

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, 30 March 2022 at 7.30 pm**

Nightline Telephone No. 07881 500 227

A handwritten signature in black ink, appearing to read "A. Hurford", written in a cursive style.

Chief Executive

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

Published 22 March 2022

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 Deputy 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 - Full Council 23 February 2022	5 - 18
To approve as a correct record the minutes of the meeting of the Full Council held on 23 February 2022.	
4. Minutes - Extraordinary Full Council 2 March 2022	19 - 22
To approve as a correct record the minutes of the meeting of the Extraordinary Full Council held on 2 March 2022	
5. Communications	
To receive and consider any announcements or communications, including any additional Cabinet Member announcements.	
6. 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.	
7. Consideration of Full Council Recommendations and Call-In Decisions	23 - 52
To consider any recommendations before the Full Council or items which have been Called-In.	
<i>NB In advance of the meeting Political Groups will identify which recommendations they do not wish to reserve for debate.</i>	

8. Notification of Decision Protected from Call-In (Recommendation 5)

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.

The Leader, under the Urgent Action decision making powers set out in the Constitution, took the following decision which was also protected from Call-In (in accordance with Call-In Procedure Rule 8).

The decision, which was taken on 15 March 2022, was to approve the Council Tax Government Discretionary 'Energy Rebate' Guidelines and give delegated authority to designated senior officers to make relief awards within these Guidelines. This decision was protected from Call-In so that an online application process can become live to enable the Council to start supporting eligible residents as soon as possible. The decision was reported in Councillors' Information Bulletin [IB//1122](#).

RECOMMENDATION 5

The Full Council is requested to note the use of the Protection from Call-In provision by the Chief Executive in respect of the decision taken by the Leader relating to the Council Tax Government Discretionary 'Energy Rebate' Scheme which was taken on 15 March 2022.

9. Notification of Urgent Action Taken by the Returning Officer: Polling Place for Three Bridges Ward (LMC) - (Recommendation 6)

On 17 March 2022 the Chief Executive (as Returning Officer) took a decision under the Urgency provisions as set out in the Constitution.

The designated Polling Place for Poling District LMC in Three Bridges was the Holiday Inn Express however, the Council had not been able to make a confirmed booking with Holiday Inn Express to accommodate a Polling Place for the election on 5 May 2022. In light of this, the Chief Executive took the urgent decision to temporarily allocate the Limelight Room at The Hawth Theatre as the Polling Place for Polling District LMC for the 5 May 2022 election only.

RECOMMENDATION 6

That the Urgent Action taken by the Chief Executive (as Returning Officer) in respect of the temporary change to the Polling Place for Polling District LMC (Three Bridges) for the 5 May 2022 election be noted.

10. Councillors' Questions Time

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

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

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

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

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

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.

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.

12. Supplemental Agenda

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

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Crawley Borough Council

Minutes of Full Council

Wednesday, 23 February 2022 at 7.30 pm

Councillors Present:

M Flack (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, I T Irvine, G S Jhans, K Khan, M G Jones, P K Lamb, R A Lanzer, T Lunnon, S Malik, K McCarthy, J Millar-Smith, M Morris, C J Mullins, S Mullins, M Mwagale, A Nawaz, A Pendlington, S Piggott, S Raja, B A Smith and P C Smith

Also in Attendance:

Mr Peter Nicolson and Russell Brown	Independent Person Independent Person
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Officers Present:

Natalie Brahma-Pearl	Chief Executive
Siraj Choudhury	Head of Legal, Governance and HR
Heather Girling	Democratic Services Officer
Chris Pedlow	Democracy & Data Manager
Karen Hayes	Head of Corporate Finance

Apologies for Absence:

Councillor R S Fiveash, K L Jaggard, D M Peck and M W Pickett

1. Disclosures of Interest

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

2. Minutes

The minutes of the meeting of the Full Council held on 15 December 2021 were approved as a correct record and signed by the Deputy Mayor.

3. Communications

The Deputy Mayor presented each of the following Councillors with a badge commemorating their long service as a Member of Crawley Borough Council and thanked them for their long and dedicated service with this Authority:-

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Award	Name
35 Years	Councillor B Smith
30 Years	Councillor Lanzer
10 Years	Councillor Millar-Smith

The Deputy Mayor then provided the Full Council with a brief update of the Mayoral events attended which included the Remembrance Service, the Royal Marines charity sleigh pull and the annual fundraising event hosted by Greenway Foundation.

4. Public Question Time

There were no questions from the public.

5. 2022/2023 Budget and Council Tax (Recommendation 1)

The Leader of the Council moved and presented the report [FIN/549](#) of the Head of Corporate Finance, which set out the Budget and level of Council Tax for the year 2022/23. In doing, so he took the opportunity to thank officer in the Finance Team for their hard work and in particular Karen Hayes, Head of Corporate Finance for the budget report and for all her support and hard work over the years as this would be her last budget at the Council. Councillor P Smith seconded the report.

The Full Council was reminded that regulations required all Councils at their annual budget meetings to adopt the practice of recorded votes - that is, recording in the minutes of the meeting how each Councillor present voted on any decision relating to the Annual Budget and Council Tax. This applied not only to substantive Budget motions to agree the Budget and setting Council tax, including precepts, but also on any amendments proposed.

It was noted that the report detailed each of the Revenue, Capital and Housing Revenue Accounts that combined together to formulate 'the Budget'. In proposing the level of Council Tax for the Financial Year 2022/23, each of those accounts identified had been considered. The combined proposal ensured that the Council had a balanced Budget. It was noted that the report had been considered by the Cabinet on 2 February 2022 and by the Overview and Scrutiny Commission at its meeting on 31 January 2022.

The Council was reminded that the global Coronavirus pandemic had had a significant impact on the Council's finance and Crawley's economy had been hit harder than any other areas across the Country. The Budget did draw upon reserves this year and it was recognised there were several aspects within the local government finance reforms that could affect the council; business rates, new homes bonus, the Levelling Up paper and any potential restructuring around local government could result in substantial change. However, there were also opportunities for exciting times and substantial change within the town. Councillor Lamb referenced that whilst the Budget did propose an increase in Council Tax, it was lower, in real terms than the rate of inflation compared to the other Precept Authorities.

The Leader of the Opposition, Councillor Duncan Crow, addressed the meeting and made his budget speech. He commented that whilst there many aspects relating to the capital programme that were welcome there were concerns regarding the fees and charges, especially within the town centre and Tilgate Park car parks and in doing

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so made an undertaking that if he was delivering the Budget next year he would not raise the parking fees for those sets of car parks.

The Deputy Mayor then opened up the general debate on the proposed Budget report to the Council and Councillors Irvine, Mwagale, C Mullins, Lanzer, S Mullins, McCarthy, Jones, Morris, Brenda Burgess, Lunnon, Burrett, Khan, and P Smith all spoke during debate. Councillor Lamb, using his right to reply stated that he would make the same commitment that Councillor Crow made over freezing the car parking fees for the Town Centre and Tilgate Park Car Parks in the 2023-2024 Budget.

All Councillors during the debate expressed their thanks and appreciation for the work carried out by Karen Hayes (Head of Corporate Finance) and the Finance Division generally.

Following the conclusion of the debate, the Deputy Mayor invited the Democracy and Data Manager to commence the recorded voting process on the 2022/23 Budget and Council Tax.

A recorded vote was then called on Recommendation 1 – 2022/2023 Budget and Council Tax.

For: Councillors Ayling, Buck, Flack, Irvine, Jhans, Nawaz, Jones, Khan, Lamb, Lunnon, Malik, C Mullins, S Mullins, Raja, B Smith, P Smith (16)

Against: None (0)

Abstentions: Councillors Ali, A Belben, T Belben, Bounds, B J Burgess, B G Burgess, Burrett, Crow, Eade, Lanzer, McCarthy, Millar-Smith, Morris, Mwagale, Pendlington, Piggott (16).

RESOLVED

That the Full Council be recommended to approve the following items regarding the 2022/23 Budget:

- a) to approve the proposed 2022/23 General Fund Budget including savings rolled forward from the current financial year as set out in paragraph 6.4 of report [FIN/549](#), this includes a transfer from reserves to cover the additional costs of Covid-19 of £451,730,
- b) to approve the proposed 2022/23 Housing Revenue Account Budget as set out above and Appendix 3(ii) of the report [FIN/549](#) which includes the growth items as set out in Table 9,
- c) to agree to ringfence £1,055,000 of capital reserves for investment in the Towns Fund as a result of using an advance of 5% Government funding of the £21.1m in year. The requirement is to use this sum in the current financial year and set aside an equal sum of our own resources,
- d) to agree to increase the capital budget for Tilgate Park lake erosion by £150,000 funded from the capital programme reserve, this will be repaid over a three year period by the park,
- e) to approve the 2021/22 and future years Capital Programme and funding as set out in paragraph 11.6 of the report [FIN/549](#),

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- f) to agree that the Council's share of Council Tax for 2022/23 be increased by 2.31% (£4.95) from £213.84 to £218.79 for a band D property as set out in paragraph 13.1 of report [FIN/549](#),
- g) to approve the Pay Policy Statement for 2022/2023 as outlined in paragraph 16.3 and Appendix 6 of report [FIN/549](#) noting that the pay award has yet to be agreed in the current financial year.
- h) to agree to increase the capital budget for Temporary Accommodation by £6,000,000, funded from grant funding of £1,000,000 and borrowing of £5,000,000 and to note the changes to table 11 paragraph 11.6 as detailed in report [FIN/560](#) which superseded the same table and paragraph in report [FIN/549](#).

