

Crawley Borough Council

Agenda of the Full Council

To: The Mayor and Councillors

You are summoned to attend a meeting of the **Full Council** which will be held in **Committee Rooms A B & C - New Town Hall**, on **Wednesday, 14 December 2022 at 7.30 pm**

Nightline Telephone No. 07881 500 227



Chief Executive

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

Published 6 December 2022

Duration of the Meeting

If the business of the meeting has not been completed within two and a half hours (normally 10.00 pm), then in accordance with Council Procedure Rule 2.2, the Mayor will require the meeting to consider if it wishes to continue for a period not exceeding 30 minutes. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.

Following the meeting's initial extension, consideration will be given to extending the meeting by further periods of up to 30 minutes if required however, no further extensions may be called to extend the meeting beyond 11.00pm when the guillotine will come into effect.



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

Part A Business (Open to the Public)

Pages

1. Apologies for Absence

To receive any apologies for absence.

2. Disclosures of Interest

In accordance with the Council's Code of Conduct, councillors are reminded that it is a requirement to declare interests where appropriate.

3. Minutes

To approve as a correct record the minutes of the meeting of the Full Council held on 19 October 2022.

5 - 36

4. Communications

To receive and consider any announcements or communications, including any additional Cabinet Member announcements.

As part of this item the Mayor will present each of the following Councillor with a badge commemorating their long service as a Member of Crawley Borough Council:-

AWARD	NAME
30 Years	Councillor Burrett
10 Years	Councillor Peck
15 Years	Former Councillor Bob Burgess
15 Years	Former Councillor Eade

The Mayor will also present a gift to each of the following former Members of the Council, who have recently ceased to hold office at May 2022 election.

Bob Burgess
Carol Eade
Brenda Smith

With regard to former Councillors Fiveash, Flack and Peter Smith, they have informed the Head of Governance, People and Performance that they will be unable to attend this meeting, and alternative arrangements have been made in terms of the receipt of their gifts or have decline to receive a gift.

5. Public Question Time

To answer public questions under Full Council Procedure Rule 1.1-E. The questions must be on matters which are relevant to the functions of the Council, and should not include statements.

One supplementary question from the questioner will be allowed.

Up to 30 minutes is allocated to Public Question Time.

6. Consideration of Full Council Recommendations and Call-In Decisions

37 - 98

To consider any recommendations before the Full Council or items which have been Called-In.

NB In advance of the meeting Political Groups will identify which recommendations they do not wish to reserve for debate.

7. Appointment of Section 151 Officer and Interim Appointment of Acting Section 151 Officer – (Recommendation 4)

To appoint the Council's Chief Finance Officer (Section 151 Officer), following the Employment Panel held on the 5 December 2022 and the Interim Appointment of Acting Section 151 Officer – CEx/061 **RECOMMENDATION 4 (To Follow)**

8. Notification of Urgent Decision Protected from Call-In – (Recommendation 5)

In line with Call-In Procedure Rule 8.3, which is set out in the Council's Constitution, the Full Council is required to be informed when the Chief Executive has protected a decision from Call-In.

The decision, which was taken by Cabinet on 23 November 2022 (report [CH/198](#) refers), was to approve the proposal for the Council's Warm Hub provision. In addition, the Cabinet delegated authority to approve changes to the supply of Council warm hub provision; approve funding to the Voluntary and Community Sector (VCS) to deliver warm space provision and associated cost of living requirements from existing cost of living budgets and reserves; and negotiate, approve and complete all relevant documentation including legal requirements. This decision was protected from Call-In as, due to the urgent timescales and the current cost of living crisis, there was a need to implement the decision prior to any severe weather/winter period.

RECOMMENDATION 5

The Full Council is requested to note the use of the Protection from Call-In provision in respect of the decision taken by the Cabinet relating to Warm Hubs which was taken on 23 November 2022.

9. Councillors' Questions Time

There will be a maximum of **30** minutes for Councillors' Question Time (CQT). Councillors may ask questions relating to either a portfolio issue or with regard to the functions delegated to a Committee.

There are **two** methods for Councillors asking questions:

1. Councillors can submit written questions in advance of the meeting and written answers will be provided on the evening of the Full Council.
2. Councillors can also verbally ask questions during the CQT.

Councillors have the opportunity to ask oral supplementary questions in relation to either of the methods above.

10. Receiving the Minutes of the Cabinet, Overview and Scrutiny Commission and Other Committees including Items for Debate

To receive the minutes of the meetings of the Cabinet, Overview and Scrutiny Commission and Committees, as listed on page 37, and set out in the appendices to this item and to debate any Reserved Items contained within those Minutes.

NB: In advance of the meeting Political Groups can identify any items they wish to debate as a Reserved Item. These Reserved Items will then be the only matters to be the subject of debate.

11. Supplemental Agenda

Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.

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Crawley Borough Council

Minutes of Full Council

Wednesday, 19 October 2022 at 7.30 pm

Councillors Present:

J Hart (Mayor)

T Rana (Deputy Mayor)

Z Ali, M L Ayling, A Belben, T G Belben, J Bounds, S Buck, B J Burgess, R D Burrett, D Crow, H Hellier, I T Irvine, K L Jaggard, G S Jhans, K Khan, Y Khan, M G Jones, P K Lamb, R A Lanzer, T Lunnon, S Malik, J Millar-Smith, C J Mullins, S Mullins, M Mwangale, A Nawaz, B Noyce, D M Peck, A Pendlington, S Piggott, S Pritchard, S Raja and S Sivarajah

Also in Attendance:

Mr Peter Nicolson and Mr Russell Brown

Officers Present:

Natalie Brahma-Pearl

Chief Executive

Siraj Choudhury

Head of Governance, People & Performance

Chris Pedlow

Democracy & Data Manager

Jess Tamplin

Democratic Services Officer

Apologies for Absence:

Councillor K McCarthy and M Morris

1. Minute's Silence

The Mayor held a minute's silence in memory of Her Majesty Queen Elizabeth II.

The Mayor then held further a minute's silence in memory of former Councillor Sally Blake. The Mayor invited representatives from each party to pay tribute. Councillors Crow, Jones, Lanzer, Irvine and Burrett paid their respects with touching tributes.

2. Disclosures of Interest

The disclosures of interests made by councillors are set out in Appendix A to these minutes.

3. Minutes

The minutes of the meeting of the Full Council held on 20 July 2022 were approved as a correct record and signed by the Mayor.

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Full Council (49)
19 October 2022

4. Communications

The Mayor updated the Council on events that had taken place since the last meeting. The summer months had been particularly busy with large events such as Crawley Pride Festival in Goffs Park in August. The Mayor had also attended an Armed Forces Breakfast Club meeting, at which a plaque was unveiled for Crawley residents who had lost their lives during World War I. The passing of Her Majesty Queen Elizabeth II had been an historic event, and the Mayor had been proud to take part in the proclamation of the new King.

October was to bring a range of events to mark Black History Month. The town was also due to host various events for 'Creepy Crawley' festival.

5. Public Question Time

Questions asked in accordance with Council Procedure Rule 9 were as follows:

Question	Response
<p><i>Richard Symonds, Ifield:</i></p> <p>What is the Council doing to help St Margaret's Parish Church ascertain whether there is a possibility of subsidence to the Church and its historic surrounds, as highlighted by Historic England 2 years ago, if Homes England's monstrous development is built West of Ifield?</p>	<p><i>Councillor Nawaz (Cabinet Member for Planning and Economic Development):</i></p> <p>The ground conditions in the vicinity of St Margaret's Church are unlikely to change if Homes England's West of Ifield development proposals were to happen. This is because there is an intervening watercourse (Ifield Brook) running along the borough boundary to the west. However if the Church or residents have concerns I would suggest that they put these concerns in writing to Homes England as they are about to hold another public consultation on the matter.</p>
<p><i>Helen Owen, Furnace Green:</i></p> <p>I'm here with other residents of Furnace Green. We object to the siting of allotments on Ashburnham playing field. I have been in contact with Councillor Hellier and Councillor Crow and have expressed that we were very disappointed that the Council didn't consult with residents. Now a decision has been taken to halt the building of the allotments. If it goes ahead, will there be planning permission for the allotments?</p>	<p><i>Councillor C Mullins (Cabinet Member for Wellbeing):</i></p> <p>Residents were consulted via a survey which was carried out over 4 weeks. It was done genuinely, to try to ascertain whether the allotments should go ahead. Given the responses it has now been delayed. I can assure you that if it does go ahead, it will need to get planning permission. We are listening to the people who wish to make comment, we will look at those comments and then come to a conclusion.</p>

Agenda Item 3

Full Council (50)
19 October 2022

Question	Response
<p><i>Supplementary question:</i></p> <p>I appreciate the position of delaying the plans. However I dispute that the consultation done involved local residents as it was done purely online – there were no notices or flyers around the park. I'd like to request that in the future the Council does a proper consultation. I don't want to blame any individual councillors but it was a failure. The only information we have heard has been anecdotal and online. We have no detail of the actual plans such as the size and location so we're being asked to make a judgement on something without the factual evidence – how can we get further information?</p>	<p>When the next consultation letter goes out to residents, I will make sure the plans are included.</p>
<p><i>Louise Golding, Maidenbower:</i></p> <p>I am interested to know why the councillors named under the Motion on this meeting's agenda are opposed to the proposed Center Parcs at Worth forest.</p> <p>There are plenty of other areas in Crawley where people can access green space. It's in a perfect location off the M23 and will provide 1,500 jobs.</p>	<p><i>Councillor Jaggard:</i></p> <p>I think the reasons will be explained in the debate that we will have on the Motion later on in the meeting. My main concern is the impact it will have on the ecological systems in Worth forest.</p> <p><i>Councillor Crow:</i></p> <p>I recognise that some people are in favour of the proposal and others are against it. I feel strongly that the reasons to oppose it outweigh the reasons to support it, and I'll be setting out these reasons later.</p>
<p><i>Malcolm Jennings, Furnace Green:</i></p> <p>Does the Council intend to do an environmental planning assessment for the area for the proposed allotments?</p>	<p><i>Councillor C Mullins (Cabinet Member for Wellbeing):</i></p> <p>If the proposed allotments go ahead, we will carry out all the necessary planning assessments.</p>
<p><i>Resident, Broadfield:</i></p> <p>Why can't school children in Crawley have free bus passes?</p>	<p><i>Councillor Lamb:</i></p> <p>Bus passes used to be controlled by Crawley Borough Council but are now a matter dealt with by West Sussex County Council so this is a question for them. Since then the County Council</p>

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Full Council (51)
19 October 2022

Question	Response
	has gradually reduced the groups of people eligible for free bus passes. A number of us worked hard to protest that at the time.
<p><i>Resident, Broadfield:</i></p> <p>Who looks after the facilities in Crawley and makes sure they're at a good standard?</p> <p>I have concerns about Broadfield and also the town centre. Some areas are very dilapidated and I would like to have them better maintained.</p>	<p><i>Councillor Jhans (Cabinet Member for Environmental Services and Sustainability):</i></p> <p>The Council's Environmental Services team looks after a lot of areas across the town. Are there any particular areas you have concerns about?</p> <p>We have cleaners who go across the town twice a day, but I am happy to look into that further for you.</p>
<p><i>Connor Fountain, Furnace Green:</i></p> <p>I want to ensure the correct procedures are followed for the proposed allotments at Ashburnham playing field. I have just seen the Council try to enforce this plan faster than it should have, so how can you convince me as a member of the public that construction workers won't just turn up one day and start work on the allotments?</p>	<p><i>Councillor C Mullins (Cabinet Member for Wellbeing):</i></p> <p>We previously did four weeks of consultation. We've now delayed the works because of the responses we've had and we're going to reconsider the situation. We want to work with local representatives and residents to come to a conclusion together.</p>
<p><i>Christina, Furnace Green:</i></p> <p>I understand that if the allotment building goes ahead, planning permission will need to be given. But will we be informed about this before building work starts? I didn't get too much help from my ward councillor about this so I want to know if the residents will be consulted.</p> <p><i>Supplementary question:</i></p> <p>So just to confirm, we will receive the letters and be able to give our opinions at that stage?</p>	<p><i>Councillor C Mullins (Cabinet Member for Wellbeing):</i></p> <p>We have done a consultation already but what we're going to do is send a letter to all the houses adjacent to the proposed site asking residents for their opinion. We'll also discuss with elected representatives.</p> <p>Yes. We'll then look at the responses and come to a conclusion.</p>
<p>John Frankland, Furnace Green:</p>	<p>Councillor C Mullins (Cabinet Member</p>

Agenda Item 3

Full Council (52)
19 October 2022

Question	Response
It seems that a lot of money might be spent on the plan for the allotments - do you have a budget for this? I have concerns because lots of people use the playing fields.	for Wellbeing): Yes, there is a budget for it, however I don't have the figure with me now. The plan is for only 11% of the field to be used. Allotments are very popular and we have lots of people on a waiting list waiting for one – it's a very healthy and worthwhile hobby. I understand they can change the environment locally but they're not unattractive to look at. They're generally very well-kept across Crawley.

6. Recommendation 1 - Budget Strategy 2023/24 - 2027/28

The Full Council considered report [FIN/583](#) of the Head of Corporate Finance. The Leader of the Council presented the report which set out the projected financial position for 2023/24 to 2027/28 for the General Fund, Housing Revenue Account, capital programme and the underlying assumptions. The report set out the policy framework for improving financial efficiency and meeting the long-term investment needs of the Town, as well as proposals for the annual budget process. It was highlighted that the proposed budget would be formed under the background of high inflation and the cost-of-living crisis as such assumptions were changing on a daily basis. Also, as mentioned in the quarterly reporting, there was an officer pay award pending which was expected to be £800,000 more than budgeted for. This would be addressed in the mid-year strategy.

It was noted that currently there was a budget deficit of £204,109 for 2023/24, before use of reserves and before any savings were identified and based on a Council tax increase of 2.21% (which was £4.95 on a Band D in property) and an increase of fees and charges of 5% (which was lower than inflation) for 2023/24.

The item had been previously considered at the Overview and Scrutiny Commission and Cabinet meetings on 3 October 2022 and 5 October 2022 respectively. Councillor Jones moved the recommendation which was seconded and supported by Councillor C Mullins.

Councillors Crow, Jhans, Irvine, Lanzer and Lamb also spoke on the item and the recommendation.

The Mayor then called for the vote on the recommendation, which was carried unanimously.

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Full Council (53)
19 October 2022

RESOLVED

That the Full Council approves the Budget Strategy 2023/24 to 2027/28 and:

- a) approves the process for meeting the gap as outlined in section 8 of report [FIN/583](#).
- b) approves to continue with the policy of balancing the budget over a four-year period, including putting back into reserves when the Budget is in surplus. This is due to the current economic climate.
- c) notes the following highlights of the Budget Strategy:
 - i. that the Budget is aligned to the Council's Corporate Priorities.
 - ii. that the current budget deficit of £204,109 for 2023/24 is based on a Council tax increase of 2.21% which is £4.95 and increases in fees and charges of 5% on average. However table 9 in report [FIN/583](#), highlights that the gap could be higher when looking at sensitivity analysis.
 - iii. that the outline 5 year forecast as shown in table 3 of report [FIN/583](#).
 - iv. that the savings identified by the Corporate Management Team challenge of budgets of £413,080 have been included within the budget projections.
 - v. that there are uncertainties around Government funding prior to the settlement in December and the delay in Local Government Funding reforms such as business rates retention and the future of New Homes Bonus.
 - vi. that despite having a £5.26m General Fund reserve that the budgeted use of this reserve was £451,730 at the beginning of the current financial year, however there is a projected overspend in year due to the cost-of-living crisis and its impacts and with so many financial uncertainties the reserve must remain between £3m and £5m. The Council cannot rely on using reserves in the long term to balance the budget.
 - vii. that no additional revenue budgets have been budgeted towards the costs of the Climate Change commitment at this stage. Table 10 within report [FIN/583](#) shows existing capital commitments to Climate Change.
 - viii. that items for the Capital Programme are driven by the need for the upkeep of council assets and environmental obligations and schemes will also be considered that are spent to save or spend to earn but that such prioritisation should not preclude the initial consideration of capital projects that could deliver social value.
 - ix. that costs associated with splitting upper floors for the New Town Hall were not included within the original budget. Any costs will be added to the capital programme but will be funded from rental income.
 - x. that an update on this strategy will be presented to Cabinet on 23rd November 2022, this will include capital bids and the revised Crawley Homes capital investment plan.

7. Recommendation 2 - Proposed Increase of Weekly Rent to Council Owned Garages

Councillors Burrett and Lanzer left the room and took no part in the discussion or vote on this item.

The Full Council considered report [CEX/59](#) of the Chief Executive. The Leader of the Council presented the report which sought approval for the mid-year increase, as part of the budget setting strategy, to weekly rent to Council-owned garages and storage cupboards. It was acknowledged that even with the proposed increase renting garages from the Council would still be of good value for residents and much lower cost than alternative forms of storage and most other similar local authorities. It was noted that changes to the rules regarding multiple tenancies and to non-Crawley residents means that they would be paying a premium for multiple garages. If they were not prepared to pay this would enable more residents on the waiting list to have the opportunity to be able to rent a garage sooner.

The item had been previously considered at the Overview and Scrutiny Commission and Cabinet meetings on 3 October 2022 and 5 October 2022 respectively. Councillor Jones moved the recommendation which was seconded and supported by Councillor C Mullins.

Councillor Crow then moved and presented [Amendment 1 and 2](#) (as shown in the Supplementary Agenda Order Paper) respectively and in doing so emphasised that the amendments were not dependent on one another and as such should be considered individually. Councillor Ali seconded both the amendments and spoke on the item.

Councillor Jones, using their right to reply, commented that he would accept Amendment 1 and include it as part of the substantive recommendation, but would not accept Amendment 2.

The Mayor then called for the vote on Amendment 2, which fell by 13 votes in favour, 19 against and 1 abstention.

The Mayor then called for the vote on the substantive recommendation (including Amendment 1) which was carried unanimously.

RESOLVED

That Full Council approves the change in garage and storage cupboard fees, as detailed in Section 5 report [CEX/59](#) and agrees to:

- a) Increase rental fees with effect from 1 December 2022, with no further increase until April 2024 as follows:
 - i. weekly garage rental costs for Crawley Homes tenants,
 - ii. weekly garage rental cost for Private Tenants residing in Crawley
 - iii. weekly rental costs of storage cupboards
- b) Introduce an additional charge for Crawley Homes tenants and Crawley resident private tenants with three or more garages.
- c) Introduce a new non-Crawley Borough resident weekly garage rental cost.

- d) Introduce an additional charge for non-Crawley Borough residents with two or more garages.
- e) Remove the previous multi garage discount from any remaining accounts.
- f) In preparation for the next review of charges, explore options for a more flexible approach to garage rents based on variations in demand in the neighbourhoods.

Councillors Burrett and Lanzer returned to the room once the item had concluded.

8. Recommendation 3 - Polling Station Arrangements 2023: Schools

The Full Council considered report [LDS/189](#) of the Head of Governance, People & Performance. Councillor Lamb as Chair of the Governance Committee introduced report which requested that the Full Council review the temporary changes to the Scheme of Polling Places made for the 2021 and 2022 elections, and consider whether to extend those for the elections in 2023. The Full Council was informed that the Governance Committee proposed that the temporary changes made to the Polling Scheme in 2021 and 2022 relating to polling districts LFB, LFD, and LHB be ended and that there is a return to the normal polling places for the 2023 elections. The Committee also proposed that polling district LJC had a new designated polling place of Forge Wood Community Centre. The recommendation was seconded by Councillor Bounds.

RESOLVED

That the Full Council approves that:

- a) The Forge Wood Community Centre be the designated polling place for polling district LJC (Pound Hill North & Forge Wood Ward).
- b) The Mill Primary School be the designated polling place for polling district LFB (Ifield Ward).
- c) The Mill Primary School be the designated polling place for polling district LFD (Ifield Ward).
- d) The Brook School be the designated polling place for polling district LHB (Maidenbower Ward).

