

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, 22 February 2023 at 7.30 pm**

Nightline Telephone No. 07881 500 227

A handwritten signature in black ink, appearing to read "A. J. ...".

Chief Executive

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Published Date 14 February 2023

Duration of the Meeting

If the business of the meeting has not been completed within 2 ½ hours (normally 10pm), then in accordance with Full Council Procedure Rule 8.3, the Mayor will call for a vote to extend the meeting for up to 30 minutes. A simple majority is required for the meeting to continue. If required, following the meeting's initial extension, a further vote can be taken to extend the meeting for up to 30 minutes.



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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	5 - 18
To approve as a correct record the minutes of the meeting of the Full Council held on 14 December 2022.	
4. Communications	
To receive and consider any announcements or communications, including any additional Cabinet Member announcements.	
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	19 - 74
To consider any recommendations before the Full Council or items which have been Called-In.	
<i>NB In advance of the meeting Political Groups will identify which recommendations they do not wish to reserve for debate.</i>	
7. Notice of Motion 1 - Motion on the Sale of Nitrous Oxide	75 - 76
To consider, in accordance with Full Council Procedure Rule 1.1-H, the following Notice of Motion to be moved by Councillor Crow and seconded by Councillor Burgess.	

8. 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.

9. 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 19, 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.

10. 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, 14 December 2022 at 7.30 pm

Councillors Present:

J Hart (Mayor)

T Rana (Deputy Mayor)

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

Also in Attendance:

Mr Peter Nicolson

Officers Present:

Natalie Brahma-Pearl

Chief Executive

Siraj Choudhury

Head of Governance, People & Performance

Ian Duke

Deputy Chief Executive

Heather Girling

Democratic Services Officer

Chris Pedlow

Democracy & Data Manager

Apologies for Absence:

Councillor G S Jhans, M Morris, M Mwangale, A Pendlington and S Raja

Mr Russell Brown (Independent Person)

1. Minute's Silence

The Mayor held a minute's silence in memory of Councillor Andrew Belben who suddenly sadly passed in November 2022. The Mayor then invited representatives from each party to pay tribute. Councillors Crow, Jones, Lanzer, Lamb, Burrett, Burgess, Pritchard, Ali and the Mayor paid their respects.

Councillor Tina Belben then took the opportunity to thank all those for their kind words and support over recent weeks and paid tribute to Andrew as an amazing husband and father. Praise was offered to the IT Team who had been able to provide access to previous virtual meetings.

2. Disclosures of Interest

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

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3. Minutes

Councillor K Khan moved a Procedural Motion 11.1d, to contest the accuracy of the minutes, and in doing so commented that, with reference to Councillors' Question Time (page 16 of the agenda pack), elements from the response by Councillor Jones had been omitted. This was seconded by Councillor Lamb. Councillor Crow commented that minutes were not a verbatim account of any meeting and that should be recognised. The Mayor ruled that the moved Procedural Motion d) was valid and thus called for the vote on the Procedural Motion which was subsequently carried.

The minutes of the meeting of the Full Council held on 19 October 2022 were approved as a correct record, with the above amendment, and signed by the Deputy Mayor.

4. Communications

The Deputy Mayor presented each of the following Councillors with a badge commemorating their long service as a Member of Crawley Borough Council and thanked them for their long and dedicated service with this Authority:-

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

In addition, the Mayor also presented a gift to each of the following former Members of the Council, who had recently ceased to hold office as of the May 2022 election:-

Bob Burgess
Carol Eade

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

5. Public Question Time

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

Questioner's Name	Name of Councillor Responding
<p><i>Janet Roskilly, Friends of Goffs Park</i></p> <p>I would like to take this opportunity to thank the Council for conducting the recent survey on the use of the park. I wondered when we would be receiving feedback on the consultation please and the proposals for the park?</p>	<p><i>Councillor C Mullins (Cabinet Member for Wellbeing):</i></p> <p>Thank you for your question. We are currently analysing the results from the survey and working on details for the proposals, including what the park will look like and what services could be included. Unfortunately, it is too early to provide any details but once all is analysed a business case will be devised and further details shared.</p>

6. **Recommendation 1 – Review of Statement of Licensing Policy (Gambling) – Gambling Act 2005 (2023–2025)**

The Full Council considered report [CH/050](#) of the Head of Community Services and associated appendices [A](#) and [B](#). In the absence of the Cabinet Member for Environmental Services and Sustainability, the Leader of the Council presented the report which detailed the outcomes of the statutory consultation on the proposed revision to 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 extensive consultation, a Statement of its Licensing Policy under the Gambling Act 2005 every three years. If approved, the Policy would be advertised immediately and come into effect at the end of the statutory period.

The item had been previously considered at the Licensing Committee, Overview and Scrutiny Commission and Cabinet meetings on 7 November, 21 November and 23 November 2022 respectively. Councillor Jones moved the recommendation, which was seconded and supported by Councillor Irvine, who commented that the Policy was substantial, and stated it was positive that the revised Policy included new information about problem gambling as well as detailing the mechanisms to support those with tendencies toward unsafe or excessive gambling. It was pleasing that the Cabinet had accepted the proposal from the Overview and Scrutiny Commission that the Council would write to the West Sussex County Council Education Service to request that anti-gambling be included within the curriculum, as concerns were raised over the ease of access children and young people had to online gambling. It was also acknowledged that the Council was only responsible for the issuing of licences for premises that were covered by the Gambling Act 2005.

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

RESOLVED

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

7. **Recommendation 2 – Budget Strategy Mid-Year Review 2022**

The Full Council considered report [FIN/596](#) of the Head of Corporate Finance. The Leader of the Council presented the report which provided an update on the Council's Budget Strategy and took the opportunity to thank the Head of Corporate Finance for her hard work and diligence. The report acknowledged that it was very difficult to predict, because of the national picture, however additional income had been received as a result of the increase in garage rent. Since the previous budget report in October 2022 there had been some changes, including an expected deficit of £202,000 for the next financial year (met by reserves). 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.

Other changes included the challenges related to the expected cost of homelessness support which would be increased for next year to £1.4m. In addition, it was

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acknowledged that the pandemic recovery had been challenging for the leisure industry and that would impact the income received with regards to the K2 contract. There were proposals for two fixed term growth posts along with an additional cleansing and cleaning operative within Crawley Homes as a result of the new blocks of flats within Forge Wood.

In terms of Council Tax, it was acknowledged that within the Autumn Statement the Government had 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 Council Tax by this amount, it would receive an additional £57,000 in the next financial year to help meet the gap.

The item had been previously considered at the Overview and Scrutiny Commission and Cabinet meetings on 21 November 2022 and 23 November 2022 respectively. Councillor Jones moved the recommendation which was seconded and supported by Councillor C Mullins.

Councillor Crow then moved and presented [Amendment 1](#) (as shown in the Supplementary Agenda Order Paper) and in doing so emphasised that it was noted that the predictions would change given the economic climate and there was a requirement for flexibility. It was felt the capping of social housing rents at 7% instead of the planned CPI inflation figure +1% increase, would assist in the current cost-of-living pressures for social housing tenants. The amendment was seconded by Councillor Millar-Smith.

Councillors C Mullins, Burrett, Lunnon, Burgess, Pritchard, Lanzer, Lamb, K Khan and Ayling also 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. The Mayor then called for the vote on Amendment 1, which was carried unanimously. The Mayor then called for the vote on the substantive recommendation (including Amendment 1) which was also carried unanimously.

RESOLVED

That the Full Council approves the Budget Strategy Mid-Year Review 2022 and:

- a) agrees 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) agrees 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) agrees 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) approves 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:

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- i). notes 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). notes, 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). notes 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). notes 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). notes that the Budget is aligned to the Council's Corporate Priorities.

8. Recommendation 3 – UK Shared Prosperity Fund

The Full Council considered report [DCE/14](#) of the Deputy Chief Executive, along with the associated appendices [A](#) and [B](#). The Leader of the Council presented the report which sought approval to receive, manage and distribute the Crawley allocation of £1m over 3 years of the UK Shared Prosperity Fund (UKSPF). The funding was weighted to the third year where £762,000 would be available for delivery and, whilst it was felt that the amount did not truly reflect the deprivation in the town, the funding was welcomed.

To receive the funding, an evidence-based criteria had been 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 areas where the funding should be used. A subgroup of the Towns Board would oversee the funding and its usage, with the Council responsible for delivery and reporting, and an internal steering group would be established (comprising of Cabinet Members and Ward Councillors) to ensure inclusivity and engagement.

The item had been previously considered at the Overview and Scrutiny Commission and Cabinet meetings on 21 November 2022 and 23 November 2022 respectively. Councillor Jones moved the recommendation which was seconded and supported by Councillor C Mullins.

Councillors Crow, Irvine, K Khan, Rana and S Mullins also spoke on the item and the recommendation.

Councillor Jones, using their right to reply, commented that he wanted the funding to assist in addressing the social mobility issues within the town. The Mayor then called for the vote on the recommendation, which was carried unanimously.

RESOLVED

That the Full Council approves the financial provision for the receipt and allocation of the UK Shared Prosperity Fund funding.

9. **Recommendation 4 – Appointment of Section 151 Officer and Interim Appointment of Acting Section 151 Officer**

The Full Council considered report [CEX/061](#) of the Chief Executive as documented in the supplementary agenda. The Leader of the Council presented the report and commented that the Council had a statutory duty to appoint a Chief Finance Officer (Section 151 Officer), under Section 5 of the Local Government and Housing Act 1989 as one of its designated Officers.

Following a successful Employment Panel on 5 December 2022, it was recommended that Carolin Martlew be appointed as Chief Finance Officer (Section 151 Officer). The Council is also required to appoint an interim Section 151 Officer, and it was recommended that Paul Windust, (Chief Accountant and current Deputy Section 151 Officer) be appointed as the Interim Section 151 Officer until the permanent Chief Finance Officer (Section 151 Officer) commenced their position, when he would revert to the role of Deputy Section 151 Officer.

Councillor Jones took the opportunity to wish Karen Hayes, the current Head of Corporate Finance, well in the future and looked forward to welcoming Carolin Martlew to the Council. Councillor Jones then moved the recommendation which was seconded and supported by Councillor Crow, who also thanked Karen Hayes for her support over the years and wished her well.

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

RESOLVED

That the Full Council

- a) appoints Carolin Martlew to the positions of Head of Corporate Finance and the Council's Section 151 Officer (Chief Finance Officer) with effect from 1 March 2023.
- b) approves that the Council's Monitoring Officer be asked to amend the Council's Constitution and the relevant Sub-Delegation Schemes to take into account the above appointment.
- c) appoints with effect from 20 January 2023, Paul Windust (Chief Accountant Manager and current Deputy Section 151 Officer) as the Interim Section 151 Officer until the permanent Chief Finance Officer (Section 151 Officer), commences their position, when he will revert to the role of Deputy Section 151 Officer.

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10. Recommendation 5 – Notification of Urgent Decision Protected from Call-In

The Leader, Councillor Jones, introduced the item which was set out on [page 3](#) of the Agenda. The item informed the Full Council that the Chief Executive had protected a decision from Call-In (in accordance with Call-In Procedure Rule 8.3).

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. The 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.

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

RESOLVED

The Full Council is requested to note the use of the Protection from Call-In provision by the Chief Executive in respect of the decision taken by the Cabinet relating to the Warm Hub provision.

11. Councillors' Questions Time

Name of Councillor asking Question	Name of Cabinet Member Responding
<p>Councillor Burgess to the Cabinet Member for Housing -</p> <p><i>At the July 2022 meeting of the Full Council a petition was submitted, which in my opinion was dismissed out of hand by the Labour Group. Our Leader, Councillor Crow, voted that housing was a big issue, and it was felt that Councillors had not been able to obtain facts or analyse information prior to the meeting and decisions were expected without evidence. It was moved by Councillor Crow that a briefing note containing background information be provided. This was seconded by Councillor McCarthy. Unfortunately, no information was forthcoming. Contacting the relevant officer for information about housing and the petition, I was informed a seminar on housing was due, but no</i></p>	<p>Councillor Buck – (Cabinet Member for Housing).</p> <p><i>Thank you for your question. The information should have gone out in the Councillors' Information Bulletin yesterday.</i></p>

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<p><i>seminar has been established. At its meeting in October 2022, the Full Council, Councillor Burrett raised the question again regarding the briefing note, but unfortunately again no information was forthcoming. We know from experience that you have some of the finest officers within this Council and I cannot believe they would take so long to assist with the information required and, as Cabinet Member, it is your responsibility. The Labour Group claim to be on the side of the tenants, and yet the delayed lack of response is appalling. Please can you kindly confirm when the information will be forthcoming in the form of a background paper, as requested in July, October and now December 2022?</i></p>	
<p>Councillor Pritchard to the Cabinet Member for Planning and Economic Development -</p> <p><i>Recently we took the decision for the enlargement of Conservation Areas and I was wondering if there had been any effect of that change within my ward which covers the town centre, or any other area that is covered by the Conservation Areas?</i></p>	<p>Councillor Nawaz – (Cabinet Member for Planning and Economic Development).</p> <p><i>The establishment of the new Conservation Areas is very welcome. I would like to highlight the excellent news that the recently designated town centre Conservation Area has already made a difference. It has already assisted in opposing an unwanted building development in the town centre. There was an application for a single storey extension that unfortunately did not meet the character of the building and the location was too close to restaurants and cafes. The Government Planning Inspector dismissed that development with the main reason being the development falls into the new Conservation Area.</i></p> <p><i>This is a tangible example of how the Conservation Area has restored local planning powers and will assist in preventing unwanted permitted development applications. It provides a say for residents, and developers whilst bringing back the democratic process to the Planning Committee. The Council and partners have successfully</i></p>

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	<p><i>unlocked millions of pounds for investment in the town centre for its regeneration and the new Conservation Area allows us to insist on good, quality development to attract more town centre investment to benefit our residents.</i></p>
<p>Councillor Crow to the Cabinet Member for Housing -</p> <p><i>During the pandemic it was obviously more difficult for our Repair Teams to access our Council properties. Given we are now in the third year of the pandemic, but it's been much more a normal year, please can you confirm if there is a backlog of outstanding repairs?</i></p> <p>Supplementary Question - <i>Can I also check that with regards to the decent homes programme, that we do not have any backlog with the ongoing decent homes programme?</i></p>	<p>Councillor Buck – (Cabinet Member for Housing).</p> <p><i>Apparently there is not a backlog and the teams are managing very well with the repairs.</i></p> <p><i>I will need to get back to you Councillor Crow and confirm those details.</i></p>
<p>Councillor C Mullins to the Cabinet Member for Planning and Economic Development -</p> <p><i>I would like to ask the Councillor Nawaz if he would join me in welcoming the Conservation Area chosen in Gossops Green as part of this conservation plan? I look at this town and there are good examples around the town of what was designed as a village concept. Nothing looks like a garden city quite like Crawley. Gossops Green was chosen as it's a prime example of that village concept, with its pub, butcher, bakers and now a greengrocer. The Conservation Area for Gossops Green will help to control and conserve the history of Crawley and it will be an example of good design.</i></p>	<p>Councillor Nawaz – (Cabinet Member for Planning and Economic Development).</p> <p><i>I totally agree and welcome that news. The area is beautiful and as Crawley town is a new town it has its own heritage. Gossops Green has its own characteristics and it's important to preserve our heritage and give more powers to the local authority planning authority. It is welcoming news to expand to Gossops Green as well as the town centre. I'm delighted that it's a step in the right direction.</i></p>

