

Crawley Borough Council

Agenda of the Full Council

To: The Mayor and Councillors

You are summoned to attend a meeting of the **Full Council** which will be held in **Ashurst Main Hall, The Charis Centre**, on **Wednesday, 26 February 2020 at 7.30 pm**

Nightline Telephone No. 07881 500 227



Head of Legal, Democracy and HR

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

Published 18 February 2020

Due to fire regulations, there is a strict seating capacity limit in place for this meeting.

Access to the room will be available to the public from 7.15pm. Please kindly do not enter the room beforehand.

Duration of the Meeting

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

Following the meeting's initial extension, consideration will be given to extending the meeting by further periods of up to 30 minutes if required however, no further extensions may be called to extend the meeting beyond 11.00pm when the guillotine will come into effect.



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

Part A Business (Open to the Public)

	Pages
1. Apologies for Absence	
To receive any apologies for absence.	
2. Disclosures of Interest	
In accordance with the Council's Code of Conduct, Councillors of the Council are reminded that it is a requirement to declare interests where appropriate.	
3. Communications	
To receive and consider any announcements or communications.	
4. Public Question Time	
To answer public questions under Council Procedure Rule10. The questions must be on matters which are relevant to the functions of the Council, and should not include statements.	
One supplementary question from the questioner will be allowed.	
Up to 30 minutes is allocated to Public Question Time.	
5. Minutes	7 - 18
To approve as a correct record the minutes of the meeting of the Full Council held on 16 December 2020.	
6. Petition - "No Right Turn - Three Bridges Station Objection"	
This item seeks consideration of a petition, submitted as an e-petition, that was received by the Council's Petitions Officer. The petition contains just over 1000 valid signatures and as such is required to be debated at Full Council.	
In accordance with the Council's Petition Scheme, the Full Council has a maximum of 30 minutes at each meeting to consider petitions. Within this time the Principal Petitioner will be given five minutes to present the petition to the Council and the remaining time will be for the Council to consider the petition.	

A petition states as follows **“No Right Turn - Three Bridges Station Objection”**

“We the undersigned petition the council to commence a further consultation on this issue, including viable options for the retention of the right turn out of the station forecourt, and ensuring that the consultation period lasts for a sufficient period of time and is adequately publicised in order to ensure that all key stakeholders are able to participate fully.”

“We wish to register our concerns at the implications of the loss of the right turn out of Three Bridges Station proposed as part of the re-design proposals which have recently been the subject of consultation by Crawley Borough Council, due to the negative effects we believe this will have on local residents. We also wish to express our concern about the short timeframe in which the consultation took place, and the level of publicity afforded to ensuring that all interested parties were able to have their say effectively.”

The Petition above relates to a responsibility of the Cabinet, and as such Cabinet is required to take the final decision. At this meeting Full Council will consider the petition and decide whether or not to make recommendations to inform the Cabinet’s decision.

It should be noted that the *“Three Bridges Station Improvement Final Design”* report is scheduled to be considered by Cabinet at its meeting on 11 March 2020. Prior to that Cabinet meeting, the Overview and Scrutiny Commission will scrutinise the report at its meeting on 9 March 2020.

The Principal Petitioner will receive written confirmation of this decision. The confirmation will also be published on our website.

Full Council decisions, relating to petitions, which are not unanimous require a recorded vote/s.

The Full Council is recommended to:

1. Receive the contents of the petition and the views expressed by the Principal Petitioner.
2. Decide which of the following options to take (*noting that any such recommendation must formally moved and seconded*):
 - a) Note the petition without making any recommendations to inform the Cabinet’s decision.
 - b) Note the petition and ask Cabinet (at its meeting on 11 March 2020) to consider the contents of the petition.
 - c) Support the petition and ask Cabinet (at its meeting on 11 March 2020) to commence a further consultation on this issue, including viable options for the retention of the right turn out of the station forecourt, and ensuring that the consultation period lasts for a sufficient period of time and is

adequately publicised in order to ensure that all key stakeholders are able to participate fully.

- d) Make any other recommendations relating to the petition to Cabinet for its consideration.

7. Items for debate (Reserved Items)

Prior to the introduction of the Minutes of the Cabinet, Overview and Scrutiny Commission and Committees (as contained in the Book of Minutes), Members will be given the opportunity to indicate on which items they wish to speak.

These Reserved Items will then be the only matters to be the subject of a debate.

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

19 - 64

- 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.

9. Reserved Items

To deal with items reserved for debate including any recommendations, which have been identified by Members under Agenda Item 7.

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

10. Notice of Motion 1- Three Bridges Station

65 - 66

To consider, in accordance with Council Procedure Rule 13, the following Notice of Motion to be moved by Councillor McCarthy and seconded by Councillor Jaggard.

11. Councillors' Written Questions

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

12. Announcements by Cabinet Members

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

13. Questions to Cabinet Members

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

Up to 15 minutes is allocated for questions to Cabinet Member.

14. Questions to Committee Chairs

To answer questions to Committee Chairs.

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

15. Supplemental Agenda

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

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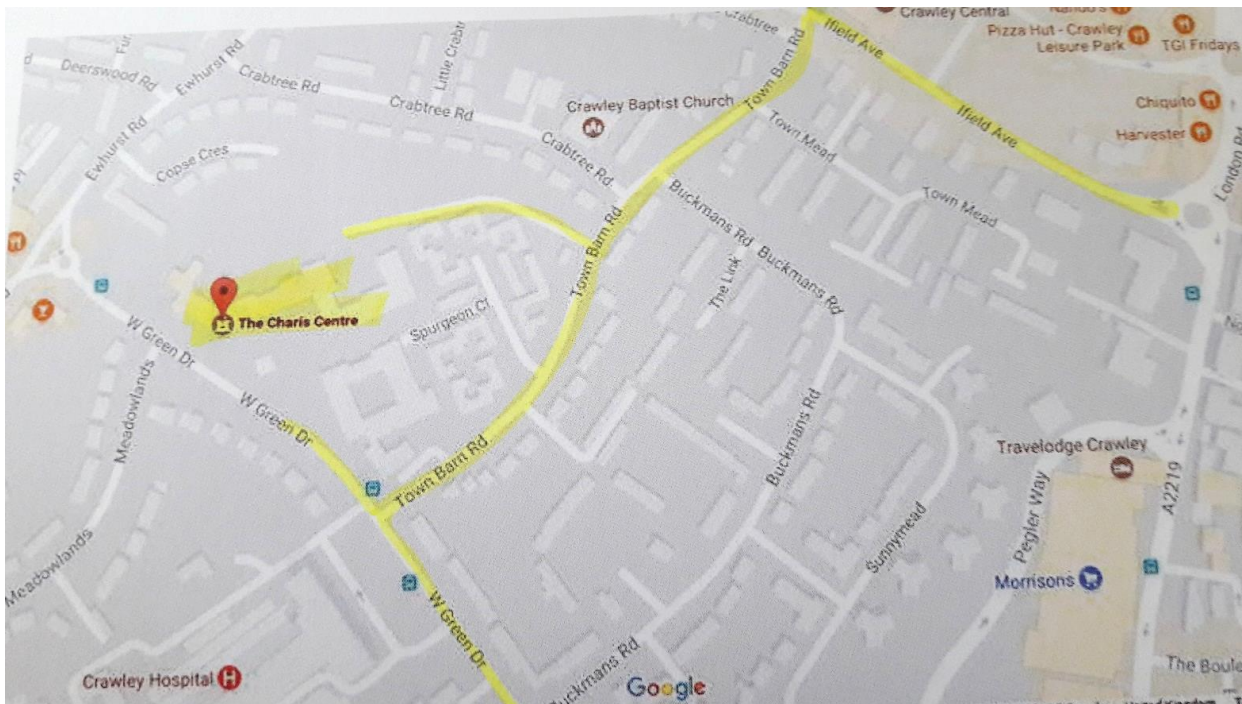
Full Council Meetings (Location)

How to get to the Charis Centre, Ashurst Main Hall

Charis Centre, Ashurst Main Hall
West Green Drive,
West Green, Crawley,
RH11 7EL

Please park in the **rear car park** where there is ample parking, including cycle racks - which can be accessed from Town Barn Road and the road to West Green Primary School. The car park gates will remain open for evening meetings.

(The front car park is to be used for other hirers of the centre and Facilities Staff).



Public Wi-Fi Code (located on the walls in all rooms) = cc378BCX

Agenda Item 5

Full Council (51)
16 December 2019

Crawley Borough Council

Minutes of Full Council

Monday, 16 December 2019 at 7.30 pm

Councillors Present:

R Sharma (Mayor)

S Malik (Deputy Mayor)

M L Ayling, A Belben, T G Belben, B J Burgess, R G Burgess, R D Burrett, D Crow, C R Eade, R S Fiveash, M Flack, F Guidera, J Hart, I T Irvine, K L Jaggard, G S Jhans, M G Jones, P K Lamb, R A Lanzer, T Lunnon, T McAleney, K McCarthy, J Millar-Smith, C J Mullins, M Mwangale, D M Peck, A Pendlington, J Purdy, T Rana, B A Smith, P C Smith and K Sudan

Also in Attendance:

Mr Peter Nicolson Appointed Independent Person

Officers Present:

Natalie Brahma-Pearl Chief Executive

Ann-Maria Brown Head of Legal, Democracy and HR

Chris Pedlow Democratic Services Manager

Jess Tamplin Democratic Services Support Officer

Apologies for Absence:

Councillor M W Pickett

Absent:

Councillor L M Ascough

1. Minute Silence and Tributes to Councillor Geraint Thomas

The Full Council observed a minute's silence in memory of Councillor Geraint Thomas who had sadly and suddenly passed away.

The Mayor then invited representatives from each party to pay tribute to Councillor Thomas. Councillors Lamb, R Burgess, P Smith, A Belben, Hart, Sudan, Rana, Lunnon, Guidera and the Mayor on behalf of the Council paid their respects with heartfelt and touching tributes.

Agenda Item 5

Full Council (52)
16 December 2019

2. Disclosures of Interest

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

3. Communications

The Mayor reported to the Full Council that he had recently attended the St Catherine's Hospice Tree of Light service at K2 Crawley on Sunday 8 December. It had been a moving service of remembrance at which the Mayor had paid his respects to Councillor Geraint Thomas.

