

COUNCILLORS' INFORMATION BULLETIN

Wednesday, 30 June 2021

Bulletin No: IB/1086

INFORMATION ITEM	Pages
<p>1 Delegated Planning Decisions</p> <p>Delegated planning decisions for the week beginning 21 June 2021 are attached. Contact for enquiries: Jean McPherson, Group Manager: Development Management on jean.mcperson@crawley.gov.uk.</p>	3 - 6
<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. • The Millbank, Ifield (Appendix A). • College Road & The Boulevard (Appendix B). • Gatwick Road, Northgate (Appendix C). • Ifield Wood, Ifield (Appendix D). 	7 - 16
<p>3 Cabinet Member Portfolio Responsibilities 2021-22</p> <p>The Leader has amended the Cabinet Member Portfolio Responsibilities following the recent change in Cabinet Portfolios. These changes are also reflected in the recently re-published Constitution. For ease of reference the revised Responsibilities are attached.</p>	17 - 26
<p>4 Minor Amendment to the Constitution: Duration of Planning Committees</p> <p>Councillors' Information Bulletin IB/1085 reported a minor change to the General Committee Procedure Rules in the Constitution which introduced a Guillotine for all Committee meetings to fall at 11pm thereby ensuring that the meetings end by 11.30pm (as it is necessary to vacant the Charis Centre by midnight).</p> <p>The newly introduced Committee Guillotine rules stated that any recommendations on the agenda that have not been dealt with by 11pm, would be deemed formally moved and seconded (together with any</p>	27 - 28



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amendments). It also stated that no speeches would be allowed on those items and the vote would be taken in the usual way. However, due to the nature of decisions taken by the Planning Committee it was deemed that specific Guillotine rules were necessary for meetings of the Planning Committee to ensure that all planning matters were given the level of consideration expected.

Therefore at the request of the Head of Legal, Governance and HR, at its meeting held on 29 June 2021, the Planning Committee considered the issue and resolved that specific Guillotine rules be introduced for the Planning Committee which required that any matter not dealt with by 11pm be deferred to the next scheduled meeting of the Committee. The exception to this would be any matters which statutorily required a decision before the date of the next meeting, in which case an additional Committee meeting would be arranged as soon as practicably possible to consider those matters. Any item already undergoing debate at 11pm would be concluded and voted upon rather than being deferred.

To accommodate this resolution, the Head of Legal, Governance and HR has further amended the General Committee Procedure Rules in the Constitution to introduce Guillotine provisions specific to the Planning Committee. This change will take immediate effect and has been reflected in the recently re-published Constitution. For ease of reference the revised paragraph is attached.

5 **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 21/06/2021 and 25/06/2021

Application Number	Location	Proposal	Date of Decision	Decision
CR/2019/0818/FUL	THE PARSONS PIG, BALCOMBE ROAD, POUND HILL, CRAWLEY	Erection of single storey extension on the northern side of the building following the demolition of the existing storage outbuildings to create an extended restaurant and new staff room, toilets and kitchen area (amended description and plans received 16/08/2020)	25 June 2021	PERMIT
CR/2020/0624/CC1	VANGUARD & VICTORY HOUSE, CHURCHILL COURT, MANOR ROYAL, NORTHGATE, CRAWLEY	Discharge of condition 1 (dust management scheme) pursuant to CR/2020/0624/DEM for prior notification of proposed demolition	22 June 2021	APPROVE
CR/2021/0048/TPO	45 HARPER DRIVE, MAIDENBOWER, CRAWLEY	Oak T1 - fell	24 June 2021	REFUSE
CR/2021/0106/FUL	31 CAMPBELL ROAD, MAIDENBOWER, CRAWLEY	Erection of pre-fabricated detached garage	24 June 2021	PERMIT
CR/2021/0168/FUL	47 KINGSCOTE HILL, GOSSOPS GREEN, CRAWLEY	Erection of ground floor front extension, pitched roof over existing porch and garage. Conversion of garage to habitable space	22 June 2021	PERMIT
CR/2021/0176/FUL	Q-PARK LTD TERMINUS SECURITIES LTD, CHARLWOOD ROAD, LANGLEY GREEN, CRAWLEY	Proposed installation of 10no. vehicle charging points with canopies. Installation of associated electrical infrastructure.	25 June 2021	PERMIT