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<p>Councillor Burrett to the Cabinet Member for Housing -</p> <p><i>We have already discussed some of the comments that were made at the last Cabinet meeting regarding social housing rent so I'm just wondering as the Cabinet Member did not speak on the debate, whether Councillor Buck could tell us does she agree with the assertion that 7% was a disappointing rise because of the effect on the HRA? Or does she support the Government's cap on 7%?</i></p> <p>Supplementary Question – <i>So just to be clear, Councillor Buck is saying that 7% is not enough of an increase?</i></p>	<p>Councillor Buck – (Cabinet Member for Housing).</p> <p><i>I believe I did vote on the item, but the Government has got us into this and the 7% is not enough to keep the repairs going and more houses to be built. Unfortunately, that's what we're faced with.</i></p> <p><i>No, it may not be enough to sustain the building development of social housing but that's what the Government have stipulated.</i></p>
<p>Councillor McCarthy to the Cabinet member for Housing -</p> <p><i>There's a programme of work underway at Milton Mount flats, which unfortunately has been plagued with issues and I'm wondered if we can address these urgently please? The variety of problems include flooding, poor workmanship, fire doors not closing, and I would like the work in those flats to take a higher priority in the way it is managed.</i></p>	<p>Councillor Buck – (Cabinet Member for Housing).</p> <p><i>I know there is a priority for Milton Mount because of the problems the residents have encountered. I could feedback and provide you with a report back to confirm.</i></p>
<p>Councillor Ali to the Cabinet Member for Housing -</p> <p><i>A couple of months' ago, we heard the sad news of a child's death in social housing due to chronic mould and damp. Do we have any reports of chronic mould and damp within our housing stock? And we do have any families living in any of these reported homes?</i></p>	<p>Councillor Buck – (Cabinet Member for Housing).</p> <p><i>No, we did inspect not long ago, myself and the Leader. There may be some slight mould around windows as expected this time of year. Assistance is provided by giving advice to the tenants and the repairs maintenance teams are very much aware of the situation and doing their best to rectify the situation accordingly. Any issues need to be reported so they can be rectified.</i></p>

12. **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:

- Overview and Scrutiny Commission – 31 October 2022
- Planning Committee – 1 November 2022
- Cabinet – 2 November 2022
- Licensing Committee – 7 November 2022
- Audit Committee – 8 November 2022
- Overview and Scrutiny Commission – 21 November 2022
- Cabinet – 23 November 2022

13. **Items for Debate – Allocating Monies Collected Through CIL, Neighbourhood Improvement Strand – Cabinet – 2 November 2022**

Councillor C Mullins introduced the item and explained the rationale for bringing this item for debate, and in doing so expressed his support for the report as it would assist in the play area improvement programme. It was noted the programme was progressing.

Councillor Nawaz responded on this item as Cabinet Member for Planning and Economic Development and expressed his support for CIL (Community Infrastructure Levy), the funding opportunity and the fact that crowdfunding was still available. It was hoped the play area improvements would involve the installation of new equipment within the town.

14. **Items for Debate – Update Report – Extension of 11-Year Age Limit of Licensed Vehicles due to Covid-19 Pandemic – Licensing Committee – 7 November 2022**

Councillors Rana and Sivarajah each had an interest in this item, so left the room and took no part in the debate.

Councillor K Khan explained the rationale for bringing this item for debate, commenting that it was important to acknowledge how the Licensing Committee had listened during the previous meeting and taken on board comments received. The Licensing Committee had 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. However, it was appropriate to cease the extension of the policy and revert to the original 11-year age limit for licensed vehicles. It was hoped the decision had provided many taxi drivers the time they needed to acquire a new vehicle and the decision was unanimous. This was a good example of the Council successfully balancing its duty to regulate the taxi trade whilst being responsive to the wellbeing of the drivers and public.

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Councillor Irvine responded on this item as Chair of the Licensing Committee, agreeing with Councillor K Khan and supporting the discussion at the previous Licensing Committee meeting. The item had resulted in a detailed debate, and it was important to demonstrate that taxi and hackney carriage drivers were supported as well as making sure the fleet of taxis was modern, efficient, looked good and was a credit to the town whilst ensuring vehicles remained safe and fit for purpose as the focus of the licensing regime was to enhance public safety.

Councillors Rana and Sivarajah returned to the meeting.

Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 21:47

J Hart (Mayor)

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Disclosures of Interest

Appendix A

Councillor	Item and Minute	Meeting	Type and Nature of Disclosure
Councillor Burrett	CR/2022/0582/TPO – 8 Haversham Close, Three Bridges (Minute 4)	Planning Committee 1 November 2022	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)	Planning Committee 1 November 2022	Personal Interest – The applicant was known to her but he had not taken part in any discussion on the application.
Councillor Pritchard	CR/2022/0582/TPO – 8 Haversham Close, Three Bridges (Minute 4)	Planning Committee 1 November 2022	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)	Planning Committee 1 November 2022	Personal Interest – a West Sussex County Councillor.
Councillor Burrett	Section 106 Monies – Q2 2022/23 (Minute 7)	Planning Committee 1 November 2022	Personal Interest – a West Sussex County Councillor.
Councillor Hart	Post-Consultation Review of the Statement of Licensing Policy Gambling Act 2005 (2023-2025) Consultation (Minute 5)	Licensing Committee 7 November 2022	Personal Interest – Secretary of the Ewhurst Wood Sports and Social Club
Councillor Burrett	Review of the Statement of Licensing Policy (Gambling) Gambling Act 2005 (2023 - 2025) (Minute 4)	Overview and Scrutiny Commission 21 November 2022	Personal Interest – a West Sussex County Councillor.
Councillor Lanzer	Review of the Statement of Licensing Policy (Gambling) Gambling Act 2005 (2023 - 2025) (Minute 4)	Overview and Scrutiny Commission 21 November 2022	Personal Interest – a West Sussex County Councillor.

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Councillor Lanzer	Review of the Statement of Licensing Policy (Gambling) Gambling Act 2005 (2023 - 2025) (Minute 4)	Overview and Scrutiny Commission 21 November 2022	Personal Interest – WSCC Cabinet Member for Public Health & Wellbeing
Councillor Burrett	Review of the Statement of Licensing Policy (Gambling) Gambling Act 2005 (2023 - 2025) (Minute 5)	Cabinet 23 November 2022	Personal Interest – a West Sussex County Councillor.
Councillor Rana	Items for Debate – Update Report – Extension of 11-Year Age Limit of Licensed Vehicles due to Covid-19 Pandemic Agenda item 14	Full Council 19 October 2022	Disclosable Pecuniary Interest – private hire/hackney carriage license holder.
Councillor Sivarajah	Items for Debate – Update Report – Extension of 11-Year Age Limit of Licensed Vehicles due to Covid-19 Pandemic Agenda item 14	Full Council 14 December 2022	Disclosable Pecuniary Interest – private hire/hackney carriage license holder.

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) Planning Committee – 5 December 2022 (page 21)
- b) Overview and Scrutiny Commission – 9 January 2023 (page 29)
- c) Planning Committee – 10 January 2023 (page 37)
- d) Governance Committee – 24 January 2023 (page 39)
Recommendation 1 – Polling Arrangements: May 2023 (page 39)
- e) Overview and Scrutiny Commission – 30 January 2023 (page 47)
- f) Cabinet – 1 February 2023 (page 55)
Recommendation 2 – Crawley Borough Local Plan Review: Publication and Submission (page 56)
Recommendation 3 – 2023/2024 Budget and Council Tax (page 58)
Recommendation 4 – Treasury Management Strategy 2023-2024 (page 60)
Recommendation 5 – Corporate Plan 2023-2027 (page 62)
- g) Planning Committee – 6 February 2023 (page 65)
- h) Licensing Committee – 7 February 2023 (page 71)
- i) Notice of Precept 2023/2024 (page TBC) ***Recommendation 6*** (*circulated separately – to follow*)

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Crawley Borough Council

Minutes of Planning Committee

Monday, 5 December 2022 at 7.30 pm

Councillors Present:

R D Burrett (Chair)

Y Khan (Vice-Chair)

Z Ali, S Malik, S Mullins, S Pritchard, S Raja and S Sivarajah

Officers Present:

Siraj Choudhury Head of Governance, People & Performance

Jean McPherson Group Manager (Development Management)

Marc Robinson Principal Planning Officer

Jess Tamplin Democratic Services Officer

Apologies for Absence:

Councillors K L Jaggard and M Mwagale

Minute's Silence for Councillor A Belben

The Committee held a minute's silence for Planning Committee member Councillor Andrew Belben who had recently passed away.

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor Burrett	CR/2022/0091/NCC – 6 Woodlands, Pound Hill (Minute 4)	Personal Interest – had contact with the applicant regarding the Planning Committee process, but did not express a view on the application.
Councillor Ali	CR/2022/0384/ADV – Land at Haslett Avenue East, Three Bridges (Minute 5)	Personal Interest – a West Sussex County Councillor.

Councillor CR/2022/0384/ADV – Land Personal Interest – a West
Burrett at Haslett Avenue East, Sussex County Councillor.
Three Bridges
(Minute 5)

2. Lobbying Declarations

Councillors Burrett, Malik, Pritchard, Raja, and Sivarajah had been lobbied on Planning Application CR/2022/0091/NCC – 6 Woodlands, Pound Hill.

Councillor Burrett had been lobbied on Tree Preservation Order Application CR/2022/0596/TPO – Strip of Land off The Ridings, Pound Hill.

3. Minutes

The minutes of the meeting of the Planning Committee held on 1 November 2022 were approved as a correct record and signed by the Chair.

4. Planning Application CR/2022/0091/NCC - 6 Woodlands, Pound Hill, Crawley

The Committee considered report [PES/408a](#) of the Head of Economy and Planning which proposed as follows:

Retrospective application for variation of condition 3 (materials) pursuant to CR/2020/0028/FUL for the demolition of existing rear conservatory & single storey extension & erection of a two storey & single storey rear extension, first floor side extension & two storey front extension.

Councillors Ali and Burrett declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application, which sought permission for a variation of an application condition regarding a change to the colour of the window frames on a residential dwelling. The Officer updated the Committee that the following correction to the recommendation was required:

'REFUSE for the following reason:

1. The dark grey roof windows, by reason of their colour and appearance, are considered to detrimentally impact the character, appearance and visual amenity of the existing dwelling and harm the surrounding Woodlands street scene. They are therefore contrary to policy CH3 of the Crawley Borough Local Plan (2015-2030), the guidance set out in the Urban Design Supplementary Planning Document and the National Planning Policy Framework.'

The Officer then gave details of the various relevant planning considerations as set out in the report.

James Nayler, the agent, spoke in support of the application. Matters raised included:

- The grey windows had already been installed, so permission was sought for them to be retained. Their replacement at this stage would be costly and time-consuming.

- The windows were not out of character with the streetscene on Woodlands and the surrounding roads as the properties were of a wide mix of styles.
- The variation of the condition which was sought was a minor change.

Satwinder Gill, the applicant, spoke in support of the application. Matters raised included:

- A number of other properties in the local area, including neighbouring houses, had had white windows replaced with anthracite grey windows.
- Neighbours of the property had expressed their support for the installation of the grey windows.
- The development of the property had allowed for upgrades and improvements which had led to an aspirational family home.

The Committee then considered the application. The following points were raised as part of the discussion:

- Generally, it was considered important that applicants follow the conditions attached to any planning permission issued by the Council. It was disappointing that there had been non-compliance with conditions on this occasion (regardless of the nature of the matter).
- The styles of property in the area were mixed. It was hard to pinpoint the nature of the streetscene as there were many visually different houses, so it was therefore difficult to conclude that any one house was incongruous to the local setting.
- Many houses in the local area also had grey windows. However, it was not always clear whether these properties' windows were installed under permitted development rights, under planning applications, or without planning permission. The Officer confirmed that, generally, if any proposed development sought to use materials that did not match the existing materials, planning permission would be required.
- The grey windows were attractive and reflected a wider trend towards a more modern style of development, which was not detrimental to the streetscene.
- Other issues regarding the same original planning application were not to be considered under this application for a variation of one of the conditions. Those matters were subject to separate channels of investigation.
- Following a query from a Committee member, the Planning Officer outlined the process of a planning application's consideration by the Planning Inspectorate. It was confirmed that a similar application for a change of materials on this property had been previously considered by the Inspectorate, that considered the grey windows to be unacceptable.

A vote was taken on the recommendation to refuse the application as set out in the report, which was overturned.

The Committee considered alternative proposals. Discussion was had regarding possible conditions to attach to the planning permission, were it to be granted. It was agreed that any conditions should be based on those included in the original planning application, with the necessary amendment to cover the change in colour of the windows, and with any amendments or further conditions to be determined and added by the Planning Officer as necessary.

A proposal to permit the application was moved and seconded. The Committee explained that it believed the anthracite grey windows did not detrimentally impact the visual amenity of the property, and that these were in keeping with the streetscene due to the mix of property and window styles in the local area. It was also highlighted that there had been no objections from neighbours regarding the application.

The Committee then voted on the proposal to permit the application.

RESOLVED

Permit subject to the following conditions:

1. The development hereby permitted shall not be carried out other than in accordance with the approved plans listed below:

Drawing Number	Revision	Drawing Title
J1486-01	H	Location & Block Plans, Existing & Proposed Elevations & Floor Plans, Proposed Roof Plan

REASON: For the avoidance of doubt and in the interests of proper planning.

2. The materials to be used for the development except for the windows shall strictly accord with those indicated on the approved details of the permission granted under ref CR/2020/0028/FUL.

REASON: To enable the Local Planning Authority to control the development in detail in accordance with Policy CH3 of the Crawley Borough Local Plan 2015-2030.

3. All the window frames shall be finished in one colour of either anthracite grey or white.

REASON: To enable the Local Planning Authority to control the development in the interests of amenity in accordance with Policy CH3 of the Crawley Borough Local Plan 2015-2030.

4. The proposed first floor en-suite window closest to no. 8 Woodlands on the eastern rear elevation of the proposed two storey rear extension shall at all times be glazed with obscured glass and, apart from any top-hung vent, be fixed to be permanently non-opening.

REASON: To protect the amenities and privacy of the adjoining properties, in accordance with Policy CH3 of the Crawley Borough Local Plan 2015-2030.

5. The first floor en-suite and bathroom windows on the southern side elevation and at the southern end of the rear elevation of the proposed extensions shall at all times be glazed with obscured glass and, apart from any top-hung vent, be fixed to be permanently non-opening.

REASON: To protect the amenities and privacy of the adjoining property, in accordance with Policy CH3 of the Crawley Borough Local Plan 2015-2030.

6. No windows (other than those shown on the plans hereby approved) shall be constructed in the north or south elevations of the extensions hereby permitted which adjoin the side boundary with Nos. 4 or 8 Woodlands without the prior permission of the Local Planning Authority on an application in that behalf.

REASON: To protect the amenities and privacy of the adjoining property in accordance with Policy CH3 of the Crawley Borough Local Plan 2015-2030.