4. Public Question Time

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

Questioner's Name	Name of Councillor Responding
<p>Mr Symonds (Ifield)</p> <p><i>In light of Homes England's monstrous SA101 development plan for the ancient parish of Ifield confusingly called the 'West of Ifield Plan', could the new Cabinet Member for Environmental Services and Sustainability investigate whether or not the developers are in breach of policies CH9, ENV2 and ENV3 of the Crawley Local Plan? Specifically relating to the rural fringe and buffer zone around the local green space of Ifield Brook Meadows and the local nature reserve of Willoughby Fields.</i></p> <p>Supplementary Question</p> <p><i>Is the Council aware of any relevant supplementary planning documents in preparation which might affect the Homes England SA101 Plan for the West of Ifield?</i></p>	<p>Councillor P C Smith (Cabinet Member for Planning and Economic Development)</p> <p><i>Thank you for your question. A full written response will be provided in due course. The details of your question are difficult to answer as we have not yet received any application from Homes England. Based on the vague information we do have, we expect the application in the first quarter of 2020. The majority of the site will be in Horsham and subject to Horsham District Council's planning policies. If there is any element that falls within the Crawley borough, this will be subject to the existing Crawley Local Plan until a revised version is adopted next year. The Ifield Brook Meadows area will have public protection as a Local Green Space, as put forward by Councillor Geraint Thomas in the Local Plan Working Group, which is now embedded in the Local Plan. After discussion with the Director of Homes England I can confirm that area is protected up to the Crawley boundary. Willoughby Fields is also subject to these protections but they are not quite as strong. We have supplementary planning documents in the public realm on our website and if an applicant comes to the Crawley area these documents will be applied. Some of these are due to be updated towards the end of 2020 after the adoption of the revised Local Plan.</i></p>

Agenda Item 5

Full Council (53)
16 December 2019

Questioner's Name	Name of Councillor Responding
Mr Khan (Bewbush)	<p>In line with the Constitution, the Mayor rejected the question as it related directly to an individual's case.</p> <p>Mr Khan was then removed from the Council chamber due to disruptive behaviour.</p>
<p>Mr Skudder (Langley Green)</p> <p><i>After a chat with the traders at the market, they haven't heard anything about future plans. I wonder if the Council is able to share any details of when the market will relocate from the current location by the bus station and if all the current traders will be relocated or if there are any other changes in the pipeline.</i></p>	<p>Councillor P C Smith (Cabinet Member for Planning and Economic Development)</p> <p><i>Thank you for your question. In 2014 when we took control of the Council there had been an attempt made to move the market from the old High Street to Queens Square – there was an outsourced arrangement with a contractor to run the market and it was a very unsatisfactory situation. So we commissioned consultants to look at the long term potential for where the market was to be located as we were in the process of regenerating Queens square and turning it into the modern clean space that it is now. In the interim we asked our Town Centre Manager Alfredo Mendes to run the market on a temporary basis without using an external contractor and it's been working like that for about three years now and it's thanks to Mr Mendes and the Economic Development team that the market is currently as successful as it is. The long term plan based on the consultant's report is to re-establish a permanent market located on Queensway. There's underground work on cabling etc to support stalls on both sides. What is currently missing is the time and money to launch a new market which is not a trivial activity. We've also got to find some officer time, but as soon as we can we will do that. It's on the town centre regeneration programme and definitely on our to-do list.</i></p>

5. Minutes

The minutes of the meeting of the Full Council held on 16 October 2019 were approved as a correct record and signed by the Mayor.

Agenda Item 5

Full Council (54)
16 December 2019

6. Items for Debate (Reserved Items)

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

Page no.	Committee/ Minute no. <i>(and the Group reserving the item for Debate)</i>	Subject <i>(Decisions previously taken under delegated powers, reserved for debate only)</i>	Subject <i>(Recommendation to Full Council, reserved for debate)</i>
p. 56	Cabinet 27 November 2019, (Minute 6) Conservative Group		Budget Strategy 2020/21 – 2024/25 (Recommendation 1)
p. 58	Cabinet 27 November 2019, (Minute 7) Conservative Group		Treasury Management Mid-Year Review 2019/2020 (Recommendation 2)
p. 61	Cabinet 27 November 2019, (Minute 11) Conservative Group		Submission Crawley Local Plan (Recommendation 6)

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

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

RESOLVED

That the following reports be received:

- Planning Committee – 21 October 2019
- Overview and Scrutiny Commission – 4 November 2019
- Licensing Committee – 11 November 2019
- Planning Committee – 18 November 2019
- Overview and Scrutiny Commission – 25 November 2019
- Cabinet – 27 November 2019.

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

Agenda Item 5

Full Council (55)
16 December 2019

Review of the Statement of Licensing Policy Gambling Act 2005 (2020 – 2022) – Cabinet – 27 November 2019 (Recommendation 3)

The Full Council considered report [HCS/018](#) of the Head of Community Services which had previously been considered by the Cabinet on 27 November 2019 and the Overview and Scrutiny Commission on 25 November 2019.

RESOLVED

That Full Council approves and adopts the proposed revised Statement of Licensing Policy Gambling Act 2005 (2020-2022) set out in Appendix A of report [HCS/018](#).

Homelessness Review and Homelessness Strategy (2019 – 2024) – Cabinet – 27 November 2019 (Recommendation 4)

The Full Council considered report [SHAP/76](#) of the Head of Strategic Housing which had previously been considered by the Cabinet on 27 November 2019 and the Overview and Scrutiny Commission on 25 November 2019.

RESOLVED

That Full Council be recommended to approve the Homelessness and Rough Sleeping Strategy 2019 – 2024 (Appendix A to report [SHAP/76](#)) for adoption and subsequent publication.

Tenancy Strategy (2019 – 2024) – Cabinet – 27 November 2019 (Recommendation 5)

The Full Council considered report [SHAP/77](#) of the Head of Strategic Housing which had been previously considered by the Cabinet on 27 November 2019 and the Overview and Scrutiny Commission on 25 November 2019.

RESOLVED

That Full Council be recommended to request Full Council to approve the Tenancy Strategy 2019 – 2024 (Appendix A of report [SHAP/77](#)) for adoption and subsequent publication.

Extending Gigabit Ultrafast Public Fibre Connectivity – Cabinet – 27 November 2019 (Recommendation 7)

The Full Council considered report DAT/02 of the Head of Digital and Transformation which had been previously considered by Cabinet on 27 November 2019.

RESOLVED

That Full Council be recommended to approve a supplementary capital estimate up to a maximum of £2.7m in 2021/22.

Agenda Item 5

Full Council (56)
16 December 2019

8. Budget Strategy 2020/21 - 2024/25 - Cabinet - 27 November 2019 - (Recommendation 1)

The Full Council considered report [FIN/483](#) of the Head of Corporate Finance which had been previously considered by the Cabinet on 27 November 2019 and Overview and Scrutiny Commission on 25 November 2019. Councillor Lamb, as the Leader of the Council, presented the report and recommendations, which set out the projected financial position for 2020/21 to 2024/25 for the General Fund and the underlying assumptions, including working towards a balanced budget over a three year period. The report also set the policy framework for the budget process, recognising that there were a range of options for capital investment, income generation, savings and Council Tax levels; none of which can be considered in isolation.

Councillor Crow moved the proposed Conservative [amendment](#) to the Cabinet recommendation, which was seconded by Councillor Guidera. The amendment proposed kept the original recommendation unchanged but added an additional section namely:

(h) - Undertake a review of the Council's neighbourhood parade rents policy taking into account and balancing the requirements to:

- (i) Support a mixed range of trades to meet local needs*
- (ii) Ensure a sustainable and viable business presence*
- (iii) Recognise the importance of the neighbourhood parades as community assets*
- (iv) Maintain a revenue stream to support the provision of council services*

Councillors Lanzer, Lunnon, Sudan, McCarthy, McAleney, B Burgess, Jones, T Belben, Irvine, Burrett, Millar-Smith and P C Smith all spoke during a lengthy debate on both the recommendation and the proposed amendment.

Councillor Lamb used his right to reply to speak at the end of the debate and in doing so moved the recommendation which was formally seconded by Councillor P C Smith.

The Mayor then called for a recorded vote on the proposed Conservative amendment, following a request during the debate:

Voting in Favour: *A Belben, T G Belben, B J Burgess, R G Burgess, R D Burrett, D Crow, C R Eade, F Guidera, K L Jaggard, R A Lanzer, K McCarthy, J Millar-Smith, M Mwagale, D M Peck, A Pendlington, J Purdy* (16)

Voting Against: *M L Ayling, R S Fiveash, M Flack, J Hart, I T Irvine, G S Jhans, M G Jones, P K Lamb, T Lunnon, S Malik, T McAleney, C J Mullins, T Rana, R Sharma, B A Smith P C Smith, and K Sudan* (17)

Abstentions: *None.* (0)

The Mayor declared that the Conservative Amendment had fallen – votes in favour 16, and 17 votes against with no votes of abstentions.

The Mayor then called for the vote on the substantive Recommendation (Budget Strategy 2020/21 – 2024/25), which was carried.

RESOLVED

Agenda Item 5

Full Council (57)
16 December 2019

That Full Council approves the Budget Strategy 2020/21 to 2024/25 and

- a) notes, for the purpose of projections, the current budget surplus of £489,200 for 2020/21, on the basis of a Council tax increase of 2% which is £4.08 on a Band D in property 2020/21. This surplus is due in the main due to the extension of the four year financial settlement and the delay in the fairer funding review and unexpected New Homes Bonus. However the fair funding review and the changes to Business Rates Retention will result in future significant budget gaps which will need to be addressed.
- b) works towards balancing this over a three year period, including putting back into reserves when the Budget is in surplus which is the case in 2020/21.
- c) instructs Corporate Management Team to take action to address the long term budget gap and to identify policy options for consideration by Cabinet Members and the Budget Advisory Group, which will include areas where additional resources need to be redirected.
- 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 but that such prioritisation should not preclude the initial consideration of capital projects that could deliver social value.
- e) notes that the Budget is aligned to the Council's Corporate Priorities.
- f) approves the updates to section 5.1 in the Capital Strategy in Appendix A of report [FIN/483](#).
- g) approves an increase in the capital programme of £500,000 for the purchase of an investment property as outlined in section 8.3 of report [FIN/483](#).

9. Treasury Management Mid-Year Review 2019/2020 - Cabinet - 27 November 2019 - (Recommendation 2)

The Full Council considered report [FIN/484](#) of the Head of Corporate Finance which had been previously considered by the Cabinet on 27 November 2019 and Overview and Scrutiny Commission on 25 November 2019. Councillor Lamb, as the Leader of the Council, presented the report and recommendations.

Councillors Crow, Lanzer, Lunnon, Purdy, Ayling, Jaggard and McAleney also spoke on the item. The discussion focused on the proposed change to the Council's Ethical Investment Policy, regarding companies that generate more than 10% of their revenue from the extraction of fossil fuels.

Councillor Lamb moved the recommendation which was seconded by Councillor P C Smith.

The recommendation was carried by 17 votes in favour and 16 votes against with no abstentions.

RESOLVED

Agenda Item 5

Full Council (58)
16 December 2019

That Full Council be recommended to the approval of an amendment to the Ethical Investment Policy within the Council's Annual Investment Strategy (see section 5.3 of report [FIN/484](#)).

10. **Submission Crawley Local Plan 2020 - 2035 - Cabinet - 27 November 2019 - (Recommendation 6)**

The Full Council considered report [PES/336](#) of the Head of Economy and Planning which had been previously considered by the Cabinet on 27 November 2019 and Overview and Scrutiny Commission on 25 November 2019. Councillor P C Smith, the Cabinet Member for Planning and Economic Development, presented report [PES/336](#) of the Head of Economy and Planning which set out the proposed submission of Crawley Local Plan 2020 – 2035 and its supporting documents, for public consultation and submission to the Secretary of State for Independent Examination.

Councillors Jaggard, McCarthy, Purdy, and Irvine also spoke on the item and the recommendation. Councillor P C Smith used his right to reply to speak at the end of the debate.

Councillor Lamb moved the recommendation which was seconded by Councillor P C Smith.

RESOLVED

That Full Council:

- a) approves the submission draft Local Plan and Local Plan Map for Publication consultation (a statutory six-week period of public consultation).
- b) approves the submission draft Local Plan for Submission to the Secretary of State for Examination by an independent Planning Inspector, subject to amendments deemed necessary following consultation and updated evidence for the purposes of clarity.
- c) notes that the final Local Plan will be brought back to Full Council following its independent examination for adoption.

11. **Notice of Motion 1 - Fireworks**

The Council considered the Notice of Motion 1 'Fireworks' as set out in the Full Council's agenda. The Motion was moved and presented by Councillor Guidera and seconded and supported by Councillor Crow.

During the debate Councillors Lamb, R Burgess, Mullins, P C Smith, Irvine, Rana, Jhans and Sharma all spoke in support of the Notice of Motion. Councillor Guidera used his right to reply to speak at the end of the debate.

