


Crawley Borough Council

Governance Committee

Agenda for the **Governance Committee** which will be held in
Committee Room B - Town Hall, on **Tuesday, 13 November 2018** at
7.00 pm

Nightline Telephone No. 07881 500 227



Head of Legal, Democracy and HR

Membership:
Councillors

T Lunnon (Chair), R D Burrett (Vice-Chair), D Crow, C R Eade,
R S Fiveash, P K Lamb, R A Lanzer, K McCarthy, B J Quinn, K Sudan
and one Labour vacancy

Please contact Democratic Services if you have any queries regarding this agenda.
democratic.services@crawley.gov.uk
Published 5 November 2018

Emergency procedure for meetings will be circulated to Councillors and visitors attending this meeting. Please familiarise yourself with these procedures and the location of fire exits.



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

The order of business may change at the Chair's discretion

Part A Business (Open to the Public)

	Pages
1. Apologies for Absence	
2. Disclosures of Interest	
In accordance with the Council's Code of Conduct, Councillors of the Council are reminded that it is a requirement to declare interests where appropriate.	
3. Minutes	3 - 6
To approve as a correct record the minutes of the Governance Committee held on 18 September 2018.	
4. Polling District Review - Consultation	7 - 22
To consider report LDS/144 by the Head of Legal, Democracy and HR.	
5. Reminder of Change in Date of the Governance Committee	
Committee Members are reminded to note that the next Committee meeting scheduled for 22 January 2019 has been cancelled and will now take place on 14 January 2019 at 7pm. This change has been made so that the Polling District Review can be debated by the Committee prior to its consideration on 23 January 2019 by the Special Full Council.	
6. Supplemental Agenda	
Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.	

This information is available in different formats and languages. If you or someone you know would like help with understanding this document please contact the Democratic Services Team on 01293 438549 or email: democratic.services@crawley.gov.uk

Agenda Item 3

Governance Committee (8)
18 September 2018

Crawley Borough Council

Minutes of Governance Committee

Tuesday, 18 September 2018 at 7.00 pm

Councillors Present:

R D Burrett (Vice-Chair in the Chair)

D Crow, C R Eade, P K Lamb, R A Lanzer, K McCarthy, A C Skudder and K Sudan

Also in Attendance:

Councillors R G Burgess and C A Cheshire

Officers Present:

Roger Brownings	Democratic Services Officer
Heather Girling	Democratic Services Officer
Andrew Oakley	Electoral Services Manager

Apologies for Absence:

Councillors T Lunnon and R S Fiveash

Absent:

Councillor B J Quinn

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Governance Committee held on 17 July 2018 were approved as a correct record and signed by the Chair.

3. Review of Outside Bodies and Organisations: Scrutiny Panel Final Report

The Committee considered report OSC/272 of the Chair of the Review of Outside Bodies and Organisations Scrutiny Panel. The Scrutiny Panel had been established to evaluate the current system and to consider how and if it adds value to the Council. The report presented the findings and recommendations.

Councillor Cheshire, as Chair of the Panel, presented in detail the Panel's report and drew the Committee's attention to the comments made by the Overview and Scrutiny

Agenda Item 3

Governance Committee (9)
18 September 2018

Commission at its meeting on 25 June 2018 (comments are attached as Appendix C to the report).

The Committee considered the recommendations proposed by the Scrutiny Panel, whilst making the following comments:

Recommendation a). A Member referred to the proposed information sheet, as set out in Appendix B to the report. He highlighted the need for ensuring that all details contained in those information sheets, including the meeting arrangements of the outside bodies concerned, were accurate. In terms of the accuracy of meeting arrangements, Heather Girling (HG) (Democratic Services Officer) indicated that details regarding meeting arrangements had been submitted by the outside bodies themselves as part of the evaluation process. The Committee was advised of the intention to expand further the details to be included in the information sheet.

Recommendation f). Members welcomed the greater flexibility proposed by the Overview and Scrutiny Commission with regard to the option to appoint to some outside bodies or organisations despite there having been a lack of response received to the evaluation - suggesting that demand for nominations from those organisations was questionable.

In response to an issue raised, HG explained that in cases where an invite for nomination(s) was not received from an organisation, subsequent communications would be made with that organisation to seek whether a nomination was required or not. Similar to that included in the information sheet trialled in advance of the 2018 AGM, a list would be provided for future AGM purposes detailing nominations which had been removed due to either nominations no longer being required, or where an organisation had ceased to operate.

Amendment

It was moved by Councillor McCarthy and seconded by Councillor Lanzer that the following additional recommendation be made to the Full Council:-

“That where an outside organisation with more than one Council representative expresses a desire for political diversity, we should honour this request.”

The amendment upon being put to the Committee, was declared to be CARRIED.

The Committee thanked Councillor Cheshire, Members of the Scrutiny Panel and the Democratic Services Officer (HG) for a thorough review and detailed report, as well as the Overview and Scrutiny Commission for its comments.

RESOLVED UNANIMOUSLY

1. That
 - i) An information sheet be prepared giving pertinent information relevant to the Outside Organisations to assist Councillors in agreeing nominations at group meetings which was trialled in advance of the 2018 AGM. (Further information is included in section 7 of the report).
 - ii) It be highlighted that the nomination of Councillors to Outside Organisations is not predicated on their receipt of a Council grant or the need for scrutiny of its use, due to the stringent monitoring already in operation.

Agenda Item 3

Governance Committee (10)
18 September 2018

- iii) Councillors who sit on Outside Bodies must accept their obligations to maintain their responsibilities and that guidance/support should be provided to enable an effective service (be this from the Council, the Outside Organisation or that the Councillor initiate this themselves through effective liaison).

2. That Full Council be requested to approve that:

- i) Nominations for Conservation Area Committees be defaulted to 'Ward Councillor(s)'.
- ii) 'Friends Groups' be removed from the official list of Outside Bodies as there should be no formal Councillor representation.
- iii) Where a response was not received to the evaluation, an appointment would not usually be made by the Council (this is in line with other authorities undertaking a similar review).
- iv) There should be a mutual understanding between Councillors and organisations to maintain communication and effective liaison.
- v) Where an outside organisation with more than one Council representative expresses a desire for political diversity, we should honour this request.
- vi) Councillor M G Jones and Councillor J Tarrant be appointed to represent the Council on Crawley Community and Voluntary Service. (Paragraph 8.1 of the report refers).
- vii) The Head of Legal, Democracy and HR be instructed to amend the Council's Constitution to reflect any relevant changes in relation to any outcomes of this review.

4. Polling District Review

The Committee considered the report LDS/143 of the Head of Legal, Democracy and HR. The purpose of the report was to approve arrangements for a Polling District Review following changes to wards implemented by the Local Government Boundary Commission's review of Crawley's electoral arrangements and in accordance with the legislative requirements for regular reviews.

RESOLVED

That a Polling District Review be conducted as set out in paragraph 4.3 of the report.

5. Constitution Review Working Group Update

Councillor P Lamb, as Chair of the Constitution Review Working Group, provided a verbal update on the comprehensive review of the Constitution which had been established by the Committee at its meeting on 15 March 2017 (report LDS/126 refers). Several re-drafted sections of the Constitution had been sent to him for comment and those sections would be circulated via email to the Working Group as soon as was practicable.

