

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, 29 March 2023 at 7.45 pm**

Nightline Telephone No. 07881 500 227



Chief Executive

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

Published 21 March 2023

Duration of the Meeting

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

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



Switchboard: 01293 438000
Main fax: 01293 511803
Minicom: 01293 405202 DX:
57139 Crawley 1
www.crawley.gov.uk

Town Hall
The Boulevard
Crawley
West Sussex
RH10 1UZ

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

Part A Business (Open to the Public)

	Pages
1. Apologies for Absence To receive any apologies for absence.	
2. Disclosures of Interest In accordance with the Council's Code of Conduct, councillors are reminded that it is a requirement to declare interests where appropriate.	
3. Minutes To approve as a correct record the minutes of the meeting of the Full Council held on 22 February 2023.	5 - 30
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 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>	31 - 64

7. **Appointment of Deputy Registration Officers - Recommendation 6**

Report of the Chief Executive in her role as the Electoral Registration Officer – CEX/62

The Electoral Services Manager (Andrew Oakley), who currently holds the Council's statutory designation of Deputy Electoral Registration Officer, will be retiring in early June 2023.

To comply with the requirement under Section 52(2) of the Representation of the People Act 1983, in relation to the appointment of the Deputy Electoral Registration Officer, the Council's Electoral Registration Officer (Natalie Brahma-Pearl) requests that the Full Council approve her additional nominations for Deputy Electoral Registration Officers, namely Jill Rozier (Lead Electoral Services Officer) and Chris Pedlow (Democracy & Data Manager). It is proposed that these designations will take effect from 1 April 2023.

RECOMMENDATION 6

To appoint Jill Rozier (Lead Electoral Services Officer) and Chris Pedlow (Democracy & Data Manager) as additional Deputy Electoral Registration Officers from 1 April 2023.

8. **Notice of Motion 1- Motion Opposing London Ulez Expansion**

65 - 66

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 Burrett.

9. **Councillors' Questions Time**

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

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

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

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

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

To receive the minutes of the meetings of the Cabinet, Overview and Scrutiny Commission and Committees, as listed on page 31, and set out in the appendices to this item and to debate any Reserved Items contained within those Minutes.

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

11. Supplemental Agenda

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

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

Crawley Borough Council

Minutes of Full Council

Wednesday, 22 February 2023 at 7.30 pm

Councillors Present:

J Hart (Mayor)

T Rana (Deputy Mayor)

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, G S Jhans, K Khan, Y Khan, M G Jones, P K Lamb, R A Lanzer, T Lunnon, S Malik, K McCarthy, J Millar-Smith, M Morris, C J Mullins, S Mullins, M Mwagale, A Nawaz, B Noyce, D M Peck, A Pendlington, S Piggott, S Pritchard, S Raja and S Sivarajah

Also in Attendance:

Mr Peter Nicolson and Mr Russell Brown (Independent Persons)

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Siraj Choudhury	Head of Governance, People & Performance
Heather Girling	Democratic Services Officer
Chris Pedlow	Democracy & Data Manager

Apologies for Absence:

Councillor Z Ali

1. Minute's Silence

The Mayor held a minute's silence in memory of former Mayor and Councillor Andy Kane who sadly passed in January 2023. The Mayor then invited representatives from each party to pay tribute. Councillors C Mullins, Burrett, and the Mayor paid their respects.

2. Disclosures of Interest

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

3. Minutes

The minutes of the meeting of the Full Council held on 14 December 2022 were approved as a correct record and signed by the Mayor.

4. Communications

The Mayor provided the Full Council with a brief update on the Mayoral events attended since the last meeting, which included attending Oriel High School with the Greenway Foundation on Christmas Eve for the distribution of Christmas lunches for families in Crawley and the return of the Mayor's Ball in January which coincided with celebrating Crawley's birthday. Last week she was able to attend the Stegosaurus Uncovered Exhibition at Crawley Museum with her grandson and many young people were present.

5. Public Question Time

There were no questions from the public.

6. Recommendation 1 – Polling Arrangements: May 2023

The Full Council considered report [LDS/195](#) of the Head of Governance, People & Performance. Councillor Lamb as Chair of the Governance Committee introduced the report 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. At its meeting on 24 January 2023, the Governance Committee considered further temporary changes to the Polling Scheme 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.

Councillor Lamb explained that the Governance Committee requested further information for the Full Council's consideration with regards to Creasys Drive, the former Adventure Playground site, being used as a Polling Station over the suitability and safety of the venue due to storm damage and vandalism. This [report](#) was included within the Supplementary Agenda Order Paper on page 21, which stated that the building would be repaired and available and as such would be suitable for use as a polling station at the May 2023 elections, and recommended that it is retained as the Polling Place for polling district LBB.

The recommendation was seconded by Councillor Bounds.

Councillor Irvine then moved and presented [Amendment 1](#) (as shown in the Supplementary Agenda Order Paper on page 23). The Amendment was seconded by Councillor K Khan who also spoke on the item.

Councillor Lamb, using their right to reply, commented that he would accept Councillor Irvine's amendment and include it as part of the substantive recommendation. The Mayor then called for a vote on the amendment, which was carried unanimously. The Mayor then called for a vote on the substantive recommendation as amended which was also carried unanimously.

RESOLVED

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

LBB – Creasys Drive former Adventure Playground site*

LMC – The Hawth Theatre

LMD – The New Town Hall

** and if the building is unsafe, then a temporary polling station, such as a Portakabin, should be provided.*

7. Recommendation 2 – Crawley Borough Local Plan Review: Publication and Submission

The Full Council considered report [PES/427](#) of the Head of Economy and Planning. The Cabinet Member for Planning and Economic Development presented the report. The new Crawley Local Plan had been prepared based on the outcomes of monitoring the implementation of the 2015 adopted Local Plan and 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 required further consideration by the Full Council.

The report sought Full Council’s approval of the submission draft Local Plan for Regulation 19 Publication Consultation (a statutory six-week period of), commencing 9 May 2023 and approval that the submission draft Local Plan be submitted 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.

The item had been previously considered at the Overview and Scrutiny Commission and Cabinet meetings on 30 January 2023 and 1 February 2023 respectively. Councillor Nawaz moved the recommendation which was seconded and supported by Councillor Jones.

Councillor Burrett then moved and presented [Amendment 1](#) to Recommendation 2 (as shown in the Supplementary Agenda Order Paper on page 25). The amendment was seconded by Councillor Belben who also spoke on the item.

A single debate occurred on both the recommendation and the proposed amendment. Councillors Crow, Irvine, McCarthy, Lanzer, Lunnon, Mwangale and Jones also spoke during the Local Plan debate.

Agenda Item 3

Full Council (96)
22 February 2023

Following the conclusion of the debate, the Mayor announced that she planned to hold recorded votes for both the amendment and the substantive recommendation. The Mayor invited the Democracy and Data Manager to commence the recorded voting process.

For the Amendment: Councillors Belben, Bounds, Burgess, Burrett, Crow, Hellier, Jaggard, McCarthy, Morris, Mwagale, Peck, Pendlington and Piggott (13)

Against the Amendment: Councillors Ayling, Buck, Hart, Irvine, Jhans, K Khan, Y Khan, Jones, Lamb, Lanzer, Lunnon, Malik, Millar-Smith, C Mullins, S Mullins, Nawaz, Pritchard, Raja, Rana and Sivarajah (21)

Abstentions: None (0)

The Mayor declared that the proposed amendment had fallen – votes in favour 13, and votes against 21 with 0 abstentions.

For the Recommendation: Councillors Ayling, Belben, Bounds, Buck, Crow, Hart, Hellier, Irvine, Jaggard, Jhans, K Khan, Y Khan, Jones, Lamb, Lanzer, Lunnon, Malik, Millar-Smith, C Mullins, S Mullins, Nawaz, Pendlington, Piggott, Pritchard, Raja, Rana and Sivarajah (28)

Against the Recommendation: Councillors Burgess, Burrett, McCarthy, Morris, Mwagale and Peck (6)

Abstentions: None (0)

The Mayor declared the recommendation was carried – votes in favour 28, and votes against 6 with 0 abstentions.

RESOLVED

That Full Council approves:

- a) the submission draft Local Plan for Publication consultation (a statutory six-week period of public consultation), commencing 9 May 2023, as shown within presented report [PES/427](#)
- 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.

8. Recommendation 3 – 2023-2024 Budget and Council Tax

The Full Council considered reports [FIN/606](#) and [FIN606a](#) of the Chief Executive and Chief Accountant (s151 officer). The Leader of the Council presented the reports which detailed that 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 item had been previously considered at the Overview and Scrutiny Commission and Cabinet meetings on 30 January 2023 and 1 February 2023 respectively. Councillor Jones moved the recommendation which was seconded and supported by Councillor C Mullins.

Councillor Crow then moved and presented [Amendment 1](#) to Recommendation 3 (as shown in the Supplementary Agenda Order Paper on page 27). The amendment was seconded by Councillor Lanzer.

A single debate occurred on both the recommendation and the proposed amendment. Councillor Lanzer, Jhans, Irvine, C Mullins, Burrett, S Mullins, and Lamb also spoke during the debate.

At the conclusion of the discussion, Councillors expressed their thanks and appreciation for the work carried out by the Council's Finance division.

The Full Council was reminded that in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, all Councils at their annual budget meetings were required to adopt the practice of recorded votes - that is, recording in the minutes of the meeting how each member present voted on any decision relating to the Annual Budget and Council Tax. This applied not only to substantive budget motions to agree the Budget and setting Council Taxes, including precepts, but also on any amendments proposed.

Following the conclusion of the debate, the Mayor invited the Democracy and Data Manager to commence the recorded voting process on the 2023/24 Budget and Council Tax, for both the amendment and the substantive recommendation respectively.

For the Amendment: Councillors Belben, Bounds, Burgess, Burrett, Crow, Hellier, Jaggard, Lanzer, McCarthy, Millar-Smith, Morris, Mwagale, Peck, Pendlington and Piggott (15)

Against the Amendment: Councillors Ayling, Buck, Hart, Irvine, Jhans, K Khan, Y Khan, Jones, Lamb, Lunnon, Malik, C Mullins, S Mullins, Nawaz, Pritchard, Raja, Rana and Sivarajah (19)

Abstentions: None (0)

The Mayor declared that the proposed amendment had fallen – votes in favour 15, and votes against 19 with 0 abstentions.

Agenda Item 3

Full Council (98)
22 February 2023

For the Recommendation: Councillors Ayling, Belben, Bounds, Buck, Burgess, Burrett, Crow, Hart, Hellier, Irvine, Jaggard, Jhans, K Khan, Y Khan, Jones, Lamb, Lanzer, Lunnon, Malik, McCarthy, Millar-Smith, Morris, C Mullins, S Mullins, Mwangale, Nawaz, Peck, Pendlington, Piggott, Pritchard, Raja, Rana and Sivarajah (34)

Against the Recommendation: None (0)

Abstentions: None (0)

The Mayor declared the recommendation was carried – votes in favour 34, and votes against 0 with 0 abstentions.

RESOLVED

That the Full Council approves 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,

Agenda Item 3

Full Council (99)
22 February 2023

- 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](#).

