.

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

- Confirmed that whilst other locations within Crawley might have been available, the application received was for the site in Goffs Park, and as such the application had to be determined on the basis of that site.
- Emphasised that in terms of the reinstatement of the site on the expiry of the application event, this was covered by the requirements in Condition 1
- Clarified that the application was received and validated at the end of August and was dealt with as quickly as it could have been.
- Explained that in terms of the Goffs Park car park (which was free of charge), the Applicant had stated that the Borough Council had offered to give them a key to open the barrier to this car park at the start of each day and lock again at night. At present this car park was full by 8am with commuters, but with the barrier to the car park intended to be opened at 9am, this would give ice rink users an opportunity to park there.
- Commented that she was not aware of any site work associated with the application having already been started, but emphasised that whether it had or not, the application would be determined at this meeting.
- Reiterated that given the submitted evidence and the temporary nature of the use, a permission granted for one year would allow the matters of parking demand, traffic movements, highway safety and other issues (such as signage) to be assessed, and for more evidence to be gathered to understand the significance of these impacts and whether such a use would be acceptable in future years.

The Committee continued to consider carefully the application information.

At the request of Councillor Boxall, and in accordance with Council Procedure Rule 18.5, the names of the Members voting for and against the motion (to permit) and abstentions were recorded as set out below:

For the Proposal (to permit):

Councillors Fiveash, Irvine, Malik, Skudder, P C Smith and Thomas (6).

Against the Proposal (to permit):

Councillors A Belben, Boxall, B J Burgess, Jaggard, Stone and Vitler (6).

Abstentions:

None.

With the vote being 6 for the proposal and 6 against the proposal, the Chair used his casting vote, which was for the proposal.

The proposal (to permit) was therefore CARRIED, and it was

RESOLVED

Permit, subject to the conditions set out in report PES/286 (a).

5. Objections to the CBC Tree Preservation Order - 38 Hazelwick Road - 10/2018

The Group Manager (Development Management) introduced report PES/305 of the Head of Economy and Planning, which sought to determine whether to confirm this

Tree Preservation Order (TPO) with or without modification for continued protection or, not to confirm the TPO.

Councillors A Belben and B J Burgess declared they had visited the site.

Having considered the issues raised in the report, the Committee agreed to confirm the TPO without modification.

RESOLVED

Confirm.

6. Section 106 Monies - Quarters 1 and 2 2018/19

The Committee considered report PES/304 of the Head of Economy and Planning.

The report summarised all the Section 106 (S106) monies received, spent and committed to project schemes in Quarters 1 and 2 of the financial year 2018/19.

RESOLVED

That the update on S106 monies received, spent and committed in Quarters 1 and 2 of the financial year 2018/19 be noted.

Closure of Meeting

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

I T IRVINE
Chair

Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 29 October 2018 at 7.00 pm

Councillors Present:

T G Belben (Vice Chair in the Chair)

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

Also in Attendance:

Councillors B J Burgess, K L Jaggard, P K Lamb, B A Smith and G Thomas

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Ian Duke	Deputy Chief Executive
Trish Emmans	Community Safety Officer
Heather Girling	Democratic Services Officer
Brett Hagen	Sustainability Manager
Chris Harris	Head of Community Services
Karen Hayes	Head of Corporate Finance
Nigel Sheehan	Head of Projects and Commercial Services
Victoria Wise	Community Services Manager

Apologies for Absence:

Councillors C A Cheshire and D Crow

1. Disclosures of Interest and Whipping Declarations

The following disclosures were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor R A Lanzer	District Heat Network (Minute 7)	Personal Interest – Member of WSCC

2. Minutes

The minutes of the meeting of the Commission held on 3 September 2018 were approved as a correct record and signed by the Vice Chair.

3. Public Question Time

No questions from the public were asked.

4. Safer Crawley Partnership Annual Review and Forthcoming Priorities

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

During the discussion, the following points were expressed:

- Recognition of the good partnership working within the council together with external partners, including Police, West Sussex Fire & Rescue Service, Probation Service, Crawley CCG, WSCC and a range of Voluntary Groups.
- Intelligence gathering would continue to assist in the Serious and Organised Crime (SOC) approach. It was important to work with agencies to raise awareness of what serious and organised crime involves whilst encouraging the public to report observations and concerns.
- Concerns were raised regarding a perceived lack of PCSO presence. Alternative methods of reporting were clarified to assist both residents and Members.
- Recognition of the current issues within the town and the actions being taken to address these.
- Acknowledgement of key achievements, including events with hoteliers and increased flexible communication plus shared information which unlocks barriers.
- Continued joint working in relation to tackling the issue of street homelessness, begging and street drinking. Promotion around the 'diverted giving' campaign had been a sensitive but successful approach.
- Recognition that reporting was key, particularly in relation to hate crime.
- Acceptance that further challenges still remained and priorities for 2018-2019 included serious and organised crime, street community and protecting vulnerable individuals.
- Request that further information be shared and disseminated to Members.

RESOLVED

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

5. Budget Strategy 2019/20 - 2023/24

The Commission considered report [FIN/417](#) with the Leader of the Council and the Head of Corporate Finance. The report set out the projected financial position for 2019/20 to 2023/24 for the General Fund, Housing Revenue Account, capital programme and the underlying assumptions.

Councillors made the following comments:

- Acknowledgement that the local government finance system had become increasing complex.
- Clarification on whether businesses could be approached for sponsorship or revenue generating opportunities.
- Explanation sought on the capital programme and on the processes used.
- Recognition that there was a need to ensure an effective use of capital. Whilst the current strategy incorporated bids for capital based on expenditure required to maintain the Council's assets in addition to spend to save projects or spend to earn investment, many Members felt there was a need for further prioritisation and a flexible, broader approach, on a case by case basis if appropriate. It was felt that there should be a requirement for schemes to consider 'social value'. It was initially suggested that Recommendation 'e' be removed. However following further discussions, it was subsequently recommended that Recommendation 'e' remain with an explicit reference to 'social value'. It was suggested that Cabinet be requested to consider this addition and Recommendation e' would now read:

Note that items for the Capital Programme are driven by the need for the upkeep of council assets and environmental obligations and schemes will also be considered that are spend to save or spend to earn, but that such prioritisation should not preclude the initial consideration of capital projects that could deliver social value.

RESOLVED

That the Commission noted the report and requested Cabinet to consider the proposed amendment to recommendation 'e' above.

6. Exempt Information – Exclusion of the Public

RESOLVED

That in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it 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.

7. District Heat Network

Exempt Paragraph 3

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

The Commission considered report HPS/15 with the Head of Major Projects and Commercial Services, the Sustainability Team Manager and the Cabinet Member for Environmental Services and Sustainability. The report presented the business case and sought funding to develop a town centre heat network.

During the discussion, the following comments were made:

- Confirmation that the District Energy Centre would provide heating and electricity to the buildings included within the wider Town Hall re-development, and other developments within Crawley Town Centre.
- Policy ENV7 within the Crawley Borough Local Plan 2015-2030 highlighted the site as a priority area for the delivery of District Energy Network as identified on the Local Plan Map.
- Confirmation sought and provided on the financial implications and governance arrangements.
- Planning application work was underway and whilst there were risks that needed to be monitored, it was noted that the proposal represents a form of sustainable development, providing a low-carbon form of energy, and was considered to provide environmental and financial benefits.

RESOLVED

That the Commission agreed to support, in principle the recommendations to the Cabinet.

Re-Admission of the Public

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

8. Overview and Scrutiny Commission Work Programme 2018-2019

The Commission reviewed report [OSC/273](#) of the Chair of the Overview and Scrutiny Commission. The report contained the findings from the Commission's Workshop which had been examined and discussed in depth.

The following comments were made:

- Recognition that the report documented the discussion as agreed at the OSC Workshop meeting on 3 September 2018. It was acknowledged that the work programme would remain flexible and was subject to change with the addition and movement of reports from the Forward Plan.
- Scrutiny suggestions had been received following the Workshop in September and it was queried when the Commission would review these topics. Further work was currently being undertaken with officers to gain additional information. The careful selection and prioritisation of review work is essential if the scrutiny function is to be successful, achieve added value and retain credibility. It was added that it was anticipated the suggestions would be considered shortly by the Commission.

RESOLVED

That the Overview and Scrutiny Commission Work Programme for 2018-2019 be agreed as set out in report OSC/273 with an acknowledgement that it would remain flexible to consider other items throughout the year.

9. Health and Adult Social Care Select Committee (HASC)

An update was provided from the most recent [HASC](#) meeting. Key items of discussion included:

Housing Related Support and the Local Assistance Network –

- WSCC should be aware that this issue may affect the health and wellbeing of vulnerable adults.
- Many other councils had already made this type of budget reduction and WSCC could learn from their experience.
- All those present understood the impact and felt all service users likely to be impacted by these proposals should have the opportunity to be consulted.

Adults In-house Social Care Provision – Choices for the Future –

- It was not possible to tell from the consultation report how each group of service users felt about the changes that would affect them.
- Any changes to the day services would be brought in over six to nine months to allow users to prepare for them.
- WSCC would fully explore all possible alternatives for people at the Maidenbower Centre.
- Maidenbower Centre was a leased building that would be retained and a feasibility study was being undertaken to see how it could be used by the Council in the future.
- If the proposals were approved by the Cabinet Member, it was agreed that an update should be provided before transfer of day services at Maidenbower to provide reassurances regarding the arrangements.