Agenda Item 3

Governance Committee (11)
18 September 2018

RESOLVED

That the update provided by the Chair of the Constitution Review Working Group be noted.

6. Notification of Change in Date of the Governance Committee

It was reported that the Committee's meeting scheduled for 22 January 2019 had been cancelled and will now take place on 14 January 2019 at 7pm. This change had been made so that the Polling District Review (See Minute 4. above) could be debated by the Committee prior to its consideration on 23 January 2019 by the Special Full Council. The Licensing Committee meeting originally scheduled for 14 January 2019 had now been moved to 15 January 2019. The Chairs of the respective Committees had agreed these changes.

RESOLVED

That the change of date of the Committee's January meeting be noted.

Closure of Meeting

With the business of the Governance Committee concluded, the Chair declared the meeting closed at 7.34 pm.

Chair

Agenda Item 4

Crawley Borough Council

Report to Governance Committee
Date of meeting 13th November 2018

Polling District Review - Consultation

Report of the Head of Legal, Democracy and HR Services – LDS/144

1. Purpose

- 1.1 To consider the Acting Returning Officer's comments on future polling arrangements for Crawley.

2. Recommendations

- 2.1 That the polling arrangements set out in Appendix C be approved for consultation between 19th November and 28th December 2018.

3. Reasons for the Recommendations

- 3.1 The changes to ward boundaries as a consequence for the Local Government Boundary Commission for England's review require a review of polling arrangements in the Borough. This review is combined with the statutory review which must be undertaken during the period between 1st October 2018 and 31st January 2020.

4. Background

- 4.1 The Local Government Boundary Commission have conducted a Review of electoral arrangements for the Council. The Commission's final recommendations for ward boundaries in Crawley will come into force with effect from elections for all Councillors on 2nd May 2019, subject to approval by parliament.
- 4.2 The new ward boundaries are shown on the map in Appendix A and are as follows

Ward name	Number of councillors
Bewbush & Broadfield North	3
Broadfield	3
Furnace Green	2
Gossops Green & North East Broadfield	2
Ifield	3
Langley Green & Tushmore	3
Maidenbower	3
Northgate & West Green	3
Pound Hill North & Forge Wood	3

Agenda Item 4

Ward name	Number of councillors
Pound Hill South & Worth	3
Southgate	3
Three Bridges	3
Tilgate	2

- 4.3 The Council has a duty under the provisions of the Representation of the People Act 1983 to divide the Borough into polling districts and to designate suitable polling places so as to meet the reasonable requirements of electors and take sufficient account of the accessibility of disabled persons.
- 4.4 The changes to ward boundaries implemented by the Boundary Commission's Review require some consequential altering of the Borough's existing polling scheme. In addition the Electoral Registration and Administration Act 2013 introduced compulsory review periods of 16 months beginning with 1st October 2013 and every fifth year after that.
- 4.5 At its meeting held on 18th September 2018 the Governance Committee agreed to combine these two processes in a single polling district review to be held with the following timetable:
- 1st October - publish notice of review inviting comments on the suitability of existing polling arrangements
 - 1st November – initial consultation ends
 - 13th November – consideration by Governance Committee of the results of the consultation and proposals for a new polling scheme reflecting the final recommendations of Local Government Boundary Commission
 - 19th November – consultation on new arrangements begins
 - 28th December – consultation ends
 - 14th January 2019 – Governance Committee considers final scheme for recommendation to Full Council
 - 23rd January 2019 – Full Council considers final scheme
 - February 2019 – Electoral Register published to reflect new boundaries
- 4.6 The existing polling scheme adopted by the Council in 2013 as amended following the review of West Sussex County Council divisions in 2016 is set out in Appendix B.
- 4.7 The scheme has generally been operating well, with very few issues regarding access raised, which are addressed in section 5 of this report. All polling stations are inspected annually for access by the Council's Corporate Health and Safety Advisor.
- 4.8 Proposals by the Acting Returning Officer for amendments to the existing polling scheme are set out in Appendix C and detailed in the report in paragraph 5. A summary of the areas where changes to the electors polling place is proposed is in Appendix E.

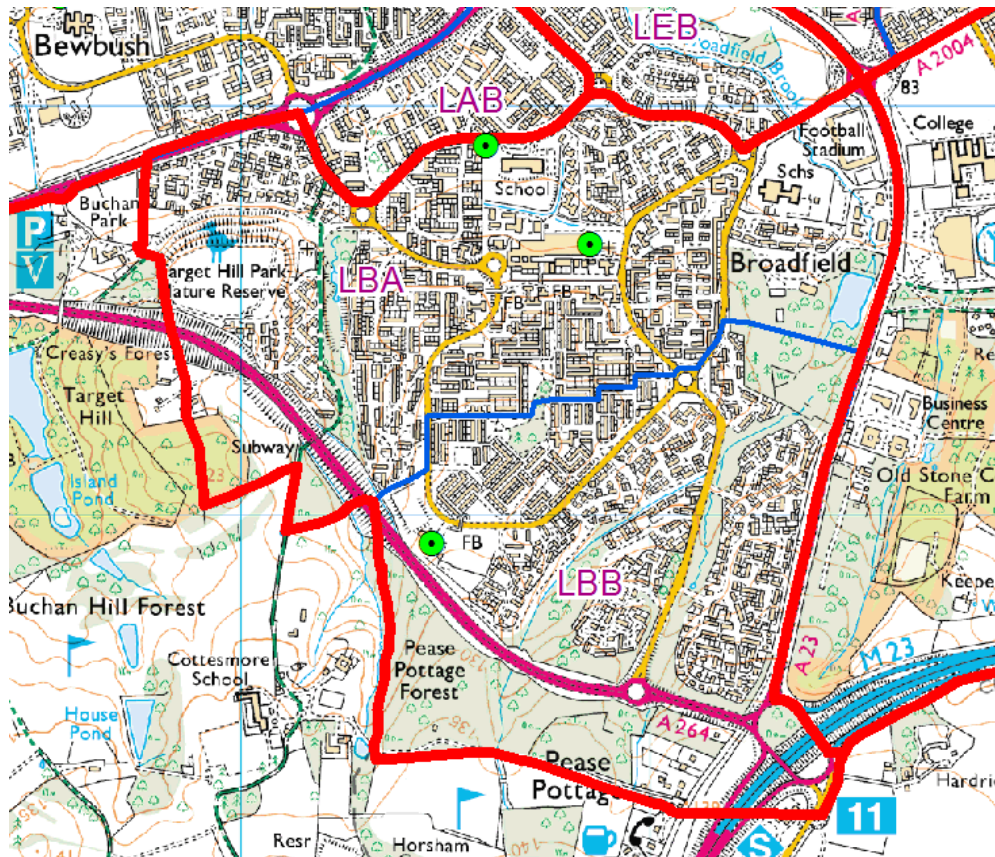
5. Proposals for Changes to the Polling Scheme

5.1 Broadfield Ward

The new Broadfield ward comprises the whole of Broadfield neighbourhood apart from the areas marked LAB and LEB on the map set out below. The previous Broadfield North and South wards were divided between two polling districts each

Agenda Item 4

across 3 polling stations, The Scout Hut at Seymour Road, Broadfield Community Centre and The Creasys Drive Adventure Playground.



