



## Crawley Borough Council

### Notification of Decisions

To: All Councillors

The decisions of the **Cabinet** held on **29 November 2023** are attached.

The Call-In period ends at noon on the 5<sup>th</sup> day following publication, namely noon on the Tuesday 5 December 2023.

The Call-In form is attached for your use if required. For further information please refer to the relevant sections of the [Constitution](#).

Yours faithfully

A handwritten signature in black ink, appearing to be "J. A. ...".

**Chief Executive**

Published on 30 November 2023

Item No.	Title	Decision
6.	2023/2024 Budget Monitoring - Quarter 2	<p><b>RESOLVED</b></p> <p>That the Cabinet:</p> <ul style="list-style-type: none"> <li>a) considered and notes the projected outturn for the year 2023/2024 as summarised in this report.</li> <li>b) approves the addition to the Capital Programme of £202,191 for CCTV funded by £59,300 contribution from Sussex Police, £33,291 from S106 and £109,600 from capital receipts. (as detailed in section 8.3 of report <a href="#">FIN/635</a>)</li> <li>c) approves the addition to the Capital Programme of £50,000 for the replacement of the Hawth Main Theatre Lights funded from the K2 Crawley and Hawth replacement reserve. (as detailed in section 8.3 of report <a href="#">FIN/635</a>)</li> </ul> <p><b>Reasons for the Recommendations</b></p> <p>To report to Members on the projected outturn for the year compared to the approved budget.</p>
7.	Budget Strategy 2024/25 – 2026/27	<p><b>RESOLVED</b></p> <p>That Full Council be asked to:</p> <ul style="list-style-type: none"> <li>a) approve the process for of balancing the budget over the next 12 to 18 months, including the use of reserves to balance the budget as outlined in Section 8 of the report <a href="#">FIN/636</a>.</li> <li>b) approve the minimum recommended General Fund Balance remains at £3m.</li> <li>c) approve the growth items for the General Fund as outlined in sections 6.3 of the report <a href="#">FIN/636</a>.</li> <li>d) approve the inclusion of new capital schemes in future budgets with the value of £652,000 as identified in section 9.2 of the report <a href="#">FIN/636</a>..</li> <li>e) note the following highlights of the Budget Strategy: <ul style="list-style-type: none"> <li>i. that the Budget is aligned to the Council's Corporate Priorities.</li> <li>ii. the outline 3 year forecast as shown in table 6 paragraph 6.5 of the report <a href="#">FIN/636</a>.</li> </ul> </li> </ul>

		<p>iii. that the current budget deficit of £1.012m for 2024/25 (section 6.5 of the report <a href="#">FIN/636</a>) is based on a Council tax increase of 2.99% which is £6.74. However, table 10 highlights that the gap could be higher when looking at sensitivity analysis.</p> <p>iv. that there are uncertainties around Government funding prior to the settlement in December and the delay in Local Government Funding reforms such as business rates retention and the future of New Homes Bonus.</p> <p><b>Reasons for the Recommendations</b></p> <p>1) To agree the Council’s Budget Strategy for 2024/25 to 2026/27 including the assumptions made.</p> <p>2) To agree growth items and capital schemes outlined in the report.</p> <p>3) The 2024/25 General Fund and Housing Revenue Account Budgets and the revised capital programme will be set by the Full Council in February 2024. The Treasury Management Strategy and Capital Strategy will be considered at the same meeting.</p> <p>4) To note that until the Local Government Finance Settlement is published in December 2023 these projections are highly likely to change.</p>
8.	Treasury Management Mid Year Review 2023-2024	<p><b>RESOLVED</b></p> <p>That the Cabinet considered and notes report <a href="#">FIN/637</a> and the treasury activity for the first two quarters of 2023/2024.</p> <p><b>Reasons for the Recommendations</b></p> <p>The Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management (the TM Code) recommends that members be updated on treasury management activities regularly (Treasury Management Strategy, annual and mid-year reports). This report, therefore, ensures this Council is implementing best practice in accordance with the Code.</p>
9.	Crawley Station Gateway - Phase 1	<p><b>RESOLVED</b></p> <p>That the Cabinet:</p> <p>a) approves the refreshed concept design for the Station Gateway Phase 1 project found at Appendix A of report <a href="#">PES/443</a>; comprising a public realm and bus</p>

station improvement scheme focusing on Friary Way, Haslett Avenue West and The Martlets.

- b) approves the refreshed concept design to go out to public and stakeholder consultation, prior to the submission of a planning application and procurement of a construction contractor.
- c) delegates authority to approve the final designs for Station Gateway Phase 1 to the Head of Major Projects and Commercial Services, in consultation with the Head of Economy & Planning and Cabinet Member for Planning and Economic Development, following the period of stakeholder consultation and undertaking minor modifications as required.
- d) delegates to the Head of Major Projects and Commercial Services the submission of a planning application to the Local Planning Authority on behalf of Crawley Borough Council
- e) delegates authority to the Head of Major Projects and Commercial Services to undertake a procurement tendering exercise to appoint a construction contractor in accordance with the Council's Procurement Code.
- f) delegates authority to the Leader of the Council, in consultation with the relevant Cabinet Member and Head of Major Projects and Commercial Services, to approve the award of the construction contract following an appropriate procurement process.
- g) delegates the negotiation, approval and completion of all relevant documentation, including legal paperwork, to the Head of Economy and Planning, Head of Governance, People and Performance and the Head of Corporate Finance  
*(Generic Delegations 2 & 3 will be used to enact this recommendation).*
- h) that the Full Council be asked to approve the amalgamation of the two funding streams (£5.4m from the Crawley Growth programme and £2m from the Towns Fund) already allocated within the Council's capital programme to enable delivery of the project as set out in section 7.2 of report [PES/443](#).

