

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, 4 April 2018** at **7.30 pm**

Nightline Telephone No. 07881 500 227



Head of Legal and Democratic Services

Please contact Democratic Services if you have any queries regarding this agenda.
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Published Friday 23 March 2018

Duration of the Meeting

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

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

Part A Business (Open to the Public)

| | Pages |
|--|--------------|
| 1. Apologies for Absence | |
| To receive any apologies for absence. | |
| 2. Disclosures of Interest | |
| In accordance with the Council's Code of Conduct, Councillors of the Council are reminded that it is a requirement to declare interests where appropriate. | |
| 3. Communications | |
| To receive and consider any announcements or communications. | |
| 4. Public Question Time | |
| To answer public questions under Council Procedure Rule10. The questions must be on matters which are relevant to the functions of the Council, and should not include statements. | |
| One supplementary question from the questioner will be allowed. | |
| Up to 30 minutes is allocated to Public Question Time. | |
| 5. Minutes | 5 - 18 |
| To approve as a correct record the minutes of the meeting of the Full Council held on Wednesday 21 February 2018. | |
| 6. Items for debate (Reserved Items) | |
| Prior to the introduction of the Minutes of the Cabinet, Overview and Scrutiny Commission and Committees (as contained in the Book of Minutes), Members will be given the opportunity to indicate on which items they wish to speak. | |
| These Reserved Items will then be the only matters to be the subject of a debate. | |
| 7. Minutes of the Cabinet, Overview and Scrutiny Commission and Committees | 19 - 44 |
| 1) To receive the minutes of the meetings of the Cabinet, Overview and Scrutiny Commission and Committees, as listed on page 19, and set out in the appendices to this item. | |
| 2) To adopt any of the recommendations to Full Council, which have not been reserved for debate and as listed on page 19, and set | |

out in the appendices to this item.

8. Reserved Items

To deal with items reserved for debate including any recommendations, which have been identified by Councillors under Agenda Item 6.

Councillors who have reserved items for debate may speak on an item for no more than 5 minutes

9. Councillors' Written Questions

To answer Councillors' written questions under Council Procedure Rule 11.3.

10. 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.

11. 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

12. Questions to Committee Chairs

To answer questions to Committee Chairs.

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

13. 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, 21 February 2018 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 D Burrett, C A Cheshire, D Crow, C R Eade, 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, T Rana, R Sharma, A C Skudder, B A Smith, P C Smith, M A Stone, K Sudan, J Tarrant, G Thomas and L Vitler

Also in Attendance:

Councillor Mr P Nicolson

Officers Present:

| | |
|----------------------|--|
| Natalie Brahma-Pearl | Chief Executive |
| Ann-Maria Brown | Head of Legal and Democratic Services |
| Chris Pedlow | Democratic Services Manager |
| Karen Hayes | Head of Finance, Revenues and Benefits |

1. Disclosures of Interest

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

2. Communications

The Mayor provided the Full Council with a brief update of the Mayoral events. The Mayor thanked those Councillors that attended his recent Mayor's Ball and was pleased to announce that it raised £3500. The Mayor noted that he was attending the opening of the John Stanley Centre at the Waterfield Primary School in Bewbush.

3. Public Question Time

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

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| Questioner's Name | Name of Councillor Responding |
|--|--|
| <p>Mr Crane - (Crane)</p> <p><i>My question relates to the Town Hall redevelopment. If the redevelopment goes ahead will the Council be able to afford to help the less well off in our community, such as making the Council Tax Reduction Scheme more generous or giving new tenants secure tenancies.</i></p> | <p>Councillor Lamb – <i>(Leader of the Council)</i></p> <p><i>Council Tax Reduction Scheme (CTRS) was the replacement for Council Tax benefit provided by Central Government. This was then devolved to Local Government as the CTRS. However the funding for the CTRS had been consistently reduced year on year. But we focus our CTRS on the neediest. CTRS does come out of the Council's budget directly, it's based on a percentage of Council Tax received and that CTRS impacts on West Sussex CC and Police Authority percentage of the Council Tax as well. Our scheme was one of the most generous in the country. CTRS does not in any way align or link to the revenue related to the Town Hall redevelopment</i></p> |
| <p>Supplementary Question</p> <p><i>Will there be any further consultation on the New Town Hall once the financial implications are available in the public domain?</i></p> | <p>Councillor Lamb – <i>(Leader of the Council)</i></p> <p><i>It would not be possible to consult on tender's responses once tenders have been issued. Consultation has been positive about the concept of the scheme. The scheme will deliver a free new Town Hall.</i></p> |
| <p>Mr Hall – (Langley Green)</p> <p><i>Will the Full Council and other meetings be webcasted in the new Town Hall?</i></p> | <p>Councillor Skudder – <i>(Cabinet Member for Resources)</i></p> <p><i>The infrastructure for webcasting will be built into the facilities and committee rooms within the new Town Hall.</i></p> |

4. Minutes

The minutes of the meeting of the Full Council held on 13 December 2017 were approved as a correct record and signed by the Mayor.

5. Items for debate (Reserved Items)

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

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| Minute Book Page no. | Committee/ Minute no. (and the Member reserving the item for Debate) | Subject (Decisions previously taken under delegated powers, reserved for debate only). | Subject (Recommendation to Council, reserved for debate) |
|--------------------------------|--|---|---|
| P.54 | Overview and Scrutiny Commission, 5 February 2018, Minute 7 <i>Conservative Group</i> | Establishment of and Appointments to Scrutiny Panels. | |
| P.58 | Cabinet 7 February 2018 Minute 5 <i>Labour Group and Conservative Group</i> | | <u>Recommendation 1</u> Approval of 2018/19 General Fund Budget; Housing Revenue Account Budget; Capital Programme funding; Council's share of Council Tax increase; Pay Policy Statement. |
| P.59 & the Supplemental Agenda | Cabinet 7 February 2018 Minute 5 <i>Labour Group</i> | | <u>Recommendation 2</u> Council Tax Schedule 2018/19 |

6. 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:

- Planning Committee – Monday, 4 December 2017
- Overview and Scrutiny Commission – 8 January 2018
- Cabinet – 10 January 2018
- Planning Committee – 29 January 2018
- Overview and Scrutiny Commission – 5 February 2018
- Cabinet – 7 February 2018

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

Treasury Management Strategy 2018/2019 – Cabinet – 7 February 2018 (Recommendation 3)

The Full Council considered report [FIN/433](#) of the Head of Finance, Revenues and Benefits

RESOLVED

That the Full Council approves:

- 1) the Treasury Prudential Indicators and the Minimum Revenue Provision (MRP) Statement contained within Section 5 of report [FIN/433](#)
- 2) the Treasury Management Strategy contained within Section 6 of report [FIN/433](#);
- 3) the Investment Strategy contained within Section 7, and the detailed criteria included in Appendix 3 of report [FIN/433](#)

7. Establishment of and Appointments to Scrutiny Panels (Overview and Scrutiny Commission - 5 February 2018)

Councillor Crow, on behalf of the Conservative Group, explained the rationale for bringing forward this item for debate. The aspect of the Establishment of and Appointments to Scrutiny Panels he wanted to address was the Social Mobility Scrutiny Panel (SMSP), especially as social mobility was an important issue affecting the Borough and it was the Leader's topic suggestion. Councillor Crow commented that he was concerned to hear from his colleagues on the Commission that the decision on confirming the membership and Chair of the SMSP had been delayed to the next meeting of the Commission, as no Labour nominees were ready. He on behalf of the Conservative Group had submitted the required two nominations including highlighting that Councillor Belben would be happy to be selected as the chair the Panel. He commented that he would presume Councillor Belben would be the Chair as there no other nominees?

