

COUNCILLORS' INFORMATION BULLETIN

Tuesday, 9 April 2024

Bulletin No: IB/1228

INFORMATION ITEM	Pages
<p>1 Delegated Planning Decisions</p> <p>Delegated planning decisions for the week beginning 1 April 2024 are attached. Contact for enquiries: Jean McPherson, Group Manager (Development Management) on jean.mcpherson@ Crawley.gov.uk.</p>	3 - 4
<p>2 Temporary Traffic Regulation Orders</p> <p>The following documents are attached in relation to Temporary Traffic Regulation Orders:</p> <ul style="list-style-type: none"> • List of Temporary Traffic Regulation Orders. • Ifield Wood, Ifield (Appendix A). • Horsham Road, West Green (Appendix B). • Charlwood Road, Ifield (Appendix C). • Crawley Avenue Roundabout (bridge at the Crawley Interchange) (Appendix D). • London Road, Crawley (Appendix E). 	5 - 16
<p>3 Action Taken Under Delegated Authority - Modern Slavery and Human Trafficking Annual Statement: 2024/2025</p> <p>On 8 April Councillor Jones, Leader of the Council, approved the Council's Modern Slavery and Human Trafficking Annual Statement for April 2024 to end of March 2025 as set out in consideration report FIN/656 which was published on 19 March 2024 in Information Bulletin IB/1225.</p>	
<p>4 Response to Questions and Actions Arising from Meetings of the Full Council</p> <p>The response to questions and actions arising from the recent meeting of the Full Council are attached.</p>	17 - 18



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5 **Response to Outstanding Questions Raised Prior to Audit Committee (12 March 2024)**

19 - 26

The response to outstanding questions raised prior to the Audit Committee held on 12 March 2024 are attached.

6 **Press Releases**

Press releases are available at www.crawley.gov.uk/news.

CRAWLEY BOROUGH COUNCIL

DELEGATED PLANNING DECISIONS

The following decisions were issued, subject to conditions, under delegated powers for the period 01/04/2024 and 05/04/2024

Application Number	Location	Proposal	Date of Decision	Decision
CR/2021/0656/CC3	LAND AT FORMER THALES SITE, GATWICK ROAD, NORTHGATE, CRAWLEY	Discharge of condition 14 (cycle parking and bin storage for Starbucks only) pursuant to CR/2021/0656/FUL for erection of a freestanding drive-through restaurant (sui generis) and freestanding coffee shop with drive-through (Class E) with car parking, landscaping and associated works. The installation of customer order displays with overhead canopies, electric vehicle charging points and a goal post height restrictor	5 April 2024	PERMIT
CR/2023/0711/FUL	22 BLIGH CLOSE, TILGATE, CRAWLEY	Installation of proposed no. 9 solar panels on garage roof	5 April 2024	PERMIT
CR/2024/0004/FUL	3 NUTHURST CLOSE, IFIELD, CRAWLEY	Erection of two and single storey rear extension. (amended description)	4 April 2024	PERMIT
CR/2024/0040/FUL	9 TINTERN ROAD, GOSSOPS GREEN, CRAWLEY	Demolition of existing conservatory, proposed ground floor rear extension, floor plan redesign and all associated works	2 April 2024	PERMIT
CR/2024/0074/192	88 MARTYRS AVENUE, LANGLEY GREEN, CRAWLEY	Certificate of lawfulness for the demolition of existing conservatory and erection of a single storey rear extension, that would extend beyond the rear wall of the original house by 4m, and have a maximum height of 3.80m and an eaves height of 2.65m pursuant to CR/2024/0007/HPA	5 April 2024	PERMIT

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Agenda Item 2

List of Temporary Traffic Regulation Orders

The following documents are attached in relation to Temporary Traffic Regulation Orders:

- Ifield Wood, Ifield (Appendix A).
- Horsham Road, West Green (Appendix B).
- Charlwood Road, Ifield (Appendix C).
- Crawley Avenue Roundabout (bridge at the Crawley Interchange) (Appendix D).
- London Road, Crawley (Appendix E).

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PUBLIC NOTICE

Temporary closure of Ifield Wood, Rusper CP, 29th April 2024.

NOTICE IS HEREBY GIVEN that from the date specified below, West Sussex County Council has temporarily closed to all traffic, Ifield Wood, Rusper CP, in the Horsham District under Section 14(2) of the Road Traffic Regulation Act 1984, as amended, on Ifield Wood for a distance approx 94 metres.

