

# COUNCILLORS' INFORMATION BULLETIN

Wednesday, 15 April 2020

**Bulletin No: IB/1022**

INFORMATION ITEM	Pages
<p><b>1 Delegated Planning Decisions</b></p> <p>Delegated planning decisions for the week beginning 6 April 2020 are attached. Contact for enquiries: Jean McPherson, Group Manager: Development Management on 01293 438577.</p>	<b>3 - 4</b>
<p><b>2 Temporary Traffic Regulation Order: Northgate Avenue Roundabout</b></p> <p>The Temporary Traffic Regulation Order for Northgate Avenue Roundabout is attached.</p>	<b>5 - 6</b>
<p><b>3 COVID-19: CMT Urgent Significant Operational Decisions</b></p> <p>Due to the outbreak of the Coronavirus Pandemic COVID-19 it has been necessary for the Corporate Management Team to take various urgent Significant Operational Decisions. These decisions were taken with due regard to, and in accordance with, published Government Guidance. A list of the recent decisions taken, along with supporting information such as the reasons for is attached.</p>	<b>7 - 8</b>
<p><b>4 Chief Executive: Emergency Urgency Decision - Virtual Committee Procedure Rules</b></p> <p>Under the Emergency Urgency Decision power, the Chief Executive has taken a decision to approve the adoption of Virtual Committee Procedure Rules which will allow the Council to conduct formal meetings virtually via MS Teams. The Chief Executive also agreed that those Procedure Rules be added to the Constitution.</p> <p>The decision was taken in consultation with the Chair and Vice Chair of the Governance Committee, the Leader of the Council (as Chair of the Cabinet and Cabinet Member with portfolio holder responsibility for Democratic Services) and the Cabinet Member for Planning and Economic Development (as Cabinet Member with portfolio holder responsibility for ICT).</p>	<b>9 - 16</b>



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A copy of the full decision as well as the Virtual Committee Procedure Rules is attached.

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### **Press Releases**

Press releases are available at [www.crawley.gov.uk/news](http://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 05/04/2020 and 10/04/2020

Application Number	Location	Proposal	Date of Decision	Decision
CR/2019/0847/OUT	LAND AT 8 KELSO CLOSE, POUND HILL, CRAWLEY	Outline application (access and scale) for the erection of 1x two bedroom detached dwelling	9 April 2020	REFUSE
CR/2020/0007/FUL	22 HYLANDS CLOSE, FURNACE GREEN, CRAWLEY	Ground floor extension to rear of garage to provide utility room. Enclosure of existing porch, first floor side extension and a loft conversion, including a rear dormer to form a bedroom and en-suite shower room in roof space	7 April 2020	PERMIT
CR/2020/0011/FUL	11 MOAT WALK, POUND HILL, CRAWLEY	Retrospective application for an eastern side dormer	6 April 2020	PERMIT
CR/2020/0016/ADV	THREE BRIDGES FREE CHURCH, HASLETT AVENUE EAST, THREE BRIDGES, CRAWLEY	Advertisement consent for 2 x free standing notice boards (A and B) and 1 x individual letters and symbol sign (C) (all non-illuminated)	6 April 2020	CONSENT
CR/2020/0082/TPO	ORCHARD COTTAGE, CHURCH ROAD, POUND HILL, CRAWLEY	Lime within G1 - reduce height and crown radius by 2 metres to appropriate growth points (amended description)	6 April 2020	CONSENT
CR/2020/0090/TPO	16 LONGWOOD VIEW, FURNACE GREEN, CRAWLEY, RH10 6PB	Oak - reduce height and northern, eastern and southern aspects of crown to shape by 1.5m; reduce western aspect of crown by up to 2m; crown thin by 10%; crown lift mature epicormic growth to crown break; remove all substantial deadwood throughout (amended description)	9 April 2020	CONSENT