10. Forward Plan - and Provisional list of Reports for the Commission's following Meetings

The Commission confirmed the following reports:

19 November 2018

- Station Gateway Programme Update
- Abandoned Trolleys – Provisional Referral

4 February 2019

- Allocating Monies Collected Through Community Infrastructure Levy – Infrastructure Business Plan 2019/20

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 9.40 pm

T G Belben
Vice Chair

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Crawley Borough Council

Minutes of Cabinet

Wednesday, 31 October 2018 at 7.30 pm

Councillors Present:

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

Also in Attendance:

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

Officers Present:

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

1. Disclosures of Interest

The following disclosures of interests were made:

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

Councillor P Smith	Adopting the Unite Construction Charter (Minute 7)	Personal Interest – A Member of the Unite Union
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2. Minutes

The minutes of the meeting of the Cabinet held on 5 September 2018 were approved as a correct record and signed by the Leader.

3. Public Question Time

There were no questions from the public.

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

The Head of Legal, Democracy and HR reported that no representations had been received in respect of agenda item 11: *District Heat Network*

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

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

6. Budget Strategy 2019/20 - 2023/24

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

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

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

Councillor Mullins also spoke on the item.

RESOLVED

Recommendation 1

That Full Council be recommended to

- 1) approve of the Budget Strategy 2019/20 to 2023/24
- 2) notes, for the purpose of projections, the current budget deficit of £225,000 for 2019/20, on the basis of a Council tax increase of £4.95 on a Band D in 2019/20.
- 3) work towards balancing this over a three year period, including putting back into reserves when the Budget is in surplus.
- 4) to transfer £1m from the Business rates equalisation reserve to the General Fund reserve; and in addition any in year and future surplus are to be transferred to the General Fund reserve in order to fund the short term additional costs due to the investment in the New Town Hall build as outlined in section 7.6 of report FIN/417
- 5) instruct Corporate Management Team to take action to address the long term budget gap and to identify policy options for consideration by Cabinet Members and the Budget Advisory Group, which will include areas where additional resources need to be redirected.
- 6) notes that items for the Capital Programme are driven by the need for the upkeep of council assets and environmental obligations and schemes will also be considered that are spend to save or spend to earn whilst not precluding the initial consideration of capital projects that could deliver social value.
- 7) notes that the Budget is aligned to the Council's Corporate Priorities.

Reasons for the Recommendations

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

To determine the criteria for capital programme bids.

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

7. Adopting the Unite Construction Charter

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

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

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

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

RESOLVED

That the Cabinet

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

Reasons for the Recommendations

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

The charter will cover important local authority construction projects including a range of residential, commercial and public realm improvements and commits the Council to achieve the highest standards in respect of direct employment status, health and

safety, standards of work, apprenticeship training and the implementation of appropriate nationally agreed terms and conditions of employment.

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

RESOLVED

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

9. District Heat Network

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

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

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

RESOLVED

That the Cabinet

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

Recommendation 2

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

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

Reasons for the Recommendations

The scheme would bring the following benefits:

- *Compliance with Crawley planning policy:* Crawley Borough Council's Local Plan Policy ENV7 ('District Energy Networks') requires any development located within a district energy network priority zone (this includes the town centre) to connect to a network where one exists. Given the proposed programme of new residential development in the town centre, progressing a DHN now will enable the economic and carbon benefits to be secured from these schemes.
- *Carbon Reduction:* Crawley Borough Council's Carbon and Waste Reduction Strategy (2012) commits the Council to being carbon neutral by 2050. The council met its initial 20% reduction within 5 years target one year early and now aims to reduce its emissions by another 20% by 2020. The town centre DHN will play a significant part in achieving both of these goals.
- *Income stream to the Council:* Council funding to the scheme would achieve an income of 5% per annum for the 40 year duration of the project.

Closure of Meeting

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

P K LAMB
Chair

Crawley Borough Council

Minutes of Licensing Committee

Monday, 5 November 2018 at 7.30 pm

Councillors Present:

M W Pickett (Chair)

M L Ayling (Vice-Chair)

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

Officers Present:

Tony Baldock Environmental Health Manager

Roger Brownings Democratic Services Officer

Astrid Williams Solicitor

Apologies for Absence:

Absent:

Councillor C Portal Castro

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Licensing Committee held on 11 June 2018 were approved as a correct record and signed by the Chair.

At this point, and in response to a request from the Chair, the Committee acknowledged for its information a copy of a letter as tabled from Councillor Malik regarding his attendance at the Committee's last meeting.

3. Review of the Statement of Licensing Policy Licensing Act 2003

The Committee considered report HCS/08 of the Head of Community Services. The Committee was advised that the Council's current Statement of Licensing Policy concerning the Licensing Act 2003 expired in 2018 and as such the Council was required to update that Policy to reflect its proposed strategy in discharging its role as the Licensing Authority for the 5 year period 2019 – 2024. The Committee acknowledged that whilst as a Policy Framework Document the adoption of the Policy as updated, must ultimately be considered by the Overview and Scrutiny Commission

and be agreed by the Cabinet for recommendation to the Full Council, the purpose of the report was to ensure that the Committee was involved in the process as far as was possible and was aware of the work being undertaken. At this point a member of the public abruptly stood and tried to ask questions regarding a taxi matter. The Chair explained to him that this was not the forum to raise his personal situation, and eventually he left the Committee room.

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

- Emphasised that the Council was obliged to consult, and as widely as possible, on the updating of its Policy.
- Explained that the consultation was currently in progress, and in addition to consulting with the key named stakeholders, the consultation involved a wide range of representative groups. Every Councillor, including those of this Committee, was able to make representations as part of the consultation process.
- Advised that the Council had to ensure that our policy and procedures were compliant with guidance regarding consultation good practice, and specific guidance, as issued under section 182 of the Licensing Act 2003.
- Confirmed there had been a substantial number of changes to the law concerning this area of regulation since 2013 which now needed to be included in the Policy document.
- Indicated that with regard to a new provision which would allow the Council to revoke a personal licence if the holder had been convicted for a specified offence, he would provide clarification to Members as to the associated procedure for appeal. **ACTION.**

In further seeking and receiving clarification on details set out in the report, the Committee indicated its thanks to Officers for that report and for the information provided therein.

RESOLVED

That the report be noted.

4. Arrangements for the Licensing of Activities Involving Animals

The Committee considered report HCS/07 of the Head of Community Services, the purpose of which was to consider new arrangements for the licensing of activities involving animals and approve the revised fee levels as proposed.

The Committee was informed that The Animal Welfare Act 2006 was the enabling legislation for recently introduced regulations. The new regulations, called the Animal Welfare (Licensing of Activities Involving Animals) Regulations (the regulations), were passed by the Government in April 2018 and came into effect on 1st October 2018. These regulations repealed and amended the raft of legislative provisions (as set out in Paragraph 4.3 of the report) that currently governed the Council's licensing activities in relation to animal establishments.

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

- Confirmed that for licensing purposes the new Regulations provided a comprehensive list of activities involving animals.
- Explained that Zoos' and 'Dangerous Wild Animal' establishments would continue to operate under their current licensing regimes.
- Advised that Dangerous dogs would continue to be covered by the Dangerous Dogs Act.
- Agreed that before using boarding establishments for their cats or dogs, the public would be advised to seek assurances from those establishments that they were covered by the new legislation.
- Explained, that as a safeguard and added assurance, a new risk rating system would be implemented resulting in a business receiving a 1-5 star score. The duration of a business' licence would be determined by the level of compliance and extent to which they met or exceeded the required standards.
- Emphasised that a lot of publicity was being undertaken to ensure that all relevant animal establishments, including those involved in the boarding and breeding of dogs, were aware of the new legislation, whilst investigatory work by the Council along with expected peer pressure, would help to pinpoint any establishments that might go unnoticed or did not come forward for this licensing purpose.
- Advised that in terms of the licensing of "keeping or training animals for exhibition" - which was to be transferred from County Councils to District Councils, he would provide further clarification to Members as to which groups of animals fitted into this licensing activity. **ACTION.**
- Emphasised that the cost of implementing and operating the new licence regime was required to be covered by income from animal establishment licensing fees.
- Explained that the new licensing regime would necessitate additional work by the Council and accordingly a new fee regime was proposed to ensure that the Council covered its costs.
- Indicated that the proposed fees were comparable generally with those of other authorities.
- Acknowledged that there might be more work than anticipated due to the unknown numbers of persons / organisations needing to be licensed, in which case future fees might need to be adjusted to reflect this possibility.

RESOLVED

1. That the new arrangements for the licensing of activities involving animals be agreed
2. That the implementation of revised fee levels as set out in Appendix A to the report be approved.

Closure of Meeting

With the business of the Licensing Committee concluded, the Chair declared the meeting closed at 8.20 pm.

M W PICKETT
Chair

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Crawley Borough Council

Minutes of Governance Committee

Tuesday, 13 November 2018 at 7.00 pm

Councillors Present:

T Lunnon (Chair)

R D Burrett (Vice-Chair)

D Crow, C R Eade, R S Fiveash, M G Jones, P K Lamb, R A Lanzer, K McCarthy,
B J Quinn and K Sudan

Also in Attendance:

Councillor R G Burgess

Officers Present:

Ann-Maria Brown Head of Legal, Democracy and HR

Roger Brownings Democratic Services Officer

Andrew Oakley Electoral Services Manager

Councillor Jones

The Chair welcomed Councillor Jones to the meeting following his recent reappointment as a Member of this Committee.

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Governance Committee held on 18 September 2018 were approved as a correct record and signed by the Chair.

