

Forward Plan
1 December 2017

TOWN CENTRE SIGNAGE & WAYFINDING

The report will:

- present the findings of a town centre signage and wayfinding strategy including design proposals for new signage around the town centre
- seek approval for Crawley Borough Council's contribution from the Town Centre Regeneration Fund to support the manufacture and installation of new signage.

Type of Decision:

Key

Consultation Arrangements:

A comprehensive programme of internal and external stakeholder consultation has been undertaken during the design development process.

Date considered by Overview & Scrutiny Commission:

27 November 2017

Decision Maker:

Cabinet

Intended Decision Date:

29 November 2017

Lead Officer Contact Information:

Contact Name: Clem Smith, Head of Economic & Environmental Services

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email clem.smith@crawley.gov.uk

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Related Documents (background papers)

Report to Cabinet 2 December 2015 Crawley Town Centre Regeneration Programme (PES/195)
Report to Cabinet 4 July 2012 Budget Strategy 2013/14 – 2017/18 (FIN/270)

External Links:

QUARTERLY MONITORING 2017/18 QUARTER 2

The report will set out a summary of the Council's actual revenue and capital spending for the quarter to September 2017 together with the main variations from the approved spending levels and impact on future budgets

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only

Decision Maker:

Cabinet

Intended Decision Date:

29 November 2017

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email karen.hayes@crawley.gov.uk

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Related Documents (background papers)

External Links:

TOWN CENTRE REGENERATION PROGRAMME

The Town Centre Regeneration Programme (TCRP) was first published in February 2016 and significant progress has been made since then in terms of programme delivery. This report will present a summary of that progress and seek approval of a revised, updated version of the TCRP.

Type of Decision:

Key

Consultation Arrangements:

A comprehensive programme of internal and external stakeholder consultation was undertaken during the development of the original TCRP and this has continued throughout its delivery and during the update process

Date considered by Overview & Scrutiny Commission:

27 November 2017

Decision Maker:

Cabinet

Intended Decision Date:

29 November 2017

Lead Officer Contact Information:

Contact Name: Lynn Hainge, Economic Development Manager

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email Lynn.Hainge@crawley.gov.uk

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Related Documents (background papers)

External Links:

BROWNFIELD LAND REGISTER

The Housing and Planning Act 2016 introduced a new requirement on Local Planning Authorities to prepare and publish a Brownfield Land Register. This Act also introduced the mechanism for the granting of Permission in Principle, as an alternative route to full planning permission, sitting alongside the established paths of outline, full permission and development order. One form of granting Permission in Principle (and, to date, the only one enacted) is through the site's inclusion in Part 2 of the Brownfield Land Register.

The Brownfield Land Register is to be prepared by the council, and first published by 31 December 2017, and updated annually thereafter. It should provide information for developers and communities about brownfield land suitable for housing. It applies to all brownfield land suitable for housing or housing-led development.

Type of Decision:

Key

Consultation Arrangements:

Public consultation to be undertaken on the draft Brownfield Land Register Part 1 and methodology for Part 2 over a 6 week period from September to October 2017.

Formal, statutory public consultation to take place on Part 2 of the Brownfield Land Register in Spring 2018.

Decision Maker:

Cabinet

Intended Decision Date:

29 November 2017

Lead Officer Contact Information:

Contact Name: Elizabeth Brigden, Planning Policy Manager

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email elizabeth.brigden@crawley.gov.uk

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Related Documents (background papers)

External Links:

INTRODUCING NEW LEGISLATIVE POWERS UNDER THE HOUSING AND PLANNING ACT 2016

The Housing and Planning Act 2016 introduced new powers to be utilised by the Private Sector Housing Team. This paper refers to two that came into force in April 2017 and asks Cabinet to proceed with approving their use by Crawley Borough Council.

Type of Decision:

Non-Key

Consultation Arrangements: NA

Decision Maker:

Cabinet

Intended Decision Date:

29 November 2017

Lead Officer Contact Information:

Contact Name: Diana Maughan, Head of Housing Strategic and Planning Services

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email diana.maughan@crawley.gov.uk

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Related Documents (background papers)

External Links:

AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENTS (SPD)

Supplementary Planning Documents (SPD) should be used where they can help applicants make successful planning applications or aid infrastructure delivery. The Affordable Housing SPD will be prepared to aid the interpretation and implementation of the Crawley Borough Local Plan Policy H4: Affordable and Low Cost Housing; and Policy H3: Future Housing Mix.

Type of Decision:

Non-Key

Consultation Arrangements:

The Affordable Housing SPD is currently subject to an informal 'early engagement' period of consultation throughout its early preparation, and will be subject to a formal period of public consultation of 4 weeks, in line with the council's adopted Statement of Community Involvement (December 2011).

It will be accompanied for its adoption by a Consultation Statement which will set out the detail of the consultation undertaken, the representations received and the council's officer response.