9. Recommendation 4 - Final Report of the Independent Remuneration Panel (Councillors' Allowances Scheme 2023/24 to 2026/27)

Councillor Lamb as Chair of the Governance Committee introduced report [LDS/190](#) of the Chair of the Independent Remuneration Panel (IRP) which detailed the considerations and subsequent recommendations regarding the Councillors' Allowances Scheme for 2023/24 to 2026/27. It was noted that Panel held an in-depth investigation as part of their review including comparing the current scheme against other similar and local councils' allowances schemes and holding interviews and receiving submissions from a range of councillors and former Mayors (including those that were no longer councillors).

The recommendation was seconded by Councillor Bounds.

Councillor Burgess also spoke on the report.

RESOLVED

That the Full Council approves the Councillors' Allowances Scheme for 2023/24 to 2026/27 as set out in Appendix B to these minutes.

10. Recommendation 5 - Changes to the Constitution: Licensing Sub Committee (Taxis) Function

Councillors Y Khan, Malik, Rana and Sivarajah left the room and took no part in the discussion or vote on this item.

The Full Council considered report [LDS/191](#) of the Head of Governance, People & Performance. Councillor Lamb as Chair of the Governance Committee presented the report which proposed changes to the Constitution which reflected the arrangements necessary to fulfil a recent decision by the Licensing Committee. The decision made was to delegate power to take decisions around the suspension of issuing hackney carriage (driver and vehicle) licences and private hire (driver/vehicle/operator) licences to a Licensing Sub-Committee (when specifically requested by the Chair of the Licensing Committee).

The Full Council was informed that included in the Supplementary Agenda – Items to Follow – Governance Minutes and Recommendations was report [LDS/194](#) which contained legal advice from the Head of Governance, People and Performance in respect of recommendation 5, following a request from the Governance Committee. The advice included a minor revision to the proposed terms of reference for the Licensing Sub-Committee (Taxis), which Councillor Lamb confirmed was the version he would be moving as the Constitutional change for the Full Council's consideration.

The recommendation was seconded by Councillor Lunnon.

Councillors Crow, Jones Jaggard, Burrett, Lanzer, Mwagale, Millar-Smith, Burgess and Peck spoke on the item. In response to queries raised during the debate, Councillors Irvine and Ali as Chair and Vice Chair of Licensing Committee respectively spoke on the item to provide context as to why the Committee had requested the establishment of the Licensing Sub-Committee (Taxis).

At the conclusion of the debate, the Mayor called for a recorded vote on the recommendation before the Full Council and invited the Democracy and Data Manager to commence the recorded voting process.

For: Ayling, Buck, Hart, Irvine, Jhans, Jones, K Khan, Lamb, Lunnon, C Mullins, S Mullins, Nawaz, Noyce, Pritchard, and Raja. (15)

Against: Ali, A Belben, T Belben, Bounds, Burgess, Burrett, Crow, Hellier, Jaggard, Lanzer, Millar-Smith, Mwagale, Peck, Pendlington and Piggott. (15)

Abstentions: (0)

Having put it to the vote which resulted in a tie, the Mayor used her casting vote to vote in support of the recommendation and as such it was carried.

RESOLVED

That the Full Council approves:

1. The Constitutional changes establishing the Licensing Sub-Committee (Taxis) as set out in Appendix C to these minutes.
2. That meetings of the Licensing Sub-Committee (Taxis) follow the same procedure as set out in the General Committee Procedure Rules of the Constitution.
3. That the Head of Governance, People & Performance be delegated authority to amend all references to the "Licensing Sub-Committee" in the current Constitution to "Licensing Sub-Committee (Hearings)" and make any other consequential changes to the Constitution as necessary.

Councillors Y Khan, Malik, Rana and Sivarajah returned to the room once the item had concluded.

11. Recommendation 6 - Changes to the Constitution: Financial Approval Levels

The Full Council considered report [LDS/192](#) of the Head of Governance, People & Performance. Councillor Lamb as Chair of the Governance Committee introduced the proposed constitutional change to Section J of the Financial and Budget Procedure Rules. The change aimed to marry up, for consistency purposes, the financial approval levels for purchasing land and property for housing delivery and to include the approval levels for the acquisition of land and property for investment. It was explained that the latter approval levels had been delegated to Head of Corporate Finance and included in their Sub-Delegation Scheme but were not referenced in the Constitution.

The recommendation was seconded by Councillor Bounds.

RESOLVED

That the Full Council approves constitutional change to Section J of the Financial and Budget Procedure Rules as set out in Appendix D to these minutes.

12. Recommendation 7 - Notification of Urgent Decisions Protected from Call-In

The Leader of the Council, Councillor Jones, introduced the item which was set out on pages 2 and 3 of the agenda. Councillor Jones had used the Urgent Action decision making powers set out in the Constitution and had also protected decisions from Call-In (in accordance with Call-In Procedure Rule 8).

The first decision, which was taken on 27 July 2022, was to approve the Council's Covid-19 Additional Relief Fund Discretionary Relief Guidelines and give delegated authority to designated senior officers to make relief awards within certain guidelines.

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This decision was protected from Call-In so the Council could start supporting its businesses as soon as possible. The decision was reported in Councillors' Information Bulletin [IB/1141](#).

The second decision, which was taken on 14 September 2022, was to approve the Council's Revised Energy Rebate Discretionary Guidelines and give delegated authority to designated senior officers to make relief awards within these guidelines. This decision was deemed urgent and protected from Call-In so that an online application process could become live to enable the Council to start supporting eligible residents as soon as possible. The Scheme needed to be rolled out as soon as possible to enable people to apply to assist them with increased costs of utility bills. The decision was reported in Councillors' Information Bulletin [IB/1148](#).

Councillor Jones moved the recommendation, which was seconded by Councillor C Mullins.

RESOLVED

The Full Council is requested to note the use of the Special Urgency and Protection from Call-In provisions in respect of the decisions taken by the Leader relating to the Council's Covid-19 revised Additional Relief Fund Discretionary Relief Guidelines which was taken on 27 July 2022 and the Council's Revised Energy Rebate Discretionary Guidelines which was taken on 14 September 2022.

13. Notice of Motion 1 - Motion to protect Worth Forest

The Full Council considered the [Notice of Motion](#) – Motion to Protect Worth Forest – as set out on page 21 of the agenda.

The Motion was moved and presented by Councillor Jaggard and in doing so gave further explanation of the reasoning behind the Motion. It was seconded and supported by Councillor Crow.

14. Vote to Extend the Meeting (Guillotine)

As the business of the meeting had not been completed within the scheduled two hours and 30 minutes, a vote on continuation in line with Council Procedure Rule 8.3 was held. The Mayor required the Full Council to consider if it wished to continue with the meeting.

Having put it to the vote, the Council agreed that the meeting be continued for an additional period not exceeding 30 minutes.

15. Notice of Motion 1 - Motion to protect Worth Forest (Continued)

Following the agreement of the Full Council to continue the meeting, the Mayor restarted the discussion on Notice of Motion 1 - Motion to Protect Worth Forest.

Councillor Jones then moved and presented [Amendment 1](#) (as shown in the Supplementary Agenda Order Paper). The Amendment was seconded by Councillor Jhans who also spoke on the item.

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Councillors Lunnon, Lanzer, Pritchard, Burgess C Mullins, Burrett and Piggott all spoke during the debate.

Councillor Jaggard, using their right to reply, thanked all councillors for their support of the Motion. She commented that she was happy to accept Councillor Jones' amendment, but asked if Councillor Jones would consider adding Councillor Crow as the Opposition Leader to the list of signatories of the letters. She explained that it would show that the objection to the proposed Center Parcs at Worth Forest was a cross-party view and not politically motivated, particularly as Mid-Sussex District Council was a Conservative-run authority. The Mayor invited Councillor Jones to respond, who commented that he would like to hold a meeting with Councillor Crow first before agreeing. Councillor Crow confirmed he would be willing to discuss the matter.

The Mayor then called for the vote on the substantive Notice of Motion which included the accepted amendment, which was carried unanimously.

RESOVLED

Crawley Borough Council states its objection to the proposal, announced last year by Center Parcs, to construct a 'holiday village' comprising up to 900 holiday lodges, a restaurant and swimming complex, across 553 acres of Worth Forest immediately to the south of Maidenbower, in the area known as Oldhouse Warren.

In doing so, this Council requests the Leader of the Council and Cabinet Member for Environmental Services and Sustainability to write to both Center Parcs and Mid-Sussex District Council, on behalf of the Council's entire membership, setting out Crawley's concerns about such a change of use of this site, and supporting the [environmental concerns that have been highlighted by the Sussex Planning for Nature Group](#), which is made up of the Sussex Wildlife Trust, the RSPB, the Woodland Trust, CPRE Sussex and the Sussex Ornithological Society.

16. Councillors' Questions Time

Question	Response
<p><i>Councillor Lanzer to the Leader of the Council:</i></p> <p>Is the Leader opposed to meeting with Mr Henry Smith, Crawley's MP? Is it not part of his duties to commit to regular meetings with Mr Smith?</p>	<p><i>Councillor Jones (Leader of the Council):</i></p> <p>I am actually due to meet with Mr Smith tomorrow. I am continuing the existing arrangements between the Council and Crawley's MP however the relationship is not positive – Mr Smith has previously made negative comments about members of this Council in Parliament. Since I have been Leader of the Council I don't think I have had a direct piece of correspondence from him. But any time there is an important issue, I will be happy to meet with him and have those conversations.</p>

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<p><i>Councillor Burgess to the Cabinet Member for Public Protection and Community Engagement:</i></p> <p>I have recently spoken to Sussex Police to discuss problems caused by the sale of nitrous oxide. Nitrous oxide canisters tend to be used by young people aged 16-24, and can cause permanent nerve damage, paralysis, or even death. The Police would like to know if we could stop or restrict the sale of this to prevent it from getting into the wrong hands. Perhaps this could be done via a Public Space Protection Order. The Advisory Council on the Misuse of Drugs is already considering that nitrous oxide should come under the Misuse of Drugs Act. The canisters are also an environmental problem – I have collected over 20 recently from Three Bridges playing field.</p>	<p><i>Councillor S Mullins (Cabinet Member for Public Protection and Community Engagement):</i></p> <p>I am aware of the small silver canisters - we have a problem with those as they're left littered in our parks. I'd be very happy to talk to Sussex Police about how we can support them and will contact them about this. I've been in post as a Cabinet Member since May but unfortunately haven't had a meeting with the superintendent yet – I realise there are staffing changes and they are busy but it would be helpful discuss how to tackle the issues we have in Crawley.</p>
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17. **Vote to Extend the Meeting (Guillotine)**

As the business of the meeting had not been completed within the scheduled two hours and 30 minutes, a vote on continuation in line with Council Procedure Rule 8.3 was held. The Mayor required the Full Council to consider if it wished to continue with the meeting.

Having put it to the vote, the Council agreed that the meeting be continued for an additional period not exceeding 30 minutes.

18. **Councillors' Question Time (Continued)**

Following the agreement of the Full Council to continue the meeting, the Mayor restarted Councillors' Question Time

<p><i>Councillor Jaggard to the Cabinet Member for Environmental Services and Sustainability:</i></p> <p>It was disappointing that through the extremely hot weather, the fountain in Queens Square was not working. Why was it not working, and when is it due to be turned on?</p> <p>I know there is a specific maintenance</p>	<p><i>Councillor Jhans (Cabinet Member for Environmental Services and Sustainability):</i></p> <p>This is something we have been actively trying to resolve over the last few months. I'd be happy to discuss and brief you about it.</p> <p>It's being investigated at the moment so I will get back to you.</p>
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<p>plan required to keep the fountain up and running. Can you assure me that the reason for it not being on wasn't due to a lack of maintenance?</p>	
<p><i>Councillor Burrett to the Cabinet Member for Housing:</i></p> <p>At the last Full Council meeting it was agreed unanimously that a briefing note be prepared for consideration at the next meeting, following the petition that was submitted. At the time it was considered to be quite urgent, but we haven't had that briefing note at this meeting as was agreed. Could we be updated on this matter?</p>	<p><i>Councillor Buck (Cabinet Member for Housing)</i></p> <p>I am in discussion with officers about this matter and I will get back to you. If you would like any further information please feel free to email me.</p>
<p><i>Councillor Crow to the Cabinet Member for Planning and Economic Development:</i></p> <p>Following the refurbishment of Queens Square and Queensway, the plan was that the market would move to Queensway. The Council has also been the operator of the market for several years and this is costing us. We all want a successful market in Crawley and it would be great to have it in Queensway, but has any progress been made? Will the Council absolve itself of being the operator of the market and will it have its own operator as it did previously?</p> <p>I would welcome further details. Perhaps we could meet to discuss this at some point.</p>	<p><i>Councillor Nawaz (Cabinet Member for Planning and Economic Development):</i></p> <p>I'm not in a position to answer that currently but I will attain some more detail from officers and let you know.</p>
<p><i>Councillor A Belben to the Leader of the Council:</i></p> <p>At the last meeting of the Full Council you informed members that you expected all councillors to honour the seven principles of public life. It has come to my attention that one of your members does not have a register of interests published on the Council's website and this does not comply with those principles. Can the Leader explain this?</p>	<p><i>Councillor Jones (the Leader of the Council):</i></p> <p>I am not sure who you are referring to, but I know that it is the responsibility of each member to keep their register of interests is up to date. We will check and ensure this is the case.</p>

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<p><i>Councillor T Belben to the Cabinet Member for Planning and Economic Development:</i></p> <p>Given the importance of the railway connections to the people of Crawley, was it wise for you as a Cabinet Member to be pictured on social media supporting the picket line at the recent rail workers strike?</p> <p>Did you speak to the people striking about their reasons for doing so and about their pay?</p>	<p><i>Councillor Nawaz (Cabinet Member for Planning and Economic Development):</i></p> <p>We've talked a lot at this meeting about supporting local people and workers. If I can help working people get better working conditions I will do so, and I believe this is especially important during the current cost of living crisis. I was at the strike in a personal capacity, not in my capacity as a Cabinet Member.</p> <p>It's not under my jurisdiction to ask people how much they get paid. But in general, we support better rights for workers.</p>
<p><i>Councillor Burrett to the Cabinet Member for Planning and Economic Development:</i></p> <p>You have said that it was not up to you to discuss with those rail workers who were on strike how much they were getting paid. However if you don't know how much they are paid, how can you support them?</p>	<p><i>Councillor Nawaz (Cabinet Member for Planning and Economic Development):</i></p> <p>I think you have misunderstood what I was trying to say. I was there in a personal capacity and wanted to support the workers. It's not my place to ask them how much they are paid.</p>
<p><i>Councillor Ali to the Cabinet Member for Environmental Services and Sustainability:</i></p> <p>We previously had some discussion about starting a School Street project in Gossops Green. Has there been any further movement on that?</p> <p>The officers gave a presentation off the back of my question about traffic around Gossops Green school. I wasn't made aware that West Sussex County Council needed to be involved in trying to get answers regarding this.</p>	<p><i>Councillor Jhans (Cabinet Member for Environmental Services and Sustainability):</i></p> <p>We had a meeting with the Council's Sustainability Officers about this – they went away to have some discussions about it with West Sussex County Council. I can find out how that's going and get back to you with an update.</p> <p>Implementing a school street needs a Temporary Traffic Regulation Order to be created by the County Council. I can investigate and get back to you.</p>
<p><i>Councillor T Belben to the Cabinet Member for Wellbeing:</i></p> <p>There is an issue with allotments in that they don't cost very much to rent,</p>	<p><i>Councillor C Mullins (Cabinet Member for Wellbeing):</i></p> <p>A few years ago we made a new contract with all allotment holders that said that if</p>

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<p>so people sign up to them without thinking about much work it takes to keep them in good condition. I have heard of occasions where this can lead to them being badly kept and being an eyesore for residents. What can be done about allotments that aren't being well maintained?</p> <p>It was raised by a resident in Southgate - I will send you an email with some details.</p>	<p>they have medical problems which mean they can't run their allotment for a few months, they should make the Council aware. We would then normally put black sheeting over the top of that allotment to stop the weeds from spreading as that causes problems for neighbouring allotments, so this might be what you are referring to. If there are any specific sites you know of which are problematic I'd like to know about them.</p>
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19. Receiving the Minutes of the Cabinet, Overview and Scrutiny Commission and Other Committees including Items for Debate

Moved by Councillor Rana (as the Deputy Mayor): –

RESOLVED

That the following reports be received:

- a) Planning Committee – 12 July 2022
- b) Audit Committee – 25 July 2022
- c) Licensing Committee – 17 August 2022
- d) Planning Committee – 30 August 2022
- e) Overview and Scrutiny Commission – 5 September 2022
- f) Cabinet – 7 September 2022
- g) Overview and Scrutiny Commission – 5 September 2022
- h) Planning Committee – 4 October 2022
- i) Cabinet – 6 July 2022
- j) Governance Committee – 10 October 2022

20. Item for Debate - Variation to the Crawley Borough Council Private Hire and Hackney Carriage Licensing Policy - Licensing Committee - 17 August 2022

Councillors Y Khan, Malik, Rana and Sivarajah left the room and took no part in the discussion on this item.

Councillor Crow explained the rationale for bringing this item for debate. It was felt it was important to bring the matter forward as the chain of events that led to the extraordinary Licensing Committee meeting being called was unclear. There were also queries about conduct at the meeting and the roles of some officers present. Councillor Burgess also spoke on the item and in doing so conveyed her thanks to all officers present at the meeting. There were concerns, however, about Committee members' conduct.

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Councillor Irvine responded on this item as the Chair of the Licensing Committee. It was clarified that the extraordinary meeting was called as a licensing issue had arisen and it was deemed important to hear all points of view on the subject so Committee members could consider all relevant matters. It was highlighted that various strong views were expressed at the meeting but all procedures had been followed.

Councillors Y Khan, Malik, Rana and Sivarajah returned to the room once the item had concluded.

21. Guillotine and End of the Meeting

The Mayor informed the Full Council that as the business of the meeting had not been completed by 11.00pm, and in line with Council Procedure Rule 8.4, the guillotine must fall and the meeting was to end.

It was noted that Items for Debates, item was unable to be fully completed and as such the Mayor ended the Variation to the Crawley Borough Council Private Hire and Hackney Carriage Licensing Policy from the Licensing Committee held on 17 August 2022, discussion, however the Final Report of the Council-owned Neighbourhood Parades Scrutiny Panel from the Cabinet held on 7 September 2022 was unable to be considered.

The Mayor closed the meeting.

Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 11.02 pm

J Hart (Mayor)

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Disclosures of Interest

Appendix A

Councillor	Item and Minute	Meeting	Type and Nature of Disclosure
Councillor Irvine	Variation to the Crawley Borough Council Private Hire and Hackney Carriage Licensing Policy (Minute 3)	Licensing Committee 17 August 2022	Personal Interest – member of the Unite the Union.
Councillor Lamb	Variation to the Crawley Borough Council Private Hire and Hackney Carriage Licensing Policy (Minute 3)	Licensing Committee 17 August 2022	Personal Interest – member of the Unite the Union.
Councillor Y Khan	Variation to the Crawley Borough Council Private Hire and Hackney Carriage Licensing Policy (Minute 3)	Licensing Committee 17 August 2022	Disclosable Pecuniary Interest – private hire operator license holder.
Councillor Malik	Variation to the Crawley Borough Council Private Hire and Hackney Carriage Licensing Policy (Minute 3)	Licensing Committee 17 August 2022	Disclosable Pecuniary Interest – private hire/hackney carriage license holder.
Councillor Rana	Variation to the Crawley Borough Council Private Hire and Hackney Carriage Licensing Policy (Minute 3)	Licensing Committee 17 August 2022	Disclosable Pecuniary Interest – spouse is a private hire/hackney carriage license holder.
Councillor Sivarajah	Variation to the Crawley Borough Council Private Hire and Hackney Carriage Licensing Policy (Minute 3)	Licensing Committee 17 August 2022	Disclosable Pecuniary Interest – private hire operator license holder.
Councillor Ali	Section 106 Monies – Q3 2021/22 to Q1 2022/23 (Minute 6)	Planning Committee 30 August 2022	Personal Interest – Member of WSCC
Councillor Burrett	Section 106 Monies – Q3 2021/22 to Q1 2022/23 (Minute 6)	Planning Committee 30 August 2022	Personal Interest – Member of WSCC
Councillor Lanzer	Crawley BC's Equality, Diversity & Inclusion Statement 2022-2026 (Minute 5)	Overview and Scrutiny Commission 5 September 2022	Personal Interest – Member of WSCC

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Councillor Lanzer	Crawley BC's Equality, Diversity & Inclusion Statement 2022-2026 (Minute 5)	Overview and Scrutiny Commission 5 September 2022	Personal Interest – WSCC Cabinet Member for Public Health & Wellbeing
Councillor Burrett	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 8)	Overview and Scrutiny Commission 5 September 2022	Personal Interest – Member of WSCC
Councillor Lanzer	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 8)	Overview and Scrutiny Commission 5 September 2022	Personal Interest – Member of WSCC
Councillor Lanzer	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 8)	Overview and Scrutiny Commission 5 September 2022	Personal Interest – WSCC Cabinet Member for Public Health & Wellbeing
Councillor Nawaz	Final Report of the Council-owned Neighbourhood Parades Scrutiny Panel (Minute 5)	Cabinet 7 September 2022	Disclosable Pecuniary Interest – a tenant of a retail unit owned by Crawley Borough Council.
Councillor S Mullins	Final Report of the Council-owned Neighbourhood Parades Scrutiny Panel (Minute 5)	Cabinet 7 September 2022	Personal Interest – a previous member of the Scrutiny Panel (prior to becoming a Cabinet Member).
Councillor Burrett	Proposed Increase of Weekly Rent to Council Owned Garages (Minute 6)	Overview and Scrutiny Commission 3 October 2022	Disclosable Pecuniary Interest – rents a CBC garage
Councillor Hart	Proposed Increase of Weekly Rent to Council Owned Garages (Minute 6)	Overview and Scrutiny Commission 3 October 2022	Personal Interest – daughter rents a CBC garage
Councillor Lanzer	Proposed Increase of Weekly Rent to Council Owned Garages (Minute 6)	Overview and Scrutiny Commission 3 October 2022	Disclosable Pecuniary Interest – rents a CBC garage
Councillor Burrett	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 7)	Overview and Scrutiny Commission 3 October 2022	Personal Interest – Member of WSCC

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Councillor Burgess	CR/2022/0256/RG3 – Western End of The Boulevard, Northgate, Crawley (Minute 6)	Planning Committee 4 October 2022	Personal Interest – Member of WSCC
Councillor Burrett	CR/2022/0256/RG3 – Western End of The Boulevard, Northgate, Crawley (Minute 6)	Planning Committee 4 October 2022	Personal Interest – Member of WSCC
Councillor Burrett	Proposed Increase of Weekly Rent to Council Owned Garages (Minute 7)	Cabinet 5 October 2022	Disclosable Pecuniary Interest – rents a CBC garage
Councillor Hart	Proposed Increase of Weekly Rent to Council Owned Garages (Minute 7)	Cabinet 5 October 2022	Personal Interest – daughter rents a CBC garage
Councillor Lanzer	Proposed Increase of Weekly Rent to Council Owned Garages (Minute 7)	Cabinet 5 October 2022	Disclosable Pecuniary Interest – rents a CBC garage
Councillor Nawaz	Proposed Manor Royal Business Improvement District (BID) Renewal ('BID 3') (Minute 8)	Cabinet 5 October 2022	Personal and Prejudicial Interest – Local Authority Director of the Manor Royal Business Improvement District, as the Cabinet Member for Planning and Economic Development.
Councillor Burrett	Final Report of the Independent Remuneration Panel (Councillors' Allowances Scheme 2023/24 to 2026/27) (Minute 6)	Governance Committee 10 October 2022	Personal Interest – Member of WSCC
Councillor Y Khan	Changes to the Constitution: Licensing Sub-Committee (Taxis) Functions (Minute 7)	Governance Committee 10 October 2022	Disclosable Pecuniary Interest – private hire operator license holder.
Councillor Malik	Changes to the Constitution: Licensing Sub-Committee (Taxis) Functions (Minute 7)	Governance Committee 10 October 2022	Disclosable Pecuniary Interest – private hire/hackney carriage license holder.

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Councillor Rana	Changes to the Constitution: Licensing Sub-Committee (Taxis) Functions (Minute 7)	Governance Committee 10 October 2022	Disclosable Pecuniary Interest – spouse is a private hire/hackney carriage license holder.
Councillor Sivarajah	Changes to the Constitution: Licensing Sub-Committee (Taxis) Functions (Minute 7)	Governance Committee 10 October 2022	Disclosable Pecuniary Interest – private hire operator license holder.
Councillor Jaggard	Notice Of Motion 1 – Motion To Protect Worth Forest (Agenda item 8)	Full Council 19 October 2022	Personal Interest – Member of Woodlands Trust
Councillor Jaggard	Notice Of Motion 1 – Motion To Protect Worth Forest (Agenda item 8)	Full Council 19 October 2022	Personal Interest – Friends of the Earth

Councillor Burgess declares that she has a Personal Interest – Member of WSCC for all relevant items.

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APPENDIX B

COUNCILLORS' ALLOWANCES SCHEME 2023/2024 to 2026/2027 (From 27 May 2023 to 28 May 2027)

This Scheme may be cited as the Crawley Borough Council Councillors' Allowances Scheme, and shall have effect from 27 May 2023 to 28 May 2027.

In this Scheme:

"Councillor" means a Member of Crawley Borough Council who is a councillor.

"Year" means the approximate 12 month period beginning on the day following the Council's annual meeting and ending on the day of the Council's annual meeting in the following municipal year.

1. BASIC ALLOWANCE

Subject to paragraph 8, for each year the basic allowance specified in schedule 1 to this Scheme shall be paid to each councillor.

2. SPECIAL RESPONSIBILITY ALLOWANCES

For each year a special responsibility allowance shall be paid to those councillors and co-opted members who hold the special responsibilities in relation to the authority, including those of the Mayor and Deputy Mayor, that are specified in Schedule 1 to this Scheme.

Subject to paragraph 8, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.

3. INDEXATION

All allowances set out in Schedule 1 (with the exception of that of the Independent Person(s)) shall be subject to an indexation. The annual officers' pay increase (for the previous year) is to be applied, unless:

- (a) the officers' pay increase is not agreed before the beginning of the forthcoming municipal year, or
- (b) the officers' pay increase is a figure rather than a percentage, or
- (c) the officers' pay increase is a percentage which is higher than the amount by which the Council's fees and charges are to increase in the forthcoming financial year;

And in any of these cases the percentage by which fees and charges shall be increasing in the forthcoming financial year shall instead be applied to the allowances.

4. TRAVELLING AND SUBSISTENCE ALLOWANCES

(1) Travelling and subsistence allowances shall be paid to councillors and co-opted members in the following circumstances:

- (a) The attendance at a meeting of the authority or of any Committee or Sub-Committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any Committee or Sub-Committee of such a body.

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- (b) The attendance at any other meeting, the holding of which is authorised by the authority, or a Committee or Sub-Committee of the authority, or a Joint Committee of the authority and at least one other authority within the meaning of Section 270(1) of the Local Government Act 1972, or a Sub-Committee of such a Joint Committee, provided that:
 - (i) Where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited.
 - (ii) If the authority is not so divided, it is a meeting to which at least two councillors have been invited.
 - (c) The attendance at a meeting of any association of authorities of which the authority is a member.
 - (d) The attendance at a meeting of the Cabinet or a meeting of any of its Committees, where the authority is operating Cabinet arrangements.
 - (e) The performance of any duty in pursuance of any standing order made under Section 135 of the Local Government Act 1972 (requiring a councillor or councillors to be present while tender documents are opened).
 - (f) The performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises.
 - (g) The carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or any of its Committees or Sub-Committees. (The duties approved by the Council for the payment of travelling, subsistence and dependant care allowances under this subsection are specified in Schedule 2 to this Scheme).
- (2) The level of travelling allowances payable to councillors and co-opted members shall be based on the HM Revenue & Customs approved mileage rates, as set out below. If any changes are made to the approved HMRC rates, the figures below shall be amended accordingly to remain in line with these rates:

	First 10,000 miles	Each mile over 10,000
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

In addition, councillors may claim a passenger supplement of 5p per mile for carrying passengers in a car or van who would otherwise be entitled to a travelling allowance.

Councillors may also claim costs incurred when travelling by public transport.

- (3) The level of subsistence allowances payable to councillors and co-opted members shall be the same as those paid to Crawley Borough Council officers. If any changes are made to the officers' rates, the figures below shall be amended accordingly to remain in line with these rates:

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Subsistence	Rate
Tea (more than four hours absence including the period from 3.00pm to 6.00pm)	£3.53
Evening Meal (more than four hours absence ending after 7.00pm)	£11.03

- (4) Overnight rate should be the actual cost up to a maximum of £86.46 (or £99.51, if in London) subject to the Head of Governance, People & Performance being empowered to authorise a higher amount in specific instances where suitable accommodation cannot be found within the limit.

5. DEPENDANTS' CARERS' ALLOWANCE

A Dependants' Carers' Allowance of the actual cost up to £9.60 per hour shall be payable to cover the cost of caring for a councillor's dependant children or elderly/disabled relatives whilst a councillor is undertaking an approved duty, provided the carer is not a member of the councillor's own household. In addition, the Dependants' Carers' Allowance, at the level prescribed above, shall be payable to cover the cost of a live-in nanny caring for a councillor's dependant whilst the councillor is undertaking an approved duty. In other circumstances where professional babysitting and care services are used and a minimum period for the service is imposed by the service provider, then the period in respect of which the allowance is payable shall include the whole period for which a councillor is charged.

The Dependants' Carers' Allowance shall only be payable in relation to duties described in paragraph 4 (a) to (g) above.

The rate of Dependants' Carers Allowance shall be amended, upon increase of the National Living Wage, to remain 10 pence above the National Living Wage.

6. LOCAL GOVERNMENT PENSION SCHEME

As of 1 April 2014 no new councillors are able to join the Local Government Pension Scheme. Scheme membership for existing councillors was protected until the end of their then current 4 year term of office.

7. CO-OPTED MEMBERS

Co-opted members shall receive travelling and subsistence allowances and any special responsibility allowance which might apply.

8. RENUNCIATION

A councillor may, by notice in writing given to the Head of Corporate Finance, elect to forego any part of their entitlement to an allowance under this Scheme.

9. PART-YEAR ENTITLEMENTS

- (1) The provisions of this paragraph shall have effect to regulate the entitlements to basic and special responsibility allowances (including those of the Mayor and Deputy Mayor) where, in the course of a year, this Scheme is amended or that councillor becomes, or ceases to be, a councillor, or an office holder accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.

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- (2) If an amendment to this Scheme changes the amount to which a councillor or an office holder is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:
- (a) Beginning with the year and ending with the day before that on which the first amendment in that year takes effect or
 - (b) Beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,
- The entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.
- (3) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which their term of office subsists bears to the number of days in that year.
- (4) Where this Scheme is amended as mentioned in sub-paragraph (2), and the term of office of a councillor does not subsist throughout the period mentioned in sub-paragraph (2) (a), the entitlement of any such councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during their term of office as a councillor subsists bears to the number of days in that period.
- (5) Where an office holder has during part of, but not throughout, a year such special responsibilities as entitle them to a special responsibility allowance, that office holder's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.
- (6) Where this Scheme is amended as mentioned in sub-paragraph (2), and an office holder has during part, but does not have throughout the whole, or any period mentioned in sub-paragraph (2) (a) of that paragraph any such special responsibilities as entitle them to a special responsibility allowance, that office holder's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which they have such special responsibilities bears to the number of days in that period.

10. PAYMENTS

Payments by direct bank credit shall be made in respect of basic and special responsibility allowances and pensions in monthly instalments and are usually paid on the 20th of each month. Where the 20th falls on a weekend, payments will be made on the previous Friday. Each month's allowance is calculated on the basis of one twelfth of the annual allowance, and is for the period of that calendar month, and payment for individual days is calculated by dividing the monthly sum by the number of days (including Saturdays and Sundays) in the particular month (subject to paragraph 9 above).

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SCHEDULE 1

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances:

Office Holder	Allowance Payable 2023/24 (£)*
Basic allowance (all councillors)	6,617
Leader of the Council	15,885
Cabinet Portfolio Holders	7,942
Chair of Overview and Scrutiny Commission	7,106
Chair of any Scrutiny Panel	1,262
Chair of Planning Committee	6,617
Chair of Licensing Committee	5,453
Chair of Governance Committee	2,649
Chair of Audit Committee	2,649
Chair of Budget Advisory Group (payable provided the post holder is not a Cabinet Member)	1,262
Leader(s) of minority group(s) (differential rates depending on number of members in that Group):	
• basic allowance	2,448
• additional payment per group Member	305
Mayor	6,361
Deputy Mayor	954
Independent Person(s) (Standards) **	750

All councillors receive the basic allowance and any relevant special responsibility allowance.

No councillor is entitled to more than one special responsibility allowance.

* All allowances are to increase via indexation, the amount of which is to be confirmed.

** The Monitoring Officer, in consultation with the Leader of the Council and all Group Leaders, has been authorised to set the initial allowance and expenses for the Independent Persons and to review annually thereafter.

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SCHEDULE 2

The following are approved duties for the payment of travelling, subsistence and dependants' carers' allowances in accordance with sub-section 4 (1) (g) of this Scheme:

- (i) Attendance at seminars and training courses funded by the Crawley Borough Council, whether held in the Town Hall or elsewhere.
- (ii) Attendance at meetings with Council officers in connection with Crawley Borough Council duties.
- (iii) Attendance at meetings with other local authorities, central government or other agencies in connection with Crawley Borough Council duties.
- (iv) Attendance at meetings with members of the public in connection with Crawley Borough Council duties.
- (v) Attendance at meetings with voluntary organisations or public sector bodies, award ceremonies, or public events in connection with Crawley Borough Council duties.

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APPENDIX C

LICENSING SUB-COMMITTEE (TAXIS)

(Panel of 5 drawn from the Licensing Committee Members. Any Panel must reflect the political balance of the Council)

1. PURPOSE

To discharge functions of the Council as Licensing Authority in relation to the suspension of issuing hackney carriage (driver and vehicle) licences and private hire (driver/vehicle/operator) licences.

2. CALLING AND HOLDING A MEETING OF THE LICENSING SUB-COMMITTEE (TAXIS)

A Sub-Committee can **only** be called at the request of the Chair of the Licensing Committee.

Once the Chair of the Licensing Committee has called a Sub-Committee meeting, that meeting will be held within 15 working days.

3. RESPONSIBILITIES OF THE LICENSING SUB-COMMITTEE (TAXIS)

To review whether to suspend the issuing of:

- Hackney carriage (driver and vehicle) licences.
- Private hire (driver/vehicle/operator) licences.

4. DECISIONS WHICH WILL BE TAKEN BY THE LICENSING SUB-COMMITTEE (TAXIS)

To determine whether it is necessary to suspend the issuing of:

- Hackney carriage (driver and vehicle) licences.
- Private hire (driver/vehicle/operator) licences.

Any temporary suspension implemented by the Licensing Sub-Committee (Taxis) shall be reviewed at the next-but-one scheduled meeting of the Licensing Committee.

NB:

All decisions relating to suspending licences will be taken by the Head of Community Services unless the Chair of the Licensing Committee specifically requests that a Licensing Sub-Committee (Taxis) meeting be called.

5. DOCUMENTS RELATED TO THE LICENSING SUB-COMMITTEE (TAXIS)

- Council Officer Responsibilities and Decision Making
- Licensing Committee meeting documents from 17 August 2022.

Agenda Item 3

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CHANGES TO THE CONSTITUTION: FINANCIAL APPROVAL LEVELS

UPDATED

J. FINANCIAL APPROVAL LEVELS AND PROCUREMENT THRESHOLDS (EXTRACT FROM THE FINANCIAL AND BUDGET PROCEDURE RULES SECTION OF THE CONSTITUTION)

Financial Approval Levels

	Budget Transfers		Redundancies/early retirement	Supplementary Estimate		Purchase land/property	Asset Disposal	Write-offs	Sale of land
	Revenue	Capital		Revenue	Capital				
Heads of Service	£50,000 within service area, no future commitment	£50,000 within service area					£10,000		
Head of Corporate Finance	£50,000 across the Council, no future commitment	£50,000 across the Council	£500,000			<i>For Investment:</i> Within the limits of the Investment Acquisition Reserve	£10,000 - £50,000	Up to £2,500	Up to £25,000
Head of Crawley Homes in agreement with the Head of						<i>For housing delivery:</i> Within the limits of the Housing Revenue Account Budget			

	Budget Transfers		Redundancies/early retirement	Supplementary Estimate		Purchase land/property	Asset Disposal	Write-offs	Sale of land
	Revenue	Capital		Revenue	Capital				
Corporate Finance *									
Head of Strategic Housing in agreement with the Head of Corporate Finance *						<i>For temporary accommodation: Within the limits of the Temporary Accommodation Acquisitions Budget</i>			
Leader								£2,500 - £50,000	£25,000 - £200,000
Cabinet	Over £50,000, or up to £100,000 future commitment	Over £50,000		Up to £100,000 per request, up to maximum of £500,000 per annum	Up to £500,000 per scheme		Over £50,000	Over £50,000	Over £200,000
Full Council	Future commitment above £100,000			Over £100,000	Over £500,000				

* In consultation with the appropriate Cabinet Member and the Leader.

Agenda Item 6

The list of minutes of the meetings of the Cabinet, Overview and Scrutiny Commission and Committees are set out in the following:

Appendix

- a) Overview and Scrutiny Commission – 31 October 2022 (page 39)
- b) Planning Committee – 1 November 2022 (page 47)
- c) Cabinet – 2 November 2022 (page 53)
- d) Licensing Committee – 7 November 2022 (page 67)
- e) Audit Committee – 8 November 2022 (page 73)
- f) Overview and Scrutiny Commission – 21 November 2022 (page 79)
- g) Cabinet – 23 November 2022 (page 85)

Recommendation 1 – Review of Statement of Licensing Policy (Gambling) - Gambling Act 2005 (2023 - 2025) (page 88)

Recommendation 2 – Budget Strategy Mid-Year Review 2022 (page 89)

Recommendation 3 – UK Shared Prosperity Fund (page 91)

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Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 31 October 2022 at 7.00 pm

Councillors Present:

T G Belben (Chair)

K Khan (Vice-Chair)

M L Ayling, I T Irvine, Y Khan, R A Lanzer, A Pendlington, S Piggott, S Pritchard and S Sivarajah

Also in Attendance:

Councillor B J Burgess, R D Burrett, G S Jhans, M G Jones and A Nawaz

Officers Present:

Ian Duke	Deputy Chief Executive
Heather Girling	Democratic Services Officer
Louise Skipton-Carter	Sustainability Manager
Clem Smith	Head of Economy and Planning
Hamish Walke	Principal Planning Officer
Ian Warren	Senior Planning Officer

Apologies for Absence:

Councillor H Hellier

1. Disclosures of Interest and Whipping Declarations

No disclosures or whipping of interests were made.

2. Minutes

The minutes of the meeting of the Commission held on 3 October 2022 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions from the public were asked.

4. Proposals to Introduce New Conservation Areas and Change Existing Conservation Area Boundaries

The Commission considered report [PES/419](#) of the Head of Economy and Planning on Proposals to Introduce New Conservation Areas and Change Existing Conservation Area Boundaries. The report sought to implement changes in respect of the designation of Conservation Areas within Crawley, further to consultant recommendations and public consultation, including: The designation of two new Conservation Areas; Changes to the boundaries of the High Street and St Peter's Conservation Areas.

