

# Crawley Borough Council

## Minutes of Cabinet

Wednesday, 5 September 2018 at 7.30 pm

### Councillors Present:

P K Lamb (Chair)	Leader of the Council
M G Jones	Cabinet Member for Housing
C J Mullins	Cabinet Member for Wellbeing
A C Skudder	Cabinet Member for Resources
P C Smith	Cabinet Member for Planning and Economic Development and Deputy Leader
G Thomas	Cabinet Member for Environmental Services and Sustainability

### Also in Attendance:

Councillor D Crow, C A Cheshire, K McCarthy and M A Stone

### Officers Present:

Natalie Brahma-Pearl	Chief Executive
Ann-Maria Brown	Head of Legal, Democracy and HR
Ian Duke	Deputy Chief Executive
Karen Hayes	Head of Corporate Finance
Chris Pedlow	Democratic Services Manager
Jean McPherson	Group Manager (Development Management)
Nigel Sheehan	Head of Projects and Commercial Services
Clem Smith	Head of Economy and Planning
Maryurin Santander Pena	NGDP Graduate

### Apologies for Absence:

Absent

Councillor B A Smith

### 1. Disclosures of Interest

No disclosures of interests were made.

## **2. Minutes**

The minutes of the meeting of the Cabinet held on 27 June 2018 were approved as a correct record and signed by the Leader.

## **3. Public Question Time**

The Cabinet received a question from Mr Charles Crane from Bewbush, in relation to the redevelopment of the Town Hall site. He commented that at the last Full Council meeting a question was raised over the possibility of funding new toilets in Goffs Park and part of the response was funding might be a problem. But if the Council stopped its plan to build the new Town Hall at a considerable cost, would facilities like Goffs Park Toilets be built and had you thought about what the public perception was about this?

In response, Councillor Lamb commented that there were two types of expenditure used by Councils, capital and revenue. Financially a one off capital cost of a facility like a toilet block was not the issue, but the ongoing maintenance 'revenue' cost was. We as a Council cannot spend capital reserves on revenue items. Also due to how Local Government was financed, we cannot borrow to fund revenue costs. The proposed New Town Hall Development, whilst funded via capital funding, will create a New Town Hall, new affordable Housing and also bring in revenue to the Council. That project was about the long term and the benefits it would bring.

Councillor Lamb commented that in terms of the public perception, he thought about this and that while there might be a political price to pay for bringing the Town Hall forward it was in the long-term interests of the town. The cost to upgrade the current building was very large and would not provide any future income, whilst the new Town Hall project would bring in income, housing and reduce the town's carbon emissions. To him this was in the greater public interest long term.

## **4. Further Notice of Intention to Conduct Business in Private and Notifications of any Representations**

The Head of Legal, Democracy and HR reported that no representations had been received in respect of agenda items 12: Crawley Leisure Management Contract, and item 13 Appointment of Contractor for Crawley Homes Gas Servicing, Repair and Installation Works.

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

The comments from the Overview and Scrutiny Commission had been circulated to all Cabinet Members. Details of those comments are provided under the minute to which the comments refer.

## **6. Corporate Priorities 2018 - 2022**

The Leader of the Council and the Chief Executive presented report [CEX/48](#) of the Chief Executive which set out the Council's Corporate Priorities for the period 2018 to

2022. It was noted that the purpose of the report was to set out the strategic direction of the Council for the next four years, which was linked to the administration's Manifesto, the draft Transformation Plan and the Medium Term Financial Strategy.

The refreshed Corporate Priorities take into account external and partnership arrangements and will assist the Council's focus on delivery and meeting the intended outcomes. The Leader in presenting the proposed Corporate Priorities to his Cabinet emphasised that he wanted them, sharp and focused and he thanked officers for devising the two page document that set out the priorities in an effective and meaningful manner.

Councillor Cheshire presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on 3 September 2018. The Commission requested that the Cabinet incorporate explicit reference to a 'Duty to Co-operate with other local authorities to ensure neighbouring authorities play their part in delivering for local housing needs' within Section 2.

In response the Leader accepted the Commission's request and proposed that an additional bullet point be included into section 2, namely *We Will 'continue working with neighbouring councils to ensure that they provide housing for Crawley residents through their 'duty to co-operate' arrangements'*. The Cabinet supported the additional wording.

## **RESOLVED**

That the Cabinet approves the Corporate Priorities 2018 – 2022, as detailed in report [CEx/48](#) with the inclusion in Section 2 as a third bullet point: *We Will 'continue working with neighbouring councils to ensure that they provide housing for Crawley residents through their 'duty to co-operate' arrangements'*.

### **Recommendation 2**

That Full Council be recommended to

To adopt the amended Corporate Priorities 2018 – 2022, as set out in Appendix A to these minutes.

### **Reasons for the Recommendations**

The Corporate Priorities set out the strategic direction of the Council for the next four years. Where necessary, it will be updated to ensure the Council's activities reflect the national and local challenges it faces.

