

# 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, 16 October 2019 at 7.30 pm**

Nightline Telephone No. 07881 500 227



**Head of Legal, Democracy and HR**

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Published 8 October 2019

### 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.



Switchboard: 01293 438000  
Main fax: 01293 511803  
Minicom: 01293 405202 DX:  
57139 Crawley 1  
[www.crawley.gov.uk](http://www.crawley.gov.uk)

Town Hall  
The Boulevard  
Crawley  
West Sussex  
RH10 1UZ

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

## Part A Business (Open to the Public)

Pages

### 1. Apologies for Absence

To receive any apologies for absence.

### 2. Disclosures of Interest

In accordance with the Council's Code of Conduct, Councillors of the Council are reminded that it is a requirement to declare interests where appropriate.

### 3. Communications

To receive and consider any announcements or communications.

### 4. Presentation of Long Service Badges

The Mayor will present each of the following Councillor with a badge commemorating their long service as a Member of Crawley Borough Council:-

AWARD	NAME
10 Years	Councillor Thomas

### 5. Public Question Time

To answer public questions under Council Procedure Rule 10. The questions must be on matters which are relevant to the functions of the Council, and should not include statements.

One supplementary question from the questioner will be allowed.

Up to 30 minutes is allocated to Public Question Time.

### 6. Minutes

To approve as a correct record the minutes of the meeting of the Full Council held on 17 July 2019.

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### 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

	<b>Pages</b>
a debate.	
<b>8. Minutes of the Cabinet, Overview and Scrutiny Commission and Committees</b>	21 - 72
1) To receive the minutes of the meetings of the Cabinet, Overview and Scrutiny Commission and Committees, as listed on page 21, 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 21, and set out in the appendices to this item.	
<b>9. Reserved Items</b>	
To deal with items reserved for debate including any recommendations, which have been identified by Members under Agenda Item 8.	
Councillors who have reserved items for debate may speak on an item for no more than 5 minutes	
<b>10. Councillors' Written Questions</b>	
To answer Councillors' written questions under Council Procedure Rule 11.3.	
<b>11. Announcements by Cabinet Members</b>	
An opportunity for Cabinet Members to report verbally (if necessary) on issues relating to their Portfolio not covered elsewhere on the agenda.	
<b>12. Questions to Cabinet Members</b>	
To answer questions to Cabinet Members under Council Procedure Rule 11.2.	
Up to 15 minutes is allocated for questions to Cabinet Member	
<b>13. Questions to Committee Chairs</b>	
To answer questions to Committee Chairs.	
Up to 15 minutes is allocated for questions to Committee Chairs.	
<b>14. Supplemental Agenda</b>	
Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.	

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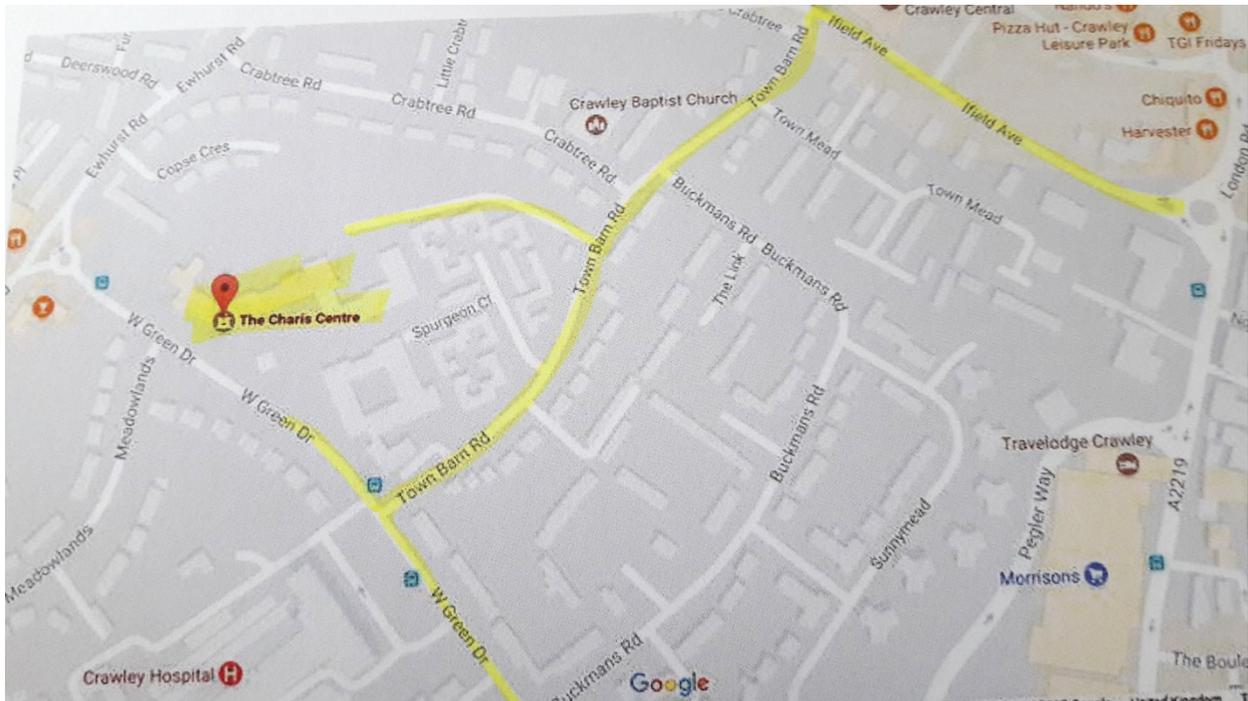
## Full Council Meetings (Location)

### How to get to the Charis Centre.

**Charis Centre,  
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**

## Crawley Borough Council

### Minutes of Full Council

Wednesday, 17 July 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, C J Mullins, D M Peck, A Pendlington, C J Petts, M W Pickett, J Purdy, T Rana, B A Smith, P C Smith, K Sudan and G Thomas

#### **Also in Attendance:**

Mr P Nicolson

#### **Officers Present:**

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

#### **Apologies for Absence:**

Councillor L M Ascough and J Millar-Smith

#### **Apologies for Early Departure:**

Councillor F Guidera

#### **1. Minute's Silence and Tributes to Councillor Charles Petts**

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

The Mayor then invited representatives from each party to pay tribute to Councillor Petts. Councillors Crow, Lamb, B Smith, Guidera and the Mayor on behalf of the Council paid their respects with heartfelt and touching tributes.

## 2. Disclosures of Interest

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

## 3. Communications

The Mayor provided the Full Council with a brief update on some of the Mayoral events he had attended so far this year, including the final of Crawley's Premier League Cricket, a number of Armed Forces Day events and the opening of the new L3-Harris building in Manor Royal with HRH the Prince of Wales. Members were informed that the Mayor had also held a number of events in the council chamber before it was decommissioned, including having a visit from students from Manor Green School.

The Mayor also offered congratulations to the Men's England Cricket Team for winning the World Cup.

## 4. Presentation of Gifts to Former Councillors

The Mayor presented gifts to former Councillors Chris Cheshire, Carlos Portal-Castro, Brian Quinn, Martin Stone and Lisa Vitler, who had all ceased to hold office, to commemorate their service to the Council.

Former Councillors Nigel Boxall, Jan Tarrant, Andrew Skudder and Laura-Lee Willcock were unable to attend the Full Council meeting and would receive their commemorative gifts separately.

## 5. Presentation of Long Service Badges

The Mayor presented Councillor Brenda Burgess with a 15 year commemorative badge and Councillor Irvine with a 20 year commemorative badge respectively, to mark their service as Members of Crawley Borough Council. In doing so, the Mayor thanked them for their long and dedicated service to the Authority.

## 6. Public Question Time

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

Questioner's Name	Name of Councillor Responding
Ian Dickson – Gossops Green <i>I've come to ask a question about the Notice of Motion about cutting carbon emissions to zero by 2050. Climate change is the biggest issue facing us. I welcome the motion and congratulate Councillor Thomas</i>	Councillor Lamb (Leader of the Council) <i>The date was subject to a lot of discussion and 2030 was an option but upon looking into the detail and looking at current contracts and technology available if we pledged to complete by 2030 there was a high probability that</i>

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Questioner's Name	Name of Councillor Responding
<p><i>for bringing the Motion to Council for discussion. I think 2050 is too far ahead and it should be cut to 2030 as a target date, there should be an annual audit review, join with other Councils to pressure the government to act more on climate change. Will the Council do these 3 things?</i></p> <p>Supplementary Question</p> <p><i>The Council should look at this seriously and see if you can achieve a 2030 target date.</i></p>	<p><i>legally we would not be able to deliver by that date within our current constraints. I don't want to promise to do something that we are not going to deliver. We are keen to have something that is obtainable. If the technology improves, there will be the opportunity to move at a faster pace then we will do that. We are not going to promise anything we can't deliver.</i></p> <p>Councillor Thomas (Cabinet Member for Environmental Services and Sustainability)</p> <p><i>Thank you Ian. You asked 2 other questions. One was about an annual audit. Whilst I would be very keen on that, it is not for me to be specifying that from my relative incomplete knowledge of the total workings of the council. Which is why I've referred this and urged the OSC to set up a scrutiny panel to look at the whole thing. I hope that when they report some sort of annual review audit would be part of that. As far as pressuring government is concerned I welcome the current Prime Minister talking about 2050 whereas the Inter-Governmental Panel on Climate Change (IPCC) was talking about having major reductions by 2030.</i></p>
<p>Jeremy Peck – Bewbush</p> <p><i>I also believe 2030 should be a target and believe 2050 is a bit complacent. In view of that I would suggest that the Fastway bus is not fit for purpose and councils should be thinking of a tramway to replace it which would not be throwing out fumes.</i></p>	<p>Councillor Sharma (Mayor of Crawley)</p> <p><i>The Fastway was a West Sussex County Council matter Jeremy, unfortunately.</i></p>
<p>Robin Burnham – Bewbush</p> <p><i>I think the Council should aim to be the greenest Council in the country. Do you agree?</i></p>	<p>Councillor Lamb (Leader of the Council)</p> <p><i>Thank you Robin. Yes we certainly want to aim to do that. The practicality of how to deliver that is the problem. We are here to make a plan that is deliverable to get this town green as quickly as possible.</i></p>

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Questioner's Name	Name of Councillor Responding
<p>David Gonzalez – Pound Hill</p> <p><i>I am currently undergoing my International Citizen Service and with that I'm carrying out a survey for Friends of Goffs Park. I notice that the Council is about to open a consultation on its Forward Plan for the town. Is this the right time to look at the whole issue of facilities at Goffs Park including those for the model railway?</i></p>	<p>Councillor Mullins (Cabinet Member for Wellbeing)</p> <p><i>We have been canvassed by the Friends of Goffs Park and I have empathy for the issues that are raised. Finances always pose issues but the practicalities of the facilities that are missing in the park are also very real. I understand the plight of the model railway but it isn't just that. When there are festivals in the park for example the toilets are far away. I have asked officers to work up a business plan for Goffs Park. It will require consultation and it will need to bring in finance and resources in a similar way to Tilgate.</i></p>
<p>Dave Hathaway – Three Bridges Forum</p> <p><i>I support the motion Councillor Thomas is putting forward this evening. My question concerns electric vehicle charging points. Can Crawley Borough Council actually be the co-ordinating organisation to co-ordinate the funding streams that are bound to be coming forward now to put in the infrastructure for all the electric vehicles that are going to be hitting Crawley? Please say to yourselves, we are going to be co-ordinating the installation of 2000 electric charging points.</i></p>	<p>Councillor P Smith (Cabinet Member for Planning and Economic Development)</p> <p><i>Thank you Dave for your question. We are able to release a new Transport Strategy for the town which will be going to public consultation later in the year. It does include the provision of electric vehicle charging points, car pools, more improvements to sustainable transport etc. We also have the Local Plan that has just gone out for consultation and I would urge you to submit comments on that regarding electric vehicles. We also have a planning application gone in for the Moka site and they are planning to put in electric charging points there as well so we are starting work on it. The more support we receive from residents the better and any ideas please send them in.</i></p>

In line with the constitution, the Mayor also rejected another separate question raised by a member of the public, as the question 'either did not or was not related to the matters which was relevant to the functions of the Council,' or the question related to an individual's case that would 'disclose personal information'.