Application Number	Location	Proposal	Date of Decision	Decision
CR/2020/0099/192	62 MILTON MOUNT AVENUE, POUND HILL, CRAWLEY	Proposed loft conversion with rear dormer roof extension and four rooflights to the front roof plane (amended description)	8 April 2020	PERMIT
CR/2020/0100/TPO	LITTLE DEBEN, RADFORD ROAD, POUND HILL, CRAWLEY	T5 Oak: reduce crown height and southwest lateral spread by 1m to appropriate pruning points to leave a final height of 8m and SW crown spread of 3m. Crown lift to 3m from ground level and prune lower epicormic growth (amended description)	6 April 2020	CONSENT
CR/2020/0119/TPO	52 FIVE ACRES, NORTHGATE, CRAWLEY	Oak T1 - reduce height and crown radius by no more than 1.5-2m. All cuts will be to appropriate growth points (amended description)	7 April 2020	CONSENT
CR/2020/0122/TCA	LAND NEXT TO 7 BATEMAN COURT, FORESTFIELD, FURNACE GREEN, CRAWLEY	Ash tree - fell	9 April 2020	NO OBJECTION

# PUBLIC NOTICE

## WEST SUSSEX COUNTY COUNCIL TEMPORARY TRAFFIC REGULATION

### **NORTHGATE AVENUE ROUNDABOUT, NORTHGATE**

NOTICE IS hereby given that in pursuance of the provisions of Section 14(2) of the Road Traffic Regulation Act, 1984, as amended, the use of (and parking on) **Northgate Avenue Roundabout, Northgate** from junction with **Kilnmead** to junction with **Haslett Avenue East** is temporarily prohibited from **30/04/20**.

**The restriction will be in place night time only between 1900 – 2300.**

This closure is necessary to allow **Balfour Beatty** to undertake urgent carriageway pothole repairs on behalf of WSCC

Emergency vehicle, Residential and Pedestrian access will be maintained at all times

The alternative route for traffic will be signed on site

This restriction will be effective for a maximum of 5 days from the start date given above

Any queries about the effect of the closure on traffic using the highway please contact West Sussex County Council on 01243 642105

Any queries about the works please contact **Balfour Beatty** on **01243 642105**

Dated **13 April 2020**

Matt Davey  
Director of Highways, Transport and Planning

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Decision Log:		Service Area(s) Council Wide including Staff decisions		
Date:	Decision / Action / Message:	Rationale:	Completed by:	Communication:
03.04.20	Charging policy for food parcels	<a href="https://democracy.crawley.gov.uk/document/s/s13525/CEX%20Emergency%20Urgency%20Powers%20-%20Charging%20Food%20Parcels.pdf">https://democracy.crawley.gov.uk/document/s/s13525/CEX%20Emergency%20Urgency%20Powers%20-%20Charging%20Food%20Parcels.pdf</a>	Chief Executive	Member Bulletin
05.04.20	Closure of Tilgate Park car park	In line with Government advice to stop any unnecessary travel. Local residents can still walk to and around the park.	Head of Community Services	Website
06.04.20	Bulky collection service, temporarily offered by Neighbourhood Services staff, extended to 5 days a week.	Biffa continue to focus on core services to collect waste. Neighbourhood Services staff redeployed to offer bulky collection service and extended to daily as Housing Waste Recycling Site (HWRS) closed by WSCC and aim to reduce likelihood of fly tipping in the borough.	Head of Community Services	

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# Agenda Item 4

## RECORD OF DECISION TAKEN UNDER EMERGENCY URGENCY POWERS

**SUMMARY OF DECISION TO BE TAKEN:** To add a new section entitled “Virtual Committee Procedure Rules” to the Constitution to allow the Council to conduct formal meetings virtually in line with new legislation.

**ASSOCIATED COMMITTEE:** Governance Committee function (re constitutional amendments) all formal meeting (change in procedures).