The temporary closure is scheduled to commence on 29th April 2024 for up to 5 days (it is estimated to be completed on 1st May 2024) and is required for the safety of the public and workforce while Southern Water undertakes 24hr/day road closures between Hillybarn Road and Charlwood Road for repairs to a leaking stoptap.

The restriction will be in place **24hrs/day**

An alternative route will be signed on site but please visit <https://one.network/?tm=137358246> for more details.

Access maintained for emergency services, residents and pedestrians.

For information regarding this closure please contact Clancy Group on behalf of Southern Water on 07807830668 who will be able to assist with scope of these works.

Dated: 31st January 2024

Matt Davey

Assistant Director of Highways, Transport and Planning

West Sussex County Council

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PUBLIC NOTICE

Temporary closure of Horsham Road, Crawley, 28th April 2024.

NOTICE IS HEREBY GIVEN that from the date specified below, West Sussex County Council has temporarily closed to all traffic, Horsham Road, in the Crawley District (B) under Section 14(2) of the Road Traffic Regulation Act 1984, as amended, on Horsham Road for a distance approx 15 metres.

The temporary closure is scheduled to commence on 28th April 2024 for up to 5 days (it is estimated to be completed on 28th April 2024) and is required for the safety of the public and workforce while Network Rail Infrastructure Ltd undertakes a road closure between the junctions of Ifield Road and Crawley Avenue at Horsham Road Level Crossing, to undertake line painting..

The restriction will be in place **overnight only** from 00:30 until 06:30

An alternative route will be signed on site but please visit <https://one.network/?tm=136725039> for more details.

Access maintained for residents and pedestrians.

Emergency services should follow the diversion route for access

For information regarding this closure please contact Network Rail Infrastructure Ltd on 03457 114141 who will be able to assist with scope of these works.

Dated: 31st January 2024

Matt Davey

Assistant Director of Highways, Transport and Planning

West Sussex County Council

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Please be advised that West Sussex County Council has received a request for Temporary Traffic Regulation as follows:

Road Name	Charlwood Road	
Village/Town/Parish	Ifield, Rusper CP	
Specific Location	Charlwood Road, Ifield	
Reason for TTRO	Daytime road closures between the junctions with Bonnetts Lane and The Street for carriageway patching works	
Proposed Start Date / Time	Date: 13th May 2024	Time: 09:30
Proposed End Date / Time	Date: 15th May 2024	Time: 15:30
The restriction will be effective	Day-time only from 09:30 to (time) 15:30	
Access arrangements	Access maintained for emergency services, residents and pedestrians	
Applicant name	West Sussex County Council	
Applicant contact tel number	01243 642105	
Any other details	For more information about this proposed TTRO please visit: https://one.network/?tm=138204806	

The application is currently being processed and you will be advised further when details are confirmed.

Yours faithfully,

West Sussex County Council

Streetworks Team

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Please be advised that West Sussex County Council has received a request for Temporary Traffic Regulation as follows:

Road Name	Crawley Avenue Roundabout	
Village/Town/Parish	Crawley	
Specific Location	Bridge at the Crawley Interchange, Crawley Avenue Roundabout, Crawley	
Reason for TTRO	<p>Road Closures to undertake a deck refurbishment of the Crawley Interchange South Over Bridge structure. Closed from the Copthorne Hotel Roundabout to the junction with A2011 Crawley Avenue.</p> <p>Closure to the southern side of the roundabout (Westbound only)</p> <p><u>Proposed working pattern as follows:</u></p> <p>Full weekend closure 28/06/2024 - 01/07/2024 from 20:00 on 28/06/2024 to 06:00 on 01/07/2024 (24hrs a day)</p> <p>Weeknight overnight closures 01/07/2024 - 04/07/2024 between 20:00 to 06:00 each night</p>	
Proposed Start Date / Time	Date: 28th June 2024	Time:
Proposed End Date / Time	Date: 11th July 2024	Time:
The restriction will be effective	24 hours a day from 28 June at 20:00 - 1 July 2024 at 06:00	
	Night-time only from 22:00 - 06:00 commencing 1 July 2024 at 20:00 until 4 July 2024 at 06:00	
Access arrangements	Access maintained for emergency services, residents and pedestrians	
Applicant name	National Highways	
Applicant contact tel number	0300 123 5000	
Any other details	Additional Dates for contingency Full weekend Closures between 05/07/2024 - 08/07/2024.	
	Weeknight closures 08/07/2024 11/07/2024 from 20:00 to 06:00	

For more information about this
proposed TTRO please visit:
<https://one.network/?tm=137591931>

The application is currently being processed and you will be advised further when details are confirmed.