3. Polling District Review - Consultation

The Committee considered report LDS/144 of the Head of Legal, Democracy and HR Services, the purpose of which was to consider the Acting Returning Officer's comments on future polling arrangements for Crawley.

The Electoral Services Manager presented the report. In so doing he confirmed that changes to ward boundaries as a consequence of the Local Government Boundary Commission for England's Review, had now required a review of polling arrangements within the Borough. As agreed at the Committee's meeting on 18 September 2018, this review was being combined with the statutory review which the Council was obliged to undertake with effect from 1 October 2018. The Committee's attention was drawn to the proposed changes to the Polling Scheme (as detailed in the report), and the Committee was asked to approve new polling arrangements for Consultation to be held between 19 November and 28 December 2018 - all in line with the timetable set out in the report.

To assist in its consideration of this matter, the Committee referred to Appendix C of the report which set out the new ward boundaries and the proposed polling districts to come into effect from 2019. The wards reflected the Boundary Commission's recommended boundaries, and the Committee's comments are set out below:-

Maidenbower Ward

There were no changes proposed for this ward, and no issues were raised by the Committee.

Pound Hill South and Worth Ward

There were no changes proposed for this ward, and no issues were raised by the Committee.

Pound Hill North and Forge Wood Ward

Members expressed concern regarding the proposal that the polling place for the LJA district should be moved from the Grattons Indoor Bowls Club to Milton Mount Community Centre. It was considered that parking provision at the Grattons was better and had worked well, whilst it was felt that potentially there could be parking problems and associated disruption for nearby residents of the Milton Mount Community Centre if that facility was utilised instead. Members also referred to the more central location of the Grattons within the district boundary, but acknowledged that access arrangements, particularly for those with wheelchairs and prams could be improved.

In terms of the LJB polling district, which included the Forge Wood development, Members considered that Forge Wood - for reasons of its growing population and distance to its current polling place, was now more deserving of a separate polling district, to be served by its own polling place. It was acknowledged that whilst there were currently limited community facilities to contain a polling place in the Forge Wood area, a mobile facility could be considered whilst development of the area continued.

Amendments

1. It was moved by Councillor Burrett (seconded by Councillor McCarthy) that the Grattons Indoor Bowls Club be retained as the polling place for the LJA polling district, and that measures be sought to improve access to that facility.

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

2. It was moved by Councillor Jones (seconded by Councillor Lamb) that a separate polling district be created for Forge Wood, served by its own polling place (mobile if necessary)

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

Three Bridges Ward

A number of Members had concerns regarding the proposed use of the Crawley Museum as the polling place to serve the Town Centre (LMC). Whilst acknowledging the proposal to no longer retain the Holiday Inn Express as the polling place to serve Pembroke Park, Members generally considered that a new polling district should be created for the Town Centre. In any event this would be necessary to take account of divisional boundaries for WSCC.

Amendments

1. It was moved by Councillor Crow (seconded by Councillor Lanzer) that the proposed Town Centre polling district of LMC be removed and be merged with LMB.

Upon being put to the Committee, the amendment received an equal number of votes for and against, with one abstention. The Chair then used his casting vote, which was against the amendment.

The proposed amendment was therefore LOST.

2. It was moved by Councillor Jones (seconded by Councillor Lamb) that the Crawley Museum be used as the polling place to serve the Town Centre, and that the Holiday Inn Express be retained as a specific polling place for Pembroke Park.

Upon being put to the Committee, the amendment received an equal number of votes for and against, with one abstention. The Chair then used his casting vote, which was against the amendment.

The proposed amendment was therefore LOST.

3. It was moved by Councillor Lunnon (seconded by Councillor Fiveash) that a new polling district be created specifically for the Town Centre (LMD) and that the current LMC be retained, with a polling place for both in a central location to be determined. In this respect consideration be given to such locations as the Crawley Library or Crawley College.

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

Langley Green and Tushmore Ward

It was proposed that the ward be served by one polling place at the Langley Green Centre. This represented a change of polling place for electors to the east of the A23 who would have previously voted at the Northgate Community Centre. Whilst it was acknowledged that the Langley Green Centre was a similar distance to travel, Members reiterated their reservations on the basis that electors (East of the A23), would for the West Sussex County Council elections, be voting for the Northgate and West Green Division.

Amendment

It was moved by Councillor Crow (seconded by Councillor McCarthy) that electors to the East of the A23 continue to vote at the Northgate Community Centre.

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

Northgate and West Green Ward

No issues were raised by the Committee.

Ifield Ward

The Committee indicated its support for the proposal that the Orchards development, which currently formed part of the Langley Green ward, should instead form part of the polling district Ifield LFA. Comments had been received from a Member of this ward suggesting that to increase their awareness, this proposal should be made clear as part of the forthcoming consultation process.

Bewbush and North Broadfield Ward

Members raised issues in relation to polling district identification references, both for this particular ward and for all wards generally. In terms of re-designating identification references for all polling districts, some Members considered that there was a need for this as a result of the Boundary Commission's recommended ward changes, whilst other Members considered the potential difficulties that re-identification might cause.

Amendments

1. It was moved by Councillor Crow (seconded by Councillor McCarthy) that with regard to the Bewbush and North Broadfield ward, the reference LAB be changed to LAC.

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

2. It was moved by Councillor Lamb (and seconded) that as a result of the Boundary Commission's recommended changes to wards within the Borough, the identification references of all polling districts be re-designated.

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

Broadfield Ward

In order to minimise the risk of confusion for voters, a Member requested that the location of the proposed polling places to service this ward (being the Broadfield Community Centre and the Creasys Drive Adventure Playground), be made clearer on the polling cards by perhaps printing those polling places in emboldened print. Members sought and received clarification on further issues raised regarding these polling places.

Amendment

It was moved by Councillor Crow that the proposed polling districts of LBA and LBB be combined to form one polling district of LB, with the polling place being Broadfield Community Centre.

There was no seconder for this motion, and so the motion fell.

Tilgate Ward

The two current polling districts in Tilgate were served by The Holy Trinity Church Hall, Titmus Drive and the Community Centre, Shackleton Road. These two buildings were in close proximity to each other, and it was proposed to combine the ward into one polling district with the polling place at Tilgate Community Centre. In discussing this matter in detail Members generally considered that Tilgate should retain two polling districts, but that they should be split on a more logical basis taking into account the locations of the two current, and preferred, polling places. Comments had been received from a Member of the Tilgate ward, which reflected these same views. A Member indicated that the reason for the current East West split in Tilgate was due to the polling places in Tilgate having previously been located within schools.

Amendments

1. It was moved by Councillor Jones (seconded by Councillor Lamb) that the two polling places as currently used (The Holy Trinity Church Hall, Titmus Drive and the Community Centre, Shackleton Road) be retained.

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

2. It was moved by Councillor Crow (and seconded by Councillor Lamb) that as part of the consultation exercise on the Polling District Review, consideration be given to revising the split of the Tilgate ward, by using Ashdown Drive as an East to West boundary line, and thus providing polling districts with a North and South divide.

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

Furnace Green Ward

There were no changes proposed for this ward, and no issues were raised by the Committee.

Southgate Ward

There were no changes proposed for this ward, and no issues were raised by the Committee.

Gossops Green and North East Broadfield Ward

No issues were raised by the Committee.

RESOLVED

That the polling arrangements set out in report LDS/144 be approved for consultation between 19th November and 28th December 2018, subject to the amendments as Carried above and contained in the revised Appendix C attached to these minutes.

4. Reminder of Change in Date of the Governance Committee

The Committee was reminded that the next Committee meeting scheduled for 22 January 2019 had been cancelled and would now take place on 14 January 2019 at 7pm. This change had been made so that the Polling District Review could be

debated by the Committee prior to its consideration on 23 January 2019 by the Special Full Council.

