

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, 13 December 2017 at 7.30 pm**

Nightline Telephone No. 07881 500 227



Head of Legal and Democratic Services

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Published Tuesday 5 December 2017

Duration of the Meeting

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

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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.	
<ul style="list-style-type: none">• The Mayor will invite questions in turn, via the raising of hands. Prior notice of the questions is not required.• Each questioner may ask one question and a supplementary question (on the same subject)• Each questioner is asked to direct their question to the Mayor and provide their name and the ward they live in.• The questions must not be a statement, but must relate to the functions of the Full Council. The questions cannot be about an individual's personal circumstance or substantially be the same as a question raised in the past 6 months.• The Mayor may invite any Councillor to respond. No Councillor will speak more than once on a question and will confine their comments to responding to the question• Up to 30 minutes is allocated to Public Question Time.	
5. Minutes	5 - 22
To approve as a correct record the minutes of the meeting of the Full Council held on 18 October 2017.	

	Pages
<p>6. Items for debate (Reserved Items)</p> <p>Prior to the introduction of the Minutes of the Cabinet, Overview and Scrutiny Commission and Committees (as contained in the Book of Minutes), Members will be given the opportunity to indicate on which items they wish to speak.</p> <p>These Reserved Items will then be the only matters to be the subject of a debate.</p>	
<p>7. Minutes of the Cabinet, Overview and Scrutiny Commission and Committees</p> <p>(1) To receive the minutes of the meetings of the Cabinet, Overview and Scrutiny Commission and Committees, as listed on page 23, and set out in the Appendices to this item</p> <p>(2) To adopt any of the recommendations to Full Council, which have not been reserved for debate and as listed on page 23, and set out in the Appendices to this item</p>	23 - 112
<p>8. Reserved Items</p> <p>To deal with items reserved for debate including any recommendations, which have been identified by Members under Agenda Item 6.</p> <p>Councillors who have reserved items for debate may speak on an item for no more than 5 minutes</p>	
<p>9. Notice of Motion 1 - Universal Credit</p> <p>To consider, in accordance with Council Procedure Rule 13, the following Notice of Motion to be moved by Councillor Lamb and seconded by Councillor Joyce.</p>	113 - 114
<p>10. Notice of Motion 2 - Capital Receipts From Right To Buy</p> <p>To consider, in accordance with Council Procedure Rule 13, the following Notice of Motion to be moved by Councillor Crow and seconded by Councillor Boxall.</p>	115 - 116
<p>11. Councillors' Written Questions</p> <p>To answer Councillors' written questions under Council Procedure Rule 11.3.</p>	

12. Announcements by Cabinet Members

An opportunity for Cabinet Members to report verbally (if necessary) on issues relating to their Portfolio not covered elsewhere on the agenda.

13. Questions to Cabinet Members

To answer questions to Cabinet Members under Council Procedure Rule 11.2.

Up to 15 minutes is allocated for questions to Cabinet Member

14. Questions to Committee Chairs

To answer questions to Committee Chairs.

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

15. Supplemental Agenda

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

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Crawley Borough Council

Minutes of Full Council

Wednesday, 18 October 2017 at 7.30 pm

Councillors Present:

B J Quinn (Mayor)

C Portal Castro (Deputy Mayor)

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

Also in Attendance:

Mr P Nicolson Appointed Independent Person

Officers Present:

Natalie Brahma-Pearl Chief Executive
Ann-Maria Brown Head of Legal and Democratic Services
Chris Pedlow Democratic Services Manager
Jean McPherson Group Manager (Development Management)

Apologies for Absence:

Mr A Quine – Honorary Freeman and Alderman

1. Disclosures of Interest

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

No lobbying declarations were made in respect of Minute 6 Recommendation 1 – Planning Application CR/2017/0116/FUL: Gatwick Airport, Land West of Uniform Taxiway, North West Development Zone, Crawley. (Minute 26 - Planning Committee – 31 July 2017)

2. Communications

The Mayor invited representatives from each party to pay tribute to the sad passing of both Councillor John Stanley and former Councillor and Mayor Keith Blake. Councillors Lamb, Crow, B. Smith, R. Burgess, P. Smith, Lanzer, Sudan, Dr Bloom, Burrett, Guidera, and the Mayor himself, paid their heartfelt respects with glowing and

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touching tributes to both gentlemen who had serviced their residents and the Borough so diligently.

3. Presentation of Long Service Badges

The Mayor presented Councillor Mullins with a badge commemorating his 25 years' of service as a Member of Crawley Borough Council. The Mayor also said a few words on Councillor Mullins' service and thanked him for his long and dedicated service with this Authority. Councillor Burrett also said a few words on Councillor Mullin's long service achievement. Councillor Mullins thanked them and the rest of the Council for their support over the years.

4. Public Question Time

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

Questioner's Name	Name of Councillor Responding
Mr Hall – <i>(Langley Green)</i> <i>Raised a question over dog fouling, specifically within Langley Green, and whether there was potential for grass areas such as playing fields, having contaminated soil as a result regular dog fouling?</i>	Councillor Thomas – <i>(Environmental Services and Sustainability)</i> <i>In terms of my portfolio, the Council has doubled the number of vehicles covering the Borough emptying Dog fouling bins, following concerns raised by residents. In terms of playing fields that's more Councillor Mullins remit.</i> Councillor Mullins – <i>(Cabinet Member for Wellbeing)</i> <i>The Council has constantly tried to educate our dog loving residents about their responsibly of picking up and disposing correctly of any dog waste, into dog bins. If you own a dog it was your responsible to clear up what it produces.</i> <i>We provide dog bins, as Councillor Thomas has mentioned, at carefully selected positions to make it easier for people to do the right thing</i>

Councillor B Smith, as a Langley Green Councillor also commented that she would meet Mr Hall outside of the meeting to talk about any specific areas of concern with her Ward.

5. Minutes

The minutes of the meeting of the Full Council held on 19 July 2017 were approved as a correct record and signed by the Mayor, subject to the following clerical correction in Minute 41, page 67, the correct Minute should read Councillor Belben and not Councillor Belbin.

6. Recommendation 1 – Planning Application CR/2017/0116/FUL: Gatwick Airport, Land West of Uniform Taxiway, North West Development Zone, Crawley. (Minute 26 - Planning Committee – 31 July 2017)

Councillor Lunnon left the Council Chamber for this item.

The Full Council considered report PES/237 (b) of the Head of Economic and Environmental Services which proposed as follows: *'Construction of a new hangar and other associated works including aircraft apron, connection to taxiway uniform, vehicle parking and external parts storage area, fire suppression plant, diversion of Larkins Road and realigned security fencing, drainage and lighting, together with associated landscaping and ecological mitigation.'*

It was noted that the report had previously been considered by the Planning Committee on 31 July 2017, where the Committee had resolved to permit the application and I that the reason the decision was before the Full Council was that the application was a departure from the Adopted Local Plan being contrary to Policy ENV2.

The Planning Manager guided Councillors through the application including the set of plans contained with the appendix to the Full Council agenda.

It was confirmed that since the Planning Committee, the required additional consultation on the application had taken place, however the Council as Local Planning Authority had received no further representations on the application.

Mr Packer on behalf of the Applicant, addressed the Committee in support of the application, in doing so highlighted the purpose of the proposed hanger and the benefits to the local community both in terms of income and jobs the project would produce.

Councillors P Smith, Crow, B Burgess, Mullins, B Smith, Jaggard, Cheshire, Guidera and Irvine also spoke on the application.

In response to a query raised during the Councillor's debate, the Planning Manager confirmed that the colouring of the hanger was set as grey for a specific reason, as this would less likely attract birds attempting to nest on the facility, rather than a green colour. However, visually the building would be broadly obscured by the current woodland and the trees proposed to be planted.

The Council then considered carefully the application information and the issues and concerns raised. A recorded vote was requested and the Mayor then called for the vote for approval for the proposed recommendation to grant planning permission subject to conditions

Voting in Favour: Councillors: Ayling, Dr Bloom, Boxall, Burrett, Cheshire, Crow, Fiveash, Guidera, Irvine, Jones, Joyce, Lamb, Lanzer, McCarthy, Mullins,

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Pendlington, Pickett, Portal Castro, Quinn, Rana, Sharma, Skudder, P Smith Stone, Sudan, and Thomas and Vitler. (27)

Voting Against: Councillors: Belben, B Burgess, R Burgess, Eade, Jaggard, Peck, B Smith, and Tarrant. (8)

Abstentions: Councillors: None (0)

The Mayor declared the proposed recommendation was approved – votes in favour 27, and votes against 8 with 0 abstention.

RESOLVED

Permit, subject to:-

The conditions listed in report PES/237 (b), including the departure from the development plan as it is contrary to Policy ENV2.

Councillor Lunnon then returned to the Council Chamber.

7. Items for debate (Reserved Items)

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

Committee/ Minute no. <i>(and the Member reserving the item for Debate)</i>	Subject <i>(Decisions previously taken under delegated powers, reserved for debate only).</i>	Subject <i>(Recommendation to Full Council, reserved for debate)</i>
Overview and Scrutiny Commission 4 September 2017 Minute 15 Labour Group – (Councillor Thomas)	Reduction, re-use and recycling of Plastic Bottles	
Cabinet 6 September 2017 Minute 21, Labour Group and Conservative Group		Budget Strategy 2018/19 – 2022/23 Recommendation 2
Cabinet 4 October 2017 Minute 30, Labour Group and Conservative Group		Amending the Housing Allocations Scheme Recommendation 3

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Cabinet 4 October 2017 Minute 34 Labour Group – (Councillor Thomas)	Little Trees Cemetery – Burial Ground Regulations	
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8. Minutes of the Cabinet, Overview and Scrutiny Commission and Committees

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

RESOLVED

That the following reports be received:

- a) Audit Committee – 26 July 2017
 - b) Planning Committee – 31 July 2017
 - c) Planning Committee – 29 August 2017
 - d) Overview and Scrutiny Commission – 4 September 2017
 - e) Cabinet – 6 September 2017
 - f) Extraordinary Overview and Scrutiny Commission – 6 September 2017
 - g) Licensing Committee – 11 September 2017
 - h) Planning Committee – 18 September 2017
 - i) Audit Committee – 25 September 2017
 - j) Overview and Scrutiny Commission – 2 October 2017
 - k) Cabinet – 4 October 2017
- 2) That the recommendation contained in the reports on the following matter, which had not been reserved for debate, be adopted:-

Authority to Appoint a Contractor for Dobbins Place Development Cabinet – 4 October 2017, (Recommendation 4)

The Full Council considered report CH/174 of the Head of Crawley Homes

RESOLVED

That Full Council approve the supplementary capital estimate of £350,000 to deliver the Dobbins Place Development scheme. Noting that it could be funded from an underspend of £50,000 from the Gales Place scheme and £300,000 from the contingency from the Goffs Park scheme, therefore there is no overall increase in the capital programme. *(Subject to Planning Permission being granted).*

9. Reduction, re-use and recycling of Plastic Bottles - Overview and Scrutiny Commission 4 September 2017

Councillor Thomas, on behalf of the Labour Group, explained the rationale for bringing forward this item for debate. In doing so thanked the Commission for raising the issue of plastic bottles and the increasing over usage. It was noted that there were approximately 35 million bottles sold daily in Britain with only 50% of those either

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being recycled or reused. Thus, the landfill sites across the country were becoming overwhelmed with an object that was reusable and recyclable.

Councillors Irvine, Cheshire, R Burgess, Ayling, and B. Smith also spoke passionately on the subject.

Councillor B Smith during her speech, commented that due to the clear cross party concern shown on this subject that she would be requesting the Commission to investigate further this subject with the aim of coming up with some clear recommendations for the Cabinet, such as installation of water fountains in key locations across the Borough.

10. Budget Strategy 2018/19 - 2022/23 - Cabinet, 6 September 2017 Minute 21, (Recommendation 2)

The Full Council considered report FIN/417 of the Head of Finance, Revenues and Benefits which had been previously considered at both the meeting of the Overview and Scrutiny Commission and the Cabinet on 4 September 2017 and 6 September 2017 respectively.

Councillor Lamb presented the report, which Councillors Lunnon and Crow spoke on the recommendations and associated report.

RESOLVED

That Full Council approves the Budget Strategy 2018/19 to 2022/23 and to:

- a) notes, for the purpose of projections, the current budget deficit of £84,000 for 2018/19 on the basis of a Council tax increase of £4.95 on a Band D in 2018/19.
- b) work towards balancing this over a three year period, including putting back into reserves when the Budget is in surplus.
- c) 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, this will include areas where additional resources need to be redirected.
- d) 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”.

11. Amending the Housing Allocations Scheme - Cabinet 4 October 2017 (Recommendation 3)

The Full Council considered report SHAP/60 of the Head of Strategic Housing and Planning which had been previously considered at both the meeting of the Overview and Scrutiny Commission and the Cabinet on 2 October 2017 and 4 October 2017 respectively.

Councillor Joyce presented the report, which Councillors Crow and Lamb also spoke on the recommendations and associated report.

RESOLVED

That Full Council approves the amendments to the Council's Housing Allocation Scheme as set out in Appendix B to these Minutes.

12. Little Trees Cemetery - Burial Ground Regulations - Cabinet, 4 October 2017

Councillor Thomas, commented that he only brought forward this item for debate, as it was a good news story. The Little Trees Cemetery would be opening tomorrow after years of planning and hard work. The project was under budget and would benefit the Borough for years to come. Councillor Thomas asked that his thanks be recorded to his predecessors in the role of Cabinet Member with the responsibility for cemeteries namely former Councillors K Blake, Lloyd and Trussell, who had all played a large part in achieving this second cemetery in the Borough.

13. Notice of Motion 1 'Brook House'

The Council considered the Notice of Motion 1 'Brook House' as set out in the Full Council's agenda. The Motion was moved by Councillor Thomas and seconded by Councillor Lamb.

Councillor Crow then moved the Conservative Amendment on the item and was seconded by Councillor Guidera. The proposed amendment was as follows (*additional wording in bold and those words struck through it is proposed be deleted*):

*Crawley Borough Council was ~~dismayed~~ **appalled** at the abuse of fellow human beings within the Borough of Crawley documented in the recent Panorama programme about Brook House. Therefore:*

1. *Crawley Borough Council resolves to write to ~~Amber Rudd, Home Secretary, for her to:~~ **Henry Smith, Member of Parliament for Crawley, requesting that he meets with the Home Secretary to raise these concerns, seeking that a full inquiry be established to ascertain the facts regarding the running of Brook House, and to produce an urgent public report of how improvements can be made.***
 - ~~urgently reconsider the use of G4S Security Services at Brook House~~
 - ~~discontinue the practice of indefinite detention and introduce a 28 day limit as recommended by the 2015 all party Parliamentary Enquiry into the Use of Immigration Detention in the United Kingdom~~
 - ~~provide tailored support to those who are released from detention in their transition back into the community~~
 - ~~publish financial statistics for the annual cost to the taxpayer of the Immigration Removal Centres (IRC's) s in total and per detainee~~
 - ~~investigate the role of Home Office employees at Brook House in relation to the recently documented abuse of detainees by some G4S employees.~~
2. *Crawley Borough Council further resolves to write to ~~Louise Goldsmith, Leader~~ **Bryan Turner, Chairman of the HASCS** of West Sussex County Council, for*

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~~for the Health and Adult Social Care Select Committee to consider monitoring the health of detainees at Brook House. via the Health and Adult Social Care Select Committee.~~

3. *Crawley Borough Council further resolves to write to Sir David Behan, Chief Executive of the Care Quality Commission (CQC), for him to urgently inspect health provision at Brook House and for this to include interviews not only with staff, but also with detainees.*

Thus the proposed amended Notice of Motion would read:

Crawley Borough Council was appalled at the abuse of fellow human beings within the Borough of Crawley, documented in the recent Panorama programme about Brook House.

Therefore:

1. *Crawley Borough Council resolves to write to Henry Smith, Member of Parliament for Crawley, requesting that he meets with the Home Secretary to raise these concerns, seeking that a full inquiry be established to ascertain the facts regarding the running of Brook House, and to produce an urgent public report of how improvements can be made.*
2. *Crawley Borough Council further resolves to write to Bryan Turner, Chairman of the HASCSC of West Sussex County Council, for the Health and Adult Social Care Select Committee to consider monitoring the health of detainees at Brook House.*
3. *Crawley Borough Council further resolves to write to Sir David Behan, Chief Executive of the Care Quality Commission (CQC), for him to urgently inspect health provision at Brook House and for this to include interviews not only with staff, but also with detainees.'*

Following the moving of amendment to Notion of Motion – 1, the Mayor stopped the debate on this item, due to the need for a vote to continue the meeting.

14. Duration of the Meeting (Guillotine)

As the business had not been completed within the scheduled 2 hours 30 minutes a vote on continuation, and in line with Council Procedure Rule 2.2, was held. The Mayor required the Full Council to consider if it wished to continue with the meeting.

Having put it to the vote, Council agreed that the meeting be continued for an additional period not exceeding 30 minutes.

15. Notice of Motion 1 'Brook House' (Continued)

Following the vote to continue the meeting the Mayor reopened the discussion on the Notion of Motion 1 'Brook House'.

During the debate on the proposed amendment, Councillors Sudan, B Smith, Ayling, Sharma, and Guidera all spoke on the subject.

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The Mayor then called for a vote on the Conservative Amendment 1 as moved by Councillor Crow and seconded by Councillor Guidera. Following the vote the Mayor declared the amendment had fallen – votes in favour 17, and votes against 19 with no abstentions.

Councillor Thomas used his right to reply on the debate and then with no further speakers the Mayor then called for a vote on the substantive motion, which was carried – votes in favour 19, and no votes against with 17 abstentions.

RESOLVED

That the Full Council:

‘Crawley Borough Council was dismayed at the abuse of fellow human beings within the Borough of Crawley documented in the recent Panorama programme about Brook House. Therefore:

1. *Crawley Borough Council resolves to write to Amber Rudd, Home Secretary, for her to:
 - *urgently reconsider the use of G4S Security Services at Brook House*
 - *discontinue the practice of indefinite detention and introduce a 28 day limit as recommended by the 2015 all party Parliamentary Enquiry into the Use of Immigration Detention in the United Kingdom*
 - *provide tailored support to those who are released from detention in their transition back into the community*
 - *publish financial statistics for the annual cost to the taxpayer of the Immigration Removal Centres (IRC's) s in total and per detainee*
 - *investigate the role of Home Office employees at Brook House in relation to the recently documented abuse of detainees by some G4S employees.**
2. *Crawley Borough Council further resolves to write to Louise Goldsmith, Leader of West Sussex County Council, for her to consider monitoring the health of detainees at Brook House via the Health and Adult Social Care Select Committee.*
3. *Crawley Borough Council further resolves to write to Sir David Behan, Chief Executive of the Care Quality Commission (CQC), for him to urgently inspect health provision at Brook House and for this to include interviews not only with staff but also with detainees.’*

16. Notice of Motion 2 - NJC Pay to Councils

The Council considered the Notice of Motion 2 as set out in the agenda. The Motion was moved by Councillor Lamb and seconded by Councillor Skudder in respect of NJC Pay to Councils:-

During the debate on the proposed Notice of Motion, Councillors Lanzer, P Smith, Irvine, Lunnon, Crow, and Skudder all spoke on the subject.

The Mayor then called for a vote on the substantive motion, which was carried – votes in favour 19, and votes against 17 with no abstentions.

RESOLVED

That the Full Council:

'This Council notes that:

- *NJC basic pay has fallen by 21% since 2010 in real terms*
- *NJC workers had a three-year pay freeze from 2010-2012*
- *Local terms and conditions of many NJC employees have also been cut, impacting on their overall earnings*
- *NJC pay is the lowest in the public sector*
- *Job evaluated pay structures are being squeezed and distorted by bottom-loaded NJC pay settlements needed to reflect the increased National Living Wage and the Foundation Living Wage*
- *There are growing equal and fair pay risks resulting from this situation*

This Council therefore supports the NJC pay claim for 2018, submitted by UNISON, GMB and Unite on behalf of council and school workers and calls for the immediate end of public sector pay restraint. NJC pay cannot be allowed to fall further behind other parts of the public sector. This council also welcomes the joint review of the NJC pay spine to remedy the turbulence caused by bottom-loaded pay settlements.

This council also notes the drastic ongoing cuts to local government funding and calls on the Government to provide additional funding to fund a decent pay rise for NJC employees and the pay spine review.

This Council therefore resolves to:

- *Call immediately on the LGA to make urgent representations to Government to fund the NJC claim and the pay spine review and notify us of their action in this regard*
- *Write to the Prime Minister and Chancellor supporting the NJC pay claim and seeking additional funding to fund a decent pay rise and the pay spine review*
- *Meet with local NJC union representatives to convey support for the pay claim and the pay spine review.'*

17. Proposal for Crawley Borough Council to join the Greater Brighton Economic Board

The Full Council considered report PES/260 of the Head of Economic and Environmental Services, which sought Full Council approval for the Council to become a member of the Greater Brighton Economic Board. The Leader of the Council moved the report to the meeting.