NPPF Statement

In determining this planning application, the Local Planning Authority assessed the proposal against all material considerations and has worked with the applicant in a positive and proactive manner based on seeking solutions where possible and required, by:

- Liaising with applicant and agent and discussing the proposal where considered appropriate and necessary during the course of the determination of the application.
- Seeking amended plans/additional information to address identified issues during the course of the application.

5. Planning Application CR/2022/0384/ADV - Land at Haslett Avenue East, Three Bridges, Crawley

The Committee considered report [PES/408b](#) of the Head of Economy and Planning which proposed as follows:

Retrospective advertisement consent for 1x illuminated 48-sheet digital display.

Councillors Ali, Burrett, S Mullins, Pritchard, and Raja declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application, which sought consent for a digital advertisement display sign on land next to Haslett Avenue East. The application was retrospective as the sign was already erected – however a new application was required as the position and structure of the sign were different to those approved as part of the previous application. The Officer then gave details of the various relevant planning considerations as set out in the report.

Philip Allard, on behalf of the applicant, spoke in support of the application. Matters raised included:

- The sign was unable to be built in the agreed position due to the discovery of underground cabling and piping. It was constructed slightly further back than was approved.
- The tree that had been removed from the site during construction of the sign was on private land and was not protected under a Tree Preservation Order.
- The sign had operated in accordance with illumination requirements since it was erected.

John Cooban, a local resident, spoke in objection to the application. Matters raised included:

- The loss of the tree was disappointing. Any unnecessary tree loss should be avoided.
- The original application form stated that no trees were present at the site, which was incorrect. Had the tree been declared, an assessment of its amenity value would have taken place which may have led to its protection.
- The sign should not set a precedent for other large digital displays to be approved and erected across the town.

The Committee then considered the application. In response to a query regarding the height of the sign, the Planning Officer confirmed that the combined height of the display and the structure/stand was approximately 6.5 metres.

Committee members raised safety concerns regarding the positioning of the sign next to a highway, which may be distracting for drivers in what was a high traffic area. The Planning Officer confirmed that, prior to the installation of the current sign, a similarly sized advertisement sign was consented at the site and thus the principle of signage at the site was already established. It was also highlighted that West Sussex County Council was consulted on the proposals and had no objection on highway safety grounds.

In response to queries from the Committee, the Planning Officer confirmed that the brightness of the display was regulated via a condition which established two maximum brightness levels – for daylight hours and for darkness hours – which were set in statute. Some Committee members identified occasions where the display had been too bright for the conditions; the Planning Officer gave assurance that the brightness could be measured and if it exceeded the consented level, it could be reduced to an acceptable level. It was also highlighted that there were instances where some of the panels on the screen were observed as having frozen, and at a higher brightness than was appropriate for the time of day, and there were concerns that this too was distracting for motorists. The Planning Officer confirmed that condition 1(C) required that the visual amenity of the site not be impaired. A malfunctioning display could be classed as a breach of that condition.

A Committee member raised a further concern regarding a small section of the sign, underneath the main display, which showed an illuminated logo. It was queried whether this part of the sign was on the original plans and also whether it was subject to the same illumination requirements as the main display as it had been observed operating at a higher brightness. The Planning Officer confirmed that the section in question did not appear on the plans, so did not form part of the advertisement consent application and could therefore be open to investigation. Committee members expressed disappointment regarding the non-compliance with the plans.

Committee members shared concerns regarding the loss of the tree at the site. The Planning Officer confirmed that the tree was not protected so its felling was not contradictory to policy, and there was no power to require the applicant to replace the tree. Nevertheless, the Committee was of the view that it was always good practice to plant a replacement tree when felling was unavoidable. A Committee member proposed that the following informative be attached to the consent, were it to be granted: *'The applicant is encouraged to plant and thereafter retain a tree to replace the tree that was felled when the sign was erected'*.

The Committee then voted on the recommendation to grant consent as set out in the report (with the inclusion of the additional informative), which was overturned.

The Head of Governance, People & Performance advised on procedure following the overturn of an officer's recommendation. The Committee discussed alternative proposals at length and revisited key points from its discussion. Concerns regarding issues of the sign not complying with any consent granted were once again raised, particularly regarding the additional section of the sign which was not part of the approved plans. It was agreed that this matter was a significant element of the Committee's vote against permission. The Committee formed a further informative in respect of this which, alongside the previously agreed informative regarding the replacement tree, was to be attached to the consent. This proposal was moved and seconded.

The Committee then voted on the proposal to grant consent to the application subject to the two additional informatives.

RESOLVED

Consent subject to the conditions set out in report PES/408b and the following informatives:

1. The applicant is encouraged to plant and thereafter retain a tree to replace the tree that was felled when the sign was erected.

2. The consent hereby granted does not apply to the illuminated name sign below the illuminated 48-sheet digital display. The illuminated name sign does not have advertisement consent and could therefore be subject to enforcement action.

6. **Tree Preservation Order Application CR/2022/0596/TPO - Strip of Land off The Ridings, Pound Hill, Crawley**

The Committee considered report [PES/408c](#) of the Head of Economy and Planning which proposed as follows:

Chestnut 6790, 6791, 6792, 6797, 6794, 6796, 6795, 6798, 6800, 6799, 6789, 6788, 6824, 6779, 9201, 6719, 6714, 6729, 6738, 6722, 6742, 6713, 6751, 6717, 6746, 6712, 6755, 6724, 6702, 6726, 6733, 6705, 6730, 6787, 6783, 6786, 6753, 6767, 6768, 6704, 6770, 6771, 6772, 6774, 6776, 6775, 6782, 9202, 9141, 9144, 9139, 9138, 9137, 9136, 9135, 9134, 9133, 9132, 9131, 9130, 9129, 9128, 9127, 9126, 9125, 9124, 9123, 9122, 9121, 9120, 9119, 9118, 9117, 9116, 9115, 9114, 9101, 9111, 9140, 9103, 9110, 9108, 7604, 7605, 7606, 7609, 9113, 9112, 7612, 7611, 7610, 7607, 7603, 7602, 7601, 9102, 9107, 9109, 9106, and 0139 - removal of basal/epicormic growth and re-pollard.
Chestnut 6732, 9145 - re-pollard.
Chestnut 6735, 6748, 6769, 9204, 7608, 9105 - sectional fell.

Councillor Burrett declared he had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application, which sought consent for the pollarding of 110 trees along either side of a footpath in Pound Hill. The trees were on a re-pollarding cycle and had become overgrown since the last set of works; they were now causing problems for neighbouring houses and required trimming. Six of the trees were required to be felled.

The Committee then considered the application. Committee members sought clarification on the reasons for felling the six trees, which were damaged or dying and had a limited lifespan. It was confirmed that they were to be replaced with six new horse chestnut trees which would be protected under a Tree Preservation Order. A concern was raised as to whether the dying trees should be replaced with those of the same species as they may be more susceptible to the same diseases. The Officer assured the Committee that they were not aware of any issues present at the site which were specific to horse chestnut trees.

Committee members expressed regret for the removal of the six trees but were supportive of the proposal to plant replacements.

RESOLVED

Consent subject to the conditions set out in report PES/408c.

7. **Tree Preservation Order Application CR/2022/0599/TPO - Land Parcel Adjacent to 6 Somerville Drive, Pound Hill, Crawley**

The Committee considered report [PES/408d](#) of the Head of Economy and Planning which proposed as follows:

Oak – fell.

Councillor Burrett declared he had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application, which sought consent for the felling of an oak tree which was in decline. The base of the trunk was rotting and a controlled felling would prevent any danger of the tree falling in a way that caused damage to nearby properties.

The Committee then considered the application. It was agreed that it was a shame to fell an established tree that made a positive contribution to the amenity of the area but this was necessary for safety reasons. A replacement tree was proposed to be planted and would be protected.

RESOLVED

Consent subject to the conditions set out in report PES/408d.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 9.36 pm.

R D Burrett (Chair)

Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 9 January 2023 at 7.00 pm

Councillors Present:

T G Belben (Chair)

K Khan (Vice-Chair)

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

Also in Attendance:

Councillors R D Burrett, S Mullins and Chief Inspector Ben Starns - Sussex Police

Officers Present:

Dan Carberry Public Protection and Enforcement Manager

Ian Duke Deputy Chief Executive

Trish Emmans Community Safety Officer

Heather Girling Democratic Services Officer

Kate Wilson Head of Community Services

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	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 6)	Personal Interest – Member of WSCC
Councillor R A Lanzer	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 6)	Personal Interest – WSCC Cabinet Member for Public Health & Wellbeing

2. Minutes

The minutes of the meeting of the Commission held on 21 November 2022 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions from the public were asked.

4. Safer Crawley Partnership Annual Review and Forthcoming Priorities

The Commission received an update from Chief Inspector Ben Starns, Public Protection & Enforcement Manager and the Community Safety Officer, together with the Head of Community Services and Councillor S Mullins on the annual performance report of the Safer Crawley Partnership along with the future priorities. During the discussion, the following points were expressed:

The purpose of the Safer Crawley Partnership was to reduce re-offending, tackle crime and disorder, anti-social behaviour, alcohol and substance misuse and any other behaviour which had a negative effect on the local community so that people in Crawley were safer and felt safer.

Statutory partners included: WSCC, Sussex Police, West Sussex Fire & Rescue Service, Probation Service and Crawley Clinical Commissioning Group together with other partners including OSPCC, Crawley Open House, Crawley & Gatwick Business Watch, CGL, Audio Active, CCYS and schools.

The Four priorities:

- Serious and Organised Crime (Modern Slavery and Human Trafficking)
- Street Community
- Protecting Vulnerable Individuals
- Business Crime
- Violence Against Women & Girls

2021-2022 funding included:

- Funding allocation from Sussex PCC - £51,362,87
- Project funded in 2021-2022
 - £25,000 mobile CCTV/ANPR cameras. Two CCTV cameras deployed in Church Walk
 - £10,000 Crawley & Gatwick Business Watch. Support following reduction in membership fees due to impact of COVID and lockdown, provided the BCRP manager with the opportunity to re-engage with members
 - £1,500 Joint Action Group. Small scale initiatives such as 'no motor vehicle' signage in Broadfield to tackle issue of motorbikes and quadbikes being used on footpaths causing a nuisance to local residents
 - £9,580 Safer Schools Event. Presentation from St Giles Trust to all Year 8 and Year 9 students on county lines, drugs, gangs and exploitation, followed by a market place of positive activity providers and supports services
 - £9,312 AudioActive Cyphers Schools project. Cypher/Beats and Bars sessions delivered in schools to vulnerable young people identified by teachers/pastoral care team who are at risk of exploitation or who they may have concerns about.
 - £50,000 Violence Reduction Partnership (VRP). Funding for AudioActive to run the SHIFT programme targeting young people aged 11 to 18 years old, who are involved in, or at risk of being involved in antisocial behaviour, crime and or violence.

2022-2023 funding included:

- Crawley Open House Outreach and Day Centre – towards staffing costs for drop-in services and for Outreach Team.

- Youth Advice Centre – CSE Prevention Initiative – preventative workshops in schools for young women identified as being at risk of exploitation and 1:1 mentoring.
- AudioActive - provide music recording/production equipment and pump prime 4 additional AudioActive projects and taster sessions for 11-25 year olds.
- Junior Citizens - contribution to multi-agency 2 week event for all year 6 students educating young people on ASB and increasing awareness on how to keep themselves safe on the streets and online etc.
- Bike marking kits - bike marking pop up sessions to be held early 2023.

In terms of crime data, *crimes with a weapon* figure had increased, however this could be attributed to better reporting of offences. Acting on intelligence received was critical and it was noted that 'stop and search' along with other methods had attributed to a reduction in *possession with a weapon* figure. It was important that these figures did not escalate to *crimes with a weapon*. It was acknowledged that the public needed confidence in reporting crime as emerging issues would equate to prompt resourcing. Public engagement and interaction needed to be productive.

The make-up of the Neighbourhood Policing Team was discussed as the PCSOs were allocated for each area with increased knowledge and being able to network with key stakeholders.

2021-2022 Key Achievements included:

- Serious and Organised Crime (SOC) – joined up group able to identify vulnerable individuals and groups.
- Street Community – joint working to liaise and work with partners on a regular basis to tackle street homelessness, begging and street drinking, but also enforcement powers were used for those that unfortunately were not willing to engage due to the complexity of their needs. Whilst figures had increased in comparison to 2021, they did not equate to 2020 levels and had remained low following the impact of 'Everyone In' initiative.
- Protecting Vulnerable Individuals – There was continued awareness raising of domestic abuse and hate crime support services. Individuals susceptible to cuckooing were identified and monitored and a number of addresses had been attended and part / full closure orders had been obtained which also included arrests of criminal individuals and drugs seized. Meetings with partners ensured the scope of cases, supporting of individuals and preventative work.
- Business Crime – There were designated PC and PCSOs for the Town Centre, which fed into the intelligence meetings which resulted in good and effective use of ASB legislation. The increased use of the DISC app for reporting crime by business watch members had been positive. In addition the joint working between Police and the borough Licensing was in place in relation to the night-time economy.
- Violence against women and girls – The PCC 'Do the right thing campaign' campaign was regularly promoted via social media, along with StreetSafe for the public to report locations where they feel unsafe to inform police patrols. Additionally further work had been undertaken to promote the 'Bystander to Upstander' training which involved the skills to challenge unacceptable behaviours, including those which may have become normalised over time. It had been predominantly used to challenge attitudes towards women and girls. Specific patrols had been instigated in relation to the night-time economy and key hotspot locations with funding had been provided by the PCC to St John Church to reinvigorate the street pastor scheme.

Other Achievements:

- Partnership working continued around tackling organised criminal groups involved in modern day human trafficking as did the work on identifying and deterring county drug lines travelling from London.
- Awareness had continued in relation to domestic abuse, hate crime support services and digital safety.

Challenges/Emerging Issues:

- There was still the unwillingness of some individuals from the street community to engage with support services, which has impacted the town centre businesses.
- It was acknowledged that the reporting of hate crime required encouragement.
- The Violence against Women and Girls priority was unfortunately added late 2022 which had limited project opportunities.
- Rise in number of individuals carrying knives
- Series of robberies within town centre footprint.
- Increase in drug related activities within the town centre and surrounding wards.

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

During the discussion with Councillors, the following comments were made:

- Support that PCSOs had been reinstated for each area.
- It was important to continue to report crime or possible crime, as this would aid intelligence gathering. This message needed to be communicated as evidence would assist in more target policing.
- Acknowledgement that the public required confidence in the reporting mechanisms.
- It was commented that it was hoped the reduction in rough sleepers and the street community would continue, as a result of the joint partnership arrangements.
- Recognition that recent bike thefts were a concern, and lack of CCTV was an issue. However, funding had been sought for bike marking kits with sessions to be held early 2023.
- Clarification was sought and obtained on the data, in particular *crimes with a weapon* and *possession of weapons*. There was a rise in number of individuals carrying knives, but it was important that the methods used (eg stop and search) impacted the *crimes with weapon* marker to ensure possession did not result in use. It was noted that the 10,656 figure indicated the total crimes including minor offences.
- Acknowledgement that the fear of crime was impactful (particularly knife crime) and there was a need to manage any community tensions with positive, constructive engagement; Engagement Officers, PCSO relations, social media and Sussex alerts which provided crime data.
- Recognition that the DISC reporting system for businesses had been welcomed especially for targeted shoplifting and robberies within the Town Centre footprint.
- Clarification obtained as to the training undertaken engaging with vulnerable persons together with gang affected individuals and risk of exploitation, particularly in schools. Whilst predominately provided within secondary schools, it was hoped this would be rolled-out within other school settings.
- Recognition that video doorbells could prove a deterrent for criminals. It was noted that some Neighbourhood Watch Schemes (Hillingdon, Cumbria,

Portsmouth) invested in offering free or discounted video doorbell schemes and further investigation would take place for the borough.