During the discussion with the Cabinet Member for Planning and Economic Development, Head of Economy and Planning, Senior Planning Officer and Principal Planning Officer, the following comments were made:

- Recognition that Conservation Area designation would enable the Council as Planning Authority to work with developers, stakeholders and planning applicants to preserve and enhance Crawley's New Town character as a real design asset to attract investment and improve the quality of the business and living environment in Crawley Town Centre.
- Acknowledgement that there were advantages to the implementation of the Conservation Areas:
 - The proposals would give additional parts of the borough nationally recognised status as heritage assets.
 - The proposals would be expected to have positive economic effects overall. There was likely to be some additional costs for developers/site owners associated with development in the Conservation Areas (e.g. planning application fees). It was, however, considered that these would be more than offset by the overall scheme and effects of a more distinctive, higher quality and carefully managed environment, which would ultimately be more attractive to residents, visitors and investors.
 - The environmental impacts were considered to be positive overall, and this was further clarified, as by encouraging the re-use and repurposing of existing elements of the built fabric, Conservation Area designation would promote the efficient use of the carbon embodied in buildings within the Conservation Areas.
- However, it was also recognised that there were some changes that would be required should the proposal be granted, including:
 - The regulations and permission required for certain types of work to a property, including cladding of the external walls of houses and works to trees, are different in conservation areas.
- Without a Conservation Area, there was a risk of inappropriate development with poor quality design, potentially as a result of permitted development rights in the Town Centre. It was noted that Conservation Areas were mainly a facilitator for protecting and enhancing historic environments, regeneration and restoring planning controls, which would ultimately enhance Crawley's identity.
- Explanation was sought on the Article 4 Direction (non-immediate) process, which can only be adopted following a consultation period, with at least 12 months' notice of it coming into force and is subject to central government agreement. It was noted that Conservation Area designation does not take away all permitted development rights. There were still legal implications to be adhered to, but the implementation of the proposals would help to secure the preservation and

enhancement of Crawley's historic environment in accordance with legislation, national planning policy and best practice.

- It was noted that as part of the consultation whilst there was endorsement for the proposal, some responses were not supportive and had raised concerns regarding heritage significance. It was queried if there was a risk that additional controls could deter investment.
- Acknowledgement that similar Conservation Areas existed within other towns and these establishments had resulted in additional opportunities to bid for significant grant funding for heritage-related regeneration and improvements.
- It was remarked that there was a small number of 20th century conservation areas in the UK and 11 were established in Crawley.

Non-Commission Members were then invited to speak. Councillors Burgess and Burrett spoke on various aspects including:

- The George Hotel in the High Street, as well as how buildings would be maintained in the future
- General support of the Conservation Areas proposals and it was pleasing to see other Conservations Areas existing in other towns.
- Acknowledgment that there had been an original objection from the Town Centre BID and it was queried if other Conservation Areas had been approved in towns without the support of the Business Improvement District.
- The proposal for Gossops Green was similar to Southgate which had previously been designated and it would be beneficial to ascertain any feedback obtained from Southgate residents following the Conservation Area status.

The Commission Chair then invited the Leader to comment on the item who highlighted that the proposal was intended to preserve, maximise, and optimise the town centre and recognise the heritage, as well as identifying opportunities for improvements. Options had been considered and consulted upon but it was deemed that a Conservation Area would enable this by providing residents and the Council the control of the planning and the development of the Town Centre.

The Commission Members then held further consideration, focusing on any views to be specially highlighted to the Cabinet.

- Recognition that communication with stakeholders, partners and developers was key as this would result in improved quality designs and also investment. Clarification was sought as to the original objection from the Town Centre BID and the current status. It was remarked that there was an ongoing dialogue between the two parties. It was requested that a confirmed response regarding the Town Centre BID's position be obtained for the Cabinet meeting.
- Concerns were raised about any risks associated with the proposals, (eg stakeholders, investment, public perception) should be documented. It was moved by Councillor Lanzer (seconded by Councillor T Belben) that a risk assessment document be compiled containing risks and mitigations in relation to the proposals. A vote was taken and upon being put to the Commission, the proposal was declared as carried

RESOLVED

That the Commission noted the report and requested that the views expressed during the debate, were fed back to the Cabinet through the Commission's Comment sheet, with the additional recommendation above.

5. Climate Emergency Action Plan Update

The Commission received an update on the Climate Emergency Action Plan from the Cabinet Member for Environmental Services and Sustainability, the Head of Economy and Planning and the Sustainability Manager. It had been agreed that following the completion of the Climate Change Scrutiny Panel, that the Overview and Scrutiny Commission would receive regular updates on the Climate Emergency Action Plan.

The Council declared a Climate Emergency in July 2019 and has since pledged to reduce carbon emissions from its workings and activities by at least 50% by 2030 and to zero by 2040 at the latest. It has been working to reduce its carbon emissions since 2009, most recently through the Carbon and Waste Reduction Strategy 2012 – 2050.

Core Principles for Action:

The Council's carbon emissions can be grouped into six key areas for action within each of which there are a number of core principles that are critical to the successful delivery of the Council's carbon reduction targets.

1. Energy Use – demand reduction & low carbon heat and cooling.
2. Renewable Energy & Storage.
3. Low Carbon Transport – demand reduction & transition to low carbon modes.
4. Waste & Water – reduction (linked to procurement), recognising the hierarchy of practice.
5. Procurement - supply chain tracing to minimise and reuse, develop 'closed loops' and sustainable sourcing for products and services.
6. Green & Blue Infrastructure – natural systems for biodiversity and carbon stores.

The core principles for carbon reduction within each key area should be considered as underpinning development of the detailed actions in the Climate Emergency Action Plan, guiding the direction and timeframe for future work.

The presentation has been attached as Appendix A to these minutes.

During the discussion Councillors made the following comments:

- Confirmation provided as to the Climate Emergency Board members.
- Clarification sought and obtained as to whether carbon usage was monitored for home working. Similarly, it was queried if when moving applications and systems to cloud whether the carbon emissions from the suppliers and partners was measured.
- Acknowledgement that under provision of electric vehicle charge points in car parks, particularly in the town centre, was a deterrent for take up of electric vehicles as only a small percentage of residents have off-street parking. It was noted the infrastructure was important and the EV charging network contract was in place in partnership with WSCC to install a network of charging points across the town which was currently being rolled out following a consultation exercise.
- Acknowledged that solar PV was being considered as part of the building energy audits and retrofit plans for Council assets.
- Query sought as to how much had been saved by the council (particularly in relation to councillors) reducing paper and operating in a paperless environment.
- Recognition that procurement played a key role reducing in carbon dioxide emissions through to the supply chain, which included construction projects,

manufacturing of goods and services. It was important to work with partners to reduce carbon emission reductions throughout the supply chain.

- Explanations sought and obtained on the car mileage reimbursement rates for staff and Councillors, together with the status ratings within the action plan.
- A review was currently taking place in Neighbourhood Services whereby they would transition machinery from fossil fuel use and operate non-power tools in some instances.
- Recognition that there was a phase out of biocides and review of the use of alternative options together with the costs to reduce glyphosate use in Neighbourhood patch areas. With regards to the green and blue infrastructure the natural land and water environment would be healthier (without contamination) by the reduction of chemical usage.
- Recognition that the Council offered various options in terms of supporting its staff with low carbon transport options (cycle to work scheme, public transport discounts) and had developed a staff travel action plan to enable a further reduction in single occupancy car journeys.
- It was noted that there was both a climate and ecological emergency, with ecological destruction likely to be just as damaging as humanity. As well as affecting the quality of life and health, nature also sequesters carbon in its trees and soils so there is a need to protect and enhance the natural environments and maximise opportunities for biodiversity net gain.
- Recognition that there was a need to encourage and influence behaviour change and the council should be leading on this. Communications and engagement would be key to engage and influence staff, councillors and externally with residents and stakeholders. It was felt that training being offered to staff was paramount as too was that to councillors to ensure a consistent approach and message.

RESOLVED

That the Commission noted the report, with the views expressed being acknowledged and documented by the officers. It was agreed that the Commission receives an annual update on the action plan.

6. Cabinet Member Discussion with the Cabinet Member for Environmental Services and Sustainability

The Commission noted the update given by Councillor Jhans and questioned him on a variety of issues relating to his [portfolio](#).

The following topics were discussed:

- Clarification sought on the authorised establishment and the actual numbers of both the Community Wardens and Civil Enforcement Officers. It was acknowledged the Community Wardens had recently gained additional responsibility and whilst a small team had multiple areas to cover. There would shortly be a review underway with the Cabinet Member for Wellbeing to consider the remit and role of the Community Wardens.
- Acknowledgement that in terms of the Climate Change agenda, this was a collaborative approach which would be fundamental to tackling the issue. It was felt engagement was important in order to influence behaviour change. Each individual had a responsibility to promote a positive message.
- Clarification was sought and obtained on the Patrol Adjudication Committee. Local authorities who undertake civil parking enforcement were required by statute to make provision for independent adjudication.
- Confirmation that transport made up to 1/3 of emissions and the EV charging network was currently being rolled out across the town. There was an awareness

that the infrastructure needed to be in place in order for the EV charging to be successful.

RESOLVED

That the Overview and Scrutiny Commission thanked Councillor Jhans for attending and for the informative discussion that had ensued.

7. Forthcoming Decision List - and Provisional List of Reports for the Commission's following Meetings

The Commission confirmed the following reports:

21 November 2022

Budget Strategy Mid-Year Review 2022

2022/2023 Budget Monitoring - Quarter 2

Treasury Management Mid-Year Review 2022-2023

Review of Statement of Licensing Policy - Gambling Act 2005 (2023 – 2025)

UK Shared Prosperity Fund – Provisional Referral


Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 10.04 am

**T G Belben
(Chair)**

Climate Emergency Action Plan

Progress Update



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1

Our commitment

- Climate Emergency Declaration
- Scrutiny Panel report
- Climate Emergency Action Plan agreed

Aim

- at least 50% reduction by 2030
- net zero by 2040 at the latest



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2

Climate Emergency Action Plan

- Overarching actions
- Key areas for action across our operations
 1. Energy Use
 2. Renewable Energy & Storage
 3. Low carbon transport
 4. Waste & Water
 5. Procurement
 6. Green & Blue Infrastructure




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3

Progress – overarching actions

Action	Status	Progress
Climate Emergency Board	Green	Chaired by Chief Executive Meeting bi-monthly since April 2022
Monitoring Framework	Green	Annual Audit of Carbon Emissions Decision making tool being tested on live projects (CPAG)
Funding Plan	Yellow	Six monthly update to OSC Being incorporated into existing budgets for 2023/24
Staff Climate Literacy	Yellow	Proposal in development Some Staff attended WSCC/LGA carbon literacy training
Communications & Influencing	Green	LGA training offer for members Staff communications programme Residents communications plan



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4

Progress – Energy Use

Principles for Action

- Reduce energy demand
- low carbon/zero heat and cooling
- Cut our carbon legacy
- Support innovation tech and design




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5

Progress – Energy use – own estate

Action	Status	Progress
Commence development of estate wide carbon reduction plan	Green	Review of energy performance of 200 assets started. Identify priority buildings for retrofit
Link carbon reduction plan to maintenance plan	Green	Specialist member of staff to lead project (growth bid) Professional training for Building Surveyor & Built Environment Manager
Reduce energy use through transformed working practices	Yellow	Reviewing impact of behaviours in the workplace
Low carbon heat – plan switch from gas	Green	Considered as part of building energy audits
Zero carbon new build	Yellow	Will form part of brief for new build projects Financial viability will need to be considered




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6

Progress – Energy Use – Crawley Homes

Action	Status	Progress
Energy Efficiency Programme	Green	£889K SHDF Wave 1 funding secured to undertake external wall insulation to timber frame properties £4m for cavity wall insulation (Towns Fund) - 1151 flats over 4 years
Net Zero Collective	Green	Funding application just submitted - £3m SHDF Wave 2 Completed deep retrofits for 14 properties – saving tenants money Next retrofit will be 'show home' for training and education (Southgate)
Retrofit action plan for social housing portfolio	Yellow	Underway developing plan using current principal contractors To meet zero carbon target need to retrofit 428 homes per year at £30K



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7

Progress – Renewable Energy & Storage

Principles for Action

- Invest in renewables on CBC estate
- Support with battery and thermal storage
- Consider investment in off-site renewables - national or community networks




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Progress – Renewable Energy

Action	Status	Progress
Investigate Solar PV and battery storage on own estate	Yellow	Being considered as part of the building energy audits and retrofit plans
Crawley Homes – Additional PV and battery storage in communal blocks	Yellow	Battery storage trial has shown blocks can become 96% off grid power. Potential to roll out to 7 further blocks.
Manor Royal Local Energy Community	Green	Local Energy Community being formed – launch in Jan 2023
Planning Developments	Yellow	First Solar PV projects – Spring 2023 Planning Officers flagging Solar PV opportunities as part of pre-apps and planning process




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Progress - Low carbon transport

Principles for Action

- Reduce total mileage
- Necessary transport is low carbon
- Always prioritise active and shared travel
- Rationalise and decarbonise tools and machinery




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Progress – Low Carbon Transport

Action	Status	Progress
Reduce transport mileage	Green	Staff travel action plan produced Develop work travel policy Implementation with move to New Town Hall
Deliver updated Fleet Replacement strategy	Yellow	Being considered as part of vehicle replacement strategy Infrastructure requirements being assessed
Contractor Fleets	Green	Working with delivery partners to collaborate and support the transition of fleet by 2030
Waste Fleet	Yellow	Options for waste fleet transition being considered




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Progress – Low Carbon Transport

Action	Status	Progress
Transition machinery from fossil fuel use	Yellow	Work started Options appraisal – fast roads mechanical sweeping service Sustainable plant borders to be pruned with non-power tools Autumn/Winter 22
Staff Commute	Yellow	Staff travel action has been produced Implementation to start on moving to the New Town Hall.
Planning Developments	Green	Officers continue to work with site developers to promote low / no parking and sustainable transport alternatives.



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Progress – Waste & Water

Principles for Action

- Prioritise minimising material resource use
- Reduce waste creation by following the waste hierarchy: resource reduction and reuse before recycling
- Circular economy
- Minimise water use, use waste water



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Progress – Waste & Water

Action	Status	Progress
Paper use reduction	Green	Channel Shift programme delivering automation Eg 'Report a Problem / Streetscene works'
Local Plan Policy – reduced water consumption	Green	agreement in principle that the Crawley Local Planning Authority should make the case for a reduced water consumption level of 85 litres per person per day.



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Progress - Procurement

Principles for Action

- Minimise carbon emissions throughout supply chain
- Support supplier and partner good practice, including financial services and investments
- Sustainable sourcing for biodiversity
- Reliable monitoring
- Avoid disposables




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Progress – Procurement

Action	Status	Progress
Mandate carbon emissions reporting from suppliers	Yellow	Project started with other partners in joint procurement service
Procurement requirements to include criteria on carbon savings	Yellow	Need to review environmental criteria in Social Value Charter Starting to incorporate new quality questions on carbon commitments in new procurements
Avoid disposable products	Red	Baseline inventory of disposable use to be undertaken after move to New Town Hall
Cloud based servers	Yellow	Continuing to move applications and systems to cloud and virtualising other hardware.




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Crawley's Principles for Action

6. Blue and green infrastructure

- Enhance our natural land and water environment
- Seek improved biodiversity
- Seek natural carbon sequestration
- Establish natural climate change mitigation and adaptation measures




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Progress – Green & Blue Infrastructure

Action	Status	Progress
Wildflower meadows	Green	Increased areas of natural meadow created on playing fields and Goffs Park Pitch & Pult course Anniversary gardens, West Green, and areas of Tilgate Park and Worth Park introduced new wildflower sites
Recycling plants and recycling green waste as mulch	Green	Autumn 2022 - work to increase our plant stock by dividing existing plants and using in new locations. Cost benefit to be confirmed. Recycled mulch used to suppress weeds and enrich soils more widely




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Progress – Green & Blue Infrastructure

Action	Status	Progress
Rapid phase out of all biocides.	Yellow	Woodchips and mulch to suppress weeds without using chemicals
Review use of any other chemicals.	Yellow	Reduced the use of glyphosate in Tilgate Park and Goffs Park by 80% in 2022, only spot treating of hogweed and knotweed Worth Park continues to use no herbicides Winter 2022/23 will focus on exploring alternative options and costs to reduce glyphosate use in Neighbourhood patch areas
Develop plan to Increase Tree Planting	Yellow	Tree planting strategy being drafted Community Woodland, Tilgate Park



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Any questions?



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Crawley Borough Council

Minutes of Planning Committee

Tuesday, 1 November 2022 at 7.30 pm

Councillors Present:

R D Burrett (Chair)

Y Khan (Vice-Chair)

Z Ali, K L Jaggard, M Mwagale, S Pritchard, S Raja and S Sivarajah

Also in Attendance:

Councillor B J Burgess

Officers Present:

Siraj Choudhury

Head of Governance, People & Performance

Jean McPherson

Group Manager (Development Management)

Clem Smith

Head of Economy and Planning

Jess Tamplin

Democratic Services Officer

Apologies for Absence:

Councillors A Belben, S Malik and S Mullins

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor Burrett	CR/2022/0582/TPO – 8 Haversham Close, Three Bridges (Minute 4)	Personal Interest – the applicant was known to him but he had not taken part in any discussion on the application.
Councillor Jaggard	CR/2022/0582/TPO – 8 Haversham Close, Three Bridges (Minute 4)	Personal Interest – the applicant was known to her but she had not taken part in any discussion on the application.
Councillor Pritchard	CR/2022/0582/TPO – 8 Haversham Close, Three Bridges (Minute 4)	Personal Interest – the applicant was known to him but he had not taken part in any discussion on the application.
Councillor Ali	Section 106 Monies – Q2 2022/23 (Minute 7)	Personal Interest – a West Sussex County Councillor.
Councillor Burrett	Section 106 Monies – Q2 2022/23 (Minute 7)	Personal Interest – a West Sussex County Councillor.

Councillor Burrett highlighted that he had received information briefings about Crawley Borough Council’s proposals for the building which was the subject of Application CR/2022/0487/FUL (minute 5), however these had not related specifically to planning matters.

2. Lobbying Declarations

No lobbying declarations were made.

3. Minutes

The minutes of the meeting of the Planning Committee held on 4 October 2022 were approved as a correct record and signed by the Chair.

4. Tree Preservation Order Application CR/2022/0582/TPO - 8 Haversham Close, Three Bridges, Crawley

The Committee considered report [PES/407c](#) of the Head of Economy and Planning which proposed as follows:

T1 sycamore: reduce height and crown radius by a maximum of 2 metres to nearest appropriate growth points (amended description).

Councillors Burrett and Jaggard declared they had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application, which sought consent for works to a sycamore tree in a residential garden.

Brenda Burgess, the applicant, spoke in support of the application. Matters raised included:

- An application for tree works at the site had previously been submitted and granted consent, but the sycamore had been inadvertently left out.
- The tree had grown considerably over recent months.
- The works were sought to ensure the tree was kept under control.

The Committee then considered the application. A Committee member queried the reason for this tree being under a separate application rather than being included in the previous application at the same site. It was clarified that the original application form had incorrectly identified the trees which required works, so the sycamore had not been included.

RESOLVED

Consent subject to the conditions set out in report PES/407c.

5. Planning Application CR/2022/0487/FUL - TUI Travel House, Crawley Business Quarter, Northgate, Crawley

The Committee considered report [PES/407a](#) of the Head of Economy and Planning which proposed as follows:

Alteration to some doors and windows on elevations, new roller shutter door on north elevation and first floor door on south elevation, provision of EV charging points, installation of PV panels to roof (south and east elevations) and replacement of roof plant (amended description).