### RELEVANT PERSONS CONSULTED:

- Chair of Governance (Cllr Lunnon) – no response received.
- Vice Chair of Governance (Cllr Burrett) – responses received and considered.
- Leader of the Council as Chair of the Cabinet and Portfolio Holder with responsibility for Democratic Services (Cllr Lamb) - responses received and considered.
- Cabinet Member for Planning & Economic Development as Portfolio Holder with responsibility for ICT (Cllr P Smith) – responses received and considered.

Consultation with the above ran between on Thursday 9th April 2020 to Tuesday 14 April 2020

**DECISION MADE:** That the Virtual Committee Procedure Rules be approved to allow the Council to conduct formal meetings virtually via MS Teams. That the new Procedure Rules be added to the Constitution.

**REASONS FOR DECISION AND FURTHER INFORMATION:** To ensure the business of the Council (via its formal meetings) can continue as normal through introducing virtual meetings) and public decision making.

I hereby agree that I will take the decision as set out above, for the reasons detailed, under the Council's Emergency Urgency Powers.



Chief Executive  
Date: 15 April 2020

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## VIRTUAL COMMITTEE PROCEDURE RULES

### 1. SCOPE OF THESE RULES

- 1.1. These Rules apply to all Committee and Sub-Committee meetings of the Council including Full Council, Cabinet, Overview and Scrutiny Commission, Scrutiny Panels and Licensing Sub-Committees and must be read in conjunction with the General Committee Procedure Rules.

### 2. VIRTUAL COMMITTEES

- 2.1. All Council meetings will be held virtually until such time as it is deemed safe by the Government to hold public events. From this time Committees can be run partly in physical form (held in a Committee room or specific venue) and partly virtually. If any part of a meeting is held virtually then the Virtual Committee Procedure Rules shall apply.
- 2.2. All virtual meetings will be held via Microsoft Teams and broadcast via the Council website so members of the public and the press can view the meeting.
- 2.3. The link for the meeting will appear on the agenda page on the website at least 24 hours before the commencement of the meeting.
- 2.4. All virtual meetings will be run using live video conferencing/streaming, where possible.
- 2.5. Agendas for Committee meetings will be published via the Council website in line with normal procedure.
- 2.6. At the commencement of each meeting the Chair will ask each Committee member (in turn alphabetically) whether they are in attendance followed by confirmation of the officers present for the meeting. This is to ensure that communication between the Chair and their Committee/officers is working correctly. This check will also ensure that the meeting is quorate.
- 2.7. Only those Councillors who are members of the Committee taking place will be entitled to join the meeting, and any non-Committee members must view the meeting through the public feed. The only exceptions to this will be when a non-Committee member is presenting a report (such as the Chair of the Overview and Scrutiny Commission presenting the Commission's comments at the Cabinet) or when the Councillor is the Opposition Group's representative (normally the Leader of the Opposition) 'attending' a meeting of the Cabinet.

### 3. PUBLIC QUESTIONS

#### Public Question Time (PQT)

- 3.1. There will **no** PQT at any Council meeting while virtual Committee meetings are being held. This includes all Committees, Scrutiny Panels, Sub-Committees, Cabinet and Full Council.
- 3.2. Public questions to Committees can instead be submitted in writing by **noon two days\*** in advance of the meeting by emailing [democratic.services@crawley.gov.uk](mailto:democratic.services@crawley.gov.uk)

with the exception of the Full Council where the questions must be submitted by **noon one week\*\*** before the meeting.

- 3.3. All accepted public questions will be published within a supplementary agenda.
- 3.4. At the meeting itself the written public questions will be read out during the allocated time and will be followed by a response.
- 3.5. There will be no supplementary questions at any Committee.
- 3.6. The questioner will receive an emailed copy of the response given at the meeting.
- 3.7. There are to be no written public questions allowed for Planning Committee, Licensing Sub-Committee and Scrutiny Panel meetings.