RESOLVED

That the update be noted with the views and actions expressed being acknowledged by officers. The Commission's gratitude was relayed to Chief Inspector Starns and officers for their attendance at the Commission.

5. Cabinet Member Discussion with the Cabinet Member for Public Protection and Community Engagement

The Commission noted the update given by Councillor S Mullins and questioned her on a variety of issues relating to the portfolio. The following topics were discussed:

- Junior Citizen had proven to be extremely successful for young people to gain experience and advice, particularly on ASB and increasing awareness on how to keep themselves safe on the streets and online etc. All councillors were encouraged to be involved in this event.
- Youth Council elections could now take place post-Covid and it had been interesting to see young people engaged and involved with the process.
- It was recognised that there were opportunities for councillors to become more involved, particularly with events such as Junior Citizen. The life skills being offered enhance the lives of young people and councillors could make a positive contribution.
- It was suggested that through the Social Inclusion work there was a chance to rebuild the engagement following the pandemic and reach out to communities. It was important to build links with the community, experience events and activities. It was hoped with the new town hall that community engagement would increase.
- Clarification sought and obtained in relation to the Community Wardens' role and cross-portfolio working, community safety and ASB. Recognition that the role was wide-ranging and well-respected by the community and businesses but had struggled to recruit recently. It was important that resources were targeted in specific areas and a review would commence shortly over the different models of working.
- Confirmation that the methods of policing had changed and more work was carried out covertly.
- The Community Grants process was discussed in relation to the cost of living crisis and it was acknowledged it was a 'balancing act' to support groups as well as provide information for alternative funding.
- Recognition that the 50-year anniversary of Town Twinning was approaching and ideas were welcomed from councillors as to how to celebrate as it was important to maintain connections.

RESOLVED

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

6. Health and Adult Social Care Scrutiny Committee (HASC)

An update was provided from the most recent HASC meeting. It was noted that the previous meeting had focused on the following items:

- NHS Winter Preparedness
- Access to NHS Primary Care
- South East Coast Ambulance Service Update
- Quarter 2 Quarterly Performance and Resources Report.

The [minutes](#) of the meeting held on 23 November 2022 were published on the WSCC website.

The next meeting was scheduled for 11 January 2023 and would focus on the following:

- West Sussex Stroke Programme
- Delivery of the Adult Social Care Strategy 2022-2025 'The life you want to lead'
- Adults' Services Quality Assurance Update

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

The Commission confirmed the following reports:

30 January 2023

1. Crawley Borough Local Plan Review
2. 2023/2024 Budget and Council Tax
3. Treasury Management Strategy 2023-2024
4. 2022/2023 Budget Monitoring - Quarter 3
5. Corporate Plan 2023-2027
6. Corporate Debt Policy - PROV REFERRAL
7. Tenancy Policy (Crawley Homes) – PROV REFERRAL

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)

Appendix A

1 Safer Crawley Partnership
Annual Review 2021-22 and Priorities for 2022-23

2 Purpose
To reduce re-offending, tackle crime and disorder, anti-social behaviour, alcohol and substance misuse and any other behaviour which has a negative effect on the local community so that people in Crawley are safer and feel safer.

3 Statutory Partners
• Crawley Borough Council
• WSCC
• Sussex Police
• West Sussex Fire & Rescue Service
• Probation
• Clinical Commissioning Group
Other partners involved in the community safety partnership include:
• OSPOC, Crawley Open House, Crawley & Gatwick Business Watch, CGL, Audio Active, CCTV and schools

4 Priorities for 2021/22
• Serious and Organised Crime
• Street Community
• Protecting Vulnerable Individuals
• Business Crime
• Violence Against Women & Girls

5 Funding for 2021-22
• Funding allocation from Sussex PCC - £51,362.87
• Project funded in 2021-22
• £25,000 mobile CCTV/ANPR cameras
• £10,000 Crawley & Gatwick Business Watch
• £1,500 Joint Action Group
• £3,500 Safer Schools Event
• £9,312 AudioActive Cyphers Schools project
• £50,000 VRF funding for AudioActive to run the Shift programme

6 Crime Data

	2020-21	2021-22	% Change
Total Crime	10,600 (+4.2%)	10,278 (-3.0%)	-3.0%
Crimes with SA tag	1,916 (+2.1%)	1,868 (-2.6%)	-2.6%
Burglary	287 (+1.0%)	300 (+4.5%)	+4.5%
Shoplifting and Housebreaking	638 (+0.0%)	597 (-6.4%)	-6.4%
Crimes with Weapons tag	338 (+15.5%)	280 (-17.2%)	-17.2%
Possession of Weapons	64 (+0.0%)	58 (-9.4%)	-9.4%

7 Crawley PCSOs
• **Beulah & Osney Green** - PCSOs Verica Langford & Lucy Derby
• **Broadfield** - PCSOs Anna Orlanovay & Lee Broadbent
• **East** - PCSOs Denise Stalling
• **Langley Green** - PCSOs Nicola Stratton
• **Millersdown, West & Three Bridges** - PCSOs Ross Brown Douglas
• **West Green** - PCSOs Sarah Marlow
• **Northgate, Pound Hill & Forge Wood** - PCSOs Joanne Hall
• **Northgate** - PCSOs Ryan Wood
• **Parsons Green & Tilgate** - PCSOs Steve Wood
• **Town Centre** - PCSOs Suzanne Lyden, Ann Barings & James Chandler
• **OSPP** - PCSOs Neil Dwyer

8 Review of 2021-22 Achievements & Challenges

9 Serious & Organised Crime
• Partnership working (Police, CBS, Immigration, OSPP) around tackling organised criminal groups involved in modern day human trafficking through utilising car washes and other business interests within Crawley
• Identifying and alerting county drug lines travelling from London, Kent, Surrey and other counties, targeting young people and the vulnerable in Crawley

10 Street Community
Number of Rough Sleepers by month
Jan Feb March April May June July Aug Sept Oct Nov Dec
2020 2021

11 Street Community
Key achievements:
• Joint working to tackle street homelessness, begging and street drinking
• Focus on triggers for rough sleepers
• Use of enforcement powers for those not willing to engage
• Rough sleepers further support via continued impact of 'Banyans' initiative
• Multi-agency partnership outreach team
Key challenges:
• Unwillingness of individuals to engage with support services
• Access to mental health services
• Impact of street community in the town centre businesses

12 Protecting vulnerable individuals
Key achievements:
• Continued awareness raising of domestic abuse, help crime support services and digital safety
• Individuals successful in accessing specialist and medical. A number of addresses have been identified and just-100 orders have been obtained. This also includes arrests of criminal individuals and drug users.
• Supporting awareness training package for town-centre bar staff.
Key challenges:
• Vulnerable individuals - offer specialist and complex
• Encouraging the reporting of hate crime
• Bar staff made it challenging to deal with offenders in the traditional way

13 Business Crime
Key achievements:
• Designated PC and PCSOs for town centre
• Increased use of DISC app for crime reporting by business watch members
• Joint working between police and council learning in relation to the night-time economy
• Use of enforcement action to impact on profit-shifting

14 Violence against women & girls
Key achievements:
• PCSOs led the night-time campaign campaign promoted via social media
• Promotion of Roadblocks to Vulnerable Training
• Promotion of StreetSafe for the public to report locations where they feel unsafe to return home safely
• On-Townsend police in relation to the night-time economy
• Go Safety patrols in key hotspot locations
• Funding provided by the PCC to St John Church to regenerate the street center scheme
Key challenges:
• VAWG priority added November 2021 which limited project opportunities

15 Priorities for 2022-23

16 Four priorities
• Serious and Organised Crime
• Street Community
• Protecting Vulnerable Individuals
• Business Crime
• Violence Against Women and Girls

17 Current challenges/ Emerging Issues

18 Current Challenges/Emerging Issues
• Rise in number of individuals carrying knives.
• Series of robberies within the Town Centre footprint.
• Seasonal rise in disorder associated with the Night-time Economy in the Town Centre.
• Increase in drug related activities within the town centre and surrounding wards.

19 Funding for 2022-23
• Crawley Open House Outreach and Day Centre
• Youth Advice Centre – CSE Prevention Initiative
• AudioActive
• Junior Citizens
• Bike marking kits

20 Questions?

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Crawley Borough Council

Minutes of Planning Committee

Tuesday, 10 January 2023 at 7.30 pm

Councillors Present:

R D Burrett (Chair)

Y Khan (Vice-Chair)

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

Also in Attendance:

Councillor K Khan

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:

Councillor S Mullins

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor Burrett	Tree Preservation Order Application CR/2022/0709/TPO – 24 Walton Heath, Pound Hill (Minute 5)	Personal Interest – a West Sussex County Councillor.
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2. Lobbying Declarations

No lobbying declarations were made.

3. Minutes

The minutes of the meeting of the Planning Committee held on 5 December 2022 were approved as a correct record and signed by the Chair.

4. **Tree Preservation Order Application CR/2022/0623/TPO - Front Garden of 13 Keymer Road, Southgate**

The Committee considered report [PES/409a](#) of the Head of Economy and Planning which proposed as follows:

Oak – crown reduction of a maximum of 1.5 metres to nearest appropriate growth points. Removal of deadwood (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 containment pruning to the crown of an oak tree which had become overgrown and was preventing light from entering nearby residential properties.

The Committee then considered the application.

RESOLVED

Consent subject to the conditions set out in report PES/409a.

5. **Tree Preservation Order Application CR/2022/0709/TPO - 24 Walton Heath, Pound Hill**

The Committee considered report [PES/409b](#) of the Head of Economy and Planning which proposed as follows:

False acacia (T1) – fell due to excessive lean across highway and footpath.
Cherry prunus (T2) – fell due to disease and proximity to highway and footpath.

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 the felling of two trees which were in decline and were considered unsafe. A request for the works had been made to the applicant by the Highways authority to ensure the adjacent road and pavement remained safe for public use.

The Committee then considered the application and agreed that the reasons for felling were justified. It was confirmed that the two replacement trees would automatically be subject to Tree Preservation Orders.

RESOLVED

Consent subject to the conditions set out in report PES/409b.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 7.44 pm.

R D Burrett (Chair)

Crawley Borough Council

Minutes of Governance Committee

Tuesday, 24 January 2023 at 7.00 pm

Councillors Present:

P K Lamb (Chair)

J Bounds (Vice-Chair)

R D Burrett, K L Jaggard, G S Jhans, M G Jones, Y Khan, T Lunnon, K McCarthy, J Millar-Smith and S Pritchard

Officers Present:

Mez Matthews Democratic Services Officer

Andrew Oakley Electoral Services Manager

Chris Pedlow Democracy & Data Manager

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Governance Committee held on 10 October 2022 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions were asked by the public.

4. Polling Arrangements: May 2023

The Committee considered report [LDS/195](#) of the Head of Governance, People & Performance which requested that some temporary changes to the Scheme of Polling Places relating to the May 2023 Borough Council elections be made in advance of the introduction of voter ID.

The current Scheme was adopted in January 2019 following ward boundary changes arising from the Local Government Boundary Commission for England electoral review of the Borough. The Polling Scheme worked well at the three sets of elections held in 2019.

Several temporary changes had been made to the Polling Scheme for the elections held in 2021 and 2022 and, at its meeting held on [10 October 2022](#), the Committee considered the use of schools as polling places for May 2023. Further temporary changes to the Polling Scheme were now recommended for polling districts LLB (Broadfield Ward), LMC (Three Bridges Ward) and LMD (Three Bridges Ward) due to the unavailability of venues and the requirements for the checking of voter ID.

Polling District LBB – Broadfield Ward (Broadfield Community Centre)

Committee members discussed the proposal to change the polling place for polling district LBB (Broadfield Ward) for the May 2023 election to Broadfield Community Centre as the building at the current polling place (the former adventure playground at Creasys Drive (“Creasys Drive”)) would be unavailable in May and for future elections. The Electoral Services Manager advised that future polling provision for this part of Broadfield would be considered at the statutory polling district review.

Following queries from the Committee regarding the reasons for the unavailability of Creasys Drive, the Electoral Services Manager advised that the site had been earmarked for use as a potential Patch Team Depot by the Council. In addition, information had received that day which called into question the structural integrity of the building, although detailed information as to the nature of that structural damage had not yet been provided in detail.

The Committee acknowledged that the health and safety of voters and polling staff was paramount and, should it be deemed unsafe, due to any damage to the building or use/storage of large machinery within the vicinity, the building should not be used for polling. However, both the extent of damage to the building and potential disruption to the operation of any future use as a Depot was unknown at the current stage, and therefore the Committee felt it was important to obtain a greater understanding of those issues before a decision could be made on the matter.

Several Committee members held the view that Broadfield Community Centre had become very crowded when it had been used as the polling place for the whole of Broadfield Ward during the poll for the General Election. Those Councillors therefore suggested that Creasys Drive should be retained to reduce both queuing and overcrowding at the Community Centre. Additionally, it was asserted that frequently moving the location of a polling place within a Ward was confusing for electors and it was stressed that consistency of polling place locations should be retained.

It was however noted that voter turnout had improved when all polling for Broadfield Ward had taken place at Broadfield Community Centre and some members of the Committee highlighted that the Community Centre was more conveniently located than Creasys Drive for the voters who lived on the eastern, Tollgate Hill, side of Broadfield.

The Committee was reminded that the proposed change to polling place for polling district LBB would only be in place for the May 2023 elections, and that future polling provision for the district would be considered at the statutory polling district review.

Following a detailed discussion, the Committee agreed in principle that, should Creasys Drive be deemed unsafe to use as a polling location, it would accept that Broadfield Community Centre be used as a polling place instead for polling district LBB. The Committee emphasised however that it required more detail as to the health and safety concerns, the structural integrity of the building and the anticipated disruption to any potential future operations at the site before a definitive decision could be taken by the Full Council on the matter.

Polling District LMC – Three Bridges Ward (The Hawth Theatre)

The Committee was reminded that, due to the usual meeting room at the Holiday Inn Xpress being unavailable, polling had been held at The Hawth Theatre for the May 2022 election. The Committee was advised that the meeting room at Holiday Inn Xpress would not easily accommodate the new requirement to have facilities to check voter ID in private, where requested by the voter. It was therefore recommended that the polling place for the district be changed to The Hawth Theatre as that offered more suitable facilities.

The Committee expressed support for the continued use of The Hawth Theatre as a polling place, with several members of the Committee stating that its use as a polling place had worked well. It was also highlighted by Committee members that positive feedback on use of The Hawth Theatre had been received from constituents, particularly given that it was not necessary to cross a busy main road to gain access to the site, as had been the case with the Holiday Inn Xpress. Additionally, it was acknowledged that previous use of The Hawth Theatre had not negatively affected voter turnout, as the minor reduction in turnout between the 2021 and 2022 for the elections in polling district LMC had been reflected across polling districts within the Borough.