Councillors Lamb, Lanzer, Burrett, and Irvine also spoke on this item.

Councillor B Smith, as the Chair of the Overview and Scrutiny Commission, responded that she took responsibility for the confusion over the nominations, she had unfortunately been unwell for a three week period prior to the Commission. She was unaware of the Labour nominations including for their proposed Chair. As the Commission's Chair she made the decision of deferring the decision, to avoid any confusion. She highlighted that at that meeting of the Commission, there had been an agreement to increase membership for the SMSP to seven Members, due to the importance of the subject matter.

8. 2018/19 Budget and Council Tax -Recommendation 1 (Cabinet - 7 February 2018)

The Leader of the Council, Councillor Lamb addressed the Council and made his budget speech, in doing so presented report [FIN/434](#) of the Head of Finance, Revenues and Benefits, which set out the Budget and level of Council Tax for the year 2018/19. It was noted that the report detailed each of the Revenue, Capital and Housing Revenue Accounts that combine together to formulate 'The Budget'. In

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proposing the level of Council Tax for the Financial Year 2018/19, each of those accounts identified had been considered. The combined proposal ensured that the Council had a balanced Budget. It was noted that the report had been considered by the Cabinet on 7 February 2018 and by the Overview and Scrutiny Commission at its meeting on 5 February 2018. Councillor Joyce then seconded the report.

The Full Council was reminded that regulations required all Councils at their annual budget meetings to adopt the practice of recorded votes - that is, recording in the minutes of the meeting how each member present voted on any decision relating to the Annual Budget and Council Tax. This applied not only to substantive budget motions to agree the budget and setting council taxes, including precepts, but also on any amendments proposed.

The Leader of the Opposition, Councillor Duncan Crow addressed the meeting and made his budget speech. The Mayor then opened up the general debate on the proposed Budget report. The Full Council undertook a full and detailed debate on the Budget with Councillor Lunnon, Lanzer, Irvine, Burrett, Mullins, Dr Bloom, P. Smith, Thomas and Joyce all spoke in the general debate.

At the conclusion of the discussion, Councillors expressed their thanks and appreciation for the work carried out by Karen Hayes (Head of Finance, Revenues and Benefits), the Finance Division generally and the Budget Advisory Group (BAG).

Voting in Favour: Councillors: Ayling, Belben, Bloom, Boxall, B J Burgess, R G Burgess, Burrett, Cheshire, Crow, Eade, Fiveash, Guidera, Irvine, Jaggard, Jones, Joyce, Lamb, Lanzer, Lunnon, McCarthy, Mullins, Peck, Pendlington, Pickett, Portal Castro, Quinn, Rana, Sharma, Skudder, B A Smith, P C Smith, Stone, Sudan, Tarrant, Thomas and Vitler. (36)

Voting Against: Councillors: None (0)

Abstentions: Councillors: None (0)

The Mayor declared the recommendation was carried – votes in favour 36, and votes against 0 with 0 abstention.

RESOLVED

That the Full Council approves:

- 1) the proposed 2018/19 General Fund Budget including savings and growth as set out in section 6 and Appendix 1 and Appendix 2 of the report [FIN/434](#),
- 2) the proposed 2018/19 Housing Revenue Account Budget as set out in section 10 and Appendix 3 of the report [FIN/434](#),
- 3) the 2017/18 to 2019/20 Capital Programme and funding as set out in paragraph 11.4 of the report [FIN/434](#),
- 4) that the Council's share of Council Tax for 2018/19 be increased by 2.55% from £194.04 to £198.99 for a band D property as set out in paragraphs 5.5.1 and 13.3 of the report [FIN/434](#),
- 5) the Pay Policy Statement for 2017/2018 as outlined in paragraph 16.3 and Appendix 6 of the report [FIN/434](#).

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9. 2018/2019 Council Tax including Notice of Precept -Recommendation 2 (Cabinet - 7 February 2018)

Councillor Lamb referred to the receipt of the Notice of Precept from the Police and Crime Commissioner for Sussex and West Sussex County Council, (Recommendation 2) which had been circulated separately in the Supplementary Agenda.

Moved by Councillor Lamb, seconded by Councillor Joyce and

Following approval of the Council's budget in Recommendation 1, and in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the names of the Members voting for and against Recommendation 2 were recorded as set out below:-

Voting in Favour: Councillors: Ayling, Belben, Bloom, Boxall, B J Burgess, R G Burgess, Burrett, Cheshire, Crow, Eade, Fiveash, Guidera, Irvine, Jaggard, Jones, Joyce, Lamb, Lanzer, Lunnon, McCarthy, Mullins, Peck, Pendlington, Pickett, Portal Castro, Quinn, Rana, Sharma, Skudder, B A Smith, P C Smith, Stone, Sudan, Tarrant, Thomas and Vitler. (36)

Voting Against: Councillors: None (0)

Abstentions: Councillors: None (0)

The Mayor declared the recommendation was carried – votes in favour 36, and votes against 0 with 0 abstention.

RESOLVED

That the Full Council approves:

- 1) That it be noted that on 14 December 2016 the Leader of the Council under delegated powers calculated the Council Tax Base 2017/18 for the whole Council area as 33,893.5 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and
- 2) That the Council Tax requirement for the Council's own purposes for 2017/18 is calculated at £6,576,695
- 3) That the following amounts be calculated for the year 2017/18 in accordance with Sections 31 to 36 of the Act:

| | | |
|-----|--------------|---|
| (a) | £120,963,077 | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils. |
| (b) | £114,386,382 | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act. |

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| (c) | £6,576,695 | being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act). |
| (d) | £194.04 | being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts). |
| (e) | £0 | being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act. |
| (f) | £194.04 | being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates. |

- 4) That it be noted that the County Council and the Police and Crime Commissioner for Sussex have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.
- 5) That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2017/18 for each part of its area and for each of the categories of dwellings.

COUNCIL TAX SCHEDULE 2017/18

| | CRAWLEY BOROUGH COUNCIL | WEST SUSSEX COUNTY COUNCIL | POLICE AND CRIME COMMISSIONER FOR SUSSEX | TOTAL |
|--------|-------------------------|----------------------------|--|------------------|
| BAND A | £129.36 | £837.06 | £102.61 | £1,069.03 |
| BAND B | £150.92 | £976.57 | £119.71 | £1,247.20 |
| BAND C | £172.48 | £1,116.08 | £136.81 | £1,425.37 |
| BAND D | £194.04 | £1,255.59 | £153.91 | £1,603.54 |

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| BAND E | £237.16 | £1,534.61 | £188.11 | £1,959.88 |
| BAND F | £280.28 | £1,813.63 | £222.31 | £2,316.22 |
| BAND G | £323.40 | £2,092.65 | £256.52 | £2,672.57 |
| BAND H | £388.08 | £2,511.18 | £307.82 | £3,207.08 |

- 6) That it be determined in accordance with Section 52ZB Local Government Finance Act 1992 that the Council 's basic amount of Council Tax for 2017/18 is NOT excessive in accordance with principles approved by the Secretary of State under Section 52ZC of the Act.

10. Councillors' Written Questions

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

Questioner Councillor Irvine
Addressed to Cabinet Member for Housing
Subject(s) Sale of Council Houses
 Expected annual rent from Council Houses
 Estimated cost of Homelessness

Questioner Councillor Peck
Addressed to Cabinet Member for Environmental Services and Sustainability
Subject Number of fines issued since 2014 relating to *littering and dogfouling*

Questioner Councillor Eade
Addressed to Cabinet Member for Planning and Economic Development
Subject *Identifying and Monitoring HMOs (Houses of Multiple Occupation) in Crawley*

11. Announcements by Cabinet Members

Councillor Thomas – (*Cabinet Member for Environmental Services and Sustainability*).

