

# 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 **Virtual Meeting - Microsoft Teams Live**, on **Wednesday, 16 December 2020** at **7.30 pm**

Nightline Telephone No. 07881 500 227



**Chief Executive**

**Please note:** in accordance with Regulations in response to the COVID-19 Public Health Emergency, from April 2020 committee meetings are being held **virtually** via online video conferencing with committee members **in remote attendance only**. Any member of the public or press may observe a committee meeting (except where exempt information is to be discussed) via a link published on the Council's website **24 hours** before the scheduled start time.

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

Published 8 December 2020

### **Duration of the Meeting**

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

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



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

## Part A Business (Open to the Public)

	Pages
<b>1. Apologies for Absence</b>	
To receive any apologies for absence.	
<b>2. Disclosures of Interest</b>	
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.	
<b>3. Minutes</b>	5 - 16
To approve as a correct record the minutes of the meeting of the Full Council held on 22 October 2020.	
<b>4. Communications</b>	
To receive and consider any announcements or communications, including any additional Cabinet Member announcements.	
<b>5. Public Question Time</b>	
To answer public questions under Full Council Procedure Rule 1.1-E. 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.	
<b>6. Consideration of Full Council Recommendations and Call-In Decisions</b>	
To consider the following Recommendations:	
<ul style="list-style-type: none"><li>• <b>Recommendation 1</b> – Polling Arrangements May 2021 – Governance Committee – 29 November – 2020 – Minute 4, (page 47)</li><li>• <b>Recommendation 2</b> – Submission Crawley Local Plan 2021 - 2037 – Cabinet – 25 November 2020 – Minute 6, (page 60)</li><li>• <b>Recommendation 3</b> – Budget Strategy 2021/22 – 2025/26 – (Minute 7, page 62)</li></ul>	

- **Recommendation 4** – Appropriation of Garages from the HRA to the General Fund – Cabinet – 25 November 2020 – Minute 6, (page 67)
- **Recommendation 5** – Authority to Approve a Scheme Budget and Appoint a Contractor for Breezehurst Phase 2 Housing Development [PART B Report] Cabinet – 25 November 2020 – Minute 6, (page 69)\*

*\*This recommendation will be considered under Agenda item 12 in Part B Business (Closed to the Public) as the report is Exempt Paragraph 3 of Section 100A (4) of the Local Government Act 1972.*

There were **no** items Called-In to the Full Council for its consideration.

*NB In advance of the meeting Political Groups will identify which recommendations they **do not wish** to reserve for debate.*

**7. Notice of Motion - Donating the Mayoral Ball Budget to the Mayor's Charities**

17 - 18

To consider, in accordance with Full Council Procedure Rule 1.1-H, the following Notice of Motion to be moved by Councillor Guidera and seconded by Councillor Malik.

**8. Councillors' Questions Time**

There will be a maximum of **30** minutes for Councillors' Question Time (CQT). Councillors may ask questions relating to either a portfolio issue or with regard to the functions delegated to a Committee.

There are **two** methods for Councillors asking questions:

1. Councillors can submit written questions in advance of the meeting and written answers will be provided on the evening of the Full Council.
2. Councillors can also verbally ask questions during the CQT.

Councillors have the opportunity to ask oral supplementary questions in relation to either of the methods above.

**9. Receiving the Minutes of the Cabinet, Overview and Scrutiny Commission and Other Committees including Items for Debate**

**Pages**

19 - 72

To receive the minutes of the meetings of the Cabinet, Overview and Scrutiny Commission and Committees, as listed on page 19, and set out in the appendices to this item and to debate any Reserved Items contained within those Minutes.

*NB: In advance of the meeting Political Groups can identify any items they wish to debate as a Reserved Item. These Reserved Items will then be the only matters to be the subject of debate.*

**10. Supplemental Agenda**

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

**This information is available in different formats and languages. If you or someone you know would like help with understanding this document please contact the Democratic Services Team on 01293 438549 or email: [democratic.services@crawley.gov.uk](mailto:democratic.services@crawley.gov.uk)**

## Crawley Borough Council

### Minutes of Full Council

Wednesday, 21 October 2020 at 7.30 pm

#### Councillors Present:

F Guidera (Mayor)

S Malik (Deputy Mayor) - (Only present for item 10)

L M Ascough, 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, J Hart, I T Irvine, K L Jaggard, G S Jhans, M G Jones, P K Lamb, R A Lanzer, T Lunnon, T McAleney, K McCarthy, J Millar-Smith, C J Mullins, M Mwagale, D M Peck, A Pendlington, M W Pickett, J Purdy, T Rana, R Sharma, B A Smith, P C Smith and K Sudan

#### Also in Attendance:

Mr Peter Nicolson                      Appointed Independent Person

#### Officers Present:

Natalie Brahma-Pearl                      Chief Executive

Ian Duke                                      Deputy Chief Executive

Heather Girling                              Democratic Services Officer

Chris Pedlow                                 Democratic Services Manager

#### 1. Disclosures of Interest

The disclosures of interests made by Councillors are set out in Appendix A to these minutes.

#### 2. Minutes

The minutes of the meeting of the Full Council held on 15 July 2020 were approved as a correct record and signed by the Mayor.

#### 3. Communications

The Mayor commented that at this point in the meeting he would normally be presenting Long Service Badges to Councillor Lamb and Councillor Jones for their 10 years' service. However this would not take place due to the nature of a virtual meeting. The Mayor took the opportunity to thank both Councillors for their long services to the residents of the town.

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21 October 2020

Councillors were informed that following the successful trial of the use of block voting at the AGM meeting, the Constitution had been amended in consultation with both Group Leaders and the Chair and Vice Chair of Governance Committee to enable Block voting for recommendations at Full Council meetings, only with the exception of any recommendations which were required by law to be held via a recorded vote.

Finally the Mayor took the opportunity to update upon recent engagements. It was noted that this had been a difficult and challenging few months. However a few attendances had still been able to take place and he was grateful for those invites.

## 4. Public Question Time

No public questions had been received.

## 5. Public Spaces Protection Order - Alcohol Consumption - Cabinet – 30 September 2020 - (Recommendation 1)

The Full Council considered [HCS/23](#) of the Head of Community Services which sought approval of a new Alcohol Consumption Public Spaces Protection Order (PSPO) when the current PSPO expired in October 2020. It was explained that an Order has been in place in Crawley since 2006 to address alcohol related anti-social behaviour firstly as a Designated Public Places Order (Intoxicating Liquor) and more recently as a transitioned PSPO. The item had been previously consider at the Overview and Scrutiny Commission and the Cabinet in September 2020.

Councillor B Smith moved the recommendation which was seconded by Councillor Crow. Councillors Brenda Burgess, Purdy and Lamb also spoke on the report. Following the conclusion of the debate, the Mayor invited the Democratic Services Manager to commence the voting process.

Before the vote commenced, it was confirmed that none of the Labour or Conservative Members requested to vote as an individual, rather than through their respective Group Block Vote.

For the recommendation: Labour Block Vote of 15 votes, Conservative Block vote of 17 votes, Councillors Fiveash and Sudan. (34)

Against the recommendation: None (0)

Abstentions: (0)

The Mayor declared the recommendations was carried – votes in favour 34, and votes against 0 with 0 abstentions.

## RESOLVED

That Full Council approves the making of a Public Spaces Protection Order (PSPO) in the form of the draft (at Appendix A to Report, [HCS/23](#)) having first considered the outcome of the consultation exercise and all other relevant matters, and provided that Full Council is satisfied on reasonable grounds that the 2 conditions in section 59(2) and (3) of the Anti-Social Behaviour, Crime and Policing Act 2014 are met (as set out in paragraph 4.3 of Report, [HCS/23](#)).

## 6. Notice of Motion 1 – The Planning White Paper

The Full Council considered Notice of Motion 1 – The Planning White Paper as set out in the Full Council's agenda. The Motion was moved and presented by Councillor Crow and seconded and supported by Councillor Lamb.

During the debate, Councillors P Smith, Purdy, Irvine, Mullins, Fiveash, Burrett and Guidera all spoke in support of the Notice of Motion. Councillor Crow used his right of reply at the end of the debate. The Mayor then called for a vote on the Notice of Motion.

Before the vote commenced, it was confirmed that none the Labour or Conservative Members requested to vote as an individual, rather through their respective Group's Block Vote.

For the nomination: Labour Block vote of 15 votes, Conservative Block vote of 17 votes, Councillors Fiveash and Sudan. (34)

Against the nominations: None. (0)

Abstentions: None. (0)

### RESOLVED

That the Council notes:

- 1) The publication by Government of the White Paper, 'Planning for the Future' on 6 August 2020, which set out proposals on reforms to the planning process for the future.
- 2) That currently, the vast majority of planning applications are given the go ahead by local authority planning officers and committees, with permission granted to around 9 out of 10 applications across the UK.
- 3) While some of the analysis of the problems existing within the planning service are accepted, too many of the solutions put forward will not help the situation but may worsen it.
- 4) That the following proposals contained within the White Paper are of particular concern regarding their potential impact for planning in Crawley:
  - Removal of the Duty to Cooperate, meaning there is no requirement to cooperate with regard to major developments close to shared boundaries, as well as address unmet needs.
  - The setting of a binding housing target based on constraints which are unclear.
  - That a formula-based approach does not avoid the need to make substantive, strategic decisions about the distribution of housing, and has the disadvantage of a greater perceived lack of transparency and legitimacy when applied at local level.

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- The potential loss of local democracy, accountability and engagement as part of the development management process, if increased delegation reduces or minimises the future role of the Planning Committee.
- The contradiction of increasing Permitted Development Rights, particularly for proposals such as two storey upward extensions, against the White Paper's increasing emphasis on good design and automated decisions against Design Codes.
- That a nationally set Infrastructure Levy will fail to take account of differences in viability. Conversely, there is a concern that the threshold below which the Levy won't be charged could result in development taking place in viability challenging areas within the borough, but making no contribution to infrastructure or affordable housing, therefore risking a reduction in the future provision of new affordable housing.

and that the Council resolves to:

- 1) Highlight these concerns within the response provided by the Council to the consultation.
- 2) On behalf of all members, instruct the Chief Executive to formally write to the Secretary of State for Housing, Communities and Local Government, stating the Council's cross-party concern to these proposals and to seek revised proposals that better serve future planning in Crawley.

## 7. Councillors' Questions Time

Name of Councillors asking the Question	Name of Cabinet Member(s) Responding
<p>Councillor Crow to the Cabinet Member for Wellbeing</p> <p><i>Following the renewal of Buchan County Park's Green Flag award I looked at the Green Flag website and was pleased to see that several of Crawley's parks and gardens have also been awarded the Green Flag award: Tilgate, Goffs, Worth Park, Millpond and also the Memorial Gardens. The latter was especially pleasing to see given the question at the last Full Council meeting concerning the Memorial Gardens having lost its Green Flag status. Is this correct regarding the Council's parks and gardens receiving Green Flag status and was the previous intervention of any assistance?</i></p> <p><i>I concur with Councillor Mullins to thank our staff for the work taking place within our parks and gardens. I look forward to a formal announcement.</i></p>	<p>Councillor Mullins (Cabinet Member for Wellbeing)</p> <p><i>I was hoping to do some kind of announcement as this is a resounding success for all our parks and gardens. The Memorial gardens have been improved, particularly the entrance with heavy growth being removed. The new play area is also open so it's now a lovely area. The reasons those Green Flag awards are achieved is due to the hard work from our staff and this should be recognised. I am discussing with officers how they can be thanked for all the work involved and it should be fully appreciated.</i></p>



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<p>Councillor Burrett to the Cabinet Member for Wellbeing</p> <p><i>Please can you kindly provide an update on what is potentially happening with the reopening of the Hawth? It's really sad to see the signs saying the Hawth is closed. I'm aware there are theatres in other towns that are gradually re-opening with socially distanced seating and reduced capacity. Please can you inform us what the current situation is and what the plans are for the future?</i></p> <p><i>I sympathise with the situation, what are the current implications for the staff? I realise they are not employed directly but I wondered if the Cabinet member could comment on the arrangements for any of those not currently working.</i></p>	<p>Councillor Mullins (Cabinet Member for Wellbeing)</p> <p><i>I am disappointed that the Hawth is not operating. There is solace that it is happening all over the country and whereas some places may be able to operate social distanced we can squeeze 800-900 into the Hawth but if you want to put on performances, with back stage crew/set up, utility costs and then socially distance it becomes financially unviable. Unfortunately that's reality at the moment. There are a few smaller comedy events which may have smaller audiences and the amphitheatre has also been used although that is weather dependent. There is a meeting to discuss further details but unfortunately I cannot give you a re-opening date.</i></p> <p><i>Some of them have been furloughed due to lack of work. It is the same with the music industry and it is a neglected area. Whilst the staff are directly employed by Parkwood but that doesn't mean we do not care for their situation, or remember that at some point they used to work for the council. I never thought I'd face the serious consequences of the current situation.</i></p>
<p>Councillor Sudan to the Leader of the Council</p> <p><i>My question relates to a matter mentioned by the Leader at his Coronavirus Q&amp;A at the beginning of July. At that time, he used the council's Coronavirus Q&amp;A platform to state publicly that he had lodged a standards complaint against Councillor Fiveash and me. As the Leader should be aware, it is the policy of the council that complaints remain confidential and will stay confidential and only go in the public domain if and when a complaint is upheld. Given that Councillor Lamb's complaint was rejected will he now take this opportunity please to apologise to Councillor Fiveash and me and set the public record straight on this matter?</i></p>	<p>Prior to the answer the Mayor stated that:</p> <p><i>I'll put the question to Councillor Lamb should he wish to answer however I am not sure that it is an appropriate question, as it seemingly relates to a code of conduct matter which means it is likely to include the disclosure of confidential, personal or exempt information and therefore a question that can be rejected.</i></p> <p>Councillor Lamb (Leader of the Council)</p> <p><i>I believe within the context of what I've been informed I am and am not allowed to talk about I can answer that question. I have many strong feelings about this and surrounding issues relating to my complaint which I believe are firmly found in evidence. I am happy to discuss them at leisure in a different forum.</i></p>
<p>Councillor McCarthy to the Cabinet Member for Wellbeing</p> <p><i>Has Councillor Mullins considered different options including a hybrid option where we could live stream events or in conjunction with the minimum crowds within the Hawth facility?</i></p>	<p>Councillor Mullins (Cabinet Member for Wellbeing)</p> <p><i>Live streaming is what a lot of artists are now doing without the need for a stage. However I don't know what income stream would be obtained. Running the Hawth is about income (although it's subsidised) as well as being able to enjoy arts and culture. In order to live stream a lot of other things need to take place:</i></p>