Following the move of the report, the Mayor stopped the debate on this item, due to the need for a vote to continue the meeting.

18. Duration of the Meeting (Guillotine)

As the business had not been completed within the additional period of 30 minutes after the vote on continuation, and in line with Council Procedure Rule 2.2, the Mayor required the Full Council to consider if it wished to continue with the meeting.

Having put it to the vote Council agreed that the meeting be continued for an additional period not exceeding 30 minutes.

19. Proposal for Crawley Borough Council to join the Greater Brighton Economic Board - (Continued)

Following the vote to continue the meeting the Mayor reopened the discussion on the Proposal for Crawley Borough Council to join the Greater Brighton Economic Board (GBEB).

A lengthy debate then ensued with strong opinions being expressed over the potential benefits and conversely the weaknesses of the Council joining the GBEB. Questions were also raised during the debate why the report had not been via Committee in advance of Full Council, but it was confirmed that it was not incorrect to go directly to Full Council for a decision such as this, especially when the timescales were tight.

Councillors Burrett, Lanzer, Jones, Guidera, Crow, Lunnon, Cheshire also spoke on the subject.

A recorded vote was requested and the Mayor then called for the vote

Voting in Favour: Councillors: Ayling, Cheshire, Fiveash, Irvine, Jones, Joyce, Lamb, Lunnon, Mullins, Portal Castro, Pickett, Quinn, Rana, Sharma, Skudder, B Smith, P Smith, Sudan, and Thomas. (19)

Voting Against: Councillors: Belben, Dr Bloom, Boxall, B J Burgess, Burrett, Crow, Eade, Guidera, Jaggard, Lanzer, McCarthy, Peck, Stone, Tarrant, and Vitler (16)

Abstentions: Councillors: None (0)

The Mayor declared the proposed recommendation as approved – votes in favour 19, and votes against 16 with 0 abstention.

RESOLVED

That the Full Council:

- 1) approves that Crawley Borough Council (CBC) becomes a constituent member of the Greater Brighton Economic Board (“the Board”) joining the Greater Brighton Economic Joint Committee (GBEJC).
- 2) approves that the Leader of the Council be the Council’s representative on the Board or a substitute on the Leader’s behalf, as set out in section 9.4 of report PES/260.
- 3) notes that Crawley Borough Council’s ability to join the Board is also subject to approval by all the Local Authorities represented on the Board in addition to a formal decision by the Board.
- 4) notes that Gatwick Airport Limited had also been invited to join the Board.

20. Councillors' Written Questions

Councillors’ written questions, together with the answers, were tabled as follows:-

Questioner	Councillor Irvine.
Addressed to	Cabinet Member for Housing.
Subject	Sale of Council Houses.

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Questioner	Councillor Jaggard.
Addressed to	Cabinet Member Planning and Economic Development.
Subject	New Town Hall Project.
Questioner	Councillor Jaggard.
Addressed to	Cabinet Member Planning and Economic Development.
Subject	Grade 'A' Office Space across the Borough.
Questioner	Councillor Guidera.
Addressed to	Cabinet Member for Environmental Services and Sustainability.
Subject	Street sweeping.

21. Announcements by Cabinet Members

Cabinet Member	Subject
Councillor Mullins – <i>(Cabinet Member for Wellbeing).</i>	I have four brief announcements: <ul style="list-style-type: none"> • Ice Rink – There will be an ice rink in Queen's Square between 17 November 2017 and 7 January 2018. • Museum – The museum keys were scheduled to be handed on Friday 20 October. • Bandstand – The aim was to have it rebuilt in the Memorial Gardens for the Christmas period, so it could be used for the Christmas carols. • South East in Bloom – Just want to thank and congratulate all our staff for their hard work on achieving a gold award for Tilgate Park along with silver gilts for both Worth Park and the Memorial Gardens.
Councillor Jones – <i>(Cabinet Member for Public Protection and Community Engagement)</i>	To report back on some of the events that have taken place to celebrate the 70 th Anniversary of Crawley. These include <ul style="list-style-type: none"> • Music through the ages • Diverse Crawley event Some future events include <ul style="list-style-type: none"> • Chagossian's cultural event • The Big Seven-0 event
Councillor Thomas – <i>(Cabinet Member for Environmental Services and Sustainability).</i>	I am sad to report that over the weekend the Metcalf way depot was broken into and diesel stolen from our refuse trucks. That has meant a slight delay in collection, but everything was back to normal now.

22. Questions to Cabinet Members

Name of Councillor asking Question	Name of Cabinet Member(s) Responding
<p>Councillor Crow to the Cabinet Member for Environmental Services and Sustainability.</p> <p><i>There have been some public concerns over the state of the toilets on the Boulevard and previously there had been some consultation over toilet facilities within the Town Centre. Can he give us an update on this?</i></p>	<p>Councillor Thomas – <i>(Cabinet Member for Environmental Services and Sustainability)</i></p> <p><i>I am having discussions over the various options for the public toilet facilities in the town, especially relating to the Boulevard toilets. The options include, looking if the current locations were the most appropriate or would different ones be more suitable. I can assure that this matter is in hand.</i></p>
<p>Councillor Sharma to the Leader of the Council</p> <p><i>As it is Diwali tomorrow, which would be celebrated by a significant number of our residents; would the Leader on behalf of the Council, consider producing an official announcement to commemorate an important day, in my and others residents' beliefs.</i></p>	<p>Councillor Lamb – <i>(Leader of the Council)</i></p> <p><i>I would like to wish all those that were about to celebrate, a happy Diwali, on behalf of Crawley Borough Council.</i></p> <p><i>I do think it would be a positive approach for the Council to write to all religious leaders, prior to their time of most important religious festivals, wishing them all the best in their forthcoming celebrations.</i></p>

23. Duration of the Meeting (Guillotine)

As the business had not been completed within the additional period of 30 minutes after the vote on continuation, and in line with Council Procedure Rule 2.2, the Mayor required the Full Council to consider if it wished to continue with the meeting.

Having put it to the vote, the votes were even and the Mayor used his casting vote not to continue for an additional period of 30 minutes.

With the Guillotine having fallen the Mayor called an end to the meeting.

Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 11.02 pm

B J Quinn
Mayor

Agenda Item 5

Full Council (47)
18 October 2017

Appendix A

Member	Agenda Item No.	Name and date of Cabinet/ Committee and Minute No.	Minute Book Page No.	Subject or Planning Application No.	Type and Nature of Disclosure.
Councillor Lunnon	7	Full Council 18 October 2017	29	Cr/2017/0116/Ful: Gatwick Airport, Land West Of Uniform Taxiway, North West Development Zone, Crawley.	Interest declared or potential grounds of bias – Due to the nature of his employer's role at Gatwick airport.
	9.(1) b)	Planning Committee 31 July 2017 Minute 26	91		
Councillor Tarrant	9.(1) b)	Planning Committee 31 July 2017 Minute 24	87	CR/2017/0469/FUL: Goffs Park Social Club, Old Horsham Road, Southgate, Crawley	Personal Interest – as Chair of Friends of Goffs Park.
Councillor Tarrant	9.(1) b)	Planning Committee 31 July 2017 Minute 25	88	CR/2016/1053/FUL: Former Depot ADJ to SW corner of Goffs Park, Old Horsham Road, Southgate, Crawley	Personal Interest – as Chair of Friends of Goffs Park.
Councillor Thomas	9.(1) b)	Planning Committee 31 July 2017 Minute 26	91	CR/2017/0116/FUL: Gatwick Airport, Land West of Uniform Taxiway, North West Development Zone, Crawley	Personal Interest – as a Council representative on the Gatwick Airport Consultative Committee (GATCOM).
Councillor Thomas	9.(1) b)	Planning Committee 31 July 2017 Minute 27	93	CR/2017/0448/FUL: 91 High Street, Northgate, Crawley	Personal and Prejudicial Interest – as a Council representative on the Central Crawley Conservation Area Advisory Committee. Councillor Thomas left the meeting before consideration of this application and took no part in the discussion or voting on the item.
Councillor Tarrant	9.(1) c)	Planning Committee	96	CR/2017/0180/FUL: Zurich House, East	Personal Interest – as a Ward Councillor

Agenda Item 5

Full Council (48)
18 October 2017

Member	Agenda Item No.	Name and date of Cabinet/ Committee and Minute No.	Minute Book Page No.	Subject or Planning Application No.	Type and Nature of Disclosure.
		29 August 2017 Minute 34		Park, Southgate, Crawley.	for Southgate.
Councillor B J Burgess	9.(1) c)	Planning Committee 29 August 2017 Minute 38	100	CR/2017/0559/FUL: 10 Artel Croft, Three Bridges, Crawley.	Personal Interest – as a Ward Councillor for Three Bridges.
Councillor Burrett	9 (1) d)	Overview and Scrutiny Commission – 4 September 2017 – Minute 17	104	Health and Adult Social Care Select Committee (HASC)	Personal and Non-Prejudicial Interest as a Member of West Sussex County Council
Councillor Boxall	9.(1) g)	Licensing Committee 11 September 2017 Minute 9	111	Hackney Carriage Fares 2017 - 2018.	Personal Interest - his former employe is an accountancy firm used by a number of the hackney carriage and mini cab drivers and firms.
Councillor P C Smith	9.(1) h)	Planning Committee 18 September 2017 Minute 45	117	CR/2017/0516/NCC: 2 - 3 Gatwick Road, Northgate, Crawley	Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District
Councillor Burrett	9 (1) j)	Overview and Scrutiny Commission – 2 October 2017 – Minute 30	125	Proposed Crawley Growth Programme 2017-21	Personal and Non-Prejudicial Interest as a Member of West Sussex County Council
Councillor Burrett	9 (1) j)	Overview and Scrutiny Commission – 2 October 2017 – Minute 32	128	Health and Adult Social Care Select Committee (HASC)	Personal and Non-Prejudicial Interest as a Member of West Sussex County Council
Councillor Lanzer	9.(1) j)	Overview and Scrutiny Commission 2 October 2017 Minute 30	125	Proposed Crawley Growth Programme 2017-21	Personal Interest – Member of WSCC

Agenda Item 5

Full Council (49)
18 October 2017

Member	Agenda Item No.	Name and date of Cabinet/ Committee and Minute No.	Minute Book Page No.	Subject or Planning Application No.	Type and Nature of Disclosure.
Councillor Burrett	9 (1) (k)	Cabinet – 4 October 2017 – Minute 32	132	Proposed Crawley Growth Programme 2017-21	Personal and Non-Prejudicial Interest as a Member of West Sussex Council
Councillor P C Smith	9.(1) k)	Cabinet 4 October 2017 Minute 32	132	Proposed Crawley Growth Programme 2017/21	Personal Interest – Board Member for Manor Royal Business Group
Councillor Burrett	11	Full Council 18 October 2017	4	Notice of Motion 1	Personal and Non-Prejudicial Interest as a Member of West Sussex Council

All officers present also have declared an personal interest in respect of Agenda Item 12 Notice of Motion 2 relating to NJC pay to Council, as it relates to the how public sector pay is set.

Appendix B

An Introduction to the Planning System

Briefing Note for Non-Planning Committee Members

What the Planning System does

- Helps plan for developments which the Town needs
- Ensures new uses for land and buildings are in the right place
- Ensures developments are of the right scale, form and design
- Helps protect the environment
- Promotes sustainable development (balancing the economic environmental and social impact of new development)

The Policy Framework

- National Legislation (e.g. the Town and Country Planning Act 1990)
- Government Guidance – The National Planning Policy Guidance (2012) and other supporting guidance
- The Development Plan (Crawley Borough Council Local Plan 2015 – 2030)
- Supporting Planning Documents/Development briefs

How decisions on planning applications must be made

All decisions must be made in accordance with the Development Plan unless there are material considerations that indicate otherwise. Local Authority members involved in planning matters represent the interests of the whole community and must maintain an “open mind” when considering planning applications. Local opposition or support for a particular proposal is not itself a ground for refusing or granting planning permission, unless it is founded upon valid material planning reasons.

What are material planning considerations?

A material planning consideration is one which is relevant to making the planning decision in question (e.g. whether to grant or refuse an application for planning permission.) The scope of what constitutes a material consideration is very wide and so the courts often do not indicate what cannot be a material consideration. However in general they have taken the view that planning is concerned with land use in the public interest, so that the protection of purely private interests such as the impact of a development on the value of a neighbouring property or loss of private rights could not be material considerations.

What weight can be given to a material consideration?

The law makes a clear distinction between the question of whether something is a material consideration and the weight which it is to be given. Whether a particular consideration is material will depend on the circumstances of the case and is ultimately a decision for the courts. Provided it has regard to all material considerations it is for the decision maker to decide what weight is to be given to the material consideration in each case, and (subject to the test of reasonableness) the courts will not get involved in the question of weight.

The Council's Code of Conduct on Planning matters (which forms part of the Council's Constitution (pages 359 to 370))

General principles

- Avoiding the possibility that decisions are (or might seem to be) biased;
- Securing decisions which reflect the needs of the whole community;
- Making decisions which are based on planning considerations alone;
- Being accountable and transparent in the way in which decisions are made.

Agenda Item 7

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

Appendix

- 7 a) Planning Committee – 9 October 2017 (*page 25*)
- 7 b) Cabinet – 25 October 2017 (*page 35*)
- 7 c) Licensing Committee – 30 October 2017 (*page 37*)
- 7 d) Overview and Scrutiny Commission – 6 November 2017 (*page 39*)
- 7 e) Planning Committee – 7 November 2017 (*page 45*)
- 7 f) Overview and Scrutiny Commission – 27 November 2017 (*page 53*)
- 7 g) Audit Committee – 28 November 2017 (*page 59*)
- 7 h) Governance Committee – 28 November 2017 (*page 63*)

Recommendation 1 – (Minutes 4, page 63)

- *Electoral Review 2017/2018 (NB - Copy of the draft submission is included as appendix i)*

- 7 i) **Recommendation 1 (Report)** – A copy of the Draft Electoral Review of Crawley Borough Council - Size of Council (*page 67*)
- 7 j) Cabinet – 29 November 2017 (*page 99*)

Recommendation 2 – (Minute 11, page 104)

- *Brownfield Land Register*

Recommendation 3 – (Minute 12, page 105)

- *2017/2018 Budget Monitoring - Quarter 2*

Recommendation 4 – (Minute 13, page 106)

- *Community Infrastructure Levy (CIL) – Delegation of Enforcement Powers*

Recommendation 5 – (Minute 15, page 108)

- *Acquisition of College Car Park Scheme – Affordable Housing Opportunity*

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Crawley Borough Council

Minutes of Planning Committee

9 October 2017 at 7.30 pm

Councillors Present:

I T Irvine (Chair)

C Portal Castro (Vice-Chair)

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

Officers Present:

Roger Brownings	Democratic Services Officer
Kevin Carr	Legal Services Manager
Valerie Cheesman	Principal Planning Officer
Jean McPherson	Group Manager (Development Management)
Marc Robinson	Principal Planning Officer
Clem Smith	Head of Economic & Environmental Services

Apologies for Absence:

Absent:

Councillor B J Burgess

1. Councillor John Stanley

The Committee observed one minute's silence in memory of Councillor John Stanley who sadly recently passed away.

2. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor Thomas	Planning Application CR/2017/0444/FUL - Kilnmead Car Park, Kilnmead, Northgate, Crawley (Minute 5)	Personal Interest – Ward Councillor for Northgate

Agenda Item 7

Appendix a

Planning Committee
9 October 2017

3. Lobbying Declarations

No lobbying declarations were made.

4. Minutes

The minutes of the meeting of the Committee held on 18 September 2017 were approved as a correct record and signed by the Chair, subject to the following amendments: -

- i) With regard to the date of the meeting recorded near the top and centre of the front page, delete the year “2018” and insert “2017”.
- ii) With regard to Minute 43 (Planning Application CR/2017/0127/ARM: Phase 4, Forge Wood (NES), Crawley), delete the 5th bullet point in the bottom half of Page 33, and replace with:-
 - Confirmed that the proposed system incorporated a 40% climate change allowance as per current guidance. In terms of air quality, the use of an acoustic barrier and drainage features along the eastern boundary of the site would create a ‘landscape buffer’ area separating the dwellings from the motorway.

5. Planning Application CR/2017/0418/FUL - 14 The Chase, Furnace Green, Crawley

The Committee considered report PES/240 (b) of the Head of Economic and Environmental Services which proposed as follows:

Erection of first floor front extension over garage, two storey rear extension (amended plans and description)

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

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

- In terms of the Plans and Drawings Considered, as set out in the report, the Plan reference number for the “Proposed Floorplans” should be amended to read 1681 125-6A, whilst the Plan reference for the “Proposed Elevations” should be amended to read 1681 125-7B.
- Condition 4 has been updated, as set out below:
 4. The windows above the first floor in the northern and southern elevations of the building shall at all times be glazed with obscured glass and apart from any top-hung vent, be fixed to be permanently non-opening up to 1.7m in height from the finished floor level.
REASON: To protect the amenities and privacy of the adjoining properties, in accordance with policy CH3 of the Crawley Borough Local Plan 2015-2030.

Agenda Item 7

Appendix a

Planning Committee
9 October 2017

- Whilst, since the publication of the report, an additional representation had been received raising an objection to the application, the issues raised had already been covered in the report.

Ms Barbara Hope and Mr David Hope addressed the Committee in objection to the application. Many of the concerns raised reflected those detailed in the report, including those made on the grounds of design, scale and loss of privacy.

The Committee then considered the application. The Committee discussed the issues arising, including the concerns raised by the objectors, with some Members expressing their own concerns on the grounds of the front extension having an overbearing impact on the street scene.

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

- Emphasised that there was no reference on the plans and drawings which suggested that the proposed first floor front extension over the existing garage would project further than the intended 2.2 m from the front elevation – which was in line with the existing garage.
- Commented that with regard to the landscaping of the front garden, this was not part of the proposal for this application and therefore could not be considered in the determination of this application.
- There was a significant distance between 14 and 12 the Chase, with a property between them.
- Commented that whilst the gable roof on the front extension would significantly alter the appearance of the dwelling, there were other properties within the Chase which had similar front gable features on their front elevation, including No. 13 the adjacent neighbour (north) and No. 10 opposite (west) and it was not out of keeping within the street scene.
- Indicated that whilst the front of the property was much further forward to the footpath than some neighbouring properties, and that the front extension was greater than the Council's guidance, the proposed front extension would project no further than the existing garage, and that compared with other dwellings in the area, it was considered that the design and scale of the proposal was acceptable, and would not have an adverse impact on the appearance of the dwelling or the street scene.
- Emphasised that condition 4 would be an ongoing requirement, ensuring that the windows above the first floor in the northern and southern elevations of the building should at all times be glazed with obscured glass.

RESOLVED

Permit, subject to the conditions set out in report PES/240 (b) and the updated condition 4 above.

6. Planning Application CR/2017/0444/FUL - Kilmead Car Park, Kilmead, Northgate, Crawley

The Committee considered report PES/240 (c) of the Head of Economic and Environmental Services which proposed as follows:

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Appendix a

Planning Committee
9 October 2017

Redevelopment of Kilnmead Car Park for residential comprising 37 affordable housing units (3 x two storey two-bed houses, 2 x two storey three-bed houses and a part 2-storey, part 3-storey and part 4-storey block of flats containing 13 x one-bed flats and 19 x two-bed flats) with associated parking & landscaping (amended plans received).

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

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

- Since the publication of the report, a further letter of representation had been received raising an objection to the application, the issues raised had already been covered in the report.
- The Committee was advised of the need for an amendment to Paragraph 5.35 of the report, whereby the comment regarding the removal of 38 trees, should read 36 trees.
- The following amendments to conditions were required as below:-

Amended wording is underlined

Condition 15 – Amendment – Replace 1st sentence with the following wording:

No development, including site works of any description, shall take place on the site unless and until all the existing trees/bushes/hedges to be retained on the site have been protected in accordance with the Tree Retention and Protection Plan within the Tree Development Report provided by Connick Tree Consultants dated 20th September 2017. Within the.....

Condition 19 – Insert ‘has’ into condition to read: will be implemented, has been submitted to,.....

Condition 21 – Change first part of the first sentence to read:
The residential units shall not be occupied until full....

Condition 25 – Change first part of first sentence to read:
The dwellings hereby approved shall not be occupied until a scheme.....

Condition 26 – Change first part of sentence to read:
Before the occupation of the development hereby permitted, details of...

Dr Sayinthen Vivekanantham addressed the Committee in objection to the application, whilst Ms Kay Brown, the Agent, addressed the Committee in support of the application. Many of the concerns raised by Dr Vivekanantham reflected those detailed in the report, including those made on the grounds of: loss of parking provision and limited on-street parking capacity in the area, and impact on the character of the area, with reference also made to the consultation process and a request for more time to consider the plans.

