



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 - Town Hall**, on **Wednesday, 18 October 2023 at 7.30 pm**

Nightline Telephone No. 07881 500 227

A handwritten signature in black ink, appearing to be 'J. De...'. The signature is fluid and cursive.

Chief Executive

Please contact Democratic Services if you have any queries regarding this agenda.
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Published 10 October 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.

If required, following the meeting's initial extension, further votes may be taken to extend the meeting by periods not exceeding 30 minutes in each case. Once the vote to extend falls then the guillotine will come into effect.



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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 – 19 July 2023 To approve as a correct record the minutes of the meeting of the Full Council held on 19 July 2023.	5 - 30
4. Minutes – 19 September 2023 To approve as a correct record the minutes of the meeting of the Extraordinary Full Council held on 19 September 2023.	31 - 34
5. Communications To receive and consider any announcements or communications, including any additional Cabinet Member announcements.	
6. 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.	
7. 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>	35 - 84

	Pages
<p>8. Notice of Motion 1 - Improving Policing in Crawley</p> <p>To consider, in accordance with Full Council Procedure Rule 1.1-H, the Notice of Motion to be moved by Councillor Lamb and seconded by Councillor Yasmin Khan.</p>	85 - 86
<p>9. Notice of Motion 2 - Recycling Rates</p> <p>To consider, in accordance with Full Council Procedure Rule 1.1-H, the Notice of Motion to be moved by Councillor Crow and seconded by Councillor Hellier.</p>	87 - 90
<p>10. Notice of Motion 3 - Support for Care Leavers</p> <p>To consider, in accordance with Full Council Procedure Rule 1.1-H, the Notice of Motion to be moved by Councillor Millar-Smith and seconded by Councillor Mwangale.</p>	91 - 92
<p>11. Councillors' Questions Time</p> <p>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.</p> <p>There are two methods for Councillors asking questions:</p> <ol style="list-style-type: none"> 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. <p>Councillors have the opportunity to ask oral supplementary questions in relation to either of the methods above.</p>	
<p>12. Receiving the Minutes of the Cabinet, Overview and Scrutiny Commission and Other Committees including Items for Debate</p> <p>To receive the minutes of the meetings of the Cabinet, Overview and Scrutiny Commission and Committees, as listed on page 35, and set out in the appendices to this item and to debate any Reserved Items contained within those Minutes.</p> <p><i>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.</i></p>	

13. Supplemental Agenda

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

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Crawley Borough Council

Minutes of Full Council

Wednesday, 19 July 2023 at 7.30 pm

Councillors Present:

J Hart (Mayor)

K Khan (Deputy Mayor)

Z Ali, I Ashraf, M L Ayling, T G Belben, J Bounds, C M Burke, J Charatan, D Crow, H Hellier, I T Irvine, K L Jaggard, G S Jhans, Y Khan, M G Jones, P K Lamb, R A Lanzer, T Lunnon, K McCarthy, C J Mullins, S Mullins, M Mwagale, A Nawaz, A Pendlington, S Piggott, S Pritchard, S Raja, T Rana, J Russell and S Sivarajah

Also in Attendance:

Mr Russell Brown and Mr Peter Nicolson

Officers Present:

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

Apologies for Absence:

Councillor B J Burgess, M Morris, B Noyce and D M Peck

Absent:

Councillor J Millar-Smith

1. Disclosures of Interest

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

2. Minutes

The minutes of the meeting of the Full Council held on 26 May 2023 were approved as a correct record and signed by the Mayor, subject to the following amendment to Appednix A of minute 9

That on page 17 of the minutes, paragraph 1.3.1 be changed to read

'1.3.1 The Leader has appointed the Cabinet Member for Planning and Economic Development as Deputy Leader of the Council.'

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Replacing

'1.3.1. The Leader has appointed the Cabinet Member for Leisure and Wellbeing as Deputy Leader of the Council.'

3. Communications

The Mayor updated the Council on recent events. At the last Full Council meeting, she had the privilege of being elected as Crawley Mayor for a second term. The very next day she took part in a Diverse Crawley event as well as meeting the Portuguese community at Bernadette's Church. More recently she was invited to Armed Forces Day with representatives from 4PWRR, cadet forces and the 4FVBC which is the Mayor's charity for this year. The Mayor was invited to Metrobus depot in Crawley to witness the launch of the Metrobus hydrogen fleet of buses, followed by a trip to the Apple Tree Centre to open the indoor cricket nets – the only ones in Crawley. The Mayor conveyed thanks to the Council for putting its faith in her again this year.

4. Public Question Time

Questioner's Name	Name of Councillor Responding
<i>Mr Cooban, Three Bridges and Member of Three Bridges Forum –</i>	<i>Councillor Nawaz (Cabinet Member for Planning and Economic Development)</i>
My question is in connection to the way the current planning application to Telford Place is being dealt with, particularly with regards to the proposal to remove a perfectly good mature Oak Tree. My aim is to stop this from happening. I've asked for reconsideration of the approach, employing the council's adopted validation requirements to rectify what I have identified as a fundamental failure in the pre-application arboricultural assessment process. The Council as LPA is pre-judging the matter of balance between various material considerations to the exclusion of possible layouts that could retain the oak and denying full comparison through the planning application process. I've been told that the validation process is not a matter for further discussion with the Planning department and therefore my previous unanswered question remains, is there a higher level of Council scrutiny or democratic service to whom this can be referred?	As this is subject to a live planning application and as a Planning Committee member I do not wish to comment on this question.
<i>Supplementary Question –</i>	<i>Councillor Jones (Leader of the Council)</i>
How confident are you that the Planning	Thank you for your question Mr Cooban. As Councillor Nawaz has said there is a live planning application so it is difficult to comment without prejudicing the Planning Committee process. I do know there are plans within that application, should it be accepted, that would have several trees planted in place of the one being discussed.
	<i>Councillor Jones (Leader of the Council)</i>
	I cannot comment on what the Planning

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Questioner's Name	Name of Councillor Responding
Committee will be prepared to accept an officer recommendation to permit a planning application that objections to the avoidable destruction of prominent, high quality, mature, healthy oak tree will show as being sacrificed for the only measurable benefit as saving 9 replaceable parking spaces?	Committee might or might not decide. I apologise Mr Cooban, but we have much correspondence on this matter.

5. Recommendation 1 – Changes to the Licensing Committee Functions

The Full Council considered report [HCS/062 / LDS/204](#) of the Head of Community Services and Head of Governance, People & Performance, as set out in the supplementary agenda. Councillor Lamb as Chair of Governance Committee introduced the item which summarised a number of proposed changes to the functions of the Licensing Committee set out in the Council's Constitution, which aimed to clarify and streamline the decision-making process. Appendix A to the report provided detail on each of the proposed additions, amendments, or deletions.

The recommendation was seconded and supported by Councillor Bounds.

Councillor Ashraf as Chair of Licensing Committee also spoke on this item.

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

RESOLVED

That the Full Council be recommended to amend the Licensing Committee functions as set out in Appendix B to these minutes.

6. Recommendation 2 – Financial Outturn 2022/2023: Budget Monitoring - Quarter 4

The Full Council considered report [FIN/623](#) of the Head of Corporate Finance. Councillor Jones as Leader of the Council presented the report on the quarter 4 budget monitoring, which set out a summary of the Council's outturn for the year for both revenue and capital spending for the financial year 2022/23. It identified the main variations from the approved spending levels and any potential impact on future budgets.

The recommendation was seconded and supported by Councillor Nawaz.

Councillor Crow also spoke on this item.

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

RESOLVED

That Full Council approves

- a) the transfers of reserves as outlined in section 10 of report [FIN/623](#).
- b) a supplementary capital estimate of £160,000 for the repair of 49/51 High Street to be funded from capital receipts (para 8.12 of report [FIN/623](#)).

7. Recommendation 3 – Alcohol-Related ASB - PSPO Extension

The Full Council considered report [HCS/058](#) of the Head of Community Services. Councillor Jones as Leader of the Council presented the report, which stated that the current PSPO which prohibits alcohol-related anti-social behaviour across the Borough was due to expire on the 21 October 2023 and a decision was required by Full Council renew the PSPO for a further 3 years. It was noted that a consultation took place on the continuation of the PSPO between 10 May and 7 June 2023 which included seeking the views of Sussex Police, PCC, West Sussex CC, Crawley and Gatwick Business Watch and Crawley Town Centre BID. 103 responses were received with 87% of those respondents supporting the extension of the PSPO and 81% of respondents feeling that the PSPO has had a positive impact on those living in Crawley.

The recommendation was seconded and supported by Councillor Yasmin Khan.

Councillors Crow, C. Mullins, McCarthy, Irvine, Lanzer, K Khan and Lamb all spoke on the recommendation.

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

RESOLVED

That Full Council agrees:

- a) to extend for a period of 3 years the Borough wide Public Spaces Protection Order (PSPO) to prohibit the consumption of alcohol where that consumption contributes to, is linked to or is associated with nuisance or annoyance to members of the public or a section of the public, or to disorder in the borough of Crawley as set out in [Appendix C](#) to the minutes.
- b) that fixed penalties imposed for breaches of the PSPO to be maintained at £100.

8. Recommendation 5 - Interim Appointments of Acting Chief Executive, Head of Paid Service, Returning Officer and Electoral Registration Officer

The Full Council considered report [CEX/064](#) by the Chief Executive. The report stated that the Council had a statutory duty to appoint a Head of Paid Service, Returning Officer, and Electoral Registration Officer for the Borough. At Crawley Borough Council these positions are designated to the Chief Executive. With the impending departure of Natalie Brahma-Pearl as the Council's Chief Executive, from 21 September 2023 these posts were to become vacant. The Council was required to

appoint to these posts in the interim, until such time as a new Chief Executive is appointed and in post.

The recommendation was moved by Councillor Jones and seconded by Councillor Crow.

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

RESOLVED

- 1) That Ian Duke (Deputy Chief Executive) be appointed Acting Chief Executive, Head of Paid Service, the Council's Returning Officer, and Electoral Registration Officer, until a newly appointed Chief Executive is in post.
- 2) That the Head of Governance, People & Performance be empowered to amend the Council's Constitution and the relevant Schemes of Delegation to take into account the above interim appointments, to ensure that the Council is able to function seamlessly in the interim.

9. Recommendation 6 - Appointment of an Independent Member of the Audit Committee

The Full Council considered report FIN/628 by the Head of Corporate Finance. The report proposed a nomination for the Independent Member of the Audit Committee, following an interview process with the Chief Executive and Head of Corporate Finance.

The recommendation was moved by Councillor Charatan as Vice Chair of the Audit Committee, who informed the Full Council that Mr UI Haque had an extensive background in audit, accountancy and finance. He had considerable knowledge of risk management and governance and currently served as an Independent Member on the Audit, Governance and Standards Committees for Essex County Council.

Councillor Belben seconded the recommendation.

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

RESOLVED

That Mr Atta UI Haque be appointed as the Independent Member of Audit Committee for a two year period (until 31 July 2025) with the option of a further two years.

10. Recommendation 7 - Notification of Decision Taken Under Special Urgency and Protected from Call-In

Councillor Jones, as Leader of the Council, introduced the item which was set out on page 3 of the agenda. The item informed the Full Council that the Chief Executive had protected three decisions from Call-In (in accordance with Call-In Procedure Rule 8.3).

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The first decision, which was taken on 26 April 2023, was to award the contract for the waste vehicle replacement programme. This decision was protected from Call-In to ensure there were no delays in ordering the vehicle to safeguard the vehicle delivery timescales were met whilst also guaranteeing against any further cost increase particularly with known supply chain issues and cost increases. The decision was reported in Councillors' Information Bulletin [IB/1179](#).

The second decision, which was taken on 28 April 2023, was to add £210k to the capital programme for the Benefits online system and Document Management System funded from the Wellbeing Reserve set up for that purpose. This decision was taken under the Special Urgency provisions and protected from Call-In to ensure there were no significant delays in the implementation of the project as the approved framework for the procurement would have expired. The decision was reported in Councillors' Information Bulletin [IB/1179\(a\)](#).

The third decision, which was taken on 28 April 2023, was to enter into a Deed of Variation for the Sport and Leisure Management Contract and approve the continuation of contract as a future option for the sport and leisure management contract, along with associated costs. This decision was taken under the Special Urgency provisions and protected from Call-In to ensure the continued delivery of the sport and leisure service and ensure income generation for the Council. The decision was reported in Councillors' Information Bulletin [IB/1179\(a\)](#).

Councillor Jones moved the recommendation, which was seconded by Councillor Nawaz.

Councillor Lanzer also spoke on the item.

RESOLVED

The Full Council notes the use of the Protection from Call-In provision by the Chief Executive in respect of the decisions relating to the award of contract for the waste vehicle replacement programme, the use of capital funds for the Benefits online system and Document Management System and the entering into a Deed of Variation for the Sport and Leisure Management Contract respectively.

11. Recommendation 8 - Notification of Urgent Action Taken by the Chief Executive

Councillor Jones as Leader of the Council introduced the item which was set out on page 4 of the agenda. The item informed the Full Council that the Chief Executive had taken an urgent decision under Urgent Action Full Council Procedure Rule 15, which is set out in the Council's Constitution.

The decision, which was taken on 5 May 2023, was to require urgent funds to employ extra Housing Officers, who are needed so the Council can support and handle the extra demands that will be placed on the team following the processing of British Citizenship applications from the British Overseas Territories. The Council had been informed by the relevant Government Departments (HO/FCDO) that they will be looking to issue determination decisions shortly and therefore the Council needs to be prepared. There was no capacity in the current team to absorb this work.

This decision was reported in Councillors' Information Bulletin [IB/1181](#).

Councillor Jones moved the recommendation, which was seconded by Councillor Irvine.

Councillor Crow also spoke on the item.

RESOLVED

The Full Council notes that the Chief Executive has taken an urgent decision in relation to the use of urgent funds to employ extra Housing Officers.

12. Notice of Motion 1- Motion Opposing London Ulez Expansion

The Council considered the Notice of Motion 1 '[Opposing London Ulez Expansion](#)' - as set out on page 99 of the agenda.

This motion was originally considered at the 29 March 2023 Full Council, where the Councillors resolved:

'To seek advice on the ULEZ expansion scheme from West Sussex County Council as the local authority in the area for dealing with highways and transport-related matters and from the Council's Sustainability and Climate Emergency teams and for the motion as originally worded by the proposer and seconder to be referred to the Full Council Meeting in July 2023 for a decision.'

The Motion was moved and presented by Councillor Crow, who in doing so gave further explanation of the reasoning behind the Motion. As part of moving the Motion Councillor Crow commented that he would be aiming to move a further amendment from the floor in response to the published amendment, once that had been formally moved.

A Point of Order was called by Councillor Lamb, stating that Councillor Crow could not move such an amendment, because Full Council Procedure Rule 12.2, states:

an amendment MUST only seek to make the following change(s) to the original recommendation or Notice of Motion:

- a) *Refer the matter to an appropriate body or individual for (re)consideration.*
- b) *Remove words.*
- c) *Replace words.*
- d) *Insert additional words*

In response Councillor Crow moved a Procedural Motion 13.1q, '*To suspend a particular Full Council Procedure Rule*', with Full Council Procedure Rule 12.2 being proposed to be suspended.