Councillors Burrett and Jaggard declared they had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application, which sought a range of works to the exterior of an office building and car park in Manor Royal Business District. The Officer updated the Committee that, since the publication of the report, further representations had been received as follows:

- Gatwick Airport Ltd had requested additional information from the applicant which had now been provided, so had since issued a response. No objection was raised however it was requested that an informative be added regarding the safe usage of cranes during development.
- The Council's Sustainability Officer had commented in support of the proposed changes to the building's environmental performance, including the installation of electric vehicle charging points, which fulfilled Local Plan Policy ENV6.

The Committee then considered the application. A Committee member sought further details about the access for the delivery of goods through the proposed roller shutter door and the changes to the frontage of the building. The Officer confirmed that there was not a specific parking bay designated for delivery use as several of the standard parking bays had direct access to the path to the front of the building. The existing landscaping would need to be trimmed back to provide a clear access route along the

path – condition 7 would ensure a suitable landscape plan was submitted and if any trees were removed these would be replaced.

RESOLVED

Permit subject to the conditions set out in report PES/407a and the following additional informative:

‘Given the nature of the proposed development it is possible that a crane may be required during the works. The applicant’s attention is drawn to the requirement within the British Standard Code of Practice for the safe use of Cranes, for crane operators to consult the aerodrome before erecting a crane in close proximity to an aerodrome. Gatwick Airport requires a minimum of four weeks’ notice. For crane queries/applications please visit Crane Permits (gatwickairport.com) or email cranes@gatwickairport.com.’

6. Tree Preservation Order Application CR/2022/0517/TPO - Amenity Land Adjacent to 65 Grattons Drive, Pound Hill, Crawley

The Committee considered report [PES/407b](#) of the Head of Economy and Planning which proposed as follows:

1814 oak - crown reduction by 1.5 metres to appropriate growth points. Removal of basal/epicormic growth.

1815 oak - crown reduction by 1.5 metres to appropriate growth points. Removal of basal/epicormic growth.

1816 oak - crown reduction by 1.5 metres to appropriate growth points.

1818 oak – fell.

1817 oak – fell.

Councillors Burrett and Jaggard declared they had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application, which sought the removal of two protected trees – one of which was dead, and one which was in decline – on Council-owned amenity land. Consent was also sought for works to three healthy trees which required containment pruning.

The Committee then considered the application. A Committee member queried the reasons for the application being brought to the Committee before the expiry of the consultation period. The Officer commented that responses were rarely received on applications of this type from the site notice publicity, so agreeing to delegate the decision to consent would streamline the process by enabling works to begin as soon as possible after the expiry of the consultation period. If comments were received, the application would return to the Committee at its next scheduled meeting.

It was confirmed that the two trees which were proposed to be removed would be replaced by two new trees, both of which would be protected under the TPO.

A Committee member raised a query regarding the site map in the agenda. The Officer confirmed that the hatched area represented an historic area-wide Order, under which all trees present (at the time of the making of the Order) were protected. Such Orders were gradually being replaced to become a series of separate TPOs on individual trees.

RESOLVED

Delegate the decision to consent to the Head of Economy and Planning to await the expiry of the consultation period on 3 November 2022, subject to the conditions set out in report PES/407b.

7. Section 106 Monies - Q2 2022/23

The Committee considered report [PES/424](#) of the Head of Economy and Planning.

The report summarised all the Section 106 (S106) monies received, spent and committed to project schemes in quarter 2 of the financial year 2022/23. In response to queries from Committee members, the Head of Economy and Planning provided the following clarifications:

- Funds received through S106 contributions have an expiry date. Officers monitor these to ensure that funds are used before they expire.
- A tree strategy was currently being created by the Council's Community Services team to monitor and allocate S106 funds for tree planting. Once approved, the strategy would be implemented with more trees being planted.
- West Sussex County Council was required to follow a specific procedure to request the transfer of S106 funds allocated to libraries, fire and education.

RESOLVED

That the update on S106 monies received, spent and committed in quarter 2 of the financial year 2022/23 was noted.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 8.09 pm.

R D Burrett (Chair)

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Crawley Borough Council

Minutes of Cabinet

Wednesday, 2 November 2022 at 7.00 pm

Councillors Present:

M G Jones (Chair)	Leader of the Council
S Buck	Cabinet Member for Housing
C J Mullins	Deputy Leader of the Council and Cabinet Member for Wellbeing
A Nawaz	Cabinet Member for Planning and Economic Development

Also in Attendance:

Councillors T G Belben, R D Burrett and D Crow

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Siraj Choudhury	Head of Governance, People & Performance
Karen Hayes	Head of Corporate Finance
Amanda Kendall	Head of Crawley Homes
Chris Pedlow	Democracy & Data Manager
Clem Smith	Head of Economy and Planning

Apologies for Absence:

Councillors G S Jhans, S Malik and S Mullins

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Cabinet held on 5 October 2022 were approved as a correct record and signed by the Leader.

3. Public Question Time

There were no questions from the public.

4. Matters referred to the Cabinet and Report from the Chair of the Overview and Scrutiny Commission

It was confirmed that no matters had been referred to the Cabinet for further consideration.

5. Proposals to Introduce New Conservation Areas and Change Existing Conservation Area Boundaries

The Cabinet Member for Planning and Economic Development presented report [PES/419](#) of the Head of Economy and Planning on Proposals to Introduce New Conservation Areas and Change Existing Conservation Area Boundaries. The report requested to implement changes in respect of the designation of Conservation Areas within Crawley, further to consultant recommendations and public consultation, including: - The designation of two new Conservation Areas namely: *Queens Square and The Broadway Conservation Area*, and *Gossops Green Neighbourhood Centre Conservation Area*. It also proposed changes to the boundaries of the *High Street* and *St Peter's Conservation Areas* respectively.

Councillor Nawaz also presented report [PES/419a](#) of the Head of Economy and Planning, which included a risk assessment on the proposed Conservation Areas. It was acknowledged that the suggestion of the risk assessment came from advice from the Overview and Scrutiny Commission. The Cabinet Member for Planning and Economic Development also presented the views of the Town Centre BID, who confirmed their support for the proposed new Queens Square and The Broadway Conservation Area.

Councillor T Belben presented the Overview and Scrutiny Commission's [comments](#) on the report to the Cabinet following consideration of the matter at its meeting on 31 October 2022 including stating she was pleased that the Cabinet had accepted the Commission suggestions of seeking the clarification from the Town Centre BID's status on their position on the proposal and on having before them a risk assessment on the proposals.

Councillors C Mullins spoke as part of the discussion on the report especially in relation to Gossops Green Neighbourhood Centre Conservation Area proposal, commenting that, it was recognising the good and important design principles of a 'New Town' and as it had worked well and should be acknowledged accordingly.

Councillor Jones commented with specific reference to the proposed Conversation Area for the Queens Square and The Broadway, stating that it wasn't about protecting the worse aspects of the current Town Centre design, but it was about ensuring that the Council had the control of the development of the Town Centre going forward. The installation of that Conservation Area, would stop permitted development, meaning that redevelopment applications must go via the planning system and potentially the Planning Committee, which would ensure the Council's control of how the Town Centre develops for the benefit of our residents.

RESOLVED

That the Cabinet:

- a) i) agrees that the area outlined in red in Appendix A to these minutes is an area of special architectural or historical interest, the character of which it is desirable to preserve or enhance; and
 - ii) designates the area outlined in red in Appendix A to these minutes as a conservation area pursuant to Section 69(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, to be known as the “Queens Square and The Broadway Conservation Area”;
- b) i) agrees that the area outlined in red in Appendix B to these minutes is an area of special architectural or historical interest, the character of which it is desirable to preserve or enhance; and
 - ii) designates the area outlined in red in Appendix B to these minutes as a conservation area pursuant to Section 69(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, to be known as the “Gossops Green Neighbourhood Centre Conservation Area”;
- c) i) agrees that those parts of the existing High Street Conservation Area (as outlined by the dashed blue line but excluding the hatched areas in Appendix C to these minutes) plus the additional adjacent areas (collectively the area outlined in red in Appendix C to these minutes) is an area of special architectural or historical interest, the character of which it is desirable to preserve or enhance; and
 - ii) agrees to vary the designation of the existing High Steet Conservation Area to the area outlined in red in Appendix C to these minutes, pursuant to Section 69(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990;
- d) i) agrees that the existing St Peter’s Conservation Area (as outlined by the dashed blue line in Appendix D to these minutes) plus the additional adjacent areas (collectively the area outlined in red in Appendix D to these minutes) is an area of special architectural or historical interest, the character of which it is desirable to preserve or enhance; and
 - ii) agrees to vary the designation of the existing St Peter’s Conservation Area to the area outlined in red in Appendix D to these minutes, pursuant to Section 69(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990;
- e) delegates authorised to the Head of Economy and Planning to take such steps as necessary, on behalf of the Council as Local Planning Authority, to give notice of each of the above designations and amendments as required by legislation

(Generic Delegation 7 will be used to enact this recommendation).

Reasons for the Recommendations

Queens Square and The Broadway, Northgate (Appendix A of report [PES/419](#)) is considered an area of special architectural or historic interest due to its distinctive new town character. Conservation Area designation will enable the Council as Planning Authority to work with developers / stakeholders / planning applicants to preserve /

enhance Crawley's New Town character as a real design asset to attract investment and improve the quality of the business / living environment in Crawley Town Centre.

Implementation of the recommendations will help to secure the preservation and enhancement of Crawley's historic environment in accordance with legislation, national planning policy and best practice, and will contribute to the council's wider regeneration and place-making objectives.

6. **Allocating Monies Collected Through CIL, Neighbourhood Improvement Strand.**

The Cabinet Member for Planning and Economic Development presented report [PES/420](#) of the Head of Economy and Planning. The report provided Cabinet with an update on the collection and administration of the Neighbourhood Improvement Strand - Community Infrastructure Levy (CIL) monies, and to sought Cabinet approval for proposed amendments to the governance of the CIL Neighbourhood Improvement Strand (NIS). It was noted that the Council was holding approximately £440k of in NIS contributions and the proposed was spend those contributions through the implementation of a hybrid model. That would retain funding projects delivered by community organisations through the crowdfunding website and the remainder used to fund those infrastructure projects being delivered at a neighbourhood level.

RESOLVED

That the Cabinet:

- a) approves the proposed amendments to the allocation and governance of the CIL Neighbourhood Improvement Strand monies set out in sections 6 and 7 of report [PES/420](#), subject to the outcome of a public engagement exercise.
- b) delegates authority to Head of Economy and Planning, in consultation with the Cabinet Member for Planning and Economic Development to undertake a public engagement exercise on the proposed amendments to the allocation and governance of CIL Neighbourhood Improvement Strand monies, as set out in sections 6 and 7 of report [PES/420](#).
(Generic Delegation 5 will be used to enact this recommendation).
- c) delegates authority to the Head of Economy and Planning, in consultation with the Cabinet Member for Planning and Economic Development, to implement any procedural modifications to the CIL Neighbourhood Improvement Strand, including any minor amendments in response to the public engagement exercise.
(Generic Delegation 7 will be used to enact this recommendation).

Reasons for the Recommendations

To unlock more CIL funds to invest in infrastructure which brings clear community benefits at neighbourhood level and to ensure best practice for the ongoing distribution of the Neighbourhood Improvement Strand CIL monies, in line with government regulations.

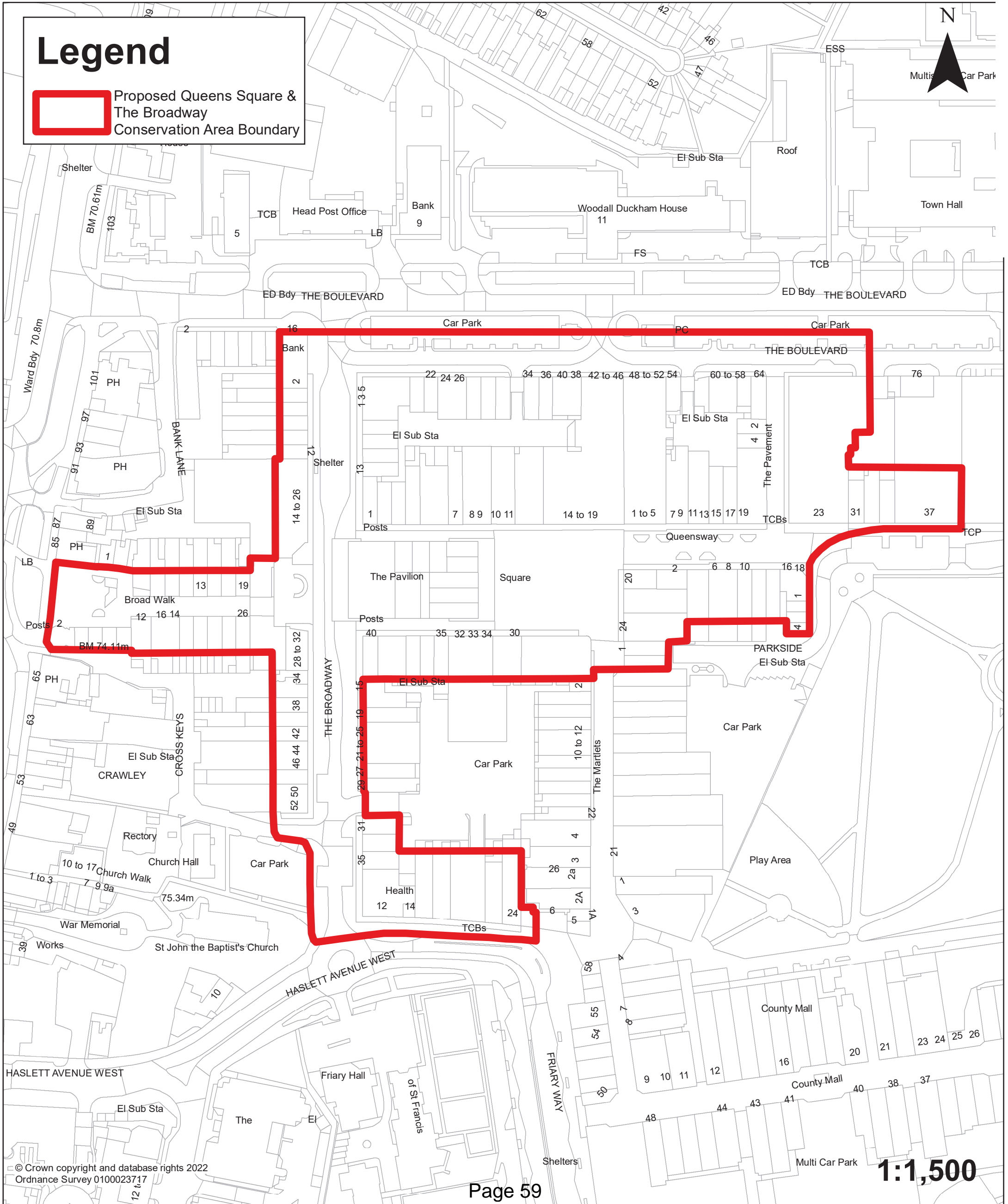
Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.24 pm

M G JONES
Chair

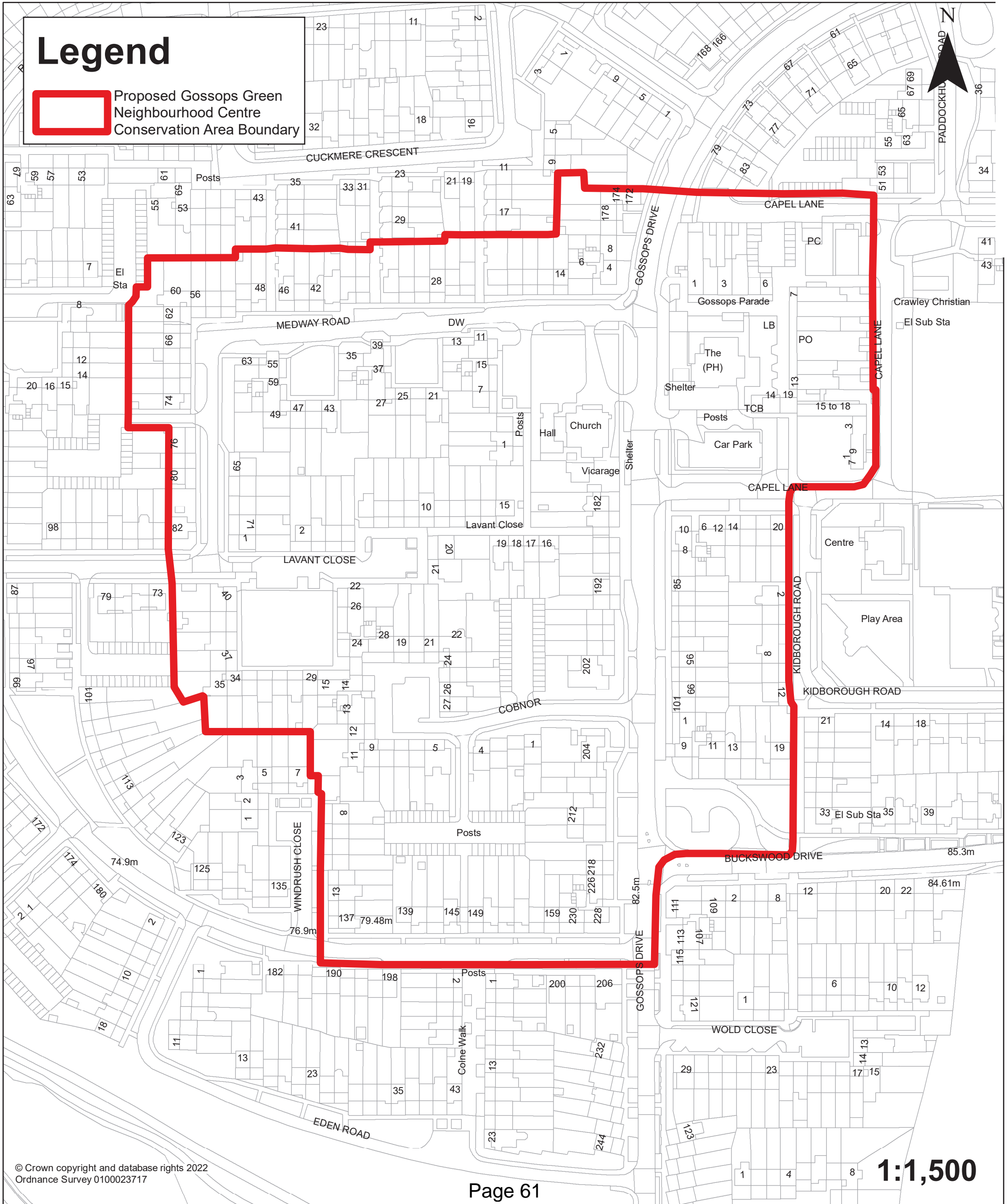
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Proposed Conservation Area Boundary