The Committee then considered the application. The Committee discussed the issues arising, including the comments made by the Agent and the concerns raised by the objector, with some Members expressing their own concerns on the level of

Agenda Item 7

Appendix a

Planning Committee
9 October 2017

parking provision for the development, loss of town centre parking for shoppers and residents and loss of other town centre car parks more generally.

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

- Confirmed that the car parking arrangement would provide a total of 31 car parking spaces within the site: 28 resident car spaces and 3 visitor spaces. Four motorcycle spaces were also proposed.
- Advised that the Transport document stated that the proposed houses would each have an allocated space, and the flats would have an internal permit system where residents would be able to purchase permits. This would be managed by Crawley Homes.
- Acknowledged that the proposal would not meet the minimum car parking standards, but referred to the fact that the application site was located within a very sustainable location being close to the town centre and regular public transport services.
- Indicated that given the sustainable location of the application site, the proposed parking provision was considered acceptable, and that WSCC Highways had raised no objection regarding the number of parking spaces.
- Indicated that there was capacity in other car parks within the town centre which could accommodate public car parking displaced from the loss of this site.
- Confirmed that the allocation of parking permits in respect of the proposed site would be a system for the landlord to arrange.
- Advised that there had been no indication that the road within the proposed development would form part of the neighbouring Controlled Parking Zone, with the Applicant indicating that parking would be managed on site.
- Confirmed that the application site had been identified as a key deliverable housing site in the Crawley Borough Local Plan 2015-2030, and would provide a significant number of new affordable residential units in a sustainable location on the northern edge of the town centre.

In generally welcoming the proposed additional provision of much needed affordable housing to the town, the Committee further considered the application information and the issues and concerns raised.

RESOLVED

Permit - Subject to:

- (i) The conclusion of a Section 106 agreement to secure the financial contributions of £61,600 for replacement and additional tree planting, £5,474 for open space and the provision of 40% affordable housing on the site.
- (ii) The conditions set out in report PES/240 (c) and the updated conditions above.

7. Planning Application CR/2017/0125/ARM - Phase 4A, Forge Wood (NES), Crawley

The Committee considered report PES/240 (a) of the Head of Economic and Environmental Services which proposed as follows:

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Appendix a

Planning Committee
9 October 2017

Approval of reserved matters for Phase 4A for 147 dwellings and associated works in relation to outline planning permission CR/2015/0552/NCC for a new mixed use neighbourhood (amended plans).

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

Mr David Hutchison, the Agent, addressed the Committee in support of the application.

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

- Acknowledged the need for a clerical correction to Paragraph 5.6 of the report, as below:-

In the final line of that Paragraph, delete “4.1 dwellings” and insert “41 dwellings”.

- Explained that the swale within the development was a depression in the ground and was part of the drainage strategy. The bund and fence were part of the noise mitigation measures along the M23.
- Explained that in terms of air quality, the dwellings are required to be separated from the motorway by a landscape buffer zone comprising the acoustic bund and fence, drainage features and landscaping
- Indicated that an informative would be added to seek the monitoring of air quality.

RESOLVED

Approved, subject to:

- (i) The conditions and informatives set out in report PES/240 (a).
- (ii) An additional informative being inserted to seek the monitoring of air quality.

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

The Committee considered report PES/240 (d) of the Head of Economic and Environmental Services which proposed as follows:

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

Councillors Boxall, Jaggard, Joyce, Portal Castro and Tarrant declared they had visited the site.

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Appendix a

Planning Committee
9 October 2017

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

- Condition 8 (now condition 9) has been updated, as set out below:

Prior to the installation of any shopfronts (including the drinking establishment), windows, doors and balconies, detailed drawings of them comprising the whole element, to include the reveals, at a scale of 1:20 and joinery details at a scale of no less than 1:5 shall first have been submitted to and been approved in writing by the Local Planning Authority. The shopfronts, windows, doors and balconies shall thereafter be implemented only in accordance with the approved details.

REASON: To ensure a building of quality in accordance with policy CH3 of the Local Plan 2015-2030.

Mr Richard Elliott, the Agent, addressed the Committee in support of the application.

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

- Indicated that the distance between the front of the proposed development and the existing shops was approximately 10 meters.
- Confirmed that security issues were the subject of condition 20.
- Indicated that the lifts for the commercial and residential use would be separated from the public house.
- Referred to the fact that the nearby garage was open for 24 hours.
- Emphasised that the public house on the site was defined as a community facility and its loss would be contrary in principle to policies CH1 and IN1 of the Crawley Borough Local Plan 2015-2030 that sought the retention of these community facilities and the protection of the operation of the neighbourhood centres.
- The proposal sought to replace the existing public house with a smaller A4 use class drinking establishment on the ground floor of the new building, opening out onto the pedestrianised Broadfield Barton.
- Commented that whilst the Planning Authority could not enforce people to operate the proposed public house to keep it open, it was essential that there were adequate controls to ensure that the replacement A4 drinking establishment use was re-provided and the current building was not demolished and the site left empty. It was recommended that this would require control via a legal agreement, in addition to the infrastructure S106 requirements.
- Confirmed that subject to these controls and the respective conditions, the development would provide additional housing including 40% affordable units.
- Emphasised that security issues would continue to be the subject of further control.
- Acknowledged the suggestion that a new condition should be inserted to provide more flexible use in terms of the proposed A1 and A4 Units.

The new condition, Condition 8, is as below:-

The two units indicated as A1 shops shall be used as only either A1 shops or as a part of a single extended A4 drinking establishment.

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Appendix a

Planning Committee
9 October 2017

REASON: To support the retention of the community facility use on site in accordance with policies CH1 and IN1 of the Crawley Borough Local Plan 2015-2030.

- Acknowledged the suggestion of making alternative arrangements in terms of parking space allocations, to be reflected by condition as below:-

Parking condition 14 (now condition 15) as updated:

The car parking shall allocate at least a single parking space for each of the 19 dwellings. The remaining two parking spaces shall be allocated to either the individual dwellings or for the use of the employees of the A4 drinking establishment and shall not be used for general visitor parking.

REASON: To ensure that adequate and satisfactory provision is made for the parking of vehicles clear of the highway and to ensure the security of future residents of the flats/employees of the site in accordance with policy CH3 of the Crawley Borough Local Plan 2015-2030.

RESOLVED

Permit, subject to:

- (i) The completion of a S106 Legal Agreement to ensure the long term viability of a public house on the site, replacement and additional tree planting and the provision of affordable housing.

If a Legal Agreement is not in place by 1st December 2017 then the application be refused for the following reason:

An agreement is not in place to secure the appropriate infrastructure provisions, the retention of community facilities and affordable housing. The development is therefore contrary to policies CH1, IN1 and H4 of the Crawley Borough Local Plan 2015-2030 and the emerging Affordable Housing SPD and the adopted Green Infrastructure SPD.

- (ii) The conditions set out in report PES/240 (d) and the new condition (x1) and updated conditions (x2) above.

9. **Planning Application CR/2017/0667/LBC - Langley Grange, Langley Walk, Langley Green, Crawley**

The Committee considered report PES/240 (e) of the Head of Economic and Environmental Services which proposed as follows:

Listed building consent for reinstatement of oak floor boarding, raising the floor in the landing store and connecting the bathroom to existing drainage.
structural works to ground floor and basement, sump pump to basement to drain to inspection chamber, installation of mechanical ventilation to basement, fire alarm and electrical cables to be run in conduit, re-siting of heating and domestic pipe work as required and formalising of the replacement roof tiles. (Amended description).

Agenda Item 7

Appendix a

Planning Committee
9 October 2017

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

The Committee then considered the application.

RESOLVED

Grant, subject to the conditions set out in report PES/240 (e).

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 10.05 pm

I T IRVINE
Chair

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Crawley Borough Council

Minutes of Cabinet

Wednesday 25 October 2017 at 7.31pm

Councillors Present:

P K Lamb	Chair of Cabinet and Leader of the Council
M G Jones	Cabinet Member for Public Protection and Community Engagement
A C Skudder	Cabinet Member for Resources
G Thomas	Cabinet Member for Environmental Services and Sustainability

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Ann-Maria Brown	Head of Legal and Democratic Services
Heather Girling	Democratic Services Officer
Karen Hayes	Head of Finance, Revenues and Benefits

Apologies for Absence:

Councillors S J Joyce, C J Mullins and P C Smith

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Cabinet held on 4 October 2017 were approved as a correct record and signed by the Chair.

3. Public Question Time

There were no questions from the public.

4. Business Rates Retention – 100% Business rates pilot application

The Leader of the Council presented report FIN/425 of the Head of Finance, Revenues and Benefits. The report sought to determine whether to submit a bid to the

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Appendix b

Cabinet
25 October 2017

Department of Communities and Local Government (DCLG) for Crawley Borough Council to take part in the West Sussex wide 2018-2019 pilot for 100% business rate retention.

The Chief Executive had agreed that this item would be treated as an urgent item under Cabinet Procedure Rule 1.5, due to work not being concluded with all potential West Sussex pooling local authorities until mid-October 2017. In view of the need for the matter to have been dealt with as a matter of urgency, this item had been protected from the call in procedure.

RESOLVED

That Cabinet:

- 1) Approve the submission of a bid to the Department of Communities and Local Government for Crawley Borough Council to take part in the West Sussex wide 2018-2019 pilot for 100% business rate retention.
- 2) Delegate to the Head of Finance, Revenues and Benefits, in consultation with the Leader, the authority to accept the Pilot if the Council is successful.

Reasons for Decision

- a) To enable a bid to be prepared in line with the timescales set out by DCLG which required delegated authority to be granted. The deadline for submission is 27 October 2017.
- b) If taxation receipts grow faster than spending on additional responsibilities, a successful bid should result in a greater share of local taxation being retained in the area, for the benefit of residents and service users.

Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.32 pm

P K LAMB
Chair

Crawley Borough Council
Minutes of Licensing Committee

30 October 2017 at 7.30 pm

Councillors Present:

R S Fiveash (Chair)

M L Ayling (Vice-Chair)

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

Officers Present:

Tony Baldock	Environmental Health Manager
Roger Brownings	Democratic Services Officer
Kevin Carr	Legal Services Manager

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Licensing Committee held on 11 September 2017 were approved as a correct record and signed by the Chair.

3. Proposed Charging Scheme for Food Safety Inspections Linked to National Food Hygiene Rating Scheme

The Committee considered report PES/258 of the Head of Economic and Environmental Services. The purpose of the report was to consider charging food businesses in Crawley for visits to rescore food safety, made under the national Food Hygiene Rating Scheme (FHRS).

The Committee discussed the report in detail, and in response to issues raised the Environmental Health Manger:

- Confirmed that the intended charge of £145 was subject to the Council's Corporate Fees and Charges Policy, and had been calculated to ensure that costs were fully recovered.
- Advised that the proposed charge was based on research and the experience locally by Brighton and Hove City Council as part of a national pilot project to

Agenda Item 7

Appendix c

Licensing Committee
30/10/17

charge for such re-inspections.

- Emphasised that the adoption of a charging scheme would enable Environmental Health Officers to assist local food businesses to improve much quicker. The scheme was intended to prevent delays or restrictions to food business operators requesting revisits until the next routine visit, which currently might be up to 24 months in some instances.
- Indicated that there was sufficient capacity within the service to undertake this work.
- Commented that feedback received from the Brighton and Hove City Council scheme was positive, with businesses being very supportive.
- Confirmed that subject to the Committee's approval of the proposed scheme, the introduction of the scheme would be advertised.
- Advised that it was not mandatory for businesses to display the food hygiene rating that they received.

With Members seeking and receiving clarification on a number of further issues raised, the Committee indicated its support for the report's proposals.

RESOLVED

That the introduction of a flat rate charge for rescoring FHRS visits requested by food businesses be agreed.

Closure of Meeting

With the business of the Committee concluded, the Chair declared the meeting closed at 7.51 pm

R S FIVEASH
Chair

Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 6 November 2017 at 7.00 pm

Councillors Present:

B A Smith (Chair)

T G Belben (Vice-Chair)

M L Ayling, R G Burgess, C A Cheshire, I T Irvine, R A Lanzer, T Lunnon, A Pendlington,
T Rana and K Sudan

Also in Attendance:

Councillors B J Burgess, K L Jaggard, A C Skudder, P C Smith and J Tarrant

Officers Present:

Sarah Barnes	Service Development and Project Manager
Ann-Maria Brown	Head of Legal and Democratic Services
Carrie Burton	Transformation Manager
Karen Dodds	Head of Crawley Homes
Lucasta Grayson	Head of People and Technology
Heather Girling	Democratic Services Officer
Chris Pedlow	Democratic Services Manager

Apologies for Absence:

Councillor Dr H S Bloom

Natalie Brahma-Pearl

Absent:

Councillor L Vitler

1. Disclosures of Interest and Whipping Declarations

The following disclosures were made:

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Councillor	Item and Minute	Type and Nature of Disclosure
Councillor R A Lanzer	Transformation Plan and Review of Current Progress (Minute 5)	Personal Interest – Member of WSCC
Councillor C A Cheshire	Town Centre Parking Scrutiny Panel (Minute 6)	Personal Interest – Member of TAG
Councillor R A Lanzer	Town Centre Parking Scrutiny Panel (Minute 6)	Personal Interest – Member of WSCC
Councillor B A Smith	Town Centre Parking Scrutiny Panel (Minute 6)	Personal Interest – Member of WSCC

2. Minutes

The minutes of the meeting of the Commission held on 2 October 2017 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions from the public were asked.

4. Receiving Customers in the Town Hall

The Commission considered report PAT/30 with the Head of People and Technology and the Service Development and Project Manager. An update was provided to Members on the significant improvements that had been made to the delivery of services.

During the discussion, the following points were expressed:

- It was acknowledged that there were limitations within the existing building.
- The current podium had assisted in providing a focal point for customers and officers. However, it was felt that this could be more prominent.
- Queries were raised regarding the ICT equipment, potential lack of privacy and the welfare of staff. It was recognised that the ICT equipment had improved considerably and the floorwalkers provided flexibility in terms of privacy. Health and safety was a prime concern and training and risk assessments were undertaken.
- Confirmation was sought and obtained on the frequency of fire alarm testing within the building.
- There was recognition that there were benefits in providing good signage, clear identity for staff whilst offering flexibility in terms of roles.
- It was felt it would be beneficial to take steps to manager customer flow.

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- There was concern raised regarding the access to the Town Hall building in the evenings and requested an update on its operation. It was recognised that positive elements of access wanted to be recreated in the design of the accommodation brief of the new town hall.
- Concept designs for the new town hall were still being progressed, along with the development of the facilities management contract. It was important to continue to experiment with different ideas.
- It was acknowledged that it was most important to provide the best possible service to customers and various approaches would be consulted upon, including a further Members' seminar.

RESOLVED

That the contents of the report be noted and that the Cabinet Member and Community Facilities Manager consider the comments. The Chair thanked the officers for their contribution and attendance at the Commission.

5. Transformation Plan and Review of Current Progress

The Commission received an update from the Transformation Manager. The Transformation Plan was currently being revised and it was envisaged that this would provide a more holistic approach focusing on 7 pillars:

1. Values and Behaviours
2. New town hall
3. Digital Transformation
4. Systems Thinking
5. New Ways of Working
6. Commercial
7. Removing Bureaucracy

It was thought that this would bring together service functions and promote future direction. The new Transformation Plan would provide individual actions for each area and it was felt that updates would still be presented to the Commission and that Members would use the Transformation Plan to scrutinise council services and future delivery.

Members' main comments included:

- Values and behaviours included aspects such as 'good communicators', 'being decisive' and 'customer orientated'.
- It was important that services needed to be easy for customers to access. Services need to be more efficient and digital transformation needed to be driven by customer demand.
- It was recognised that 'web chat' had exceeded email communication for some customers. It was important to respond to customer need and methods of customer contact.
- There was acknowledgement that the holistic approach would provide a more joined up way of working between services and assist in future delivery.
- The new Transformation Plan would be presented to the Commission once designed.

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6 November 2017

RESOLVED

The Commission welcomed the update and would look forward to receiving the new Transformation Plan.

6. Town Centre Parking Scrutiny Panel Update Report

The Commission considered report CH/177 with the Head of Crawley Homes. The purpose of the report was to provide the Commission with an update following the conclusion of the Town Centre Car Parking Scrutiny Panel.

It was added that further changes would be progressed as part of the Town Centre Regeneration, Town Centre Signage and Wayfinding projects and WSCC Road Space Audit.

During the discussion, Members made the following comments:

- It was recognised that the introduction of a car parking app may not be wholly beneficial as the majority of information was available on websites.
- It was thought it would be beneficial to have an electronic display system at the entrance to Queensway to notify of any empty spaces for the Parkside car park. This would assist the reduction in traffic flow along Queensway.
- It was acknowledged that some disabled bays within the town do not meet full British standards. Furthermore some car parks require further signage with regards to disabled parking.
- Concern was raised over the future residential parking in the town centre and the need for promoting different modes of transport including electric vehicles.
- There was recognition that the report confirmed the actions following the previous scrutiny review and that any further work should not compromise or contradict the work of the Road Space Audit.
- Acknowledgement that there was presently only one air pollution monitoring station within the town and vehicle emissions may be one way to promote the use of alternative methods of transport.
- There were concerns regarding the enforcement within the town as it was felt this was under resourced within neighbourhoods. Whilst an explanation was provided regarding the arrangements between WSCC and CBC, further information was requested regarding the current finances, funding and operation of the enforcement service. It was agreed that any detail concerning the road space audit could be compiled for WSCC.

RESOLVED

That the contents of the report be noted and that further information be requested from the Head of Crawley Homes. Any detail concerning the road space audit could be compiled for WSCC. The Chair thanked the Head of Crawley Homes for their contribution and attendance at the Commission.

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6 November 2017

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

The next meeting of HASC was scheduled for 9 November 2017. An update would follow at the next meeting.

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

The Commission confirmed the following reports:

- Treasury Management Mid-Year Review
- Town Centre Signage and Wayfinding
- Town Centre Regeneration Programme

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 9.05pm.

B A Smith
Chair

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Appendix e

Planning Committee
7 November 2017

Crawley Borough Council

Minutes of Planning Committee

Tuesday, 7 November 2017 at 7.30 pm

Councillors Present:

I T Irvine (Chair)

C Portal Castro (Vice-Chair)

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

Officers Present:

Roger Brownings	Democratic Services Officer
Kevin Carr	Legal Services Manager
Jean McPherson	Group Manager (Development Management)
Daniel Power	Planning Officer

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor Boxall	CR/2017/0483/FUL - Land Adjacent to Dobbins Place, Ifield, Crawley (Minute 5)	Personal and Prejudicial Interest – a close relative owned a nearby property in Poynings Road. Councillor Boxall left the meeting before consideration of this application and took no part in the discussion or voting on the item.
Councillor B J Burgess	CR/2016/0955/FUL 27 Forge Road, Three Bridges, Crawley (Minute 4)	Councillor Burgess with the permission of the Chair addressed the Committee as a Ward Member and then to avoid any perception of bias or predetermination left the meeting before consideration of this application and took no part in the discussion or voting on the item.

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Councillor P C Smith	CR//2017/0589/FUL 2-14 Crompton Way, Northgate, Crawley (Minute 7)	Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District
Councillor Stone	CR/2017/0483/FUL - Land Adjacent to Dobbins Place, Ifield, Crawley (Minute 5)	Councillor Stone with the permission of the Chair addressed the Committee as a Ward Member and then to avoid any perception of bias or predetermination 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 declarations were made by Members:-

Councillors Boxall, Irvine, Joyce, Skudder, P C Smith and Thomas had been lobbied regarding application CR/2016/0955/FUL.

Councillors Guidera, P C Smith, Stone, Tarrant and Thomas had been lobbied regarding application CR/2017/0483/FUL.

3. Minutes

The minutes of the meeting of the Committee held on 9 October 2017 were approved as a correct record and signed by the Chair.

4. Planning Application CR/2016/0955/FUL - 27 Forge Road, Three Bridges, Crawley

The Committee considered report PES/241 (a) of the Head of Economic and Environmental Services which proposed as follows:

Change of use of amenity land to private garden and the erection of single storey side and rear extensions. (Amended description).

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

The Planning Officer provided a verbal summation of the application and provided the following update:-

- Additional representations had been received from the Applicant, objecting to the suggested conditions. In addition an objection had been received relating to the potential impact the development could have on the nearby trees. To this end, to ensure the protection of the roots of those trees Condition 6 had been updated, as set below:

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6. *Within 3 months of the date of this permission and prior to works to implement the hardstanding, the area of land immediately to the east of the extension in the ownership of the applicant, shall have all loose rubble removed from the excavated area and this shall be replaced with topsoil. Prior to re-filling the excavated area with topsoil the applicant shall have contacted the Local Planning Authority and shall have arranged for an officer to attend the site to confirm the works are acceptable and all rubble has been adequately removed.*
REASON: To ensure the works are undertaken to an acceptable standard to protect the roots of the adjacent trees in accordance with policy CH3 of the Crawley Borough Local Plan.