The Mayor then called for a vote on the Notice of Motion, which was carried unanimously.

RESOLVED

Agenda Item 5

Full Council (59)
16 December 2019

That the Council:

- requires all public firework displays within the local authority boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people
- actively promotes a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks
- will write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays
- encourages local suppliers of fireworks to stock ‘quieter’ fireworks for public display.

12. Councillors' Written Questions

Councillors' written questions, together with the answers, were published in advance of the start of the meeting with the Council's Supplementary Agenda under [item 10](#).

Questions were as follows:-

Questioner: Councillor Jaggard
Addressed to: Leader of the Council
Subjects(s): Civil Enforcement Officers' patrols at Crawley's schools

Questioner: Councillor A Belben
Addressed to: Deputy Leader and Cabinet Member for Planning and Economic Development
Subjects(s): Local Planning Authority decisions and appeal statistics

Questioner: Councillor Crow
Addressed to: Deputy Leader and Cabinet Member for Planning and Economic Development
Subjects(s): Public consultation of the Three Bridges Station Forecourt Scheme

Questioner: Councillor Crow
Addressed to: Leader of the Council
Subjects(s): Rent reviews of neighbourhood parade shop tenants

13. Announcements by Cabinet Members

Cabinet Member	Announcement
Councillor Mullins (Cabinet Member for Wellbeing)	<i>I'd encourage Councillors to visit Tilgate Park to see the wonderful winter displays up there where the ice rink has</i>

Agenda Item 5

Full Council (60)
16 December 2019

	<p><i>been re-sited. There's been good footfall and it's been very successful and I want to congratulate the officers involved in putting it all together.</i></p>
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14. Questions to Cabinet Members

Name of Councillor asking Question	Name of Cabinet Member Responding
<p>Councillor Crow to the Leader of the Council</p> <p><i>Regarding the written question (item 10 of the supplementary agenda) on rent reviews – I requested statistics for 'each individual neighbourhood parade in Crawley'. Why have I been provided with overall statistics for the town and not those broken down by parades?</i></p> <p><i>I would also like to know why the total number of shops in these statistics adds up to 80, not the total 144 shops we have across all the parades. Surely all 144 shops have either been recently reviewed or are due a review.</i></p> <p><i>Finally, the answers to parts 1, 2 and 3 of the question show we are behind on the rent reviews. If only two reviews have been done this year and there are two outstanding from last year, does this not imply we need a different approach in the future?</i></p>	<p>Councillor Lamb (Leader of the Council)</p> <p><i>The question I received discussed 'rent renewals' and most of what is taking place are lease renewals which do not fall under Council revenue. This is why the total number of shops doesn't add up to 144.</i></p> <p><i>I will attain the figures per neighbourhood parade and provide you with these.</i></p>
<p>Councillor Eade to the Cabinet Member for Housing</p> <p><i>I have received a number of reports of Crawley Homes vans being parked on grass verges. What does the Cabinet Member intend to do about this?</i></p>	<p>Councillor Irvine (Cabinet Member for Housing)</p> <p><i>Thank you for bringing this to my attention. I will raise it with the Head of Crawley Homes.</i></p>

Agenda Item 5

Full Council (61)
16 December 2019

<p>Councillor T Belben to the Leader of the Council</p> <p><i>Would the Leader agree that the ability to organise e-petitions in today's multimedia world is important as they are one of the most direct ways that residents can come together to raise their concerns to the council? Why was the e-petitions scheme not operational and inaccessible to our residents for several weeks? It is currently only working in a beta form.</i></p>	<p>Councillor Lamb (Leader of the Council)</p> <p><i>IT systems require occasional improvement which sometimes leads to them being down. We will be able to receive any petition with identifiable names and addresses that are able to be checked against the electoral register, such as those via change.org.</i></p>
<p>Councillor Millar-Smith to the Leader of the Council</p> <p><i>Thank you for the answer to Councillor Jaggard's written question (item 10 of the supplementary agenda). This issue is important to a lot of people in Maidenbower. Regarding point two – the dates of the patrols – the context is important here so further information on patrols in the summer and dates of these would be helpful, as would information on penalty notices. Also information on the areas being patrolled would help us understand the big picture.</i></p>	<p>Councillor Lamb (Leader of the Council)</p> <p><i>I am unaware of the specifics but I can investigate and if the information is available, provide the Councillor with this.</i></p>

15. Questions to Committee Chairs

Name of Councillor asking Question	Name of Committee Chair Responding
<p>Councillor Burrett to the Chair of the Overview and Scrutiny Commission</p> <p><i>In regard to the Overview and Scrutiny Commission (OSC) meeting on 25 November 2019, there were a number of large items on the agenda and I attended to hear the debate. As you will see from the minutes, the meeting finished in just under an hour. There were not a great deal of</i></p>	<p>Councillor Rana – (Chair of the Overview and Scrutiny Commission)</p> <p><i>I too was surprised at the duration of the meeting. Councillors agreed beforehand that each item will be timed at 30 minutes due to the large agenda. There were few questions but the questions that were asked were answered quickly and accurately. We attained everything</i></p>

Agenda Item 5

Full Council (62)
16 December 2019

questions on some of the items and I was surprised at how the meeting panned out. In light of this, does the Chair feel the OSC is fulfilling its full remit or could it be more detailed in some of its questioning?

we wanted to know and it was a successful meeting, and I'd like to thank the Democratic Services Officer (HG) for their support in running the meeting.

Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 9.48 pm

R Sharma (Mayor)

Agenda Item 8

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

Appendix

8 a) Planning Committee – 17 December 2019 (*page 21*)

8 b) Planning Committee – 14 January 2020 (*page 27*)

8 c) Cabinet – 15 January 2020 (*page 31*)

8 d) Licensing Committee – 20 January 2020 (*page 35*)

8 e) Governance Committee – 29 January 2020 (*page 39*)

Recommendation 1 – (*Minute 3, page 40*) – *Councillors' Allowances Independent Remuneration Panel 2020*

Recommendation 2 – (*Minute 4, page 40*) – *Adoption of the New Constitution*

8 f) Overview and Scrutiny Commission – 3 February 2020 (*page 45*)

8 g) Cabinet – 5 February 2020 (*page 49*)

Recommendation 3 – (*Minute 5, page 50*) – *2020/2021 Budget and Council Tax*

Recommendation 4 – (*Minute 6, page 52*) – *Treasury Management Strategy 2020/2021*

8 h) Planning Committee — 3 February 2020 (*page 55*)

8 i) Notice of Precept 2020/2021 (*page 61*) – ***Recommendation 5***

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Crawley Borough Council

Minutes of Planning Committee

Tuesday, 17 December 2019 at 7.30 pm

Councillors Present:

S Malik (Chair)

T McAleney (Vice-Chair)

J Hart, I T Irvine, K L Jaggard, M Mwagale, J Purdy and P C Smith

Officers Present:

Heather Girling

Democratic Services Officer

Louise Mathie

Senior Lawyer & Deputy Monitoring Officer, Adur & Worthing Councils

Jean McPherson

Group Manager (Development Management)

Clem Smith

Head of Economy and Planning

Hamish Walke

Principal Planning Officer

Apologies for Absence:

Councillor A Belben

Absent:

Councillor L M Ascough

Minute's Silence

The Committee observed a minute's silence in memory of Councillor Geraint Thomas who had sadly and suddenly passed away.

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor J Purdy	CR/2019/0542/FUL – Moka, Station Way, Northgate, Crawley (Minute 5)	Personal Interest – Employed by a company that was listed as consultee (which provided no response).

2. Lobbying Declarations

The following lobbying declarations were made by Councillors:-

All Councillors in attendance had been lobbied regarding application CR/2019/0542/FUL.

3. Minutes

The minutes of the meeting of the Planning Committee held on 18 November 2019 were approved as a correct record and signed by the Chair, subject to the following amendment to minute 9 that it be noted that as Councillor P C Smith had already declared an interest in this item he left the room and took no further part in the discussion on this item.

4. Planning Application CR/2019/0542/FUL - Moka, Station Way, Northgate, Crawley

The Committee considered report [PES/327a](#) of the Head of Economy and Planning which proposed as follows:

Demolition Of Existing Nightclub And Redevelopment Of Site Providing 152 Apartments, Ground Floor Commercial/Retail Space (Class A1, A3, A4, B1 And/Or D2 Uses) Split Between 2 TO 4 Units, New Publicly Accessible Public Realm (Including Pocket Park), New Publicly Accessible Electric Vehicle Charging Hub, Car Club And Associated Works

The Principal Planning Officer provided a verbal summation of the application and updated the Committee that further comments had been received from Environmental Health on the proposed development. The additional comments state that the proposed development would be exposed to road noise, rail noise and, potentially, plant noise. The applicant had undertaken further work on these issues, but the Environmental Health Officer did not consider that all noise and ventilation issues have been resolved. The Environmental Health Officer stated that in some areas, noise levels would exceed the Council's standards and that further acoustic design measures and mitigation were consequently required. Concerns were also raised about potential overheating within the proposed flats and the need for natural ventilation and openable windows. Environmental Health therefore required further details to address noise and overheating, which the Officer felt could be addressed by condition. Additional conditions on other noise issues were also recommended.

The Committee was informed that there were ongoing discussions concerning the façade treatment at ground and first floors of the proposed building around the proposed pocket park and it was recommended that this could be delegated to officers to resolve. In updating the Committee further, the Principal Planning Officer clarified the matters regarding the establishment of the car club (which included some free membership for residents and a review mechanism as it progressed), together with the electric vehicle charging point installation. It was noted that the implementation and maintenance of the hard and soft landscaping would now be covered by a Section 106 Agreement in order to flexibly deal with integration of the public realm and highway improvements of both the Moka and Station Gateway Improvement scheme.

It was recognised that the proposal would involve the loss of the existing nightclub. However, with the main focus of nightlife activity tending to relocate to the High Street it was felt that there was sufficient alternative provision available. It was recognised that the proposed flats all complied with the minimum Nationally Described Space Standards, and that all flats would benefit from either a 5 sqm balcony or Juliet balcony, with some units having additional windows resulting in dual aspect. There was acknowledgement that the proposed building would result in a loss of four protected trees which was regrettable. However, infrastructure contributions would assist in tree mitigation to ensure replanting and could be secured by a Section 106 Agreement. With reference to the affordable housing contributions, it was noted that the provision of the fifteen affordable housing units would be secured through a Section 106 Agreement and that there would also be a two stage review of the scheme's viability as it progressed.

The following revisions were made regarding the recommendation and conditions in the committee report.

Delegate to officers to agree the following details:

1. Façade treatment at ground and first floors of the proposed building around the proposed pocket park

Revised recommendation:

PERMIT subject to the completion of a Section 106 obligation to secure:

- Provision of a minimum of 10% low cost one bedroom housing units, namely 15 units (to be secured at 20% discounted sale or rent, at the Council's nomination, and to be safeguarded in perpetuity);
- Two stage viability re-assessment:
 - First stage if block has not been built up to first floor level within 24 months of grant of permission, to secure further affordable housing units on site if viable (or if agreeable to the Council an off-site affordable housing contribution may be considered); and
 - Second stage upon 75% of sale or rent of dwellings, to secure any affordable housing contribution (up to 50% of additional profit);
- Infrastructure contributions towards open space (£59,958.50) and tree mitigation (£124,600), prior to commencement;
- A car club including a minimum of 5 car club parking spaces and two/three years free membership to residents of the dwellings from first occupation, such car club to be continued and expanded for further 5 year periods if monitoring demonstrates success;
- Installation and retention of electric vehicle charging points on all 16 car parking spaces, prior to occupation;
- Delivery of the pocket park and public realm within the application site prior to occupation and on-going management and maintenance; and
- Highway improvements in association with wider Station Gateway public realm improvements, prior to occupation, including provision for a footpath/cyclepath around the proposed service bay to be adopted as public highway; and

Subject to the conditions set out in the report, subject to the amendments to conditions and to the additional Environmental Health conditions set out below:

Delete conditions:

Delete conditions 10 and 11 as listed in the report, as landscaping will now be covered through the penultimate two S106 bullet points above. This approach will

allow greater flexibility to ensure appropriate integration, implementation and phasing of the current proposal and the Station Gateway public realm improvements.

