

# 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, 21 October 2020 at 7.30 pm**

Nightline Telephone No. 07881 500 227



**Chief Executive**

Please contact Democratic Services if you have any queries regarding this agenda.  
[democratic.services@crawley.gov.uk](mailto:democratic.services@crawley.gov.uk)

Published date 13 October 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 - 42
To approve as a correct record the minutes of the meeting of the Full Council held on 15 July 2020.	
<b>4. Communications</b>	
To receive and consider any announcements or communications, including any additional Cabinet Member announcements, including:	
<ul style="list-style-type: none"><li>• Long Service Badge Presentation: <i>10 years – Councillor M Jones</i> <i>10 years – Councillor P Lamb</i></li></ul>	
<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>• Recommendation 1 – Public Spaces Protection Order - Alcohol Consumption Cabinet – 30 September 2020 – (page 70)</li></ul>	

- Recommendation 2 - Leisure Contract – Extension of Variation Order (Report HPS/23) [*PART B Report*] – (page 75) \*

*\*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

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To consider, in accordance with Full Council Procedure Rule 1.1-H, the following Notice of Motion – ‘The Planning White Paper,’ to be moved by Councillor Crow and seconded by Councillor Lamb.

## 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

45 - 74

To receive the minutes of the meetings of the Cabinet, Overview and Scrutiny Commission and Committees, as listed on page 45, 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.*

	<b>Pages</b>
<p><b>10. Supplemental Agenda</b></p> <p>Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.</p>	
<p><b>11. Exempt Information – Exclusion of the Public</b></p> <p>The Committee is asked to consider passing the following resolution:-</p> <p>That under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraphs specified against the item.</p>	
<p><b>12. Recommendation 2 - Leisure Contract - Extension of Variation Order (Report HPS/23) [PART B Report]</b></p> <p><b>RECOMMENDATION 2</b></p> <p>(Exempt Paragraph 3)</p> <p>To consider report HPS/23 of the Major Projects and Commercial Services.</p>	75 - 80

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## Crawley Borough Council

### Minutes of Full Council

Wednesday, 15 July 2020 at 7.30 pm

#### Councillors Present:

R Sharma (Mayor)

S Malik (Deputy Mayor)

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

#### Also in Attendance:

Mr Peter Nicolson                      Appointed Independent Person

#### Officers Present:

Natalie Brahma-Pearl                      Chief Executive

Ann-Maria Brown                      Head of Legal, Democracy and HR

Heather Girling                      Democratic Services Officer

Chris Pedlow                      Democratic Services Manager

#### 1. Minute Silence and Tributes to Former Councillor Beryl MeCrow

The Full Council observed a minute's silence in memory of Beryl MeCrow, a former Councillor and Cabinet Member, who had sadly passed away since the last meeting of the Full Council.

The Mayor then invited representatives from each party to pay tribute to former Councillor MeCrow. Councillors Crow, Lamb, Lanzer, Mullins, Pickett and the Mayor on behalf of the Council paid their respects with heartfelt and touching tributes.

#### 2. Disclosures of Interest

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

#### 3. Minutes

The minutes of the meeting of the Full Council held on 26 February 2020 were approved as a correct record and signed by the Mayor.

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Full Council (2)  
15 July 2020

## 4. **Procedural Motion - 11 q) To suspend a particular Full Council Procedure Rule.**

Before the Mayor could commence with agenda item 3 – Election of the Mayor 2020/2021, Councillor Lamb, the Leader of the Council, moved a Procedural Motion – 11 q) *To suspend a particular Full Council Procedure Rule*. In doing so he proposed that Virtual Committee Procedure Rule 10.4 – *For any Committee held virtually, all voting will be held via a recorded vote taken by the Head of Legal, Democracy and HR or other Legal Officer/Democratic Services Officer on behalf of the Chair* be suspended for the current meeting. Instead it was proposed that each political Group be able to use a Block vote, where one Councillor be nominated to vote on behalf all of their respective Group. Councillor Lamb suggested that the Group Whip would be logical Councillor to be using the block vote.

Councillor Crow, the Leader of the Opposition, then seconded the Procedural Motion and confirmed his support for the proposal.

For clarification it was confirmed the reason why a Full Council Procedural Motion related to the Virtual Committee Procedure Rule (VCPR), as the VCPR took precedent over any other Procedure Rules if the meeting was being held virtually. It was also explained to the meeting that should the Full Council accepted the proposed Motion enacting Block Voting, all individual Councillors would still have the opinion to vote individually rather within their Group's vote, should they so wish.

The Mayor then invited the Democratic Service Manager to commence the recorded voting process on the Procedural Motion - 11 q) *To suspend a particular Full Council Procedure Rule* in relation to Virtual Committee Procedure Rule over all voting being held via a recorded vote, and to enable Block Voting be enacted to allow the Group Whip to vote on behalf of their respective Group as a block vote.

The names of the Councillors voting for and against the Procedural Motion were recorded as set out below:

Voting in Favour: Councillors: Ascough, Ayling, A Belben, T Belben, B Burgess, R Burgess, Burrett, Crow, Eade, Flack, Guidera, Hart, Irvine, Jaggard, Jhans, Jones, Lamb, Lanzer, Lunnon, Malik, McAleney, McCarthy, Millar-Smith, Mullins, Mwangale, Peck, Pendlington, Pickett, Purdy, Rana, Sharma, B Smith, and P Smith. (33)

Voting Against: None (0)

Abstentions: Councillors Fiveash and Sudan (2)

The Mayor declared the Procedural Motion was carried – votes in favour 33, and votes against 0 with 2 abstentions.

## **RESOLVED**

That the Full Council approves that:

- Virtual Committee Procedure Rule 10.4 – *For any Committee held virtually, all voting will be held via a recorded vote taken by the Head of Legal, Democracy and HR or other Legal Officer/ Democratic Services Officer on behalf of the Chair* be suspended for the current meeting

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Full Council (3)  
15 July 2020

- Block Voting be enacted to allow the Group Whip to vote on behalf of their respective Group as a block vote.
- Any individual from within their Group would still retain the right to use their own vote as an individual and not be included within their Group's Block Vote.

## 5. Election of Mayor 2020/ 2021

The Mayor, Councillor Sharma made a short speech to the Council about his Mayoral year. A copy of the speech is attached as Appendix B to these minutes. The Mayor then sought nominations for the position of Mayor for the Municipal year of 2020/ 2021.

Councillor Crow proposed, seconded by Councillor Mwangale, that Councillor Guidera be appointed as Mayor. With no other nomination the Mayor invited the Democratic Services Manager to commence the voting process.

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 16 votes, Conservative Block vote of 17 votes. (33)

Against the nominations: None. (0)

Abstentions: Councillors Fiveash and Sudan. (2)

### RESOLVED

That Councillor Francis Guidera be elected as Mayor of the Council year 2020/ 2021.

The newly elected Mayor was invested with the Mayoral Chain, made the statutory Declaration of Acceptance of Office and took the Chair. The new Mayor made a speech conveying the honour to be elected as the Mayor of Crawley. The Mayor announced that his wife Andrea would be his Consort for his year in office. He also announced that his Mayoral charities as Manor Green College and the Manor Green Primary School. A copy of his speech is attached as Appendix C to these minutes.

Councillor Lamb and Councillor Burrett respectively, welcomed the new Mayor on behave of their Group.

## 6. Election of Deputy Mayor 2020/ 2021

The new Mayor then sought nominations for the position of Deputy Mayor for 2020/ 2021.

Councillor Lamb proposed, seconded by Councillor B Smith and Councillor Pickett that Councillor Malik should continue in his position as Deputy Mayor. With no other nomination the Mayor invited the Democratic Services Manager to commence the voting process.

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15 July 2020

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 16 votes, Conservative Block vote of 17 votes, Councillors Fiveash and Sudan. (35)

Against the nominations: None. (0)

Abstentions: None. (0)

## RESOLVED

That Councillor Shahzad Malik be elected as Deputy Mayor for the Council year 2020/2021.

### 7. **Communications including Vote of Thanks to the Retiring Mayor and their Consort.**

The Mayor commented that normally at this point in the meeting he would be presenting the retiring Mayor Councillor Sharma and his wife and Consort Bhavna, with their commemorative Past Mayor's Badge and Consort Badge, along with a photo album containing photographs commemorating their time in office. However the presentation would be delayed until it could happen in person at the first non-virtual Full Council meeting, hopefully later this year.

Councillor Lamb moved a vote of thanks, seconded by Councillor B Burgess and supported by Councillor Pickett, to the retiring Mayor and Mayor's Consort for all their hard work during their very unusual the year in office, especially relating to their strong support for their Mayoral charities as Manor Green Community College and the Posh Club.

## RESOLVED

That the thanks and appreciation of the Council to accorded to Councillor Raj Sharma, the retiring Mayor, for the work undertaken during his year in office and for the support given to him during that time by the Mayor's Consort Bhavna.

### 8. **Notice of Motion 1 - Motion of No Confidence**

Councillor Crow was invited to move and present *Notice of Motion 1 - Motion of No Confidence*, however Councillor Crow rather than moving the Notice of Motion, he instead withdraw the Motion. In doing so Councillor Crow explained that given the seriousness of the situation he was pleased both groups had reached an agreement on the way forward. The challenges over the last few months had been well documented and it was believed that the people of Crawley wanted us their elected representatives to work together. We were putting the people of Crawley and this town first. The deal would work well for the Council and ensure stability.

Councillor Lamb responded, thanking Councillor Crow for withdrawing the Motion. It was noted that there had been positive responses to the agreement. He highlighted



that difficult decisions were facing the Council's future but we would get through them as a unified Authority.

**9. Review of Political Proportionality, Constitution of Committees and Appointments to Outside Organisations and Proposed Cabinet and their Portfolio Holder Responsibilities for 2020 - 2021 (Recommendation 1 and 2)**

The Full Council considered the report of the Head of Legal, Democracy and HR, [LDS/159](#), which detailed the review of the representation of different Political Groups on the Council and to determine the size and membership of the Council's Committees for the municipal year 2020/2021 in accordance with the requirements of the Local Government and Housing Act 1989 and associated Regulations. The report also detailed the nominations for membership for each Committees and outside bodies, along with Chair and Vice Chair of those Committee, as proposed by each of the Political Groups.

The report also detailed the Leader of the Council's Cabinet and the associated proposed Portfolio Descriptions and the associated delegations, along with the Terms of Reference and Appointments for the Cabinet Advisory and Working Groups 2020/2021

Councillor Lamb moved the report and the recommendations, which Councillor Crow seconded. Councillor Sudan also spoke on the report.

Following the conclusion of the debate, the Mayor invited the Democracy Services Manager to commence the voting process on Recommendation 1.

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.

For the recommendations: Labour Block vote of 16 votes, Conservative Block vote of 17 votes. (33)

Against the recommendations: None. (0)

Abstentions: Councillors Fiveash and Sudan. (2)

## **RESOLVED**

That the Council approves the establishment of Committees, the allocation of seats, and the appointment of Councillors to those seats (based on political proportionality); along with the Chairs and Vice-chairs for those Committees and the Outside Bodies and Organisations for the municipal year 2020/2021 as set out in Appendix D

The Mayor then called for a standard vote on Recommendation 2.

## **RESOLVED**

That the Full Council notes the details of the Leader of the Council, Cabinet and their Portfolio Holder responsibilities along with their appointments to Outside Bodies

related to their Portfolios and the Terms of Reference and Appointments for the Cabinet's Advisory, Working Groups and Member Development Executive Support Group 2020/2021 as detailed in Appendix D.