Date considered by Overview & Scrutiny Commission:

Provisional referral 27 November 2017

Decision Maker:

Cabinet

Intended Decision Date:

29 November 2017

Lead Officer Contact Information:

Contact Name: Elizabeth Brigden, Planning Policy Manager

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email elizabeth.brigden@crawley.gov.uk

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Related Documents (background papers)

External Links:

TREASURY MANAGEMENT MID YEAR REVIEW 2017-2018

This report provides an update on the Council's Treasury Management Strategy for 2017/18

Type of Decision:

Non-Key

Consultation Arrangements:

Internal consultation

Date considered by Overview & Scrutiny Commission:

27 November 2017

Intended Decision Date:

29 November 2017

Lead Officer Contact Information:

Contact Name: Paul Windust, Corporate Accounting & Treasury Services Manager

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email paul.windust@crawley.gov.uk

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Related Documents (background papers)

External Links:

COMMUNITY INFRASTRUCTURE LEVY (CIL) - DELEGATION OF ENFORCEMENT POWERS

Type of Decision:

Key

Consultation Arrangements: NA

Decision Maker:

Cabinet

Full Council

Intended Decision Date:

29 November 2017

13 December 2017

Lead Officer Contact Information:

Contact Name: Clem Smith, Head of Economic & Environmental Services

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: clem.smith@crawley.gov.uk

Related Documents (background papers)

The Planning Act 2008 and The Community Infrastructure Levy Regulations 2010 as amended

External Links:

BUDGET STRATEGY MID YEAR REVIEW

To provide an update on the Council's Budget Strategy.

Type of Decision:

Non-Key

Consultation Arrangements: NA

Decision Maker:

Cabinet

Intended Decision Date:

29 November 2017

Lead Officer Contact Information:

Contact Name: Heather Girling, Democratic Services Officer

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email heather.girling@crawley.gov.uk

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Related Documents (background papers)

External Links:

AUTHORITY TO APPOINT A CONTRACTOR FOR 83-87 THREE BRIDGES ROAD DEVELOPMENT

Authority to enter into a Design and Build Contract for the construction of new dwellings at 83-87 Three Bridges Road and other site matters.

Type of Decision:

Key

Notice of Intention to Conduct Business in Private:

There is a Notice requesting that this item will be considered in Part B Business (Fully exempt) due to the following exemption paragraphs:

Not for Publication – by virtue of Paragraph(s) 3 of Part 1 of Schedule 12A to the Local Government Act, 1972 (as amended)

Consultation Arrangements:

Internal Consultation only with Stakeholders.

Decision Maker:

Cabinet

Intended Decision Date:

29 November 2017

Lead Officer Contact Information:

Contact Name: Ray Hook, Built Environment Manager

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email Ray.hook@crawley.gov.uk

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Related Documents (background papers)

External Links:

APPROVAL FOR THE TENDER PROCESS FOR THE MULTI FUNCTIONAL DEVICES (MFD)

The existing MFD contract has expired and we are proposing to enter a tri-borough (Horsham DC and Mid Sussex DC) tendering process.

With Crawley BC being the lead authority for the contract

Type of Decision:

Key

Notice of Intention to Conduct Business in Private:

There is a Notice requesting that this item will be considered in Part B Business (Fully exempt) due to the following exemption paragraphs:

Not for Publication – by virtue of Paragraph(s) 3 of Part 1 of Schedule 12A to the Local Government Act, 1972 (as amended)

Consultation Arrangements: NA

Decision Maker:

Cabinet

Intended Decision Date:

29 November 2017

Lead Officer Contact Information:

Contact Name: Helen Curtis, Corporate Support Manager

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email Helen.Curtis@crawley.gov.uk

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Related Documents (background papers)

External Links:

CALCULATION OF THE NON-DOMESTIC RATES INCOME FOR THE YEAR 2018/2019

The method of calculation is prescribed by statute. The briefing paper will show the calculation of the non-domestic rates income for the year and how this is shared between the central share, Crawley Borough Council and West Sussex County Council.

Type of Decision:

Key

Consultation Arrangements: NA

Decision Maker:

Leader of the Council

Intended Decision Date:

Not before 1st Dec 2017

Lead Officer Contact Information:

Contact Name: Paul Windust, Corporate Accounting & Treasury Services Manager

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email paul.windust@crawley.gov.uk

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Related Documents (background papers)

External Links:

Valuation list supplied by government valuation office

Relevant statutory provisions governing the setting of the council tax base

CALCULATION OF COUNCIL TAX BASE – FOR THE PURPOSES OF SETTING THE LEVEL OF COUNCIL TAX FOR THE YEAR 2018/19

The method of calculation is prescribed by statute. The briefing paper will show the number of properties within each council tax band, the number receiving discounts and how this is equated to a band D equivalent number of properties.

Type of Decision:

Key

Consultation Arrangements: NA

Decision Maker:

Leader of the Council

Intended Decision Date:

Not before 1st Dec 2017

Lead Officer Contact Information:

Contact Name: Paul Windust, Corporate Accounting & Treasury Services Manager

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email paul.windust@crawley.gov.uk
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Related Documents (background papers)

External Links:

DISTRICT HEAT NETWORK

To present the business case and seek funding approval to develop a town centre heat network.