## 7. Minutes

The minutes of the meeting of the Full Council held on 24 May 2019 were approved as a correct record and signed by the Mayor subject to the following amendment on page 10 that should read 'R. Sharma' and not 'Castro' as the Mayor, which had been previously stated.

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## 8. Items for Debate (Reserved Items)

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

<b>Agenda page no.</b>	<b>Committee/ Minute no. (and the Group reserving the item for debate)</b>	<b>Subject (Decisions previously taken under delegated powers, reserved for debate only)</b>	<b>Subject (Recommendation to Council, reserved for debate)</b>
p.40	Planning Committee, 4 June 2019 (Minute 6)  <i>Conservative Group</i>	Metro Bank, 25-29 Queens Square, Northgate, Crawley.	
p.44	Licensing Committee, 10 June 2019 (Minute 4)  <i>Conservative Group</i>	Public Consultation Findings Hackney Carriage and Private Hire Vehicle Livery	
p.77	Cabinet, 26 June 2019 (Minute 10)  <i>Labour Group</i>		Crawley Growth Programme – Next Phase Projects and Update to S106 Allocation, Funding and Governance <b>Recommendation 2</b>
p.83	Cabinet, 26 June 2019 (Minute 14)  <i>Labour Group and Conservative Group</i>		Occupational Sick Pay for Crawley Homes' Contractor Staff  <b>Recommendation 4</b>  <b><u>Part B - Item</u></b>

## 9. Minutes of the Cabinet, Overview and Scrutiny Commission and Committees

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

### RESOLVED

That the following reports be received:

- Planning Committee – 8 April 2019
- Overview and Scrutiny Commission – 3 June 2019

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- Planning Committee – 4 June 2019
- Licensing Committee – 10 June 2019
- Governance Committee – 19 June 2019
- Overview and Scrutiny Commission – 24 June 2019 (*including the Exempt Minute 11. Occupational Sick Pay for Crawley Homes' Contractor Staff*)
- Cabinet – 26 June 2019

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

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

## **Appointment of an Independent Person Governance Committee – 19 March 2019 (Recommendation 1)**

The Full Council considered the recommendation of the Head of Legal, Democracy and HR, which had been previously considered by Governance Committee on 19 June 2019.

### **RESOLVED**

That Full Council approves the appointment of Mr P Nicolson for a further two year term of office as the Independent Person under the provisions of The Localism Act 2011.

## **Housing Infrastructure Fund (HIF) Agreements Cabinet – 26 June 2019 (Recommendation 3)**

The Full Council considered report [SHAP/78](#) of the Head of Strategic Housing which had been previously considered by Cabinet on 26 June 2019 and Overview and Scrutiny Commission on 24 June 2019.

### **RESOLVED**

That Full Council approves an amended supplementary capital estimate of up to £6,423,280 (£4,423,280 and £2,000,000), funded from the Housing Infrastructure Fund as outlined in paragraph 3.2 of report [SHAP/78](#).

## **10. Metro Bank, 25-29 Queens Square, Northgate, Crawley - Planning Committee, 4 June 2019**

Councillor Crow provided the rationale for bringing this item forward for debate, commenting that he was disappointed with the decision of the Planning Committee in not allowing retrospective planning permission from Metro Bank over the windows at the front of building. The building was very prominent in Queen's Square, and Metro Bank were new to the town and the Committee should have considered using a 'common sense' approach to this decision, especially in light of the criticism received on social media where the Council has appeared to be 'job's worth' in rejecting the planning permission forcing them to change their frontage.

Councillors Lamb, B Burgess, P Smith, McCarthy, McAleney and Pickett also spoke on the subject with strong views being expressed including reference to the Planning Committee's previous decision to allow the Crawley Museum a similar retrospective planning permission.

Councillor Malik as Chair of the Planning Committee spoke last on the item, commenting that the Committee made its decision fairly based on the information before them, the Officers recommendations and independently, as Planning Committee members weren't whipped.

*Councillors Malik and Rana then left the chamber in advance of the debate on the next item.*

## **11. Public Consultation Findings Hackney Carriage and Private Hire Vehicle Livery - Licensing Committee, 10 June 2019**

Councillor Crow provided the rationale for bringing this item forward for debate, commenting that he wanted to praise the logical decision made by the Licensing Committee over the Hackney Carriage and Private Hire Vehicle Livery and noted that it was clear the decision was taken in the public interest.

However Councillor Crow did comment that he hoped the Chair of the Licensing Committee would check the minutes more thoroughly, whilst he acknowledged that the minute for this item was very detailed, he was aware that there were a number of clerical mistakes, including under the list of attendees Councillor Millar-Smith's initial had been missed off.

Councillor Lanzer also spoke on the item.

Councillor Jones as Chair of the Licensing Committee spoke last on the item, commenting that he felt the Committee had made a good and considered decision. The decision might have taken some time to be taken, because of the use of external consultation, but that process was important to seeking the views of the trade, responsible authorities and the public, before Members came to a sound decision based on the views received in the best interest of our residents.

*Councillors Malik and Rana returned to the chamber at the conclusion of debate.*

## **12. Crawley Growth Programme - Next Phase Projects and Update to S106 Allocation, Funding and Governance - Cabinet, 26 June 2019 (Recommendation 2)**

The Full Council considered report [PES/316](#) of the Head of Economy and Planning which had been previously considered by Cabinet on 26 June 2019 and Overview and Scrutiny Commission on 24 June 2019.

Councillor P Smith presented the report as the Cabinet Member for Planning and Economic Development. Councillor Crow also spoke on the item and the recommendation.

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

## **RESOLVED**

That Full Council approves:

1. a further £600,842 of received S106 developer contributions is allocated to the CBC capital programme Crawley Growth Programme budget and commit these funds to the specific projects as detailed in 7.2.2 of report PES/316
2. from within the existing Crawley Growth Programme budget, the allocation of £327,637 of received S106 developer contributions to the project schemes set out in section 7.2.2 of report PES/316
3. an increase to the overall Crawley Growth Programme capital programme allocation of £6 million for the Town Centre Commercial Office Space project within the Crawley Growth Programme, to be funded by contributions from existing funding commitments to the Crawley Growth Programme, subject to formal agreement with West Sussex County Council of a revised funding protocol.

### **13. Notice of Motion 1 - Climate Emergency Declaration**

The Council considered the Notice of Motion 1 'Climate Emergency Declaration' as set out in the Full Council's agenda. The Motion was moved and presented by Councillor Thomas and seconded and supported by Councillor P. Smith.

During the debate Councillors Lanzer, Jhans, Crow, Sudan, B Burgess, Mullins, Lunnon, Lamb and Sharma all spoke in support of the Notice of Motion. Councillor Thomas 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**

Crawley Borough Council welcomes the various recent initiatives taken in Parliament and by West Sussex County Council and many other local authorities to increase awareness of the urgency of addressing the issue of reducing CO2 emissions and:

1. declares a climate emergency
2. pledges to aim to reduce carbon emissions generated by Crawley Borough Council activities by at least 45% by 2030 and to zero by 2050 as recommended by the Inter-governmental Panel on Climate Change (IPCC)
3. Calls upon central Government to provide the powers and resources to make these targets possible
4. agrees to work with other Councils and partners to determine and implement best practice methods to reduce carbon emissions and so limit global heating to less than 1.5 degrees Celsius

5. requests that the Overview and Scrutiny Commission (OSC) urgently sets up a Scrutiny Panel to look into and make recommendations focusing upon the workings and activities of Crawley Borough Council relating to carbon emissions and to report to Council as soon as is practicable. Council further requests that OSC co-opts a member or members of the Youth Council to the Scrutiny Panel
6. requests that the Head of Corporate Finance will undertake a review of the ethical investment policy in the Treasury Management Strategy with a view to incorporating the Council's climate change declaration
7. encourages all Crawley residents to commit to the West Sussex County Council Climate Pledge published in May 2019.

## **14. Notice of Motion 2 - Parking and Safety Outside of our Schools**

The Council considered the Notice of Motion 2 – Parking and Safety Outside Of Our Schools as set out in the Full Council's agenda. The Motion was moved and presented by Councillor Jaggard and seconded and supported by Councillor Peck.

In presenting the Notice of Motion Councillor Jaggard commented in respect of the Labour Amendment, that she would be accepting the Amendment and as such it became the Substantive Motion.

Councillor Thomas thanked Councillor Jaggard for accepting the amendment and commented he was in support of the Motion.

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

### **RESOLVED**

This Council expresses concern that schools across Crawley experience serious problems at drop-off and pick-up times due to dangerous, inconsiderate and often illegal parking by people wanting to place themselves as close as possible to the school gates.

This Council acknowledges that the statutory responsibility for on-street parking rests with West Sussex County Council, and welcomes the beneficial effect of the town-wide TRO (Traffic Regulation Order) brought in by West Sussex County Council for all yellow zig-zag lines outside Crawley's schools, and believes that our Civil Enforcement Officers (traffic wardens) do a good job with the resources that they have, but that safety could be improved through increased enforcement.

In the interest of children's safety, this Council resolves to write to West Sussex County Council to request that it provides more resources to districts and boroughs to enable further enforcement to take place. In particular, we would ask that serious consideration be given to the following measures - as well as any others that it could suggest:

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- the employment of more Civil Enforcement Officers and back up staff
- changes to road markings and signage which would allow Penalty Charge Notices to be issued with no required observation period
- the use of fixed or mobile automatic number plate recognition equipment
- additional resources being allocated to sustainable transport initiatives, including the encouragement of walking and cycling and the use of public transport to and from schools.

The Council also requests that officers, where possible and within current budgets, adapt the Civil Enforcement Officers' current pattern of patrols to ensure that they are patrolling outside of our primary schools during the drop-off and pick-up times.

## 15. 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.

The question was as follows:-

Questioner	Councillor Jaggard
Addressed to	Cabinet Member for Environmental Services and Sustainability
Subject(s)	The number of and the reasoning behind missed household waste and household recycling collections.

## 16. Announcements by Cabinet Members

Cabinet Member	Announcement
Councillor Lamb (Leader of the Council)	<p><i>Crawley Borough Council believes it is incredibly important for us to support our local homeless community. We believe it is important to enable those people to do what is necessary to allow them to get 'back on their feet'. That is why this is a Council that has campaigned heavily to ensure the retention of funding for organisations such as Open House and continues to work hard to try and avoid homelessness and to try and tackle homelessness where it's present in the town.</i></p> <p><i>Nonetheless in recent months we have seen an increase in the town's street community. Many are not in fact homeless but there are a number of intertwined issues that are creating a number of disturbances in the community. I believe it is vital that whatever we do has to be carried out humanly and we will not be carrying out a ban to ban homelessness in the town centre. That would be inhumane to a group of people that are struggling. Nonetheless, we will be addressing some of the anti-social behaviour that is coming forward that potentially is linked to a reduction in police officers and PCSOs.</i></p>

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<b>Cabinet Member</b>	<b>Announcement</b>
	<i>To that effect, I am arranging a summit of all the relevant statutory agencies, of local homeless organisations and relevant businesses within the town centre to try and arrange an alternative approach to a public space protection order which is the approach most local authorities have chosen.</i>
Councillor Mullins (Cabinet Member for Wellbeing)	<i>There will be a further announcement from communications but we now have a drone policy which lays out the new boundaries where you cannot fly drones and the legal controls.</i>