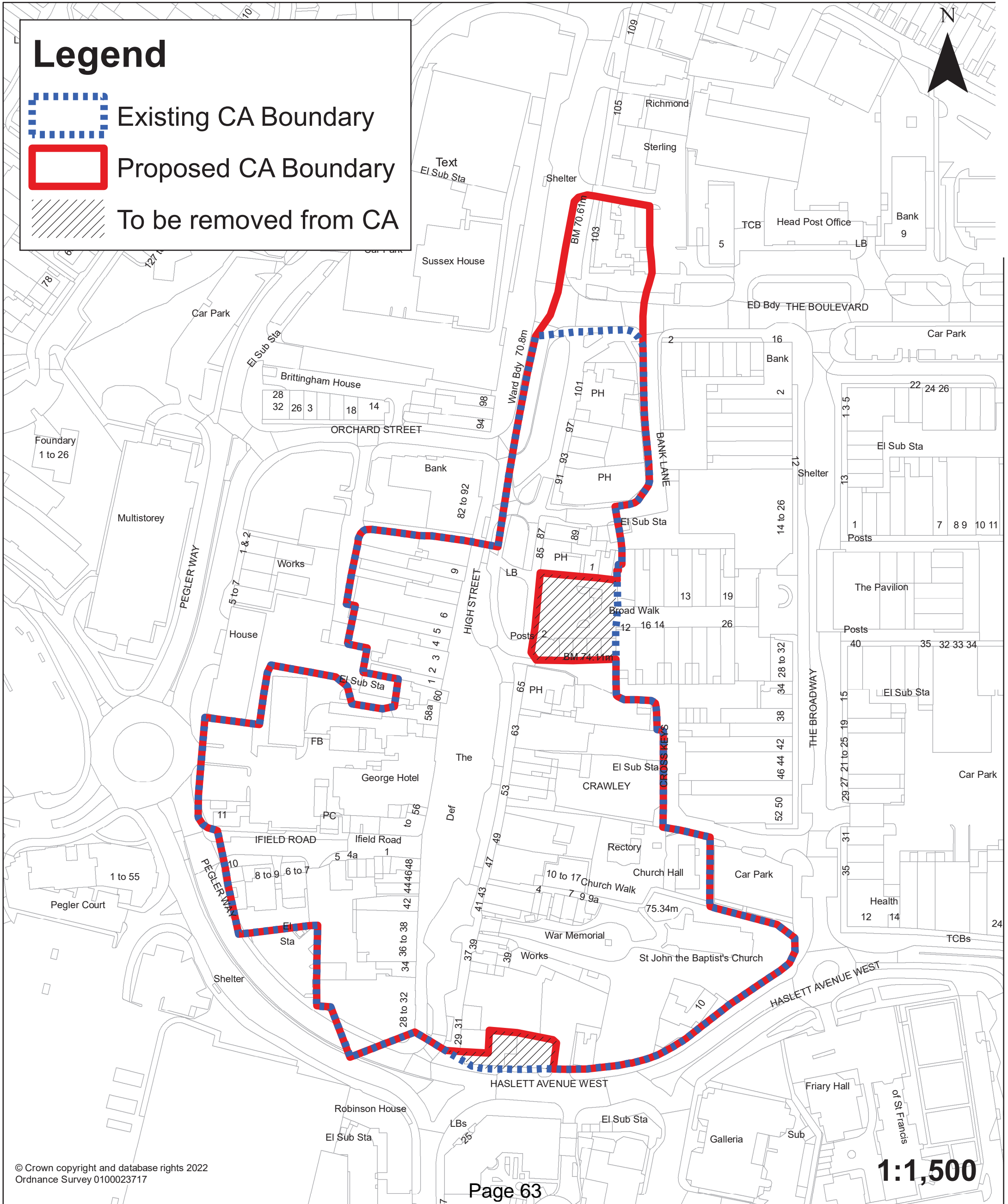
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Appendix B - Gossops Green Neighbourhood Centre Proposed Conservation Area Boundary



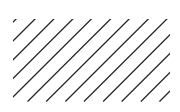


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Appendix C - High Street Proposed Conservation Area Boundary



Legend


-  Existing CA Boundary
-  Proposed CA Boundary
-  To be removed from CA

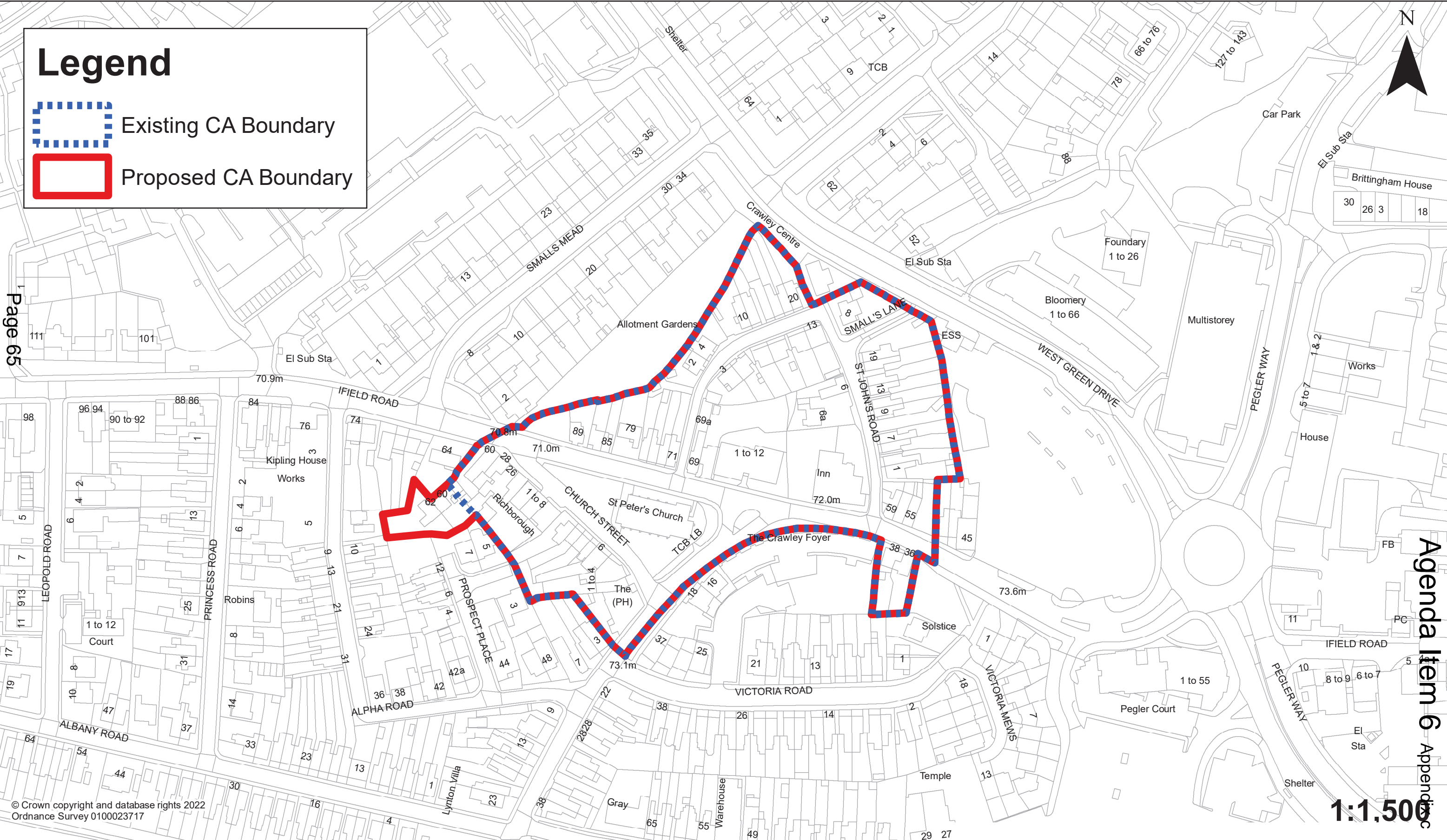


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Appendix D - St Peter's Proposed Conservation Area Boundary

Legend

-  Existing CA Boundary
-  Proposed CA Boundary



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Crawley Borough Council

Minutes of Licensing Committee

Monday, 7 November 2022 at 7.00 pm

Councillors Present:

I T Irvine (Chair)

Z Ali (Vice-Chair)

M L Ayling, J Bounds, B J Burgess, J Hart, K L Jaggard, M G Jones, K Khan, K McCarthy,
M Morris, C J Mullins, A Nawaz and B Noyce

Also in Attendance:

Councillors R D Burrett, D Crow and M Mwagale

Officers Present:

Kareen Plympton	Team Leader - Health, Safety and Licensing
Jess Tamplin	Democratic Services Officer
Astrid Williams	Senior Lawyer (Solicitor)
Kate Wilson	Head of Community Services

Absent:

Councillor D M Peck

1. Disclosures of Interest

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor Hart	Post-Consultation Review of the Statement of Licensing Policy Gambling Act 2005 (2023-2025) Consultation (minute 5)	Personal Interest – Secretary of the Ewhurst Wood Sports and Social Club

2. Minutes

The minutes of the meeting of the Licensing Committee held on 17 August 2022 were approved as a correct record and signed by the Chair.

3. Public Question Time

There were no questions from members of the public.

4. Update Report - Extension of 11-Year Age Limit of Licensed Vehicles due to Covid-19 Pandemic

The Committee considered report [HCS/051](#) of the Head of Community Services. The Health, Safety and Licensing Team Leader presented the report and summarised the proposal, which requested that the Committee revert to the original 11-year age limit for licensed vehicles. This would involve the ceasing of the previously agreed extension to the policy (until March 2023), which enabled vehicles aged 11 years to remain in use for a further two years.

The Committee then discussed the matter. Throughout the discussion Committee members expressed general support for the proposal to reinstate the 11-year age limit – the previous extension was designed to be temporary and it was not deemed suitable to extend it further.

Concerns were raised regarding the high number of advisory actions noted on licensed vehicles identified as part of the Certificate of Compliance process. It was recognised that older vehicles were more likely to have issues and therefore receive advisories. A Committee member sought clarification on the legality of driving a vehicle with advisories – the Officer advised that it was legal, but as the focus of the licensing regime was to enhance public safety, drivers were actively discouraged from operating vehicles with significant wear and tear.

The Officer assured the Committee that the Council does undertake vehicle spot-checks which encourages advisories to be rectified promptly. There was currently no specific timeframe in which this was required but the Committee would be requested to instate a deadline in the future. The Council was also able to identify those drivers not acting to rectify advisories.

Following a query from a Committee member, the Officer confirmed that it was ultimately the responsibility of the driver to ensure their vehicle was safe and fit for purpose. Drivers did not receive training on checking their vehicle for mechanical issues, but it was advisable that they carry out basic checks on a daily basis.

The Committee agreed that it was positive that there had been a move toward greener, less-polluting vehicles entering the local trade in recent times.

Committee members recognised the negative effects of the Coronavirus pandemic on Crawley's licensed drivers and agreed that the Council had put in place many mechanisms to support drivers through this time; the trade was now showing signs of recovery. The Committee agreed that it was appropriate to cease the extension and that taking the decision to do so in advance would allow sufficient time for licensed drivers to put in place the necessary arrangements before March 2023. All drivers directly affected by the decision would be informed imminently.

RESOLVED

That the Committee:

- a) Notes the report, including the number of vehicles impacted by this decision up to 28th March 2023, and the ongoing concerns regarding the suitability, standard and safety of such vehicles falling within the extension period, as well as generally.

- b) Agrees to revert back to the 11-year age limit for all licensed vehicles (after 28th March 2023).

5. **Post-Consultation Review of the Statement of Licensing Policy Gambling Act 2005 (2023-2025) Consultation**

The Committee considered report [HCS/052](#) of the Head of Community Services, which detailed the responses to the consultation on the proposed Statement of Licensing Policy – Gambling Act 2005 (2023-2025). The Committee was requested to provide its own collective response to the consultation, and was informed that the comments made as part of the discussion on the item would form this response. The Health, Safety and Licensing Team Leader summarised the revisions to the proposed Policy and their implications.

The Committee then discussed the matter. It was positive that the revised Policy included new information about problem gambling and links to poor mental health. The Officer outlined the mechanisms to support those with tendencies toward unsafe or excessive gambling – these included a premises exclusion policy, an individual self-exclusion policy, signage with information about problem gambling, signposting toward sources of support, and locating gambling machines further from ATMs.

Committee members raised concerns about the number of gambling establishments in the local area and the ease of access to online gambling, including paid-for rewards through online gaming which were seen to specifically target young people. The Officer confirmed that the Council worked with the Gambling Commission, Sussex Police, and Trading Standards to promote responsible gambling both locally and, where appropriate, online.

Following a query regarding the rate of fees associated with gambling activities, the Officer confirmed that since September 2022 the Council had set these at the maximum allowed by the Gambling Act 2005. The fees were used to offset the costs of the Council's licensing service.

The Committee expressed its thanks to officers for their work on the proposed Policy document and agreed that it was a sound, detailed Policy which allowed the Council to regulate and enforce safer gambling as best as possible within its legal powers.

RESOLVED

That the Committee:

- a) Considers the representation received following the consultation (as set out in Section 7 of report HCS/052).
- b) Provides a collective response to the revised Statement of Licensing Policy - Gambling Act 2005 (2023 – 2025) consultation to be included in the final report that will be considered by the Overview and Scrutiny Commission and the Cabinet prior to the submission of the proposed Policy to the Full Council.

6. **Revision of Licence Conditions - Driver and Vehicle**

The Committee considered report [HCS/053](#) of the Head of Community Services, which set out proposed changes to two licence conditions in the Council's Hackney

Carriage and Private Hire Licensing Policy. The Health, Safety and Licensing Team Leader presented the report and summarised the proposed amendments, which related to engine size specifications and to drivers' medical circumstances.

The Committee then discussed the matter. Committee members expressed general support for the revision regarding engine sizes of licensed vehicles – it was felt that reducing the minimum size from 1,600cc to 1,400cc was a positive move toward a more environmentally-friendly fleet of vehicles, particularly by enabling more hybrid and electric cars to be used. Following a suggestion from a Committee member that the minimum size be further reduced, the Officer clarified that licensed vehicles need to meet other requirements (e.g. leg room, space for luggage) with which vehicles with engines smaller than 1,400cc were not likely to comply. It was also confirmed that the proposal would bring the Policy in line with several other local authorities. A Committee member suggested that, when considering revisions to the Policy in the future, brake horsepower could be used instead of engine size, as this may give a more accurate reflection of a vehicle's power.

The Committee discussed the proposed amendment regarding changes to drivers' medical circumstances. A Committee member raised a concern about the wording of the amendment – it was suggested that requiring a licensed driver to inform the Council of any changes to medical circumstances 'immediately' may cause undue pressure and stress in an already difficult personal situation. The Officer highlighted that the overriding aim of the licensing regime was public safety, and that it was essential that drivers inform the Council of certain medical conditions without delay before operating their licensed vehicle to ensure their own safety and that of their passengers, other road users, and pedestrians. The Committee discussed various alternatives, with the aim of balancing public safety with the needs of licensed drivers. It was proposed that the wording of the amendment be changed as follows: '*...in the case of medical matters which must be notified immediately **and in any case prior to the driving of any licensed vehicle**...*'. The Committee agreed that the amendment be made and that this become part of the substantive recommendation.

The Committee heard that minor clerical corrections were required to the proposed amendment regarding engine sizes, as follows: '*With an engine having capacity of at least 1400 cc, including vehicles badged by the manufacturer as "1.4 cc" models. Any hybrid/LPG, electric or other alternatively powered vehicle must have an equal **or greater** power output to a 1400cc engine.*' The Committee agreed that the corrections be made and that these become part of the substantive recommendation.

Following a request from a Committee member, the Committee agreed to take the two proposed amendments to the Policy (medical circumstances and engine sizes) as two separate votes.

RESOLVED

That the Committee approves the amended conditions of the Hackney Carriage and Private Hire Licensing Policy, as detailed in paragraphs 4.7 and 4.9 of report HCS/053 (and as amended by the Committee), for the following reasons:

- Improve public safety by reinstating a requirement on a licensed driver to notify the Council as Licensing Authority within a specified timescale of changes to medical circumstances as part of the "fit and proper" requirements
- Allow for the licensed trade to have access to a broader range of vehicles for use as a licensed vehicle.

Closure of Meeting

With the business of the Licensing Committee concluded, the Chair declared the meeting closed at 8.36 pm.

I T Irvine (Chair)

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Crawley Borough Council

Minutes of Audit Committee

Tuesday, 8 November 2022 at 7.00 pm

Councillors Present:

J Millar-Smith (Chair)

M L Ayling, T G Belben and Y Khan

Also in Attendance:

Elizabeth Jackson Associate Director, Ernst & Young

Officers Present:

Chris Corker Operational Benefits and Corporate Fraud Manager

Karen Hayes Head of Corporate Finance

Mez Matthews Democratic Services Officer

Paul Windust Chief Accountant

Apology for Absence:

Councillor T Rana

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Audit Committee held on 25 July 2022 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions were asked by members of the public.

4. Draft Risk Management Strategy

The Committee considered report [FIN/589](#) of the Head of Corporate Finance which sought the Committee's support and comments on the draft Risk Management Strategy. The Committee noted that approval of the Risk Management Strategy was the responsibility of the Cabinet Member for Resources and therefore any comments

made by the Committee would be submitted to the Cabinet Member for their consideration prior to its approval and adoption.

In presenting the Strategy, the Head of Corporate Finance informed that Committee that they had received feedback from Zurich that the Council had good risk management and governance in place. Zurich had offered to provide risk management training for Councillors which would outline the Councillors' duties in relation to managing risks. The Committee's attention was particularly drawn to the four levels of risk, the scoring mechanisms used by the Council and the Audit Committee's responsibilities relating to risk management which were set out in the draft Strategy.

The Committee then discussed the draft Strategy and considered whether it had any comments it wished to submit to the Cabinet Member for Resources. In doing so the Committee:

- Noted that although strategic risks were reviewed by the relevant Cabinet Member on a quarterly basis, operational risks were not reviewed in the same way. Consequentially, the Committee was of the view that it might be helpful and insightful for operational risks to be reviewed by the relevant Cabinet Member on a quarterly basis.
- Acknowledged that Appendix 1 to the Strategy, which set out roles and responsibilities relating to risk management, identified that the Corporate Project Assurance Group (CPAG) had responsibility for monitoring and managing strategic and significant risks and ensuring improvement plans were adequate and managed effectively. The Committee expressed the opinion that, in addition to CPAG, it would be beneficial for that role to be undertaken at a senior Cabinet Member level.
- Received clarification on the meaning of the "reputation" risk level set out in Appendix 3 to the Strategy. A preference was expressed that the section be amended so "reputation" not only referred to any publicity's impact on the Council's reputation, but also took into account the potential impact such action could have on the public's trust in the Council. Although the Committee felt public trust in the Council was imperative, it acknowledged that it would be challenging to measure such a risk. It was therefore agreed that the view of Zurich be sought on the matter and that, should Zurich deem it appropriate, reference to "reputation" be amended to include the risk to public trust in the Council. The Head of Corporate Finance assured the Committee that it would be informed of Zurich's response via email.

Having been moved, seconded, and voted upon, it was agreed that the following comments be submitted to the Cabinet Member for Resources' consideration when approving the Risk Management Strategy:

- That operational risks be reviewed by the relevant Cabinet Member on a quarterly basis.
- That, in addition to the Corporate Projects Assurance Group (CPAG), Cabinet Members' involvement in monitoring and managing strategic and significant risks and ensuring improvement plans were adequate and managed effectively be increased.
- That, should Zurich deem it appropriate, reference to "reputation" in the Strategy be widened to include the risk to public trust in the Council.

RESOLVED

1. The Committee support the draft Risk Management Strategy.
2. That the comments provided above by the Committee be submitted to the Cabinet Member for Resources for their consideration.

5. Fraud and Investigation Team Report

The Committee considered report [FIN/603](#) of the Operational Benefits and Corporate Fraud Manager, which focused on activity for the period from 11 July 2022 to 28 October 2022. The report indicated that the Team had continued to perform very successfully.

The Committee was provided with details of cases investigated and the Team's investigations, whilst a discussion took place on the Team's work generally. The Committee sought and received clarification on several points raised, including the Council's ability to reclaim its financial loss in relation to incorrectly claimed single person discount, current and potential future data matching exercises, the circumstances in which a single person discount could be claimed and the Council's investigations into non-domestic rates. The Committee praised the team on both the work undertaken and the recent successful prosecutions.

RESOLVED

That the Fraud and Investigation Team Report be noted.

6. Internal Audit Progress Report

The Committee considered report [FIN/591](#) of the Head of Corporate Finance. The purpose of the report was to update the Committee on the status of 'live' internal audit reports, the progress against the Annual Audit Plan and provide a summary of internal audit as well as any significant issues which might impact the annual audit opinion.

The Head of Corporate Finance presented the report on behalf of Southern Internal Audit Partnership (SIAP), the Council's internal Auditors, and advised that no reports published had provided limited or no assurance.