## **7. 2018/2019 Budget Monitoring - Quarter 1**

The Leader presented report [FIN/449](#) of the Head of Corporate Finance, to the Cabinet which provided a summary of the Council's actual revenue and capital spending up to the first quarter ending June 2017. It identified the main variations from the approved spending levels and any potential impact on future budgets.

Councillor Cheshire presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on 3 September 2018. The Cabinet noted the Commission's comments.

## **RESOLVED**

That the Cabinet

- a) notes the projected outturn for the year 2018/2019 as summarised in report [FIN/449](#)
- b) approves a supplementary capital budget of £347,000 for the nine Play refurbishment schemes as identified in Paragraph 9.1 in report [FIN/449](#) to be funded from S106 contributions.
- c) approves a supplementary capital budget of £60,514.86 which will be funded from S106 contributions for the improvement of playing fields around the Borough, as referred to in paragraph 9.2 in report [FIN/449](#)
- d) approves a supplementary capital budget of £37,192.71 which will be funded from S106 contributions for the Three Bridges Station outlined in Paragraph 9.3 in report [FIN/449](#)

## **Reasons for the Recommendations**

To report to Members on the projected outturn for the year compared to the approved budget.

## **8. Proposed Charging Scheme for Development Management Pre-application Advice**

The Cabinet Member for Planning and Economic Development presented report [PES/301](#) of the Head of Economy and Planning which set out the proposal for the introduction of pre-application advice fees on a sliding scale for minor, major and commercial developments applications. It was emphasised that the fees would not affect individual personal applications. It was noted that the majority of Local Authorities charged for a pre-application advice service.

The Council cannot make a profit from the introduction of the proposed charging, rather it may only cover costs of the advice being provided. As a result the proposed level of fees were devised based on the recording of officer time covering a period for end to end pre application advice and calculating the officer cost, as well as a comparison with other surrounding Local Authorities. It was expected income would be approximately £20-35k per year. It was suggested that the proposals be reviewed in a years' time, including re-evaluating fee levels.

## **RESOLVED**

That the Cabinet:

- a) approves the introduction of a charging scheme for pre-application planning advice in accordance with the proposed Charging Schedule and exemptions as set out at Appendix A to report [PES/301](#), to take effect from the 1st October 2018.
- b) delegates authority to the Head of Economy and Planning in consultation with the Head of Corporate Finance and the Cabinet Member for Planning and Economic Development to review or update the Charging Schedule. (*Generic Delegation 4 will be used to enact this recommendation*).
- c) delegates authority to the Group Manager (Development Management) in consultation with the Head of Economy and Planning to decide on the scale of the fees for any mixed-use developments on a case by case basis and clarify exemptions. (*Generic Delegation 4 will be used to enact this recommendation*).

### **Reasons for the Recommendations**

Pre-application advice is currently provided by planning officers free of charge for all types of planning development enquiries. Under Section 93 of the Local Government Act 2003, the Council has the power to set charging fees as a means of cost recovery for this discretionary service.

It is considered that the introduction of charging presents an opportunity to improve the quality and consistency of advice provided, which in turn should ensure submission of better quality applications. An enhanced pre-application service would support Crawley's Local Plan; in particular the following objectives:

- “To protect and enhance the valued built environment and character within the borough through high quality new design and the protection of culturally valuable areas and buildings” (Local Plan objective 4).
- “To provide a good choice of well-designed housing in terms of tenure, type, size and location” (Local Plan objective 6).
- “To ensure new development will be of high quality and sustainable design and construction in line with national standards; with new buildings being built to a high energy efficiency standard to ensure warmth continues to be affordable to all residents and meet the challenges to work towards becoming Carbon Neutral” (Local Plan objective 17).

## **9. 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 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.

## **10. Tilgate Park – Adventure Golf**

The Cabinet Member for Wellbeing presented report HPS/014 of the Head of Major Projects and Commercial Services which set out the opportunity to establish an Adventure Golf facility within Tilgate Park. It was noted that Tilgate Forest Golf Centre was being operated by Glendale Golf under a 25 year lease expiring in March 2029.

Glendale Golf have presented a proposal to the Council over the installation an Adventure Golf course on 1.5arces of the land within Tilgate Park that they lease. The design would be Wild Forest' theme and fit the nature of Tilgate Park as a whole. It was proposed that the Council funds the construction of the course £420k, with a Glendale payback over ten year with the Council receiving a rate of return. Also the Council would retain the facility at the end of the lease.

It was noted that the proposed design had be displayed within the Clubhouse and had been presented to the Friends of Tilgate Park.

### **RESOLVED**

That the Cabinet

- a) approves the establishment of an Adventure Golf facility within Glendale Golf's existing leased area (subject to the necessary planning consent).
- b) approves a supplementary capital estimate of £420,000, funded from capital receipts in order to provide a capital loan to Glendale Golf over a ten year period for the construction of the facility on the terms noted within the report.
- c) delegates authority to the Head of Legal, Democracy and HR and the Head of Corporate Finance to negotiate the detailed terms of the loan agreement and appropriate security, ensuring state aid compliance. (*Generic Delegation 3 will be used to enact this recommendation*).
- d) notes that the terms of the agreement will result in ownership of the improved facility remaining with the Council. This will provide an improved asset at the end of the current lease agreement.