Application Number	Location	Proposal	Date of Decision	Decision
CR/2021/0219/FUL	13 MERCER CLOSE, MAIDENBOWER, CRAWLEY	Erection of first floor side extension	22 June 2021	PERMIT
CR/2021/0245/FUL	13 BARNFIELD ROAD, NORTHGATE, CRAWLEY	Change of use from a 5 bedroom small house in multiple occupation (HMO) (C4) to a 7 bedroom HMO (sui generis) including erection of single storey side and rear extensions	22 June 2021	REFUSE
CR/2021/0256/TPO	10 CLOVERLANDS, NORTHGATE, CRAWLEY	Oak (rear garden) - remove stem growth up to crown break. Thin crown by 10%	21 June 2021	CONSENT
CR/2021/0265/FUL	64 MAIDEN LANE, LANGLEY GREEN, CRAWLEY	Erection of single storey front extension	21 June 2021	REFUSE
CR/2021/0267/192	7 BURNS ROAD, POUND HILL, CRAWLEY	Certificate of lawfulness for proposed single storey rear extension	25 June 2021	PERMIT
CR/2021/0323/FUL	61 JUNIPER ROAD, LANGLEY GREEN, CRAWLEY	Erection of single storey rear / side extension	24 June 2021	PERMIT
CR/2021/0357/HPA	1 MIDHURST CLOSE, IFIELD, CRAWLEY,	Prior notification for the erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4m, and have a maximum height of 3m, and an eaves height of 3m	22 June 2021	PRIOR APPROVAL NOT REQUIRED
CR/2021/0358/HPA	19 CHIDDINGLY CLOSE, FURNACE GREEN, CRAWLEY, RH10 6SB	Prior notification for the demolition of existing conservatory and the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.05m depth, and have a maximum height of 3.6m and an eaves height of 2.5m	22 June 2021	PRIOR APPROVAL NOT REQUIRED
CR/2021/0371/TPO	22 ALDINGBOURNE CLOSE, IFIELD, CRAWLEY	T1 Oak - reduce lower branch extending to south (over garden of 23 Aldingbourne Close) to point marked on associated	21 June 2021	CONSENT

Application Number	Location	Proposal	Date of Decision	Decision
		photo; reduce height and west and south lateral spreads by a maximum of 1m to nearest appropriate growth points (amended description)		
CR/2021/0410/HPA	34 DEERSWOOD ROAD, WEST GREEN, CRAWLEY	Prior notification for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4m, and have a maximum height of 2.99m and an eaves height of 2.99m	25 June 2021	PRIOR APPROVAL NOT REQUIRED
CR/2021/0427/CON	MANOR GREEN COLLEGE, LADY MARGARET ROAD, IFIELD, CRAWLEY	Consultation from West Sussex County Council (WSSCC/026/21) for the installation of temporary portakabin modular building to be used as additional classroom facility. Proposal includes landscaping around the buildings to allow for fire tender access	22 June 2021	NO OBJECTION SUBJECT TO:-
CR/2021/0429/TEL	OPCS BROADFIELD STADIUM, BRIGHTON ROAD, BROADFIELD, CRAWLEY	Notification under regulation 5 for the removal and replacement of 6 no. antennas, installation of 4 no. new equipment cabinets and 1 no. new meter cabinet with associated ancillary works thereto (CRA007)	25 June 2021	NO OBJECTION

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

- The Millbank, Ifield (Appendix A).
- College Road & The Boulevard (Appendix B).
- Gatwick Road, Northgate (Appendix C).
- Ifield Wood, Ifield (Appendix D).