## 17. Questions to Cabinet Members

<b>Name of Councillor asking the question</b>	<b>Name of Cabinet member responding</b>
Councillor Crow to the Leader of the Council  <i>Please could I ask you to provide members of your Group that are committee chairs with a reminder to proof read minutes, given the recent errors contained within the minutes in this council agenda?</i>	Councillor Lamb (Leader of the Council)  <i>When I approve the Cabinet minutes, I look for the substance of the debate and that is what I will continue to do, rather than the typos. I would appreciate it if my chairs did likewise.</i>
Councillor Hart to the Cabinet Member for Environmental Services and Sustainability  <i>Regarding the wildflower meadow on the junction of Hyde Drive and Rusper Road which looks stunning. Is it the intention to roll the scheme out across the town?</i>	Councillor Thomas (Cabinet Member for Environmental Services and Sustainability)  <i>The meadow was an experiment. However if anyone feels there is an area in your ward that would benefit from similar development please let me know. Albeit there are constraints and resource implications and a balance to be struck between not having the grass cut as much and the meadow looking more natural.</i>
Councillor Purdy to the Cabinet Member for Public Protection and Community Engagement  <i>Given the continuing rise of antisocial cycling in Queens Square and elsewhere across the town centre that is being experienced by residents and visitors, what actions will the Council be taking to tackle this matter and in</i>	Councillor B Smith (Cabinet Member for Public Protection for Public Protection and Community Engagement)  <i>This is not a matter I've had raised with me directly so your question is not one I've had a chance to research an answer to. However it would be the Community Warden and not the</i>

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<p><i>particular what actions will you be taking to support our Civil Enforcement Officers so you can better discharge their duties?</i></p>	<p><i>Civil Enforcement Officers that would deal with it on our behalf. If you will indulge me, I will take the time to talk to Officers in the next couple of days and find out the situation, establish if there is an issue and come back to you in a written reply which I'll send to all members.</i></p>
<p>Councillor B Burgess to the Cabinet Member for Wellbeing</p> <p><i>I believe that the Arts Council England has commissioned us to come up with a Strategy for Arts in Crawley. I believe consultants have been appointed to carry out a survey of arts groups in Crawley. What is the outcome of the consultation?</i></p>	<p>Councillor Mullins (Cabinet Member for Wellbeing)</p> <p><i>We are pleased with the interest the Arts Council has shown in Crawley. It is still early days and the consultation is still ongoing. The results will be published once they are known.</i></p>
<p>Councillor Jaggard to the Cabinet Member for Environmental Services and Sustainability</p> <p><i>I've been in the town centre several times this week and I've been listening to people busking. Some of the busking is really fabulous, some of it is less good. I just wondered why the council does not have any licences for buskers as sometimes you get two happening at the same time. In some other times buskers need a licence and I just wondered why we didn't have such a system?</i></p>	<p>Councillor Thomas (Cabinet Member for Environmental Services and Sustainability)</p> <p><i>I am afraid this isn't something I have full knowledge of. I will speak to the Officers to gain an understanding.</i></p>
<p>Councillor R Burgess to the Cabinet Member for Planning and Economic Development</p> <p><i>When the refurbished Queens Square was opened less than two years ago it was a welcome addition to the town centre. Many residents expressed concern about the cleanliness. I have it on good authority that the square is being cleaned on a regular basis using the special machinery but it seems to have produced an additional issue. I'm informed that the cleaning team are doing such a good job that the sealant between the paving slabs is coming away. What is being done to address this issue? Also what measures are being taken to limit the amount of chewing gum?</i></p>	<p>Councillor P Smith (Cabinet Member for Planning and Economic Development)</p> <p><i>I think in terms of the cleaning being over rigorous I think you're referring to the Queensway where there was an issue. The Queensway wasn't finished and the cleaners went down there and they swept out some of the grouting and the area hadn't been sealed, so the fencing had to be put back up as the site hasn't formally been handed over. In terms of cleaning, we have proposals to clean the chewing gum.</i></p>

## 18. Questions to Committee Chairs

Name of Councillor asking the question	Name of Committee Chair responding
<p>Councillor Burrett to the Chair of the Overview and Scrutiny Commission</p> <p><i>There is a reference on minutes of the meeting of 3 June 2019 to the new statutory overview and scrutiny guidance for local authorities which has been published by the MHCLG. This is statutory guidance, we don't have to follow the recommendations but we have to give regard to it. Given the importance of this, on her first assessment of this document, what does she feel are the key areas of focus for Crawley and the key messages for Crawley in the statutory guidance? And how will she be bringing it forward for discussion as to which aspects of the guidance we will be implementing in Crawley going forward?</i></p>	<p>Councillor Rana (Chair of Overview and Scrutiny Commission).</p> <p><i>Thank you for your question Councillor Burrett. As you know I am still in the learning process but I would like to follow every guidance that I receive and every strategy that is set out to the best of my knowledge, get both parties to agree and seek Cabinet approval.</i></p>
<p>Councillor A. Belben to the Chair of Planning Committee</p> <p><i>Regarding a planning application back in February at a Planning Committee meeting where we were both present relating to a resident very close to where I live. In view of the approval on the 12 July by the planning inspectorate of application CR/2018/0381/FUL being for the residents 22 Dene Tye, Pound Hill which I spoke heavily in favour of but was rejected by the Committee, despite little discussion will you as the new Chair of the Planning Committee encourage more open thought amongst Committee members? Whilst the appeal was rigorously opposed by the Council, ultimately how much did it cost the Council?</i></p>	<p>Councillor Malik (Chair of Planning Committee)</p> <p><i>At this present time, I cannot remember the particular application you are referring to. I would encourage all Committee members from both parties to participate at committee and to reach a decision. As you are well aware it is a non-political committee and maximum participation is encouraged.</i></p>

## 19. Exempt Information – Exclusion of the Public

### RESOLVED

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

## 20. Occupational Sick Pay for Crawley Homes' Contractor Staff - Cabinet 26 June 2019 - (Recommendation 4)

### Exempt Paragraphs 3 & 4

*Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

*Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.*

The Full Council considered report CH/184 by the Leader of the Council which had been previously considered by Cabinet on 26 June 2019 and Overview and Scrutiny Commission on 24 June 2019.

The Leader presented the rationale behind the recommendation before the Council.

## 21. Duration of the Meeting (Guillotine)

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

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

## 22. Occupational Sick Pay for Crawley Homes' Contractor Staff - Cabinet 26 June 2019 - (Recommendation 4) (Continued)

Following the resumption of the debate Councillors Lanzer, McCarthy, Mullins, Crow, Lunnon, Purdy, Irvine, Jones, Ayling, Burrett and McAleney also spoke on the recommendations, where there were strongly conflicting views on the proposal and the recommendation.

At the conclusion of the debate Councillor Lamb used his right to reply and in doing so moved the recommendation, which was seconded by Councillor P Smith.

The Mayor then called for the recorded vote substantive on the recommendation, following a request during the debate.

# Agenda Item 6

Full Council (34)  
17 July 2019

Voting in Favour: *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, K Sudan, and G Thomas.* (18)

Voting Against: *A Belben, T G Belben, B J Burgess, R G Burgess, R D Burrett, D Crow, C R Eade, K L Jaggard, R A Lanzer, K McCarthy, D M Peck, A Pendlington and J Purdy* (13).

Abstentions: *None.* (0)

The Mayor declared the recommendation as carried – votes in favour 18, and 13 votes against with no votes of abstentions.

## **RESOLVED**

That Full Council approves: increase the annual budget by £100,000 to cover the additional contract requirement.

## **Closure of Meeting**

With the business of the Full Council concluded, the Chair declared the meeting closed at 10.28 pm

R Sharma  
**Mayor**

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# Agenda Item 8

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

## **Appendix**

- 9 a) Planning Committee – 22 July 2019 (*page 23*)
- 9 b) Audit Committee – 23 July 2019 (*page 27*)
- 9 c) Planning Committee – 27 August 2019 (*page 33*)
- 9 d) Overview and Scrutiny Commission – 3 September 2019 (*page 39*)
- 9 e) Cabinet – 4 September 2019 (*page 45*)
- 9 f) Licensing Committee – 9 September 2019 (*page 49*)
- 9 g) Overview and Scrutiny Commission – 23 September 2019 (*page 53*)
- 9 h) Planning Committee – 24 September 2019 (*page 57*)
- 9 i) Cabinet – 25 September 2019 (*page 61*)
  - Recommendation 1** – (*Minute 5, page 62*)
    - *Council Tax Empty Property Premiums*
  - Recommendation 2** – (*Minute 6, page 63*)
    - *Crawley Homes Additional Staffing Requirements*
- 9 j) Audit Committee – 30 September 2019 (*page 69*)

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Crawley Borough Council

**Minutes of Planning Committee**

Monday, 22 July 2019 at 7.30 pm

**Councillors Present:**

S Malik (Chair)

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

**Officers Present:**

Valerie Cheesman	Principal Planning Officer
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

**Apologies for Absence:**

Councillor T McAleney and F Guidera

Absent:

Councillor L M Ascough

**1. Disclosures of Interest**

No disclosures of interests were made.

**2. Lobbying Declarations**

No lobbying declarations were made.

**3. Minutes**

The minutes of the meeting of the Planning Committee held on 4 June 2019 were approved as a correct record and signed by the Chair.

**4. Planning Application CR/2019/0153/FUL - Evergreens Hostel, High Street, Crawley**

The Committee considered report PES/322(a) of the Head of Economy and Planning which proposed as follows:

Proposed demolition of existing single garage building and attached store structure and replacement of resultant hardstand area with porous tarmac for surface parking bays

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

The Principal Planning Officer provided a verbal summation of the application. It was confirmed that the garage and store had limited visibility outside the site and its loss did not raise design concerns or significantly impact upon the High Street conservation area.

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

- Confirmed that currently access was via the High Street, and the gates adjacent to Cross Keys were historic. There was no through route proposed across the site.
- Explained that there were arboricultural reasons for the loss of the lime tree, and whilst this was unfortunate the replacement of both this and the holly tree had been secured by condition and the Arboricultural Officer was satisfied with the proposed relocation site.

The Committee voted unanimously to permit the application.

**RESOLVED**

**Permit** subject to conditions set out in report PES/322(a).

**5. Planning Application CR2019/0286/TPO - Tree Adjacent to 2 Tintern Road, Gossops Green, Crawley**

The Principal Planning Officer introduced report PES/322(b) of the Head of Economy and Planning, which sought to consent to undertake works upon an Oak Tree protected by a Woodland Tree Preservation Order – Oak T1 Cut Back Branches Growing Towards Roofline by up to 2 Metres.

It was noted that the Applicant should read ‘Crawley Borough Council’.

The Committee then considered the TPO as proposed. In response to an issue raised further information and clarity was provided on the council’s programme of tree works. The inclusion of ‘estimated remaining contribution’ within the report was welcomed as this further highlighted the tree’s amenity value.

The Committee was in support of the application and voted unanimously to grant consent.

**RESOLVED**

**Consent**, subject to conditions set out in report PES/322(b).

**6. Planning Application CR/2019/0415/TPO - Land to Rear of 35 & 35a Westfield Road, West Green, Crawley**

The Principal Planning Officer introduced report PES/322(d) of the Head of Economy and Planning, which sought consent to Remove Smaller Suppressed Stem on Eastern Side of an Oak Tree covered by a Tree Preservation Order.

The Committee then considered the TPO as proposed. The report was welcomed together with the clear photographs contained within.

Committee members spoke in favour of the application and voted unanimously to grant consent.

**RESOLVED**

Delegate to the Head of Economy and Planning to grant **Consent**, following the expiry of the consultation period (site notice) on 25<sup>th</sup> July 2019 and subject to the conditions set out in report PES/322(d).

**7. Section 106 Monies - Q3&4 2018/19**

The Committee considered report PES/317 of the Head of Economy and Planning.

The report summarised all the Section 106 (S106) monies received, spent and committed to project schemes in Quarters 3 and 4 of the financial year 2018/19.

Committee members acknowledged that the report was important as it included the monies paid by developers in accordance with their obligations and was helpful for accountability. It was requested that some of the abbreviations used and some of the limited details were more fully explained in future reports.

**RESOLVED**

That the update on S106 monies received, spent and committed in Quarters 3 and 4 of the financial year 2018/19 be noted.

**Closure of Meeting**

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 7.48 pm.

S MALIK  
Chair

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## 2. Minutes

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

## 3. Fraud and Investigation Team Report

The Committee considered report FIN/476 of the Operational Benefits and Corporate Fraud Manager, which focused on activity for the period from 5 March 2019 to 1 July 2019. The Operational Benefits and Corporate Fraud Manager presented the report and introduced the Committee to the Investigations Officer who was also in attendance.