RESOLVED

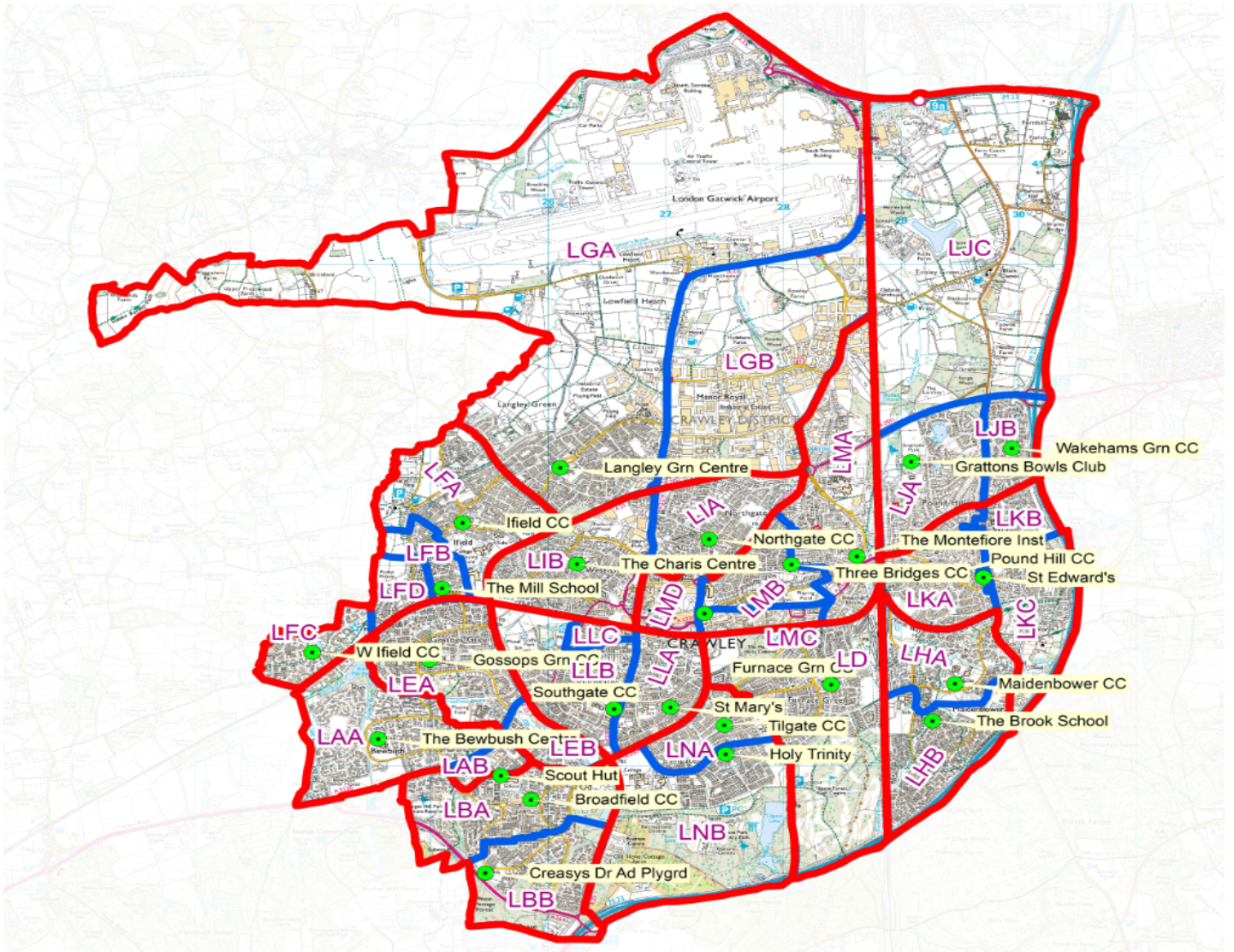
That the change of date of the Committee's January meeting be noted.

Closure of Meeting

With the business of the Governance Committee concluded, the Chair declared the meeting closed at 8.45 pm.

T Lunnon
Chair

Appendix C - Proposed Polling Districts 2019



Polling district	2019 Borough Ward	County Division	Proposed Polling station	Properties	Electorate	Postal Voters	Polling station voters
LAA	Bewbush & North Broadfield	Bewbush and Ifield West	Bewbush Centre	3372	6291	904	5387
LAB	Bewbush & North Broadfield	Broadfield	Broadfield Scout Hut	483	1018	124	894
LBA	Broadfield	Broadfield	Broadfield Community Centre	2658	4431	706	3725
LBB	Broadfield	Broadfield	Creasys Drive Adventure Playground	1676	2743	493	2250
LD	Furnace Green	Tilgate and Furnace Green	Furnace Green Community Centre	2389	4489	958	3531
LEA	Gossops Green & North East Broadfield	Southgate and Gossops Green	Gossops Green Community Centre	2092	3932	707	3225
LEB	Gossops Green & North East Broadfield	Broadfield	Broadfield Scout Hut	402	844	191	653
LFA	Ifield	Langley Green & Ifield East	Ifield Community Centre	2040	3453	783	2670
LFB	Ifield	Langley Green & Ifield East	The Mill Primary School	424	783	177	606
LFC	Ifield	Bewbush and Ifield West	Ifield West Community Centre	1319	2204	339	1865
LFD	Ifield	Bewbush and Ifield West	The Mill Primary School	276	607	147	460
LGA	Langley Green and Tushmore	Langley Green & Ifield East	Langley Green Centre	3042	5767	952	4815
LGB	Langley Green and Tushmore	Northgate & West Green	Northgate Community Centre	354	440	86	354
LHA	Maidenbower	Maidenbower & Worth	Maidenbower Community Centre	1618	2779	549	2230
LHB	Maidenbower	Maidenbower & Worth	The Brook School	2093	3818	746	3072
LIA	Northgate & West Green	Northgate & West Green	Northgate Community Centre	1995	3330	540	2790
LIB	Northgate & West Green	Northgate & West Green	The Charis Centre	2668	3742	691	3051
LJA	Pound Hill North and Forge Wood	Pound Hill	The Grattons Indoors Bowls Club	1551	2893	570	2323
LJB	Pound Hill North and Forge Wood	Pound Hill	Wakehams Green Community Centre	946	1695	224	1471
LJC	Pound Hill North and Forge Wood	Pound Hill	Location in Forge Wood	1709	3214	644	2573
LKA	Pound Hill South and Worth	Three Bridges	Pound Hill Community Centre	1528	2729	476	2253

LKB	Pound Hill South and Worth	Pound Hill	St Edward the Confessor	652	1188	269	919
LKC	Pound Hill South and Worth	Maidenbower & Worth	St Edward the Confessor	1218	2341	562	1779
LLA	Southgate	Southgate and Gossops Green	St Mary's Church Hall	1725	2895	607	2288
LLB	Southgate	Southgate and Gossops Green	Southgate West Community Centre	1705	2902	719	2183
LLC	Southgate	Northgate & West Green	Southgate West Community Centre	462	609	143	466
LMA	Three Bridges	Three Bridges	Montefiore Institute	1594	2776	544	2232
LMB	Three Bridges	Three Bridges	Three Bridges Community Centre	955	1778	346	1432
LMC	Three Bridges	Three Bridges	Central location near Crawley Library	896	1150	169	981
LMD	Three Bridges	Northgate & West Green	Central location near Crawley Library	352	328	64	264
LNA	Tilgate	Tilgate and Furnace Green	Tilgate Community Centre	1309	2393	441	1952
LNB	Tilgate	Tilgate and Furnace Green	Holy Trinity Church Hall	1162	2087	314	1773

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Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 19 November 2018 at 7.00 pm

Councillors Present:

C A Cheshire (Chair)

T G Belben (Vice-Chair)

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

Also in Attendance:

Councillor B J Burgess, P K Lamb, T Rana, B A Smith and P C Smith

Officers Present:

Tony Baldock Environmental Health Manager

Natalie Brahma-Pearl Chief Executive

Karen Dodds Head of Crawley Homes

Heather Girling Democratic Services Officer

Patricia Salami Station Programme Manager

Maryurin Santander Pena NGDP Graduate

Clem Smith Head of Economy and Planning

Paul Windust Chief Accountant

1. Disclosures of Interest and Whipping Declarations

The following disclosures were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor D Crow	Abandoned Shopping Trolleys (Minute 5)	Personal Interest – Member of Crawley Town Centre Partnership
Councillor R A Lanzer	Station Gateway Programme Update (Minute 6)	Personal Interest – Member of WSCC
Councillor S Malik	Scrutiny Suggestions – Impact and Implementation of the Deregulation Act (Minute 9)	Personal Interest – Hackney Carriage and Private Hire Driver

2. Minutes

The minutes of the meeting of the Commission held on 29 October 2018 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions from the public were asked.

4. Treasury Management Mid-Year Review 2018/2019

The Commission considered report FIN/457 of the Head of Corporate Finance which provided an update on the Council's Treasury Management Strategy for the first two quarters of 2018/2019. The Council prioritises its investments as being security of capital, liquidity and yield.

During the discussion with the Leader and the Chief Accountant the following topics were discussed:

- Clarification sought and obtained on the investment portfolio, in particular property and land acquisition. It was queried whether assets could be individually listed. It was stated that the ongoing revenue stream was an important factor.
- Acknowledgement provided on the investments with various authorities, together with the detailed holdings and nature of the Council's borrowings.

RESOLVED

That the report and recommendations to the Cabinet be supported.

5. Abandoned Shopping Trolleys

The Commission considered report HCS/10 with the Environmental Health Manager. The report sought approval to apply the provisions of Section 99 and Schedule 4 of the Environmental Protection Act 1990 (as amended) to the whole of the Borough. The provisions allow for the lawful seizure, detention, disposal and recovery of costs in relation to abandoned trolleys.

Councillors made the following comments:

- It was noted that some trolleys had a locking mechanism which prevented them travelling beyond a certain point. However the issue was still a concern due to the timings of collection.
- Acknowledgement that some retailers subscribe to the Trolleywise scheme but it was hoped that the new initiative would result in a significant improvement.
- Recognition that the charges could be reviewed subsequent to the scheme being introduced.
- General support for the scheme, to improve the appearance of the town. However it was hoped there would not be a disproportionate effect on the Neighbourhood Patch Teams due to the fact that the issue was more prevalent in certain areas of the town.

RESOLVED

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

6. Station Gateway Programme Update

The Commission considered report PES/307 of the Head of Economy and Planning. The report provided a progress update on the Station Gateway Programme.

During the discussion with the Cabinet Member for Planning and Economic Development, Head of Economy and Planning and the Station Programme Manager the following comments were made:

- Acknowledgement that the delivery of the detailed designs of the scheme would be delivered as part of the Crawley Growth programme. The Council had signed a partnership agreement with West Sussex County Council, which confirmed the Crawley Growth programme governance, budget and delivery arrangements and the responsibilities of each authority for management of the programme. The overall co-ordination and strategic management of the Crawley Growth Programme was undertaken by the Crawley Growth Board.
- Confirmation that the procurement tendering exercise would be undertaken in accordance with the Council's Procurement Code.
- Clarification was obtained regarding the station bridges including confirmation that the accessibility bridge would likely be completed during 2019.
- Recognition that the Council would be working closely with partners, stakeholders and the Arora Group to ensure a consistent and efficient approach to the design and works delivery of public realm improvements along Station Way and on Friday Way/Haslett Avenue West to achieve synergies and an attractive, high quality public station gateway site.
- Support for the scheme, together with recognition of the partnership working and funding involved, with an acknowledgement that the timescales were critical.