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

Road Name	The Millbank	
Village/Town/Parish	Crawley,	
Specific Location	outside No 13, The Millbank, Crawley	
Reason for TTRO	Daytime road closure to Install / Replace / Remove / Disconnect underground service cables. Closure point - Ifield Avenue roundabout	
Proposed Start Date / Time	Date: 16th August 2021	Time: 09:00
Proposed End Date / Time	Date: 20th August 2021	Time: 17:00
The restriction will be effective	Day-time only from 09:00 to 17:00	
Access arrangements	Access will be maintained within the closed area for Pedestrian / Residents / Business and Emergency Services	
Applicant name	UK Power Networks	
Applicant contact tel number	01622352679	
Any other details	For more information about this proposed TTRO please visit: https://one.network/?tm=122633642	

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	College Road and The Boulevard	
Village/Town/Parish	Crawley	
Specific Location	College Road and The Boulevard, Crawley	
Reason for TTRO	<p>Overnight Road Closure between junctions with Haslett Avenue East to Northgate Avenue Roundabout to undertake the Crawley Gateway Construction.</p> <p>Ban of left hand turn onto The Boulevard coming off of college.</p> <p>Road 24hr Road Closure on The Boulevard(westbound only) between 07/07/2021 - 17/06/2022- PJ012S000000003094 For information on Works contact MLP Traffic - 033000169696</p>	
Proposed Start Date / Time	Date: 13th May 2022	Time: 20:00
Proposed End Date / Time	Date: 20th May 2022	Time: 06:00
The restriction will be effective	24 hours	
	Night-time only from (time) 20:00 (time) 06:00	
Access arrangements	Access maintained for emergency services, residents and pedestrians	
Applicant name	MLP Traffic	
Applicant contact tel number	033000169696	
Any other details	For more information about this proposed TTRO please visit: https://one.network/?tm=122265033	

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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PUBLIC NOTICE

Temporary closure of Gatwick Road Northbound, Northgate, 8th July 2021

NOTICE IS HEREBY GIVEN that from the date specified below, West Sussex County Council has temporarily closed to all traffic Gatwick Road Northbound, Northgate, in the Crawley District under Section 14(2) of the Road Traffic Regulation Act 1984, as amended, on Gatwick Road Northbound from the junction of Manor Royal to the junction of Fleming Way

The temporary closure is scheduled to commence on 8th July 2021 for up to 5 days (It is estimated to be completed on 9th July 2021) and is required for the safety of the public and workforce while Hobart Paving undertakes a northbound road closure for carriageway resurfacing works following development works.

The restriction will be in place **overnight only** from 19:30 until 05:30

An alternative route will be signed on site but please visit <https://one.network/?tm=120460839> for more details.

Access for emergency service vehicles and pedestrians will be maintained at all times during the closure.

For information regarding this closure please contact Vic Foster of Hobart Paving on 07740039005 who will be able to assist with scope of these works.

Dated: 19th January 2021

Matt Davey

Director of Highways, Transport and Planning

West Sussex County Council

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PUBLIC NOTICE

WEST SUSSEX COUNTY COUNCIL TEMPORARY TRAFFIC REGULATION

IFIELD WOOD, IFIELD

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) **Ifield Wood, Ifield** from junction with **The Mount to junction with Charlwood Road** is temporarily prohibited from **06/07/21**.

The restriction will be in place off peak only between 09.30 – 15.00

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 **29 June 2021**

Matt Davey
Director of Highways, Transport and Planning

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(Extracted from the “Executive” Function (The Leader and the Cabinet) section of the Constitution)

6. CABINET MEMBER PORTFOLIO RESPONSIBILITIES

The responsibilities and delegations to Cabinet Members will include, but not be limited to, those set out within this Paragraph (subject to the exercise of such consultation processes as the Cabinet may agree for particular functions).