9. Recommendation 4 – Treasury Management Strategy 2023-2024

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

The item had been previously considered at the Overview and Scrutiny Commission and Cabinet meetings on 30 January 2023 and 1 February 2023 respectively. Councillor Jones moved the recommendation which was seconded and supported by Councillor C Mullins.

Councillor Crow then moved and presented [Amendment 1](#) to Recommendation 4 (as shown in the Supplementary Agenda Order Paper on page 29). The amendment was seconded by Councillor Piggott.

Councillors Pritchard, Lanzer, S Mullins, K Khan, Belben, Irvine, Lamb, Piggott, and C Mullins also spoke on the item.

10. Vote to Extend the Meeting (Guillotine)

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

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

11. Recommendation 4 – Treasury Management Strategy 2023-2024

Following the agreement of the Full Council to continue the meeting, the Mayor restarted the discussion on Recommendation 4 Treasury Management Strategy 2023/2024.

Agenda Item 3

Full Council (100)
22 February 2023

The Mayor then called for a vote on Amendment 1 as moved by Councillor Crow in respect of Recommendation 4 Treasury Management Strategy 2023/2024, which fell by 12 votes in favour, 19 against and 3 abstentions.

The Mayor then called for a vote on Recommendation 4 which was carried by 33 votes in favour, 0 against and 1 abstention.

RESOLVED

That the Full Council approves:

- 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](#).

12. Recommendation 5 – Corporate Plan 2023-2027

The Full Council considered report [CEX/60](#) of the Chief Executive. The Leader of the Council presented the report which 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 economic crisis and the impacts of the Covid-19 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 item had been previously considered at the Overview and Scrutiny Commission and Cabinet meetings on 30 January 2023 and 1 February 2023 respectively. Councillor Jones moved the recommendation which was seconded and supported by Councillor C Mullins.

Councillor Crow then moved and presented [Amendment 1](#) to Recommendation 5 (as shown in the Supplementary Agenda Order Paper on page 31). The amendment was seconded by Councillor Millar-Smith.

Councillors Lamb, Burrett, and C Mullins also spoke on the item.

Councillor Jones, using their right to reply, commented that he would accept the Amendment and include it as part of the substantive recommendation. The Mayor called for a vote on the Amendment, which was carried unanimously. The Mayor then called for a vote on the substantive recommendation as amended which was also carried unanimously.

RESOLVED

That the Full Council approves:

- a) the adoption of the Corporate Plan 2023 – 2027 as detailed in Appendix B.
- b) that the Council will publish quarterly and annual Key Performance Indicators for the four years of the Corporate Plan, in order for the performance and progress of the Corporate Plan to be transparent and able to be monitored by Crawley residents.

13. Recommendation 6 - Notice of Precept 2023-2024

Councillor Jones presented report [FIN/613](#) and Recommendation 6 that set out the Notice of Precept 2023/24 from the Police and Crime Commissioner for Sussex and West Sussex County Council, which combined with the previously agreed Crawley Borough Council precept to formulate the 2023/24 Council Tax Resolution for 2023/24.

The recommendation was moved by Councillor Jones and seconded by Councillor C Mullins.

Following approval of the Council's budget in Recommendation 3, and in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the names of the councillors voting for and against Recommendation 6 were recorded as set out below:-

For the Recommendation: Councillors Ayling, Belben, Bounds, Buck, Burgess, Burrett, Crow, Hart, Hellier, Irvine, Jaggard, Jhans, K Khan, Y Khan, Jones, Lamb, Lanzer, Lunnon, Malik, McCarthy, Millar-Smith, Morris, C Mullins, S Mullins, Mwagale, Nawaz, Peck, Pendlington, Piggott, Pritchard, Raja, Rana and Sivarajah (34)

Against the Recommendation: None (0)

Abstentions the Recommendation: None (0)

The Mayor declared the recommendation was carried – votes in favour 34, and votes against 0 with 0 abstentions.

RESOLVED

That the Full Council, following the receipt of the notice of precept from the Police and Crime Commissioner for Sussex and West Sussex County Council and the approval of the Council's budget, approves the following:

1. That it be noted that on 22 December 2022 the Leader of the Council under delegated powers calculated the Council Tax Base 2023/24 for the whole Council area as **35,952.7** [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and
2. That the Council Tax requirement for the Council's own purposes for 2023/24 is calculated at £8,101,581.
3. That the following amounts be calculated for the year 2023/24 in accordance with Sections 31 to 36 of the Act:

Agenda Item 3

Full Council (102)
22 February 2023

(a)	£121,225,311	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
(b)	£113,123,730	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	£8,101,581	being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
(d)	£225.34	being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
(e)	£0	being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
(f)	£225.34	being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

4. That it be noted that the County Council have proposed precepts and the Police and Crime Commissioner for Sussex have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.
5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2023/24 for each part of its area and for each of the categories of dwellings.

Agenda Item 3

Full Council (103)
22 February 2023

COUNCIL TAX SCHEDULE 2023/24

	CRAWLEY BOROUGH COUNCIL	WEST SUSSEX COUNTY COUNCIL	POLICE AND CRIME COMMISSIONER FOR SUSSEX	TOTAL
BAND A	150.23	1,088.94	159.94	1,399.11
BAND B	175.26	1,270.43	186.60	1,632.29
BAND C	200.30	1,451.92	213.25	1,865.47
BAND D	225.34	1,633.41	239.91	2,098.66
BAND E	275.42	1,996.39	293.22	2,565.03
BAND F	325.49	2,359.37	346.54	3,031.40
BAND G	375.57	2,722.35	399.85	3,497.77
BAND H	450.68	3,266.82	479.82	4,197.32

6. That it be determined in accordance with Section 52ZB Local Government Finance Act 1992 that the Council 's basic amount of Council Tax for 2023/24 is NOT excessive in accordance with principles approved by the Secretary of State under Section 52ZC of the Act.

14. **Vote to Extend the Meeting (Guillotine)**

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

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

15. Notice of Motion 1 - Motion on the Sale of Nitrous Oxide

The Full Council considered the [Notice of Motion](#) – Motion on the Sale of Nitrous Oxide – as set out on page 75 of the agenda.

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

Councillor S Mullins moved and presented [Amendment 1](#) to the Notice of Motion (as shown in the Supplementary Agenda Order Paper). The amendment was seconded by Councillor Pritchard.

Councillors Lamb and K Khan also spoke on the item.

Councillor Crow, using their right to reply, commented that he would accept Councillor S Mullins' amendment and include it as part of the substantive recommendation. The Mayor then called for a vote on the amendment, which was carried unanimously. The Mayor then called for a vote on the substantive recommendation as amended which was also carried unanimously.

RESOLVED

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 there is an issue with this within the Borough.

This Council notes:

The Minister for Crime, Policing and Fire, Chris Philp MP, has already requested that the review into Nitrous Oxide be fast tracked with a call for evidence that closed yesterday, with a view to making a formal announcement in order to support further action on Nitrous Oxide by the government later this year.

This Council resolves to:

For the Cabinet Member for Community Engagement and Public Protection to write to Chris Philp MP, on a cross party basis on behalf of the Council's entire membership, to urge him to bring forward legislation this year to ban direct consumer sales and possession of Nitrous Oxide without lawful reason. Such a lawful reason would include sale and possession of nitrous oxide for the purposes of food or drink production i.e. cake making.

16. Councillors' Questions Time

Name of Councillor asking Question	Name of Cabinet Member Responding
<p><i>Councillor Jaggard to the Cabinet Member for Environmental Services and Sustainability</i></p> <p><i>Supplementary question to written question –</i></p> <p>I am pleased the enforcement officers are visiting schools across the borough on a more frequent basis, but it is disappointing that whilst Northgate school was visited 10 times and Three Bridges school 15 times, the only time Maidenbower school has been visited was at the request of a PCSO a few weeks ago and the Infant school in Maidenbower hasn't been visited at all, even though Maidenbower Councillors have actually requested a visit as there have been really nasty incidents there. Can we expect a greater presence of Enforcement Officers in Maidenbower going forward? I want to make sure that all schools are visited.</p>	<p><i>Councillor Jhans, Cabinet Member for Environmental Services and Sustainability</i></p> <p>Thank you for bringing this forward. There is a higher concentration at Three Bridges and Northgate partly because they are located in priority enforcement zones but also where there are reactive requests. Please continue to raise those requests and incidents. We will schedule school visits where we can and we will then concentrate school enforcement when those requests come in but it does come down to a resourcing issue. However, I note your point regarding the schools in Maidenbower and I'll see if the patrols can be increased regarding those areas for both schools.</p>
<p><i>Councillor Burrett to the Cabinet Member for Wellbeing</i></p> <p>Earlier this evening Councillor McCarthy and I attended an event at Ridleys Court in Pound Hill regarding the forthcoming installation of an artificial cricket pitch on Grattons playing field. As Ward Councillors we were only informed about this as it's been the subject of a significant operational decision. However we were not consulted about this. It has generated mixed feelings as some are happy about it and some have expressed concerns about parking implications or stray cricket balls but the residents are concerned that Ward Councillors were not able offer views prior to the decision. The event this evening was to inform residents as to 'what will be happening' as opposed to 'what would you like to happen'. Please can I ask Councillor Mullins as to why Ward Councillors were not consulted prior to the proposal being agreed and what opportunity there is for the public to input into any mitigation?</p>	<p><i>Councillor C Mullins, Cabinet Member for Wellbeing</i></p> <p>I will look into why you were not consulted. I admit I did not feel it was a controversial development and had hoped it would prove quite popular. We are trying to make more provision and encourage more sports and we have had a reduction in cricket in some areas. I will follow up and request the officers contact you with further information.</p>

Agenda Item 3

Full Council (106)
22 February 2023

<p><i>Councillor Burgess to the Cabinet Member for Housing</i></p> <p>How are our social landlords selected and what is the criteria for selection?</p> <p><i>Supplementary Question –</i> Please can you kindly email me the response, without placing in the Information Bulletin. If there is criteria for our social landlords to be selected, what happens if they fall below standard?</p>	<p><i>Councillor Buck, Cabinet Member for Housing</i></p> <p>Thank you for your question. I will have the officers respond to you.</p> <p>I will make sure the information is provided.</p>
<p><i>Councillor Hellier to the Cabinet Member for Environmental Services and Sustainability</i></p> <p>Fly tipping waste in Crawley is an issue and has increased over the last few years. In my view it's an environmental tragedy. What fines have been issued and what is the total cost for removal of the waste? Also what types of waste are we actually encountering? What can the Council do to prioritise and help prevent this? If possible, could this information be published in the Information Bulletin please as I'm aware you won't have all the details tonight.</p>	<p><i>Councillor Jhans, Cabinet Member for Environmental Services and Sustainability</i></p> <p>Thank you for your question as it's a really important topic. Fly tipping is an environmental disaster and costly for the tax payer too. It is one of the top priorities in my portfolio. Our Community Wardens piloted an Enviro-Crime officer to assist in this work and we were able to prosecute several people who were guilty of fly tipping. We have actually seen a 'flatline' in figures however we obviously still want those figures to reduce and would like them to be zero. I would be happy to share further figures with you.</p>