The Mayor called for a vote on the proposed Procedural Motion amendment. There were 12 votes in favour, 19 against and 0 abstentions. The procedural motion fell.

Following the vote, the Mayor confirmed that the Point of Order raised by Councillor Lamb was indeed correct and as such Councillor Crow would not be able to move a verbal amendment if it amends the proposed Labour amendment.

Councillor Ali then seconded the Motion.

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Councillor Jones then moved and presented [Amendment 1](#) (as shown in the Supplementary Agenda Order Paper). The Amendment was seconded by Councillor Yasmin Khan.

A single debate occurred on both the recommendation and the proposed amendment. Councillors McCarthy, Lunnon, Lanzer, C Mullins, Pritchard, S Mullins and Lamb all spoke during the debate.

Councillor Crow used the right to reply to speak at the end of the debate.

The Mayor called for a vote on the proposed amendment on the Motion. There were 19 votes in favour, 12 against and 0 abstentions. The amendment was carried.

The Mayor then called for a vote on the substantive Motion as amendment. There were 19 votes in favour, 0 against and 12 abstentions. The Motion was carried.

RESOLVED

This Council notes that:

The London Ultra-Low Emission Zone (ULEZ) currently covers the area within the North and South Circular Roads only. The aims of the ULEZ to improve air quality, reduce pollution and improve health.

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:

- 1) to formally request, on behalf of Crawley residents, that the expansion of London's Ultra Low Emission Zone be paused until after modelling is produced by TfL to evidence the anticipated scheme impacts on traffic flows/ emissions/

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pollution levels outside Greater London, in a written representation to the Mayor of London from the Leader of the Council and the Cabinet Member for Environmental Services, Sustainability and Climate Change

- 2) to formally request that West Sussex County Council as the appropriate local authority responsible for Highways and transport matters match the mitigation package being provided in London for those local businesses within the Borough who can demonstrate that their business requires them to travel regularly into the new ULEZ.

13. 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.

14. Councillors' Questions Time

Name of Councillor asking Question	Name of Cabinet Member Responding
<i>Councillor Jaggard to the Cabinet Member for Planning and Economic Development</i> <u>Supplementary question to written question –</u> I'm delighted that the structural integrity of our car parks is being taken seriously and that further reports and surveys will be undertaken following the advice from the Institute of Structural Engineers. My follow-on question relates to the impact of vibrations on the town hall car park structure from both the current district heat network boiler and from any expansion in phase 2. I know there are dampeners on the boiler which reduce vibrations and I know from the people living in Geraint Thomas House that they're unhappy about the perception of vibrations. Have these vibrations been monitored or considered when assessing the Town Hall car park and if not, could they be considered during the inspections that take place?	<i>Councillor Jones, Leader of the Council –</i> Thank you for your question Councillor Jaggard. The structural integrity of our buildings is always taken seriously. Until this question was raised I was not aware of vibrations in relation to Geraint Thomas House, but I will ask the officers to look into this further and a response will be supplied in due course.
<i>Councillor Piggott to the Cabinet Member for Leisure & Wellbeing</i>	<i>Councillor Chris Mullins, Cabinet Member for Leisure & Wellbeing</i>

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<p><u>Supplementary question to written question –</u></p> <p>Table 1 in the answer provided helpfully breaks down the ‘pay and play’ tickets and the season tickets sold. Please can you kindly provide more information as to how these relate to column 1?</p>	<p>Thank you for your question. We have only been going since 23 May, so the data shows some good attendance and very little rejection. The objective in working with the Lawn Tennis Association was to improve the tennis courts and improve attendance for the people of Crawley and as you can see there is no historic data, but we will be able to come back in a few months’ time with some further figures as a comparison. I think we should also thank lfield Tennis Club who have also upgraded their facilities, and along with this project it increases tennis access for the community.</p>
<p><i>Councillor Crow to the Cabinet Member for Planning and Economic Development</i></p> <p><u>Supplementary question to written question –</u></p> <p>Thank you for the response to the question. It would appear we had two summers in which they were working; 2018 and 2019 but unfortunately as the answer mentions due to works completion they won’t be working until late September, and this will be four summers where the town has not had the fountains. I accept there was Covid in 2020 and 2021 but it is disappointing they will not be working this summer, but it would be beneficial if the Cabinet Member could express an apology for the failure for the delay and please could we understand the reasons for the delay and where the liability rests?</p>	<p><i>Councillor Nawaz, Cabinet Member for Planning and Economic Development</i></p> <p>There has been a technical fault which has occurred which has unfortunately caused the delay. We are working to resolve the issue and the fountains should be back on this September, although hopefully sooner. We are looking at options with regards to liability after the works are complete.</p>
<p><i>Councillor Pritchard to the Cabinet Member for Public Protection</i></p> <p>During the week, I noticed the Mayor and the Cabinet Member for Public Protection shared a helpful post about the national ‘Ask for Angela’ campaign, which is a great scheme for women to escape situations where they find themselves vulnerable on nights out. Please can I ask the Cabinet Member if all bar staff in Crawley are trained on how to deal with women who ‘Ask for Angela’ and ask whether there is a corresponding system for men and if staff are training in this?</p>	<p><i>Councillor Y Khan, Cabinet Member for Public Protection</i></p> <p>Yes, all bar staff are aware of ‘Operation Angela’ and for men it’s ‘Operation Andy’. I am pleased to say we are developing and promoting another scheme where we will be helping the licensed premises with regards to instances of spiking and the use of bottle stoppers.</p>
<p><i>Councillor McCarthy to the Cabinet Member for Housing</i></p> <p>Following on from residents’ complaints from</p>	<p><i>Councillor Irvine, Cabinet Member for Housing</i></p> <p>Thank you for your question. I’m not sure it</p>

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<p>Forge Wood, when are the shops going to be built? When is the community centre going to be released to the community management group, so they can start sub-letting and generate some income?</p> <p>Also, as developers have consistently missed their trigger points and are dragging their heels, how are we going to get some traction on this matter?</p>	<p>fully falls within my portfolio, but I'll find out more as it's important to the local residents and get back to you.</p>
<p><i>Councillor Russell to the Cabinet Member for Leisure & Wellbeing</i></p> <p>What adjustments were made to the Wakehams Green play area following consultation and what other such developments are in the pipeline?</p>	<p><i>Councillor C Mullins, Cabinet Member for Leisure & Wellbeing</i></p> <p>Thank you for the question. We are about to start the development of Wakehams Green play area following the consultation so the views and wishes of the community have been taken into account. All of the recent refurbished ones that have been designed in the town have been undertaken with public consultation. We have a priority list of sites based on immediate need and we have budget until 2024.</p>
<p><i>Councillor Belben to the Cabinet Member for Resources</i></p> <p>Please can you kindly inform councillors how many leases have been signed and will be taken up in the next 3-6 months and what rent free periods have been given to secure businesses for the town hall?</p> <p><u>Supplementary question –</u></p> <p>What would you say would be acceptable in terms of occupation for the town hall floors going forward?</p>	<p><i>Councillor Jones, Leader of the Council</i></p> <p>It is difficult for us to talk in too much detail about the potential interest in the town hall floors. However I did announce last week we have our first tenant, and the first half floor six has been leased. Our agents are actively showing interested parties and companies around.</p> <p>In the Medium Term Financial Strategy, the Council would be meeting its target if we filled a floor a year.</p>
<p><i>Councillor Jhans to the Leader of the Council</i></p> <p>Many of you know I commute to work, and I see first hand how important our local rail ticket offices are for many people. Whilst I use an app on my phone not everyone can do this or use the ticket machines. Please can I ask the Leader to please write to the Secretary of State for Transport and ask him to abandon the plan being undertaken to close the railway ticket offices at Three Bridges, Crawley and Ifield.</p>	<p><i>Councillor Jones, Leader of the Council</i></p> <p>I support everyone who is protesting about these closures and agree that these closures should not go ahead, and I am more than ready to write to the Secretary of State for Transport to ask him to abandon these plans and I will do so later this week. The one place you could always rely on and find someone on the station in the past was to go to the ticket office and whilst I'm sure there will some reassurance it won't transpire.</p>

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<p><i>Councillor Hellier to the Cabinet Member for Planning and Economic Development</i></p> <p>In relation to Three Bridges station forecourt improvements, please can you give us an idea of the timeline of the start of this project but also what exactly is going to be in place to manage the disruption. There are currently cones in the middle of the forecourt which stops people turning, there is a large volume of traffic building up and there is already a lot of disruption. I would like to know what we have in place as a Council.</p>	<p><i>Councillor Nawaz, Cabinet Member for Planning and Economic Development</i></p> <p>We will be working with Highway Services very closely on this project and we are talking to rail companies at the moment to agree details with them. I will get more accurate timelines from the officers and pass those on.</p>
<p><i>Councillor Lunnon to the Cabinet Member for Leisure & Wellbeing</i></p> <p>Paddle ball is a developing sport around the county. Do you think we will be able to bring it to Crawley in the future?</p>	<p><i>Councillor C Mullins, Cabinet Member for Leisure & Wellbeing</i></p> <p>It has come about recently and there are a couple of companies that are interested. I like developing new sports and it is healthy activity for the community.</p>
<p><i>Councillor Lamb to the Cabinet Member for Housing</i></p> <p>Alongside Councillors Jhans and Raja I have been campaigning for some time to secure improvements to the garden area at Carey House for the elderly residents. I was wondering if the Cabinet Member for Housing could update us as to what is happening to that particular project?</p>	<p><i>Councillor Irvine, Cabinet Member for Housing</i></p> <p>Yesterday I was invited to an event at Carey House which is one of the flagship sheltered schemes and I was shown around what had been completed by the social value work with Wates. As a result of this we're getting two new flats, from what was originally an old garage. In addition to this, there is now a garden. Labour, materials and commitment had been provided by Wates, and they had also made other donations too. These are good examples of public sector and private sector working together to improve the lives of the local community.</p>

15. 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

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

Moved by Councillor K Khan (as the Deputy Mayor):-

RESOLVED

That the following reports be received:

- Audit Committee – 20 March 2023
- Planning Committee – 3 April 2023
- Planning Committee – 24 April 2023
- Overview and Scrutiny Commission – 5 June 2023
- Licensing Committee – 12 June 2023
- Governance Committee – 13 June 2023
- Audit Committee – 21 June 2023
- Overview and Scrutiny Commission – 26 June 2023
- Cabinet – 28 June 2023
- Planning Committee – 3 July 2023
- Overview and Scrutiny Commission – 10 July 2023
- Cabinet – 12 July 2023

There were no items for debate.

17. 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.

18. Recommendation 4 - Town Hall Site Redevelopment Phase 2 & Phase 1 Final Account Confidential (PART B)

The Full Council report DCE/17 of the Deputy Chief Executive. Councillor Jones, the Leader of the Council, introduced the report which provided an update on the Town Hall Site Redevelopment project and sought approval for the next steps. The recommendation was seconded and supported by Councillor Nawaz.

Councillor Crow then moved and presented Amendment 1 to Recommendation 4 (as shown in the Supplementary Agenda Order Paper on [page 23](#)). The amendment was seconded by Councillor Piggott who also spoke on the item.

Councillors Belben and Lunnon spoke on the recommendation and the amendment.

The Mayor called for a vote on the proposed amendment. There were 12 votes in favour, 19 against and 0 abstentions. The amendment fell.

The Mayor then called for a vote on the substantive recommendation. There were 19 votes in favour, 0 against and 12 abstentions. The recommendation was carried.

RESOLVED

That Full Council approves:

- a) the supplementary capital estimate of £750,000 for the preparation of the old Town Hall site for redevelopment. Funded from existing capital resources and to note that there may be future borrowing for the current capital programme.
- b) the supplementary capital estimate of £1.735m in respect of the Town hall project, funded from existing capital reserves. In addition to transfer the budget and amend funding in respect of the Phase 2 housing budget to the Town Hall project.

Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 10.53 pm

J Hart (Mayor)

Agenda Item 3

Full Council (39)
19 July 2023

Disclosures of Interest

Appendix A

Councillor	Item and Minute	Meeting	Type and Nature of Disclosure
Councillor Lanzer	Appointments and Membership (Minute 6)	Overview and Scrutiny Commission 5 June 2023	Personal Interest – West Sussex County Councillor.
Councillor Lanzer	Appointments and Membership (Minute 6)	Overview and Scrutiny Commission 5 June 2023	Personal Interest – WSCC Cabinet Member for Public Health and Wellbeing.
Councillor Lunnon	Update on K2 Crawley (Minute 7)	Overview and Scrutiny Commission 26 June 2023	Personal Interest – Member of Crawley Athletics Club
Councillor Ali	Notice of Motion 1 - Motion Opposing London Ulez Expansion	Full Council 19 July 2023	Personal Interest – Member of WSCC
Councillor Bounds	Notice of Motion 1 - Motion Opposing London Ulez Expansion	Full Council 19 July 2023	Personal Interest – Occasionally travel in Ulez zone for work
Councillor Crow	Notice of Motion 1 - Motion Opposing London Ulez Expansion	Full Council 19 July 2023	Personal Interest – Member of WSCC
Councillor Jhans	Notice of Motion 1 - Motion Opposing London Ulez Expansion	Full Council 19 July 2023	Personal Interest – Has non-compliant car and also occasionally travel into Ulez zone.
Councillor K Khan	Notice of Motion 1 - Motion Opposing London Ulez Expansion	Full Council 19 July 2023	Personal Interest – Works in area affected by Ulez
Councillor Lamb	Notice of Motion 1 - Motion Opposing London Ulez Expansion	Full Council 19 July 2023	Personal Interest – Notionally works in Ulez area
Councillor Lanzer	Notice of Motion 1 - Motion Opposing London Ulez Expansion	Full Council 19 July 2023	Personal Interest – Member of WSCC
Councillor McCarthy	Notice of Motion 1 - Motion Opposing London Ulez Expansion	Full Council 19 July 2023	Personal Interest – Occasionally travels in Ulez zone.
Councillor Mwangale	Notice of Motion 1 - Motion Opposing London Ulez Expansion	Full Council 19 July 2023	Personal Interest – Occasionally travels in Ulez zone.
Councillor Nawaz	Notice of Motion 1 - Motion Opposing London Ulez Expansion	Full Council 19 July 2023	Personal Interest – Occasionally travels in Ulez zone.
Councillor Pendlington	Notice of Motion 1 - Motion Opposing London Ulez Expansion	Full Council 19 July 2023	Personal Interest – Work HQ office is in Ulez zone

Agenda Item 3

Full Council (40)
19 July 2023

Councillor Raja	Notice of Motion 1 - Motion Opposing London Ulez Expansion	Full Council 19 July 2023	Personal Interest – Occasionally travels into Ulez zone.
Councillor Rana	Notice of Motion 1 - Motion Opposing London Ulez Expansion	Full Council 19 July 2023	Personal Interest – Husband is taxi driver and travels into Ulez zone.
Councillor Russell	Notice of Motion 1 - Motion Opposing London Ulez Expansion	Full Council 19 July 2023	Personal Interest – Occasionally travels into Ulez zone.
Councillor Sivarajah	Notice of Motion 1 - Motion Opposing London Ulez Expansion	Full Council 19 July 2023	Personal Interest – Husband is private hire driver and travels into Ulez zone.