Revised and additional conditions:

Subject to the agreed elevational and highways details, delegate to officers the final wording for the following two conditions:

2. Drawing numbers (once the applicant has supplied a full set of revised drawings); and
17. Insert highway drawings numbers once final versions of these have been agreed.

In line with the comments from Environmental Health, the following amendment to condition 4 is proposed and the four additional conditions listed below are recommended to be added:

An additional bullet point is recommended to be added to condition 4 (Construction Management Plan) in the report to include:

- “the control of noise and dust emissions from the works”

Additional conditions:

30. No development shall commence unless and until a scheme to address noise mitigation and potential overheating has been submitted to and agreed in writing by the Local Planning Authority. The scheme shall be fully implemented in accordance with the approved details prior to the first occupation of any of the flats hereby approved unless otherwise agreed in writing by the Local Planning Authority.

REASON: To safeguard the amenities of future residents in the proposed flats in accordance with policies CH3 and ENV11 of the Crawley Borough Local Plan 2015-2030.

31. The noise emissions from any grille opening on to an amenity space or the public realm shall not exceed the background sound level for the area into which the plant is discharging as measured at the location where the discharge occurs.

REASON: To safeguard the amenities of future residents in the proposed flats in accordance with policies CH3 and ENV11 of the Crawley Borough Local Plan 2015-2030.

32. The motors and moving components of any security shutters or roller gates shall be acoustically isolated from the building structure to prevent the transmission of the sound to the structure.

REASON: To safeguard the amenities of future residents in the proposed flats in accordance with policies CH3 and ENV11 of the Crawley Borough Local Plan 2015-2030.

33. The inherent airborne sound insulation between the noise generating uses (including but not exclusively commercial uses and the waste stores) and residential properties shall be at least 65 DnTw.

Occupation of the residential properties shall not commence until the applicant has demonstrated that the value has been achieved.

REASON: To safeguard the amenities of future residents in the proposed flats in accordance with policies CH3 and ENV11 of the Crawley Borough Local Plan 2015-2030.

Richard Mees (on behalf of the applicant) then addressed the meeting in support of the application.

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

- Confirmed the logistics and provision for a footpath/cyclepath around the proposed service bay to be adopted as public highway.
- Confirmed the access to the refuse bay was separate to the service bay on Station Way.
- Highlighted the advantage of progressing aspects via a Section 106 Agreement to enable the proposal to integrate with the Station Gateway scheme.
- Identified that in terms of security and safety, the applicant was aware of the comments issued by Sussex Police which included a range of Secured by Design measures to be taken into account.
- Responded to concerns regarding the use of the electric charging spaces in that it was anticipated that the car club operator would manage these and they would be open to members of the public but for the charging period only and consequently be prohibited from commuter parking.
- Confirmed the tree contribution and that there was capacity to undertake the tree planting.
- Identified that nominations rights were still to be determined but confirmed it was key to focus on the number of units and securing the 10% (15) onsite affordable units. However, the review mechanism would assess the value and viability of the scheme as it progressed and may allow additional affordable provision to be secured.
- Highlighted options for the façade treatment at ground and first floors and the Committee Members offered views on various options.

RESOLVED

Permit, subject to the completion of a Section 106 Agreement, with the amended conditions and revised recommendation above, and the conditions and informatives set out in report [PES/327a](#)

Closure of Meeting

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

S Malik (Chair)

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Crawley Borough Council

Minutes of Planning Committee

Tuesday, 14 January 2020 at 7.30 pm

Councillors Present:

S Malik (Chair)

T McAleney (Vice-Chair)

A Belben, J Hart, I T Irvine, K L Jaggard, J Purdy and P C Smith

Officers Present:

Jean McPherson Group Manager (Development Management)

Marc Robinson Principal Planning Officer

Mez Matthews Democratic Services Officer

Jess Tamplin Democratic Services Support Officer

Ann-Maria Brown Head of Legal, Democracy and HR

Absent:

Councillor L M Ascough and M Mwagale

Councillor Jhans

The Chair welcomed Councillor Jhans to the meeting following his recent appointment to the Planning Committee.

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/2019/0696/FUL – Land Parcel at Jersey Farm, County Oak Lane, Langley Green, Crawley (Minute 5)	Personal Interest - Local Authority Director of the Manor Royal Business Improvement District

2. Lobbying Declarations

No lobbying declarations were made.

3. Minutes

The minutes of the meeting of the Planning Committee held on 17 December 2019 were approved as a correct record and signed by the Chair.

4. Planning Application CR/2019/0589/FUL - Sullivan Drive, Bewbush, Crawley

The Committee considered report [PES/328a](#) of the Head of Economy and Planning which proposed as follows:

Construction of a bus gate to enable buses to pass between the residential neighbourhoods of Bewbush and Kilnwood Vale along with associated pedestrian walkway, drainage and landscaping (amended plans received).

Councillors A Belben, Jaggard, and Purdy declared they had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application and updated the Committee following further information from the applicant. Additional comments had been made by the British Horse Society regarding the level of use of the bus gate and the visibility for equestrians at the new crossing, to which reassurance had been provided. It was also confirmed that cyclists would have a legal right to use the bus gate.

The Group Manager (Development Management) advised that, due to the lack of provision of a cross section drawing by the applicant, an amendment to bullet point 3 of condition 7 was required to allow the drawing to be provided as part of the landscaping condition. It was therefore proposed that bullet point 3 of condition 7 be amended to read:

“Details of all fencing to include the proposed boundary treatment for the rear boundaries of numbers 37-42 Manor Fields to be informed by a detailed cross section drawing showing the change in levels between the rear gardens and carriageway.”

The Committee was also informed that an additional condition (to be condition 10) was proposed which required the completion of a noise survey by the applicant. The proposed condition was suggested to satisfy the Council’s Environmental Health team’s request that further information about the noise impact on residents be provided. Proposed new condition 10 would therefore read:

“The development hereby approved shall not be brought into use unless and until there has been submitted to and approved by the Local Planning Authority in writing a Noise Survey and a detailed scheme of mitigation. The agreed mitigation measures shall be implemented prior to the first use of the bus gate.

REASON: To safeguard the amenity of occupiers of noise sensitive properties in accordance with policy ENV11 of the Crawley Borough Local Plan 2015-2030.”

John Zebedee spoke in objection to the application. Concerns were raised regarding the diversion of the bus route and in turn, the potential for the loss of bus stops on Sullivan Drive. This was said to inhibit accessibility for local Bewbush residents, particularly those who were elderly or less able-bodied.

Jim Beavan, on behalf of the applicant, spoke in support of the application. It was noted that a need for the bus gate had been identified in order to provide convenient links between Bewbush and Kilnwood Vale, and would also be usable for emergency vehicles, cyclists, and pedestrians. The Committee heard that the applicant had considered issues of privacy and landscaping at the site, among others.

The Committee then considered the application. Committee members expressed concern over the future of the bus stops on Sullivan Drive and, following a discussion, it was agreed that both Metrobus and West Sussex County Council were to be

contacted regarding those concerns and that a copy of that correspondence would be held on file. Planning Officers provided information and clarification where possible to the Committee following discussion on the below topics:

- The re-routing of the adjacent bridleway, and the safety and visibility of the road for equestrians
- The proposed height of the road surface and the impact on residents' privacy
- The functionality and location of the ANPR cameras
- The safety of those using the nearby play area
- The number of buses forecast to use the bus gate, which was stated as a maximum of 26 per hour in both directions.

RESOLVED

Permit subject to the completion of a Section 106 Agreement and the conditions set out in report [PES/328a](#), including the revised condition 7 and the new condition 10 as set out above.

5. **Planning Application CR/2019/0696/FUL - Land Parcel At Jersey Farm, County Oak Lane, Langley Green, Crawley**

The Committee considered report [PES/328b](#) of the Head of Economy and Planning which proposed as follows:

Erection of a warehouse building to provide B8 use together with associated car parking and landscaping (amended plans and description).

Councillor Jaggard declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application. The Committee heard that the site had extant planning permission from an application originally considered in 2015 (report [PES/175](#)). The current application differed in that permission was being sought for one larger building with a different design and layout for B8 usage rather than a building for B8 and/or B2 usage. The development of the site for employment use had thus been previously accepted in principle.

In providing their update, the Principal Planning Officer advised the Committee that the end of paragraph 5.21 should instead read '*...this development would have an acceptable impact upon ecology*', and that the monetary amount identified in the bullet point of paragraph 5.27 should be deleted and replaced with "*£46,234*".

The Committee then considered the application. A query was raised over the recommendation for an emissions impact assessment by the Council's Environmental Health team, and the Committee was advised that, as the application was now only for B8 use with a reduction in car parking/movements, the building's emissions were considered to be no greater than the previously permitted application.

RESOLVED

Permit subject to the completion of a Section 106 Agreement and the conditions set out in report [PES/328b](#).

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 8.32 pm

S Malik (Chair)

Crawley Borough Council

Minutes of Cabinet

Wednesday, 15 January 2020 at 7.00 pm

Councillors Present:

P K Lamb (Chair)	Leader of the Council
I T Irvine	Cabinet Member for Housing
C J Mullins	Cabinet Member for Wellbeing
P C Smith	Cabinet Member for Planning and Economic Development and Deputy Leader

Also in Attendance:

Councillor D Crow and R D Burrett

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Ann-Maria Brown	Head of Legal, Democracy and HR
Karen Hayes	Head of Corporate Finance
Jo Newton-Smith	Procurement Manager
Chris Pedlow	Democratic Services Manager
Louise Skipton-Carter	Sustainability Manager
Clem Smith	Head of Economy and Planning
Kate Wilson	Head of Community Services

Apologies for Absence:

Absent

Councillor B A Smith

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Cabinet held on 27 November 2019 were approved as a correct record and signed by the Leader.

The Chief Executive provided the Cabinet with an update on Minute 16, 'Extending Gigabit Ultrafast Public Fibre Connectivity', noting that since the Cabinet meeting further negotiation had taken place over the Gigabit Ultrafast contract with West Sussex County Council and their provider and it has become more advantageous for the Council to sign a 7 year contract on better terms than the originally agreed 30 year contract. As a result the Chief Executive in consultation with Leader would be pursuing the 7 year deal under the previously approved delegation.

3. Public Question Time

There were no questions from the public.

4. Matters referred to the Cabinet and any 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.

5. Insurance Tender Appraisal

The Leader of the Council presented report [FIN/486](#) of the Head of Corporate Finance which sought a delegation to the Leader of the Council for the awarding of the Council's insurance contract and its Commercial Property insurance contract. It was noted that the Council was currently undertaking a procurement exercise for insurance placements using the Yorkshire Procurement Organisation (YPO) framework to ensure that the Council achieves the best value for money.

