

## Forward Plan 1 November 2018

### List of Forthcoming Decisions are held on the last page

#### 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:**

Non-Key

**Consultation Arrangements:**

**Date considered by Overview & Scrutiny Commission:**

**Decision Maker:**

Leader of the Council

**Intended Decision Date:**

1 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](mailto:karen.hayes@crawley.gov.uk)

**Related Documents (background papers)**

**External Links:**



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[www.crawley.gov.uk](http://www.crawley.gov.uk)

Town Hall  
The Boulevard  
Crawley  
West Sussex  
RH10 1UZ

## **ADOPTING THE UNITE CONSTRUCTION CHARTER**

The council has made a commitment to support the implementation of the minimum standards outlined in the Unite Construction Charter and as a result this will need reflecting in the Procurement Code.

### **Type of Decision:**

Key

### **Consultation Arrangements:**

### **Date considered by Overview & Scrutiny Commission:**

### **Decision Maker:**

Cabinet

### **Intended Decision Date:**

31 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:**

## **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:**

29 Oct 2018

### **Decision Maker:**

Cabinet

Full Council

### **Intended Decision Date:**

31 Oct 2018

12 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:**

## **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:**

Non-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:**

29 Oct 2018

### **Decision Maker:**

Cabinet

### **Intended Decision Date:**

31 Oct 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](mailto:ian.duke@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:**

29 Oct 2018

### **Decision Maker:**

Cabinet

### **Intended Decision Date:**

31 Oct 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](mailto:nigel.sheehan@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](mailto:karen.hayes@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:**

19 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](mailto:Karen.Dodds@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](mailto: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:**

## **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](mailto:karen.hayes@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:**

## **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](mailto: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](mailto:tony.baldock@crawley.gov.uk)

### **Related Documents (background papers)**

### **External Links:**

## **ALLOCATING MONIES COLLECTED THROUGH COMMUNITY INFRASTRUCTURE LEVY – INFRASTRUCTURE BUSINESS PLAN 2019/20**

The purpose of this report is to seek Cabinet approval for the Community Infrastructure Levy Infrastructure Business Plan 2019/20.

### **Type of Decision:**

Key

### **Consultation Arrangements:**

### **Date considered by Overview & Scrutiny Commission:**

### **Decision Maker:**

Cabinet

### **Intended Decision Date:**

6 Feb 2019

### **Lead Officer Contact Information:**

Contact Name: Mandy Smith, Regeneration Programme Officer

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

Email: [mandy.smith@crawley.gov.uk](mailto:mandy.smith@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:**

## **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:**

4 Feb 2019

### **Decision Maker:**

Cabinet

### **Intended Decision Date:**

6 Feb 2019

### **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](mailto:Patricia.salami@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

Those items highlighted have been referred to Overview & Scrutiny Commission

<b>Title</b>	<b>Notice published</b>	<b>Decision due</b>
<a href="#"><u>Update of Council's Insurance</u></a>	21/08/2018	01/10/2018
<a href="#"><u>Adopting the Unite Construction Charter</u></a>	12/09/2018	31/10/2018
<a href="#"><u>New Town Hall Update</u></a>	20/08/2018	31/10/2018
<a href="#"><u>Local List of Planning Requirements Review</u></a>	16/07/2018	21/11/2018
<a href="#"><u>Abandoned trolleys</u></a>	04/07/2018	21/11/2018
<a href="#"><u>Treasury Management Mid-Year Review 2018-2019</u></a>	14/02/2018	21/11/2018
<a href="#"><u>Quarterly Monitoring 2018/19 Q2</u></a>	14/02/2018	21/11/2018
<a href="#"><u>Public Space Protection Order - Car Cruising</u></a>	22/06/2018	12/12/2018
<a href="#"><u>Budget Strategy 2019/20 - 2023/24</u></a>	14/02/2018	12/12/2018
<a href="#"><u>District Heat Network</u></a>	28/03/2017	12/12/2018
<a href="#"><u>Allocating Monies Collected Through Community Infrastructure Levy – Infrastructure Business Plan 2019/20</u></a>	06/09/2018	06/02/2019
<a href="#"><u>Three Bridges Station Improvement Final Design</u></a>	10/04/2018	06/02/2019
<a href="#"><u>Quarterly Monitoring 2018/19 Q3</u></a>	14/02/2018	06/02/2019
<a href="#"><u>Treasury Management Strategy 2019/2020</u></a>	14/02/2018	06/02/2019
<a href="#"><u>Statement of Licensing Policy 2019 - 2024 Licensing Act 2003</u></a>	14/08/2018	27/02/2019
<a href="#"><u>Budget and Council Tax 2019-2020</u></a>	14/02/2018	27/02/2019
<a href="#"><u>Irrecoverable Debts 2018/2019 (Over £50,000)</u></a>	14/02/2018	13/03/2019
<a href="#"><u>Irrecoverable Debts 2018/2019 (Under £50,000)</u></a>	14/02/2018	13/03/2019
<a href="#"><u>Calculation of the Non-Domestic Rates income for the year 2019/20</u></a>	14/02/2018	Not before 01/01/2019
<a href="#"><u>Calculation of Council Tax Base - for the purposes of setting the level of Council Tax for the year 2019/20</u></a>	14/02/2018	Not before 01/12/2018