### **Reasons for the Recommendations**

The proposal will provide an additional family oriented attraction within Tilgate Park, which will also be unique within the town and surrounding area. In addition the return on investment meets the Council's criteria and the proposal will result in an improved asset.

## **11. Appointment of Contractor for Crawley Homes Gas Servicing, Repair and Installation Works**

The Cabinet Member for Housing presented report CH/182 of the Head of Crawley Homes which set out the details of the tender evaluation and to sought approval to appoint a contractor to deliver the gas servicing, repair and installations contract on the termination of the existing contract 31 March 2019. The new contract was for a

period of up to 11 years and significant savings would be achieved over the life of the contract.

It was noted that there would be a ten day standstill period once all the tenderers involved had been informed of the decision. It was noted this was to allow any challenge on the decision from any of the parties involved. Once this period elapsed the decision would be final and be published accordingly.

The Cabinet Member thanked the work of the Working Group for their input of the tender exercise.

## **RESOLVED**

That the Cabinet:

- a) approves the appointment of Contractor A on an 11 year Termed Partnering Contract commencing on 1st April 2019 which is subject to an initial 5 year period with renewals at successive two year periods subject to continuous performance monitoring and annual performance review. (Subject to the mandatory standstill period)
- b) delegates to the Head of Crawley Homes, in consultation with the Cabinet Member for Housing, to extend the contract for the full term subject to a satisfactory evaluation of the contractor's service and the future strategic approach on the maintenance services as outlined in 2.1a). (*Generic Delegation 9 will be used to enact this recommendation*).

## **Reasons for the Recommendations**

The existing Gas Servicing and Repair contract was let for a 10 year period which ends 31 March 2019 and this recommendation seeks to put in place a new contract to ensure service delivery. The contract has been retendered in compliance with the Public Contracts Regulations 2015 and the Council's Procurement Code.

## **Closure of Meeting**

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.54 pm

P K Lamb  
**Chair**

## **Appendix A**

### **Corporate Priorities 2018 – 2022**

#### **1. Delivering value for money and modernising the way we work**

We will:

- Continue to balance the budget (over a three year period), by improving our efficiency, increasing income and investing ethically and wisely.
- Work to keep council tax low without compromising local services and put money back into local reserves where possible, to finance future investments.
- Deliver the Transformation Plan.
- Develop digital service delivery enabling customers to engage with council services at their convenience, via an updated website and a new online self-service application.
- Develop a new Town Hall with lower running costs and high grade office space for residents, staff and commercial tenants.

#### **2. Delivering affordable homes for Crawley and reducing homelessness**

We will:

- Continue to deliver as much affordable housing as possible, particularly Council housing, through our own-build and enabling programmes for people with a local connection to Crawley.
- Drive down homelessness across the borough and support partner agencies to help those most in need.
- Continue working with neighbouring councils to ensure that they provide housing for Crawley residents through their 'duty to co-operate' arrangements'.

#### **3. Improving job opportunities and developing the local Economy**

We will:

- Develop an Economic Development vision and plan.
- Deliver the Crawley Growth Programme to provide major improvements to the town's infrastructure, including more sustainable transport and better community facilities.
- Deliver pathways to better job opportunities for local residents, through the ongoing development and delivery of Crawley's Employment and Skills Plan.
- Continue to work closely with our Local Economic Partnerships to deliver economic growth and jobs in the town.
- Utilise our place making responsibilities and powers to drive business growth and create new employment opportunities.

#### **4. Creating stronger communities**

We will:

- Support local groups in delivering a range of events and activities that celebrate Crawley's diversity.
- Promote neighbourhood forums as a means of giving residents a voice over how services are delivered.
- Continue to help local voluntary organisations, through the grants process to provide important services.
- Continue to work with our partners to make Crawley a safe place.

#### **5. Providing high quality leisure and culture facilities and supporting health and wellbeing services**

We will:

- Continue to invest and enhance the town's leisure and culture facilities, such as local parks, the Museum, K2 Crawley, the Hawth, adventure playgrounds and the Nature Centre.
- Work with partners and other key stakeholders to enhance our resident's health and wellbeing and reduce health inequalities across our town.

#### **6. Protecting the environment**

We will:

- Protect and enhance our environment by reducing the Council's and the town's Carbon footprint.
- Deliver a number of energy efficient schemes including, a District Heat Network for the Town Centre, Combined Heat and Power at K2 Crawley and a Water Source Heat Pump at Tilgate Park.
- Continue to reduce, reuse and recycle our waste, providing the mechanisms to encourage residents to do more to recycle their waste.
- Continue to seek measures to improve the air quality across the Borough.
- Implement Crawley 2030, Local Plan and ensure that it remains up to date and reflects the key issues and growth challenges facing the town.
- Continue to provide a safe, clean and well maintained town, through the use of area focussed multi skilled teams.