17. Vote to Extend the Meeting (Guillotine)

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

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

18. Councillors' Questions Time (continued)

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

Name of Councillor asking Question	Name of Cabinet Member Responding
<p><i>Councillor Lanzer to the Leader of the Council</i></p> <p>On the Communications side of his portfolio, we heard the Mayor state</p>	<p><i>Councillor Jones, Leader of the Council</i></p> <p>Unfortunately I had a family commitment and was unable to attend the Mayor's</p>

Agenda Item 3

Full Council (107)
22 February 2023

<p>earlier that there was the Civic Ball, however this year there has been a deficit on the communications regarding the Civic Ball as it is normally well publicised after the event providing information such as how much it raised, the charity supported and how much the event cost. But I have not detected anything.</p>	<p>Ball this year but I understand it was well attended. I am not aware of any communications regarding the Ball but I imagine any lack of communication was not intentional so I will check with the Communications Manager and confirm.</p> <p><i>The Mayor</i></p> <p>The raffle for that evening raised just under £800.</p>
<p><i>Councillor Crow to the Cabinet Member for Planning and Economic Development</i></p> <p>In August I was pleased to join with you in College Road once the cycle paths and Eastern Gateway scheme were completed. Since then, how many times have you observed a cyclist using the cycle paths either in College Road or The Boulevard?</p> <p><i>Supplementary Question –</i> Thank you for your answer and I would add this is a joint project with the County Council. I can say that sadly I have only seen one person use the cycle paths and also seen a pedestrian walk all the way down the path too. Should we consider learning from previous projects and usage when it comes to future schemes?</p>	<p><i>Councillor Nawaz, Cabinet Member for Planning and Economic Development</i></p> <p>I actually follow one of the cycling forums on social media in Crawley and there are positive comments about it. However at the same time there are comments that people are not using the cycle paths. But obviously once all the cycle network is connected, we'll probably see more use of it.</p> <p>I think previous lessons could be considered in other schemes.</p>
<p><i>Councillor Piggott to the Cabinet Member for Resources</i></p> <p>I would like to follow up on any possibility of a Tree Preservation Order searchable database for the public.</p>	<p><i>Councillor Malik, Cabinet Member for Resources</i></p> <p>I am aware the old system has been updated as part of the Transformation Plan and I will find out further information for you and update.</p>
<p><i>Councillor Jaggard to the Cabinet Member for Wellbeing</i></p> <p>The Maidenbower community centre is hired out to various children's groups. Is the Cabinet Member aware that the community hall has been without heating for the last few weeks according to residents, and what can be done and perhaps refunds offered to the groups that have hired it out and been impacted?</p>	<p><i>Councillor C Mullins, Cabinet Member for Wellbeing</i></p> <p>Thank you for raising as I was not aware but if it has been reported it should have been repaired. I have a briefing on Friday and I will follow up.</p>

Agenda Item 3

Full Council (108)
22 February 2023

<p><i>Councillor Lanzer to the Cabinet Member for Planning and Economic Development</i></p> <p>Many Crawley people enjoy the High Weald Area of Outstanding Natural Beauty. Is the Cabinet Member aware of an application for Crawley to make a contribution to the management plan of the High Weald Area of Outstanding Natural Beauty and is he aware of what the Council's response was, and the reason behind that response please?</p>	<p><i>Councillor Nawaz, Cabinet Member for Planning and Economic Development</i></p> <p>Thank you for your question. I'm not aware and I'll ask officers and respond to you.</p>
<p><i>Councillor Burgess to the Cabinet Member for Housing</i></p> <p>Thank you for the information in the Info Bulletin in December. I would like updated information on affordable social rents to be sent through please. I have previous figures but would like updated figures emailed please. As housing costs should not exceed a third of households' total income what can be done to assist our tenants?</p>	<p><i>Councillor Buck, Cabinet Member for Housing</i></p> <p>Please can you send me an email with your queries and I'll be able to answer more fully.</p>

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

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

RESOLVED

That the following reports be received:

- Planning Committee – 5 December 2022
- Overview and Scrutiny Commission – 9 January 2023
- Planning Committee – 10 January 2023
- Governance Committee – 24 January 2023
- Overview and Scrutiny Commission – 30 January 2023
- Cabinet – 1 February 2023
- Planning Committee – 6 February 2023
- Licensing Committee – 7 February 2023

Agenda Item 3

Full Council (109)
22 February 2023

There were no items for debate.

Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 11.12 pm

J Hart (Mayor)

Agenda Item 3

This page is intentionally left blank

Agenda Item 3

Disclosures of Interest

Appendix A

Councillor	Item and Minute	Meeting	Type and Nature of Disclosure
Councillor Burrett	CR/2022/0091/NCC – 6 Woodlands, Pound Hill (Minute 4)	Planning Committee 5 December 2022	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)	Planning Committee 5 December 2022	Personal Interest – West Sussex County Councillor.
Councillor Burrett	CR/2022/0384/ADV – Land at Haslett Avenue East, Three Bridges (Minute 5)	Planning Committee 5 December 2022	Personal Interest – West Sussex County Councillor.
Councillor Burrett	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 6)	Overview and Scrutiny Commission 9 January 2023	Personal Interest – West Sussex County Councillor.
Councillor Lanzer	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 6)	Overview and Scrutiny Commission 9 January 2023	Personal Interest – West Sussex County Councillor.
Councillor Lanzer	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 6)	Overview and Scrutiny Commission 9 January 2023	Personal Interest – WSCC Cabinet Member for Public Health & Wellbeing
Councillor Burrett	Tree Preservation Order Application CR/2022/0709/TPO – 24 Walton Heath, Pound Hill (Minute 5)	Planning Committee 10 January 2023	Personal Interest – West Sussex County Councillor.
Councillor Burrett	2023-2024 Budget and Council Tax (Minute 5)	Overview and Scrutiny Commission 30 January 2023	Personal Interest – West Sussex County Councillor.
Councillor Lanzer	2023-2024 Budget and Council Tax (Minute 5)	Overview and Scrutiny Commission 30 January 2023	Personal Interest – West Sussex County Councillor.

Agenda Item 3

Councillor Burrett	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 10)	Overview and Scrutiny Commission 30 January 2023	Personal Interest – West Sussex County Councillor
Councillor Lanzer	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 10)	Overview and Scrutiny Commission 30 January 2023	Personal Interest – West Sussex County Councillor
Councillor Lanzer	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 10)	Overview and Scrutiny Commission 30 January 2023	Personal Interest – WSCC Cabinet Member for Public Health & Wellbeing
Councillor Crow	Crawley Borough Local Plan Review: Publication and Submission (Minute 5)	Cabinet 1 February 2023	Personal Interest – West Sussex County Councillor
Councillor Lanzer	Crawley Borough Local Plan Review: Publication and Submission (Minute 5)	Cabinet 1 February 2023	Personal Interest – West Sussex County Councillor
Councillor Lanzer	Crawley Borough Local Plan Review: Publication and Submission (Minute 5)	Cabinet 1 February 2023	Personal Interest – WSCC Cabinet Member for Public Health & Wellbeing
Councillor Burrett	2023/24 Budget and Council Tax (Minute 6)	Cabinet 1 February 2023	Personal Interest – West Sussex County Councillor
Councillor Crow	2023/24 Budget and Council Tax (Minute 6)	Cabinet 1 February 2023	Personal Interest – West Sussex County Councillor
Councillor Lanzer	2023/24 Budget and Council Tax (Minute 6)	Cabinet 1 February 2023	Personal Interest – West Sussex County Councillor
Councillor Crow	Corporate Plan (Minute 10)	Cabinet 1 February 2023	Personal Interest – West Sussex County Councillor
Councillor Burrett	Notice of Precept 2023/2024 (Recommendation 6)	Full Council 22 February 2023	Personal Interest – West Sussex County Councillor
Councillor Crow	Notice of Precept 2023/2024 (Recommendation 6)	Full Council 22 February 2023	Personal Interest – West Sussex County Councillor
Councillor Lanzer	Notice of Precept 2023/2024 (Recommendation 6)	Full Council 22 February 2023	Personal Interest – West Sussex County Councillor

Agenda Item 3

All Officers attending this meeting of the Full Council	2023/24 Budget and Council Tax (Minute 6)	Cabinet 1 February 2023	Personal Interest, as Officers of the Council in relation to the Pay Policy Statement
---	---	----------------------------	---

Agenda Item 3

This page is intentionally left blank

Corporate Plan 2023 - 2027

1. Delivering value for money and modernising the way we work

We will:

- Continue to balance the budget (over a four-year period), by improving our efficiency, increasing income and investing ethically and wisely.
- Work to keep council tax low without compromising local services.
- Continue to deliver the Transformation Plan.
- Continue to develop digital service delivery, enabling customers to engage with council services at their convenience, via websites and self-service portals, whilst investing in technology to support digital working and self-service for CBC staff, including mobile teams.
- Transition to the New Town Hall and embed new working practices.
- Maximise the use of our assets, ensuring they deliver value for money and consider the social value of what these provide to our communities, where appropriate.

2. Delivering affordable homes for Crawley and addressing homelessness

We will:

- Continue to deliver as much affordable housing as possible, particularly Council housing, through our own-build and enabling programmes for people with a local connection to Crawley and to meet our other statutory duties.
- Work collaboratively with other statutory and voluntary sector agencies in supporting those facing homelessness within the borough. Lobby government for the appropriate support with regard to temporary accommodation and those at risk of homelessness.
- Continue working with neighbouring councils in the spirit of partnership to collectively deliver housing to meet Crawley's needs through the 'duty to co-operate arrangements'.
- Deliver improvements to the management of the Council's housing stock in line with legislative reform, ensuring the customer is at the heart of service delivery and feel safe and secure in their tenancies.

3. Enabling a sustainable economic recovery and improving job opportunities

We will:

- Continue to implement Crawley's "One Town" Economic Recovery Plan, which sets out our commitment for Crawley's future socio-economic prosperity, a clear path for recovery from the pandemic and a marker to Crawley's formidable reputation for economic productivity. Enable support measures to diversify the local economy and building economic resilience in the borough.
- Deliver the Crawley Growth Programme and Crawley Towns Fund Programme to provide major improvements to the town's infrastructure, including significant sustainable transport enhancements and better business, skills and community facilities.
- Unlock pathways to better job opportunities for local residents, by working with employers on apprenticeship schemes and refreshing Crawley's Employment and Skills Programme and continuing its delivery. Deliver the outcomes within the Shared Prosperity Fund Investment Plan.

Agenda Item 3

- Continue to work closely with our Local Economic Partnerships to boost sustainable business growth, attract new jobs investment and empower the local resident workforce.
- Utilise our place making responsibilities and powers to drive sustainable growth, enhance Crawley as a place to do business and support economic growth through technology and hyper digital connectivity.
- Work with partner organisations to support the green transformation of Crawley's economy and invest in the skills required to deliver this.