In order to minimise any risk of confusion resulting from the changes to the ward boundaries in the area, the Acting Returning Officer recommends that as far as possible electors should be allocated to the same polling stations as in the current scheme.

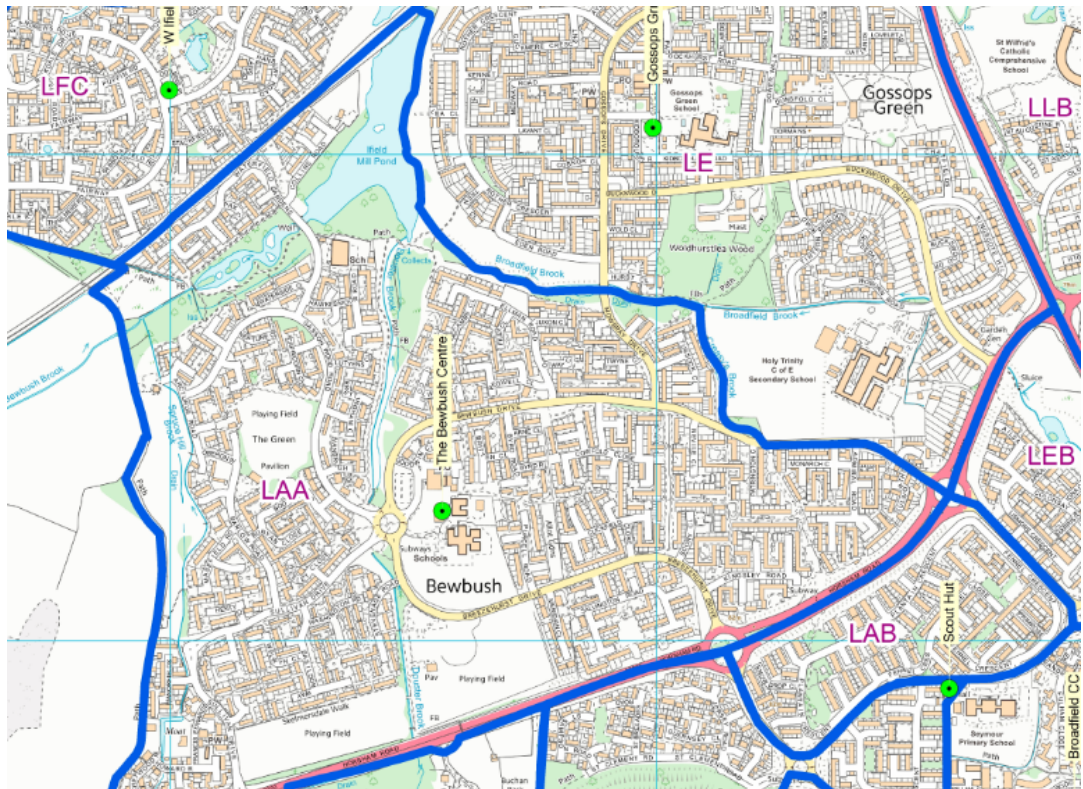
It is therefore proposed that the new Broadfield Ward is divided into 2 polling districts, LBA served by the Broadfield Community Centre and LBB served by the Creasys Drive Adventure Playground as shown on the map in Appendix C.

5.2 Bewbush Ward

The new Bewbush and North Broadfield Ward incorporates the area of North Broadfield shown as LAB on the map in Appendix C together with the existing Bewbush ward shown as LAA.

The Acting Returning Officer proposes that the ward is divided into 2 polling districts with voting for LAA taking place at the Bewbush Centre and voting for LAB at the Seymour Road Scout Hut, the polling place that the electors in LAB voted at under the current polling scheme. This proposal will minimise voter confusion and avoid the need for voters from North Broadfield to travel to Bewbush to vote.

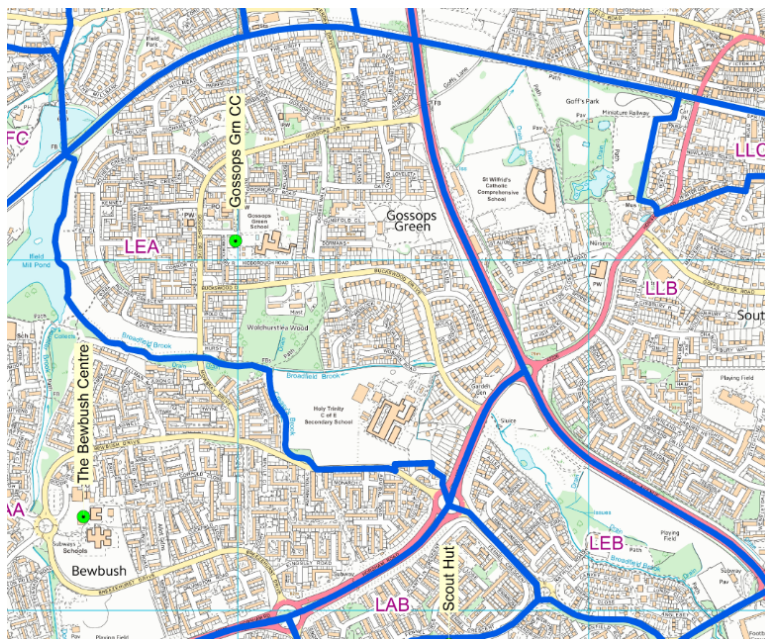
Agenda Item 4



5.3 Gossops Green and North East Broadfield Ward

The new Gossops Green and North East Broadfield Ward comprises Gossops Green neighbourhood and the area of North East Broadfield shown on the map in Appendix C as LEB.

The Acting Returning Officer proposes that the ward is divided into 2 polling districts, LEA and LEB. Gossops Green voters would continue to vote at the Gossops Green Community Centre, and the Broadfield North East voters would vote at the Seymour Road Scout Hut.