Polling District LMD – Three Bridges Ward (The New Town Hall)

The current polling place was the Town Hall, however that building was due to be decommissioned by May 2023 and it was therefore recommended that the designated polling place be amended to the new Town Hall as the reception area would offer excellent facilities for polling.

RESOLVED

RECOMMENDATION 1

That the Full Council be recommended that, for the 2023 elections, the Polling Scheme be amended to allocate polling places as follows:

1. LBB - Broadfield Community Centre (subject to a report being submitted to the next meeting of the Full Council which provided satisfactory evidence demonstrating that it would not be possible to use the former Adventure Playground site at Creasys Drive as a polling place due to health and safety concerns, structural damage to the building and/or anticipated significant disruption to any potential future operations at the site).
2. LMC – The Hawth Theatre.
3. LMD – The new Town Hall.

5. Update on the Implementation of the Elections Act 2022

The Electoral Services Manager gave an update on the Implementations of the Elections Act 2022. The presentation is attached to these minutes as Appendix A.

In giving the presentation, the Electoral Services Manager highlighted that:

- The changes mainly related to voter ID and disability provisions.
- It was estimated that 2%-5% of the population did not have ID which would be accepted at a polling station. It was therefore expected that approximately 1,500-2,000 voter ID cards would potentially need to be issued, and consequentially the Elections Team wanted to issue those as early as possible as the deadline for applying for voter ID was 25 April 2023.
- It would only be possible to issue an emergency proxy in circumstances which had been stipulated by the Electoral Commission once the deadline for voter ID had passed if the voter did not have alternative suitable ID.
- A significant amount of training on voter ID would need to be undertaken by polling station staff.
- Extra staffing would be provided at polling stations to assist with the additional work generated by the new requirements for checking ID.
- Further provisions relating to elections were expected over the next few years and, when necessary, updates on those provisions would be brought before the Governance Committee.

The Committee discussed the information provided and, in response to queries or comments made by the Committee, the Electoral Services Manager:

- Confirmed that publicity would be undertaken across the town to promote the need for voter ID, means of such publication would include community noticeboards and digital boards in the Town Centre.
- Advised that although the types of ID used for polling would not be recorded at the next election, records would be kept as to how many people were refused a ballot paper due to insufficient/unacceptable ID.
- Informed the Committee that the Department for Levelling Up, Housing and Communities (DLUHC) had provided funding to pay for an additional Poll Clerk for each Polling Station to assist with the additional work generated by checking ID. That funding had been guaranteed for the next two years, but no pledge had been given by DLUHC that funding would continue beyond that period. Several members of the Committee felt uneasy that ongoing funding was not guaranteed.
- Advised that currently, when an elector came to vote in person and the Register of Electors suggested they had already received a vote, that elector would be offered a tendered ballot paper. The Electoral Services Manager advised that the number of tendered ballot papers issued was recorded and those statistics were passed to the Electoral Commission for analysis on a national basis. The Electoral Services Manager assured the Committee that the number of tendered ballot papers issued at elections run by Crawley Borough Council was low, and they would be disappointed if more than two/three tendered ballots were issued at any election.
- Confirmed that no petition had ever been submitted to challenge a Crawley Borough Council election result.
- Clarified that Presiding Officers would have the final say as to whether an elector's ID was acceptable.
- Informed the Committee that privacy screens would be provided whereby a female Presiding Officer could check the identity of an elector wearing a face covering. In a situation whereby such a check was required, but a female

Presiding Officer was not stationed at such a polling station, it was likely that a female member of staff (deputising on behalf of the Returning Officer) would travel to the polling station to check the ID. Following a concern that the proposal could cause a delay to those electors, the Electoral Services Manager assured the Committee that various options were being worked through at present.

Several Committee members believed there was insufficient evidence which demonstrated that election fraud was a current issue and questioned the need for voter ID. However, other Committee members countered that electoral fraud could be unknowingly taking place and additionally, voter ID could reduce the number of tendered ballot papers being issued.

Concern was expressed that the requirement for voter ID could result in electors being refused a vote should they not have appropriate documentation. It was therefore suggested, and agreed by the Democracy & Data Manager, that a report be brought before the Governance Committee in Autumn 2023 which detailed the number of electors who had been refused a ballot paper at the May 2023 election due to insufficient/unacceptable ID.

6. Electoral Services Manager

Following the Chair's announcement that this was likely to be the last Governance Committee attended by the Electoral Services Manager before they retired, both the Chair and the Committee expressed an appreciation for the Electoral Services Manager's work and dedication over the past 18 years. The Electoral Services Manager had maintained their good humour, patience, and calm nature throughout their time at the Council, especially given the challenging circumstances in recent years. The Committee wished them a long and well deserved retirement. The Electoral Services Manager responded by thanking the Committee for its kind words and shared that they had found it a pleasure working for the Council.

Closure of Meeting

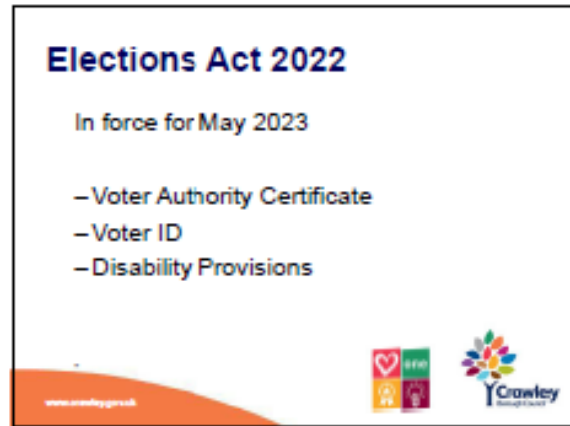
With the business of the Governance Committee concluded, the Chair declared the meeting closed at 8.05 pm

P K Lamb (Chair)

Appendix A



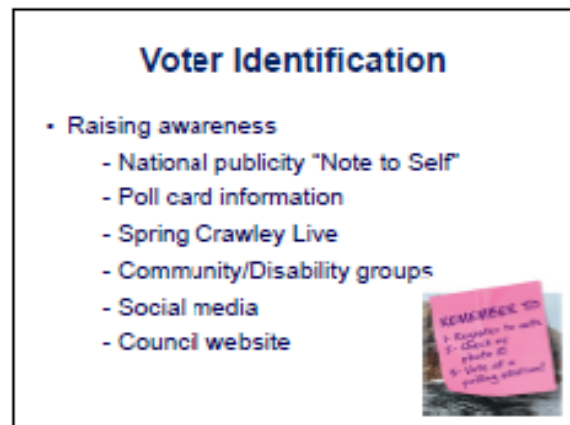
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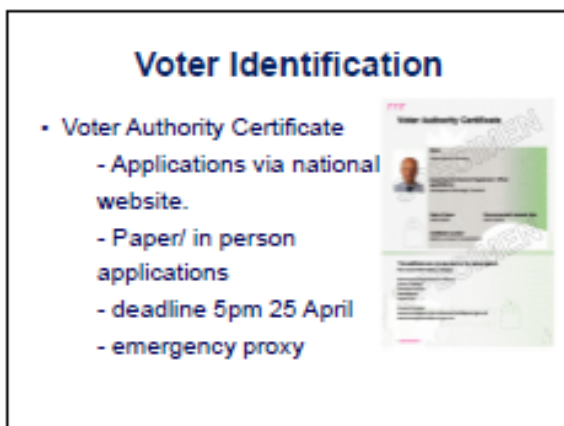
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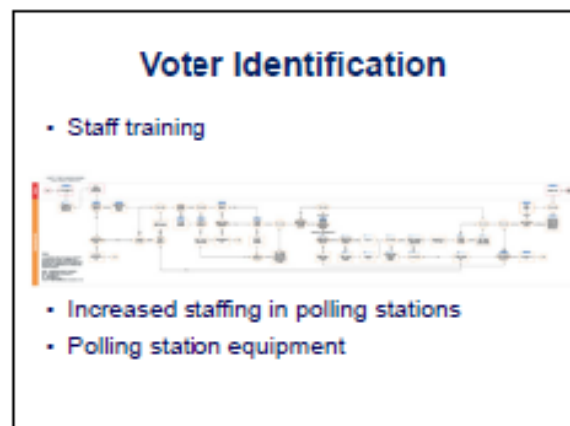
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6

Accessibility

- A general responsibility to take all reasonable steps to support voters with disabilities
- The provisions for voters to be assisted by a companion will be extended to allow anyone over the age of 18 to assist
- Electoral Commission guidance due imminently.
- Staff Training
- Awareness raising of provisions



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7


Remaining Provisions

4 May 2023.

- Change of voting system - The voting system used for PCC, election has changed from Supplementary Vote to First Past the Post for polls taking place on or after Overseas Electors .

August 2023

- scrap the 'fifteen-year rule' to allow all British citizens living overseas to vote in UK Parliamentary elections, regardless of when they left the UK
- enable electors to apply online for an absent vote, with both online and paper applications requiring the applicant's identity to be verified
- require postal voters to reapply every three years, replacing current rules of refreshing their signature every five years (reserved polls)
- further limit the number of people someone may act as proxy



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8

Remaining Provisions

November 2023


- clarification of undue influence
- new electoral sanction for intimidation
- digital imprints new regime

December 2023

- EU citizen's voting and candidacy rights (EUVCR) – final removal of ineligible EU nationals on publication of revised register

January 2024

- require postal voters to reapply every three years, replacing current rules of refreshing their signature every five years (reserved polls)



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9

Remaining Provisions

November 2023


- clarification of undue influence
- new electoral sanction for intimidation
- digital imprints new regime

December 2023

- EU citizen's voting and candidacy rights (EUVCR) – final removal of ineligible EU nationals on publication of revised register

January 2024

- require postal voters to reapply every three years, replacing current rules of refreshing their signature every five years (reserved polls)




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10

Remaining Provisions

May 2024

- restrict the handing of postal votes, including limiting the number of postal votes an individual can hand in
- absent vote secrecy- the secrecy of the ballot requirements in polling stations extended to absent voting
- changes to candidates addresses come into force
- changes to commonly used names come into force



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11

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Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 30 January 2023 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:

Steve Blacktop	Accounts Receivable Manager
Elizabeth Brigden	Planning Policy Manager
Ian Duke	Deputy Chief Executive
Heather Girling	Democratic Services Officer
Sallie Lappage	Forward Planning Manager
Anthony Masson	Senior Planning Officer
Clem Smith	Head of Economy and Planning
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	2023-2024 Budget and Council Tax (Minute 5)	Personal Interest – Member of WSCC
Councillor R A Lanzer	Health and Adult Social Care Scrutiny Committee (Minute 10)	Personal Interest – Member of WSCC

Councillor
R A Lanzer

Health and Adult Social Care
Scrutiny Committee
(Minute 10)

Personal Interest –
WSCC Cabinet Member for Public
Health & Wellbeing

2. Minutes

The minutes of the meeting of the Commission held on 9 January 2023 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions from the public were asked.

4. Crawley Borough Local Plan Review - Publication and Submission

The Commission considered report [PES/427](#) of the Head of Economy and Planning. The report requested Full Council to approve the submission draft Local Plan for Publication consultation (a statutory six-week period of public consultation), commencing 9 May 2023. It also requested Full Council to agree the submission draft Local Plan for Submission to the Secretary of State for Examination by an independent Planning Inspector, subject to minor amendments deemed necessary following consultation for the purposes of clarity, together with the approval of the publication and submission of the supporting documents for the Local Plan.

Throughout the discussion with the Head of Economy and Planning, Strategic Planning Manager, Planning Policy Manager and Senior Planning Officer. During the discussion, Councillors made the following comments:

- Recognition that a full Local Plan Review was being undertaken to ensure the borough maintained up to date planning policies. Much of the Local Plan remained as it was previously considered by Full Council in December 2020 (following advice relating to the government's aviation policy) and published for formal consultation in January to June 2021. Unexpected critical legal matters relating to water supply had subsequently followed and its potential impact on internationally protected habitat sites had caused additional work and substantial delays to the progression of the Local Plan whilst being resolved. There was now sufficient information available to address these concerns through the Local Plan Review and approval was sought to undertake a further period of Regulation 19 consultation prior to submission of the final draft Plan to an Inspector for examination in public. The [Local Development Scheme](#) had recently been published confirming the timetable.
- Acknowledgement that the public consultation would commence on 9 May and extend over a 6 week period. It was a formal consultation, with all representation received being submitted alongside the Local Plan to the Inspector for their consideration as part of the Examination.
- It was confirmed that the adopted Local Plan was subject to a 5-year Policy Review by Full Council decision, which confirmed the policies remained up to date for the purposes of Development Management decisions and ensured the Council was not placed in a vulnerable position. The requirement to review the Local Plan every five years and ensure it is up to date triggered the need to assess the existing policies against the revised national planning policy requirements and provided the opportunity to strengthen key policy areas.
- Acknowledgement that delays to neighbouring local authorities' Local Plans and concerns with their housing supply could have implications across the housing market area. There was recognition of the clear position on the benefits of maintaining an up to date Local Plan and that the 'duty to co-operate', had to be

demonstrated when the Plan was submitted. Local Plans were judged on their own merit and whilst there were benefits in the timetables of neighbouring authorities' Plans aligning, this was not a requirement, noting that it was helpful previously to have Crawley's housing requirement figure set first, prior to the Examination of neighbouring Plans.

- Clarification sought and obtained on the timescale, consultation, and Examination process.
- Acknowledgement that permitted development conversions were included in housing delivery figures. It was noted that the Local Plan would secure a stronger position for the council to defend against inappropriate developments. Article 4 Directions were currently in place across Manor Royal Business District, Maidenbower Business Park, Lowfield Heath, Three Bridges Corridor and Tilgate Forest Business Centre. Additionally the High Street and Queens Square and the Broadway Conservation Areas helped to secure the preservation and enhancement of Crawley's historic environment in accordance with legislation, national planning policy and best practice.
- Acknowledgement that the Local Plan had policies in place for a mix of housing for instance HMOs and upward extensions. It was important to maintain a balance between providing a need for the type of accommodation and any impact upon the amenity and privacy of neighbouring properties and the general character of the area. It would be key with any development to maximise the appropriate development potential of the town whilst not losing the amenity value or streetscene and protecting valuable areas.
- Acknowledgement of the Tree Protection and Tree Replacement policies, and recognition in the Plan that other forms of planting may be appropriate and potentially preferable for biodiversity.

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.

5. 2023-2024 Budget and Council Tax

The Commission considered reports [FIN/606](#) and [FIN606A](#) of the Chief Executive and Chief Accountant (s151 officer). The Council has a statutory responsibility to set a Council Tax and Budget in advance of the commencement of the new financial year. The Council Tax has to be set by March each year.