Yours faithfully,

West Sussex County Council

Streetworks Team

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Please be advised that West Sussex County Council has received a request for Temporary Traffic Regulation as follows:

Road Name	London Road Northbound and Southbound	
Village/Town/Parish	Crawley,	
Specific Location	London Road Northbound and Southbound, Crawley	
Reason for TTRO	Overnight road closure of Gatwick Tunnel, between the junctions with Gatwick Road and Longbridge Roundabout for lighting maintenance works	
Proposed Start Date / Time	Date: 10th June 2024	Time: 20:00
Proposed End Date / Time	Date: 11th June 2024	Time: 06:00
The restriction will be effective	Overnight only from 20:00 to (time) 06:00	
Access arrangements	Access maintained for emergency services, residents and pedestrians	
Applicant name	Energieo	
Applicant contact tel number	07584313951	
Any other details	For more information about this proposed TTRO please visit: https://one.network/?tm=137925638	

The application is currently being processed and you will be advised further when details are confirmed.

Yours faithfully,

West Sussex County Council

Streetworks Team

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RESPONSE TO QUESTIONS AND ACTIONS ARISING FROM MEETINGS OF THE FULL COUNCIL

Question asked at meeting	Response Given at Meeting	Further Response
<p><i>Councillor Pritchard to the Cabinet Member for Environment, Sustainability and Climate Change</i></p> <p>I have noticed a significant improvement in the pathway following my question at the last Full Council regarding the pathway behind the Snooty Fox which runs along the Gatwick Stream. A lot of rubbish has been cleared on the riverbank. However, there is a lot of fencing that needs repairing or replacing and there is a lot of mud on the pathway, and I've seen in other areas where measures have been taken to mitigate the mud. Please can you kindly provide an update on whether you will be able to do anything about these issues?</p>	<p><i>Councillor Noyce, Cabinet Member for Environment, Sustainability and Climate Change</i></p> <p>The Patch Teams have been out and the pathway has been cleared. The Patch Teams do wonderful work all over the town. The riverbanks were difficult areas to get to safely, but the waterworks team were able to address that. They are aware of the fence and looking at options to either repair or replace it in the near future. With regards to the muddy ground, it is an issue probably due to usage, and would be beneficial to mitigate the concerns. I'll update you when I have further information on that issue.</p>	<p><i>Councillor Noyce, Cabinet Member for Environment, Sustainability and Climate Change</i></p> <p>The Neighbourhood Services team will visit the site this week to assess what works can be undertaken to repair the fence using our in-house works team. They will also look at what other types of materials can be used to improve the fencing in this area, taking into consideration its proximity to water and following this on-site assessment will advise further on the options available for replacement, which will need to be considered within the availability of current budgets.</p> <p>The path is currently unsurfaced and the Neighbourhood Services team will also look at options and obtain quotes to alleviate the mud on this pathway to make it easier for residents and the public to use.</p>
<p><i>Councillor Crow to the Chair of the Overview and Scrutiny Commission</i></p> <p>We're now at the end of the Council year and all the Scrutiny meetings have taken place. One of the key things Scrutiny does is to act as a critical friend to the Cabinet and seek to add value. What do you feel over the last year where the</p>	<p><i>Councillor Ayling, Chair of the Overview and Scrutiny Commission</i></p> <p>I think that the Overview and Scrutiny Commission scrutinises all parts of the council and we do a good job of all items that come through at committee, such as homelessness and parking. I can come back to you on other items that have been scrutinised and added value.</p>	<p><i>Councillor Ayling, Chair of the Overview and Scrutiny Commission</i></p> <p>The role of Scrutiny is vital to democracy and good governance and the Commission does seek to add value and scrutinise items from across the Council's spectrum. When scrutinising the Community Warden Service, the Commission felt it was important to include a further recommendation to the Cabinet that the</p>

Question asked at meeting	Response Given at Meeting	Further Response
Overview and Scrutiny Commission has most added value to a Cabinet decision?		OSC receive an update on the newly formed Community Protection Team. Furthermore, following the budget and finance reports at the late January meeting, as a result of the costs being attributed to housing and in particular temporary accommodation, the Commission felt it would be beneficial to receive a detailed report on the rising costs and data attributing to these factors and this report was discussed in March. Effective financial scrutiny is one of the few ways that councils can assure themselves that their budget is robust and sustainable. The Commission does not just act 'as a critical friend' and continues to scrutinise performance management, policy development and partners, which includes amongst others the Transformation Plan, Staff Morale and Sickness, various strategies, and the Safer Crawley Partnership annual performance.