6. Treasury Management Strategy 2022/2023 (Recommendation 2)

The Leader of the Council introduced report [FIN/557](#) of the Head of Corporate Finance regarding the Treasury Management Strategy for 2022/2023 which the Council was required to approve before the start of the financial year, in accordance with the CIPFA Code of Practice for Treasury Management and the Council's financial regulations. The strategy itself set out how the Council would be investing its money across the course of the year. The item had been previously considered at the Overview and Scrutiny Commission on 31 January 2022 and Cabinet on 2 February 2022 Councillor Lamb moved the recommendation which had been amended following a suggestion put forward by Councillor Crow for an inclusion of cryptocurrency as an asset class that the Council would no longer include as an option and included within the Ethical Investment Policy. This was seconded by Councillor P Smith.

Councillor Crow was in support of the report and its recommendations.

RESOLVED

That the Full Council approves the following items:

- a) the Treasury Prudential Indicators and the Minimum Revenue Provision (MRP) Statement contained within Section 5 of report [FIN/557](#);
- b) the Treasury Management Strategy contained within Section 6 of report [FIN/557](#);
- c) the Investment Strategy contained within Section 7 of report [FIN/557](#), with the addition of crypto currencies to the list in Section 7.2.
- d) to amend the prudential indicators in the Treasury Management Strategy 2022/2023 ([FIN/557](#)) as set out in Section 4 of this report ([FIN/561](#)) before considering the recommendations contain within it.

7. Extension to Public Space Protection Order (PSPO) - Car Cruising (Recommendation 3)

Councillor Jones, introduced report [CH/195](#) of the Head of Crawley Homes and explained he was hopeful that an extension to the PSPO would make Crawley a quieter place. It was not a method to punish car enthusiasts and that message should be quite clear, but rather to stop those who use their cars and vehicles as a method to cause disturbance and nuisance to others. The consultation feedback had proven positive and the extension of the PSPO was welcomed. The report was seconded by Councillor Lamb.

Councillors B. Burgess and Jhans also spoke on this item.

RESOLVED

That the Full Council approves the following items:

- a) an extension for a period of 3 years the Borough wide Public Space Protection Order (PSPO) to prohibit vehicle related anti-social behaviour associated with car cruise activity in the borough of Crawley as set out in Appendix A of report CH/195.
- b) that fixed penalties imposed for breaches of the PSPO be maintained at £100.

8. Crawley Innovation Centre - Draft Towns Fund Business Case - PART B (Recommendation 4)

The Deputy Mayor informed the Full Council that it was the intention to hold the discussion on Recommendation 4 - Crawley Innovation Centre – Draft Towns Fund Business Case (report PES/395 of the Head of Economy and Planning) from the Cabinet held on 2 February 2022 in Open – Public Session (Part A), noting that the report was an exempt report.

The report documented the draft business case seeking Towns Fund monies for the Crawley Innovation Centre project, following endorsement and support for the project from the Crawley Town Deal Board, and had sought Cabinet approval for the Towns Fund business case and for a summary version of the business case to be submitted to the government. The Innovation Centre was welcomed as an initiative for bringing skills, jobs and further economic development to the town. Councillor P Smith moved the recommendation which was seconded by Councillor Lamb.

Councillors Lanzer, Jhans and McCarthy also spoke on the item.

RESOLVED

That the Full Council approves the following items:

- a) the addition of a new capital scheme to the capital programme for the Innovation Centre of £8.4m funded from the Getting Building Fund (subject to LEP board approval).
- b) to increase the capital programme budget for the Innovation Centre by £900,000 of Towns Fund monies subject to a viable business case that

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satisfies the s151 officer being received on the revenue financial implications to the Council of the project and receipt of approval from Government.

- c) to allocate £1.6 million of Towns Fund revenue funding to the Crawley Innovation Centre project subject to a viable business case and receipt of Government funding.
- d) to authorise the Council's S151 Officer to request the Local Enterprise Partnership's powers of flexibility in order to ensure the Getting Building Fund (GBF) monies are defrayed in 2021-22 in accordance with the LEP's requirements by spending any residual GBF monies on the new Town Hall capital scheme and then rolling forward the equivalent sum from the Town Hall scheme into 2022-23 to ensure delivery of Crawley Innovation Centre project".

9. Notice of Precept 2022/2023 (Recommendation 5)

The Deputy Mayor confirmed that Recommendation 5 - Notice of Precept 2022/2023, had been deferred until after West Sussex County Council had its re-arranged Budget and Council Tax Meeting on 28 February 2022.

An Extraordinary Full Council meeting was arranged for 2 March 2022 to consider Recommendation 5 - Notice of Precept 2022/2023.

10. Notification of Decisions Protected from Call-In (Recommendation 6)

The Leader, Councillor Lamb introduced the item, which was set out on pages 2 and 3 of the agenda. Councillor Lamb had recently used the Urgent Action decision making powers set out in the Constitution, and had also protected decisions from Call-In (in accordance with Call-In Procedure Rule 8).

The first decision, which was taken on 10 January 2022, was to approve the revised Additional Restrictions Discretionary Business Grant (ARG) Guidance to take into account the priority areas as a result of the Omicron variant of Coronavirus and give delegated authority to the Head of Economy and Planning and the Head of Corporate Finance to make grants within certain guidelines. This decision was protected from Call-In so the Council could start supporting its businesses as soon as possible.

The second decision, which was also taken on 10 January 2022, was to approve the Council's Covid-19 Additional Relief Fund Discretionary Relief Guidelines and give delegated authority to designated senior officers to make relief awards within certain guidelines. This decision was protected from Call-In so the Council could start supporting its businesses as soon as possible.

The third decision, which was taken on 8 February 2022, was to amend the Crawley Borough Council (Off-Street Parking Places) (Civil Enforcement and Consolidation) Order 2009. This decision was protected from Call-In as the Kingsgate Car Park element of the Off-Street Parking Order was time critical and urgent as the Car Park was not in use and as such had a negative impact on the Council's revenue as no income could be collected. Once a decision was made to amend the Parking Order to include Kingsgate Car Park it could be opened which ensured the best value for money for the taxpayer.

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

RESOLVED

The Full Council notes the use of the Protection from Call-In provision by the Chief Executive in respect of the decisions taken by the Leader of the Council relating to the approval of the revised Additional Restrictions Discretionary Business Grant (ARG) Guidance, the approval of the Council's Covid-19 Additional Relief Fund Discretionary Relief Guidelines and delegation and amending of the Crawley Borough Council (Off-Street Parking Places) (Civil Enforcement and Consolidation) Order 2009 in relation to Kingsgate Car Park which were taken on 10 January 2022 and 8 February 2022 respectively.

11. Provision of External Audit Services (Recommendation 7)

Councillor Millar-Smith as Chair of the Audit Committee introduced report [FIN/559](#) of the Head of Corporate Finance. The current auditor appointment arrangements covered the period up to and including the audit of the 2022/23 accounts. The Council opted-in to the 'appointing person' national auditor appointment arrangements established by Public Sector Audit Appointments (PSAA) for the period covering the accounts for 2018/19 to 2022/23.

PSAA was currently undertaking a procurement for the next appointing period, covering audits for 2023/24 to 2027/28. All local government bodies needed to make important decisions about their external audit arrangements from 2023/24 and there were options to arrange their own procurement and make the appointment themselves or in conjunction with other bodies, or they can join and take advantage of the national collective scheme administered by PSAA. The report recommended to continue the status quo and accept the PSAA invitation to opt-in to the sector-led appointment to external auditors for five financial years from 1 April 2023. The report was seconded by Councillor Ayling.

Councillor Crow also spoke on this item.

RESOLVED

That the Full Council approves to continue the status quo and accept the Public Sector Audit Appointments' (PSAA) invitation to opt-in to the sector-led appointment to external auditors for five financial years from 1 April 2023.

12. Notice of Motion 1 - Additional Discretionary Council Tax Discount

The Council considered the [Notice of Motion 1](#) 'Additional Discretionary Council Tax Discount' as set out in the Full Council agenda. The Motion was moved and presented by Councillor Lamb and seconded and supported by Councillor P Smith. It was acknowledged that the funding came from Central Government and the proposal would assist vulnerable working age residents.

During the debate Councillors Crow, Ali, Irvine, S Mullins, Khan, T Belben, Jones, P Smith all spoke in support of the Notice of Motion.

RESOLVED

That the Full Council approves an Additional Discretionary Council Tax Discount of up to £150.00 per household for working age Council tax reduction claimants. This will reduce Council Tax bills by up to £150.00 for vulnerable working age residents.

13. **Notice of Motion 2 - Donating The Mayoral Ball Budget To The Deputy Mayor's Charities**

The Council considered the [Notice of Motion 2](#) – Donating the Mayoral Ball Budget to the Deputy Mayor's Charities as set out on page 69 of the Full Council agenda.

The Motion was moved and presented by Councillor Khan and doing so gave further explanation on the reasoning behind the Notice of Motion. Councillor Crow seconded the Motion and in doing so he asked that the Deputy Mayor provide the Full Council with some further information about the SEDS charity.

In response to the requested, Councillor Flack thanked Councillors for putting forward the Motion and stated that SEDS – the Sussex Ehlers-Danlos Syndromes and Hypermobility Disorders Support – was a local charity that was very close to her heart. SEDS provides vital support to its members in answering their queries and helping them to access support, whilst raising awareness of the condition to the public, which was particularly crucial given the often-invisible nature of it. The charity also effectively lobbies the local Clinical Commissioning Group to ensure that medical professionals in the local area were educated and understand the condition. Councillor Flack also stated that as the vote was about her Deputy Mayoral Charities that she would be abstaining from the vote.

