

Crawley Borough Council

Agenda of the Full Council

To: The Mayor and Councillors

You are summoned to attend a meeting of the **Full Council** which will be held in **Ashurst Main Hall - The Charis Centre**, on **Wednesday, 14 July 2021** at **7.30 pm**

Nightline Telephone No. 07881 500 227

A handwritten signature in black ink, appearing to read "A. Hurst".

Chief Executive

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

Published 6 July 2021

Duration of the Meeting

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

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



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

Part A Business (Open to the Public)

	Pages
1. Apologies for Absence	
To receive any apologies for absence.	
2. Disclosures of Interest	
In accordance with the Council's Code of Conduct, councillors are reminded that it is a requirement to declare interests where appropriate.	
3. Minutes	5 - 22
To approve as a correct record the minutes of the meeting of the Full Council held on 28 May 2021.	
4. Communications	
To receive and consider any announcements or communications, including any additional Cabinet Member announcements.	
The Mayor has asked that the following statement be included under communications:	
<i>"I would like to make a short statement. This relates to my mayoral acceptance speech which I delivered at the Annual Meeting in May. At one point in my speech I made reference to the Palestine – Israel situation. I expressed my personal view which was based in sympathy for others. It was not my intention to cause offence or division. However, I realise that in my new role as Mayor, I should act in a non-partisan manner and in the interests of the whole Council. I therefore withdraw those particular comments. I acknowledge that they were not appropriate (coming from the Mayor) and confirm that they did not represent the Council's position."</i>	
5. Public Question Time	
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.	

	Pages
<p>6. Consideration of Full Council Recommendations and Call-In Decisions</p> <p>To consider any recommendations before the Full Council or items which have been Called-In.</p> <p><i>NB In advance of the meeting Political Groups will identify which recommendations they do not wish to reserve for debate.</i></p>	23 - 86
<p>7. Notification of Decisions Protected from Call-In (Recommendation 4)</p> <p>In line with the Call-In Procedure Rule 8.3, which is set out in the Council's Constitution, the Council is required to be informed when the Chief Executive has protected a decision from Call-In.</p> <p>The Chief Executive, under the Urgent Action decision making powers set out in the Constitution, took the following two decisions which were also protected from Call-In (in accordance with Call-In Procedure Rule 8).</p> <p>The first decision, which was taken on 5 May 2021, was to agree the District Heat Network's Heat Tariff. The Heat Tariff was to come into force in May 2021 ahead of the occupation of Geraint Thomas House and is to be reviewed on an annual basis. This decision was protected from Call-In to avoid the potential scenario of Geraint Thomas House being occupied without any Heat Tariff being in place. Given the election, taking this decision through normal routes would have led to a delay of a number of weeks making such a scenario likely. The decision was reported in Councillors' Information Bulletin IB/1080.</p> <p>The second decision, which was taken on 13 May 2021, was to agree that an additional discretionary Council Tax discount of up to £150 per household may be provided for working age Council Tax reduction claimants. This discount will reduce Council Tax bills by up to £150 for vulnerable working age residents. This decision was protected from Call-In to enable the Council to start implementing an additional discount to help reduce the impact of the pandemic on residents in receipt of Council Tax support as soon as possible. The decision was reported in Councillors' Information Bulletin IB/1080.</p> <p>RECOMMENDATION 4</p> <p>The Full Council is requested to note the use of the Protection from Call-In provision by the Chief Executive in respect of the decisions taken by the Chief Executive relating to the District Heat Network's Heat Tariff and Additional Discretionary Council Tax Discount which were taken on 5 May 2021 and 13 May 2021 respectively.</p>	
<p>8. Notice of Motion 1 (Labour) - Motion amending the requirements of a Procedural Motion</p> <p>To consider, in accordance with Full Council Procedure Rule 1.1-H, the following Notice of Motion to be moved by Councillor Lamb and seconded by Councillor Peter Smith.</p>	87 - 88

	Pages
<p>9. Notice Of Motion 2 (Labour) - The Council's Response To The Boundary Commission For England</p> <p>To consider, in accordance with Full Council Procedure Rule 1.1-H, the following Notice of Motion to be moved by Councillor Lamb and seconded by Councillor Lunnon.</p>	89 - 90
<p>10. Councillors' Questions Time</p> <p>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.</p> <p>There are two methods for Councillors asking questions:</p> <ol style="list-style-type: none"> 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. <p>Councillors have the opportunity to ask oral supplementary questions in relation to either of the methods above.</p>	
<p>11. Receiving the Minutes of the Cabinet, Overview and Scrutiny Commission and Other Committees including Items for Debate</p> <p>To receive the minutes of the meetings of the Cabinet, Overview and Scrutiny Commission and Committees, as listed on page 23, and set out in the appendices to this item and to debate any Reserved Items contained within those Minutes.</p> <p><i>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.</i></p>	
<p>12. Supplemental Agenda</p> <p>Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.</p>	

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Crawley Borough Council

Minutes of Full Council

Friday, 28 May 2021 at 7.30 pm

Councillors Present:

S Malik (Deputy Mayor)

Z Ali, M L Ayling, A Belben, T G Belben, J Bounds, S Buck, B J Burgess, R G Burgess, R D Burrett, D Crow, C R Eade, R S Fiveash, M Flack, I T Irvine, K L Jaggard, G S Jhans, K Khan, M G Jones, P K Lamb, R A Lanzer, T Lunnon, K McCarthy, J Millar-Smith, M Morris, C J Mullins, S Mullins, M Mwagale, A Nawaz, D M Peck, A Pendlington, M W Pickett, S Piggott, S Raja, B A Smith and P C Smith

Also in Attendance:

Mr Peter Nicolson and
Russell Brown

Independent Person

Independent Person (Nominee)

Officers Present:

Natalie Brahma-Pearl

Chief Executive

Siraj Choudhury

Head of Legal, Governance & HR

Heather Girling

Democratic Services Officer

Chris Pedlow

Democratic Services Manager

1. Disclosures of Interest

There were no declarations of interests made.

2. One Minute's Silence

The Council observed a minute's silence in memory of former Councillor Mike Weatherley (2006-07) who sadly recently passed away.

3. Temporary Chair of the Full Council the Election of Mayor 2021/ 2022

In advance of agenda item 3 – Election of Mayor 2021/ 2022, Councillor Malik (the Deputy Mayor in the Chair) stated that as he was one of the nominations for the position of the Mayor, he therefore was unable to preside over an election in which he was involved. As a result, he would be leaving the Chair for the next agenda item Election of Mayor 2021/ 2022. As there was no Deputy to take the Chair Councillor Malik called for nominations for a member to be the Temporary Chair of the Full Council the Election of Mayor 2021/ 2022.

Before the vote on the Temporary Chair could take place, Councillor Crow put forward a Procedural Motion in accordance with FCPR 11.1 (q)) *To suspend a particular Full Council Procedure Rule, namely in relation to suspend the Chair's casting vote.* This was seconded by Councillor McCarthy. Councillor Lamb spoke against the Procedural Motion.

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The Deputy Mayor in the Chair, then called a vote on the Procedural Motion. The vote was a tie split 18 for and 18 against the Procedural Motion.

Councillor Crow then raised a point of order that FCPR 13. Suspension of Full Council Procedure Rules, 13.1 stated that *All Full Council Procedure Rules, except Rules 1.2(C1) (signing of minutes) and 10.4 (holding a recorded vote), may be suspended if at least one half of the whole number of Councillors present vote in favour of that suspension. Suspension will only apply for the duration of that meeting.*

Following the points raised by Councillor Crow, the Deputy Mayor in the Chair called for an adjournment to seek advice from the Monitoring Officer.

On resumption of the meeting the Deputy Mayor in the Chair confirmed that the Procedural Motion moved by Councillor Crow had been carried as a result of the vote which had taken place just prior to the adjournment. It was carried because the threshold of at least one half, as set out in FCPR 13.1, had been met.

Nominations were then sought for the Temporary Chair, Councillor Ayling seconded by Councillor P Smith proposed Councillor Jones, whilst Councillor Crow seconded by Councillor McCarthy proposed Councillor Lanzer.

A voted was then called with Councillor Jones receiving 18 votes and Councillor Lanzer receiving 18 votes and the votes were tied with the casting vote having been suspended. The meeting could not proceed without a Temporary Chair as there is a constitutional requirement to have a Chair in place for a Full Council meeting. The Deputy Mayor in the Chair then read out section 8.1 of the Introduction to Crawley Borough Council's Constitution, namely **8.1 Suspension:** *A motion to suspend any rules will not be moved without notice unless at least one half of the whole number of Councillors are present. The extent and duration of suspension will be proportionate to the result to be achieved and the purpose of any suspension should be to enhance the democratic process, not restrict it.*

The Deputy Mayor in the Chair observed that the previously approved Procedural Motion to suspend the Chair's casting vote was preventing the meeting from continuing and was therefore restricting the democratic process rather than enhancing it. As such, the Deputy Mayor in the Chair used the provision in 8.1 to set aside the Procedural Motion, for the meeting and in doing so used the Chair's casting vote to break the deadlock and elect the Temporary Chair. The casting vote was used for Councillor Jones giving him 19 votes to Councillor Lanzer's 18 votes.

Councillor Jones was appointed as the Chair for the next item and came to the dais, whilst the Deputy Mayor stepped out of the Chair.

4. Election of Mayor 2021/ 2022

Councillor Jones called for nominations for the election of the new Mayor. It was proposed by Councillor S Mullins, seconded by Councillor B Smith, that Councillor Malik be appointed as Mayor, whilst Councillor R G Burgess, seconded by Councillor Burrett, proposed the appointment of Councillor Mwagale. A vote was taken.

RESOLVED

That Councillor Shahzad Malik be elected as Mayor of the Council year 2021/ 2022.

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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, in doing so thanked his fellow Councillors and commented how humbling it was to take over such a prestigious position, having served as Deputy Mayor for the last two years.

He stated I want to thank my family, my friends, the Mayors consort Jilly Hart, the Labour party, the Labour & Independent group and the residents of Langley Green for having confidence in me. I must also thank the Crawley Hackney Association for their significant role in laying the foundations of my political career’.

Councillor Malik also comment how ‘I came to Crawley as a teenager, in the mid-90s, I only intended to stay here for a few years. I could not have imagined, even in my wildest dreams, that I’ll be here decades later. I attended Crawley College, got my first ever job, got married, my children born and brought up here and during all these years I cannot pinpoint the moment when this small working class English town became my ‘Beloved Crawley’.

The Mayor announced that his Consort for his year in office would be former Councillor Jilly Hart. He also announced that his Mayoral Charity as The British Red Cross, in doing so comment that *‘there seems to be a perception amongst some members of the public, previously including myself, that The British Red Cross only works internationally and on big projects, but during my recent correspondence with their representatives, I came to know of their great work locally and in particular, their role in support of the NHS was one of the factors that convinced me to reach this decision. I am hoping that this Pandemic is coming to an end, and we will get the opportunity to fundraise for this worthy cause.’*

Councillor Lamb and Councillor Crow respectively, welcomed the new Mayor on behalf of their Groups.

5. Election of Deputy Mayor 2021/ 2022

The new Mayor then sought nominations for the position of Deputy Mayor for 2021/2022.

It was proposed by Councillor Pickett, seconded by Councillor Nawaz, that Councillor Flack be appointed as Deputy Mayor, whilst Councillor R G Burgess seconded by Councillor Burrett, proposed the appointment of Councillor Mwagale. A vote was taken.

RESOLVED

That Councillor Flack be elected as Deputy Mayor for the Council year 2021/2022.

The newly elected Deputy Mayor was then invested with the badge of office. The new Deputy Mayor made a speech conveying her honour to be elected as the Deputy Mayor of Crawley.

The Mayor requested that in future Annual Council meetings the Deputy Mayor be allowed to make a speech of thanks at their investiture.

6. Vote of Thanks to the Retired Mayor and Mayor's Consort

The Mayor commented that normally at this point in the proceedings he would be call up his predecessor to the dais to receive badges commemorating their past year in office. However following resignation from office and as a Councillor, Mr Francis Guidera and his Consort Andrea had received their badges outside of a Council meeting.

Councillor Lamb moved a vote of thanks, seconded by Councillor Crow, to the former Mayor Francis Guidera and Mayor's Consort for all their hard work during the very difficult and different year in office.

RESOLVED

That the thanks and appreciation of the Council to accorded to Mr Francis Guidera, the former 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 Andrea.

7. Minutes

The minutes of the meeting of the Full Council held on [24 March 2021](#) were approved as a correct record and signed by the Mayor.

8. Communications

The Mayor invited representatives from each party to pay tribute following the sad passing of former Councillor Mike Weatherley. Councillors Crow and Irvine paid their respects and touching tributes.

The Mayor confirmed that both Leon Mukazi and Shelly Sharma would be continuing in their roles as Crawley's Youth Mayor and Youth Deputy Mayor respectively for the forthcoming year.

On behalf of the Council, the Mayor congratulated both Leon and Shelley upon their re-election and looked forward to working with them during the forthcoming year.

9. Results of Borough Council Elections held on 6 May 2021

The Council received the Returning Officer's report [LDS/168](#), on the results of the 2021 all out Borough Election, held on 6 May 2021.

Councillors Burrett and Lunnon as Chair and Vice Chair of Governance Committee, in 2020-2021 took the opportunity to request that further detail should be included in the report such as percentage of the votes and the number of seats won by party and also thank all staff that had worked throughout the Election periods.

10. Urgent Item of Business - Notice of Motion 1 - Motion of No Confidence

The Council considered the Notice of Motion 'Notice of Motion 1 - Motion of No Confidence,' which was set out in the Full Council's agenda. The Motion was moved and presented by Councillor Crow and seconded and supported by Councillor McCarthy.

During the lengthy and lively debate Councillors Lamb, Khan, Lanzer, Fiveash, Burrett, C Mullins, B Burgess, Irvine, Lunnon, and Jhans spoke before the Full Council. Councillor Crow used his right of reply at the end of the debate. The Mayor then called for a vote on the Notice of Motion.

As a result of the tied vote, the Mayor used the casting vote to vote Against the Motion. There were therefore 19 votes against the motion and 18 for the motion and 0 abstentions.

11. Proposed Cabinet and their Portfolio Holder Responsibilities for 2021/ 2022

Councillor Lamb, the Leader of the Council announced his 2021/ 2022 Cabinet and their portfolio, as shown in the table below.

Portfolio	Cabinet Member / Portfolio Holder (2021/22)
Leader of the Council	Peter Lamb
Deputy Leader and Resources	Rory Fiveash
Planning and Economic Development	Peter Smith
Environmental Services and Sustainability	Gurinder Jhans
Housing	Ian Irvine
Public Protection and Community Engagement	Michael Jones
Wellbeing	Chris Mullins

Councillor Lamb also commented that he was in the process of changing the exact detail of each portfolio responsibility and once that had been finished, he would publish them in the Councillors Information Bulletin and request that the Head of Legal, Governance and HR, update the Constitution accordingly.

12. Review of Political Proportionality, Constitution of Committees and Appointments to Outside Organisations 2021-2022

The Full Council considered the report of the Head of Legal, Democracy and HR, [LDS/167](#), 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 2021/2022 in accordance with the requirements of the Local Government and Housing Act 1989 and associated Regulations. It was noted that the proportionality had changed since the report was published as the Labour and Independent Group of 18 Councillors had formed. The report also detailed that the allocation of Chairs and Vice Chairs of those Committees would be based on the table set out in paragraph 3.10 of report [LDS/167](#). It was noted that the report

contained a link to the latest draft version of the Constitution for Councillors ratification.

The Mayor asked the Democratic Services Manager to present the proposed appointments to each Committee, the Council appointed Outside Bodies, (which were not contested) and Cabinet's Advisory and Working Groups and Member Development Executive Support Group 2021/ 2022. It was the nominations had been provided by each Group in advance. The Mayor stated for the nominations for Council Appointed Outside Bodies positions where there are contested position, there would be individual votes on these appointment, once the non-contested items had been approved.

