

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, 13 December 2023** at **7.30 pm**

Nightline Telephone No. 07881 500 227



Chief Executive

Please contact Democratic Services if you have any queries regarding this agenda.
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Published 5 December 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.

*The intention is that this meeting would be recorded and live streamed.
Further information on this would be published in a Supplementary Agenda.*



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

Part A Business (Open to the Public)

	Pages
1. Apologies for Absence	
To receive any apologies for absence.	
2. Disclosures of Interest	
In accordance with the Council's Code of Conduct, councillors are reminded that it is a requirement to declare interests where appropriate	
3. Minutes	5 - 20
To approve as a correct record the minutes of the meeting of the Full Council held on 18 October 2023.	
4. Communications	
To receive and consider any announcements or communications, including any additional Cabinet Member announcements.	
5. Public Question Time	
To answer public questions under Full Council Procedure Rule 1.1-E. The questions must be on matters which are relevant to the functions of the Council, and should not include statements.	
One supplementary question from the questioner will be allowed.	
Up to 30 minutes is allocated to Public Question Time.	
6. Consideration of Full Council Recommendations and Call-In Decisions	21 - 104
To consider any recommendations before the Full Council or items which have been Called-In.	
<i>NB In advance of the meeting Political Groups will identify which recommendations they do not wish to reserve for debate.</i>	
7. Councillors' Questions Time	
There will be a maximum of 30 minutes for Councillors' Question Time (CQT). Councillors may ask questions relating to either a portfolio issue or with regard to the functions delegated to a Committee.	

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

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

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

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

To receive the minutes of the meetings of the Cabinet, Overview and Scrutiny Commission and Committees, as listed on page 21, and set out in the appendices to this item and to debate any Reserved Items contained within those Minutes.

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

9. 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, 18 October 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, B J Burgess, 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, J Millar-Smith, C J Mullins, S Mullins, M Mwangale, A Nawaz, B Noyce, D M Peck, 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:

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 M Morris and A Pendlington

1. Disclosures of Interest

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

2. Minutes - 19 July 2023

The minutes of the meeting of the Full Council held on 19 July 2023 were approved as a correct record and signed by the Mayor.

3. Minutes - 19 September 2023

The minutes of the meeting of the Full Council held on 19 September 2023 were approved as a correct record and signed by the Mayor.

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4. Communications

The Mayor updated the Council on events since the last meeting, which included that she had attended the Hawth on a few occasions to support Crawley's local dementia group as well as a Disability Open Day and the Junior Citizen event, both of which were arranged by Crawley Borough Council. She also helped launch Black History Month at Crawley Museum and attended the concert to celebrate 50 years of Town Twinning with Dorsten in Germany.

Cabinet Members Councillors Irvine, Nawaz and Noyce provided Full Council with further context to their [Cabinet Member Announcements](#), as contained within the Supplementary Agenda Order Paper.

5. Public Question Time

Questioner's Name	Name of Councillor Responding
<i>Mr Alastair Parr, Three Bridges –</i>	Councillor Y Khan (<i>Cabinet Member for Public Protection</i>)
I've been talking to the council lately about the anti-social behaviour, in particular the footpath in and around Geraint Thomas House. Since it re-opened there have been an awful lot of problems which have blighted the people living there, some of which are down to A2Dominion. But there are a couple of things that could be done; the litter is being cleared off the path, but there has been no bin replaced after it was burnt down. There are two places, one of which is outside the district heat building which is inside the fence line of the old town hall which is full of litter and also the corner of the yard at the back of the town hall that the council use is full of litter as well. In addition, the concrete blocks are still there and make seats for street drinkers.	I am sorry I did not receive your communication, but I will look into it and will ensure you receive a reply.
	Councillor Nawaz (<i>Cabinet Member for Planning and Economic Development</i>)
	Thank you, we did receive your email and I am already talking to officers. We have been given some contact details for A2Dominion. Officers are investigating and will respond to you and also from an anti-social behaviour side.