The report indicated that the Team had continued to perform successfully. The Committee was provided with details of cases investigated and a discussion took place on the Team's work generally.

The Committee was provided with clarification as to when a fraud case would be classed as "Housing Investigations (General)" and noted that a Single Person Discount data match exercise had recently taken place which had resulted in the removal of 65 discounts.

The Committee sought and received clarification on a number of points raised, including the Council's ability to back-date repayments as a result of fraud or overpayments, the status of students in relation to Council Tax, the Team's average annual fraud case load, situations which would trigger a home visit with regards to housing fraud, as well as how the Team determined whether to pursue prosecution or repayment as a result of fraud.

The Committee noted that the Council proactively encouraged the public to report suspected fraud and were informed that an article relating to housing fraud was due to be included in a future publication of *Crawley Live*.

The Council Tenancy Amnesty which had taken place in 2015 had been very successful and it was suggested by a Committee Member that another Amnesty be considered to encourage the recovery of Council houses. It was moved by Councillor Jones (seconded by Councillor Sudan) that the Corporate Management Team be requested to consider that another Council Tenancy Amnesty be conducted, and that the outcome of that discussion be brought back to a future meeting of the Committee.

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

### RESOLVED

1. That the Fraud and Investigation Team Report be noted.
2. That the Corporate Management Team (CMT) consider undertaking another Council Tenancy Amnesty and that CMT's decision be reported back to a future meeting of the Committee.

## 4. Progress Report and Risk Management

The Committee considered report FIN/475 of the Audit and Risk Manager. The purpose of the report was primarily to update the Committee on the progress made towards the completion of the 2018/2019 and 2019/2020 Audit Plans, and to report on the progress made in implementing the previous recommendations. The report also included an update on the Council's Strategic Risks.

The Committee discussed and noted all the Audit Plan reviews in progress, along with other work as detailed in the report. The Audit and Risk Manager briefed the Committee on the progress made towards the completion of the Audit Plans and, in relation to the following areas, the Committee:

### Work Completed in the Current Period:

- Received clarification on the audit assurance classifications.
- Noted that reference to "Community Centres" should be deleted and replaced with "Housing Benefits".

### Progress Report (Appendix A to the report):

- Noted that the audit opinion assurance for Corporate Health and Safety should be amended to read "satisfactory".

### Follow-Up Audit: Data Centre Migration Project:

- Noted that all the recommendations suggested by Actica Consulting (who had undertaken an independent review of the project) had either been implemented or were already in place, and as such no further work with regards to this follow-up audit were required.
- Acknowledged that the way in which Actica Consulting summarised assurance levels relating to value for money differed to the way in which it was categorised by the Council's internal Audit Department.
- Noted the steps the Council were pursuing in relation to the outside organisations involved in the project.
- Requested that a copy of Actica Consulting's full report be circulated (as Part B) to all Councillors. The Head of Corporate Finance therefore agreed to discuss the possibility of circulating the report with the Head of Digital and Transformation.

### Follow-Up Audit: Community Grants:

- Were informed that the new Community Services Manager was now in post and new measures had been put in place. Further information would be brought back to the Committee meeting in September, including how the systems had been changed to ensure they were more robust and that segregation of duties were appropriate.
- Raised concern that the Cabinet Member responsible for Community Grants at the time of the Audit had not been informed of the high priority finding. It was agreed that the former Cabinet Member discuss the matter with the Head of Corporate Finance.
- It was suggested that Cabinet Members be informed when a system under their portfolio had identified a high priority finding following an Internal Audit. The Audit and Risk Manager agreed to consider introducing a procedure to inform the relevant Cabinet Member.

The Head of Corporate Finance provided an update on Strategic Risks. The Committee sought and received clarification on several points in relation to the Town Hall Project, including the use of consultants and project costs as well as the risk levels assigned to the detailed design specification and project budget. Following a query from the Committee, the Head of Corporate Finance agreed to discuss the possibility of extending the Section 106 Agreement deadline for the Three Bridges Railway Station improvement project with the Head of Economy and Planning.

## **RESOLVED**

That the Committee receive the report and note progress to date, as at 30 June 2019.

### **5. Audit and Risk Manager's Annual Report 2018/2019**

The Committee considered report FIN/474 of the Audit and Risk Manager.

The Committee acknowledged that the Annual Report had been produced in accordance with the requirements set out in the Public Sector Internal Audit Standards. The Audit and Risk Manager considered that in their overall opinion, for the period in question, "substantial" assurance could be given that there was generally a sound system of internal control designed to meet the Council's objectives, and that the controls were generally being applied consistently.

In response to a question from the Committee, the Audit and Risk Manager advised that she was satisfied that the introduction of the Council's Risk Management Strategy in 2015 had not adversely affected operational risk management. The Committee was assured that in almost all cases managers were able to articulate how they have considered risks as well as recording risks formally when appropriate.

## **RESOLVED**

That the Audit and Risk Manager's Annual Report for the period 2018/2019 be noted.

### **6. Annual Audit Fee Letter for 2019/2020**

The Committee considered a letter from Ernst and Young on the Annual Audit and Certification Fees for 2019/2020. The letter was attached as Item 7 to the agenda.

## **RESOLVED**

That the Annual Audit Fee Letter for 2019/2020 be noted.

### **7. Audit Results Report: Year Ended 31 March 2019**

The Committee considered the Audit Results Report for the year ended 31 March 2019 which was included as Item 8 to the agenda. The report set out the current status of the audit, indicating that subject to satisfactory completion of items identified in the report, Ernst and Young had completed its audit of the Council's financial statements for the year ended 2018/2019.

The Committee considered matters raised, and in doing so, noted that it was proposed to issue an unqualified opinion on the financial statements and that in terms

of value for money, the report was satisfied that the Council had put in place proper arrangements to secure economy, efficiency and effectiveness in the use of its resources.

The Committee sought and received clarification on a number of issues raised. The Associate Partner for Ernst and Young thanked the Council's Head of Corporate Finance and the Chief Accountant for their assistance and hard work.

## **RESOLVED**

That the Audit Results Report for the year ended 31 March 2019 be received and noted.

### **8. Approval of the 2018/2019 Statement of Accounts**

The Committee considered report FIN/477 of the Head of Corporate Finance which sought the Committee's approval of the 2018/19 Statement of Accounts, to comply with the statutory deadline of 31 July 2019.

The 2018/19 Statement of Accounts was attached as Appendix C to the report.

The Committee received clarification on a number of issues referred to in the Statement of Accounts including further details on the debtor types included under "Central Government Departments" identified in Section 19 (Debtors). Following a query from a Committee Member, the Chief Accountant assured the Committee that the figure identified as "Cash Overdrawn" under Section 20 (Cash and Cash Equivalent), did not imply that the Council ever intentionally used its overdraft.

The Committee took the opportunity to thank the Head of Corporate Finance and Chief Accountant for answering its queries, and thanked the Finance Team for the amount of work they had undertaken and their success in producing the Statement of Accounts within a short period of time.

## **RESOLVED**

1. That the 2018/19 Statement of Accounts be approved.
2. That the rationale why the unadjusted audit difference had not been corrected be approved.
3. That the Chair of the Committee be authorised to sign the 2018/19 Letter of Representation.
4. That the Chair of the Committee be authorised to sign the 2018/19 Statement of Accounts on behalf of the Council.

### **Closure of Meeting**

With the business of the Audit Committee concluded, the Chair declared the meeting closed at 9.05 pm

M W PICKETT  
**Chair**

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Crawley Borough Council

**Minutes of Planning Committee**

Tuesday, 27 August 2019 at 7.30 pm

**Councillors Present:**

S Malik (Chair)

J Hart, I T Irvine, K L Jaggard, J Purdy, P C Smith and G Thomas

**Officers Present:**

Heather Girling Democratic Services Officer

Louise Mathie Senior Lawyer & Deputy Monitoring Officer, Adur & Worthing Councils

Marc Robinson Principal Planning Officer

Hamish Walke Principal Planning Officer

**Apologies for Absence:**

Councillor A Belben and F Guidera

Absent:

Councillor T McAleney and L M Ascough

**1. Disclosures of Interest**

The following disclosures of interests were made:

<b>Councillor</b>	<b>Item and Minute</b>	<b>Type and Nature of Disclosure</b>
Councillor G Thomas	CR/2019/0448/CON Gatwick Airport, North of Main Runway, Crawley (Minute 4)	Personal Interest – CBC Representative on GATCOM

**2. Lobbying Declarations**

The following lobbying declarations were made by Councillors:-

Councillor Hart had been lobbied regarding application CR/2018/0337/OUT.

Councillors Hart, Irvine, Jaggard, Malik, Purdy, P Smith and Thomas had been lobbied regarding application CR/2018/0381/FUL.

Councillors Hart, Irvine, Jaggard, Malik, Purdy, P Smith and Thomas had been lobbied regarding application(s) CR/2019/0448/CON.

### 3. Minutes

The minutes of the meeting of the Planning Committee held on 22 July 2019 were approved as a correct record and signed by the Chair.

### 4. Planning Application CR/2019/0448/CON - Gatwick Airport, North Of Main Runway, Crawley

The Committee considered report PES/323(c) of the Head of Economy and Planning which proposed as follows:

Consultation From Gatwick Airport Limited For A Rapid Exit Taxiway (RET) To Runway 26L.

The Principal Planning Officer (HW) advised the Committee that, following publication of the report further responses had been received and whilst it was noted some of the statements duplicated those already received, the comments when summarised included:

- Concerns raised on the increased capacity of passengers and flights and subsequent impact to roads and environment.
- Passenger numbers at the airport had already increased beyond 45mppa.
- Nearby villages would be affected.
- Lack of infrastructure proposal provided by the airport.
- Requests that the local planning authority re-consider the Environmental Impact Assessment.
- Proposal was contrary to the Local Plan policy.

A verbal summation of the application was then provided. The Principal Planning Officer advised the Committee that further updates had been provided from Gatwick Airport Limited (GAL) regarding traffic movements on the M23/spur road and the number of “go-arounds” recorded between April-June due to the runway being occupied.

The recommendation was updated to suggest that the council did not object to the proposal and that all comments received would be submitted to GAL along with the Committee’s decision.

Mr Aidan Zeall (CAGNE), Mr Charles Lloyd (GACC) and Mr Richard Streatfeild (High Weald Councils Aviation Action Group) all addressed the meeting in objection to the proposal. Some of the objections raised reflected those detailed in the report especially those relating to the increased impact on roads, rail and cargo with a lack of (green) infrastructure proposals. It was argued that there was a need for further scrutiny, through a requirement for a full planning application and there was overwhelming concern to reduce the number of “go-arounds” and amount of CO<sub>2</sub>, along with the need to address the impact on the countryside, environment and communities.

The Committee then considered the consultation response, including the comments raised by the speakers. In particular, some Councillors raised concerns regarding air quality, the effect on housing and employment, whilst acknowledging that in July 2019 Full Council declared a Climate Emergency. Reservations were also made regarding

the impact that additional passengers and cargo could have on road and rail systems. Further clarification was sought on the figures for the net reduction of “go-arounds”. Other Councillors commented that whilst the environmental issues were important, on balance the proposal was not felt to have a detrimental effect and the decision must be taken on the consultation before them. It was added that the majority of local authority consultees had not submitted comments, with only one commenting whilst the proposal may result in a very small noise increase, it may be safer and more efficient and that on balance there was no objection.

In response to the various planning issues and concerns raised by the Committee, the Principal Planning Officer:

- Confirmed the proposal was a planning consultation by GAL in respect of permitted development rights. These rights under Class F were subject to a condition requiring GAL to consult with the local planning authority before carrying out any development.
- Clarified that the local planning authority had consulted with all adjoining district and county authorities.
- Stated that it would be critical for the Committee to assess the impact of the taxiway.
- Confirmed that the proposal was not EIA development. This had been confirmed by the screening opinion issued in May 2019 by the local planning authority.
- Acknowledged that the proposal had the potential to increase the number of passengers beyond 45mppa as set out within the current Crawley Borough Local Plan 2015-2030. However this was now in conflict with the Government’s more recently published “Beyond the Horizon, Making the Best use of Existing Runways”. And that the change in Government policy was reflected in the emerging draft Crawley Borough Local Plan 2020-2035 policy.
- All comments made and received would be submitted to GAL together with the Committee’s decision.