4. Reconnecting communities

We will:

- Support local groups in delivering a range of events and activities that celebrate Crawley's diversity, encourage tolerance and cohesion, and re-connect people with their wider community.
- Continue to help local voluntary and community sector organisations, through the grants process and other support to provide important services to residents.
- Continue to work proactively with our partners to sustain Crawley as a safe place to live, work and visit.
- Promote and facilitate opportunities for our residents to have their voices heard over how services are delivered, through a range of community engagement channels, including neighbourhood forums.
- Enable early intervention and support to households who are financially or socially vulnerable, through the delivery of the Shared Prosperity Fund Investment Plan and Access Crawley.
- Create a Covid-19 memorial to remember those we have lost and those whose lives have been permanently impacted by the pandemic.

5. Providing high quality leisure and culture facilities and supporting health and wellbeing services

We will:

- Continue to invest in and enhance the town's leisure, wellbeing and culture facilities and services, such as local parks and open spaces, Nature Centre, sports & playing pitches, play areas, K2 Crawley, the Hawth and outreach play service.
- Build on the success of Tilgate Park and the Nature Centre and continue to invest in the town's parks starting with Goffs Park improvements.
- Work with partners, residents and other key stakeholders to enhance our resident's health and wellbeing and reduce health inequalities across our town. Encourage services back to Crawley Hospital and address GP shortages in provision across the borough.

6. Protecting the environment

We will:

- Protect and enhance our environment by reducing the Council's and the town's Carbon footprint, through the delivery of the Climate Emergency Action Plan.
- Complete the feasibility of developing the phase 2 expansion of the town centre District Heat Network. Subject to the outcome of the feasibility study, progress the business case and development of the phase 2 expansion of the Heat Network.
- Continue to reduce, reuse and recycle our waste, providing the mechanisms to encourage residents to reduce the amount of residual waste they produce.
- Continue to seek measures to improve the air quality across the Borough.
- Revise the Crawley Local Plan 2022- 2037 to ensure that it remains up to date and reflects the key issues and growth challenges facing the town.

Agenda Item 3

- Continue to provide a safe, clean and well-maintained town.
- Strive to deliver commitments to net zero through the Council's housing stock, seeking and maximising opportunities through external funding sources. Encourage the private sector to make changes as well, in consultation with the Council.
- Reduce the consumption of water in the borough and supporting water neutral development through reducing water consumption in the Council's housing stock and buildings.

Agenda Item 3

This page is intentionally left blank

Agenda Item 6

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

Appendix

- a) Overview and Scrutiny Commission – 6 March 2023 (page 33)
- b) Planning Committee – 7 March 2023 (page 39)
- c) Cabinet – 8 March 2023 (page 53)

Recommendation 1 – Waste and Recycling Contract (PART B) (page 55)

- d) Governance Committee – 13 March 2023 (page 57)

Recommendation 2 – Review of the Constitution – Appointment of Independent Member(s) to the Audit Committee (page 58)

Recommendation 3 – Review of the Constitution – Allocation of Chairs and Vice Chair of Committees (page 59)

Recommendation 4 – Review of the Constitution – Webcasting Formal Meetings of the Council (page 60)

Recommendation 5 – Review of the Constitution – Protocol on the Appointment of Honorary Aldermen and Honorary Freeman (page 61)

This page is intentionally left blank

Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 6 March 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 S Buck, B J Burgess, R D Burrett, G S Jhans and M G Jones

Officers Present:

Ian Duke

Deputy Chief Executive

Heather Girling

Democratic Services Officer

Amanda Kendall

Head of Crawley Homes

Diana Maughan

Head of Strategic Housing

Nigel Sheehan

Head of Projects and Commercial Services

1. Disclosures of Interest and Whipping Declarations

No disclosures or whipping of interests were made.

2. Minutes

The minutes of the meeting of the Commission held on 30 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. Tenancy Policy Crawley Homes

The Commission considered report [CH/199](#) with the Cabinet Member for Housing, Head of Crawley Homes and Head of Strategic Housing. The report sought approval for the amended Tenancy Policy.

During the discussion the following comments were made:

- Recognition that from 1 April 2023 all new Council tenants would be offered secure periodic tenancies. Existing flexible tenants would be offered a new secure periodic tenancy to replace their flexible tenancy, the grant of these new tenancies to take place over a two year period commencing 1 April 2023. It was confirmed that introductory flexible tenancies would be phased out using the provisions of section 103 of the Housing Act 1985. This was a prescribed process to be followed should the policy be approved.
- It was noted the phase out was resource intensive and a 2 year period offered stability during the transition and would not require additional finances to administer. The phasing out process of introductory flexible tenancies was discussed in detail together with clarification provided on the communication methods and publicity required for tenants including letters, social media, and newsletters.
- Recognition that the Council has had limited success to date creating opportunities for best use of stock through the review process at the end of the tenancy fixed term. Only a small percentage (less than 30%) of the Council's stock has been let on a flexible tenancy and there was a limited number of those tenancies that have been subject to review to date.
- Acknowledgement flexible tenancies presented the Council with a number of difficulties and/or challenges associated with ongoing management. However, despite the number of management challenges there were also benefits to the Council of offering flexible tenancies, including the opportunity of rightsizing households at the end of the fixed term although such outcomes had been limited to date but over the longer term this pattern could change.
- Confirmation that downsizing can be difficult to achieve other than through negotiation or incentive and further details on the incentive scheme were provided. Opportunities for financial incentives together with other options (such as property condition and repair) were being investigated as it was important to enable movement within the housing register. Additional information was provided with regards to under-occupation, mutual exchange, and the potential for lodgers.
- Recognition that whilst benchmarking with other local authorities had not taken place directly it was observed that other landlords had taken similar decision routes.

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. Cabinet Member Discussion with the Cabinet Member for Housing

The Commission noted the update given by Councillor Buck and questioned her on a variety of issues relating to the [portfolio](#). The following topics were discussed:

- The past year had been challenging across the housing service, particularly with regards to costs of homelessness and temporary accommodation. It was noted that in terms of the financial pressures should the costs not be sustainable in future years, there would be a need to look at efficiencies, new income or as a last resort reduction in services. The Council had been requested to take part in a high housing demand case study and it was felt this would be beneficial in highlighting the current housing situation within the borough.
- The achievements were also recognised such as housing developments, the new housing management system, Crawley Homes retrofit initiatives, acquisitions for

land/dwellings and the Temporary Accommodation budget, which would provide the flexibility to acquire properties on the market for either general needs or temporary accommodation purposes.

- Recognition that the number of responsive repairs had increased, particularly due to damp and mould queries. The strategy and processes for dealing with damp and mould cases were discussed in detail, including redefined triage, communications and repair.
- The first point of contact for complaints was with the landlord, whether this is a housing association or the council. The council has its own housing stock and it was pleasing that the level of formal complaints was low compared to the stock size, less than 2%. The [Social Housing White Paper](#) would strengthen measures across all social landlords, establish new regulation and a strengthening Housing Ombudsman. It was also noted the Audit Committee received updates on housing fraud and potential for properties being recovered.
- Acknowledgement that land supply opportunities were reducing and other options were being investigated. The 'duty to co-operate' arrangements continued to be included in the Council's Corporate Plan to work with neighbouring authorities in the spirit of partnership to deliver housing to meet Crawley's needs.
- Further information was provided on the decision to grant British citizenship to people of Chagossian descent and potential impact on housing costs. Whilst applications had been received, currently there was minimal information on the resultant pressures and impact for the town's housing.
- Clarification was sought as to the regulation of social landlords and housing associations. It was felt it would be beneficial to scrutinise the current situation with regards to housing associations within the town, together with service standards, satisfaction and complaints received, ideally with witness sessions from various housing associations. It was noted the OSC had previously received a report ([SHAP/69](#)) containing information on the housing associations operating in Crawley and third-party data was difficult to mandate. It was therefore proposed by Councillor Belben (seconded by Councillor Pritchard) that the OSC receive a follow up report on the current situation and operations of the housing associations within the town. Upon being put to the Commission, the proposal was declared as carried.
- The Housing teams were praised for their continued hard work throughout a challenging time.

RESOLVED

That the Overview and Scrutiny Commission thanked Councillor Buck for attending and for the informative discussion that had ensued. It was agreed that a follow up report on [SHAP/69](#) be received by the Commission.

6. Exempt Information – Exclusion of the Public

RESOLVED

That in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

7. **Waste and Recycling Contract Extension**

Exempt Paragraph 3

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

The Commission considered report HPS/34 of the Head of Major Projects and Commercial Services. The report requested approval to extend the contract to the waste and recycling service.

During the discussion with the Cabinet Member for Environmental Services and Sustainability and Head of Major Projects and Commercial Services, Councillors made the following comments:

- Acknowledgement that the proposal enabled the Council the continuity of the waste and recycling service and would ensure the waste vehicle fleet was operating efficiently and fit for purpose. The procurement of a new waste vehicle fleet with a view to new vehicles coming into operation at the beginning of the extension period in February 2024 would assist in maintaining the delivery of service benefits to residents.
- Recognition that the arrangement enabled the Council to assess options for making amendments to the local waste collection arrangements in response to the National Waste Strategy which the Government had indicated would be released in the 'near future'. The Council's target to net zero was highlighted and it would be important to consider the environmental factors and any impact.
- Support for a further report to OSC once the National Waste Strategy was known indicating proposals for the Council's collection regime.
- Confirmation that an options analysis had been considered as part of the vehicle fleet and was reference within the report. However, clarification was sought about the specifics documented within the proposals. It was moved by Councillor Pritchard (seconded by Councillor Ayling) that the specific options analysis be compiled and sent to Cabinet for its consideration. A vote was taken and upon being put to the Commission, the proposal was declared as carried.

RESOLVED

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

Re-Admission of the Public

The Chair declared the meeting reopen for consideration of business in public session.

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

The Commission confirmed the following reports:

26 June 2023:

1. Treasury Management Outturn 2022-2023
2. Financial Outturn 2022-2023 (Quarter 4)
3. Leisure Contract - PART B

The OSC is also due to receive an update on K2 Crawley together with the Cabinet Member for Wellbeing portfolio discussion in June.