Councillor Crow was invited to speak on the item and in response to queries raised the Leader confirmed that the proposed delegation of the contract was a one-off delegation and ongoing change. He also confirmed that the reason for following this approach was that the local government mutual insurance scheme, of which the Council was a founding member, was not fully ready to trade and as such provide the Council with the required insurance provision. The Council therefore had to go out to tender for the two insurance contracts.

RESOLVED

The Cabinet

- a) notes the current work taking place on the Council's insurance contract and the Commercial Property insurance contract.
- b) delegates the one-off decision to award the contracts for the provision of insurance to the Leader of the Council, following the evaluation of the tender process.

Reasons for the Recommendations

In line with the Constitution, Cabinet would normally award any contract with a total value over £500,000. Due to tight implementation timescales, the report recommends

that the best approach in order to meet the contract start date is to seek approval to delegate the contract award decision. It is therefore recommended that the Leader of the Council makes the award decision.

6. Draft Crawley Transport Strategy

The Cabinet Member for Planning and Economic Development presented report [PES/341](#) of the Head of Economy and Planning which sought approval to commence a period of public consultation on the draft Crawley Transport Strategy (Appendix A of report [PES/341](#)). The draft strategy was acknowledged as an aspiration document, as the Council did not hold responsibility for transport, but it did set out some clear direction that the Council and its partners should be working toward for the betterment of the Borough.

Councillor Crow was invited to speak on the item, commenting that he welcomed the intention of the document.

Councillors Irvine and Mullins spoke as part of the discussion in support of the report and the associated draft strategy.

It was noted that there would be some clerical corrections made to the draft strategy prior to it being released for consultation.

RESOLVED

The Cabinet

- a) review “New Directions for Crawley”, the borough’s new draft Transport Strategy (attached as Appendix A to report [PES/341](#)), and approve the draft for public consultation.
- b) delegates authority to the Head of Economy and Planning, in consultation with the Cabinet Member for Planning and Economic Development, to make minor amendments to the Crawley Transport Strategy in response to the consultation. (*Generic Delegation 7 will be used to enact this recommendation*).

Reasons for the Recommendations

To commence the process of establishing a Transport Strategy for Crawley, which:

- Seeks to provide a vision, rationale and framework to enable an integrated approach to improving access and transport throughout Crawley.
- Includes issues and options on how Borough wide transport provision can be improved and how the Council can respond in relation to its own service delivery
- Presents priorities for scheme delivery as the first phase towards delivery of the strategy’s vision

- Seeks to make the case for further external funds to invest in Crawley's sustainable transport infrastructure.

Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.20 pm

P K LAMB
Chair

Crawley Borough Council

Minutes of Licensing Committee

Monday, 20 January 2020 at 7.30 pm

Councillors Present:

M G Jones (Chair)

M L Ayling (Vice-Chair)

T G Belben, M Flack, J Hart, F Guidera, K L Jaggard, K McCarthy, J Millar-Smith, C J Mullins, D M Peck, B A Smith and K Sudan

Officers Present:

Tony Baldock Environmental Health and Licensing Manager

Jess Tamplin Democratic Services Support Officer

Astrid Williams Senior Lawyer (Solicitor)

Heather Girling Democratic Services Officer

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor M G Jones	Air Quality and Licensed Vehicles – Update to Appendices A and E of the Council’s Hackney Carriage and Private Hire Vehicle Policy (Minute 3)	Personal Interest – Member of West Sussex County Council
Councillor B A Smith	Air Quality and Licensed Vehicles – Update to Appendices A and E of the Council’s Hackney Carriage and Private Hire Vehicle Policy (Minute 3)	Personal Interest – Member of West Sussex County Council
Councillor K Sudan	Air Quality and Licensed Vehicles – Update to Appendices A and E of the Council’s Hackney Carriage and Private Hire Vehicle Policy (Minute 3)	Personal Interest – Member of West Sussex County Council

2. Minutes

The minutes of the meeting of the Licensing Committee held on 11 November 2019 were approved as a correct record and signed by the Chair.

3. Air Quality and Licensed Vehicles - Update to Appendices A and E of the Council's Hackney Carriage and Private Hire Vehicle Policy

The Environmental Health and Licensing Manager introduced report [HCS/21](#) of the Head of Community Services. The Council as the Licensing Authority implements a Private Hire and Hackney Carriage Licensing Policy, of which appendices A and E concern vehicle specification including controls over emission standards. Report [HCS/21](#) set out the proposed changes to the emission standards for licensed vehicles, which aimed to improve air quality in Crawley following the declaration of a climate emergency by the Full Council in July 2019. Appendices A and E were due to be updated so that:

- Only zero emission capable vehicles and those that meet the Euro 6 petrol standards would be eligible to apply for a vehicle license from 1 April 2022;
- Unless exceptional circumstances warrant an exemption, all licensed vehicles would be required to meet the Euro 6 standard by 1 October 2022;
- Diesel-fuelled vehicles would be phased out of the taxi fleet by 1 April 2027.

It was noted that after a 12 week public consultation period, any comments or objections would be considered by the Committee at the following meeting.

The Committee then considered the report. In response to queries regarding the cost of ensuring vehicle compliance, it was estimated that roughly one third of the current fleet was already compliant with the Euro 6 standard and those that were not would have two years to ensure this. The Committee heard that old vehicles were able to be traded in for a cost reduction on compliant vehicles, and that various grants, road tax reductions and licence fee reductions would be available to incentivise the purchase of electric or hybrid ultra-low emission vehicles (ULEV). The Licensing team would also provide guidance to drivers regarding vehicle compliance.

The importance of the climate emergency was discussed – it was noted that the new standards were a stepping stone towards lower carbon emissions and that a realistic approach was necessary to ensure the success of sustainable green policies. Levels of NOx were problematic in Crawley but the new standards would go some way toward facilitating the extension of the existing air quality management zone towards Three Bridges. It was also confirmed that particulate matter generated by tyre wear was no greater by an electric vehicle than a non-electric one. The Committee also discussed the capability and functionality of other energy sources, such as hydrogen and solar power.

Concerns were raised regarding the availability of charging points for electric vehicles. The Committee was informed that each neighbourhood parade would in the future be fitted with a charging point and that plans to fund the installation of more charging points were being made by West Sussex County Council.

RESOLVED

- 1) That the Head of Community Services is authorised to undertake a consultation exercise (for a minimum of 12 weeks) on the proposed changes to the Council's policy on emission standards for licensed hackney carriages and private hire vehicles.

- 2) That it is noted that in the event there are objections and/or negative responses received as a result of the consultation process, these shall be presented to the next Licensing Committee meeting after the conclusion of the consultation exercise.
- 3) That it is noted that in the event there are no objections or negative responses received as a result of the consultation process, the proposed changes to the Council's policy on emission standards contained within report [HCS/21](#) are adopted and will come into force 14 days after the conclusion of the consultation exercise.

Closure of Meeting

With the business of the Licensing Committee concluded, the Chair declared the meeting closed at 8.19 pm

M G Jones (Chair)

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Crawley Borough Council

Minutes of Governance Committee

Wednesday, 29 January 2020 at 7.00 pm

Councillors Present:

T Lunnon (Chair)

R D Burrett (Vice-Chair)

M L Ayling, D Crow, C R Eade, M G Jones, P K Lamb, R A Lanzer, S Malik, T McAleney and K McCarthy

Officers Present:

Natalie Brahma-Pearl Chief Executive

Ann-Maria Brown Head of Legal, Democracy and HR

Mez Matthews Democratic Services Officer

Chris Pedlow Democratic Services Manager

1. Disclosures of Interest

The following disclosure of interest was made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor Malik	Adoption of the New Constitution (Minute 3)	Personal Interest – Hackney Carriage and Private Hire Driver licensed by Crawley Borough Council

2. Minutes

The minutes of the meeting of the Governance Committee held on 19 June 2019 were approved as a correct record and signed by the Chair.

The Head of Legal, Democracy and HR advised the Committee that the changes to the Council's *Code of Conduct for Councillors and Arrangements for Dealing with Code of Conduct Complaints* agreed by the Committee at its meeting on 19 June 2019 (minute 3 of that meeting) had been actioned and were included in the draft new Constitution. The Committee noted that the Local Government Association had appointed a company to draft a new model Code of Conduct which was expected to be issued for consultation in Spring 2020. Any revised Code of Conduct for Crawley Borough Council would be considered by the Governance Committee before being put before Full Council for adoption.

3. Councillors' Allowances Independent Remuneration Panel 2020

The Committee considered report [LDS/156](#) of the Head of Legal, Democracy and HR which set out the justification for an extension to the current Crawley Borough Council *Councillors' Allowances Scheme (2016-2020)* (the "Scheme"), and proposed the establishment of a new Councillors' Allowances Independent Remuneration Panel (IRP).

The Committee discussed the matter and noted that the change in the timescale for the process was proposed to ensure that any changes to the Scheme would correspond with the Council's annual Budget timeframes. The Committee was informed that negotiations regarding a pay award for Chief Officers were currently underway. Following a suggestion by a Committee member it was requested that Sussex Police be contacted to gauge the interest of the District Commander (or similar) in being appointed to the IRP.

RESOLVED

RECOMMENDATION 1.

That Full Council be requested to approve the extension of the current Councillors' Allowances Scheme to encompass the 2020/21 financial year.

That the Head of Legal, Democracy and HR, in conjunction with the Chair and Vice Chair of the Governance Committee, be delegated authority to appoint individuals to the Councillors' Allowances Independent Remuneration Panel.

4. Adoption of the New Constitution

The Committee considered report [LDS/157](#) of the Head of Legal, Democracy and HR which presented the [draft new Constitution of the Council](#). The draft new Constitution had been written in association with, and unanimously endorsed by, the Constitution Review Working Group (CRWG), based on the principles agreed by the Governance Committee at its meeting on 15 March 2017 (minute 18 of that meeting refers). The aim of the review was to produce a Constitution which was more user friendly, fit for purpose and modern in structure, to enable users to take decisions and/or understand procedures and protocols in a manner that encouraged efficiency.

The Committee's attention was drawn to Section 5 of report LDS/157 which detailed the structure of the rewritten Constitution and highlighted the sections which had been notably rewritten.

The Head of Legal, Democracy and HR and the Democratic Services Manager provided clarification on a number of issues and advised that, in some cases, it was not be possible to amend phrasing within the Constitution as it reflected that set out in statute. In-depth discussions took place on several specific matters, namely:

Full Council Procedure Rules: Annual Meeting of the Full Council - Order of Business:

With reference to paragraph 2.1 ("Order of Business") of the Full Council Procedure Rules, it was queried why the agenda items relating to Apologies for Absence and

Declarations of Interest were not dealt with earlier at the Annual Meeting of Full Council. Although some Committee members were happy for the order of business to remain as set out in the new Constitution, several members were in support of moving those agenda items forward, to be the second and third items on the agenda.

Amendment

It was moved by Councillor Crow (seconded by Councillor McCarthy) that bullet points (g) (“receive any Apologies for Absence”) and (h) (“receive any Declarations of Interest from Councillors”) of paragraph 2.1 be moved to follow bullet point (a) (“elect a non-Cabinet Member to chair the meeting, should the outgoing Mayor and Deputy Mayor not be present”) and that the subsequent bullet points be re-lettered accordingly.

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

Full Council Procedure Rules: Voting – Recorded Vote:

Following a request from a Committee member and subsequent advice from the Head of Legal, Democracy and HR, the Committee agreed that paragraph 10.4 (“Recorded Vote”) of the Full Council Procedure Rules be amended as follows:

- That the words “political group” in bullet point (a) be amended to read “Political Group Leader or Secretary”.
- That the word “stand” in bullet point (b) be deleted and replaced with “indicate”.