The Mayor called for a vote on the membership and nominations and the adoption of the Constitution (subject to any changes arising from this Full Council meeting being included prior to publication) which was carried unanimously.

RESOLVED

That the Full Council approves

1. the appointments and size of the Council's Committees (taking into account political proportionality) for the municipal year 2021/2022, along with the Chairs and Vice Chairs as for those Committees, the appointments for the non-contested Outside Bodies and Organisations for the municipal year 2021/2022 and the appointments and size of Cabinet's Advisory and Working Groups and Member Development Executive Support Group 2021/ 2022. A copy of which were detailed in an Appendix to these Minutes
2. for publication the latest draft version of the Council's Constitution, subject to any changes arising from this Full Council meeting being included prior to publication.

Contested Votes – Outside Bodies.

The Full Council then considered the appointments for the contested Outside Bodies and Organisations for the municipal year 2021/2022, where there were more nominations than places available. The Council determined who should be appointed by voting as follows:-

Age UK – West Sussex Trustee Board. There were two nominations for one place.

It was moved by Councillor P Smith, seconded by Councillor Lunnon, that Councillor Buck be the Council's appointment for Age UK – West Sussex Trustee Board. Whilst Councillor Crow moved, seconded by Councillor McCarthy that Councillor Morris be the Council appointment.

A vote was taken. Having put it to the vote which resulted in a tie, the Mayor used his casting vote.

Councillor Buck was appointed.

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Courage Dyer Recreational Trust. There were three nominations for two places.

It was moved by Councillor P Smith, seconded by Councillor Lunnon, that Councillors Jones and S Mullins be the Council's two appointments. Whilst Councillor Crow moved, seconded by Councillor McCarthy that Councillor Burrett be one of the Council's appointments.

A vote was taken. Having put it to the vote which resulted in a tie, the Mayor used his casting vote to decide the two representatives.

Councillors Jones and S Mullins were appointed.

Crawley Arts Council. There were three nominations for two places.

It was moved by Councillor P Smith, seconded by Councillor Lunnon, that Councillors Khan and Raja be the Council's two appointments. Whilst Councillor Crow moved, seconded by Councillor McCarthy that Councillor B J Burgess be one of the Council's appointments.

Councillor Burrett spoke in favour of Councillor B J Burgess, indicating that she had been a member of this Outside Organisation for many years and had served it diligently and it would be logical to split the membership between the two parties.

A vote was taken. Having put it to the vote which resulted in a tie, the Mayor used his casting vote to decide the two representatives.

Councillors Khan and Raja were appointed.

Crawley Ethnic Minority Partnership (CEMP) Partnership Board. There were two nominations for the vacancy.

It was moved by Councillor P Smith, seconded by Councillor Lunnon, that Councillor Nawaz be the Council's appointment. Whilst Councillor Crow moved that Councillor Ali be appointed and in doing so requested a recorded vote. This appointment was seconded by Councillor McCarthy as too was the recorded vote.

In accordance with Council Procedure Rule 10.4 the names of the Members voting for and against the recommendation, along with any abstentions, were recorded as set out below:

For Councillor Ali:

Councillors Ali, A Belben, T Belben, Bounds, B J Burgess, B G Burgess, Burrett, Crow, Eade, Jaggard, Lanzer, McCarthy, Millar-Smith, Morris, Mwagale, Peck, Pendlington, Piggott (18).

For Councillor Nawaz:

Ayling, Buck, Fiveash, Flack, Irvine, Jhans, Nawaz, Jones, Khan, Lamb, Lunnon, Malik, C Mullins, S Mullins, Pickett, Raja, B Smith, P Smith (18)

Abstentions: (0)

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A vote was taken. Having put it to the vote which resulted in a tie, the Mayor used his casting vote to decide.

Councillor Nawaz was appointed

Gatwick Airport Community Trust (GACT) There were two nominations for the vacancy.

It was moved by Councillor P Smith, seconded by Councillor Lunnon, that Councillor Nawaz be the Council's appointment. Whilst Councillor Crow moved that Councillor Mwagale be appointed and in doing so requested a recorded vote. This appointment was seconded by Councillor McCarthy as too was the recorded vote.

In accordance with Council Procedure Rule 10.4 the names of the Members voting for and against the recommendation, along with any abstentions, were recorded as set out below:

For Councillor Mwagale:

Councillors Ali, A Belben, T Belben, Bounds, B J Burgess, B G Burgess, Burrett, Crow, Eade, Jaggard, Lanzer, McCarthy, Millar-Smith, Morris, Mwagale, Peck, Pendlington, Piggott (18).

For Councillor Nawaz:

Ayling, Buck, Fiveash, Flack, Irvine, Jhans, Nawaz, Jones, Khan, Lamb, Lunnon, Malik, C Mullins, S Mullins, Pickett, Raja, B Smith, P Smith (18)

Abstentions: (0)

A vote was taken. Having put it to the vote which resulted in a tie, the Mayor used his casting vote to decide.

Councillor Nawaz was appointed

Relate - North & South West Sussex Trustee Board. There were two nominations for one place.

It was moved by Councillor P Smith, seconded by Councillor Lunnon, that Councillor S Mullins be the Council's appointment. Whilst Councillor Crow moved, seconded by Councillor McCarthy that Councillor Morris be the Council appointment.

A vote was taken. Having put it to the vote which resulted in a tie, the Mayor used his casting vote.

Councillor S Mullins was appointed.

West Sussex Mediation Service Management Committee. There were three nominations for two vacancies.

It was moved by Councillor P Smith, seconded by Councillor Lunnon, that Councillor Irvine be the Council's appointments. Councillor Lamb also moved, seconded by Councillor Nawaz that Councillor Buck be a representative. Whilst Councillor Crow

moved, seconded by Councillor McCarthy that Councillor Mwagale be the Council appointment.

A vote was taken. Having put it to the vote which resulted in a tie, the Mayor used his casting vote to determine the Council's representatives.

Councillors Irvine and Buck were appointed.

RESOLVED

That the Council's approves the appointments to the Outside Bodies and Organisations, as listed in the individual votes above, and these be included within the Council's Appointments detailed within the Appendix to these minutes.

13. Urgent Item of Business - Appointment of Independent Person(s)

The Full Council noted that the Committee on Standards in Public Life (CSPL), recommends that local authorities appoint an Independent Person(s) for a term of office of two years.

To ensure continuity of the role and to prevent both Independent Persons' positions from becoming vacant at the same time, it was recommended that these appointments be scheduled for renewal in alternate years. It was therefore recommended to renew the appointment of Mr Nicolson for a further one-year term of office as the Independent Person, whilst appointing Mr Russell Brown for a two year term of office as the Independent Person under the provisions of The Localism Act 2011.

RESOLVED

- 1) That the Full Council renew the appointment of Mr Nicolson for a further one-year term of office (ending 31 July 2022) as the Independent Person under the provisions of The Localism Act 2011.
- 2) That Mr Brown be appointed for a two-year term of office (ending 31 July 2023) as the Independent Person under the provisions of The Localism Act 2011.

Closure of Meeting

With the business of the Full Council concluded, the Mayor declared the meeting closed at 10.42 pm

Agenda Item 3

Full Council (10)
28 May 2021

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Agenda Item 3

Full Council (11)
28 May 2021

Committee Membership and Chairs and Vice-Chairs 2020-2021

Audit Committee (6 Councillors 3:3)	
<i>Not more than 1 member shall be a Cabinet member and that Councillors shall not Chair the Committee.</i>	
M Flack (Vice Chair) K Khan Vacancy * <i>*(Subsequently filled by M Ayling)</i>	T G Belben J Millar-Smith (Chair) D Crow

Governance Committee (10 Councillors 5:5)	
G Jhans M Flack P Lamb S Malik T Lunnon (Vice Chair)	R D Burrett D Crow C R Eade R A Lanzer K McCarthy (Chair)

Planning Committee (10 Councillors 5:5)	
I Irvine P Smith S Buck (Vice Chair) S Malik S Raja	A Belben K L Jaggard Z Ali R Burrett (Chair) M Mwagale

Licensing Committee (14 Councillors = 7:7)	
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>	
A Nawaz (Vice Chair) C Mullins M Ayling M Jones M Pickett R Fiveash S Buck	Z Ali B J Burgess J Bounds K L Jaggard (Chair) K McCarthy D M Peck M Morris

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28 May 2021

Licensing Sub-Committee (From a pool of Councillors)	
<p>1) A minimum of three Councillors will be called upon to determine any given application and a Chair will be appointed at each meeting.</p> <p>2) Membership should be the same as that of the Licensing Committee.</p> <p>3) Please note that a significant number of these meetings are scheduled for the daytime.</p>	
A Nawaz (Vice Chair) C Mullins M Ayling M Jones M Pickett R Fiveash S Buck	Z Ali B J Burgess J Bounds K L Jaggard (Chair) K McCarthy D M Peck M Morris

Overview and Scrutiny Commission (10 Councillors 5:5)	
<p>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.</p>	
A Nawaz B Smith K Khan (Vice Chair) M Ayling S Mullins	T G Belben (Chair) A Pendlington R G Burgess R A Lanzer S Piggott

Council-owned Neighbourhood Parades Scrutiny (6 Councillors 3:3)	
<p>Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</p>	
M Ayling S Mullins T Lunnon	R A Lanzer (Chair) M Mwagale D Peck

Agenda Item 3

Full Council (13)
28 May 2021

Employment Panel (<i>From a pool of Councillors</i>)	
<ol style="list-style-type: none"> 1) As far as possible, a politically balanced committee of between 3 and 7 Councillors will be drawn from the following membership. 2) Political groups may add further names to the pool if they so wish. 3) At least one Opposition Councillor is required on an Employment Panel when it meets. 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. 	
A Nawaz B Smith C Mullins G Jhans I Irvine K Khan M Ayling M Jones M Pickett M Flack P Lamb P Smith R Fiveash S Buck S Malik S Raja T Lunnon	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 S Piggott

Grants Appeals Panel (<i>From a pool of Councillors</i>)	
<ol style="list-style-type: none"> 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> 	
A Nawaz B Smith C Mullins G Jhans I Irvine K Khan M Ayling M Jones M Pickett M Flack P Lamb P Smith R Fiveash S Buck S Malik S Raja T Lunnon	Z Ali A Belben T G Belben J Bounds C R Eade M Mwagale D Peck M Morris

Agenda Item 3

Full Council (14)
28 May 2021

Full Council appointments to Outside Organisations 2021/2022

Name of Organisation	Appointments 2021/22
Age UK – West Sussex Trustee Board (Link Officer = Craig Downs)	Councillor Mullins as Cabinet Member for Wellbeing S Buck
Community Needs Partnership (Link Officer = Paula Doherty)	B J Burgess A Pendlington 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.
Courage Dyer Recreational Trust (Link Officer = Hayley Thorne)	S Malik - appointed automatically ex-officio as Mayor. - 4 year appointments only - Once appointed, not required to remain a Councillor - Only 4 nominations acceptable in total <ul style="list-style-type: none"> • B A Smith (May 2019 to May 2023) • M Jones (May 2021 to May 2025) • S Mullins (May 2021 to May 2025)
Crawley Arts Council (CAC) (Link Officer = Paula Doherty)	K Khan S Raja Two Representatives.
Crawley Ethnic Minority Partnership (CEMP) Partnership Board (Link Officer = Craig Downs)	A Nawaz One Representative.
Crawley Community and Voluntary Service (Link Officer = Craig Downs)	B J Burgess Vacancy Two Representatives (One seat per Group)
Crawley Museum Society (Link Officer = Paula Doherty)	A Pendlington K Khan S Buck Three Representatives.

Agenda Item 3

Full Council (15)
28 May 2021

<p>Crawley Open House Management Committee</p> <p><i>(Link Officer = Nikki Hargrave)</i></p>	<p>J Millar-Smith I Irvine</p> <p>(One per Group Representatives).</p> <p>(plus officer from Housing and Planning Strategic Services)</p>
<p>Crawley Town Twinning Association (CTTA)</p> <p><i>(Link Officer = Hayley Thorne)</i></p>	<p>C R Eade S Malik M Pickett</p> <p>Three Representatives (At least one per group)</p>
<p>Gatwick Airport Community Trust (GACT)</p> <p><i>(Link Officer = Craig Downs)</i></p>	<p>A Nawaz</p> <p>One Representative invited – 4 year appointment.</p>
<p>Relate - North & South West Sussex Trustee Board</p> <p><i>(Link Officer = Craig Downs)</i></p>	<p>S Mullins</p> <p>One Representative.</p>
<p>Court of the University of Sussex</p> <p><i>(Link Officer = Clem Smith)</i></p>	<p>R Burrett</p> <p>One Representative.</p>
<p>West Sussex Joint Scrutiny Steering Group*</p> <p><i>(Link Officer = Heather Girling)</i> <i>Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i></p>	<p>T Belben as Chair of the Commission</p>
<p>West Sussex Health and Adult Social Care Select Committee *</p> <p><i>(Link Officer = Heather Girling)</i> <i>Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i></p>	<p>To be appointed at the Overview and Scrutiny Commission*</p> <p>* (Subsequently filled by R Burgess)</p>
<p>West Sussex Mediation Service Management Committee</p> <p><i>(Link Officer = Craig Downs)</i></p>	<p>I Irvine (Main representative) S Buck (Main representative)</p> <p>M Mwagale (Deputy)</p> <p>The Mediation Service is willing to make 2 main and 2 deputy places available</p>

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	2021/22 Membership	
<p>Economic Regeneration Working Group (ERWG)</p> <ol style="list-style-type: none"> 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 & Skills Programme, the delivery of individual economic regeneration schemes and partnership activities within the Manor Royal Business District. 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"> • Proposals to regenerate sites identified in the Local Plan, the Town Centre Supplementary Planning Document and the Manor Royal Supplementary Planning Document & Design Guide. • identification and promotion of other economic regeneration opportunities to enhance the physical appearance and social, economic and educational attributes • communications with all interested parties to maintain confidence in the wider economic regeneration of Crawley. <p><i>Lead Officer:- Head of Economic & Planning</i></p>	<p>(12 Cllrs 6:6) A Nawaz G Jhans K Khan P Smith (Chair) R Fiveash S Buck</p>	<p>R D Burrett R G Burgess D Crow R A Lanzer J Millar-Smith J Bounds</p>
<p>Local Plan Working Group (LPWG)</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 & Planning</i></p>	<p>(10 Cllrs 5:5) G Jhans P Smith (Chair) S Raja S Mullins T Lunnon</p>	<p>Z Ali A Belben R Burrett B J Burgess D Crow</p>

Agenda Item 3

Full Council (17)
28 May 2021

<p>Member Development Executive Support Group (MDESG)</p> <ol style="list-style-type: none"> 1. To provide all party support for a coordinated approach to Member development and training across the Council. 2. To identify individual and Group training needs and to prioritise them accordingly. 3. To develop, monitor and evaluate all member development activities. 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. 5. To ensure that a comprehensive induction programme is made available to all newly elected Councillors. <p><i>Lead Officer:- Head of Legal, Governance & HR</i></p>	<p>(4 Cllrs = 2:2) M Flack P Lamb (Chair)</p>	<p>D Crow K McCarthy</p>
<p>Town Hall Project Members Working Group (THPMWG)</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 & Commercial Services</i></p>	<p>(6 Cllrs 3:3) C Mullins I Irvine (Chair) S Mullins</p>	<p>T G Belben B J Burgess K McCarthy</p>
<p>Unsupervised Play Investment Programme Members Working Group (UPIPWG) 6 members = 3:3</p> <ol style="list-style-type: none"> 1. To provide all party support for a coordinated approach to investment in unsupervised play areas. 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 3. To agree prioritisation criteria and; apply the criteria to the current stock and; agree a new unsupervised play area investment programme. 4. To consider variations to the agreed programme in future years should circumstances require. 	<p>(6 Cllrs 3:3) C Mullins (Chair) P Lamb S Raja</p>	<p>K McCarthy A Pendlington M Mwagale</p>