RESOLVED

That the Commission supported the recommendations to the Cabinet.

7. Public Space Protection Order

The Commission considered report CH/181 with the Cabinet Member for Public Protection and Community Engagement and the Head of Crawley Homes. The report sought a decision on introducing a Public Space Protection Order to prohibit car cruise activity and associated vehicle related nuisance in the borough of Crawley.

During the discussion, the following points were expressed:

- Acknowledgement that the PSPO would relate to the anti-social behaviour associated with car cruise activity. In excess of two cars constituted a gathering.
- Concerns were expressed that the anti-social behaviour would simply transition from one area to another.
- Clarification was sought as to the consultation undertaken, particularly with registered car owners of vehicles involved in such activity. It was stressed not to vilify all those with "a passion for cars".
- Recognition that some instances of car cruising took place on private land and collaboration had been taking place with various partners and stakeholders.
- Confirmation provided regarding the evidence gathering and issuing of the fixed penalty notices, together with an analysis of the proposed signage locations.

- Whilst there was general support for the principles of the scheme, it was remarked that the Home Office guidance suggested the decision could be put to the Cabinet or Full Council. The majority of the Commission were of the opinion that given the town wide issue and to ensure all Members have the opportunity for direct involvement, it would aid democracy, openness and accountability for the Cabinet to refer the decision itself to Full Council, and following a vote this proposal was declared as Carried.
- Members also felt it would be beneficial for the Commission to receive a review report after 6 months of implementation in order to effectively evaluate the impact of the PSPO.

Having considered all the matters in detail, and as a result of the comprehensive discussion and subsequent voting, the Commission felt that the following recommendations were appropriate to be referred to the Cabinet:

RESOLVED

That the Commission:

1. Indicates its broad support for the report to Cabinet
2. Recommends that Cabinet refer the decision to Full Council for their consideration and approval. (In line with the flexibility provided within the Guidance)
3. Requests to receive a review report after 6 months of implementation in order to effectively evaluate the impact of the PSPO.

8. Cabinet Member Discussion with the Cabinet Member for Public Protection and Community Engagement

The Commission noted the update given by Councillor Brenda Smith and questioned her on a variety of issues relating to her portfolio.

The following topics were discussed:

- The nature of the portfolio, including the variety of the role. Whilst the position incorporates engagement and liaison with many interesting community groups, the function also brings with it challenges.
- The Prevent Strategy included amongst other areas being the Lead Cabinet Member for crime, policing, and fire and rescue services, however since being in post there has not been any issues in relation to the fire and rescue services.
- Members praised officers for the recent work relating to the recent traveller incursions.
- In discussing community engagement, the opportunities to increase the area of public consultation were discussed.

RESOLVED

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

9. Scrutiny Suggestions

Scrutiny Suggestions had been received on two topics 'Impact and Implementation of the Deregulation Act' from Councillor Fiveash and 'Data Migration Project' from Councillor Sudan.

With regards to the submission by Councillor Fiveash, it was felt that a scrutiny panel would add little value and duplicate the work being undertaken at a national level and the legislation being progressed through Parliament. It was therefore recommended that a report be produced for OSC outlining the information available, as opposed to a full scrutiny review.

With reference to the submission by Councillor Sudan, Commission Members remarked upon the work currently being undertaken by the Audit Committee. Some Members felt it was important that the project should be addressed by the Commission to ensure an in-depth analysis of the issues by all Members.

There was mixed opinion as to whether a scrutiny panel offered the best approach. It was felt that a Panel would facilitate an in-depth, focused review allowing for witness sessions. In contrast a report to the Commission would enable all Members to address the concerns. It was concluded the fastest approach that avoided duplication should be undertaken. Lessons needed to be learned from the project. A report would set out the research, information and evidence carried out within the project allowing Members to scrutinise and focus on specific aspects. This would not preclude the setting up of a scrutiny panel in the future, however a specific scoping framework would need to be completed.

10. Health and Adult Social Care Select Committee (HASC)

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

- Consultation was taking place regarding the relation of the special care dental service at Littlehampton health centre.
- The decision regarding the current housing related support contracts would be extended to the end of September 2019.
- The Committee considered the Adult Social Care Improvement Programme – beyond 100 days which set out the framework for the vision and strategy and accompanying three year programme for adult social care.
- Terms of reference for the Joint Health Overview Scrutiny Committee were established.
- Clarification provided regarding the borough's responsibility in relation to public health and wellbeing.

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

The Commission confirmed the following reports:

4 February 2019

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

- Social Mobility Scrutiny Panel Final Report
- Allocating Monies Collected Through Community Infrastructure Levy – Infrastructure Business Plan 2019/20
- Capital Strategy 2019/2020
- Three Bridges Improvement Scheme Final Design

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 9.52 pm

**C A Cheshire
Chair**

Crawley Borough Council

Minutes of Planning Committee

Tuesday, 20 November 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, P C Smith, M A Stone, K Sudan and J Tarrant

Officers Present:

Kevin Carr	Legal Services Manager
Valerie Cheesman	Principal Planning Officer
Mez Matthews	Democratic Services Officer
Hamish Walke	Principal Planning Officer

Apologies for Absence:

Councillor G Thomas and L Vitler

Councillor Sudan

The Chair welcomed Councillor Sudan to the meeting following her recent appointment. The Chair expressed the Committee's thanks to Councillor Skudder, a former member of the Committee, for the work he had undertaken as a Committee member.

1. Disclosures of Interest

No disclosures of interests were made.

2. Lobbying Declarations

The following lobbying declarations were made by Councillors:

Councillors A Belben, Boxall, B Burgess, Irvine, Jaggard, Malik, P Smith and Sudan had been lobbied regarding application CR/2018/0433/FUL.

Councillor Fiveash had been lobbied regarding report PES/308: Objections to the Crawley Borough Council Tree Preservation Order - Yew Tree to Rear of 28 Church Street – 12/2018.

3. Minutes

The minutes of the meeting of the Planning Committee held on 22 October 2018 were approved as a correct record and signed by the Chair.

4. Planning Application CR/2018/0343/FUL - 44 Albany Road, West Green, Crawley

The Committee considered report PES/287(c) of the Head of Economy and Planning which proposed as follows:

Demolition of an existing bungalow and erection of 3 x 2.5 storey terraced houses with associated parking.

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

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

Mr David Street addressed the meeting in objection to the application, reflecting the concerns detailed in the report especially those relating to parking and overdevelopment. Mr Steve Wood (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 (HW) acknowledged that Albany Road suffered from some on-street parking and manoeuvring problems. He reminded the Committee that those parking issues were already in existence and it was not for the proposed development to address or solve existing parking and manoeuvring issues. The Committee was advised, when taking its decision, to consider whether the scheme would, in its own right, have a significant additional impact and the Committee had to consider the application that had been submitted.

RESOLVED

Permit subject to:

1. Completion of a Section 106 Agreement to secure a £10,000 contribution towards the off-site provision of affordable housing as set out in report PES/287(c).
2. The conditions and informatives set out in report PES/287(c).

5. Planning Application CR/2018/0433/FUL - Land of the Former White House Building and Adjacent Car Park Area, London Road, Langley Green, Crawley

The Committee considered report PES/287(d) of the Head of Economy and Planning which proposed as follows:

Erection of a two storey building falling within use class B8 (storage or distribution) along with associated landscaping, ancillary first floor office area, parking and service area (amended description and amended plans received).

Councillor Jaggard, P Smith and Stone declared they had visited the site.

The Principal Planning Officer (VC) provided a verbal summation of the application. The Committee was advised that, following publication of the report, a statement had been received from West Sussex County Council as Local Highway Authority in response to the objection received from Metrus (occupiers of The Atrium). The statement supplied by the Local Highway Authority:

- Stated its awareness of the concerns raised by The Atrium in relation to the access arrangements.
- Stated that the access to the site is an existing access from the A23 which was already in use.
- Drew attention to the swept path analyses. Highways contended that although for larger vehicles there might be some encroachment over the centre line for certain movements, this was not considered to be an unacceptable highway safety risk warranting refusal.
- Commented that the internal layout was privately owned and that vehicles travelled at low speeds on the site. Highways considered that the issue of priority could be overcome by the use of 'give way' signs and lines on the application site. It was the Highways Authority's preference that on the internal private access route, vehicles leaving the application site give way to vehicles accessing and leaving the adjacent site (The Atrium).
- Referred to the National Planning Policy Framework which stated that "development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe". WSCC Highways was of the opinion that there was no planning policy basis on which the application could be refused on transport grounds

In addition, WSCC Highways had provided an updated consultation response, confirming that they had no objection to the application, that the dropped kerb and tactile paving was required on both sides of the access, the internal access arrangements required signage and lines, this was a pre-existing access and so a Road Safety Audit was not required and that the parking arrangements were sufficient and met the standards.

The Principal Planning Officer advised the Committee that a revision was suggested to Condition 8 and that a new Condition 21 was proposed as follows:

Revised Condition 8

8. Notwithstanding the details shown on the proposed site plan numbered 002 Rev F, the development shall not be occupied until full details of the dropped kerbs and tactile paving to the north and south of the mouth of the access to London Road have been submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be implemented in accordance with the approved details prior to occupation and thereafter retained.