6. Recommendation 1 – 2023/2024 Budget Monitoring - Quarter 1

The Full Council considered report [FIN/633](#) of the Head of Corporate Finance on the 2023/2024 Budget Monitoring Quarter 1. The Leader of the Council presented the report 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. The recommendation was seconded by Councillor Nawaz.

Councillors Crow and Lanzer spoke on the recommendation.

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

RESOLVED

That Full Council approves:

- a) 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) 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) 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](#))

7. Recommendation 2 - Future Acquisitions for Affordable Housing Delivery - (Part B report)

The Mayor informed the Full Council that it was intended to hold the discussion on Recommendation 2 - Future Acquisitions for Affordable Housing Delivery in open public session (Part A), noting that report CH/201 of the Head of Crawley Homes was exempt (Part B).

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

The recommendation was seconded and supported by Councillor Irvine.

Councillor Crow also spoke on the recommendation.

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

RESOLVED

That Full Council delegates 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.

8. Notice of Motion 1 - Improving Policing in Crawley

The Full Council considered Notice of Motion 1 – Improving Policing in Crawley – as set out on page 85 of the agenda. The Motion was moved and presented by Councillor Lamb, who in doing so gave further explanation of the reasoning behind the Motion. It was seconded and supported by Councillor Y Khan.

Councillors S Mullins, Crow, Pritchard, Millar-Smith, Lanzer, and Burgess all spoke during the debate on the Motion.

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The Mayor then called for a vote on Notice of Motion 1 – Improving Policing in Crawley which was carried by 20 votes in favour, 14 against and 0 abstention.

RESOLVED

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

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.

9. Notice of Motion 2 - Recycling Rates

The Full Council considered Notice of Motion 2 – Recycling Rates – as set out on page 87 of the agenda. The Motion was moved and presented by Councillor Crow, who in doing so gave further explanation of the reasoning behind the Motion. It was seconded and supported by Councillor Hellier.

Councillor Jones moved and presented Amendment 1 to the Notice of Motion (as detailed on page 15 of the Supplementary Agenda Order Paper). The amendment was seconded by Councillor Noyce. Councillors Lamb, Piggott, Nawaz, Lanzer, S Mullins and Millar-Smith also spoke on the item. Councillor Crow used his right to reply on the proposed Amendment and on what had been debated.

At the conclusion of the debate the Mayor called for a vote on the proposed amendment to Notice of Motion 2 – Recycling Rates which was carried by 20 votes in favour, 14 against and 0 abstention.

The Mayor then called for a vote on the substantive Notice of Motion Notice of Motion 2 – Recycling Rates as amended which was carried by 20 votes in favour, 0 against and 14 abstentions.

RESOLVED

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:

Restate its strong commitment to 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, while taking into account the differing challenges the Borough has in comparison to those areas, and in exploring options, seek learning from other local authorities and waste experts.

Request the Chair of the Overview and Scrutiny Commission to look into setting up a cross-party Scrutiny Panel, to look at how household waste recycling rates in Crawley can be improved.

In the meantime, request the Cabinet Member for the Environment, Sustainability and Climate Change writes on behalf of Crawley Borough Council to West Sussex County Council calling on them to reinstate the recycling credits payment scheme which the Conservative administration at County Hall abolished in 2020 that used to help

borough and district councils within the county area to pay for and implement initiatives to increase recycling.

10. Notice of Motion 3 - Support for Care Leavers

The Full Council considered Notice of Motion 3 – Support for Care Leavers – as set out on page 91 of the agenda. The Motion was moved and presented by Councillor Millar-Smith who in doing so gave further explanation of the reasoning behind the Motion. It was seconded and supported by Councillor Mwangale.

Councillor Jones moved and presented Amendment 3 – Support for Care Leavers (as detailed on page 15 of the Supplementary Agenda Order Paper). The amendment was seconded by Councillor S Mullins. Councillors Crow, Irvine and Burgess also spoke on the item.