6.1. Responsibilities of All Cabinet Members

All Cabinet Members, including the Leader, hold the following responsibilities for the service areas within their portfolio:

- a) Act as a spokesperson for the Council on services and functions within their portfolio areas to promote the interests and reputation of the Council.
- b) Provide a political steer through overseeing the development of policy and strategy (with the appropriate Chief Officer) and thus be politically accountable for their portfolio.
- c) Work with the Leader and the Cabinet to develop a Corporate Plan and other corporate strategies and policies which the majority group(s) wish(es) to pursue.
- d) Monitor the budgets, delivery and performance of their services, including major contracts and projects.
- e) Determine priorities, and where appropriate agree the re-allocation of resources, for service delivery, in conjunction with the relevant Chief Officer (in accordance with the Policy Framework Documents and the Budget).
- f) Agree an appropriate response to petitions, in accordance with the Council's Petitions Scheme.
- g) A Cabinet Member may refer any matter within their portfolio to the Leader or the Cabinet for a decision.

If a Cabinet Member is unable to act, the Leader may act on their behalf or authorise another Cabinet Member to do so.

6.2. The Leader of the Council

6.2.1. Key Roles: They will determine the key policies of the Council and in particular, carry out responsibilities with regard to the following roles and areas:

- a) Leader of the Council and Chair of the Cabinet.
- b) Strategic and political lead as the spokesperson for the majority political group(s), liaising regularly with the Chief Executive.
- c) Initiating and developing corporate strategies and policies which the majority group(s) wish(es) to pursue.
- d) Represent the Council and act as spokesperson with neighbouring local authorities, regional partners and other partners, and in doing so build good relationships and promote the interests and reputation of the Council and the Borough.

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6.2.2. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) The overall staffing of the Council.
- b) Governance.
- c) Communications.
- d) Finance (rating, business rates, council tax, funds and investment management, the Budget, borrowing, fraud).
- e) Finance and Procurement (risk management and insurance matters).
- f) Councillors' services (including equipment, training and support).
- g) Council owned commercial properties.
- h) Council Owned Garages (non-Crawley Homes).
- i) Civil contingencies (including emergency planning).

6.2.3. Policy and Strategy Responsibilities: They will initiate, oversee, and where applicable, approve the development of plans, statutory notices and policies across the Council, ensuring appropriate consultation occurs on all such proposals, including:

- a) The development of policy and strategy for the Council, and its expression in the Corporate Plan with the Chief Executive (and in liaison with the appropriate Cabinet Member).

6.2.4. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) Approval of the Council's Debt Management Strategy.
- b) Approval of the Council Tax Base.
- c) Approval of the NNDR1 (National Non-Domestic Rates Return).
- d) Authority to make appointments to Outside Bodies Relating to Cabinet functions.
- e) Authority to approve the transfer of residual land on terms proposed by the Asset Manager.
- f) Authority to approve the use of any underspend on a capital scheme, up to a total value of £500,000, on further work associated with the scheme during the same financial year, subject to the Council not being committed to expenditure in future years above the existing budgetary provision.
- g) Approval of feasibility scheme and final implementation proposals for neighbourhood centre improvements which are in accordance with the Capital Programme.
- h) Authority to approve the submission of bids to an agreed maximum figure when a property becomes available at auction where the price would be over the delegated authority limits (currently £500,000) subject to it being:
 - (i) For investment purposes, to there being sufficient funds in the Investment Acquisition Reserve and it being in accordance with the guidance criteria set out in Section 7 of report FIN/306 (Budget Strategy 2014/15-2018/19) to the Cabinet and the Full Council on 10 and 24 July 2013 respectively.
 - (ii) For residential property purposes, to there being sufficient funds in the HRA Development Programme and to be agreed on a case by case basis and in accordance with the guidelines set out in report [FIN/328](#)

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(2014/15 Budget and Council Tax) to the Cabinet and the Full Council on 12 and 26 February 2014.