PROPOSED AMENDMENTS TO THE LICENSING COMMITTEE FUNCTIONS

Appendix B

DECISIONS WHICH WILL BE TAKEN BY THE LICENSING COMMITTEE

All of the responsibilities of the Licensing Committee (detailed in Paragraph 2) are delegated to the Head of Community Services* except the following which are reserved to the Committee:

Function	Proposed action (i.e. delete, amend, add)	Reason for amendment
a) Review of fees and charges, including the annual review, in respect of functions of the Licensing Committee in order to recover the cost of the service as allowed by statute or where statutory provisions do not apply, by the limits set out in the Budget Strategy.	Delete	To reflect current practice whereby the review or fees and charges are included in the annual Budget and Council Tax report which is considered by Cabinet and approved by the Full Council.
b) Approval of fares for Hackney Carriages.	Retain	
c) Power to review and set fees for Private Hire vehicles, Private Hire Operators and Hackney Carriage vehicles (licences) where objections have been received and not withdrawn.	Retain	
d) Approval of all policy related documents regarding Hackney Carriages and Private Hire Vehicles.	Retain	
e) Approval of the Health and Safety Service Plan.	Delete	Delegated to Head of Community Services as this is a business-as-usual function.
f) Approval of the Food Service Plan.	Delete	Delegated to Head of Community Services as this as this is a business-as-usual function with the FSA largely dictating the content, and who externally audits this.
g) Power to issue licences authorising the use of land as a caravan site ("site licences").	Retain	
h) Power to license the use of moveable dwellings and campsites.	Retain	

Function	Proposed action (i.e. delete, amend, add)	Reason for amendment
i) Power to register pool promoters.	Amend	Would create unreasonable delays in determination. <i>Power to register pool promoters where objections have been received.</i>
j) Power to grant track betting licences and inter-track betting schemes.	Retain	
k) Power to grant permits in respect of premises with amusement machines.	Amend	Would create unreasonable delays in determination. There is also an automatic right to some classes of machines in certain settings and circumstances. <i>Power to grant permits in respect of premises with amusement machines where objections have been received.</i>
l) Power to register societies wishing to promote lotteries.	Amend	Would create unreasonable delays in determination. <i>Power to register societies wishing to promote lotteries where objections have been received</i>
m) Power to keep list of persons entitled to sell non-medicinal poisons.	Delete	This is an administrative function.
n) Power to licence all activities under the Animal animal trainers and exhibitors.	Delete	Delegated to the Head of Community Services within the context of the Animal Activities Licensing Regime
o) Power to grant permission for the provision of services, amenities, recreation and refreshment facilities on highways and related powers.	Delete	Delegated to the Head of Community Services as this is covered within the Street Trading Policy
p) Duty to publish notice in respect to propose the grant of permission under Section 115E of the Highways Act 1980.	Remove	Delegate to the Head of Community Services as the Pavement Licensing regime now covers

Function	Proposed action (i.e. delete, amend, add)	Reason for amendment
		this and could prevent application being determined.
q) Power to set fees for scrap metal dealer sites and mobile collector licences.	Delete	To reflect current practice whereby the review or fees and charges are included in the annual Budget and Council Tax report which is considered by Cabinet and approved by the Full Council.
r) Power to transfer enforcement functions to another enforcement authority under the Smoke-Free (Premises and Enforcement) Regulations 2006.	Retain	
s) Power to consider and license/refuse to license sex establishments in accordance with the Council's policy where objections have been received	Add	Not currently listed as a function.
t) Determination of licences under the Zoo Licensing Act 1981 where objections have been received.	Add	Not currently listed as a function.
u) Determination of applications for licences under the Dangerous Wild Animals Act 1976 where objections have been received.	Add	Not currently listed as a function.
v) Power to license performances of hypnotism where objections have been received.	Add	Not currently listed as a function.
w) Power to license pleasure boats and pleasure vessels where objections have been received.	Add	Not currently listed as a function.

* NB:

- *The Head of Community Services may further delegate these matters as they see fit.*
- *The Head of Community Services may decline to exercise any of the above functions in a particular case and must then refer the matter promptly to the Committee for consideration.*

CRAWLEY BOROUGH COUNCIL
ANTI SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014, SECTION 59

Draft **Crawley Borough Council Alcohol
Consumption Public Spaces Protection
Order No 1 of 2023 (“Order”)**

PUBLIC SPACES PROTECTION ORDER

This order is made by Crawley Borough Council (the “Council”) and shall be known as the Crawley Borough Council Alcohol Consumption Public Spaces Protection Order No 1 of 2023.

PRELIMINARY

1. The Council, in making this order is satisfied on reasonable grounds that:
 - 1.1 The activities identified below have been carried out in public places within the Council’s area and have had a detrimental effect on the quality of life of those in the locality, and
 - 1.2 that the effect, or likely effect, of the activities:
 - 1.2.1 is, or is likely to be, of a persistent or continuing nature,
 - 1.2.2 is, or is likely to be, such as to make the activities unreasonable, and justifies the restrictions imposed by the notice.
2. The Council is satisfied that the prohibitions imposed by this order are reasonable to impose in order to prevent the detrimental effect of these activities from continuing, occurring or recurring, or to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.
3. The Council has had regard to the rights and freedoms set out in the European Convention on Human Rights. The Council has had particular regard to the rights and freedoms set out in Article 10 (right of freedom of

expression) and Article 11 (right of freedom of assembly) of the European Convention on Human Rights and has concluded that the restrictions on such rights and freedoms imposed by this order are lawful, necessary and proportionate.

THE ACTIVITIES

4. The activities prohibited by this order are (“the Activities”):
 - 4.1 The consumption of alcohol in circumstances where it contributes to or is linked to or is associated with nuisance or annoyance to members of the public or a section of the public; and
 - 4.2 The consumption of alcohol in circumstances where it contributes to or is linked to or is associated with disorder.

THE PROHIBITION

5. A person shall not engage in the Activities in any Public Place within the Restricted Area.
6. This Prohibition is subject to the Exceptions stated below.

THE EXCEPTIONS

7. Section 62 of the of the Anti-Social Behaviour Crime and Policing Act 2014 has the effect that the prohibition in paragraph 5 of this order shall not apply to any of the premises specified in that provision.

OTHER

8. Section 63 of the of the Anti-Social Behaviour Crime and Policing Act 2014 applies where there is a breach of the prohibition in paragraph 5.

DEFINITIONS

9. For the purpose of this order the following definitions will apply:
- 9.1 “alcohol” has the meaning given by section 191 of the Licensing Act 2003;
 - 9.2 “Public place” means any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.
 - 9.3 “Restricted Area” has the meaning given by section 59(4) of the Anti-Social Behaviour, Crime and Policing Act 2014 and for the purposes of this order is shown delineated by the blue line on the plan annexed at Schedule 1 to this order, but excluding the area hatched in red.

PERIOD FOR WHICH THIS ORDER HAS EFFECT

10. This Order will come into force at midnight on 22 October 2023 and will expire at 11:59 pm on 21 October 2026.
11. At any point before the expiry of this three year period the Council can extend the Order by up to three years if they are satisfied on reasonable grounds that this is necessary to prevent the activities identified in the Order from occurring or recurring or to prevent an increase in the frequency or seriousness of those activities after that time. The Council may extend this order more than once.

WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

Section 63 of the Anti-Social Behaviour Crime and Policing Act 2014 (“the Act”) says that where a constable or authorised local authority officer reasonably believes that a person is or has consumed alcohol in breach of a prohibition in a public spaces protection order, or intends to consume alcohol in circumstances in which doing so would be a breach of such a prohibition, then they may require that person:

- (a) not to consume, in breach of the order, alcohol or anything which the constable or authorised officer reasonably believes to be alcohol; or
- (b) to surrender anything in the person's possession which is, or which the constable or authorised officer reasonably believes to be, alcohol or a container for alcohol.

However, a requirement (not consume alcohol or to surrender alcohol/container for alcohol, as described above) is not valid if the person requests the constable/authorised officer for evidence of their authorisation and the constable/authorised does not do so: section 63(4) of the Act.

The constable or authorised officer who imposes the requirement must tell the person that failing without reasonable excuse to comply with the requirement is an offence: section 63(4) of the Act.

It is a criminal offence under section 63(6) of the Act to fail, without reasonable excuse, to comply with a requirement (not consume alcohol or to surrender alcohol/container for alcohol, as described above). A person guilty of an offence is liable on conviction in a Magistrates' Court to a fine not exceeding level 2 on the standard scale.

A constable or authorised officer may dispose of anything surrendered in compliance with a requirement however he or she thinks appropriate.

It is also a criminal offence under section 67 of the Act for a person without reasonable excuse to do anything that the person is prohibited from doing by a public spaces protection order. A person guilty of an offence under section 67 of the Act is liable on conviction in the Magistrates' Court to a fine not exceeding level 3 on the standard scale.

FIXED PENALTY

A constable, police community support officer or authorised Council officer may issue a fixed penalty notice to anyone they believe has committed an offence under section 67 of the Anti- Social Behaviour, Crime and Policing Act. You will have 14 days to pay the fixed penalty of £100. If you pay the fixed penalty within the 14 days you will not be prosecuted.

APPEALS

Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is an individual who lives in the Restricted Area or who regularly works in or visits that area. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Council.

Agenda Item 3

Full Council (48)
19 July 2023

Interested persons can challenge the validity of this order on two grounds: that the Council did not have power to make the order, or to include particular prohibitions or requirements; or that one of the requirements of the legislation has not been complied with.

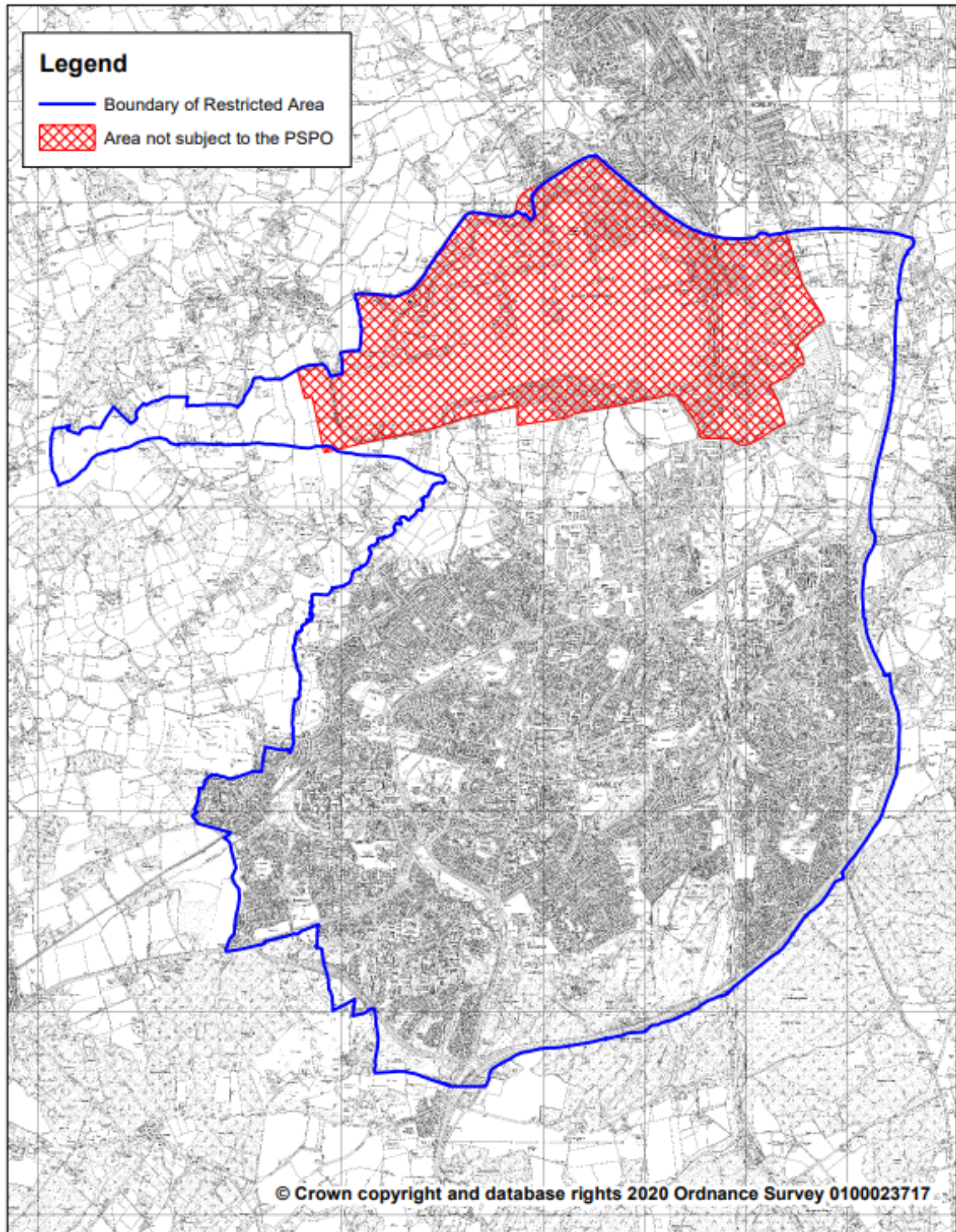
When an application is made the High Court can decide to suspend the operation of the order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the order, quash it, or vary it.

The COMMON SEAL of CRAWLEY)
BOROUGH COUNCIL was hereunto)
affixed the day of)
in the presence of:)

Authorised officer

Schedule 1 to the Crawley Borough Council Alcohol Consumption Public Spaces Protection Order No 1 of 2023

Plan of Restricted Area



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Agenda Item 4

Full Council (50)
19 September 2023

Crawley Borough Council

Minutes of Full Council

Tuesday, 19 September 2023 at 7.30 pm

Councillors Present:

J Hart (Mayor)

K Khan (Deputy Mayor)

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

Also in Attendance:

Mr Russell Brown and Mr Peter Nicolson

Officers Present:

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

Apologies for Absence:

Councillor J Bounds, J Charatan, M Morris, D M Peck and S Piggott

1. Disclosures of Interest

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor R A Lanzer	Appointment of the Permanent Chief Executive, Head of Paid Service, Returning Officer and Electoral Registration Officer (Minute 3)	Personal Interest – Member of West Sussex County Council (WSSCC) and WSSCC Cabinet Member for Public Health and Wellbeing.

2. Vote of Thanks to the Outgoing Chief Executive - Natalie Brahma-Pearl

The Mayor took the opportunity to invite representatives from each party to pay tribute to Natalie Brahma-Pearl, the Council's current Chief Executive as this was her last Full Council meeting. Councillors Jones, Crow, Lamb, C Mullins, Burgess, Pritchard, K Khan and the Mayor all extended their best wishes and thanks for having skilfully

led the Council and its staff through a period that had included some exceptionally difficult times.