### **Reasons for the Recommendations**

To enable the successful delivery of the Station Gateway Phase 1 scheme which will deliver significant public realm and bus station improvements whilst future-proofing future town centre regeneration schemes.

<p><b>10.</b></p>	<p>Western Boulevard Scheme - Crawley Growth Programme</p>	<p><b>RESOLVED</b></p> <p>That the Cabinet:</p> <ul style="list-style-type: none"> <li>a) considered and notes the progress of the scheme to date.</li> <li>b) delegate authority to the Head of Economy and Planning (in consultation with Head of Governance, Performance and People and the Head of Corporate Finance) to sign a funding agreement with West Sussex County Council with regard to £1,949,419 of BSIP monies. <i>(Generic Delegation 3 will be used to exact this recommendation).</i></li> <li>c) delegate the negotiation, approval and completion of all relevant documentation, including legal paperwork, to the Head of Economy and Planning, in consultation with the Head of Governance, People and Performance and Head of Corporate Finance <i>(Generic Delegations 2 and 3 will be used to enact this recommendation).</i></li> <li>d) That the Full Council is asked to approve the addition of the of £1,949,419 of BSIP (Bus Service Improvement Plan) monies to the Crawley Borough Council capital programme as part of the Western Boulevard scheme, subject to a funding agreement with West Sussex County Council.</li> </ul> <p><b>Reasons for the Recommendations</b></p> <p>The recommendations will allow Crawley Borough Council to progress the Western Boulevard Scheme to the on-site delivery phase.</p>
<p><b>11.</b></p>	<p>Forward Programme of Key Programmes (January – June 2024)</p>	<p><b>RESOLVED</b></p> <p>The Cabinet:</p> <ul style="list-style-type: none"> <li>a) endorses the procurement forward programme January – June 2024 (appendix A of report <a href="#">FIN/634</a>).</li> <li>b) delegates authority to the Leader of the Council in consultation with the relevant Cabinet Member, relevant Head of Service, and Head of Governance, People &amp; Performance to approve the award of the contract following an appropriate procurement process.</li> </ul>

		<p>c) delegates the negotiation, approval and completion of all relevant legal documentation, following the awarding of the contracts to the relevant Head of Service, Head of Governance, People &amp; Performance, Head of Corporate Finance, in consultation with the appropriate Cabinet Member. <i>(Generic Delegations 2 &amp; 3 will be used to enact this recommendation)</i></p> <p><b>Reasons for the Recommendations</b></p> <p>1) By approving the procurement forward programme there is greater transparency of future procurement processes allowing more scope for internal stakeholders to input into how future contracts are delivered.</p> <p>2) The approval of the forward programme provides a key decision that will enable the individual procurement processes to be awarded under delegated authority once the tender process has concluded giving the Council the ability to reduce the time required to complete a procurement process</p>
12.	Crawley Innovation Centre - Additional Towns Fund Monies	<p><i>Exempt Paragraph 3 Information relating to financial and business affairs of any particular person (including the Authority holding that information)</i></p> <p><b>RESOLVED</b></p> <p>That the Cabinet considered and notes the progress with the delivery of the Crawley Innovation Centre project and recommended to request Full Council to reallocate £2m of Crawley Towns Fund monies from the Town Centre to Manor Royal cycle route project to the Crawley Innovation Centre project, subject to confirmation of approval of the transfer from the Government.</p> <p><b>Reasons for the Recommendations</b></p> <p>To ensure that the project has sufficient capital budget for the required building conversion works for the Crawley Innovation Centre to be delivered in full.</p>

## FORM OF NOTIFICATION OF SUPPORT FOR CALL-IN

Any councillor of the Council calling in a decision must then obtain, within the five working days following the Call-In, the support of three other councillors.

In order to ensure that Call-In is not abused, nor causes unreasonable delay, the following requirements must be fully satisfied before a matter will be considered for Call-In:

- a) At least four councillors (one of which will be the named signatory) must request Call-In of the decision. Failure to obtain the support of three other councillors within this period will mean that the original decision will stand, on the sixth day, the decision will be implemented.
- b) The request for Call-In must specify the reason for the Call-In and provide evidence which demonstrates the alleged breach of at least one principle of decision making.
- c) The request for Call-In must be received by the Monitoring Officer by 12 noon on the fifth day following publication of the decision. The request for Call-In should either be submitted:
  - In hard copy: including the signatures of the councillor requesting the Call-In and those councillors supporting the Call-In.
  - Electronically: to [democratic.services@ Crawley.gov.uk](mailto:democratic.services@ Crawley.gov.uk). The councillor requesting the Call-In must submit the form and each councillor supporting the Call-In must send an email in support. All emails must be sent from the councillors' individual Crawley Borough Council email addresses.
- d) The decision for which Call-In is requested must not have been subject to a prior Call-In request.
- e) Should the proposed Call-In decision have been considered by the Commission, the justification must also explain why the councillor requesting the Call-In is of the view that, either:
  - The Commission did **not fully** scrutinise the decision in advance of it being taken; or
  - The views of the Commission were **not fully** considered or addressed by the Cabinet in their decision making.

Decision being called in (including item no.)	Which provisions have been breached and how?

## Signatories

1. Signature of councillor calling in the decision

.....

Name in capitals

.....

2. Signature of councillor supporting the Call-In

.....

Name in capitals

.....

3. Signature of councillor supporting the Call-In

.....

Name in capitals

.....

4. Signature of councillor supporting the Call-In

.....

Name in capitals

.....