The Deputy Mayor then called for the vote on the Notice of Motion, which was carried by 31 votes in favour, 0 against and 1 abstention.

RESOLVED

Due to the ongoing COVID-19 pandemic, it has unfortunately not been possible to host the usual fundraising functions for the Deputy Mayoral charities this year. The Mayor's Ball and other civic events could not be held.

In order to ensure that these charities, The British Red Cross, and SEDS (Sussex Ehlers-Danlos Syndromes and Hypermobility Support Group), receive the recognition and support they deserve, Full Council resolves to make a donation of £5000 (divided equally between the charities) from the ceremonial budget. This amount had been allocated for the Mayor's Ball along with other ceremonial and Civic events for the 2021/22 Council year.

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14. Councillors' Questions Time

Name of Councillor asking Question	Name of Cabinet Member Responding
<p>Councillor Crow to the Cabinet Member for Wellbeing</p> <p><i>Would you be able to provide any details of what those potential options are for the Waterlea playground site? Will you ensure that you and officers will liaise with local councillors over any future options for the Waterlea site? And what would you say to parents of children in Furnace Green and further afield who were looking forward to an unsupervised play area at that location to replace the adventure playground?</i></p>	<p>Councillor Mullins, Cabinet Member for Wellbeing</p> <p><i>We are looking at serious options and the intention is to bring something in Furnace Green that people are really going to enjoy and want when they see it. It was a preferred site from an interested company but it's sad we've had to take the decision we've made on the adventure playgrounds but it was necessary in the circumstances. There is the potential for something exciting to happen in that locality. I will be committed to communicating and consulting with local councillors.</i></p>
<p>Councillor Bob Burgess to the Cabinet Member for Public Protection and Community Engagement</p> <p><i>I was pleased to see the response to the written question that was submitted regarding support for veterans. I was not aware how much this town did to support out veterans and I think the officers involved in this work deserve our thanks. Is it possible perhaps via the Councillors' Information Bulletin that we could receive regular updates as to the latest initiatives?</i></p>	<p>Councillor Jones, Cabinet Member for Public Protection and Community Engagement</p> <p><i>I thank you for your question and I take on board your points. It has been difficult to spread the message due to Covid-19. We continue to provide our support to the Armed Forces and veterans. In terms of ongoing information I'm proud of our record and I can certainly pass that request on to our Armed Forces Champion to initiate. Any Councillor is welcome to speak to me about any points they wish to raise.</i></p>
<p>Councillor Brenda Burgess to the Cabinet Member for Planning and Economic Development</p> <p><i>A while ago, we had a brief conversation about Queens Square. A number of residents have come to me and mentioned they are disappointed that it looks quite dirty. Do we not have specialised cleaning equipment for the area which I believe should have protective coating in place? And if we do have such equipment, how often it is used? In short how often can our Square be cleaned, how can it be kept clean and can we have some colour in it like flowers?</i></p>	<p>Councillor P Smith, Cabinet Member for Planning and Economic Development</p> <p><i>We did do extensive research when we were putting the Square in and we agreed about purchasing specialist machinery. We've added extra resources to clean it every day (first thing in the morning) and we continue to have the problem of chewing gum. I do not believe there are any plans to put flowers in but there are lots of flowers in the memorial gardens.</i></p>

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I believe when we were looking at the design of Queens Square it was mooted that the surface of the new Square would be chewing gum proof?

It was supposed to be easier to remove, but I don't think that is happening.

15. Vote to Extend the Meeting (Guillotine)

As the business had not been completed within the scheduled 2 hours 30 minutes a vote on continuation, and in line with Council Procedure Rule 8.3, was held. The Deputy Mayor required the Full Council to consider if it wished to continue with the meeting.

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

16. Councillors' Questions Time (Continued)

Councillor Eade to the Cabinet Member for Environmental Services and Sustainability

Please can the Cabinet Member update members as to how successful the council scheme for solar panels has been? How many Crawley households have purchased them?

Councillor Jhans, Cabinet Member for Environmental Services and Sustainability

Thank you for your question, I believe this is the Solar Together scheme. I am afraid I do not have the figures at the moment but I can obtain them and email them through to you.

Councillor Tina Belben to the Leader of the Council

At the OSC meeting of 31 January, I queried how much of the forecasted overspend on responsive repairs contracts of £1.37m caused by higher levels of sickness and increased cost of materials had been as a result of now paying our sub-contractors full pay whilst on sick leave. I believe you said you would come back to me.

Can you also then confirm that the forecasted budgeted sickness payments for 2022/23 and 2023/24 are in line with the likely cost of this policy change as reported to Full Council when you recommended this policy change?

Councillor Lamb, Leader of the Council

Apologies, I thought you received a response and I'll follow this up.

I'll need to come back to you.

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<p>Councillor McCarthy to the Cabinet Member for Environmental Services and Sustainability</p> <p><i>We've talking in the past about what the council can do to reduce its energy consumption and one of the suggestions previously is to share the ideas with home owners who may benefit from any guidance. Has anything been done around those lines please?</i></p>	<p>Councillor Jhans, Cabinet Member for Environmental Services and Sustainability</p> <p><i>The Sustainability Team are actually in the process of working on an engagement plan where some of the ideas are being formed and distributed. If there are any ideas that councillors have please kindly contact me and I'll forward them to the team.</i></p>
<p>Councillor T Belben to the Cabinet Member for Planning and Economic Development</p> <p><i>Does the Cabinet Member feel that a publicly accessible database for trees that have protected orders on them would be beneficial for both our residents and the environment? People wanting to prune neighbours trees could easily see if they were protected or not. Also it would make it harder for people to trim or fell these trees under a protected order.</i></p>	<p>Councillor P Smith, Cabinet Member for Planning and Economic Development</p> <p><i>I'm not sure it is under my portfolio but we can certainly take it away and look further.</i></p>
<p>Councillor Pendlington to the Cabinet Member for Wellbeing</p> <p><i>Restrictions are easing now but we've had limited use of our community centres over the course of the pandemic. Will we be changing our policy particularly around evening bookings?</i></p>	<p>Councillor Mullins, Cabinet Member for Wellbeing</p> <p><i>It is one of the revenue streams that my portfolio has lost, but it had been necessary to close them in the circumstances we were facing. We have allowed some activities to continue such as children's centres and some events which don't involve alcohol. We would like to get back to normal as soon as possible but we need to review it.</i></p>

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

RESOLVED

That the following reports be received:

Overview and Scrutiny Commission – 10 January 2022

Planning Committee – 11 January 2022

Cabinet – 12 January 2022

Overview and Scrutiny Commission – 31 January 2022

Cabinet – 2 February 2022

Planning Committee – 8 February 2022

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

Closure of Meeting

With the business of the Full Council concluded, the Deputy Mayor declared the meeting closed at 10.05 pm

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Disclosures of Interest Received

Councillor	Item and Minute	Meeting	Type and Nature of Disclosure
Councillor Lanzer	HASC (Minute 4)	Overview and Scrutiny Commission 10 January 2022	Personal Interest – Member of WSCC
Councillor Burrett	HASC (Minute 4)	Overview and Scrutiny Commission 10 January 2022	Personal Interest – Member of WSCC
Councillor P Smith	Planning application CR/2021/0174/FUL – Land at Faraday Road & Manor Royal, Northgate, Crawley (Minute 4)	Planning Committee 11 January 2022	Personal Interest – Local Authority Director of the Manor Royal Business Improvement District
Councillor P Smith	Planning application CR/2021/0247/FUL – The Office, Crawley Business Quarter, Manor Royal, Northgate, Crawley (Minute 5)	Planning Committee 11 January 2022	Personal Interest – Local Authority Director of the Manor Royal Business Improvement District
Councillor P Smith	Planning application CR/2021/0248/FUL – The Base, Fleming Way, Northgate, Crawley (Minute 6)	Planning Committee 11 January 2022	Personal Interest – Local Authority Director of the Manor Royal Business Improvement District
Councillor Irvine	Planning application CR/2021/0621/OUT – Car Park, Station Way, Northgate, Crawley (Minute 7)	Planning Committee 11 January 2022	Personal Interest – member of Crawley Walking and Cycle Forum (a consultee on the application)
Councillor P Smith	Planning application CR/2021/0621/OUT – Car Park, Station Way, Northgate, Crawley (Minute 7)	Planning Committee 11 January 2022	Personal Interest – member of Crawley Walking and Cycle Forum (a consultee on the application)
Councillor Lanzer	HASC (Minute 10)	Overview and Scrutiny Commission 31 January 2022	Personal Interest – Member of WSCC

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Councillor Burrett	HASC (Minute 4)	Overview and Scrutiny Commission 31 January 2022	Personal Interest – Member of WSCC
Councillor Lanzer	HASC (Minute 10)	Overview and Scrutiny Commission 31 January 2022	Personal Interest – WSCC Cabinet Member for Public Health and Wellbeing
Councillor P Smith	Planning Application CR/2021/0763/FUL – Units 1-16 Oakwood Industrial Park, Gatwick Road, Northgate, Crawley (Minute 4)	Planning Committee 8 February 2022	Personal Interest – Local Authority Director of the Manor Royal Business Improvement District
Councillor Crow	Notice of Precept 2022/2023 (Recommendation 5) Item 6g	Full Council	Personal Interest – Member of WSCC
Councillor Burrett	Notice of Motion 1 – Additional Discretionary Council Tax Discount Item 9	Full Council	Personal Interest – Member of WSCC

Crawley Borough Council

Minutes of Full Council

Wednesday, 2 March 2022 at 5.45 pm

Councillors Present:

M Flack (Deputy Mayor)

A Belben, T G Belben, J Bounds, B J Burgess, R G Burgess, D Crow, I T Irvine, K Khan, M G Jones, P K Lamb, K McCarthy, M Morris, A Nawaz and P C Smith

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Heather Girling	Democratic Services Officer
Karen Hayes	Head of Corporate Finance
Chris Pedlow	Democracy & Data Manager

Apologies for Absence:

Councillor Z Ali, M L Ayling, S Buck, R D Burrett, C R Eade, R S Fiveash, K L Jaggard, G S Jhans, R A Lanzer, T Lunnon, S Malik, J Millar-Smith, C J Mullins, S Mullins, M Mwagale, D M Peck, A Pendlington, M W Pickett, S Piggott, S Raja and B A Smith

Note by the Head of Legal, Governance and HR: -

It was asked that, in respect of the Apologies for Absence, it be recorded that the Deputy Mayor, in discussion with both Group Leaders, had agreed to have minimal attendance due to the extraordinary and urgent nature of this meeting.