The Full Council were informed that the Green Bin service would be extending its service to 50 weeks a year from the current 39 weeks. The change had occurred following a consultation process with 3500 replies. The service would now cost £57.50, but there would be a discount of £2.50 for those paying by direct debit.

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12. 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>I welcome the extension of the green bin service that Councillor Thomas has just informed the Council about. However, I remember when the Conservative administration brought in the Green Bin service, his colleagues and I believe himself, said that the service should be free as it was in Horsham DC. So does he recognised he was wrong at the time to criticise the introduction of the Green Bin service having a charge?</i></p> | <p>Councillor Thomas – <i>(Cabinet Member for Environmental Services and Sustainability).</i></p> <p><i>I am sorry Councillor Crow I'm getting very old, and my long term memory wasn't as good as it once was so I can't remember what you were talking about. I've personally always been in support of the introduction of green bins in Crawley. I also remember proposing at the time that pensioners possibly should have a free service, but I cannot recall any other than that.</i></p> |
| <p>Councillor B Burgess to the Cabinet Member for Public Protection and Community Engagement.</p> <p><i>I was reading the notice board outside the town hall and I saw a notice about the Armed Forces covenant. Unfortunately, there were no contact details on it. Could the Cabinet Member look into this situation?</i></p> | <p>Councillor Jones – <i>(Cabinet Member for Public Protection and Community Engagement).</i></p> <p><i>Thank you Councillor Burgess for highlighting this matter to me, I wasn't aware of the notice you refer to. Clearly there was contact information for the Civil Military Partnership within the Council. I'll look into the matter further.</i></p> |
| <p>Councillor B Burgess to the Cabinet Member for Public Protection and Community Engagement</p> <p><i>With this year being the centenary of the Representations of the people's act that gave the vote. Are there any plans to commemorate this important event by this Council?</i></p> | <p>Councillor Lamb – <i>(Leader of Council)</i></p> <p><i>Of course this was an important event in British history. I am currently unaware of any events being planned, but I will speak to our communications team and I'm sure that can be addressed.</i></p> |

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| <p>Councillor Irvine to the Cabinet Member for Environmental Services and Sustainability.</p> <p><i>Can you provide me with some further information as to why you put in the Budget that the Full Council have recently agreed, a growth bid to upgrade the shrub beds across the town?</i></p> | <p>Councillor Thomas – <i>(Cabinet Member for Environmental Services and Sustainability).</i></p> <p><i>I had noticed recently that the shrub beds across the town whose original role was to enhance the look of our neighbourhoods were looking tired and in some cases grim. We have responsibility for 4,500 shrub beds and over this year along there had been 877 complaints over their conditions. Following our positive move to a patch working approach, some of the teams have been struggling by the over grown nature of our current shrub beds. Therefore, the growth bid was to allow our amenities team to re plant the shrub beds with the right types of plants, which can be maintained efficiently, whilst still enhancing the look and feel of our neighbourhoods.</i></p> |
| <p>Councillor Guidera to the Cabinet Member for Planning and Economic Development</p> <p><i>My question relates to the recent refurbishment of Queen’s Square. Whilst the changes have improved the look of the Queen’s Square, the amount of chewing gum that was already on the new stones is shocking. What approach is being taken to remove the gum without damaging the new pavement slabs?</i></p> | <p>Councillor P Smith – <i>(Cabinet Member for Planning and Economic Development)</i></p> <p><i>There is a budget for cleaning the area and new top end equipment was purchased to ensure that Queen’s Square remains in good condition. I do accept that there is a significant amount of gum on the slabs and it was in the process of being removed carefully.</i></p> |
| <p>Councillor Lanzer to the Cabinet Member for Planning and Economic Development</p> <p><i>My question relates to the recent unacceptable felling of trees at Burleys Wood. I would like to pass on my thanks to the planning departments enforcement officers over their rapid respond to that tragic situation at Burleys Wood. Their quickness in placing a TPO over the whole site and them contacting the Forrest Commission must be commended.</i></p> | <p>Councillor P Smith – <i>(Cabinet Member for Planning and Economic Development)</i></p> <p><i>I’ll pass on your thanks and comments back to the team. As a Council, we care about that site and what has been done was a disgrace, we were looking at what could be done going forward</i></p> |

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13. Questions to Committee Chairs

| Name of Councillor asking Question | Name of Committee Chair Responding |
|--|--|
| <p>Councillor Crow to the Chair of the Licensing Committee.</p> <p><i>Can he provide us with an update on how his discussion with the Taxi drivers has been, following them raising numerous concerns at a licensing Committee earlier this year?</i></p> | <p>Councillor Fiveash – (<i>Chair of the Licensing Committee</i>).</p> <p><i>I have met with representatives of the Hackney Carriage drivers to hear their concerns, but unfortunately most of their issues were not actually licensing related matters. They are related to planning and planning enforcement, so I've passed them through to the appropriate officers.</i></p> |
| <p>Councillor B Burgess to the Chair of the Planning Committee.</p> <p><i>My question relates to the old 'Index' building on the Broadway. Previously, the site had received planning permission for apartments. However, there are rumours that the site now would be flattened and turned into a car park. So was he aware of that suggested change?</i></p> | <p>Councillor Irvine – (<i>Chair of the Planning Committee</i>).</p> <p><i>I hadn't heard of that. I've got no reason to believe that would have been granted won't be taking place, but I will take it back and get officers to look into this matter.</i></p> |
| <p>Councillor Lanzer to the Chair of the Cabinet.</p> <p><i>Given that there was reference to a direct debit discount for the new green bin service. What is his thinking going forward on expanding this type of discount for direct debit customers for other services?</i></p> | <p>Councillor Lamb – (<i>Chair of the Cabinet</i>).</p> <p><i>There was a clear and distinct difference between a statutory service and a discretionary one like the green bins. We were looking into this matter, and there are clear benefits to our residents paying for services by direct debits. We must be sensitive to the numbers of our customers who prefer other types of payments and of those, many wouldn't be comfortable using direct debits.</i></p> |

Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 9.16 pm

B J Quinn
Mayor

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Appendix A

Disclosures of Interest received from Members in advance of the meeting

| Councillor | Item and | Meeting & Minute | Type and Nature of Disclosure |
|-------------------------|--|---|--|
| Councillor P C Smith | Planning Application CR/2017/0762/RG3 Haslett Avenue East and Land Adjacent County Mall, Crawley | Planning Committee 4 December 2017 – Minute 6, Page 30 | Personal Interest – Member of Crawley Cycling Forum |
| Councillor Thomas | Planning Application CR/2017/0762/RG3 Haslett Avenue East and Land Adjacent County Mall, Crawley | Planning Committee 4 December 2017 – Minute 6, Page 30 | Personal Interest – Member of Crawley Cycling Forum |
| Councillor P C Smith | Planning Application CR/2017/0765/RG3 Manor Royal (West of Crawters Brook), Northgate, Crawley | Planning Committee 4 December 2017 – Minute 7, Page 30 | Personal Interest – Member of Crawley Cycling Forum |
| Councillor P C Smith | Planning Application CR/2017/0765/RG3 Manor Royal (West of Crawters Brook), Northgate, Crawley | Planning Committee 4 December 2017 – Minute 7, Page 30 | Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District |
| Councillor Thomas | Planning Application CR/2017/0765/RG3 Manor Royal (West of Crawters Brook), Northgate, Crawley | Planning Committee 4 December 2017 – Minute 7, Page 30 | Personal Interest – Member of Crawley Cycling Forum |
| Councillor Burrett | Disabled Facilities Grant Policy | Overview and Scrutiny Commission 8 January 2018 – Minute 4, Page 30 | Personal Interest – Member of WSCC |
| Councillor Cheshire | Disabled Facilities Grant Policy | Overview and Scrutiny Commission 8 January 2018 – Minute 4, Page 30 | Personal Interest – Had previously been in receipt of a disabled facilities grant |
| Councillor Lanzer | Disabled Facilities Grant Policy | Overview and Scrutiny Commission 8 January 2018 – Minute 4, Page 30 | Personal Interest – Member of WSCC |