The Committee was assured that, following the Scrutiny Review on Recording how Members vote, all petitions considered by the Full Council would be subject to a recorded vote where the decision was not unanimous.

It was noted that one Councillor could request a recorded vote at Full Council under the current Constitution, and that this had been amended to two Councillors in the proposed new Constitution. The Democratic Services Manager advised that this change had been made given the number of Councillors on the Full Council and to reflect the general procedure of moving and seconding a proposal. The Committee noted that, at any Committee or Sub-Committee of the Council, a recorded vote would still be taken if requested by a single Councillor.

Amendment

It was moved by Councillor Crow that the number of Councillors required to call a recorded vote at Full Council remain at one (as stipulated in the current Constitution).

The amendment, having not received a seconder, was LOST.

Call-In Procedure Rules:

The Democratic Services Manager informed the Committee that the revised Call-In Procedure Rules would be more flexible than at present, as a decision taken at a Cabinet meeting could be Called-In up to five days following that meeting rather than requiring that such a decision be Called-In at the meeting itself. As a consequence, Call-Ins relating to Cabinet decisions would be brought in line with the procedure currently used for delegated Executive decisions.

A Committee member was concerned that the revised Procedure Rules required that a Councillor requesting a Call-In provide “evidence” that the decision had not been

taken in accordance with the principles of decision making. Although several Committee members were in support of the revised wording, it was emphasised that the related wording in the current Constitution was sufficient, in that what constituted evidence was subjective, and requiring “evidence” provided a different emphasis. The matter was then debated in-depth by the Committee.

Amendments

1. It was moved by Councillor Lanzer (seconded by Councillor Burrett) that the word “evidence” be amended within the Call-In Procedure Rules to read “evidence and justification”.

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

2. It was moved by Councillor Jones (seconded by Councillor McAleney) that paragraph 3.1(b) of the Call-In Procedure Rules be deleted and replaced by with: “The request for Call-In must specify the reason they consider there has been an alleged breach of at least one principle of decision making”, and that the word “evidence” elsewhere in the Procedure Rules be rewritten accordingly.

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

The Introduction of a Provision for Written Public Questions at Full Council:

The Committee unanimously supported a one year trial of Written Public Questions at Full Council, with an evaluation report being submitted to a Governance Committee meeting in 2021.

The Introduction of Public Question Time at Audit Committee, Governance Committee and Licensing Committee:

The current Chair of the Licensing Committee raised concern that a provision for Public Question Time (PQT) could be abused, and that the Chair of the Licensing Committee had always exercised their discretion in allowing public involvement when it was deemed beneficial to the matter under discussion. The Committee was reminded that, if agreed, the provision for PQT would be subject to a one year trial with an evaluation report being brought back to the Committee in 2021 for its consideration. The Committee was advised that the provisions, if agreed, only related to questions and would not provide speaking rights at those Committees.

The Committee unanimously supported that the new Constitution include a provision for PQT (based on items on the agenda) at the Audit Committee, Governance Committee and Licensing Committee, and that the provision be trialled for one year with an evaluation report being submitted to a Governance Committee meeting in 2021.

It was therefore agreed that paragraph 11.1 of the General Committee Procedure Rules be amended to reflect the Committee’s decision. The Committee noted that paragraph 6.6 of the Introduction to the Constitution would also need to be amended to reflect the increased provisions for PQT.

Functions of the Licensing Committee:

Councillor Malik requested that decisions relating to the review of Private Hire and Hackney Carriage appeals be dealt with by the Licensing Committee as opposed to being delegated to officers. The Head of Legal, Democracy and HR advised that, as Councillor Malik traded as a Private Hire and Hackney Carriage driver, it would not be appropriate for him to propose such an amendment to the Constitution. In addition, the Committee was advised that further work would be required before such a significant change could be proposed and therefore it would not be possible to table such a proposal at this Committee meeting. The Head of Legal, Democracy and HR agreed to discuss the matter with Councillor Malik outside the meeting.

Implementation of the New Constitution:

The Committee was advised that several back-office systems would need to be in place before the new Constitution could be implemented. Although the Head of Legal, Democracy and HR envisaged that the new Constitution would come into effect after Easter 2020, she assured the Committee that both Councillors and officers would be informed once an implementation date had been confirmed.

The Committee expressed its thanks to the Democratic Services Manager and Democratic Services Officer who had undertaken the review and had produced the rewritten Constitution for the significant amount of work which they had both carried out in this respect.

RESOLVED

1. That a one year trial of Written Public Questions at the Full Council be supported, and that an evaluation report be submitted to a Governance Committee meeting in 2021.
2. That the new Constitution include provision for a Public Question Time item to be included (based on items on the agenda) at the Audit Committee, Governance Committee and Licensing Committee and that an evaluation report be submitted to a Governance Committee meeting in 2021.

RECOMMENDATION 2.

That Full Council be recommended to

- a) adopt the new Constitution as set out in report LDS/157 and as amended in the minutes above, noting the trial element of Written Public Questions and extending the provision for Public Question Times
- b) delegate that the Monitoring Officer bring the adoption of the new Constitution into effect as soon as practicable

NOTE BY THE HEAD OF LEGAL, DEMOCRACY AND HR: A copy of the updated draft Constitution can be found [here](#)

Closure of Meeting

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

**T Lunnon
(Chair)**

Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 3 February 2020 at 7.00 pm

Councillors Present:

T Rana (Chair)

T G Belben (Vice-Chair)

M L Ayling, R G Burgess, D Crow, R S Fiveash, R A Lanzer, T McAleney and K Sudan

Also in Attendance:

Councillor R D Burrett and P K Lamb

Officers Present:

Ian Duke Deputy Chief Executive

Heather Girling Democratic Services Officer

Karen Hayes Head of Corporate Finance

Paul Windust Chief Accountant

Apologies for Absence:

Absent:

Councillor A Pendlington

1. Disclosures of Interest and Whipping Declarations

The following disclosures were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor R S Fiveash	2020/21 Budget and Council Tax (Minute 4)	Personal Interest – Council Tenant

2. Minutes

The minutes of the meeting of the Commission held on 25 November 2019 were approved as a correct record and signed by the Chair, subject to the following amendment to minute 7 that in order to assist in delivering and accessing suitable and affordable accommodation that the use of Article 4 directives were taken into account to limit permitted development in Crawley where necessary criteria is met.

3. Public Question Time

No questions from the public were asked.

4. 2020/21 Budget and Council Tax

The Commission considered report [FIN/491](#) with the Leader of the Council, Head of Corporate Finance and the Chief Accountant. The Council has a statutory responsibility to set a Council Tax and Budget in advance of the commencement of the new financial year. The Council Tax has to be set by March each year. During 2019 the Council continued to review its spending plans and considered options to amend spending to meet new priorities.

During the discussion, the following points were expressed:

- Confirmation was provided that the report set out proposed growth elements and capital programme schemes, along with efficiencies, savings, latest investment interest projections and additional income being proposed.
- Several queries were raised with regards to the Income Generation Officer growth bid. It was confirmed that the permanent post was inclusive of on-costs and would cover the wide ranging services the council offered. It was felt important to ensure a balance so as not to limit facilities or services when generating income. It was commented that it would be useful to provide discounts for those in receipt of benefit, however some offers were already provided at certain council facilities and there was a need to generate income through other means. The Commission had within its function, terms of reference and remit to scrutinise the Transformation Plan.
- It was queried whether the Nuisance and Anti-Social Behaviour Team reduction may affect the current service provision. However it was noted that the council did not always have the power to resolve issues so certain requests were disseminated elsewhere.
- Specialist HR provision would assist the organisation in reviewing service areas, whilst providing necessary support.
- Confirmation was provided over the reduced retained business rates, council tax increase and the analysis of risks within the report.
- Recognition that the flooding programme had been reviewed and some schemes were no longer a priority and resulted in savings. Any further works required would be undertaken within the flooding emergency work programme.
- Clarification was provided over queries within the Housing Revenue Account, with particular reference to garages and sheltered major works.
- There was acknowledgement of the forthcoming budget pressures together with recognition that consultation would take place in the future.
- Members of the Commission also commended officers from the Finance Team for their excellent work in producing the budget and report and dealing with challenging issues.
- Some Members expressed their support, with others preferring to abstain and reserve comments for the Full Council meeting later in the month. It was requested that their comments be passed to the Cabinet.

RESOLVED

That the Commission's views expressed at the meeting be conveyed to the Cabinet and that the Cabinet be advised that 5 Members expressed their support, with the other 4 members preferring to abstain and reserve comments for the Full Council meeting later in the month.

5. Treasury Management Strategy 2020/2021

The Commission considered report [FIN/493](#) of the Head of Corporate Finance on the Treasury Management Strategy for 2020/2021 which the Council was required to approve before the start of the financial year in accordance with the CIPFA Code of Practice for Treasury Management and the Council's financial regulations.

During the discussion with the Leader of the Council, Head of Corporate Finance and Chief Accountant, Councillors made the following comments:

- Confirmation that the policy of investing according to the principles of security, liquidity, yield and ethical remains.
- It was confirmed that there had not been any consideration for further additions within the Ethical Investment Policy.

RESOLVED

That the Cabinet is advised that the Commission noted the report and requested the comments discussed be referred to the Cabinet.

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

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

- The take up of the flu vaccinations had been low in certain areas.
- Mental health liaison teams had been placed in various hospitals which were reporting a good response.
- A further report on SECAMB had been received and performance had improved.
- Street triage services were in operation in Crawley and had received positive feedback.

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

The Commission confirmed the following reports:

March

- Three Bridges Improvement Scheme Final Design
- Crawley Transport Strategy – provisional referral

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 8.33 pm

T Rana (Chair)

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Crawley Borough Council

Minutes of Cabinet

Wednesday, 5 February 2020 at 7.00 pm

Councillors Present:

P K Lamb (Chair)	Leader of the Council
I T Irvine	Cabinet Member for Housing
G S Jhans	Cabinet Member for Environmental Services and Sustainability
B A Smith	Cabinet Member for Public Protection and Community Engagement
P C Smith	Cabinet Member for Planning and Economic Development and Deputy Leader

Also in Attendance:

Councillor D Crow, R D Burrett and T Rana

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Ann-Maria Brown	Head of Legal, Democracy and HR
Karen Hayes	Head of Corporate Finance
Chris Pedlow	Democratic Services Manager

Apologies for Absence:

Councillor C J Mullins

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Cabinet held on 15 January 2020 were approved as a correct record and signed by the Leader.

3. Public Question Time

The Cabinet received a question from Mr Symonds from Ifield asking: 'were Bovis in breach of planning rules by building the Maples development within the landscape character edge of Ifield Brook Meadows, local green space? My question has been

prompted by Councillor Duncan Peck who wrote in the Crawley Observer today (Wednesday) under the headline 'Planning rules need to be taken seriously' – unfortunately, we have seen some examples in Crawley of companies building without planning permission.'

In response Councillor P. Smith responded, commenting that the development application was 100% in the Horsham District Council area, and as an Ifield Councillor, he personally objected to it and believed the Council did so also, but would confirm this. Horsham DC refused the planning permission for the site, but it was granted on appeal by the Planning Inspectorate.

As a Council, we take planning enforcement seriously and the Local Plan and associated planning policies were strong and well-written and as such allows us the ability to challenge those that build without planning permission or at odds with our policies. People do seek retrospective planning permission and we ensure that those retrospective applications were aligned with our policies, otherwise they would be enforced. Recently the Council lost a well-publicised retrospective planning permission case at appeal, but it was fought as it was believed that the building was at odds with planning policies.

4. 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.