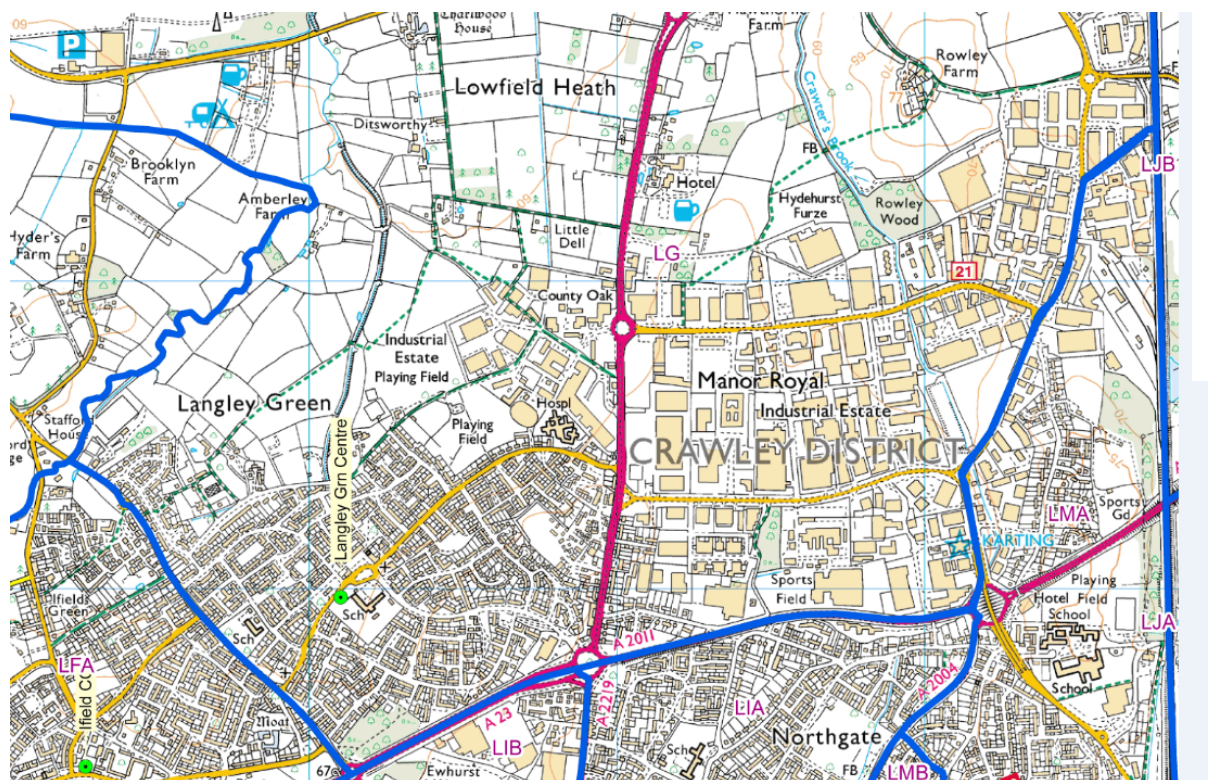


Agenda Item 4

5.4 Langley Green and Tushmore Ward

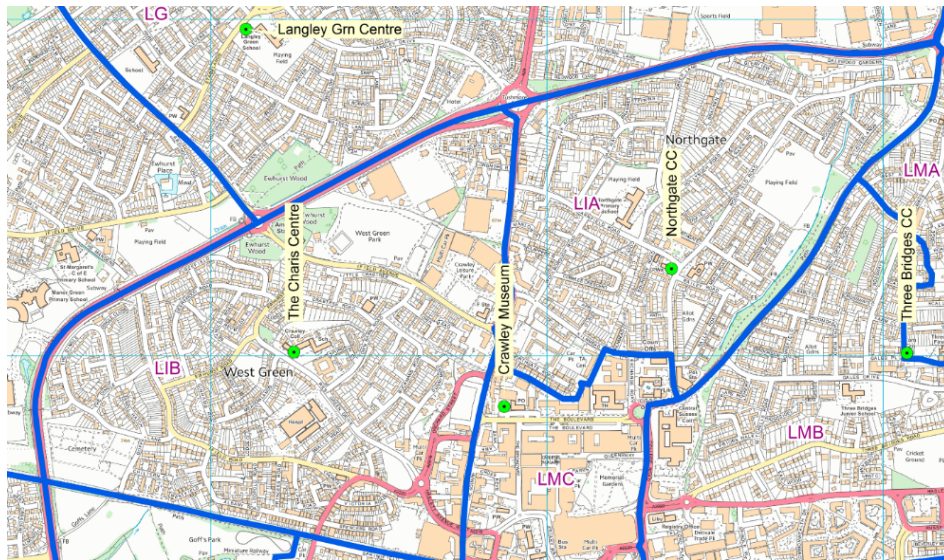
The new Langley Green and Tushmore Ward comprises Langley Green neighbourhood together with the area to the east of the A23 including Manor Royal and Tushmore Lane areas that were previously included in Northgate Ward.

The Acting Returning Officer proposes that the ward is served by one polling place at the Langley Green Centre. This represents a change of polling place for electors to the east of the A23 who would have previously voted at Northgate Community Centre. This polling place is now outside the ward and as the Langley Green Centre is a similar distance to travel from this part of the ward it is considered that this represents the better option, although this would mean that these electors would be voting for the Northgate and West Green Division of West Sussex County Council



5.5 Northgate and West Green Ward

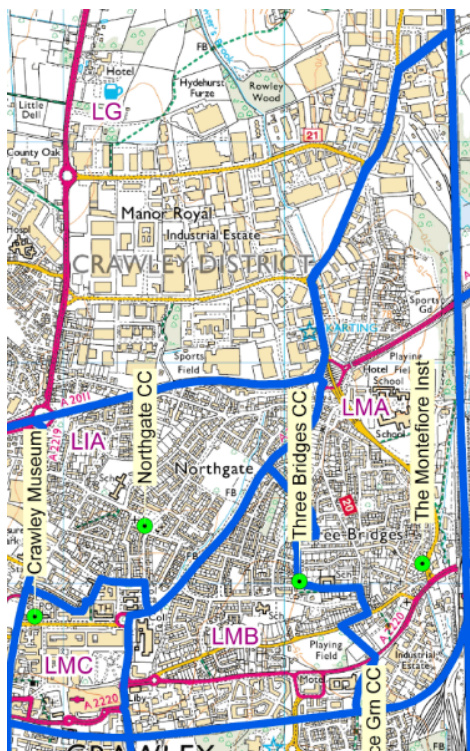
The new Northgate and West Green Ward comprises West Green Neighbourhood and the part of Northgate neighbourhood shown as LIA on the map at Appendix C. The Acting Returning Officer proposes existing polling arrangements are retained with the new ward divided into two polling districts LIA and LIB, with electors in LIA voting at the Northgate Community Centre and voters in LIB voting at the Charis Centre.



5.6 Three Bridges Ward

The new Three Bridges Ward includes all of Three Bridges neighbourhood together with the area of Crawley Town Centre shown as LMD on the map in Appendix C. The former Three Bridges Ward was divided into three polling districts with polling at the Montefiore Institute, Hazelwick Road; The Three Bridges Community Centre and the Holiday Inn Express, Haslett Avenue East.

The Acting Returning Officer proposes that three polling places continue to be provided, but given the expansion of the ward to the west, that provision for a separate polling district is created for the town centre area with polling taking place at Crawley Museum, The Boulevard. The southern parts of the ward including the Commonwealth Drive area would be included in the polling district LMB served by the Three Bridges Community Centre instead of the Holiday Inn Express. The remaining part of the ward, LMA, would be served by the Montefiore Institute.