- i) The approval of the writing off of irrecoverable debts exceeding £2,500 but not exceeding £50,000, in accordance with the agreed protocol for debt collection.
- j) Authority to approve the transfer of Section 106 monies between £100,000 and £500,000 to West Sussex County Council which have been collected specifically for spend categories within the County Council remit.
- k) Determination of applications for landlord's consent for changes of use on neighbourhood shopping parades and the rest of the commercial estate (where one or more Ward Member raises an objection to the proposal or where the Cabinet Member for Planning and Economic Development has a conflict of interest the Leader will take the decision).
NB. This delegation relates to asset management only.
- l) Approval of minor amendments to the Local Discretionary Rate Relief Scheme.

6.2.5. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Local Economy Action Group (observer).
- b) Gatwick Diamond.
- c) Local Government Association (General Assembly).
- d) District Councils Network.
- e) Coast to Capital Joint Committee.
- f) Local Economic Partnership (LEP).
- g) Greater Brighton Economic Board (GBEB).

NB: All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

6.3. **Deputy Leader**

6.3.1. The Leader has appointed the Cabinet Member for Resources as Deputy Leader of the Council.

6.4. **Cabinet Member for Environmental Services and Sustainability**

6.4.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Gatwick Airport Port Health.
- b) Public (external) health and safety.
- c) Environmental Health Service.
- d) Waste management, refuse and recycling.
- e) Streetscene.
- f) Licensing.
- g) Public conveniences.
- h) Community Wardens.

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- i) Car Parking and Civil Parking Enforcement.
- j) Climate change and sustainability.
- k) Cemeteries and burials.
- l) Flood prevention and land drainage.

6.4.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Licensing Policy.
- b) Gambling Policy.
- c) Carbon Reduction Strategy.
- d) To work collectively with the Cabinet Member for Housing, the Cabinet Member for Planning and Economic Development and the Cabinet Member for Resources (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

6.4.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) The approval of feasibility schemes and the implementation of proposals for residential environmental improvements which are in accordance with the Capital Programme.
- b) Naming and numbering of streets.
- c) The approval of criteria for the prioritisation of flood alleviation schemes including project allocation, programme and final implementation proposals for flood alleviation schemes subject to the projects being achievable within the limits of the approved financial budget of the capital programme.

6.4.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Gatwick Joint Local Authorities.
- b) Inter Authority Waste Group.
- c) Patrol Adjudication Committee.
- d) Gatwick Airport Consultative Committee (GATCOM).

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

6.5. **Cabinet Member for Housing**

6.5.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Crawley Homes.
- b) Strategic Housing (including statutory functions such as homelessness and houses in multiple occupation).
- c) Council tax reduction and housing benefit.

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- d) Council Owned Garages (Crawley Homes).
- e) Housing Revenue Account.

6.5.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Housing Strategy.
- b) To work jointly with the Cabinet Member for Planning and Economic Development to meet the housing needs of the Borough.
- c) Liaising and joint working with Social Services and health (housing).
- d) To work collectively with the Cabinet Member for Environmental Services and Sustainability, the Cabinet Member for Planning and Economic Development and the Cabinet Member for Resources (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

6.5.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) Power to vary the rent of dwellings and garages held on the Housing Revenue Account.
- b) The approval of variations to the affordable housing requirements specified in Core Strategy Policy H5 for any housing scheme where it has been evidenced that scheme viability cannot support meeting these requirements in full, or where changes in housing needs or housing policy may justify any variation to the percentage and/or tenure mix being sought.
- c) To discharge the functions of the Council in relation to the appropriation of surplus land (excluding residential dwellings) from the Housing Revenue Account for a different use/purpose.
- d) Approval of amendments to the Crawley Homes Under-Occupation Incentive Policy.
- e) Responding to the Government's Welfare Reform agenda (with the Leader).