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Agenda Item 6

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

Appendix

6 a) Planning Committee – 6 April 2021 (*page 25*)

6 b) Planning Committee – 26 April 2021 (*page 31*)

6 c) Audit Committee – 29 April 2021 (*page 43*)

Recommendation 1 – Confirmed Total Final External Audit Fees for 2019/20 – (Minute 4, page 43)

6 d) Overview and Scrutiny Commission – 7 June 2021 (*page 47*)

6 e) Governance Committee – 22 June 2021 (*page 53*)

Recommendation 2 – Further Deliberations of the Independent Remuneration Panel (Mayoral Allowances 2021/22 and 2022/23) – (Minute 7, page 56)

6 f) Overview and Scrutiny Commission – 28 June 2021 (*page 59*)

6 g) Planning Committee – 29 June 2021 (*page 67*)

6 h) Cabinet – 30 June 2021 (*page 73*)

Recommendation 3 – Financial Outturn 2020-2021: Budget Monitoring - Quarter 4 – (Minute 7, page 75)

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Crawley Borough Council

Minutes of Planning Committee

Tuesday, 6 April 2021 at 7.00 pm

Councillors Present:

J Purdy (Chair)

J Hart (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:

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

Also in Attendance:

Councillor R D Burrett

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor Irvine	Planning application CR/2020/0548/ARM – Steers Lane, Pound Hill, Crawley (Minute 4)	Personal Interest – Cabinet Member for Housing
Councillor Irvine	Planning application CR/2020/0548/ARM – Steers Lane, Pound Hill, Crawley (Minute 4)	Personal Interest – a member of Crawley Cycle and Walking Forum, a consultee on the application
Councillor P Smith	Planning application CR/2020/0548/ARM – Steers Lane, Pound Hill, Crawley (Minute 4)	Personal Interest – a member of Crawley Cycle and Walking Forum, a consultee on the application

Councillor Irvine	Planning application CR/2020/0548/ARM – Steers Lane, Pound Hill, Crawley (Minute 5)	Personal Interest – a member of Crawley Cycle and Walking Forum, a consultee on the application
Councillor Purdy	Planning application CR/2020/0719/FUL – Vanguard House & Victory House Churchill Court, Northgate, Crawley (Minute 5)	Personal interest – employed by UK Power Networks (a consultee on the application that did not provide a response)
Councillor P Smith	Planning application CR/2020/0719/FUL – Vanguard House & Victory House Churchill Court, Northgate, Crawley (Minute 5)	Personal Interest – a member of Crawley Cycle and Walking Forum, a consultee on the application
Councillor P Smith	Planning application CR/2020/0719/FUL – Vanguard House & Victory House Churchill Court, Northgate, Crawley (Minute 5)	Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District

2. Lobbying Declarations

No lobbying declarations were made.

3. Minutes

The minutes of the meeting of the Planning Committee held on 9 March 2021 were approved as a correct record and signed by the Chair.

4. Planning Application CR/2020/0548/ARM - Steers Lane, Pound Hill, Crawley

The Committee considered report [PES/361a](#) of the Head of Economy and Planning which proposed as follows:

Approval of reserved matters pursuant to outline application CR/2018/0894/OUT to consider landscaping, layout and scale in respect of the erection of 185 dwellings and associated car parking and infrastructure.

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

The Principal Planning Officer provided a verbal summation of the application, which sought approval of the reserved matters for the application sited between Steers Lane and Balcombe Road, of which the principle of development for 185 units and the access had been previously established by the granting of outline planning permission on appeal. The Officer summarised the site's planning history. The design and layout of the scheme had been significantly revised and was of higher quality than prior proposals at the site due to revisions to the housing mix, improved locations for the affordable and low cost units across the site, improved noise mitigation measures from both road and air traffic, and improved landscaping, amenity green space, and children's play space proposals.

The Officer then updated the Committee that, since the publication of the report, conditions 3 and 5 and informative 3 had been amended, and a new condition 7 had been added. The amendments provided minor clarifications.

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

The statement from the applicant, Bellway Homes, highlighted matters including:

- A need for housing in the Crawley area.
- The proposed scheme's mix of 1, 2, 3, and 4 bedroom houses and apartments, which included provision of 74 affordable homes.
- The positive outcomes of discussions between the applicant and the Local Planning Authority, particularly regarding pedestrian connections with the site, urban design, housing mix and access to green spaces.

The Committee then considered the application. The following matters were discussed:

- Clarification that the application had been submitted by a different developer to the earlier outline application at the site, following the sale of the land.
- Concerns regarding noise levels across the site. It was confirmed that the Council's Environmental Health Officer originally had concerns regarding the combined road and air traffic noise, but that the tailored design of the amended plans for the proposed development had addressed these concerns as the mitigation measures aimed to protect habitable rooms from noise. Four rooms across the site were projected to experience noise exceedance; this was deemed an acceptable number on balance.
- Climate impact; concerns were raised regarding the proposed use of gas boilers within the dwellings. The Officer confirmed that there was not currently a requirement for newly built dwellings to desist from using gas boilers, nor was there a requirement for all dwellings to include solar panels. These elements were considered as part of the overall sustainability measures and as such were policy compliant and considered satisfactory.
- The separation distances and potential for overlooking. The Officer confirmed that there were a small number of instances where the minimum standard for separation distances between dwellings were not met, however compliance with this was a guideline, not a requirement, as per the Urban Design Supplementary Planning Document. Any potential overlooking was between non-habitable rooms only or had been addressed by the use of obscured glazing where relevant. The proposals were therefore considered acceptable on balance.
- Garden sizes of the houses at the site – of which all but five gardens met the minimum standard size guideline. The final details of the balconies of the flats were to be secured by condition.
- The delivery of the amenity green spaces, which was secured by the Section 106 agreement. Also secured by the agreement (and the application conditions) were the children's play facilities; due to be a trim trail or similar. The agreement secured a financial contribution toward allotments, which would not be provided at the site.

The Committee recognised the decision by the Planning Inspectorate to grant permission for the principle of 185 units at the site. Committee members considered it important that, while the number of units could not be adjusted, the development be of a high quality design and build.

A recorded vote was 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:

Councillors A Belben, Hart, Irvine, Jaggard, Pickett, Purdy, Rana, and P Smith (8).

Against the recommendation:

Councillors Ascough and Mwagale (2).

Abstentions:

None.

RESOLVED

Permit subject to the conditions and informatives set out in report PES/361a, with conditions 3 and 5 and informative 3 amended as follows, and the addition of new condition 7 as follows:

Amended conditions

3. *No solar panels or renewables which may be required pursuant to the discharge of condition 27 on outline permission CR/2018/0894/OUT shall be installed on the dwelling to which they relate unless and until full details of their design, appearance and location have been submitted to and agreed by the Local Planning Authority in writing. No subsequent alterations to the approved scheme are to take place unless submitted to and approved in writing by the Local Planning Authority. The works shall be implemented in accordance with the agreed details prior to the first occupation of the unit which they are intended to serve and thereafter retained.*
REASON: To control the design of the development and to ensure it does not endanger the safe movement of aircraft or the operation of Gatwick Airport through interference with communication, navigational aids and surveillance equipment and glare issues in accordance with policies CH3 and IN1 of the Crawley Borough Local Plan 2015 - 2030
5. *Prior to first occupation of the dwelling to which they relate, the following windows shall be glazed with obscured glass as shown on the approved plans:*
HOUSES
Plots 101 – 104: rear (west) elevation windows to dressing room/wardrobe area.
FLATS
Block 2 Plots 170 and 175: rear (west) elevation windows to living room and kitchen.
Block 5 Plots 141, 144, 148, 149 and 153: side (south) elevation) windows to dining room and living room.
These windows shall thereafter be permanently maintained in accordance with the agreed details.
REASON: To protect the amenities and privacy of future occupiers in accordance with policy CH3 of the Crawley Borough Local Plan 2015 -2030.
7. *Notwithstanding any boundary details shown on other plans hereby approved, the alignment of the garden boundaries of the dwellings hereby permitted shall be in strict accordance with plan number 06181-BEL-SL-02 Rev D.*
REASON: For the avoidance of doubt and to ensure a satisfactory layout in the interests of amenity and in accordance with policy CH3 of the Crawley Borough Local Plan 2015 – 2030.

Amended informative

3. *Given the nature of the proposed development it is possible that a crane may be required during its construction. We would, therefore, draw the applicant's attention to the requirement within the British Standard Code of Practice for the safe use of Cranes, for crane operators to consult the aerodrome before erecting a crane in close proximity to an aerodrome. Gatwick Airport requires a minimum of four weeks notice. For crane queries/applications please email: lqwcranes@gatwickairport.com. For further details relating to the crane process please refer to CAP1096 'Guidance to Crane Operators on Aviation Lighting and Notification' available at www.caa.co.uk. The applicant is also referred to the requirements of condition 17 Construction Management Plan on outline permission CR/2018/0894/OUT in respect of cranes.*

5. Planning Application CR/2020/0719/FUL - Vanguard House & Victory House Churchill Court, Northgate, Crawley

The Committee considered report [PES/361b](#) of the Head of Economy and Planning which proposed as follows:

Erection of 2 no. commercial buildings; 1 no. commercial building (unit 100) for class B8 and 1 no. commercial building (unit 200) for flexible class B2, B8 and E(g)(iii); along with access and servicing arrangements, car parking, landscaping, relocation of substation and associated works (amended description).

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

The Group Manager (Development Management) provided a verbal summation of the application regarding the construction of two buildings for commercial use in Churchill Court in the Manor Royal business district. One building was proposed to have a use class of B8 (storage or distribution) and the second building was proposed to have a flexible use class of either B8, B2 (general industrial), or E(g)(iii) (industrial processes) which was to be decided by the building's occupier. Three scenarios for car parking provision were outlined, of which one would be employed dependent on the chosen use class. The Committee was updated that the wording of condition nine had been amended since the publication of the report.

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

The statement from the agent, Quod, on behalf of the applicant highlighted matters including:

- The sought-after use classes and high quality design of the buildings.
- The economic benefits of the proposed development, such as the creation of jobs throughout the construction period and beyond, and the generation of local spending.
- The environmental benefits of the proposed development, such as the buildings' receipt of BREEAM 'excellent' ratings, the installation of solar panels, and the planting of trees at the site.

The Committee then considered the application. Committee members expressed general support for the proposal, which was hoped would encourage regeneration in the area in the wake of the Coronavirus pandemic. A query was raised regarding the

adequacy of cycle links to the site. It was confirmed that there was a break in the cycle network path that ran adjacent to the site but that this application did not include proposals to join up or upgrade the path – these requests had not been made in consultations with West Sussex County Council's Highways department or the Crawley Cycle and Walking Forum. The Officer stated that this may be able to be considered as part of the Travel Plan which formed one of the application conditions.

Also discussed was the manoeuvring space for large heavy goods vehicles (HGVs) at the roundabout leading to the site. The Officer confirmed that WSCC's Highways department had been consulted and confirmed the space was sufficient, and swept path analysis drawings had demonstrated this.

A recorded vote was 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:

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

Against the recommendation:

None.

Abstentions:

None.

RESOLVED

Permit subject to the conclusion of a Section 106 agreement and the conditions and informatives set out in report PES/361b, including amended condition 9 as follows:

The development hereby permitted shall be implemented and thereafter maintained in accordance with the Drainage Maintenance and Management Plan dated October 2020 contained within Appendix I of the Flood Risk Assessment submitted with the application.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 9.09 pm

**J Purdy
(Chair)**

Crawley Borough Council

Minutes of Planning Committee

Monday, 26 April 2021 at 7.00 pm

Councillors Present:

J Purdy (Chair)

J Hart (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:

Valerie Cheesman	Principal Planning Officer
Mez Matthews	Democratic Services Officer
Linda Saunders	Planning Solicitor
Clem Smith	Head of Economy and Planning
Jess Tamplin	Democratic Services Support Officer
Hamish Walke	Principal Planning Officer

Also in Attendance:

Councillor R D Burrett

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor Irvine	Planning application CR/2019/0602/ARM – Overline House, Crawley Station and Adjacent Highway, Station Way, Northgate, Crawley (Minute 4)	Personal Interest – a member of Crawley Cycle and Walking Forum, a consultee on the application
Councillor Irvine	Planning application CR/2019/0602/ARM – Overline House, Crawley Station and Adjacent Highway, Station Way, Northgate, Crawley (Minute 4)	Personal Interest – Cabinet Member for Housing

Councillor Purdy	Planning application CR/2019/0602/ARM – Overline House, Crawley Station and Adjacent Highway, Station Way, Northgate, Crawley (Minute 4)	Personal interest – employed by UK Power Networks (a consultee on the application that did not provide a response)
Councillor Irvine	Planning application CR/2019/0660/FUL – Overline House, Station Way, Northgate, Crawley (Minute 5)	Personal Interest – a member of Crawley Cycle and Walking Forum, a consultee on the application
Councillor Irvine	Planning application CR/2019/0660/FUL – Overline House, Station Way, Northgate, Crawley (Minute 5)	Personal Interest – Cabinet Member for Housing
Councillor Purdy	Planning application CR/2019/0660/FUL – Overline House, Station Way, Northgate, Crawley (Minute 5)	Personal interest – employed by UK Power Networks (a consultee on the application that did not provide a response)
Councillor Pickett	Planning application CR/2019/0661/FUL – Railway Footbridge, Station Way/East Park, Crawley (Minute 6)	Personal Interest – lives nearby to the application site
Councillor Irvine	Planning application CR/2020/0155/FUL – Easistore, Maidenbower Office Park, Balcombe Road, Maidenbower, Crawley (Minute 7)	Personal Interest – a member of Crawley Cycle and Walking Forum, a consultee on the application
Councillor Irvine	Planning application CR/2020/0274/FUL – Ambulance Station, Ifield Avenue, West Green, Crawley (Minute 8)	Personal Interest – a member of Crawley Cycle and Walking Forum, a consultee on the application
Councillor Irvine	Planning application CR/2020/0274/FUL – Ambulance Station, Ifield Avenue, West Green, Crawley (Minute 8)	Personal Interest – Cabinet Member for Housing
Councillor Hart	Planning application CR/2020/0274/FUL – Ambulance Station, Ifield Avenue, West Green, Crawley (Minute 8)	Personal Interest – Secretary of Ewhurst Wood Sports and Social Club (a consultee on the application that did not provide a response)

Councillor P Smith	Planning application CR/2020/0274/FUL – Ambulance Station, Ifield Avenue, West Green, Crawley (Minute 8)	Personal Interest – Member of the Crawley Labour Supporters Club (based at a building adjacent to the application site)
Councillor P Smith	Planning application CR/2020/0274/FUL – Ambulance Station, Ifield Avenue, West Green, Crawley (Minute 8)	Personal Interest – a member of Crawley Cycle and Walking Forum, a consultee on the application

2. Lobbying Declarations

The following lobbying declarations were made by Councillors:-

Councillors A Belben, Irvine, Jaggard, Purdy, and P Smith had been lobbied regarding application CR/2019/0602/ARM.

Councillors A Belben, Irvine, Jaggard, Purdy, and P Smith had been lobbied regarding application CR/2019/0660/FUL.

Councillors A Belben, Irvine, Jaggard, Purdy, and P Smith had been lobbied regarding application CR/2019/0661/FUL.

3. Minutes

The minutes of the meeting of the Planning Committee held on 6 April 2021 were approved as a correct record and signed by the Chair.

4. Planning Application CR/2019/0602/ARM - Overline House, Crawley Station and Adjacent Highway, Station Way, Northgate, Crawley

The Committee considered report [PES/362a](#) of the Head of Economy and Planning which proposed as follows:

Approval of reserved matters pursuant to CR/2016/0294/OUT for residential led mixed use redevelopment (multi deck car park removed from scheme) (amended plans received).

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

The Principal Planning Officer (HW) provided a verbal summation of the reserved matters application regarding a total of 223 dwellings across three residential blocks. The Officer reminded the Committee of the previously approved outline application and summarised the various amendments that had since been made to the proposals, one of which was that the Overline House element of the application now formed a separate application (CR/2029/0660/FUL).