Councillor Millar-Smith, using her right to reply, commented that she would accept Councillor Jones' amendment and include it as part of the substantive recommendation. The Mayor then called for a vote on the substantive recommendation as amended which was carried unanimously.

RESOLVED

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 its 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 work in partnership with West Sussex County Council to assist it in fulfilling its statutory duties, by:

Engaging 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:

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- 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

Linking to the above objective, a space for the County Council's Youth Emotional Support Service for meeting with children from across the county.

And also requesting officers of Crawley Borough Council to review the council's recruitment policy and procedure to incorporate potential opportunities for any care leaver who wanted to explore this as an alternative Employment Education and Training option.

11. Councillors' Questions Time

Name of Councillor asking Question	Name of Cabinet Member Responding
<p><i>Councillor Lanzer to the Leader of the Council</i></p> <p>I refer to the Full Council meeting of 22 February this year where Councillor Piggott asked a question on the possibility of implementing a searchable database for TPOs. That question was not answered by the time of the 20 March meeting and I asked Councillor Jones about that unanswered question. At the time there were several other unanswered questions, which have subsequently been responded to. But I am advised by Councillor Piggott that he has not received a response to that question tabled in February. Could he please commit to providing an answer himself or via a Cabinet Member?</p>	<p><i>Councillor Jones, Leader of the Council</i></p> <p>Thank you for your question. Naturally the council, Democratic Services Officers and the Cabinet do try to take account of the questions asked at this meeting and for them to be answered. This has been raised before and we did put in a system to address this. However, there should not be a requirement to wait until a Full Council meeting if a response is outstanding and I would like this brought to our attention. I will have to investigate to check the system for capturing questions is adequate.</p>
<p><i>Councillor Pritchard to the Leader of the Council</i></p> <p>I saw your report about the issues potentially coming forward with the influx of Chagossian people into Crawley. Our local MP seems to suggest that the council will not receive very many applications. Is that true and are you happy with the government's response so far, particularly in terms of the significant impact this will have on the council?</p>	<p><i>Councillor Jones, Leader of the Council</i></p> <p>Thank you for your question. The government is handling immigration and asylum seeker applications very poorly. They have added the additional Chagossians with British passport rights through this legislation. To date there have been 6600 applications for British citizenship, of which 3200 have been approved. 600 of these applications are from individuals already in the UK, and 300 of these have already been approved.</p> <p>Based on these numbers, the Foreign and Commonwealth Office has suggested that 3500-5000 people is highly credible as is the assumption</p>

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	<p>that the majority will look to Crawley. There was no impact analysis completed prior to the commencement of the scheme and could result in a 3% increase in Crawley's population. It is rightly correcting an historical injustice which is well documented, but it is a national situation and support is required going forward.</p>
<p><i>Councillor Burgess to the Cabinet Member for Environment, Sustainability and Climate Change</i></p> <p>We spoke earlier about policing and the underlying problems of crime and I think one of the issues we create is if we don't keep the town clean and tidy. How can we have all the fly tipping and fly posting removed that has appeared throughout the town and how can we stop it happening in the future?</p>	<p><i>Councillor Noyce, Cabinet Member for Environment, Sustainability and Climate Change</i></p> <p>Thank you for your question, I will have to look into this further with officers and I will respond.</p>
<p><i>Councillor Sivarajah to the Cabinet Member for Leisure & Wellbeing</i></p> <p>Regarding the tree planting in Tilgate Park, will you be able to provide us with further information please?</p>	<p><i>Councillor C Mullins, Cabinet Member for Cabinet Member for Leisure & Wellbeing</i></p> <p>The community tree planting at Tilgate Park is taking place on 28 October at 9am. The main trees are being planted by the staff, the centre of which will be an Oak tree. Other smaller trees will be planted by the public and residents are encouraged to attend. The trees will be a selection of native species. It is part of the late Queen's Green Canopy, so it is important to become involved if you can as it is also an environmental activity.</p>

12. 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.