6.5.4. Outside Bodies:

They are not specifically appointed to any outside bodies.

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

6.6. **Cabinet Member for Planning and Economic Development**

6.6.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Town and Country Planning (including local planning policy).
- b) Transport Planning (in liaison with relevant partners).
- c) Economic Development and Regeneration (including education and skills, Town Centre management and Manor Royal liaison).
- d) Asset Management.

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6.6.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Gatwick Airport, Manor Royal and the Town Centre.
- b) Green Space Strategy (implementation of this Strategy remains with the Cabinet Member for Wellbeing).
- c) Heritage Strategy (although the Strategy falls within the remit of several portfolios, the Cabinet Member for Planning and Economic Development provides a coordinating role).
- d) Asset Management Strategy (including corporate estate).
- e) Local Plan and related documents.
- f) Liaising with West Sussex County Council and neighbouring local authorities on planning and highways matters.
- g) To work jointly with the Cabinet Member for Housing to meet the housing needs of the Borough.
- h) Economic Development, Employment and Skills.
- i) Transport related policies and documents.
- j) To work collectively with the Cabinet Member for Housing, the Cabinet Member for Environmental Services and Sustainability and the Cabinet Member for Resources (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

6.6.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) The adoption of revised versions of the Local Development Scheme (LDS), including the adoption of associated planning documents and Supplementary Planning Documents as defined by the LDS.
- b) Approval of the annual programme of building maintenance works for operational properties (excluding housing assets) including variations during the year to meet changing needs. Delegation to cover all types of maintenance work and small-scale improvements above £100,000 per job.
- c) Determination of applications for landlord's consent for changes of use on neighbourhood shopping parades and the rest of the commercial estate (where one or more Ward Member raises an objection to the proposal). *NB. This delegation relates to asset management only.*

6.6.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Local Economy Action Group (voting member).
- b) Gatwick Joint Local Authorities.
- c) Gatwick Diamond Local Authorities Members' Group.
- d) Manor Royal Business Group.
- e) Manor Royal Management Group.

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- f) Manor Royal Board.
- g) Sussex Building Control.
- h) Town Centre Partnership.
- i) West Sussex and Greater Brighton Strategic Planning Board.
- j) Bus Company Meetings.

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

6.7. Cabinet Member for Public Protection and Community Engagement

6.7.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Community safety and anti-social behaviour (including improvement schemes and liaison with emergency services).
- b) Community and neighbourhood development.
- c) Community engagement.
- d) Grants to voluntary bodies.
- e) Community cohesion and social inclusion and mobility.
- f) Town Twinning.
- g) Issues relating to travellers.
- h) Children and young people (along with relevant partner organisations) including responsibilities defined under Section 11 (Safeguarding) of the Children's Act 2004.
- i) Armed Forces Covenant.

6.7.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Community Strategies.
- b) Social Inclusion Strategy.
- c) Prevent Strategy.
- d) Crime Reduction and Community Safety Strategies.
- e) Fostering interest in Local Government.

6.7.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) To determine applications for main grants (i.e. currently above £5,000) by voluntary organisations in accordance with the criteria previously agreed by the Cabinet.
- b) The approval of criteria for the prioritisation of community safety improvement schemes.
- c) The approval of an annual programme of community safety schemes subject to the proposals being achievable within the limits of the approved financial budget.

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6.7.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Crawley Prevent Board.
- b) Safer Crawley Partnership Executive.
- c) Sussex Police and Crime Panel (member).

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

6.8. **Cabinet Member for Resources**

6.8.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Legal, Governance and HR (including Electoral Services and internal staff Health and Safety).
- b) Audit.
- c) Current building management/office accommodation.
- d) Customer complaints, Freedom of Information and Data Protection/GDPR.
- e) Contact Centre.
- f) Shared service provision.
- g) Information and Communication Technology.
- h) Transformation Programme and service improvements.
- i) Mayoralty.