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<p><i>Could we live stream the Community Awards which were first casualty of the Hawth closure?</i></p>	<p><i>artists themselves, need to pay the artists and decide how to work with broadcasters. There are many performers including drama and community events which unfortunately may not be able to take place but I would certainly be open to looking at opportunities.</i></p> <p><i>The Community Awards has a huge attendance, along with many people on the stage and I don't know with Covid conditions how you put that on safely.</i></p>
<p>Councillor Fiveash to the Leader of the Council</p> <p><i>You and several members of the local Labour Party have made several public statements regarding the rent increase on Tilgate Parade and across the town. In these statements you've been very clear about your views on the matter and that in your view it's not possible to reduce the increase. I'm also aware that the issue was of some concern to local residents, at the local election and continues to be today with the loss of the post office and chemist who were clear when I spoke to them that the increase was a deciding factor. So there are hard times ahead and people are concerned that these kinds of increases will see local parades stripped of shops and local services and see them having to travel further, exposing them to an increase risk of infection and many of those people will be elderly, vulnerable and scared.</i></p> <p><i>As you know there is an independent Scrutiny Panel set up to look at this policy, in light of your public comments, can you guarantee firstly the independence of the Panel and secondly that if a Panel recommends a reduction in the increase that those recommendations will be followed in so much as you have the power to do so.</i></p> <p><i>In line with the Constitution, the Mayor rejected the supplementary question as it related to a Code of Conduct matter.</i></p>	<p>Councillor Lamb (Leader of the Council)</p> <p><i>I am aware of negotiations taking place at the moment about vacant units to ensure that services which would otherwise be lost, are being provided, and they're taking place with full co-operation and instigation of this council to ensure those needs are met.</i></p> <p><i>The Scrutiny Panel is independent. It is entered in the rule book (party's rules) not to interfere with the workings of a scrutiny panel (in addition to the council rules). The Panel is obliged to be independent. If the Panel recommends a decrease this would need to be taken into account in comparison to the other potential uses for that money and our current ongoing budget deficit. Members will be aware we are having to take a significant amount of money out of the budget this year as a result of the impact of Covid. Members will need to decide whether subsidised businesses is more in principle with the beliefs of the members than it is ensuring that money goes towards the provision of services. There are no other alternatives.</i></p> <p>Councillor Lanzer (as Chair of the Council-owned Neighbourhood Parades Scrutiny Panel)</p> <p><i>Just for any avoidance of doubt, the Council-owned Neighbourhood Parades Scrutiny Panel will operate with its 5 members in an independent manner. It is not tying itself to any policy of any political group. It will look independently at this important area of council business. I have received no communication providing me to steer the Panel in one direction or another.</i></p> <p><i>Councillor Lamb (Leader of the Council)</i> I am getting tired of having to face allegations without any evidence being presented. As Councillor Lanzer said since he has been appointed to that role we have had no communication whatsoever. I cannot control it one way or another. I've not spoken to members about voting. I think there is a very</p>

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	<p>clear case for it to go one way, which appears rational but if it goes the other way I can't sway the recommendations or any other opinion panel.</p>
<p>Councillor T Belben to the Cabinet Member for Housing</p> <p><i>Are you aware of the plight of the residents of Milton Mount flats? Not all the lifts have been working in 3 out of the last 4 weekends. One weekend the main entrance lifts were out of use, resulting in mums with toddlers having to use the narrow stairwells as well as disabled residents having to get to one end to the other of this huge block. The security doors have also been broken, giving non-residents access to do unspeakable things in the lifts and use drugs. At the moment, there are no security doors in place at all. When are the promised improvements going to happen, especially CCTV?</i></p>	<p>Councillor Irvine (Cabinet Member for Housing)</p> <p><i>I was not aware that the lifts weren't working at Milton Mount flats so thank you for bringing that to my attention. I do know the residents of Milton Mount flats have had a lot to deal with this year with the water not working and I thank them for their patience. I shall make the relevant enquiries and make sure an answer goes out in the next available Councillors' Information Bulletin.</i></p>
<p>Councillor Mwangale to the Cabinet Member for Wellbeing</p> <p><i>On 12 September the Friends of Goffs Park held their AGM. I attended, as did the Mayor, but not one of the Southgate Ward Members and what about yourself Councillor Mullins? Currently Goffs Park is suffering with ongoing alcohol and drug abuse going on in front of children and parents. It's been going on throughout lockdown and prior and it was raised as an issue at that meeting and they are desperate for help. In addition there are people fishing without permits and birds are being harmed.</i></p>	<p>Councillor Mullins (Cabinet Member for Wellbeing)</p> <p><i>We are in the middle of a Covid crisis and all of the other meetings I have attended have been virtual not gatherings in places. A lot of meetings have been dealt with in different ways. Issues at Goffs Park exist in other parks and that's what the PSPO is for in trying to control alcohol related issues. We are aware of the issues and I am in contact with the Friends of Goffs Park. I have asked officers to put a business case together for Goffs Park. You may have noticed the Pitch and Putt is open and there will be ideas about improving the park.</i></p>
<p>Councillor Pendlington to the Cabinet Member for Wellbeing</p> <p><i>We are about 2 months away from Christmas. I've heard repeatedly that Christmas is cancelled and unfortunately the issue is impacting here on us in Crawley with the loss of the pantomime and the event at Tilgate. Are there any thoughts or discussions on what we can do as a council as I believe we have a civic responsibility to bring people a bit of Christmas cheer.</i></p>	<p>Councillor Mullins (Cabinet Member for Wellbeing)</p> <p><i>It is a matter I have raised with officers. Obviously the Tilgate event we put on every year cannot happen due to the Covid regulations. I have been asking if there are any events that we can put on (even virtually) but unfortunately we are not the only town suffering.</i></p>

## 8. Receiving the Minutes of the Cabinet, Overview and Scrutiny Commission and Other Committees including Items for Debate

Moved by Councillor Lamb, in the absence of the Deputy Mayor:-

### RESOLVED

That the following reports be received:

- Planning Committee – 20 July 2020
- Planning Committee – 1 September 2020
- Licensing Committee – 15 September 2020
- Audit Committee – 22 September 2020
- Overview and Scrutiny Commission – 28 September 2020
- Planning Committee – 29 September 2020
- Cabinet – 30 September 2020

It was noted that there were no other items reserved for discussion.

## 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. Leisure Contract - Extension of Variation Order (Report HPS/23) [PART B Report] - (Recommendation 2)

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

The Full Council considered report HPS/23 of the Head of Major Projects and Commercial Services, which set out the arrangements the Council has entered into with Everyone Active and recommended extending the existing variation order to facilitate the continued opening of the leisure centres over the period 1 November 2020 – 31 March 2021.

Councillor Lamb moved the recommendation, which was seconded by Councillor Crow. Councillor Mullins, Burrett, Sudan and Ascough also spoke on this item.

Following the conclusion of the debate, the Mayor invited the Democratic Services Manager to commence the voting process.

Before the vote commenced, it was confirmed that none of either of the Labour or Conservative Members requested to vote as an individual, rather through their respective Group's Block Vote.

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For the recommendations: Labour Block vote of 16 votes, Conservative Block vote of 17 votes, Councillors Fiveash and Sudan. (35)

Against the recommendations: None. (0)

Abstentions: None. (0)

The Mayor declared the recommendation was carried – votes in favour 35, and votes against 0 with 0 abstentions.

## **RESOLVED**

That Full Council:

- 1) Note the urgent decision taken by the Leader of the Council, in consultation with the Chair of Overview and Scrutiny Commission to extend the contract variation order to facilitate the opening of the leisure centres for October 2020.
- 2) Approve a delegation to the Head of Corporate Finance in consultation with Head of Major Projects and Commercial Services, the Leader of Council and Opposition Leader, to enable for the extension of the contract variation as set out in section 5, to a maximum of the figure identified in the Quarter 1 Monitoring report ([FIN/505](#)).

## **Closure of Meeting**

With the business of the Full Council concluded, the Chair declared the meeting closed at 9.59 pm

**F Guidera  
(Mayor)**

# Agenda Item 3

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# Agenda Item 3

## Disclosures of Interest received

<b>Councillor</b>	<b>Item</b>	<b>Meeting and Minute</b>	<b>Type and Nature of Disclosure</b>
Councillor A Belben	Item 6 – Planning Application CR/2020/0210/TPO – St Nicholas Church, Church Road, Pound Hill, Crawley	Planning Committee 20 July 2020 (Minute 5)	Personal Interest – member of the Worth Conservation Area Advisory Committee
Councillor B J Burgess	Environmental Health and Licensing Update – COVID-19 and Beyond	Licensing Committee 15 September 2020 (Minute 4)	Personal Interest – Member of West Sussex County Council
Councillor Crow	Environmental Health and Licensing Update – COVID-19 and Beyond	Licensing Committee 15 September 2020 (Minute 4)	Personal Interest – Member of West Sussex County Council
Councillor Jones	Environmental Health and Licensing Update – COVID-19 and Beyond	Licensing Committee 15 September 2020 (Minute 4)	Personal Interest – Member of West Sussex County Council
Councillor Burrett	Health and Adult Social Care Select Committee (HASC)	Overview and Scrutiny Commission 28 September 2020 (Minute 7)	Personal Interest – Member of WSCC
Councillor Lanzer	Health and Adult Social Care Select Committee (HASC)	Overview and Scrutiny Commission 28 September 2020 (Minute 7)	Personal Interest – Member of WSCC

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# Agenda Item 7

## Full Council

16 December 2020

### **NOTICE OF MOTION – DONATING THE MAYORAL BALL BUDGET TO THE MAYORAL CHARITIES**

*Mover Councillor Guidera*

*and Seconder Councillor Malik*

Each year the Mayor is installed and a celebration is held to mark the occasion. During the year the Mayor would normally host several functions, events that members of the community are invited to attend with the main event being the annual Mayor's Ball. The Mayor uses these functions to thank the community and to assist with fundraising for their chosen charity.

As we all know, 2020 is not a normal year for anyone.

Due to the lockdowns and the limitations on group sizes outside of lockdowns, as the Mayor I have been prevented from hosting events and fundraising in any meaningful way so far and I don't expect that to change during my term as Mayor which ends in May next year, therefore the budget allocated for supporting such Mayoral events during my term remains unused.

It's Christmas. What better time than the season of goodwill to propose a generous and festive Christmas Notice of Motion?

It is hereby propose to donate as a gift, a sizeable part of the ceremonial budget that would normally be spent on the Mayoral activities during my term as Mayor to one of the most deserving causes in our town, my chosen charities this year, Manor Green Primary School and College. They too have been unable to fundraise this year and with this gesture we will help them greatly.

Over the past four years the average cost of the annual Mayoral ball has been £4700 alone, and as the Mayor has been unable to host any events so far and will be unable to host a Mayor's Ball this municipal year, I am seeking councillor support and approval for this Motion, to donate from the ceremonial budget £5000 to be split equally between Manor Green School and College.

I would like to thank the Councillor Malik for kindly agreeing to second this Notice of Motion.

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# Agenda Item 9

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) Overview and Scrutiny Commission – 2 November 2020 (*page 21*)

9 b) Planning Committee – 3 November 2020 (*page 27*)

9 c) Licensing Committee – 9 November 2020 (*page 43*)

9 d) Governance Committee – 29 November 2020 (*page 47*)

***Recommendation 1 – Polling Arrangements May 2021 – (Minute 4, page 47)***

9 e) Overview and Scrutiny Commission – 23 November 2020 (*page 51*)

9 f) Cabinet – 25 November 2020 (*page 59*)

***Recommendation 2 – Submission Crawley Local Plan 2021 – 2037 – (Minute 6, page 60)***

***Recommendation 3 – Budget Strategy 2021/22 – 2025/26 – (Minute 7, page 62)***

***Recommendation 4 – Appropriation of Garages from the HRA to the General Fund – (Minute 10, page 67)***

***Recommendation 5 – Authority to Approve a Scheme Budget and Appoint a Contractor for Breezehurst Phase 2 Housing Development [PART B] – (Minute 13, page 69)***

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## Crawley Borough Council

### Minutes of Overview and Scrutiny Commission

Monday, 2 November 2020 at 7.00 pm

**Councillors Present:**

T G Belben (Chair)

T Rana (Vice-Chair)

M L Ayling, R G Burgess, R D Burrett, R A Lanzer, A Pendlington and R Sharma

**Also in Attendance:**

Councillor B J Burgess, P K Lamb and S Malik

**Officers Present:**

Paula Doherty                      Community Services Manager

Ian Duke                              Deputy Chief Executive

Heather Girling                      Democratic Services Officer

Chris Pedlow                          Democratic Services Manager

Chief Inspector Baker – Sussex Police

**Apologies for Absence:**

Absent:

Councillor T McAleney

**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 R D Burrett	Safer Crawley Partnership Annual Update and Forthcoming Priorities (Minute 4)	Personal Interest – Trustee of Crawley Open House

**2. Minutes**

The minutes of the meeting of the Commission held on 28 September 2020 were approved as a correct record and signed by the Chair.

**3. Public Question Time**

No questions from the public were asked.

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

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

During the discussion, the following points were expressed:

The purpose of the Safer Crawley Partnership was to reduce re-offending, tackle crime and disorder, anti-social behaviour, alcohol and substance misuse and any other behaviour which had a negative effect on the local community so that people in Crawley were safer and felt safer.

Statutory partners included: WSCC, Sussex Police, West Sussex Fire & Rescue Service, Probation Service and Crawley Clinical Commissioning Group together with other partners including OSPCC, Crawley Community Action, Crawley Open House, Crawley & Gatwick Business Watch and CGL.