REASON: To ensure that the development does not prejudice highway safety or cause inconvenience to other highway users in accordance with Policy IN3 of the Crawley Borough Local Plan 2015-2030.

New Condition 21

21. The development shall not be occupied until the vehicle priority arrangements between the development site and The Atrium to the north have been provided in accordance with a scheme to be submitted and approved in writing by the Local Planning Authority.

REASON: To ensure that the development does not prejudice highway safety or cause inconvenience to other highway users in accordance with Policy IN3 of the Crawley Borough Local Plan 2015-2030.

A further objection had been received from The Atrium requesting that the application be withdrawn or conditions imposed restricting the size and number of vehicles to cars and vans only, raising concerns about the introduction of heavy goods vehicle movements on site and the risk to other vehicle users and pedestrians. The Atrium queried whether a Road Safety Audit had been undertaken, queried the number of HGV movements, referred to HGV parking and the need for the dropped kerbs on both sides of the access.

Ms Emma Andrews (on behalf of Metrus, the occupiers of The Atrium) addressed the meeting in objection reflecting the concerns outlined in the report and their further representation. Mr Aaron McCaffrey (the agent) addressed the Committee 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:

- Confirmed that the swept path analyses illustrated that there might be some encroachment over the centre line by heavy goods vehicles but the Committee was reminded that West Sussex County Council Highways had expressed the view that those manoeuvres were not considered to be an unacceptable highway risk and did not warrant a reason for refusal.
- The application, if permitted, would be subject to the conclusion of a Section 106 Agreement to secure financial funding. The request by a Committee member for those monies to be allocated to path improvements and connecting the site to the cycle network to the south could be requested and taken into account during negotiations.

RESOLVED

Permit subject to:

1. Completion of a Section 106 Agreement to secure the financial contributions of £5,870 for the Manor Royal Public Realm Contribution set out in report PES/287(d).
2. The conditions and informatives set out in report PES/287(d), and the revised and additional condition above.

6. Planning Application CR/2018/0139/FUL - Town Hall, The Boulevard, Northgate

The Committee considered report PES/287(b) of the Head of Economy and Planning which proposed as follows:

Erection of a District Energy Centre building and associated control room/store, underground pipe work route to provide heating and electricity to the buildings included within the wider Town Hall Redevelopment Master Plan and other developments within Crawley Town Centre.

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

The Principal Planning Officer (HW) provided a verbal summation of the application. He also provided an explanation of how a district energy centre operates and the benefits of such a scheme.

Ms Lisa Da Silva (the agent) addressed the Committee in support of the application.

The Committee then considered the application and, in particular, raised concerns regarding air quality, noise levels and the proximity of the proposed flats to the proposed plant building. In response to the various planning issues and concerns raised by the Committee, the Principal Planning Officer:

- Advised that the scheme was predicted to save 213 tonnes of carbon per year if the Town Hall development, Kilnmead development and 11-13 The Boulevard were connected to the plant and that this figure would increase if other developments also connected.
- Confirmed that the capacity of the proposed plant could be expanded in the future should the need arise. Such expansion in capacity would not require the physical space of the plant to be increased.
- Clarified that current underground services and tree roots had been taken into account when planning the pipework for the proposed plant.
- Stated that the location of the thermal store was included in the plans.
- Confirmed that Environmental Health was satisfied that the noise produced by the proposed plant could be mitigated. Measurements from existing plants had been used to determine the expected level of noise and Environmental Health had advised that additional insulation could be provided if necessary. The Committee noted that it would only be possible to obtain exact noise levels once the plant had been built and a site specific noise survey had been completed.
- Confirmed that a limited number of flats would face the proposed plant, however those flats would already look towards the western and southern elevations of the significantly higher multi-storey car park. Officers did not consider that the proposal would significantly worsen the outlook from that which had been previously approved in the outline planning permission. The Committee also noted that any windows facing the proposal were likely to be secondary.
- Advised that the height of the flue had been increased at the request of Environmental Health, to address air quality issues associated with the former lower flue height. The Committee also noted that Selective Catalytic Reduction (SCR), which would abate the more harmful gases, was proposed and that air quality tests would be conducted once the proposal was in place.
- Clarified the different types of noise that could be emitted.
- Confirmed that, should any physical revisions to the scheme be required as a consequence of new Regulations coming into force in December 2018, any such changes to the scheme might need to be resolved through future planning applications.

RESOLVED

Permit subject to conditions and informatives set out in report PES/287(b).

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

The Committee considered report PES/287(a) of the Head of Economy and Planning which proposed as follows:

Demolition of the existing public house and associated flats 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, Fiveash, Jaggard, Stone and Tarrant declared they had visited the site.

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

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

RESOLVED

Permit subject to the conditions set out in the earlier report (PES/240(d) which had been considered by the Planning Committee on 9 October 2017.

8. Planning Application CR/2018/0557/FUL - 27 Crabbet Road, Three Bridges, Crawley

The Committee considered report PES/287(e) of the Head of Economy and Planning which proposed as follows:

Erection of 2 no. one bedroom flats (amended plans received).

Councillor A Belben declared he had visited the site.

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

The Committee then considered the application and, following a query from a member of the Committee, the Principal Planning Officer acknowledged that the proposed front projection of the development protruded further forward than the neighbouring properties. However, the Committee was advised that the building line along the road was staggered to take account of the street's curvature, and that, whilst not ideal, officers were of the opinion that the proposal could not be refused on those grounds.

RESOLVED

Permit subject to:

1. The completion of a Section 106 Agreement to secure a financial contribution of £14,420 towards off-site provision of affordable housing as set out in report PES/287(e).
2. The conditions and informative set out in report PES/287(e).

9. Objections to the CBC Tree Preservation Order - Yew Tree to rear of 28 Church Street - 12/2018

The Principal Planning Officer (VC) introduced report PES/308 of the Head of Economy and Planning which sought to determine whether to confirm the Tree Preservation Order (TPO) with or without for continued protection or, not to confirm the TPO.

Councillor Fiveash declared he had visited the site.

Having considered the issues raised in the report, the Committee agreed to confirm the TPO without modification.

RESOLVED

Confirm the Tree Preservation Order Yew Tree to the Rear of 28 Church Street – 12/2018 without modification.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 9.20 pm

**I T Irvine
Chair**

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Crawley Borough Council

Minutes of Cabinet

Wednesday, 21 November 2018 at 7.30 pm

Councillors Present:

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

Also in Attendance:

Councillor C A Cheshire, D Crow, I T Irvine and B J Burgess

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
Patricia Salami	Station Programme Manager
Nigel Sheehan	Head of Projects and Commercial Services
Clem Smith	Head of Economy and Planning

Apologies for Absence:

Councillor G Thomas

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor P Smith	Public Space Protection Order (Minute 9)	Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District

2. Minutes

The minutes of the meeting of the Cabinet held on 31 October 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 asked that as the Council had seemingly now entered into a formal agreement over the redevelopment of the Town Hall site, could the full cost of the project, now be put into the public domain?

In response the Leader confirmed that the Council had entered into a development agreement, however it was not possible at present to publish the finances relating to the project. The reason why this was not currently possible, was that the next stage of the redevelopment was to procure a number of construction elements including the build itself. Thus it would not be in the public interest to announce what money had been budgeted in advance of the tender process.

As a supplementary question, Mr Crane asked when would costings be made available? In response it was confirmed that this information could not be made available before the Summer of 2019, but once the Council was in a position to make this information public, it was legally required to do so and would.

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

The Head of Legal, Democracy and HR reported that no representations had been received in respect of agenda item 14: *Civil Engineering & Hard Landscaping Minor Works Framework Contract*.

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

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

6. Treasury Management Mid-Year Review 2018/2019

The Leader presented report FIN/457 of the Head of Corporate Finance which set out an update on the Council's Treasury Management Strategy for the two first quarters of 2018/2019. It was explained that there were no grounds for concerns or significant

changes since the last update report, and the only current burrowing that the Council has currently related to the HRA.

It was noted that the Council was required to consider Treasury Management activities on a twice yearly basis to ensure Councillors were able to monitor the Council's finances and to review how they were being invested.

Councillor Cheshire presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following their consideration of the matter at its meeting on 19 November 2018. The Cabinet noted the Commission's comments.

RESOLVED

That the Cabinet notes the report and the treasury activity for the first half of the year 2018/2019.

Reasons for the Recommendations

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

7. Abandoned Shopping Trolleys

The Leader presented report HCS/10 of the Head of Community Services which set out an option available to the Council to tackle the issues associated with abandoned trolleys across the Borough. The proposal was to implement the adoption of the relevant powers under Section 99 and Schedule 4 of the Environmental Protection Act 1990. The powers would allow the Council to collect any abandoned trolleys (both shopping and luggage) across the Borough and then charge the 'owners' (normally supermarkets) the cost of the collection and returning the trollies back to them.

Councillor Cheshire presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following their consideration of the matter at its meeting on 19 November 2018. The Commission was in support of the proposal, but had some concerns that this would cause undue impact on those Neighbourhood Patch Teams (NPT) who had responsibility for the Town Centre where many of the larger supermarkets were. The NPTs would be responsible for the collection of abandoned trolleys, as part of the proposal.

Councillors Jones, Mullins and B. Smith all spoke as part of the discussion on the report.

RESOLVED

That the Cabinet:

1. approves the adoption of the statutory powers under Section 99 and Schedule 4 of the Environmental Protection Act 1990, for use across the Borough from the 22 February 2019.