The Committee noted all the Audit Plan Reviews in progress, along with other work as detailed in the report and was informed that the "satisfactory" assurance opinion level had recently been amended to the term "reasonable". Following a query from the Committee, the Head of Corporate Finance advised that updating the Health and Safety policies had been delayed due to the amount of other work which had been taken priority in relation to Covid but was assured that those policies were now up to date. In addition, the Committee was informed that the Fraud policies identified in the Fraud Framework Audit had now also been updated in consultation with the Leader and notification of those decisions would be published online shortly as Significant Operational Decisions.

RESOLVED

That the Committee receive the report and note progress to date, as at 31 October 2022.

7. Risk Management Update

The Committee considered report [FIN/602](#) of the Head of Corporate Finance which provided an update on the Council's Strategic Risks. The Committee noted that the new Town Hall Risk Register had not been included in the report as the Council was currently in the process of moving towards mobilisation - an updated Risk Register would be brought to the next Committee meeting.

The Committee discussed the update provided on Strategic Risk Management and considered the Strategic Risk Register. A detailed discussion took place, with the Committee expressing particular concern regarding homelessness, in particular the Council's duty to support those with a link to Crawley and the number of people currently residing in hotels due to a lack of alternative accommodation. The Committee noted the financial pressures on the Council to provide accommodation and the lack of funds available to fulfil that need, especially for future years.

The Committee did not make any comments which it wished to be drawn to the attention of the Chief Executive or the Cabinet, although it did note that most of the risks identified were wide ranging and outside the control of the Council.

RESOLVED

That the Committee confirm its satisfaction with the risk management arrangements.

8. Appointment of External Auditors

The Committee noted that on 17 October 2022 Public Sector Audit Appointments (PSAA) informed the Head of Corporate Finance of the outcome of its procurement to let audit contracts from 2023/24. Ernst & Young was successful in winning a contract in the procurement, and PSAA proposed appointing that firm as the Auditor of Crawley Borough Council for five years from 2023/24.

RESOLVED

That the Committee note that Ernst & Young had been appointed as the Council's external Auditors for five years from 2023/24.

9. 2022/23 Scale Fee for Crawley Borough Council

The Committee considered report [FIN/592](#) which set out the Scale Fee for 2022/23. In addition, the Committee noted the subsequent correspondence received from Public Sector Audit Appointment (PSAA) (as detailed on the Agenda) which announced the outcome of the PSAA's procurement for audit services for opted-in bodies from 2023/24 onwards.

The Head of Corporate Finance drew the Committee's attention to Tables 1 and 2 of the report which cited £9,000 of recurring approved fee variations for consolidation

into the 2022/23 Fee Scale. The Committee was advised that the additional fees being charged by the Council's external Auditors (Ernst & Young) were significantly higher than the £9,000 identified in the report, a matter which the Committee would have the opportunity to discuss later in the meeting when it considered the Auditor's Annual Report Year Ended 31 March 2021 (minute 11 refers).

RESOLVED

That the Committee note the Scale Fee for the 2022/23 Audit and the subsequent information provided by the PSAA on 3 October 2022.

10. Audit Results Report Year Ended 31 March 2021

The Committee considered report [FIN/600](#) which had been submitted by Ernst & Young (EY), the Council's external Auditors. The report summarised the current status of the Audit indicating that, subject to satisfactory completion of items identified in the report, EY had completed its Audit of the Council's financial statements for the year ended 2020/21.

The Committee sought and received clarification on several issues raised. Following a specific query from the Committee, it was advised that there was little benefit in valuing the Council's housing stock for audit purposes and that many organisations in the public sector had lobbied the Chartered Institute of Public Finance and Accountancy (CIPFA) to remove that type of account as it did not add value to the reader.

Several Committee members expressed their dissatisfaction at the increased level of fees being charged by EY for its Audit. Whilst it was noted that the Committee would have the opportunity to discuss the issue in more detail later in the meeting, when it considered the Auditor's Annual Report Year Ended 31 March 2021 (minute 11 refers), the Chair requested that EY provide a detailed breakdown of its costs to assist Council officers and Councillors in understanding the reasonableness of the increased costs. Although the Associate Director for EY was unable to guarantee that such information could be passed to the Council and advised that providing that information would not be preferred by EY, they agreed to contact Public Sector Audit Appointment (PSAA) to ascertain whether that level of detail could be disclosed. The Associate Director informed the Committee that some costs had been written-off by EY, however the Head of Corporate Finance asserted that the Council's Finance Team had undertaken a significant amount of additional work itself to complete the Audit which had diverted them away from other work which would have benefited the residents of Crawley.

Following a request from the Associate Director of EY, that Committee confirmed it was satisfied that the misstatements in the Accounts remain unadjusted as they were below the adjustment threshold and represented a difference of opinion rather than errors in the Accounts. The Associate Director then stated they were content in providing a clear Audit Results Report on that basis.

RESOLVED

That the Audit Results Report for the year ended 31 March 2021 be received and noted.

11. Auditor's Annual Report Year Ended 31 March 2021

The Committee considered report [FIN/601](#) which had been submitted by Ernst & Young (EY), the Council's external Auditors.

The Committee took the opportunity to address its dissatisfaction with both the final proposed fee being charged by EY for 2020/21 and EY's delay in completing the Council's Audit. The Committee was extremely displeased that the proposed fee was significantly higher than that initially proposed, especially considering the final fee for the housing benefit subsidy claim had not yet been finalised, which meant that the total final fee was likely to be even higher than that identified in the report.

The Associate Director for EY asserted that the requirements for each Audit increased every year which led to higher costs and that, regardless of which audit firm undertook the work, costs were likely to be on par with that charged by EY. Following a query from the Committee, the Associate Director advised that there was little overlap on the statutory work undertaken by the internal Auditor and external Auditor and therefore costs could not be reduced by sharing information. In response to a request raised by the Head of Corporate Finance, the Associate Director said they did not currently have a timetable in place for the Audit going forward so could not guarantee that Crawley Borough Council might be brought forward in EY's Audit Plan.

The Associate Director acknowledged the Council's dissatisfaction and EY's delay in completing the Audit. The Chair advised the Committee that, along with the Head of Corporate Finance, they would be writing to the PSAA imminently to formally request arbitration regarding the fees proposed by EY.

RESOLVED

That the Auditor's Annual Report for the year ended 31 March 2021 be received and noted.

12. Head of Corporate Finance

The Head of Corporate Finance advised the Committee that this would be their last Audit Committee as they would be retiring from the Council on 19 January 2022. The Chair took the opportunity to thank the Head of Corporate Finance for their continued hard work and support, especially having remained in post for significantly longer than anticipated due to the challenges in recruiting a suitable replacement. The Chair wished the Head of Corporate Finance a happy and well-earned retirement, advising that they would present a gift on behalf of the Committee outside the meeting.

Closure of Meeting

With the business of the Audit Committee concluded, the Chair declared the meeting closed at 9.02 pm

**J Millar-Smith
(Chair)**

Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 21 November 2022 at 7.00 pm

Councillors Present:

T G Belben (Chair)

K Khan (Vice-Chair)

M L Ayling, I T Irvine, R A Lanzer, S Piggott, S Pritchard, T Rana and S Sivarajah

Also in Attendance:

Councillor R D Burrett and M G Jones

Officers Present:

Ian Duke Deputy Chief Executive

Heather Girling Democratic Services Officer

Karen Hayes Head of Corporate Finance

Kareen Plympton Team Leader - Health, Safety and Licensing

Paul Windust Chief Accountant

Apologies for Absence:

Councillor H Hellier and A Pendlington

1. Disclosures of Interest and Whipping Declarations

The following disclosures were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor R A Lanzer	Review of the Statement of Licensing Policy (Gambling) Gambling Act 2005 (2023 - 2025) (Minute 4)	Personal Interest – Member of WSCC
Councillor R A Lanzer	Review of the Statement of Licensing Policy (Gambling) Gambling Act 2005 (2023 - 2025) (Minute 4)	Personal Interest – WSCC Cabinet Member for Public Health & Wellbeing

2. Minutes

The minutes of the meeting of the Commission held on 31 October 2022 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions from the public were asked.

4. Review of the Statement of Licensing Policy (Gambling) Gambling Act 2005 (2023 - 2025)

The Commission considered report [HCS/050](#) of the Head of Community Services. The report documented the proposed amendments to the Council's revised Statement of Licensing Policy (Gambling) Gambling Act 2005 (2023-2025), which had been generated from responses following an 8 week public consultation exercise.

During the discussion with the Leader of the Council and the Team Leader Principal for Health, Safety and Licensing Services, the following comments were made:

- Acknowledgement that there had been support at the previous Licensing Committee for the revised policy.
- Confirmation that the Council was responsible for the issuing of licences for premises that were covered by the Gambling Act 2005. Licences for operators and game types together with controls concerning gambling machines were dealt with directly by the Gambling Commission. It was noted that a number of specific matters must be considered and determined within the policy in order that the provision of betting, gaming and lotteries within the Borough was provided in a manner that promotes the three statutory gambling Licensing Objectives.
- Confirmation was provided that since 2005 no Temporary Use Notices had been issued in relation to Gambling.
- Support for the rate of fees associated with gambling activities, which since September 2022 the Council had set these at the maximum allowed by the Gambling Act 2005.
- Clarification was sought and obtained on the consultees including those within the public health sector at West Sussex as well as other organisations. A list of consultees was documented in the report appendix with a full directory available upon request.
- Recognition that the revised policy included new information about problem gambling and links to poor mental health. There were mechanisms in place to support those with tendencies toward unsafe or excessive gambling which included a premises exclusion policy, an individual self-exclusion policy, signage with information about problem gambling and signposting toward sources of support. Additionally, gambling premises were not allowed to include any marketing that might appeal to under 18s.
- It was noted that not all gambling resulted in excess and there was support for the revised policy which allowed the Council to regulate and enforce safer gambling within its legal powers.
- However, concerns were raised about the harmful effects of gambling on children and young people, particularly with the ease of access to online gambling. It was therefore moved by Councillor T Belben (seconded by Councillor Lanzer) that the Cabinet consider writing to WSCC Education Service to request that anti-gambling be included within the curriculum. A vote was taken and upon being put to the Commission, the proposal was declared as carried.

RESOLVED

That the Commission noted the report and requested that the views expressed during the debate, were fed back to the Cabinet through the Commission's Comment sheet, with the additional recommendation above.

5. Budget Strategy Mid-Year Review 2022

The Commission considered report [FIN/596](#) of the Head of Corporate Finance. The report provided an update on the Council's Budget Strategy for 2022.

The Commission received clarification on a number of points during the discussion with the Leader of the Council, Head of Corporate Finance and Chief Accountant. These included:

- Acknowledgement that there have been several movements since the October Budget Strategy report and that the gap was now showing at £202k, increasing to £398k the following year. The budget shortfall next year would be met from reserves, however in future years there would be a need to look at efficiencies, new income or as a last resort reduction in services.
- Recognition that the major changes included an increased provision for the pay award due to future inflation projections, increased income from garage rents and based current statistics the costs associated in funding homelessness had also increased, although it was hoped that the increase in garage rents did not discourage usage. There were also reduced levels of council tax income and new homes bonus due to water neutrality.
- With regards to Council Tax, it was acknowledged that the Government within the Autumn Statement provided local authorities in England additional flexibility in setting council tax by increasing the referendum limit for increases in council tax to 3% per year from April 2023. Should the Council increase by this amount, it would receive an additional £57k in the next financial year to help meet the gap and with council tax being collected on behalf of three organisations, the Council currently received the lowest proportion to spend on services.
- Recognition that resources and funding had been impacted over the course of the pandemic, and whilst Crawley had established itself as a welcoming and diverse community, concerns about housing costs, together with the implications on public services and S114 Notices were discussed, as well as any potential outcome of the decision to grant British citizenship to people of Chagossian descent. It was felt that addressing matters at national level should attract some national funding. In acknowledging that the financial pressures were going to continue, particularly with regards to homelessness and the TA budget it was requested that Councillors be kept apprised of the financial situation and implications.
- The Settlement would not be known until late December and an all-Member seminar would be scheduled early January to explore the impact of this settlement on future budgets.

RESOLVED

That the Commission noted the report and requested that the views expressed during the debate, were fed back to the Cabinet through the Commission's Comment sheet.

6. 2022/2023 Budget Monitoring - Quarter 2

The Commission considered report [FIN/594](#) of the Head of Corporate Finance. The report set out a summary of the Council's actual revenue and capital spending for the quarters to September 2022 together with the main variations from the approved spending levels and impact on future budgets.

During the discussion with the Leader of the Council, Head of Corporate Finance and Chief Accountant, the following comments were made:

- Acknowledgement that for quarter 2 there was a projected variance of £900,000 in the general fund which would lead to a transfer from reserves of £1,352,000. Similarly, recognition that the deficit on the HRA had increased from £174,000 at quarter 1 to £218,000 at quarter 2. Confirmation was provided as to the main variances between the two quarters.
- Recognition that within the capital programme from a budget of £38m there was a projected slippage of £1m into future years across a number of schemes.
- Clarity sought and obtained on the K2 Crawley income projection reduction. It was acknowledged that recovery had been challenging and there was still progress to be made in order to have numbers return to pre-pandemic levels.
- Confirmation was sought as to sub-contractors' sick pay and any budgetary implications.
- Explanation was provided on the usage of the Redhill Data Centre and the decommissioning timescale.
- In the capital programme there was a budget of £60,000 for "Solar PV installations to the Council's operational buildings". It was noted that the Cabinet would be requested to rename this scheme to "Climate Change Initiatives" which would allow the Council to progress projects to meet the Council's Climate Change Agenda and Emergency Action Plan. The Commission unanimously supported this.

RESOLVED

That the Commission noted the report and the additional recommendation documented, and requested that the views expressed during the debate, were fed back to the Cabinet through the Commission's Comment sheet.

7. Treasury Management Mid-Year Review 2022-2023

The Commission considered report [FIN/593](#) of the Head of Corporate Finance. The report provided an update on the Council's Treasury Management Strategy for 2022/23.

During the discussion with the Leader of the Council, Head of Corporate Finance and Chief Accountant, Councillors made the following comments:

- Acknowledgement that as at 30 September the Council had £139m invested at an average rate of 0.84%. This was lower than comparators but was due to investing for longer terms which had provided the Council better returns in the past. As these deals mature, they would be replaced with investments at higher rates.
- Confirmation sought and obtained on the prudential and treasury indicators, together with the investment performance (Bail-in Exposure).
- Recognition that one of the holdings showed £5m invested with Slough. It was confirmed that one of those deals had matured with the other being imminent and there was never any risk to getting the investment back. (*Head of Corporate*

Finance since confirmed that this repayment was made on 21 November). Any potential further investment would be carefully analysed and considered in future years.

- Noted that local authority transition from financial stability to the issuing of a S114 notice can be rapid. All investments were carefully analysed and considered as best as possible to ensure compliance with the Council's Treasury Management Practices.

RESOLVED

That the Commission noted the report and requested that the views expressed during the debate, were fed back to the Cabinet through the Commission's Comment sheet.

8. UK Shared Prosperity Fund

The Commission considered report [DCE/14](#) of the Deputy Chief Executive. The report sought approval to receive, manage and distribute the Crawley allocation of the UK Shared Prosperity Fund.

During the discussion with the Leader of the Council and Deputy Chief Executive, Councillors made the following comments:

- UKSPF formed part of the Government's Levelling Up Agenda with Crawley being offered £1m, to be spent over three years (£150k in 2022/23) from £2.6billion funding.
- Recognition that the framework was wide but needed to follow a set of priorities and guidance from Government; missions, interventions and outcomes which must be specific to the town's local needs.
- Acknowledgement that the proposal was evidence-based and focused on disparities and inequalities within the borough, using Local Super Output Area data, identifying three priority areas as Broadfield, Bewbush and West Green. The proposal was to use the Year 1 funding to undertake engagement sessions with key stakeholders from statutory, voluntary, community and business sectors to identify key needs and barriers, to understand what was already happening and to inform potential areas of focus to be delivered in Years 2 (design phase) and 3 (deployment).
- It was noted that the proposed approach recognised the impact of the cost-of-living crisis by suggesting using Year 1 funding to increase the capacity of the voluntary sector to supporting residents with fuel poverty, debt management and access to food. It was hoped there may be flexibility in the funding profile.
- Confirmation that whilst oversight of the programme would be through a sub-group of the Town's Deal Board, the Council would be the accountable body, with the responsibilities and risks that this status entails. Suitable and proportionate governance arrangements would need to be in place to safeguard the Council's interests whilst ensuring delivery of the programme and it was anticipated that an internal steering group would be established comprising of Cabinet members and Ward Councillors.
- Support for the proposal but recognition that the funding was not sustainable and the suggested interventions were intended to achieve the greatest impact locally.
- Clarity was sought as to the funding calculation for the proposed 18-month post to manage the administration of the programme.

RESOLVED

That the Commission noted the report and requested that the views expressed during the debate, were fed back to the Cabinet through the Commission's Comment sheet.

9. Forthcoming Decision List - and Provisional List of Reports for the Commission's following Meetings

At the time of meeting, there were no items on the Forthcoming Decision List for 11 January Cabinet. The Commission currently has the following items scheduled:

OSC 9 Jan 2023

Non-Cabinet Items -

1. Safer Crawley Partnership Annual Review and Future Priorities
2. Cabinet Member Discussion – Cabinet Member for Public Protection & Community Engagement

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 9.04 pm.

**T G Belben
(Chair)**

Crawley Borough Council

Minutes of Cabinet

Wednesday, 23 November 2022 at 7.00 pm

Councillors Present:

M G Jones (Chair)	Leader of the Council
S Buck	Cabinet Member for Housing
G S Jhans	Cabinet Member for Environmental Services and Sustainability
S Malik	Cabinet Member for Resources
C J Mullins	Deputy Leader of the Council and Cabinet Member for Wellbeing
S Mullins	Cabinet Member for Public Protection and Community Engagement
A Nawaz	Cabinet Member for Planning and Economic Development

Also in Attendance:

Councillor T G Belben, R D Burrett and D Crow

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Siraj Choudhury	Head of Governance, People & Performance
Karen Hayes	Head of Corporate Finance
Kareen Plympton	Team Leader - Health, Safety and Licensing
Chris Pedlow	Democracy & Data Manager

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Cabinet held on 2 November 2022 were approved as a correct record and signed by the Leader.

3. Public Question Time

The Cabinet received the following questions by members of the public which also includes the responses by the appropriate Cabinet Members

Question by Mr Symonds (Ifield) to the Cabinet Member for Planning and Economic Development:

“What further action is this council taking - other than your very welcome visit to the ‘save west of Ifield - together’ stall at county mall last Saturday - to protect our ancient parish from Homes England’s ‘masterplan of madness’?”

Response by Councillor Nawaz (Cabinet Member for Planning and Economic Development):

In April 2020, this Council issued an objection to West of Ifield being proposed as a Strategic Site allocation in Horsham’s draft Local Plan. This was submitted to Horsham District Council’s Regulation 18 “early engagement” consultation.

In October last year, this Council passed a motion at Full Council confirming our strongest possible opposition to Homes England’s proposals.

Through officer engagement with them, we continue to challenge Homes England on their emerging evidence related to their draft West of Ifield masterplan, which they very recently consulted residents on.

The draft Horsham District Plan is due to be published shortly by Horsham District Council and when it is out for its Regulation 19 public consultation, this Council will submit a formal response to continue our challenge, should Horsham be minded to propose to allocate West of Ifield as a development site in their Local Plan.

Crawley Borough Council will also be a statutory consultee should Homes England submit a planning application next year to Horsham and this Council will not hesitate to challenge these proposals should they be submitted, particularly in relation to their impacts on Crawley and to the needs of Crawley’s residents.

Please be rest assured we will be very vocal about such challenges at both stages.

Supplementary Question by Mr Symonds:

“What progress is being made to turn Willoughby Fields Local Nature Reserve, Ifield Brook Meadows Local Green Space and Ifield Mill & Millpond Snci, into a Queen Elizabeth II National Nature Reserve?”