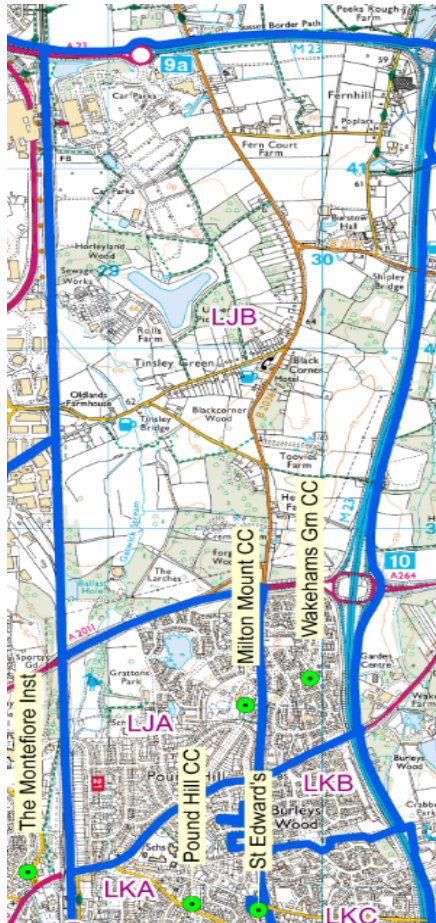
Agenda Item 4

5.7 Pound Hill North and Forge Wood Ward

Pound Hill North and Forge Wood Ward comprises the whole of the previous Pound Hill North Ward. The Acting Returning Officer proposes that the ward continues to be divided into two polling districts LJA and LJB.

The polling place for LJA has been the Grattons Indoor Bowls Club. At the Council elections in May 2018 several comments were received about the access arrangements, particularly for those in wheelchairs and with prams. The Acting Returning Officer considers that better access arrangements are available at the Milton Mount Community Centre at Milton Mount and it is therefore proposed that the polling place for LJA is moved to Milton Mount Community Centre.

LJB includes the Forge Wood development and the polling place is currently Wakehams Green Community Centre. As the Forge Wood development continues, community facilities will be provided that will allow the creation of a separate polling district to serve the new neighbourhood in the future.

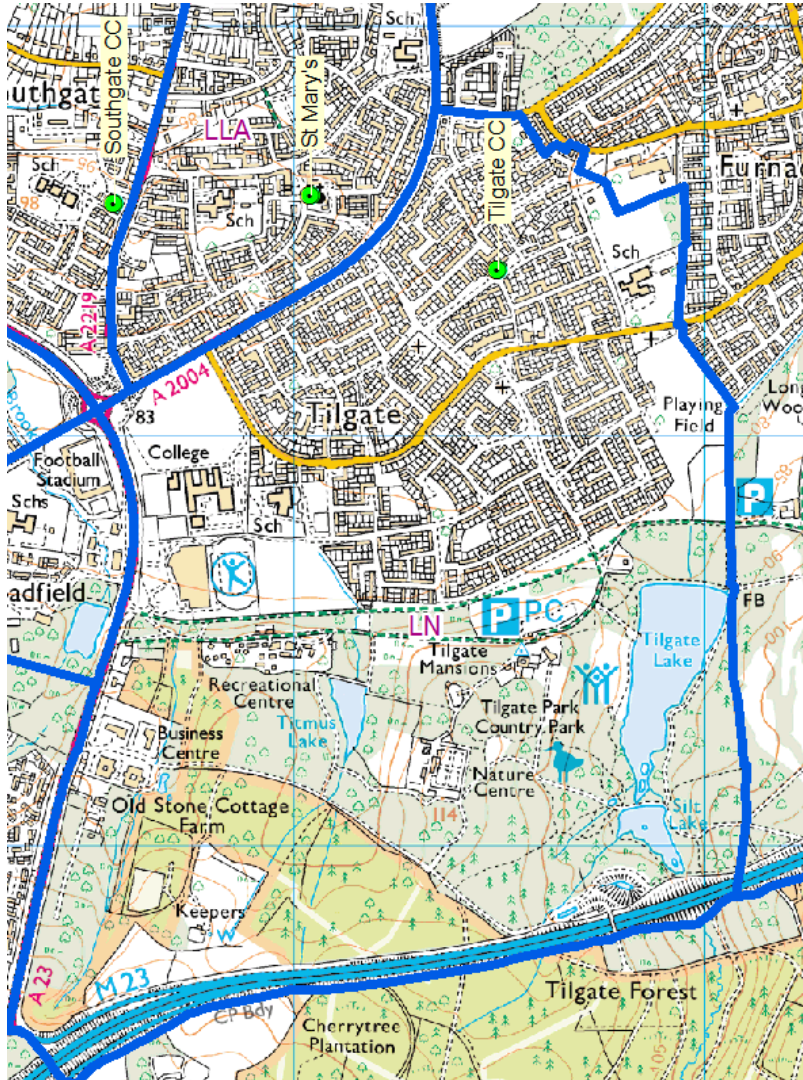


5.8 Tilgate Ward

The current Tilgate Ward boundaries remain unchanged. The ward is currently divided into two polling districts as shown in the map in Appendix B. The ward is served by two Councillors and is a very similar size to neighbouring Furnace Green, which has been satisfactorily served by one polling station.

Agenda Item 4

The two polling districts in Tilgate are served by The Holy Trinity Church Hall, Titmus Drive and the Community Centre, Shackleton Road. These two buildings are in close proximity, being approximately 0.5 kilometre walking distance. The Acting Returning Officer considers that the Tilgate Community Centre has good facilities to provide a polling place for Tilgate Ward and therefore recommends that the ward is combined into one polling district with the polling place at Tilgate Community Centre.



6. Comments received

6.1 Comments have been received from West Sussex County Councillor Sue Mullins as follows:

Seeing how far it is and how separate it is, from the community centre in Gossops Green, we do have concerns about asking those residents to go up there to vote. Is it possible to arrange for them to vote, in their original polling station in Broadfield? Much more convenient for them and less disruptive. This concern was raised on many doorsteps affected.

6.2 Comments have been received from Councillor Duncan Crow as follows:

The boundary review is an opportunity for a more major review of polling districts.

Agenda Item 4

We now have 10 wards of three members and 3 wards of two members. I feel that there should be a principle of two polling stations in the three member wards and one polling station in the two member wards, with exceptions being well justified.

We could lose four polling stations which would be consistent with this, namely the Holiday Inn at the Squareabout, Holy Trinity Church, the Adventure Playground in Broadfield, and the small Ifield polling station.

By using the Scout Hut in Broadfield for both North Broadfield (Bewbush ward) and North East Broadfield (Gossops Green ward), and using Northgate Community Centre for both Tushmore (Langley Green ward) and town centre (Three Bridges ward), this principle would be enacted.

The exceptions would be Broadfield ward (one polling station) which has a very large and central polling station, Gossops Green ward which would share a second polling station at the Scout Hut with Bewbush ward for North Broadfield, and Three Bridges ward which would share a third polling station with Northgate for the town centre.

With Northgate, we should bear in mind that Tushmore and the town centre are part of the NG/WG County Division and if say they move to Langley Green and Three Bridges polling stations, there would be two county elections going on at both those polling stations. My suggestion would mean there is no change for any Northgate neighbourhood electors. You would just need to manage two small further elections within Northgate Community Centre. That would make it much easier at Langley Green and Three Bridges for both CBC and WSCC elections.