Mr John Cooban, on behalf of the Three Bridges Forum, and Councillor B J Burgess, who spoke from the public gallery as Ward Member, addressed the Committee in objection to the application, whilst Mr Mohamid Amir, the brother of the Applicant, spoke in support. Many of the concerns raised reflected those detailed in the report, including, in particular those on the grounds referred to earlier: that the development would have a harmful impact on the nearby trees. Concerns had also been raised relating to the strip of land which had been bought by the Applicant and which formed part of this application for its change of use.

The Committee then considered the application. The Committee discussed the issues arising, including the comments made by the speakers and the concerns raised by objectors.

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

- Confirmed that the conditions imposed on the previous change of use (as part of CR/2016/0225/FUL) were not complied with prior to the commencement of development and that therefore the application now before the Committee was in part retrospective and sought to regularise the existing works whilst proposing amendments to the existing approval.
- Emphasised that whilst comments had been received objecting to the sale of the Council land to the Applicant, this was not a material planning consideration and did not form part of the consideration of this application.
- Explained that the tiles on the main roof of the dwelling had recently been cleaned and were therefore different to tiles on the as built extension but extensions are normally required to have matching materials.
- Confirmed that the application does not propose any boundary fence as it is understood this is to be agreed with the applicant and the Council as adjoining land owner.
- Explained that Condition 6, as amended, was intended to ensure that any loose rubble was to be removed from the excavated area adjacent to the side extension and that this was to be replaced with topsoil (as this area is within the tree root protection area) and block paving to the remainder of the area.
- Confirmed that the current application was proposing to surface the hardstanding parking area with permeable paving which would allow the tree roots to recover.
- Indicated that the Council's Tree Officer considered that given the materials proposed and the size of the area, the proposal would not have a harmful impact upon the trees on the adjoining land.

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- Advised that having regard to the works already carried out in breach of a previous planning condition, it was considered reasonable to impose a condition for an officer to attend the site to confirm the works had been carried out in accordance with the condition.

Whilst being assured that the proposals would not have a harmful impact upon the nearby trees, Members generally felt that the proposed change of use would not result in an unacceptable loss of visual public amenity and would not be detrimental to the character of the area.

RESOLVED

Permit, subject to the conditions set out in report PES/241 (a) and the updated Condition 6 above.

5. Planning Application CR/2017/0483/FUL - Land Adjacent to Dobbins Place, Ifield, Crawley

The Committee considered report PES/ 241 (b) of the Head of Economic and Environmental Services which proposed as follows:

Erection of 4 two bedroom houses and 2 two bedroom flats (amended plans received).

Councillors Boxall, B J Burgess, Guidera, Jaggard, Portal Castro, Skudder, Stone, Tarrant and Thomas declared they had visited the site.

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

Condition 4 – Correction / clarification

- north east should read 'north west'.
- word 'building' should read 'flats'.

Delete Conditions 5 and 7 as set out in the report and replace as below:

Condition 5

The development hereby permitted shall be set out and implemented strictly in accordance with the finished floor levels shown on drawing 4982 DE 02 Rev F – Site plan and drawing 4982 DE 17 Rev B – Site Section A-A and the surrounding land levels for the gardens and hard surfaces shall remain as specified on the drawings.
REASON: as per original condition.

Condition 7

The development hereby permitted shall be constructed and managed in accordance with the Construction Environment Management Plan (CEMP) reference 2946 Revision 1, dated August 2017 unless otherwise agreed in writing by the Local Planning Authority.
REASON – as per original condition.

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Condition 11 - Amendment

At the end of the first sentence, insert words to read 'hard and soft' landscaping scheme.

Councillor Stone, who spoke from the public gallery as Ward Member, addressed the Committee objecting to the application, whilst Ms Katie Lamb, Planning Consultant, addressed the Committee in support. Many of the concerns raised by Councillor Stone reflected those detailed in the report, including in particular, those made on the grounds that the development was out of character with the surrounding area, would have a harmful impact on the local highway, and noise emanating from traffic.

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

- Explained that in terms of the proposed dark grey colour of materials used for some of the development's external walls, there was still scope within the conditions to consider the use of lighter materials and finishes, which Officers will note and do.
- Explained that whilst the development was within an area of Structural Landscaping, the visual contribution of this site to the wider area was considered limited due to it previously being developed. The loss of this area was not considered to harm the remaining structural landscaping area, and that the development in terms of its layout would protect and enhance the remaining area of structural landscaping.
- Explained that in terms of concerns raised on impacts on the proposed dwellings from the nearby Tesco Express Store, the Council's Environmental Health department were consulted on the application and had no objections. It was not considered that the activity of the store would have an unacceptable impact on the amenity of future occupiers, and no complaints had been received from the occupiers of the two existing residential flats above the store or other nearby properties.
- Indicated that the distance from the Tesco Store to Poynings Road dwellings was approximately the same as to the proposed new properties.
- Referred to the fact that rivers and water features were common place within the Crawley area. There were no reasons to secure additional measures via planning condition given the proximity of the nearby pond, as with all such water features children would need to be supervised.
- Confirmed that no issues had been raised by the Council's Environmental Health Department with regard to air pollution.
- Indicated that the application had been submitted with a Transport Statement and a Road Safety Audit. WSCC as the Highways Authority had commented that the existing access arrangements to the site would accommodate the anticipated level of vehicular activity. They had no objections to the proposed development, subject to conditions.
- Confirmed that the development complied with parking standards, and there were not considered to be any detrimental highway impacts.
- Explained that given the distance and orientation of the proposed dwellings, the scale and design of the proposal, and proposed window positions, it was not considered that the proposal on balance, would have an overbearing impact or harm amenities to the occupiers in Poynings Road.

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- Confirmed that all the proposed units would be affordable housing.

RESOLVED

Permit, subject to:

- (i) The conclusion of a S106 Agreement to secure affordable housing and the tree mitigation contribution, as outlined in paragraphs 5.23 to 5.25 of report PES/ 241 (b).
- (ii) The conditions set out in report PES/ 241 (b), and the updated conditions above.

At this point Councillor Rana left the meeting and did not return.

6. Planning Application CR/2017/0543/FUL - 1 Woodlands, Pound Hill, Crawley

The Committee considered report PES/241 (c) of the Head of Economic and Environmental Services which proposed as follows:

Erection of a part single part 2 storey rear extension, erection of a pitch roof on garage and conversion to habitable accommodation and changes to external materials on front facade and roofing (amended description and plans received).

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

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

An amended plan had been received which removed reference to the proposed slate tiled roof and stated that the roof would now be a pantile. This would then match the colour and texture of the existing roof tiles and be more appropriate to the surrounding area.

Mr Michael Smith addressed the Committee in objection to the application. A number of the concerns raised were on the grounds of those detailed in the report, including, in particular, the inconsistency of external materials and finishes with the character of the surrounding area, loss of privacy and parking.

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

- Confirmed the report's conclusion that the external materials comprising facing brick to match the existing, timber cladding, a matching roof tile and dark grey aluminium window frames, would have an acceptable visual impact on the street-scene.
- Explained that there was construction activity currently taking place on the site to convert the garage to habitable accommodation under the provisions of the Town and Country Planning General Permitted Development Order (England)

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2015, although the proposed plans indicated that this was a part of this planning application.

- Confirmed that the site also had an attached side garage built along the southern side boundary of the site.

RESOLVED

Permit, subject to the conditions set out in report PES/241 (c).

7. Planning Application CR/2017/0589/FUL - 2 - 14 Crompton Way, Northgate, Crawley

The Committee considered report PES/241 (d) of the Head of Economic and Environmental Services which proposed as follows:

Erection of a building comprising two units for B8 (storage or distribution) and ancillary office floorspace, with associated car parking, landscaping, servicing and access arrangements (amended description).

Councillor Boxall declared he had visited the site.

The Planning Officer provided a verbal summation of the application and the following update:-

Comments had been received from the Ecology Officer to advise that he had no objections to the application, and requested no further conditions.

The Committee then considered the application. In response to an issue raised, the Planning Officer confirmed that the roof of the proposed premises would be fitted with PV Panels, as shown on the Proposed Roof Plan.

RESOLVED

Permit, subject to:

- (i) A S106 Agreement to secure a Manor Royal contribution.
- (ii) The conditions set out in report PES/241 (d)

8. Supplemental Agenda

At the Chair's request, an Information item on the Consultation with Surrounding Local Authorities as part of the planning process was to be considered as a supplemental agenda item, as the matter had arisen subsequent to the agenda being published.

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9. Consultation with Surrounding Local Authorities (Information Item)

The Committee considered report PES/241 (z) which was introduced by the Chair of the Committee.

The Chair advised that following recent Member enquiries, he felt it would be useful for this information item to be brought to the Committee to further highlight how the process of consultation with surrounding local authorities as part of the planning process occurred.

The Committee discussed matters arising from the report, and in response to issues raised, the Group Manager (Development Management):

- Emphasised that some specific arrangements had been established to assist neighbouring authorities who wished to speak or be consulted on an application arising from this Authority for example on Gatwick. Those arrangements, as previously published, were included in the report.
- Explained that the matters of deciding which authorities should be consulted and how authorities should consult with each other, were set out in a nationally prescribed document (The Town and Country Planning (Development Management Procedure) (England) Order 2015).

Members continued to discuss the information provided, whilst indicating that the information had been very useful, and the Group Manager confirmed that she would be happy to answer any further questions which may arise following this meeting.

RESOLVED

That the report be noted.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 9.13 pm

I T IRVINE
Chair

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Overview and Scrutiny Commission
27 November 2017

Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 27 November 2017 at 7.00 pm

Councillors Present:

B A Smith (Chair)

T G Belben (Vice-Chair)

M L Ayling, R G Burgess, C A Cheshire, I T Irvine, R A Lanzer, T Lunnon, A Pendlington, T Rana, K Sudan and L Vitler

Also in Attendance:

Councillors F Guidera, S J Joyce and P K Lamb

Officers Present:

Russell Allison	Housing Enabling and Development Manager
Heather Girling	Democratic Services Officer
Clem Smith	Head of Economic & Environmental Services
Paul Windust	Chief Accountant

Apologies for Absence:

Councillor Dr H S Bloom

Natalie Brahma-Pearl Chief Executive

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	Town Centre Signage and Wayfinding (Minute 8)	Personal Interest – Member of WSCC
Councillor R A Lanzer	Town Centre Regeneration Programme (Minute 9)	Personal Interest – Member of WSCC

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Overview and Scrutiny Commission
27 November 2017

2. Minutes

The minutes of the meeting of the Commission held on 6 November 2017 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions from the public were asked.

4. Exempt Information - Exclusion of the Public

RESOLVED

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

5. Acquisition of College Car Park Scheme - An Affordable Housing Opportunity

Exempt Paragraph 3 (information relating to financial and business affairs of any particular person (including the Authority holding that information)).

The Commission considered report CH/178 of the Head of Crawley Homes. The purpose of the report was to secure financial assistance to enable the provision of affordable housing within the borough.

A discussion was held with the Cabinet Member for Housing and the Housing Enabling and Development Manager.

During the discussion, the following points were expressed:

- Clarity sought and obtained over the viability and costings of the proposal.
- Recognition that there was increasing pressure to commit Right-to-Buy funds within the anticipated timescales.
- Overall support for the scheme and the opportunity to explore future tenure opportunities, whilst maximising affordable housing development.

RESOLVED

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

6. Re-Admission of the Public

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

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7. Treasury Management Mid-Year Review 2017-2018

The Commission considered report FIN/426 of the Head of Finance, Revenues and Benefits which provided an update on the Council's Treasury Management Strategy for the first two quarters of 2017/2018. 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:

- The 0.25% rise in Bank of England base rate to 0.5% may be small, but it marked the first rise in borrowing costs for a decade.
- Clarification sought and obtained as to whether the investment acquisition reserve could be used to benefit other areas within the town centre.
- Acknowledgement that project work with surrounding authorities was being investigated with regards to temporary housing however this needed to be viable.
- Confirmation was provided on the investment portfolio and indicators contained within the report.
- Members took the opportunity to pass on their continued thanks to the Chief Accountant.

RESOLVED

That the report and recommendations to the Cabinet be noted.

8. Town Centre Signage and Wayfinding

The Commission considered report PES/252 with the Head of Economic and Environmental Services. The report presented the findings from a town centre signage and wayfinding strategy including design proposals for new signage around the town centre. Furthermore it sought approval for Crawley Borough Council's contribution from the Town Centre Regeneration Fund to support the manufacture and installation of the new signage.

Members made the following comments:

- Support for digital signage within Queens Square, which would assist with wayfinding, advertising and events.
- Acknowledgement that the replacement of the vinyls would be uncomplicated to update.
- Concern was raised over highlighting specific stores and the possibility of exploring funding opportunities. However alternative views were expressed that these stores facilitated wayfinding by their necessary location.
- Upon considering the signage designs, Members felt that public consultation should take place to ensure consistency with the recognition and interpretation of the symbols.
- It was felt that it would be beneficial to include a 'meeting point' position within the proposed signage at a prominent location.
- Following a detailed discussion Members welcomed the proposals for the Town Centre and looked forward to the project progressing in the future.
- Whilst supportive of the report and as a result on the comprehensive discussion, the Commission felt that the following two recommendations were appropriate to refer to Cabinet:

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1. That there should be public consultation on the signage designs, particularly the symbols to ensure consistency with recognition and interpretation.
2. That a 'meeting point' position should be included in the proposed signage at a prominent location.

RESOLVED:

That the Commission supported the recommendations to the Cabinet with the proposals identified above.

9. Town Centre Regeneration Programme

The Commission considered report PES/261 with the Head of Economic and Environmental Services. The report presented a summary of the significant progress made on the Town Centre Regeneration Programme since February 2016 and sought approval for a revised version of the programme.

During the discussion, the following points were expressed:

- Recognition that the Professional Services Business Forum and the Historic High Street Forum were newly established, assisting to improve the town centre's economy and footfall.
- Confirmation was provided regarding the consultation process and those stakeholders involved. Although it was noted that the consultation would take place over the Christmas period and it was queried whether this could be extended.
- Concern was expressed regarding a lack of recognition and interpretation over the symbols contained within the Town Centre Regeneration Programme, together with a need to improve some of the readability of the printed material.
- Clarity was provided on the Crawley Growth Programme together with the Crawley Growth Board.
- Acknowledgement that it was important to enhance the night time economy with a recognition that the current Local Plan protects the retail core.
- Having considered the matter in detail, the Commission welcomed the proposals for the regeneration to the Town Centre and looked forward to the programme progressing in the future.

RESOLVED:

That the Commission supported the recommendations to the Cabinet.

10. Establishment of and Appointments to Scrutiny Panels

Review of Outside Bodies and Organisations Scrutiny Panel

Nominations had been received for the Scrutiny Panel along with nominations for Chair for both Councillors C A Cheshire and A Pendlington.

A vote was taken.

As a result of the vote, and in accordance with the Local Government and Housing Act 1989, the Commission confirmed the establishment of the 'Review of Outside Bodies and Organisations Scrutiny Panel', with the membership of Councillors M L Ayling, R G

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Overview and Scrutiny Commission
27 November 2017

Burgess, C A Cheshire, R S Fiveash and A Pendlington, with Councillor C A Cheshire as Chair.

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

The HASC meeting originally scheduled for 9 November 2017 had been re-scheduled for 1 December 2017. An update would be provided at the Commission's next meeting which would feature information on Radiotherapy services and the patient transport service.

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

The Commission confirmed the following reports:

- Budget & Council Tax 2018/2019
- Treasury Management Strategy 2018/2019
- District Heat Network
- Future Delivery of Crawley's Building Control Service
- Manor Royal BID Operating Agreement 2018-2023 – prov referral

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 9.18pm.

B A Smith
Chair

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Crawley Borough Council

Minutes of Audit Committee

Tuesday, 28 November 2017 at 6.00 pm

Councillors Present:

K Sudan (Chair)

C R Eade (Vice-Chair)

R D Burrett, I T Irvine and R Sharma

Also in Attendance:

Councillor A C Skudder

Officers Present:

Chris Corker	Operational Benefits and Corporate Fraud Manager
Gillian Edwards	Audit and Risk Manager
Karen Hayes	Head of Finance, Revenues and Benefits
Mez Matthews	Democratic Services Officer

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Committee held on 25 September 2017 were approved as a correct record and signed by the Chair.

A Committee member drew attention to minute 16 (Local Government Audit Committee Briefing) which referred to the interest expressed in conducting an audit to look at the number of women employed by the Council in senior roles. Following a brief discussion, it was suggested that the Human Resources Department might already hold such information and therefore the Head of Finance, Revenues and Benefits advised the Committee that she would liaise with the Head of People and Technology to obtain data relating to equalities if it were available (a copy of which was circulated to Committee members following the meeting).

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Audit Committee
28 November 2017

3. Investigation Team Report

The Committee considered report FIN/429 of the Operational Benefits and Corporate Fraud Manager, which focused on activity for the period from 11 July 2017 to 14 November 2017. The report indicated that the Team had continued to perform successfully.

The Committee was provided with details of cases investigated and the Team's investigations, whilst a discussion took place on the Team's work generally. The Committee sought and received clarification on a number of points raised, including the fraud work undertaken on behalf of the Council's RSL partners and the illegal eviction case. The chair asked that it be noted that it would be better if companies were obliged to report that their business had started up or that there was a change in their business activities which would affect their business rates, rather than the Council having to use its resources to find those properties.

RESOLVED

That the Investigation Team Report be noted.

4. Internal Audit Progress Report as at 31st October 2017 Incorporating Risk Management Update as at 31st October 2017

The Committee considered report FIN/428 of the Audit and Risk Manager. The purpose of the report was primarily to update the Committee on the progress made towards the completion of the 2017/2018 Internal 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 Committee discussed and noted all the Audit Plan reviews in progress, along with other work as detailed in the report. The Audit and Risk Manager took the opportunity to brief the Committee on high priority findings and follow up audits. At the request of the Committee, the Audit and Risk Manager provided further information on the Procurement Audit, Queens Square Audit and Freedom of Information requests. In addition, the Committee was advised that the Risk Management Awareness and Training Audit had highlighted several areas for training which relevant staff would be obliged to attend.

The Committee discussed the update provided on Strategic Risk Management. The Committee sought and received clarification on several points, including the delivery of the affordable housing programme and the composition of the LEP Board. A detailed discussion took place regarding the Town Hall Project with clarification provided relating to a certificate of immunity and the potential cost implications should the application to English Heritage be successful. The Committee also expressed concern regarding the Council's current challenge in recruiting and retaining key specialist and professional roles.

RESOLVED

That the Internal Audit Progress Report as at 31st October 2017, incorporating Risk Management Update as at 31st October 2017, be noted.

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Audit Committee
28 November 2017

Closure of Meeting

With the business of the Audit Committee concluded, the Chair declared the meeting closed at 7.05 pm

K SUDAN
Chair

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Crawley Borough Council

Minutes of Governance Committee

Tuesday, 28 November 2017 at 7.30 pm

Councillors Present:

T Lunnon (Chair)

R D Burrett (Vice-Chair)

D Crow, C R Eade, M G Jones, S J Joyce, P K Lamb, R A Lanzer, K McCarthy, T Rana and A C Skudder

Officers Present:

Ann-Maria Brown Head of Legal and Democratic Services

Mez Matthews Democratic Services Officer

Andrew Oakley Electoral Services Manager

1. Councillor John Stanley

The Chair acknowledged the absence of Councillor John Stanley who had sadly and unexpectedly passed away since the date of the last Committee meeting, and who had been Chair of the Governance Committee up until that time. A minutes silence had taken place at the last Full Council meeting in memory of Councillor Stanley.

2. Disclosures of Interest

No disclosures of interests were made.

3. Minutes

The minutes of the meeting of the Governance Committee held on 15 March 2017 were approved as a correct record and signed by the Chair.

4. Electoral Review 2017/2018

The Committee considered report LDS/132 of the Head of Legal and Democratic Services in detail which sought the Committee's endorsement of the Council's draft Submission on a Council size of 39 to the Local Government Boundary Commission for England (LGBCE).

The Committee noted that, should the Committee agree to endorse the draft Submission, some minor clerical corrections would need to be made before the document was put before Full Council for its consideration.

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Governance Committee
28 November 2017

A minority of Committee members were of the opinion that a Council size of 36 would present the best option of retaining the neighbourhood principle, based upon the advice they felt the LGBCE had given. The view was also expressed that individual Councillor workload could be decreased with a reduction in the number of Councillors serving on some Committees, and it was also argued that there was a national trend in the reduction of Council size.

However, other Committee members were of the view that Councillors had a significant workload and that a reduction in Council size was not feasible, especially given the significant current and future expansion in the Borough's population. In addition, those members argued that a Council size of 39 provided minimal neighbourhood divisions and that the proposed size was founded on the evidence provided, including the information provided in Section 5 of the report which detailed Councillor workloads.