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

The statement from the applicant – Surinder Arora, Founder and Chief Executive Officer of the Arora Group – related to three applications on the agenda (CR/2019/0602/ARM, CR/2019/0660/FUL, and CR/2019/0661/FUL) and highlighted matters including:

- The applicant's successful negotiations with Network Rail to overcome issues caused by the site's proximity to the railway line, which resulted in amendments to the approved outline scheme. Works to the railway station were to be phase 1 of the development.
- The sustainable location of the development and the contribution it would make to Crawley's housing supply.
- The applicant's history of investment in Crawley and commitment to providing construction jobs that arise from the scheme to local residents.

The Committee then considered the application. The following matters were raised:

- Concerns regarding the proposed number of parking spaces. The Officer confirmed that residents would not be eligible for parking permits in East Park as the site was in a different parking zone, but the provision of car club membership for residents aimed to alleviate parking pressures. Cycle spaces, public transport links, and the sustainable location of the site would also mitigate this.
- Overshadowing on Station Way. A Committee member raised concerns about limited gaps to let light fall between the blocks. The Officer confirmed that the illustrative outline scheme showed two larger gaps (approx. 16 and 18 metres respectively), and the current application proposed three smaller gaps (approx. 5m each) and a significant gap between Overline House and the adjacent Moka development. A ten storey building was shown in the outline application; the nature of a development of this size meant that some overshadowing was inevitable.
- A green wall. This was illustratively shown within the outline application, but was no longer a part of the design. It had been concluded that this was unfeasible on a north-facing wall due to limited sunlight. Artistic perforated panels were instead proposed, as well as low-level planters.
- The size of the studio flats. Clarification was sought and the Officer confirmed that the two smallest flats (40 square metres each) were 10sqm smaller than the standards set out in the Urban Design SPD.
- Access to the ground floor terrace. The Officer suggested that the terrace was likely to be accessible to all residents of building three.
- Solar panels. The Officer confirmed that solar panels were proposed; full details were to be received via an application to discharge the condition.
- The railway station car park, of which the number of parking spaces was to remain at its current number (97).
- Disappointment regarding the lack of affordable housing. The Officer confirmed that two independent assessments concluded that the scheme could not support affordable housing; this was therefore not a consideration as part of the reserved matters application.
- The design and appearance of the proposed scheme, which were agreed to be an improvement upon the existing buildings at the site and create a positive impression of Crawley.

A recorded vote was 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:

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

Against the recommendation:

None.

Abstentions:

None.

RESOLVED

Permit subject to the completion of a Deed of Variation to the previously agreed S106 agreement (as detailed in report PES/362a) and the conditions and informatives set out in the report.

5. Planning Application CR/2019/0660/FUL - Overline House, Station Way, Northgate, Crawley

The Committee considered report [PES/362b](#) of the Head of Economy and Planning which proposed as follows:

Change of use and 2 storey roof extension to provide 83 residential apartments, remodelled station including projecting canopy and minor extensions, flexible use retail/coffee shop/business centre (amended plans received).

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

The Principal Planning Officer (HW) provided a verbal summation of the application, which covered the Overline House site adjacent to application CR/2019/0602/ARM but was put to the Committee as a full, freestanding application.

Committee members noted that the statement submitted by the Arora Group in regard to application CR/2019/0602/ARM also applied to the application before them.

The Committee then considered the application. A Committee member queried the accessibility to the building via the external staircase, which raised security concerns for residents. The Officer noted that the plans did not clarify whether the staircase was gated at ground floor level. A condition could be included requesting further details of any barriers at the bottom of the staircase (subject to fire regulations), and the Officer recommended that this form part of a wider condition covering security and access to the residential element. The Committee raised no objection to the inclusion of the new condition - this formed a new condition 26 and became a part of the substantive recommendation.

A Committee member sought clarification about the party responsible for maintaining the external areas surrounding the building. The Officer confirmed that this was covered by condition 17 of the outline application, which required that details of the long term management of the public realm areas be agreed for up to a 15 year period.

Committee members expressed support for the improved appearance of the building and the provision of upgraded facilities within the railway station.

A recorded vote was 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:

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

Against the recommendation:

None.

Abstentions:

None.

RESOLVED

Permit subject to the completion of a Section 106 agreement (as detailed in report PES/362b) and the conditions and informatives set out in the report, including a new condition 26 as follows:

The flats hereby approved shall not be occupied until details of security and access arrangements for the residential lobby, the adjacent corridor to the west of the lobby, the cycle store and the fire escape staircase to the west have been submitted to and approved in writing by the Local Planning Authority. These arrangements shall remain in force for the lifetime of the development unless otherwise agreed in writing by the Local Planning Authority.

Reason: In the interests of amenity and security for future residents in accordance with policy CH3 of the Crawley Borough Local Plan 2015-2030.

6. Planning Application CR/2019/0661/FUL - Railway Footbridge, Station Way/East Park, Crawley

The Committee considered report [PES/362c](#) of the Head of Economy and Planning which proposed as follows:

Proposed re-alignment of pedestrian bridge to include repair & remedial works.

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

The Principal Planning Officer (HW) provided a verbal summation of the application, which was regarding the proposed refurbishment of the footbridge over the railway line (in relation to applications CR/2019/0602/ARM and CR/2019/0660/FUL).

Committee members noted that the statement submitted by the Arora Group in regard to application CR/2019/0602/ARM also applied to the application before them.

The Committee then considered the application. Committee members noted that the removal and repairs were estimated to take approximately 20 weeks. However the developer predicted that there may be no public access via the footbridge for approximately two years due to construction works on the north side of the railway line, which would make public access unsafe. The Committee discussed the plausibility of alternative arrangements during this time. Provision of a temporary bridge was not realistic due to the proximity to the construction site at Overline House,

and the bridge could not be repaired in place due to safety concerns related to the railway line. The Committee welcomed an idea that public access across the railway line be provided via the station footbridge; but this was outside of the remit of the planning application and subject to discussions with Network Rail.

A recorded vote was 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:

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

Against the recommendation:

None.

Abstentions:

None.

RESOLVED

Permit subject to the completion of a Section 106 agreement (as detailed in report PES/362c) and the conditions and informatives set out in the report.

7. Planning Application CR/2020/0155/FUL - Easistore, Maidenbower Office Park, Balcombe Road, Maidenbower, Crawley

The Committee considered report [PES/362d](#) of the Head of Economy and Planning which proposed as follows:

Erection of 4 storey extension.

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

The Principal Planning Officer (VC) provided a verbal summation of the application, which sought permission for an extension to the southern and eastern sides of the existing Easistore building. The Planning Officer explained that comments from the Drainage Officer were yet to be received, so the decision before the Committee was to delegate the decision to the Head of Economy and Planning with a view to granting permission, based on the comments received by the Drainage Officer and to include a specific drainage condition if required.

The Committee then considered the application. Following a query from a Committee member, the Planning Officer confirmed that the proposal did not provide further car parking spaces at the site; this was deemed acceptable given the specific occupier and the nature of their business. . Parking and the outside storage areas were covered by a condition that required provision to be in line with the agreed plans. The Officer also explained that the expansion of the site would contribute to the local economy and was therefore in line with the Council's economic growth policies.

A recorded vote was 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:

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

Against the recommendation:

None.

Abstentions:

None.

RESOLVED

Delegate the decision with a view to granting planning permission subject to the conditions and informatives set out in report PES/362d, and with the inclusion of a suitable drainage condition if deemed necessary.

8. Planning Application CR/2020/0274/FUL - Ambulance Station, Ifield Avenue, West Green, Crawley

The Committee considered report [PES/362e](#) of the Head of Economy and Planning which proposed as follows:

Demolition of existing ambulance centre and erection of 39 flats with associated parking and amenity space.

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

The Principal Planning Officer (HW) provided a verbal summation of the application, which consisted of one block of flats and 22 car parking spaces with amenity space in the form of a central courtyard and roof terraces. The Officer updated the Committee that further discussions with the applicant had led to amendments to the recommendation, which sought to delegate authority to the Planning Officer for amendments to noise conditions and to agree the final refuse and recycling store layout, as well as elevation detailing. There had also been minor amendments to the wording of condition 13 and informative 2 since the publication of the report.

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

A statement from the applicant, Tkei Homes, highlighted matters in support of the application including:

- The ecological elements of the building's design; including an internal courtyard/green space, green walls, and roof terrace. The existing woodland to the north east of the site was to be retained.
- The provision of 12 affordable housing units, which had been proposed following appraisals and discussion with the Local Planning Authority.
- The building had been designed to take into consideration noise, ecology, and arboriculture issues, and for its appearance to complement the local streetscene.

A statement from Ian Harrison, a neighbour of the site, highlighted matters in objection to the application including:

- Objections not to the building itself, but to the proposed number of car parking spaces. The provision of 22 spaces for 39 flats was insufficient as each flat occupier could own at least one car.
- Possible crowding caused by future occupiers parking on nearby streets.
- A suggestion that the existing pedestrian crossing be moved and traffic lights be installed at the site's exit on to Ifield Avenue – further traffic joining an already busy road system could be dangerous.

The Committee then considered the application. General support was expressed for the design and appearance of the building, the proposed amenity space, and the inclusion of solar panels. In response to a question about the possibility of unauthorised access to the bicycle storage area via the perforated walls, the Planning Officer suggested that further details could be sought from the applicant to confirm that the design did not allow for this.

Committee members discussed the development's proposed access. It was recognised that a balance needed to be sought between retaining a safe pedestrian crossing, ensuring efficient access to the site, and preventing further traffic on busy surrounding roads. WSCC as the Highways authority had no objection to the site and had not requested changes to the road system or pedestrian crossings. Concerns were also raised about the provision of parking spaces, which was lower than required by the Local Planning Authority's parking standards. This was alleviated, however, by the site's sustainable location.

A recorded vote was 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:

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

Against the recommendation:

None.

Abstentions:

None.

RESOLVED

Permit subject to a Section 106 agreement as detailed in report PES/362e, and the conditions and informatives set out in the report including amended condition 13 and amended informative 2 as follows:

Condition 13: *The Bird Hazard Management Plan dated April 2021 shall be implemented as approved, upon completion of the roofs and shall remain in force for the life of the buildings. No subsequent alterations to the plan are to take place unless first submitted to and approved in writing by the Local Planning Authority.*

REASON: It is necessary to manage the roofs in order to minimise its attractiveness to birds which could endanger the safe movement of aircraft and the operation of Gatwick Airport in accordance with Policy IN1 of the Crawley Borough Local Plan 2015-2030.

Informative 2: *Given the nature of the proposed development it is possible that a crane may be required during its construction. We would, therefore, draw the applicant's attention to the requirement within the British Standard Code of Practice for the safe use of Cranes, for crane operators to consult the aerodrome before erecting a crane in close proximity to an aerodrome. Gatwick Airport requires a minimum of four weeks' notice. For crane queries/applications please email: lqwcranes@gatwickairport.com. For further details please refer to CAP 1096 'Guidance to Crane Operators on Aviation Lighting and Notification' available at www.caa.co.uk.*

and delegate authority to Planning Officers to finalise the wording of the conditions relating to noise and to agree the scheme's detailing of the refuse and recycling store and related elevation detailing.

9. **Planning Application CR/2020/0313/FUL - T and N MOTs Ltd, Ground Floor, 9 Reynolds Road, West Green, Crawley**

The Committee considered report [PES/362f](#) of the Head of Economy and Planning which proposed as follows:

Increase in head height of new garage/workshop following partial demolition of existing workshop (amended description).

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

The Principal Planning Officer (VC) provided a verbal summation of the application, which related to an increase in head height to one of the workshop areas of the motor garage, to make possible the installation of a lift or ramp to facilitate vehicle repairs. The application had initially sought changes to the opening hours of the premises, but this element had been removed and therefore no longer formed part of the application before the Committee.

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

The statement, from James Wells (a neighbour of the site), highlighted matters in objection including:

- The proposals could lead the applicant to take on more work at the site, increasing the already high noise levels caused by the garage's operations.
- The potential for increased traffic and cars parked along Reynolds Road caused by visitors to the garage. This could lead to more hazardous parking, traffic accidents, higher pollution levels, and more potholes in the road.
- Overshadowing and loss of views, privacy, and sunlight from neighbours' gardens due to the proposed increase in the height of the building.

The Committee then considered the application. In response to a query from a committee member, the Planning Officer confirmed that the relevant bodies had been made aware of concerns regarding the storage of tyres at the site.

A recorded vote was 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:

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

Against the recommendation:
None.

Abstentions:
None.

RESOLVED

Permit subject to the conditions and informatives set out in report PES/362f.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 11.10 pm

**J Purdy
(Chair)**

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Crawley Borough Council

Minutes of Audit Committee

Thursday, 29 April 2021 at 9.30 am

Councillors Present:

J Millar-Smith (Chair)

M Flack (Vice-Chair)

T G Belben and J Purdy

Also in Attendance:

Councillor R D Burrett

Officers Present:

Gillian Edwards

Audit and Risk Manager

Karen Hayes

Head of Corporate Finance

Jess Tamplin

Democratic Services Support Officer

Paul Windust

Chief Accountant

Apologies for Absence:

Councillor M G Jones

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Audit Committee held on 3 March 2021 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. Confirmed Total Final External Audit Fees for 2019/20

The Head of Corporate Finance introduced the item, which requested that the Committee consider the Ernst & Young (EY) fees document set out in item five of the agenda. The document had been circulated to the Chair and Vice-Chair, who had requested that the matter be brought before the Committee due to concerns raised previously that the total fees were larger than initially estimated.

A statement submitted by EY, published as a [supplementary agenda](#) prior to the meeting, was read to the Committee. The statement set out information regarding the work carried out and a summary of the fees charged.

The Committee then raised the following matters:

- The final fees were approximately £40,000 greater than the Council had budgeted for.
- Following a query from a Committee member, it was heard that EY employed staff with varying levels of experience, but as the Council's audit was done remotely, it was difficult to gauge the experience of staff allocated to the audit.
- PSAA (Public Sector Audit Appointments) was to determine the proposed variation from £50,291 to £77,691; it was also confirmed that PSAA would determine the further increase from £77,691 to £90,824.
- A Committee member queried whether the Council could have taken any action to prevent the increase in fees. Finance officers explained that this was not the case; EY had given increased audit regulation as the main cause of the increase. There was, however, a small fee for additional work for audit papers which may have been avoided.

The Chair proposed that the Mayor be requested to place an item on the agenda for the next ordinary meeting of the Full Council (14 July 2021) relating to the increase in final external audit fees and that a representative from EY be invited to that meeting to present their justification for the increase. It was proposed that Full Council be requested to consider the justification and any further relevant information in relation to the matter.

A recorded vote was then taken 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:

Councillors T Belben, Flack, Millar-Smith, and Purdy (4).

Against the proposal:

None (0).

Abstentions:

None (0).

RESOLVED

- 1) That a representative from Ernst and Young, the Council's External Auditors, be invited to the next ordinary meeting of the Full Council (14 July 2021) and that the Mayor be requested to place an item on the agenda relating to the increase in final external audit fees to hear EY's justification for the increase.

RECOMMENDATION 1

That the Full Council considers the justification presented by Ernst and Young and any further information or updates relevant to the matter, and decides what action, if any, it wishes to take.

Committee members acknowledged a further proposal by the Chair to write to EY requesting a full detailed breakdown of the fees due. The Chair also proposed to write to PSAA on behalf of the Committee with a request that it not make any judgement on the fees until after the next ordinary meeting of the Full Council. The Committee expressed general support for both proposals.

The Chair was advised that, rather than voting on each proposal individually, a single recorded vote could be taken on both proposals. No dissent from Committee members was expressed regarding this course of action.

A recorded vote was therefore taken in accordance with the Council's Virtual Committee Procedure Rules. The names of the councillors voting for and against the proposals, along with any abstentions, were recorded as follows:

For the proposals:

Councillors T Belben, Flack, Millar-Smith, and Purdy (4).