1. Moment of silence for Ukraine

The Full Council observed a moment of silence in light of the tragic events that were occurring in the Ukraine.

The Deputy Mayor then read the recently released joint statement from the Leader of the Council Peter Lamb for Crawley, Leader of the Opposition Cllr Duncan Crow and Deputy Mayor of Crawley, Councillor Morgan Flack:

"We are flying the Ukrainian flag outside of the Town Hall to demonstrate unity with the people of Ukraine and Ukrainians in Crawley and around the world.

"Our thoughts are with all those affected, and we sincerely hope that there is a return to peace at the earliest opportunity. Crawley stands with Ukraine."

2. Disclosures of Interest

There were no declarations of interest made.

3. Notice of Precept 2022/2023 - Recommendation 5

Councillor Lamb presented the report that set out the Notice of Precept from the Police and Crime Commissioner for Sussex and West Sussex County Council, which combined with the previously agreed Crawley Borough Council precept to formulate the 2022/23 Council Tax Resolution for 2022/23.

Moved by Councillor Lamb, seconded by Councillor Crow.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the names of the Councillors voting for and against the Recommendation were recorded as set out below:-

For the Recommendation: Councillors A Belben, T Belben, B Burgess, R Burgess, Crow, Flack, Irvine, Jones, Khan, Lamb, McCarthy, Morris, Nawaz and P Smith (14)

Against the Recommendation: None (0)

Abstentions: None (0)

The Deputy Mayor declared the recommendation was carried – votes in favour 14, and votes against 0 with 0 abstentions.

RESOLVED

1. That it be noted that on 12 January 2022 the Leader of the Council under delegated powers calculated the Council Tax Base 2022/23 for the whole Council area as **35,758.2** [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and
2. That the Council Tax requirement for the Council's own purposes for 2022/23 is calculated at £7,823,537.
3. That the following amounts be calculated for the year 2022/23 in accordance with Sections 31 to 36 of the Act:

(a)	£114,010,670	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
(b)	£106,187,133	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	£7,823,537	being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).

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(d)	£218.79	being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
(e)	£0	being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
(f)	£218.79	being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

4. That it be noted that the County Council have proposed precepts and the Police and Crime Commissioner for Sussex have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.
5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2022/23 for each part of its area and for each of the categories of dwellings.

COUNCIL TAX SCHEDULE 2022/23

	CRAWLEY BOROUGH COUNCIL	WEST SUSSEX COUNTY COUNCIL	POLICE AND CRIME COMMISSIONER FOR SUSSEX	TOTAL
BAND A	145.86	1,037.16	149.94	1,332.96
BAND B	170.17	1,210.02	174.93	1,555.12
BAND C	194.48	1,382.88	199.92	1,777.28
BAND D	218.79	1,555.74	224.91	1,999.44
BAND E	267.41	1,901.46	274.89	2,443.76
BAND F	316.03	2,247.18	324.87	2,888.08

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BAND G	364.65	2,592.90	374.85	3,332.40
BAND H	437.58	3,111.48	449.82	3,998.88

6. That it be determined in accordance with Section 52ZB Local Government Finance Act 1992 that the Council 's basic amount of Council Tax for 2022/23 is NOT excessive in accordance with principles approved by the Secretary of State under Section 52ZC of the Act.

Closure of Meeting

With the business of the Full Council concluded, the Deputy Mayor declared the meeting closed at 5.51 pm

Agenda Item 7

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) Licensing Committee – 1 March 2022 (*page 25*)
- 6 b) Planning Committee – 8 March 2022 (*page 29*)
- 6 c) Overview and Scrutiny Commission – 14 March 2022 (*page 33*)
- 6 d) Audit Committee – 15 March 2022 (*page 39*)
- 6 e) Cabinet – 16 March 2022 (*page 45*)

Recommendation 1 – Crawley Towns Fund Project Business Cases
– *PART B* (Minute 12 page 49)

Recommendation 2 – Metcalf Way Depot and Workshop - Redevelopment
– *PART B* (Minute 13, page 51)

- 6 f) Governance Committee – 21 March 2022 (***To Follow***)

Recommendation 3 – Code of Conduct for Councillors – (*Minute 4 – To Follow*)

Recommendation 4 – Outside Bodies – (*Minute 7 – To Follow*)

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Crawley Borough Council

Minutes of Licensing Committee

Tuesday, 1 March 2022 at 7.00 pm

Councillors Present:

K L Jaggard (Chair)

A Nawaz (Vice-Chair)

Z Ali, M L Ayling, J Bounds, S Buck, B J Burgess, M G Jones, K McCarthy, M Morris,
C J Mullins and D M Peck

Also in Attendance:

Councillor P K Lamb

Officers Present:

Dan Carberry	Public Protection and Enforcement Manager
Kareen Plympton	Health, Safety and Licensing Team Leader
Jess Tamplin	Democratic Services Support Officer
Kate Wilson	Head of Community Services
Astrid Williams	Senior Lawyer (Solicitor)

Apologies for Absence:

Councillor R S Fiveash and M W Pickett

1. Disclosures of Interest

No disclosures of interests were made.

Councillors Ali, Ayling, Bounds, Buck, Jaggard, Jones, Lamb, McCarthy, Morris, C Mullins, Nawaz, and Peck confirmed that they had received some form(s) of lobbying in respect of agenda item 5 – Review of Private Hire and Hackney Carriage Licensing Policy (Consultation Feedback).

2. Minutes

The minutes of the meeting of the Licensing Committee held on 13 September 2021 were approved as a correct record and signed by the Chair.

3. Public Question Time

There were no questions submitted by members of the public.

**4. Review of Private Hire and Hackney Carriage Licensing Policy
(Consultation Feedback)**

The Committee considered report [HCS/38](#) of the Head of Community Services, which set out the feedback from the public consultation and changes made to the draft Private Hire and Hackney Carriage Licensing Policy.

The Committee Chair invited the Chair of Crawley Hackney Carriage Association to speak on the item. Matters raised included the impact of the Covid-19 pandemic on the taxi trade, hackney carriage drivers' wish to extend the 11 year age limit on licensed vehicles for a further 12 months, the possibility of introducing 'dual badge' licences, and revisions to the cap on licensed vehicles' engine sizes.

In accordance with General Committee Procedure Rule 8.5, the Committee Chair invited Councillor Lamb to speak on the item. Councillor Lamb spoke in support of an extension to the 11 year age limit on licensed vehicles in light of the economic impact of the Covid-19 pandemic on Crawley as a whole, and specifically on licensed drivers in the area. It was highlighted that the granting of a further 12 month extension to 11 year old vehicles would help to mitigate current obstacles encountered by the trade such as less business, rising fuel prices, lower incomes, and being forced to leave the trade. It was suggested that the administration could cover the extra administrative costs relating to implementation of the extension.

The Health, Safety and Licensing Team Leader presented the report and summarised the consultation feedback and the changes to the Policy, which aimed to promote public safety – the primary purpose of the licensing regime. The proposed changes to the Policy were based on the Department for Transport's Statutory Taxi and Private Hire Vehicle Standards which sought to protect children and vulnerable adults from harm – it was heard that all elements of the Standards were required to be implemented unless there was a compelling local reason not to do so. The proposed changes to the Policy included higher standards of testing for licensed drivers, increased frequency of DBS checks for drivers and dispatch/booking staff, and more rigorous medical standards, among other matters. The Team Leader summarised the feedback received through the consultation process (of which there had been 57 official respondents), and the clarifications made by officers in response to the matters raised.

Committee members discussed the report and proposed revised Policy in detail. Committee members sought further detail on the nature of advisories that may be identified by a Certificate of Compliance test. The Team Leader explained that advisories were similar to those given in an MOT, such as worn tyres, worn brake pads, or steering column issues. Recent tests had picked up more advisories than in previous years, signifying potential safety concerns. Garages undertaking these tests were audited by the Council to ensure all requirements were being followed. The Committee was to be asked to consider the policy on advisories, along with several other matters, at a later date.

The Committee deliberated the 11 year age limit on licensed vehicles. The following matters and views were raised as part of the discussion on this matter:

- A prior significant operational decision had been taken in February 2021 to temporarily grant a 12 month extension to 11 year old vehicles, as many licensed drivers had experienced a loss of earnings throughout the Covid-19 pandemic. A further extension may allow those whose vehicles were

approaching 11 years old more time to recuperate earnings before needing to purchase a new vehicle.