3. **Appointment of the Permanent Chief Executive, Head of Paid Service, Returning Officer and Electoral Registration Officer**

The Leader presented report [LDS/208](#) by the Head of Governance, People and Performance and the Leader of the Council to the Full Council, which sort their approval for the appointment of a new Chief Executive, Head of Paid Service, the Returning Officer and the Electoral Registration Officer.

The report detailed that there had been a rigorous recruitment process, involving several high-calibre candidates and four rounds of interviews with staff, external stakeholders and the Councillors' Employment Panel and a copy of these Employment Panel minutes had been included within the report.

The Leader stated that the Employment Panel's nomination to Council for the new Chief Executive was Ian Duke, the Council's Deputy Chief Executive, and he was happy to endorse its recommendation to the Full Council and looked forward to working with him in continuing the work he had done for the Council over the previous five years.

The Leader of the Opposition Councillor Crow, who also was on the Employment Panel, seconded the recommendation of Ian Duke as the new Chief Executive and commented that he was looking forward to working with Ian in his new capacity.

Councillors Nawaz, S Mullins, C Mullins and the Mayor Councillor Hart also spoke in support of the recommendation.

The Mayor called for a vote and the recommendations were unanimously agreed.

The Mayor welcomed Ian Duke to his new role of Chief Executive on behalf of the Full Council.

RESOLVED

That the Full Council:

1. notes the Employment Panel nomination of Ian Duke as the new Chief Executive.
2. agrees the appointment of Ian Duke to the position of Chief Executive of Crawley Borough Council with effect from Monday 25 September 2023, at a salary of £118,486 p.a.
3. agrees the designation of Ian Duke as Head of Paid Service of Crawley Borough Council under Section 4 of the Local Government and Housing Act 1989 with effect from Monday 25 September 2023.
4. appoints Ian Duke, as the Returning Officer and the Electoral Registration Officer, with effect from Monday 25 September 2023.

Agenda Item 4

Full Council (52)
19 September 2023

Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 8.25 pm

J Hart (Mayor)

Agenda Item 4

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Agenda Item 7

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

Appendix

- a) Planning Committee – 24 July 2023 (page 37)
- b) Planning Committee – 29 August 2023 (page 43)
- c) Overview and Scrutiny Commission – 4 September 2023 (page 49)
- d) Audit Committee – 5 September 2023 (page 53)
- e) Cabinet – 6 September 2023 (page 59)
- f) Governance Committee – 11 September 2023 (page 63)
- g) Licensing Committee – 12 September 2023 (page 67)
- h) Overview and Scrutiny Commission – 25 September 2023 (page 71)
- i) Cabinet – 27 September 2023 (page 77)

Recommendation 1 – 2023/2024 Budget Monitoring – Quarter 1 (page 79)

Recommendation 2 – Future Acquisitions for Affordable Housing Delivery (page 82)

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Crawley Borough Council

Minutes of Planning Committee

Monday, 24 July 2023 at 7.30 pm

Councillors Present:

S Pritchard (Chair)

Z Ali, J Bounds, J Charatan, J Hart, K L Jaggard, K Khan, S Mullins and A Nawaz

Also in Attendance:

Councillors M Morris and J Russell

Officers Present:

Valerie Cheesman

Principal Planning Officer

Siraj Choudhury

Head of Governance, People & Performance

Jess Tamplin

Democratic Services Officer

Hamish Walke

Principal Planning Officer

Apologies for Absence:

Councillor M Mwangale

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/2023/0252/FUL – 9 Mill Road, Three Bridges (minute 5)	Personal interest – West Sussex County Councillor.
Councillor Nawaz	Planning Application CR/2023/0252/FUL – 9 Mill Road, Three Bridges (minute 5)	Personal interest – employed by the same company as a member of the public speaking in objection to the application.
Councillor Pritchard	Planning Application CR/2023/0252/FUL – 9 Mill Road, Three Bridges (minute 5)	Personal interest – employed by Govia Thameslink Railway.

2. Lobbying Declarations

The following lobbying declarations were made by councillors:

Councillor Nawaz had been lobbied but had expressed no view on TPO application 02/2023.

Councillor Pritchard had been lobbied but had expressed no view on application CR/2023/0252/FUL.

3. Minutes

The minutes of the meeting of the Planning Committee held on 3 July 2023 were approved as a correct record and signed by the Chair.

4. Objections to the Crawley Borough Council Tree Preservation Order - Oak Trees Located Between 92 Gales Drive and 139 Three Bridges Road - 02/2023

The Committee considered report [PES/432](#) of the Head of Economy and Planning which sought to determine whether to confirm the Tree Preservation Order (TPO) 02/2023 – oak trees located between 92 Gales Drive and 139 Three Bridges Road – with or without modification for continued protection, or not to confirm the TPO.

Councillors Ali, Bounds, Jaggard, Nawaz, and Pritchard declared they had visited the site.

The Principal Planning Officer (VC) provided a verbal summation of the application, which related to two large oak trees situated in a residential garden in Three Bridges. In February 2023 the trees were protected under a six month provisional TPO, which the Committee was now requested to confirm.

Mihir Desai, the householder of 139 Three Bridges Road, spoke in objection to the application. Matters raised included:

- Throughout the process of the making of the provisional TPO, the Local Planning Authority's communication had been inadequate. Administrative errors had caused delays and an officer's visit to the site occurred at a late stage in the process.
- There was no intention to fell the trees, but they did not have high amenity value and were not visible from the Three Bridges Road footpath. There were a number of trees along Three Bridges Road which did not seem to be subject to TPOs.
- The trees were not in good health – both had deadwood and thinning crowns, and one was leaning – this provoked worries about the safety of the garden as a family environment.

The Committee then considered the application, and in doing so, raised queries regarding the process of the making of a provisional TPO. In response to these queries, officers clarified that any person can contact the Local Planning Authority (LPA) to enquire about the status of a tree. Once the LPA has checked whether a tree is protected, it then makes checks on the tree's health and amenity value. If the LPA concludes that a tree is valuable and/or under threat of damage, felling, or over-pruning, a provisional TPO can be made for a duration of six months. The process was a reactive one based on the perceived risk to a tree; it was common for an LPA to make a provisional TPO following an enquiry from a member of the public.

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

- The confirming of the TPO would not necessarily prevent works from being undertaken to the trees in the future, but an application to do so would need to be made to the LPA. The application would be assessed and advice sought from the Council's arboricultural officer prior to any felling, pruning or trimming being permitted. Any works that were subsequently agreed would be in line with good arboricultural practice.
- One of the trees had been significantly pruned prior to the making of the provisional TPO. The level of trimming was beyond what would normally be considered acceptable.
- Committee members considered the safety risks to residents using the garden in which the trees were situated and highlighted the importance of the LPA visiting the site and seeking to understand residents' concerns about the safety of the trees. Officers explained that no tree health issues or safety issues were identified upon the initial making of the TPO, but if concerns arose, an application for works could be made.
- The Committee queried the TPO process and the communication residents had received from the LPA, but it was noted that this could not be a consideration when deciding whether or not to confirm the TPO as the decision was to be made on the basis of the tree's merits and amenity value. In general, the matter of tree protection fell under the portfolio of the Cabinet Member for Planning and Economic Development.

The Committee then moved to a vote.

RESOLVED

Confirm without modification.

5. Planning Application CR/2023/0252/FUL - 9 Mill Road, Three Bridges, Crawley

The Committee considered report [PES/435b](#) of the Head of Economy and Planning which proposed as follows:

Erection of two storey side and rear extension and single storey rear extension (re-submission of application CR/2020/0054/FUL)

Councillors Ali, Bounds, Charatan, Jaggard, Nawaz, and Pritchard declared they had visited the site.

The Principal Planning Officer (VC) provided a verbal summation of the application, which sought permission for an extension to a house on Mill Road in Three Bridges. The application was identical to a previous application which was considered and permitted by the Committee in June 2020; the permission had since expired and so the application had been re-submitted. The Officer then gave details of the various relevant planning considerations as set out in the report.

Elena Andrei, a neighbour of the site, spoke in objection to the application. Matters raised included:

- The application had been submitted while a separate but similar application at the site was being determined under appeal by the Planning Inspectorate. There were concerns about the process and the applicant's intentions.

- Mill Road was very narrow with no pavements and there were concerns about the impact of the proposed development on parking and highway safety. It was not understood why West Sussex County Council (as highways authority) had not issued any objections to the application.
- The development proposed to increase the number of bedrooms in the property which implied an increase in occupancy, so it was unclear how the application was concluded to be water neutral.

The Committee then considered the application and in doing so requested that officers provide further detail about the layout and floorplan of the proposed development. Committee members raised concerns about the plans – including the addition of two bedrooms, more living space, and an additional front door – which they suggested alluded to the potential for the dwelling to be misused by being split into two separate residences. Officers confirmed that the application as submitted was for an extension and not for a separate dwelling and that permission, if granted, would be only for this use. If the LPA became aware that the property was subdivided and/or occupied as two separate dwellings in the future, or was otherwise not in accordance with the approved plans, this would be a breach of planning control and enforcement action could be taken.

Committee members discussed water usage at the site. As the proposed extension would increase the number of bedrooms and bathrooms in the property, queries were raised as to the reasons why the development was considered to be water neutral. Officers explained that the LPA had previously undertaken a screening assessment which had concluded that, on the whole, household extensions did not result in an increase in occupancy nor an increase in water usage. Natural England had agreed with the LPA's conclusions and this proposal was therefore considered to be water neutral.

A query was raised regarding the proposed nine metre separation distance between the extension and the existing properties on the opposite side of Mill Road. Officers clarified that the Urban Design SPD advised a minimum of 21 metres between rear windows but there was no minimum requirement in this case, and the relationship was deemed to be similar to those between existing neighbouring properties. Committee members remained concerned about the separation distance in this instance, particularly as it related to a front bedroom to front bedroom relationship, which was considered to have a significant impact on neighbouring amenity. The Committee felt that this was exacerbated by the overbearing size and mass of the extension which was not subservient to the existing dwelling. Officers clarified that the design, size and scale of the extension was the same as previously approved.

Throughout the debate Committee members raised significant concerns regarding parking provision, as the application proposed to remove two existing off-street parking spaces. The Committee believed that the loss of two spaces would have a significant impact on parking availability in the area, in which it was already difficult to park on-street, by displacing two vehicles. It was also suggested that the addition of two bedrooms to the property could lead to more vehicles being owned by the householders, increasing demand by a further one or two spaces, causing a total potential deficit of four spaces. The report set out that assessments had shown mixed levels of parking space availability in the area, with only one or two spaces free on Mill Road at any given time. Complaints from residents referred to a lack of parking in the area.

The Committee also raised queries relating to the flood risk at the site and access by construction vehicles.

During the discussion a Committee member proposed a motion that the application be refused, which was moved and seconded. The Committee discussed the reasons for the motion to refuse and in doing so revisited key points from its discussion. It was agreed that the most significant concern about the application was the loss of parking provision and the effect on the already pressured parking availability in the local area, which was not considered to be policy compliant. The Committee also had significant concerns about overlooking and the minimal window to window distance between the proposed development and the neighbouring houses, particularly given the narrow nature of Mill Road.

The Head of Governance, People & Performance advised on Committee procedure and on the possible outcomes if the Committee voted to refuse the application.

A vote was taken on the motion to refuse the application which was passed unanimously.

RESOLVED

Refuse for the following reasons:

1. The development by reason of its lack of parking would not meet the operational needs of the proposed resultant house and would result in an adverse impact on the on-street parking in the area, increasing the hazards to users of the highway contrary to policies CH3 and IN4 of the Crawley Borough Local Plan 2015-30 and the guidance in the adopted Urban Design Supplementary Document.
2. The proposed extension, by reason of its proximity to No. 12 Mill Road and the limited window to window distance, would cause a detrimental impact on neighbouring amenity contrary to Policy CH3 of the Crawley Borough Local Plan 2015-2030.

6. Planning Application CR/2023/0244/FUL - 17 Shaws Road, Northgate, Crawley

The Committee considered report [PES/435a](#) of the Head of Economy and Planning which proposed as follows:

Single-storey flat roof side extension.

Councillors Ali and Bounds declared they had visited the site.

The Principal Planning Officer (HW) provided a verbal summation of the application, which sought permission for the erection of an extension to a residential property to replace the existing store structure. The Officer then gave details of the various relevant planning considerations as set out in the report.

The Committee then considered the application and moved to a vote.

RESOLVED

Permit subject to the conditions set out in report PES/435a.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 9.44 pm.

S Pritchard (Chair)

Crawley Borough Council

Minutes of Planning Committee

Tuesday, 29 August 2023 at 7.30 pm

Councillors Present:

S Pritchard (Chair)

M Mwagale (Vice-Chair)

Z Ali, J Charatan, K L Jaggard, K Khan, Y Khan and A Nawaz

Also in Attendance:

Councillors K McCarthy and J Russell

Officers Present:

Siraj Choudhury Head of Governance, People & Performance

Jean McPherson Group Manager (Development Management)

Marc Robinson Principal Planning Officer

Clem Smith Head of Economy and Planning

Jess Tamplin Democratic Services Officer

Apologies for Absence:

Councillors J Bounds, M Morris and S Mullins

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Interest
Councillor Nawaz	Planning Application CR/2023/0391/FUL – 69 St Mary’s Drive, Pound Hill, Crawley (minute 4)	Personal interest – had previously had a meeting with the Head of Economy & Planning regarding a change to constitutional procedure, which related to this application. The substance of the application was not discussed.
Councillor Pritchard	Planning Application CR/2023/0391/FUL – 69 St Mary’s Drive, Pound Hill, Crawley (minute 4)	Personal interest – had previously had a meeting with the Head of Economy & Planning regarding a change to constitutional procedure, which related to this application. The substance of the application was not discussed.

2. Lobbying Declarations

The following lobbying declarations were made by councillors:

All councillors present had been lobbied but had expressed no view on application CR/2023/0391/FUL.

3. Minutes

The minutes of the meeting of the Planning Committee held on 24 July 2023 were approved as a correct record and signed by the Chair.

4. Planning Application CR/2023/0391/FUL - 69 St Mary's Drive, Pound Hill, Crawley

The Committee considered report [PES/437a](#) of the Head of Economy and Planning which proposed as follows:

Retrospective single storey rear extension and loft conversion with hip to gable and dormer extensions including retention of alterations to windows, doors, roof tiles, tile hanging (amended description).

Councillors Ali, Jaggard, Nawaz, and Pritchard declared they had visited the site.

The Principal Planning Officer provided a verbal summation of the application, which sought permission for the redevelopment of a bungalow on St Mary's Drive in Pound Hill. The works had already been undertaken, and so the application was retrospective. The Officer then gave details of the various relevant planning considerations as set out in the report.