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13. Councillors' Questions Time (Continued)

Name of Councillor asking Question	Name of Cabinet Member Responding
<p><i>Councillor McCarthy to the Cabinet Member for Housing</i></p> <p>I welcome the comments about increasing engagement with residents at Milton Mount flats. However, residents at these flats have experienced ongoing issues with the new water pumping station with multiple failures being reported, no water, as well as instances with high pressures spikes causing leaks. The pumping station equated to the largest amount of money within the repair work and so these instances are upsetting for residents. Please can you establish the root cause of the pumping station failures in order to prevent any further issues?</p>	<p><i>Councillor Irvine, Cabinet Member for Housing</i></p> <p>Thank you for your question. I am aware of the problems at Milton Mount flats, but I wasn't aware of the full details of the issue you mention. We have a dedicated and committed team of officers who are responsible for Milton Mount. I can't guarantee that I personally will get to the root cause of the issue, but I will raise this at my next briefing and ensure the officers can establish the problem and how to resolve it.</p>
<p><i>Councillor Ayling to the Cabinet Member for Leisure & Wellbeing</i></p> <p>Please can you kindly provide us with further information on how the Wellbeing van is doing around the town?</p>	<p><i>Councillor C Mullins, Cabinet Member for Leisure & Wellbeing</i></p> <p>The van is in its first year of deployment. The idea was to take the Wellbeing Service that we have at K2 Crawley out in the community and to harder to reach groups and be able to provide wellbeing advice and support. The overall cost of the vehicle was £83,000 but was achieved by working with partners. The vehicle is used within the community approximately twice a week and at events. The health screening continues along with wellbeing appointments and healthy lifestyles. When it was first used in March there were 50 interactions, but since its entire use there has been 650 people visit the vehicle. I think all parties involved need to be congratulated.</p>
<p><i>Councillor Crow to the Leader of the Council</i></p> <p>I noticed that Henry Smith MP had written to you about requesting that this council commemorates Holocaust Memorial Day every year and I think that request has particular merit. Have you responded or what is your response likely to be?</p>	<p><i>Councillor Jones, to the Leader of the Council</i></p> <p>Thank you for your question Councillor Crow. I will be responding to the MP but I wanted to provide the council with a response first. The Holocaust is one of the darkest chapters in humanity's history and I'm very open to the council supporting an event to mark Holocaust Memorial Day in the new year.</p>

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<p><u>Supplementary question –</u></p> <p>I would like to thank the Leader for his response and say I welcome his thoughts that the council would be looking to commemorate the event. I like the idea of reaching out to the Jewish community.</p>	<p>Discussions did take place towards the end of 2020 regarding a tree planting ceremony along with a plaque unveiling in the Memorial Gardens. However due to Covid the tree planting had to be cancelled, as did the event the following year due to increasing infection rates. This could be picked up for January 2024 and the council would like to reach out to any local residents from the Jewish community, along with other residents who would also be interested to take part in such a ceremony as we would like this to be an event that has a strong community involvement.</p>
<p><i>Councillor Belben to the Cabinet Member for Planning and Economic Development</i></p> <p>At July's Council, there was a written question as to why the Queen's Square fountains jets had been out of order for some time. In your reply you stated that not only would the works on site be completed by the end of September but regular meetings were being held with contractors to see if the works programme could be reduced. Here we are in the middle of October (having had exceptional warm weather) and still the fountain jets are not working. Please can you provide an explanation?</p> <p>You also said the council did not delay the work by taking any legal action against the contractors. What are the costs to date of fixing the fountain please?</p>	<p><i>Councillor Nawaz, Cabinet Member for Planning and Economic Development</i></p> <p>You may have seen the area is now cordoned off and repair work is in progress. There have been supply chain issues for the fountain parts, and although now procured it has resulted in some slippage in the timescale. I regularly receive updates on progress and all contractors are working to complete.</p> <p>I'm afraid I do not have the figures but I will investigate and respond to you.</p>
<p><i>Councillor Jaggard to the Chair of the Overview and Scrutiny Commission</i></p> <p>I am slightly baffled by the recent HASC report. So please can the Chair of OSC explain minute 9, it is the data relating to Adult Service Public Health. Previously the HASC reports have been interesting and clear but this requires further explanation on the whole section, so please can you provide this?</p>	<p><i>Councillor Ayling, Chair of the Overview and Scrutiny Commission</i></p> <p>I'm afraid I do not have the paperwork in front of me, but I will have a look into your question and provide a response. I am not on the HASC committee so I will need to liaise with Councillor K Khan and obtain further information.</p>
<p><i>Councillor Millar-Smith to the Leader of the Council</i></p> <p>I believe you said 300 citizenships have taken place? Please can you kindly clarify the figures?</p>	<p><i>Councillor Jones, Leader of the Council</i></p> <p>To date there have been 6600 applications for British citizenship of which 3200 applications have been approved. 600 of these applications are</p>