2. delegates authority for this function to the Head of Community Services, including the consequential steps required to implement the powers, the fixing of charges and review of how the powers are implemented. (*Generic Delegations 3 and 4 will be used to enact this recommendation*).

Reasons for the Recommendations

There are reports of abandoned trolleys across the whole of the Borough. While the Council addresses this matter it bears the full costs associated with the work.

Adoption of the powers in the Environmental Protection Act 1990 provides the Council with a simple means to deal with abandoned shopping trolleys and abandoned luggage trolleys. Furthermore, it allows the Council to recover the costs in so doing whether or not the owner seeks to have them returned or not.

The proposal aims to incentivise trolley owners to take action rather than punish them for failing to do so.

Experience from other authorities is that this is an effective solution as it resulted in a significant reduction in the number of abandoned trolleys.

8. Station Gateway Programme Update

The Cabinet Member for Planning and Economic Development presented report PES/307 of the Head of Economy and Planning which set out the proposal for the Council to take over as the lead organisation for the Station Gateway Scheme including the project management. It was explained that the rationale for the proposal followed the success of how the Council had coordinated the redevelopment of Three Bridges station and the synergy of the Station Gateway to the Crawley Growth Programme and the Eastern Gateway. The Cabinet was informed that all the partner organisations involved in the Station Gateway project, such as the Aurora Group, West Sussex CC, Network Rail, were in support of the Council taking the lead on the project. It was noted that with the Council taking this lead it would be mean the Council's procurement process that would be followed for the redevelopment.

Councillor Cheshire presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following their consideration of the matter at its meeting on 19 November 2018. The Cabinet was informed of the Commission's support for the proposal including that they were pleased that the proposal included the installation of a full accessible bridge at the station.

RESOLVED

That the Cabinet:

1. notes the progress made to date to bring forward the Scheme
2. approves Crawley Borough Council to be the lead project management organisation for the Scheme.

3. delegates authority to the Head of Economy and Planning to undertake a procurement tendering exercise to appoint designers to undertake detailed designs for the Scheme in accordance with the Council's Procurement Code.
4. delegates authority to the Head of Economy and Planning, in consultation with the Cabinet Member for Planning and Economic Development to approve the final, detailed designs for the Station Gateway scheme, subject to consultation (and subject to planning permission for the Friary Way – bus station element) and working in close partnership with Arora Group, Govia Thameslink Railway (GTR), Network Rail (NR), and West Sussex County Council (WSCC).
5. delegates the negotiation and approval of the terms of all relevant legal documentation to the Head of Economy and Planning, Head of Legal, Democracy and HR, Head of Corporate Finance, in consultation with the Cabinet Member for Planning and Economic Development.

Recommendation 3

That Full Council be recommended to

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

Reasons for the Recommendations

On 4th July 2016, Crawley Borough Council Planning Committee granted outline planning permission ([CR/2016/0294/OUT](#)) for Station Gateway site development, comprising 308 new residential flats, a railway station, a dedicated car park for the station and public realm / transport interchange improvements to strengthen taxi / pedestrian / cyclist / bus connectivity. The Station Gateway site development is not viable without funding investment in the highways, junction and public realm improvements on Station Way.

On 4th October 2017, Cabinet endorsed the Crawley Growth Programme (report [PES/259 refers](#)), comprising a range of town centre, Manor Royal and transport regeneration schemes, including the Scheme to help unlock residential / commercial space growth. This followed the formal approval by the Local Enterprise Partnership of a £14.6 million bid to the Local Growth Fund, as part of an overall package of over £60 million.

On 27th June 2018, Cabinet approved the addition of the Station Gateway scheme to the CBC Crawley Growth Programme budget along with an allocation of £100,000 to come from West Sussex County Council, now received (report [PES/298](#) refers). This was in order for CBC to support the project management of the Scheme detailed designs and associated partnership working with the railway authorities and Arora Group.

The acceptance of the recommendations in Section 2 of this report will enable officers to work with the Arora Group and other Partners to deliver the Scheme to help unlock the redevelopment of the Station Gateway site, which has outline planning permission for 308 high quality residential apartments and a new railway station.

The adopted Crawley Local plan 2015 – 2030 (Policy EC6) (Development Sites within the Town Centre Boundary) stipulates that there are four key opportunity sites within the Town Centre including Crawley Station and Car Parks, which will contribute towards a net total of 499 new dwellings. By progressing with this scheme it will enable the developer to build 308 units which contributes to meeting this target.

9. Public Space Protection Order

The Cabinet Member for Public Protection and Community Engagement presented report CH181 of the Head of Crawley Homes which sought approval for the making of a Public Space Protection Order (PSPO) to prohibit vehicle related anti-social behaviour associated with car cruise activity in the borough of Crawley.

It was noted that car cruise activity had been taking place in Crawley since 2010. In the past 3 years the police have received at least 280 complaints of vehicle related anti-social behaviour related to the activity, and it represented a significant nuisance for those residents and businesses affected. The proposed order would encompass the whole Borough, with the exception of Gatwick Airport and there would be specific signage in the most common areas where car cruising occurs. It noted that public consultation had occurred over the making of the PSPO, with the majority of the responses being in favour of the use of the Order.

Councillor Cheshire presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following their consideration of the matter at its meeting on 19 November 2018. The Cabinet were informed that the Commission had held a comprehensive discussion of the proposal, including seeking clarification over exactly what was classed as a car cruise 'gathering' and 'activities', and that the purpose of the proposal was not to vilify all those with "a passion for cars".

Councillor Cheshire then presented the Commission's three recommendations, namely that there was broad support for the proposals, and that a review report on the effectiveness of the PSPO be produced after 6 months. The final recommendation was that the Cabinet refer the decision to Full Council for their consideration and approval. It was explained that Guidance suggested the decision on approving such an Order could be put to the Cabinet or Full Council and the Commission felt that given that car cruising was a town wide issue it would be more appropriate and open to have all Councillors involved in approving such a decision.

Councillor Crow was invited to speak on the item and he expressed his personal support as there had been numerous car cruising incidents within his ward and he hoped that the PSPO would help end such anti-social behaviour.

In responding to the Commission's recommendation over to refer the decision to the Full Council, the Leader stated that he would be against this proposal as it would not be in the interest of our residents. Being in mind the number of complaints, the level of nuisance and the dangerous driving, and as there was support by the Commission for installation of the order, it would not be a sensible move to delay the approval of the making of the Order.

Councillors Mullins, P. Smith, Skudder and Jones, all spoke on the report and the Commission's proposal and echoed the Leader's view. Comments were also made on the fact that the Manor Royal Business District was fully behind the making of the Order, due to the frequency of car cruising within Manor Royal. On the recommendation of the Commission for an update report on the effectiveness of the Order, the Cabinet commented that they would be in support of such a review, but felt that 12 months would be more appropriate as it would then cover the summer months when incidents of car cruising appeared to be more regular.

RESOLVED

That the Cabinet approves:

1. the making of a Borough wide Public Space Protection Order (PSPO) to prohibit vehicle related anti-social behaviour associated with car cruise activity in the borough of Crawley as set out in Appendix A to report CH181 for a period of 3 years. The PSPO to be implemented within 3 months of being agreed, to allow time for signage to be in place.
2. the level of Fixed Penalty Notice (FPN) to be issued in respect of PSPO breaches at £100.
3. that a review report be produced after 12 months of implementation in order to effectively evaluate the impact of the PSPO.

In accordance with Scrutiny Procedure Rule 14, the decision above was called-in by Councillor Irvine on the grounds that he did not believe that the decisions had been taken in accordance with the following principles as set out in Article 12.2 of the Council's Constitution:-

(d) a presumption in favour of openness;

(g) due regard to the statutory framework, guidance and codes of conduct;

Councillor Irvine justified the call-in by stating that LGA guidance provided the option for decisions on Public Space Protection Orders, to be taken at either Cabinet or at Full Council. With the Cabinet rejecting the Commission's recommendation that the Cabinet defer the decision to Full Council, the Cabinet was not therefore taking 'due regard to the statutory guidance; and as the Full Council meeting would have included all Councillors taking the decision, rather than just the seven Cabinet Members, the Cabinet were ignoring 'a presumption in favour of openness.'

Reasons for the Recommendations

The PSPO would enhance public safety through a targeted combined approach of Council services to tackle the problems associated with car cruise activity. The PSPO is a supplementary power available to the Police and the Local Authority, designed to complement existing enforcement strategies and legislation, whilst regulating specific activities in public places that have a detrimental effect on the local community.

A PSPO can target a range of behaviours and can prohibit specified activities or require certain things to be done by people engaged in certain activities. PSPOs can send a clear message that certain behaviours will not be tolerated and help reassure

residents and businesses that unreasonable conduct is being addressed. The anti-social behaviour that Crawley has experienced from car cruising activity has been no different from these areas. They do not appear to have required a great deal of enforcement to resolve the problem.

Prior to considering a PSPO the Council has undertaken preliminary consultation with partners and stakeholders including the police, West Sussex County Council, Crawley and Gatwick Diamond Business Watch who have all agreed that a PSPO would be helpful to effectively manage this issue and provide a long-term solution across for the town.

NOTE BY HEAD OF LEGAL, DEMOCRACY AND HR: – Councillor Irvine has subsequently emailed the Head of Legal, Democracy and HR withdrawing the Call-in.