Councillor Irvine moved that a recorded vote be taken on the recommendation in accordance with Council Procedure Rule 25.5. It was moved by Councillor P Smith, seconded by Councillor Purdy that the recommendation be amended as follows: That the Council did not object to the proposal, that the comments made and received from consultees be submitted to GAL, with additional comments from the committee relating to reservations about the potential impact of the taxiway on the road system, in terms of additional flights and related passenger and cargo movements. Councillors were also concerned about the likelihood of net reductions in go-arounds being achieved and felt that there was a perception locally that go-arounds had increased in recent months.

Councillor Irvine accepted the amendment and in so doing, the names of the Members voting for and against that proposal (to raise no objection to the proposal, with further submission of additional comments), along with any abstentions, were recorded as set out below:

For the Proposal:

Councillors Irvine, Malik, Purdy and P Smith (4).

Against the Proposal:

Councillors Hart, Jaggard and Thomas (3).

Abstentions:

None.

The proposal (to raise no objection to the proposal, with further submission of the additional comments) was therefore CARRIED, and it was

**RESOLVED**

No objection be raised to the proposal, with further submission of additional comments (referencing those above) to GAL together with the Committee's decision.

**5. Planning Application CR/2018/0337/OUT - Hilton (South Terminal) London Gatwick Airport, Eastway, Gatwick Airport, Crawley**

The Committee considered report PES/323(a) of the Head of Economy and Planning which proposed as follows:

Erection Of Multi-Storey Hotel Car Park.

Councillor Jaggard declared she had visited the site.

The Principal Planning Officer (MR) provided a verbal summation of the application and updated the Committee that since the publication of the report comments had been received from the Arboricultural Officer raising no objection, subject to tree protection measures being in place but this could be covered by reserved matters. Furthermore, it was noted that a S106 agreement would secure a contribution towards off site provision of trees on CBC land.

The Committee then discussed the application. In response to the queries raised, the Principal Planning Officer:

- Provided confirmation that it was considered acceptable subject to the planting of native woodland on CBC land to compensate for the residual loss of biodiversity. The species of trees on site would be dealt with under the reserved matters application.
- Clarified that Gatwick Airport Limited had a programme of work and this may include further work on car parks, however this was not an application by GAL.

**RESOLVED**

Permit, subject to the completion of a Section 106 Agreement, together with the conditions and informatives set out in report PES/323a.

**6. Planning Application CR/2018/0381/FUL - Former Gas Holder Site, North Of Crawley Avenue, Pound Hill, Crawley**

The Committee considered report PES/323(b) of the Head of Economy and Planning which proposed as follows:

Retrospective Application For Change Of Use Of Land To Airport Related Parking For A Temporary Period Of 12 Months And Retention Of Hard-Standing And Fencing.

The Principal Planning Officer (MR) provided a verbal summation of the application. The Committee was informed that the application was deemed to be contrary to policy GAT3 of the Crawley Borough Local Plan 2015-2030. This states that all additional or replacement airport related car parking must be on-airport.

The Committee then considered the application. In response to issues raised, the Principal Planning Officer confirmed that the Council had powers to take action in order to deal with breaches of planning control.

## **RESOLVED**

Refuse, for the reasons listed in report PES/323b.

## **Closure of Meeting**

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 9.01 pm

S MALIK  
**Chair**

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## Crawley Borough Council

### Minutes of Overview and Scrutiny Commission

Tuesday, 3 September 2019 at 7.00 pm

**Councillors Present:**

T Rana (Chair)

T G Belben (Vice-Chair)

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

**Also in Attendance:**

Councillor B J Burgess, J Hart and B A Smith

**Officers Present:**

Ann-Maria Brown                      Head of Legal, Democracy and HR

Paula Doherty                          Community Services Manager

Ian Duke                                  Deputy Chief Executive

Heather Girling                        Democratic Services Officer

Kate Wilson                              Head of Community Services

**Apologies for Absence:**

Councillor R G Burgess and R S Fiveash

**1. Disclosures of Interest and Whipping Declarations**

The following disclosures were made:

<b>Councillor</b>	<b>Item and Minute</b>	<b>Type and Nature of Disclosure</b>
Councillor T McAleney	Safer Crawley Partnership Annual Review and Forthcoming Priorities (Minute 4)	Personal Interest – Employed by Crawley Open House

**2. Public Question Time**

No questions from the public were asked.

**3. Minutes (Part A minute)**

The minutes of the meeting of the Commission held on 24 June 2019 were approved as a correct record and signed by the Chair.

**4. Safer Crawley Partnership Annual Review and Forthcoming Priorities**

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

During the discussion, the following points were expressed:

- Recognition of the good partnership working within the council together with external partners, including Police, West Sussex Fire & Rescue Service, Probation Service, Crawley CCG, WSCC and a range of Voluntary Groups.
- Acknowledgement that intelligence gathering would continue to assist in the Serious and Organised Crime (SOC) approach.
- It was important to work with agencies to raise awareness of what serious and organised crime involves whilst encouraging the public to report observations and concerns.
- Concerns were raised regarding a perceived lack of PCSO presence. Recognition of the current issues within the town and the actions being taken to address these along with the community / neighbourhood policing role. There was scope to have further engagement with schools.
- Acknowledgement of key achievements, including joint disruption activity undertaken, targeted work to identify and safeguarding vulnerable individuals at risk, loan shark awareness sessions and introduction of direct input intelligence from partners to police. Recognition that increased flexible communication plus shared information unlocks barriers.
- There was continued joint working in relation to tackling the issue of street homelessness, begging and street drinking. Diverted Giving awareness raising events had been a sensitive but successful approach.
- Recognition that reporting issues through formal channels was key. Alternative methods of reporting were clarified to assist both residents and Councillors. It was particularly stressed that whilst social media platforms can be effective ways for engaging with residents, that this was not an effective way to report concerns because agencies may well not pick it up.
- Confirmation was sought on the Community Safety survey which was carried out on an annual basis as part of the Safer Crawley Partnership's annual strategic assessment process and promoted via the council's website and social media, local press and via direct emails.
- Acceptance that further challenges still remained and priorities for 2019-2020 included serious and organised crime, street community and protecting vulnerable individuals. Protecting vulnerable individuals cut across the other two priorities of Serious and Organised Crime in relation to the exploitation of vulnerable individuals and Street Community due to chaotic and complex needs associated with this group of individuals.

**RESOLVED**

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

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

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

The following topics were discussed:

- The nature of the portfolio, including the variety of the role. Whilst the position incorporates engagement and liaison with many interesting community groups, the function also brings with it challenges.
- The service area responsibility covers community and neighbourhood development and within this field, the Community Development Team have supported neighbourhood forums throughout the town, assisting these forums in their establishment, fun days as well as enhancing community action and the successful Armed Forces Day event.
- The service also involves assisting in consultation for various services including the Local Plan, Community Arts and activities for young people.
- The Commission was updated that Safeguarding Policy had recently been refreshed to take into account recent updates.
- The recent public space protection order had been effective in some areas of the town where warnings had been issued.

**RESOLVED**

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

**6. Local Government & Social Care Ombudsman Annual Review 2018/19**

The Commission considered report LDS/155 of the Head of Legal, Democracy and HR. The report sought to update Members on the number, nature and the findings of complaints about Crawley Borough Council which were made to the Local Government & Social Care Ombudsman (LGSCO) in 2018/19 and to highlight any changes made from upheld cases to assist with learning lessons and improve the Council's performance. The Statutory Overview and Scrutiny Guidance for Local Authorities published by the Ministry of Housing, Communities & Local Government in May 2019 states that "Scrutiny members should have access to a regularly available source of key information about the management of the authority – particularly on performance, management and risk".

During the discussion with the Head of Legal, Democracy and HR, Councillors made the following comments:

- It was acknowledged that the number of complaints referred to the LGSCO was relatively low during 2018/19. The LGSCO has a number of remedies, and it was

noted that it can recommend monetary payments to be made where it determines that complaints should be upheld.

- Corporate Management Team regularly focused on the complaints data and proactively addressed common complaint issues and emerging trends within areas in order to improve service delivery.
- Councillors regularly receive quarterly complaint information within the Councillors' Information Bulletin.

## **RESOLVED**

That the Commission noted the report.

### **7. Establishment of and Appointments to Scrutiny Panels**

Following the Full Council meeting in July 2019, the Commission was recommended to consider the establishment and any nominations received for the 'Climate Change' Scrutiny Panel.

It was agreed that nominations would be sought prior to the next meeting so Panel membership could be agreed.

## **RESOLVED**

- That nominations were sought (via Democratic Services) for the membership for the Panel, in accordance with political proportionality.
- That a Chair for the new Scrutiny Panel be established at the next meeting.

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

The Commission confirmed the following reports:

#### **23 September 2019**

- Council Tax Empty Homes Premium.
- Crawley Homes Additional Staffing Requirement.

#### **4 November 2019**

- Waste & Recycling Contract (provisional referral)

#### **25 November 2019**

Note from Democratic Services: All the reports listed below with the exception of Three Bridges Improvement Scheme Final Design are Policy Framework Documents.

- Budget Strategy 2020/21 – 2024/25
- Treasury Management Mid-Year Review 2019/2020
- Crawley 2035: Crawley Borough Local Plan 2020-2035
- Review of Statement of Licensing Policy Gambling Act 2005 (2020-2022)
- Homelessness Strategy 2019 - 2024
- Tenancy Strategy 2019
- Three Bridges Improvement Scheme Final Design

**3 February 2019**

- 2020/2021 Budget and Council Tax
- Treasury Management Strategy 2020-21
- Capital Strategy 2020/2021

**9. Exempt Information – Exclusion of the Public**

**RESOLVED**

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

**10. Minutes (PART B - minute)**

***Exempt Paragraphs 3 & 4***

*Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

*Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.*

An update was provided on the recent Occupational Sick Pay for Crawley Homes' Contractor Staff report. It was requested that Councillors be kept informed as to its status.

**Closure of Meeting**

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

T RANA  
**Chair**

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## Crawley Borough Council

### Minutes of Cabinet

Wednesday, 4 September 2019 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
B A Smith	Cabinet Member for Public Protection and Community Engagement
P C Smith	Cabinet Member for Planning and Economic Development and Deputy Leader
G Thomas	Cabinet Member for Environmental Services and Sustainability

#### Also in Attendance:

Councillor D Crow

#### Officers Present:

Karen Hayes	Head of Corporate Finance
Ann-Maria Brown	Head of Legal, Democracy and HR
Ian Duke	Deputy Chief Executive
Nikki Hargrave	Housing Options Manager (Strategic Housing)
Tim Honess	Asset Manager (Crawley Homes)
Clare Prosser	Tenancy Services Manager
Jess Tamplin	Democratic Services Support Officer
Chris Pedlow	Democratic Services Manager

#### Apologies for Absence:

Natalie Brahma-Pearl

#### 1. Disclosures of Interest

No disclosures of interests were made.

## 2. Minutes

The minutes of the meeting of the Cabinet held on 26 June 2019 were approved as a correct record and signed by the Leader.

## 3. Public Question Time

There were no questions from the public.

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

The Head of Legal, Democracy and HR reported that no representations had been received in respect of agenda item 9: *Appointment of Repairs and Planned Maintenance Contractor(s) Crawley Homes*

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

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

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

### RESOLVED

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

## 7. Appointment of Repairs and Planned Maintenance Contractor(s) Crawley Homes

### Exempt Paragraph 3

*Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

The Cabinet Member for Housing presented report CH/185 of the Head of Crawley Homes, which set out details of the procurement process and the tender evaluation for the appointment of the contractor(s) to deliver the Repairs and Planned Maintenance contracts for a term of 10 years commencing 1st April 2020. In considering the proposal, the Councillors commented that they were pleased, that resulting from the tendering, there would be the creation annually a number of apprentices. It was also noted that the contract(s) would be following the recently agreed approach to Occupational Sick Pay for Crawley Homes' Contractor staff.