Against the proposals:

None (0).

Abstentions:

None (0).

RESOLVED

- 2) That the Chair writes to EY requesting a full detailed breakdown of the fees due before the next ordinary meeting of the Full Council (14 July 2021).
- 3) That the Chair writes to PSAA on behalf of the Committee with a request that it not make any considerations on the fees until after the next ordinary meeting of the Full Council (14 July 2021).

Closure of Meeting

With the business of the Audit Committee concluded, the Chair declared the meeting closed at 10.00 am

J Millar-Smith
(Chair)

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Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 7 June 2021 at 7.00 pm

Councillors Present:

T G Belben (Chair)

Kiran Khan (Vice-Chair)

M L Ayling, R G Burgess, R A Lanzer, Sue Mullins, Atif Nawaz, Simon Piggott,
A Pendlington and B A Smith

Also in Attendance:

Councillor R D Burrett

Officers Present:

Carron Burton

HR and OD Manager

Siraj Choudhury

Head of Legal, Governance & HR

Heather Girling

Democratic Services Officer

1. Disclosures of Interest and Whipping Declarations

The following disclosures were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor R A Lanzer	Appointments and Membership of Scrutiny Panels - HASC (Minute 5)	Personal Interest – WSCC Cabinet Member for Public Health and Wellbeing
Councillor R A Lanzer	Appointments and Membership of Scrutiny Panels - JSSG (Minute 5)	Personal Interest – Member of WSCC
Councillor A Nawaz	Appointments and Membership of Scrutiny Panels - Council-Owned Neighbourhood Parades Scrutiny Panel (Minute 5)	Personal Interest – CBC Parade Tenant/Shop Owner

2. Minutes

The minutes of the meeting of the Commission held on 8 March 2021 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions from the public were asked.

4. Staff Sickness Levels with Covid 19 and the Effects of Working From Home

Commission Members considered report [LDS/166](#) of the Head of Legal, Governance and HR. Under the scrutiny procedure rules, Councillor T Belben had requested a report on staff sickness levels with Covid19 and the effects and impacts of working from home.

During the discussion the following points were expressed:

Over the course of the pandemic sickness levels had decreased and this had been the national trend and throughout the rest of West Sussex. This was potentially due to a variety of reasons as a result of people exercising social distancing, improvements to hygiene (hand washing) together with home working. Viral infection data had also seen a reduction in the last quarter.

Recognition and support had been provided throughout the pandemic to employees working from home and to those not able to do so. It was acknowledged that staff were the most valuable asset and flexibility had been applied and work patterns adjusted where appropriate, particularly whilst home-schooling.

Support mechanisms were discussed in detail (Appendix A), some of these included:

- Counselling service. Council participates in partner counselling service and during the pandemic saw an increase in requests to be referred to counselling.
- Mental Health First Aiders – staff trained to be accessible for others to be contactable at ‘mini crisis points’ and also signpost to other support services.
- Able Futures – A Government Initiative to support people with mental health requirements. A self-referral service lasting a period of 9 month accessible for anyone in employment.
- Mindfulness course – self-motivated online course.
- Managers’ sessions – to ensure managers have the skills to support their team working from home.
- Reflective practice – assists in self-care and resilience.
- Staff surveys – 3 surveys issued and completed during the Covid period.
- HR consultants meet with managers on a regular basis to ‘sense-check on employees’ health and wellbeing.

The majority of the initiatives would continue in the future to aid employees’ health and wellbeing, with additional mechanisms being developed. However there was an acknowledgement that further promotional work was required.

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

- Recognition that the pandemic placed added pressure on staff, all of whom responded quickly to working from home or continuing to work on the front line. The infrastructure had been in place to ensure a transition for home working and it had been important to ensure a fluid support package was maintained. Further demand was placed on staff for those home schooling, if an individual was vulnerable or had a medical condition. In all instances support was provided. Should a further lockdown ensue, staff would adopt an agile approach to be able to 'flex-back' to home working.
- Acknowledgement that there was an element that people would be home working when marginally unwell due to the enhanced effort required to travel to the office. However there was a need to ensure that staff were not working when ill. The flexibility with hours and work patterns could support this.
- There was the possibility that sickness levels may increase following 21 June 2021 as restrictions were eased. However, staff would only be working in the office a few days a week and hand sanitisers and social distancing would still be maintained. Discussions have taken place in order to alleviate any reluctance to return and this would be completed in a phased manner.
- The Council's Covid19 Response Group met regularly and looked at future work patterns which included agile working, flexible approach, and having the correct infrastructure in place. This in turn aligned to getting ready to working in the new town hall whereby staff would be working a hybrid approach consisting of the office a few days a week and home working.
- Acknowledgement that upon returning to the office, further investigation may be required to ensure the wellbeing of staff. It was confirmed that managers were in regular contact with staff, both via MSTeams and face to face, where appropriate. In terms of the support mechanisms and the opportunities available, further work would be underway to increase the promotion of these via different platforms.
- Confirmation provided that there had not been an increase in the top 3 outside Covid related sickness absences (stress, mental health and muscular skeletal), despite many staff working from home and being in unfamiliar surroundings. Advice had been provided in relation to home working.
- Every year the Council continued to provide flu vaccines for staff and this take up had increased annually. Thought had been given to Covid vaccinations and whilst staff had been encouraged to be vaccinated, along with undertaking lateral flow testing, it was still an individual's choice.
- Confirmation provided that discussions had been held with staff as to preferred office days. It was important to be flexible and gain a balance. However the Town Hall, Depot and Tilgate Park would be the designated work place.
- The possibility of a health screening salary sacrifice scheme was suggested as a potential benefit for the health and wellbeing of staff.
- Confirmation that the Council would continue to follow the government's guidelines, whilst preparing to move to the new Town Hall. The work undertaken during the pandemic aligned itself with the transformation work and flexible service delivery, able to serve customers outside 8am-5pm allowing greater access to Council services. It was recognised there was a 'new normal' and staff had adopted skills which were interchangeable between home and office.
- Recognition that a further staff survey would be formulated during the summer. It would be paramount to ensure that the HR dept was part of the vetting process in terms of the questions. It was requested that the OSC receive a follow up report in 6-12 months' time (depending on timescales and circumstances).

RESOLVED

That the Commission notes the report, with the views expressed being acknowledged and documented by the officers. It was agreed that a follow up report be received by the Commission in 6-12 months' time.

5. Appointments and Membership of Scrutiny Panels

RESOLVED

That the Commission noted and approved the following memberships and appointments:

Council-Owned Neighbourhood Parades Scrutiny Panel

Councillors Ayling, Lanzer, Lunnon, S Mullins, Mwagale and Peck, with Councillor Lanzer as Chair

Health and Adult Social Care Scrutiny Committee (HASC)

It was moved by Councillor Ayling, seconded by Councillor Khan, that Councillor S Mullins be the Council's representative for HASC. Whilst Councillor Pendlington moved, seconded by Councillor Lanzer that Councillor R G Burgess be the Council appointment.

A vote was taken. Having put it to the vote which resulted in a tie, the Chair used their casting vote.

Councillor R G Burgess was appointed as the representative for the Health and Adult Social Care Scrutiny Committee.

West Sussex Joint Scrutiny Steering Group (JSSG)

Councillor T Belben

6. Scrutiny Workshop

A Scrutiny Workshop had been provisionally proposed for Wednesday 16 June. However, instead it was agreed to hold a small training session at this time for all Commission members.

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

The Commission confirmed the following reports:

28 June 2021

1. Treasury Management Outturn 2020 – 2021
2. Financial Outturn 2020-2021 (Quarter 4)
3. Leisure Contract - Further Extension of Variation Order
4. Temporary Accommodation Modular Housing Solution
5. Telford Place Development Opportunity (Part B)
6. Crawley Fusion Innovation Centre Scheme (Part B)

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 8.52 pm

T G Belben
(Chair)

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Crawley Borough Council

Minutes of Governance Committee

Tuesday, 22 June 2021 at 7.00 pm

Councillors Present:

K McCarthy (Chair)

T Lunnon (Vice-Chair)

R D Burrett, D Crow, C R Eade, M Flack, G S Jhans, P K Lamb, R A Lanzer and S Malik

Also in Attendance:

Councillor C J Mullins

Officers Present:

Natalie Brahma-Pearl

Chief Executive

Siraj Choudhury

Head of Legal, Governance and HR

Mez Matthews

Democratic Services Officer

Chris Pedlow

Democratic Services Manager

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor Flack	Further Deliberations of the Independent Remuneration Panel (Mayoral Allowances 2021/22 and 2022/23) (Minute 7)	Disclosable Pecuniary Interest as she is the current Deputy Mayor. Councillor Flack left the room for this item and took no part in the discussion or voting on the matter.
Councillor Lamb	Further Deliberations of the Independent Remuneration Panel (Mayoral Allowances 2021/22 and 2022/23) (Minute 7)	Disclosable Pecuniary Interest as his partner is the current Deputy Mayor. Councillor Lamb left the room for this item and took no part in the discussion or voting on the matter.

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor Malik	Further Deliberations of the Independent Remuneration Panel (Mayoral Allowances 2021/22 and 2022/23) (Minute 7)	<p>Disclosable Pecuniary Interest as he is the current Mayor.</p> <p>Councillor Malik left the room for this item and took no part in the discussion or voting on the matter.</p>

2. Minutes

The Head of Legal, Governance and HR addressed the Committee and raised a matter arising from Minute 7 (LGA Councillor Model Code of Conduct) of the meeting held on 15 March 2021. The Committee was reminded that at that meeting the then Chair had requested that an item be brought before this Committee meeting to consider the LGA Councillor Model Code of Conduct. The Head of Legal, Governance and HR advised the Committee that, having only been in post since the end of March 2021, they would like to take some time to review both the current Code of Conduct and the Model Code of Conduct before endeavouring to bring an item to the September meeting of the Committee for its consideration. The matter was noted by the Committee.

The minutes of the meeting of the Governance Committee held on 15 March 2021 were subsequently approved as a correct record and signed by the Chair.

3. Public Question Time

No questions were asked by the public.

4. Annual Governance Statement 2020-2021

The Committee considered report [LDS/170](#) of the Head of Legal, Governance and HR which requested that the Committee consider the Annual Governance Statement and provide any comments for incorporation into the final version which would be included in the Annual Statement of Accounts due to be considered by the Audit Committee in July 2021. The Committee's attention was specifically drawn to the sections which referred to the Council's response to the Covid-19 pandemic and the impact of the pandemic on the Council's work.

A Committee Member requested that the document receive a final proof-read before it was included in the Statement of Accounts to ensure there were no clerical or grammatical errors and no duplication of headings. Following a query raised by a Committee Member regarding the deadline for signing the Statement of Accounts, the Head of Legal, Governance and HR agreed to look into the matter and clarify both the deadline and the Audit Committee meeting at which the Statement of Accounts would be considered.

RESOLVED

That the comments made by the Committee be taken into consideration, and that the final version of the Annual Governance Statement be included in the Annual Statement of Accounts, which is to be approved by the Audit Committee in July 2021.

(NOTE BY THE HEAD OF LEGAL, GOVERNANCE AND HR: The deadline for signing the Statement of Accounts has been moved from 31 July 2021 to 30 September 2021. In light of this, it is confirmed that the Statement of Accounts, along with the Annual Governance Statement, will be considered at the 30 September 2021 meeting of the Audit Committee).

5. Review of Public Written Questions at Full Council and Public Question Time at Committees

The Democratic Services Officer addressed the Committee and drew its attention to the item which was included on the [Agenda](#). The Committee was reminded that the adopted revised Constitution included new provisions which allowed Public Question Time and at meetings of the Audit Committee, Licensing Committee and Governance Committee, as well as public written questions at the Full Council. When adopted, those provisions were subject to a one year trial period with an evaluation report due to be brought back to this meeting of the Committee. However, when the pandemic hit in 2020 all formal meetings of the Council were held virtually and therefore officers were of the opinion that it would not be representative to use the past year to review the uptake of the provisions.

The Committee agreed that, now that the Council had returned to holding in-person meetings, the trial period be extended by a year and that an evaluation report come back to the Committee in approximately one year's time. The Committee expressed hope that the provisions would increase public engagement.

RESOLVED

That the trial period for the provisions set out in the Constitution relating to public written questions to the Full Council (Full Council Procedure Rules) and Public Question Time at the Audit Committee, Governance Committee and Licensing Committee (General Committee Procedure Rules) be extended by one year and that an evaluation report relating to these matters be brought back to the Governance Committee for its consideration circa June 2022.

6. Update on Format of Council Meetings

The Democratic Services Manager addressed the Committee and drew its attention to the item which was included on the [Agenda](#). The Committee noted that the legislation (*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020* No.392) which allowed formal Council meetings to be held virtually had not been extended and therefore the provision allowing Council meetings to take place virtually had ceased on 7 May 2021.

In light of this, the Council were required to hold all formal meetings in person and until such time as relevant legislation was enacted there would be no option to hold those meetings either virtually or in hybrid format.

The Committee was informed that the [consultation](#) on remote (virtual) meetings and hybrid meetings undertaken by the Ministry of Housing, Communities and Local Government had concluded on 17 June 2021. Should the legislative position change a further report, along with any relevant outcome of the consultation, would be brought before the Committee for its consideration.

Several Committee members expressed their support for virtual and/or webcasting meetings, should that option become viable in the future. Following comments from the Committee, the Democratic Services Manager confirmed that the infrastructure for such meetings would be in place within the new Town Hall building.

RESOLVED

That the Committee note that legislation does not currently allow formal Council meetings to be held virtually or in hybrid format but, should that legislative position change, a report will be brought before the Committee for its consideration.

Having declared an Interest in the next item (Further Deliberations of the Independent Remuneration Panel (Mayoral Allowances 2021/22 and 2022/23) Councillors Flack, Lamb and Malik left the meeting for the remaining duration of the meeting and took no part in the discussion or voting on the report.

7. Further Deliberations of the Independent Remuneration Panel (Mayoral Allowances 2021/22 and 2022/23)

The Committee considered report [LDS/169](#) of the Chair of the Independent Remuneration Panel which set out the Independent Remuneration Panel's (IRP) deliberations and recommendations regarding the mayoral allowances. In presenting the report the Democratic Services Manager highlighted that both the report and the recommendations contained within it were that of the Panel and not officers.

The Committee was reminded that at its meeting on 26 January 2021 it had considered the Final Report of the Independent Remuneration Panel (Councillors' Allowances Scheme 2021/22 and 2022/23) (report [LDS/163](#)) which, as well as providing the IRP's recommendation on the basic allowance for all councillors and special responsibility allowances, gave the IRP's view on the mayoral allowances. In relation to the mayoral allowances, the IRP had recommended that if a clear rationale could not be provided for maintaining the rate of allowance payable to the Mayor, the allowance should be reduced by an amount to be decided by the Governance Committee and in turn the Full Council. The IRP advised that careful consideration be given to what it deemed was a disproportionately high allowance compared to mayoral allowances of other local authorities. That report had also recommended that the Deputy Mayor's allowance be maintained at the current rate, unless a substantial change was made to the Mayor's allowance, in which case, the rate should be altered proportionately to remain at approximately 15% of the Mayor's allowance. With regard to those recommendations the Governance Committee, and in turn the Full Council, had resolved to ask the IRP to reconsider the allowances for both the Mayor

and the Deputy Mayor and provide a recommendation to the Governance Committee (and in turn the Full Council) for an exact figure for each.

Following the further review by the IRP, report [LDS/169](#) was now before the Committee for its consideration and provided the IRP's conclusions and recommendations with regard to the Mayor's allowance and Deputy Mayor's allowance. In presenting the report, the Democratic Services Manager brought the following points to the Committee's attention:

- The IRP had originally asked that Councillors decide the allowances for both the Mayor and the Deputy Mayor.
- In coming to its recommendation the IRP had reconsidered the initial Members' Survey, including the specific feedback on the Mayoral allowance.
- The IRP had considered speaking to the past four Mayors to seek their views on the allowance level, however it had not been possible to do so as they were either no longer a serving Councillor or had sadly passed away.
- The IRP had emphasised that there appeared to be no evidence to explain or justify the current rate, which the IRP considered was disproportionate and had inflated over time. In light of that lack of evidence the IRP had decided that the regional figures provided a sound basis for setting the allowance and had used the average of those comparators as the foundation for its recommendation.
- The IRP agreed that the Deputy Mayor's allowance should reflect their workload, which was approximately 10-15% of that of the Mayor.
- The IRP recommended that the Mayor's allowance be set at £6,361 per annum and the Deputy Mayor's allowance be set at £954 per annum.
- The IRP recommended that the revised Mayor and Deputy Mayor allowances take effect from 1 August 2021.

The majority of the Committee was of the view that the allowance rates recommended by the IRP were correct and justified, and stressed that as the Committee (and in turn the Full Council) had requested that the IRP reconsider the Mayoral allowances, the allowances proposed by the IRP should be adopted. Those Committee members highlighted that, as the issue had been considered by the Full Council, all Councillors were aware of a potential change in the mayoral allowance rates and as such the commencement date of 1 August 2021, as recommended by the Panel, should be supported.

Other Committee members were of the opinion that the allowances proposed were a steep reduction and that a review of the mayoral duties and the costs incurred should be undertaken to ensure that the role was sustainable and brought value. Those Committee members were keen that a Scheme was in place which enabled the mayoral role to be undertaken by both Councillors who worked as well as those who were retired. The view was strongly expressed by those Councillors that, should the Committee be minded to support the allowance rates proposed by IRP, the date of commencement should be delayed until the start of the 2022/23 municipal year as the current Mayor and Deputy Mayor were in post and it would be unfair to alter the allowance rate mid-municipal year.

With the permission of the Chair Councillor Mullins, who had performed the Mayoral role in 2001, addressed the Committee and, in addition to providing details on the level of work and the time commitments involved with the mayoral duties, raised points including:

- Although the Covid-19 pandemic had impacted the number of events attended by the Mayor over the past year, the Mayor had adapted their role accordingly and the level of responsibility had not diminished.

- A full assessment of the Mayoral role should be undertaken once there was a return to 'normality' following the pandemic. That information could then be supplied to the IRP.
- The demands on the Mayor were substantial and required the Councillor in that role to sacrifice a significant amount of their personal time.

In response to issues raised by the Committee the Democratic Services Manager advised the Committee that a Service Level Agreement for the Mayor was in place which had been agreed with both Group Leaders, the IRP had been given a copy of that Agreement. The Democratic Services Manager expressed their willingness to share that Agreement should any Councillor wish to have sight of it. The Committee was advised that any request to review of the responsibilities of the Mayor would need to follow the formal procedure. The Committee was also directed to Paragraph 10 of the Councillors 'Allowances Scheme' which referred to in-year changes to the Scheme. The Committee was reminded that the current Allowances Scheme ran until 31 March 2023 and the allowances would be reviewed again towards the end of its term.

Proposed Amendment:

It was moved by Councillor Lunnon (seconded by Councillor Jhans) that the recommendation be amended so the change in the Mayor's allowance and Deputy Mayor's allowance rates took effect from the start of the 2022/23 municipal year.

A vote was taken and the amendment was **LOST**.

With the proposed amendment being lost, it was moved by Councillor Crow (seconded by Councillor Lanzer) that a vote be taken on the recommendation as set out in the report. A vote was therefore taken and the motion was declared to be **CARRIED**.

RESOLVED

RECOMMENDATION 2

That the Full Council be recommended to agree that the Mayor's allowance be set at £6,361 per annum and the Deputy Mayor's allowance be set at £954 per annum for 2021/22 (to commence on 1 August 2021) and 2022/23.

Closure of Meeting

With the business of the Governance Committee concluded, the Chair declared the meeting closed at 8.11 pm

K McCarthy
(Chair)

Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 28 June 2021 at 7.00 pm

Councillors Present:

T G Belben (Chair)

K Khan (Vice-Chair)

M L Ayling, R G Burgess, R A Lanzer, S Mullins, A Nawaz, A Pendlington, S Piggott and B A Smith

Also in Attendance:

Councillor R D Burrett, I T Irvine, K L Jaggard, P K Lamb and C J Mullins

Officers Present:

Russell Allison	Housing Enabling and Development Manager
Ian Duke	Deputy Chief Executive
Heather Girling	Democratic Services Officer
Karen Hayes	Head of Corporate Finance
Nigel Sheehan	Head of Projects and Commercial Services
Paul Windust	Chief Accountant

1. Disclosures of Interest and Whipping Declarations

The following disclosures were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor S Piggott	Temporary Accommodation Modular Housing Solution (Minute 8)	Personal Interest – Trustee for local Housing Association but this Association has not been involved in the current item.
Councillor S Piggott	Telford Place Development Opportunity (Minute 10)	Personal Interest – Trustee for local Housing Association but this Association has not been involved in the current item.
Councillor R A Lanzer	HASC (Minute 11)	Personal Interest – WSCC Cabinet Member for Public Health and Wellbeing

2. Minutes

The minutes of the meeting of the Commission held on 7 June 2021 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions from the public were asked.

4. Treasury Management Outturn 2020 – 2021

The Commission considered report [FIN/527](#) with the Leader of the Council, Head of Corporate Finance and the Chief Accountant. The CIPFA Code of Practice for Treasury Management recommends that Councillors be updated on treasury management activities regularly and the report ensured the Council was implementing best practice in accordance with the Code. The report provided details of the outturn position for treasury activities and highlighted compliance with the Council's policies previously approved by Councillors.

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

- Acknowledgement that due to the Covid19 pandemic, expenditure had been lower and capital projects had not progressed as anticipated over the last year.
- The high level of uncertainty had impacted the ability to make significant rate of return. Whilst the amount of income remained uncertain, in the longer term it was hoped cash flows would stabilise.
- Clarification offered on the maturity structure together with number of detailed holdings.
- Acknowledgement that the Treasury Strategy prioritises investments accordingly whilst providing an appropriate balance between security, liquidity, yield and ethical considerations. Even if the yield was negative, these considerations still needed to be adhered to.
- Recognition that the internally managed funds had earned an average rate of return of 0.58%. Whilst there was support for this good investment performance, the average balances were lower than budgeted for a variety of reasons (budget set pre-pandemic, business rates equalisation reserve and capital programme not progressing as anticipated).
- Acknowledgement that it was prudent to have sufficient funds in the business rates equalisation reserve.
- Concern that should another lockdown be forthcoming, there would be an increase in individuals requiring support. It was recognised that sensible decisions would be required in the future to protect long term investments.
- Explanations were sought and obtained on the details provided within appendices.
- It was felt that it would be beneficial to receive the detailed holdings table as part of a spreadsheet to allow further analysis to take place.

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. Financial Outturn 2020-2021: Budget Monitoring - Quarter 4

The Commission considered report [FIN/526](#) of the Head of Corporate Finance on the quarter 4 budget monitoring, which set out a summary of the Council's outturn for the year for both revenue and capital spending for the financial year 2020/21. It identifies the main variations from the approved spending levels and any potential 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. It was recognised that revenue streams had been suppressed, and any reductions would affect the current position.
- Explanation was provided on the interest paid to HMRC due to late payment of VAT on disposal of land.
- Recognition that vacancies in some areas had produced an under-spend as recruitment in the public sector for certain posts was challenging.
- Acknowledgement that the delays in dealing with the repairs and maintenance within Crawley Homes had been caused by Covid-19 restrictions and impeding access to properties, along with the poor weather that had affected external works.
- Recognition that the in-year deficit on housing rents had been increased by the delay letting units, in some instances due to prolonged building work.
- It was noted that the council had been effective in dealing with the (business support) grants. However, the biggest concern was how to address the challenges in the future to re-build the community and deal proactively with Covid-19.
- Clarification sought on specific details within the report and those provided within appendices.
- The Commission expressed its thanks to the Finance Team for its continued hard work throughout the pandemic.

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. Leisure Contract - Extension of Variation Order

The Commission considered report [HPS/27](#) of the Head of Major Projects and Commercial Services. The report set out the arrangements the Council had entered into with Everyone Active (EA) following the initial lockdown in March 2020 and recommended the Council extend the variation order to facilitate the continued opening of the leisure centres over the period 1 July 2021 – 30 September 2021.

During the discussion with the Cabinet Member for Wellbeing and the Head of Major Projects and Commercial Services, the following comments were made:

- Recognition that due to the pandemic income had decreased. With social distancing and public health requirements remaining in place, it was noted that K2 Crawley would operate a phased opening.

- Confirmation provided that the proposed extension was for a 3 month period and it was hoped that should the contract variation be extended for this time period it would assist in this phased approach.
- Acknowledgement that marketing opportunities were currently being investigated in order to promote the centre. However it was remarked that the concern was not around publicity and awareness but the restrictions applied to capacity.
- Recognition that Everyone Active would be keen to build on capacity moving forward and events were scheduled increasing the income stream.
- Confirmation that risk assessments were undertaken for individual sports and activities and it was anticipated these would continue throughout the phased opening to normal operation.
- Clarification was provided on the current operating performance. There was support for the detailed officer engagement with Everyone Active.

RESOLVED

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

7. Extension to Coronavirus Act Protections from Evictions in Crawley Homes

The Commission considered report [DCE/08](#) of the Deputy Chief Executive. The report sought approval to replicate the protections provided by the Coronavirus Act 2020 for Crawley Homes stock for a further 12 months, following the economic impact of Covid-19 upon Crawley, and the potential of further economic and social impact upon the town.

During the discussion with the Cabinet Member for Housing and the Deputy Chief Executive, the following comments were made:

- Recognition that the Coronavirus Act 2020 had provided protection to social and private tenants by delaying when landlords could evict tenants. These initial protections came to an end after 31 May 2021 and nationally these extended notice periods were being tapered off over time. Maintaining the protections for evictions as stated in the Act until 31 May 2022 would provide added protection.
- Acknowledgement that provisions remained in place to administer evictions in more severe cases (anti-social behaviour, criminal acts). It was noted there were other council services in place to effectively assist and deal with the serious cases. This was in addition to providing and signposting support to those in most need, and this included council tenants and the private sector.
- It was noted that the rent arrears were currently at a similar level to those at the commencement of the pandemic.

RESOLVED

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

8. Temporary Accommodation Modular Housing Solution

The Commission considered report [SHAP/81](#) of the Head of Strategic Housing Services. The report requested Cabinet to approve the delegated authority for

officers to progress with the procurement of a modular housing solution for the provision of urgently needed temporary accommodation. To negotiate and complete all relevant legal documentation, and for the appropriate delegation required for the Leader to enter into the necessary contracts.

During the discussion with the Cabinet Member for Housing and the Housing Enabling and Development Manager, the following comments were made:

- Further explanation provided on the structure, standard and assembly of the modular units.
- Confirmation provided that the scheme and sites would require planning permission and need to abide by the usual planning considerations. There was support for the consultation with relevant ward members.
- Recognition that the modular housing solution would provide savings in terms of construction, footprint and time. It offered versatility of use such as using 'air-space' above car-parks or garages. The formation of a scheme would result in faster occupation and rental income.
- Acknowledgement that the council had a programme for providing affordable housing and whilst these units were designed for a minimum of 60 years it was felt that the maximum stay would be approximately 3 years as they offered a pathway to independent living, and assisted in addressing the need for temporary accommodation. It was felt that the modular housing solution could potentially alter the perception of temporary housing, and may in the future offer a rapid solution to affordable housing.
- Confirmation that the units were of a high standard, similar to Passivhaus and therefore the running costs were lower.
- It was verified that the units would be protected from RTB (whilst used as temporary accommodation).
- Recognition that sites had not been yet been identified but consultation with Ward Members would take place at an appropriate stage of the site identification process. It was noted that the sites and locations should aim to create a space to improve physical and mental wellbeing.
- Explanation was obtained on the financial details provided within the report.

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.

9. Exempt Information – Exclusion of the Public

RESOLVED

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

10. Telford Place Development Opportunity

Exempt Paragraph 3

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

The Commission considered report SHAP/82 of the Head of Strategic Housing Services. The report requests Cabinet to consider a development proposal for the delivery of a policy-compliant mixed tenure affordable housing development, with the Council retaining the affordable rent quota of the scheme as intended in the previous procurement attempts.

During the discussion with the Cabinet Member for Housing and the Housing Enabling and Development Manager, the following comments were made:

- Recognition that the Council-owned site at Telford Place had significant potential to contribute towards meeting Crawley's housing needs, including the provision of affordable housing, and remained a site of strategic significance within the context of achieving residential development within the town centre.
- Acknowledgement that the development proposal now offered the potential delivery of a policy-compliant mixed tenure affordable housing development. This would result in the Council retaining the affordable rent quota of the scheme as intended in the previous procurement attempts.
- Clarification sought and obtained on the financial details and options provided within the report. The development proposal needed to be both affordable and maximise the market.
- Recognition that the development opportunity would be subject to a planning application, which would address development characteristics and any potential impacts. Following a detailed discussion, it was felt that further investigation was required on some issues. During the debate Councillor Lanzer, (seconded by Councillor S Mullins) moved a further recommendation. Following an unanimous vote, it was agreed that the Cabinet be requested to consider this addition:

Recommendation:

That the Cabinet re-consider the level of parking proposed for this development, for the reasons provided in the Commission's discussion.

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, with the additional recommendation noted above.

Re-Admission of the Public

The Chair declared the meeting reopen for consideration of business in public session.

11. Health and Adult Social Care Scrutiny Committee (HASC)

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

- The meeting on 23 June 2021 was the first in the new municipal year. It was noted that all County Councillors had received training on the scrutiny process.
- The Committee received a presentation on the remit of Adult Services. The focus of the service had changed over time and there was now a more collaborative working with different agencies. There was a clear need to work more effectively in terms of time resources and people.
- The Committee was informed as to the remit and role of HASC; to improve outcomes, provide robust challenge and effective performance management.
- The terms of reference were agreed and appointments to the Committee's Business Planning Group were made.
- The Committee discussed its work programme. It was noted that any item for scrutiny would be in addition to those reports already held within the work programme, which included stroke services, self-harming and the provision of services for older people with mental health issues. The following topics were suggested as additions to the current Forward Plan and these would be considered by the Business Planning Group:
 - NHS Dentistry.
 - NHS restoration in relation to surgical waiting lists.
 - Return of face to face GP consultations.
 - Review of Care Point capacity.
 - Interface between the Local Transport Plan, which was subject to public consultation and public health outcomes with a focus on eliminating carbon.
- There was a reminder that any member, whether a committee member or not, could put forward possible topics for scrutiny consideration.

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

The Commission confirmed the following reports:

7 July 2021

Crawley Fusion Innovation Centre Scheme (Part B)

6 September 2021 (Cabinet 8 September 2021)

Petition - 'Keep your dog on a lead in Tilgate Park'

27 September 2021 (Cabinet 29 September 2021)

Budget Strategy 2022/23 – 2026/27

2021/2022 Budget Monitoring - Quarter 1

As part of good budget scrutiny, and following the guidance within the [CIPFA Financial Scrutiny Practice Guide](#), the Commission examined the Forthcoming Decision List and subsequently referred all quarterly monitoring reports.

It was requested whether financial training could be offered to the Commission. Furthermore it was remarked whether further detail could be provided on council complaints. However it was noted that complaint information was provided in the Councillors' Information Bulletin.