- Licensed vehicles had likely experienced lower mileage over the past two years due to lower demand for the service.
- Whether the existing ability of licensing officers to award adhoc extensions to 11 year old vehicles (in exceptional circumstances) was sufficient.
- The Council's declaration of a climate emergency and older vehicles' potentially greater emissions contributions than those of newer vehicles.
- Certificate of Compliance tests were an important tool in ensuring a vehicle's road safety – an extension to the 11 year age limit would not necessarily lead to unsafe vehicles, as long as these tests were still undertaken six-monthly.
- The differences between extending the age limit to 12 years, or granting a 12 month extension to the 11 year age limit, which would lead to some licensed vehicles being up to 13 years of age due to the previous extension.
- 51 licensed vehicles had either exceeded the 11 year age limit or were due to exceed it this year. If no further extension was granted, those vehicles would come out of the trade at the time of their current licence expiring.
- Whether any potential extension should be incorporated into the revised Policy or made and recorded as a separate decision. The Licensing Team Leader confirmed that any extension past 11 years old would be a deviation from and contradiction to the proposed Policy, so it was advisable to make any amendment in the form of a change to the Policy. The Committee was asked to note that granting a further age limit extension could leave the Council open to potential legal challenge.

It was moved and seconded that the draft revised Policy be amended to grant an additional 12 month extension, from 1 March 2022, to any vehicle currently subject to the 11 year age limit, subject to this being further reviewed by the Licensing Committee before the end of March 2023. A vote was taken and it was **AGREED** that the amendment be incorporated in to the draft revised Policy and therefore form part of the substantive recommendation.

The Committee requested that its thanks be communicated to the officers responsible for report HCS/38 and the proposed Policy, and the associated work that was undertaken.

RESOLVED

That the Committee:

- 1) Considers the feedback from the consultation exercise on the proposed revised Policy.
- 2) Approves the draft revised Policy as set out in Appendix A (as amended by the proposal to grant an additional 12 month extension, from 1 March 2022, to any vehicle currently subject to the 11 year age limit, subject to this being further reviewed by the Licensing Committee before the end of March 2023) and for it to take effect from 1 April 2022.
- 3) Delegates any future minor revisions to the Policy to the Head of Community Services, following agreement with the Cabinet Member for Environmental Services and Sustainability and the Chair of the Licensing Committee.

- 4) Agrees to consider a report later in 2022 regarding further revisions to the Policy, to address any remaining matters contained in the Department for Transport's Statutory Taxi and Private Hire Vehicle Standards as well as any other changes identified as a result of matters impacting public safety, as well as future operational and enforcement changes.

Closure of Meeting

With the business of the Licensing Committee concluded, the Chair declared the meeting closed at 8.37 pm

K L Jaggard
(Chair)

Crawley Borough Council

Minutes of Planning Committee

Tuesday, 8 March 2022 at 7.00 pm

Councillors Present:

R D Burrett (Chair)

S Buck (Vice-Chair)

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

Officers Present:

Siraj Choudhury Head of Legal, Governance and HR

Marc Robinson Principal Planning Officer

Jess Tamplin Democratic Services Support Officer

Hamish Walke Principal Planning Officer

Absent:

Councillor M Mwagale

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor Jaggard	Objections to the Crawley Borough Council Tree Preservation Order – 6 Wilson Close – 07/2021 (Minute 4)	Personal Interest – had correspondence with interested parties and had previously expressed an opinion on the matter. Councillor Jaggard left the room for this item.

2. Lobbying Declarations

No lobbying declarations were made.

3. Minutes

The minutes of the meeting of the Planning Committee held on 8 February 2022 were approved as a correct record and signed by the Chair.

4. Objections to the Crawley Borough Council Tree Preservation Order – 6 Wilson Close - 07/2021

Councillor Jaggard left the room for the duration of this item.

The Committee considered report [PES/398](#) of the Head of Economy and Planning which sought to determine whether to confirm the Tree Preservation Order (TPO) – 6 Wilson Close – 07/2021 – with or without modification for continued protection, or not to confirm the TPO.

Councillors A Belben and Burrett declared they had visited the site. Councillor P Smith was familiar with the site but had not visited it recently.

The Principal Planning Officer (MR) provided a verbal summation of the application, which related to two trees on an area of amenity land alongside a road in Maidenbower. In October the trees were protected under a six month provisional TPO, which the Committee was now requested to confirm. The trees were considered to have significant amenity value and contribute to the character of the area, which otherwise did not benefit from many green spaces.

Guy Penn, a neighbour of the site, spoke in objection to the TPO. Matters raised included:

- The large stature of the trees which led to a loss of daylight to nearby houses.
- Neighbours of the site wished to trim the trees, so had enquired about their status. The subsequent making of the provisional TPO had been a hindrance to the desired works.
- Neighbours of the site had received varying information and there had been miscommunications with the Council regarding the TPO, which had led to an unclear process.

In response to the comments made, the Head of Legal, Governance & HR summarised the background to the item, including the enquiries made about the trees by residents (through Councillor Jaggard) and by other neighbours of the site. The timeline of the making of the provisional TPO was set out and it was confirmed that a TPO can be made at any time, provided there is justification for doing so. In this case the TPO was made in order to protect the trees from felling and to better control any future works to the trees. Applications for works to protected trees were still able to be submitted and would be considered. The statutory timescale for a tree works application was eight weeks but this varied depending on the circumstances of individual cases.

The Committee then considered the application. A Committee member sought clarification on the size of the trees, and it was confirmed that the species were medium-sized and would not grow to be as large as substantial species such as oak or beech.

Following a query from a Committee member, it was heard that the land was owned by Taylor Wimpey. Responsibility for maintaining the trees ultimately fell to the landowner who had made no applications for works to the trees. In general, significant works could not be undertaken without a landowner's consent, however minor works could be undertaken by others in exceptional circumstances or where there were safety concerns (e.g. the Highways authority was able to trim branches overhanging a highway in an emergency, damaged branches were able to be removed if hazardous). Deadwood was able to be removed without requesting permission.

The importance of preserving green spaces and the amenity value of the trees was highlighted. It was also noted that the Council's communications with neighbours of the site could have been handled more effectively; Committee members expressed sympathy toward the residents affected.

RESOLVED

Confirm, without modification.

5. Objections to the Crawley Borough Council Tree Preservation Order - The Tweed - 06/2021

The Committee considered report [PES/396](#) of the Head of Economy and Planning which sought to determine whether to confirm the Tree Preservation Order (TPO) – The Tweed – 06/2021 – with or without modification for continued protection, or not to confirm the TPO.

Councillors A Belben, Burrett, and Jaggard declared they had visited the site. Councillor P Smith was familiar with the site but had not visited it recently.

The Principal Planning Officer (MR) provided a verbal summation of the application, which related to a group of trees on a piece of land off Tweed Lane, within Ifield Village Conservation Area. In September 2021 ten trees at the site were protected under a six month provisional TPO, which the Committee was now requested to confirm. During this time consent to fell two of the trees was granted and replacement trees were due to be planted and protected under the TPO. Various works to several of the other trees had also been permitted.

The Committee then considered the application. A Committee member noted the potential loss of wildlife habitats and suggested that an ecological report could form part of the Committee's consideration of TPOs. The Planning Officer confirmed that the removal of trees did not absolve landowners of their responsibility toward protected species; this was covered by separate legislation.

Clarification was sought regarding the trees to be felled – the Planning Officer confirmed that trees T3 and T10 had consent to be felled.

It was recognised that objections to the TPO had previously been raised, but negotiations between the Local Planning Authority and the owners and neighbours of the site had since been successful. The trees were considered to have high amenity value and their preservation was deemed important.

RESOLVED

Confirm, without modification.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 7.50 pm.

**R D Burrett
(Chair)**

Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 14 March 2022 at 7.00 pm

Councillors Present:

T G Belben (Chair)

K Khan (Vice-Chair)

M L Ayling, R G Burgess, R A Lanzer, T Lunnon, S Mullins and A Nawaz

Also in Attendance:

Councillor R D Burrett and P C Smith

Officers Present:

Natalie Brahma-Pearl

Chief Executive

Heather Girling

Democratic Services Officer

Nigel Sheehan

Head of Projects and Commercial Services

Clem Smith

Head of Economy and Planning

Nigel Tidy

Towns Fund Programme Officer

Apologies for Absence:

Councillor A Pendlington

Absent:

Councillor S Piggott

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	Town Centre Regeneration Programme Third Edition (Minute 5)	Personal Interest – Member of WSCC
Councillor R A Lanzer	Town Centre Regeneration Programme Third Edition (Minute 5)	Personal Interest – Cabinet Member Crawley Growth Programme

Councillor R A Lanzer	Crawley Towns Fund Project Business Case (Minute 7)	Personal Interest – Member of WSCC
Councillor R A Lanzer	Crawley Towns Fund Project Business Case (Minute 7)	Personal Interest – Cabinet Member Crawley Growth Programme
Councillor R A Lanzer	HASC (Minute 9)	Personal Interest – Member of WSCC
Councillor R A Lanzer	HASC (Minute 9)	Personal Interest – WSCC Cabinet Member for Public Health & Wellbeing

2. Minutes

The minutes of the meeting of the Commission held on 31 January 2022 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions from the public were asked.

4. Proposed Changes to the Essential Car User Allowance Scheme

The Commission was informed that the report on the “Proposed Changes to the Essential Car User Allowance Scheme” would no longer be considered as an item for business at the meeting. Unfortunately, a collective agreement with the Unison union could not be reached and the report had been deferred.