E Hairani, a neighbour of the site, spoke in objection to the application. Matters raised included:

- The extension was overly large and dominant. The grey roof tiles did not match the semi-detached neighbouring house.
- Issues had arisen regarding the property's boundary and damage to a brick wall on the driveway.
- If permission were to be granted, it could set a precedent for allowing similar works (i.e. larger extensions and differently-coloured roof tiles) for neighbouring properties.

Mirza Zamal, a neighbour of the site, spoke in objection to the application. Matters raised included:

- The applicant had removed hedges between neighbouring properties, which had caused disagreement between neighbours.
- Communication with the applicant was limited and had caused confusion about the level of works being undertaken.
- The works had caused further issues such as boundary encroachment, the erecting of a bollard on a shared driveway, and access to rear garden gates.

Josh Healey, the applicant, spoke in support of the application. Matters raised included:

- Pound Hill's streetscene had a wide variety of housing in different styles, shapes, colours and sizes.

- The works on the property blended sympathetically with the local streetscene, so should be considered compliant with Local Plan policies CH2 and CH3.
- There were many properties in the local area which had similar features, such as grey roof tiles and grey window frames, some of which had been granted planning permission in recent years.

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

- There was no consistency in the style of houses on St Mary's Drive and surrounding roads. Many properties had been built or extended over the years and the streetscene had been constantly changing.
- There were many other properties with white rendering in the area and/or with grey roof tiles and window frames.
- If the application were to be refused the works would be required to be reverted, which would be costly and wasteful.

Justin Russell, Ward Councillor for Pound Hill North & Forge Wood, spoke in support of the application. Matters raised included:

- The local area had undergone several phases of development which had led to a varied mix of properties along St Mary's Drive. This property did not stand out as having a negative impact on the streetscene.
- Many bungalows in the area had been extended and redeveloped, at the front and the rear, in a range of colours and materials.
- The works were of a high quality and the resulting property was attractive.

The Committee then considered the application. Committee members sought clarification on the reason for the recommendation to refuse; it was confirmed that this was solely in regard to the materials used in the development. These were significantly different to the previous materials of the property and to those of neighbouring houses.

A Committee member queried why the works were not permissible under permitted development rights. The Planning Officer explained that in addition to the non-compliance of the materials, the flat roof extension was above the height of the existing eaves. The dormer was also built on to the rear extension, rather than original roof. The development was therefore taller than allowed under permitted development, so was required to be considered via a planning application.

The Committee discussed the development's impact on the streetscene and asked for further explanation from the Planning Officer. It was explained that generally, properties of the same type tended to use similar materials. There were runs of types of property along St Mary's Drive – the streetscene in this case referred not to the entirety of the road, but a smaller section of the road around the property. The area was defined mostly by bungalows with red/brown roof tiles and which generally used the same palette of materials and colours. It was also highlighted that mis-matching roof tiles on adjoined properties harmed the streetscene. Some Committee members commented that the property was attractive and had been modernised.

A Committee member commented that the consequences of refusal of the application (i.e. the reversion of the works) would be significant for the applicant in cost, time, and waste. It was however highlighted that retrospective planning applications were not the preferred route.

Committee members enquired about the other matters raised by the neighbours of the property, such as the erection of a bollard on the driveway, damage to a brick wall, and the disputed property boundaries. The Planning Officer confirmed that a bollard did not generally require planning permission if it was under one metre in height. The

matters raised were not a part of the application and were civil matters rather than issues to be controlled through the planning system.

The Committee then moved to a vote on the officer recommendation to refuse the application, which was overturned.

A Committee member moved that the application be permitted, which was seconded. The Planning Officer was consulted as to the conditions to be attached to the proposed permission. It was confirmed that one condition relating to the plans and a National Planning Policy Framework statement would be required. No further conditions were necessary as the application was retrospective. A Committee member asked whether it was possible to attach any conditions to address the concerns raised by the next-door neighbours of the site, for example the boundary between the properties. The Planning Officer highlighted that the concerns raised were civil matters. If the application had not been retrospective, an informative may have been able to be added, but the matters could not otherwise be controlled by planning conditions. The Committee then voted on the motion to permit.

RESOLVED

Permit subject to the following condition:

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

Drawing Number	Revision	Drawing Title
JH/23/01		Location Plan Site Plan & Photos
JH/23/02		Original House Plans Sections and Elevations
JH/23/03		As Built Plans Sections & Elevations

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

NPPF Statement

The Local Planning Authority has determined this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

This decision has been taken in accordance with the requirement in the National Planning Policy Framework, as set out in article 35, of the Town and Country Planning (Development Management Procedure) Order 2015.

5. **Objections to the Crawley Borough Council Tree Preservation Order - Trees at Kenilworth Close, Broadfield, Crawley - 05/2023**

The Committee considered report [PES/439](#) of the Head of Economy and Planning which sought to determine whether to confirm the Tree Preservation Order (TPO) – Trees at Kenilworth Close - 05/2023 – with or without modification for continued protection, or not to confirm the TPO.

Councillor Ali declared he had visited the site.

The Group Manager (Development Management) provided a verbal summation of the application, which related to a group of six oak trees and one lime tree in Kenilworth Close in Broadfield. The trees were considered to be in good health and make a strong contribution to the visual amenity of the streetscene. In March 2023 the trees were protected under a six month provisional TPO, which the Committee was now requested to confirm.

The Committee then considered the application. A Committee member raised a concern about the potential safety hazards raised by an individual whose garden contained one of the trees subject to the order. The Officer confirmed that the debris that had been described as falling off the tree was deadwood, which can be removed from a protected tree without the need for permission from the Council. It was also clarified that a TPO did not prevent further works to the trees from taking place; an application could be made to the Council and an appropriate level of works would be determined.

Following a query from a Committee member regarding the owners of the trees, the Officer confirmed that the tree situated in the garden of 22 Kenilworth Close was owned by the homeowner, while the trees situated alongside the road were owned by Kenilworth Management Company. It was highlighted that anyone with concerns about the trees should first approach the owner, who could make an application for works. Alternatively an application could be made by any other individual, with any approved application then presented to the owner to arrange for the carrying out of the works.

Committee members discussed that as part of the TPO process, an enquiry to the Local Planning Authority about a tree's status can result in a TPO being made to protect that tree. Some felt that the process might be perceived as being unfair. Others highlighted the importance of protecting trees across the borough. The Officer clarified that the procedure must be followed as set out in legislation, and that the process also allowed any interested party to fairly voice their opinion about a TPO.

The Committee suggested that clearer information could be provided to residents regarding the TPO process. It was heard that interested parties did receive documentation setting out the relevant information upon the making of a provisional TPO, but this could be examined with a view to making improvements.

The Committee then moved to a vote.

RESOLVED

Confirm, without modification.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 8.51 pm.

S Pritchard (Chair)

Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 4 September 2023 at 7.00 pm

Councillors Present:

M L Ayling (Chair)

H Hellier (Vice-Chair)

I Ashraf, K Khan, R A Lanzer, T Lunnon and J Russell

Also in Attendance:

Councillors B J Burgess and Y Khan

Officers Present:

Georgina Bouette Head of Community Services

Dan Carberry Public Protection and Enforcement Manager

Ian Duke Deputy Chief Executive

Heather Girling Democratic Services Officer

Apologies for Absence:

Councillors J Millar-Smith, A Pendlington, S Piggott and S Raja

1. Disclosures of Interest and Whipping Declarations

No disclosures or whipping of interests were made.

2. Minutes

The minutes of the meetings of the Commission held on 26 June 2023 and 10 July 2023 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions from the public were asked.

4. 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.

5. **Review of the Community Warden Service and the Creation of Community Protection Team**

Exempt Paragraphs 1 & 4 –
Information Relating to an Individual; and

Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.

The Commission considered report HCS/064 of the Head of Community Services. The report sought a review and proposed restructure of the Community Warden Service, including the Straying Dogs provision..

During the discussion with the Cabinet Member for Public Protection, the Head of Community Services and the Public Protection and Enforcement Manager, Councillors made the following comments:

- Acknowledgement that following a review, it was determined that the current service model was, in parts, no longer fit for purpose and was not currently designed to meet the increased level of demand for more complex enforcement activity.
- Recognition that meaningful change was required, and the proposed revised Community Protection model sought to modernise the service in order to meet the identified demands. It would provide local residents with an enhanced enforcement response to anti-social behaviour, low level public-space crime and environmental crime.
- It was remarked that it would be beneficial to consider the future financial longevity of the service.
- Confirmation was sought and explanation provided on the financial aspects documented in the appendix, along with clarification on the service resources, which was confirmed were of a similar nature to those benchmarked.
- Clarity was also sought on the straying dogs service and its future provision.
- Recognition that it was paramount that any change needed to be clearly communicated to the public and this included reporting mechanisms, monitoring systems and analysis.
- General support for option 2, which was felt would deliver an improved service for the benefits of residents, stakeholders and the community. Given the importance of the service, it was moved by Councillor Ayling (seconded by Councillor Hellier) that the OSC receive an update on the newly formed Community Protection Team in approximately 18 months' time (subject to timescales and resources).

With the agreement of the Chair, Councillor Burgess also spoke on the item and the Cabinet Member together with the Public Protection and Enforcement Manager responded to their questions on the report.

RESOLVED

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

Re-Admission of the Public

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

6. Cabinet Member Discussion with the Cabinet Member for Public Protection

The Commission noted the update given by Councillor Yasmin Khan and questioned her on a variety of issues relating to the portfolio. A general summary of the key points included:

- A youth consultation was to be held in collaboration with the two week Junior Citizen programme (with assistance from the Youth Council). This would establish where young people feel most and least safe, and what were their biggest safety concerns when out in the town's public spaces.
- Operation Browning was established following a knife crime incident close to the town centre and through the intelligence gathering, work conducted by the Police, Council, and alongside intensive safeguarding work in partnership with West Sussex had resulted in a reduction in street gang activities.
- Work had taken place with the Town Centre BID to install CCTV cameras in the Memorial Gardens and this had assisted in a positive reduction in incidents within the park.
- The revamp on the Safer Crawley Partnership had been a successful piece of work which has been led by the Council. The partnership agreed 5 new priorities in January 2023, and they were Violence Against Women and Girls, Protecting Vulnerable Individuals, Violent and Organised Crime, Youth-related Anti-social Behaviour and cost-of-living related crime. In July 2023, an additional priority was agreed; Drug-related harm, which would see the partnership champion a drug demand survey to provide detailed analysis of drug use in Crawley and the impacts of this. The OSC still receives its regular annual updates (next one agreed for January OSC with Police). Full review of priorities was due 2024.
- Community Safety Panels for women from Black and minority ethnic communities would be launched this year, which would be used at a platform to increase community understanding of areas such as hate crime, prevent, exploitation and domestic abuse.
- Since April 2023 work, activities and inspections had regularly taken place throughout the nighttime economy and at premises, as there was a commitment to ensure those enjoying their time out felt safe. During the summer, 'Have fun, stay safe' joint initiative was launched with partners.
- It was paramount that plans for CCTV networks were accelerated to ensure that these would be retained given BT was retiring the current contract. Work was ongoing with regards to the retention of the current contract in relation to the existing cameras.
- With regards to parking, the current contract with WSCC was until 2024/2025 to deliver on and off street parking enforcement.

- The 'Immediate Justice' scheme was due to launch in Sussex in autumn 2023, which will see offenders tasked with delivering reparative action within 48 hours of their 'out of court disposal' in the communities they have harmed. Three locations in Crawley have been chosen for this activity; Town Hall & Orchard Street Car Park for litter picking and decoration and Tilgate Park for litter picking. The scheme was due to last for two years and was designed to provide a visible message that the council take anti-social behaviour seriously. For young or vulnerable people, there were alternative activities such as improving woodland areas overseen by the Youth Justice Team.
- A Senior ASB Officer had been appointed and is assisting in the work throughout the service. The NASB service had introduced an app, whereby residents can upload photos and footage to assist in evidence gathering. Although some evidence still requires an authorised officer to witness the event, the benefit being that the photos were date and time stamped.
- It was noted that as the private sector housing regulation appeared until the Public Protection remit, four properties had been issued with improvement notices. There was a quality assurance system in place, together with the council's complaints system. It was acknowledged that the council took a balanced approach as to when to promote its enforcement and prosecution powers.
- Recognition that it was important to keep reporting all issues, to either the council via MyCrawley or 101 (depending on the problem) as this would ensure accurate intelligence, reporting and monitoring.
- It was hoped that the split between the Community Engagement and new Cabinet member Public Protection role had resulted in being able to create a greater emphasis on each area whilst being able to engage with the community.

RESOLVED

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

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

The Commission confirmed the following reports:

1. 2023-2024 Budget Monitoring – Quarter 1
2. Proposed Land Disposal of St Catherine's Hospice Site – PART B
3. Future Acquisitions for Affordable Housing Delivery – PART B

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 8.23 pm

M L Ayling (Chair)

Crawley Borough Council

Minutes of Audit Committee

Tuesday, 5 September 2023 at 7.00 pm

Councillors Present:

J Charatan (Vice-Chair)

I Ashraf, T G Belben and J Russell

Also in Attendance:

Elizabeth Jackson Partner, Ernst & Young

Mr Ul Haque Independent Member to the Audit Committee

Officers Present:

Vicki Basley Chief Accountant

Siraj Choudhury Head of Governance, People & Performance

Chris Corker Operational Benefits and Corporate Fraud Manager

Carolin Martlew Head of Corporate Finance

Mez Matthews Democratic Services Officer

Anna Pedlow Corporate Performance Manager

Apologies for Absence:

Councillors J Millar-Smith and H Hellier

Absent:

Councillor S Sivarajah

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Audit Committee held on 21 June 2023 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions were asked by members of the public.

4. Fraud and Investigation Team Report

The Committee considered report [FIN/631](#) of the Head of Corporate Finance, which focused on activity for the period from 8 June 2023 to 20 August 2023. The report indicated that the Team had continued to perform successfully.

The Committee noted that the notional “in period” value of £336,200 identified in Paragraph 4.2 (Housing Fraud) was incorrect and should be amended to read “£316,200”. The Committee was provided with details of cases investigated, whilst a discussion took place on the Team’s work generally.

The Committee sought and received clarification on a number of points raised, including the outcome of the recent Single Person Discount review exercise compared to previous years; the various reasons why right to buy applications could be prevented; the length of time outstanding fraud cases had been active and their nature; the use of the Council’s Whistleblowing Policy and other key policies; the proportion of fraud cases which did not have an outcome along with the general reasons for that; and the financial cost to the Council of the Council Tax Support fraud identified in the report.

The Operational Benefits and Corporate Fraud Manager provided further information on the tools used by the Council (such as the National Fraud Initiative) to data match and assist in detecting potential fraud. The Operational Benefits & Corporate Fraud Manager also confirmed that the Council Tax and Non-Domestic Rate figures identified in the report were billable amounts, of which the Council would keep a small proportion. The Committee noted that the Council had a high success rate (98%-99%) in recovering those funds.

Following a query from a Committee Member, the Operational Benefits & Corporate Fraud Manager agreed to ascertain whether the “5 or more persons, forming 2 or more households” threshold for the requirement of an HMO licence (identified in Paragraph 5 - Significant Cases of the report) was set locally or nationally, and provide a response to the Committee via email.