## **Rules Governing Written Public Questions**

- 3.8. For any written question received, the Monitoring Officer shall have the final say as to whether a question meets the following criteria.
- 3.9. For ordinary meetings of the **Overview and Scrutiny Commission, Audit Committee, Governance Committee** and **Licensing Committee** the following rules apply to the written question:
  - a) The question must be received by at least **noon two days\*** before the scheduled start of the meeting.
  - b) The question should be relevant to any item on the agenda.
  - c) The question must not relate to an individual case which should be dealt with under the Council's Complaints Procedure or any other formal appeals procedure.
  - d) The question must not be, in essence, the same as a question which has been put to that Committee in the past 6 months.
  - e) The question must not be more than 100 words long.
  - f) The Chair of the Committee, at their discretion, may answer the question or invite other Councillors or officers to respond.
- 3.10. For the **Cabinet** the following rules apply to the written question:
  - a) The question must be received by at least **noon two days\*** before the scheduled start of the meeting.
  - b) The question should be relevant to the functions of the Cabinet.
  - c) The question must not relate to an individual case which should be dealt with under the Council's Complaints Procedure or any other formal appeals procedure.
  - d) The question must not be, in essence, the same as a question which has been put to the Cabinet in the past 6 months.
  - e) The question must not be more than 100 words long.
  - f) The Leader may answer the question or invite the most relevant Cabinet Member(s) or an officer present to respond.

*\*NB: For the purposes of clarity, "noon two days before the meeting" would mean where the meeting is to be held on a Wednesday, the question must be received by*

*noon on Monday of the week of the meeting or where the meeting is to be held on a Monday then it must be received by noon on Saturday of the previous week.*

3.11. For **Full Council** the following rules apply to the written question, based on the *Public Written Questions* section set out in the current *Full Council Procedure Rules*:

- a) **Who May Be Asked A Question:** A question will normally only be put to either:
  - The Mayor.
  - A Cabinet Member.
  - The Chair of any Committee.
- b) **How To Submit A Question:** Questions will be emailed to [democratic.services@crawley.gov.uk](mailto:democratic.services@crawley.gov.uk). Questions should be received by **noon one week\*\*** before the meeting.
- c) **Publication Of Responses:** The written questions and answers will be published in advance of the meeting via a Supplementary Agenda on the Council's website.
- d) **Scope Of Questions:** The Head of Legal, Democracy and HR may reject a question if, in their opinion, it:
  - Is a statement and not a question.
  - Does not relate to an issue for which the Council holds responsibility, or which specifically affects the Borough.
  - Is defamatory, frivolous or offensive.
  - Requires the disclosure of confidential or exempt information or relates directly to an individual's personal circumstances.
  - Is substantially the same as a question which has been put to a meeting of the Council in the past 6 months.
  - Relates to a specific planning or licensing application.
  - In the case of a written question, it has not been submitted before the defined deadline or is more than 100 words long.

*\*\*NB: In normal circumstances, where the meeting is to be held on a Wednesday, then it must be received by noon on Wednesday of the previous week.*

## 4. PUBLIC SPEAKING RIGHTS

- 4.1. There are **no** public speaking rights at Committees or Sub-Committees (including Planning Committee and Scrutiny Panels) with the exception of the Licensing Sub-Committee or at a meeting of the Cabinet in respect of a presentation of a petition by the principal petitioner.

### Planning Committee

- 4.2. There will be no right to speak at a virtually held Planning Committee meeting. Instead the applicant, anyone who has submitted a valid written representation on an application, the local Ward Borough Councillors, or any other elected individual (as defined in the Speaking at Planning Committee Procedure Rules (SPCPR)) has the ability to submit a further statement for consideration by the Planning Committee.
- 4.3. This further statement replaces the ability to address the Committee during consideration of the application as detailed in the SPCPR.