## 10. Public Question Time

### **Question to Councillor P Smith as the Cabinet Member for Planning and Economic Development from Mr Richard Symonds**

*It has been said unity does not mean sameness - it means oneness of purpose. It is in that spirit of unity I ask this question:*

*At the end of last year\*, it was reported this Council did not support Homes England's £3bn masterplan for 10,000 houses West of Ifield.*

*Can this Council confirm they still do not support Homes England's masterplan, even though they have allowed this developer to establish an office within the Town Hall?*

*(\* "10,000 homes not supported", West Sussex County Times, October 10 2019)*

### **Response by Councillor P Smith – (Cabinet Member for Planning and Economic Development)**

*I would like to thank Mr Symonds for his question. I think it is clear that the Council is not supporting at this time, the Homes England's proposals in as much as we know them. We are as a Planning Authority talking to Homes England, to try to understand their proposals as part of preparing our Local Plan but the Council itself does not support the proposals as much as we understand them.*

*Renting space in the town hall to other organisations is a way of helping us to pay our bills and a way to avoid having to make cuts when faced with a £2m shortfall in our budget in 2020/21. All the rent we can get from the commercial properties that we own goes towards that and reduces the amount of money we need from the taxpayer.*

*The two things are completely separate that we have given a lease to Homes England to occupy a space in the Town Hall it doesn't in any way affect any decision we will make in either the forward planning or the development management of the Local Plan and planning in Crawley and it does not influence our position on any proposals that Homes England may make on West of Ifield or any other proposals for that matter, they are completely separate. I hope that is helpful Mr Symonds and thank for raising this interesting question.*

*The Democratic Services Manager left the meeting for the next item*

## 11. Appointment of Interim Monitoring Officer - (Recommendation 3)

The Full Council considered report [CEX/51](#) of the Chief Executive which detailed that the Council has a statutory duty to appoint a Monitoring Officer, under Section 5 of the Local Government and Housing Act 1989 as one of its designated Officers. The Council's current Monitoring Officer – Ann-Maria Brown, Head of Legal, Democracy and HR, will be retiring on the 30 September 2020, as such the post of Monitoring

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Officer will become vacant. The report proposed that an interim Monitoring Officer, be appointed until such time as a permanent Monitoring Officer could be appointed.

The Leader of the Council moved the report and in doing so paid tribute to Ann-Maria Brown. Councillor Crow in seconding the report also thanked Ann-Maria Brown, for hard work for the Council.

Councillor Mullins and the Mayor on behalf of the Council also thanked Ann-Maria Brown and wished her all the very best for her retirement.

Following the invitation from the Mayor invited Ann-Maria Brown, to say a few words about her career and her service to the Council.

Following the conclusion of the debate, the Mayor invited the Democratic Services Officer 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.

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)

## RESOLVED

That the Full Council approves

- a). That with effect from 1 October 2020 Chris Pedlow (*Democratic Services Manager and current Deputy Monitoring Officer*) be appointed Interim Monitoring Officer until a permanent appointment is made, which will be presented to the Full Council in due course.
- b). That the Interim Monitoring Officer be empowered to amend the Council's Constitution and the relevant Sub-Delegation Schemes to take into account the above appointment, to ensure that the Council is able to function seamlessly in the interim.

*The Democratic Services Manager returned to the meeting at the conclusion of the debate.*

## 12. Budget Monitoring - Quarter 4 - Cabinet 24 June 2020 - (Recommendation 4)

The Full Council considered report [FIN/500](#) of the Head of Corporate Finance which set out a summary of the Council's outturn for both revenue and capital spending for the financial year running from 1 April 2019 to 31 March 2020. It identified the main variations from the approved spending levels and any potential impact on future budgets. It was noted that the report had been prepared toward the beginning of the COVID-19 crisis, and thus the full financial consequences of the crisis were not

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included within the report and would instead be reported on in future Budget Monitoring reports.

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

Councillor Crow 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.

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 retrospectively approve a transfer of £1.192m to the business rates equalisation reserve as outlined in paragraph 9.2 of report [FIN/500](#).

### **13. HRA Budget for Purchase of Land or Property - Cabinet - 24 June 2020 (Part B item) - (Recommendation 5)**

**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 CH/190 of the Head of Crawley Homes which sought changes to agreed budgets and delegations to enable the Council to purchase land or property for the delivery of housing within the HRA. The item had been previously considered at the Cabinet held on the 24 June 2020.

Councillor Lamb moved the recommendation which was seconded by Councillor P. Smith. Councillor Crow 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 either of the Labour or Conservative Members requested to vote as an individual, rather through their respective Group's Block Vote.

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 approves

- a) the change to the budget heading of Acquisition Buy Back of Dwellings to Acquisition of Land or Dwellings.
- b) the change to the budget heading of Purchase of Edinburgh House to Purchase of Properties.
- c) the delegation of joint authority to the Head of Crawley Homes and the Head of Corporate Finance\* in consultation with the Cabinet Member for Housing and the Leader of the Council to purchase suitable land or property for the delivery of housing within the limits of the HRA budgets identified in 2.1 a and b.  
  
*\*(Generic Delegation 8 will be used to enact this recommendation).*
- d) the amendment to the financial approval levels within the Constitution to ensure that they reflect the ability of the Council to purchase acquisitions efficiently within the agreed budgets.

### 14. Decisions Taken Under Emergency Urgency Powers - Governance Committee - 6 July 2020 - (Recommendation 6)

The Committee considered report [LDS/161](#) of the Head of Legal, Democracy and HR, which had been considered previously at the Governance Committee on 6 July 2020. The report detailed to that the Constitution provided general provision for the Chief Executive to take decisions under Urgent Action. Under that provision, on 1 April 2020 the Chief Executive, with the support of the Leader, Opposition Leader and the Mayor, approved additional Emergency Urgency Powers. Those additional powers enabled the Council to continue to work effectively and take appropriate decisions in light of the impact of the Coronavirus pandemic.

Councillor Lunnon moved the recommendation which was seconded by Councillor Burrett.

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.

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)

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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

- a) notes all the decisions taken by the Chief Executive under Emergency Urgency Powers (as set out in paragraph 6.1 of report [LDS/161](#)).
- b) confirms that the Emergency Urgency Powers will cease on 31 July 2020.
- c) delegates to the Chief Executive, with the agreement of the Leader, the Opposition Leader, and the Chair and Vice-Chair of the Governance Committee, the power to decide that Emergency Urgency Powers can be reinstated should the situation change with regards to the Coronavirus pandemic and it be deemed necessary to do so.

## 15. Councillors' Questions Time

Name of Councillor asking the Question	Name of Cabinet Member(s) Responding
<p>Councillor Crow to the Cabinet Member for Planning and Economic Development</p> <p><i>It is very good to see the market is up and running again in its current location and it's been good to see the reopening of the town centre. But what I would like to ask is given the works to Queensway are complete is the Cabinet Member able to let us know when the market will be moving to its new planned location and also if the council is currently the market operator how long is that arrangement likely to continue?</i></p>	<p>Councillor P Smith – (Cabinet Member for Planning and Economic Development)</p> <p><i>We have designed the Queensway and The Pavement to be the long term permanent location for a market and that includes installing facilities and infrastructure under the paving for water and power and to have a market that complements the shopping offer in that area that actually works for both for the shops in the retails units adjacent but also for the market so they can have complementary offerings. We do recognise however that the market we operate at the moment (the borough council operates it directly) is a temporary arrangement. We put that together because the previous arrangement delivered very little. We have been running the market on an ad hoc basis for several years now. This was particularly due initially to the hard work of Alfredo Mendes who has now retired and I thank him for his hard work. The question about when are we going to launch the market in the new location is interesting as we have invested a lot of time and effort in the infrastructure to support a long term</i></p>

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Name of Councillor asking the Question	Name of Cabinet Member(s) Responding
<p><i>I hope we can get a successful market up and running in the location we planned for and adopted. I wasn't aware there were going to be additional costs but if the Cabinet Member could keep members informed I'd be very grateful.</i></p>	<p><i>solution to the market, to have a quality market that works within a retail environment. We therefore need to have proper funding in order to set up and decide on the method of operation, perhaps arrange a community interest company, or a co-operative but no decisions have been made. But the launch is important to get the market going successfully and it depends on budget.</i></p> <p><i>Yes I'll consult and keep members informed. We do this on the Economic Regeneration Working Group. The costs would be around launch costs, setting up the publicity etc.</i></p>
<p>Councillor T Belben to the Cabinet Member for Planning and Economic Development</p> <p><i>Sadly the number of cases of Covid19 have risen in Crawley. Are you happy that Crawley Borough Council has done everything possible to ensure residents practise social distancing particularly in Queens Square? Also is there anything all members could do to assist in promoting social distancing please?</i></p>	<p>Councillor P Smith – (Cabinet Member for Planning and Economic Development)</p> <p><i>I think you raise a very good point. We have increasing footfall in the Square following national government announcements. We have quite a few comments on social media and other media regarding people's behaviour in general and it's very difficult to find or say in an absolute way what is right or wrong. Particularly when we've seen government announcements on a Sunday for activities which are allowed to take place within 24 hours in some cases.</i></p> <p><i>However having said all that, the Economic Development Team led by Clem Smith have hired Consultants around the processes and procedures to be in place to encourage social distancing and most importantly to support our businesses across the whole of the town centre and County Mall. They installed all the signage you see, improved signs over the top of our monuments using our branding, installed footfall signs, produced guidance for store operators, worked with County Mall manager and others. It's tough to police regulations that are fairly loose. I think it's been reasonably successful. I think the situation around masks is going</i></p>



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Name of Councillor asking the Question	Name of Cabinet Member(s) Responding
<p><i>It is good that we're allowing retailers to put cordons out for people to queue. Unfortunately some pedestrians still walk very close. It's important that we get the message out there that we fight this disease together.</i></p>	<p><i>to open up a can of worms as very few people appear to be wearing them and there is a perception that it's business as usual. It's not like that. Officers at the council have been enforcing government policy to the best of their ability with the funding available. I would like to encourage the public to visit our shops but recognise proper social distancing. It is in the interests of other people as well as yourself to wear a mask and I would recommend it.</i></p>
<p>Councillor Pendlington to the Cabinet Member for Planning and Economic Development</p> <p><i>This question refers to the pedestrian connection between the Queensway/ Queens Square part of the Town Centre and the Memorial Gardens. Whilst it has been upgraded which is brilliant it is still not providing a safe and clear right of way for pedestrians there. Cars still drive away too fast. I was wondering on your thoughts as to whether anything further could be done?</i></p>	<p>Councillor P Smith – (Cabinet Member for Planning and Economic Development)</p> <p><i>This project we've done in the Queensway, particularly in the Memorial Gardens and The Pavement interchange has some fairly risky elements to it. One was to reduce the hedge, blend the two areas together and the second was to make the road part of the scheme a shared space. When vehicles enter from College Road they have to go up a ramp, the texture and colour of the pavement changes and more people are moving across that space. There are very low volumes of traffic along there and most people have been recognising that it is a shared space and progressing at a cautious speed. The thing that is not working successfully at the moment is that vehicles have been halting across the road from Sainsburys and British Heart Foundation and been parking on the pavement which is illegal and also damages our infrastructure. We need to encourage the community to respect the considerable investment we've made in our town. We will be doing more publicity to recognise the shared area but we wanted to let it all bed down first as we don't want lots of signage.</i></p>



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Full Council (13)  
15 July 2020

Name of Councillor asking the Question	Name of Cabinet Member(s) Responding
<p>Councillor Eade to the Cabinet Member for Planning and Economic Development</p> <p><i>There has been a vacant shop on the Furnace Green parade for several months. Is it likely to be let soon by the council or will it continue to be vacant for the rest of the year?</i></p>	<p>Councillor P Smith – (Cabinet Member for Planning and Economic Development)</p> <p><i>I'm afraid I don't know the full answer to the question and I don't receive frequent updates. However, at the Overview and Scrutiny Commission the officers updated the meeting that there is only 1 vacant unit on our asset register and I was passing Furnace Green and the Graves Jenkins sign says 'under offer'. I will be happy to find out the current status and let you know.</i></p>
<p>Councillor B J Burgess to the Cabinet Member for Wellbeing</p> <p><i>As you know the Memorial Gardens lost its Green Flag due to circumstances at the time. It looks like going forward specialisms involved in the management plans, applications and assessments and the plans have been reviewed and assessed as you know and the management template has been altered to reflect the Green Flag criteria. With this and the present crisis in mind, how hopeful are you that the Memorial Gardens will get a Green Flag in the near future?</i></p> <p><i>I agree totally with what you have said Councillor Mullins. We have the most amazing staff in Crawley. The people that do the parks and gardens are exceptional. They have our town looking really good again. I know during the Covid height they were doing other work and they need our thanks. Any</i></p>	<p>Councillor Mullins – (Cabinet Member for Wellbeing)</p> <p><i>I've always been so delighted when I've gone to events with our staff but also a little guilty to some extent as I go as a Portfolio Holder to help them receive these honours when I know very well that it's those staff that have done all the work. That is something we must never ever forget when we receive awards. People like us receive these awards on behalf of the council but we're receiving them on behalf of the staff, working in the wind, rain and sun. I always like to think about questions like this about the staff, who have done an excellent job but also through this Coronavirus crisis have really gone and done whatever management have asked them to do. Of course I want us to win the Green Flag again, we've consistently won it in the past and there's no reason why we can't win it again. At the moment, we just don't know how things are going to turn out, but my ambition is always to take these honours for the staff, for the people that deserve them and have the town put on the map.</i></p>