RESOLVED

That the Fraud and Investigation Team Report be noted.

5. Internal Audit Progress Report

The Committee considered report [FIN/630](#) of the Head of Corporate Finance which had been prepared by Southern Internal Audit Partnership (SIAP), the Council’s Internal Auditors. The purpose of the report was to update the Committee on the status of ‘live’ internal audit reports, the progress against the Annual Audit Plan and provide a summary of internal audit as well as any significant issues which might impact the annual audit opinion.

The Committee noted that, whilst there were some overdue management actions, SIAP did not have any overall concerns relating to those matters. The Committee sought and received clarification on a number of points, including the number of limited assurance opinions (2) and no assurance opinions (0) provided in the last year; and the type of participant who had been invited to complete the satisfaction survey carried out by SIAP,

The Independent Member queried whether the Council's financial reporting and close down processes had been audited. Whilst it was noted that the external Auditors looked at the Council's close processes, the Committee agreed that a risk assessment be requested to ascertain whether it would be advantageous to also complete an internal audit of the Council's financial reporting process.

RESOLVED

1. That the Committee receive the report and note progress to date, as at 31 July 2023.
2. That a risk assessment be requested to ascertain whether it would be advantageous to complete an internal audit of the Council's financial reporting process.

6. Risk Management Update

The Committee considered report [LDS/206](#) of the Head of Governance, People & Performance which provided an update on the Council's Strategic Risks.

A discussion took place on the Council's risk management processes and the Strategic Risk Register. The Committee sought and received clarification on several issues including the Council's process for identifying strategic risks and communicating those with relevant staff; the risks, mitigations and parties involved with regard to the new Town Hall (Risk 1) and how that had been reflected in the risk level; funding for homelessness (Risk 5); funding to assist with the cost of housing and resettlement for those migrating or seeking asylum (Risk 6); and the steps which had been taken to mitigate against recruitment and retention risks (Risk 11).

The Committee expressed its appreciation that the risk score had now been added to the Strategic Risk Register for each individual risk matrix. Following feedback for the Committee, it was agreed that the Corporate Management Team (who provided the information for the Risk Register) be requested to ensure that detail relating to the description and mitigation of a risk was included in the most appropriate column of the Register.

Where it was not possible to provide the Committee with answers to all the queries it raised at the meeting, officers agreed that information regarding those matters would be circulated directly to the Committee via email.

In response to a query raised, the Committee was informed that, whilst the Council did not currently benchmark strategic risks with other Local Authorities as the effects of a particular risk would vary according to the characteristics of each Authority, the Department for Levelling Up, Housing and Communities had expressed it was satisfied that the Council adopted good practice in the area of homelessness and several of those practices had been adopted by other Authorities. It was also acknowledged that the Council kept abreast of issues affecting other Authorities and was pro-active in taking appropriate action. Following a discussion on that matter, the Committee agreed that benchmarking strategic risks against other Local Authorities could be advantageous, it therefore requested that the Chief Executive and/or Cabinet be requested to consider undertaking such benchmarking.

RESOLVED

1. That the Committee confirm it is satisfied with risk management arrangements.
2. That the Chief Executive and/or Cabinet be requested to consider benchmarking strategic risk against other Local Authorities.

7. Approval of the Annual Governance Statement 2022/2023

The Committee considered report [LDS/205](#) of the Head of Governance, People & Performance which sought the Committee's endorsement of the Annual Governance Statement for 2022/23.

Following a query from the Committee, further information regarding the use and publication of Council policies, such as the Whistleblowing Policy, was provided. A query was raised relating to the way in which data on complaints was circulated to Councillors and it was suggested that such data could identify trends in complaints and inform Councillors of lessons learned. Following discussion, the Committee requested that the Corporate Management Team be asked to consider how best to communicate information relating to complaints wider than with Cabinet Members at their Portfolio Briefings.

RESOLVED

1. That the Committee endorse the Annual Governance Statement 2022/2023 as signed by the Leader and Chief Executive.
2. That the Corporate Management Team be requested to consider how to best communicate information relating to complaints wider than with Cabinet Members at their Portfolio Briefings.

8. Updated Audit Results Report: Year Ended 31 March 2022

The Committee considered [FIN/632](#) which had been submitted by Ernst and Young. The report summarised the status of the Audit. The Committee noted that the updates were identified in italics within the Results Report.

The representative for the Council's External Auditors, Ernst & Young (EY) informed the Committee that there were only two remaining issues which could result in amendments to the Statement of Accounts, however any changes required would not be material. EY was therefore proposing to issue an unqualified opinion on the financial statements and the Statement of Accounts could be signed.

Committee considered matters raised, and in doing so:

- Noted that EY did not rely on information provided by the Council's Internal Auditors. It was acknowledged that EY did review the Council's Annual Governance Statement (AGS) as part of its Audit as the AGS included information on the audits carried out by the internal Auditors as well as the internal audit opinion. As a result of that review, EY had requested that minor amendments be made to the 2021/22 AGS and EY was now satisfied that the AGS was a true reflection of those matters.

- Was provided with more information on how financial reporting could be deemed to turnaround error.
- Was informed how several areas of the audit were conducted, including the nature of valuation errors and how they were identified by EY.
- Continued to express concern regarding the fees for the external audit. The Committee was advised that a review of public sector audits was expected to take place. It was anticipated that the review would consider which elements of those audits took an excessive amount of time (e.g., areas like valuation disagreements) which, it could be argued, added little to no value to the external reader of the Statement of Accounts.

RESOLVED

That the Updated Audit Results Report for the year ended 31 March 2022 be received and noted.

Closure of Meeting

With the business of the Audit Committee concluded, the Vice Chair declared the meeting closed at 9.07 pm

J Charatan (Vice Chair)

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Crawley Borough Council

Minutes of Cabinet

Wednesday, 6 September 2023 at 7.00 pm

Councillors Present:

M G Jones (Chair)	Leader of the Council
I T Irvine	Cabinet Member for Housing
Y Khan	Cabinet Member for Public Protection
C J Mullins	Cabinet Member for Leisure and Wellbeing
S Mullins	Cabinet Member for Community Engagement and Culture
A Nawaz	Deputy Leader of the Council & Cabinet Member for Planning and Economic Development
B Noyce	Cabinet Member for Environment, Sustainability and Climate Change
T Rana	Cabinet Member for Resources

Also in Attendance:

Councillors	M L Ayling, B J Burgess and D Crow
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Officers Present:

Vicki Basley	Chief Accountant
Natalie Brahma-Pearl	Chief Executive
Georgina Bouette	Head of Community Services
Dan Carberry	Public Protection and Enforcement Manager
Siraj Choudhury	Head of Governance, People & Performance
Ian Duke	Deputy Chief Executive
Carolin Martlew	Head of Corporate Finance
Diana Maughan	Head of Strategic Housing
Chris Pedlow	Democracy & Data Manager
Nigel Sheehan	Head of Projects and Commercial Services

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meetings of the Cabinet held on 28 June 2023 and 12 July 2023 were approved as a correct record and signed by the Leader.

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 8: *Review of the Community Warden Service and Creation of Community Protection Team*.

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. Vote of Thanks To Natalie Brahma-Pearl - Chief Executive

The Leader of the Council asked that his and the Cabinet's thanks be recorded in respect of Natalie Brahma-Pearl (Chief Executive) for all her hard work and dedication to Crawley Brough Council and Crawley's residents during her time of employment in Crawley. Along with their best wishes as Natalie leaves to be the Portsmouth City Council later this month.

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. Review of the Community Warden Service and Creation of Community Protection Team

Exempt Paragraphs 1 & 4 –
Information Relating to an Individual; and

Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising

between the authority or a Minister of the Crown and employees of, or office holders under the authority.

The Cabinet Member for Public Protection presented report HCS/064 of the Head of Community Services. The report sought to review a proposed restructure of the Community Warden Service, including the Straying Dogs provision.

Councillor Ayling presented the Overview and Scrutiny Commission's comments on the report OSC/313 to the Cabinet following consideration of the matter at its meeting on 4 September 2023.

Councillors Crow and Burgess were invited to speak on the item, and both commenting their general support of the proposals.

Cabinet Members, Councillors C Mullins, S Mullins and Jones all as part of the discussion on the report, emphasising their full support on the proposed changes.

RESOLVED

That the Cabinet:

- a) approves Option 2 for the Community Warden Service, as set out in Section 6 of the report and to note the Community Protection Team – Proposed Service Model and Structure (Appendix A of report HCS/064)
- b) delegates authority to the Head of Community Services to conduct the necessary consultation arrangements, fulfil the changes and decisions on all human resources matters, subject to the appropriate guidelines and procedures, as set out in the Constitution.
(Generic Delegation 11 will be used to enact this recommendation)
- c) delegates authority to the Head of Community Services to conduct a tender process and procurement exercise in accordance with the Council's Procurement Code, for the straying dogs service to be delivered by a specialist provider.
(Generic Delegation 3 will be used to enact this recommendation)
- d) delegates authority to the Head of Community Services, in consultation with the relevant Cabinet Member and Head of Governance, People and Performance to approve the contract award of the straying dogs service following an appropriate procurement process.
(Generic Delegation 3 will be used to enact this recommendation)
- e) delegates the negotiation, approval, and completion of all relevant legal documentation, following the awarding of the contract, to the relevant head of service, 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)

Reasons for the Recommendations

The conclusion of the review is that the current service model is, in parts, no longer fit for purpose and is not designed to meet the increased level of demand for more complex enforcement activity.

Revising the role profiles and salary scale as recommended is critical to ensuring the Council can attract and retain staff with the required specialist skills, qualifications and experience to deliver a high performing and quality service.

The proposed revised Community Protection model (attached as Appendix A) will modernise the service in order to meet the identified demands namely, providing local residents with an enhanced enforcement response to anti-social behaviour, low level public-space crime and environmental crime.

The straying dogs service continues to face challenges related to the size, breeds and behaviour of dogs, and Crawley is facing a similar national trend of an increase in abandoned dogs, rather than lost pets. To successfully address this service requirement, the recommendation is to procure and enter into a contract with a specialist provider for the straying dog service to fulfil this function.

The recommendation is to refresh the Community Wardens Service including all associated functions, processes and procedures and relaunch it as the Community Protection Team which will deliver enhanced enviro-crime and ASB investigation and enforcement activity.

Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.33 pm

M G JONES
Chair

Crawley Borough Council

Minutes of Governance Committee

Monday, 11 September 2023 at 7.00 pm

Councillors Present:

P K Lamb (Chair)

J Bounds (Vice-Chair)

D Crow, G S Jhans, M G Jones, R A Lanzer, T Lunnon, K McCarthy, S Pritchard, T Rana and S Sivarajah

Officers Present:

Mez Matthews Democratic Services Officer

Chris Pedlow Democracy & Data Manager

Jill Rozier Lead Electoral Services Officer

Apology for Absence:

Councillor C M Burke

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Governance Committee held on 13 June 2023 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions were asked by the public.

4. Reviews of Polling Districts, Polling Places and Polling Stations (2023)

The Committee considered report [LDS/207](#) of the Head of Governance, People & Performance which informed the Committee of the arrangements for the statutory review of Polling Districts, Polling Places and Polling Station that must be undertaken before 31 January 2025.

The Returning Officer had highlighted several issues with the current Polling Scheme which they believed would need consideration as part of the Review.

Concern was expressed by the Committee that, due to a change in The Mill School's safety protocol, the exterior gates to the car park had remained closed during Polling Day in May 2023 which had meant that voters with waking difficulties, or requiring disabled parking, were not able to park near the venue. The Democracy & Data Manager confirmed they had only become aware of the change in protocol on the morning of the Poll. There was consensus amongst the Committee that further work should be undertaken to ensure parking would be available on Polling Day for those schools which would be designated Polling Places and, where parking would not be provided, the use of alternative Polling venues should be investigated.

The Committee discussed the possibility of altering the boundary between Three Bridges and Furnace Green Wards to include The Hawth into Three Bridges Ward. Whilst the Committee acknowledged that it was best practice for a Polling Place to be located within the Ward it was serving (where possible) and a change in boundary would not result in changing the Ward of residential properties, the Committee expressed no appetite for moving the boundary between those Wards.

A discussion took place regarding the issues experienced and cost incurred when Creasys Drive former Adventure Playground site was used as the Polling Place for Poling District LBB for the May 2023 election. Various views were expressed in relation to the possible Polling Place options.

Whilst the Committee had expressed some initial views, it confirmed it would reserve judgement until its meeting in November, when it would consider comments received from the consultation and a proposed Polling Scheme. The Committee expressed its support for the arrangements for the Review as set out in Paragraph 4 of the report.

RESOLVED

That the Review of Polling Districts, Polling Places and Polling Stations be agreed and conducted as set out in paragraph 4 of report LDS/207.

5. Date of Next Committee Meeting

The Committee was reminded that the next meeting of the Governance Committee would now be held on 28 November 2023.

Following a query from the Committee, assurance was given that the revised date would allow for the conclusion of the consultation on Review of Polling Districts, Polling Places and Polling Stations and consideration of its findings. A report setting out a proposed Polling Scheme would then be brought to that meeting of the Governance Committee for its consideration requesting that it provide a recommendation on the matter to the December meeting of the Full Council.

RESOLVED

Noted that the next meeting of the Governance Committee would take place on 28 November 2023.

Closure of Meeting

With the business of the Governance Committee concluded, the Chair declared the meeting closed at 7.42 pm

P K Lamb (Chair)

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Crawley Borough Council

Minutes of Licensing Committee

Tuesday, 12 September 2023 at 7.00 pm

Councillors Present:

I Ashraf (Chair)

Z Ali (Vice-Chair)

M L Ayling, T G Belben, D Crow, J Hart, I T Irvine, K L Jaggard, M G Jones, Y Khan,
K McCarthy, A Nawaz and B Noyce

Officers Present:

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

Apologies for Absence:

Councillor B J Burgess

Absent:

Councillor D M Peck

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Licensing Committee held on 12 June 2023 were approved as a correct record and signed by the Chair.

3. Licensing Sub-Committee Minutes

The minutes of the Licensing Sub-Committee held on 22 June 2023 – Application for the Review of the Premises Licence for Saad News, 8 Brighton Road, Crawley, RH10 6AA (Southgate Ward) – were approved as a correct record and signed by Councillor Irvine as Chair of the Sub-Committee panel.

4. Public Question Time

There were no questions from members of the public.

5. Proposed Fees and Charges for 2023 - Hackney Carriage and Private Hire Licensing Regime

The Committee considered report [HCS/063](#) of the Head of Community Services. The Health, Safety and Licensing Team Leader presented the report, which set out proposals for an increase in the fees and charges related to the hackney carriage and private hire licensing regime. The Committee was requested to determine whether the fees be increased by 7.5%, 10%, or an alternative figure of its choosing. It was heard that the Council's licensing service was required to be self-financing, but the service was currently running on a deficit, which was one of the reasons for the proposed increase in the fees.