7. Implications

- 7.1 The creation or removal of polling districts and provision of additional polling places has financial implications in terms of the cost of staffing polling places, the delivery and collection of equipment and the hire of premises.
- 7.2 The Electoral Administration Act 2013 requires the Council to review polling districts and places every five years. Representations must be made by the Acting Returning Officer to the Council and the Council must actively seek representations from persons it thinks have expertise in relation to access to premises or facilities for persons with different forms of disability.

8. Background Papers

[Electoral Commission – Reviews of polling districts, polling places and polling stations](#)

Report author and contact officer: *Andrew Oakley, Electoral Services Manager – 01293 438346*

Agenda Item 4

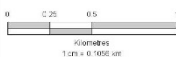
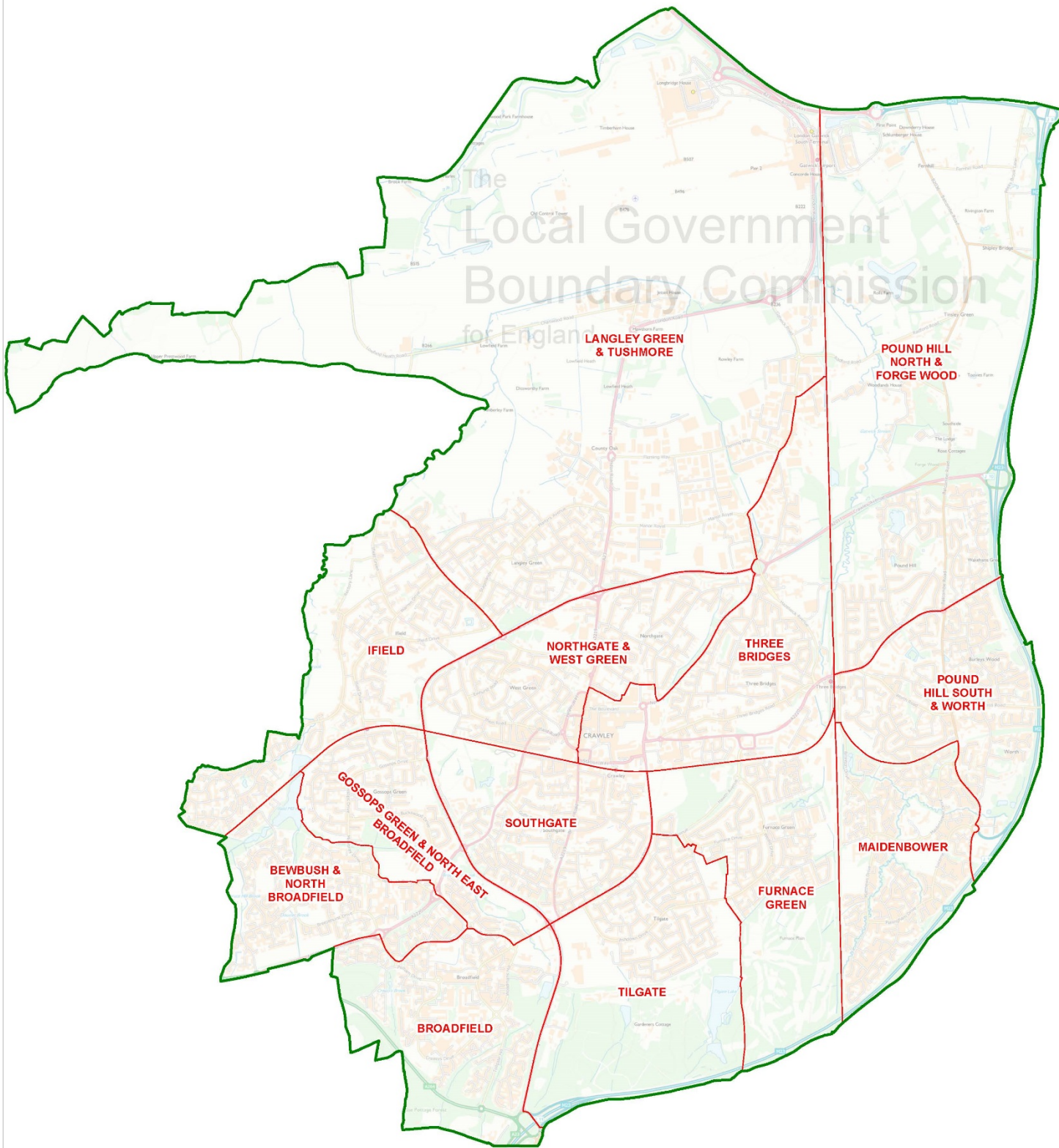
Appendix A

SHEET 1, MAP 1

THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND
ELECTORAL REVIEW OF CRAWLEY
Final recommendations for ward boundaries in the borough of Crawley October 2018
Sheet 1 of 1

Boundary alignment and names shown on the mapping background may not be up to date. They may differ from the latest boundary information applied as part of this review.

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office and is subject to the usual disclaimer. Copyright Crown Copyright. All rights reserved. The Local Government Boundary Commission for England OS 10000504 2018.