During the discussion, the following points were expressed:

- Acknowledgement that there have been several movements since the Budget Strategy report and the budget assumed a use of reserves of £261,970. There were sufficient General Fund reserves for this and during the year £413k of savings has been identified for the current and future financial years. Fees and charges would also increase by an average of 5% as per the approved Budget Strategy.
- The budget projection for the financial year 2024/25 provided a projected gap of over a million as a result of inflation and pay provisions, the additional costs of waste management and reduced Government funding. Over the four years the average gap was £701k and work would be required to find savings and efficiencies to meet this gap. Any growth item going forward would have to have a compensating saving identified to fund it.
- Recognition that the Government increased the Council Tax capping guidance to 3% or £5 on a Band D, whichever was the highest. The proposed 2.99% increase in Council Tax for the year for a Band D property equated to an increase of £6.55 for the year. Recognition that with regards to Council Tax the most common band

within the town was Band C. It was commented that the proposed increase for the Borough Council was low when compared to those projected across the three authorities (CBC £6.55, WSCC £77.67, PCC £15.00). It was important to be mindful and proportionate in the increases to the 'public purse'.

- Acknowledgement that the capital programme requested an additional £900k for Crawley Homes retrofit initiatives, to unblock developments due to water neutrality. These costs would be reimbursed by developers back to the HRA and tenants would benefit from lower water bills.
- Recognition of the supplementary report additional recommendation for £10m budget for Acquisition of Land and Dwellings in the HRA, and £1.15m for Temporary Accommodation which would provide the flexibility to acquire properties on the market for either general needs or temporary accommodation purposes.
- Confirmation sought and provided on the apprenticeship schemes and salaries.
- Detailed discussion ensued in relation to the potential reduction in homelessness numbers. Recognition that regular liaison took place with Strategic Housing and whilst it was a challenge to estimate the impact on future budgets of homelessness demands it was hoped that additional factors (such as grants and increases to capital budgets as documented in the supplementary agenda) would assist in reducing the demand for the service in future years. Acquisitions could play a significant role in addressing the increasing pressures on the Council's Housing Register.
- Acknowledgement that forecasting trends, variables and future housing needs was complex and on a local level. The reasons for homelessness were multifaceted and the identification of the causes was beneficial, however there were multiple factors, including affordability and supply. There was a range of multiple reasons why individuals were within the housing register and temporary accommodation along with policy and economic issues. It was recommended that it would be beneficial to receive a report back to the OSC on these factors and data impacting homelessness, temporary accommodation, and the identification of potential causes. It was further agreed that feedback be sought from Strategic Housing and included in the report as to how the service anticipated a reduction in homelessness numbers over the coming years, both generally as well as a reduction in homeless individuals where the council owes a duty (or is obliged) to prevent homelessness.

RESOLVED

That the Commission noted the report, the additional recommendations documented above and those in the supplementary agenda, 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 3

The Commission considered report [FIN/607](#) of the Chief Executive and Chief Accountant (s151 officer). The report set out a summary of the Council's actual revenue and capital spending for the quarters to December 2022 together with the main variations from the approved spending levels and impact on future budgets. It was added that the council had made significant in year savings.

During the discussion with the Leader of the Council and Chief Accountant, the following points were expressed:

Acknowledgement that for quarter 3 variance had increased from £900,000 to £1.198m which would lead to a transfer from reserves of £1.65m. Similarly, recognition that the deficit on the HRA had increased from £218,000 to £1.019m, mostly all due to the forecast overspend on responsive repairs of £800,000.

£350,000 of this was due to weather-related repairs, but the rest was due to increased material costs and the poor condition of properties being returned.

- Confirmation was provided as to the main variances between the quarters, although offset by investment and operational properties, NASB vacancies, tree contractors and software licensing. It was acknowledged that whilst creative and thorough recruitment was undertaken, some posts were difficult to fill and maintain.
- Recognition that within the capital programme spend at end of Q3 was £20.654m against a budget of £37.461m. 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. Income projection was down £150,000 from Q2. The deed of variation puts the financial risk on the council, and despite membership sales improving, the market for gym membership was more competitive and Everyone Active had reduced their membership fees to attract and retain members. Utility costs were also higher and had significantly impacted. It was noted that the OSC was shortly due to receive an update on the K2 Crawley contract.

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.

7. Treasury Management Strategy 2023-2024

The Commission considered reports [FIN/608](#) and [FIN/608A](#) of the Chief Executive and Chief Accountant (s151 officer) on the Treasury Management Strategy for 2023/2024 which the Council was required to approve before the start of the financial year in accordance with the CIPFA Code of Practice for Treasury Management and the Council's financial regulations.

During the discussion with the Leader of the Council and Chief Accountant, the following points were expressed:

- Recognition that the information was compiled from Q3 and budget reports which identified how the Council would finance the capital programme. Any identified borrowing could either be externally or internal borrowing. External borrowing could be long term through the Public Works Loan Board or short term with other local authorities. Internal borrowing was against the Council's existing reserves or balances.
- Acknowledgement that external debt remained at £260,325,000 (all belonging to the HRA). The first repayment was due back in March of £11m, followed by each subsequent March. Confirmation that no re-borrowing was needed for the first two years, but the strategy indicated that there would be a requirement to take out new borrowing in the future to fund the capital programme.
- Confirmation that there were no proposed changes to the investment strategy from the previous year. Investments were £129m at the beginning of the year, expected to fall to £89m by 31 March.
- Confirmation that the income from leaseholders was initially documented as 'other income' within the HRA.
- Request for further acronyms to be documented within finance reports, together with an explanation where appropriate.
- Confirmation sought and explanation provided on the liability benchmark.
- Recognition of the supplementary report as the amendment to the Budget and Council Tax Report (FIN/606A) would impact on the capital programme and prudential indicators in the Treasury Management Strategy. The amended

recommendation (FIN/608A) enabled the financing of the revised capital programme.

RESOLVED

That the Commission noted the report together with the amended recommendation documented in the supplementary agenda and requested that the views expressed during the debate, were fed back to the Cabinet through the Commission's Comment sheet.

8. Corporate Debt Policy

The Commission considered report [FIN/610](#) along with [Appendix A](#) and [Appendix B](#) with the Leader of the Council, Chief Accountant (s151 officer) and Accounts Receivable Manager. A review was carried out in 2022 and a new Corporate Debt Policy had been drafted to meet the Council's requirements.

During the discussion, Councillors made the following comments:

- Acknowledgement that the Council took its responsibilities to protect the public purse seriously and was committed to the highest standards of accountability in order to ensure the proper use of its approach to income collection and debt recovery.
- Recognition that the recent review of Council's processes in 2022 had resulted in a Corporate Debt Policy being compiled to meet the Council's requirements. The Council had recently rolled out "Lateral" software to enable it to have a shared view of debt across the Council. The system identified people that were vulnerable and was able to point them to get debt advice to help avoid getting into further debt.
- There was support that staff had regular training on debt recovery and how to support people in debt such as referring them to Breathing Space or Access Crawley.
- Acknowledgement that where possible, the Council aimed to proactively prevent debt arising or escalating and would seek to keep citizens informed so that they were fully aware of their obligations to the council and were in a position to make good decisions that avoid additional costs and pressures. However, ultimately the council would, where appropriate, escalate recovery actions to recover hard to collect debt. When doing so, it would maintain its fairness principles while applying the correct legal options.
- It was noted that in collecting income and recovering debt, the council was committed to adhering to good practice. This included the recognition of fairness principles and that collection arrangements should be manageable and sustainable in the context of both the council's duty to collect and a household's individual circumstances.
- Recognition that there were multiple payment methods available for individuals which was reassuring that circumstances were assessed.
- Confirmation obtained as to the situations whereby a debt was irrecoverable. After 6 years the debt is statute-barred and cannot be collected.

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. Corporate Plan 2023-2027

The Commission considered report [CEX/60](#) with the Leader and Deputy Chief Executive. The report documented a refresh the Council's Corporate Plan so it reflected the Council's priorities for the period 2023-2027.

During the discussion, Councillors made the following comments:

- Acknowledgement that the report documented and update from the previous Corporate Plan with a significant focus on post-pandemic recovery concentrating on areas including the economy, communities, water neutrality, continuation of the Crawley Growth Programme and Crawley Towns Fund, together with delivering affordable housing.
- Support for the continued inclusion of the 'duty to co-operate' arrangements to work with neighbouring authorities in the spirit of partnership to deliver housing to meet Crawley's needs.
- Confirmation provided regarding the programme required for reducing the town's carbon footprint and the commitment delivery to net zero through the Council's housing stock. It was noted whilst both these programmes were of vital importance the work would be allocated from different funding streams.

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.

10. Health and Adult Social Care Scrutiny Committee (HASC)

An update was provided from the most recent HASC meeting. Key items of discussion included:

- West Sussex Stroke Programme.
- Delivery of the Adult Social Care Strategy 2022-2025 - 'The life you want to lead'.
- Adults' Services Quality Assurance Update.
- Witness session to improve NHS Dentistry across the county.

The minutes of the meeting were available on the HASC [website](#).

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

The Commission confirmed the following reports:

Tenancy Policy (Crawley Homes)

Leisure Contract - PART B

Waste and Recycling Contract Extension - PART B

Allocating Monies Collected Through CIL – Provisional Referral

The OSC is also due to receive an update on the K2 Contract along with a Cabinet Member discussion from the Cabinet member for Wellbeing.

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 9.03 pm

T G Belben (Chair)

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Crawley Borough Council

Minutes of Cabinet

Wednesday, 1 February 2023 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
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
Chris Pedlow	Democracy & Data Manager
Paul Windust	Chief Accountant
Elizabeth Brigden	Planning Policy Manager
Sallie Lappage	Forward Planning Manager
Nigel Sheehan	Head of Projects and Commercial Services
Clem Smith	Head of Economy and Planning

Apologies for Absence:

Councillor S Malik

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Cabinet held on 23 November 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. Crawley Borough Local Plan Review: Publication and Submission

The Cabinet Member for Planning and Economic Development presented report [PES/427](#) of the Head of Economy and Planning. The new Crawley Local Plan had been prepared based on the outcomes of monitoring the implementation of the 2015 adopted Local Plan, feedback from previous stages of formal public consultations and updated from the supporting technical evidence base. Following Full Council held on 16 December 2020 which approved the Draft Local Plan for Publication and Submission, formal public consultation took place from early January until the end of June 2021.

Progression of the Local Plan to Submission was subsequently delayed due to the work required in order to meet the Habitats Regulations specifically in relation to water supply constraints. Due to this, a number of key changes, which account for the impact of “water neutrality” and associated time delay, had been made to the draft Local Plan. On this basis, the amended draft Plan will be considered again at Full Council.

Following this, a further stage of Regulation 19 Publication Consultation will take place. It is supported by a number of statutory supporting documents (a Local Plan Map, a Sustainability Appraisal, a Habitats Regulations Assessment and a Consultation Statement).

The report requested Cabinet to recommend to Full Council approval of the submission draft Local Plan for public consultation (a statutory six-week period of), commencing 9 May 2023. In addition, was the recommendation to Full Council to approve the submission draft Local Plan for Submission to the Secretary of State for Examination by an independent Planning Inspector, subject to minor amendments deemed necessary following consultation for the purposes of clarity, together with the recommendation to Full Council for approval of the publication and submission of the supporting documents for the Local Plan. These included the Local Plan Map; the Sustainability Appraisal; the Habitats Regulations Assessment; the Consultation Statement; and the detailed technical evidence base documents necessary for supporting the Local Plan through Examination.

Councillor T Belben presented the Overview and Scrutiny Commission’s comments on the report [OSC/308](#) to the Cabinet following consideration of the matter at its meeting on 30 January 2023.

RESOLVED

That the Cabinet delegates the following authority to the Head of Economy and Planning in consultation with the Cabinet Member for Planning and Economic Development (*Generic Delegation 5 will be used to enact these recommendations*):

- a) factual amendments and minor modifications to the Local Plan necessary in accordance with national policy and updated evidence for the purposes of clarity and accuracy.
- b) to approval of updates or additions to the supporting documents for the Local Plan and technical evidence base documents to support the Local Plan through Examination.

RECOMMENDATION 2

That Cabinet recommends Full Council to approve:

- a) the submission draft Local Plan for Publication consultation (a statutory six-week period of public consultation), commencing 9 May 2023.
- b) the submission draft Local Plan for Submission to the Secretary of State for Examination by an independent Planning Inspector, subject to minor amendments deemed necessary following the above consultation for the purposes of clarity and accuracy.
- c) publication and submission of the supporting documents for the Local Plan: the Local Plan Map; the Sustainability Appraisal; the Habitats Regulations Assessment; the Consultation Statement; and the detailed technical evidence base documents necessary for supporting the Local Plan through Examination.

Reasons for the Recommendations

National Government guidance expects local planning authorities to produce up-to-date Local Plans for their areas, setting out the strategic priorities for the area over a 15-year timescale and showing how development needs will be met. The Crawley Borough Local Plan was adopted by Full Council on 16 December 2015. It covers the period 2015 – 2030 and provides the borough's full planning policies for the purposes of development management decisions.

A full Local Plan Review is being undertaken to ensure the borough maintains up to date planning policies. A draft Local Plan has been considered and approved by the Council previously at the meetings of the Full Council held on 16 December 2019 and 16 December 2020. It had to be considered a second time in December 2020 due to advice relating to the government's aviation policy, which required us to reinstate most of the land safeguarded for an additional runway to the south of Gatwick Airport.

Unexpected critical legal matters relating to water supply and its potential impacts on internationally protected habitat sites have caused additional work and substantial delays to the progression of the Local Plan whilst being resolved. However, there is now sufficient information available to address these concerns through the Local Plan Review. As a consequence, Cabinet approval is being sought to refer the revised Local Plan and supporting documentation to Full Council, seeking approval to

undertake a further period of Regulation 19 consultation prior to submission of the final draft Plan to an Inspector for examination in public.

6. 2023-2024 Budget and Council Tax

The Leader presented reports [FIN/606](#) and [FIN606A](#) of the Chief Executive and Chief Accountant (s151 officer). The Council had a statutory responsibility to set a Council Tax and Budget in advance of the commencement of the new financial year. It was noted that the report detailed each of the Revenue, Capital and Housing Revenue Accounts that combine together to formulate 'The Budget'. In proposing the level of Council Tax for the Financial Year 2023/24, each of those accounts identified had been considered. The proposed Council Tax for 2023/24 was to be increased by 2.99%. In presenting the report the Leader highlighted the proposal to use £261,970 from the General Fund reserve, the proposal to increase the capital budget for Crawley Homes retrofit schemes by £900,000 to assist with water neutrality and the expenditure on capital projects.

The Leader also detailed the additional recommendations contained within the supplementary agenda which proposes to increase the capital programme for temporary accommodation by £1,150,000 to £9,548,258 and the budget for acquisitions of Land and Dwellings by £10,000,000. It was noted that the reasons for both additional proposals were to allow the Council to maximise any opportunities to help tackle the increasing pressures on the Council's budget in respect of temporary accommodation and the need for affordable housing.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report [OSC/308](#) to the Cabinet following consideration of the matter at its meeting on 30 January 2023, which including acknowledging the serious impact of the cost of homelessness would be having on the Council finances in the next couple of years.