# Agenda Item 3

Full Council (14)  
15 July 2020

Name of Councillor asking the Question	Name of Cabinet Member(s) Responding
<i>award we receive is for the staff.</i>	

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

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

### RESOLVED

That the following reports be received:

- Overview and Scrutiny Commission – 9 March 2020
- Planning Committee – 10 March 2020
- Cabinet – 11 March 2020
- Planning Committee – 27 April 2020
- Overview and Scrutiny Commission – 8 June 2020
- Overview and Scrutiny Commission – 22 June 2020
- Cabinet – 24 June 2020
- Planning Committee – 29 June 2020
- Governance Committee – 6 July 2020

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

### Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 9.57 pm

**F Guidera**  
**(Mayor)**

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APPENDIX A

## Disclosures of Interest received

<b>Councillor</b>	<b>Item and Minute</b>	<b>Meeting</b>	<b>Type and Nature of Disclosure</b>
Councillor Burrett	Three Bridges Station Improvement Final Design (Minute 4)	Overview and Scrutiny Commission 9 March 2020	Personal Interest – Member of WSCC
Councillor Lanzer	Three Bridges Station Improvement Final Design (Minute 4)	Overview and Scrutiny Commission 9 March 2020	Personal Interest – Member of WSCC
Councillor Lanzer	Three Bridges Station Improvement Final Design (Minute 4)	Overview and Scrutiny Commission 9 March 2020	Prejudicial Interest - WSCC Deputy Representative on the Coast To Capital (C2C) Local Enterprise Partnership (LEP) Board
Councillor Lanzer	Three Bridges Station Improvement Final Design (Minute 4)	Overview and Scrutiny Commission 9 March 2020	Prejudicial Interest - WSCC member on the C2C LEP Investment Committee
Councillor Lanzer	Three Bridges Station Improvement Final Design (Minute 4)	Overview and Scrutiny Commission 9 March 2020	Prejudicial Interest - WSCC Cabinet Member for Economy and Corporate Resources responsible for the growth deals including Crawley
Councillor Sudan	Three Bridges Station Improvement Final Design (Minute 4)	Overview and Scrutiny Commission 9 March 2020	Personal Interest – Member of WSCC
Councillor Burrett	New Directions for Crawley (Minute 5)	Overview and Scrutiny Commission 9 March 2020	Personal Interest – Member of WSCC
Councillor Lanzer	New Directions for Crawley (Minute 5)	Overview and Scrutiny Commission 9 March 2020	Personal Interest – Member of WSCC
Councillor Sudan	New Directions for Crawley (Minute 5)	Overview and Scrutiny Commission 9 March 2020	Personal Interest – Member of WSCC

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Councillor Burrett	Three Bridges Station Improvement Scheme – Next Steps (Minute 6)	Cabinet 11 March 2020	Personal Interest – Member of WSCC
Councillor Malik	Three Bridges Station Improvement Scheme – Next Steps (Minute 6)	Cabinet 11 March 2020	Personal Interest – Hackney Carriage and Private Hire Driver licensed by Crawley Borough Council
Councillor Burrett	New Directions for Crawley (issues and options for Crawley Transport Strategy) (Minute 7)	Cabinet 11 March 2020	Personal Interest – Member of WSCC
Councillor Burrett	EV Charging Infrastructure Network (Minute 7)	Overview and Scrutiny Commission 22 June 2020	Personal Interest – Member of WSCC
Councillor Lanzer	EV Charging Infrastructure Network (Minute 7)	Overview and Scrutiny Commission 22 June 2020	Personal Interest – Member of WSCC
Councillor Lanzer	EV Charging Infrastructure Network (Minute 7)	Overview and Scrutiny Commission 22 June 2020	Personal Interest – WSCC Cabinet Member Economy and Corporate Resources
Councillor Sudan	EV Charging Infrastructure Network (Minute 7)	Overview and Scrutiny Commission 22 June 2020	Personal Interest – Member of WSCC
Councillor Burrett	Local Cycling and Walking Infrastructure Plan (Minute 8)	Overview and Scrutiny Commission 22 June 2020	Personal Interest – Member of WSCC
Councillor Lanzer	Local Cycling and Walking Infrastructure Plan (Minute 8)	Overview and Scrutiny Commission 22 June 2020	Personal Interest – Member of WSCC
Councillor Lanzer	Local Cycling and Walking Infrastructure Plan (Minute 8)	Overview and Scrutiny Commission 22 June 2020	Personal Interest – WSCC Cabinet Member Economy and Corporate Resources

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Councillor Sudan	Local Cycling and Walking Infrastructure Plan (Minute 8)	Overview and Scrutiny Commission 22 June 2020	Personal Interest – Member of WSCC
Councillor Burrett	EV Charging Infrastructure Network (Minute 9)	Cabinet 24 June 2020	Personal Interest – Member of WSCC
Councillor Burrett	Local Cycling and Walking Infrastructure Plan (Minute 10)	Cabinet 24 June 2020	Personal Interest – Member of WSCC
Councillor A Belben	Planning Application CR/2020/0054/FUL – 9 Mill Road, Three Bridges, Crawley (Minute 6)	Planning Committee 29 June 2020	Personal interest – was lobbied by people known to him
Councillor Purdy	Planning Application CR/2020/0054/FUL – 9 Mill Road, Three Bridges, Crawley (Minute 6)	Planning Committee 29 June 2020	Personal interest – member of Hazelwick Road Conservation Area Advisory Committee
Councillor Malik	Decisions Taken Under Emergency Urgency Powers (Minute 4)	Governance Committee 6 July 2020	Personal Interest – Hackney Carriage and Private Hire Driver licensed by Crawley Borough Council.
Councillor Guidera	Review of Political Proportionality, Constitution of Committees and Appointments to Outside Organisations and Proposed Cabinet and their Portfolio Holder Responsibilities for 2020 – 2021 (Agenda item 8)	Full Council 15 July 2020	Personal and prejudicial interests - employed by Crawley Open House  <i>(Should a vote be held on Crawley Open House appointment)</i>
Councillor McAleney	Review of Political Proportionality, Constitution of Committees and Appointments to Outside Organisations and Proposed Cabinet and their Portfolio Holder Responsibilities for 2020 – 2021 (Agenda item 8)	Full Council 15 July 2020	Personal and prejudicial interests - employed by Crawley Open House  <i>(Should a vote be held on Crawley Open House appointment)</i>

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Chris Pedlow (Democratic Services Manager and Deputy Monitoring Officer)	Recommendation 3 – Appointment of Interim Monitoring Officer (Agenda item 10)	Full Council 15 July 2020	Personal and prejudicial interests – candidate for appointment to the position of Interim Monitoring Officer
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APPENDIX B

## Councillor Raj Sharma Mayoral Farewell Speech

This has been a most unusual Mayoral year for myself. I started my engagements the following day and then a large mayoral engagement in the Council chamber the following week. That was the last social event in the civic hall before the builders moved in. Being a Mayor for the second time in three years meant I was more at ease from the start and carried out with my functions and duties with some flair I think.

Each and every function was a memorable one but meeting and greeting Prince Charles and Camilla, the Duchess of Cornwall on separate occasions was very special for me. Throughout the year I engaged with a variety of people from different communities, clearly indicating the richness and diversity within Crawley. I was well received by all of the communities and all my functions were well attended by a core section of the Crawley residents.

After the busy schedule of Christmas I especially enjoyed attending the 100<sup>th</sup> birthday of a local resident and reading a message from her Majesty the Queen to her and her family of five generations, who were gathered together at the Apple Tree pub. It was a treat even for myself and it was so fulfilling and rewarding to see the happiness on their faces admiring the grand matriarch of their family. When we look to friends we look not only in Crawley but in Surrey, Sussex and in London and I was the guest of the Indian High Commissioner and the Ahmadiyya Muslim Community

All of our meetings were in the Charis Centre which meant I fully missed not having a Mayor's Parlour and not being able to share the lovely food my dear wife has provided previously. She is one of three people without whom my Mayoral year engagements would not have been possible. The other two being Bob Donaldson, our Chauffeur and Hayley Thorne, Mayor's PA.

Just as we're planning some wonderful fundraising, food and culture events, we were hit by the Coronavirus pandemic and all engagements ceased. The Mayoral year was extended to 14 months but the functional year was reduced to 9 months. I am very disappointed for both of my well-deserving charities, namely the Manor Green Community College in Ifield and the Posh Club in Broadfield for not being able to raise the additional money that those charities' events would have been able to do.

This is the first Full Council meeting since 26<sup>th</sup> February although some of the other meetings have been virtual meetings. The pandemic has shown that as a human race how vulnerable we are. I was also saddened to lose 2 serving members and past Mayors, although not to Covid19. They will all be missed.

Even now, during lockdown, the sad ugly face of racism has emerged with the murder of George Floyd. We are re-living the memories of the 60s and 70s. Black Lives Matter. In fact all lives matters. There is a fair representation of the BAME community in both sides of the chamber where we all know that racism is deep rooted and entwined into every area of society. We remove one layer and find there are several underneath. We owe it to our children and future generations to introduce them on the history of the Empire and the Commonwealth as a subject. These need to be taught at every level of schooling for the indigenous community to understand why the BAME community are in Britain.

I ventured out applauding the wonderful work of our NHS visiting some Care Homes and Crawley Hospital it was resoundingly apparent that the BAME staff were there on the front line. It is known fact that the death rate amongst them was un-proportionately high. We collectively need to look at our social-economic system and structure and see the inequalities

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that exist within it. We all need this time together under the Crawley Campaign against Racism slogan 'One Race, Human Race'.

On a positive note, there is no doubt our Crawley Borough Council staff have been working very hard during these difficult times. They have adjusted and coped during difficult circumstances and provided first class service to all the residents of Crawley. They deserve all the applause we can provide and I for one, applaud the staff of Crawley Borough Council for doing a wonderful job.

Finally I want to thank all the residents of Crawley, my colleagues, my family for supporting me during the rather unusual year. For me as always there is only one Crawley, a unified Crawley. God bless Crawley and keep its residents safe. Thank you.



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APPENDIX C

**Councillor Francis Guidera**

## **Mayoral Speech**

Firstly I need to thank everybody for elevating me to this truly honourable position of Mayor of Crawley. A fair few things have been said already. I agree with Councillor Lamb, yes we do disagree on some things. We have often talked about it and it's about how we get there that we differ. But the goals of making lives better for people, they are the goals that we generally share as Councillors, and that's what every Councillor regardless of their party should come into this for.

I'm humbled to have been made Mayor of Crawley. I was born here in 1975 at Crawley hospital. I am really proud of my home town. I plan to spend my time as Mayor promoting Crawley during this very difficult economic time. I plan to promote Manor Royal as the premier business district in the country. I plan to do whatever I can to promote Gatwick airport and obviously all of that is to try and support and promote jobs during what we all know is a tremendously difficult time for everybody.

I would like to thank my wife Andrea for being such a fabulous and supportive person. My role as Tilgate Councillor has taken a lot of energy out of me and I tend to wonder sometimes will I run out. But I keep going and I'm really proud to have Councillor Mwagale supporting me, obviously newly elected, and Councillor Crow is also very supportive. I do want to mention as part of my speech Councillor Charles Jeffery Petts who sadly passed away a year ago today and today is also my father's 75<sup>th</sup> birthday so today is a day of very mixed emotions but I am extremely proud and honoured to be taking on this role.

My mayoral charity this year, which will hopefully please former Mayor Raj Sharma, is Manor Green School and College. My two twin step sons attended that school and before they moved back to the USA to live with their father, one of the things they said was, and coming from two lads with special educational needs I found quite profound, was it would be lovely if we could build a Manor Green in Georgia. That was the regard they held the school in and they loved their time there. We are so lucky to have a school like Manor Green in Crawley. I understand from what I've been told that there are so many children out of area desperate to get a place there because it is so brilliant. I look forward to working hard and helping to fund raise. And obviously I understand that Covid has created issues with the ability to fund raise and Councillor Sharma is more than welcome to join me in trying boost those 'coffers'.

Beyond that once again I am truly honoured, thank you so much everybody.