Response by Councillor Nawaz (Cabinet Member for Planning and Economic Development):

The areas you have mentioned are already, all, individually, designated open space within Crawley and such they area already have protections within Crawley’s Local Plan.

In addition, Ifield Village is a designated Conservation Area and we have 3 designated Local Wildlife sites at Ifield Brook Meadows, Willoughby Fields and Ifield Millpond.

Willoughby Fields is a Local Nature Reserve and Ifield Brook is a Biodiversity Opportunity Area.

Some of these areas also comprise areas of identified Ancient Woodland, structural landscaping and a number of listed buildings.

There are already a range of designations within Crawley’s Local Plan which provide effective protections for these areas in planning policy terms.

Question by Mr Eden (Ifield) to the Cabinet Member for Planning and Economic Development:

I've lived in Ifield Green for more than 50 years and still do so. We suffer from flooding and with the River Mole and Ifield Brook were up to dangerous levels. People in Strathmore close are really worried over more flooding, as we've been flooded out 3 times this century. The Full Council recently wrote a letter to Center Parc's objecting to their proposed building plans in Worth. So why haven't this Council collectively strongly raised concerns to prevent the concreting of West of Ifield and sent a similar letter to HorshamDC?

Response by Councillor Jones (Leader of the Council):

It was very clearly the policy this Council, that we do not support the development West of Ifield, for reasons including flooding, traffic, pollution etc. I would also say we have written to Homes England who are the Government organisation, overseeing the planning and development of the proposed development. They are not in charge of the local government planning decisions, which is HorshamDC. I'm very confident when it gets to a position of a planning decision, this Council would be making every representation to HorshamDC against the proposal.

Response by Councillor Nawaz (Cabinet Member for Planning and Economic Development):

Hopefully you heard my response to the previously question as I think it answer many of your queries along with Councillor Jones comments. Rest assured this Council will be very vocal in protecting our resident. In October 2021 the Full Council unanimously showed its opposition to West of Ifield. We have written to Homes England raising our opposition to the plans. We are on it and if it get put forward by HorshamDC we would be a statutory consultee and would be strongly objecting to it.

Supplementary Question by Mr Eden:

I appreciated what has been said and the 18-page document Councillor Jones has sent to me over the Council's concerns. But what seems to be missing in Crawley and in Ifield is the visibility. The Center Parcs letter was in the press. Nothing appears to be in the press, that I've seen about the proposed development.

Response by Councillor Jones (Leader of the Council):

There are a few people in the room believe there was a number of things in the press previously. I can't tell you exactly when, now though. I suppose one of the reasons why Old House Warren was in the press recently was we only wrote to Mid-SussexDC and Center Parcs last week.

Response by Councillor C Mullins (Cabinet Member for Wellbeing):

I would hate to think those in your campaign feel we are not supporting their cause. I represent Gossops Green and my residents would be affected significantly by the proposal especially because of the traffic. We saw the presentation recently showing the road scheme that goes down to Charlwood Road. That doesn't make sense it should be through to the A23 and through our Town and destroy Cherry Lane out to County Oak. We oppose the Plans and happy to say as such

4. Matters referred to the Cabinet and Report from the Chair of the Overview and Scrutiny Commission

It was confirmed that no matters had been referred to the Cabinet for further consideration.

5. **Review of Statement of Licensing Policy (Gambling) - Gambling Act 2005 (2023 - 2025)**

The Cabinet Member for Environmental Services and Sustainability presented report [HCS/050](#) of the Head of Community Services, which detailed the outcomes of the statutory consultation on the proposed revision of the Council’s Statement of Licensing Policy. It was noted that as Crawley Borough Council was the Licensing Authority it was required under the Gambling Act 2005 to approve, following consultation, a Statement of its Licensing policy under the Gambling Act 2005 every three years.

The Cabinet noted the Overview and Scrutiny Commission’s support for the recommendations from its meeting on [21 November 2022](#), as presented by Councillor T Belben and as detailed in the Commission’s comments to Cabinet which included that the report had been put before the Licensing Committee, which supported adoption of the revised policy. The Commission proposed a further recommendation to the Cabinet relating to the report, *that the Council will write to the West Sussex CC Education Service to request that anti-gambling be included within the curriculum*, as the Commission were concerned over the ease of access children and young people did have to online gambling.

Councillors Buck, C Mullins, S Mullins and Jones spoke as part of the discussion on the report and showed their support of the proposal made by the Commission and the policy as a whole.

RESOLVED

That the Cabinet:

- a) considered and notes the feedback received following the consultation and consideration of the Licensing Committee (as set out in Section 8 of report [HCS/050](#)).
- b) agrees that the Council will write to the West Sussex CC Education Service to request that anti-gambling be included within the curriculum, as suggested by the Overview and Scrutiny Commission.

RECOMMENDATION 1

That Full Council be recommended to approve adopts and authorises for publication the proposed revised Statement Licensing Policy (Gambling) for the period 2023-2025 as set out in Appendix A of report [HCS/050](#).

Reasons for the Recommendations

It is a statutory requirement under the Gambling Act 2005 for a Licensing Authority to prepare and publish a Statement of its Licensing Policy every three years. The Council is the Licensing Authority for gambling matters in the borough of Crawley. It is therefore necessary to agree and develop the proposed Statement of Licensing Policy

(Gambling Act) to discharge the Council's role in its capacity of Licensing Authority for the 3 year period 2023 – 2025.

To ensure the Council's Statement of Licensing Policy (Gambling) is revised and published for the coming 3 years as required by Section 349 of the Gambling Act 2005 and that this is done in accordance with procedures, legislative requirements and is compliant with statutory guidance regarding consultation.

6. Budget Strategy Mid-Year Review 2022

The Leader presented report [FIN/596](#) of the Head of Corporate Finance. The report provided an update on the Council's Budget Strategy, it was immediately explained that it was very difficult to predict because of the national picture. Since the previous budget report in October there had been some changes including that there was an expected deficit of £202k for next financial year (met by reserves), which then increases £398k in the following year. Other changes included increase provision for a pay award based on rising inflation, expected increase in income over garages rents, and expected cost of homelessness support which will be increased for next year to £1.4mil. Water neutrality has played a factor with losses of £291k as it affected with the expected planning fees down by £120k, and the Council also missing out on new homes bonus and Council Tax income from new properties.

On the HRA, with the Autumn settlement set social rents increases to 7%, which would relate to lost income to the Council of just under £169mil over the 30year HRA business plan, as it assumes increase by CPI inflation plus 1%. That would affect the Crawley Homes' ability to build more new homes and to implement some of the planned climate change initiatives.

In terms of Council Tax it proposed to increase a Band D property by £4.95.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on [21 November 2022](#).

Councillor C Mullins spoke as part of the discussion on the report.

RESOLVED

RECOMMENDATION 2

That the Full Council be recommended to approve the Budget Strategy Mid-Year Review 2022 and to:

- a) Agree the growth items for both the General Fund and Housing Revenue Account as outlined in sections 5.17 and 8.1 of report [FIN/596](#)
- b) Agree the inclusion of new capital schemes in future budgets with the value of £165,000 as identified in section 9.2 of report [FIN/596](#)
- c) Agree an increase in the capital programme for Park Tennis by £111,390 funded from Lawn Tennis Grant as outlined in paragraph 9.3 of report [FIN/596](#).

- d) Approve the revised Crawley Homes capital investment plan as outlined in Appendix B to report [FIN/596](#) which includes the financial year 2025/26 and the garage repairs which was transferred to the General Fund.

- e) Notes the following highlights of the Budget Strategy Mid-Year Review 2022:
 - i Note the uncertainties around Government funding prior to the settlement in December and the delay in Local Government Funding reforms such as business rates retention and the future of New Homes Bonus.

 - ii Note, for the purpose of projections, the current budget deficit of £201,792 for 2023/24 before use of reserves, on the basis of a Council tax increase of 2.31% which is £4.95 on a Band D in property 2022/23. Future years gaps are shown in section 4.2 of report [FIN/596](#).

 - iii Note that the Gap from 2024/25 will need to be addressed once the finance settlement is announced as there will be insufficient reserves in the long term to fund future gaps. The methodology of approaching the gap is outlined in section 7 of report [FIN/596](#).

 - iv Note that items for the Capital Programme are driven by the need for the upkeep of council assets and environmental obligations and schemes will also be considered that are spend to save or spend to earn but that such prioritisation should not preclude the initial consideration of capital projects that could deliver social value.

 - v Note that the Budget is aligned to the Council's Corporate Priorities.

Reasons for the Recommendations

To continue with the implementation of the Council's Budget Strategy and to deal with the Council's projected budget deficit which is higher than previously anticipated due to the impact of increasing inflation, increased homelessness costs, future Council Tax and Business rates income projections and impact of the cost-of-living crisis on other income sources such as fees and charges.

To agree the revised Crawley Homes capital investment plan for inclusion within the capital budget.

To agree growth items and capital schemes outlined in the report.

To note that until the Local Government Finance Settlement is known in December 2022 these projections are highly likely to change.

7. 2022/2023 Budget Monitoring - Quarter 2

The Leader of the Council presented report [FIN/594](#) of the Head of Corporate Finance. The report set out a summary of the Council's actual revenue and capital spending for the quarters to September 2022 together with the main variations from the approved spending levels and impact on future budgets. It was noted that with regards to the General fund there was a projected variance of £900,000, leading to a transfer from reserves of £1,352,000. On the Capital programme, from a budget of

£38m there was a projecting slippage of £1m into future years, whilst the HRA the deficit had increased from £174,000 at Quarter 1 to £218,000 at Quarter 2.

The Leader also proposed a renaming of a budget within Capital budget, suggesting that the Solar PV installations to the Council's operational buildings, be retitled "Climate Change Initiatives" and that the £60k remains in the budget.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on [21 November 2022](#) which included that the Commission supported the retitled of the "Climate Change Initiatives" budget.

Councillor Jhans spoke on the report in doing so confirmed his support for the renaming of the Capital budget to the Climate Change Initiatives budget.

RESOLVED

That the Cabinet

- a) agrees to note the projected outturn for the year 2022/2023 as summarised in report [FIN/594](#).
- b) approves the renaming of, within the capital programme, the Solar PV installations to the Council's operational buildings", budget to now called "Climate Change Initiatives" budget.

Reasons for the Recommendations

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

8. Treasury Management Mid-Year Review 2022-2023

The Leader of the Council presented report [FIN/593](#) of the Head of Corporate Finance. The report provided an update on the Council's Treasury Management Strategy for the first two quarters of 2022/23. The Leader emphasised that the Council had £139m invested at 30 September at an average rate of 0.84%. It was noted that those rates were lower than our comparators, but that was because the Council had invested for longer terms which had given better returns in the past, but as those deals mature, they would be replaced with investments at higher rates. It was noted that the Council prioritises its investments as security of capital, liquidity, yield and ethical.

In the capital programme there was a budget of £60,000 for further solar PV installations and other climate change related works, under the new budget title of "Climate Change Initiatives".

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on [21 November 2022](#) including that the Commission acknowledged that whilst the current returns appears to be low but the finance team had made some very good long term investments which has always better than previous bank rate of 0.25%.

Councillor Crow was invited to speak on this item. Matters raised included that he was disappointed the level of recent investment returns due to the level of interest rates achieved on the Council's investment. He commented also that he felt that Council might want to consider revising the Ethical investment policy, to allow investment into the armomancy manufacturing, especially in light of Ukraine conflict and how Britain was the second largest military assistance to Ukrainian people.

Councillors C Mullins and S Mullins both spoke as part of the discussion on the report.

RESOLVED

That the Cabinet notes report [FIN/593](#) and the treasury activity for the first two quarters of 2022/2023

Reasons for the Recommendations

The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management recommends that members be updated on treasury management activities regularly (Treasury Management Strategy, annual and mid-year reports). This report, therefore, ensures this Council is implementing best practice in accordance with the Code.

9. UK Shared Prosperity Fund

The Leader presented report [DCE/14](#) of the Deputy Chief Executive. The report sought approval to receive, manage and distribute the Crawley allocation of £1mil over 3 years of the UK Shared Prosperity Fund. The funding was weighted to the third year where £762k would be available. To receive the funding, an evidence-based criteria was used to consider performance against the UKSPF investment priorities and missions which highlighted the disparities and inequalities within the borough. This identified Bewbush, Broadfield and West Green as to areas where the funding should be used. A subgroup of the Towns Board would be overseeing the funding and its usage, with the Council responsible for delivery and reporting.

It was noted that there was a small error in the report the 4% management fees should not be £25k but in fact £40k.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on [21 November 2022](#), which included their support for the funding.

Councillor Crow was invited to speak on the item and commented that he was also in support of the report and the funding.

Councillor S Mullins also spoke as part of the discussion on the report.

RESOLVED

That the Cabinet:

- a) approves the Council's intention to secure the funding based on the approach agreed at the Town's Fund Board as set out within the submission ([Appendix A](#) of report DCE/14)
- b) delegates authority to the Deputy Chief Executive in consultation with the Leader of the Council to approve the governance arrangements for the programme.
- c) delegates authority to the Deputy Chief Executive, in consultation with the Head of Governance People and Performance, to negotiate, approve and complete all relevant documentation including legal requirements.

(Generic Delegations 2 & 3 will be used to enact this recommendation)

RECOMMENDATION 3

That Full Council be recommended to approve the financial provision for the receipt and allocation of the UK Shared Prosperity Fund funding.

Reasons for the Recommendations

Crawley has been allocated £1m over three years under the UK Shared Prosperity Fund (UKSPF), part of the Government's Levelling-Up agenda. To obtain that funding a submission has been submitted by the Council following an approach agreed at the Towns' Fund Board. As the accountable body, the Council must put in place suitable arrangements to receive, manage and distribute the funding in such a way as to ensure delivery.

10. Forward Programme of Key Procurements (January - June 2023)

The Leader presented report [FIN/595](#) of the Head of Corporate Finance. The report sought approval for the Procurement forward programme which identifies the council's key procurements over a contract value of £500k that will require tendering over the coming six month period.

RESOLVED

That the Cabinet:

- a) endorses the procurement forward programme January – June 2023 (Appendix A of report [FIN/595](#)).
- b) delegates authority to the Leader of the Council in consultation with the relevant Cabinet Member, relevant Head of Service, and Head of Governance, People & Performance to approve the award of the contract following an appropriate procurement process.

- c) delegates the negotiation, approval and completion of all relevant legal documentation, following the awarding of the contracts to the relevant Head of Service, Head of Governance, People & Performance, Head of Corporate Finance, in consultation with the appropriate Cabinet Member.

(Generic Delegations 2 & 3 will be used to enact this recommendation)

Reasons for the Recommendations

By approving the procurement forward programme there is greater transparency of future procurement processes allowing more scope for internal stakeholders to input into how future contracts are delivered.

The approval of the forward programme provides a key decision that will enable the individual procurement processes to be awarded under delegated authority once the tender process has concluded giving the Council the ability to reduce the time required to complete a procurement process.

11. Anti-Bribery Policy

The Leader presented report [FIN/597](#) of the Head of Corporate Finance. It was noted that the proposed policy represented an important part of the Council's approach to deal with the risk of fraud corruption. The Policy sought to complement the Anti-Fraud and Corruption Policy and Whistleblowing Policy and contributes to the overall Corporate Governance framework established to ensure that the Council is well managed fulfils its statutory and regulatory duties in a proper and responsible manner. The report sought approval for the Policy.

RESOLVED

That the Cabinet:

- a) approves the Anti-Bribery Policy ([Appendix A](#) of report FIN/597) for adoption and subsequent publication.
- b) delegates authority to the Head of Corporate Finance, in consultation with the Leader, to review and make minor amendments to the Anti-Bribery Policy as further changes to legislation and statutory guidance are introduced.

(Generic Delegation 7 will be used to enact this recommendation).

Reasons for the Recommendations

To fulfil the Council's duty to review and publish guidance relating to the Anti-Bribery Policy.

12. Anti-Money Laundering Policy

The Leader presented report [FIN/598](#) of the Head of Corporate Finance. The Policy represented an important part of the Council's approach to dealing with the risk of fraud corruption. The Policy sought to complement the Anti-Fraud and Corruption Policy and Whistleblowing Policy and contribute to the overall Corporate Governance framework established to ensure that the Council is well managed fulfils its statutory and regulatory duties in a proper and responsible manner. The report sought Cabinet approval for the Policy.

RESOLVED

That the Cabinet:

- a) approves the Anti-Money Laundering Policy ([Appendix A](#) of report FIN/598) for adoption and subsequent publication.
- b) delegates authority to the Head of Corporate Finance, in consultation with the Leader, to review and make minor amendments to the Anti-Money Laundering Policy as further changes to legislation and statutory guidance are introduced.

(Generic Delegation 7 will be used to enact this recommendation).

Reasons for the Recommendations

To fulfil the Council's duty to review and publish updated guidance relating to the Anti-Money Laundering Policy.

13. Warm Hubs

The Leader presented report [CH/198](#) of the Head of Crawley Homes. The report sought approval for the Council's warm hub proposal, which were sadly required due to the soaring cost of energy and a cost-of-living crisis. The proposal sought the approval of 6 warm hubs based at community centre across the Borough, where residents could go to venue with heating and some hot drinks at no cost. It was noted that at each hub, there would also be some sign posting available regarding cost of living and wellbeing advice, the uses of the hub require it.

The Cabinet were informed that the proposal was ambiguous with the aim to run Hubs from 28 November 2022 to 31 March 2023 but would be flexible to adapt to the needs of residents. It was noted that there was as strong communication plan behind the proposal and the Council webpages would be constantly updated to ensure the most update information on the hubs was available residents.

Councillors Jhans, S Mullins, Nawaz and C Mullins spoke as part of the discussion in support of the proposals contained within the report.

RESOLVED

That the Cabinet:

- a) approves the proposal for the Council's warm hub provision as detailed within report [CH/198](#).
- b) delegates authority to the Head of Crawley Homes and Head of Community Services in consultation with the Leader of the Council to approve changes to the supply of Council warm hub provision.

(Generic Delegation 7 will be used to enact this recommendation)

- c) delegates authority to the Section 151 Officer in consultation with the Head of Crawley Homes and Head of Community Services to approve funding to the Voluntary and Community Sector (VCS) to deliver warm space provision and associated cost of living requirements from existing cost of living budgets and reserves.

(Generic Delegation 7 will be used to enact this recommendation)

- d) delegates authority to the Head of Crawley Homes, Head of Community Services in consultation with the Head of Governance, People and Performance, to negotiate, approve and complete all relevant documentation including legal requirements.

(Generic Delegations 2 & 3 will be used to enact this recommendation)

Reasons for the Recommendations

With the rising cost of living there is concern that residents will struggle to heat their homes, although this is only one of many areas of concern in relation to the current economic climate. Households are facing unprecedented challenges including increasing difficulties in paying household bills, housing costs, increasing borrowing and use of credit, less access to food and ability to save.

The concept of warm hubs is to provide a space to residents who cannot afford to heat their homes; the warm hub is available to them as a space to spend time, at no cost with heating.

The idea of warm hubs has taken off across the country with delivery by local authorities and the VCS. We have completed a mapping exercise for Crawley and the VCS are already mobilising with warm hub type provision and so our model is to ensure there is a minimum provision available in the borough, as well as complementing existing and emerging provision to ensure coverage across a range of neighbourhoods, particularly the most deprived.

Council warm hubs will not just be a place where residents can spend time in a heated location, residents will also have access to hot drinks (at no cost) and will be able to receive basic signposting advice on cost of living and well-being by council staff and/or VCS staff. Where possible will also aim to provide a snack, although this will be subject to demand (Crawley Homes contractors, Mears and Wates, are set to donate non-perishable snacks to the hubs).

Over the longer term the Council will work with the VCS to explore options for additional wrap around support at council hubs and/or move to a co-delivery model where the VCS take the lead with support from us.

Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 8.43 pm

M G JONES
Chair

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