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 9.29 pm

T G Belben
(Chair)

This page is intentionally left blank

Crawley Borough Council

Minutes of Planning Committee

Tuesday, 7 March 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 Mwagale, S Pritchard, S Raja and S Sivarajah

Officers Present:

Valerie Cheesman

Principal Planning Officer

Siraj Choudhury

Head of Governance, People & Performance

Mez Matthews

Democratic Services Officer

Jean McPherson

Group Manager (Development Management)

Gill Narramore

Senior Environmental Health Officer

Clem Smith

Head of Economy and Planning

Also in Attendance:

Councillor T G Belben

Ward Councillor for Pound Hill North &
Forge Wood

Councillor B J Burgess

Ward Councillor for Three Bridges

Councillor M Jones

Leader of the Council

Councillor R A Lanzer

Ward Councillor for Pound Hill South &
Worth

Councillor K McCarthy

Ward Councillor for Pound Hill North &
Forge Wood

Councillor J Millar-Smith

Ward Councillor for Maidenbower

Councillor A Nawaz

Ward Councillor for Three Bridges

Stephen Gee

Principal Planner (West Sussex County
Council)

Guy Parfect

Senior Planner (West Sussex County
Council)

Chris Pedlow

Democracy and Data Manager

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Interest
Councillor Ali	Planning Application CR/2022/0783/FUL – Station Forecourt, Three Bridges Station, Haslett Avenue East, Three Bridges, Crawley (Minute 4)	Personal Interest – a West Sussex County Councillor.
Councillor Burrett	Planning Application CR/2022/0783/FUL – Station Forecourt, Three Bridges Station, Haslett Avenue East, Three Bridges, Crawley (Minute 4)	Personal Interest – a West Sussex County Councillor.
Councillor Burrett	Section 106 Monies – Q3 2022/23 (Minute 6)	Personal Interest – a West Sussex County Councillor.
Mez Matthews (Democratic Services Officer)	Planning Application CR/2022/0783/FUL – Station Forecourt, Three Bridges Station, Haslett Avenue East, Three Bridges, Crawley (Minute 4)	The Head of Governance, People & Performance (as Monitoring Officer) stated that, for openness and transparency, it should be noted that the Democratic Services Officer's husband had submitted a representation in regard to the application. As the Democratic Services Officer's role was neutral and as they were not a decision maker, the Monitoring Officer was happy for them to clerk and provide professional advice at the meeting.
<i>Councillor Lanzer (Non-Committee Member addressing the Committee)</i>	<i>Planning Application CR/2022/0783/FUL – Station Forecourt, Three Bridges Station, Haslett Avenue East, Three Bridges, Crawley (Minute 4)</i>	<i>Councillor Lanzer confirmed they were speaking as a Ward Councillor. For information, they declared they were a West Sussex County Councillor and also the Cabinet Representative on the Crawley Growth Programme. The planning application under consideration formed part of that Growth Programme.</i>

Councillor	Item and Minute	Type and Nature of Interest
Councillor Pritchard	Planning Application CR/2022/0783/FUL – Station Forecourt, Three Bridges Station, Haslett Avenue East, Three Bridges, Crawley (Minute 4)	Councillor Pritchard stated that their employer is Govia Thameslink Railway which serves as Operator for Three Bridges Station as well as for the rest of the Thameslink, Southern, Great Northern and Gatwick Express rail franchises in England. They stated this was not a personal or pecuniary interest because the company was significantly large in size and they were not a director or shareholder. Therefore, they confirmed they had no interest to declare which would prevent them from participating and voting on the application.

2. Lobbying Declarations

The following lobbying declarations were made by Councillors:

Councillors Ali, Burrett, Jaggard, K Khan, Y Khan, Mwagale, Pritchard, Raja and Sivarajah had been lobbied but had expressed no view on application CR/2022/0783/FUL.

3. Minutes

The minutes of the meeting of the Planning Committee held on 6 February 2023 were approved as a correct record and signed by the Chair.

4. Planning Application CR/2022/0783/FUL - Station Forecourt, Three Bridges Station, Haslett Avenue East, Three Bridges, Crawley

The Committee considered report [PES/411a](#) of the Head of Economy and Planning which proposed as follows:

Improvement works to railway station forecourt, including rationalisation of bus facilities with area for bus hub, car, cycle and motorcycle parking, taxi rank, and drop off/pick up areas; highway alterations; and the provision of public (pedestrian/cycle) access to eastern side of station from Station Hill including cycle parking, ticket machine and entrance building and revised depot and signal staff parking.

Councillors Ali, Burrett, Jaggard, K Khan, Mullins, Mwagale, Pritchard, Raja and Sivarajah declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application, which sought permission for improvement works to the railway station forecourt to promote

sustainable forms of travel and to improve accessibility to the transport interchange. The works included the creation of new, enlarged and better quality public space across the whole of the site frontage along Haslett Avenue East; the rationalisation of the bus facilities with an area for a bus hub; car, cycle and motorcycle parking, taxi rank, and drop off/pick up areas; highway alterations; and the provision of public (pedestrian/cycle) access to the eastern side of the station from Station Hill including cycle parking, a ticket machine and an entrance building, with revised depot and signal staff parking facilities; and space available for public art.

The Officer updated the Committee that, since the publication of the report, the Environment Agency had requested several additional conditions relating to ground water and prevention of its contamination. The Environment Agency had also requested several additional informatives which related to the new conditions and information on which those conditions were based. Those new conditions and informatives concerned:

- A Contamination Strategy.
- A verification report demonstrating completion of works identified in the Remediation Strategy.
- A Remediation Strategy for any potential previously unidentified contamination.
- Surface water drainage.

In addition to the new conditions requested by the Environment Agency, the Principal Planning Officer had incorporated an additional informative regarding ongoing discussions with the station operators to explore alternative positions for the loading bay and had amended current Condition 4 as follows to clarify the position of the protective fences for trees:

Amended Condition 4:

“No development or site works of any description, including setting up works or storage of materials, plant or equipment, shall take place on the part of the application site that is on the eastern side of the railway unless and until all the existing trees/bushes/hedges to be retained on the site have been protected with fences in accordance with the details set out in the Arboricultural Report and the Tree Protection Plan. The protective fencing shall remain in position for the duration of the works. Within the areas so fenced off, the existing ground level shall be neither raised nor lowered and no materials, temporary buildings, plant machinery or surplus soil shall be placed or stored thereon without the prior written approval of the Local Planning Authority. If any trenches for services are required in the fenced off areas, they shall be excavated and backfilled by hand and any tree roots encountered with a diameter of 25 mm or more shall be left unsevered.

REASON: To ensure the retention and maintenance of trees and vegetation which is an important feature of the area in accordance with Policies CH3 and CH6 of the Crawley Borough Local Plan 2015 - 2030.

REASON FOR PRE-COMMENCEMENT CONDITION: Potential damage to trees could occur from site activity before development commences and therefore the agreed measures need to be in place before commencement of development.”

The report advised that, at the time of its publication, an Emissions Mitigation Assessment had not been completed. The Principal Planning Officer informed the Committee that the Assessment had now been provided and concluded that the value of the emissions cost would be £8,063. That money would be put towards one of the cycle routes identified in the Local Cycling and Walking Infrastructure Plan (namely Route C and/or D). That money would be secured via a Section 106 Legal Agreement along with the Section 106 monies for replacement trees and a Traffic Regulation Order.

The Principal Planning Officer proposed the recommendation be revised to delegate the decision to permit to the Head of Economy and Planning to allow for the conclusion of the Section 106 Legal Agreement and then to subsequently grant permission subject to the updated conditions and informatives.

The Principal Planning Officer then gave details of the various relevant planning considerations as set out in the report and reiterated that the aim of the scheme was to improve sustainable travel options and improve the public realm. The Officer advised it had not been possible to accommodate all requests made by stakeholders in their entirety which would be at the expense of other aspects of the scheme. The Committee was advised that officers from West Sussex County Council (WSSCC) and Crawley Borough Council's Senior Environmental Health Officer were in attendance to assist in answering any questions from the Committee.

Paul Sharp, a local resident, spoke in objection to the application. Matters raised included:

- Road congestion due to the closing of one of the existing lanes could cause exits and accesses to be blocked, which may cause more accidents.
- Concern relating to the assumptions made during traffic modelling. Mr Sharp highlighted particular concern with regard to traffic levels potentially increasing along Chaucer Road and Grattons Drive.
- Increased activity in the area may cause the air quality to deteriorate.
- Pedestrians using the eastbound bus stop would be required to cross two-way traffic from the station, which seemed dangerous.

Collins Nyamupfukudza, Manager of Charlie's Refreshments and Snack Bar, spoke in relation to the application. Matters raised included:

- The snack bar was situated in the station car park, and currently did not have an allocated parking bay for the pick-up or drop-off of goods.
- An allocated parking bay would allow staff to access the snack bar without causing disruption to other users of the car park or being issued with a parking ticket.
- The business was prepared to cover any associated costs.

Derek Kiernan, representing the Crawley Hackney Carriage Association, spoke in objection to the application. Matters raised included:

- Not allowing a right turn out of the station would negatively impact the taxi trade as it would increase journey times and prices.
- It was not practical for taxi drivers to travel to the Paymaster General's Roundabout and back to the station in order to travel eastbound.
- Moving the taxi rank was unnecessary and could lead to increased fees for taxi drivers if it were moved onto land owned by the railway operator.

Peter Rainier, the agent (on behalf of the applicant), spoke in support of the application. Matters raised included:

- The Crawley Growth Programme set out that improvements to the station were necessary in order to meet the town's needs, and the proposed application met those requirements.
- The proposals provided improved bus facilities and access for cyclists and pedestrians, as well as visual improvements to the front of the station.
- West Sussex County Council had concluded that the proposed road system and traffic flow fulfilled its requirements, and that there were no viable alternatives which would improve the station for all users.

John Cooban, a local resident, spoke in support of the application. Matters raised included:

- There were issues with the vehicular eastern access, but the scheme did provide substantial benefits to pedestrians and cyclists as well as public realm improvements.
- The improved urban tree cover in a currently unattractive area was a positive, e.g. along the west side of the station. Some of the proposed new trees, however, may encounter hostile planting/rooting environments, and therefore remediation groundworks were recommended to ensure healthy tree growth.
- The proposed markings on the pedestrian/cycle paths would improve safety.

Gordon Easden, representing Crawley Walking and Cycling Forum, spoke in support of the application. Matters raised included:

- The current station layout (platforms, footpaths, and forecourt) was problematic and dangerous for many station users.
- The proposed scheme offered safer access for pedestrians and cyclists, improved westbound traffic flow, reduced carbon emissions, an improved bus interchange and better impression of Crawley.
- A minority of station users may be disadvantaged by changes to the eastbound access but overall, the new scheme provided improvements.

Councillor Atif Nawaz, Ward Councillor for Three Bridges, spoke in support of the application. Councillor Nawaz confirmed that, although Cabinet Member for Planning and Economic Development, they were speaking in their capacity as Ward Councillor. Matters raised included:

- The current design of the station was unwelcoming and unsafe; the new scheme would create a better first impression of the town and benefit Three Bridges residents.
- The pavement under the railway bridge was currently not disability accessible and needed to be made wider and safer.
- The application supported improved access to the station by sustainable transport (e.g. via the bus hub), which would help contribute to the goal of net zero carbon emissions.

Councillor Brenda Burgess, Ward Councillor for Three Bridges, spoke in support of the application. Matters raised included:

- Currently the station was unattractive and not fit for purpose, including the vehicular access.
- Removing one lane of traffic may help contribute to better air quality and lower pollution in the area, which would benefit all residents, including children.
- The traffic modelling showed that traffic flow around the station would be improved.

Councillor Bob Lanzer, Ward Councillor for Pound Hill South & Worth, spoke in support of the application. Matters raised included:

- The application was a result of years of consultation and offered significant improvements, including pedestrian, cycle, and bus accesses and better air quality.
- The reduction of three lanes of traffic to two and in turn the removal of the eastbound right-hand turn was not uncommon, as many dual carriageways only allowed exit via a left-hand turn.
- Reliable computer-assisted traffic modelling had been undertaken which demonstrated that a very small percentage of all traffic movements from the

station were right-hand turns which utilised the eastbound access. The proposed scheme was therefore beneficial to the majority of station users.