5. 2020/2021 Budget and Council Tax

The Leader of the Council presented report [FIN/491](#) of the Head of Corporate Finance which set out the Budget and level of Council Tax for the year 2020/21. It was noted that the report detailed each of the Revenue, Capital and Housing Revenue Accounts that combine together to formulate 'The Budget'. In proposing the level of Council Tax for the Financial Year 2020/21, each of those accounts identified had been considered. The proposed Council Tax for 2020/21 was to be increased by 2.43%.

It was emphasised that the Council has a statutory responsibility to set Council Tax and its Budget in advance of the commencement of the new financial year (1 April to 31 March). The Council Tax had to be set by 11 March, each year.

The Cabinet was informed that the proposed Budget had been produced based on the principles set in the Budget Strategy which was approved by Full Council on 16 December 2019. That included achieving a balanced Budget over a three year period, including putting back into reserves when the Budget is in surplus.

The Leader emphasised that the Budget had been set against the background of general uncertainty over local government finance. It was noted that there had been two consultation papers relating to local government finance, namely the Fair Funding Review and the Business Rates retention reform. It had been expected to present their findings in advance of the Budget setting period, but both reviews had been deferred because of factors such as the General Election. The outcome of these consultations will change the way the Council is funded in the future, and as a result it will be difficult to project forwards.

It was noted that a supplementary agenda had been published that included a replacement to the table within paragraph 5.5.1 of the original report.

Councillor Rana presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on 3 February 2020. The Commission Chair stated that the Budget report was generally well received at the Commission, where a lengthy and in-depth discussion was held with the Leader over the contents of the Budget report. It was conveyed that five Members of the Commission expressed their support for the report, with the other four Members preferring to abstain and reserve comments for the Full Council meeting being held on 26 February 2020.

Councillors P Smith, Irvine and Jhans all spoke in support during the discussion on the proposed Budget and Council report.

RESOLVED

RECOMMENDATION 3

That the Full Council be RECOMMENDED to approve of the following items regarding the 2020/21 Budget:

- a) to approve the proposed 2020/21 General Fund Budget including savings and growth as set out in section 6 and Appendix 1 and Appendix 2 of the report [FIN/491](#),
- b) to approve the proposed 2020/21 Housing Revenue Account Budget as set out in section 10 and Appendix 3 of the report [FIN/491](#),
- c) to approve the 2019/20 to 2022/23 Capital Programme and funding as set out in paragraph 11.5 of the report [FIN/491](#),
- d) to agree that the Council's share of Council Tax for 2020/21 be increased by 2.43% from £203.94 to £208.89 for a band D property as set out in paragraphs 5.5.1 and 13.3 of report [FIN/491](#),
- e) to approve the Pay Policy Statement for 2020/2021 as outlined in paragraph 16.3 and Appendix 6 of the report [FIN/491](#).

Reasons for the Recommendations

To provide adequate funding for the proposed level of services and to fulfil the statutory requirement to set a Budget and Council Tax and report on the robustness of estimates.

Note by Head of Legal, Democracy and HR

*The details of the **Notice of Precept** from the Police and Crime Commissioner for Sussex and West Sussex County Council will be include within the Full Council agenda and along with and a further recommendation (**Recommendation 5**) will be moved in relation to the 2020/2021 Budget and Council Tax.*

6. Treasury Management Strategy 2020/2021

The Leader of the Council presented report [FIN/493](#) of the Head of Corporate Finance which set out that the strategy covered two main areas: treasury management issues and capital related matters. It was noted that the Council was required under statute to produce a Treasury Management Strategy.

It was confirmed that the treasury management element, as referred to, ensures that the Council's cash flow was adequately planned, with cash being available when it was needed to operate a balanced Budget. Whilst surplus monies were invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

Whilst the capital element provides a guide to the borrowing need of the Council, essentially the longer term cash flow planning ensures that the Council can meet its capital spending obligations. That management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses. On occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

The Cabinet was informed that the Council's investment priorities were security first, portfolio liquidity second and then yield (return). The Council's ethical investment policy was also considered when investments were sought.

Councillor Rana presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on 3 February 2020.

Councillor B Smith spoke as part of the discussion on the report, noting that the reason that there was no capital expenditure for her portfolio was due to the nature of the areas covered by her remit, which were more revenue based functions.

RESOLVED

RECOMMENDATION 4

That the Full Council be RECOMMENDED to approve

- a) the Treasury Prudential Indicators and the Minimum Revenue Provision (MRP) Statement contained within Section 5 of report [FIN/493](#);
- b) the Treasury Management Strategy contained within Section 6 of report [FIN/493](#);
- c) the Investment Strategy contained within Section 7, and the detailed criteria included in Appendix 3 of report [FIN/493](#) ;

Reasons for the Recommendations

The Council's financial regulations, in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management, requires a Treasury Management Strategy to be approved for the forthcoming financial

year. The Local Government Act 2003 and supporting regulations requires Council to have regard to the Prudential Code and to set prudential indicators to ensure that the Council's capital investment plans are affordable, prudent and sustainable. Report [FIN/493](#) complies with these requirements.

7. 2019/2020 Budget Monitoring - Quarter 3

The Leader of the Council presented report [FIN/492](#) of the Head of Corporate Finance to the Cabinet which provided a summary of the Council's actual revenue and capital spending up to the third quarter ending December 2019. It identified the main variations from the approved spending levels and any potential impact on future budgets.

Councillor P Smith also spoke on the item, commenting that pleasingly the projected revenue shortfall relating to planning applications had reduced by £46,000 with the projected £59,000 shortfall. It was hoped that a number of major planning applications, which had been on hold due to a number of national factors, would be coming through soon and should equate for the missing revenue.

RESOLVED

That Cabinet notes the projected outturn for the year 2019/2020 as summarised in report [FIN/492](#).

Reasons for the Recommendations

To report to Councillors on the projected outturn for the year (2019/2020) compared to the approved budget.

8. Irrecoverable Debts 2019/2020

The Leader of the Council presented report [FIN/490](#) of the Head of Corporate Finance, which sought approval to write-off debts to the Council that were considered to be irrecoverable and exceed the delegated limit of £50,000 per write-off. The proposed write-off in excess of £50,000 totalled £301,982.60.

RESOLVED

That the Cabinet approves the write-off of the Business Rates debt as set out below

Name and Address	Reason	Total £
Genus UK Ltd 15 County Mall	In Administration	57,529.67
Monsoon Ltd 10 & 11 County Mall	Entered into Company Voluntary Arrangements	82,320.00
Premier Parking Gatwick Ltd Land Peeks Brook Lane	In Liquidation	162,132.93
Total		301,982.60

Reasons for the Recommendations

The Council's Constitution necessitates amounts exceeding £50,000 requiring write-off to be approved by the Cabinet.

9. Social Value Charter

The Leader of the Council presented report [FIN/488](#) of the Head of Corporate Finance. It was explained that currently Crawley Borough Council has several policies and charters that request the supply chain, through the procurement process, to support economic, environmental and social improvements in the community. The number of different Charters and policies had been found to be confusing for suppliers and officers trying to ensure that policy requirements were incorporated in relevant tenders. The Social Value Charter therefore seeks to combine these charters and policy commitments into one easy to read document.

Councillors Jhans, P Smith and Irvine all spoke in support of the proposal as part of the discussion on the report.

RESOLVED

That the Cabinet:

- a) approves the Social Value Charter for implementation (as detailed in Appendix A of report [FIN/488](#)) and its associated policy commitments.
- b) delegates authority to the Head of Corporate Finance in consultation with the Head of Legal and Democracy and HR and Head of Economy and Planning to finalise the Charter and arrangements for supplier sign-up, monitoring and make minor amendments to the Social Value Charter when required due to changes in policy or legislation, this will be in consultation with the Leader of the Council (*Generic delegation 7 will be used to enact this recommendation*).
- c) requests that a progress report be presented to Cabinet following the implementation and take up of the Social Value Charter in 12 months' time

Reasons for the Recommendations

Having one Social Value Charter ensures that all of the Council's policy commitments are in one easy to use document. This benefits our suppliers by making our tender processes simpler to follow, clearly stating what our expectations are and enables us to more easily monitor their implementation.

Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 5.24 pm

P K LAMB
Chair

Crawley Borough Council

Minutes of Planning Committee

Monday, 10 February 2020 at 7.30 pm

Councillors Present:

S Malik (Chair)

A Belben, J Hart, I T Irvine, K L Jaggard, G S Jhans, M Mwagale, J Purdy and P C Smith

Officers Present:

Valerie Cheesman	Principal Planning Officer
Jean McPherson	Group Manager (Development Management)
Paula Slinn	Legal Advisor
Clem Smith	Head of Economy and Planning
Jess Tamplin	Democratic Services Support Officer

Apologies for Absence:

Councillor T McAleney

Absent:

Councillor L M Ascough

1. Disclosures of Interest

No disclosures of interests were made.

2. Lobbying Declarations

The following lobbying declarations were made by Councillors:

All Councillors in attendance had been lobbied regarding application CR/2019/0863/FUL – Tilgate Forest Golf Centre, Tilgate Drive, Tilgate, Crawley.

3. Minutes

The minutes of the meeting of the Planning Committee held on 14 January 2020 were approved as a correct record and signed by the Chair.

4. **Planning Application CR/2019/0619/TPO - Woldhurstlea Wood (Including Woldhurstlea Close), Buckswood Drive, Gossops Green, Crawley**

The Committee considered report [PES/329a](#) of the Head of Economy and Planning which proposed as follows:

Tree works as detailed in attached schedule.

Area AMW1 – 17 trees – works to improve footpath/ safety, comprising coppicing, crown reduction, felling, thinning self seeded trees.

Area AMW2 – 9 trees – works to improve footpath /safety comprising sectional felling, coppicing, reduction of branch weight and thinning self seeded trees.

Area HSG – 70 trees – works to improve footpath/ safety/ clearance to buildings comprising sectional felling, crown lifting, crown reduction, removal of individual branches and epicormic growth.

Councillor Jaggard declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application, which had been submitted by Crawley Borough Council regarding woodland protected by a Tree Preservation Order. The trees within the woodland and the subject of the application had been divided into three broad areas. The various areas of the site had been assessed and the works were deemed necessary to ensure the health of the woodland, good tree management, and the safety of the public using the nearby footpaths.

The Committee then considered the application. Committee members expressed concern at the number of trees to be lost at the site, and it was confirmed that the larger trees due to be removed would be replaced on a 1:1 basis. The Committee requested that an informative be added to request that the applicant consider planting more replacement trees than the proposed five.

RESOLVED

Consent subject to conditions set out in report [PES/329a](#), and the addition of an additional informative worded as follows:

1. The Planning Committee expressed concern at the loss of Council trees from this woodland and requested that the applicant consider the replanting of further extra trees in addition to those required by condition 3 to supplement the areas where the trees are to be felled.

5. **Planning Application CR/2019/0863/FUL - Tilgate Forest Golf Centre, Tilgate Drive, Tilgate, Crawley**

The Committee considered report [PES/329d](#) of the Head of Economy and Planning which proposed as follows:

Adventure golf facility and associated works & reconfiguration of overflow car park for additional parking provision.

Councillors A Belben, Jaggard, Jhans, Mwagale, and P C Smith declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application and provided the Committee with an update to the application including one amended condition and one new informative, as follows:

Amended condition:-

5. The development hereby approved shall only take place in strict accordance with the submitted Construction Management Plan provided by Greenspan Project Limited, dated 27 January 2020 and received on 7 February 2020.
REASON: In the interests of highway safety and the amenities of the area in accordance with Policy CH3 of the Crawley Borough Council Local Plan 2015-2030.