Type of Decision:

Non-Key

Consultation Arrangements:

Internal Consultation Only.

Date considered by Overview & Scrutiny Commission:

5 February 2018

Decision Maker:

Cabinet

Intended Decision Date:

7 February 2018

Lead Officer Contact Information:

Contact Name: Nigel Sheehan, Head of Partnership Services

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email nigel.sheehan@crawley.gov.uk

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Related Documents (background papers)

External Links:

FUTURE DELIVERY OF CRAWLEY'S BUILDING CONTROL SERVICE

The report will consider whether there is a sound business case for a shared building control service with Horsham, Arun and Chichester councils to replace or extend the current arrangement with Horsham council.

Type of Decision:

Non-Key

Consultation Arrangements:

Internal consultation only

Date considered by Overview & Scrutiny Commission:

5 February 2018

Decision Maker:

Cabinet

Intended Decision Date:

7 February 2018

Lead Officer Contact Information:

Contact Name: Clem Smith, Head of Economic & Environmental Services

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email clem.smith@crawley.gov.uk

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Related Documents (background papers)

External Links:

MEMORIAL GARDENS PLAY AREA

To propose the redevelopment, together with agreeing the supplementary budget, rejuvenation and possibly reconfiguration of the play area in Memorial Gardens. The current play equipment and safer surfacing is coming to the end of its life. This is the only free-to-access play area for families visiting the town centre, is currently popular and has potential to be an amenity that helps encourage footfall from families in the centre of Crawley. The play area is a resource for all families across the Borough as well as attracting families from the surrounding towns.

The proposal will recommend the designs include accessible and specialist play equipment (for example, a wheelchair swing) so that children of all abilities are able to use the site. And for designs to be as sympathetic as possible to the surroundings.

Memorial Gardens' play area is currently listed for maintenance only in the approved Report to Cabinet: 'Play Facilities – Investment Proposals' (4 December 2013). However, with the redevelopment of much of the town centre, including Queensway and improvements to visibility in Memorial Gardens, there is an opportunity to upgrade the play area alongside these works.

Type of Decision:

Key

Consultation Arrangements:

Two rounds of consultation will take place with a range of stakeholders (including local schools and visiting families) to determine the content of the design brief and then later to choose the preferred design

Decision Maker:

Cabinet

Intended Decision Date:

7 February 2018

Lead Officer Contact Information:

Contact Name: Chris Harris, Head of Community Services

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email chris.harris@crawley.gov.uk

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Related Documents (background papers)

External Links:

IRRECOVERABLE DEBTS 2017/18 (OVER £50,000)

While the Council endeavours to collect all debts due to the Council, there will inevitably be some debts that remain irrecoverable. Individual debts of up to £50,000 can be written-off using delegated powers. This report will seek authority to write off individual debts in 2017 - 2018 of over £50,000 and also provide a summary of debts written off using delegated authority.

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only

Decision Maker:

Cabinet

Intended Decision Date:

7 February 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email karen.hayes@crawley.gov.uk

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Related Documents (background papers)

External Links:

QUARTERLY MONITORING 2017/18 QUARTER 3

The report will set out a summary of the Council's actual revenue and capital spending for the quarter to December 2017 together with the main variations from the approved spending levels and impact on future budgets

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only

Decision Maker:

Cabinet

Intended Decision Date:

7 February 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email karen.hayes@crawley.gov.uk

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Related Documents (background papers)

External Links:

TREASURY MANAGEMENT STRATEGY 2018-19

This report will set the limits and method of investing the council's surplus funds taking into account the statutory restrictions on local authority investments and borrowings. While the Council is debt free and expects to continue this policy for the foreseeable future, the report will set limits and establish procedures for any borrowings that may be required.

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only

Decision Maker:

Cabinet

Intended Decision Date:

7 February 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email karen.hayes@crawley.gov.uk

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Related Documents (background papers)

External Links:

BUDGET & COUNCIL TAX 2018/2019

The Council has a statutory responsibility to set a council tax and budget in advance of the commencement of the new financial year (1 April to 31 March). During 2017/18 the Council will review its spending plans, consider options to amend spending to meet new priorities and consider comments received as part of the consultation process. This report will set the budget and level of council tax for the year 2018-2019 taking into account the above factors.

Type of Decision:

Key

Consultation Arrangements:

Consultation will be undertaken as part of the Budget Advisory Group review from October-December 2017

Date considered by Overview & Scrutiny Commission:

5 February 2018

Decision Maker:

Cabinet

Full Council

Intended Decision Date:

7 February 2018

21 February 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email karen.hayes@crawley.gov.uk

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Related Documents (background papers)

External Links:

IRRECOVERABLE DEBTS 2017/18 (UNDER £50,000)

While the Council endeavours to collect all debts due to the Council, there will inevitably be some debts that remain irrecoverable. Individual debts of up to £50,000 can be written-off using delegated powers.

Type of Decision:

Key

Consultation Arrangements: NA

Decision Maker:

Leader of the Council

Intended Decision Date:

8 February 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email karen.hayes@crawley.gov.uk

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Related Documents (background papers)

None

External Links:

