

Forward Plan 1 October 2018

List of Forthcoming Decisions is on the Final Page

QUARTERLY MONITORING 2018/19 Q1

The report will set out a summary of the council's actual revenue and capital spending for the quarter for June 2018 together with the main variations from the approved spending levels and impact on future budgets.

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only.

Background Papers -
Budget and Council Tax 2018/19
Budget Strategy 2018/19 - 2022/23
Financial Outturn 2017/18

Date considered by Overview & Scrutiny Commission:

3 Sep 2018

Decision Maker:

Cabinet

Intended Decision Date:

5 Sep 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk



Switchboard: 01293 438000
Main fax: 01293 511803
Minicom: 01293 405202 DX:
57139 Crawley 1
www.crawley.gov.uk

Town Hall
The Boulevard
Crawley
West Sussex
RH10 1UZ

CORPORATE PRIORITIES

The document will set out the administrations priorities for the coming period.

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

3 Sep 2018

Decision Maker:

Cabinet

Full Council

Intended Decision Date:

5 Sep 2018

17 Oct 2018

Lead Officer Contact Information:

Contact Name: Natalie Brahma-Pearl, Chief Executive

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

Email: Natalie.Brahma-Pearl@crawley.gov.uk

Related Documents (background papers)

External Links:

DEVELOPMENT MANAGEMENT PRE-APPLICATION CHARGING PROPOSALS

To present proposals and seek Cabinet approval for the introduction of a fee charging scheme for pre-application advice provided by the Development Management Service (the fees would apply only to those intending to submit minor or major planning applications, householder applications would be exempt).

Type of Decision:

Key

Consultation Arrangements:

A 3-4 information and publicity campaign, following Cabinet, to inform future minor / major planning applicants of the change.

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

5 Sep 2018

Lead Officer Contact Information:

Contact Name: Clem Smith, Head of Economy and Planning

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

Email: clem.smith@crawley.gov.uk

Related Documents (background papers)

External Links:

APPOINTMENT OF CONTRACTOR FOR CRAWLEY HOMES GAS SERVICING, REPAIR AND INSTALLATION WORKS

A procurement exercise has been undertaken for a new contractor to commence gas servicing, repair and installation work for commencement following the expiry of the existing contract end of March 2019.

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:

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

5 Sep 2018

Lead Officer Contact Information:

Contact Name: Karen Dodds, Head of Crawley Homes

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

Email: Karen.Dodds@crawley.gov.uk

Related Documents (background papers)

External Links:

TILGATE PARK – ADVENTURE GOLF

The report will present the opportunity to establish an Adventure Golf facility within Tilgate Park and seeks a decision on the capital funding requirement.

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:

N/A

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

5 Sep 2018

Lead Officer Contact Information:

Contact Name: Graham Rowe, Partnership Services Manager

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

Email: graham.rowe@crawley.gov.uk

Related Documents (background papers)

External Links:

BUDGET STRATEGY 2019/20 - 2023/24

The report will set out financial projections with particular reference to the period 2019/20 - 2023/24. The report will set out the policy framework for improving financial efficiency and meeting the long term investment needs of the town, as well as proposals for the annual budget process.

Type of Decision:

Key

Consultation Arrangements:

Internal consultation informed by Council.

Background Papers -

Budget and Council Tax 2018/19 (Cabinet 7 Feb 2018)

Budget Strategy 2018/19 - 2021/22 (Cabinet 28 June 2017)

Date considered by Overview & Scrutiny Commission:

24 Sep 2018

Decision Maker:

Cabinet

Full Council

Intended Decision Date:

26 Sep 2018

17 Oct 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

UPDATE OF COUNCIL'S INSURANCE

The insurance contract needs to be replaced by 1 April 2019 as the current contract is due to expire in March 2019, the report will look at future options for insurance.

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

26 Sep 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk

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:

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.

Date considered by Overview & Scrutiny Commission:

24 Sep 2018

Decision Maker:

Cabinet

Intended Decision Date:

26 Sep 2018

Lead Officer Contact Information:

Contact Name: Nigel Sheehan, Head of Projects and Commercial Services

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

Email: nigel.sheehan@crawley.gov.uk

Related Documents (background papers)

External Links:

NEW TOWN HALL UPDATE

This report provides Cabinet with a key update on progress as we move from Stage 3 to Stage 4 of the scheme.

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, 5 of Part 1 of Schedule 12A to the Local Government Act, 1972 (as amended)

Consultation Arrangements:

None.

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

26 Sep 2018

Lead Officer Contact Information:

Contact Name: Ian Duke, Deputy Chief Executive

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

Email: ian.duke@crawley.gov.uk

Related Documents (background papers)

External Links:

PUBLIC SPACE PROTECTION ORDER - CAR CRUISING

For decision on introducing a Public Space Protection Order to prohibit car cruise activity and associated vehicle related nuisance in the borough of Crawley.

Type of Decision:

Key

Consultation Arrangements:

Before introducing a PSPO there are requirements regarding consultation, publicity and notification. This includes consultation with the local chief officer of police, police and crime commissioner, owners and occupiers of affected land, and appropriate community representatives.

Date considered by Overview & Scrutiny Commission:

18 Nov 2018

Decision Maker:

Cabinet

Full Council

Intended Decision Date:

21 Nov 2018

12 Dec 2018

Lead Officer Contact Information:

Contact Name: Karen Dodds, Head of Crawley Homes

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

Email: Karen.Dodds@crawley.gov.uk

Related Documents (background papers)

External Links:

TREASURY MANAGEMENT MID YEAR REVIEW 2018-2019

This report provides an update on the Council's Treasury Management Strategy for 2018-2019

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only

Date considered by Overview & Scrutiny Commission:

19 Nov 2018

Decision Maker:

Cabinet

Intended Decision Date:

21 Nov 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

QUARTERLY MONITORING 2018/19 Q2

The report will set out a summary of the council's actual revenue and capital spending for the quarter to September 2018 together with the main variations from the approved spending levels and impact on future budgets.

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only

Background Papers -
Budget and Council Tax 2018/19
Budget Strategy 2019/20 - 2023/24
Financial Outturn 2017-2018

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

21 Nov 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

LOCAL LIST OF PLANNING REQUIREMENTS REVIEW

Approval sought for updated Local List of Planning Requirements (i.e. documents required before an application can be registered), and for delegation of authority to make minor changes to the List.

Type of Decision:

Key

Consultation Arrangements:

The updated List will be subject to public consultation in advance of being proposed for adoption. Consultation to be authorized by the relevant Head of Service.

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

21 Nov 2018

Lead Officer Contact Information:

Contact Name: Ian Warren, Senior Planning Officer

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

Email: ian.warren@crawley.gov.uk

Related Documents (background papers)

External Links:

ABANDONED TROLLEYS

Resolution to apply abandoned trolley provisions of section 99 and Schedule 4 of the Environmental Protection Act 1990 (as amended) to the whole of the Borough. The provisions allow for the lawful seizure, detention, disposal and recovery of costs in relation to abandoned trolleys.

Type of Decision:

Key

Consultation Arrangements:

Six week consultation to be carried out with public and interested parties.
Provisional date for consultation to commence: 3 August 2018.

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

21 Nov 2018

Lead Officer Contact Information:

Contact Name: David Monk, Senior Environmental Health Practitioner

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

Email: david.monk@crawley.gov.uk

Related Documents (background papers)

External Links:

THREE BRIDGES STATION IMPROVEMENT FINAL DESIGN

The scheme seeks to improve access to and exit from the station. The report will provide details of the final design and associated details.

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:

Public Consultation - September / October

Date considered by Overview & Scrutiny Commission:

19 Nov 2018

Decision Maker:

Cabinet

Intended Decision Date:

21 Nov 2018

Lead Officer Contact Information:

Contact Name: Patricia Salami, Three Bridges Programme Manager

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

Email: Patricia.salami@crawley.gov.uk

Related Documents (background papers)

External Links:

CALCULATION OF COUNCIL TAX BASE - FOR THE PURPOSES OF SETTING THE LEVEL OF COUNCIL TAX FOR THE YEAR 2019/20

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:

Background Papers -

Valuation list supplied by the Government Valuation Office.

Relevant statutory provisions governing the setting of the Council Tax base.

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Leader of the Council

Intended Decision Date:

Not before 1st Dec 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

CALCULATION OF THE NON-DOMESTIC RATES INCOME FOR THE YEAR 2019/20

The method of calculation is prescribed by statute. The briefing paper will show the calculation of 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:

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Leader of the Council

Intended Decision Date:

Not before 1st Jan 2019

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

TREASURY MANAGEMENT STRATEGY 2019/2020

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.