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 10.00 pm

T G Belben
(Chair)

Crawley Borough Council

Minutes of Planning Committee

Tuesday, 29 June 2021 at 7.00 pm

Councillors Present:

R D Burrett (Chair)

Z Ali, A Belben, I T Irvine, K L Jaggard, S Malik, M Mwangale, S Raja and P C Smith

Officers Present:

Dimitra Angelopoulou	Senior Planning Officer
Siraj Choudhury	Head of Legal, Governance and HR
Jean McPherson	Group Manager (Development Management)
Clem Smith	Head of Economy and Planning
Jess Tamplin	Democratic Services Support Officer

Apologies for Absence:

Councillor S Buck

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor Irvine	Planning application CR/2021/0248/FUL – The Base, Fleming Way, Northgate (Minute 4)	Personal Interest – a member of Crawley Walking and Cycle Forum (a consultee on the application).
Councillor P Smith	Planning application CR/2021/0248/FUL – The Base, Fleming Way, Northgate (Minute 4)	Personal Interest – a member of Crawley Walking and Cycle Forum (a consultee on the application).
Councillor P Smith	Planning application CR/2021/0248/FUL – The Base, Fleming Way, Northgate (Minute 4)	Personal Interest – Local Authority Director of the Manor Royal Business Improvement District and Chair of the Micropark Committee.
Councillor P Smith	Planning application CR/2021/0287/FUL – Car Park Adjacent to Co-Op, 6 Maidenbower Square, Maidenbower (Minute 5)	Personal Interest – Member of and councillor for the Labour and Co- operative Party (of which the Co-op supermarket is a supporter).

2. Lobbying Declarations

No lobbying declarations were made.

3. Minutes

The minutes of the meeting of the Planning Committee held on 26 April 2021 were approved as a correct record and signed by the Chair.

4. Planning Application CR/2021/0248/FUL - The Base, Fleming Way, Northgate, Crawley

The Committee considered report [PES/372a](#) of the Head of Economy and Planning which proposed as follows:

Demolition of the existing buildings and redevelopment of the site to provide two buildings (use class B8 - storage or distribution) with ancillary offices, parking and service yards, new site access, landscaping, boundary treatments and associated works.

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

The Senior Planning Officer provided a verbal summation of the application, which proposed commercial development at a site within the Manor Royal Business Improvement District (BID). The Committee heard that, since the publication of the report, further discussions had taken place with the applicant leading to amendments to the wording of conditions 6 and 25, the removal of condition 16, and the addition of a new condition 26. Delegated authority to officers was also sought regarding amendments to the Environment Agency (contamination) and ecology conditions due to ongoing discussions with the relevant consultees.

Matthew Mainwaring, the agent on behalf of the applicant, spoke in support of the application. Matters raised included:

- The application's compliance with Local Planning Authority policies, including those related to car and cycle parking.
- The environmental sustainability of the proposal which had received a BREEAM 'excellent' rating and would result in a biodiversity net gain at the site, with ecological enhancements connected to existing local green infrastructure.
- The discussions between the applicant, Local Planning Authority, and Manor Royal BID Board which had resulted in positive outcomes (including the addition of the micropark proposal).

The Committee then considered the application. The provision of solar panels and the micropark were considered positive aspects of the application, as was the proposal to retain the large protected oak tree at the front of the site. Concerns were raised regarding the loss of six protected (and four unprotected) trees, however the Committee acknowledged the net gain in biodiversity that would result from the proposed redevelopment of the site. Furthermore, the Section 106 agreement was to secure a contribution of £14,700 in lieu of the required 21 replacement trees.

Assurance was sought from the Committee that remaining trees were to be safeguarded during construction.

It was clarified that a further contribution of £784 - £2 per additional square metre of new floorspace proposed (above the existing floorspace currently on site) was to be secured toward enhancements to the public realm.

Clarification was sought regarding the parking provision. Of the two proposed parking areas, one offered a shortfall of parking spaces while the other offered a surplus. The access to the two parking areas was shared, so the combined overall provision of spaces was deemed acceptable.

It was recognised that the buildings proposed were for storage use, which provided fewer employment opportunities than those allocated for office use, however Local Plan policy E3 allowed for 'B' use classes so the application was policy compliant in this regard. The proposal was deemed to be potentially beneficial to the local economy given the Covid-19 pandemic and the resulting lack of demand for office space.

RESOLVED

Permit subject to the conclusion of a Section 106 legal agreement, the conditions and informatives set out in report PES/372a (excluding condition 16), the amended and new conditions set out below, and the provision of delegated authority to officers for amendments to the Environment Agency (contamination) and ecology conditions.

6. Before any work for the implementation of this permission commences (excluding demolition), detailed plans and particulars of the land levels and the finished floor levels of the buildings shall be submitted to and approved in writing by the Local Planning Authority, and the development shall be constructed in accordance with the approved levels.

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

Reason for pre-commencement: This condition is required pre-commencement as it relates to how the site layout and building will be constructed.

25. Prior to occupation of Unit 1 or Unit 2, full details of hard and soft landscaping works shall be submitted to and approved in writing by the Local Planning Authority. These details shall also include:

- Grassed areas

- The species, number and spacing of trees and shrubs

The approved details of the landscaping shall be carried out in the first planting and seeding season, following the first occupation of either building, and any trees or plants which, within a period of five years from the completion of development die, are removed or become seriously damaged or diseased, shall be replaced in the next planting season with other of similar size and species, unless the Local Planning Authority gives written consent to any variation. No subsequent alterations to the approved landscaping scheme are to take place unless submitted to and approved in writing by the Local Planning Authority. The scheme shall be implemented as approved.

***REASON:** To avoid endangering the safe movement of aircraft and the operation of Gatwick Airport through the attraction of birds and an increase in the bird hazard risk of the application site in accordance with Policy IN1 of the Crawley Borough Local Plan 2015-2030, and in the interests of the amenity and of the environment of the*

development in accordance with Policy CH3 of the Crawley Borough Local Plan 2015 - 2030.

26. Prior to the first occupation of Unit 1 or 2, the package of mitigation measures, as referenced in the Air Quality Mitigation email dated 24 June 2021, shall be implemented in full, unless otherwise approved in writing by the Local Planning Authority.

REASON: To ensure that the development does not have a negative impact on air quality in accordance with Policy ENV12 of the Crawley Borough Local Plan 2015 – 2030 and to accord with the air quality mitigation contained within the submitted Air Quality Assessment provided by Air Quality Consultants Ltd and dated March 2021.

5. Planning Application CR/2021/0287/FUL - Car Park Adjacent to Co-op, 6 Maidenbower Square, Maidenbower, Crawley

The Committee considered report [PES/372b](#) of the Head of Economy and Planning which proposed as follows:

Temporary pop-up convenience shop in car park for approximately 8-week period and temporary plant enclosure for approximately 20-week period up to April 2022.

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

The Group Manager (Development Management) provided a verbal summation of the application, which proposed two temporary structures occupying a total of eight parking spaces within the Maidenbower Square car park.

The Committee then considered the application. The structures' impact on parking provision was discussed – it was noted that West Sussex County Council's Highways Department had no objection to the proposals as it was assumed that there would be less footfall in the area due to the closure of the Co-Op store for its refurbishment. It was also recognised that the location of the pop-up shop and plant enclosure were based, in part, on the need to locate generators nearby to power the temporary shop (and the existing store when the plant within it was being replaced).

The suitability of the access to the pop-up shop and width of the footpath was queried in regard to pedestrians and those with disabilities. The Officer suggested that the applicant needed to keep a clear passageway in front of the site to allow access around this section of the shopping parade.

The Committee noted that the temporary shop would provide necessary services to residents for the duration of the closure of the Co-Op. It was clarified that the application sought permission until April 2022, but the applicants envisaged that the works were likely to be completed sooner than this.

RESOLVED

Permit subject to the conditions and informatives set out in report PES/372b.

6. Amendment to the General Committee Procedure Rules

The Head of Legal, Governance and HR addressed the Committee in relation to a procedural matter regarding future Planning Committee meetings. It was noted that

the General Committee Procedure Rules had recently been amended to reflect the Council's use of external venues for its formal meetings, including the protocol regarding meeting duration.

Due to the nature of decisions taken by the Planning Committee it was deemed that specific guillotine rules were necessary for meetings of the Planning Committee to ensure that all planning matters were given the level of consideration expected.

It was recommended that the Planning Committee agree to conclude its formal meetings by 11:00pm, with any outstanding business to be deferred to the next scheduled meeting of the Committee. The exception to this would be any matters statutorily required to be decided before the date of the next meeting – in which case a new meeting date would be arranged as soon as practicably possible.

Committee members discussed the proposal. It was noted that any item already undergoing debate at 11:00pm was to be concluded and voted upon rather than being deferred. The Committee also discussed the possibility of rescheduling the start time of future meetings, where necessary, to 6:30pm.

It was therefore

RESOLVED

That the Head of Legal, Governance and HR make a minor amendment to the Constitution to introduce a guillotine provision to allow the Planning Committee to conclude its formal meetings by 11:00pm, with any outstanding business to be deferred to a future meeting of the Committee.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 8.21 pm.

R D Burrett (Chair)

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Crawley Borough Council

Minutes of Cabinet

Wednesday, 30 June 2021 at 7.00 pm

Councillors Present:

P K Lamb (Chair)	Leader of the Council
R S Fiveash	Deputy Leader and Cabinet Member for Resources
I T Irvine	Cabinet Member for Housing
G S Jhans	Cabinet Member for Environmental Services and Sustainability
M G Jones	Cabinet Member for Public Protection and Community Engagement
C J Mullins	Cabinet Member for Wellbeing
P C Smith	Cabinet Member for Planning and Economic Development

Also in Attendance:

Councillors T G Belben, R D Burrett and D Crow

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Siraj Choudhury	Head of Legal, Governance & HR
Ian Duke	Deputy Chief Executive
Karen Hayes	Head of Corporate Finance
Chris Pedlow	Democratic Services Manager
Heather Girling	Democratic Services Officer
Diana Maughan	Head of Strategic Housing
Nigel Sheehan	Head of Projects and Commercial Services
Clem Smith	Head of Economy and Planning

1. Disclosures of Interest

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor P Smith	Replacement Article 4 Directions for Main Employment Areas (Class MA) (Minute 12)	Personal Interest – As Councillor P Smith is the Council's representative to the Town Centre BID Board

2. Minutes

The minutes of the meeting of the Cabinet held on 10 March 2021 were approved as a correct record and signed by the Leader.

3. Public Question Time

There were no questions from the public.

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

It was reported that no representations had been received in respect of agenda items 17 and 18: *Telford Place Development Opportunity* and *Approval to Award a Contract for Professional Services (Architects) – Proposed Housing Sites*.

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

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

6. Treasury Management Outturn 2020 – 2021

The Leader presented report [FIN/527](#) of the Head of Corporate Finance. The CIPFA Code of Practice for Treasury Management recommends that councillors be updated on treasury management activities regularly and the report ensured the Council was implementing best practice in accordance with the Code. The report provided details of the outturn position for treasury activities and highlighted compliance with the Council's policies previously approved by councillors. It was acknowledged it was a more challenging time for investments, but Council officers were doing exceptionally well at bringing in investment income.

The Cabinet noted that regulations required treasury management policy to be reviewed annually. It was noted that the Council's financial decisions for 2020/21 were taken in line with the Ethical Investment Policy.

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 June 2021, which included:

- Acknowledgement that due to the Covid-19 pandemic, expenditure had been lower and capital projects had not progressed as anticipated over the last year.
- The high level of uncertainty had impacted the ability to make significant rate of return. Whilst the amount of income remained uncertain, in the longer term it was hoped cash flows would stabilise.
- Acknowledgement that the Treasury Strategy prioritises investments accordingly whilst providing an appropriate balance between security, liquidity, yield and ethical considerations. Even if the yield was negative, these considerations still needed to be adhered to.
- Recognition that the internally managed funds had earned an average rate of return of 0.58%. Whilst there was support for this good investment performance,

the average balances were lower than budgeted for a variety of reasons (budget set pre-pandemic, business rates equalisation reserve and capital programme not progressing as anticipated).

RESOLVED

That the Cabinet:

- a) approves the actual 2020/21 Prudential and Treasury Indicators as set out in report [FIN/527](#);
- b) notes the Annual Treasury Management Report for 2020/21.

Reasons for the Recommendations

The Council's financial regulations, in accordance with the CIPFA Code of Practice for Treasury Management, requires an annual review following the end of the year describing the activity compared to the Strategy. Report [FIN/527](#) complies with these requirements.

7. Financial Outturn 2020-2021: Budget Monitoring - Quarter 4

The Leader presented report [FIN/526](#) of the Head of Corporate Finance on the quarter 4 budget monitoring, which set out a summary of the Council's outturn for both revenue and capital spending for the financial year 2020/21. It identified the main variations from the approved spending levels and any potential impact on future budgets.

It was noted that the Council had identified savings and efficiencies of £1.775m to ensure the Council's financial position remained stable due to the impact of the pandemic. However by the end of the financial year 2020/21 the Council had an underspend of £1.272m against the original budget and it was explained that this was due to the Government unexpectedly repaying 75p of every £1 after deducting 5% of the budgeted income from sales fees and charges for the year.

The Leader informed the Cabinet that, as the Council had an unexpected one-off £1.2m, it was proposed to use some of this money to further fund temporary accommodation and support facilities for people experiencing homelessness within the borough.

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 June 2021, which included:

- Acknowledgement that the report documented the financial viability of the Council, particularly as a result of Covid-19. It was recognised that revenue streams had been suppressed, and any reductions would affect the current position.
- Explanation was provided on the interest paid to HMRC due to late payment of VAT on disposal of land.
- Recognition that the in-year deficit on housing rents had been increased by the delay letting units, in some instances due to prolonged building work.

- It was noted that the Council had been effective in dealing with the business support grants. However, the biggest concern was how to address the challenges in the future to re-build the community and deal proactively with Covid-19.

Councillor Crow also spoke on this item.

RESOLVED

That the Cabinet:

- a) notes the outturn for the financial year 2020/21 as summarised in report [FIN/526](#).
- b) notes that this has been an exceptional year where it has been very difficult to do accurate financial projections.

RECOMMENDATION 3

That Full Council be recommended to approve:

- a) the increase the capital budget for purchase of temporary accommodation from £1.1m to £2.4m to be funded from specific homelessness grants, revenue and earmarked reserves for purchase of such properties.
- b) the transfers of reserves as outlined in section 9 of report FIN/526.

Reasons for the Recommendations

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

8. Leisure Contract - Extension of Variation Order

The Cabinet Member for Wellbeing presented report [HPS/27](#) of the Head of Major Projects and Commercial Services. The report set out the arrangements the Council had entered into with Everyone Active (EA) following the initial lockdown in March 2020 and recommended that the Cabinet extends the variation order to facilitate the continued opening of the leisure centres over the period 1 July 2021 – 30 September 2021.

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 June 2021, which included:

- Recognition that due to the pandemic income had decreased. With social distancing and public health requirements remaining in place, it was noted that K2 Crawley would operate a phased opening.

- Confirmation provided that the proposed extension was for a 3 month period and it was hoped that should the contract variation be extended for this time period it would assist in this phased approach.
- Recognition that Everyone Active would be keen to build on capacity moving forward and that events were scheduled, increasing the income stream.

RESOLVED

That the Cabinet approves the extension of the contract variation with Everyone Active under the terms set out in section 5.8 of report [HPS/27](#).

Reasons for the Recommendations

The recommendation facilitates the continued re-opening of the leisure centres from 1st July 2021 in accordance with the Government announcement on 22 February 2021 and in accordance with Procurement Policy Note 02/20 (Supplier Relief Due to Coronavirus).

9. Extension to Coronavirus Act Protections from Evictions for Crawley Homes

The Cabinet Member for Housing presented report [DCE/08](#) of the Deputy Chief Executive. The report sought approval to replicate the protections provided by the Coronavirus Act 2020 for Crawley Homes stock for a further 12 months, following the economic impact of Covid-19 upon Crawley, and the potential of further economic and social impact upon the town.

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 June 2021, which included that the rent arrears were currently at a similar level to those at the commencement of the pandemic and it was hoped with the end of furlough that this level will not increase dramatically.

Councillor Crow was invited to speak on the item and raised some concerns on the proposal.

Councillors Lamb, Jhans, and C Mullins spoke as part of the discussion on the report, as did Councillor Fiveash who spoke passionately over why he was a strong advocate for the further extension of the eviction protection.