In terms of crime data, total crime data had reduced by 5.6% on the same period last year. Crimes with a domestic abuse marker were up 1.9%, however this could be attributed to better reporting of offences and dedicated campaigns. It was noted that overall burglary data was down 11%, potentially as a result of the lockdown and more people remaining at home. Crimes with a weapon marker had been increasing, however reporting methods had improved and operations had taken place to target this. Actual possession of weapons had decreased by 13.5% so whilst the threat of using a weapon may have risen, the actual physical possession of the weapon was in decline.

The make-up of the Neighbourhood Policing Team was discussed. The distribution of PCSOs was based on a number of factors: demand, geography and job allocation (job share/part time working etc) and consequently the number of officers assigned to an area was not indicative to the service that area received. The updated list could be provided within the Councillors' Information Bulletin. Additionally the Sussex Police website would be updated to list all the PCSOs and this would link to the Sussex Police HR system to automatically take into account of any relocations.

The Commission were updated that following the Government's 'Everyone-In' Initiative, 89 people were accommodated with currently 14 people in temporary accommodation, with other referrals to supported housing projects.

2019-2020 key achievements included:

- Serious and Organised Crime (SOC) - a Safer Crawley School event and presentation on the dangers of County drugs lines and the importance of reporting to relevant agencies. SOC priorities were changed during the year to ensure the work was on behalf of the whole of West Sussex. Crawley and Chichester swapped SOC priorities as Human Trafficking and Modern Day Slavery was more relevant to the locality.
- Street Community – Town Centre Task Force established to liaise and jointly work with partners on a regular basis to tackle street homelessness, begging and street drinking. There had been multiple diverted giving awareness raising events and

Greater Change contactless donation terminals were being introduced, but also enforcement powers were used for those that unfortunately were not willing to engage due to the complexity of their needs

- Protecting Vulnerable Individuals – There was continued awareness raising of domestic abuse and hate crime support services.

2020-2021 work included:

The Partnership Structures and Initiatives:

- West Sussex Violence Reduction Unit,
- West Sussex Contextual Safeguarding Steering Group,
- Domestic and Sexual Violence and Abuse Steering Group,
- Stalking Champions,
- Modern Slavery Champions

The Four priorities:

- Serious and Organised Crime (Modern Slavery and Human Trafficking) whereby the updated Partnership priority setting saw changes to the Crawley & Mid Sussex SOC focused areas move to holding Divisional lead responsibility for Human Trafficking and Modern Day Slavery across West Sussex
- Street Community
- Protecting Vulnerable Individuals
- Business Crime

Current Challenges:

- Anti-Social Behaviour – this has been amplified by the current pandemic as localised behaviour was being seen.
- Car parks – impacts of rough sleepers/street community.
- Obtaining accurate data continued to be challenging. However new tools were coming online to assist with this.

Future Developments:

- Access to data analysis via West Sussex Analyst would assist in understanding data and benchmarking across other areas and obtaining a national picture.
- The Town Centre BID had been successful and a key priority was safety and security, being able to work in partnership on various issues such as crime and anti-social behaviour and work hard to create a safer Town Centre for shoppers, visitors, businesses, their employees and its growing number of residents.

Members then raised a number of queries. The issues raised and the key responses included:

- It was noted it would be beneficial to have a representation on the amount of cybercrime occurring within the town.
- Confirmation that the recent knife amnesty in Queens Square was one of a number that had taken place across West Sussex. However increasingly important was the education sessions in schools. The amnesty campaigns required a willing participant whereas educating early was a more effective approach.
- SOC resources were confirmed in that a localised approach was in place in addition to those already in place such as an international, national crime agency and further agencies.
- It was noted that last year saw significant issues within the town centre, serious organised crime, county lines, modern day slavery and trafficking and these were multifaceted issues and recognition of the good partnership working being of paramount importance in addressing those issues. This continued to provide considerable achievements in order to deliver the priorities and the challenges.

- It was anticipated that crime statistics may be able to be reported more frequently and it was hopeful that potentially these would be able to be made publically.
- Confirmed that further analysis would take place regarding the increase in the street community during the autumn/winter in 2019/2020.

## **RESOLVED**

That the update be noted with the views expressed being acknowledged by officers. The Commission's gratitude was relayed to Chief Inspector Baker and officers for their attendance at the Commission.

### **5. Transformation Plan Update**

Commission Members considered report [DCE/06](#) of the Deputy Chief Executive. The Commission has within its function to review the council's transformation programme, measures, and performance information (including budgetary information) together with service reviews.

Transformation consisted of time-limited projects to drive strategic change in order to meet corporate objectives. These are projects that generally lie outside of any single service and require impetus and additional resource/focus in order to deliver and embed that change. The aim is to create change and for that change to then to become business as usual. This means that the Council's Transformation Plan will need to be regularly reviewed over time as changes are successfully implemented.

Much progress had been made and the challenges of the Covid-19 pandemic had accelerated the Transformation Plan, in particular in terms of new ways of working, values and behaviours and digital transformation (whereby the council's IT infrastructure and programme rolled out what was necessary in 3 days in order to keep council services running).

Review of Transformation Plan –

- New Town Hall – the building was taking shape, with the 8<sup>th</sup> floor nearing completion.
- Digital Transformation - this was now more about how IT can transform other services. The telephony system would be changing so phone calls would in the future be taken through council laptops for officers ensuring they become completely agile.
- New Ways of Working – there had been a lot of support for staff and managers in terms of managing organisations in a virtual context.
- Values and Behaviours – the culture was the biggest challenge. However the adaptation by officers over the last 6 months had been remarkable. Staff hold each other accountable for the behaviours that they themselves developed. There was still work to embed the values and behaviours further within the People Strategy and recruitment.
- Service Re-design – whilst there had been some successes, this had been revised due to the pandemic.
- Commercialisation – this had been affected by the pandemic and as a result the financial challenges.
- Reducing Bureaucracy – this involved identifying mandatory functions and processes that could be streamlined or completed more efficiently.



The Revised Transformation Plan 2020-2022 included:

- Channel Shift – reflected the massive shift to online work, which included how residents wished to interact with the council. There were huge advantages to the council in terms of efficiencies.
- New Ways of Working – there was still work to complete to embed agile working. There was a new intranet and website. The new intranet would be a personal landing page, operating as a virtual workspace.
- People Strategy – the focus on wellbeing and people needs to continue, together with embedding the success of the values and behaviours into all areas of the HR including management, recruitment and performance.
- Service Re-design – this and commercialisation would fit with the budget strategy and how the council would aim to meet the financial challenges of Covid, better support its communities and perform better as an organisation.
- Assets – it would be important to think how the council uses its current estate. For example, the patch teams ideally should be based within their patch, rather than travelling to and from the depot on a regular basis. There was a need to think in a futuristic way and how the assets were used.

Members then raised a number of queries. The issues raised and the key responses included:

- Confirmation that in terms of assets, it was important to look at these on an opportunity basis and evaluate accordingly. The focus currently would be on generating revenue.
- The commercial agents for the new town hall had advised that the business case was still valid and that the grade A office space was well placed regionally.
- Acknowledgement that the Review of the Out of Hours Working was to understand the data and any historic patterns to ensure consistency across the workforce.
- Confirmation that the corporate debt recovery policy, process and procedure was currently underway.
- Acknowledgement that new services tended to be set up for online transactions and consequently 'nudging customers' behaviour away from cash and cheque payments was automatic for new services. Cheques were expensive to process and cash would be taken for those that had no other option. However, throughout the pandemic, cash had been taken by appointment but those numbers had decreased.
- Acknowledgement that it was hoped the 'new norm' would not be taken too far, caution was advised and a balance needed to be sought.
- In terms of meetings it was noted that there were advantages and disadvantages and a hybrid approach would be a potential option in terms of attendance, costs, creativity and dynamics. In terms of residents, if more services could be conducted online that benefit residents it would result in working with more customers that had the greatest need.
- Confirmation that the Housing Management system was on time for completion. It encompassed assets, residents' database and repairs. It will provide a unified view of managing the property and assets in other areas.
- Recognition that the failure demand that was noted in the contact centre was determined as 'efficiencies to be improved'. The contact centre operates as a front of house service and consequently there may never be a 100% 'right first time'.
- Confirmation that the council was reliant on various streams of income, and the town has been fortunate in the past. There were ideas in place to stimulate and support the economy and there was interest from businesses wanting to be in the town. It was key that everyone involved in commercialisation should be open to

any opportunity. The Funding Officer post had not yet been appointed due to the pandemic.

- Officers were thanked for a great deal of work throughout the council during a difficult time over the last 8 months.

**RESOLVED**

That the Commission notes the report, with the views expressed being acknowledged and documented by the officers.

**6. Appointments**

It was moved by Councillor Burrett, seconded by Councillor Lanzer that Councillor R G Burgess be appointed as the representative for West Sussex Health and Adult Social Care Select Committee (HASC). There were no further nominations.

**RESOLVED**

That the Commission agreed the following appointment:

**West Sussex Health and Adult Social Care Select Committee (HASC)**  
Councillor R G Burgess

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

The Commission confirmed the following reports:

**23 November 2020**

- Crawley Borough Local Plan 2021-2036
- Budget Strategy 2021/22 – 2025/26
- Treasury Management Mid-Year Review 2020-2021
- 2020/2021 Budget Monitoring – Quarter 2

**1 February 2021**

- 2021/2022 Budget and Council Tax
- Treasury Management Strategy 2021-2022
- 2020/2021 Budget Monitoring - Quarter 3
- Proposed Article 4 Directions - Change of Use from C3 (dwelling houses) to C4 (houses in multiple occupation)
- Economic Development Strategy

**Closure of Meeting**

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 9.01 pm

**T G Belben**  
(Chair)

Crawley Borough Council

**Minutes of Planning Committee**

Tuesday, 3 November 2020 at 7.30 pm

**Councillors Present:**

J Purdy (Chair)

R Sharma (Vice-Chair)

A Belben, I T Irvine, K L Jaggard, M Mwagale, T Rana and P C Smith

**Apologies for Absence:**

Councillors L M Ascough and M W Pickett

**Officers Present:**

Valerie Cheesman	Principal Planning Officer
Mez Matthews	Democratic Services Officer
Jean McPherson	Group Manager (Development Management)
Marc Robinson	Principal Planning Officer
Clem Smith	Head of Economy and Planning
Jess Tamplin	Democratic Services Support Officer

**Also in Attendance:**

Councillors T G Belben, R D Burrett and K McCarthy

**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 Irvine	CR/2020/0216/RG3 – Milton Mount, Milton Mount Avenue, Pound Hill, Crawley (Minute 8)	Personal Interest – Portfolio Holder for Housing.
Councillor Purdy	CR/2020/0024/FUL – Longley House, East Park, Southgate, Crawley (Minute 6)	Personal Interest – employed by UK Power Networks (a consultee on the application that did not provide a response).

Councillor P Smith	CR/2020/0142/FUL – Downsman Bowls Club, Ifield Avenue, West Green, Crawley (Minute 7)	Personal Interest – member of the Crawley Labour Supporters Club (based at a nearby building that shares a car park with the application site).
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## 2. Lobbying Declarations

The following lobbying declarations were made by Councillors:-

Councillors A Belben, Irvine, Jaggard, Mwagale, Purdy, Rana, Sharma, and P Smith had been lobbied regarding application CR/2020/0024/FUL.

Councillor A Belben had been lobbied regarding application CR/2020/0216/RG3.

## 3. Minutes

The minutes of the meeting of the Planning Committee held on 29 September 2020 were approved as a correct record and signed by the Chair.

## 4. Planning Application CR/2019/0902/TPO - Amenity Land to the Front of 79/81/83 Worth Road, Pound Hill, Crawley

The Committee considered report [PES/356a](#) of the Head of Economy and Planning which proposed as follows:

Oak - reduce height and crown radius by 2.5m to appropriate growth points (amended description).

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

The Principal Planning Officer (MR) provided a verbal summation of the application. The Committee heard that the tree was infected with a fungal decay pathogen, but was nevertheless in good condition with an estimated 20 to 40 years of remaining life. The tree was considered to be of high amenity value and therefore the application sought reduction of the crown rather than removal of the tree.

The Committee then considered the application.

A recorded vote was then taken on the recommendation in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendation to permit, along with any abstentions, were recorded as follows:

For the recommendation to consent:

Councillors A Belben, Irvine, Jaggard, Mwagale, Purdy, Rana, Sharma and P Smith (8).

Against the recommendation to consent:

None:

Abstentions:  
None.

## RESOLVED

Consent subject to conditions set out in report PES/356a.

### 5. **Planning Application CR/2019/0903/TPO - Amenity Land to the Front of 81/83 Worth Road, Pound Hill, Crawley**

The Committee considered report [PES/356b](#) of the Head of Economy and Planning which proposed as follows:

Oak – sectional felling/restricted fell.

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

The Principal Planning Officer (MR) provided a verbal summation of the application. The Committee heard that the tree was of declining health and was estimated to have a low life expectancy. Reduction of the canopy was deemed an ineffective solution and would not improve the low amenity value of the tree; consent was therefore sought for it to be felled.

The Committee then considered the application.

A recorded vote was then taken on the recommendation in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendation to permit, along with any abstentions, were recorded as follows:

For the recommendation to consent:

Councillors A Belben, Irvine, Jaggard, Mwangale, Purdy, Rana, Sharma and P Smith (8).

Against the recommendation to consent:

None:

Abstentions:

None.

## RESOLVED

Consent subject to conditions set out in report PES/356b.

### 6. **Planning Application CR/2020/0024/FUL - Longley House, East Park, Southgate, Crawley**

The Committee considered report [PES/356c](#) of the Head of Economy and Planning which proposed as follows:

Demolition of Longley House (offices) & erection of building ranging between 4 to 9 storeys to provide 121 x residential units (class C3) with associated sub-station, car/cycle parking, tree works, public realm improvements and landscaping.