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|----------------------|--|--|---|
| Councillor Burrett | Scrutiny Panel Update | Overview and Scrutiny Commission 8 January 2018 – Minute 7, Page 30 | Personal Interest – Member of WSCC |
| Councillor Lanzer | Scrutiny Panel Update | Overview and Scrutiny Commission 8 January 2018 – Minute 7, Page 30 | Personal Interest – Member of WSCC |
| Councillor Burrett | Health and Adult Social Care Select Committee (HASC) | Overview and Scrutiny Commission 8 January 2018 – Minute 8, Page 30 | Personal Interest – Member of WSCC |
| Councillor Burrett | Disabled Facilities Grant Policy | Cabinet 10 January 2018 – Minute 5, Page 40 | Personal Interest – Member of WSCC |
| Councillor Skudder | Proposed Manor Royal Business Improvement District (BID) Renewal | Cabinet 10 January 2018 – Minute 6, Page 41 | Personal Interest – Employee of Thales in Manor Royal. |
| Councillor P C Smith | Proposed Manor Royal Business Improvement District (BID) Renewal | Cabinet 10 January 2018 – Minute 6, Page 41 | Personal and Prejudicial Interest – Local Authority Director of the Manor Royal Business Improvement District and Cabinet Member for Planning and Economic Development. <i>Councillor P Smith left the room for this item</i> |
| Councillor P C Smith | Planning Application CR//2015/0435/FUL – Land Parcel at Jersey Farm, County Oak Way, Langley Green, Crawley | Planning Committee 29 January 2018 – Minute 5, Page 46 | Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District. |
| Councillor Lanzer | 2018/19 Budget and Council Tax | Overview and Scrutiny Commission 5 February 2018 – Minute 4, Page 52 | Personal Interest – Member of WSCC |

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| | | | |
|--|--|---|--|
| Councillor Lanzer | Allocating Monies Collected Through Community Infrastructure Levy – Infrastructure Plan and Governance | Overview and Scrutiny Commission 5 February 2018 – Minute 6, Page 53 | Personal Interest – Member of WSCC |
| Councillor Burrett | Establishment of and Appointments to Scrutiny Panels – Social Mobility Scrutiny Panel | Overview and Scrutiny Commission 5 February 2018 – Minute 7, Page 54 | Personal Interest – Member of WSCC |
| Councillor Lanzer | Health and Adult Social Care Select Committee (HASC) | Overview and Scrutiny Commission 5 February 2018 – Minute 8, Page 54 | Personal Interest – Member of WSCC |
| Councillor Lanzer | Health and Adult Social Care Select Committee (HASC) | Overview and Scrutiny Commission 5 February 2018 – Minute 8, Page 54 | Personal Interest – Member of WSCC |
| Councillor B A Smith | Health and Adult Social Care Select Committee (HASC) | Overview and Scrutiny Commission 5 February 2018 – Minute 8, Page 54 | Personal Interest – Member of WSCC |
| Councillor Lanzer | 2018/19 Budget and Council Tax | Cabinet 7 February 2018 – Minute 5, Page 58 | Personal Interest, as Officers of the Council in relation to the Pay Policy Statement. |
| All Officers attending this meeting of the Full Council. | 2018/19 Budget and Council Tax | Cabinet 7 February 2018 – Minute 5, Page 58 | Personal Interest, as Officers of the Council in relation to the Pay Policy Statement. |

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 – Monday, 27 February 2017 (*page 21*)
- 7 b) Audit Committee – Tuesday 6 March 2018 (*page 29*)
- 7 c) Overview and Scrutiny Commission – Monday 19 March 2018 (*page 33*)
- 7 d) Planning Committee – Tuesday 20 March 2018 (*page 39*)
- 7 e) Cabinet – Wednesday 21 March 2017 (to follow)
- 7 f) Governance – Monday 26 March 2018 (to follow)

Recommendation 1 – (to follow)

- *Electoral Review – Ward Patterns*

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Agenda Item 7

Appendix 4
Planning Committee
27 February 2018

Crawley Borough Council

Minutes of Planning Committee

Tuesday, 27 February 2018 at 7.30 pm

Councillors Present:

I T Irvine (Chair)

C Portal Castro (Vice-Chair)

N J Boxall, B J Burgess, R S Fiveash, K L Jaggard, T Rana, A C Skudder, P C Smith, M A Stone and J Tarrant

Also in Attendance:

Councillor M G Jones, M W Pickett and R Sharma

Officers Present:

| | |
|----------------------|-----------------------------|
| Dimitra Angelopoulou | Planning Officer |
| Roger Brownings | Democratic Services Officer |
| Kevin Carr | Legal Services Manager |
| Marc Robinson | Principal Planning Officer |
| Hamish Walke | Principal Planning Officer |

Apologies for Absence:

Councillor D Crow, F Guidera, S J Joyce and G Thomas

1. Disclosures of Interest

The following disclosure of interest was made:

| Councillor | Item and Minute | Type and Nature of Disclosure |
|-------------------------|--|--|
| Councillor P C Smith | CR/2017/0764/RG3 - Fleming Way (West of Crawters Brook), Northgate, Crawley (Minute 6) | Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District. |

2. Lobbying Declarations

The following lobbying declaration was made by Members:-

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Planning Committee
27 February 2018

Councillors Boxall, Irvine, Jaggard, Portal Castro, Skudder, P C Smith, Stone and Tarrant had been lobbied regarding application CR/2016/0972/FUL.

(Councillor B J Burgess indicated that she had received letter(s) on application CR/2016/0972/FUL, but had not read them).

3. Minutes

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

4. Planning Application CR/2016/0972/FUL - 44 Goffs Park Road, (formerly Oakhurst Grange), Southgate, Crawley

The Committee considered report PES/245 (a) of the Head of Economic and Environmental Services which proposed as follows:

Demolition of existing buildings and erection of a continuing care retirement community (Class C2) (amended plans received).

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

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

Replacement Condition 20 – lighting:

Before the development is first occupied, details of a scheme for all external lighting shall be submitted to and approved in writing by the Local Planning Authority. The lighting shall be implemented in accordance with the approved scheme and no additional external lighting shall be added or positioned on site without the prior written permission of the Local Planning Authority.

REASON: To safeguard the amenities of nearby residents and to avoid potential disturbance to bats using the site in accordance with Policies CH3 and ENV2 of the Crawley Borough Local Plan 2015-2030.

Condition 3 – Construction Management Plan – additional bullet point:

- “Any temporary lighting required during the construction period”
Add to REASON “and to avoid potential disturbance to bats using the site ...”

Additional Condition on cycle parking (as discussed in para 1.52 on page 24 of the report):

Notwithstanding the details shown on drawing 10324_PL003 Rev C, revised details of secure, covered and easily accessible cycle parking provision for staff and visitors shall be submitted to and approved in writing by the Local Planning Authority. The approved cycle parking shall be implemented in accordance with the agreed details and made available for use before the first occupation of the development hereby approved.