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APPENDIX D

<b>Cabinet *</b>	
<b>Portfolio</b>	<b>Cabinet Member / Portfolio Holder (2020/21)</b>
Leader of the Council	Peter Lamb
Deputy Leader and Planning and Economic Development	Peter Smith
Environmental Services and Sustainability	Gurinder Jhans
Housing	Ian Irvine
Public Protection and Community Engagement	Brenda Smith
Wellbeing	Chris Mullins

*\*(A copy of the Portfolio descriptions are at the end of this appendix)*

## Committee Membership and Chairs and Vice-Chairs 2020-2021

<b>Audit Committee (6 Councillors 2:3:0)</b>	
<i>Not more than 1 member shall be a Cabinet member and that Councillors shall not Chair the Committee. Substitutes retained because small size &amp; concerns about quorum</i>	
M Flack (Vice Chair) M Jones	T G Belben J Millar-Smith (Chair) J Purdy

<b>Governance Committee (10 Councillors 5:5)</b>	
M Jones T Lunnon (Vice Chair) C Mullins S Malik P Lamb	R D Burrett (Chair) D Crow C R Eade R A Lanzer K McCarthy

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<b>Planning Committee (10 Councillors 5:5)</b>	
I Irvine M Pickett T Rana P Smith R Sharma (Vice Chair)	L Ascough A Belben K L Jaggard M Mwagale J Purdy (Chair)

<b>Licensing Committee (13 Councillors = 6:7)</b>	
1) <i>Between 10 and 15 s with a quorum of 10 when dealing with matters under the Licensing Act 2003.</i> 2) <i>Councillors are reminded that the Committee includes Sub Committee daytime meetings responsibilities.</i>	
M Ayling J Hart G Jhans M Jones (Chair) C Mullins B Smith	B J Burgess (Vice-Chair) D Crow F Guidera K L Jaggard K McCarthy J Millar-Smith D M Peck

<b>Licensing Sub-Committee (From a pool of Councillors)</b>	
1) <i>A minimum of three Councillors will be called upon to determine any given application and a Chair will be appointed at each meeting.</i> 2) <i>Membership should be the same as that of the Licensing Committee.</i> 3) <i>Please note that a significant number of these meetings are scheduled for the daytime.</i>	
M Ayling J Hart G Jhans M Jones C Mullins B Smith	B J Burgess D Crow F Guidera K L Jaggard K McCarthy J Millar-Smith D M Peck

<b>Overview and Scrutiny Commission (10 Councillors 5:5)</b>	
<i>Where there is more than 1 political group on the Council, either the position of Chair or Vice Chair of the Overview and Scrutiny Commission will go to a member nominated by an opposition group.</i>	
M Ayling S Malik T McAleney T Rana (Vice Chair) R Sharma	T G Belben (Chair) R G Burgess R D Burrett R A Lanzer A Pendlington

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<b>Climate Change Scrutiny Panel (5 Councillors 3:2)</b>	
<i>Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i>	
T Lunnon J Hart (Vacancy)	K L Jaggard (Chair) A Pendlington

<b>Council-owned Neighbourhood Parades Scrutiny (5 Councillors 2:3)</b>	
<i>Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i>	
M Ayling T Lunnon	R A Lanzer (Chair) F Guidera D Peck

<b>Employment Panel (From a pool of Councillors)</b>	
<ol style="list-style-type: none"> <li>1) As far as possible, a politically balanced committee of between 3 and 7 Councillors will be drawn from the following membership.</li> <li>2) Political groups may add further names to the pool if they so wish.</li> <li>3) At least one Opposition Councillor is required on an Employment Panel when it meets.</li> <li>4) The quorum and the size of the employment Panel varies depending on the cases it is dealing with. See Constitution Part 1 Section 5 Employment Panel for exact details.</li> </ol>	
M Ayling M Flack J Hart I Irvine G Jhans M Jones P Lamb T Lunnon S Malik T McAleney C Mullins M Pickett T Rana R Sharma B A Smith P Smith	B J Burgess R G Burgess R D Burrett D Crow K L Jaggard R A Lanzer K McCarthy J L Millar-Smith A Pendlington J Purdy

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<b>Grants Appeals Panel (From a pool of Councillors)</b>	
1) <i>As far as possible, a politically balanced panel of 5. Councillors will be drawn from the following membership.</i> 2) <i>Not to include any Cabinet members involved in the decision on the grant application(s).</i> 3) <i>Political groups may add further names to the pool if they so wish.</i>	
M Ayling M Flack J Hart I Irvine G Jhans M Jones P Lamb T Lunnon S Malik T McAleney C Mullins M Pickett T Rana R Sharma B A Smith P Smith	L S Ascough A Belben T G Belben C R Eade F Guidera M Mwagale D Peck

## Full Council appointments to Outside Organisations 2020/ 2021

<b>Name of Organisation</b>	<b>Appointments 2019/20</b>
Age UK – West Sussex Trustee Board <i>(Link Officer = Craig Downs)</i>	Councillor Mullins as <i>Cabinet Member for Wellbeing</i> R Sharma
Community Needs Partnership <i>(Link Officer = Paula Doherty)</i>	M Ayling B J Burgess T McAleney S Malik A Pendlington  <i>The Cabinet Member for Public Protection and Community Engagement has a standing invitation to attend and take part in discussions of the "Community Needs Partnership" with arrangements to invite other relevant Cabinet Members to participate as and when the agenda item may be appropriate to their portfolios.</i>

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<p>Courage Dyer Recreational Trust</p> <p><i>(Link Officer = Hayley Thorne)</i></p>	<p>F Guidera- appointed automatically ex-officio as Mayor.</p> <ul style="list-style-type: none"> <li>- 4 year appointments only</li> <li>- Once appointed, not required to remain a Councillor</li> <li>- Only 4 nominations acceptable in total <ul style="list-style-type: none"> <li>• B J Quinn (May 2017 to May 2021)</li> <li>• R Sharma (May 2017 to May 2021)</li> <li>• B A Smith (May 2019 to May 2023)</li> </ul> </li> </ul>
<p>Crawley Arts Council (CAC)</p> <p><i>(Link Officer = Paula Doherty)</i></p>	<p>C J Mullins B J Burgess</p> <p><i>Two Representatives.</i></p>
<p>Crawley Ethnic Minority Partnership (CEMP) Partnership Board</p> <p><i>(Link Officer = Craig Downs)</i></p>	<p>S Malik</p> <p><i>One Representative.</i></p>
<p>Crawley Community and Voluntary Service</p> <p><i>(Link Officer = Craig Downs)</i></p>	<p>M G Jones B J Burgess</p> <p><i>Two Representatives (One seat per Group)</i></p>
<p>Crawley Museum Society</p> <p><i>(Link Officer = Paula Doherty)</i></p>	<p>J Hart C J Mullins A Pendlington</p> <p><i>Three Representatives.</i></p>
<p>Crawley Open House Management Committee</p> <p><i>(Link Officer = Nikki Hargrave)</i></p>	<p>I Irvine R G Burgess</p> <p><i>(One per Group Representatives).</i></p> <p><i>(plus officer from Housing and Planning Strategic Services)</i></p> <p><i>N.B. Councillor Burrett is on Board of Trustees and on the Management Committee (all Trustees sit on the Mgt Cttee but not vice-versa). However, it is understood that he was appointed A Trustees in a personal capacity and not directly through the Council. Councillor Burrett is not included as part of the two Council representatives.</i></p>

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<p>Crawley Town Twinning Association (CTTA)</p> <p><i>(Link Officer = Hayley Thorne)</i></p>	<p>R Sharma B A Smith C R Eade</p> <p><i>Three Representatives (At least one per group)</i></p>
<p>Gatwick Airport Community Trust (GACT)</p> <p><i>(Link Officer = Craig Downs)</i></p>	<p>R Sharma <i>(4 year term ending in May 2019 - 2023)</i></p> <p><i>One Representative invited – 4 year appointment.</i></p>
<p>Relate - North &amp; South West Sussex Trustee Board</p> <p><i>(Link Officer = Craig Downs)</i></p>	<p>Vacancy</p> <p><i>One Representative.</i></p>
<p>Court of the University of Sussex</p> <p><i>(Link Officer = Clem Smith)</i></p>	<p>M G Jones</p> <p><i>One Representative.</i></p>
<p>West Sussex Joint Scrutiny Steering Group*</p> <p><i>(Link Officer = Heather Girling) Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i></p>	<p><i>T Belben as Chair of the Commission</i></p>
<p>West Sussex Health and Adult Social Care Select Committee *</p> <p><i>(Link Officer = Heather Girling) Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i></p>	<p><i>T McAleney Must be a Member of the OSC</i></p>
<p>West Sussex Mediation Service Management Committee</p> <p><i>(Link Officer = Craig Downs)</i></p>	<p><i>I Irvine (main representative) M Mwagale (main representative)</i></p> <p><i>The Mediation Service is willing to make 2 main and 2 deputy places available</i></p>



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## Terms of Reference and Appointments for Advisory and Working Groups, Member Development Executive Support Group

### Notes

- 1) Lead Officers to be appointed to each Working Group
- 2) To be Chaired by the Cabinet Member who hold the area of responsibility (**Chair = \***)
- 3) Administration to be undertaken by each individual service department.

Working Groups & Terms of Reference	Update 2020/21
<p><b>Economic Regeneration Working Group (ERWG)</b></p> <ol style="list-style-type: none"> <li>1. To receive and consider updates on economic regeneration initiatives and actions across the Borough, including delivery of the Crawley Growth Programme, Town Centre Regeneration programme, Employment &amp; Skills Programme, the delivery of individual economic regeneration schemes and partnership activities within the Manor Royal Business District.</li> <li>2. To receive and consider reports on economic regeneration activities in Crawley and to make recommendations, as necessary, to the Cabinet on the:- <ul style="list-style-type: none"> <li>• Proposals to regenerate sites identified in the Local Plan, the Town Centre Supplementary Planning Document and the Manor Royal Supplementary Planning Document &amp; Design Guide.</li> <li>• identification and promotion of other economic regeneration opportunities to enhance the physical appearance and social, economic and educational attributes</li> <li>• communications with all interested parties to maintain confidence in the wider economic regeneration of Crawley.</li> </ul> </li> </ol> <p><i>Lead Officer:- Head of Economic &amp; Planning</i></p>	<p><b>(12 Cllrs = 5:6:0)</b>  P C Smith*  T Rana  G Jhans  M Pickett  R Sharma</p> <p>R D Burrett  D Crow  F Guidera  R A Lanzer  J Millar-Smith  J Purdy</p>
<p><b>Local Plan Working Group (LPWG)</b></p> <p>To consider and provide guidance on the process for reviewing the Local Plan and support the Local Plan Review to examination, if/when this is progressed.</p> <p><i>Lead Officer:- Head of Economic &amp; Planning</i></p>	<p><b>(10 Cllrs 5:5)</b>  I T Irvine  T Lunnon  M W Pickett  R Sharma  P C Smith*</p> <p>L Ascough  A Belben  D Crow  F Guidera  J Purdy</p>
<p><b>Member Development Executive Support Group (MDESG)</b></p> <ol style="list-style-type: none"> <li>1. To provide all party support for a coordinated approach to Member development and training across the Council.</li> </ol>	<p><b>(5 Cllrs = 2:2:0)</b>  P K Lamb*  I Irvine  D Crow  K McCarthy</p>

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<ol style="list-style-type: none"> <li>2. To identify individual and Group training needs and to prioritise them accordingly.</li> <li>3. To develop, monitor and evaluate all member development activities.</li> <li>4. To promote learning and development opportunities amongst all members of the Council encouraging the highest level of participation by members to organised training and development events.</li> <li>5. To ensure that a comprehensive induction programme is made available to all newly elected Councillors.</li> </ol> <p><i>Lead Officer:- Head of Legal, Democracy &amp; HR</i></p>	
<p><b>Town Hall Project Members Working Group (THPMWG)</b></p> <p>Focus on the Town Hall element of the proposed development and within this primarily, although not exclusively, the requirements for members' facilities and the civic areas of the new building.</p> <p><i>Co-Lead Officers:- Deputy Chief Executive and Head of Major Projects &amp; Commercial Services</i></p>	<p><b>(6 Cllrs 3:3)</b>  P C Smith*  B Smith  C Mullins</p> <p>T G Belben  B J Burgess  K McCarthy</p>
<p><b>Unsupervised Play Investment Programme members Working Group (UPIPWG)</b>  6 members = 3:3</p> <ol style="list-style-type: none"> <li>1. To provide all party support for a coordinated approach to investment in unsupervised play areas.</li> <li>2. To consider the short term reprioritisation of the remaining twelve play areas in the current programme, with the view to postponing and / or bringing other key sites forward</li> <li>3. To agree prioritisation criteria and; apply the criteria to the current stock and; agree a new unsupervised play area investment programme.</li> <li>4. To consider variations to the agreed programme in future years should circumstances require.</li> </ol>	<p><b>(6 Cllrs 3:3)</b>  C J Mullins*  M L Ayling  M Flack</p> <p>K McCarthy  A Pendlington  M Mwangale</p>

# Agenda Item 3

## Portfolio Responsibilities

### 1.1. The Leader of the Council

1.1.1. Key Roles: They will determine the key policies of the Council and in particular, carry out responsibilities with regard to the following roles and areas:

- a) Leader of the Council and Chair of the Cabinet.
- b) Strategic and political lead as the spokesperson for the majority political group(s), liaising regularly with the Chief Executive.
- c) Initiating and developing corporate strategies and policies which the majority group(s) wish(es) to pursue.
- d) Represent the Council and act as spokesperson with neighbouring local authorities, regional partners and other partners, and in doing so build good relationships and promote the interests and reputation of the Council and the Borough.