Councillor Jennifer Millar-Smith, Ward Councillor for Maidenbower, spoke in objection to the application. Matters raised included:

- Maidenbower currently experienced significant traffic travelling west - removing a lane may further increase this traffic and in turn increase travel costs and air pollution.
- The removal of the right-hand turn would cause road users travelling eastbound to either extend their journey time by an estimated 5-6 minutes, or encourage an increase in illegal manoeuvres on Station Hill when dropping off station users.
- There were long-term issues with flooding under the railway bridge, which were likely to be exacerbated if the application was approved.

Councillor Kevan McCarthy, Ward Councillor for Pound Hill North & Forge Wood, spoke in objection to the application. Matters raised included:

- It was important to ensure that all station users benefitted from a new scheme; however, the loss of the right-hand turn was problematic for those living east of the station.
- This change was also likely to negatively impact the taxi trade. Currently around 80% of Hackney Carriage hires in Crawley were from Three Bridges Station, with all of those journeys travelling either east or west. The proposals would allow left-hand turns only, so travelling eastbound may greatly increase journey time and hire cost for the travelling public, as well as pollution.
- The right turn into Hazelwick Avenue could be utilised as an exit from the station which would alleviate the eastbound traffic flow.

Councillor Tina Belben, Ward Councillor for Pound Hill North & Forge Wood, spoke in objection to the application. Matters raised included:

- The traffic modelling described in the report was undertaken at off-peak times - modelling carried out by Ward Councillors during peak times showed a greater number of right-hand turns than calculated by WSCC.
- The lack of a right-hand turn and the removal of one lane along Haslett Avenue East would increase traffic which may extend backwards to the Paymaster General's Roundabout, which would increase journey times for all road users in the area.
- The report did not refer to the potential knock-on effect of increased parking on nearby residential roads.

The Committee then considered the application. Following queries from the Committee, the following clarification was provided:

- It would be possible to monitor the air quality along Billinton Drive once the development had been completed.
- Staffing and hours of opening of the eastern entrance was a matter for the station operator and was not a planning consideration. The issue would be discussed with the station operator should planning permission be granted.
- The structural stability of the retaining wall along Station Hill, following the removal of the tress was not a planning matter, but was a structural issue for the landowner and Building Regulations.
- The application proposed that a loading bay be located in front of the station and pedestrian area, although discussion was underway to explore a potential alternative location, such as to the side of the building in Williams Way.

- It was normal procedure to delegate a decision to permit to the Head of Economy and Planning when permission was subject to completion of a S106 Legal Agreement.
- The taxi rank at Three Bridges Station was currently located on land owned by WSCC Highways, however the application proposed that the taxi rank be re-located to land owned by the railway operator. The landownership arrangements, and the possibility of the new taxi rank land being transferred to WSCC Highways, were to be discussed between the parties.
- The replacement parking bays being provided at the proposed eastern entrance to the station would be for use by depot staff and would not be for public use.
- The data collected and published by the Police relating to accidents in the station vicinity were correct, although it was likely that some accidents went unreported.
- Traffic modelling did not assess all possible alternative routes for travelling eastwards, but it had shown that some people's journey times would be increased. It was noted however that updated travel surveys showed there had been a decrease in traffic numbers across the network since Covid.

The Committee debated the application at length and agreed that improvements to the station forecourt were overdue with it being well used as the main station for Crawley having direct mainlines to London, Brighton and Arun Valley. It was acknowledged that improvements to the forecourt would not only benefit station users but also those travelling towards the Town Centre. There was a consensus that the current layout, whilst dangerous for all road users, was especially dangerous for pedestrians and cyclists.

Several Committee members argued however that, although the proposal held a lot of merit and there was an obvious need to upgrade the forecourt area of Three Bridges Station, some residents in Crawley would be adversely affected by some elements of the application.

Those Committee members held the opinion that the loss of the right-hand turn would negatively affect residents living to the east of the station, as using an alternative route would increase journey times, fuel and taxi fare costs as well as pollution and congestion. Particular concern was expressed that many drivers would choose to travel along the smaller residential roads within the area, rather than using the main roads and it was felt that would increase risks to local residents. In addition, those who objected strongly to the loss of the right-hand turn were of the view that traversing Haslett Avenue East towards Hazelwick Avenue (rather than turning around at the Paymaster General's Roundabout) would be dangerous, and cause disruption to the flow of traffic along Haslett Avenue East.

Support was expressed for the proposed eastern entrance to the station, although many Committee members were disappointed that it was not served by a drop-off zone for passengers. It was also argued that no traffic modelling had been undertaken on the impact a lack of a drop-off zone could have on creating potential delays, congestion or blockages to traffic and the lack of a drop-off zone could lead to dangerous manoeuvres along Station Hill and/or its junction with Worth Park Avenue / Haslett Avenue East. Additionally, it was argued that the loss of the right-hand turn from the station was likely to encourage passenger drop-offs at the new eastern entrance with vehicles then travelling through the residential roads of Maidenbower, inevitably increasing pollution and congestion in the area and impacting air quality.

Other concerns raised included the ability for station users with limited mobility to be dropped off / picked up outside the station and then turn right, the lack of a drop-off

area when a rail replacement service was provided by buses and the impact the reduction in the number of lanes under the bridge would have on congestion, pollution and the ease at which vehicles could exit Maidenbower from Station Hill.

Several other Committee members were in support of the proposal and were especially pleased that several pavements would be widened as part of the scheme, particularly as the pavement under the bridge was currently dangerously narrow and held the risk of pedestrians being clipped by the wing mirrors of larger vehicles. The widening of the pavement serving the westbound bus stop was also supported as its current width increased risks for those waiting at the bus stop and pedestrians generally. Several members of the Committee hoped that the removal of one lane under the bridge would ease the noise level for pedestrians and cyclists as the current level created an additional risk by causing a loss in focus.

Overall, the majority of the Committee felt that the benefits of the scheme outweighed its negative aspects. Whilst it was established that retaining the right-hand turn would have been preferable, most Committee members appreciated that the decision to remove it had not been taken lightly and it would not have been possible to provide the level of improvement to the forecourt had it been retained.

At the request of Councillor Jaggard, and in accordance with General Committee Procedure Rule 13.4, the names of the Councillors voting for and against the officer recommendation were recorded as follows:

For the recommendation to permit:

Councillors K Khan, Y Khan, Mullins, Pritchard, Raja and Sivarajah (6).

Against the recommendation to permit:

Councillors Ali, Burrett, Jaggard and Mwangale (4).

Abstentions: (0).

With the vote being 6 for the recommendation to permit and 4 against the recommendation to permit, the proposal was therefore CARRIED, and it was

RESOLVED

That the decision to PERMIT be delegated to the Head of Economy and Planning, subject to the conclusion of the Section 106 Legal Agreement, and subject to the conditions set out in report PES/411a, amended Condition 4 (as identified above) and the following additional four conditions and three informatives renumbered as follows:

New Condition 9:

“No development approved by this planning permission shall commence until a strategy to deal with the potential risks associated with any contamination of the site has been submitted to, and approved in writing by, the Local Planning Authority. This strategy will include the following components:

1. A preliminary risk assessment which has identified:
 - all previous uses;
 - potential contaminants associated with those uses;
 - a conceptual model of the site indicating sources, pathways and receptors; and
 - potentially unacceptable risks arising from contamination at the site.

2. A site investigation scheme, based on (1) to provide information for a detailed assessment of the risk to all receptors that may be affected, including those off site.
3. The results of the site investigation and the detailed risk assessment referred to in (2) and, based on these, an options appraisal and remediation strategy giving full details of the remediation measures required and how they are to be undertaken.
4. A verification plan providing details of the data that will be collected in order to demonstrate that the works set out in the remediation strategy in (3) are complete and identifying any requirements for longer-term monitoring of pollutant linkages, maintenance and arrangements for contingency action. Any changes to these components require the written consent of the Local Planning Authority. The scheme shall be implemented as approved.
REASON: To ensure that the development does not contribute to, or is not put at unacceptable risk from, or adversely affected by, unacceptable levels of water pollution in line with Paragraph 174 of the National Planning Policy Framework and Policy ENV10 of the Crawley Borough Local Plan 2015-2030.
REASON FOR PRE-COMMENCEMENT CONDITION: This condition is required to be pre-commencement to safeguard the health of construction workers and prevent any contamination on the site impacting into the surrounding area. The risks for neighbours, site workers and future residents and users of the site must be appropriately mitigated.”

New Condition 10:

“Prior to any part of the development hereby permitted being brought into use, a verification report demonstrating the completion of works set out in the approved remediation strategy and the effectiveness of the remediation shall be submitted to, and approved in writing, by the Local Planning Authority. The report shall include results of sampling and monitoring carried out in accordance with the approved verification plan to demonstrate that the site remediation criteria have been met.

REASON: To ensure that the site does not pose any further risk to human health or the water environment by demonstrating that the requirements of the approved verification plan have been met and that remediation of the site is complete. This is in line with Paragraph 174 of the National Planning Policy Framework.”

New Condition 11:

“If, during development, contamination not previously identified is found to be present at the site then no further development (unless otherwise agreed in writing with the Local Planning Authority) shall be carried out until a remediation strategy detailing how this contamination will be dealt with has been submitted to and approved in writing by the Local Planning Authority. The remediation strategy shall be implemented as approved.

REASON: To ensure that the development does not contribute to, or is not put at unacceptable risk from, or adversely affected by, unacceptable levels of water pollution from previously unidentified contamination sources at the development site in line with Paragraph 174 of the National Planning Policy Framework.”

New Condition 12:

“No drainage systems infiltration of surface water drainage into the ground is permitted other than with the written consent of the Local Planning Authority. The development shall be carried out in accordance with the approved details.

REASON: To ensure that the development does not contribute to, or is not put at unacceptable risk from, or adversely affected by, unacceptable levels of water

pollution caused by mobilised contaminants in line with Paragraph 174 of the National Planning Policy Framework.

Conditions 9-14, as set out in report PES/411a, have thus been renumbered to be Conditions 13-18.

New Informative 5:

“The Environment Agency advises that in relation to Condition 9:

A Preliminary Risk Assessment (Phlorum, ref 11754 Rev0, November 2022) has been submitted in support of this application and it is felt that it has been carried out in accordance with relevant guidance. The PRA therefore satisfies Part 1 of the above condition. The PRA has recommended that further site investigation should be carried out (Part 2 of the above condition), which the EA is in agreement with. The EA now looks forward to receiving and providing comment on this submitted site investigation.”

New Informative 6:

“The Environment Agency advises that:

Only clean uncontaminated water should drain to the surface water system. Roof drainage shall drain directly to the surface water system (entering after the pollution prevention measures).

Appropriate pollution control methods (such as trapped gullies and interceptors) should be used for drainage from access roads and car parking areas to prevent hydrocarbons from entering the surface water system.

There should be no discharge into land impacted by contamination or land previously identified as being contaminated. There should be no discharge to made ground. There must be no direct discharge to groundwater, a controlled water.”

New Informative 7:

“The Environment Agency advises that in regard to the disposal of materials: Contaminated soil that is, or must be disposed of, is waste. Therefore, its handling, transport, treatment and disposal is subject to waste management legislation, which includes:

- Duty of Care Regulations 1991
- Hazardous Waste (England and Wales) Regulations 2005
- Environmental Permitting (England and Wales) Regulations 2010
- The Waste (England and Wales) Regulations 2011

Developers should ensure that all contaminated materials are adequately characterised both chemically and physically in line with British Standard BS EN 14899:2005 'Characterization of Waste - Sampling of Waste Materials - Framework for the Preparation and Application of a Sampling Plan' and that the permitting status of any proposed treatment or disposal activity is clear. If in doubt, we should be contacted for advice at an early stage to avoid any delays.