RESPONSE TO OUTSTANDING QUESTIONS RAISED PRIOR TO AUDIT COMMITTEE (12 MARCH 2024)

To allow sufficient time for answers to be sought, Audit Committee members had been invited to send questions in prior to its meeting on 12 March 2024. Several of the questions had either been published in report [LDS/218](#) of the Head of Governance, People & Performance as a supplementary agenda for that meeting, or answered at the [meeting](#) itself. It had not been possible to provide responses to all questions before the meeting, and therefore responses to those outstanding questions are detailed below. In addition, the Council's Internal Auditors provided further information on responses provided at the Committee meeting.

Question	Agenda Item (agenda pack page) (Questioner)	Question	Answer (from Southern Internal Audit Partnership)
15	8 – Internal Audit Progress Report (pg 93) (Atta Ul-Haque – Independent Member)	<p>Adjustments to the Internal Audit Plan (Statutory Check – Lift):</p> <p>This was deferred due to external sources of assurance obtained. What are these external sources of assurance, and is the scope of the external review/audit identical to ours?</p> <p>Can the Audit Committee access the external review report to identify any issues identified?</p>	<p>Initial audit needs assessed statutory checks as a high priority area of review. Given the breath of statutory checks required this was broken down into individual reviews categorised by the type of check. On closer review of lifts it was assessed that the number was minimal and that it would not warrant a separate internal audit review.</p> <p>It was felt that the external assurances received by the Council in the form of quarterly inspections independently undertaken as part of insurance requirements provided a reasonable level of assurance.</p> <p>The relevant Head of Service has been requested to look into this.</p>

Question	Agenda Item (agenda pack page) (Questioner)	Question	Answer (from Southern Internal Audit Partnership)
16	8 – Internal Audit Progress Report (pg 94) (Atta UI-Haque – Independent Member)	<p>Adjustments to the Internal Audit Plan (PCI):</p> <p>What is PCI? What does 'no progress towards compliance' mean, and what are the implications?</p>	<p>Apologies for the unexplained acronym. PCI – Payment Card Industry.</p> <p>The PCI DSS (Payment Card Industry Data Security Standard) is an information security standard designed to reduce payment card fraud by increasing security controls around cardholder data. The Standard is a result of a collaboration between the major payment brands and is administered by the PCI SSC (Payment Card Industry Security Standards Council).</p> <p>The PCI DSS is a standard not a law, and is enforced through contracts between merchants, acquiring banks that process payment card transactions and the payment brands.</p> <p>Each payment brand can fine acquiring banks for PCI DSS compliance violations. In turn, acquiring banks can withdraw the ability to accept card payments from non-compliant merchants.</p>
17	8 – Internal Audit Progress Report (pg 94)	Adjustments to the Internal Audit Plan (Port Health):	

Question	Agenda Item (agenda pack page) (Questioner)	Question	Answer (from Southern Internal Audit Partnership)
	(Atta UI-Haque – Independent Member)	<p>Port Heath – Similar to the above: Is the scope of the DEFRA audit the same as ours?</p> <p>Can the Audit Committee see their audit report?</p>	<p>The approach to this area for both internal audit and DEFRA would be slightly different but the overall objective ultimately would be similar – mechanisms are in place to ensure statutory compliance.</p> <p>As part of our annual audit report we will be seeking a copy of the DEFRA report to ensure that we can place reliance on the work for our annual opinion. If on reviewing this we identify any gap in areas that we would cover we would look to include these at the earliest opportunity within the audit plan.</p> <p>The relevant Head of Service has been requested to look into this.</p>
18	8 – Internal Audit Progress Report (pg 94) (Atta UI-Haque – Independent Member)	<p>Adjustments to the Internal Audit Plan (Commercial Properties):</p> <p>Do we know the scope of the internal review? Is it aligned with the audit's scope?</p>	<p>Due to an internal review, the audit was deferred until 24/25 to allow for the completion of this review, therefore, no internal audit scope was determined.</p> <p>The review of corporate assets has commenced by the Corporate Assets Group. The internal review is assessing the nature of the commercial holdings and all associated</p>

Question	Agenda Item (agenda pack page) (Questioner)	Question	Answer (from Southern Internal Audit Partnership)
			<p>requirements and returns that come from this to inform any future strategy. As such until this review is completed there is no added value in undertaking an internal audit review.</p>
19	8 – Internal Audit Progress Report (pg 94) (Atta UI-Haque – Independent Member)	<p>Adjustments to the Internal Audit Plan (Parking and Enforcement):</p> <p>What are the 'service capacity issues'?</p>	<p>Staff turnover, including the departure of the manager for the area.</p> <p>The audit has been deferred to allow for the recruitment of a new manager.</p> <p>Without key staff in post the efficiency and effectiveness of an internal audit review is reduced.</p>
20	8 – Internal Audit Progress Report (pg 85-103) (Atta UI-Haque – Independent Member)	<p>Is it correct to assume that no audit has been completed in the last three months as there doesn't appear to be an audit report?</p>	<p>Since the time of the previous progress brought to Committee in November 2023 (which reflected progress up to the end of October) 3 audits have been completed:</p> <ul style="list-style-type: none"> • IT Asset management • Water Neutrality Strategy • Housing responsive Repairs <p>It is important to note that Progress Report presented to the March Audit Committee was reflective of work up to and including January 2024.</p>

Question	Agenda Item (agenda pack page) (Questioner)	Question	Answer (from Southern Internal Audit Partnership)
21	9 – Internal Audit Charter (pg 112) (Atta UI-Haque – Independent Member)	<p>Please outline the process of conducting the scoping exercise and clarify the extent to which council management is involved in this process?</p> <p>Page 112 mentions that senior management approves the audit plan. This suggests that the internal audit function may not be entirely independent from management.</p>	<p>The provisions for Senior Management detailed on page 112 of the committee pack are those required within the Public Sector Internal Audit Standards.</p> <p>There are numerous citations within the Internal Audit Charter of how internal audit maintain their independence most notably 'Position in the organisation' (page 108) and 'Independence and Objectivity' (page 109 – 110).</p>
22	9 – Internal Audit Charter (pg 103-114) (Atta UI-Haque – Independent Member)	It also seems that senior management acts as an intermediary between the audit committee and internal auditors. Ideally, internal auditors should have direct access to the Audit Committee and should attend all Audit Committee meetings.	<p>In accordance with the Public Sector Internal Audit Standards internal audit report functionally to the Audit Committee and administratively to Senior Management. It is important to remember it is an internal audit function.</p> <p>Numerous safeguards are in place to maintain internal audit independence and is included in the relevant section of the Internal Audit Charter:</p> <p>Position in the organisation (para 4) (Page 108): <i>"Where it is considered necessary to the proper discharge of the internal audit function, the Chief Internal Auditor has direct access to elected Members of the Council and in particular those who serve on</i></p>

Question	Agenda Item (agenda pack page) (Questioner)	Question	Answer (from Southern Internal Audit Partnership)
			<p><i>committees charged with governance (i.e. the Audit Committee)."</i></p> <p>With the exception of the March 2024 Committee, albeit in the background, the Auditor has been available for questions at every Audit Committee. Going forward, we will be in attendance for at least the July and March Committees which have the 2 key audit documents of the year – the Plan and the Annual Report. We will discuss attendance for the remaining meetings that receive progress reports only with the Head of Corporate Finance on a case by case basis if the Council has still not got the facility in place for virtual attendance.</p>
23	9 – Internal Audit Charter (pg 103-114) (Atta UI-Haque – Independent Member)	I believe we have been using 'the Board' and 'Audit Committee' interchangeably. I suggest we consistently use 'Audit Committee' instead of 'the Board' for clarity.	Page 108 provides a clear definition of 'the Board' and 'Senior Management': <i>"The Charter is likely to change substantially next year with the introduction of the new Standards that come into effect from January 2025. Any revisions in terminology and consistency of use will be reviewed at this time."</i>

Question	Agenda Item (agenda pack page) (Questioner)	Question	Answer (from Southern Internal Audit Partnership)
25	10 – Internal Audit Annual Plan 2024/2025 (pg 115-126) (Atta Ul-Haque – Independent Member)	Shouldn't we include 'Finance Reporting and Close Process' in the 2024 plan, considering the auditor has expressed concerns and we are undergoing process changes?	<p>These findings to relate to External Audit and will be matters followed through by them.</p> <p>Any further work on this by internal audit would be a duplication and would not add value to the Council or the internal audit plan.</p>
26	10 – Internal Audit Annual Plan 2024/2025 (pg 115-126) (Atta Ul-Haque – Independent Member)	Can we have a briefing on the key considerations and approach followed by the Internal Audit to come to the current audit plan i.e. what factors were considered, including risk assessments, regulatory requirements, organisational priorities, and stakeholder input etc.?	This will be incorporated into the Member training proposed for July 2024.

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