1.1.2. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) The overall staffing of the Council.
- b) Legal, Democracy and HR (including Electoral Services and internal staff Health and Safety).
- c) Governance.
- d) Communications.
- e) Finance (rating, business rates, council tax, funds and investment management, the Budget, borrowing, fraud).
- f) Audit.
- g) Customer complaints, Freedom of Information and Data Protection/GDPR.
- h) Finance and Procurement (risk management and insurance matters).
- i) Current building management/office accommodation.
- j) Shared service provision.
- k) Transformation Programme and service improvements.
- l) Councillors' services (including equipment, training and support).
- m) Mayoralty.
- n) Civil contingencies (including emergency planning).

1.1.3. Policy and Strategy Responsibilities: They will initiate, oversee, and where applicable, approve the development of plans, statutory notices and policies across the Council, ensuring appropriate consultation occurs on all such proposals, including:

- a) The development of policy and strategy for the Council, and its expression in the Corporate Plan with the Chief Executive (and in liaison with the appropriate Cabinet Member).
- b) Human Resources Strategy.
- c) Equal Opportunities Policy and Corporate Equality Statement.

# Agenda Item 3

1.1.4. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) Approval of the Council's Debt Management Strategy.
- b) Approval of the Council Tax Base.
- c) Approval of the NNDR1 (National Non-Domestic Rates Return).
- d) Authority to make appointments to Outside Bodies Relating to Cabinet functions.
- e) Authority to approve the transfer of residual land on terms proposed by the Asset Manager.
- f) Authority to approve the use of any underspend on a capital scheme, up to a total value of £500,000, on further work associated with the scheme during the same financial year, subject to the Council not being committed to expenditure in future years above the existing budgetary provision.
- g) Approval of feasibility scheme and final implementation proposals for neighbourhood centre improvements which are in accordance with the Capital Programme.
- h) Authority to approve the submission of bids to an agreed maximum figure when a property becomes available at auction where the price would be over the delegated authority limits (currently £500,000) subject to it being:
  - (i) For investment purposes, to there being sufficient funds in the Investment Acquisition Reserve and it being in accordance with the guidance criteria set out in Section 7 of report FIN/306 (Budget Strategy 2014/15-2018/19) to the Cabinet and the Full Council on 10 and 24 July 2013 respectively.
  - (ii) For residential property purposes, to there being sufficient funds in the HRA Development Programme and to be agreed on a case by case basis and in accordance with the guidelines set out in report FIN/328 (2014/15 Budget and Council Tax) to the Cabinet and the Full Council on 12 and 26 February 2014.
- i) The approval of the writing off of irrecoverable debts exceeding £2,500 but not exceeding £50,000, in accordance with the agreed protocol for debt collection.
- j) Authority to approve the transfer of Section 106 monies between £100,000 and £500,000 to West Sussex County Council which have been collected specifically for spend categories within the County Council remit.
- k) Determination of applications for landlord's consent for changes of use on neighbourhood shopping parades and the rest of the commercial estate (where one or more Ward Member raises an objection to the proposal or where the Cabinet Member for Planning and Economic Development has a conflict of interest the Leader will take the decision). *NB. This delegation relates to asset management only.*
- l) To approve the Corporate Equality Statement.
- m) Approval of the Council's Risk Management Strategy.
- n) Approval of minor amendments to the Local Discretionary Rate Relief Scheme.
- o) Agree the annual cycle of meetings for implementation (in consultation with the Head of Legal, Democracy and HR).

1.1.5. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Local Economy Action Group (observer).
- b) Gatwick Diamond.

# Agenda Item 3

- c) Local Government Association (General Assembly).
- d) District Councils Network.
- e) Coast to Capital Joint Committee.
- f) Local Economic Partnership (LEP).
- g) Greater Brighton Economic Board (GBEB).

*NB: All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.*

## 1.2. Deputy Leader

- 1.2.1. The Leader has appointed the Cabinet Member for Planning and Economic Development as Deputy Leader of the Council.

## 1.3. Cabinet Member for Environmental Services and Sustainability

- 1.3.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Gatwick Airport Port Health.
- b) Public (external) health and safety.
- c) Environmental Health Service.
- d) Waste management, refuse and recycling.
- e) Streetscene.
- f) Licensing.
- g) Public conveniences.
- h) Community Wardens.
- i) Car Parking and Civil Parking Enforcement.
- j) Climate change and sustainability.
- k) Cemeteries and burials.
- l) Flood prevention and land drainage.

- 1.3.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Licensing Policy.
- b) Gambling Policy.
- c) Carbon Reduction Strategy.
- d) To work collectively with the Cabinet Member for Housing and the Cabinet Member for Planning and Economic Development (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

- 1.3.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) The approval of feasibility schemes and the implementation of proposals for residential environmental improvements which are in accordance with the Capital Programme.

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- b) Naming and numbering of streets.
- c) The approval of criteria for the prioritisation of flood alleviation schemes including project allocation, programme and final implementation proposals for flood alleviation schemes subject to the projects being achievable within the limits of the approved financial budget of the capital programme.

1.3.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Gatwick Joint Local Authorities.
- b) Inter Authority Waste Group.
- c) Patrol Adjudication Committee.
- d) Gatwick Airport Consultative Committee (GATCOM).

*NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.*

## 1.4. **Cabinet Member for Housing**

1.4.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Crawley Homes.
- b) Strategic Housing (including statutory functions such as homelessness and houses in multiple occupation).
- c) Council tax reduction and housing benefit.
- d) Housing Revenue Account.

1.4.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Housing Strategy.
- b) To work jointly with the Cabinet Member for Planning and Economic Development to meet the housing needs of the Borough.
- c) Liaising and joint working with Social Services and health (housing).
- d) To work collectively with the Cabinet Member for Environmental Services and Sustainability, and the Cabinet Member for Planning and Economic Development (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

1.4.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

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

# Agenda Item 3

- d) Approval of amendments to the Crawley Homes Under-Occupation Incentive Policy.
- e) Responding to the Government's Welfare Reform agenda (with the Leader).

## 1.4.4. Outside Bodies:

They are not specifically appointed to any outside bodies.

*NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.*

## 1.5. **Cabinet Member for Planning and Economic Development**

### 1.5.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Town and Country Planning (including local planning policy).
- b) Transport Planning (in liaison with relevant partners).
- c) Economic Development and Regeneration (including education and skills, Town Centre management and Manor Royal liaison).
- d) Information and Communication Technology.
- e) Asset Management.

### 1.5.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Gatwick Airport, Manor Royal and the Town Centre.
- b) Green Space Strategy (implementation of this Strategy remains with the Cabinet Member for Wellbeing).
- c) Heritage Strategy (although the Strategy falls within the remit of several portfolios, the Cabinet Member for Planning and Economic Development provides a coordinating role).
- d) Asset Management Strategy (including corporate estate).
- e) Local Plan and related documents.
- f) Liaising with West Sussex County Council and neighbouring local authorities on planning and highways matters.
- g) To work jointly with the Cabinet Member for Housing to meet the housing needs of the Borough.
- h) Economic Development, Employment and Skills.
- i) Transport related policies and documents.
- j) Digital, IT Strategy, Council Website, channel shift programmes e.g. MyCrawley.
- k) Contact Centre.
- l) To work collectively with the Cabinet Member for Housing and the Cabinet Member for Environmental Services and Sustainability (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

### 1.5.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

# Agenda Item 3

- a) The adoption of revised versions of the Local Development Scheme (LDS), including the adoption of associated planning documents and Supplementary Planning Documents as defined by the LDS.
- b) Approval of the annual programme of building maintenance works for operational properties (excluding housing assets) including variations during the year to meet changing needs. Delegation to cover all types of maintenance work and small-scale improvements above £100,000 per job.
- c) Determination of applications for landlord's consent for changes of use on neighbourhood shopping parades and the rest of the commercial estate (where one or more Ward Member raises an objection to the proposal). *NB. This delegation relates to asset management only.*

1.5.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Local Economy Action Group (voting member).
- b) Gatwick Joint Local Authorities.
- c) Gatwick Diamond Local Authorities Members' Group.
- d) Manor Royal Business Group.
- e) Manor Royal Management Group.
- f) Manor Royal Board.
- g) Sussex Building Control.
- h) Town Centre Partnership.
- i) West Sussex and Greater Brighton Strategic Planning Board.
- j) Bus Company Meetings.

*NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.*

## 1.6. **Cabinet Member for Public Protection and Community Engagement**

1.6.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Community safety and anti-social behaviour (including improvement schemes and liaison with emergency services).
- b) Community and neighbourhood development.
- c) Community engagement.
- d) Grants to voluntary bodies.
- e) Community cohesion and social inclusion and mobility.
- f) Town Twinning.
- g) Issues relating to travellers.
- h) Children and young people (along with relevant partner organisations) including responsibilities defined under Section 11 (Safeguarding) of the Children's Act 2004.
- i) Armed Forces Covenant.

1.6.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:



# Agenda Item 3

- a) Community Strategies.
- b) Social Inclusion Strategy.
- c) Prevent Strategy.
- d) Crime Reduction and Community Safety Strategies'
- e) Fostering interest in Local Government.

1.6.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

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

1.6.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Crawley Prevent Board.
- b) Safer Crawley Partnership Executive.
- c) Sussex Police and Crime Panel (member).

*NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.*

## 1.7. Cabinet Member for Wellbeing

1.7.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Health and Wellbeing (local and strategic issues).
- b) Arts (including The Hawth and Crawley Museum).
- c) Sport and fitness (including K2 Crawley).
- d) Parks, gardens and open spaces (including allotments, trees and recreational space).
- e) Play service.
- f) Community centres.

1.7.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Implementation of the Green Space Strategy (formulation of this Strategy remains with the Cabinet Member for Planning and Economic Development).

1.7.3. Specific Delegations: They do not currently hold any specific delegations.

1.7.4. Outside Bodies: They will be a member of the following Cabinet appointed outside body:

- a) Gatwick Greenspace Partnership.

# Agenda Item 3

*NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.*

# Agenda Item 7

## Full Council

21 October 2020

### NOTICE OF MOTION – THE PLANNING WHITE PAPER

*Mover Councillor Crow and Seconder Councillor Lamb*

#### **This 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:
  - The proposals should not result in a decline in on-site provision of affordable housing. In a land constrained borough, it is difficult to secure alternative sites for off-site provision. "Developer discretion" over which units are affordable is a significant concern. The council should be able to continue to set its own affordable housing requirement and tenure mix through the Local Plan examination process.
  - 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.
  - 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.

# Agenda Item 7

- 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.