5. Town Centre Regeneration Programme Third Edition

The Commission considered report [PES/397](#) of the Head of Economy and Planning. The Town Centre Regeneration Programme (TCRP) was first published in February 2016, updated in 2018 and significant progress has been made since then in terms of programme delivery. The report presented a summary of that progress and sought approval of a revised, updated version of the TCRP prior to public consultation.

During the discussion with the Cabinet Member for Planning and Economic Development and the Head of Economy and Planning, Councillors made the following comments:

- Recognition that the Town Centre Regeneration Programme included a number of partner organisations whose contributions had been significant in delivering successful outcomes of the Crawley Growth Programme and Town Centre Regeneration Programme.
- Acknowledgement that Grade A office space was important for the town, not only to attract companies from the professional services business sector but also to facilitate individuals to meet and co-work, which had been lacking throughout the pandemic. The upgrading of existing commercial space would also assist in creating space for businesses and there had been improved relations with

property owners to refurbish premises. Enforcement powers could be considered where properties were of a poor quality and owners were not willing to make necessary improvements.

- It was commented that there was significant town centre growth and this should be identified within the local plan to ensure the electorate representation was monitored.
- It was felt that it would be important to include the carbon reduction targets within the Climate Emergency 'Action to Zero' section of the Town Centre Regeneration Programme.
- Confirmation provided that the updated Town Centre Regeneration Programme would be subject to consultation and that minor modifications may follow if required.
- Concern was expressed that there were still challenges facing the town with the presence of some empty shops and it was questioned whether any town branding may assist, perhaps with a link to the City bid. It was clarified that footfall had nearly returned to 2019 levels and branding had been included in a consultation exercise in 2017 (report PES/252 OSC and Cabinet).
- Recognition that in order to provide quality sustainable residential accommodation that was supported by a rich mix of community facilities, it was important to review the demand of other provision within the area such as GP surgeries or dental practices.
- It was commented that if the town centre was to encompass facilities and amenities it would be important to improve public toilet provision, (especially given the closure of some during lockdown), whilst also maintaining those currently in operation.
- Acknowledgement that the Historic High Street had maintained a different culture to the rest of the shopping area, particularly Queens Square. The Historic High Street had seen regeneration development, particularly with regards to the environmental improvements but remained mainly an eating and drinking quarter.
- Support for the newly positioned bandstand within memorial gardens, however it was commented additional seating would be beneficial and attract further visitors during performances.
- Confirmation was provided on the current status of the market together with the requirements and constraints currently in existence for establishing an indoor market.
- Recognition that there was a need to create and improve economic conditions in order to attract people to move to or work in Crawley. It would be paramount to ensure the quality and availability of public amenity, good quality employment together with availability of commercial space.

RESOLVED

That the Commission noted the report and requested that the views expressed during the debate, were fed back to the Cabinet through the Commission's Comment sheet.

6. 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.

PART B BUSINESS - CLOSED TO THE PUBLIC

7. Crawley Towns Fund Project Business Cases

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 PES/399 of the Head of Economy and Planning. The report sought approval on the business cases for various Town Fund projects as set out in the Crawley Town Investment Plan Heads of Terms (confirmed by the government in July 2021).

During the discussion with the Cabinet Member for Planning and Economic Development and the Head of Economy and Planning, Councillors made the following comments:

- Acknowledgement that the substantial Towns Fund monies awarded to the Council to deliver the Town Investment Plan included a number of transformative regeneration schemes, including those with a specific focus in the town that would unlock jobs as there was a need for a range of skills and technology. The business cases enabled the Council and partners to deliver on opportunities, aspirations, future investment and boost economic activity within the town.
- Acknowledgement that Council approval of the projects would enable submission of summary versions of the business cases to the government for ratification by the deadline.
- Clarity sought and obtained on the project management, cost analysis, together with the timescales. Timely updates would feature in the quarterly monitoring budget reports.

RESOLVED

That the Commission noted the report and requested that the views expressed during the debate, were fed back to the Cabinet through the Commission's Comment sheet.

8. Metcalf Way Depot and Workshop - Redevelopment

Exempt Part B - By Virtue of Paragraph 3

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

The Commission considered report HPS/31 of the Head of Major Projects and Commercial Services. The report sought agreement for progressing the redevelopment of the depot and workshop at Metcalf Way, project analysis and feasibility, together with the finances required.

During the discussion with the Head of Major Projects and Commercial Services, Councillors made the following comments:

- Acknowledgement that the option proposed enabled the Council to deliver on opportunities, whilst protecting, consolidating, and enhancing the development of a key site.
- Recognition that the Metcalf Way Depot was currently under-utilised, and Neighbourhood Services intended to continue the move to a more dispersed model of smaller neighbourhood patch depots. The recommendations supported the move to more localised depots and facilitated redevelopment of the Metcalf Way site.
- There was overall support for the options which was poised to play a key and interesting role in delivering a long-term revenue stream and the future of a key site within the town.
- Confirmation that feasibility and cost analysis proposals would be carried out as part of the project and any preferred option.

RESOLVED

That the Commission noted the report and requested that the views expressed during the debate, were fed back to the Cabinet through the Commission's Comment sheet.

Re-Admission of the Public

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

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

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

- Provision of access to dental services

Concern was expressed about the provision and this would be addressed at a future meeting of HASC.

- Changes to Neonatal Services in Western Sussex

At St Richards Hospital, Chichester about 9 babies each year were in need of some form of neonatal provision. Currently this was carried out at St Richards but the proposal was that they were transferred to a hospital in Portsmouth where better provision could be provided. Concern was expressed about existing staff retaining skills after the change of circumstances.

Concern was also raised that the report contained no reference to the rest of West Sussex but it was pointed out that the report was specifically focussing on St Richards and it was likely there would be scrutiny of issues affecting the population of wider West Sussex in the future.

- Quality Assurance Update in Adult Services

It was stressed that the safeguarding of people was based on individual circumstances. It was likely there will be an audit of adult services so that the best provision for individuals can be achieved.

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

The next scheduled meeting of the Overview and Scrutiny Commission was currently set for Monday 4 July, where the reports below were referred:

1. Treasury Management Outturn 2021-2022
2. Financial Outturn 2021-2022 (Q4)

The Commission was reminded to individually refer an item if appropriate, upon the publication of a forthcoming decision notice.

Scrutiny Training would take place for the Commission on Thursday 9 June.

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 9.00 pm.

T G Belben
(Chair)

Crawley Borough Council

Minutes of Audit Committee

Tuesday, 15 March 2022 at 7.00 pm

Councillors Present:

J Millar-Smith (Chair)

M Flack (Vice-Chair)

M L Ayling, T G Belben, D Crow and K Khan

Also in Attendance:

Iona Bond	Senior Audit & Counter Fraud Manager, Southern Internal Audit Partnership
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Officers Present:

Chris Corker	Operational Benefits and Corporate Fraud Manager
Karen Hayes	Head of Corporate Finance
Mez Matthews	Democratic Services Officer
Stuart Small	Deputy Fraud Manager
Paul Windust	Chief Accountant

Apologies for Absence:

Elizabeth Jackson	Associate Partner, Ernst and Young
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1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The [minutes](#) of the meeting of the Audit Committee held on 29 July 2022 were approved as a correct record and signed by the Chair.

Due to the rise in Covid cases at the time, the Chair of the Audit Committee had cancelled the formal meeting of the Audit Committee which had been scheduled to take place on 14 December 2022. Audit Committee members had held an informal briefing meeting in its place but no formal decisions had been made at that Briefing.

3. Public Question Time

No questions were asked by members of the public.

4. Fraud and Investigation Team Report

The Committee considered report [FIN/563](#) of the Operational Benefits and Corporate Fraud Manager which focused on activity for the period from 7 July 2021 to 27 February 2022. The report indicated that the Team had continued to perform successfully. The Committee noted the increased work undertaken by the Team due to the new benefits introduced by the Government in response to Covid-19, such as the Council Tax 'Energy Rebate' Scheme.

The Committee was provided with details of cases investigated and the Team's investigations, whilst a discussion took place on the Team's work generally. The Committee sought and received clarification on a number of points raised, including removal of the single person discount and the single person discount data matching exercise.

The Committee thanked the Fraud and Investigation Team for their continued work.

RESOLVED

That the Fraud and Investigation Team Report be noted.

5. Internal Audit Progress Report

The Committee considered report [FIN/564](#) of the Head of Corporate Finance. The purpose of the report was primarily to update the Committee on the progress made towards the completion of the 2021/2022 Audit Plan, and to report on the progress made in implementing the previous recommendations.

The Committee welcomed the Senior Audit & Counter Fraud Manager from Southern Internal Audit Partnership (SIAP) to the meeting and acknowledged that the Cabinet, at its meeting on [12 January 2022](#) had agreed that SIAP provide the internal audit service for Crawley Borough Council from 2022/23.

The Committee discussed and noted the Audit Plan Reviews in progress, along with other work as detailed in the report and noted that it was still a 'Covid-19 related year' for Audit. The Senior Audit & Counter Fraud Manager took the opportunity to brief the Committee on the work as detailed in the report and, in relation to the following areas, the Committee noted:

Progress Report (Appendix A to the report):

- That the italicised wording in the Progress Report identified changes since the last Report, with several Audits now underway which had previously been pending.
- There were no high priority findings to report on work completed since the last Report.
- That all Local Authorities had experienced delays in progressing their Audit Plans due to the pandemic.

- That SIAP was confident the remaining Audits would go ahead in time for annual reporting.
- That SIAP did not have any concerns at present in relation to the outcome of the Audits completed under the 2021/2022 Audit Plan. An overall level of Audit Assurance could not however be given until all remaining Audit work had been completed.