- 4.4. People wishing to submit a statement must have emailed their document to [democratic.services@crawley.gov.uk](mailto:democratic.services@crawley.gov.uk) no later than **noon two days\*** before the Committee meeting.
- 4.5. The document, which must be in either a Microsoft Word or PDF format, may contain images, and must be no more than 1½ A4 sheets of text and a further 1½ sheets of A4 images. Presentations will not be accepted. These representations will be read out at the Planning Committee meeting and will be allocated 3 minutes per statement. Any statement which is too long will not be read out in full.
- 4.6. To try to align with the current SPCPR a limited number of statements will be accepted per application and they will be accepted on a first come, first served basis:
- 3x Objectors (including Objectors on behalf of a group)
  - 3x Applicant, Agent or Supporters, including relevant Cabinet Member/s
  - Ward Borough Councillors
  - Any other elected individual.
- 4.7. The order in which the statements will be published and then presented to the Committee will be the same order as set out in Paragraph 6 (Order of Speaking and Time Allocation) of the SPCPR.

*\*NB: For the purposes of clarity, “noon two days\* before the meeting” would mean where the meeting is to be held on a Wednesday, then it must be received by noon on Monday of the week of the meeting or where the meeting is to be held on a Monday then it must be received by noon on Saturday of the previous week.*

## 5. VOTING

- 5.1. For any Committee held virtually, all voting will be held via a recorded vote. The exceptions are for approving the minutes from the previous meeting or any other procedural item which is moved by the Chair.

## 6. EXCLUSION OF PUBLIC

- 6.1. Members of the public and press may only be excluded either in accordance with the Access to Information Procedure Rules or Rule 17 (Disturbance by Public) of the Full Council Procedure Rules/General Committee Procedure Rules. For virtual meetings, this means the public stream will be ended for the general public and press.

## 7. COUNCILLORS' CONDUCT AT VIRTUAL MEETINGS

The general requirements of the Code of Conduct for Councillors still apply, however when a meeting is conducted virtually, particular attention should be paid to the following:

- 7.1. **Every Councillor present at the meeting shall:**
- a) Treat others with courtesy and respect.
  - b) Conduct themselves in a way which does not cause offence to others or limits in any way others' ability to participate at the meeting.

- c) Only speak when called on by the Chair or speak through the Chair (during virtual meetings, the camera will show anyone who is speaking).
  - d) Be mindful of the background and surroundings of their video stream as it will be shown throughout the duration of the meeting.
  - e) Ensure that during the meeting there are no disturbances.
  - f) Log on to a meeting individually and not share a screen.
  - g) Warn either the Chair or the Democratic Services team member supporting the meeting if they need to leave the meeting, want to raise a procedural motion or are having technical difficulties.
- 7.2. **Chair Speaking:** When the Chair speaks during a debate, any Councillor speaking at the time must stop. The meeting must be silent.
- 7.3. **Only One Councillor Shall Speak At A Time:** At virtual meetings, the Chair will invite each Councillor in turn to speak, normally in alphabetical order. A Councillor when speaking shall address the Chair. While a Councillor is speaking other Councillors shall remain quiet, normally being muted unless raising a procedural motion or making a personal explanation.

## 8. RECORDING AND RETENTION OF THE MEETING

- 8.1. The Council will only be live streaming Committees at present and will not retain a copy of meetings online.

## 9. ADVANCEMENT OF THE VIRTUAL COMMITTEE PROCEDURE RULES

- 9.1. There is an expectation that the above Procedures Rules will evolve as technology adapts and as the Council becomes more experienced at holding virtual meetings. This may, and is likely to, include allowing virtual public questions at meetings, representations by the public at Planning Committees, non-Committee members using the Committee feed and introducing approaches to enable Committee Members to vote and indicate their wish to speak on an item.
- 9.2. The Chief Executive and / or Head of Democracy, Legal and HR has the delegation to amend these Procedures Rules in consultation with the Chair and Vice Chair of the Governance Committee and the Leader of the Council, as and when practicable to ensure that the Council's Virtual Committees can run as efficiently as possible and mirror, where possibly, a standard committee.

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