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27 February 2018

REASON: To ensure adequate provision of cycle parking in accessible locations in accordance with policy IN4 of the Crawley Borough Local Plan 2015-2030 and the standards within the Council's Urban Design Supplementary Planning Guidance.

Mr Sanj Sandhar, Mr Mark Regan, Mr Harry Ford, Cabinet Member Councillor Jones, and Councillor Pickett, as a Ward Member for Southgate, addressed the Committee in objection to the application, whilst Mr John Sneddon, the Agent, addressed the Committee in support of the application. Many of the objections raised reflected those detailed in the report, including that the application offered no provision for affordable housing. In addition, there were particular concerns raised on such grounds as: height, scale and massing - which it was considered would result in an unsympathetic form of development, design, which it was felt was out of keeping with the character of the area, loss of light and privacy, landscaping, increased traffic and parking, and impacts on highway safety.

The Committee then considered the application. The Committee discussed the issues arising, including the comments raised by the speakers and concerns raised by objectors. A number of Members expressed their own concerns regarding this application, including in particular those in relation to the non-provision of affordable housing. In response to issues and concerns raised, the Principal Planning Officer:

- Agreed that it was unfortunate that the 12 Re-enablement units, to help older people back into their own homes, had been removed from the Scheme as originally submitted, and indicated that under the Local Plan Policy H2 there was no requirement on the Applicant to provide such a facility.
- Acknowledged that, without the provision for affordable housing, the Local Planning Authority could not require the Applicant to specifically secure care units for existing Crawley residents. The scheme might free up existing larger Crawley homes and hospital beds, but this could not be controlled through the planning system.
- Emphasised that a critical issue for officers in assessing this planning application had been whether there was a requirement for the provision of affordable housing.
- Explained that the proposed development would provide a total of 121 individual units of accommodation for older people. This would help to address some of the local housing needs of an ageing population and would be in accordance with the site allocation under Policy H2 of the Local Plan.
- Advised that Officers had been unable to secure affordable housing provision from the 34 Care Apartments, which were considered by Officers, although not the Applicant, to potentially fall within the C3 (dwelling house) use class.
- Acknowledged that the lack of an affordable housing contribution did weigh against the scheme in this sense, although, as set out in the report, appeal decisions on such schemes had often taken the view that such units fell within the C2 (Residential Institutions) use class. Officers felt that taking into account the barrister's advice as reported, appeal decisions, and given that this was a unique development in Crawley, the scheme would be difficult to refuse on this basis. The Local Plan review would address the issue of affordable provision within such schemes.
- Confirmed that in terms of design, officers felt that the revised Scheme would have a more contemporary feel, whilst respecting the traditional materials used in the surrounding area. The scheme was now considered adequate in terms of design and external appearance.
- Indicated that there was scope for additional planting along the boundaries to enhance existing landscaping and further screen views of the new buildings

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Appendix A
Committee
27 February 2018

from the existing adjoining houses. In response to a question, the Principal Planning Officer confirmed that Members, if they wished, could attach a condition to secure obscure glazing for some of the Block A windows, which provided light to bathrooms, kitchens, and provided a secondary window to living areas. The relatively limited adverse impact identified would need to be assessed in the balance of all material planning considerations.

- Indicated that whilst new trees to be planted as part of the proposed Landscape Masterplan would take time to grow, the intention was to enhance the overall landscape in a way that would have an immediate impact (with no Leylandii proposed) and which would help to secure a high quality landscaping scheme, helping to overcome any gaps between the scheme and surrounding properties, with longer term benefits. This would require planting of some more substantial trees to address specific existing gaps in vegetation.
- Advised that the proposed new pedestrian only link from the site onto Perryfield Road would be open during limited daytime hours, between about 9 am and 3 pm.
- Acknowledged that there were concerns raised from residents of Perryfield Road, living close to the access point, about the creation of this pedestrian access, but that the new access would offer a significantly quicker route for future residents, staff and visitors to/from Crawley town centre. Whilst the new pedestrian access would be likely to increase use by pedestrians along this part of Perryfield Road, the level of movement was likely to be limited and would be quiet, as it would be restricted to pedestrians only. A legal agreement could be used to secure the implementation and ongoing availability of this pedestrian access.
- Confirmed that the Local Highway Authority (LHA) was satisfied that visibility at the existing access to Goffs Park Road was acceptable. The development was not anticipated to give rise to severe highway capacity.
- Advised that the LHA had recommended conditions to ensure that the proposed parking provision was made available, that the impact of construction traffic was addressed and that encouragement of travel by sustainable means was carried out. Subject to these controls and to revisions to cycle parking, the Scheme was considered acceptable by the Highway Authority in transport and highways terms.
- Emphasised that the cycle provision and new pedestrian access should help to encourage travel by sustainable means.

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

RESOLVED

Permit, subject to:

- (i) The conclusion of a Section 106 Agreement to secure:
 - Qualifying requirements relating to age (over 60) and minimum level of care (one and a half hours per week) for future residents;
 - Implementation and ongoing availability of the proposed pedestrian access to Perryfield Road.
- (ii) The Conditions set out in report PES/245 (a).
- (iii) The updated Conditions above.

5. **Planning Application CR/2017/0760/FUL - 9 Woolborough Road, Northgate, Crawley**

The Committee considered report PES/245 (b) of the Head of Economic and Environmental Services which proposed as follows:

Demolition of existing surgery and erection of a part two-storey part two and a half-storey residential building comprising 6 x one-bed flats and 3 x two-bed flats with associated car parking, bin store and cycle store (amended description & plans received).

Councillors Stone and Tarrant declared they had visited the site.

The Planning Officer (Dimitra Angelopoulou) provided a verbal summation of the application.

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

The Committee then considered the application.

RESOLVED

Permit, subject to

- (i) The conclusion of a Section 106 agreement to secure the financial contributions of £7,700 for replacement and additional tree planting, and the provision of 40% affordable housing on the site (in accordance with Policy H4).
- (ii) The Conditions set out in report PES/245 (b).

6. **Planning Application CR/2017/0764/RG3 - Fleming Way (West of Crawters Brook), Northgate, Crawley**

The Committee considered report PES/245 (c) of the Head of Economic and Environmental Services which proposed as follows:

Fleming Way cycle path scheme to connect the Crawters Brook shared facility with the National Cycle Network (NCN) Route 21 extending from/to Gatwick Airport at the Fleming Way end through the upgrade of existing pedestrian footways to shared facilities for pedestrians and cyclists (amended plans received).

Councillor P C Smith declared he had visited the site.

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

That WSCC Highways confirmed that it had no objection subject to conditions and:

Amended Condition 3

The paving and other new hard surfaces shall not be implemented until details of their materials have been submitted to and been approved in writing by the Local Planning Authority. The paving and new hard surfaces shall thereafter be implemented in accordance with the approved details.

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All other materials to be used in the development hereby permitted shall strictly accord with those indicated on the approved details associated with the application unless otherwise agreed in writing with the Local Planning Authority.

REASON: To enable the Local Planning Authority to control the development in detail in the interests of amenity and in accordance with Policy CH3 of the Crawley Borough Local Plan 2015-2030.

New Condition 7

No development shall be undertaken until detailed plans of the Toucan crossing and its precise location have been submitted to and been approved in writing by the Local Planning Authority. The Toucan crossing shall thereafter be implemented in accordance with the approved details.

REASON: In the interests of road safety and to ensure adequate drainage in accordance with policy CH3 of the Crawley Borough Local Plan 2015-2030.

The Committee then considered the application.