10. 2018/2019 Budget Monitoring - Quarter 2

The Leader presented report FIN/456 of the Head of Corporate Finance which provided a summary of the Council's actual revenue and capital spending up to the end of Quarter 2 ending September 2018. It identified the main variations from the approved spending levels and any potential impact on future budgets. It was noted that the surplus with regards to both the revenue and the HRA had increased during the Quarter

RESOLVED

That Cabinet notes

1. the projected outturn for the year 2018/2019 as summarised in report FIN/456.
2. the Section 106 contributions identified to fund the Memorial Gardens Play Improvement Project as identified in Paragraph 9.1 of the report FIN/456.

Reasons for the Recommendations

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

11. Local List of Planning Requirements Review

The Cabinet Member for Planning and Economic Development presented report PES/306 of the Head of Economy and Planning which set out the approach for the adoption of a revised 'Local List of Planning Requirements' (Local List) and arrangements for future updates.

The Cabinet were informed that the Local List was how the Council could request further information to be submitted with applications in addition to that nationally required and that the Local List was required to be reviewed every two years.

In considering the report the Cabinet noted that a public consultation had occurred on the proposals and account had been taken of the responses received. Also it was

confirmed that the 'Local List' within the report was distinct from the Council's list of 'Locally Listed' buildings, identified for their special local importance.

RESOLVED

That the Cabinet:

1. approves the adoption and publication of the proposed Local List of Planning Requirements (Appendix 1 to report PES/306), with effect from 22 November 2018;
2. delegates authority to the Cabinet Member for Planning and Economic Development to approve subsequent updates to the Local List of Planning Requirements to keep it up to date and compliant with national policy.

Reasons for the Recommendations

The most recent review of the Local List of Planning Requirements was in 2010 and it is now out of date. A revised Local List is needed in order to apply local validation requirements, which have themselves changed with the adoption of the 2015 Local Plan.

The revised Local List has been subject to a four-week public consultation and the proposed version takes account of responses received. Officers consider that it represents an appropriate set of requirements for planning applications in Crawley.

The Town and Country Planning (Development Management Procedure) (England) Order 2015 (known as the 'Development Management Procedure Order') provides that Local Lists must be reviewed every two years in order to remain in force. The proposed delegation is considered appropriate in light of this.

12. 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.

13. Civil Engineering and Hard Landscaping Minor Works Framework Contract

The Leader presented report HPS/16 of the Head of Major Projects and Commercial Services which sort approval to award the Civil Engineering and Minor Works Framework Contract following a comprehensive procurement process. The duration of the contract would be for an initial period of three years from 2nd January 2019 until 1st January 2022, with an option to extend the contract for up to a further two years until January 1st 2024.

RESOLVED

That the Cabinet approves the appointment of Contractor 'A' for the Civil Engineering and Minor Works Framework Contract for an initial period of three years from 2nd January 2019 until 1st January 2022, and subject to performance review, with an option to extend the contract for up to a further two years until January 1st 2024. The approval was subject to the mandatory standstill period.

Reasons for the Recommendations

This Framework contract has provided an efficient and effective mechanism to procure minor works for civil engineering and hard landscaping minor projects. Works procured and delivered via this mechanism in the current contract period have included cycle path improvements, K2 Crawley leisure centre car park improvements and Broadfield Barton environmental improvements.

The recommendation will enable such works to continue to be procured and delivered by this framework contract.

Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 8.12 pm

P K LAMB
Chair

Crawley Borough Council

Minutes of Audit Committee

Tuesday, 27 November 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:

A Brittain
J Taylor

Associate Partner, Ernst and Young LLP
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 Audit Committee held on 2 October 2018 were approved as a correct record and signed by the Chair.

3. Fraud and Investigation Team Report

The Committee considered report FIN/459 of the Operational Benefits and Corporate Fraud Manager, which focused on activity for the period from 17 September 2018 to 12 November 2018. The Operational Benefits and Corporate 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 regarding housing non-occupation fraud cases. The Committee was pleased to be informed that the witness in relation to the fly-tipping case had been thanked by the Council.

The Committee expressed its thanks to the Team for its continued hard work. The Chair specifically referred to the role the Team played in preventing a degree of fraud in the first instance which unquestionably 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/458 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 high priority findings and follow up audits. With regard to the former, the Committee received further information regarding the Community Grants Audit, including the advertising process for grant applications. The Committee was reassured to note that the decision to approve grants over £5,000 was taken by the Cabinet Member for Public Protection and Community Engagement and that the actions implemented as a result of the Audit would help ensure segregation of duties in the future. The Committee also noted that the follow-up audit would be brought back to a future meeting of the Committee.

The Committee then considered the two follow-up audits and, following discussion by the Committee:

Procurement Follow-up Audit

- Noted that, since being in post, the Head of Digital and Transformation and all relevant staff in the ICT Section had undertaken procurement training and the Contracts Register was now up-to-date.
- Was informed that, since the last Audit Committee, no relevant procurement exercises had been undertaken, however any future ICT procurements would be reviewed.

Data Centre Follow-up Audit

- Thanked the Chair of the Audit Committee for referring the matter to Scrutiny.
- Noted that the follow-up audit would not be signed off until the independent review had been completed and further information relating to the follow-up audit would be brought before the Audit Committee.
- Was informed that the independent person appointed to review the matter would be procured by the Head of Digital and Transformation, who had not been in post at the time of the Data Centre Migration.

Following a query from the Committee, the Audit and Risk Manager advised that it was usual for the Audit Team to have involvement with major projects.

The Committee discussed the update provided on Strategic Risk Management. The Committee sought and received clarification on several points, including shrub bed replacement, and the ways in which the new Town Hall could assist with the recruitment and retention of staff. The Town Hall Risk Register was discussed and, at

the request of the Committee, clarification was provided on a number of matters including the funding and budget of the new Town Hall.

RESOLVED

That the Committee receive the report and note progress to date, as at 9 November 2018.

5. Audit Planning Report: Year Ended 31 March 2019

The Committee considered the Audit Plan for the year ended 31 March 2019 from Ernst and Young LLP.

The Audit Plan set out how Ernst and Young intended to carry out its responsibilities as auditor and provided the Committee with a basis to review Ernst and Young's approach and scope for the 2018-2019 audit in accordance with the requirements of the relevant auditing standards and professional requirements. The Plan also intended to ensure that the audit aligned with the Committee's service expectations.

The Associate Director introduced himself to the Committee and presented the report. At the request of the Committee, further information was provided in relation to specific areas including the valuation of pension fund assets and liabilities, and transparency of reporting in relation to value for money of the new Town Hall.

The Associate Director advised that some of the non-audit services provided by Ernst and Young for 2018/19 had not been finalised and therefore some of the amounts in the fees table were yet to be confirmed. The Committee also noted that reference to "materiality for 2017/18" on page 47 of the agenda pack should be corrected to read "materiality for 2018/19".

RESOLVED

That the Audit Plan for the year ended 31 March 2019 be noted.

Closure of Meeting

With the business of the Audit Committee concluded, the Chair declared the meeting closed at 7.35 pm

K SUDAN
Chair

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Agenda Item 10

Full Council

12 December 2018

NOTICE OF MOTION 1 – MOTION ON THE CLOSURE OF CRAWLEY'S CROWN POST OFFICE

Mover Councillor Jones and Seconder Councillor P. Smith

This Council notes with concern that:

- On 11 October 2018 it was announced that 74 crown post offices across the UK, including Crawley's crown post office, will be franchised to WH Smith. Taken together, successive franchise announcements mean the loss of 60% of the crown office network since 2013.
- These privatisations are financed using millions of pounds of public money, despite the fact that the public has never endorsed the closures, indeed they have only ever protested against them. Indeed, despite considerable campaigning over recent years with huge local public support, many nearby crown post offices have all closed despite the overwhelming will of the public that they remain open.
- In 2014/15 alone, £13 million of public money was used to pay compensation to get rid of post office staff, and the CWU estimates the staff compensation cost of the latest privatisation will be at least £30 million, affecting as it does, 800 staff.
- Reports by Consumer Focus (2012) and Citizens Advice (2016) have identified issues with the franchising of post offices to WH Smith including poor accessibility for people with mobility impairments, longer queuing times, and inferior service and advice on products.
- Franchising means the loss of jobs with good terms and conditions at the Post Office. WH Smith replaces experienced post office staff with new employees in typically minimum wage part time roles. This is clearly bad for jobs in Crawley and Post Office workers, many of whom are our local residents.
- The closure of our Crown post offices and relocation to a WH Smith, also means the loss of prime high street stores and this contributes to the demise of our town centres. No explanation has been given as to why the profit-making Crown post offices such as Crawley's are being handed to WH Smith.
- All Crown post offices are under threat of closure and/or franchising in future, if the latest round of privatisations are allowed to go ahead, it could prove the tipping point for the viability of the entire post office network.

Agenda Item 10

This Council believes that:

- Our post offices are a key asset for the community, and the expertise and experience of staff there is invaluable.
- The relentless franchising and closure programme of the profit-making Crown post Offices, points to a lack of vision rather than the plan for growth and innovation that is needed.
- Government should therefore halt these closures and bring together stakeholders, including the CWU, and industry experts to develop a new strategy that safeguards the future of the Post office.

This Council resolves to:

1. Ask the Leader of the Council to write to Government to raise concern about the apparent managed decline of the post office network and the impact on high streets across the UK as well as the service in the franchised premises, and the poor quality jobs that result.
2. Calls on the Overview and Scrutiny Committee to scrutinise the issue and (separately) the Leader of the Council to meet with WH Smith and the Post Office to urge a stop to the planned franchise in Crawley.
3. To join local campaigning to raise awareness of the value of our Post Office and the need for it to remain an asset of and for the people.