**Therefore, this 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.

# 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) Planning Committee – 1 September 2020 (*page 47* )
- 9 b) Licensing Committee – 15 September 2020 (*page 49* )
- 9 c) Audit Committee – 22 September 2020 (*page 53* )
- 9 d) Overview and Scrutiny Commission – 28 September 2020 (*page 59* )
- 9 e) Planning Committee – 29 September 2020 (*page 63*)
- 9 f) Cabinet – 30 September 2020 (*page 69*)

***Recommendation 1 – Public Spaces Protection Order – Alcohol Consumption – (Minute 5, page 70)\****

*\* Recommendations will be discussed under Agenda Item 6 - Consideration of Full Council Recommendations and Call-In Decisions*

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Crawley Borough Council

**Minutes of Planning Committee**

Tuesday, 1 September 2020 at 7.30 pm

**Councillors Present:**

J Purdy (Chair)

R Sharma (Vice-Chair)

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

**Officers Present:**

Mez Matthews

Democratic Services Officer

Paula Slinn

Legal Advisor

Jess Tamplin

Democratic Services Support Officer

Hamish Walke

Principal Planning Officer

**Apology for Absence:**

Councillor M Pickett

**1. Disclosures of Interest**

No disclosures of interests were made.

**2. Lobbying Declarations**

No lobbying declarations were made.

**3. Minutes**

The minutes of the meeting of the Planning Committee held on 20 July 2020 were approved as a correct record and signed by the Chair.

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

The Committee considered report [PES/354\(a\)](#) of the Head of Economy and Planning which proposed as follows:

Erection of 3 storey side extension comprising 12 x two bedroom flats (amended description and amended plans received).

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

The Principal Planning Officer provided a verbal summation of the application and the Committee then considered the application. In response to a query raised by a Committee Member, the Principal Planning Officer confirmed that, although not directly comparable, the off-site affordable housing contribution of £322,000 was, in essence, based on 4.8 (40%) affordable housing units and had been calculated using the Affordable Housing Calculator in-line with the Affordable Housing Supplementary Planning Document.

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, 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:

Councillor Ascough (1).

## **RESOLVED**

Permit subject to the Section 106 agreement contributions set out in report [PES/354\(a\)](#) and the conditions set out in report [PES/324\(a\)](#).

### **5. Planning Application CR/2020/0009/FUL - 11 Wordsworth Close, Pound Hill, Crawley**

Demolition of existing detached garage and erection of a single storey side extension.

The Chair informed the Committee that since the publication of the agenda for this meeting, the application (set out in report [PES/354\(b\)](#) of the Head of Economy and Planning) had been withdrawn by the Applicant.

#### **Closure of Meeting**

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 7.55 pm

**J Purdy  
(Chair)**



## Crawley Borough Council

### Minutes of Licensing Committee

Tuesday, 15 September 2020 at 7.00 pm

#### Councillors Present:

M G Jones (Chair)

B J Burgess (Vice-Chair)

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

#### Officers Present:

Heather Girling

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 B A Smith

#### Absent:

Councillor D M Peck

### 1. Disclosures of Interest

The following disclosures of interest were made:

<b>Councillor</b>	<b>Item and Minute</b>	<b>Type and Nature of Disclosure</b>
Councillor B J Burgess	Environmental Health and Licensing Update – COVID-19 and Beyond (Minute 4)	Personal Interest – Member of West Sussex County Council
Councillor Crow	Environmental Health and Licensing Update – COVID-19 and Beyond (Minute 4)	Personal Interest – Member of West Sussex County Council

Councillor  
Jones

Environmental Health and  
Licensing Update – COVID-  
19 and Beyond  
(Minute 4)

Personal Interest – Member of  
West Sussex County Council

## 2. Minutes

The minutes of the meeting of the Licensing Committee held on 20 January 2020 were approved as a correct record and signed by the Chair.

## 3. Public Questions

There were no questions submitted by members of the public.

## 4. Environmental Health and Licensing Update - COVID-19 and Beyond

The Committee received an update from the Team Leader for Health, Safety and Licensing which set out the actions and accomplishments of the department since the previous meeting of the Committee in January 2020.

An overview of Crawley Borough Council's response to the Coronavirus pandemic was provided. The Committee was informed of the successes of the Help Hub and Distribution Hub in providing an effective triage service, packaging and delivery of food parcels, and prescription distribution services to vulnerable residents throughout the borough. The Council had also paid grants to over 900 businesses in Crawley.

The Committee was introduced to the new 'Keep Crawley COVID Secure' scheme which was to be launched in the coming weeks. The scheme would work with food/licensed premises to identify safe business practices. Measures such as sharing COVID-19 risk assessments with the Council and complying with NHS Test and Trace (among others) would certify certain premises as being COVID secure.

The Committee heard that fees for table and chair pavement licenses had been waived to allow eateries to seat more customers outside, to better prevent the spread of Coronavirus. Premises with outside seating were being monitored to assess any noise impact on local residents.

It was noted that taxi licensing staff had adapted to remote working (e.g. meetings with licensed vehicle drivers were held via virtual meeting software) and that applications and renewals were continuing to be processed. Payment of licensing fees had been deferred to relieve financial burdens on licensed drivers, but these were now being recovered. The Council had agreed a policy regarding the voluntary installation of clear plastic screens in licensed vehicles as a safety precaution against COVID-19.

The Committee then discussed the following matters:

- In response to a concern regarding personal details given as part of NHS Test and Trace, it was confirmed that premises throughout Crawley should ensure that information is kept confidential. The Committee also noted that licensed premises were advised that any customer providing incorrect details (such as a false name) to NHS Test and Trace should be refused entry to the premises.

- The Government had proposed the introduction of local COVID-19 marshals to ensure compliance with the latest Coronavirus guidance, but information about the role was currently vague and the Council was awaiting further details from the Government.
- The Environmental Health and Licensing team was aware of an increase in fly tipping across Crawley and a number of fixed penalty notices had been issued. A campaign was currently being developed with West Sussex County Council and other organisations which would aim to reduce fly tipping. The Committee would be notified of the campaign's progress in the future.
- The Crawley Household Waste Recycling Site remained closed due to Coronavirus and a fire earlier in the year. The facility's re-opening date was to be determined by West Sussex County Council.
- It was confirmed that the cost of installing a clear protective screen in a licensed vehicle was met by the driver, but this cost was nominal. The Committee also heard that screens were not made compulsory as they may inhibit other safety measures in some licensed vehicles (e.g. airbags). It was suggested that protective screens may potentially be included in future licensed vehicle policy if appropriate safety checks were fulfilled.
- It was agreed that staff from the Environmental Health and Licensing team and from all departments of the Council had gone 'above and beyond' to ensure that the individual needs of Crawley residents were met.

## **RESOLVED**

That the update was noted, and that the Committee's gratitude to the Council officers involved in the Help Hubs throughout the Coronavirus pandemic be recorded.

## **Closure of Meeting**

With the business of the Licensing Committee concluded, the Chair declared the meeting closed at 8.28 pm

**M G Jones**  
**(Chair)**

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## Crawley Borough Council

### Minutes of Audit Committee

Tuesday, 22 September 2020 at 7.00 pm

#### **Councillors Present:**

J Millar-Smith (Chair)

M Flack (Vice-Chair)

M G Jones, T G Belben and J Purdy

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

Andrew Brittain Associate Partner, Ernst and Young

Jo Taylor Audit Manager, Ernst and Young

#### **Officers Present:**

Gillian Edwards Audit and Risk Manager

Heather Girling Democratic Services Officer

Karen Hayes Head of Corporate Finance

Mez Matthews Democratic Services Officer

Paul Windust Chief Accountant

#### **1. Disclosures of Interest**

No disclosures of interests were made.

#### **2. Minutes**

The minutes of the meeting of the Audit Committee held on 30 September 2019 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. Progress Report and Risk Management**

The Committee considered report [FIN/503](#) of the Audit and Risk Manager. The purpose of the report was primarily to update the Committee on the progress made towards the completion of the 2019/2020 and 2020/2021 Audit Plans, and to report on

the progress made in implementing the previous recommendations. The report also included an update on the Council's Strategic Risks.

The Committee discussed and noted all the Audit Plan Reviews in progress, along with other work as detailed in the report. The Audit and Risk Manager took the opportunity to brief the Committee on the work as detailed in the report and advised that the Coronavirus pandemic had impacted the Audit and Risk Section's ability to undertake and complete several areas of its work. In relation to the following areas, the Committee:

Internal Audit Plan 2020/2021:

- Noted that the Internal Audit Plan would be revised to cover areas of highest risk and ensure that the Audit and Risk Sections' resources were used most effectively. Further information on the matter would be brought before the Committee at its meeting in November 2020.

Follow Up Audits:

- Noted that the outcome of the Housing Benefits and Cash & Bank follow up audits would be reported to the Committee at its meeting in March 2021.

An update on the Strategic Risk Management was then provided by the Head of Corporate Finance. In relation to the following areas, the Committee:

New Town Hall (Risk Register attached as Appendix B to the report):

- Was assured that the Lettings Agent had advised that there would be an increased demand for office accommodation outside London as a consequence of the pandemic, and as such the Council was likely to achieve the expected rent.

Data Breaches:

- Noted that, following the recent retirement of the Head of Legal, Democracy and HR, the Audit and Risk Manager now held responsibility for providing an initial response to data breaches and deciding when a breach should be reported to the Information Commissioner's Office. No serious breaches had occurred in the last 5-6 years and refresher training was provided regularly.

The Chair expressed the Committee's appreciation to the officers for the work completed in such difficult times.

## **RESOLVED**

That the Committee receive the report and note progress to date, as at 31 August 2020.

## **5. Audit and Risk Manager's Annual Report 2019/2020**

The Committee considered report [FIN/504](#) of the Audit and Risk Manager.

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

In response to a query raised by a Committee Member, the Audit and Risk Manager advised that the “substantial” assurance had been based on the effectiveness of the Council’s risk management and governance arrangements as well as internal control environment. The Audit and Risk Manager was satisfied that the Council had strong governance arrangements and that the main risks were well controlled.

## **RESOLVED**

That the Audit and Risk Manager’s Annual Report for the period 2019/2020 be received and that the progress to date be noted.

### **6. Fee Scale for the Audit 2020/21 and Update on 2019/20**

The Committee considered a [letter](#) from the Chief Executive of Public Sector Audit Appointments (PSAA) on the Fee Scale for the Audit 2020/21. The letter also provided an update on 2019/20.

The Head of Corporate Finance reminded the Committee that Ernst and Young had been appointed as external auditors in 2016 via procurement arrangements made by the PSAA. The Committee agreed that any discussion regarding the level of proposed fees would be dealt with under agenda item 8 (Audit Results Report: Year Ended 31 March 2020) (Minute 7 refers), as that report provided an updated fee analysis with an amended fee proposal by Ernst and Young.

## **RESOLVED**

That the Fee Scale for the Audit 2020/21 and the Update on 2019/20 be noted.

### **7. Audit Results Report: Year Ended 31 March 2020**

The Committee considered Ernst and Young’s [Audit Results Report for the year ended 31 March 2020](#). The Committee noted that the item had been included in a supplementary agenda with the agreement of the Chair. The report set out the current status of the audit, indicating that, subject to concluding the outstanding matters listed in the report, Ernst and Young expected to issue an unquantified audit opinion on the financial statements for the year ended 2019/2020 (in the form at Section 3 of the report) before the accounts publication date of 30 November 2020.

The Head of Corporate Finance expressed her gratitude to the Finance Team and highlighted that no errors had been made by the Team despite the extra workload they had undertaken as a result of the Coronavirus pandemic (eg. issuing over 900 business grants).

The Committee considered matters raised, and in doing so, expressed their deep concern at the significantly higher fees proposed by Ernst and Young to that cited in the letter issued to the Council by the Public Sector Audit Appointments (PSAA) (Minute 6 “Fee Scale for the Audit 2020/21 and Update on 2019/20” refers). The Director for Ernst and Young explained that the higher fee reflected the additional costs they expected to incur due to the increased risks identified in completing the audit, the procedures which were necessary as a result and the need to employ specialist input. The Director for Ernst and Young advised the Committee that the

fees had been calculated at the request of PSAA and would be subject to PSAA's approval, the fees would be benchmarked for sustainability and reflected the wider situation.

Despite the assurances Ernst and Young aimed to provide, the Committee remained concerned that the efficiencies and lower costs expected from procuring an external auditor via the PSSA arrangements had not materialised. The Committee was of the opinion that insufficient information had been supplied in the report by Ernst and Young to justify a 54% increase on the fees proposed by PSAA and was of the view that a more detailed breakdown should have been provided.

At the request of the Committee, the Director for Ernst and Young **AGREED** to provide the Head of Corporate Finance and the Chief Accountant with a detailed breakdown which identified how the fees had been calculated, that information would then be circulated to the members of the Committee. At the suggestion of the Chair, the Committee then **AGREED** that the Chair write to PSAA to express the Committee's concerns, a draft of that letter would be circulated for comment to the members of the Committee prior to its submission to PSAA.