Councillors A Belben, Irvine, Jaggard, Mwangale, Purdy, Sharma, 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 amendments to the application conditions. The new proposed conditions were therefore as follows:

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.  
REASON: To comply with Section 91 of the Town & Country Planning Act 1990.
2. The development hereby permitted shall not be carried out other than in accordance with the approved plans as listed below save as varied by the conditions hereafter:  
(Drawing numbers to be added)  
REASON: For the avoidance of doubt and in the interests of proper planning.
3. No works above ground level shall be carried out unless and until a schedule of materials and finishes, together with samples of such materials and finishes to be used for external walls, roofs, balconies and glazing of the proposed building have been submitted to and approved by the Local Planning Authority. The development shall be carried out in strict accordance with the agreed details.  
REASON: To enable the Local Planning Authority to control the development in detail in the interests of amenity by endeavouring to achieve a building of visual quality in accordance with Policy CH3 of the Crawley Borough Local Plan 2015-2030.
4. No development shall take place, including any works of demolition, until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Authority. Thereafter the approved Plan shall be implemented and adhered to throughout the entire construction period. The Plan shall provide details as appropriate but not necessarily be restricted to the following matters:-
  - the anticipated number, frequency and types of vehicles used during construction,
  - the method of access and routing of vehicles during construction,
  - details of the area(s) subject to construction activity,
  - details of cranes and other tall construction equipment (including details of obstacle lighting)
  - the parking of vehicles by site operatives and visitors,
  - the loading and unloading of plant, materials and waste,
  - the height and areas for the storage of plant, equipment and materials used in construction of the development,
  - details of temporary lighting
  - the erection and maintenance of security hoarding,
  - the provision of wheel washing facilities and other works required to mitigate the impact of construction upon the public highway (including the provision of temporary Traffic Regulation Orders),
  - details of public engagement both prior to and during construction works.

- details of a dust and smoke management plan
- control and disposal of putrescible waste to prevent attraction of birds
- site restoration
- protection and mitigation measures for wildlife and habitat

REASON: In the interests of highway safety, the amenities of the area, to ensure that the development does not endanger the safe movements of aircraft or the operation of Gatwick Airport through interference with communication, navigational aids & surveillance equipment and to accord with Policies CH3 and IN1 of the Crawley Borough Local Plan 2015-2030.

5. No on-site preparation works or development related to this planning permission shall take place until the approved details as set out in the Arboricultural Impact Assessment dated 20th December 2019 and the Arboricultural Method Statement dated 23rd December 2019 including the tree protection measures have been implemented in full. The development shall be implemented in accordance with the approved details and the tree protection measures shall thereafter be retained in accordance with the approved details throughout the construction period until the development is completed.

REASON: To ensure the retention and maintenance of trees important to the visual amenity and the environment of the development in accordance with Policy CH3 of Crawley Borough Local Plan 2015-2030 and the Green Infrastructure Supplementary Planning Document.

6. Development shall not begin until a scheme to deal with contamination of the site and / or ground water has been submitted to and approved in writing by the Local Planning Authority. The scheme shall include all the following measures:
1. The submitted Desk Study entitled 'Desk Study and Preliminary Risk Assessment Report' by ST Consult dated 11th November 2019.

And the following stages where required:-

2. A Detailed Site Investigation. This shall be carried out by a suitably qualified and accredited consultant/contractor in accordance with a Quality Assured sampling and analysis methodology BS 10175:2011. The site investigation should fully and effectively characterise the nature and extent of any land and/or groundwater contamination and its implications, including an assessment of risk to any potential receptors. A full report on the findings of the site investigation shall be submitted to the LPA
3. Remediation. A written remediation statement, detailing the works necessary so as to render harmless the identified contamination given the proposed end use of the site and surrounding environment, including any controlled waters, shall be submitted to the LPA and agreed in writing with the LPA prior to any remediation commencing on site. Two copies of the remediation report shall be submitted to the LPA.
4. Post Remediation Verification Testing and Report. Approved remediation works shall be carried out in full on site, under a quality assured scheme to demonstrate compliance with the proposed methodology and best practice guidance. If during the remediation works contamination is encountered that had not previously been identified then the additional contamination shall be fully assessed and an appropriate remediation scheme agreed with the LPA in accordance with the process laid out at points 1 – 3 above.
5. Upon completion of the remediation works, this condition shall not be discharged until further validation report has been submitted to, and

approved by the LPA. The validation report shall include quality assurance certificates to show that the works have been carried out in accordance with the approved methodology. Details of any post remedial sampling and analysis to show the site has reached the required clean-up criteria shall be included in the validation report together with the necessary documentation detailing what waste materials have been removed from the site.

Development shall not commence until the measures approved in the scheme have been implemented.

REASON: To safeguard occupiers of the site in accordance with Policy ENV10 of the Crawley Borough Local Plan 2015 - 2030.

7. No building or structure that forms part of the development hereby permitted shall exceed 108.795m AOD.  
REASON: To avoid any building/structure on the application site endangering the safe movement of aircraft and the operation of Gatwick Airport through interference with communication, navigational aids and surveillance equipment in accordance with Policy IN1 of the Crawley Borough Local Plan 2015-2030.
8. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 or any Order amending, revoking and re-enacting this order with or without modification, no development, telecommunications equipment, renewable energy equipment, other equipment or advertisements other than those shown on the drawings hereby approved shall be installed or carried out on the roof of the development hereby permitted without the prior, express planning permission of the Local Planning Authority.  
REASON: To ensure that the development does not endanger the safe movement of aircraft or the operation of Gatwick Airport through interference with communication, navigational aids and surveillance equipment, to enable the Local Planning Authority to control extensions and alterations that could have significant visual impact and in accordance with Policies CH3 and IN1 of the Crawley Borough Local Plan 2015-2030 and the Urban Design Supplementary Planning Document.
9. Obstacle lights shall be placed on the four corners of the upper roof level. These obstacle lights must be Type B, steady state red lights at 32 candelas. Details of these lights can be found in Table Q-1. Characteristics of obstacle lights & Table Q-2. Light distribution for low intensity obstacle lights in Chapter Q – Visual Aids for Denoting Obstacles of CS ADR-DSN available at <https://www.easa.europa.eu/document-library/certification-specifications/cs-adr-dsn-issue-4>. The obstacle lights should be lit from 30 minutes before sunset to 30 minutes after sunrise.  
REASON: Permanent illuminated obstacle lights are required on the development to avoid endangering the safe movement of aircraft and the operation of Gatwick Airport in accordance with Policy IN1 of the Crawley Borough Local Plan 2015-2030.
10. No works above ground level shall be carried out unless and until the following acoustic design details comprising the details of the balcony construction, the glazing, the acoustic barrier along the northern boundary, the ventilation system and the structural partitions between the service or plant areas and any residential dwelling have been submitted to and agreed in writing by the Local Planning Authority. Once so agreed the development shall be implemented in accordance with the approved details and maintained in



perpetuity for the life of the development. The details shall include the design drawings, supporting documentation and scientific and technical details supporting the choice of design.

REASON: To prevent noise giving rise to significant adverse impacts on health and quality of life in accordance with paragraph 170 and 180 of the National Planning Policy Framework and the Noise Policy Statement for England and policies CH3 and ENV11 of the Crawley Borough Local Plan 2015-2030.

11. All plant, machinery and equipment (including fans, ducting and external openings) to be installed as part of the development shall be maintained and operated so as to prevent the transmission of noise and vibration into any premises either attached to, or in the vicinity of the premises to which the application refers.

REASON: To prevent noise giving rise to significant adverse impacts on health and quality of life in accordance with paragraph 170 and 180 of the National Planning Policy Framework and the Noise Policy Statement for England and policies CH3 and ENV11 of the Crawley Borough Local Plan 2015-2030.

12. No works above ground level shall be carried out until a scheme has been submitted to and agreed in writing by the Local Planning Authority in relation to the prevention of overheating in the dwellings. Once so agreed the scheme shall be implemented strictly in accordance with the agreed details and maintained in perpetuity for the life of the development. The scheme shall include a Chartered Institute of Building Services Engineers Technical Manual 59 (CIBSE TM:59) assessment for Design Standard Year (DSY) 1 for 2020s, 2050s and 2080s and must demonstrate a pass for all dwellings against DSY 1 2020s, DSY 1 shall be reported for 2050s and 2080s. In designing to prevent overheating then regard shall be had to the cooling hierarchy:

- Minimise internal heat generation through energy efficient design;
- Reduce the amount of heat entering a building in summer through orientation, shading, albedo, fenestration, insulation and green roofs and walls;
- Design to enable passive ventilation (e.g. cross ventilation);
- Provide mechanical ventilation;
- Provide active cooling (ensuring they are the lowest carbon options).

REASON: To secure sustainable development in accordance with Chapter 2 of the NPPF and policies CH3 and ENV6 of the Crawley Borough Local Plan 2015-2030.

13. No works above ground level shall be carried out until a checklist of actions required to implement the mitigation and enhancement recommendations set out in the ecological assessment report by Ecology Solutions has been prepared and a copy sent to, and approved in writing by, the Local Planning Authority. The actions set out in the approved checklist shall be implemented in full unless otherwise approved in writing by the Local Planning Authority and a completed copy, signed by the project ecologist shall be submitted to the Local Planning Authority for approval prior to first occupation of any unit.

REASON: To ensure that the proposals avoid adverse impacts on protected and priority species and contribute to a net gain in biodiversity, in accordance with Policy ENV2 of the Local Plan and paragraph 175 of the NPPF.

14. No vehicles other than emergency and refuse vehicles shall be permitted to enter or exit the site via East Park.

REASON: In the interest of highway safety, the amenities of the area and to ensure a satisfactory standard of access to the development in accordance with Policy CH3 of the Crawley Borough Local Plan 2015 - 2030.

15. No part of the development shall be occupied until a footway providing a continuous connection from the eastern boundary of the site to connect with the existing footway within the adjoining Arora Hotel site has been provided in accordance with plans and details submitted to and approved in writing by the Local Planning Authority, unless otherwise agreed in writing.  
REASON: In the interests of highway safety, improved connectivity and to accord with Policy CH3 of the Crawley Borough Local Plan 2015- 2030.
16. The development shall not be occupied until the vehicle parking and turning spaces have been constructed and provided in accordance with the approved plans. These spaces shall thereafter only be used and retained for their designated use.  
REASON: To provide adequate on-site parking and turning space for the development in accordance with Policies CH3 and IN4 of the Crawley Borough Local Plan 2015-2030.
17. The development shall not be occupied unless and until the bollards and traffic barriers have been installed in accordance with details to be submitted to and approved in writing by the Local Planning Authority. The bollards and barrier shall thereafter be retained as part of the development.  
REASON: in the interest of road safety and amenity and in accordance with policy CH3 of the Crawley Borough Local Plan 2015 -2030.
18. The development shall not be occupied until the cycle parking facilities have been provided in accordance with the details shown on approved plans, unless an alternative location is agreed by the Local Planning Authority in writing. These facilities shall thereafter be retained for their designated use.  
REASON: To provide alternative travel options to the use of the car in accordance with policies CH3 and IN4 of the Crawley Borough Local Plan 2015 – 2030.
19. The development hereby approved shall not be occupied until the facilities for refuse and recycling bin storage and collection and access for collection have been provided in accordance with the approved plans and details, unless an alternative location is agreed by the Local Planning Authority in writing. The facilities shall subsequently be maintained and be retained for the use of residents.  
REASON: To ensure the operational requirements of the site are met in accordance with Policy CH3 of the Crawley Borough Local Plan 2015-2030.
20. No works above ground level shall be carried out until full details of the maintenance and management of the SuDS system is set out in a site-specific maintenance manual and submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details.  
REASON: To reduce the risk of flooding and safeguard future occupants of the site in accordance with Policy ENV8 of the Crawley Borough Local Plan 2015 - 2030.
21. No above ground development shall take place unless and until there has been submitted to and approved in writing by the Local Planning Authority a scheme of hard and soft landscaping, which shall include indications of all existing trees and hedgerows on the land, and details of any to be retained, new specimens to be planted and details of the boundary treatments, the external appearance of the sub -station, the electric vehicle charging points

and external lighting. The scheme shall be implemented in accordance with the approved details.

REASON: In the interests of amenity and of the environment of the development in accordance with Policy CH3 of the Crawley Borough Local Plan 2015 - 2030.

22. All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding seasons following the occupation of the buildings or the completion of the development, whichever is the sooner, and any trees or plants which within a period of five years from the completion of the development die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority gives written consent to any variation.

REASON: In the interests of amenity and of the environment of the development in the accordance with Policy CH3 of the Crawley Borough Local Plan 2015 - 2030.

23. No above ground development shall take place unless and until there has been submitted to and approved in writing by the Local Planning Authority a landscape management plan, including long term design objectives, management responsibilities and maintenance schedules for all landscape areas. The landscaping management plans shall be carried out as approved.

REASON: In the interests of amenity and of the environment of the development in accordance with Policy CH3 of the Crawley Borough Local Plan 2015 - 2030.

24. No development above slab level shall take place unless and until a scheme to provide combined television reception facilities and superfast broadband to the dwellings hereby approved has been submitted to and approved in writing by the Local Planning Authority. The scheme shall be implemented in accordance with the agreed details unless otherwise agreed in writing by the Local Planning Authority. The approved facilities shall be made available to each individual unit prior to that unit being occupied.

REASON: In the interests of visual amenity, to help reduce social exclusion and to allow good access to services in accordance with Policies CH3 and IN2 of the Crawley Borough Local Plan 2015-2030.

25. Prior to their installation, details of rainwater goods, external extract grilles, pipes and flues shall be submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be implemented in accordance with the approved details unless otherwise agreed in writing by the Local Planning Authority.

REASON: To enable the Local Planning Authority to control the development in detail in the interests of amenity by endeavouring to achieve a building of visual quality in accordance with policy CH3 of the Crawley Borough Local Plan 2015 – 2030.