Follow Up Audit (Fleet Management Audit 2020/21):

- That the findings relating to “driver assessment checks” and “eligibility to drive” would be looked at as part of an upcoming health and safety review.

Follow Up Audit (Complaints Audit 2021/22):

- That the lack of monthly reporting on complaints identified by the Audit was likely to be due to the extra work created by the pandemic and staff sickness. Following a further query from the Committee, it was requested that the Democratic Services Officer send Committee members the Audit Committee minutes and/or the report which related to the initial findings of the Complaints Audit.
- An item would be published shortly in the Councillors’ Information Bulletin relating to the Complaints Procedure.
- A review of actions taken following the Complaints Audit was included in the Internal Audit Plan and was scheduled to take place in the next three years. The version of the Internal Audit Plan which was attached to the Agenda Pack (and would be considered by the Committee later in the agenda) only included those Audits scheduled for 2022-2023. The Senior Audit & Counter Fraud Manager agreed to consult the full three-year Plan and, should the Complaints review be scheduled for year 3, they would flag to bring it forward into at least year 2.

RESOLVED

That the Internal Audit Progress Report be received and progress noted, as at 28 February 2022.

6. Risk Management Update

The Committee considered report [FIN/562](#) of the Head of Corporate Finance which provided an update on the Council’s Strategic Risks.

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

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

- Was informed that the issue regarding letting the upper floors of the new Town Hall would be reviewed over the next few months.
- Was provided with more detail regarding the letting arrangements for the upper floors.

Cost of Living:

- Noted that this had recently been included as a Corporate Risk.
- Was informed that a Working Group, being set up by the Head of Crawley Homes, would assist in building a means of signposting those in need of financial assistance to the most relevant organisation/s.

The Head of Corporate Finance advised the Committee that the Strategic Risk updates were provided by the relevant member of the Corporate Management Team and so, should the Committee have specific queries relating to a risk, it would be helpful to email the question in advance so a comprehensive response could be sought ahead of Committee.

RESOLVED

That the Committee receive and note the report.

7. Internal Audit Annual Plan 2022-23

The Committee considered report [FIN/565](#) of the Head of Corporate Finance. The Plan was attached as Appendix A to the report.

The Senior Audit & Counter Fraud Manager from Southern Internal Audit Partnership (SIAP) informed the Committee that the Plan was considered to be robust and had been put together by SIAP in collaboration with the Council's Corporate Management Team (CMT) and they thanked CMT for making the time to meet with them as well as their engagement with the process. In addition, the Committee noted that the Plan before it, whilst for the year 2022-2023, was indicative of the work to be undertaken in the second and third year. It was acknowledged that the Plan was a dynamic document and the delivery of the audit work was likely to be subject to change depending on other factors.

RESOLVED

That the Internal Audit Annual Plan 2022-23 attached as Appendix A to report [FIN/565](#) be noted.

8. Internal Audit Charter 2022-2023

The Committee considered report [FIN/566](#) of the Head of Corporate Finance. The Charter was attached as Appendix A to the report.

RESOLVED

That the Internal Audit Charter attached as Appendix A to report [FIN/566](#) be approved.

9. Audit Results Report: Year Ended 31 March 2021

The Committee considered [FIN/567](#) which had been submitted by Ernst and Young (EY). The Head of Corporate Finance read out the key reporting provided by the EY

representative who had sent their apologies for the meeting. The Committee was informed that, whilst EY was proposing a draft unqualified Audit Report at this stage, the Committee should be aware that work was still in progress and the Report could change if a material misstatement was identified or another misstatement that management declined to adjust. EY was aiming to sign the Audit Report in April 2022, however specific timing would depend on resolution of its work regarding the rents issue, and an updated Audit Results Report would be circulated via email to Committee members before it was signed. The Head of Corporate Finance referred to two unadjusted errors within the Accounts, these were both where the Council's Valuers disagreed with EY valuers. They had no impact on the bottom line so the Head of Corporate Finance suggested that they would not be adjusted.

The Committee considered matters raised, and in doing so expressed its ongoing concern that the Audit continued to remain unfinished despite its spiralling cost. Following a query, the Committee was provided with clarification regarding the financial impact of the overcharging of rent to Council Housing tenants.

The Chair informed that Committee that EY had been requested to regularly communicate with regard to the process of external audit work. Following comments made by the Committee, the Head of Corporate Finance agreed to reiterate to EY that it should provide an early indication if/when it became clear that the Audit was likely to cost more than anticipated.

In response to comments made by the Committee, the Head of Corporate Finance agreed to raise the following requests with EY for future reference:

- That EY clarify in its Report whether adjustments related to an overcharge or an undercharge as, in several instances, it was unclear (eg pages 88 and 90 of the Agenda Pack refer).
- That in relation to Internal Controls EY provide more detail as to any "significant deficiencies identified" or, where deficiencies are not found, be more explicit that is the case (page 116 of the Agenda Pack refers).

RESOLVED

That the Audit Results Report for the year ended 31 March 2021 be received and noted

10. Approval of the 2020/2021 Statement of Accounts

The Committee considered report [FIN/568](#) of the Head of Corporate Finance which sought the Committee's approval of the 2020/21 Statement of Accounts.

The 2020/21 Statement of Accounts was attached as Appendix B to the report.

The Committee noted that as the external Auditor's Audit Results Report for the year ended 31 March 2021 had not yet been completed by the External Auditors no Audit Report had been included in the Statement of Accounts. Once the Audit had been concluded there was a chance that amendments would be required. The main risk was in relation to the overcharging of rent to Council Housing tenants and the correct accounting treatment was currently being assessed by the External Auditor's Professional Practice Department and Legal Department.

With regard to any changes required as a result of the Audit's conclusions, the Committee confirmed it was happy for minor and non-material amendments to be

made, as well as any adjustment relating to the overcharging of rent before the Statement of Accounts were signed. The Committee then confirmed it was content to delegate authority to the Chair of the Audit Committee to sign both the Statement of Accounts and the Letter of Representation once the Audit had been concluded on that basis. Should any material changes be required (other than an adjustment relating to the rent issue) the Statement of Accounts would be brought back to the Committee for its consideration.

Following a request from the Committee the Chief Accountant agreed that, where reference was made in the Narrative Report to a grant or fund, the full name of that fund/grant be used so members of the public could identify which Government body or organisation had provided those monies.

The Committee thanked the Chief Accountant and their team for the work they had undertaken in producing the Statement of Accounts and associated documents.

RESOLVED

- (1) That the Annual Governance Statement, as signed by the Leader and the Chief Executive, be endorsed.
- (2) That the 2020/21 Statement of Accounts be approved, following any minor, non-material changes or adjustments relating to the housing rents overcharge.
- (3) That the Chair of the Committee be authorised to sign the 2020/21 Letter of Representation following any minor, non-material changes or adjustments relating to the housing rents overcharge.
- (4) That the Chair of the Committee be authorised to sign the 2020/21 Statement of Accounts on behalf of the Council following any minor, non-material changes or adjustments relating to the housing rents overcharge (should any material changes be required, other than an adjustment relating to the rent issue, the Statement of Accounts would be brought back to the Audit Committee for its consideration).

11. Head of Corporate Finance

On behalf of the Audit Committee, the Chair presented a card and some flowers to the Head of Corporate Finance who was semi-retiring. The Chair expressed the Committee's thanks to the Head of Corporate Finance for their continued support of diligence and hoped they found the work / life balance they deserved in their retirement.

Closure of Meeting

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

J Millar-Smith
(Chair)

Crawley Borough Council

Minutes of Cabinet

Wednesday, 16 March 2022 at 7.00 pm

Councillors Present:

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

Also in Attendance:

Councillors D Crow, R D Burrett and T G Belben

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Chris Pedlow	Democracy & Data Manager
Lynn Hainge	Economic Development Manager
Nigel Sheehan	Head of Projects and Commercial Services
Nigel Tidy	Towns Fund Programme Officer
Kate Wilson	Head of Community Services

Apologies for Absence:

Absent

Councillor C J Mullins

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Cabinet held on 2 February 2022 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 14 or 15: *Crawley Towns Fund – Project Business Cases* or *Metcalf Depot and Workshop – Redevelopment* respectively.

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

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

6. Proposed Changes to the Essential Car User Allowance Scheme

The Leader of the Council informed the Cabinet that the report on the “Proposed Changes to the Essential Car User Allowance Scheme” would no longer be considered as an item for business at the meeting. Unfortunately, a collective agreement with the Unison union could not be reached and the report had been deferred.

7. Town Centre Regeneration Programme Third Edition

The Cabinet Member for Planning and Economic Development presented report [PES/397](#) of the Head of Economy and Planning. The Town Centre Regeneration Programme (TCRP) was first published in February 2016, updated in 2018 and significant progress has been made since then in terms of programme delivery. The report presented a summary of that progress and sought approval of a revised, updated version of the TCRP.

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 14 March 2022, which included:

- Recognition that the Town Centre Regeneration Programme included a number of partner organisations whose contributions had been significant in delivering successful outcomes of the Crawley Growth Programme and Town Centre Regeneration Programme.
- With more residential accommodation, it was important to review the demand of other provision within the area such as GP surgeries or dental practices and amenities including improved public toilet provision.

Councillors Irvine and Lamb spoke as part of the discussion on the report.

RESOLVED

That the Cabinet

- a) approves the updated Town Centre Regeneration Programme (Appendix A) prior to a period of stakeholder consultation as set out in section 7.1 of report [PES/397](#).