It was moved and seconded that the recommendation be amended to support a Council size of 36. However, having put it to the Committee, the motion was LOST.

Following further discussion and a vote, the Committee agreed that Paragraphs 8.6 and 8.7 of the draft Submission be deleted as the LGBCE had advised that it would not take election results into consideration, and the information was therefore deemed unnecessary.

At the request of Councillor Crow, and in accordance with Council Procedure Rule 25.5, the names of the Councillors voting for and against the proposal to endorse the draft Submission (subject to the minor clerical corrections and the removal of Paragraphs 8.6 and 8.7) were recorded as set out below:

For the Proposal:

Councillors M G Jones, S J Joyce, P K Lamb, T Lunnon, T Rana and A C Skudder (6).

Against the Proposal:

Councillors R D Burrett, D G Crow, C R Eade, R A Lanzer and K McCarthy (5).

Abstentions:

None.

With the vote being 6 for the proposal and 5 against the proposal, the proposal was therefore CARRIED, and it was

RESOLVED

That, subject to minor clerical corrections and the removal of Sections 8.6 and 8.7, the draft Submission on Council size be endorsed and that a copy of the updated draft Submission be provided to Full Council.

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Governance Committee
28 November 2017

RECOMMENDATION 1 -

That Full Council be RECOMMENDED to:

approve the document at Appendix A of report LDS/132 (subject to minor clerical corrections and the removal of Sections 8.6 and 8.7) for final submission to the Local Government Boundary Commission for England, and in doing so agree that the Council size be proposed at 39 Councillors from May 2019.

*Note by Head of Legal and Democratic Services –
A copy of the proposed Electoral Review of Crawley Borough Council - Size of Council is attached as item 7, appendix i) to the Full Council Agenda.*

5. 2018 Review of Parliamentary Constituencies

The Committee considered report LDS/133 of the Head of Legal and Democratic Services which recommended that further representations be made to the Boundary Commission for England suggesting that Rusper and Colgate ward be included in the Crawley parliamentary constituency.

Some Committee members were of the opinion that Rusper and Colgate ward had clear associations with Horsham District and that moving the ward in to the Crawley constituency would blur the area's rural identity. Those Committee members were in not favour of including Rusper and Colgate ward, and were of the view that Copthorne and Worth ward should be added as previously proposed by the Boundary Commission.

Other Committee members stated that Kilnwood Vale would receive a significant number of services from Crawley and as such it would be logical for it to be represented by the Member of Parliament for Crawley. Disappointment was expressed that Crawley fell only slightly short of the new electorate threshold which would have enabled Crawley to remain co-terminus with the Borough boundary, especially given that the predicted future expansion of the population for Crawley.

At the request of Councillor Crow, and in accordance with Council Procedure Rule 25.5, the names of the Councillors voting for and against the proposal to make representations to the Boundary Commission for England that the Rusper and Colgate ward be included in the Crawley parliamentary constituency, were recorded as set out below:

For the Proposal:

Councillors M G Jones, S J Joyce, P K Lamb, T Lunnon, T Rana and A C Skudder (6).

Against the Proposal:

Councillors R D Burrett, D G Crow, C R Eade, R A Lanzer and K McCarthy (5).

Abstentions:

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None.

With the vote being 6 for the proposal and 5 against the proposal, the proposal was therefore CARRIED, and it was

RESOLVED

That representations be made to the Boundary Commission for England that the Rusper and Colgate ward should be included in the Crawley parliamentary constituency.

Closure of Meeting

With the business of the Governance Committee concluded, the Chair declared the meeting closed at 8.30 pm

T LUNNON
Chair

Electoral Review of Crawley Borough Council

Size of Council



Council Size Boundary Review - Supporting Information

1. Background

- 1.1 The Local Government Boundary Commission for England (LGBCE) have notified the Council that they will hold a Review of the electoral arrangements of Crawley Borough Council during 2018. The Commission monitors levels of electoral equality between wards within each local authority and conducts reviews where changes in population lead to a reduction in the levels of electoral equality. The aim of a review is to establish ward boundaries that mean each borough councillor represents approximately the same number of voters.
- 1.2 The electoral arrangements for Crawley were last reviewed in 2002. Development in the borough, particularly in Three Bridges Ward since that time has led to electoral inequality between wards that the review by the LGBCE will address.
- 1.3 The Review considers:
- The total number of Councillors for Crawley
 - The names, number and boundaries of wards
 - The number of Councillors to be elected from each ward
- 1.4 The preliminary stage of the review is for the LGBCE to determine the total number of Councillors to be elected in the future. This document sets out the Council's view in the light of the Council's Governance arrangements and Decision Making and Scrutiny functions, the Representational role of Councillors in Crawley, the future in terms of known future trends and developments that may affect Council size and Crawley's increasing electorate and comparison with statistical neighbours.

2. Executive Summary of the Council's Proposals

- 2.1 The Council proposes to the Local Government Boundary Commission for England that the Council size be 39 Councillors.
- 2.2 In reaching this view the Council has established a Working Panel of Councillors. The Panel has taken into account that Crawley is a growing town with an electorate forecast to rise by 4914 by 2023. The Panel considered the Council's governance arrangements, the way in which the Council fulfils its scrutiny functions, together with the workload for Councillors in fulfilling their representational role. The Panel has also considered the possibility for future developments in these factors.

3. Introduction to Crawley Borough

- 3.1 Crawley Borough covers 4,497 hectares and the Borough Council serves a vibrant and growing town of 111,400 people (ONS mid-year population estimates 2016).
- 3.2 Crawley has its origins in the Middle Ages or even earlier. However, the majority of its growth and its character is derived from its designation as a New Town in 1947. Crawley was one of eight new towns established by the Government after the war to stem the increasing congestion and outward sprawl of London and to provide a better quality of life for Londoners living in the inner, overcrowded areas of the city. The New Town was to provide employment and good quality housing in a green environment. In the beginning nine residential neighbourhoods were envisaged, each based on a village concept, grouped around a town centre with an industrial estate in the North. Every neighbourhood was to have the same basic structure though each would develop a character of its own. Each would have a neighbourhood centre with enough shops to meet day to day needs, plus an infant and junior school, church, community centre, large playing field and pub.
- 3.3 The New Towns Act provided that when a New Town was judged to be substantially complete its development corporation would be wound up. In 1978, the Commission for the New Towns' housing and associated properties and land were transferred to the Borough Council. The Council is one of the largest housing authorities in the South East with 8104 tenanted properties and 1497 leasehold properties. It is the largest landlord in Crawley, providing homes to 1 in 5 residents. In 2017 Crawley has celebrated 70 years as a new town.
- 3.4 Crawley is a vibrant town and sits in the heart of the Gatwick Diamond sub region. The town is home to Gatwick Airport and Manor Royal Business District – the largest business park in the Gatwick Diamond and one of the South East's premier mixed activity employment hubs providing almost 10 million square feet of commercial activity. It is home to more than 500 businesses including a host of Blue Chip Global brands. The Borough accounts for 40% of business rates collected in West Sussex and is a major centre of employment and wealth creation. Transport links, proximity to London, and good quality leisure and community facilities attract people to Crawley to live, work and visit. Crawley is a relatively prosperous town although there are some big differences between neighbourhoods and there are also pockets of deprivation in most of the wards.
- 3.5 Crawley's population of 111,400 (ONS mid-year population estimates 2016) is projected to continue to grow. The largest growth in population was in the retirement population - which increased by 2.8% over the 20 year period to 2009. 13% of the Crawley population are aged over 65 years. This also leads to increasing demands on a range of services.
- 3.6 Fundamental to the urban form of the town is the principle of a town centre offering leisure and shopping opportunities, surrounded by a series of residential neighbourhoods with their own facilities within a neighbourhood parade; and separate industrial areas. The neighbourhoods are a key feature of the planning and development of Crawley that have delivered a compact urban form with a

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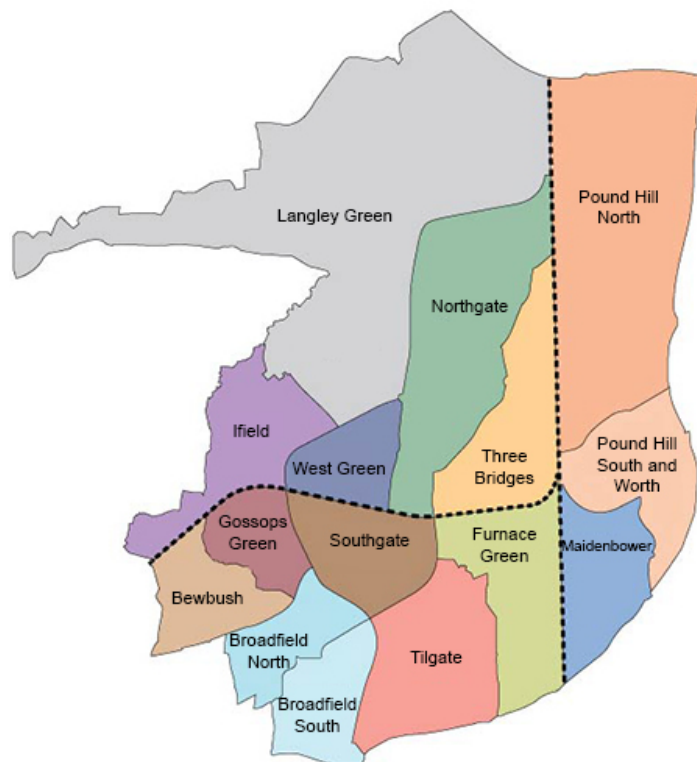
good transport hierarchy, sustainable public transport links and a relatively high proportion of green and open space.

- 3.7 The idea of developing a 'neighbourhood' as the foundation stone for a new community and the building block for the provision of local services and facilities is not a new one. It is one which almost all post war British New Towns adopted and developed. However, of all the new towns, Crawley has by far the most clearly defined and continuously maintained neighbourhood structure. To the present day virtually all major additions to the town are planned or conceived in terms of continuing the process of developing neighbourhoods.
- 3.8 A neighbourhood in Crawley's case is much more than a name for an area of mainly residential development. It is:
- A well-defined, and largely separate area of consolidated and quite often similar development. It forms an easily perceived and identified area. An area provided with its own complete range of facilities and services. It has at its heart a local neighbourhood centre. It has its own primary schools, churches, community buildings, doctor's surgery, playing fields and playing areas and many other facilities. Frequently most, if not all such facilities, are named so as to be specifically identified as being part of the neighbourhood.
 - An area is normally separated on all sides from the next neighbourhood by major physical barriers such as railway lines, major areas of open space or main roads upon which there is little or no frontage housing developments. Frequently such road lines are reinforced by avenues of trees and other planting. In principle, the layout of roads around and within neighbourhoods is designed to avoid unnecessary through-traffic in residential areas.
- 3.9 The aim of the design and layout of neighbourhoods and the provision of local facilities was, and still is, to create and sustain the local community identity. The fact that a very high percentage of the local population identifies first and foremost with the neighbourhood in which they live, rather than Crawley or any other area, suggests that this neighbourhood community objective has been highly successful.
- 3.10 For most people in Crawley, their neighbourhood is their local community. Their local community's representatives are their local (Borough Council) Ward Councillors. Borough Council Councillors are in most people's eyes not Ward Councillors but Neighbourhood Councillors.
- 3.11 The strong physical separation which exists between neighbourhoods which generally contrasts with the cohesion and unity within neighbourhood areas, makes it very difficult to devise wards crossing neighbourhood boundaries, which have any logic, unity and cohesion.
- 3.12 The name of the neighbourhood also appears on every road sign which is colour coded according to the neighbourhood. Consequently, every resident knows which neighbourhood they live in and identifies with it. It would be very confusing for electors if the ward neighbourhood principle was broken as a result of this review and the Council believes that it is not necessary to do so.

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- 3.13 Crawley now has 14 neighbourhoods, all with their own facilities and unique character. Building for the 14th neighbourhood, Forge Wood, commenced in 2014, and Kilnwood Vale, a further new neighbourhood immediately adjacent to Crawley's western boundary in the district of Horsham is also under construction.
- 3.14 The importance of the neighbourhoods can also be seen in the Council's corporate branding and logo (as shown on the right). When the logo was redesigned in 2006 one of the drivers was that Council wanted a design that emphasised and reflected the Borough's diversity of our population and spirits of each of our neighbourhoods. Therefore a design was created with 13 differently coloured leaves – one for each of the town's neighbourhoods, echoing the colours used on each neighbourhood street sign. A 14th leaf has subsequently been added with the development of Forge Wood neighbourhood.
- 3.15 The Council has 37 elected Councillors. A Strong Leader and Cabinet Model was adopted in 2011. Crawley is a Labour run Council, the political composition as of June 2017 was Labour – 20; Conservatives – 17. The last Borough election was held in May 2016. 6 Councillors are also Members of West Sussex County Council.
- 3.16 The Borough is made up of 15 wards, the map below shows how these are organised across the Borough.



- 3.17 The Council has established a Councillor Working Group (with representation from both Political Groups on the Council) in order to oversee this Review. The Panel consists of the following Councillors:

Councillor Peter Lamb (Labour) - Chair
Councillor Michael Jones (Labour)
Councillor Tim Lunnon (Labour)
Councillor Duncan Crow (Conservative)
Councillor Richard Burrett (Conservative)

4. Governance Arrangements and Decision Making

4.1 The Council moved to the Leader and Cabinet form of local governance in 2000. In 2010 the Council adopted the “new style” Leader and Cabinet model which took effect following the elections in May 2011. This provides for the Leader to be elected by Full Council for a four year term and the Leader to be responsible for appointing a Deputy Leader and Cabinet.

4.2 Following a Scrutiny review into the Council’s Governance arrangements, which concluded in December 2016, the Council agreed to remain under a Leader and Cabinet system rather than either moving to a Committee system or a hybrid of each system.

4.3 **Full Council** – All 37 Councillors are members and attend the Full Council meeting. There are three types of Council meetings:-

Annual Council Meeting – Usually meets in May around 3 weeks after the Borough election. At this meeting the Mayor and Deputy Mayor are elected for the municipal Year, all committees except Cabinet are established, Committee Chairs and Vice Chairs are appointed, and also Councillors are appointed to some Outside Bodies. The Annual meeting also appoints the Leader of the Council for their four year term, as required.

Extraordinary Council Meeting – Arranged for a specific issue should the need arise (e.g. proposals for a second runway at Gatwick Airport), if requested by 9 Councillors, or where Statute requires business to be dealt with at an Extraordinary meeting.

Ordinary Council Meeting – Usually meets in July, October, December, February (Budget setting) and April (5 Scheduled meetings per year).

4.4 The Full Council is responsible for:

- Agreeing the Council’s Constitution which contains the key governance documents including executive arrangements
- Agreeing the Policy Framework and key strategies including the Local Plan and any variations of it
- Agreeing the Budget and setting the Council Tax and Business Rates
- Appointing Statutory Officers
- Appointing Committees to discharge Council functions
- Adoption of a Members’ Allowance scheme.

4.5 The ordinary Full Council meetings are the principal forum for political debate. At these meetings Councillors:

- Consider recommendations that are the responsibility of the Full Council, sent via Cabinet and other Committees such as Governance (3 per meeting on average)
- Debate matters arising from the Cabinet, Overview and Scrutiny Commission (OSC) and other committees. This allows backbenchers, or Councillors who are not on a particular Committee, to raise an item for

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debate on a previously resolved item so they may express a view on that issue (3-4 per meeting on average)

- Have 15 minutes to question Cabinet members on any aspect of their portfolio, along with the ability to seek written answers to questions submitted in advance
- Have a further 15 minutes to question Chairs of Committees
- Consider any submitted Notices of Motion put before the Full Council (1-2 per meeting on average)
- Evaluate any submitted petitions
- To debate called in Cabinet or Cabinet Member decisions
- There is a period where Cabinet Members can also make announcements.

4.6 A key aspect of the Full Council meeting is public engagement through a 30 minute public question time. The public do not have to register to speak or submit their question in advance, instead they have the right to turn up on the night of the meeting to ask questions without notice.

4.7 Full Council meetings generally commence at 7.30pm, and are scheduled to finish at 10.00pm, when a Guillotine may be used, unless a vote is taken to continue the meeting for a further 30 minute period. Subsequent votes can be taken to continue the meeting for further periods of 30 minutes.

On average Full Council meetings last approximately 3 hours 30 minutes.

The Executive Function

4.8 **Leader of the Council** – The Leader of the Council has the responsibility for all the Executive functions of the Council. The Leader takes direct responsibility for the general direction of policy of the Council including community leadership and finance. The Leader is supported by 6 other Cabinet Members. The Cabinet Members are responsible for providing advice on specific issues within their portfolio areas of responsibility to help inform Cabinet decisions. The Portfolio areas are:

- Environmental Services and Sustainability
- Housing
- Planning and Economic Development
- Public Protection and Community Engagement
- Resources
- Wellbeing

4.9 **Cabinet** – The Cabinet consists of the Leader as the Chair and 6 other Cabinet Members. The Cabinet is the Executive committee within the Council and has responsibility for:

- Proposing the Policy Framework
- Implementing the Policy Framework and key strategies
- Proposing the Budget and Financial Strategy

4.10 The majority of key decisions are taken collectively by the Cabinet at its meetings. The Cabinet also considers a number of non-key but yet significant decisions at its meetings. Currently, there are 9 scheduled Cabinet meetings a year and last year (2016/17) there were 7 Cabinet meetings held with a further 3 provisional having been scheduled.

4.11 Public question time is a standard item on the Cabinet agenda and lasts for 15 minutes. Members of the public can attend and ask the Cabinet a question about any issue under the Executive side of the Council without needing to give prior

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notification. The Cabinet also considers the referred items from the Overview and Scrutiny Commission.

- 4.12 A Cabinet Briefing is held approximately 4 weeks before all Cabinet meetings are scheduled to take place. At Cabinet Briefings the Leader and their Cabinet are briefed informally in private on forthcoming reports. The Cabinet Briefing meeting enables the Cabinet to provide a steer and raise any question about a draft version of a report, and to ensure that a collective approach can be provided for the final consideration of the issues at the public Cabinet meeting.
- 4.13 Whilst the Cabinet as a whole take most major decisions, Cabinet Members can take decisions for both key and non-key decisions. Senior officers are also empowered in terms of decision making, including some key decisions in consultation with the respective Cabinet Member, as well as taking operational Executive (non-key decisions) under the Officers' Scheme of Delegation.

Regulatory Committees

- 4.14 **Planning Committee** – The Planning Committee is a quasi-judicial meeting, with a membership of 15 Councillors. The Committee is responsible for approving or refusing planning applications within the borough and as a result, over 40% of the Borough Councillors serve on the Committee. One of the main reasons why the Committee has a large membership is so Councillors can understand the developments occurring in their neighbourhood and ensure they are in the best interests of their residents.
- 4.15 All Planning Committee members must have completed training before they can sit on the Committee, and there is a specific Code of Conduct on Planning Matters in place that provides information on their role and responsibilities in the decision making process. To keep Planning Committee members informed of the latest planning issues, briefing/training sessions take place before most meetings of the Planning Committee. Those sessions are open to all Councillors.
- 4.16 At the meetings themselves any non-Committee member may attend and, with the agreement of the Chair, may speak at the meeting. Members of the public also have the right to speak if they are a registered interested party.
- 4.17 The majority of planning decisions are delegated to officers. The Planning Committee deals with major/complex and controversial applications together with those applications submitted by Councillors and employees, or where a Councillor has requested that the Committee determine the application. During the 2016/2017 municipal year, a total of 870 planning decisions were taken. Of these 804 (or 92.41%) were dealt with by officers under delegated powers with 66 (or 7.58%) being dealt with by Committee. The planning meetings regularly last well over 2 hours. On average the Planning Committee will meet 14 times per year.
- 4.18 **Licensing Committee and Licensing Sub-Committee** –These Committees are responsible for exercising the Council's licensing and registration functions, and both are quasi-judicial Committees. Both the Committee and Sub Committee have an identical membership of 15 Councillors in line with the statutory requirement for Licensing Sub-Committees.
- 4.19 The Licensing Committee normally meets five times a year, whereas the Licensing Sub-Committee only meets when required.
- 4.20 Similarly to the Planning Committee, Licensing Sub Committee members must have received training before they can sit on a Licensing Sub Committee. There

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are also training sessions prior to Licensing Committee meetings to ensure members are informed of the latest issues.