RESOLVED

That the Cabinet agrees that, for all Crawley Homes tenancies, to replicate the protections for evictions as set out in the Coronavirus Act 2020, until 31 May 2022.

Reasons for the Recommendations

The recommendation recognises the scale of economic hardship being faced by the town as a result of the Covid-19 pandemic, and the subsequent financial hardship this will cause for many local households. It is widely recognised that Crawley has been

harder hit than most other places in the country and the administration therefore believes that additional protection is required.

Whilst the Council does not have the ability to legislate for the town as a whole, it is able to make decisions around tenancies within its own housing units. This decision would therefore extend these protections for Crawley Homes residents for a further 12 months beyond that set out in the Coronavirus Act 2020.

10. Temporary Accommodation Modular Housing Solution

The Cabinet Member for Housing presented report [SHAP/81](#) of the Head of Strategic Housing Services. The report requested that the Cabinet approves the delegated authority for officers to progress with the procurement of a modular housing solution for the provision of urgently needed temporary accommodation, to negotiate and complete all relevant legal documentation, and for the appropriate delegation required for the Leader to enter into the necessary contracts.

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 June 2021, which included:

- Further explanation provided on the structure, standard and assembly of the modular units.
- Confirmation provided that the scheme and sites would require planning permission and need to abide by the usual planning considerations. There was support for the consultation with relevant ward members.
- Recognition that sites had not been yet been identified but consultation with ward members would take place at an appropriate stage of the site identification process. It was noted that the sites and locations should aim to create a space to improve physical and mental wellbeing.

Councillor C Mullins spoke as part of the discussion on the report including commenting that he had been with Councillor Irvine to a site visit to see some examples of the proposed modular housing solution, and commented that the products were impressive and allayed any concerns he might have had over the quality of the proposed temporary accommodation solution.

RESOLVED

That the Cabinet:

- a) delegates authority to the Head of Strategic Housing Services, following discussion with any relevant Ward Councillors and in consultation with, and agreement in-principle from the Leader of the Council and Cabinet Member for Housing to identify suitable sites. (*Generic Delegation 7 will be used to enact this recommendation*)
- b) delegates authority to the Head of Strategic Housing Services to progress with procurement to address the need for temporary accommodation. (*Generic Delegation 7 will be used to enact this recommendation*).
- c) delegates authority to the Leader of the Council in consultation with the Cabinet Member for Housing, Head of Strategic Housing Services, Head of Legal,

Governance and HR to approve the award of the contract following an appropriate procurement process.

- d) delegates the negotiation, approval and completion of all relevant legal documentation, following the awarding of the contracts to the Head of Strategic Housing Services, Head of Legal, Governance and HR, Head of Corporate Finance, in consultation with the Leader of the Council and the Cabinet Member for Housing. *(Generic Delegations 2 & 3 will be used to enact this recommendation)*

Reasons for the Recommendations

The Council currently has 265 households in temporary accommodation, with 97 of these presently in nightly paid accommodation, including 26 out of borough placements. This represents the highest level of need and demand for temporary accommodation across the County. These levels will inevitably rise significantly with the lifting of the ban on evictions.

The average cost of nightly paid accommodation to the council per household per week is £211.50 equating to £21,154.00 per week for current numbers (rent arrears and ineligibility for benefits not included in this figure). There are also the additional costs and burdens on Housing Benefit to process and pay the associated claims.

Nightly paid temporary accommodation is the most expensive and least desirable form of accommodation, particularly where there are children in the household and as a result, such households can only be placed into this type of accommodation in an emergency, and then only for a maximum period of six weeks.

A raft of measures are being progressed both locally and at a county-wide level to reduce the pressure on nightly paid accommodation. This report is focused on one of these work strands, namely the modular housing solution with its rapid pace of delivery.

The Council has recently secured £600k capital funding from the Government towards the provision of 10 additional units as part of a temporary housing pathway to support the prevention of homelessness and rough sleeping. Linked to this capital grant is a further £240k in revenue funding that has been awarded over a 3-year period to provide wrap around support services. The grant conditions require these units to be delivered within the current financial year or this funding will be lost.

Due to the volumetric design concept of modular housing, it is necessary to first select the particular modular provider. The scheme is then designed in accordance with their volumetric design, and progressed through the planning process while gearing up the off-site construction. A short period of on-site works then follows to complete the development. The delegated authority being requested will enable Officers to progress this procurement, and for the Leader (in consultation with those mentioned in 2.2c) to award any contracts that will allow this initiative to derive the full benefits of fast-track housing delivery that modular housing offers.

The selection of any particular modular housing provider will be procurement compliant, and the site selection and planning application will follow the usual internal and external consultation, and will be fully policy compliant, including meeting national space standards. It will be delivered in accordance with an approved planning application, and to the high levels of efficiency and sustainability as is expected for Council housing.

11. Forward Programme of Key Procurements (July - December 2021)

The Leader presented report [FIN/525](#) of the Head of Corporate Finance. The report sought approval for the current forward programme of key procurements (over £500,000) and sought delegated authority for contract award approvals following the appropriate procurement process. The report also provided an update on the previously identified procurements from January - June 2021.

RESOLVED

That the Cabinet

- a) approves the procurement forward programme July – December 2021.
- b) delegates authority to the Leader of the Council in consultation with the relevant Cabinet Member, Opposition Leader, Head of Service, and Head of Legal, Governance and HR to approve the award of the contract following an appropriate procurement process
- c) delegates the negotiation, approval and completion of all relevant legal documentation, following the awarding of the contracts to the relevant Head of Service, Head of Legal, Governance and HR, Head of Corporate Finance, in consultation with the appropriate Cabinet Member. (*Generic Delegations 2 & 3 will be used to enact this recommendation*)

Reasons for the Recommendations

By approving the procurement forward programme there is greater transparency of future procurement processes allowing more scope for internal stakeholders to input into how future contracts are delivered.

The approval of the forward programme provides a key decision that will enable the individual procurement processes to be awarded under delegated authority once the tender process has concluded giving the Council the ability to reduce the time required to complete a procurement process.

12. Replacement Article 4 Directions (Class MA) in Main Employment Areas

The Cabinet Member for Planning and Economic Development presented report [PES/387](#) of the Head of Economy and Planning. It was noted that the Government had recently revised the Use Class Order for England, and introduced a corresponding new permitted development right (Class MA) through amendments to the General Permitted Development Order (GPDO) 2015. These changes would have implications for the Council's existing Article 4 Directions at Manor Royal, Maidenbower Business Park, Lowfield Heath, Three Bridges Corridor, and Tilgate Forest Business Centre. Therefore it was explained that if the Council wished to retain existing protections for those main employment areas, the current Directions would need to be replaced to take account of the amended GPDO.

Councillors Crow and Burrett were invited to speak on the item. In response to their questions it was confirmed that, whilst the proposal was for a 12 month notification period before it commences, the current Article 4 would run concurrently and end once the new proposed one starts.

Councillor Lamb spoke in support of the recommendation.

RESOLVED

That the Cabinet:

- a) approves the making of non-immediate Article 4 Directions under the Town and Country (General Permitted Development Order) 2015 (as amended) to remove the Class MA permitted development right for Commercial, Business & Service (E) to residential (C3) at the Main Employment Areas shown at Appendix A, these being:
 - i. Manor Royal
 - ii. Maidenbower Business Park
 - iii. Lowfield Heath
 - iv. Three Bridges Corridor
 - v. Tilgate Forest Business Centre
- b) delegates authority to the Head of Economy and Planning in consultation with the Cabinet Member for Planning and Economic Development to formally confirm the non-immediate Article 4 Directions following the 12 month notification period, if having fully considered all representations made during the consultation period, they are of the opinion that the Article 4 Directions should be made.

Reasons for the Recommendations

Crawley is firmly established as one of the key economic drivers in the South East of England, representing the economic heart of the Gatwick Diamond and the wider Coast to Capital Local Enterprise Partnership (LEP) area. The COVID-19 pandemic has impacted substantially upon Crawley's economy and, whilst it is anticipated that the local economy will respond positively to the current challenges, it is vital that the right conditions are in place to support recovery.

There remains significant need for business land in Crawley, with the adopted 2015 Local Plan identifying an overall need for 57.9ha new employment land in the period up to 2030. However, with an available land supply pipeline of 23ha, there is a deficit of some 35ha business land. The available business land has continued to reduce as sites are built out, and the land supply pipeline is currently 17.56ha, as per the Employment Land Trajectory (Base Date 1 September 2020). To help meet Crawley's employment needs, the Draft Submission (Reg. 19) Local Plan proposes the allocation of an industrial-led Strategic Employment Location at Gatwick Green, though in order to ensure a sufficient supply of employment land it is also critical to ensure that the function of borough's existing Main Employment Areas (MEAs) are protected.

Crawley has already lost around 61,500sqm of commercial space to residential development via permitted development rights, and the presence of amenity-sensitive residential uses in the MEAs can constrain remaining business operations and erode

market confidence. Some MEAs, for example Broadfield Business Park, have been undermined to such an extent by the introduction of residential uses that their overall employment function has effectively been lost. Of further concern is that working MEAs are not a suitable location for people to live, resulting in an isolated and poor quality of life that is contrary to the planned nature of Crawley as a New Town.

The Council has been selective in identifying the MEAs within which Article 4 Directions apply, having made these only where they are necessary to protect local amenity, the existing local business function and employment base and the well-being of the area. The existing Article 4 Directions, whilst having helped address the concerns mentioned above, will not be effective against the new right for Use Class E (GPDO Class MA). Should the council wish to retain the current protections made by these Article 4 Directions, it will be necessary to bring into force replacement Directions relating to the new Use Class E (GPDO Class MA) permitted development right. This has been confirmed through legal advice.

13. Urgent Action

The Leader informed the Cabinet that urgent action had been taken under paragraph 18.3 of the General Committee Procedure Rules of the Constitution in relation to the District Heat Network tariff ahead of the occupation of Geraint Thomas House. This decision avoided the potential scenario of Geraint Thomas House being occupied without any heat tariff being in place.

A further decision involved an additional discretionary Council tax discount of up to £150.00 per household to be provided for working age Council tax reduction claimants. This decision enabled the Council to start implementing an additional discount to help reduce the impact of the pandemic on residents in receipt of Council tax support as soon as possible.

RESOLVED

That Cabinet notes that urgent action had been taken under paragraph 18.3 of the General Committee Procedure Rules of the Constitution.

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

RESOLVED

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

15. Telford Place Development Opportunity

Exempt Paragraph 3 – information relating to the financial or business affairs of any particular person (including the authority holding that information)

The Cabinet Member for Housing presented report SHAP/82 of the Head of Strategic Housing Services. The report requested Cabinet to consider a development proposal for the delivery of a policy-compliant mixed tenure affordable housing development, with the Council retaining the affordable rent quota of the scheme as intended in the previous procurement attempts.

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 June 2021, and in doing so highlighted that the Commission were putting forward a further recommendation for the Cabinet to consider, namely:

That the Cabinet re-consider the level of parking proposed for this development, for the reasons provided in the Commission's discussion.

Councillors Crow and Burrett respectively were invited to speak on the item and in doing so acknowledged the Commission's suggestion. Councillor Crow also raised the matter of the large tree adjacent to the site and the potential impact the development might have on the tree.

Councillors Lamb, P Smith, C Mullins and Irvine spoke during the discussion on the report and the Commission's recommendation. It was confirmed that the level of parking for a development was not decided by Cabinet and that would be addressed through the planning process and ultimately by the Planning Committee when considering the development's planning permission. Cabinet members understood the Commission's concerns and felt it suitable to ask officers and the proposed developers to further investigate, as part of their ongoing work, as to whether the parking on the site could be increased and the tree could be preserved as part of the project. During the debate on the item, it was conveyed that the Cabinet strongly hoped that the development of the site would come to fruition, after a number of failed attempts.

RESOLVED

That the Cabinet:

- a) approves the proposed procurement strategy towards achieving the objective of a policy-compliant residential development as detailed in section 5 of report SHAP/82.
- b) approves the development proposal for the purposes of delivering an affordable housing scheme, with the Council securing the affordable rent element, as detailed in section 6 of report SHAP/82.
- c) delegates authority to the Head of Strategic Housing Services, the Head of Corporate Finance and the Head of Legal, Governance & HR in consultation with the Leader of the Council and the Cabinet Member for Housing, to enter into the necessary contracts, and complete all relevant legal documentation to achieve the above recommendations. *(Generic Delegation 2 and 3 will be used to enact this recommendation).*

- d) in considering the Commission's views, asks that officers and the developers consider ways, if possible, in which they can preserve the tree and increase the percentage of parking on the site.

Reasons for the Recommendations

The Council acquired the Telford Place site in 2015 for the purposes of developing a policy compliant residential scheme. Following two attempts to procure a development partner the market has failed to perform, but the Council is now presented with the opportunity to progress the development of this site as an all affordable housing scheme.

16. Approval to Award a Contract for Professional Services (Architects) - Proposed Housing Sites

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

The Cabinet Member for Housing presented report DCE/07 of the Deputy Chief Executive. The report sought approval for the appointment of architects relative to a total of ten proposed housing sites across Crawley borough. The proposed bidder would be sought via a desktop exercise, to identify small sites to understand their potential for development and the challenges and constraints that would be faced relating to developing those sites. It was emphasised to the Cabinet that the proposed exercise did not mean that those sites would be brought forward for development, even though they were identified within the Crawley Local Plan.

Councillors C Mullins, P Smith and Lamb spoke as part of the discussion on the report.

RESOLVED

That the Cabinet:

- a) subject to the mandatory standstill period, approves the appointment of Bidder 'A' for the Professional Services Contract.
- b) delegates the negotiation, approval and completion of the all the relevant legal documentation and entering into the contract following the award to the Deputy Chief Executive, Head of Legal, Governance & HR, in consultation with the Cabinet Member for Housing. (*Generic Delegation 2 and 3 will be used to enact this recommendation*).

Reasons for the Recommendations

Following a tender exercise and evaluation process, Bidder 'A' has submitted the most economically advantageous tender and is therefore recommended for appointment.

The appointment will further enable the Council to adapt to best deliver new housing within the context of constrained land supply and in its compiling of site specific information in accordance with Local Plan policies when bringing sites forward for housing.

Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 8.06 pm

P K LAMB
Chair

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Agenda Item 8

Full Council

14 July 2021

NOTICE OF MOTION 1 – MOTION AMENDING THE REQUIREMENTS OF A PROCEDURAL MOTION

Mover Councillor Lamb and Seconder Councillor Lunnon

Full Council resolves to amend section 13.1 of the Full Council Procedure Rules within Constitution, so that it reads:

All Full Council Procedure Rules, except Rules 1.2(C1) (signing of minutes) and 10.4 (holding a recorded vote), may be suspended if they receive a majority of support from members present, as set out in Rules 10.2 (majority) and 10.3 (mayor's casting vote). Suspension will only apply for the duration of that meeting.

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Agenda Item 9

Full Council

14 July 2021

NOTICE OF MOTION 2 – THE COUNCIL’S RESPONSE TO THE BOUNDARY COMMISSION FOR ENGLAND

Mover Councillor Lamb and Seconder Councillor P. Smith

On 8th June, the Boundary Commission for England set out their draft boundary proposals for Parliamentary constituencies at the next General Election.

The draft proposals would see Crawley's Parliamentary constituency boundaries remain coterminous with those of the local authority. This is something the commission actively seeks to achieve, where population sizes make it possible, as it is recognised that local authority areas represent established communities and coterminosity enables better coordination and representation to address residents' issues between the tiers.

District and borough councils are responsible for administering all elections held within their areas, meaning reviews of other tiers of government relate to the business of this council.

With a deadline to respond of the 2nd August, this is the council's last opportunity to comment before the deadline.

Recommendation:

Crawley Borough Council requests that the Electoral Services Manager submits a report to the commission expressing the council's support for the proposed boundaries for Crawley and setting out a case for their continued adoption.

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