The Committee then discussed the matter. Concerns were raised regarding the taxi licensing service's budget deficit and the extent to which an increase in fees would alleviate this. The Licensing Team Leader explained that there had been a deficit for a number of years; this had been exacerbated by matters such as the obligation to instate new government standards and the need to replace outdated IT systems. Committee members were in agreement about the importance of decreasing the deficit by generating income and finding savings.

In discussing the options of instating either a 7.5% or 10% increase, the Committee sought to understand the rate of increase that would be required to balance the budget. The Licensing Team Leader explained that this was not known as the service's cashflow was irregular so its financial position was regularly fluctuating, but a 10% increase in fees would go some way to addressing the deficit over a number of years – however would not eliminate it. Further advice could be sought from the Council's Finance team if the Committee wished.

Committee members raised queries regarding the projected increase in budget deficit between 2023/24 and 2024/25 as shown in table 1. The Licensing Team Leader clarified that there was currently a vacancy for one member of staff, which when filled, would increase costs. Further explanation was sought regarding the figures in table 1, which were deemed to be unclear. It was also commented that some of the figures in appendix A did not seem to align with the proposed percentage increases and clarity was sought as to how these figures had been calculated. The Licensing Team Leader confirmed that the figures had been checked by the Council's Finance team, but would be checked further prior to being instated.

A Committee member put forward a suggestion that an officer from the Council's Finance team be present at future Licensing Committee meetings at which detailed financial figures were to be discussed.

Other matters raised as part of the discussion included:

- The fees charged by neighbouring local authorities – concerns were raised that some of the proposed fees seemed higher than those charged by other authorities. The Licensing Team Leader highlighted that it was difficult to compare directly as elements of the service that was provided differed across authorities. Some Committee members raised concerns that an increase in fees may cause drivers to instead obtain licenses from those authorities with

lower fees. The Committee heard that, over recent years, Crawley had experienced a decline in its number of licensed drivers, but this number was now increasing. It was noted that there was a national trend of licensed drivers moving toward app-based vehicle and food delivery services, but there was no evidence that a substantial number of drivers had moved from Crawley to other areas.

- The most recent increase to the fees, which was confirmed to be a 5% increase instated earlier in 2023. There was no fee increase in 2022, so this equated to a 2.5% annual increase over the past two years.
- The introduction of a street listing pack, about which a Committee member sought further information. It was heard that this was to be provided due to demand from licensed drivers. A fee would be charged but individuals could opt out of receiving the pack; in which case the fee would not be charged.
- The consultation that would follow the Committee's approval of a fare increase, which the Licensing Team Leader explained would be open for comments from members of the public for 28 days. If objections were received, the matter would be returned to the Committee to enable the representations to be considered before the fees were finalised.
- The budgets of the other services provided by the Council as licensing authority, which the Licensing Team Leader explained were entirely separate to that of the taxi licensing service. Fee increases in those areas could not therefore be used to balance the taxi service's budget.

A Committee member proposed that, as the Committee had requested clarification on some of the projected figures included in the report and appendices, that the consideration of the item be deferred to a future meeting of the Licensing Committee. This would enable officers to collate supplementary information and further clarify the figures with the Council's Finance team, which would assist the Committee in its decision-making. Officers highlighted that, in order to align with the Council's budget-setting timescales, an extraordinary Committee meeting would likely be needed to consider the item.

The proposal was seconded and the Committee moved to a vote on the motion.

RESOLVED

That the Committee agrees to defer the item to a future meeting of the Licensing Committee.

6. Hackney Carriage Fares 2023-2024

The Committee considered report [HCS/065](#) of the Head of Community Services. The Health, Safety and Licensing Team Leader presented the report, which set out a proposal to vary the maximum fares chargeable by licensed hackney carriages. The proposed increases were based on a request put forward by the Crawley Hackney Carriage Association (CHCA).

The Committee then discussed the matter. A Committee member raised concerns that the proposed fare card was complex and may not be easily understood by the travelling public, and that the variance in fares over certain distances or times seemed unintuitive. The Licensing Team Leader acknowledged that the fare card was complex – this was mainly due to the functionality of the meters installed in the vehicles. The fare proposals made by the CHCA had been directly translated into distances and

times, hence some of the figures not being round numbers. It was also necessary that there be different tariffs to account for matters such as the time of day of the journey and the number of passengers. The Licensing Team Leader confirmed that work was being done alongside the CHCA to bring about a simplified fare card, but this was an intricate process that may be open to loopholes if not executed effectively. It was confirmed that a working group was to be set up imminently to continue this work with members of the trade.

A Committee member questioned why the proposed fare card set out travelling distances in yards, rather than in metres. The Licensing Team Leader explained that the taxi meters were programmed to work in yards, but metres could be added to the fare card if the Committee agreed that this amendment should be made.

Upon receipt of a query regarding the raising of the soilage charge to a maximum of £120, the Licensing Team Leader highlighted that the soilage of a vehicle may cause it to be out of use for the entirety of the day, which could cause the driver to lose business. The £120 fee was a maximum; the amount to be charged was at a driver's discretion.

Several Committee members felt that the increase in fares was reasonable and expressed support for the proposals. The Committee then moved to a vote.

RESOLVED

That the Committee:

- a) Approves the table of fares put forward by the Chairman of the Crawley Hackney Carriage Association (on behalf of its members) without amendment, as set out in Appendix B to report HCS/065.
- b) Authorises the Head of Community Services to publish a Public Notice of the variation agreed upon and the period within which objections can be made in accordance with Section 65 of the Local Government (Miscellaneous Provisions) Act 1976.

Closure of Meeting

With the business of the Licensing Committee concluded, the Chair declared the meeting closed at 8.39 pm.

**I Ashraf
(Chair)**

Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 25 September 2023 at 7.00 pm

Councillors Present:

M L Ayling (Chair)

H Hellier (Vice-Chair)

I Ashraf, K Khan, R A Lanzer, T Lunnon, J Millar-Smith, S Raja and J Russell

Also in Attendance:

Councillors I T Irvine and M G Jones

Officers Present:

Russell Allison Housing Enabling and Development Manager

Vicki Basley Chief Accountant

Ian Duke Chief Executive

Heather Girling Democratic Services Officer

Amanda Kendall Head of Crawley Homes

Carolin Martlew Head of Corporate Finance

Apologies for Absence:

Councillor A Pendlington

Absent:

Councillor S Piggott

1. Disclosures of Interest and Whipping Declarations

The following disclosures were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor R A Lanzer	2023/2024 Budget Monitoring – Quarter 1 (Minute 4)	Personal Interest – Member of WSCC
Councillor R A Lanzer	2023/2024 Budget Monitoring – Quarter 1 (Minute 4)	Personal Interest – WSCC Cabinet Member for Public Health & Wellbeing

Councillor R A Lanzer	Proposed Land Disposal of St Catherine's Hospice Site (Minute 6)	Personal Interest – Member of WSCC
Councillor R A Lanzer	Proposed Land Disposal of St Catherine's Hospice Site (Minute 6)	Personal Interest – WSCC Cabinet Member of Public Health & Wellbeing
Councillor R A Lanzer	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 9)	Personal Interest – Member of WSCC
Councillor R A Lanzer	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 9)	Personal Interest – WSCC Cabinet Member of Public Health & Wellbeing

2. Minutes

The minutes of the meeting of the Commission held on 4 September 2023 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions from the public were asked.

4. 2023/2024 Budget Monitoring - Quarter 1

The Commission considered report [FIN/633](#) of the Head of Corporate Finance on the quarter 1 budget monitoring, which set out a summary of the Council's actual revenue and capital spending for the quarter to June 2023 together with the main variations from the approved spending levels and impact on future budgets.

- Recognition that there was a projected overspend in year, following the impact of the pandemic, the cost-of-living crisis, demands on services including Homelessness, reduced income and inflation factors. It was commented that the situation was not sustainable but would be consistently monitored and continued to be reported in future monitoring reports as well as the Budget Strategy.
- Confirmation was provided on the latest position regarding New Burdens funding, together with further information on the work currently being undertaken following the decision to grant British citizenship to people of Chagossian descent, the resultant pressures and potential impact for the town's housing.
- Clarification sought and obtained on the costings on various elements for the new town hall.
- Explanation sought as to the pay award offer, the additional cost projected for the General Fund together with the vacancy provisions documented within the report. *(The Head of Corporate Finance subsequently confirmed that the correct figure was £280k as quoted in appendix 1(ii)).*
- It was noted that the General Fund balance would be close to the recommended minimum of £3m by the end of the financial year if no corrective action was taken.
- Recognition of the pressures and concerns within Homelessness as the service continued to see sustained pressures in all forms of temporary accommodation. It was noted that the service proactively sought suitable temporary accommodation (and it was difficult when this did not materialise), in order to minimise out of borough placements and nightly paid accommodation. It was noted that there were financial, resource and letting benefits resulting from an efficient turnaround of void properties.

- Acknowledgement that the Decarbonisation Fund was being deployed on a ‘fabric first’ approach on a defined list of properties.

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. 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.

6. Proposed Land Disposal of St Catherine's Hospice Site

Exempt Paragraph 3

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

The Commission considered report SHAP/88 of the Head of Strategic Housing Services. The report sought to proceed with the disposal of the Council-owned land at Malthouse Road, and to lift the Restriction on Title on part of the site that is owned by the Hospice, in collaboration with St Catherine’s Hospice surrendering their lease on the Council-owned land and the disposal of the land in their control, to achieve the proposal as detailed. The proposal aims to preserve the legacy of this site and to achieve significant social value in the continued provision of care and support, that is inclusive of on-site affordable housing.

During the discussion with the Cabinet Member for Housing and the Housing Enabling & Development Manager, the following comments were made:

- Acknowledgement that the proposal aimed to preserve the legacy of this site and to achieve significant social value in the continued provision of care and support, which was inclusive of on-site affordable housing.
- Recognition that as part-landowner, the Council had restricted the future use of the assembled site for the continued provision of a care facility or to provide sheltered accommodation, and the market had been assessed accordingly.
- Clarification was sought and obtained on the financial details and options provided within the report.
- General support for the report as it was recognised that the site carried a sentimental element and therefore it was paramount that any interests retained and represented the sensitive usage of the site, particularly for the ongoing benefit of Crawley.

RESOLVED

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

7. **Future Acquisitions for Affordable Housing Delivery**

Exempt Paragraph 3

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

The Commission considered report CH/201 of the Head of Crawley Homes. The report sought approval to acquire affordable housing opportunities from the market, to be funded from the HRA Acquisitions Budget for Crawley Homes ownership.

During the discussion with the Cabinet Member for Housing and the Housing Enabling & Development Manager, the following comments were made:

- Recognition that it would allow officers to explore opportunities and viable options from across the market in different forms and to proceed when appropriate, following the necessary consultation.
- Acknowledgement that the options proposed had significant potential to contribute towards addressing Crawley's housing needs and would ease the reliance on expensive nightly paid accommodation.
- Clarification was sought and obtained on the financial details and the various options documented within the report.
- Confirmation provided on the recommendations that they were in accordance with the Council's Constitution.

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.

Re-Admission of the Public

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

8. **Cabinet Member Discussion with the Cabinet Member for Housing**

The Commission noted the update given by Councillor Irvine and questioned him 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. However, contracts were currently exchanging on sites and modular schemes were progressing which were important in assisting to reduce temporary accommodation and reduce nightly paid accommodation.
- It was important to look at acquisition opportunities ongoing, and the Council had acquired properties as well as continuing with a new build programme. The ability to take forward market acquisitions allowed flexibility to meet demand for either general needs or temporary accommodation as opportunities arose.
- Acknowledgement that the Council had operated an Under Occupation Incentive Scheme for a long time, which offered a financial incentive to tenants when they moved to a smaller size property and the Housing Allocation Policy gave additional priority to tenants wishing to downsize. Work was currently taking place to assess various options and effectiveness.
- Recognition that the disrepair of voids was a concern and there was strong support for efficient management and turnaround of properties.
- 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.

- Clarification was sought as to the responsibility of repairs and the Regulator of Social Housing would deem the council overall responsible as landlord. It was recognised that the repairs were also contracted and this together with the lettings process was carefully administered to manage residents' expectations.

RESOLVED

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

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

An update was provided from the most recent HASC meeting which took place on 15 September. Key items of discussion included:

- Quarter 1 Quarterly Performance and Resources Report
There were various measures discussed including Adults Services and Public Health. In the first quarter, the measures relevant to HASC reported:

Adult Services

12.5% (4 measures) as 'Green'
37.5% (2 measures) as 'Amber'
50% (2 measures) as 'Red'

Public Health

42.86% (3 measures) as 'Green'
28.57% (2 measures) as 'Amber'
28.57% (2 measures) as 'Red'

The measures highlighted in 'red' were discussed at length by the committee.

- Care Quality Commission Assurance – WSCC Self-Assessment for the delivery of Adult Social Care
The committee reviewed the self-assessment, which had been prepared against nine quality statements, mapped across the four themes of working with people providing support; ensuring safety; and leadership, using the CQCs draft assurance framework.

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

There were currently no items heading to the Provisional Cabinet on 1 November 2023. However, the OSC was due to receive at its meeting on 30 October 2023 the following:

1. Review of the Transformation Plan
2. Cabinet Member discussion with Cabinet member for Resources

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 8.39 pm.

M L Ayling (Chair)

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2. Minutes

The minutes of the meeting of the Cabinet held on 6 September 2023 were approved as a correct record and signed by the Leader.

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 11: *Proposed Land Disposal of St Catherine's Hospice Site* and agenda item 12: *Future Acquisitions for Affordable Housing Delivery*.

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. 2023/2024 Budget Monitoring – Quarter 1

The Leader presented report [FIN/633](#) of the Head of Corporate Finance on the 2023/2024 Budget Monitoring Quarter 1 report. The report set out a summary of the Council's actual revenue and capital spending for the quarter to June 2023 together with the main variations from the approved spending levels and impact on future budgets.

Councillor Ayling presented the Overview and Scrutiny Commission's comments on the report [OSC/314](#) to the Cabinet following consideration of the matter at its meeting on 25 September 2023. The comments highlighted that the Head of Corporate Finance had confirmed that the pay award variation was £280k as quoted in Appendix 1(ii) of report FIN/633.

Councillor Crow was invited to speak on the item and, in doing so, stressed that the housing issue was currently a dominating matter. In response to comments made by Councillor Crow, the Leader confirmed that clarity was needed on the New Burdens funding and additional funding to ease the housing issues was also being actively looked into.

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

RESOLVED

That the Cabinet:

- a) Agrees to note the projected outturn for the year 2023/2024 as summarised in report [FIN/633](#).
- b) Approves a supplementary capital estimate of £70,000 required for data migration to the new Benefits Online and Document Management System this will be funded from the Welfare Reform Reserve. (para 8.7 of report [FIN/633](#)).
- c) Approves a supplementary capital estimate of £169,100 for the repair of the Pit Lift at the Hawth Theatre funded by £120,300 from the revenue programme maintenance budget and £48,800 from capital receipt. (para 8.8 of report [FIN/633](#)).