Councillors Mullins, and Thomas spoke as part of the discussion on the report.

## **RESOLVED**

That the Cabinet

1. approves the appointment of Contractor A and Contractor B on a 10 year Termed Partnering Contract commencing on 1<sup>st</sup> April 2020, subject to leasehold consultation (Notice of Landlord's proposals) and the mandatory standstill period.
2. delegates to the Head of Crawley Homes and the Head of Legal, Democratic and HR Services to complete and enter into contracts (Generic Delegation 2 will be used to enact this recommendation).

## **Reasons for the Recommendations**

The existing Repairs, Voids and Planned works contracts were let for a 10 year period which ends 31 March 2020 and this recommendation seeks to put in place a new contract from 1<sup>st</sup> April 2020 to ensure service delivery. The contract has been retendered in compliance with EU Procurement Regulations 2015 and the Council's procurement code.

## **Closure of Meeting**

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.08 pm

P K LAMB  
Chair

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Crawley Borough Council

**Minutes of Licensing Committee**

Monday, 9 September 2019 at 7.30 pm

**Councillors Present:**

M G Jones (Chair)

M L Ayling (Vice-Chair)

T G Belben, B J Burgess, M Flack, J Hart, K L Jaggard, K McCarthy, J Millar-Smith,  
C J Mullins, D M Peck, R Sharma and K Sudan

**Officers Present:**

Tony Baldock	Environmental Health and Licensing Manager
Chris Pedlow	Democratic Services Manager
Kareen Plympton	Health, Safety and Licensing Team Leader
Jess Tamplin	Democratic Services Support Officer
Astrid Williams	Senior Lawyer (Solicitor)
Kate Wilson	Head of Community Services

**Apologies for Absence:**

Councillor B A Smith

**1. Disclosures of Interest**

No disclosures of interests were made.

**2. Minutes**

The minutes of the meeting of the Licensing Committee held on 10 June 2019 approved as a correct record and signed by the Chair.

**3. Update of Appendix L of the Hackney Carriage and Private Hire Vehicle Policy**

The Licensing Committee considered report [HCS/16](#) by the Head of Community Services. The Committee was guided through each paragraph of the report by the Environmental Health and Licensing Manager, which set out a proposal for a change to the Council's Policy for dealing with Hackney Carriages and Private Hire Vehicles in relation to its Appendix L – Enforcement. It was explained the rationale behind the suggested amendment was to improve, simplify and strengthen the policy for the

purpose of public safety. Members were informed that included in the supplementary agenda was a revised and strengthened proposed [Appendix L](#) for their consideration, and a revised wording for recommendation 2.3a both of which replaced the originally published versions.

The Committee were also informed that revisions to Appendix L had been based on the model recommendations devised by the Institute of Licensing (IOL) regarding taxi enforcement and public safety. The aims of the IOL's recommendations were to create consistency and a shared national standard across Licensing Authorities.

In considering the report, the Committee held a detailed and considered debate on the proposed revised Appendix L. During the discussion a number of issues were raised including:

Members sought clarity over the proposed timeframes in which following a conviction that the Council would consider granting a licence. It was confirmed that timeframes as listed in the proposed Appendix L would commence following the end of the conviction and not run concurrently. E.g. if a driver was convicted and banned from driving for 3 years, as a result of driving under the influence, then the proposal was that the Council would not consider granting a new licence for 7 years, starting once the 3 year driving ban had ended. It was also noted that the proposed timeframes were based on the level and nature of the offences and came directly from the model IOL guidelines. The IOL formulated those timeframes through consultation with a working party made up of key national stakeholders.

A concern was raised by a Member of the Committee that some of the tone of the proposed new policy, especially paragraph 1.2 of Appendix L, was quite subjective and if there were cultural or language barriers between a driver and passenger, it might lead to misinterpretation over 'the individual's attitude and temperament'. As a result this subjectivity might lead to 'unfair' decisions as to whether a driver was 'fit and proper' for a licence. In response officers tried to allay those fears, firstly confirming that proposed paragraph 1.2 was broadly a statement of the current law, including the term 'fit and proper'. Also officers have and would always take due regard to cultural and language differences when dealing with drivers across all aspects of their interactions, as per the Equality Act 2010. What the proposed policy was seeking to clarify was that criminal convictions were not the only factor officers would consider when assessing whether a person was fit and proper to hold a taxi licence. In the interests of public safety, officers have done and would continue to use any evidence available to them, such as complaints made over rudeness and poor behaviour.

Questions were raised as to whether there were any limits over the number of hours that a taxi driver could drive weekly, and whether drivers ignoring such a limit could be seen to be breaking the 'unacceptable behaviour' element of the proposed policy. In answer, it was explained that as drivers were self-employed there was no limit to the number of hours that they could work and were not aware of any official guidance regarding this. The Committee considered the possibility of adding a sentence requiring drivers to take a reasonable and responsible approach to the number of hours that they were at work to ensure that they were not overtired when driving and thus be able to drive safely. Members asked officers to consider the practicality of adding such a clause.

Members also asked of officers that, prior to the consultation being published, a further proofreading takes place as there were a number of typographical errors in Appendix L, with changes including the adding of the word 'and' to paragraph 16.4, so

the phrase reads 'fit and proper person' rather than as it currently reads 'fit proper person.'

Following legal advice during the meeting the Committee decided that paragraph 7.3 of the report would be incorporated into the resolution 2.3a to be voted upon, in order to clarify that only new, not historic, cases of alleged misconduct by existing licence holders were to be taken into account when applying Appendix L.

## RESOLVED

That the Committee

- 1) approves that the Licensing Team go out to public consultation on the draft revised [Appendix L](#) of the Council's Hackney Carriages and Private Hire Vehicles policy (as attached to the supplemental agenda), subject to any required clerical corrections which are delegated to officers to correct.
- 2) agrees that:
  - a) if at the close of the consultation there have been no adverse comments or objections, the revised Appendix L shall be adopted and come into effect on the 6<sup>th</sup> working day following the close of the consultation subject to the following qualification, that:
    - i. should an existing licence holder come to the notice of the Council for new alleged misconduct the updated Appendix L will be applied to them at that time; and/or
    - ii. if an existing licence holder fails to renew their licence on time and applies for a new licence, the updated Appendix L will then be applied.
  - or
  - b) if there have been adverse comments or objections, the proposed revised Appendix L with the comments and objections shall be reported back to the Committee for consideration and a decision as to whether the Appendix be adopted, with or without amendment.
- 3) requests that officers continue in their current professional approach of taking due regard to cultural differences when making decisions regarding taxi licensing.

## 4. **Review of Statement of Licensing Policy Gambling Act 2005 (2020 - 2022) Consultation**

The Committee agreed, at its meeting on 10 June 2019, to provide a collective response as part of the consultation on the Review of the Statement of Licensing Policy Gambling Act 2005 (2020-2022), as detailed in report [HCS/17](#) by the Head of Community Services.

The report was summarised by the Environmental Health and Licensing Manager, who explained that the Statement of Licensing Policy Gambling Act 2005 was a Policy Framework Document, and thus was subject to public consultation before being considered by the Overview and Scrutiny Commission and later submitted to the Cabinet and Full Council in December 2019 for final approval and adoption. It was

highlighted to the Committee that Section 349 of the Act requires the Council to have a comprehensive policy, and that revisions were to be made every three years in accordance with statutory guidance. The key changes to the Policy (summarised in Appendix B of report HCS/17) were also explained, including clarifications within the wording, and the addition of information regarding General Data Protection Regulations – reflecting changes in national legislation since the previous review. It was also noted that national legislation regarding the reduction of stakes for fixed odds betting terminals to £2.00 has been passed.

In considering their collective response, Members of the Committee expressed praise regarding the detailed standards concerning the protection of children from harm or exploitation by gambling, as found in section 4.2 of the Policy. Concerns were raised regarding the challenges of regulating the involvement of children in online gambling, to which the Environmental Health and Licensing Manager confirmed that online gambling is regulated nationally, and that the Gambling Commission is moving towards producing further regulations on this matter.

With no further comments the Chair, supported by the Committee, expressed approval regarding the review of fixed odds betting terminals legislation, noting the Council's historical involvement in calling on the Minister to request changes be made to the law. The Chair also welcomed the revisions made to the Policy and noted that opportunities to review and update it will continue to occur in the future.

The Committee expressed general agreement towards the revised Policy and gratitude to the officers responsible, and unanimously endorsed the changes.

## **RESOLVED**

That the Committee endorses the draft Review of the Statement of Licensing Policy Gambling Act 2005 (2020-2022) and that this endorsement be submitted as their collective response to the consultation.

## **Closure of Meeting**

With the business of the Licensing Committee concluded, the Chair declared the meeting closed at 8.27 pm

M G JONES  
**Chair**

## Crawley Borough Council

### Minutes of Overview and Scrutiny Commission

Monday, 23 September 2019 at 7.00 pm

#### Councillors Present:

Tina Belben (Acting Chair)

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

#### Also in Attendance:

Councillor I T Irvine, P K Lamb and P C Smith

#### Officers Present:

Karen Dodds	Head of Crawley Homes
Ian Duke	Deputy Chief Executive
Heather Girling	Democratic Services Officer
Karen Hayes	Head of Corporate Finance
Jess Tamplin	Democratic Services Support Officer

#### Apologies for Absence:

Councillor T Rana

### 1. Disclosures of Interest and Whipping Declarations

The following disclosures were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor R A Lanzer	Council Tax Empty Property Premiums (Minute 4)	Personal Interest – Member of WSCC
Councillor K Sudan	Council Tax Empty Property Premiums (Minute 4)	Personal Interest – Member of WSCC
Councillor D Crow	Crawley Homes Additional Staffing Requirements (Minute 5)	Personal Interest – Member of WSCC
Councillor R A Lanzer	Crawley Homes Additional Staffing Requirements (Minute 5)	Personal Interest – Member of WSCC

Councillor  
K Sudan

Crawley Homes Additional  
Staffing Requirements  
(Minute 5)

Personal Interest –  
Member of WSCC

## 2. Minutes

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

## 3. Public Question Time

No questions from the public were asked.

## 4. Council Tax Empty Property Premiums

The Commission considered report [FIN/478](#) with the Leader of the Council and the Head of Corporate Finance. Since April 2013, billing authorities have been able to charge an additional premium of 50% on properties which have been unoccupied and substantially unfurnished for more than two years. This has meant that the council tax charged is 150% of the normal charge for that property. Legislation has changed to allow councils to increase the premium above the previous 50% limit, with the amount of the premium increasing the longer the property is left empty. The report sought agreement to increase empty homes premiums to ensure that empty homes are encouraged to be occupied. The intention behind the legislation for the charging of premiums is to encourage owners of long term empty properties to bring them back into use in order to increase the supply of housing

During the discussion, the following points were expressed:

- Clarification was sought on the exemptions provided from the premium, particularly for those in care.
- It was felt there was a moral duty to implement, particularly given the current housing situation, as it may incentivise owners to bring the properties back into use.
- Recognition that there were currently inspections that took place in various forms to establish empty establishments.
- Acknowledgement that any application to reduce or waive a premium was governed by legislation.
- Explanation was sought as to responses to other authorities that had increased premiums beyond 50%.
- Acknowledgement that there were no costs to the implementation of the scheme.
- Support for the report and for publicity following Full Council in October.

### **RESOLVED**

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

## 5. Crawley Homes Additional Staffing Requirements

The Commission considered report [CH/186](#) with the Cabinet Member for Housing and the Head of Crawley Homes. The report sought agreement for additional staffing within Crawley Homes owing to additional work created by Universal Credit, the

approach to fire safety and adding further flatted properties with a cleaning requirement.