RESOLVED

Permit, subject to the Conditions set out in report PES/245 (c), and the updated Conditions above.

7. Planning Application CR/2017/0954/TPO - Amenity land in front of 27 Lytton Drive, Pound Hill, Crawley, RH10 7SH

The Committee considered report PES/245 (e) of the Head of Economic and Environmental Services which proposed as follows:

Goat Willow - reduce height and crown radius by up to 2m (amended description).

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

The Committee then considered the application.

RESOLVED

Consent, subject to the Conditions set out in report PES/245 (e).

8. Planning Application CR/2017/1064/RG3 - 1-55 Dalewood Gardens, Northgate, Crawley

The Committee considered report PES/245 (f) of the Head of Economic and Environmental Services which proposed as follows:

Replacement of brown timber fascias with white pvc fascias and replacement of brown guttering & downpiping with black guttering and downpiping.

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

The Committee then considered the application. In response to an issue raised, the Principal Planning Officer acknowledged that this was a relatively minor change, with

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Planning Committee
27 February 2018

a large element of the fascias being in the shadows of the gutters anyway, and the proposals would not be harmful on the character of the application buildings.

RESOLVED

Permit, subject to the Conditions set out in report PES/245 (f)

9. Section 106 Monies - Quarter 2 and 3 2017 / 18

The Committee considered report PES/279 of the Head of Economic and Environmental Services.

The report summarised all the Section 106 (S106) monies received, spent and committed to project schemes in Quarters 2 and 3 of the financial year 2017/18.

RESOLVED

That the update on S106 monies received, spent and committed in Quarters 2 and 3 of the financial year 2017/18 be noted.

Closure of Meeting

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

I T IRVINE
Chair

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Crawley Borough Council

Minutes of Audit Committee

Tuesday, 6 March 2018 at 6.30 pm

Councillors Present:

K Sudan (Chair)

T G Belben and I T Irvine

Also in Attendance:

Councillor A C Skudder

| | |
|----------|---------------------------------------|
| P King | Director of Ernst and Young LLP |
| S Patel | Lead Auditor for Ernst and Young LLP |
| J Taylor | Audit Manager for Ernst and Young LLP |

Officers Present:

| | |
|-----------------|-----------------------------|
| Gillian Edwards | Audit and Risk Manager |
| Mez Matthews | Democratic Services Officer |
| Stuart Small | Investigations Officer |

Apologies for Absence:

Councillors

R D Burrett, C R Eade and R Sharma

| | |
|--------------|--|
| Chris Corker | Operational Benefits and Corporate Fraud Manager |
| Karen Hayes | Head of Finance, Revenues and Benefits |

5. Disclosures of Interest

No disclosures of interests were made.

6. Minutes

The minutes of the meeting of the Committee held on 28 November 2017 were approved as a correct record and signed by the Chair subject to the following wording being inserted under Minute 4 (Internal Audit Progress Report as at 31st October 2017 Incorporating Risk Management Update as at 31st October 2017):

“When discussing the strategic risk on affordable housing the Head of Finance, Revenues and Benefits explained that some 1-4-1 right to buy receipts had been repaid to the Government, this was included in the Cabinet report who were meeting the following day.

As was explained when the decision was taken to retain the 'right to buy receipts' (Cabinet report CH/95 13 June 2012) any of those receipts that were not spent within 3 years would have to be returned to the government with interest. Although this was a very tight timescale the Council had been very successful in spending those receipts and to date, £7,736,000 of 1-4-1 receipts had been used to partially fund the purchase of properties.

Unfortunately recently, there had been significant delays in the delivery of some housing schemes, where it was planned to spend 1-4-1 receipts. Those delays were outside the Council's control but had meant that £1,236,676 had to be repaid to the government, in addition to £190,370 in interest. The first scheme was an enabling scheme that was progressing well until it was 'pulled' by the Registered Social Landlord (RSL), as a result of the Grenfell Towers disaster. Others included the Forge Wood development, Kilnmead and Goffs Park which had been delayed owing to difficulties meeting planning requirements.

Mitigating actions were being put in place to stop this happening again, those were included in the report to Cabinet on 29 November 2017."

7. Fraud and Investigation Team Report

The Committee considered report FIN/440 of the Operational Benefits and Corporate Fraud Manager, which focused on activity for the period from 15 November 2017 to 19 February 2018. The Operational Benefits and Corporate Fraud Manager was unable to attend the Committee meeting and therefore the Investigations Officer presented the report in his absence.

The report indicated that the Team had continued to perform successfully. The Committee was advised that the total number of active cases identified in Paragraph 4 (Information and Analysis: Active Caseload) totalled 94 (not 83 as detailed in the report) and that the report should be amended accordingly. The Committee also noted that the sub heading of "New Claims Bonus" under Paragraph 4.4 should be amended to read "New Homes Bonus".

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 calculation of the New Homes Bonus, and the notification and implications of empty properties.

RESOLVED

That the Fraud and Investigation Team Report be noted.

8. Progress Report: Internal Audit and Risk Management

The Committee considered report FIN/437 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 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. In relation to the

procurement follow-up audit (paragraph 4.5 of the report refers), the Audit and Risk Manager advised that a further update on the maintenance of the Contracts Register would be provided at the next Committee meeting. The Committee sought and received clarification on several points, including publication of the Contracts Register and Freedom of Information requests. The Committee was advised that more detailed information relating to risk management awareness and training would be provided at the next meeting of the Committee.

The Committee discussed the update provided on Risk Management. A query was raised regarding the composition of the Local Enterprise Partnership Board and, in light of the absence of the Head of Finance, Revenues and Benefits, the Audit and Risk Manager advised that a response would be provided directly to the Committee member. The Committee sought and received clarification on several other points, including the risk levels within the Town Hall Project Risk Register. A Committee member requested that the information contained within Town Hall Project Risk Register (risk 3a) be amended to make clear that Historic England were not at fault in the delay of the tendering process.

RESOLVED

That the progress to date, as at 31 January 2018 be received and noted.

9. Internal Audit Annual Plan 2018-2019

The Committee considered report FIN/438 of the Audit and Risk Manager. The Plan, which was attached as Appendix A to the report included, for each proposed audit area, an outline scope of work planned. The Committee sought and received clarification on a number of issues including the requirement for, and focus of the 'Ethics' audit.

RESOLVED

That the 2018/2019 Internal Audit Annual Plan attached as Appendix A to report FIN/438 be noted.

10. Internal Audit Charter - January 2018

The Committee considered report FIN/439 of the Audit and Risk Manager, and the Charter which was attached as Appendix A to the report. At the request of the Committee, the Audit and Risk Manager clarified a number of issues including how performance against the Charter would be reviewed, Councillor training, succession planning and peer review / external assessors. The Audit and Risk Manager also confirmed that a review of the effectiveness of internal audit would be undertaken on an annual basis. It was noted that reference to "Corporate Directors" in Paragraph 9 of the Charter should be replaced with "Corporate Management Team".

RESOLVED

That the Internal Audit Charter attached as Appendix A to report FIN/439 be approved.

11. Audit Planning Report: Year Ended 31 March 2018

The Committee considered the Audit Plan for the year ended 31 March 2018 from Ernst and Young LLP.

Agenda Item 7

Audit Committee
Appendix 6
6 March 2018

The Audit Plan detailed how Ernst and Young intended to carry out its responsibilities as auditor and provided the Committee with a basis to review Ernst and Young's approach and scope for the 2017-2018 audit in accordance with the requirements of the relevant auditing standards and professional requirements. The Plan also intended to ensure that the audit aligned with the Committee's service expectations.