- b) delegates authority to the Head of Economy & Planning in consultation with the Cabinet Member for Planning & Economic Development to approve the final version of the Town Centre Regeneration Programme, noting and considering any responses or representations received following the period of stakeholder consultation and undertaking minor modifications, if required.

Reasons for the Recommendations

To update the TCRP prior to a period of targeted consultation with stakeholders, partners and businesses.

8. Allocating Monies Collected Through CIL

The Cabinet Member for Planning and Economic Development presented report [PES/388](#) of the Head of Economy and Planning. The report provided Cabinet with an update on the collection and administration of Community Infrastructure Levy (CIL) monies. It was explained that the as of January 2022 the Council had collected £2,017,565.75 in CIL contributions. It was noted that the proposed CIL strategic infrastructure spend priorities to the end of March 2025, was set out in section 7 of the report. The report also provided the Cabinet with an update on the fourth year of the pilot scheme for crowdfunding - Crowdfund Crawley.

RESOLVED

That the Cabinet

- a) endorses the Annual Review findings in this report, the CIL funds received to date and the overall anticipated CIL contributions, to be received by 2036/37.
- b) approves the proposed CIL strategic infrastructure spend priorities to end March 2025 (Section 7.4 of report [PES/388](#)), (unchanged from last year's review).
- c) approves that the Infrastructure Business Plan (Appendix A of report [PES/388](#)), including the funding programme, will continue to be reviewed on an annual basis to take into account any changes in strategic infrastructure priorities and fluctuations in CIL receipts compared to the forecast. The next review is proposed to take place in March 2023.
- d) agrees to continue the Crowdfund Crawley project for a further year with the administration costs associated with the site being paid for from the CIL contributions.
- e) agrees to increase the funding allocated to the Crowdfund Crawley project for 2022-23 to £50,000 of CIL monies.

Reasons for the Recommendations

To provide clarity on the way forward for Crawley's Infrastructure Business Plan and the priority schemes for the CIL Strategic Infrastructure strand spend.

To ensure best practice for the ongoing distribution of the Neighbourhood Improvement Strand CIL monies, in line with government regulations. The “Crowdfund Crawley” initiative will be reviewed over 2022/23 to assess the impact that Covid and reduction of additional funding sources has on the use of the site.

9. Leisure Contract – Extension of Variation Order

The Leader of the Council presented report [HPS/30](#) of the Head of Major Projects and Commercial Services. The report sought approval to extend the Leisure Contract Variation Order to cover the period 1 April 2022 – 30 September 2022.

RESOLVED

That the Cabinet approves the extension of the contract variation with Everyone Active under the terms set out in Section 5 of report [HPS/30](#).

Reasons for the Recommendations

The recommendation facilitates the continued re-opening of the leisure centres providing the opportunity to grow customer base and membership numbers while adhering to the Government’s Procurement Policy Note 02/20 (Supplier Relief Due to Coronavirus).

10. West Sussex County Council and Crawley Borough Council Agency Agreement in relation to Civil Parking Enforcement

The Cabinet Member for Environmental Services and Sustainability presented report [HCS/39](#) of the Head of Community Services. The report sought approval for the renewal of the West Sussex County Council and Crawley Borough Council Agency Agreement in relation to Civil Parking Enforcement (CPE). The current 5 year agency agreement would expires on 31 March 2022, and West Sussex County Council had proposed that the agreement be extend for a further three years.

RESOLVED

That the Cabinet

- a) approves in principle the negotiation and securement of the continuation of the Agency Agreement between West Sussex County Council and Crawley Borough Council in relation to Civil Parking Enforcement (CPE) for a further 3 years from April 2022 to April 2025.
- b) delegates the completion of all negotiations and relevant legal documentation to the Head of Community Services in consultation with the Head of Legal, Governance and HR, and appropriate Cabinet Member.

Reasons for the Recommendations

To enable the continuation of on-street parking enforcement to be carried out by Crawley Borough Council on behalf of West Sussex County Council within the borough.

Failure to renew the agency agreement would mean that the Council would be unable to carry out civil enforcement on behalf of WSCC in Crawley.

11. 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 items of business on the grounds that they 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 items.

12. Crawley Towns Fund Project Business Cases

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

The Cabinet Member for Planning and Economic Development presented report PES/399 of the Head of Economy and Planning. The report sought approval of the business cases for various Town Fund projects as set out in the Crawley Town Investment Plan Heads of Terms (confirmed by the Government in July 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 14 March 2022, which included the acknowledgement that the substantial Towns Fund monies awarded to the Council to deliver the Town Investment Plan included a number of transformative regeneration schemes, including those with a specific focus in the town that would unlock jobs as there was a need for a range of skills and technology. The business cases enabled the Council and partners to deliver on opportunities, aspirations, future and investment and would boost economic activity within the town.

RESOLVED

That the Cabinet

- a) approves in principle the Towns Fund projects listed in section 1.1 of report PES/399 for which the business cases for each project are summarised in Appendix A of report PES/399, subject to the completion of due diligence checks on the full business cases by officers to the satisfaction of the Council's S151 Officer.

- b) delegates authority to the Head of Economy and Planning and the Head of Corporate Finance in consultation with the Cabinet Member for Planning and Economic Development to:
- I) assess the full technical business cases for each project and make any technical modifications required to their wording and content, and
 - II) produce summary versions of the business cases and to submit those summary versions to the government for review

RECOMMENDATION 1

The Full Council is recommended to agree to:

- a) add the following new capital schemes to the capital programme and the respective capital allocations to each project as set out below, worth a total of £18.1m, subject to a viable business case and to the receipt of the Towns Fund government funding.
- 1B – “Invest in Skills for Crawley” - Skills training facilities - £4.4m
 - 1C – Green Tech Business Grants / Business Premises green retrofit - £2m
 - 2A – Crawley Bus Station Transformation - £2m
 - 2B – Town Centre-Manor Royal-Gatwick cycle route - £2m
 - 3A – Manor Royal “Gigabit” connectivity / business park - £1.95m
 - 4A – Crawley Town Centre Cultural Quarter design - £250,000
 - 4B – Manor Royal Business Environment Improvements £1.5m
 - 4C – “Green Retrofit” decarbonisation of homes in Crawley - £4m
- b) allocate up to £500,000 of Towns Fund revenue funding to the following Towns Fund projects, subject to a viable business case and to the receipt of the government funding.
- 1B – “Invest in Skills for Crawley” - Skills training facilities - £100,000
 - 1D – Commercial Eastern Gateway design - £150,000
 - 3A – Manor Royal “Gigabit” connectivity / business park - £50,000
 - 4A – Crawley Town Centre Cultural Quarter design - £200,000

Reasons for the Recommendations

To enable the Council to finalise and confirm approval of the business cases for a total of £18.6 million of Towns Fund monies to be allocated to the nine projects listed above.

The Full Council approval of the projects will enable submission of summary versions of the business cases to the government for ratification by their deadline of 24th April.

To enable the allocation of £18.1 million of Towns Fund monies to the CBC capital programme, subject to:

- The Full Council approval
- The viability of each of the individual project business cases satisfying the Council's S151 Officer
- Confirmation of the funding from the government

To enable the allocation of up to £500,000 of revenue finances from the Towns Fund, subject to the requirements as set out above in section 3.3 of report PES/399.

13. Metcalf Way Depot and Workshop - Redevelopment

Exempt Part B - By Virtue of Paragraph 3

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

The Leader of the Council presented report HPS/31. The report sought agreement for progressing the redevelopment of the depot and workshop at Metcalf Way, project analysis and feasibility, together with the finances required.

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 14 March 2022, which included:

- Acknowledgement that the option proposed enabled the Council to deliver on opportunities, whilst protecting, consolidating, and enhancing the development of a key site.
- Recognition that the Metcalf Way Depot was currently under-utilised, and Neighbourhood Services intended to continue the move to a more dispersed model of smaller neighbourhood patch depots. The recommendations supported the move to more localised depots and facilitated redevelopment of the Metcalf Way site.

Councillors Irvine and Smith spoke as part of the discussion on the report.

RESOLVED

That the Cabinet

- a) endorses the redevelopment of the Metcalf Way Depot site, acknowledging that further funding is required to progress this scheme as highlighted in section 7 of report HPS/31.
- b) approves the principle of the relocation of the neighbourhood services activities from Metcalf Way to a number of local neighbourhood sites as set out in section 4 of report HPS/31.
- c) delegates to the Deputy Chief Executive authority to enter into a lease for alternative premises for the waste and recycling service, vehicle workshop and some residual neighbourhood services activities (if required).
- d) approves that a further report be brought back to the Cabinet late in 2022 with recommendations regarding the preferred option to redevelop the Metcalf Way site, is likely to include a request for a supplementary capital estimate to proceed with construction.

RECOMMENDATION 2

The Full Council is recommended to approve:

- a) the increase the capital programme by £995,000 funded from the capital programme reserve to fund the next stage of the scheme. In so doing, support the endorsement of the redevelopment of the Metcalf Way Depot.
- b) that £300,000 be transferred from the General Fund Reserve to the Transformation and Project Delivery reserve and the rental in the short term is funded from this reserve.

Reasons for the Recommendations

The Metcalf Way Depot is currently under-utilised and Neighbourhood Services intend to continue the move to a more dispersed model of smaller neighbourhood patch depots. The recommendations will support the move to more localised depots and facilitate redevelopment of the Metcalf Way site. The scheme will make productive use of this Council site and provide a long term revenue stream for the Council.

Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.16 pm

P K LAMB
Chair