Background Papers -
Treasury Management Strategy 2018-2019
Treasury Management Mid-Year Review 2018/2019

Date considered by Overview & Scrutiny Commission:

4 Feb 2019

Decision Maker:

Cabinet

Intended Decision Date:

6 Feb 2019

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

QUARTERLY MONITORING 2018/19 Q3

The report will set out a summary of the council's actual revenue and capital spending for the quarter to December 2018 together with the main variations from the approved spending levels and impact on future budgets.

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only.

Background Papers -
Budget and Council Tax 2018/19
Budget Strategy 2019/20 - 2022/23
Financial Outturn 2017-2018

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

6 Feb 2019

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

STATEMENT OF LICENSING POLICY 2019 - 2024 LICENSING ACT 2003

Crawley Borough Council is obliged to provide a Licensing Policy, under the Licensing Act 2003, for liquor, late night refreshment and regulated entertainment. The legislation requires the policy to be updated every 5 years.

Type of Decision:

Key

Consultation Arrangements:

All stake holders and elected members as not ward specific

Date considered by Overview & Scrutiny Commission:

4 Feb 2019

Decision Maker:

Cabinet

Full Council

Intended Decision Date:

6 Feb 2019

27 Feb 2019

Lead Officer Contact Information:

Contact Name: Tony Baldock, Environmental Health Manager

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

Email: tony.baldock@crawley.gov.uk

Related Documents (background papers)

External Links:

BUDGET AND COUNCIL TAX 2019-2020

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 - 31 March). During 2018-2019 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 2019-2020 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 2018.

Background Papers -

Budget Strategy Mid Year Review Government Grants

Precepts from West Sussex County Council and the Sussex Police & Crime Commission

Date considered by Overview & Scrutiny Commission:

4 Feb 2019

Decision Maker:

Cabinet

Full Council

Intended Decision Date:

6 Feb 2019

27 Feb 2019

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

IRRECOVERABLE DEBTS 2018/2019 (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 2018/2019 of over £50,000 and also provide a summary of debts written off using delegated authority.

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

13 Mar 2019

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

IRRECOVERABLE DEBTS 2018/2019 (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 up using delegated powers.

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Leader of the Council

Intended Decision Date:

13 Mar 2019

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

Forthcoming Decisions

* These reports have been referred to the Overview & Scrutiny Commission

| Title | Notice published | Decision due |
|---|-------------------------|-----------------------|
| Tilgate Park – Adventure Golf | 25/07/2018 | 05/09/2018 |
| Development Management Pre-Application Charging Proposals | 20/06/2018 | 05/09/2018 |
| Appointment of Contractor for Crawley Homes Gas Servicing, Repair and Installation Works | 18/06/2018 | 05/09/2018 |
| Quarterly Monitoring 2018/19 Q1 | 14/02/2018 | 05/09/2018 |
| Update of Council's Insurance | 21/08/2018 | 26/09/2018 |
| New Town Hall Update | 20/08/2018 | 26/09/2018 |
| District Heat Network | 28/03/2017 | 26/09/2018 |
| Corporate Priorities | 22/06/2018 | 17/10/2018 |
| Budget Strategy 2019/20 - 2023/24 | 14/02/2018 | 17/10/2018 |
| Local List of Planning Requirements Review | 16/07/2018 | 21/11/2018 |
| Abandoned trolleys | 04/07/2018 | 21/11/2018 |
| Three Bridges Station Improvement Final Design | 10/04/2018 | 21/11/2018 |
| Treasury Management Mid Year Review 2018-2019 | 14/02/2018 | 21/11/2018 |
| Quarterly Monitoring 2018/19 Q2 | 14/02/2018 | 21/11/2018 |
| Calculation of Council Tax Base - for the purposes of setting the level of Council Tax for the year 2019/20 | 14/02/2018 | Not before 01/12/2018 |
| Public Space Protection Order - Car Cruising | 22/06/2018 | 12/12/2018 |
| Calculation of the Non-Domestic Rates income for the year 2019/20 | 14/02/2018 | Not before 01/01/2019 |
| Quarterly Monitoring 2018/19 Q3 | 14/02/2018 | 06/02/2019 |
| Treasury Management Strategy 2019/2020 | 14/02/2018 | 06/02/2019 |
| Statement of Licensing Policy 2019 - 2024 Licensing Act 2003 | 14/08/2018 | 27/02/2019 |
| Budget and Council Tax 2019-2020 | 14/02/2018 | 27/02/2019 |
| Irrecoverable Debts 2018/2019 (Over £50,000) | 14/02/2018 | 13/03/2019 |
| Irrecoverable Debts 2018/2019 (Under £50,000) | 14/02/2018 | 13/03/2019 |