26. No development, except demolition of the existing building, shall commence until the following information has been submitted to and agreed in writing by the Local Planning Authority:

A) details of the communal gas heating system, referred to in the submitted Energy and Sustainability Strategy dated 6 January 2020, including provisions to enable potential connection to a future District Energy Scheme;

or

B) Details of an alternative site-wide energy strategy, including verification that it will achieve:

- Lower CO2 emissions than the strategy detailed in the Energy and Sustainability Strategy dated 6 January 2020, when both are assessed according to a version of the SAP methodology to be agreed with the local planning authority;
- and,
- A standard of energy efficiency no worse than the strategy detailed in the Energy and Sustainability Strategy dated 6 January 2020, when both are assessed according to a version of the SAP methodology to be agreed with the local planning authority, OR additional CO2 reductions through the inclusion of further solar photovoltaics with an additional capacity of at least 10kWp over and above that described in the submitted Energy and Sustainability Strategy dated 6 January 2020.

The development shall be implemented in accordance with the agreed details.  
REASON: In the interests of environmental sustainability, in accordance with policy ENV7 of the Crawley Borough Local Plan 2015 and the Planning and Climate Change SPD.

27. The residential units shall not be occupied until details have been submitted to and approved in writing by the Local Planning Authority to demonstrate that they shall achieve a water efficiency standard by consuming not more than 110 litres per person per day maximum water consumption. The scheme shall be implemented in accordance with the agreed details.

REASON: In the interests of sustainable design and efficient use of water resources in accordance with Policy ENV9 of the Crawley Borough Local Plan 2015-2030 and the Planning and Climate Change SPD.

28. No works above ground level shall be carried out until full details of the PV solar energy scheme referred to in the submitted Energy and Sustainability Strategy dated 6 January 2020 have been submitted to and approved in writing by the Local Planning Authority. No subsequent alterations to the approved solar energy scheme are to take place unless submitted to and approved in writing by the Local Planning Authority. The scheme shall be implemented as approved prior to first occupation of the development hereby approved unless otherwise agreed in writing by the Local Planning Authority.  
REASON: To ensure the development addresses energy efficiency and climate change, does not endanger the safe movement of aircraft or the operation of Gatwick Airport through glint and glare in accordance with Policies ENV6 and IN1 of the Crawley Borough Local Plan 2015-2030 and the Planning and Climate Change SPD.

29. The residential units shall not be occupied until design-stage SAP calculation summaries for the development, detailing a level of environmental performance consistent with the submitted Energy and Sustainability Strategy dated 6 January 2020, or an alternative strategy agreed under condition 26, have been submitted to and approved in writing by the Local Planning Authority. The scheme shall be implemented in accordance with the agreed details.

REASON: In the interests of environmental sustainability, in accordance with policy ENV6 of the Crawley Borough Local Plan 2015-2030 and the Planning and Climate Change SPD.

30. The Bird Hazard Management Plan dated December 2019 shall be implemented as approved upon completion of the roof and shall remain in force for the life of the development. No subsequent alterations to the plan are to take place unless first submitted to and approved in writing by the Local Planning Authority.

REASON: It is necessary to manage the roof in order to mitigate bird hazard and avoid endangering the safe movements of aircraft and the operation of Gatwick Airport through the attractiveness of birds in accordance with policies CH3 and IN1 of the Crawley Borough Local Plan 2015-2030.

In line with the Council's Virtual Committee Procedure Rules, two statements submitted by members of the public in regard to the application were read to the Committee.

A statement from an objector (Mr Jason Baughan) highlighted matters including:

- The impact of the construction works on nearby residents in relation to both the amount of dust generated by the works and the potential for traffic delays caused by works vehicles using the access road.
- The extent and duration of noise caused by building works that had occurred over the months prior, which were indicative of the noise disruption that the proposed development would cause to neighbours.
- The height of the proposed development – which would lead to overlooking and a loss of privacy in the resident's garden.

A statement from a supporter (the applicant, A2 Dominion) highlighted matters including:

- The provision of 100% affordable housing as part of the proposed development, which exceeded local planning policy requirements.
- That through engagement with the Local Planning Authority, the scheme was developed to address concerns regarding overlooking of neighbouring properties through the inclusion of sawtooth projections.
- The proposed 58 car parking spaces at the site (30% of which would provide electric vehicle charging points) which equated to 50% provision. This was deemed acceptable due to the site's proximity to public transport links.

The Committee then considered the application, and discussed the following:

- The requirement from the Government to increase the number and density of housing in Crawley.
- The sustainable location of the site.
- It was recognised that the applicant had worked with planning officers on the design of the proposed development in order to meet the Local Planning Authority's criteria, for example regarding noise and overlooking.
- Concerns were raised regarding the height and massing of the development, which was considered to be out of proportion to nearby buildings. The Principal Planning Officer clarified that the stepped design, the detailing and the materials proposed provided a transition to the scale and character of surrounding development.
- Following a query from a Committee member, the Principal Planning Officer confirmed that the proposed development was to be sited, at its closest points, 21 metres from Clitherow Gardens and 14.4 metres from Richmond Court. It was heard that Longley House was currently sited 24 metres and 37 metres from each respectively.
- It was confirmed that bedroom windows facing toward the Arora Hotel would have a panel of obscured glass in the centre in order to mitigate overlooking.

- The shortfall of amenity space was queried. It was confirmed that, regarding the smallest units, there would be a shortfall of between 0.3 and 0.4 metres of balcony space for six of the one bedroom dwellings.
- It was heard that condition 4 required a construction management plan be submitted, which would set out parameters on access, noise, cranes, etc during the construction period.
- Committee members expressed support for the environmentally friendly aspects of the proposals, such as solar panels and sustainable planting.
- Concerns were raised regarding the proposed provision of 58 parking spaces, which was thought to be insufficient considering the number of 2 and 3 bedroom dwellings at the site. The Planning Officer confirmed that the applicant would implement a car park management scheme.
- It was confirmed that 33 letters of 'no objection' had been received from residents across Crawley regarding the application.
- Following a query from a Committee member regarding a possible alternative access route to the site it was clarified that the decision had to be made with regard to the proposed access, to which West Sussex County Council as the highways authority had raised no objections.

A recorded vote was then taken on the recommendation in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendation to permit, along with any abstentions, were recorded as follows:

For the recommendation to permit:  
Councillors Irvine, Purdy, Rana, Sharma and P Smith (5).

Against the recommendation to permit:  
Councillors A Belben, Jaggard, and Mwangale (3).

Abstentions:  
None.

## **RESOLVED**

Permit subject to conditions and informatives set out in report PES/356c (as amended above), and the completion of a section 106 agreement to secure the infrastructure contributions and provisions set out in paragraph 6.4 of the report.

### **7. Planning Application CR/2020/0142/FUL - Downsman Bowls Club, Ifield Avenue, West Green, Crawley**

The Committee considered report [PES/356d](#) of the Head of Economy and Planning which proposed as follows:

Erection of a conservatory onto the clubhouse, re-positioning of the disabled access ramp to the eastern elevation & the addition of new external changing room facilities.

The Principal Planning Officer (MR) provided a verbal summation of the application. The Committee heard that the buildings proposed by the plan would be one storey in height and were considered to complement the style of the existing building. It was explained that a condition was attached to the application to allow the Local Planning

Authority to assess the condition of the changing rooms after 10 years, due to the possibility of deterioration of the condition of the materials used for the structures.

In line with the Council's Virtual Committee Procedure Rules, one statement submitted by members of the public in regard to the application was read to the Committee.

The statement from the applicant (Downsman Bowls Club) highlighted matters including:

- The existing space was insufficient for the equipment needed for competitions and inter-club matches; the proposed conservatory would provide more space for club activities.
- Expansion of the clubhouse would increase the capacity to accommodate many more players and guests, improving the social aspect of the club.
- The proposed changing rooms would also be used for equipment storage.

The Committee then considered the application.

A recorded vote was then taken on the recommendation in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendation to permit, along with any abstentions, were recorded as follows:

For the recommendation to permit:

Councillors A Belben, Irvine, Jaggard, Mwagale, Purdy, Rana, Sharma and P Smith (8).

Against the recommendation to permit:

None.

Abstentions:

None.

## **RESOLVED**

Permit subject to conditions set out in report PES/356d.

### **8. Planning Application CR/2020/0216/RG3 - Milton Mount, Milton Mount Avenue, Pound Hill, Crawley**

The Committee considered report [PES/356e](#) of the Head of Economy and Planning which proposed as follows:

Erection of single storey building with flat roof to house water pumps and two vertical pipework risers.

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

The Principal Planning Officer (MR) provided a verbal summation of the application and updated the Committee that minor clerical amendments to the reasons for issuing the decision (NPPF statement) would need to be made. The Committee heard that the proposed pump house structure was of a small scale relative to the block of flats and was therefore not considered to have a harmful impact on its surroundings. Details of the proposed piping system were set out. The minor impact on visual

amenity was deemed acceptable when considered on balance with the important infrastructure improvements the piping would provide.

In line with the Council's Virtual Committee Procedure Rules, one statement submitted by members of the public in regard to the application was read to the Committee.

The statement from supporters (ward Councillors T Belben, Burrett, and McCarthy for Pound Hill North and Forge Wood) highlighted matters including:

- The considerable length of time that residents of Milton Mount had experienced water pressure issues, particularly those on the upper floors.
- Negotiations with Southern Water, which had caused delays to the process. The construction of the pump house (as proposed) was now considered to be the only viable solution to the water pressure issues.
- Hope that the granting of permission for this application would be a catalyst for the completion of other improvement works at the site.

The Committee then considered the application. The Planning Officer responded to a query regarding the details of the piping, which would be 110mm in diameter. It was noted that it was not possible to construct the piping inside the building and external piping was therefore the sole option.

A recorded vote was then taken on the recommendation (including the amendments to the reasons for issuing the decision) in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendation to permit, along with any abstentions, were recorded as follows:

For the recommendation to permit:

Councillors A Belben, Irvine, Jaggard, Mwagale, Purdy, Rana, Sharma and P Smith (8).

Against the recommendation to permit:

None:

Abstentions:

None.

## **RESOLVED**

Permit subject to conditions set out in report PES/356e and the amendments to the reasons for issuing the decision.

### **9. Planning Application CR/2020/0326/TPO - Footpath Adjacent to Southern Boundary of Seymour Primary School and to North of Pelham Court Business Centre, Broadfield, Crawley**

The Committee considered report [PES/356f](#) of the Head of Economy and Planning which proposed as follows:

Oak x 20, hawthorn x 2, hazel x 15, holly x 3, rowan x 3, beech x 6, birch x 23, goat willow x 1, willow x 2, hornbeam x 1, lime x 3. Thin undergrowth to allow detailed inspection of trees. Mixed broadleaves – crown lift to 2m from ground level to clear footpath. Coppice – hazel.



The Principal Planning Officer (VC) provided a verbal summation of the application, which sought consent for various works to the trees surrounding the footpath in order to improve access.

The Committee then considered the application. It was noted that the trees were currently overgrown and that clearing the path would be safer for residents and for pupils accessing the nearby school.

A recorded vote was then taken on the recommendation in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendation to permit, along with any abstentions, were recorded as follows:

For the recommendation to consent:

Councillors A Belben, Irvine, Jaggard, Mwangale, Purdy, Rana, Sharma and P Smith (8).

Against the recommendation to consent:

None:

Abstentions:

None.

## **RESOLVED**

Permit subject to conditions set out in report PES/356f.

### **10. Planning Application CR/2020/0327/TPO - Footpath Along Eastern Boundary of Seymour Primary School and West of Buckingham Court, Broadfield, Crawley**

The Committee considered report [PES/356g](#) of the Head of Economy and Planning which proposed as follows:

Oak, hazel, birch, hawthorn & cherry - remove leaning trees over footpath & thin undergrowth to allow detailed inspection of trees. Mixed broadleaves - crown lift to 2m from ground level to clear footpath. Coppice – hazel.

The Principal Planning Officer (VC) provided a verbal summation of the application, which sought consent for various works to the trees surrounding the footpath, including the removal of three trees obstructing the path.

The Committee then considered the application.

A recorded vote was then taken on the recommendation in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendation to permit, along with any abstentions, were recorded as follows:

For the recommendation to consent:

Councillors A Belben, Irvine, Jaggard, Mwangale, Purdy, Rana, Sharma and P Smith (8).

Against the recommendation to consent:  
None:

Abstentions:  
None.

**RESOLVED**

Permit subject to conditions set out in report PES/356g.

**Closure of Meeting**

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 10.21 pm

**J Purdy  
(Chair)**

Crawley Borough Council

**Minutes of Licensing Committee**

Monday, 9 November 2020 at 7.00 pm

**Councillors Present:**

M G Jones (Chair)

B J Burgess (Vice-Chair)

M L Ayling, D Crow, J Hart, K L Jaggard, G S Jhans, K McCarthy, J Millar-Smith, C J Mullins  
and B A Smith

**Also in Attendance:**

Councillor R D Burrett

**Officers Present:**

Mez Matthews

Democratic Services Officer

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 F Guidera

**Absent:**

Councillor D M Peck

**1. Disclosures of Interest**

No disclosures of interests were made.

**2. Minutes**

The minutes of the meeting of the Licensing Committee held on 15 September 2020 were approved as a correct record and signed by the Chair.

**3. Public Question Time**

There were no questions submitted by members of the public.

## 4. Department for Transport Statutory Taxi and Private Hire Standards - Overview and Consultation

The Committee considered report [HCS/22](#) of the Head of Community Services. The Team Leader for Environmental Health and Licensing (Licensing Team Leader) introduced the report, which set out the Department for Transport's (DfT) new statutory standards for local authorities' licensing of taxis and private hire vehicles. The report recommended that Crawley Borough Council as the Licensing Authority undertakes an initial public consultation to raise awareness of the DfT standards, and that the results of this consultation be reported to the Licensing Committee in early 2021 along with any proposed changes to the Council's Private Hire and Hackney Carriage Licensing Policy.

The Licensing Team Leader summarised the DfT standards, which requested licensing authorities put in place measures including (but not limited to):

- The 'fit and proper' test for drivers
- Enhanced DBS checks for licensed drivers and basic DBS checks for vehicle booking and dispatch staff
- A convictions policy
- Criminality checks for vehicle proprietors
- The Multi-agency Safeguarding Hub (MASH)
- A national information-sharing system on revoked or refused licences (the NR3 database)
- Safeguarding training for licensed drivers
- A local consultation to determine the value and effectiveness of installing CCTV in licensed vehicles
- Various record-keeping requirements.

The Committee assumed a detailed discussion on the report. It was noted that the proposed consultation would welcome responses from both the taxi trade and the public. A further consultation would be undertaken in 2021 which would seek opinions on the changes to the Council's Private Hire and Hackney Carriage Policy caused by implementation of the DfT standards. It was also confirmed that the DfT standards were a minimum requirement for all licensing authorities in order to form a standardised national approach, and a 'compelling reason' would be necessary should a council decide to change or omit any of the standards from its licensed vehicle policy.

The Committee discussed the DfT standards regarding convictions and criminality checks. It was heard that Council staff currently undertake a variety of checks on those applying to become licensed drivers, and that these checks would become more rigorous and regular under the new DfT standards (for example, six monthly enhanced DBS checks and registration to the national NR3 database).

The DfT's standard regarding CCTV in licensed vehicles was discussed. The Licensing Team Leader confirmed that CCTV was not mandatory at this stage but may become so in the future. Views would be sought via the consultations in order to inform the Council's decision of whether to add mandatory CCTV to its Private Hire and Hackney Carriage Policy, which was underpinned by the need to maintain public safety. Following a query from a Committee member it was confirmed that if CCTV was in operation, vehicles would be required to display clear signage to inform passengers. The Committee also heard that CCTV had previously been installed in licensed vehicles on an individual case-by-case basis where there had been conduct and/or policy breaches.

Following a query from a Committee member regarding cross-border hiring via app-based providers, it was explained that this was a nationally legislated matter and not subject to local authority control, but that the DfT standards aimed to set a consistent approach to licensed vehicle policy nationwide. The Committee also heard that local authorities across Sussex were working cooperatively to ensure cohesion of their licensed vehicle policies.

It was clarified that the date of 31 January 2021 (stated in section 4.6 of report HCS/22) was not a deadline for full implementation of the DfT standards, but a deadline for providing the DfT with an update and a steer on the Council's consideration of the standards.

The Committee requested that its thanks be communicated to the officers responsible for report HCS/22 and the associated work that was undertaken.

A recorded vote was then taken on the recommendations in accordance with the Council's Virtual Committee Procedure Rules. The Committee agreed to a proposal from the Chair that recommendations 2.1, 2.2, and 2.3 be voted upon together, through a single recorded vote. The names of the Councillors voting for and against the recommendations, along with any abstentions, were recorded as follows:

For recommendations 2.1, 2.2, and 2.3:

Councillors Ayling, B J Burgess, Crow, Hart, Jaggard, Jhans, Jones, McCarthy, Millar-Smith, Mullins, and B A Smith. (11)

Against recommendations 2.1, 2.2, and 2.3:

None.

Abstentions:

None.

## **RESOLVED**

- 1) That the Licensing Committee notes report HCS/22, including Appendix A, the Department for Transport's Statutory Taxi and Private Hire Vehicle Standards, published on 21<sup>st</sup> July 2020.
- 2) That the Committee authorises the Head of Community Services, in consultation with the Cabinet Member for Environmental Services and Sustainability, to undertake a consultation exercise for a minimum of 4 weeks in order to raise awareness of the Department for Transport's Statutory Taxi and Private Hire Vehicle Standards.
- 3) That the Committee notes that a further report will be prepared for consideration at the Licensing Committee in the new year which details the relevant responses to this consultation, along with the proposed changes to the Council's Private Hire and Hackney Carriage Licensing Policy to incorporate the new statutory standards as well as a proposed implementation timetable to comply with the same.

## **Closure of Meeting**

With the business of the Licensing Committee concluded, the Chair declared the meeting closed at 8.16 pm

**M G Jones (Chair)**



Crawley Borough Council

**Minutes of Governance Committee**

Tuesday, 17 November 2020 at 7.00 pm

**Councillors Present:**

R D Burrett (Chair)

T Lunnon (Vice-Chair)

D Crow, C R Eade, M G Jones, P K Lamb, R A Lanzer, S Malik, K McCarthy and  
C J Mullins

**Officers Present:**

Natalie Brahma-Pearl            Chief Executive

Mez Matthews                    Democratic Services Officer

Andrew Oakley                 Electoral Services Manager

Chris Pedlow                     Democratic Services Manager

**1. Disclosures of Interest**

No disclosures of interests were made.

**2. Minutes**

The minutes of the meeting of the Governance Committee held on 6 July 2020 were approved as a correct record and signed by the Chair.

**3. Public Question Time**

No written questions had been submitted by members of the public.

**4. Polling Arrangements May 2021**

The Committee considered report [CEX/52](#) of the Chief Executive which proposed a new polling district LAC in Bewbush and North Broadfield Ward to cater for the boundary of the Bewbush and Ifield West Division with the Gossops Green and Southgate Division of West Sussex County Council. The reason for this proposal was to take account of a minor discrepancy between the Borough Ward boundary and County Division boundary at Burbeach Close, Bewbush.

The Committee considered the report and, in response to a query raised by a Committee member, the Electoral Services Manager confirmed that no additional staff would be required at the polling station to accommodate the new polling district.

Councillor Malik had to leave the meeting at this point due to technical difficulties with his online connection, and so was not present for the vote on the item.

A recorded vote was then taken on the recommendation (as set out in the report) in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendation, along with any abstentions, were recorded as follows:

For the recommendation:

Councillors Burrett, Crow, Eade, Jones, Lamb, Lanzer, Lunnon, McCarthy and Mullins (9).

Against the recommendation:

None (0).

Abstentions:

None (0).

## RESOLVED

### RECOMMENDATION 1

That the Full Council be recommended to amend the Polling Scheme to create polling district LAC as shown in the table at [Appendix A](#) to report [CEX/52](#).

## 5. May 2021 Elections

The Electoral Services Manager provided the Committee with a verbal update on the May 2021 elections:

### General:

- The Borough election (which had been postponed in 2020), the West Sussex County Council election and the Police & Crime Commissioner election would be held in May 2021.
- The Returning Officer for the Police & Crime Commissioner election (in Brighton) would want to maintain some stabilised arrangements across Sussex.
- The Electoral Commission had provided guidance in relation to COVID-19 and was expected to provide further guidance in the lead up to the elections.
- The Government had advised that the May 2021 elections would definitely be taking place.
- Ensuring the polls were "COVID-secure" would be a challenge.

### Polling Station Arrangements and Staffing:

- Initial planning to ensure polling places were COVID-secure would involve investigating whether polling places could operate a one-way system with a separate entrance and exit, provide social distance markings on the floor with a queueing system which could be managed by the elections staff. The use of PPE (masks) by both staff and electors would be necessary and polling equipment would need to be sanitised regularly. The operation of polling stations would be in line with national guidance.



- It was important to be able to reassure electors that voting in person at their polling place was safe. An audit for COVID-security was therefore being undertaken on all current polling places on a building-by-building basis and it could be that some of those buildings would be found not to be COVID-compliant for use as a polling place. It was intended that a report would be brought before the January 2021 Governance Committee meeting which would include any proposals for changes to polling places.
- The current Polling Scheme included three schools and the Committee might want to give an indication, at its meeting in January, whether it wished to continue using those schools as polling places for the May 2021 election, given the disruption already experienced to children's education as a result of the COVID lockdown earlier in the year.
- Recruitment for election staff was likely to be necessary as the age profiles of individuals regularly involved in election work indicated that some of the most experienced election staff might not be available to work in the May 2021 election.
- To ensure social distancing and manage the number of people present in a polling place at any one time it might be necessary to combine polling stations (where a polling place had multiple polling stations) or reduce the staffing levels in polling places (where space was limited).

#### Arrangements for the Counts:

- Detailed planning for the counts would take place in early 2021.
- The Borough Council and County Council counts would be held in the sports hall of K2 Leisure Centre. Both counts would take place the day after the election, with the Borough count in the morning and the County count in the afternoon.
- The Police & Crime Commissioner count would take place on the Monday following the elections.
- K2 Leisure Centre's sports hall was a large room which would provide space for social distancing. More detailed planning with regard to achieving social distancing and managing the count generally was yet to be undertaken.

#### Absent Voter Arrangements:

- Communication messaging for electors would be issued in the New Year, both on a national and Sussex-wide basis. That information would reassure electors that polling places would be COVID-secure, but advise that absent voter arrangements could be put in place should electors wish to do so. Electors would be requested to arrange an absentee vote early so that arrangements were in place before the election.

The Committee then considered the issues raised by the Electoral Services Manager and the Committee:

- Noted that, should national guidance continue to require that face coverings be worn in public spaces where social distancing was not always possible, masks would be provided for electors who were not medically exempt and attended the polling place without a face covering.
- Noted that it would have the opportunity to consider the use of schools as polling places at its meeting in January 2021. The Committee was reminded that only three schools were currently used as polling places and two of those schools were able to remain open on the day of the election.
- Acknowledged that the decision to hold the Police & Crime Commissioner count on the Monday following the election had been taken by the Returning Officer for that election. The Electoral Services Manager believed the

rationale for selecting that date had been based on the availability of suitable count venues.

- Was informed that the County Council count would not take place at the same time across the county as not all Councils would be holding Borough or District elections in May 2021 and so some would be able to commence the County Council count before Crawley.
- Proposed various way to ensure social distancing at the count venue. The Electoral Services Manager informed the Committee that options would be fully investigated but he expected that space would be available at the count for Election Candidates and Election Agents to assure themselves that the count was being conducted properly.
- Was advised that the Electoral Commission was expected to provide guidance regarding the attendance of tellers at polling places. The Committee noted that once the audit of all polling places had taken place the Electoral Services Manager intended to hold conversations with Election Agents nearer to the time of the elections.

The Chair thanked the Electoral Services Manager for the update and the work currently being undertaken. It was agreed that a verbal update on the May 2021 elections be a standing item on all Governance Committee agendas for the remainder of the Council year.

## **RESOLVED**

1. That the verbal update on the May 2021 elections be noted.
2. That a verbal update on the May 2021 elections be a standing item on all Governance Committee agendas for the remainder of the Council year.

## **Closure of Meeting**

With the business of the Governance Committee concluded, the Chair declared the meeting closed at 7.39 pm

**R D Burrett  
(Chair)**

## Crawley Borough Council

### Minutes of Overview and Scrutiny Commission

Monday, 23 November 2020 at 7.00 pm

**Councillors Present:**

T G Belben (Chair)

T Rana (Vice-Chair)

M L Ayling, R G Burgess, R D Burrett, R A Lanzer, S Malik, A Pendlington and R Sharma

**Also in Attendance:**

Councillor P K Lamb and P C Smith

**Officers Present:**

Natalie Brahma-Pearl	Chief Executive
Elizabeth Brigden	Planning Policy Manager
Heather Girling	Democratic Services Officer
Karen Hayes	Head of Corporate Finance
Sallie Lappage	Forward Planning Manager
Chris Pedlow	Democratic Services Manager
Clem Smith	Head of Economy and Planning
Paul Windust	Chief Accountant

**Apologies for Absence:**

Absent:

Councillor T McAleney

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

The following disclosures were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor R D Burrett	Submission Crawley Local Plan 2021 - 2037 (Minute 4)	Personal Interest – Member of WSCC
Councillor R D Burrett	Budget Strategy 2021/22 – 2025/26 (Minute 5)	Personal Interest – Deferred member of pension scheme

Councillor R A Lanzer	Budget Strategy 2021/22 – 2025/26 (Minute 5)	Personal Interest – Member of WSCC
Councillor R D Burrett	Health and Adult Social Care Select Committee (HASC) (Minute 8)	Personal Interest – Member of WSCC

**2. Minutes**

The minutes of the meeting of the Commission held on 2 November 2020 were approved as a correct record and signed by the Chair.

**3. Public Question Time**

No questions from the public were received.

**4. Submission Crawley Local Plan 2021 - 2037**

The Commission considered report [PES/367](#) of the Head of Economy and Planning. The report sought to recommend to Full Council to approve the submission draft Local Plan for Publication consultation, to approve the submission draft Local Plan for Submission to the Secretary of State for Examination by an independent Planning Inspector, (subject to minor amendments deemed necessary following consultation for the purposes of clarity) and the approval of the publication and submission of the supporting documents for the Local Plan.

During the discussion with the Cabinet Member for Planning and Economic Development, Forward Planning Manager and the Policy Planning Manager the following comments were made:

- Confirmation that the advice sought through the Planning Inspectorate advisory service had been carried out previously as part of the process with the current adopted Local Plan. It allows areas of concern to be addressed prior to full inspection.
- Explanation was provided regarding the removal of S106 contribution requirements towards education which was a new proposal in the previous draft Plan consulted on in January. Instead this would continue to be met through the Community Infrastructure Levy (CIL) to respond to Viability evidence. The viability study assesses the economic viability of development proposed across the area covered by the Crawley Local Plan and the ability of these developments to make contributions to infrastructure through S106 and CIL. The education authority would put forward their projects and obtain their contributions via the CIL rather than S106.
- Concerns raised over the proposed allocation of the Gatwick Green employment area and whilst there was a need for employment provision within the borough, the location was questionable as the strategic gap between Crawley and Horley would be eroded. In response it was noted that it was understandable that some residents may be uncomfortable with the proposal within the Crawley Local Plan, however it was recognised that there was a balance of conflicting priorities and the Crawley Local Plan covered the needs of the community in terms of employment as well as safeguarding green space. The evidence showed that in order to support the creation of new jobs and support the local economy, Crawley

needed approximately 24 hectares of employment floor space. The NPPF required the council to meet its development needs for employment purposes where possible. Due to the safeguarding requirements for a potential future southern runway at Gatwick Airport, it was felt this was the only area capable of accommodating a strategic employment location. However, the sensitive location had been recognised and the policy allocating the site had been carefully drafted, including many parameters the developer would need to address. The allocated site was much larger than the anticipated built area of any development scheme, to ensure it can accommodate sufficient infrastructure, landscaping and open space to provide an appropriate landscape buffer with the countryside and ensure the protection of the amenity of neighbouring properties. The proposed allocation of the site is one of the main reasons the Regulation 19 consultation was being repeated to give residents and businesses in the area the opportunity to make formal representations on the allocation and the details of the policy.

## **RESOLVED**

That the Commission notes the report and requests that the views expressed during the debate, are fed back to the Cabinet through the Commissions' Comment Sheet.

### **5. Budget Strategy 2021/22 – 2025/26**

The Commission considered report [FIN/508](#) with the Leader of the Council, Head of Corporate Finance and Chief Accountant. The report set out the projected financial position for 2021/22 to 2025/26 for the General Fund, Housing Revenue Account, capital programme and the underlying assumptions. The report also set the policy framework for the budget process, recognising that there were a range of options for capital investment, income generation, savings and Council Tax levels; none of which were to be considered in isolation. The overall objective was to work towards a balanced General Fund budget over a four year period, this however may be difficult due to the impact of the Coronavirus pandemic.

The Commission received clarification on a number of points within the report during the discussion with the Leader of the Council, Head of Corporate Finance and Chief Accountant.

Councillors made the following comments:

- It was noted that the pension fund benefits from effective investment and there were advantages to keeping the pension fully funded. Whilst local government pay was negotiated nationally, should a pay freeze be agreed this would assist in the committed reserves.
- Confirmation that whilst the town centre would require additional support post-Covid, the newly formed Town Centre BID intended to have a positive impact on the area, to work hard to create a safer Town Centre for shoppers, businesses, their employees and grow the number of visitors. The Economic Development Team would work with the BID, retail, key partners and stakeholders within the town and continue to provide its services, using various different methods following the pandemic.
- Confirmation that whilst the overall objective had in the past been to work towards a balanced general fund budget over a three year period, due to the pandemic the recommendation was to work towards balancing this over a four year period.
- Explanation that the final year for New Homes Bonus for four years was 2019/2020, resulting in 2022/23 for the final legacy payments. The New Homes Bonus received for the current year was for one year only.

- Confirmation that the budget gap within the budget projections was a cumulative figure.
- Acknowledgement that table 4 within section 6.2 should commence with years 2021/2022.
- Recognition that the report had assumed that all contracts would be fully operational on 1 April 2021 with no financial impact. Whilst at this stage this was unlikely and a Covid reserve had been established.
- Confirmation that the government grant for 'Transparency' had not been ring-fenced and there were no conditions attributed to the grant.
- Explanation that the investment properties listed within the Capital Strategy linked to those within the Treasury Management Strategy and were purchased for the sole purpose of achieving a yield. Further properties still achieved a yield but were either already owned or purchased for another reason (Telford Place achieved a yield as a car park, however the primary purchase purpose was affordable housing). It was queried if the cost of acquisition could be included. However the cost price may not bear relation to the valuation or include any property works.
- Concerns were raised regarding the earmarked reserves for the town centre market transferring to a Covid support reserve. In response it was noted that the nature of the town centre as a result of the pandemic would be undergoing rapid change and this included the market. Different options needed to be considered for retail as a whole.
- Confirmation that the amount attributed to the works at Milton Mount flats were the total costs. The income was then accounted from the leaseholders separately.
- Clarification sought and provided on retained business rates and the details provided within the appendices.

## **RESOLVED**

That the Commission notes the report and requests that the views expressed during the debate, are fed back to the Cabinet through the Commission's Comment sheet.

## **6. Treasury Management Mid Year Review 2020-2021**

The Commission considered report [FIN/512](#) with the Leader of the Council, Head of Corporate Finance and Chief Accountant which provided an update on the Council's Treasury Management Strategy for the first two quarters of 2020/2021. The Council prioritises its investments as being security of capital, liquidity and yield.

Councillors made the following comments:

- The Commission received clarification on a number of points within the report. In terms of detailed holdings, it was confirmed that Leeds building society was a covered bond, backed by a secure government bond and thus attributed the AAA rating.
- Recognition that investing at 0% had taken place where the council had reason to invest for relatively short periods of time.
- Confirmation that investments with banks offered a higher risk during the pandemic and lower rates at the present time than investments with local authorities.
- Confirmation that appendix 1 included the overall weighted average for the portfolio of detailed holdings.
- Queries sought and obtained regarding details within appendix 2.

**RESOLVED**

That the Commission notes the report and requests that the views expressed during the debate, are fed back to the Cabinet through the Commission's Comment sheet.

**7. 2020/2021 Budget Monitoring - Quarter 2**

The Commission considered report [FIN/510](#) of the Head of Corporate Finance. The report set out a summary of the Council's actual revenue and capital spending for the quarters to September 2020 together with the main variations from the approved spending levels and impact on future budgets.

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

- Confirmation that the favourable and unfavourable indications within the budget monitoring variations referred to the projected variances against the original budget.
- Recognition that with reference to the sports, leisure and community facilities, lost Covid income related to the contractual value due to the council. The Covid additional expenditure referred to costs such as maintaining venues open at a reduced capacity.
- Acknowledgement that staffing resources increased during the first lockdown within the contact centre. However it was not anticipated that the services would undergo similar demands or pressures in the future.
- Confirmation that at the start of the pandemic the council was maintaining shorter investments as the impact on income for the rest of the year was unknown. Longer term investments have tended to result in higher interest rates (although interest rates were continuing to fall).
- Acknowledgement that in terms of the capital programme there were a few schemes which may slip to next year (for instance the town hall and purchase of properties).
- It was confirmed that an Unsupervised Play Investment Plan Working Group had been established to investigate the different play area improvements. The Wakehams Green site and investment would be discussed as part of this group. The various projects receiving S106 contributions indicated balances from previous schemes and had been re-allocated to the new programme.
- Explanations sought and obtained on the contribution to reserves within the general fund. Adequate reserves were required throughout the pandemic and to fund the capital programme, both of which were addressed within the Budget Strategy report. The council's budget position had been raised with the external auditors who believed the council had good governance, project and risk management where appropriate.

**RESOLVED**

That the Commission notes the report and requests that the views expressed during the debate, are fed back to the Cabinet through the Commission's Comment sheet.

## 8. Health and Adult Social Care Scrutiny Committee (HASC)

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

As a result of Covid19 a decision was taken in April to merge the several CCGs in West Sussex into an overall CCG for the county.

During the year a variety of surveys were carried out by Healthwatch in Sussex and Sussex NHS Commissioners 'Accessing Health and Care Services'. Whilst it was recognised that there were some people and communities not represented and therefore further work would be carried out to establish views and experiences, some key headlines included:

- A large minority of all respondents chose not to make an appointment during the pandemic despite having a need to access health, social or emotional care.
- Those with disabilities were more likely to delay appointment making.

Whilst not exhaustive, several recommendations emerged:

- The report emphasised that the message from the NHS was 'it is open for business' and that the campaign 'Help us Help you' had merit but needed strengthening especially amongst those more likely to delay appointments.
- Any communication must be in appropriate forms and should both be received and understood.
- There needed to be engagement with those who were more likely to delay appointments and encourage them not to delay.
- Patients should be allowed to choose their preferred method of engagement including face to face.
- Patients should have the opportunity to choose appointments with their regular GP.
- Health and care services should provide remote appointments for specific times.
- The technology skills of some health professionals involved in remote appointments needed improving.
- There will need to be significant changes to ways the system operates not least because of the increase in both population and housing need.
- There were high levels of satisfaction by those who made appointments by phone, video or online.
- The preferred way of contact for routine visits was by phone and a large proportion of those with mental health conditions were least satisfied to receive any form of remote appointment as were those with disabilities.
- Older people preferred face to face appointments with a GP (particularly their regularly GP).
- Several people chose to delay appointments despite having a need. Comments such as 'felt condition was not serious enough' 'did not want to burden the NHS' 'thought I would wait until pandemic was over' were very common.

HASC considered 4 key areas for developing the work

### 1. Restoration and Recovery.

Work needed to be done to restore services to pre-Covid 19 levels. This included advertising and social media. It was important to remember there were many frail and elderly living on their own in their own homes and not in care homes and could be receiving better care.



2. Digital Technology.

There needed to be better referrals to reduce workload and the need to avoid any barriers between patient and GP so if a patient provided avoidable times these were maintained.

3. Workforce (upskilling).

New roles within GP practices providing more different services.

4. Estates (premises).

Work needed to be done with the District and Boroughs when looking at new developments – increased dwellings and householders. Community hubs needed to be integrated.

Other issues: West Sussex would not feature in the first tranche of any vaccine rollout and consequently expectations would need to be managed. The vulnerable would be the first to receive any vaccine, prior to the remainder of the population.

**9. Forthcoming Decision List - and Provisional List of Reports for the Commission's following Meetings**

The Commission confirmed the following reports:

**1 February 2021**

- Proposed Article 4 Directions - Change of Use from C3 (dwelling houses) to C4 (houses in multiple occupation)
- Economic Development Strategy
- Climate Change Scrutiny Panel Final Report
- 2021/2022 Budget and Council Tax
- Treasury Management Strategy 2021-2022
- 2020/2021 Budget Monitoring - Quarter 3

Given the number of items on the agenda and to ensure sufficient time to fully scrutinise the items it was agreed this meeting would commence at 6.30pm.

**Closure of Meeting**

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 9.01 pm

**T G Belben**  
**(Chair)**

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## Crawley Borough Council

### Minutes of Cabinet

Wednesday, 25 November 2020 at 6.30 pm

**Councillors Present:**

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

**Also in Attendance:**

Councillor T G Belben, R D Burrett and D Crow

**Officers Present:**

Natalie Brahma-Pearl	Chief Executive
Elizabeth Brigden	Planning Policy Manager
Ian Duke	Deputy Chief Executive
Karen Hayes	Head of Corporate Finance
Simon Jones	Head of Digital and Transformation
Sallie Lappage	Forward Planning Manager
Chris Pedlow	Democratic Services Manager
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 P Smith	Budget Strategy 2021/22 – 2025/26 - (Minute 7)	Personal Interest – As Councillor P Smith is the Council’s representative to the Town Centre BID Board
Councillor Burrett	Appropriation of Garages from the HRA to the General Fund - (Minute 10)	Personal Interest – As Councillor Burrett currently rents a garage from the Council.

## 2. Minutes

The minutes of the meeting of the Cabinet held on 30 September 2020 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

It was reported that no representations had been received in respect of agenda items 15 and 16: *Authority to Approve a Scheme Budget and Appoint a Contractor for Breezehurst Phase 2 Housing Development* and *IT Infrastructure to the Public Cloud*, respectively.

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

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

## 6. Submission Crawley Local Plan 2021 - 2037

The Cabinet Member for Planning and Economic Development presented report [PES/367](#) of the Head of Economy and Planning which sought to recommend to Full Council to approve the submission of the draft Local Plan for a further publication consultation, and also to approve the submission of draft Local Plan for Submission to the Secretary of State for Examination by an independent Planning Inspector, (*subject to minor amendments deemed necessary following consultation for the purposes of clarity*) and the approval of the publication and submission of the supporting documents for the Local Plan.

The Cabinet were reminded that the Council had already been out for public consultation on the draft 2021-37 Local Plan, during January and March 2020. Following that further advice was sought on the draft document from the Planning Inspectorate. As a result the Inspector's feedback and subsequent consultants' reports the draft Local Plan had been updated as detailed in Section 5.9 of the report.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on 23 November 2020, which included:

- That explanation had been sought regarding the removal of S106 contribution requirements towards education, however it was explained instead that funding for education would now to be met through the Community Infrastructure Levy (CIL).
- Concerns raised over the proposed allocation of the Gatwick Green employment area and whilst there was a need for employment provision within the borough, the location was questionable as the strategic gap between Crawley and Horley would be eroded. In response the Commission noted that the Local Plan was required to allocate a further 24 hectares of employment floor space and that Gatwick Green was the only suitable location within the Borough and it would also enable sufficient infrastructure, landscaping and open space, as part of the proposed new employment location.

Councillor Lamb also spoke on the report and thanked officers for their continuing hard work on producing such an important and complex document.

A recorded vote was taken on the recommendations in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

For the recommendations:

Councillors Irvine, Jhans, Lamb, Mullins, and P Smith. (5)

Against the recommendations:

None.

Abstentions:

None.

## **RESOLVED**

That Cabinet delegates the following to the Head of Economy and Planning in consultation with the Cabinet Member for Planning and Economic Development (*Generic Delegation 5 will be used to enact these recommendations*), subject to recommendation 2.3 being agreed by Full Council:

- a) Factual amendments to the Local Plan necessary in accordance with national policy and updated evidence for the purposes of clarity.
- b) The approval of the supporting documents for the Local Plan and technical evidence base documents to support the Local Plan through Examination.

## **RECOMMENDATION 1**

That Cabinet recommends to Full Council to:

- a) Approve the submission draft Local Plan and Local Plan Map for a further Publication consultation (a statutory six-week period of public consultation).
- b) Approve the submission draft Local Plan for Submission to the Secretary of State for Examination by an independent Planning Inspector, subject to amendments deemed necessary following consultation and updated evidence for the purposes of clarity.
- c) Note that the final Local Plan will be brought back to Full Council following its independent examination for adoption.
- d) Approve the Local Plan Five Year Policy Assessment to confirm that each adopted Local Plan Policy retains full weight for Development Management decisions.

### **Reasons for the Recommendations**

National Government guidance expects local planning authorities to produce up-to-date Local Plans for their areas, setting out the strategic priorities for the area over a 15-year timescale and showing how development needs will be met. The Crawley Borough Local Plan was adopted by Full Council on 16 December 2015. It covers the period 2015 – 2030 and provides the borough’s full planning policies for the purposes of development management decisions. A review of this Plan is therefore required, to ensure the borough maintains up to date planning policies. A full Local Plan Review has been undertaken, as well as an interim assessment of the adopted Local Plan policies to provide a strong planning policy position for the borough in the immediate future, and over the next 16 years.

## **7. Budget Strategy 2021/22 – 2025/26**

The Leader presented report [FIN/508](#) of the Head of Corporate Finance, which set out the projected financial position for 2021/22 to 2025/26 for the General Fund, Housing Revenue Account, capital programme and the underlying assumptions. The report also set the policy framework for the budget process, recognising that there were a range of options for capital investment, income generation, savings and Council Tax levels; none of which can be considered in isolation. The overall objective was to work towards a balanced General Fund budget over a four year period, rather than previously three year period as a result of the impact of the pandemic.

The Leader commented that currently there was a current budget deficit of £2.250m for 2021/22 before use of reserves and before any savings are identified, on the basis of a Council tax increase of 2.37% which is £4.95 on a Band D in property 2021/22.

In presenting the report the Leader explained that there has been a great deal of communication over the Council’s current financial position as a result of the Covid pandemic, and its impact on the Council’s ability to generate income. As such there was the need, for the first time under his leadership of the Council, to make cuts to services to ensure that the Council had a balance budget. He commented that the

Council had already been consulting with residents over potential savings and service changes and consideration of those findings were currently happening. He also explained where possible those and other savings and efficiencies would be taken as early as possible. That was because to reduce the need of the Council using its reserves as they were reducing and were not nearly the size that they previously were. It was also noted that there was a proposal to form a Covid 19 reserve, to deal with any further expenditures as a result of the pandemic.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on 23 November 2020. The Commission received clarification on a number of points during the discussion included that

- whilst the town centre would require additional support post-Covid, the newly formed Town Centre BID intended to have a positive impact on all aspects of the Town Centre
- that the recommendation of working towards balancing over a four year period, rather than over three year period was solely due to the impact of the pandemic on the Council's finances.
- it was confirmed that table 4 within section 6.2 should commence with years 2021/2022.
- in response to concern being raised that an earmarked reserved for the town centre market had transferring to a Covid support reserve, it was noted that the nature of the town centre as a result of the pandemic would be undergoing rapid change and this included the market.

Councillor Crow was invited to speak on the item. He confirmed that he and his party would be supporting the Budget Strategy at Full Council, acknowledging the difficult financial position the Council and Local Government generally due to the pandemic, whilst highlighting recommendations 2.2 e and f as being important.

Councillor Lamb in response to a question raised by Councillor Crow over the Council's ability to purchase property quickly for revenue purposes, should the opportunity arise, confirmed that the processes within the current procedures and delegations, were in place to enable that to happen. However it was unlikely and there was more of a concern over the potentially losing current tenants in our assets, than gaining new ones, but officers were always keeping an eye out for a good investment opportunity.

Councillors Mullins, and P Smith spoke as part of the discussion on the report both supporting the approach recommended in the report.

A recorded vote was taken on the recommendations in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

For the recommendations:

Councillors Irvine, Jhans, Lamb, Mullins, and P Smith. (5)

Against the recommendations:

None.

Abstentions:

None.

## RESOLVED

### RECOMMENDATION 3

The Cabinet recommends to Full Council the approval of the Budget Strategy 2021/22 to 2025/26 and to:

- a) Note the outlook for Government funding for the period 2021/22 and future years as explained in the report and in particular the delay in Local Government Funding reforms and a one year only spending review.
- b) Note the creation of a Covid-19 Support Reserve to provide resource cover for any ongoing impact of Covid-19 on the Council's medium term financial position, should no further support from Government be received in future years. This is from reviewing existing earmarked reserves.
- c) Note, for the purpose of projections, the current budget deficit of £2.250m for 2021/22 before use of reserves, on the basis of a Council tax increase of 2.37% which is £4.95 on a Band D in property 2021/22. This is before any savings are identified.
- d) Work towards balancing this over a four year period, including putting back into reserves when the Budget is in surplus. There may be a need to use reserves over the next 3 years to balance the budget together with ongoing savings.
- e) Agree that savings, efficiencies and increased income identified by officers are approved in order to reduce the budget gap.
- f) Note that savings agreed to be taken forward will be worked up and included in the Budget and Council tax report to Cabinet in February 2021.
- g) Note that items for the Capital Programme are driven by the need for the upkeep of council assets and environmental obligations and schemes will also be considered that are spend to save or spend to earn but that such prioritisation should not preclude the initial consideration of capital projects that could deliver social value. That due to the pandemic new capital schemes will be standalone and will reported separately to Cabinet meetings.
- h) Approved the revised Crawley Homes capital investment plan in Appendix E which includes the financial year 2023/24.
- i) Note that the Budget is aligned to the Council's Corporate Priorities.

### Reasons for the Recommendations

To continue with the implementation of the Council's budget strategy and to deal with the Council's projected budget deficit which is higher than previously projected due to the impact of the pandemic on future Council tax and Business rates income projections.



## 8. Treasury Management Mid Year Review 2020-2021

The Leader presented report [FIN/512](#) of the Head of Corporate Finance which provided an update on the Council's Treasury Management Strategy for the first two quarters of 2020/2021. The report detailed that due to the current economic climate the income being generated by our investments were extremely low compared to our recent investment peak of generating £6mil a year. The Leader emphasised that the income gained by its investment was used as revenue to support services. It was noted that the Council prioritises its investments as being security of capital, liquidity, yield and ethical.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on 23 November 2020, which included seeking clarity over why the Council had invested at 0%, which was explained that it took place where the Council had reason to invest for relatively short periods of time to for a flexibility when seeking better opportunities.

Councillor Crow also spoke on the report in doing so acknowledging the difficulty of the investment market at present and the subsequent impact on the Council's yield as a result.

A recorded vote was taken on the recommendations in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

For the recommendations:  
Councillors Irvine, Jhans, Lamb, Mullins, and P Smith. (5)

Against the recommendations:  
None.

Abstentions:  
None.

### **RESOLVED**

That the Cabinet notes the report and the treasury activity for the first two quarters of 2020/2021

### **Reasons for the Recommendations**

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

## 9. 2020/2021 Budget Monitoring - Quarter 2

The Leader presented report [FIN/510](#) of the Head of Corporate Finance. The report set out a summary of the Council's actual revenue and capital spending for the quarters to September 2020 together with the main variations from the approved spending levels and impact on future budgets. The report showed that the Council had a deficit of £881k, against the Budget agreed in February 2020, before the pandemic. However the deficit had reduced by £400k since the previous Quarter.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on 23 November 2020, which included that some schemes in the capital programme might slip to next year and that it was not anticipated that the contact centre would undergo the same demand and pressure going forward that it had during first lockdown which resulted in a need to increase staff resources.

Councillors Jhans and Mullins spoke as part of the discussion on the report, with Councillor Jhans commented that the Centre for Cities had produced a report stated it believed that Crawley would be the hardest hit town in the country by the impact of the Covid pandemic. This was already being shown by the increased number of residents claiming Universal Credit and this only going to get worse over the next year and as such difficult decision would need to be taken. Councillor Mullins spoke about his portfolio over trying to design services that bring in revenue to the Council, but the pandemic has wiped out those services, hopefully until such time as it safe to be open again.

A recorded vote was taken on the recommendations in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

For the recommendations:

Councillors Irvine, Jhans, Lamb, Mullins, and P Smith. (5)

Against the recommendations:

None.

Abstentions:

None.

### **RESOLVED**

That the Cabinet notes and agrees the projected outturn for the year 2020/2021 as summarised in this report.

### **Reasons for the Recommendations**

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

## 10. Appropriation of Garages from the HRA to the General Fund

The Cabinet Member for Housing presented report [FIN/511](#) of the Head of Corporate Finance. The report proposes the appropriation of garages from the HRA to the General Fund. It was explained that with the garages being assets they could be taken out of the ring-fenced HRA and moved to the General Fund, thus bring in a further revenue to the Council. In return there would be a contribution to the HRA of £17.6m to invest in new homes or to pay off existing debt.

Councillor Irvine reassured the Cabinet that the proposal would not mean tenants would have to pay more for their rents as they were capped or the repairs budget either. Councillor Irvine asked that his thanks to officers and his Shadow Councillor Millar-Smith be recorded over their support on this decision.

Councillors Mullins and Lamb spoke as part of the discussion on the report. Councillor Lamb during the debate moved a proposed amendment adding a further recommendation –

*Recommendation c) Develop an appropriate pricing and fees regime for the letting of garages in consultation with the Leader, and for this to take effect from 1st April 2021.*

Councillor Crow was invited to speak on the item. He confirmed that he and his party would be supporting the proposals at Full Council as it would bring in a significant income to the General Fund.

A recorded vote was taken on the proposed additional recommendation – Recommendation C, in accordance with the Council’s Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

For the recommendations:

Councillors Irvine, Jhans, Lamb, Mullins and P Smith (5)

Against the recommendations:

None.

Abstentions:

None.

### **RESOLVED**

That inclusion of Recommendation C be carried

A recorded vote was taken on the recommendations as amended, in accordance with the Council’s Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

For the recommendations:

Councillors Irvine, Jhans, Lamb, Mullins, and P Smith. (5)

Against the recommendations:

None.

Abstentions:  
None.

## RESOLVED

### RECOMMENDATION 4

That the Cabinet request Full Council to approve:

- a) the appropriation of all garages from the HRA to the General Fund as at 1 April 2021, with the exception of those garages that are included within a Crawley Homes' tenancy agreement
- b) that when any of the garages currently included within a Crawley Homes' tenancy agreement falls outside of that tenancy, the Head of Corporate Finance in consultation with the Head of Crawley Homes be given delegated authority to use the powers under Section 122 of the Local Government Act 1972 to transfer such garages from the HRA to the General Fund.
- c) develop an appropriate pricing and fees regime for the letting of garages in consultation with the Leader, and for this to take effect from 1st April 2021.

### Reasons for the Recommendations

Property has to be accounted for within the HRA if it is currently provided under Part II of the 1985 Housing Act. Where property no longer meets that purpose, the Council should consider removal from the HRA.

The proposed transfer will reduce the debt on the HRA and fund the building of new homes.

The proposed transfer will reduce the budget gap in the General Fund as laid out in the Budget Strategy.

## 11. Expansion of Shared Procurement Service

The Leader presented report [FIN/509](#) of the Head of Corporate Finance. The report requested Cabinet approval for Mole Valley District Council as a permanent partner in the shared procurement service, following a year's trial. It was explained that the Council already undertakes shared procurement exercises with Horsham DC and Mid Sussex DC already and the permanent inclusion of Mole Valley DC would only help in getting better value when the Council goes out to joint tender exercises.

A recorded vote was taken on the recommendations in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

For the recommendations:  
Councillors Irvine, Jhans, Lamb, Mullins, and P Smith. (5)

Against the recommendations:

None.

Abstentions:

None.

## RESOLVED

That the Cabinet

- a) Approves that Crawley Borough Council provide procurement services on behalf of Mole Valley District Council from 1<sup>st</sup> December 2020.
- b) Agrees to the cost sharing arrangements as set out in paragraph 6.3
- c) Agrees to the provision of services under an Inter-Authority Agreement for a minimum period from 1<sup>st</sup> December 2020 to 31<sup>st</sup> March 2022 to align with the term of the existing Inter-Authority Agreement
- d) Agrees to accept a delegation from Mole Valley District Council of their procurement functions under Section 101 of the Local Government Act 1972.
- e) Delegates authority to the Head of Corporate Finance to agree the terms of the Inter-Authority Agreement which reflects the principles outlined in the report.

*(Generic Delegation 7 will be used to enact this recommendation)*

## Reasons for the Recommendations

The trial arrangement with Mole Valley DC ends on 1<sup>st</sup> December 2020 and therefore there is a need for Members to agree how procurement services will be provided in the future.

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

### RESOLVED

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

## 13. Authority to Approve a Scheme Budget and Appoint a Contractor for Breezhurst Phase 2 Housing Development

*Exempt Part B - By Virtue of 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/192 of the Head of Crawley Homes. The report sought approval for the budget and authority to enter into a 'Design and Build Contract' for the construction of approximately 85 new affordable residential units at Breezehurst Playing Fields, Bewbush, Crawley as part of the Council's own build housing programme.

Councillor Lamb spoke as part of the discussion on the report.

A recorded vote was taken on the recommendations, in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

For the recommendations:

Councillors Irvine, Jhans, Lamb, and Mullins. (4)

Against the recommendations:

None.

Abstentions:

None.

## **RESOLVED**

That the Cabinet

- a) Subject to Planning Permission being granted, approves the appointment of the preferred contractor 5 under a single stage Design and Build Contract for the development at the Breezehurst Playing Field site. The Contractor to work with the Council to undertake the detailed design and construction of the final scheme.
- b) Delegate to the Head of Crawley Homes and the Chief Executive to complete and enter into the necessary contracts

*(Generic Delegation 2 will be used to enact this recommendation).*

## **RECOMMENDATION 5**

The Cabinet requests Full Council to:

Approve the expenditure stated in paragraph 6.5 of report CH/192 from the Housing Revenue Account (HRA) and Right to Buy one for one receipts for the delivery of approximately 85 new affordable residential units at Breezehurst Playing Fields.

## **Reasons for the Recommendations**

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

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

## 14. IT Infrastructure to the Public Cloud

*Exempt Part B - By Virtue of Paragraph 3  
Information relating to the financial or business affairs of any particular person  
(including the authority holding that information)*

The Leader of the Council presented report DAT/03 of the Head of Digital and Transformation. The report requested approval for a feasibility study and business case to move Crawley Borough Council's IT infrastructure to the cloud, following a review of the IT infrastructure that recommended a Cloud based operating model.

Councillor Crow spoke on this item commenting that he hoped the Council had learnt from previous mistakes regarding the move to the data centre, but does support the proposal.

A recorded vote was taken on the recommendations, in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

For the recommendations:  
Councillors Irvine, Jhans, Lamb, Mullins, and P Smith. (5)

Against the recommendations:  
None.

Abstentions:  
None.

### **RESOLVED**

That the Cabinet

- a) approves Option 3 - the migration of IT infrastructure to a public cloud-based approach as set business case (set out in Appendix A of report DAT/03).
- b) requests that the revenue and capital implications be included within the Budget and Council Tax 2021-22 report going to Cabinet in February 2021.
- c) delegates authority to the Head of Digital and Transformation to mobilise a project and sign the necessary contracts to move the IT Infrastructure to the public cloud, including regular update briefings to the Cabinet and Shadow Members with responsibility for IT.

*(Generic Delegations 3 and 7 will be used to enact this recommendation).*

### **Reasons for the Recommendations**

The operational, financial and technical benefits that public cloud adoption would provide the Council, far outweighs retaining the status quo of a "do nothing" alternative.

**Closure of Meeting**

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.34 pm

**P K LAMB**  
Chair