6.8.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Human Resources Strategy.
- b) Equal Opportunities Policy and Corporate Equality Statement.
- c) Digital, IT Strategy, Council Website, channel shift programmes e.g. MyCrawley.
- d) To work collectively with the Cabinet Member Environmental Services and Sustainability, the Cabinet Member for Housing and the Cabinet Member for Planning and Economic Development (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

6.8.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) To approve the Corporate Equality Statement.
- b) Approval of the Council's Risk Management Strategy.
- c) Agree the annual cycle of meetings for implementation (in consultation with the Head of Legal, Governance and HR).

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6.8.4. Outside Bodies:

They are not specifically appointed to any outside bodies.

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

6.9. **Cabinet Member for Wellbeing**

6.9.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Health and Wellbeing (local and strategic issues).
- b) Arts (including The Hawth and Crawley Museum).
- c) Sport and fitness (including K2 Crawley).
- d) Parks, gardens and open spaces (including allotments, trees and recreational space).
- e) Play service.
- f) Community centres.

6.9.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- d) Implementation of the Green Space Strategy (formulation of this Strategy remains with the Cabinet Member for Planning and Economic Development).

6.9.3. Specific Delegations: They do not currently hold any specific delegations.

6.9.4. Outside Bodies: They will be a member of the following Cabinet appointed outside body:

- a) Gatwick Greenspace Partnership.

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

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Agenda Item 4

Minor Amendment to the General Committee Procedure Rules

The paragraph 15.4 has been inserted into the General Committee Procedure Rules.

15. DURATION OF MEETING

- 15.1 **Commencement:** Most formal Committee meetings will commence at 7.00pm, unless the summons/agenda issued by the Chief Executive or the Head of Legal, Governance and HR, following consultation with the relevant Chair, alters this time.
- 15.2 **Concluding the Meeting:** The business of any Committee meeting should conclude by 11.00pm.
- 15.3 **Guillotine (with the exception of the Planning Committee):** The use of the guillotine process comes into effect once the meeting has reached 11.00pm.

The Guillotine process is:

- a) **Recommendations Not Dealt With:** If there are any recommendations on the agenda that have not been dealt with, they are deemed formally moved and seconded (together with any amendments). No speeches will be allowed on these items and the vote will be taken in the usual way. This process will also apply in instances where the Council/Committee is statutorily required to make a decision about a matter before a particular date.
 - b) **Recorded Vote:** If a recorded vote is called for during this process, it will be taken immediately.
 - c) **Procedural Motions Which May Be Moved:** During the guillotine process, the only other Procedural Motions which may be moved are that a matter be withdrawn or referred to an appropriate body or individual for decision or report.
 - d) **Closure of the Meeting:** When all recommendations have been dealt with, the Chair will declare the meeting closed.
- 15.4 **Guillotine (Planning Committee):** The use of the guillotine process comes into effect once the meeting has reached 11.00pm.

The Guillotine process is:

- a) **Recommendations Not Dealt With:** If there are any recommendations on the agenda that have not been dealt with, they will be deferred until the next scheduled meeting of the Committee. The exception to this will be matters which statutorily require a decision before the date of the next meeting, in which case an additional Committee meeting will be arranged as soon as practicably possible to consider these matters. No speeches will be allowed on these items and no votes will be taken.
- b) **Consideration Underway:** Any item already undergoing debate at 11.00pm will be concluded and voted upon rather than being deferred.
- c) **Recorded Vote:** If a recorded vote is called for during this process, it will be taken immediately.
- d) **Procedural Motions Which May Be Moved:** During the guillotine process, the only other Procedural Motions which may be moved are

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that a matter be withdrawn or referred to an appropriate body or individual for decision or report.

- e) **Closure of the Meeting:** When all recommendations have been dealt with or deferred, the Chair will declare the meeting closed.