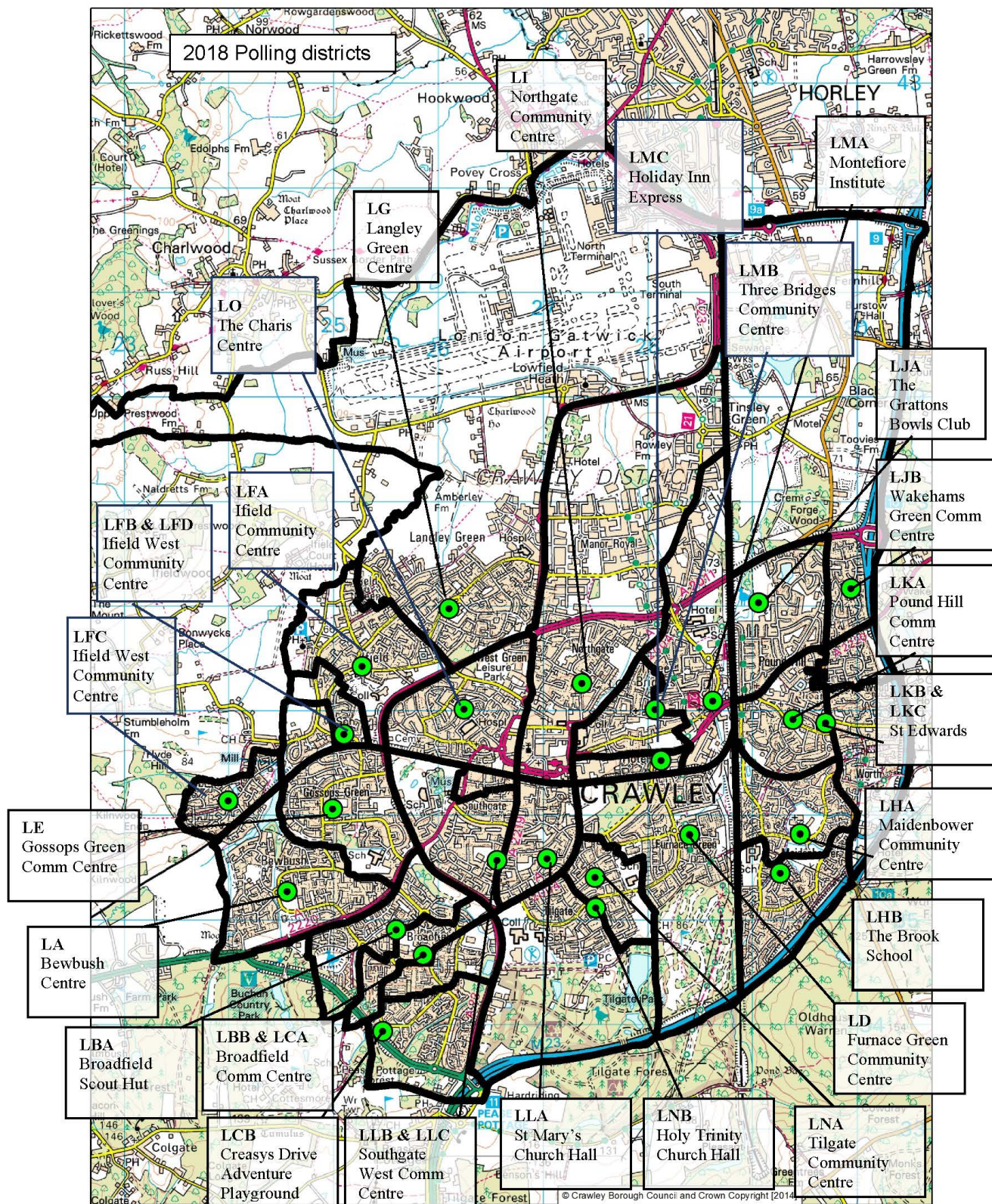


KEY
BOROUGH COUNCIL BOUNDARY
PROPOSED WARD BOUNDARY
MAIDENBOWER
PROPOSED WARD NAME

Agenda Item 4

Existing 2018 Polling districts

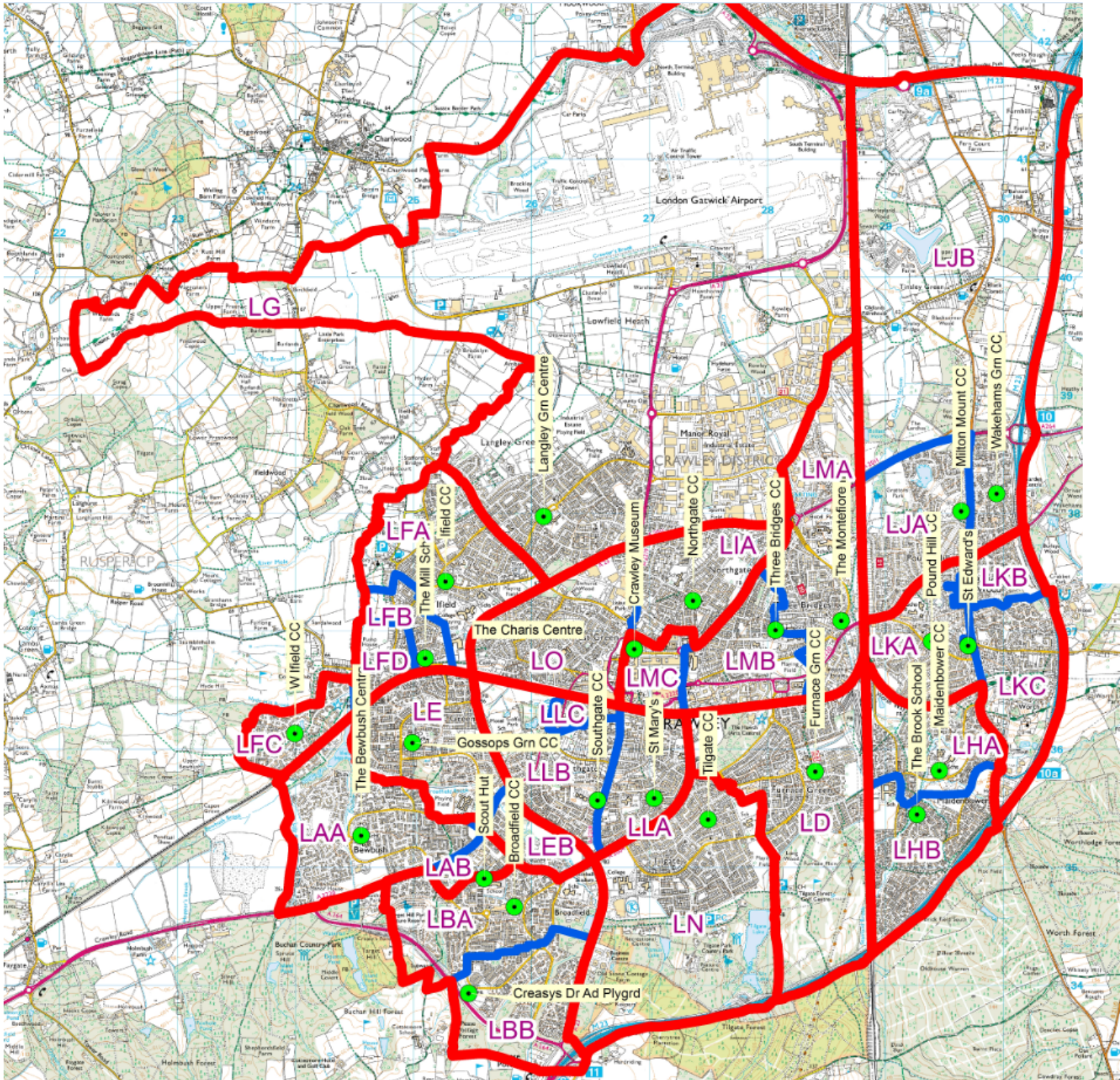
Appendix B



Agenda Item 4

Proposed Polling districts 2019

Appendix C



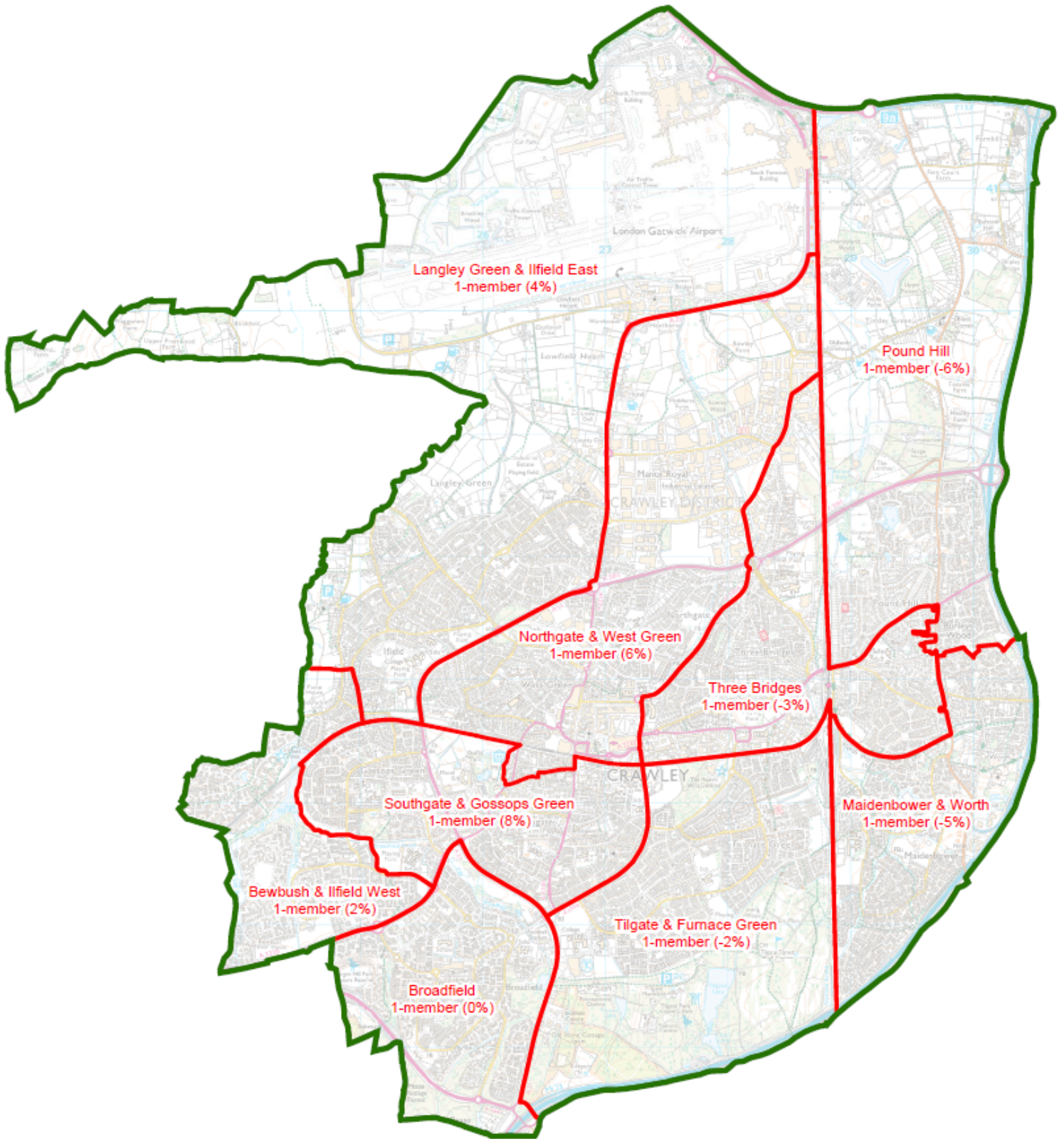
	2019 Borough Ward	County Division	Proposed Polling station	Properties	Electorate	Postal Voters	Polling station voters
LAA	Bewbush & North Broadfield	Bewbush and Ifield West	Bewbush Centre	3372	6291	891	5400
LAB	Bewbush & North Broadfield	Broadfield	Broadfield Scout Hut	483	1018	124	894
LBA	Broadfield	Broadfield	Broadfield Community Centre	2658	4431	706	3725
LBB	Broadfield	Broadfield	Creasys Drive Adventure Playground	1676	2743	493	2250
LD	Furnace Green	Tilgate and Furnace Green	Furnace Green Community Centre	2389	4489	950	3539
LEA	Gossops Green & North East Broadfield	Southgate and Gossops Green	Gossops Green Community Centre	2092	3932	698	3234
LEB	Gossops Green & North East Broadfield	Broadfield	Broadfield Scout Hut	402	844	191	653
LFA	Ifield	Langley Green & Ifield East	Ifield Community Centre		3453	783	2670
LFB	Ifield	Langley Green & Ifield East	The Mill Primary School	424	783	177	606
LFC	Ifield	Bewbush and Ifield West	Ifield West Community Centre	1319	2204	339	1865
LFD	Ifield	Bewbush and Ifield West	The Mill Primary School	276	607	147	460
LG	Langley Green	Langley Green & Ifield East	Langley Green Centre	3042	5962	952	5010
LHA	Maidenbower	Maidenbower & Worth	Maidenbower Community Centre	1618	2779	549	2230
LHB	Maidenbower	Maidenbower & Worth	The Brook School	2093	3818	746	3072
LIA	Northgate & West Green	Northgate & West Green	Northgate Community Centre		3262	534	2728
LIB	Northgate & West Green	Northgate & West Green	The Charis Centre	2668	3742	680	3062
LJA	Pound Hill North	Pound Hill	Milton Mount Community Centre	1551	2893	557	2336
LJB	Pound Hill North	Pound Hill	Wakehams Green Community Centre	2102	2744	420	2324