- 4.21 **Audit Committee** – The Audit Committee is responsible for:
- Internal audit and risk management which includes approving internal audit budget and resources plan.
 - Considering the reports of external inspection agencies and risk management arrangements.
 - Considering the effectiveness of the Council's counter fraud and anti-corruption arrangements.
 - To consider corporate governance matters as well as matters arising under the Regulation of Investigatory Powers Act, 2000 (RIPA).
- 4.22 Meetings of the Audit Committee start at 7.00 p.m. and meet, on average, four times a year with a membership of 5 Councillors.
- 4.23 **Governance Committee** – The Governance Committee comprises 11 members. The Committee has responsibility for elections, electoral registrations, changing governance arrangements, the Members' Allowances Scheme, the Council's Constitution, including consideration of the Council's Annual Governance Statement. The Committee meets on average five times a year.
- 4.24 Currently the Governance Committee has two Working Groups which both consist of 5 Councillors, not necessarily all from Governance Committee membership. The two Working Groups are the Constitutional Review Working Group (CRWG) and the Electoral Boundaries Working Group (EBWG). CRWG has responsibility for the comprehensive rewriting and updating of the Constitution, to ensure it is readable, concise and fit for purpose. The EBWG is the Working Group devising the Council's submission for the Local Government Boundary Commission for England.

Scrutiny Functions

- 4.25 **Overview and Scrutiny Commission** – The Council has one Scrutiny Committee called the Overview and Scrutiny Commission (OSC) with membership of 13 Councillors. The Committee is currently chaired by a member from the majority group, however the Vice-Chair must be from the opposition. All Councillors, except Cabinet Members, are eligible for appointment as a member of the Commission. The OSC is carried out in an apolitical and non-partisan manner. There are 9 scheduled OSC meetings per year.
- 4.26 The Commission has the following role:
- Provides 'critical friend' challenge and holds to account the Executive decision makers
 - Drives improvement, finds efficiencies and new ways of delivering services
 - Enables the voice and concerns of the public and its communities to be heard.
- 4.27 The main approaches used for achieving the Commission's role are:
- Pre decision scrutiny, by scrutinising Cabinet reports prior to the decision being taken. (Part of the reason for this approach is to reduce the number of Call-ins as scrutiny had occurred in advance of the decision)
 - Scrutinise the development of its budget and policy framework documents
 - Holding Portfolio discussions to critically challenge the Cabinet Member on their areas of responsibilities
 - Quarterly transformation update – to track and drive service improvements

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- Set up Scrutiny Panels to assist the Commission in its work
 - Have regard to any overview and scrutiny matter prescribed by legislation or regulation
 - Consider a petition referred to the OSC (50-999 signatories).
- 4.28 **Scrutiny Reviews** – Scrutiny reviews conducted through Scrutiny Panels is an approach used by the Commission to add value and achieve change. The Commission establishes these ‘time limited’ Scrutiny Panels, along with the Panels’ terms of reference, draft scope (the areas of work which reviews are expected to cover), the number of Councillors on the Panels and appoint the Panel’s Chair. Any person can propose a scrutiny review, they could be suggestions from Councillors, officers or members of the public.
- 4.29 Reviews should be Councillor led, with the finding report produced in close collaborative working between the Panel’s Chair and the support officer.
- 4.30 Since 2014/15 the Commission has received 12 scrutiny proposals and undertaken the following scrutiny reviews:
- **Recording How Members Vote** – Panel Size: 5 plus subs, Number of Meetings: 3
 - **Fairness Commission** – Panel Size: 5, Number of Meetings: 7
 - **Crawley Leisure Card** – Panel Size: 5, Number of Meetings: 3
 - **Review of Democratic Structures** – Panel Size: 7, Number of Meetings: 8
- 4.31 **Joint Scrutiny Arrangements** – The OSC also works in a formal but flexible joint scrutiny arrangement with the other West Sussex authorities, and has done so since 2011, on cross boundary issues, via the West Sussex Joint Scrutiny Steering Group.
- 4.32 The last Joint Scrutiny Task and Finish Group investigated Housing Provision for Care Leavers, which lasted 6 months with 4 meetings and Crawley had one Councillor on the Panel.
- 4.33 **Councillor contribution to Scrutiny** – Scrutiny needs Councillors to be active, interested and willing to go out and work on their own. Councillors on Panels and the Commission are strongly encouraged to do their own research, visits or other relevant work and reporting.
- 4.34 All OSC Members have an individual and collective responsibility to play an active part in scrutiny meetings by reading agenda papers and supporting information, contributing to discussions, asking questions, suggesting lines of enquiry, assessing evidence and producing recommendations.
- 4.35 **Non-Decision Making Groups and Panels** – There are also a number of Working Groups which are normally advisory groups to the Cabinet. Many of these were set up for specific issues and they only meet when required.
- 4.36 **Budget Advisory Group (BAG)** – 9 Councillors serve on BAG along with the Leader, who provides a strategic perspective, other Cabinet Members may also attend for areas relating to their portfolios. BAG’s role is to advise the Cabinet on the allocation of resources within the General Fund and Capital Programme, taking account of the Budget Strategy, Corporate Plan and other relevant information.
- 4.37 **Economic Regeneration Working Group (ERWG)** – 11 Councillors serve on the ERWG. Its role is to receive and provide guidance on economic regeneration initiatives and actions across the Borough, including delivery of the Town Centre

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Regeneration Programme, the delivery of individual economic regeneration schemes and partnership activities within the Manor Royal Business District.

- 4.38 Town Hall Members' Working Group – 7 Councillors serve on the THMWG, its role is to focus on the Town Hall element of the proposed development and within this primarily, although not exclusively, the requirements for Councillors' facilities and the civic areas of the new building.
- 4.39 Local Plan Working Group (LPWG) – 13 Councillors serve on the LPWG, its role is to consider and provide guidance on the process for reviewing the Local Plan and support the Local Plan Review to examination, if/when this is progressed.
- 4.40 Member Development Executive Support Group (MDESG) – 5 Councillors serve on the MDESG and its role is to provide all party support for a coordinated approach to Councillor development and training across the Council.
- 4.41 Employees Joint Consultative Forum – Consists of all 7 Cabinet Members and is the formal discussion forum between the Council and its employees, represented by the Unions.
- 4.42 Councillor attendance at Committees, Scrutiny panels and working groups in the municipal year 2016/2017 is shown below.

	No of members	No of meetings	Potential attendance	Actual attendance	(%) attendance
Full Council	37	6	222	213	96%
Planning Committee	15	13	156	128	82%
Cabinet	7	6	42	39	93%
Cabinet Briefing	7	6	42	38	90%
Licensing Committee	15	2	30	27	90%
Licensing Sub-Committee*	3	2	6	6	100%
Audit Committee	5	4	20	18	90%
Governance Committee	11	3	33	30	91%
Overview and Scrutiny Commission	11	9	99	85	86%
Appointments and investigating Committee*	6	3	18	18	100%
Democratic Services Structures Scrutiny Panel	6	2	12	10	83%
Crawley Leisure Card Scrutiny Panel	5	1	5	5	100%
Town Hall Working Group	10	5	50	35	70%
Budget Advisory Group	7	2	14	7	50%
Town Centre Working Group	7	4	28	17	61%

* Only meets when required and membership is selected from a pool of Members

5. Representative Role and Workloads

- 5.1 The role of Councillors in Crawley is varied, it is much more than attending Committee meetings. It is for each Councillor to decide how to organise their work. Councillors not only have responsibilities to the Council but to their respective wards. A significant portion of their time, and a very important part of

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their role, is spent representing and engaging with members of the public in their respective wards. This involves engaging with local communities, representing their views, responding to casework from constituents thereby maintaining a link between the users and providers of Council and other public services. There is liaison with other tiers of Local Government, actively addressing local issues and concerns, supporting local community events together with involvement in community meetings. Effective representation ensures that local people have a voice and can influence decisions that are made that affect them or in their area.

- 5.2 There is no hard and fast way in which Councillors engage with their constituents. The amount of work currently depends on the degree of visibility that each Councillor chooses to have. The most common ways of engagement appear to be by email, in person, telephone, through social media and holding meetings or surgeries. There are a number of neighbourhood Forums/Community Groups across Crawley which Councillors often regularly attend.
- 5.3 The Forums/Community groups provide a key link between the Councillors and local residents that meet on a regular basis to discuss issues that affect them. All Councillors are issued with either a tablet/netbook, smartphone or computer post-election together with CBC email addresses and it is through these that the majority of communication with constituents is carried out. The process for dealing with casework varies, some Councillors will have the experience, skills and knowledge to resolve constituents' issues whereas others will refer issues directly to officers. Councillors receive support from officers and other Councillor colleagues and their political Group in carrying out their duties in relation to their casework and representational role including liaison with the Senior Management Team and close links with the Democratic Services Team, as well as links to key information contained in documents such as the Constitution and information that is held on the Council's web.
- 5.4 The role of Councillors within the community has changed over time. The public can now more readily find the answers to some of their queries on the internet, however they will still engage with their local Councillor on more general local issues where there is a need for liaison or in relation to community events. The increased use of emails and social media has resulted in the public expecting their Councillor to be instantly contactable. In 2015/2016, as part of the work on Members' allowances, Councillors were invited to complete a survey of the time spent on Council activities in an average week. 50% of Councillors completed that survey, a short summary of the results is set out below:-

<u>Activity</u>	<u>Hours Average</u>
Work with constituents	4.15
Representing community interests	2.4
Work with outside bodies	2.0
Attending meetings both formal and informal	5.3
Preparing for meetings	3.15
Background reading	2.3

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Liaising with officers	1.4
Party political work (directly related to the role of a Councillor)	2.45

5.5 As part of the Council's consideration of its submission on Council size, a survey of Councillors has been undertaken regarding time spent in their role as Councillors on formal Council business, partnerships, outside bodies; and time spent by Councillors in their representational role in and on behalf of their communities. The Survey consisted of 6 questions and a comments section. 21 out of the 37 Councillors have completed the survey. Councillors were asked specific questions in relation to the average number of hours they spent per week on:

- (a) Preparing for and sitting on formal /informal Council meetings, partner organisations and outside bodies to which members have been appointed by the Council
- (b) Positions which carry a special responsibility allowance i.e. Cabinet Member, Chair, Vice Chair etc
- (c) Constituency matters which cover a range of issues
- (d) Time spent on their community role

5.6 A table summarising the results of the survey is set out below:

Time spent on meeting activities	Average Hours Per week
Attendance at formal/informal Council meetings, Partner Organisations and outside bodies	7.6
Preparation for these meetings	4.6
Research/Background reading	4.1
Other (e.g. meetings with officers)	3.2
Total average hours per week	19.5

Time spent on Local Community Role	Average Hours
Community Development work	4.6
Responding to Residents queries	4.5
Community Events	3.5
Other local councils	5.7
Party political work	3.8
Total average hours per week	22.1

Time spent by holder of special responsibility allowances (eg Cabinet Member, Chair, Leader of the opposition, Mayor, Deputy Mayor) on these functions only	Number of respondents
More than 30 hours per week	1
Between 26 and 30 hours per week	0
Between 21-25 hours per week	2
Between 16-20 hours per week	2
Between 11-15 hours per week	1
Between 6-10 hours per week	3
Between 1-5 hours per week	2

5.7 The results of this survey demonstrate an increased average number of hours spent on Council business by councillors compared to the 2015/16 survey.

6. Outside Bodies

6.1 The Council appoints Councillors to a number of outside bodies, these appointments are made at the Council's Annual Meeting each year, in addition the Cabinet also makes a number of appointments. A list of the current 53 outside bodies is set out in Annex B. 88 nominations of Councillors have been made to serve on those 53 bodies. In 2017/2018 a Scrutiny Panel will be established to review outside bodies and organisations.

6.2 The proposed scope of the Review will be to evaluate the current system and to consider how it adds value to the Council.

7. The Future

7.1 In terms of Governance arrangements, following the introduction of the Localism Act 2011, a review of the Council's democratic structures was undertaken by way of a Scrutiny Review. The Review of Democratic Structures Scrutiny Panel was established in October 2015 to assess the Council's current governance arrangements. The Panel's remit was to consider whether the Council would be better served by retaining a Cabinet system of governance or adopting a system of Committees. As part of the remit of the Panel, the Panel considered the current position of governance at the Council –

- The key attributes for an effective governance system;
- Considerations of the drivers for change;
- Consideration of improvements to the current system.

7.2 The Review concluded in 2016. The Panel's recommendation to Full Council was to retain the current model of governance i.e. strong leader model with a Leader and Cabinet Executive.

7.3 In looking at the Council's current governance structures, Councillors can be categorised as:

- (i) Cabinet Members (7)
- (ii) Scrutiny Members (13)
- (iii) Backbencher and opposition Councillors (not on Scrutiny) – (17)

7.4 Currently Councillors wear multiple 'hats' and sit on regulatory Committees whilst being a Cabinet Member:

- 4 Cabinet Members sit on the Governance Committee (out of 11)
- 1 Cabinet Member sits on the Licensing Committee (out of 15)
- 4 Cabinet Members sit on the Planning Committee (out of 15)

7.5 The current governance structure of a Leader and Cabinet Executive model is to remain unchanged for the foreseeable future.

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- 7.6 There has been a number of major financial pressures on the Revenue Budget since the start of the financial crisis in 2008/09. In common with all local authorities there have been significant reductions in Government grant, reductions that will continue in the coming years with no Revenue Support Grant being received from the financial year 2020/21. Income from investments has fallen due to low interest rates. At the same time the costs of demand led services, such as homelessness and benefits payments, have increased. Financial challenges for the future will continue.
- 7.7 The Council's approach has been to seek to maintain or enhance levels of service whilst keeping Council Tax increases to a minimum. This has been achieved in a number of ways, including redesigning services, delivering efficiency savings and generating new sources of income.
- 7.8 The Council works in partnership with Horsham and Mid Sussex District Councils for the delivery of a joint procurement service, with Horsham District Council for Building Control, and with Mid Sussex District Council for the provision of Audit services.
- 7.9 In 2016 The Council and West Sussex County Council signed an agreement to work together on delivering key strategic projects. Both Councils are focused on these key projects. These include:
- Regenerating Crawley town centre
 - A Manor Royal Improvement Programme
 - Closer working with Gatwick airport
 - Work to improve resident skills and employability in the Crawley area.
- 7.10 In September a substantial Local Growth fund of £14.64 million was confirmed by the Coast to Capital LEP for this significant regeneration programme. The Council works with a number of partners and recently accepted an invitation to join the Greater Brighton Board (The City Region). Proposals are in hand to redevelop the Town Hall site which will include new homes, a new Town Hall together with commercial offices. Moving to the New Town Hall will provide the emphasis to steer the Council to digital transformation, the development of innovative new ways of working to meet the needs of the business and our customers and developing a more commercial approach as to how the Council operates.
- 8. Electorate Forecast and Electorate/Councillor Ratio**
- 8.1 A significant increase in the electorate is anticipated over the next few years. Current projections indicate that the September 2017 electorate of 79,887 is expected to rise to 84,801 by 2023 as the population of Crawley grows, the needs of residents will continue to grow with increased demand for some services. Councillors will therefore need to be equipped with the right skills to work with residents to ensure that they continue to provide them with support and representation appropriate to all sections of the community.
- 8.2 With the current Council size of 37, the ratio of electors to Councillors is 2159:1 at September 2017, and is forecast to rise to 2291:1 in 2023.
- 8.3 At the time of the last review of electoral arrangements in Crawley, held in 2002, the ratio was 1976:1, and forecast to rise to 2076:1 by 2006. The ratio since 2010 is set out below:

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Electoral Register Published	Electorate	Number of electors per Councillor
2001 Electorate for 2002 review	73,123	1976
2010	75,415	2038
2011	78,516	2122
2012	79,512	2149
2014	79,754	2156
2015 (end of transition to individual registration)	75,577	2043
2016	76,751	2074

Council Size Options

- 8.4 The Councillor Working Group has considered two options – reducing Council size or increasing Council size. Retaining the existing size of 37 is not an option as Crawley elects one third of Councillors each year and current legislation requires a Council size divisible by 3.
- 8.5 The Working Group agreed that the number of Councillors needed to manage the business of the Council and the Councillors' representational work would be broadly similar to the current number. It would therefore be necessary to maintain the electorate ratio. A Council size of 33 was considered too few by the Working Group as this would lead to an electorate ratio of 2569:1. Concern was also expressed about the resulting reduction in size of the pool of members to participate in executive functions.
- 8.6 The survey of Councillors' workload summarised at 5.6 has identified an increasing amount of time spent on casework, responding and engaging with the community. There is both a greater opportunity for access afforded by social media and electronic communication, but also an increasing amount of social need. There is a need to ensure that the member/electorate ratio is maintained so that the council is equipped to meet these challenges.
- 8.7 The Working Group therefore considered that a Council size of 39 would be most suitable. This would give an electorate ratio of 2174:1. This is the option that most closely maintains the current ratio.

Comparisons with statistical neighbours

- 8.8 The Chartered Institute of Public Finance and Accountancy model nearest statistical neighbours gives the following Councils as statistical neighbours for Crawley:

CIPFA rank	Council	Electorate at Dec 2016	Number of councillors	Number of electors per councillor
1	Dartford	76,205	44	1,732
2	Harlow	62,279	33	1,887
3	Stevenage	63,664	39	1,632
4	Rushmoor	66,900	39	1,715
5	Watford	69,666	36	1,935
6	Oxford	100,148	48	2,086

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7	Welwyn Hatfield	79,397	48	1,654
8	Basildon	133,845	42	3,187
9	Redditch	62,409	29	2,152
10	Corby	48,605	29	1,676
11	Gloucester	90,788	39	2,328
12	Cambridge	85,540	42	2,037
13	Ipswich	94,408	48	1,967
14	Exeter	86,678	39	2,223
15	Northampton	155,224	45	3,449

8.9 The average number of Councillors in this group is a Council size of 40 and the average ratio of electors per Councillor is 2111:1. This a close match with the Working Group's preferred option of 39 for Crawley.

9. Conclusions

9.1 Having considered the Council's current and future governance arrangements, scrutiny functions, the representational role of Councillors together with their level of casework, it is the view of the Council that the Council Size for Crawley Borough Council should be 39.

9.2 The proposed number of Councillors will maintain the current electorate ratio in the face of a growing population.

9.3 Elected Councillors are often dealing with higher volumes of casework as evidenced by the survey. Increasingly social media and new communication tools enable more frequent direct contact with the community and this proposal will enable councillors to be well placed to respond to these opportunities.

9.4 A Council size of 39 will ensure that the Council is able to continue to deliver services to residents and discharge its decision making functions in an effective way, ensuring that the increased population will not impact adversely on Councillor workload, making sure that becoming a Councillor is attractive to those from a wide variety of background and lifestyles to reflect the community.

CABINET MEMBER PORTFOLIO RESPONSIBILITIES

Leader of the Council

Chair of the Cabinet

General Direction of Policy and its expression in the Corporate Statement (in liaison with the appropriate Cabinet Member)

including co-ordination of the Council's objectives, policies and priorities and overall supervision of the organisation of the Council and its management processes

Community Leadership and, in conjunction with the Cabinet Member for Public Protection and Community Engagement, the preparation of a Community Strategy and the development of Community Planning

Internal and External Communications including dissemination of public information and the conduct of public relations

Overview of Human Resources

Civil Contingencies (including emergency planning)

Plans and preparations for fulfilling the Council's duties and responsibilities in relation to peacetime and wartime emergencies and the gathering of information relevant to the Council's civil defence obligations

The constant review of those emergency plans and preparations to ensure that they are at all times ready for effective implementation

Democratic renewal of the Council's own structures and procedures

Arrangements for official and courtesy visits to and from the Borough

Internal and External Audit and Audit Commission Report

Finance

Leader of the Council

Including functions of the Council relating to rating, Business Rates and Council Tax. Funds and investment management.

Formulation of the Budget.

Regulation of the exercise of the borrowing powers of the Council.

Prevention and detection of fraud.

Responding to the Government's Welfare Reform agenda with the Cabinet Member for Housing

Strategic neighbourhood regeneration

Regional Governance / Development

Specific Delegations:

- (1) Approval of the Council's Debt Management Strategy
- (2) Approval of the Council Tax Base
- (3) Approval of the NNDR1 (National Non-Domestic Rates Return)
- (4) Authority to make appointments to Outside Bodies relating to Cabinet functions
- (5) Approval of the utilisation of the planning delivery grant and the housing and planning delivery grant
- (6) Authority to approve the transfer of residual land on terms proposed by the Asset Manager
- (7) Authority to approve the use of any underspend on a capital scheme, up to a total value of £500,000, on further work associated with the scheme during the same financial year, subject to the Council not being committed to expenditure in future years above the existing budgetary provision
- (8) Approval of feasibility scheme and final implementation proposals for neighbourhood centre improvements which are in accordance with the Capital Programme
- (9) Authority to approve the submission of bids to an agreed maximum figure when a property becomes available at auction where the price would be over the delegated authority limits (currently £500,000) subject to it being:
 - a) For investment purposes, to there being sufficient funds in the Investment Acquisition Reserve and it being in accordance with the guidance criteria set out in section 7 of report FIN/306 (Budget Strategy 2014/15-2018/19) to the Cabinet and Full Council on 10 and 24 July 2013 respectively.
 - b) For residential property purposes, to there being sufficient funds in the HRA Development Programme and to be agreed on a case by case basis and in accordance with the guidelines set out in report FIN/328 (2014/15 Budget and Council Tax) to the Cabinet and Full Council on 12 and 26 February 2014.
- (10) The approval of the writing off of irrecoverable debts exceeding £2,500 but not exceeding £50,000, in accordance with the agreed protocol for debt collection.