## **RESOLVED**

That the Audit Results Report for the year ended 31 March 2020 be received and noted.

## **8. Approval of the 2019/2020 Statement of Accounts**

The Committee considered report [FIN/507](#) of the Head of Corporate Finance which sought the Committee's approval of the 2019/2020 Statement of Accounts, to comply with the statutory deadline of 30 November 2020.

The 2019/20 Statement of Accounts was attached as Appendix C to the report and the Committee was advised that the Letter of Representation provided in Appendix A to the report had been superseded by the Letter of Representation set out on pages 47-50 of the Audit Results Report: Year Ended 31 March 2020 (Minute 7 refers), and should be replaced as such.

The Chair advised the Committee that, rather than voting on each recommendation individually, a single recorded vote would be taken on the recommendations as set out in the report. No dissent from the Committee was expressed and therefore a single recorded vote was conducted.

A recorded vote was then taken on recommendations 2.1(a)-(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, were recorded as follows:

For recommendations 2.1(a)-(c):  
Councillors T Belben, Flack, Jones, Millar-Smith and Purdy (5).

Against recommendations 2.1(a)-(c):  
None (0).

Abstentions:  
None (0).



**RESOLVED**

- (1) That the 2019/20 Statement of Accounts be approved.
- (2) That the Chair of the Committee be authorised to sign the 2019/20 Letter of Representation.
- (3) That the Chair of the Committee be authorised to sign the 2019/20 Statement of Accounts on behalf of the Council.

**Closure of Meeting**

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

**J Millar-Smith  
(Chair)**

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## Crawley Borough Council

### Minutes of Overview and Scrutiny Commission

Monday, 28 September 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 and P K Lamb

**Officers Present:**

Ian Duke Deputy Chief Executive

Heather Girling Democratic Services Officer

Karen Hayes Head of Corporate Finance

Chris Pedlow Democratic Services Manager

Paul Windust Chief Accountant

**Apologies for Absence:**

Absent:

Councillor S Malik and 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	Health and Adult Social Care Select Committee (HASC) (Minute 7)	Personal Interest – Member of WSCC
Councillor R A Lanzer	Health and Adult Social Care Select Committee (HASC) (Minute 7)	Personal Interest – Member of WSCC

**2. Minutes**

The minutes of the meeting of the Commission held on 22 June 2020 were approved as a correct record and signed by the Chair, subject to the following amendment to Minute 1 (Disclosures of Interest and Whipping Declarations) which should have read 'Local Cycling and Walking Infrastructure Plan' in relation to Minute 8.

**3. Public Question Time**

No written questions from the public were received.

**4. Public Spaces Protection Order - Alcohol Consumption**

The Commission considered report [HCS/23](#) of the Head of Community Services. The report sought approval of a new Alcohol Consumption PSPO when the current PSPO expires in October 2020.

During the discussion, with the Leader of the Council and Deputy Chief Executive, Councillors made the following comments:

- Confirmation that the new PSPO would replace the current alcohol PSPO.
- Acknowledgement that the proposed PSPO would relate to the consumption of alcohol where it contributed to, was linked to or was associated with nuisance or annoyance to members of the public.
- It was noted that the proposed PSPO did not restrict the consumption of alcohol in a public place, but would be used to address anti-social behaviour associated with alcohol consumption which had a detrimental effect on the town and community.
- Acknowledgement that the area covered by the PSPO was borough wide, excluding Gatwick due to restrictions covering that vicinity.
- Explanations sought and obtained with reference to consultation and consumption of alcohol where the land and premises were council owned and/or operated.
- Confirmation that it was anticipated the issuing of fixed penalty notices would be limited in relation to the street community. Previously when asked to stop drinking and hand over a vessel believed to contain alcohol there had usually been compliance. Whilst fixed penalty notices can be escalated the PSPOs were within a suite of powers available.
- It was noted that following lockdown due to the Coronavirus pandemic there had been an increase in antisocial behaviour.
- With reference to the antisocial behaviour data, it was felt it may be beneficial to understand the correlation between the number of instances and the time at which they occurred (for example if these were attributed to pubs' closing time).

**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.

**5. 2020/2021 Budget Monitoring - Quarter 1**

The Commission considered report [FIN/505](#) of the Head of Corporate Finance on the quarter 1 budget monitoring, set out a summary of the Council's actual revenue and

capital spending for the quarters to June 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, Councillors made the following comments:

- Acknowledgement that the report documented the financial viability of the council, particularly as a result of Covid19.
- Recognition that work had continued during lockdown to support the homelessness and street community. Diverted giving was still the preferred option of support.
- Confirmation that the delays in the handover of new housing developments had impacted on the housing register. Although the register had also been subject to an increase of those who had seen a change circumstances due to employment status resulting from the pandemic.
- Recognition that the free parking provided at Orchard Street, together with Crawley Hospital choosing to suspend pay and display parking until the end of June had decreased car parking income.
- Acknowledgement that the pay award had been higher than budgeted.
- Explanations sought and obtained on the various schemes provided within the capital programme.
- Confirmation that the increased in cancelled garage accounts, together with the inability to return garage keys safely to the town hall had resulted in a shortfall of rental income.
- Officers confirmed that the favourable and unfavourable variation indications would be reinstated for future reports.

## **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. Appointments**

### **RESOLVED**

That the Commission ratified and noted the following appointments:

#### **West Sussex Joint Scrutiny Steering Group (JSSG) –**

Councillor T Belben

#### **West Sussex Health and Adult Social Care Select Committee (HASC) -**

Councillor T McAleney

#### **Climate Change Scrutiny Panel -**

Councillors J Hart, K L Jaggard, T Lunnon, A Pendlington and vacancy, with Councillor K L Jaggard as Chair.

#### **Council-owned Neighbourhood Parades Scrutiny Panel -**

Councillors M Ayling, F Guidera, R A Lanzer, T Lunnon and D Peck, with Councillor R A Lanzer as Chair.

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

Commission members were informed that the minutes from the most recent HASC meeting would shortly be available on the HASC [webpages](#).

**8. 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
- Proposed Article 4 Directions - Change of Use from C3 (dwelling houses) to C4 (houses in multiple occupation)
- Economic Development Strategy

**1 February 2021**

- 2021/2022 Budget and Council Tax
- Treasury Management Strategy 2021-2022
- 2020/2021 Budget Monitoring - Quarter 3

**Closure of Meeting**

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 8.20 pm

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

Crawley Borough Council

**Minutes of Planning Committee**

Tuesday, 29 September 2020 at 7.30 pm

**Councillors Present:**

J Purdy (Chair)

R Sharma (Vice-Chair)

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

**Officers Present:**

Simon Bagg	Legal Services Manager
Brian Cox	Principal Environmental Health Officer
Stephen Gee	Principal Transport Planner (West Sussex County Council)
Mez Matthews	Democratic Services Officer
Jean McPherson	Group Manager (Development Management)
Paula Slinn	Legal Advisor
Clem Smith	Head of Economy and Planning
Jess Tamplin	Democratic Services Support Officer
Hamish Walke	Principal Planning Officer

**Also in Attendance:**

Councillors B J Burgess and R G Burgess

**1. Disclosures of Interest**

No disclosures of interests were made.

**2. Lobbying Declarations**

The following lobbying declarations were made by Councillors:-

Councillors Ascough, A Belben, Irvine, Jaggard, Mwagale, Purdy, Sharma, and P Smith had been lobbied regarding application CR/2018/0544/OUT.

Councillor Sharma had been lobbied regarding application CR/2020/0014/FUL.

**3. Minutes**

The minutes of the meeting of the Planning Committee held on 1 September 2020 were approved as a correct record and signed by the Chair.

#### 4. **Planning Application CR/2018/0544/OUT - Land East of Tinsley Lane, Three Bridges, Crawley**

The Committee considered report [PES/355a](#) of the Head of Economy and Planning which proposed as follows:

Outline application for access (with all other matters reserved) for up to 150 residential units; new site access from Birch Lea with enhanced access from Kenmara Court, demolition of the existing Oakwood Football Club facilities and provision of a new clubhouse, senior and junior pitch; provision of open space and woodland access; and other ancillary works.

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

The Principal Planning Officer provided a verbal summation of the application, which was an outline application which sought planning permission for the principle of the development – with detailed approval sought only for one reserved matter in respect of the proposed access routes at this stage. The Officer updated the Committee that late representations had been received from Tinsley Lane Residents' Association in relation to a road safety review, and from Oakwood Football Club expressing support for the scheme. Paragraph 5.28 of report PES/355a stated that the proposed density of the development was around 50 dwellings per hectare, but this was an error and should be around 36 dwellings per hectare. The Officer also conveyed amendments proposed by Crawley Goods Yard Operators to the conditions.

Following receipt of a communication from a member of the public, the Committee took a brief adjournment to allow the functionality of the public livestream to be checked. It was confirmed that the livestream was operational and the meeting was then reconvened.

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

Three statements from objectors (Tinsley Lane Residents' Association, Crawley Goods Yard Operators, and Mr John Browning) highlighted the following matters:

- The proposal of 150 dwellings was excessive compared to the 120 proposed in the Local Plan (representing a 25% increase) and would amount to overdevelopment of the site, which was suited to fewer larger family dwellings. Three storey dwellings would not be in-keeping and would not relate sympathetically to the surroundings.
- Future residents of the proposed development should be better protected from noise disturbance from the Crawley Goods Yard. The Goods Yard, a safeguarded site, must not have its operations curtailed. Conditions were suggested to safeguard this.
- Local residents had undertaken a survey evaluating the proposed access route to the site via Birch Lea, which determined that the access was unsuitable due to poor visibility and driver sight lines.

Two statements from supporters (the applicant Homes England, and Oakwood Football Club) highlighted the following matters:

- The proposed scheme would satisfy local housing needs and provide on-site affordable housing of 40% of the total number of dwellings.



- New sports facilities would be created by the scheme for the use of Oakwood Football Club and the local community. The provisions set out in the illustrative masterplan met the club's requirements.

Two statements from ward Councillors for Three Bridges (Councillors Bob Burgess and Brenda Burgess), both in objection, highlighted the following matters:

- The number of dwellings had increased, and concerns were raised regarding the reasons for this. The development was too high density for the area and the massing, density, and scale of the housing would be negatively impacted by the greater number of units.
- The potential for an increase in traffic, pollution, and noise for future residents and the residents of Birch Lea. The safety of the proposed access route via Birch Lea was queried due to poor visibility and it was suggested that due consideration had not been given to the residents' road safety review.

The Committee then considered the application. A detailed discussion took place as part of which the Committee considered a wide range of matters in relation to the application, including the following:

- Clarification was sought regarding the proposed number of dwellings. It was confirmed by the Planning Officer that the Local Plan Inspector had recommended that the number of dwellings be reduced from 138 to 120 due to concerns that parking for the sports facilities may require some of the central land parcel. It was noted that the Tinsley Lane Development Brief confirms that the numbers in the Local Plan allocation are indicative. The applicant had since provided an illustrative masterplan which proposed up to 150 dwellings. It was noted that a mention of 160 dwellings in report PES/355a included the 10 existing dwellings on Birch Lea.
- In response to a query regarding how and who would take a decision on a reserved matters application, officers confirmed that as a major application, it would be considered by the Planning Committee.
- Committee members expressed doubts over the sustainability and suitability of the proposed number of dwellings, which was felt to be too great and of too high a density. It was felt that the scheme should place more of a focus on houses; with fewer flats.
- The level of car parking provision for both the dwellings and the sports facilities was queried. The Planning Officer confirmed that the applicant had provided evidence that the layout could meet the adopted parking standards for the dwellings, and that the sports facilities' car park was in excess of standards.
- The suitability of the access route via Birch Lea was queried. It was felt that an increase in traffic and pollution could be disruptive for existing residents and impact their quality of life, and that visibility for drivers and emergency services may be unsafe. It was deemed that report PES/355a was unclear regarding the suggestion of a 20mph speed limit but the Committee considered this suitable. Officers confirmed that West Sussex County Council as the highways authority had deemed the proposed access safe and acceptable and that there would be a financial contribution towards traffic calming measures on Tinsley Lane. Committee members felt that alternative accesses, such as from Forge Wood or Crawley Avenue, may be preferable.
- Officers confirmed that the 83 vehicle movements via Birch Lea estimated by traffic modelling related to movements in the morning peak hour (8-9am).
- A query was raised about whether Birch Lea had been considered by the Planning Inspector as the likely access for the allocation. Officers were unable to address this question during the discussion but confirmed that the

Development Brief mentioned possible accesses using Birch Lea and Kenmara Court.