Councillors made the following comments:

- It was noted that part of recommendation 2.2a within report CH/186 would be amended as follows (changes highlighted in bold): “Approve **four** FTE additional posts of Housing Officer immediately with the provision of **two** further FTE posts to enable efficient rent collection following changes relating to Universal Credit...”
- Acknowledgement that staff receive full training to assist customers. Officers work to facilitate engagement with those in need to identify and resolve issues, as it was recognised that older debts were more difficult to remedy.
- Recognition that currently there was not a timescale for the full rollout for Universal Credit. It was envisaged that the additional posts would be fulltime posts, however it was acknowledged that there was a natural turnover of the workforce and vacant posts would be reviewed as the roll-out of the scheme progressed.
- Acknowledgement that whilst jobs change, it was important that arrears were kept to a minimum as much as possible.
- Clarification was provided as each neighbourhood patch and the number of properties.
- Further information was obtained as to early intervention together with the sanctions that could be applied for those tenants that did not keep to their agreements.
- Confirmation was provided that the Older Persons Service was focused on those in need and tailored to meeting individual needs.
- It was discussed that it would be beneficial for Councillors to gain further experience from staff ‘first hand’. An option was proposed for an introductory office visit for Councillors.

## RESOLVED

That Commission agreed to support the recommendations to the Cabinet.

### 6. Establishment of and Appointments to Scrutiny Panels

Following the declaration of a ‘climate emergency’ at Full Council meeting in July 2019, the Commission was recommended to consider the establishment and any nominations received for the ‘Climate Change’ Scrutiny Panel. This Panel would focus on the workings and activities of Crawley Borough Council relating to carbon emissions.

Nominations had been received for the ‘Climate Change Scrutiny Panel’, along with nominations for Chair for Councillors K L Jaggard and G S Jhans.

A vote was taken. Both Councillors Jaggard and Jhans received 5 votes each and as a result the Acting Chair had to use their casting vote.

As a result of the vote, and in accordance with the Local Government and Housing Act 1989, the Commission confirmed the establishment of the ‘Climate Change Scrutiny Panel’, with the membership of Councillors J Hart, K L Jaggard, G S Jhans, T Lunnon and A Pendlington with Councillor Jaggard as Chair.

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

The Commission confirmed the following reports:

**25 November 2019**

All the reports listed below for November (with the exception of Three Bridges Improvement Scheme Final Design and Waste & Recycling Contract are Policy Framework Documents)

- Budget Strategy 2020/21 – 2024/25
- Treasury Management Mid-Year Review 2019/2020
- Review of Statement of Licensing Policy Gambling Act 2005 (2020-2022)
- Crawley 2035: Crawley Borough Local Plan 2020-2035
- Homelessness Strategy 2019 - 2024
- Tenancy Strategy 2019
- Three Bridges Improvement Scheme Final Design
- Waste & Recycling Contract (provisional referral)

**3 February 2019**

- 2020/2021 Budget and Council Tax
- Treasury Management Strategy 2020-21
- Capital Strategy 2020/2021

**Closure of Meeting**

With the business of the Overview and Scrutiny Commission concluded, the Acting Chair declared the meeting closed at 8.04 pm

T BELBEN  
**Acting Chair**

Crawley Borough Council

**Minutes of Planning Committee**

Tuesday, 24 September 2019 at 7.30 pm

**Councillors Present:**

S Malik (Chair)

T McAleney (Vice-Chair)

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

**Officers Present:**

Valerie Cheesman	Principal Planning Officer
Heather Girling	Democratic Services Officer
Linda Saunders	Solicitor
Hamish Walke	Principal Planning Officer

**Apologies for Absence:**

Councillor J Hart

Absent:

Councillor L M Ascough and F Guidera

**1. Disclosures of Interest**

No disclosures of interests were made.

**2. Lobbying Declarations**

No lobbying declarations were made.

**3. Minutes**

The minutes of the meeting of the Planning Committee held on 27 August 2019 were approved as a correct record and signed by the Chair.

**4. Planning Application CR/2018/0891/FUL - EDF Building, Russell Way, Three Bridges, Crawley**

The Committee considered report [PES/324\(a\)](#) of the Head of Economy and Planning which proposed as follows:

Erection of 3 Storey Side Extension Comprising 12 x Two Bedroom Flats (Amended Description & Amended Plans Received)

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

The Principal Planning Officer (VC) provided a verbal summation of the application and updated the Committee regarding the effect of shadowing upon neighbouring properties. Further information was provided regarding the proposal to incorporate a green wall and wintergarden balconies which would assist in improving the character of the streetscene and noise prevention.

Mr Roy Holt (on behalf of the Agent) addressed the meeting in support of the application. The Committee then considered the application. In response to the queries raised, the Principal Planning Officer:

- Confirmed that the acoustic overheating vents had been detailed within the Acoustic Assessment Noise report, which also included the use of the wintergardens to address the noise and to provide suitable accommodation. This ventilation system provided fresh air into the units and all the measures would be secured via condition 18.
- Clarified that the bin storage requirements had been discussed with the council's Refuse Team and further details would be required to discharge the suggested condition 14 including design, appearance and practicalities.
- Verified that the provision of the green wall would be in accordance with an ongoing maintenance management plan, and subject to condition.
- Confirmed that the windows within the wintergarden balconies would open and the balcony details would also be secured by condition.
- Clarified the viability assessment findings and whilst the proposal had required 4.8 affordable units to be provided to meet Crawley Borough Local Plan Policy H4, the provision of 4 x affordable rented properties had been agreed. This would be secured through a legal agreement. It was noted that the deficit of 0.8 unit was deemed justified by the benefits of affordable rented properties rather than there being a greater mix of tenure types.
- Provided an explanation regarding the Shadow Study. The month of March had been included as an indicator to show the amount of light and overshadowing that was currently experienced and the situation with the proposed extension.
- Noted that a S106 agreement would secure a contribution towards replacement trees on site together with an off-site provision of children's/youth play, amenity green space and allotments, which was subsequently welcomed by the Committee.

## **RESOLVED**

Permit, subject to the completion of a Section 106 Agreement, together with the conditions and informatives set out in report PES/324(a).

### **5. Planning Application CR/2019/0503/FUL - 5 Perryfield Road, Southgate, Crawley**

The Committee considered report [PES/324\(b\)](#) of the Head of Economy and Planning which proposed as follows:

Conversion of Existing Building and Erection of a Two Storey Rear Extension and Erection of a Front Porch to create 4 Self-Contained 1no. Bedroom Affordable Residential Flats (Amended Plans Received).

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

The Principal Planning Officer (HW) provided a verbal summation of the application. In so doing he explained that the main concerns raised had been the use of materials for the extension and the loss of the chimney stacks. To alleviate these concerns it was proposed to use second hand bricks to ensure the character and appearance was maintained, whilst the applicant argued that the cost to retain the chimneys would be detrimental to the viability of the scheme. It was suggested that the proposed residential use would be appropriate as it would bring a building back into use in a residential area.

Ms Sarah Sheath (on behalf of the Agent and Applicant) addressed the meeting in support of the application. The Committee then considered the application. In response to the Committee's queries, the Principal Planning Officer:

- Confirmed there had been concerns raised regarding the loss of the chimney stacks, however other properties within the vicinity had removed chimney stacks and despite this loss it was considered that the proposal was acceptable in terms of design, particularly given the proposed use of second hand matching bricks.
- Clarified the parking, access and impact on highways. The amendments to the site access would effectively equate to a net loss of one on-street parking space, with a total of 4 spaces being provided within the proposed site. It was considered that the current disabled parking bays may not relate to the application site.
- Noted that a S106 agreement would secure a contribution towards on-site affordable housing together with replacement trees.

## **RESOLVED**

Permit, subject to the completion of a Section 106 Agreement, together with the conditions and informatives set out in report PES/324(b).

## **Closure of Meeting**

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 8.26 pm

S MALIK  
Chair

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## Crawley Borough Council

### Minutes of Cabinet

Wednesday, 25 September 2019 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
G Thomas	Cabinet Member for Environmental Services and Sustainability

**Also in Attendance:**

Councillor D Crow

**Officers Present:**

Natalie Brahma-Pearl	Chief Executive
Chris Pedlow	Democratic Services Manager
Jess Tamplin	Democratic Services Support Officer
Karen Hayes	Head of Corporate Finance
Clem Smith	Head of Economy and Planning

**Apologies for Absence:**

Councillor B A Smith

**1. Disclosures of Interest**

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor D Crow	Crawley Town Centre Business Improvement District (BID) (Minute 9)	Personal Interest - member of Crawley Town Centre Partnership
Councillor P Smith	Crawley Town Centre Business Improvement District (BID) (Minute 9)	Personal Interest - Local Authority Director of the Manor Royal Business Improvement District

## 2. Minutes

The minutes of the meeting of the Cabinet held on 4 September 2019 were approved as a correct record and signed by the Leader.

## 3. Public Question Time

The Cabinet received a question from Mr Richard Symons from Ifield, in relation to the Homes England housing development plan on land surrounding Ifield. Mr Symons thanked the Cabinet for the opportunity to present his question and asked whether or not the Council supports the plan.

Councillor P K Lamb explained that the Council does not support the application, and that it is currently awaiting review from Horsham District Council's Local Plan as the site falls fully within the Horsham area. It was clarified that neither Crawley Borough Council nor Horsham District Council were in partnership with Homes England regarding the Ifield plan, in spite of a previously released Homes England statement which claimed that both councils were. Councillor Lamb explained that the Council have submitted concerns to Homes England regarding the proposals which have yet to be addressed.

## 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. Council Tax Empty Property Premiums

The Cabinet considered report [FIN/478](#) of the Head of Corporate Finance. The Leader briefed the Cabinet on the report, which was based on national legislative changes that now give billing authorities the ability to amend Council Tax premiums for properties that have been empty for a minimum of two years. It was explained that the recommendations are set in order to incentivise the occupation of empty homes – increasing the number of properties available to residents. The Cabinet was requested to approve, and submit to Full Council, the recommendations applying to both the 2020 and 2021 financial years, as well as to allow waives of the current premium on properties that are being 'actively marketed' (considered on a case-by-case basis).

The Overview and Scrutiny Commission's comments on the report were discussed with the Cabinet following consideration of the matter at its meeting on 23 September 2019. Cabinet members discussed the number of properties currently empty, and sought clarification over those exempt from the premium which members heard was determined by national legislation.

## RESOLVED

### RECOMMENDATION 1

That the Full Council be RECOMMENDED to approves

- a) the Council Tax Empty Homes Premium from 1st April 2020 of 100% in respect of properties empty for between 2 and 5 years, and 200% in respect of properties empty for 5 years or more.
- b) Approves the Council Tax Empty Homes Premium from 1st April 2021 of 100% in respect of properties empty for between 2 and 5 years, 200% in respect of properties empty for between 5 and 10 years, and 300% in respect of properties empty for 10 years or more.
- c) to remove the premium on a property when it is 'actively marketed' if it meets the premium criteria rules.

### Reasons for the Recommendation

To incentivise the occupation of empty properties and maximise income in order to ensure that empty homes are encouraged to be occupied and income to the Council is maximised whilst giving consideration to Council Tax payers.

## 6. Crawley Homes Additional Staffing Requirements

The Committee considered report [CH/186](#) of the Head of Crawley Homes. The report was summarised by the Housing Portfolio Holder who explained that the introduction of Universal Credit has caused an increased workload for Crawley Homes Housing Officers, and that there was a necessity for further posts to be created in order to provide efficient collection of rent. It was noted that a change from the original recommendation (two additional posts with a further four) was to become four additional posts with a further two. Further posts were also required in the Cleaning and Clearance Team due to the number of new flats built and needing cleaning services, as well as a recommendation to increase funding for the Older Persons Services Team in order to offset funding cuts from West Sussex County Council. The Cabinet further noted the bid for additional requirements due to be made through the Budget Advisory Group in the future.

The Overview and Scrutiny Commission's comments on the report were presented to the Cabinet following consideration of the matter at its meeting on 23 September 2019. The Cabinet discussed Universal Credit and the issues surrounding its introduction, including an extended waiting period for receiving benefit payments. Members agreed that the new positions were necessary to assist with offsetting this and offered their empathy to those affected, as well as their appreciation to housing staff who had been under pressure. It was also noted that the Council had previously lost information regarding those in receipt of housing benefits during the national switch to Universal Credit.