Leader of the Council

(11) Authority to approve the transfer of Section 106 monies between £100,000 and £500,000 to West Sussex County Council which have been collected specifically for spend categories within the County Council remit.

Membership to Outside Bodies:

- Local Economy Action group (observer)
- Gatwick Diamond
- Local Government Association (General Assembly)
- District Councils Network
- West Sussex Co-operative
- Coast to Capital Joint Committee
- Sussex Police and Crime Panel (member or substitute)

Cabinet Member for Environmental Services and Sustainability

Public and Environmental Health

- Maintenance of closed churchyards
- Health and Safety (other than CBC employees) including food safety, noise and air pollution control.
- Gatwick Airport Port Health

Cemeteries and Burials

- Management of cemeteries and burials
- Shared responsibilities for providing emergency mortuaries following large scale disasters.

Flood Prevention and Land Drainage

- Preparing and implementing land drainage and flood prevention capital schemes
- Maintenance and emergency response works.

Cabinet Member for Environmental Services and Sustainability

Waste Management, Refuse and Recycling

- Management of the Waste and Recycling Contract
- Reducing the amount of household refuse and increasing rates of recycling as a proportion of household refuse.

Streetscene

- Maintenance of the streetscene including control of litter, dog waste, fly tipping,, graffiti and vegetation (grass, shrubs and trees), street furniture.
- Abandoned vehicles
- Environmental / street improvement schemes
- Delivery of Section 106 cycle path improvement schemes

Asset Management

- Management, maintenance and income collection associated with Council owned car parks
- Management and maintenance of Council owned public conveniences

Enforcement

- Community Wardens
- Civil Parking Enforcement
- Licensing Policy
- Gambling Policy

Lead Cabinet Member for Climate Change and Sustainability

- Delivery of action plan linked to Carbon Reduction Strategy including Council lead for sustainable transport.

Specific Delegations

- The approval of feasibility schemes and the implementation of proposals for residential environmental improvements which are in accordance with the Capital Programme
- Naming and numbering of streets
- The approval of criteria for the prioritisation of flood alleviation schemes including project allocation, programme and final implementation proposals for flood alleviation schemes subject to the projects being achievable within the limits of the approved financial budget of the capital programme.

Membership of Outside Bodies

- Gatwick Airport Joint Authorities Committee
- Inter Authority Waste Group
- Patrol Adjudication Committee
- Gatwick Airport Consultative Committee (GATCOM)

Cabinet Member for Housing

Deputy Leader of the Council

Crawley Homes - Landlord Role

The provision, management and control of Council dwellings

including rents

Management and development of Council land held for housing purposes

Housing administration

Control of empty housing properties

Housing Strategic Role (including statutory functions)

Provision of housing advice, homelessness service and maintenance of housing register

Assessment of housing need and management of Housing Strategy

Release of funds to Housing Associations under the LAHAG programme in respect of schemes included in the approved capital programme

Unfit properties and houses in need of repair and improvement, houses in multiple occupation, the abatement of overcrowding and improvement grants

Joint working with the Cabinet Member for Planning and Economic Development to meet the housing needs of the borough

General oversight of local housing issues

Liaison and Joint Working with Social Services and Health (in relation to housing issues)

Council Tax Reductions and Housing Benefit

Responding to the Government's Welfare Reform agenda with the Leader of the Council

Specific Delegations:

Cabinet Member for Housing

- (1) Power to vary the rent of dwellings and garages held on the Housing Revenue Account
- (2) The approval of variations to the affordable housing requirements specified in Core Strategy Policy H5 for any housing scheme where it has been evidenced that scheme viability cannot support meeting these requirements in full, or where changes in housing needs of housing policy may justify any variation to the percentage and/or tenure mix being sought
- (3) To discharge the functions of the Council in relation to the appropriation of surplus land (excluding residential dwellings) from the Housing Revenue Account for a different use/purpose

Cabinet Member for Planning and Economic Development

Lead Cabinet Member for Education, Skills and Transport

Town and Country Planning

Local Plan

Building regulation and building control

Issues relating to access to the countryside

Closure/diversion of footpaths, bridleways and highways

Provision of resources for enforcement of decisions taken by the Planning Committee

Transport Planning

including public transport and liaison with public transport operators

Transportation policies, including liaison with the highway authority on their development, traffic management and car parking

Responding to consultations on proposed traffic regulation orders

Concessionary Travel and liaison with local bus companies

Economic Development

Town Centre Management and Regeneration

Christmas illuminations

Issues of business and employment development within the Borough including training

Cabinet Member for Planning and Economic Development

Marketing and promotion of the Borough and tourism

Gatwick Strategy

Liaison with County Council and Neighbouring District Councils on Planning and Highways

Formulation of Green Space Strategy (The implementation of the Green Space Strategy remains with the Cabinet Member for Wellbeing)

Heritage Strategy (the Strategy will fall within the responsibilities of several Cabinet Members, however the Cabinet Member for Planning and Economic Development will provide a co-ordinating role)

Property and Construction

Asset Management Strategy

All non-operational assets included in the Assets Register

Corporate Strategy for the maintenance, management and development of the Council's corporate estate

Terms for the acquisition, disposal and appropriation of land (excluding right to buy / rent to mortgage and shared ownership schemes for Housing Revenue Account dwellings)

Property Strategy

Specific Delegations:

- (1) The adoption of new Conservation Area Statements and amendments to existing Conservation Area Statements
- (2) The adoption of new Conservation Area Statements and amendments to existing Conservation Area Statements
- (3) The adoption of new Heritage Statements and amendments to existing Heritage Statements
- (4) Approval of the annual programme of building maintenance works for operational properties (excluding housing assets) including variations during the year to meet changing needs. Delegation to cover all types of maintenance work and small-scale improvements above £100,000 per job

Cabinet Member for Planning and Economic Development

Membership to Outside Bodies:

- Local Economy Action Group (voting member)
- Gatwick Airport Joint Authorities Meeting
- Gatwick Diamond Local Authorities Members' Group
- Manor Royal Business Group
- Manor Royal Management Group
- Manor Royal Board
- Sussex Building Control
- Town Centre Partnership
- West Sussex Joint Planning Board
- Bus Company Meetings

Cabinet Member for Public Protection and Community Engagement

Community Engagement and Development

Preparation of a Community Strategy and the development of Community Planning (including a Public Consultation Strategy and the investigation of Area / Neighbourhood Forums)

Community and Neighbourhood Development

Community Safety

Community Safety Improvement Schemes

Grants to Voluntary Bodies

Equal Opportunities

Promotion of equality of opportunity and the tackling of economic inequality

Social Inclusion Strategy

Prevent Strategy

Lead Cabinet Member for crime, policing, and fire and rescue Services

Lead Cabinet Member on issues relating to travellers

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Cabinet Member for Public Protection and Community Engagement

Children and Young People (including joint working with Youth Services and Youth Development Initiatives and the Council's responsibilities defined under Section 11 (Safeguarding) of the Children's Act 2004)

Town Twinning

Specific Delegations:

- (1) To determine applications for main grants (i.e. currently above £5,000) by voluntary organisations in accordance with the criteria previously agreed by Cabinet
- (2) The approval of criteria for the prioritisation of community safety improvement schemes
- (3) The approval of an annual programme of community safety schemes subject to the proposals being achievable within the limits of the approved financial budget

Membership to Outside Bodies:

- Safer Crawley Partnership Executive
- Sussex Police and Crime Panel (member or substitute)

Cabinet Member for Resources

Political Liaison

Democratic Services (excluding elections)

including the Committee service and liaising with the Local Government Ombudsman

Legal Services

including advice to the Council across the range of Council functions and provision of the statutory land charges service to members of the public

Fostering Interest in Local Government

Promoting interest in and understanding of Local Government

Cabinet Member for Resources

Member Services

- Member Training and Development

Provision of resources for enforcement of decisions taken by the Licensing Committee

Performance Management

Service Review Programme (except individual reviews)

Systems Thinking and other improvement methodologies

Service channel shifts

Human Resource Strategy

- including recruitment and retention policy,
- conditions of service
- employees health, safety and welfare

Overview of Customer Service and Complaints

E Government and IT Strategies

Improvement Planning Champion

Service Responsibilities:

- Information Technology
- Web team
- Human Resources including staffing budget
- Equal Opportunities Policy relating to employment
- Town Hall building management/office accommodation
- Reprographics and Stationery

Cabinet Member for Resources

Civic Hall

Procurement

Finance

Risk management

Insurance matters

Policy for developing service plans

Customer Contact Centre

Data Protection and Freedom of Information

Partnership working with other Councils and shared service provision

Specific Delegations:

- (1) To approve the Corporate Equality Statement
- (2) Approval of the Council's Risk Management Strategy

Cabinet Member for Wellbeing

Lead Cabinet Member for Health and Wellbeing

Arts (including The Hawth, community arts, promotions and entertainments, public art and bandstand)

Museums and art galleries

Sport and fitness (including sports development, playing fields, Broadfield Stadium and Leisure Centres)

Amenity Services

Parks, gardens and open spaces

Land held for recreational and open space purposes

Liaison and Joint Working with Education

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Cabinet Member for Wellbeing

Libraries liaison

Community Centres

Allotments

Nature conservation/arboriculture

Play service and playgrounds

Implementation of Green Space Strategy (The formulation of the Green Space Strategy remains with the Cabinet Member for Planning and Economic Development)

Membership to Outside Bodies:

- Gatwick Greenspace Partnership

Outside Bodies

*Total of Outside bodies – 53**

*Total number of Councillor places on those Bodies – 88**

*(*Both Full Council and Executive Appointments)*

Outside Bodies – Council Appointments
<i>Age UK – West Sussex Trustee Board - One Councillor representative</i>
<i>General Council of Broadfield Youth and Community Centre (BYCC) - One Councillor representative</i>
<i>Buchan Country Park Advisory Board - Four Councillor representatives</i>
<i>Greater Brighton Economic Board - One Councillor representative</i>
<i>Central Crawley Conservation Area Advisory Committee - Four Councillor representatives</i>
<i>Forestfield and Shrublands Conservation Area Advisory Committee - Two Councillor representatives</i>
<i>Hazelwick Road Conservation Area Committee - Two Councillor representatives</i>
<i>Ifield Village Conservation Area Advisory Committee - Five Councillor representatives</i>
<i>Southgate Conservation Area Advisory Committee - Three Councillor representatives</i>
<i>Worth Conservation Area Advisory Committee - Three Councillor representatives</i>
<i>Community Needs Partnership - Six Councillor representatives</i>
<i>Courage Dyer Recreational Trust - Four Councillor representatives (on a four year term of office)</i>
<i>Crawley & Ifield Education Foundation - One Councillor representative</i>
<i>Crawley Arts Council (CAC) - Three Councillor representatives</i>
<i>Crawley Community and Voluntary Service Trustee Board - Two Councillor representatives</i>
<i>Crawley Ethnic Minority Partnership (CEMP) Partnership Board - One Councillor representative</i>
<i>Crawley Museum Society (and Crawley Museum Project Board) - Four Councillor representatives</i>
<i>Crawley Open House Management Committee - Two Councillor representatives</i>
<i>Crawley Town FC Travel Plan Steering Group - Six Councillor representatives</i>
<i>Crawley Town Twinning Association(CTTA) - Four Councillor representatives</i>
<i>Friends of Broadfield Park - One Councillor representative</i>
<i>Friends of Goffs Park (FoGP) - Two Councillor representatives</i>

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Outside Bodies – Council Appointments
Gatwick Airport Community Trust (GACT) - <i>One Councillor representative (on a four year term)</i>
Relate - North & South West Sussex Trustee Board - <i>One Councillor representative</i>
Court of the University of Sussex - <i>One Councillor representative</i>
West Sussex Health and Adult Social Care Select Committee - <i>One Councillor representative</i>
West Sussex Joint Scrutiny Steering Group - <i>One Councillor representative</i>
West Sussex Mediation Service Management Committee - <i>One Councillor representative (and a deputy)</i>

Outside Bodies – Executive (Cabinet) Appointments
Bus Company Meetings - <i>One Councillor representative</i>
Coast to Capital Joint Committee - <i>One Councillor representative</i>
Crawley Cycling Forum - <i>One Councillor representative</i>
Gatwick Airport Consultative Committee (GATCOM) - <i>One Councillor representative (and a deputy)</i>
Gatwick Airport Joint Authorities Meeting - <i>Two Councillor representatives</i>
Gatwick Diamond - <i>One Councillor representative</i>
Gatwick Diamond Local Authorities Members' Group - <i>One Councillor representative</i>
Gatwick Greenspace Partnership - <i>One Councillor representative</i>
High Weald Area of Outstanding Natural Beauty Forum – Joint Advisory Committee - <i>One Councillor representative</i>
Inter Authority Waste Group - <i>One Councillor representative</i>
Local Economy Action Group - <i>One Councillor representative</i>
LGA: - District Councils Network - <i>One Councillor representative</i>
LGA: - General Assembly - <i>One Councillor representative</i>
Manor Royal Business District (MRBD) Ltd - <i>One Councillor representative</i>
Manor Royal Board - <i>One Councillor representative</i>
Manor Royal Management Group - <i>One Councillor representative</i>
Patrol Adjudication Joint Committee - <i>One Councillor representative</i>
Safer Crawley Partnership Executive - <i>One Councillor representative</i>
Strategic Aviation Special Interest Group - <i>One Councillor representative</i>
Sussex Building Control - <i>One Councillor representative</i>

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Outside Bodies – Executive (Cabinet) Appointments
Sussex Police and Crime Panel - <i>One Councillor representative</i>
Town Centre Partnership - <i>One Councillor representative</i>
West Sussex Forum for Accessible Transport - <i>One Councillor representative</i>
West Sussex Joint Planning Board - <i>One Councillor representative</i>
West Sussex Co-operative - <i>One Councillor representative</i>

Crawley Borough Council

Minutes of Cabinet

Wednesday, 29 November 2017 at 7.30 pm

Councillors Present:

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

Also in Attendance:

Councillor D Crow

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Ann-Maria Brown	Head of Legal and Democratic Services
Karen Hayes	Head of Finance, Revenues and Benefits
Chris Pedlow	Democratic Services Manager
Russell Allison	Housing Enabling and Development Manager
Diana Maughan	Head of Housing Strategic and Planning Services
Clem Smith	Head of Economic & Environmental Services

1. Disclosures of Interest

No disclosures of interests were made by Councillors

All officers present, with exception of the Chief Executive, declared a personal interest in respect of *Minute 12, Quarter Monitoring 2017/18 – Quarter 2*, as the item includes a proposal of a one off payment to staff. The Chief Executive confirmed that she had chosen not to receive the proposed payment.

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2. Minutes

The minutes of the meeting of the Cabinet held on 25 October 2017 were approved as a correct record and signed by the Leader.

3. Public Question Time

There were no questions from the public.

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

The Head of Legal and Democratic Services reported that no representations had been received in respect of any of the following agenda items: 17, 18 and 19: *Acquisition of College Car Park Scheme – Affordable Housing Opportunity, Authority to Appoint a Contractor for 83-87 Three Bridges Road Crawley Development and Multi-Functional Device (MFD) Tender Process*, respectively.

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 2017-2018

The Leader presented report FIN/426 of the Head of Finance, Revenues and Benefits highlighting that the Council was required to consider a treasury management report on a twice yearly basis to ensure Councillors were able to monitor the Council's finances and to review how they were being invested.

It was noted that there were no grounds for concerns, but the significant change since the last update report, was that interest rates had risen and were expected to rise again in the not too distant future.

The Cabinet noted the Overview and Scrutiny Commission's comments on the report and its comments to the Cabinet following consideration of the matter at its meeting on 27 November 2017.

RESOLVED

That Cabinet notes report FIN/426 and the treasury activity for the first two quarters of 2017/2018.

Reasons for the Recommendation

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 midyear reports). This report, therefore, ensures this Council is implementing best practice in accordance with the Code.

7. Town Centre Signage & Wayfinding

The Cabinet Member for Planning and Economic Development presented report PES/252 of the Head of Economic and Environmental Services which highlighted the findings of a signage and wayfinding audit that had been conducted across the town centre. The Cabinet noted the proposals including the introduction of clear signage and wayfinding signs across the town centre. Examples of the proposed signs and suggested locations were also included in the report.

In considering the report the Cabinet were supportive of the proposal, but did feel that some of the images on the proposed signs were quite 'abstract' and might need further consideration. Generally, Members were pleased with the idea and hoped that the new signs should help both residents and visitors, to travel throughout the Town Centre more efficiently.

The Cabinet noted the Overview and Scrutiny Commission's comments on the report and its comments to the Cabinet following consideration of the matter at its meeting on 27 November 2017. The Cabinet thanked the Commission for their in-depth discussion on this very public facing proposal. In response to the Commission's two requests, the Cabinet were happy to support the first proposal that some further public consultation on the signage designs, particularly the symbols to ensure consistency with recognition and interpretation, be held. On their second proposal, Cabinet requested that the Head of Economic and Environmental Services in consultation with Cabinet Member for Planning and Economic Development, investigated further the need for a 'meeting point' being included in the proposed signage at a prominent location. They also delegated the authority to the Head of Service to add such a 'meeting point' to the plans as appropriate.

RESOLVED

That the Cabinet

- 1) approves the signage and wayfinding audit in the town centre.
- 2) delegate authority to the Head of Economic and Environmental Services in consultation with the Cabinet Member for Planning and Economic Development to spend up to the allocated budget of £180,000 on the Town Centre signage and Wayfinding project.
- 3) delegates the authority to the Head of Economic and Environmental Services in consultation with the Cabinet Member for Planning and Economic Development to agree the final design and placement locations of the signs, subject to some public consultation over the images to be used on the signage and further consideration over the need for a 'meeting point' being included in the proposed signage at a prominent location.

Reasons for the Recommendations

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This project will replace the town centre's existing tired and broken signage with modern, high quality and easily maintainable signage.

Effective wayfinding situated in suitable locations, and including maps, will enable residents and visitors to better navigate and explore the town centre.

8. Town Centre Regeneration Programme 2nd Edition

The Cabinet Member for Planning and Economic Development presented report PES/261 of the Head of Economic and Environmental Services which presents a summary of that progress and seeks approval of a revised, updated version of the Town Centre Regeneration Programme (TCRP) which was first published in February 2016.

The Cabinet were pleased how successful the first TCRP had proven to be, as it was seen as an aspirational document and most of those aspirations had been reached. It was hoped the updated version would continue in such a successful manner.

The Cabinet noted the Overview and Scrutiny Commission's comments on the report and its comments to the Cabinet following consideration of the matter at its meeting on 27 November 2017.

RESOLVED

That the Cabinet

- 1) approves the draft, updated Town Centre Regeneration Programme (Appendix A), prior to a period of stakeholder consultation as set out in section 7.2 of the report PES/261
- 2) delegate authority to the Head of Economic and Environmental Services in consultation with the Cabinet Member for Planning and Economic Development to:
 - (i). Approve the final draft of the Town Centre Regeneration Programme, noting and considering any responses or representations received following the period of stakeholder consultation;
 - (ii). Regularly update the programme to take into account the delivery details of the individual town centre regeneration schemes listed within it, as they come forward;

Reasons for the Recommendations

This report seeks Cabinet approval for the draft, updated TCRP prior to a period of consultation with stakeholders, businesses, employers and the local community.

9. **Crawley 2030: Supplementary Planning Document (SPD) - Affordable Housing**

The Cabinet Member for Planning and Economic Development presented report SHAPS/66 of the Head of Strategic Housing and Planning Services, which set out the Affordable Housing Supplementary Planning Document (SPD). The report summarised the changes made to the proposed document since its publication for consultation and an overview of the representations during the consultation.

It was noted that the SPDs was designed to aid the interpretation and implementation of the relevant policies within the adopted Crawley Borough Local Plan (Crawley 2030).

RESOLVED

That the Cabinet approves the adoption of the Affordable Housing Supplementary Planning Document as a Council planning policy document to be taken into account as a material planning consideration in the determination of relevant residential planning applications.

Reasons for the Recommendation

Following the adoption of the Crawley Borough Local Plan 2015-2030 in December 2015, it was recognised that a number of the new policies would benefit from expansion and explanation to ensure the Council helps facilitate the delivery of development and maintains an efficient and high quality development management process. Supplementary Planning Documents (SPDs) assist in supporting successful planning applications, clarifying policy requirements, and also providing examples of best practice and setting out the Council's aspirations which developers may be able to help deliver.