- Following queries from the Committee about the access link between the sports facilities and the dwellings, officers confirmed that the layout was in two parts, with sports facilities being accessed only from Kenmara Court and dwellings from Birch Lea. The scheme would provide pedestrian, cyclist, and emergency vehicle access between the two.
- Clarification was sought as to whether any of the proposed dwellings' windows would be sealed shut in order to meet application conditions regarding noise. Officers explained that windows would not be sealed shut, but that habitable rooms would not have windows facing the Crawley Goods Yard due to possible noise disturbance.
- In response to a concern regarding car parking provision at Summersvere Wood, it was confirmed that the number of spaces at the sports facilities exceeded requirements and that these spaces should be available for any visitors to the woodland.
- Concerns were expressed that nearby facilities (shops, public transport) may not be equipped to provide for the number of new residents generated by the proposed development.
- Committee members questioned whether there was a mechanism in place to secure open space. The Planning Officer confirmed that the provision and management would be secured via the Section 106 agreement.

The Committee also discussed the suitability of parking for the proposed dwellings, the provision of a play area through the Section 106 agreement, drainage at the sports facilities' car park, emergency vehicle access to the site, and a plan to undertake ecological evaluations if the application were to be permitted.

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:

None.

Against the recommendation to permit:

Councillors Ascough, A Belben, Irvine, Jaggard, Mwagale, Pickett, Purdy, Rana, Sharma and P Smith (10).

Abstentions:

None.

The Officer recommendation was therefore overturned.

Following further consideration by the Committee, it was concluded that, while the area was an allocated housing site, the main concern was the impact of the access via Birch Lea. This was considered harmful to the quality of life of Birch Lea residents. It was agreed that the access route needed to be reconsidered and an alternative sought, or that traffic levels could be reduced by a smaller development. Discussion also took place regarding a reduction in the density of the development in itself. The Committee considered the quantity of housing too high, noting that it was in excess of the Local Plan figure. The density was also not in keeping with the surrounding area. There was concern that the level of development was harmful to the existing residents of Birch Lea and to future residents.

It was moved by Councillor Purdy (seconded by Councillor Sharma) that the application be refused due to the level of housing proposed and the use of Birch Lea as an access route to the proposed development, neither of which would provide a good level of residential amenity for existing and future residents nor protect the character of the area.

The Committee took a brief adjournment to enable the wording of the proposed reasons for refusal to be devised. The meeting was then reconvened.

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

For the proposal to refuse:

Councillors Ascough, A Belben, Irvine, Jaggard, Mwangale, Pickett, Purdy, Rana, Sharma, and P Smith. (10)

Against the proposal to refuse:

None.

Abstentions:

None.

## **RESOLVED**

Refuse for the following reasons:

- 1) The proposed density of the development is out of character with the existing local housing in the area and the Local Planning Authority is not satisfied that the level of housing proposed would result in a good standard of residential amenity for future residents, contrary to policies CH3 and CH5 of the Crawley Borough Local Plan and the Urban Design Supplementary Planning Document.
- 2) The Local Planning Authority considers that the proposed intensification in use of Birch Lea to serve up to an additional 150 dwellings would cause unacceptable harm to the residential amenity enjoyed by existing residents of the cul-de-sac contrary to policy CH3 of the Crawley Borough Local Plan.

### **5. Planning Application CR/2020/0014/FUL - St Margarets Church of England Church, Ifield Street, Ifield, Crawley**

The Committee considered report [PES/355b](#) of the Head of Economy and Planning which proposed as follows:

Demolition of existing single storey annexe and erection of a two storey extension to church hall.

Councillors A Belben, Irvine, Jaggard, Mwangale, Purdy, Sharma, and P Smith declared they had visited the site and Councillor Ascough declared he was familiar with the site.

Councillor Rana left the meeting and was not present for the discussion or vote on the item.

The Principal Planning Officer provided a verbal summation of the application. The Committee heard that the proposed extension to the Grade I listed building would replace the current extension which was no longer fit for purpose. The proposed extension would provide a church hall, a kitchen, and other ancillary space.

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

The statement, from the Parochial Church Council of St Margaret's Church, highlighted the following matters:

- The existing extension no longer meets the needs of the community and requires maintenance and repair.
- The Church Council had regard to Planning Officers' views in developing the plans, the design of which was sympathetic to the style of the Church.

The Committee then considered the application. In response to queries raised by Committee members, the Planning Officer confirmed that 12 known graves would be relocated as part of the works, and that an excavation would be required to detect any archaeological material (such as parts of an earlier church structure) underground at the site. The Committee also heard that the style of the windowpanes of the proposed extension would be subject to a condition.

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, along with any abstentions, were recorded as follows:

For the recommendation to permit:

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

Against the recommendation to permit:

Councillor Ascough (1).

Abstentions:

None.

## **RESOLVED**

Permit subject to conditions set out in report [PES/355b](#)

## **Closure of Meeting**

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 10.54 pm

**J Purdy  
(Chair)**

## Crawley Borough Council

### Minutes of Cabinet

Wednesday, 30 September 2020 at 7.00 pm

#### **Councillors Present:**

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

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

Councillor D Crow and T G Belben

#### **Officers Present:**

Natalie Brahma-Pearl	Chief Executive
Heather Girling	Democratic Services Officer
Karen Hayes	Head of Corporate Finance
Chris Pedlow	Democratic Services Manager
Kate Wilson	Head of Community Services

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

Councillor B A Smith

#### **1. Disclosures of Interest**

No disclosures of interests were made.

#### **2. Minutes**

The minutes of the meeting of the Cabinet held on 24 June 2020 were approved as a correct record and signed by the Leader.

#### **3. Public Question Time**

No questions from the public had been received.

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

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

#### 5. **Public Spaces Protection Order - Alcohol Consumption**

The Leader presented report [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 expires 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.

It was explained that the purpose of the PSPO was to prohibit the consumption of alcohol where that consumption contributes to, is linked to or is associated with nuisance or annoyance to members of the public or a section of the public, or to disorder. It was noted that the Full Council has the authority of making the PSPO.

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 28 September 2020, which included:

- Confirmation that the new PSPO would replace the current alcohol PSPO.
- Acknowledgement that the proposed PSPO would relate to the consumption of alcohol where it contributed to, was linked to or was associated with nuisance or annoyance to members of the public.
- It was noted that the proposed PSPO did not restrict the consumption of alcohol in a public place, but would be used to address anti-social behaviour associated with alcohol consumption which had a detrimental effect on the town and community.
- Acknowledgement that the area covered by the PSPO was borough wide, with the exclusion of Gatwick due to restrictions covering that vicinity.
- Explanations sought and obtained with reference to consultation and consumption of alcohol where the land and premises were council owned and/or operated.
- Confirmation that it was anticipated the issuing of fixed penalty notices would be limited in relation to the street community. Previously when asked to stop drinking and hand over a vessel believed to contain alcohol there had usually been compliance. Whilst fixed penalty notices can be escalated the PSPOs were within a suite of powers available.
- It was noted that following lockdown due to the Coronavirus pandemic there had been an increase in antisocial behaviour.
- With reference to the antisocial behaviour data, it was felt it may be beneficial to understand the correlation between the number of instances and the time at which they occurred (for example if these were attributed to pubs' closing time).

Councillor Crow was invited to speak on the item. Matters raised included:

- Acknowledgement that the consultation exercise had resulted in incredibly favourable results.
- Recognition that if the proposed PSPO was not granted the current signage would need to be amended to remove any reference to the alcohol PSPO, resulting in a cost to the council.

- A query was raised regarding the public perception of the enforcement use. It needed to be recognised that other methods were being deployed and PSPOs were within a suite of powers available. Fixed penalty notices could be used where necessary.
- General support offered for the renewal of the PSPO.

All Cabinet Members present spoke as part of the discussion on the report. There was support for the renewal of the PSPO, particularly as it was noted alcohol related crime had increased. It was recognised that action needed to be taken, whilst ensuring the PSPO was applied in a sympathetic manner. There was acknowledgement that the PSPO was borough-wide (excluding Gatwick) and the list of hot spots was not exhaustive, and other areas such as Broadfield Barton were not identified 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 1

Full Council is recommended to

To make 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](#));

That the Cabinet endorses the making of the PSPO and approves, subject to Full Council making the PSPO in the form of the draft at Appendix A of Report [HCS/23](#), that the level for Fixed Penalty Notices which may be issued for a breach of the PSPO be set at £100.

## Reasons for the Recommendations

PSPOs can target a range of behaviours and can prohibit specified activities or require certain things to be done by people engaged in certain activities. PSPOs can send a clear message that these behaviours will not be tolerated and help reassure residents and businesses that unreasonable conduct is being addressed. The proposed PSPO will not restrict consumption of alcohol in a public place, but will be used to address anti-social and behaviour associated with alcohol consumption which has a detrimental effect on the town and community.

The proposed PSPO, if made by the Full Council, will provide the Police and Local Authority with an additional powers to complement existing enforcement strategies and legislation. The proposed PSPO seeks to regulate specific activities in public places that have a detrimental effect on the local community and would be used as part of suite of options available to the council and police to enable a combined approach in tackling the problems associated with alcohol related nuisance, annoyance and disorder.

## 6. 2020/2021 Budget Monitoring - Quarter 1

The Leader presented report [FIN/505](#) of the Head of Corporate Finance which set out a summary of the Council's actual revenue and capital spending for the quarters to June 2020 together with the main variations from the approved spending levels and impact on future budgets. The Leader explained that the impact of the Covid19 has had a dramatically impacted upon the Council budget and income streams, so that at the end of the Quarter 1, even with additional Government funding, there was a deficit of £1.2mil to the General Fund. It was also explained that unfortunately the current difficult financial position was unlikely to improve any time soon, due to the ongoing effects of Covid19.

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 28 September 2020, which included:

- Acknowledgement that the report documented the financial viability of the council, particularly as a result of Covid19.
- Recognition that work had continued during lockdown to support the homelessness and street community. Diverted giving was still the preferred option of support.
- Confirmation that the delays in the handover of new housing developments had impacted on the housing register. The register had also been subject to an increase of those who had seen a change in circumstances due to their employment status resulting from the pandemic.
- Recognition that the free parking provided at Orchard Street, together with Crawley Hospital choosing to suspend pay and display parking until the end of June had decreased car parking income.
- Acknowledgement that the pay award had been higher than budgeted.
- Explanations sought and obtained on the various schemes provided within the capital programme.
- Confirmation that the increase in cancelled garage accounts, together with the inability to return garage keys safely to the town hall had resulted in a shortfall of rental income.
- Officers confirmed that the favourable and unfavourable variation indications would be reinstated for future reports.



Councillor Crow was invited to speak on the item. Matters raised included:

- Highlighted that this financial quarter covered the difficult lockdown period.
- Recognition that whilst government support had been welcomed, budget-saving decisions were still required to reduce the deficit. The pay award should however be welcomed.
- A query was raised regarding future funding for homelessness, together with the income compensation scheme for lost sales, fees and charges and whether these figures were included in the Quarter 1 calculations.
- Recognition that there was determination to move forward to deliver solutions.

The following responses were offered:

- Whilst the level of support had been forthcoming from central government, it had not compensated for the level of expenditure.
- The projections from the income compensation scheme for lost sales, fees and charges were not included in Quarter 1, and would feature in 2020/2021 Budget Monitoring Quarter 2 report.
- Notification has not been received about forthcoming funding regarding homelessness. Should this be received it would also be reported in a future Quarterly Monitoring report.

Councillors P Smith, Lamb and Mullins spoke as part of the discussion on this item. Council officers from both the Finance and Housing teams, together with partner organisations were thanked for their hard work and support during the Coronavirus pandemic. The implications for specific portfolio areas were highlighted and the need to reduce further economic consequences.

## **RESOLVED**

That the Cabinet notes the projected outturn for the year 2020/2021 as summarised in report [FIN/505](#).

## **Reasons for the Recommendations**

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

## **Closure of Meeting**

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

**P K LAMB**  
Chair

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# Agenda Item 12

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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