The Director of Ernst and Young presented the report and, at the request of the Committee, further information was provided in relation to specific areas including value for money of the Town Hall Project and risk assessment. The Committee also noted that the "total other non-audit services planned fee for 2017/18" detailed in Appendix A to the report should be corrected to read "£11,386".

RESOLVED

That the Audit Plan for the year ended 31 March 2018 be noted.

12. Certification of Claims and Returns Annual Report 2016-17

The Committee considered the Certification of Claims and Returns Annual Report 2016-17 from Ernst and Young LLP. The report summarised the results of Ernst and Young's certification work on the Council's 2016-17 housing benefit claim.

The Director of Ernst and Young provided clarification on the detailed work carried out in relation to rent allowances (Section 1 of the report: Housing Benefits Subsidy Claim referred).

RESOLVED

That the Certification of Claims and Returns Annual Report 2016-17 be noted.

Closure of Meeting

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

Chair

Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 19 March 2018 at 7.00 pm

Councillors Present:

B A Smith (Chair)

T G Belben (Vice-Chair)

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

Also in Attendance:

Councillors R D Burrett and P C Smith

Officers Present:

| | |
|-----------------|---|
| Heather Girling | Democratic Services Officer |
| Hannah Martin | Performance, Policy and Project Officer |
| Chris Modder | Private Sector Housing Manager |
| Graham Rowe | Partnership Services Manager |
| Patricia Salami | Three Bridges Programme Manager |
| Clem Smith | Head of Economic & Environmental Services |

Apologies for Absence:

Councillors R G Burgess and A Pendlington

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 D Burrett | Three Bridges Station Improvement Scheme (Minute 5) | Personal Interest – Member of WSCC |
| Councillor R A Lanzer | Three Bridges Station Improvement Scheme (Minute 5) | Personal Interest – Member of WSCC |

Agenda Item 7

Overview and Strategic Commission
Appendix C
19 March 2018

Councillor
B A Smith
Three Bridges Station
Improvement Scheme
(Minute 5)

Personal Interest –
Member of WSCC

Councillor
P Smith
Three Bridges Station
Improvement Scheme
(Minute 5)

Personal Interest –
A Local Authority Director of the
Manor Royal Business
Improvement District.

2. Minutes

The minutes of the meeting of the Commission held on [5 February 2018](#) were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions from the public were asked.

4. Banning Orders and the Database of Rogue Landlords and Property Agents - The Housing and Planning Act 2016

The Commission considered report [SHAP/73](#) of the Head of Strategic Housing and Planning Services with the Private Sector Housing Manager and the Performance, Policy and Project Officer. Legislation would come into force in April 2018 enabling local authorities to pursue banning orders for a number of specified offences under the Housing Act 2004. Also coming into force at the time were powers and duties on local authorities to include persons on a nationally held database of rogue landlords and property agents. The report sought approval to use banning orders and make entries onto the database as laid out in the Housing and Planning Act 2016 as a tool to assist the Council in improving standards within the private rented sector.

Members had the following comments:

- Acknowledgement that the legislation enabled local authorities to pursue banning orders for a number of specific housing related offences.
- Confirmation provided on the provision to empower local authorities to apply to the First-tier Tribunal to impose banning orders and to make entries onto a database of rogue landlords and property agents. Clarity with regards to the Tribunal configuration and its use was also provided.
- Recognition that the database could be used for cross-referencing of additional records and licences.
- Support for the scheme as it provided an opportunity to increase standards in the private landlord sector which also contributed to housing within the town.
- It was felt that consideration for a register of “non-rogue” landlords may prove beneficial as these would be compliant with legislation.
- The proposed legislation was deemed positive for private sector tenants although concern was raised that some may feel anxious about reporting any rogue landlords. When taking into account when deciding whether to apply for a banning order it would be important to address the likely effect of the banning order on the person and anyone who may be affected by the order.

RESOLVED

That the Commission supported the recommendations to the Cabinet.

5. Three Bridges Station Improvement Scheme

The Commission considered report [PES/280](#) of the Head of Economic and Environmental Services. The report presented proposals for a range of improvements at Three Bridges Station as part of the Crawley Growth Programme. It sought Cabinet approval to commence the utilisation funding previously allocated from the Council's capital programme to the Station improvement scheme, as part of the Crawley Growth programme, so that the next detailed design phase of the scheme could be implemented and achieved.

During the discussion with the Cabinet Member for Planning and Economic Development, Head of Planning and Environmental Services and the Three Bridges Programme Manager, Members made the following comments:

- Support for the partnership working within the project was welcomed.
- Emphasis was placed on analysing the benefits of both the elimination and the preservation of the 'right turn' when completing the traffic assessment.
- Acknowledgement that the detailed design was still to be completed and traffic modelling would be critical. It was highlighted that the MOVA traffic light replacement was not part of the station improvement scheme but complemented the work.
- Concerns raised regarding the potentially 'rat-running' through nearby roads as a result of the closure of the right-turn facility from the station onto Haslett Avenue East. It would be beneficial to analyse the traffic flow data for these streets. The complexities of the project were recognised and a joined up approach to support the scheme and traffic calming were welcomed.
- Recognition of the risks associated with the project as highlighted within the report.
- Support for the addition of the Eastern Access point along Station Hill, although concern was also raised with regards to potential traffic issues and the need to maintain traffic flow along this busy road.
- Recognition that the project had attempted to address and balance access for all users.

RESOLVED

That the Commission supported the recommendations to the Cabinet. The Chair took the opportunity to thank the officers for their attendance and contribution towards the project.

6. Exempt Information – Exclusion of the Public

RESOLVED

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

7. Crawley Leisure Management Contract

The Commission considered report HPS/12 of the Head of Partnership Services with the Partnership Services Manager. The report sought approval of the final contractual requirements for the leisure management contract in order that the final tender documentation could be issued.

Members had the following comments:

- Recognition that the contract comes to an end in November 2018 and it was important to address the Council's priority requirements which included to improve community and sporting facilities within the town, whilst addressing health and wellbeing.
- Confirmation of the procurement process was provided, along with the various recommendations for the final tender stage.

RESOLVED

That the Commission supported the recommendations to the Cabinet.

8. Re-Admission of the Public

Following the end of the Part B item the meeting continued for consideration of business in public session.

9. Establishment of and Appointments to Scrutiny Panels

Review of Outside Bodies and Organisations Scrutiny Panel

Councillor Cheshire as Chair of the Scrutiny Panel updated the Commission that the second meeting of the Panel would take place on 28 March 2018. Councillors were asked that any outstanding surveys in relation to outside organisations be completed prior to that date.

Social Mobility Scrutiny Panel

Nominations had been received for a Scrutiny Panel 'To investigate the state of social mobility within the borough', along with nominations for Chair for both Councillors T G Belben and K Sudan.

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 'Social Mobility Scrutiny Panel', with the membership of Councillors M L Ayling, T G Belben, R A Fiveash, I T Irvine, K L Jaggard, K Sudan and L Vitler with Councillor K Sudan as Chair.

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

An update was provided from the most recent HASC meeting held on 8 March. Key items of discussion included:

- Community Reablement Services – overview of the new service.
- Work of Sussex Partnership NHS Foundation Trust.