New informative:-

2. The applicant is advised to contact the local Highways Officer before work begins to inform them of what is proposed. This can be done via the following web link, mentioning "Titmus Drive" on the web form:
<https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-about-a-road-or-pavement/>

Jacky Bradley, on behalf of a group of Tilgate residents, spoke in objection to the application. It was heard that during previous public meetings, residents had been assured that the car park would remain free and not be converted to the pay and display system that was now rumoured. The planting of three trees to mitigate the loss of one was not deemed sufficient considering the space available and the need to offset carbon emissions. It was also suggested that the current refuse disposal arrangements at the site were unsuitable.

Tom Brooke, as the applicant, spoke in support of the application. It was heard that the applicant had made changes to the application following discussion with the Council and local residents which were compliant with planning policy. The site had been leased to Glendale Golf by the Council in 2004 and this was considered a reuse of the land, upon which no footpaths were to be removed and one tree was to be felled. The applicant currently had no intention of charging for car parking.

The Committee then considered the application. Committee members welcomed the addition of a family attraction in Crawley, and raised various queries which were addressed by Planning Officers:

- The materials to be used on the adventure golf course would be subject to condition 3, which required that samples be submitted for approval prior to installation.
- The opening times of the proposed facility would be 9am-9pm, to which the Council's Environmental Health department had not objected.
- Access to the car park would be via the narrow access road, to which West Sussex County Council's Highways department had not raised an objection. It was explained that the access road had sufficient forward visibility.
- Issues with refuse disposal were a matter for the land owner and operator and it was to be noted in the minutes that the relevant department of the Council (as the landowner) would investigate and ensure that Glendale Golf undertakes the storage of rubbish around the site in a satisfactory manner.
- That the proposed number of trees to be planted was compliant with planning policy. The Committee expressed a wish for more trees to be planted in the area – this would be considered as part of the landscaping scheme proposals required under condition 11 for the application site, and an informative would be added to encourage this elsewhere on the Glendale Golf site.

- The likelihood of the car park becoming pay and display, which was not itself a planning consideration, but the importance of sufficient car parking space on suitable terrain was noted. The additional car parking spaces in the overflow car park and the re-provision of disabled spaces in the main car park would be secured via an additional condition.

RESOLVED

Permit, subject to:

- (i) the conditions set out in report [PES/329d](#);
- (ii) the amended condition and new informative as set out above;
- (iii) the following additional condition and additional informative:

Additional condition:-

13. The adventure golf facility hereby permitted shall not be brought into use until the additional parking spaces in the overflow car park shown on approved drawing number EAD-075-03 rev S1, together with details of the re-provision of the disabled spaces in the main car park, have been provided and constructed. The spaces so provided shall thereafter be retained in accordance with the approved details.

REASON: To ensure that adequate and satisfactory provision is made for the parking of vehicles associated with the golf course in accordance with policy CH3 of the Crawley Borough Local Plan 2015 - 2030.

Additional informative:-

3. The applicant is advised that the landscaping scheme (condition 11) should include the planting of further trees on the application site, in addition to the three replacement trees that are required within the car park area. The applicant is also strongly encouraged to give consideration to the planting of additional trees elsewhere on the golf course site as a whole.

6. Planning Application CR/2019/0802/FUL - Bloc Hotel, South Terminal, Perimeter Road East, Gatwick, Crawley

The Committee considered report [PES/329b](#) of the Head of Economy and Planning which proposed as follows:

Erection of extension to existing hotel to provide an additional net 231 bedrooms and associated back of house and support accommodation.

The Group Manager (Development Management) provided a verbal summation of the application and updated the Committee that further information had been sought from Sussex Building Control regarding fire safety in terms of the proposed means of escape and the building cladding, but detailed comments were unable to be provided. Both aspects would be the responsibility of the appointed building control body (Approved Inspector).

The Committee then considered the application. The development was considered an efficient use of space and visually in keeping with the surrounding area. Committee members expressed concern over the provision of a number of hotel rooms without windows and the potential for this to set a precedent for future

developments, but noted that the atypical purpose of the hotel as short-term pre-flight accommodation meant that windows were considered less of a necessity. It was confirmed that, although preferred, there were no specific planning policies that required a hotel room to have a window, and the Council's Environmental Health department had no objections to the application. It was also explained that the adequacy of the air circulation system was a matter controlled under other legislation.

RESOLVED

Permit subject to conditions set out in report [PES/329b](#).

7. Planning Application CR/2019/0840/FUL - 23 Town Barn Road, West Green, Crawley

The Committee considered report [PES/329c](#) of the Head of Economy and Planning which proposed as follows:

Erection of 2 storey rear extension to include Juliet balcony, single storey side extension, front porch, front bay window and roof atrium to existing rear projection. Existing garage to be demolished & new parking space to be provided on semi permeable surface.

Councillors A Belben and Jaggard declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application. The Committee then considered the application and, in response to a query from a Committee member, it was confirmed that applicant was a staff member at Crawley Borough Council and that there were no further reasons for the application being referred to the Committee.

RESOLVED

Permit subject to conditions set out in report [PES/329c](#).

8. Objections to the Crawley Borough Council Tree Preservation Order - Squires Garden Centre, Horsham Road, Gossops Green, Crawley - 09/2019

The Committee considered report [PES/346](#) of the Head of Economy and Planning, which sought as follows:

To delegate to the Head of Economy and Planning the power to consider any response received from the neighbour at 187 Buckswood Drive at the conclusion of the consultation period (to expire on 24/02/2020) and to thereafter but by no later than 28/02/2020 make a decision whether to confirm the Order with or without modification.

Councillors A Belben, Jaggard, Mwangale, and Purdy confirmed they had visited the site.

The Group Manager (Development Management) provided both a verbal summation of the application and an update to the Committee. A response to the consultation had been received from the neighbour at 187 Buckswood Drive which detailed that,

although the trees blocked some sunlight to their garden, the individual had no objections to the Tree Preservation Order (TPO) on the condition that the trees were regularly maintained in order to prevent encroachment upon the garden and property. The neighbour had been informed that works to trim the trees had previously been agreed and ongoing requests for maintenance to ensure light was maintained to the garden were likely to be consented.

The Committee then discussed the application. The visual amenity of the two tree groups was noted. Following a question from a Committee member seeking the reasons behind making a TPO for the specific groups of trees in question, it was explained that usually, privately owned trees are subject to less control over their health and general arboricultural management, whereas trees with a TPO or on public land are subject to more regular inspection and maintenance.

RESOLVED

To delegate to the Head of Economy and Planning the power to consider any response received from the neighbour at 187 Buckswood Drive at the conclusion of the consultation period (to expire on 24/02/2020) and to thereafter but by no later than 28/02/2020 make a decision whether to confirm the Order with or without modification.

Closure of Meeting

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

**S Malik
(Chair)**

NOTICE OF PRECEPT 2020/21 – ‘COUNCIL TAX RESOLUTION’ (Recommendation 5)

1 BACKGROUND

- 1.1 The Localism Act 2011 has made significant changes to the Local Government Finance Act 1992, and now requires the billing authority to calculate a Council Tax requirement for the year, not its budget requirement as previously.
- 1.2 Since the meeting of the Cabinet the precept levels of other precepting bodies have been received. These are detailed below.

2 PROPOSALS

2.1 Crawley Borough Council

The Crawley Borough Council Precept for 2020/21 totals £7,480,748. The increase in the Band D Council Tax for Crawley Borough is 2.43% and results in a Band D Council tax of £208.89 for 2020/21.

2.2 West Sussex County Council

West Sussex County Council met on 14 February 2020 and set their precept at £51,524,013.01 adjusted by a net Collection Fund contribution of £1,152,909.61 (Council Tax: £345,989.61; Business Rates: £806,920.00). This results in a Band D Council Tax of £1,438.74. The County Council’s charge includes an additional 2% for Adult Social Care.

2.3 Police and Crime Commissioner for Sussex

The Police and Crime Commissioner for Sussex met on 31 January 2020 and set their precept at £7,159,156.93 adjusted by a Collection Fund contribution of £47,490.83. This results in a Band D Council Tax of £199.91.

2.4 Total Band D Council Tax

If the formal Council Tax Resolution is approved (in Recommendation 5 below), the total Band D Council Tax will be as follows

	2019/20 £	2020/21 £	Increase %
Crawley Borough Council	203.94	208.89	2.43
West Sussex County Council	1,383.57	1,438.74	3.99
Police and Crime Commissioner for Sussex	189.91	199.91	5.27
Total	1,777.42	1,847.54	3.95

RECOMMENDATION 5

That the Full Council, following the receipt of the notice of precept from the Police and Crime Commissioner for Sussex and West Sussex County Council and the approval of the Council's budget be RECOMMENDED to approve of the following:

1. That it be noted that on 24 December 2019 the Leader of the Council under delegated powers calculated the Council Tax Base 2020/21 for the whole Council area as **35,811.9** [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 2020/21 is calculated at £7,480,748.
3. That the following amounts be calculated for the year 2020/21 in accordance with Sections 31 to 36 of the Act:

(a)	£116,777,379	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)	£109,296,631	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	£7,480,748	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)	£208.89	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)	£208.89	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 2020/21 for each part of its area and for each of the categories of dwellings.

COUNCIL TAX SCHEDULE 2020/21

	CRAWLEY BOROUGH COUNCIL	WEST SUSSEX COUNTY COUNCIL	POLICE AND CRIME COMMISSIONER FOR SUSSEX	TOTAL
BAND A	139.26	959.16	133.27	1,231.69
BAND B	162.47	1,119.02	155.49	1,436.98
BAND C	185.68	1,278.88	177.70	1,642.26
BAND D	208.89	1,438.74	199.91	1,847.54
BAND E	255.31	1,758.46	244.33	2,258.10
BAND F	301.73	2,078.18	288.76	2,668.67
BAND G	348.15	2,397.90	333.18	3,079.23
BAND H	417.78	2,877.48	399.82	3,695.08

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 2020/21 is NOT excessive in accordance with principles approved by the Secretary of State under Section 52ZC of the Act.

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Full Council

26 February 2020

NOTICE OF MOTION 1 – THREE BRIDGES STATION

Mover Councillor McCarthy and Seconder Councillor Jaggard

“This Council recognises the importance of Three Bridges Station to the whole town, and welcomes the completion of the recent consultation on the forecourt development designs.

Whilst the Council supports the key principles of the scheme, and welcomes the many benefits this will bring for all users of the station complex, it also recognises the significant and widespread concerns expressed by a large number of respondents to the recent consultation exercise and by a much greater number of residents who participated in the recent e-petition, all of whom have very grave reservations about the loss of the right turn movement out of the station and the negative effects this will have for drivers leaving the station to travel to Pound Hill, Maidenbower, Worth, Forge Wood and villages to the east of the town, and on taxi drivers and their passengers, all of whom will suffer increased journey times as a result of not being able to turn right out of the station.

It also recognises the negative effects this will bring in terms of additional and longer car movements along the Haslett Avenue corridor to the squareabout, along Hazelwick Avenue, and in St Mary’s Drive, Chaucer Road and Grattons Drive, and the additional congestion and air pollution that this will cause to the detriment of other users of those roads and nearby residents, especially those who live in the aforementioned roads in Pound Hill who are already suffering the effects of rat-running in their residential neighbourhood.

In the light of this significant public concern, the Council resolves to ask the Cabinet to instruct officers to work up an alternative scheme based on either a modified version of the previously considered Option 3 as detailed in the Traffic Modelling Summary dated January 2020, or on similar alternatives, to retain the right turn out of the station complex, and to carry out a further public consultation exercise on the principle of adopting one of those options as the final scheme.”

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