The Affordable Housing SPD has been produced to aid the interpretation of the Crawley Borough Local Plan Policies H3: Housing Mix and H4: Affordable and Low Cost Housing. Following public consultation, Cabinet approval is now sought to strengthen its use as a material planning consideration.

10. **Civil Penalties, Rent Repayment Orders - The Housing and Planning Act 2016**

The Cabinet Member for Housing presented report SHAP/61 of the Head of Strategic Housing and Planning Services which sought approval for the use of the civil penalties and rent repayment orders as laid out in the Housing and Planning Act 2016 as further tools to assist the Council in improving standards within the private rented sector.

The Cabinet was informed that legislation has come into force enabling local authorities to pursue civil penalties of up to £30,000 as an alternative to prosecution for a number of specified offences under the Housing Act 2004. In addition, the use of rent repayment orders has been extended to cover illegal eviction and other specified offences.

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Members were pleased that those powers would enable the Council to further protect its residents as it gave the Council options as an alternative to a prosecution. It was confirmed that the new powers were not solely relating to landlords to houses of multiple occupation, but to any property in the private rented sector.

RESOLVED

That the Cabinet:

- 1) approves the use of the new powers allowing the Council to impose civil penalties and to apply for rent repayment orders, as summarised in Section 4.1 - 4.13 of report SHAP/61.
- 2) approves the proposed policy relating to the Council's use of these new powers as set out in Appendix 1 to report SHAP/61.
- 3) delegates authority to the Head of Strategic Housing and Planning Services in consultation with the Head of Legal and Democratic Services to agree the sum of civil penalties to be issued on a case by case basis in accordance with the approved policy.

Reasons for the Recommendations

The recommendations will enable the Council to utilise additional legislative powers in driving up management standards within the private rented sector.

11. Brownfield Land Register

The Cabinet Member for Planning and Economic Development presented SHAP/65 of the Head of Strategic Housing and Planning which set out that the Council was legally required to publish a Brownfield Land Register (BLR) before 31 December 2017 and review it at least annually thereafter. It was noted that the Register comprised of two parts (Part 1 and Part 2) within it and the main first part had to be produced in a prescribed manner, as shown within the report SHAP/65.

Part 1 must be published and reviewed at least annually according to the Regulations. The entry of sites on Part 2 of the Register was a discretionary, non-executive, function, subject to procedures similar to other types of planning permission. There was no intention for sites to be included in Part 2 of the Register at this stage.

It was explained that Part 1 was a list of all sites which were considered to meet the legislative criteria of being "suitable, available and achievable" for development. Whilst Part 2 of the Register will comprise only of those sites in Part 1 that the Local Planning Authority (LPA) has decided would be suitable for a grant of Permission in Principle.

The Cabinet was informed that the key sites identified within Part 1 of the proposed BLR had already been identified within the Council's Local Plan. It was confirmed that the draft BLR had been out for consultation and that the responses were also included within the report.

RESOLVED

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That the Cabinet

- 1) notes the representations and responses to the Consultation;
- 2) approves the Brownfield Land Register as set out in Appendix 1 for publication;
- 3) delegates to the Head of Strategic Housing and Planning in consultation with the Cabinet Member for Planning and Economic Development the revision and maintenance of Part 1 of the Brownfield Land Register, such revisions being limited to taking account of new planning permissions, or new allocations of land for housing made via the Local Plan review process.

RECOMMENDATION 2 -

That Full Council be RECOMMENDED to:

that the Constitution be amended so that the following functions are the remit of the Planning Committee:

- (i). Power to approve sites for entry into Part 2 of the Brownfield Land Register;
- (ii). Power to decline to approve sites for entry into Part 2 of the Brownfield Land Register;
- (iii). Power to determine applications for Permission in Principle;
- (iv). Power to determine applications for Technical Details Consent;

And that those functions (i)–(iv) be delegated to the Head of Economic and Environmental Services.

Reasons for the Recommendations

The recommended approach will enable the Council to comply with the requirement to publish a Brownfield Land Register by 31 December 2017, and to subsequently perform its functions regarding the Register, in a lawful and appropriate manner.

12. Quarterly Monitoring 2017/18 Quarter 2

The Leader presented report FIN/427 of the Head of Finance, Revenues and Benefits to the Cabinet which provided a summary of the Council's actual revenue and capital spending up to the second quarter ending September 2017. It identified the main variations from the approved spending levels and any potential impact on future budgets.

The Leader commented he was pleased to be able to propose the one-off payment to all staff of £250.00 (pro-rata for part time staff) for all their hard work in this difficult time and also pleased that it would be in their December pay-packets in time for Christmas. The Cabinet echoed the Leaders comments, as did the Chief Executive, who thanked the Members on her staff's behalf for this extra payment.

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RESOLVED

That Cabinet

- 1) notes the projected outturn for the year 2017/2018 as summarised in this report.
- 2) requests that each member of Corporate Management Team in consultation with the Head of Finance, Revenues and Benefits, use their virement delegations to make a one off payment to staff of £250.00 (pro-rata for part time staff) as outlined in Section 8 of this report.

RECOMMENDATION 3 -

That Full Council be RECOMMENDED to:

approve the allocation of £8.0m of 1-4-1 receipts and approximately £7.5m of General Fund receipts for affordable housing on the Town Hall site development as outlined in paragraph 9.24 of this report

Reasons for the Recommendations

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

13. Community Infrastructure Levy (CIL) - Delegation of Enforcement Powers

The Cabinet Member for Planning and Economic Development PES/262 presented the joint Report of the Head of Economic and Environmental Services and the Head of Legal and Democratic Services. The report sought approval for the delegation to officers duties and powers associated with the Community Infrastructure Levy (CIL) Regulatory Framework.

It was noted that the proposal would ensure that the Council could administer the levy efficiently and comprehensively within Crawley, especially in relation to the Council's responsibilities for collecting CIL liabilities and enforcing against non-payment of CIL. The Cabinet confirmed their endorsement of the proposals.

RESOLVED

That Cabinet

- 1) approves the exercise of the duties and powers set out in Appendix A (1-4) to this report PES/262, as included at Appendix A to these minutes, bedelegated to the Head of Economic and Environmental Services and that the exercise of duties and powers relating to the provision of land and or infrastructure in Kind

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as set out in Appendix A (5) be delegated to the Head of Economic and Environmental Services in consultation with the relevant Portfolio holders.

- 2) approve a limited power to accept a “land payment” or “infrastructure payment” be delegated to the Head of Economic and Environmental Services, in consultation with the Cabinet Member for Planning and Economic Development, subject to the defined limits as follows:
- Land with a value of less than £200,000
 - Infrastructure with a value of less than £250,000

Further that it be delegated to the Head of Economic and Environmental Services in consultation with the Cabinet Member for Planning and Economic Development to agree the infrastructure that the council would be willing to except as an infrastructure payment and to publish these details on the Council's website. (In all other cases the decision will remain with the Cabinet).

- 3) approves the Policy on Surcharges and the Levy of late Payment Interest as set out in Appendix B of report PES/262

RECOMMENDATION 4 -

That Full Council be RECOMMENDED to:

approve the proposed constitutional changes as set out Appendix A to these Minutes.

Reasons for Recommendations

The Introduction of the Community Infrastructure Levy (CIL) brings with it a number of new obligations, duties and powers for the Council. This includes responsibility for determining liability, serving notices, collecting funds and enforcing non-payment as set out in the Community Infrastructure Levy (CIL) Regulations 2010 as amended.

Whilst the current scheme of officer delegation for planning functions includes a wide range of provisions relating to the operation of the Planning and Development functions, it does not cover the specific activities set out in the CIL regulatory framework. To enable the levy to be administered effectively, efficiently and properly, delegation of a number of the Council's duties and powers to officers is recommended.

The vast majority of decisions relating to CIL will be of a routine administrative nature and these functions should be delegated to officers.

Regulation 73 of the CIL Regulations authorises the Council to accept a ‘land payment’ (an acquisition of land from a person liable to pay a CIL charge) or an ‘infrastructure payment’ (the provision of one or more items of infrastructure from a person liable to pay a CIL charge) in satisfaction of the whole or part of a CIL charge.

However, before an infrastructure payment can be accepted the Council must publish a document on its web site giving notice of its willingness to accept infrastructure payments and the document must also incorporate a policy statement setting out the

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infrastructure projects or types of infrastructure that the Council would be willing to accept.

There are a number of provisions in the CIL Regulations which gives the Council a power to impose a surcharge or levy late payment.

14. 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.

15. Acquisition of College Car Park Scheme - An Affordable Housing Opportunity

The Cabinet Member for Housing presented report CH/178 of the Head of Crawley Homes which sought approval to acquire, by way of a Conditional Purchase Agreement, the residential scheme that was to be built on the College Car Park site for the main purpose of Council-owned affordable housing.

Having explored other options to secure the scheme for affordable housing, the only remaining option was for the Council to consider acquiring the whole scheme. In the first instance it was intended to be owned and managed by Crawley Homes, utilising 30% funding from RTB 1-4-1 Receipts and 70% funding from the Housing Revenue Account (HRA), while also considering other tenure options, if deemed suitable.

The Cabinet noted the Overview and Scrutiny Commission's comments of support for the proposal, from its meeting on 27 November 2017.

RESOLVED

RECOMMENDATION 5 -

That Full Council be RECOMMENDED to:

- 1) the allocation of funds from the Housing Revenue Account and Right-to Buy 1-4-1 Reserves as detailed in section 7 for the acquisition of the residential scheme on the College Car Park site for the main purpose of Council-owned affordable housing, but with the flexibility to explore other tenure options as detailed in section 5.1 of the report.

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- 2) the delegated authority to the Head of Crawley Homes, the Head of Finance, Revenues & Benefits and the Head of Legal & Democratic Services, in consultation with the Cabinet Member for Housing, to negotiate and agree the detailed terms of the Conditional Purchase Agreement and acquisition, and to consider the available tenure options as deemed necessary for financial or strategic reasons.

Reasons for the Recommendations

The delivery of new affordable housing remains a key priority for the Council. Given land supply constraints it is vital that the Council is in a position to respond promptly and, where appropriate, also positively to potential windfall opportunities in order to maximise affordable housing delivery.

The Council has an obligation to spend the RTB 1-4-1 Receipts within a prescribed period, and this scheme presents an immediate opportunity to commit a significant proportion of these reserves thereby mitigating the risk of returning these funds back to government with penalty interest.

This report intends to secure a significant windfall of at least 90 residential units, by way of a Conditional Purchase Agreement, primarily for Council-owned affordable housing to enable housing lost through Right-to-Buy to be replenished. This scheme is otherwise likely to come forward as another Private Rented Scheme (PRS) in the town centre without any affordable housing.

16. Authority to Appoint a Contractor for 83-87 Three Bridges Road Crawley Development

The Cabinet Member for Housing presented report CH/176 of the Head of Crawley Homes, which sort approval for the authority to enter into a Design and Build Contract for the construction of approximately 14 new affordable residential units at 83-87 Three Bridges Road, Three Bridges, Crawley as part of the Council's own build housing programme. The report also sort approval for the appropriation of land at 83-87 Three Bridges Road, Crawley for planning purposes in order to facilitate its future development.

Following further explanation over the reasons for the change of use of the site for planning purposes, the Cabinet confirmed that they were in support of the proposal.

RESOLVED

That the Cabinet notes the report and:

- 1) approves the appointment of Contractor C under a single stage Design and Build Contract for the development at the 83-87 Three Bridges Road hostel site. The Contractor to work with the Council to undertake the detailed design and construction of the final scheme.

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- 2) approves the appropriation of land at 83-87 Three Bridges Road, Crawley a hostel site that is currently held for housing purposes on the grounds that it is no longer required for those purposes and approves the appropriation of the land for planning purposes to facilitate the carrying out of the development of the site in accordance with Section 122(i) of the Local Government Act 1972 and Section 226 of the Town and Country Planning Act 1990.
- 3) delegates to the Head of Crawley Homes, in consultation with the Head of Strategic Housing and Planning, the Head of Finance, Revenues and Benefit, the Head of Legal and Democratic Services and the Cabinet Member for Housing the decision to appropriate the 83-87 Three Bridges Road hostel site from planning purposes to housing purposes, in accordance with Section 9 of the Housing Act 1985 and section 122(i) of the Local Government Act 1972, if necessary.

Reasons for the Recommendations

To provide housing for Crawley residents in need from the housing register.

To continue the delivery of dwellings funded from the HRA as part of HRA business plan and the Council's RTB Receipts (one-for-one) funding programme.

To enable the development of the site to proceed and be completed without the encumbrance of any third party rights.

Delegated authority for any future appropriation back to housing purposes from planning purposes gives the Council the flexibility to avoid any potential adverse accounting implications.

17. Multi-Functional Device (MFD) Tender Process

The Cabinet Member for Resources presented report PAT/029 of the Head of People and Technology which sought Cabinet delegated authority approval for the Council to undertake the award of a contract following a joint tender process with Horsham District Council and Mid Sussex District Council for the renewal of the Council's Multi-Functional Device (MFD) contract. It was noted that the contract will also provide the Council with further opportunity to call off additional Services covered under the Managed Print Services Contract at any time during the term of the contract.

In response to a question raised during the Cabinet's consideration, the Cabinet Member for Resources confirmed that the decision as to whether the Council would be either leasing, purchasing the MFD's machines or a combination of both, had not been decided currently. He explained that all options were open and the approach taken would be guided by the result of the procurement process, and what was in the best interest of the Council.

RESOLVED

That the Cabinet notes the arrangements for the tender process and approve:

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29 November 2017

- 1) Granting delegated authority to the Head of People and Technology in consultation with the Cabinet Member for Resources to approve the award of the contract following the tender award process.
- 2) Authorise officers to consider using any of the additional managed print services available under this contract.

Reasons for the Recommendations

The Council's first MFD contract commenced in 2010 following a full procurement exercise and had an expiry date of 2015. This has been renewed on an annual basis until the summer of 2017, whilst the requirements of the town hall redevelopment have been under review. The proposals for the new town hall are now at a stage where it is possible to specify the requirements for a new contract. Currently there is no formal MFD contract, but management arrangements have been extended until a new contract can be procured.

The current MFD fleet is 7 years old and is working beyond its life expectancy. In addition to this the limited functionality of the machines doesn't provide a fast and effective scanning process. This is now a key requirement as many services are moving to the council's system for electronic storage of records (EIM) in preparation for the move to a new town hall.

There is an opportunity to procure a new contract for this service and replace the existing fleet with new devices. Horsham District Council and Mid-Sussex District Council have similar contracts that have expired or are due to expire within the next 12 months. As the Councils contracts are reasonably well aligned, it was suggested that the three Councils undertake a joint procurement exercise for this requirement.

Closure of Meeting

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

P K Lamb
Chair

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APPENDIX A

Relation to Minute 13. Community Infrastructure Levy (CIL) - Delegation of Enforcement Powers

Delegation of Functions

1. Exercise the Council's duties and powers in relation to the enforcement of the Community Infrastructure Levy (CIL) as set out in the Planning Act 2008 and Community Infrastructure Levy Regulations 2010 as amended or any Regulations amending or replacing the same.

Delegated to the Head of Economic Development and Environmental Services and/or the Head of Legal and Democratic Services.

2. Exercise the Council's duties and powers in relation to the calculation of the chargeable amount and the determination of liability, in respect of the Community Infrastructure Levy (CIL) as set out in the Planning Act 2008 and Community Infrastructure Levy Regulations 2010 as amended or any Regulations amending or replacing the same.

Delegated to the Head of Economic Development and Environmental Services

3. Exercise the Council's duties and powers in respect of appeals relating to the Community Infrastructure Levy (CIL) as set out in the Planning Act 2008 and Community Infrastructure Levy Regulations 2010 as amended or any Regulations amending or replacing the same.

Delegated to the Head of Economic Development and Environmental Services

4. Exercise the Council's duties in relation to the assessment of claims for exemption and/or relief from the Community Infrastructure Levy (CIL), in accordance with any relevant policies adopted by the Council as set out in the Planning Act 2008 and Community Infrastructure Levy Regulations 2010 as amended or any Regulations amending or replacing the same.

Delegated to the Head Economic Development and Environmental Services

5. Exercise the Council's duties in relation to administration of CIL, including determination of applications to satisfy CIL through the provision of land and/or infrastructure in-kind, and completion of any associated agreements as set out in the Planning Act 2008 and Community Infrastructure Levy Regulations 2010 as amended or any Regulations amending or replacing the same.

Delegated to the Head of Economic Development and Environmental Services in consultation with relevant Portfolio holders.

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Full Council 13 December 2017

NOTICE OF MOTION 1 - UNIVERSAL CREDIT

Mover Councillor Lamb and Seconder Councillor Joyce

This Council notes that Universal Credit, the single monthly payment which replaces the six current working age benefits, is to be fully implemented in Crawley on 18th June 2018.

This council also notes that, within our area, thousands of local people will be affected by these changes.

Crawley Borough Council notes with concern that the move to a Full Service Universal Credit in other parts of the country has caused considerable financial hardship for many of those people moving onto this new system of benefit payments. Before a full roll out of Universal credit the following problems need to be addressed:

- The six week wait for claimants to receive their benefits. The idea that all workers are in jobs where they are paid a month in arrears ignores the reality for the 1.5m workers who struggle on zero hours, insecure jobs or forced self-employment. Claimants need to be paid from day one. 'Despite the lip service paid to this issue in the Autumn Budget, the fundamental problem remains essentially unresolved.'
- Payments going to one named member of a household. Many claimants struggle to budget and payments should be paid to the separate claimants within a household and on a fortnightly rather than monthly basis. With the present policy there is a real danger that if the whole benefit goes to one named individual there is no guarantee that the money will be distributed fairly within the household
- Claimants need to have their rent paid directly to landlords to avoid the unacceptably high levels of arrears and homelessness that have occurred in the areas where UC already exists. Pushing claimants into debt adds to the stress and insecurity for claimants.
- An end to benefit sanctions as there is no evidence that sanctioning helps people into work. In fact taking away claimant's ability to feed themselves and their families prevents them from focusing on finding employment as they are too busy trying to survive. The evidence of the harm that sanctions cause is growing – they are an unnecessary cruelty in our benefits system.
- Allow all new claimants to apply for Universal credit in jobs centres with the support of trained job centre staff. Forcing new claimant to apply on-line causes real problems for many people who don't have either access or the IT skills to cope with the complex online application. The use of a paid helpline also needs to be abandoned as claimants cannot afford the expensive rates charged. The planned job centre closures also needs to be reversed as claimants need face to face support to help them back into work and to deal with the complexity of Universal Credit.
- Abandon the in-work conditionality for part-time or low paid workers – the idea that there are extra hours or higher paid work for the large numbers of these affected workers is simply not the case. This clause of UC places the emphasis on individuals

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who often want greater number of hours of work – and not on the employers who benefit from short hours and insecurity.

- The overall level that UC is funded needs to be urgently increased. The rate at which some claimants will lose benefit is set at 63p in the pound which when compared with the top rate of income tax of 45% on incomes over £150,000 a year, demonstrates just how unfair UC is for the lowest income households.

This council notes with concern, therefore, that the implementation of a Full Service Universal Credit in the Borough is likely to prove seriously detrimental to the health and wellbeing of thousands of its local residents.

Crawley Borough Council therefore resolves to:

‘Request all its political group leaders to jointly write to the Secretary of State for Work and Pensions asking that the system of Universal Credit is redesigned in such a way that it removes the inherent risks that this council has expressed its concerns over.’

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FULL COUNCIL 13 DECEMBER 2017

NOTICE OF MOTION 2 – CAPITAL RECEIPTS FROM RIGHT TO BUY

Mover Councillor Crow and Seconder Councillor Boxall

In 2012 the Government relaxed the rules on the use of capital receipts from Right To Buy housing sales by allowing local authorities to keep a greater share of those receipts on the condition that they would be used to fund the provision of new affordable housing on a 1 for 1 match-funding basis, but with the proviso that any such capital receipts which were not spent within three years of their receipt would have to be paid back to the Government with interest.

This Council is extremely concerned to learn that, for the first time since this policy was introduced, Crawley Borough Council has been required to pay over £1 million of such receipts back to the Government along with an appropriate interest payment due to those receipts not being spent within the time limit allowed. Therefore the Council resolves to:

- (i). publicly express regret at this occurrence, taking into consideration the needs of those people waiting for social housing in the Borough who will now not benefit from the use of over £1 million of these receipts for the purpose for which they were intended, namely the provision of new social housing;*
- (ii). instruct the Leader of the Council and the Cabinet Member for Housing to provide a full explanation as to how this was allowed to happen, and to commit to taking all possible steps to ensure that no further receipts have to be paid back to the Government with interest in the future;*
- (iii). request that in future, the Leader of the Opposition and the Shadow Cabinet Member for Housing are regularly kept informed as to the situation with regard to the spending of these capital receipts, and therefore made aware in good time as and when there is a danger of further receipts having to be paid back to the Government with interest.*

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