## RESOLVED

That the Cabinet:

- a) Approves four FTE additional posts of Housing Officer immediately with the provision of two further FTE posts to enable efficient rent collection following changes relating to Universal Credit. To delegate the appointment of the further four posts to the Head of Crawley Homes in consultation with the Head of Finance, the Cabinet Member for Housing and Leader of the Council.
- b) Approves an additional 1 FTE post in the Cleaning and Clearance team to provide cleaning services to new build flats.
- c) Approves an increase in funding of £13,500 for the Older Persons Services Team following the removal of the grant funding from WSCC as outlined in paragraph 6.1.5 of report [CH/186](#)
- d) Notes that a bid will also be made through the Budget Advisory Group for an additional resource to manage increased requirements on fire risk management, and for additional cleaning requirements at Bridgefield House, Three Bridges when this scheme is handed over in 2020. This will be additional to the posts identified in report [CH/186](#)

## RECOMMENDATION 2

That the Full Council be RECOMMENDED agree the additional budget of £265,500 per annum for the additional posts required in the 2019/20 budget (pro rata), and additional one off setting up costs as outlined in report [CH/186](#)

## Reasons for the Recommendations

- 1) Welfare reform and the introduction of Universal Credit (UC) have meant a significant increase in volume of work within the housing management team and additional Housing Officer posts are required to ensure that rent is collected and the work is manageable within the team.
- 2) New build properties including blocks of flats with requirements for cleaning have been added to the Council's housing stock. With further flats being handed over additional cleaning staff are required to maintain the buildings.
- 3) The Older Persons Services team budget is impacted by a reduction of £70,000 per annum from September 2019 of supported people funding from WSCC and additional funding for one post is required to mitigate the removal of grant funding.
- 4) Crawley Homes staff are currently working on the best way of delivering increased inspections and duties surrounding fire risk assessments following the fire at Grenfell Tower. This will form part of the Budget Advisory Group process but is highlighted to inform members of further revenue implications.

### 7. Temporary Accommodation Placement Policy

The Cabinet considered report [SHAP/79](#) of the Head of Strategic Housing. The Housing Portfolio Holder presented the report, which explained changes made to the Homelessness Code of Guidance in April 2019 that have led the Council to generate a Temporary Accommodation Placement Policy (Appendix A of report SHAP/79). The Code of Guidance now states that a Council must only offer out of borough placements if the placement was made in accordance with a published policy (or if the applicant has specified a preference). Cabinet members expressed concern for treatment of those who become homeless and agreed that out of area placements would only be offered in extenuating circumstances.

#### RESOLVED

That the Cabinet:

- a) Approves the Temporary Accommodation Placement Policy (Appendix A of report SHAP/79) for adoption and subsequent publication.
- b) Delegates authority to the Head of Strategic Housing, in consultation with the Cabinet Member for Housing, to review and make minor amendments to the Temporary Accommodation Placement Policy as further changes to legislation and statutory guidance are introduced. (Generic Delegation 7 will be used to enact this recommendation).

#### Reasons for the Recommendations

To fulfil the Council's legal duty to publish a policy regarding the allocation of temporary accommodation.

### 8. Crawley Town Centre Business Improvement District (BID)

The Cabinet considered report [PES/333](#) of the Head of Economy and Planning, the purpose of which was to provide an update on the Crawley town centre Business Improvement District (BID) proposal. The Cabinet noted the Council's entitlement first to vote on the proposals, and thereafter, its requirements to administer the postal Ballot and collect and transfer the levies to the BID Company. The Cabinet discussed both the BID and the town centre in general, and raised the following points:

- Pride in business relations and the small business grants scheme in the BID
- Success of the Public Space Protection Order established in Manor Royal
- Progress of the town centre redevelopment and of the number of occupied businesses/shops
- Hope for success of the BID in the future
- Acknowledgement of the partnership between Crawley Borough Council and West Sussex County Council in rolling out the Crawley Growth Programme
- Acknowledgement of an increase in the number of PCSOs in the town centre.

Leader of the Opposition Councillor D Crow raised concerns regarding crime in the town centre, asking the Cabinet to take proactive steps to prevent such issues.

All present Cabinet members spoke as part of the discussion.

## RESOLVED

That the Cabinet:

- a) Notes the intention of the Town Centre Partnership to create a Town Centre BID and the associated timescales leading to a Ballot in November 2019.
- b) Agrees that the Council will vote 'YES' in favour of the BID and by so doing agrees to pay the levy on those rateable hereditaments owned by the Council which are located in the BID area, as listed in Appendix A. The cost to the Council is to be included within future years' budgets if the Ballot is successful.
- c) Subject to recommendation b) above, agrees to instruct the Head of Economy and Planning as the nominated officer representative to cast the 'YES' vote in respect of the Council's eligible hereditaments in the BID boundary area.
- d) Agrees that the Chief Executive as Returning Officer and Ballot holder should hold a Ballot for the Town Centre BID proposal.

That, in the event of a successful vote, the Council:

- e) Agrees to assist the BID Company with cash flow until the levies are collected and to delegate to the Head of Economy and Planning and the Head of Corporate Finance, in consultation with the Cabinet Member for Planning and Economic Development, the power to make the necessary arrangements.
- f) Approves that it has the legal responsibility for the collection and enforcement of the BID Levy. These responsibilities will be subject to an Operating Agreement being signed off between the BID Company and the Council, to be agreed by the time of the Ballot in November 2019.
- g) Delegates to the Head of Economy and Planning and the Head of Legal, Democracy and HR, in consultation with the Cabinet Member for Planning and Economic Development, the power to approve and sign the Operating Agreement with the BID Company, together with any other agreements/documents required for the BID.
- h) Delegates to the Head of Economy and Planning in consultation with the Cabinet Member for Planning and Economic Development the power to take, where appropriate, any direct or incidental action.

## Reasons for the Recommendations

To agree to support the creation of the Town Centre BID taking into account the implications to the Council as a ratepayer, service provider and billing authority. The development of a Town Centre Business Improvement District is an aspiration clearly set out in the Council's Town Centre Regeneration Programme, adopted in December 2015 and refreshed then agreed by Cabinet in November 2017.

## 9. 2019/2020 Budget Monitoring - Quarter 1

The Cabinet considered report [FIN/479](#) of the Head of Corporate Finance, which summarised the Council's actual revenue and capital spending for the first quarter to June 2019, and discussed the deviations from the budget. These deviations were identified in the staffing budget, where inaccurate assumptions concerning staff vacancies led to overspending, and in planning, where a reduction in expected applications was seen in light of an uncertain economic climate. It was noted that three major planning applications will be considered in the next quarter, and that as such, a turnaround in the budget is expected. Members identified that these matters will continue to be monitored in the future.

### **RESOLVED**

That the Cabinet notes the projected outturn for the year 2019/2020 as summarised in report FIN/479.

### **Reasons for the Recommendation**

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

### **Closure of Meeting**

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.31 pm

P K LAMB  
**Chair**

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## Crawley Borough Council

### Minutes of Audit Committee

Monday, 30 September 2019 at 6.30 pm

#### Councillors Present:

M W Pickett (Chair)

J Millar-Smith (Vice-Chair)

R D Burrett, M G Jones and K Sudan

#### Officers Present:

Gillian Edwards                      Audit and Risk Manager

Karen Hayes                              Head of Corporate Finance

Mez Matthews                            Democratic Services Officer

Stuart Small                              Investigations Officer

#### 1. Disclosures of Interest

The following disclosures of interests were made:

<b>Councillor</b>	<b>Item and Minute</b>	<b>Type and Nature of Disclosure</b>
Councillor Burrett	Progress Report and Risk Management (Minute 4)	Personal Interest – He was a West Sussex County Councillor
Councillor Jones	Progress Report and Risk Management (Minute 4)	Personal Interest – He was a West Sussex County Councillor
Councillor Sudan	Progress Report and Risk Management (Minute 4)	Personal Interest – She was a West Sussex County Councillor

#### 2. Minutes

The minutes of the meeting of the Audit Committee held on 23 July 2019 were approved as a correct record and signed by the Chair.

### 3. Fraud and Investigation Team Report

The Committee considered report FIN/480 of the Operational Benefits and Corporate Fraud Manager, which focused on activity for the period from 2 July 2019 to 11 September 2019. The Investigations Officer presented the report and advised that the Team had continued to perform successfully.

The Committee was provided with details of cases investigated and the Team's investigations, whilst a discussion took place on the Team's work generally and the role they played in deterring fraud. The Committee sought and received clarification on a number of points raised, including the restrictions in place regarding the Right to Buy Scheme.

The Committee discussed the Corporate Management Team's response to the Committee's request for another Housing Amnesty. The Committee received clarification regarding the ongoing work being undertaken around the five year tenancies and tenancy renewals as well as the County-wide campaign which was due to take place in the next six months. Whilst the Committee was pleased to be informed that Crawley Borough Council would be involved in the County-wide initiative, it was suggested that the Council issue a press release regarding housing fraud to remind the public of the criteria regarding housing related discounts/policies, and encourage them to report suspected fraud. It was moved by Councillor Jones (seconded by Councillor Millar-Smith) that such a press release be issued.

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

#### RESOLVED

1. That the Investigation Team Report be noted.
2. That a press release be issued regarding housing fraud to remind the public of the criteria regarding housing related discounts/policies and encourage them to report suspected fraud.

### 4. Progress Report and Risk Management

The Committee considered report FIN/481 of the Audit and Risk Manager. The purpose of the report was primarily to update the Committee on the progress made towards the completion of the 2019/2020 Audit Plan. The report also included an update on the Council's Strategic Risks.

The Committee discussed and noted the Audit Plan Reviews in progress, along with other work as detailed in the report. The Audit and Risk Manager took the opportunity to brief the Committee on the work as detailed in the report and, in relation to the following areas, the Committee:

#### Work Completed in the Current Period:

- Received background information relation to the Publication Scheme Review Audit.

#### Progress Report (Appendix A to the report):

- Noted that information relating to the Business Impact Assessments Audit, Business Continuity Audit and Procurement Audit would be brought to the Committee meeting in November.

- Received clarification regarding the remit of the Business Impact Assessment Audit.

The Committee raised some queries regarding the Community Grants Follow-Up Audit which had been considered by the Committee at its previous meeting (report FIN/475 and Minute 4 of the 23 July 2019 Audit Committee refer). The Audit and Risk Manager informed the Committee that due to unforeseen staff absence it had not been possible to provide this Committee with a further update on this follow-up audit. Information would however be brought back to the Committee meeting in November, and would include the results from an investigation of a select sample of grants, how systems had been changed to ensure their robustness and information regarding the segregation of duties. The Audit and Risk Manager confirmed that Cabinet Members would receive a copy of any final report following an audit review relating to their portfolio, not just those which identified high priority findings.

The Committee discussed the update provided on Strategic Risk Management. Following queries from the Committee relating to the following areas, the Committee:

Disaster Recovery and Business Continuity:

- Noted that the Audit and Risk Manager had worked with the Head of Digital and Transformation regarding the level of controls needed. The Head of Digital and Transformation understood the problems which had occurred during the 1<sup>st</sup> Phase of the works and had put in place controls to ensure that those issues were not repeated during the 2<sup>nd</sup> Phase.
- Was informed that an audit would be undertaken in the future, if appropriate, to review the work.
- Noted that members of the Audit Team attended the Corporate Project Assurance Group and the Town Hall Board to ensure that any risks associated with works undertaken were managed.

Recruitment, Retention and Succession Planning:

- Was informed that, the Head of Corporate Finance did not have the exact percentage of staff turnover to hand, and therefore that information would be provided to the Committee via email.
- Noted that since there was no longer a prescribed retirement age, the age at which each staff member retired was determined on an individual basis.
- Succession planning was in place to combat the ageing population of the Council's workforce.

## **RESOLVED**

That the Committee receive the report and note progress to date, as at 6 September 2019.

### **Closure of Meeting**

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

M W PICKETT  
**Chair**

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