LKA	Pound Hill South and Worth	Three Bridges	Pound Hill Community Centre	1528	2729	476	2253
LKB	Pound Hill South and Worth	Pound Hill	St Edward the Confessor	652	1188	269	919
LKC	Pound Hill South and Worth	Maidenbower & Worth	St Edward the Confessor	1218	2341	562	1779
LLA	Southgate East	Southgate and Gossops Green	St Mary's Church Hall	1725	2895	607	2288
LLB	Southgate West	Southgate and Gossops Green	Southgate West Community Centre	1705	2902	719	2183

	2019 Borough Ward	County Division	Proposed Polling station	Properties	Electorate	Postal Voters	Polling station voters
LLC	Southgate West	Northgate & West Green	Southgate West Community Centre	462	609	143	466
LMA	Three Bridges North	Three Bridges	Montefiore Institute	1594	2776	544	2232
LMB	Three Bridges West	Three Bridges	Three Bridges Community Centre	1851	2928	515	2413
LMC	Three Bridges	Northgate & West Green	Crawley Museum	352	328	64	215
LN	Tilgate East	Tilgate and Furnace Green	Tilgate Community Centre	2471	4480	743	3737

Agenda Item 4

Appendix D

West Sussex County Council Divisions



Summary of electors with changed polling place

Polling district t	Description	Ward	Previous polling place	Proposed polling place
LBA	Channel Island area only	Broadfield	Broadfield Scout Hut	Broadfield Community Centre
LEB	Lundy and Anglesey Close area only	Gossops Green & North East Broadfield	Broadfield Community Centre	Broadfield Scout Hut
LFA	The Orchards only	Ifield	Langley Green Centre	Ifield Community Centre
LG	Area to the east of A23	Langley Green	Northgate Community Centre	Langley Green Centre
LJA	Whole polling district	Pound Hill North	Grattons Indoor Bowls Club	Milton Mount Community Centre
LMB	All of current LMC	Three Bridges	Holiday Inn Express	Three Bridges Community Centre
LMD	Town Centre	Three Bridges	Northgate Community Centre	Crawley Museum
LN	All of current LNB	Tilgate	Holy Trinity Church Hall	Tilgate Community Centre