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

RESOLVED

RECOMMENDATION 3

That the Full Council be recommended to approve the following items regarding the 2023/2024 Budget:

- a) approve the proposed 2023/24 General Fund Budget which includes using £261,970 of general fund reserve and includes savings rolled forward from the current financial year as set out in section 6 of report [FIN/606](#),
- b) approve the proposed 2023/24 Housing Revenue Account Budget as set out in Appendix 3 of the report which includes the savings and growth items as set out in section 10 of report [FIN/606](#),

- c) agree to increase the capital budget for Crawley Homes retrofit schemes by £900,000 to assist with water neutrality, funded from the HRA but reimbursed by developers to carry out further retrofitting works on Council's housing stock and new-build schemes (para 11.3 of report [FIN/606](#)). In addition that authority be delegated to the Head of Crawley Homes, the Head of Corporate Finance, and the Head of Governance, People & Performance; in consultation with the Leader of the Council and the Cabinet Member for Housing, to enter into the necessary contracts, and complete all relevant legal documentation to achieve the above recommendation (*Generic Delegation 2 and 3 will be used to enact this recommendation*).
- d) increase the capital programme by £129,950 funded from Government grant for the Town Centre DHN Phase 2 extended feasibility. An increase of £184,950 for the DHN and a reduction of £55,000 for the Town Centre Capital programme (para 11.5 of report [FIN/606](#)).
- e) approve the 2022/23 and future years Capital Programme and funding as set out in paragraph 11.6 of report [FIN/606](#),
- f) agree the transfers between reserves as outlined in Section 12 of report [FIN/606](#), this includes creating a Cost of Living reserve.
- g) agree that the Council's share of Council Tax for 2023/24 be increased by 2.99% (£6.55) from £218.79 to £225.34 for a band D property as set out in paragraph 13.1 of report [FIN/606](#),
- h) approve the Pay Policy Statement for 2023/2024 as outlined in paragraph 16.3 and Appendix 6 of the of report [FIN/606](#), noting that the pay award has yet to be agreed,
- i) approve that the S151 Officer (in consultation with the Chief Executive and Leader of the Council) be delegated authority to make minor amendments to the Hardship Policy (under Generic Delegation 7).
- j) agree to increase the capital budget for Temporary Accommodation by £1,150,000, funded from grant funding of £474,000 and borrowing of 676,000 as detailed in report [FIN606A](#).
- k) agree to increase the capital budget for Acquisitions of Land and Dwellings by £10,000,000 funded from 1-4-1 receipts £4,000,000 and borrowing of £6,000,000 as detailed in report [FIN606A](#)

Reasons for the Recommendations

To provide adequate funding for the proposed level of services and to fulfil the statutory requirement to set a Budget and Council Tax and report on the robustness of estimates.

7. 2022/2023 Budget Monitoring - Quarter 3

The Leader presented report [FIN/607](#) of the Chief Executive and Chief Accountant (s151 officer) on the Quarter 3 budget monitoring, which set out a summary of the Council's actual revenue and capital spending for the quarters to December 2022 together with the main variations from the approved spending levels and impact on future budgets. It was added that the Council had made significant in year savings.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report [OSC/308](#) to the Cabinet following consideration of the matter at its meeting on 30 January 2023, which included, recognising that the deficit on the HRA had increased from £218,000 to £1.019m, mostly all due to the forecast overspend on responsive repairs of £800,000. £350,000 of this was due to weather-related repairs, but the rest was due to increased material costs and the poor condition of properties being returned.

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

RESOLVED

That the Cabinet approves to the projected outturn for the year 2022/2023 as summarised in this report [FIN/607](#).

Reasons for the Recommendations

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

8. Treasury Management Strategy 2023-2024

The Leader presented reports [FIN/608](#) and [FIN608a](#) reports of the Chief Executive and Chief Accountant (s151 officer) on the Treasury Management Strategy for 2023/2024 which the Council was required to approve before the start of the financial year in accordance with the CIPFA Code of Practice for Treasury Management and the Council's financial regulations.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report [OSC/308](#) to the Cabinet following consideration of the matter at its meeting on 30 January 2023, which included requesting for further acronyms to be documented within finance reports, together with an explanation where appropriate.

Councillor Buck spoke as part of the discussion on the report including supporting the Commission's request to have a breakdown of acronyms within reports to aid Members consideration of certainly financial reports. The Leader confirmed he would speak to Officers over the best way to address this matter for future reports.

RESOLVED

The Cabinet agrees to amend the prudential indicators in the Treasury Management Strategy 2023/2024 ([FIN/608](#)) as set out in Section 4 of report [FIN608a](#) before considering the recommendations contain within it.

RECOMMENDATION 4

That the Full Council be recommended to approve the following items:

- a) the Treasury Prudential Indicators and the Minimum Revenue Provision (MRP) Statement contained within Section 5.4 of report [FIN/608](#).
- b) the Treasury Management Strategy contained within Section 6 of report [FIN/608](#).
- c) the Investment Strategy contained within Section 7 of report [FIN/608](#).
- d) the amended the prudential indicators in the Treasury Management Strategy 2023/2024 ([FIN/608](#)) as set out in Section 4 of report [FIN608a](#)

Reasons for the Recommendations

The Council's financial regulations, in accordance with the CIPFA Code of Practice for Treasury Management, requires a Treasury Management Strategy to be approved for the forthcoming financial year. This report complies with these requirements.

9. Corporate Debt Policy

The Leader presented report [FIN/610](#) of the Chief Executive and Chief Accountant (s151 officer). The report proposes the adoption of a new Corporate Debt Policy. The policy details that the Council had a duty to ensure that it collects income and recovers debt efficiently and effectively to ensure it fulfils its financial responsibilities to its citizens and maximises its capacity to provide local services. It also details that the Council where possible would be proactively trying to prevent residents' Council related debts arising or escalating. The Cabinet were informed to enable the Council to be able to action this it uses a new software system called "Lateral" to enable it to have a shared view of debt across the Council. This system identifies people that were vulnerable and be able to point them to get debt advice to help avoid them getting into further debt.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report [OSC/308](#) to the Cabinet following consideration of the matter at its meeting on 30 January 2023, which included their support for proposed centralised approach to debt management and the support the Council was proposing to provide to its residents.

Councillors S Mullins, and Jhans spoke as part of the discussion and in support of the report.

RESOLVED

That the Cabinet:

- a) approves the Corporate Debt Policy (Appendix A of report [FIN/610](#)) for adoption and subsequent publication.

- b) delegates authority to the Head of Corporate Finance, in consultation with the Leader, to review and make amendments to the Corporate Debt 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

The council has a duty to ensure that it collects income and recovers debt efficiently and effectively to ensure it fulfils its financial responsibilities to its citizens and maximises its capacity to provide local services.

The Council must meet legislative requirements in respect of income collection and has an obligation to collect on behalf of other organisations.

10. Corporate Plan 2023-2027

The Leader presented report [CEX/60](#) of the Chief Executive. The report documented a refresh the Council's Corporate Plan, so it reflected the Council's priorities for the period 2023-2027. The key changes within the Plan from the previous edition related to the Borough's recovery from the economy crisis and the impacts of the Covid pandemic, the impact of water neutrality on the built environment, the need for more affordable housing and temporary accommodation and the importance of reducing the Council's and the town's Carbon footprint, through the delivery of the Climate Emergency Action Plan.

The Cabinet acknowledged the Commission's comments of support for the proposed Corporate Plan as detailed in report [OSC/308](#) from its meeting held on 30 January 2023.

RESOLVED

That the Cabinet:

- a) approves the Corporate Plan 2023 – 2027 (Appendix A of report [CEX/60](#)).
- b) delegates authority to the Chief Executive, in consultation with the Leader of the Council, to make any minor amendments to the Corporate Plan including any changes to legislation and statutory guidance as required (*Generic Delegation 7 will be used to enact this recommendation*).

RECOMMENDATION 5

- a) That the Full Council be requested to adopt the Corporate Plan 2023 - 2027.

Reasons for the Recommendations

The Corporate Plan sets out the strategic direction of the Council for the next four years. Where necessary, it will be updated to ensure the Council's activities reflect the national and local challenges it faces.

11. Irrecoverable Debts 2022-2023 (Over £50,000)

The Leader presented report [FIN/609](#) of the Chief Executive and Chief Accountant (s151 officer). The Council endeavours to collect all debts due to the Council, there will inevitably be some debts that remain irrecoverable. Individual debts of up to £50,000 can be written-off using delegated powers. The report sought authority to write off individual debts in 2022 - 2023 of over £50,000 and also provided a summary of debts written off using delegated authority:

RESOLVED

That the Cabinet approves the write-off irrecoverable debts totalling £154,931.53 as shown in the following table.

Name and Address	Reason for Write-Off	Total Value of Write-Off
Howell Transport and Haulage Ltd Barlow House, Crompton Way, Crawley RH10 9QB	In Liquidation	£154,931.53

Reasons for the Recommendations

The Council's [Constitution](#) necessitates amounts exceeding £50,000 requiring write-off to be approved by the Cabinet.

Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.41 pm

M G JONES
Chair

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Crawley Borough Council

Minutes of Planning Committee

Monday, 6 February 2023 at 7.30 pm

Councillors Present:

R D Burrett (Chair)

Y Khan (Vice-Chair)

Z Ali, K L Jaggard, K Khan, S Mullins, M Mwangale, S Pritchard, S Raja and S Sivarajah

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

Hamish Walke Principal Planning Officer

1. Disclosures of Interest

No disclosures of interests were made.

2. Lobbying Declarations

The following lobbying declarations were made by councillors:

Councillors Ali, Burrett, Jaggard, K Khan, S Mullins, Mwangale, Pritchard, Raja, and Sivarajah had been lobbied but had expressed no view on application CR/2022/0187/FUL – Land to the North of Fleming Way (Eastman House and former Flight Training Centre), Manor Royal.

3. Minutes

The minutes of the meeting of the Planning Committee held on 10 January 2023 were approved as a correct record and signed by the Chair.

4. Planning Application CR/2022/0187/FUL - Land to the North of Fleming Way (Eastman House and Former Flight Training Centre), Manor Royal, Crawley

The Committee considered report [PES/410a](#) of the Head of Economy and Planning which proposed as follows:

Demolition of existing buildings to provide two commercial buildings (Units A and B) for storage and distribution (B8) use with ancillary offices, with associated enabling works, access (including new access for Unit A off Hydehurst Lane), parking and landscaping.

Councillors Ali, Burrett, Jaggard, and Mwagale declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application, which sought permission for the construction of two buildings for storage and distribution use on a 4.3 hectare site within the Manor Royal Main Employment Area. The Officer updated the Committee that, since the publication of the report, an additional representation had been received from the Planning Department at Gatwick Airport (GAL) regarding the safeguarding boundary for the possible development of a second runway. Further information had also been provided by the applicant, and subsequent discussion had led to amendments to conditions 9 and 23 which were now to read as follows:

- Condition 9: *The development hereby approved shall be carried out in accordance with the details set out within the submitted Sustainability Statement for Planning, prepared by CPW dated 23rd February 2022 (Ref: 210911). The scheme shall be fully implemented in accordance with the approved details and any sources of renewable energy installed and made operational prior to the first occupation of the development hereby approved and the sustainability measures shall be retained thereafter unless otherwise agreed in writing by the Local Planning Authority.*
- Condition 23: *Within six months of the first occupation of any commercial unit forming part of the development, a copy of a post-construction report, verifying that the unit or the commercial element of the development as a whole has achieved the minimum Energy and Water standards for BREEAM 'Excellent', shall be submitted to and agreed in writing by the Local Planning Authority.*

The Committee heard that it had also been necessary to amend the recommendation, so the following clause was to be added to the recommendation in report PES/410a: *Agreement to revised condition 2 listing the amended drawings for Earthworks and External Materials as current versions (as listed in the agenda) do not reflect retained trees.* The Officer then gave details of the various relevant planning considerations as set out in the report.

Anthony Watkins, the applicant, spoke in support of the application. Matters raised included:

- The existing buildings at the site were no longer suitable; the proposed development would provide a high quality, flexible space which was hoped to attract many types of occupier.
- The objection from GAL regarding the airport's safeguarding boundary was noted, but it was felt that greater weight should be given to the current Local Plan than the emerging Local Plan.
- The proposals had demonstrated water neutrality, a net biodiversity gain, a reduction in carbon emissions, and a BREEAM 'Excellent' rating.

The Committee then considered the application. Discussion ensued regarding the location of the Gatwick Airport safeguarding boundary as set out in the emerging Local Plan, which ran through the application site. The Officer explained that some weight was able to be given to the emerging Local Plan in considering this matter, but this was at a very early stage in the process and was soon due to be subject to a new Regulation 19 consultation (under which objections and comments could be raised), and so the boundary was not yet finalised. The current Local Plan did not show the boundary as being in conflict with the application site. The Committee was therefore requested to consider the balance between the current and emerging Local Plans.

The following points were also raised as part of the discussion:

- The proposed tree loss and resultant ecology/biodiversity loss was unfortunate. The Committee was informed that the most substantial trees were to be retained, replacements were to be planted, and all existing and replacement trees at the site were likely to be protected under a new area Tree Preservation Order. Off-site mitigation was also proposed for tree/ecology loss at Crawters Brook in Manor Royal, of which some Committee members raised concerns. The Officer highlighted that a Biodiversity Net Gain report was required via the S106 agreement.
- It was queried whether the site would be in use 24 hours a day and whether there would be an increase in vehicle movements in the area. The Officer highlighted that it was possible the building could be in use during off-peak hours but there was not likely to be a negative impact on the site's neighbours as the majority of noise and activity would take place away from the residential flats as the loading doors were on the east side of the building. Traffic modelling had shown that the local road network was able to cater for more vehicle movements.
- A question was raised about the visibility of the proposed development from the long distance view splays from Target Hill and Tilgate Park. It was highlighted that the building was located far from these sites and would therefore not significantly impact the views.
- The energy-efficient nature of the development was praised. It was noted that an excess of electricity may be generated, which would preferably be used by another building in the locality, or may be fed into the national grid.
- It was highlighted that some standard clauses were missing from condition 3 – the Committee agreed that the wording be amended and that this form part of the substantive recommendation.

RESOLVED

Delegate the decision to permit to the Head of Economy and Planning, subject to:

1. A satisfactory conclusion to the notification process with Gatwick Airport and the Civil Aviation Authority in accordance with the requirements in Annex 1 of the Town and Country Planning (Safeguarded Aerodromes, Technical Sites and Military Explosives Storage Areas) Direction 2002;
2. The conclusion of a Section 106 legal agreement to secure:
 - Preparation and implementation of a final Biodiversity Net Gain report to cover the requirements set out in paragraph 5.44 of report PES/410a;
 - Contribution towards off site tree planting based on the formula set out in Policy CH6 of the Local Plan;
 - Manor Royal contribution of £8,244;
 - Financial contribution of £7,300 towards the provision of waiting restrictions on Fleming Way payable on occupation of Unit B; and
 - Travel Plan monitoring fee of £3,500;
3. Agreement to revised condition 2 listing the amended drawings for Earthworks and External Materials as current versions (as listed in the agenda) do not reflect retained trees;

And subject to the conditions set out in report PES/410a (as amended).

5. **Planning Application CR/2022/0503/FUL - 1-19 (odds) Crompton Way, Northgate, Crawley**

The Committee considered report [PES/410b](#) of the Head of Economy and Planning which proposed as follows:

Demolition of existing buildings and erection of 3 no. buildings for use class B8 including details of access, servicing, landscaping and boundary treatments, and associated infrastructure and earthworks (amended description).