If the total quantity of waste material to be produced at or taken off site is hazardous waste and is 500kg or greater in any 12 month period the developer will need to register with us as a hazardous waste producer.”

Original Informative 5 is renumbered to be Informative 8.

New Informative 9:

“The applicant is advised to continue discussions with the station operators to explore alternative positions for the loading bay, with the aim of it being relocated from the front of the proposed pedestrianised forecourt area. Locations to the rear/side of the station building would be preferred.”

5. **Objections to the Crawley Borough Council Tree Preservation Order – St Joan Close No. 1 - 04/2022**

The Committee considered report [PES/429](#) of the Head of Economy and Planning which sought to determine whether to confirm the Tree Preservation Order (TPO) – St Joan Close No. 1 – 04/2022 – with or without modification for continued protection, or not to confirm the TPO.

Councillor Burrett declared they had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application, which related to two trees in residential gardens in Langley Green. In October 2022 the trees were protected under a six month provisional TPO, which the Committee was now requested to confirm. Objections had been received from local residents regarding the protection of one of the trees in particular.

Ian Chandler, the owner of a neighbouring property to the site of the trees, spoke on behalf of all the objectors to the TPO. Several photos submitted by Mr Chandler were displayed during their presentation. Matters raised, particularly in respect of the larger tree, included:

- They did not wish to fell the tree but wanted to trim and tidy it.
- The tree was unruly, dropped sticky residue on the garden and provided an excessive amount of shade to the garden which stopped grass from growing.
- The tree provided limited amenity value as it was not visible from the street.

The Committee then considered the application. Whilst it appreciated the matters raised by Mr Chandler, it held the opinion that a TPO did not prevent works from being undertaken and the trees were worthy of protection. The Committee therefore unanimously agreed that the TPO should be confirmed without modification.

RESOLVED

That the Tree Preservation Order - St Joan Close No. 1 - 04/2022 be CONFIRMED without modification.

6. **Section 106 Monies - Q3 2022/23**

The Committee considered report [PES/428](#) of the Head of Economy and Planning.

The report summarised all the Section 106 (S106) monies received, spent and committed to project schemes in Quarter 3 of the financial year 2022/23.

RESOLVED

That the update on S106 monies received, spent and committed in Quarter 3 of the financial year 2022/23 was noted.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 10.37 pm.

**R D Burrett
(Chair)**

This page is intentionally left blank

Crawley Borough Council

Minutes of Cabinet

Wednesday, 8 March 2023 at 7.00 pm

Councillors Present:

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

Also in Attendance:

Councillors M L Ayling, T G Belben, B J Burgess, R D Burrett and D Crow

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Amanda Kendall	Head of Crawley Homes
Carolin Martlew	Head of Corporate Finance
Chris Pedlow	Democracy & Data Manager
Nigel Sheehan	Head of Projects and Commercial Services

Apologies for Absence:

Councillor M G Jones and S Malik

Absent

Councillor S Buck

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Cabinet held on 1 February 2023 were approved as a correct record and signed by Councillor C Mullins.

3. Public Question Time

There were no questions from the public.

4. Further Notice of Intention to Conduct Business in Private and Notifications of any Representations

It was reported that no representations had been received in respect of agenda item 9: *Waste and Recycling Contract Extension*.

5. 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.

6. Tenancy Policy Crawley Homes

The Cabinet considered report [CH/199](#) of the Head of Crawley Homes, who introduced the report to the Cabinet. The report sought approval for the amended Tenancy Policy.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report [OSC/309](#) to the Cabinet following consideration of the matter at its meeting on 6 March 2023.

With the agreement of the Chair, Councillors Crow and Burgess also spoke on the item.

Councillor S Mullins spoke as part of the discussion on the report and asked the Head of Crawley Homes a number of questions over the proposed new Tenancy Policy, including seeking information over how the transition would work for flexible joint tenancies, mutual exchanges, downsizing and introductory tenancies. Following the response from officers, the Cabinet felt that the alacrity given had provided the confidence it needed to fully support the amended Policy.

RESOLVED

That the Cabinet:

- a) approves the Tenancy Policy (Appendix A to report [CH/199](#)) for adoption and subsequent publication.
- b) delegates authority to the Head of Crawley Homes, in consultation with the Cabinet member for Housing, to review and make amendments to the Tenancy Policy as further changes to legislation and statutory guidance are introduced.

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

- c) delegates to the Head of Crawley Homes the variation process required for introductory flexible tenancies under Section 103 of the Housing Act 1985

(Generic Delegation 3 will be used to enact this recommendation)

Reasons for the Recommendations

In line with the Localism Act 2011 and Regulatory Standards, it is a requirement for social landlords to have a policy in place which sets out their approach to offering tenancies and making best use of stock, as well as how they will manage and sustain tenancies.

The proposed tenancy policy sets out the Council's revised approach.

7. Exempt Information – Exclusion of the Public (Subject to Agenda Item 5)

RESOLVED

That in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

8. Waste and Recycling Contract Extension

Exempt Paragraph 3

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

The Cabinet Member for Environmental Services and Sustainability presented reports HPS/034 and HPS/034a of the Head of Major Projects and Commercial Services. The reports requested approval to extend the contract to the waste and recycling service and the replacement of the refuse vehicle fleet. The Cabinet was informed that the additional information contained within report HPS/034a provided further context regarding the evaluation of options and rationale for the recommendation regarding the proposed type of new refuse collection vehicles.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report [OSC/309](#) to the Cabinet following consideration of the matter at its meeting on 6 March 2023.

With the agreement of the Chair, Councillor Burgess, Burrett and Crow also spoke on the item and the Head of Major Projects and Commercial Services responded to their questions on the report.

Councillors Nawaz and S Mullins then spoke as part of the discussion on the item and in support of the report.

RESOLVED

That the Cabinet:

- a) approves the extension of the current Waste and Recycling Contract with Biffa Municipal for 26 months from 1st February 2024 until 31st March 2026, noting the resource implications set out in section 6 of report HPS/034.

- b) agrees to procure a new refuse vehicle fleet with a view to the new fleet coming into operation from 1st February 2024, and delegates the Head of Major Projects and Commercial Services to conduct the fleet procurement in accordance with the Council's Procurement Code.
- c) delegates the negotiation, approval and completion of all relevant legal documentation, of a new refuse vehicle fleet, to the Head of Major Projects and Commercial Services, Head of Governance, People and Performance, and Head of Corporate Finance, in consultation with the appropriate Cabinet member.

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

RECOMMENDATION 1

That Cabinet recommends Full Council to approve a supplementary capital estimate of £3m for the procurement of a new refuse fleet funded by:

- £1.6m from the Refuse Vehicle Replacement Reserve
- £0.18m from the Waste and Recycling Reserve
- £1.22m from the Capital Programme Reserve

Reasons for the Recommendations

The recommendations will enable continuity of the waste and recycling service in the coming years and will ensure the waste vehicle fleet is operating efficiently and fit for purpose. The recommendations will also enable the Council to assess options for making amendments to the local waste collection arrangements in response to the National Waste Strategy which the Government has indicated will be released in the 'near future'.

Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 8.12 pm

C MULLINS
Vice-Chair in the Chair

Crawley Borough Council

Minutes of Governance Committee

Monday, 13 March 2023 at 7.00 pm

Councillors Present:

P K Lamb (Chair)

J Bounds (Vice-Chair)

R D Burrett, D Crow, G S Jhans, M G Jones, Y Khan, R A Lanzer, T Lunnon, K McCarthy and S Pritchard

Officers Present:

Siraj Choudhury Head of Governance, People & Performance

Chris Pedlow Democracy & Data Manager

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor Burrett	Review of the Constitution (Minute 4)	Personal Interest – West Sussex County Councillor.
Councillor Crow	Review of the Constitution (Minute 4)	Personal Interest – West Sussex County Councillor.
Councillor Lanzer	Review of the Constitution (Minute 4)	Personal Interest – West Sussex County Councillor.

2. Minutes

The minutes of the meeting of the Governance Committee held on 24 January 2023 were approved as a correct record and signed by the Chair, subject to the following amendment to Minute 4. Polling Arrangements: May 2023: that within the first paragraph on page 6, where it states *polling district LLB (Broadfield Ward)*, that it be changed to read *polling district LBB (Broadfield Ward)*.

The Democracy and Data Manager provided the Committee with an update from the minutes of the previous meeting. It was confirmed that the polling place at Creasys Drive would be a temporary structure such as a portacabin. This was because the

former adventure playground site had been vandalised and damaged again. The Committee was also informed that, following further information from the Government, its request for a report containing the “number of electors who had been refused a ballot paper at the May 2023 election due to insufficient/unacceptable ID,” would not be possible. This information is only to be shared with Secretary of State and the Electoral Commission and could not be subject to a Freedom of Information request.

In response, the Committee requested that the Returning Officer be asked if the Council’s election staff could independently collect data on the effectiveness of the Voter ID process.

3. Public Question Time

No questions were asked by the public.

4. Review of the Constitution

The Committee considered report [LDS/197](#) of the Head of Governance, People & Performance which considered whether any amendments were required to the Constitution. The Democracy and Data Service Manager guided the Committee through each of the four sections of the report, where proposed changes to the Constitution were put forward for the Committee’s consideration. The Committee held individual debates and votes on each section.

Appointment of Independent Member(s) to the Audit Committee

The proposal sought the Committee’s view on the CIPFA advice that local authorities’ Audit Committees should have Independent Member(s) with a ‘financial background’, co-opted on to the Audit Committee to help provide a critical friend/challenge. It was noted that the views of current Audit Committee members were sought and they were in support of the proposal.

During the debate Members commented they were in collectively support of the proposal but felt that any co-opted member to any Committee should not be able to be appointed to either a Chair or Vice Chair position, especially as they would not have voting rights.

Clarification was sought as to the recruitment process for the proposed Independent Member(s) to the Audit Committee. It was confirmed that the proposal would mirror the approach used to recruit and appoint the Council’s Independent Person(s), including interviews with senior officers and then the proposed candidates being cleared by both Group Leaders prior to being put forward to Full Council for appointment. The Committee confirmed their support for this route.

RESOLVED

RECOMMENDATION 2

- a) That the Full Council be recommended that an independent member be co-opted as a non-voting member to the Audit Committee as of the 2023/24 municipal year, with the independent member being unable to hold the position of either the Chair or Vice Chair of the Audit Committee.
- b) That the recruitment process be delegated to the Head of Governance, People & Performance in consultation with the Section 151 Officer and the Chief Executive, with the proposed co-optee nominee being brought to Full Council for final appointment.

Allocation of Chairs and Vice Chair of Committees

The Committee considered Section 6 of the report which detailed the allocation table contained within the Constitution that set out how Chairs and Vice Chairs of Committees would be allocated. The allocation process was brought back to the Committee to be reviewed after it had been in place for two years following adoption, on request of the Chair of the Governance Committee.