RECOMMENDATION 1

That Full Council be asked to:

- a) Approve the addition to the Capital Programme of £1,052,466 for Disabled Facility Grants funded from the Better Care Fund. (para 8.4 of report [FIN/633](#)).
- b) Approve a supplementary capital estimate of £6,000,000 for HRA acquisitions of land or dwellings to be funded from 1-4-1 receipts of £2,400,000 and £3,600,000 of borrowing. (para 8.9 of report [FIN/633](#)).
- c) Approve the addition to the HRA Programme Maintenance budget of £6,792,086, this will be funded from SHDF Wave 2 Grant. (para 8.9 of report [FIN/633](#)).

Reasons for the Recommendations

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

7. Shared Procurement Service: Joint Procurement Strategy 2024 - 2030

The Leader presented report [FIN/629](#) of the Head of Corporate Finance. The report sought approval of the Joint Strategy for the shared procurement service.

The Cabinet expressed its unanimous support for the Strategy and the Leader thanked the Procurement Team for its hard work.

RESOLVED

That the Cabinet approves and adopts the Shared Procurement Service Joint Procurement Strategy 2024–2030, attached as [Appendix A](#) to report [FIN/629](#).

Reasons for the Recommendations

The spend across the four councils is over £100m and is crucial to the way we deliver our core and discretionary services to our local communities. How the councils' source and deliver these services has a direct impact on the ways in which local people, communities and businesses judge the value that we provide and the quality of outcomes that we achieve.

The Joint Procurement Strategy establishes the Council's approach to buying these goods, works and services in a legally compliant and cost-effective way, whilst meeting sustainability and social value outcomes.

8. 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraphs specified against the items.

9. Proposed Land Disposal of St Catherine's Hospice Site

*Exempt Paragraph 3 -
Information relating to financial and business affairs of any particular person (including the Authority holding that information)*

The Cabinet Member for Housing presented report SHAP/88 of the Head of Strategic Housing. The report sought to proceed with the disposal of the Council-owned land at Malthouse Road, and to lift the Restriction on Title on part of the site that was owned by the Hospice, in collaboration with St Catherine's Hospice surrendering their lease on the Council-owned land and the disposal of the land in their control, to achieve the proposal as detailed in the report. The proposal aimed to preserve the legacy of the site and to achieve significant social value in the continued provision of care and support, that was inclusive of on-site affordable housing.

Councillor Ayling presented the Overview and Scrutiny Commission's comments on the report [OSC/314](#) to the Cabinet following consideration of the matter at its meeting on 25 September 2023.

The Cabinet was pleased that the proposal aimed to preserve the legacy of the site and that it would enable residents to remain close to their family, friends and established life.

The majority of the Cabinet spoke as part of the discussion on the report.

RESOLVED

That the Cabinet:

- a) Approves the disposal of the Council's land assets on the Malthouse Road site in order to achieve the preferred outcome as detailed in section 6 below, and to accept the outcome of the land receipt as detailed in section 5 below.
- b) Delegates the negotiation, approval and completion of all relevant legal documentation, to the Head of Strategic Housing, the Head of Corporate Finance and the Head of Governance, People and Performance, in consultation with the Cabinet Member for Housing and the Leader of the Council.
(Generic Delegations 2 and 3 will be used to enact this recommendation).

Reasons for the Recommendations

The Hospice is due to relocate to their new premises at Pease Pottage by end-2023, and they are aiming to surrender their lease on the Council-owned land, and to dispose of their freehold interests in the remainder of the site, including a portion of the site over which the Council has placed a Restrictive Covenant.

The combined freehold interests held by the Council and the Hospice results in an assembled site that is jointly capable of achieving a greater outcome than if they were brought forward independently, and both parties are collaborating towards achieving this objective, whereby the Council is requested to dispose of its freehold interest alongside the Hospice disposing of their freehold interests.

As part-landowner, and in line with the Council's emerging Local Plan, the Council has restricted the future use of this assembled site for the continued provision of a care facility or to provide sheltered accommodation, and the market has been assessed accordingly, with the preferred outcome as further detailed in this report.

10. Future Acquisitions for Affordable Housing Delivery

Exempt Paragraph 3 -

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

The Cabinet Member for Housing presented report CH/201 of the Head of Crawley Homes. The report sought approval to acquire affordable housing opportunities from the market, to be funded from the HRA Acquisitions Budget for Crawley Homes ownership.

Councillor Ayling presented the Overview and Scrutiny Commission's comments on the report [OSC/314](#) to the Cabinet following consideration of the matter at its meeting on 25 September 2023.

The Cabinet was assured that space standards would be guaranteed within the housing developments. The Leader commented it was a positive report which would help unlock housing opportunities.

RESOLVED

That the Cabinet:

- a) Agrees that the acquisition methods, listed in Section 5.1 of report CH/201, be made available to relevant officers to maximise the Council's opportunity to purchase land and housing schemes for affordable housing delivery purposes, and that the Full Council be requested to delegate authority to the Monitoring Officer, in consultation with the Head of Corporate Finance, the Leader of the Council and the Chair of the Governance Committee that the Constitution (and its associated documents) be updated accordingly.
- b) Agrees to proceed with the acquisition of the off-plan 'turnkey' purchase as referenced in Section 5.2 of report CH/201, subject to satisfactory due diligence and procurement compliance and budget availability.
- c) Agrees to proceed with the land acquisition as referenced in Section 5.3 of report CH/201, subject to satisfactory due diligence and procurement compliance and budget availability.
- d) That, subject to recommendations (b) and (c) being approved, delegates authority to the Leader of the Council in consultation with the Cabinet Member for Housing, Head of Strategic Housing/Head of Crawley Homes (as appropriate), Head of Governance, People & Performance to approve the award of the contract (including a procurement process if necessary).
- e) That, subject to recommendations (b) and (c) being approved, delegates the negotiation, approval (including a procurement process if necessary) and completion of all relevant legal documentation to secure additional affordable housing for the acquisitions identified in Sections 5.2 and 5.3 of report CH/201 to the Head of Crawley Homes/Head of Strategic Housing (as appropriate), Head of Corporate Finance and Head of Governance, People & Performance, in consultation with the Leader of the Council and the Cabinet Member for Housing. (*Generic Delegations 2 & 3 will be used to enact this recommendation*).

RECOMMENDATION 2

That Full Council be requested to delegate authority to the Monitoring Officer, in consultation with the Head of Corporate Finance, the Leader of the Council and the Chair of the Governance Committee that the Constitution (and its associated documents) be updated to include the acquisition methods, listed in Section 5.1 of report CH/201, to maximise the Council's opportunity to purchase land and housing schemes for affordable housing delivery purposes.

Reasons for the Recommendations

The Council has an active housing delivery programme aimed at addressing the pressing need for affordable housing in the borough, where Crawley has a limited land supply, and opportunities need to be explored from across the market, which may arise in a range of different forms, and Officers require the authority to explore viable options that may arise, and to proceed into contract when appropriate, following the necessary consultation.

Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.58 pm

M G JONES
Chair

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Agenda Item 8

Full Council

18 OCTOBER 2023

NOTICE OF MOTION 1 – IMPROVING POLICING IN CRAWLEY

Mover Councillor Lamb and Seconder Councillor Yasmin Khan

This Council notes:

- That overall responsibility for policing in England and Wales continues to rest with the Home Secretary
- That since the Police Reform and Social Responsibility Act (2011), the Sussex Police and Crime Commissioner has borne ultimate responsibility for policing across West Sussex, East Sussex, and Brighton and Hove.
- That day-to-day responsibility for operational decisions is held by the Chief Constable across Sussex, and within Crawley by the District Commander
- That while s17 of the Crime and Disorder Act (1998) created a general responsibility for local authorities to do what they reasonably can to prevent crime and disorder within their area, since the Police Reform and Social Responsibility Act (2011), councils have lacked any formal influence over the actions of their local police
- That despite this, Crawley Borough Council has a democratic obligation to act upon the concerns of local residents

This Council further notes:

- The incredible work of police officers and police community support offers in Sussex, who regularly put themselves at risk to protect others from harm
- That despite the work of individual officers and PCSOs, official statistics now show that of the 11,875 crimes reported in Crawley over the last 12 months, just 6% resulted in a suspect being charged
- That when discussing criminal activity with the council and its representatives, residents and businesses regularly state that they no longer report criminal activity to the police due to a disbelief that it will be acted upon
- That the Labour Party has announced plans for an addition 13,000 neighbourhood police officers and PCSOs

Agenda Item 8

This Council believes:

- That the Sussex Police and Crime Commissioner is failing to take the concerns of local residents and businesses seriously
- That a failure to act to address anti-social behaviour and low-level criminal activity encourages the growth of more serious criminal activity
- That the policing needs of the Crawley community are best addressed through a return to local neighbourhood policing
- That residents should not be forced to wait until the return of a Labour Government to see their concerns acted upon

This Council resolves:

- To call upon the Sussex Police and Crime Commissioner to refocus the strategic priorities of Sussex Police to place a greater emphasis on neighbourhood policing
- To support the work of the Safer Crawley Partnership and the Cabinet Member for Public Protection in creating an ongoing programme of regular public meetings across Crawley which will allow a greater number of opportunities for residents, elected members and the Police to have dialogue on issues relating to crime and antisocial behaviour within the borough and how this is prioritised

Agenda Item 9

Full Council

18 OCTOBER 2023

NOTICE OF MOTION 2 – RECYCLING RATES

Mover Councillor Crow and Seconder Councillor Hellier

This Council notes the Local Authority Waste Performance Statistics released by DEFRA in March 2023, showing the latest available household waste recycling data for the seven District and Borough Councils within West Sussex for three years from 2019/20. (Appendix A) This data shows Crawley having by far the lowest household waste percentage in West Sussex that is sent for recycling, having made little progress, and being one of only two local authorities to go backwards in 2021/22.

This Council also notes the letter sent by DEFRA to the Leader of Crawley Borough Council on 27 July 2017, that expresses concern about Crawley's low recycling rate and offers assistance, and his subsequent reply. (Appendix B)

This Council resolves to:

Publicly state its intent to be serious about improving Crawley's household waste recycling rate, aiming to reach a more equitable level with the six other waste collection local authorities in West Sussex, and in exploring options, seek learning from other local authorities and waste experts.

Request the Cabinet Member for Environmental Services and Climate Change, to set up and chair a cross-party member working group, to look at how household waste recycling rates in Crawley can be improved.

Agenda Item 9

Appendix A

Percentage of Household Waste Sent for Recycling, Reuse or Composting (NI192)	2019/2020	2020/2021	2021/2022
Adur District Council	36.59%	41.11%	41.43%
Arun District Council	42.84%	42.34%	42.62%
Chichester District Council	44.93%	44.50%	47.01%
Crawley Borough Council	30.27%	31.92%	31.39%
Horsham District Council	53.32%	53.52%	53.09%
Mid Sussex District Council	42.94%	41.75%	42.85%
Worthing Borough Council	39.96%	41.49%	43.63%

Agenda Item 9

Appendix B



Department
for Environment
Food & Rural Affairs

Nobel House
17 Smith Square
London SW1P 3JR

Dr Thérèse Coffey MP
Parliamentary Under Secretary of State

T 03459 335577
defra.helpline@defra.gsi.gov.uk
www.gov.uk/defra

Cllr Peter Lamb
Leader, Crawley Borough Council

27th July 2017

peter.lamb@crawley.gov.uk

Dear Cllr Lamb,

Increasing household recycling is one of my key priorities as Minister responsible for waste management and one which I expect we both want to achieve. This sits alongside our UK obligation to recycle 50% of household waste by 2020 with future higher targets expected to be decided at EU level and with our long-term ambition to be one of the most resource efficient countries in the world.

I appreciate the significant role local authorities have played with increasing the amount of recycling in England, improving the amount of material recycled from around 10% to over 43% in the last 10 years. However, I am concerned to see that the most recent 'waste from households' recycling rate for Crawley Borough Council was 27.6% in 2015/16.

This does concern me greatly. I would be interested to understand any particular reasons or challenges your authority is facing locally with this? I am keen to hear where any particular issues have already been identified and future plans put in place to try and tackle this issue. It would be useful to know your contractual status, including when the last review was undertaken and when the next one is due. I would also be keen to know your plans or collaboration with other councils and your intentions to extend recycling.

My team would be very happy to discuss any of this with you. Please get in touch with them via [REDACTED]

I look forward to hearing from you,

[REDACTED]
DR THERESE COFFEY MP

Enc. List of recycling rates by council for 2015/16



Agenda Item 9

From: Lamb, Peter
To:
Subject: RE: recycling rates
Date: 31 July 2017 12:21:25

Thank you for your letter. I will make sure to treat it with the same seriousness my letters to central government, on matters of great importance to my residents, have received from ministers in the past.

Regards,
Cllr Peter Lamb
Leader, Crawley Borough Council

From: EQ CAPS [EQCAPS@defra.gsi.gov.uk]
Sent: 31 July 2017 11:40
To: Lamb, Peter
Subject: recycling rates

Please find attached a letter from Thérèse Coffey MP Parliamentary Under Secretary of State for the Environment regarding the household recycling rate in your local authority.

If you have any questions about this letter please contact

| Waste and Recycling | Environmental Quality (EQ)
| Department for Environment, Food and Rural Affairs
| 2B Nobel House, 17 Smith Square, London, SW1P 3JR

Agenda Item 10

Full Council

18 OCTOBER 2023

NOTICE OF MOTION 3 – SUPPORT FOR CARE LEAVERS

Mover Councillor Millar-Smith and Seconder Councillor Mwangale

This Council notes that the Care Leavers Service in West Sussex supports young people to exit care successfully as they move towards independence, operating under a clear legislative framework provided by the Children (Leaving Care) Act 2000 and the Children and Social Work Act 2017. The Children and Social Work Act 2017 introduces corporate parenting principles which comprise seven needs that local authorities in England must have regard to.

This Council further notes that the West Sussex Care Leavers Service and increasingly it's partners, operate in line with these principles which centre around the promotion of physical and mental health and wellbeing of those children and young people to encourage them to express their views and to take those views into account to:

- Help gain access to and make the best use of services provided by the local authority and its relevant partners
- Promote high aspirations and seek to secure the best outcomes
- Ensure they are safe, and have stability in their home lives, relationships and in education or work, and ultimately to prepare them for adulthood and independent living

This Council welcomes the existing support given by Crawley Borough Council to local care leavers, including the provision of free leisure centre access to K2 Crawley to support their health and wellbeing.

In seeking to provide further support for care leavers, this Council resolves to: Engage directly with the West Sussex Care Leavers Service, to proactively help the service move towards Good and onto Outstanding status through the exploration and implementation of additional initiatives, including potentially:

- Providing a shopfront facing community base for our care leavers - a communal space to meet with facilities such as laundry, life skills coaching, WiFi and a place to meet Leaving Care Personal Advisors

Agenda Item 10

- Linking to the above objective, a space for the County Council's Youth Emotional Support Service for meeting with children from across the county.
- An apprenticeship or work-based opportunity for any care leaver who wanted to explore this as an alternative Employment Education and Training option.