Councillors Ali, Burrett, Jaggard, and Mwagale declared they had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application, which sought permission for the construction of one large building split into three separate units for commercial use within the Manor Royal Business District. The Officer updated the Committee that, since the publication of the report, one amendment to a condition and one additional condition were required as follows:

- Amended condition 4: *No part of the development shall be first occupied until the vehicular access serving the development has been constructed in accordance with plans and details submitted to and approved in writing by the Local Planning Authority.*
- Additional condition 30: *Prior to the first occupation of any unit, the package of mitigation measures, as detailed in the KAM Costing for Showers Document dated V2 Jan 23, shall be implemented in full, unless otherwise approved in writing by the Local Planning Authority.*
REASON: To ensure that the development does not have a negative impact on air quality in accordance with Policy ENV12 of the Crawley Borough Local Plan 2015 – 2030 and to accord with the air quality mitigation contained within the submitted Emissions Mitigation Statement provided by TRC dated November 2022.

It was also highlighted that the amount of Manor Royal contribution stated in paragraph 5.51 of the report was incorrect, so this figure was to be amended. The Officer then gave details of the various relevant planning considerations as set out in the report.

Joshua Mellor, the agent, spoke in support of the application. Matters raised included:

- The proposed development was for storage or distribution use, which was a supported use within the Manor Royal Business District and would enhance the role and function of the area.
- The applicant had worked closely with the Council's Planning Officers to make positive changes to the design and landscaping of the proposals.
- Water neutrality and a BREEAM 'Excellent' rating were achieved through energy-saving means such as water-efficient fittings, PV panels, and heat pumps.

The Committee then considered the application. Committee members raised queries regarding the proposed parking and access at the site, to which the Planning Officer provided clarification. It was confirmed that the creation of new accesses along the south edge of the site would not cause any loss of on-street parking as there were currently double yellow lines along that section of Crompton Way. A further concern was raised regarding a shortfall of lorry parking spaces at each of the three units. The Officer clarified that the precise layout of the car park was a decision for the future tenant so was subject to change, however the over-provision of car parking spaces at Units 1 and 3 ensured that there was sufficient vehicle parking in total. In general, the proposed plans would rationalise the existing parking arrangements, and there had been no objection from West Sussex County Council as the Highways Authority.

A concern was raised regarding the potential presence of asbestos in the existing buildings. The Officer confirmed that the contaminated land specialist had requested a detailed site investigation report which would include an asbestos assessment, which was secured as part of condition 3.

RESOLVED

Delegate the decision to permit to the Head of Economy and Planning, subject to the conclusion of a consultation period on the Appropriate Assessment with Natural England, the conclusion of the Section 106 Legal Obligation/Agreement, and subject to the conditions set out in report PES/410b (as amended) and the following additional condition:

30. Prior to the first occupation of any unit, the package of mitigation measures, as detailed in the KAM Costing for Showers Document dated V2 Jan 23, shall be implemented in full, unless otherwise approved in writing by the Local Planning Authority.

REASON: To ensure that the development does not have a negative impact on air quality in accordance with Policy ENV12 of the Crawley Borough Local Plan 2015 – 2030 and to accord with the air quality mitigation contained within the submitted Emissions Mitigation Statement provided by TRC dated November 2022.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 9.30 pm.

R D Burrett (Chair)

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Crawley Borough Council

Minutes of Licensing Committee

Tuesday, 7 February 2023 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, B Noyce and D M Peck

Also in Attendance:

Councillors R D Burrett, S Malik, M Mwangale and Ian Millarship - LVSA

Officers Present:

Heather Girling

Democratic Services Officer

Chris Pedlow

Democracy & Data Manager

Kareen Plympton

Team Leader - Health, Safety and Licensing

Astrid Williams

Senior Lawyer (Solicitor)

Apologies for Absence:

Councillor A Nawaz

1. Disclosures of Interest

No disclosures of interest were made.

Councillors Ali, Ayling, Bounds, Burgess, Irvine, Jaggard, Jones, Khan, Morris, Mullins, Noyce and Peck confirmed that they had received some form of lobbying in respect of agenda item 4 – Hackney Carriage Unmet Demand Survey 2022.

2. Minutes

The minutes of the meeting of the Licensing Committee held on 7 November 2022 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions from the public were asked.

4. Hackney Carriage Unmet Demand Survey 2022

The Committee considered a presentation from LVSA on the Unmet Demand Survey 2022 (attached as appendix A to these minutes), along with report [HCS/054](#) of the Head of Community Services. The Health, Safety and Licensing Team Leader presented the report, which set out details of the latest Crawley hackney carriage unmet demand survey. The survey was due to be conducted in 2020/21 but was postponed due to the Coronavirus pandemic, so had instead been carried out throughout the latter half of 2022 and early part of 2023. The findings of the survey indicated that there was no significant level of unmet demand from members of the public for the services of hackney carriage vehicles in the area (although demand had increased slightly since the prior survey, conducted in 2017). The Committee was therefore recommended to consider whether to retain the existing policy of limiting the number of hackney carriage vehicle licenses (currently set at 123).

The Committee was further advised that the Council maintained a policy of retaining a mixed fleet of hackney carriage vehicles, including wheelchair accessible vehicles (WAVs) to cater for the varying needs of service users. Currently, WAV vehicles make up approximately 19% of the hackney carriage fleet. The Council was committed to meeting the needs of the travelling public in Crawley including those who have disabilities of any nature and/wider support needs. In addition to the mandatory disability awareness training all drivers were required to undertake, there was also mandatory wheelchair training, which all hackney carriage drivers would be expected to take, along with safeguarding training for all of the Trade by a prescribed date.

The Committee Chair invited the Chair of Crawley Hackney Carriage Association (Mr Bhatti) to speak on the item. Matters raised included the impact generally on the trade due to the challenges post Covid-19 pandemic and the changes in the night-time economy. It was noted that the Trade were of the view that business had declined since September last year, especially at the Crawley station rank and consequently retaining the existing policy of limiting the number of hackney carriage vehicle licenses was welcomed.

The Committee then discussed the presentation and report. The following matters and views were raised:

- The issues at the High Street and Station ranks were noted in terms of enforcement and provision and it was hoped these could be given future consideration.
- Concern raised over the potential impact on the trade and residents arising from the proposed changes to Three Bridges railway station. The outcome would be following consideration of the application by the Local Planning Authority.
- Signage and promotional material were currently being produced in order to increase awareness and profile of responsible drinking, safer socialising and the importance of planning safe and suitable transport home. Information relating to the current Hackney Carriage and Private Hire functions and enforcement would be scoped to raise the profile of both Trades as a means to educate the travelling public as to the differences and safe travelling practices. This would be shared with Councillors prior to publishing to a wider audience.
- Local authorities had different approaches with regards to implementing policies of limiting hackney carriage proprietor licences. There was no current statutory prohibition on continued numerical restriction (limit) provided the Council was satisfied there was no significant unmet demand. Nonetheless, the Council should demonstrate, if it does not follow the Government Guidance by continuing to limit numbers, that had robust reasons for so doing and had acted reasonably

in making its determination. The survey conducted every 3 years assisted in confirming its position.

- Support expressed for the training already undertaken and recognition that additional safeguarding measures were being rolled out to include Taxi Marshalls and Night Safe Marshalls. The primary role would be to offer public re-assurance, engagement and facilitate a safe passage home.
- Work on investigating 'dual badge' licences was ongoing as significant work was entailed to ensure robust audit compliance.
- Confirmation that the plate remained the ownership of the authority but in practice a licensed hackney carriage vehicle did command a commercial value if sold to another individual. A hackney carriage proprietor licence being transferred from one individual to another involved a legal process together with concurring a small fee payable to the Council.

The Committee expressed its thanks to those responsible for undertaking the unmet demand survey and was, overall, generally supportive of the recommendation to continue to limit the number of hackney carriage vehicle licenses (set at 123).

RESOLVED



That the Committee:

- a) Confirms that it gave due consideration to the unmet demand survey report, which was undertaken on behalf of Crawley Borough Council, and that it was satisfied that there is no significant unmet demand for the services of hackney carriages.
- b) Agrees that the Council would continue to have a policy of limiting the number of hackney carriage vehicle licences issued by Crawley Borough Council, subject to any applicant demonstrating exceptional circumstances, and confirmed the limit level (number of licences) shall remain at 123 licenses.

Closure of Meeting

With the business of the Licensing Committee concluded, the Chair declared the meeting closed at 8.07 pm

I T Irvine (Chair)

 <p>Crawley Borough Council Unmet Demand Survey 2022</p> <p>Ian Millership</p> <p>Licensing Committee Crawley Borough Council Tuesday 7th February 2023</p>	<p>Aim of this survey</p> <ul style="list-style-type: none"> Identify any significant unmet demand (or otherwise) Provide committee evidence of current position regarding unmet demand and its significance at this point in time <p>NOTE – survey is focus on HACKNEY CARRIAGE (taxi) demand levels and although the public call private hire vehicles 'taxis' and the level of provision of private hire can impact on hackney carriages, the study is of demand for hackney carriages and if this is unmet or not</p> <ul style="list-style-type: none"> Study of private hire service provision and supply is a much bigger and more complex task All demand surveys are acknowledged as being 'snapshot' views at the time undertaken Survey at 'typical' demand time outside school holiday periods and without any known notable events Was BEFORE major onset of cost of living crisis Some drivers may not have returned from extended holidays 	 <p>Study timetable</p> <ul style="list-style-type: none"> Undertaken August to December 2022 On street surveys November / December Rank observations early September Plate observations on the Saturday night All-driver (including private hire) survey October / November 2022 Discussion with hackney carriage trade representative, January 2023 WAV user questionnaire issued Key stakeholders during period of survey
<p>Fleet / Industry issues</p> <ul style="list-style-type: none"> 123 hcv at time of survey (limited since 2011) 661 phv Hackney carriage and private hire drivers both distinct About 160 drivers hold both hackney carriage and private hire driver licences Tradition of 'journeymen' in both fleets Actual numbers of them varies (possibly max 88 hc, 236 phv) Would not amend our conclusions if their views had been given Night life now focussed on High Street Crawley Larger clubs did not survive pandemic National app company strongly active in area since last survey Overall fleet structure strongly traditional with few hackney carriages on private hire circuits, most hcv supplement income from contracts not bookings 	<p>Rank activity</p> <ul style="list-style-type: none"> Hours covered shown in Appendix 1 of Report Covers all active hours 2022 weekly demand 18% less than 2017 2014 to 2017 had seen steady demand levels Strong increase focus on Three Bridges Railway Station rank, now 84% of estimated total hackney carriage rank passengers Haslett Avenue West rank share increased to 7% Boulevard rank usage significantly reduced (shop closure) High Street Jubilee Oak strong reduction (N b. ONLY demand from rank observed) Average passenger levels per hour 29 Thursday, 31 Friday, 41 Saturday But always someone using a rank somewhere in Crawley Reduced level of plates (33% compared to 59% in 2017) Issue of High Street ranks being parked in by private vehicles 	<p>Public consultation</p> <ul style="list-style-type: none"> 188 people consulted 87% had used licensed vehicle in last three months (44% hcv, 32% phv, 11% both) Strong reduction in level those who could not remember when last used hackney carriage (from 82% 2017 to 29% now) This could be transfers from those unable to get private hire Evidence of strong phv competition App company now fourth largest mentioned 39% knew of rank at Three Bridges Railway Station, 28% Haslett Avenue West, 24% Crawley Railway Station (?phv office??) People may not be clear on difference between hcv and phv People felt overall licensed vehicle performance 'very good'
<p>Disability issues</p> <ul style="list-style-type: none"> Level of WAV activity at ranks high for vehicles Low actual usage by people in wheel chairs (just one at Haslett Avenue West) 22 needed assistance entering vehicles, most at The Boulevard Most night rank service by vehicles appearing to be WAV style Action already being taken to increase level of WAV in bookable private hire fleet Small response to WAV user survey but mainly needed more provision in phv fleet and training 	<p>Trade consultation</p> <ul style="list-style-type: none"> All-driver response good 79% of response from hackney carriage 56% of hackney carriages only got work from ranks 31% ranks and school contracts 97% (including many private hire) supported retention of limit Strong trade fear of extra plates NO response from hackney carriage journeymen, but a little from private hire journeymen 	<p>Unmet demand evaluation</p> <ul style="list-style-type: none"> Despite reduced passenger numbers unmet demand increased Levels not significant in terms of needing MORE extra plates BUT most values increased from 2017 levels Just 9% of observed hours had any passenger waiting Just 4% of all passenger experienced a wait Over all passengers, average passenger delay 0.17 minutes
<p>Key conclusions</p> <ul style="list-style-type: none"> Overall licensed vehicle operations very healthy Good levels of customer satisfaction Hackney carriage and private hire trades very separate Share of total passengers taken by Three Bridges Railway Station further increased despite reduced rail passenger numbers there – now about 20% of passengers leaving station do so in hackney carriages from the rank (was 15% in 2017) Drivers appear to be working about same number of days and hours BUT less active late night and Saturdays (there can be no formal record of actual hours worked) Seems to be hackney carriages more able to get desired income from daytime work, possibly from private hire Unmet demand increased from 2017 but remains a generally low level overall 	<p>Key conclusions (2)</p> <ul style="list-style-type: none"> Focus of unmet demand daytime Fridays Crawley Railway Station booking office operation misunderstood by public as a 'rank' Need to improve night safety of passengers by enforcing against private car parking at High Street ranks Appears that hackney carriages have picked up some private hire passengers as their fleet and drivers remained more stable in pandemic (?impact of limit??) Reporting to Council of shortage of 'taxis', increased fares charged and requests for sharing all relate to private hire Little evidence of this appeared in public or stakeholder consultations although there were some references but not as strong as we might expect. 	<p>Thank You.</p> <p>Any Questions?</p>

Agenda Item 7

Full Council

22 FEBRUARY 2023

NOTICE OF MOTION 1 – MOTION ON THE SALE OF NITROUS OXIDE.

Mover Councillor Crow and Seconder Councillor Burgess

This Council notes that:

In September 2021, the Home Office asked the independent Advisory Council on the Misuse of Drugs (ACMD) to review the harm caused by Nitrous Oxide, known as laughing gas, after it was reported that over half a million young people took the drug in 2019-20.

The sale of Nitrous Oxide for its psychoactive effects was made illegal after the Psychoactive Substances Act in 2016, but it is not currently a crime to be caught in possession of the drug, despite the fact that inhaling Nitrous Oxide can cause serious long-term health impacts.

Nitrous Oxide is commonly used at anti-social gatherings and leads to widespread littering in public places, including in Crawley, where the amount of discarded small silver canisters often seen suggests a significant local problem.

This Council welcomes:

The media reports on 26 January stating that the Minister for Crime, Policing and Fire, Chris Philp MP, had requested that the review into Nitrous Oxide be fast-tracked to April this year, with a view to making a formal announcement on a ban that could be made as part of the Government's wider Anti-Social Behaviour Strategy which is due later this year.

This Council resolves to:

Write to Chris Philp MP, on a cross-party basis on behalf of the Council's entire membership, to urge him to ensure the ACMD review is fast-tracked and that legislation is brought forward this year to ban all direct consumer sales of Nitrous Oxide.

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