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

The Commission confirmed the following reports for referral:

4 June 2018

- Proposed War Memorial

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25 June 2018

- District Heat Network
- Treasury Management Outturn 2017-2018

24 September 2018

- Budget Strategy 2018/20 – 2023/24

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 9.55pm

B A Smith
Chair

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Crawley Borough Council

Minutes of Planning Committee

Tuesday, 20 March 2018 at 7.30 pm

Councillors Present:

I T Irvine (Chair)

C Portal Castro (Vice-Chair)

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

Officers Present:

Roger Brownings Democratic Services Officer

Kevin Carr Legal Services Manager

Jean McPherson Group Manager (Development Management)

1. Disclosures of Interest

The following disclosure of interest was made:

| Councillor | Item and Minute | Type and Nature of Disclosure |
|-------------------------|--|---|
| Councillor P C Smith | CR/2017/0880/FUL - First Choice House, London Road, Northgate, Crawley (Minute 4) | Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District. |

2. Lobbying Declarations

The following lobbying declaration was made by Members:-

Councillors Boxall, Crow, Irvine, Joyce, P C Smith and Thomas had been lobbied regarding application CR/2017/0880/FUL.

3. Minutes

The minutes of the meeting of the Committee held on 27 February 2018 were approved as a correct record and signed by the Chair, subject to the following matter:-

With regard to Minute 4 (Planning Application CR/2016/0972/FUL - 44 Goffs Park Road, (formerly Oakhurst Grange), Southgate, Crawley), Councillor Jaggard referred to text included in the eighth bullet point listed (at the top of page 71 of the minutes) which related to securing obscure glazing for some of the application's Block A

windows. In response to the Councillor's comments on this matter, it was agreed that Officers would speak to the associated Case Officer (who had presented the application to the Committee) to ensure that he would send an email response to the Councillor to further clarify the issues she had raised.

4. **Planning Application CR/2017/0880/FUL - First Choice House, London Road, Northgate, Crawley**

The Committee considered report PES/246 (a) of the Head of Economic and Environmental Services which proposed as follows:

Conversion of ground floor associated storage into 12 flats

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

The Group Manager (Development Management) provided a verbal summation of the application. In so doing the Group Manager referred to a letter recently received from the Agent (dated 15 March 2018). In response to issues raised in that letter, the Group Manager:-

- Indicated that an amended plan had now been received which addressed the layout of the 1 bedroom flat. With the revised layout replacing a bath with a shower, this now technically met the minimum nationally described space standards. As a result of this alteration, the amended Refusal reason 1 would read as follows:-
 1. The proposed development, by reason of the insufficient and poor quality proposed outdoor amenity space areas and the poor outlook from the proposed flats, would be severely detrimental to the amenities of future occupiers of the development. The proposed scheme is therefore contrary to Policies CH3 and CH5 of the Crawley Borough Local Plan 2015-2030 and the guidance set out in the Urban Design Supplementary Planning Document.
- Indicated that comments made on external amenity space were inaccurate. The existing flats did have access to the amenity areas shown on the plans. These areas were not landscaped, but were hard surfaced, had some chairs and washing lines and that these were being used. The only real change proposed was some planting. This would improve the amenity space's appearance, but not its area. As the report indicated, the areas available were limited for the total number of flats in the building, would be overshadowed, and were close to the vehicular access route, so were not suitable for children.
- Commented that the outlook from the flats would be slightly improved by virtue of the proposed planters but, particularly to the front and north, would still be poor - as explained in paras 5.8-5.11 of the report.
- The inconsistency in flat numbers, as referred to in the report, and further highlighted in the letter (with still no floor plans made available to establish exactly how many units were at the site), did not hinder the determination of this planning application.
- Considered that the site was unquestionably a very noisy location and this matter had been considered by the appeal Inspector at the Appeal Hearing in 2016 when an application relating to the same site for 12 flats had been

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refused. The appeal was considered against the former Core Strategy and Local Plan. At the appeal the Environmental Health Department did concede that there could be a technical solution to the problem of noise, however, the information provided suggested that this could only be achieved by ensuring windows were fixed closed. The Local Planning Authority did not consider that this provided a suitable environment for future occupiers.

- Explained that furthermore, the Inspector considered that the noise issue in combination with the other issues to do with the design, such as internal space standards and poor communal living environment, would make the development unacceptable for future occupiers.
- Emphasised that, since the 2016 Appeal Hearing the Local Planning Authority had a new Local Plan with a detailed policy ENV11 which sought to protect the noise environment, and which had been updated to address the known health impacts from such an environment. The application proposal did not comply with this policy.
- Confirmed that between the application being considered at this meeting and the 2016 Hearing, there had been another application refused on noise grounds. The applicants did not appeal that refusal or provide any new information to address the refusal reason imposed by the Local Planning Authority. The noise issue was therefore still considered a valid refusal reason in this case.

Ms Julia Mitchell, the Agent, addressed the Committee in support of the application.

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

- Indicated that the difference between the consideration of this application and that previously of an existing development (which had similarities in terms of ground floor flats located next to a main road), was that the Local Planning Authority now had a new Local Plan which focussed more on the noise impacts on health.
- Emphasised that the Council's Environmental Health Officer had raised very strong concerns about noise levels for this particular development as now proposed, and the severely harmful impact that these noise levels would have upon residents' health and wellbeing.
- Considered that with the front of the flats being close to the main road, without a street environment, and with existing accommodation above, the application could not be refused for security reasons.

In their further consideration of this application, Members felt that due to high noise levels, poor outlook, disturbance from vehicle movements and lack of acceptable outdoor amenity space, the proposal would provide residential accommodation incapable of meeting decent standards,

RESOLVED

Refuse, for the reasons listed in report PES/246 (a), and the amended reason 1. above.

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5. **Planning Application CR/2017/1019/TPO - Land adjacent to the Museum, The Tree, 103 High Street, Northgate, Crawley**

The Committee considered report PES/246 (b) of the Head of Economic and Environmental Services which proposed as follows:

T16.6.9A - Horse Chestnut: remove for safety reasons

T16.6.9T2 - Horse Chestnut: reduce by up to 1.5m all round in accordance with BS3998 2010 and carry out resistance test every 18 months to monitor condition.

Councillors Jaggard and Tarrant declared they had visited the site.

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

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

- Confirmed that Condition 3 would be amended to clarify the size of the replacement tree as follows (the underlined text refers):-
 3. Within 12 months of the felling of the tree which shall include the removal of the stump and as much root material as practical, the owner of the land shall plant a Hornbeam tree, in the same location as the felled tree. The tree shall be not less than 25cm in girth (equating to approximately 4.5 - 5.5 metres in height) and conform to British Standard 3936: Nursery stock specification. In the event that the tree dies within five years following such planting, it shall be replaced with a similar tree in a similar position during the next planting season.
REASON: In the interests of the amenity of environment of the locality in accordance with The Town & Country Planning (Tree Preservation) (England) Regulations 2012.
- Explained that as this was a Council application, it was required to be considered by the Committee.
- Explained that the two trees concerned were highlighted by stars on the TPO location plan (and bordered by a red line), whilst the 3rd tree indicated on the plan, which was not protected, was not part of the application.
- Emphasised that the Council's Amenity Services had undertaken a good deal of work to produce some convincing evidence that the trees were in decline.
- Indicated that Amenity Services did have a system for monitoring trees generally.
- Indicated that the replacement Hornbeam tree was more resistant to infection and was not susceptible to bacterial canker.

RESOLVED

Consent, subject to the Conditions set out in report PES/246 (b), and the updated Condition 3 above.

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6. **Planning Application CR/2018/0131/RG3 - The Barn, Tilgate Nature Centre, Tilgate Park, Crawley**

The Committee considered report PES/246 (c) of the Head of Economic and Environmental Services which proposed as follows:

Erection of single storey side extension on southern elevation.

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

The Committee then considered the application.

RESOLVED

Permit, subject to the Conditions set out in report PES/246 (c).

Closure of Meeting

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

IT IRVINE
Chair

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