The Committee held a long and vociferous debate over the current Allocation of Chairs and Vice Chair of Committees protocol during which Councillor Pritchard tabled a proposed revision to the protocol, which was seconded by Councillor Y Khan.

The Committee was split between support for the current existing arrangements and those Councillors supporting the tabled revision. Those that spoke in support of the status quo and against the tabled revision made comments including:

- The current table allocation took the politics out of the allocation and was based on a scientific approach i.e. determined by on the number of seats each party had.
- There was no evidence that the current protocol had not worked since it had been in place.
- The proposed table was a backwards step, but was not unexpected.
- Some felt cynical and felt that the change would damage relations between the Groups.

Those that spoke in support of Councillor Pritchard's proposal made comments including:

- The revised proposal would allow the Administration to have the opportunity to hold the casting vote of each Committee as they were the Party that the residents had placed in control of the Council, and therefore each Committee.
- It allowed the new Members of the Council at the AGM to be able to select who they felt should be Chairs and Vice Chairs of each Committee.
- It gave more flexibility over the selection of Chairs and Vice Chairs.
- The proposed approach would ensure that the Council was using the same approach that most Councils used across the county and the country.

In response to a question raised, it was confirmed that the most recent guidance by the Centre for Governance and Scrutiny (CfGS), made no reference (as its

predecessor had), over the suggestion that Scrutiny Commission/Committees should be chaired by an opposition Councillor. Officers also confirmed that they had not found any guidance from CIPFA regarding an opposition Councillor chairing Audit Committees.

Following the conclusion of the debate, a request was made for a recorded vote on Councillor Pritchard's proposal. The Chair of the Governance Committee invited the Democracy and Data Manager to commence the recorded voting process.

For the proposal: Councillors Jhans, Jones, Y Khan, Lamb, Lunnon, Malik, and Pritchard (6)

Against the proposal: Councillors Bounds, Burrett, Crow, Lanzer, and McCarthy (5)

Abstentions: None (0)

The Chair declared that the proposal was carried – votes in favour 6 and votes against 5 with 0 abstentions.

RESOLVED

RECOMMENDATION 3

That the Full Council be recommended to replace Part 2, Section 6.2 Chair and Vice Chair of Committees with the following:

“Chair and Vice Chair of Committees: The positions of Chair and Vice Chair for each Committee shall be elected by a simple majority at the Annual Meeting of the Full Council. The appointment of the Chair and Vice Chair of a Committee should not include Councillors from the same political group (where possible).”

Webcasting Formal Meetings of the Council

The Committee considered Section 7 of the report that sought a steer from the Governance Committee as to whether the Council should be webcasting formal meetings of the Council going forward (now that all meetings were being held in the new Town Hall) and if that was the case then to ensure that the constitutional groundwork was in place to enable that to happen. It was noted that the whilst the webcast technology was designed into the new committee rooms not all the equipment was in place and that webcasting would not be able to commence before Annual Full Council in May 2023 at the earliest.

A full debate was held on the concept of webcasting Council meetings with the Committee collectively being in agreement that the Council should be webcasting as many meetings as possible, whilst acknowledging that there may be cost implications.

During the debate Committee members expressed various views over the proposal as to what the correct retention period for the webcasting recording should be with the general feeling that the proposed retention of 6 months was too low. A number of options were suggested during the debate including retention for a calendar year, a municipal year, 15 months, and 6 years. In response to the discussion the Committee

was informed that the initial 6-month period was the retention for webcast meetings during the Coronavirus pandemic, and that it aligned with the Council's current retention protocol. Members were also informed that the timescale for the retention should be clear and not excessive as too long a period might lead to issues with regard to GDPR.

The Committee then agreed that the retention period should be a minimum of 6 months for all Committees initially and that further consideration could happen once and if webcasting had commenced.

RESOLVED

RECOMMENDATION 4

That the Full Council be recommended that:

- a) once the necessary functionality is available, all formal meetings of the Council (with the exception of the Employment Panel and Grants Appeal Panel), subject to cost and practicality, be webcast as soon as possible.
- b) recordings of webcast meetings be retained for a minimum of six months after the meeting takes place.
- c) the Head of Governance, People & Performance be delegated authority to make any necessary consequential amendments to the Council's Constitution.

Protocol on the Appointment of Honorary Aldermen and Honorary Freemen

The Committee considered Section 8 of the report that sought a steer from the Governance Committee as to a proposed revision to the Protocol on the Appointment of Honorary Aldermen and Honorary Freemen. It was noted that both Protocols had not been revised for a significant number of years and it was the only section of the current Constitution that had not been revised during the review in 2019. The Committee was informed that one of the key drivers for the revisions was linked to the statute that requires a two thirds Full Council majority for the Appointment of Honorary Aldermen and Honorary Freemen, which wasn't currently covered in the protocol.

During the debate a query was raised as to whether the 20-year service proposed in the Honorary Aldermen protocol could include combined services a Member of Parliament or Member of West Sussex CC along with services as a Borough Councillor. In response it was explained that Honorary Aldermen in statute must relate to the District/Borough Council bestowing the Honour. But those other elected bodies could be used as evidence to bestow the title of Honorary Freemen instead.

The Committee were in general support of the proposal, with Members feeling that the suggested 20 years minimum timescale was sensible compared to the current wording of 'Councillors who have served in that capacity for a significant time...greater than the average length of service'.

A number of clerical corrections to the proposed Protocols were raised, and the Committee supported those revisions and requested that they be changed by Officers accordingly, prior to submission to Full Council.

RESOLVED

RECOMMENDATION 5

That the Full Council be recommended that the revised Protocol on Appointment of Honorary Aldermen/Women or Honorary Freeman/Women which is set out as Appendix A be adopted.

5. Review of Provisions Relating to Call-In and Urgency

The Committee was advised that there had been three cases, Covid-19 Additional Relief Fund (CARF) – Revised, Council Tax Government Discretionary ‘Energy Rebate’ Scheme – Revised and Warn Hubs respectively, since the last report, where items have been protected from the Call-In Procedure on the grounds of urgency as provided for in Call-In Procedure Rule 8. Details of those decisions protected from Call-In were set out in report LDS/196 of the Head of Governance, People & Performance.

RESOLVED

That no change to the provisions relating to Call-In and Urgency be made.

Closure of Meeting

With the business of the Governance Committee concluded, the Chair declared the meeting closed at 8.35 pm

P K Lamb
(Chair)

Appendix A

PROPOSED Protocol on Appointment of Honorary Aldermen or Honorary Freemen

PROTOCOL ON APPOINTMENT OF HONORARY ALDERMEN/WOMEN OR HONORARY FREEMEN/WOMEN

1. CRITERIA FOR NOMINATIONS OF HONORARY ALDERMEN/WOMEN

- 1.1. Nominees for Honorary Aldermen/women should be former Councillors who have served a minimum total length of 20 years in that capacity. Their length of service is normally substantially greater than the average length of service per Councillor. Nominees should also have given service to the wider community in a role outside of their duties as a Borough Councillor. This might include notable work with the voluntary sector, with educational bodies, with other Local Authorities covering the geographical areas of the Borough, or any other body that the Council deems appropriate.

2. CRITERIA FOR NOMINATIONS OF HONORARY FREEMEN/WOMEN

- 2.1. Nominees for Honorary Freemen/women should be either individuals that have given extraordinary service to the town over a prolonged period, or who, by their action, have brought significant distinction to the town.
- 2.2. These honours will be given infrequently as they are a reward for exceptional service.

3. PROCEDURE FOR NOMINATING HONORARY ALDERMEN/WOMEN

- 3.1. Following any Borough election, the Head of Governance, People & Performance will consult with each Group Leader to decide whether to put forward any eligible former Councillors for consideration of Honorary Alderman honours. If any names are proposed for nomination, the first Governance Committee post-Borough election will consider a report which details the names and total length of service of those former Councillors.
- 3.2. This Governance Committee would be expected to recommend that the Mayor convene an Extraordinary Meeting of the Full Council to bestow the title of Honorary Alderman/woman on those former Councillors (this Extraordinary Meeting will usually be convened to take place immediately before, or at the conclusion of, the July meeting of the Full Council).
- 3.3. Before an Extraordinary Meeting of the Full Council is convened, the Head of Governance, People & Performance will contact any nominees to ensure they would like to receive the honour.

4. PROCEDURE FOR NOMINATING HONORARY FREEMEN/WOMEN

- 4.1. Before a nomination is made, the Head of Governance, People & Performance should be contacted, who will then consult the Mayor (as a matter of courtesy) and the Leader of each political group.
- 4.2. If the Head of Governance, People & Performance is satisfied that the person nominated is likely to receive the support of the Full Council, they will take a report to the Governance Committee for its consideration.
- 4.3. This Governance Committee would be expected to recommend that the Mayor convene an Extraordinary Meeting of the Full Council to bestow the title of Honorary Freeman/woman.
- 4.4. Before any formal arrangements are made, the Head of Governance, People & Performance will contact the nominated person to ensure they would like to receive the honour.

5. APPOINTMENT OF HONORARY ALDERMEN/WOMEN OR HONORARY FREEMEN/WOMEN

- 5.1. Nominations for both Honorary Aldermen/women and Honorary Freeman/women will be considered at an Extraordinary Meeting of the Full Council which has been convened for the sole purpose of considering the nominations.
- 5.2. Any resolution by the Full Council to bestow these honours must be passed by no less than two thirds of the Councillors voting on the matter.

Agenda Item 8

Full Council

29 MARCH 2023

NOTICE OF MOTION 1 – MOTION OPPOSING LONDON ULEZ EXPANSION

Mover Councillor Crow and Seconder Councillor Burrett

This Council notes that:

The London Ultra-Low Emission Zone (ULEZ) currently covers the area within the North and South Circular Roads only.

The Mayor of London, Sadiq Khan, plans to extend the ULEZ to cover all London Boroughs from 29 August 2023.

On Thursday 16 February 2023, a coalition of five councils opposed to the ULEZ expansion, comprising four outer London Boroughs (Bexley, Bromley, Harrow and Hillingdon) and Surrey County Council, launched a Judicial Review to challenge TfL and the Mayor of London's decision to expand the ULEZ to outer London boroughs.

The proposed ULEZ extension would mean its outer boundary would apply from Farthing Way (the A23) in Coulsdon, which is only 11.9 miles away from Crawley's boundary on the M23 at Junction 9 near Gatwick, which can be a drive of under 15 minutes.

The daily charge to enter the London ULEZ is £12.50 for vehicles that are not exempt, with the penalty for not paying set to rise to £180.

The charge is levied from midnight to midnight, meaning that non-exempt vehicles entering the zone in the evening and exiting after midnight would be charged £25 for one trip to anywhere in London.

Many Crawley residents have a need to travel by car to outer London Boroughs for a variety of purposes, including work and specialist hospital appointments. Residents on lower incomes are more likely to own older vehicles that are not exempt from paying the ULEZ charge.

This Council resolves:

To formally oppose the expansion of London's Ultra Low Emission Zone and to state this opposition and the negative impacts for Crawley residents in a written representation to the Mayor of London.

This page is intentionally left blank