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<p>Of those approvals that have received citizenship, how many people have approached the council for housing applications?</p>	<p>from individuals already in the UK and 300 of those have already been approved.</p> <p>I'm afraid I do not have the exact figures for you. I believe it is approximately 7 as of last week but this is the beginning of the process.</p>
<p><i>Councillor Lanzer to the Cabinet Member for Leisure & Wellbeing</i></p> <p>When Councillor Mullins, Councillor Jones and myself launched the Wellbeing vehicle in Queen's Square did he appreciate the coincidence that the health and wellbeing colours used for the balloons at the launch were a close resemblance to the Irish Tricolour?</p>	<p><i>Councillor C Mullins, Cabinet Member for Leisure & Wellbeing</i></p> <p>Thank you for your question, I did appreciate the colours very much.</p>

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

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

RESOLVED

That the following reports be received:

- Planning Committee – 24 July 2023
- Planning Committee – 29 August 2023
- Overview and Scrutiny Commission – 4 September 2023
- Audit Committee – 5 September 2023
- Cabinet – 6 September 2023
- Governance Committee – 11 September 2023
- Licensing Committee – 12 September 2023
- Overview and Scrutiny Commission – 25 September 2023
- Cabinet – 27 September 2023

There were no items for debate.

Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 10.18 pm

J Hart (Mayor)

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Disclosures of Interest

Appendix A

Councillor	Item and Minute	Meeting	Type and Nature of Disclosure
Councillor Ali	Planning Application CR/2023/0252/FUL – 9 Mill Road, Three Bridges (minute 5)	Planning Committee 24 July 2023	Personal Interest – West Sussex County Councillor.
Councillor Nawaz	Planning Application CR/2023/0252/FUL – 9 Mill Road, Three Bridges (minute 5)	Planning Committee 24 July 2023	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)	Planning Committee 24 July 2023	Personal interest – employed by Govia Thameslink Railway.
Councillor Nawaz	Planning Application CR/2023/0391/FUL – 69 St Mary's Drive, Pound Hill, Crawley (minute 4)	Planning Committee 29 August 2023	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)	Planning Committee 29 August 2023	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 R A Lanzer	2023/2024 Budget Monitoring – Quarter 1 (Minute 4)	Overview and Scrutiny Commission 25 September 2023	Personal Interest – Member of WSCC
Councillor R A Lanzer	2023/2024 Budget Monitoring – Quarter 1 (Minute 4)	Overview and Scrutiny Commission 25 September 2023	Personal Interest – WSCC Cabinet Member for Public Health & Wellbeing

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Councillor Burgess	Proposed Land Disposal of St Catherine's Hospice Site (Minute 6)	Overview and Scrutiny Commission 25 September 2023	Personal Interest – Volunteer at St Catherine's Hospice
Councillor Burgess	Proposed Land Disposal of St Catherine's Hospice Site (Minute 6)	Overview and Scrutiny Commission 25 September 2023	Personal Interest – Member of WSCC
Councillor R A Lanzer	Proposed Land Disposal of St Catherine's Hospice Site (Minute 6)	Overview and Scrutiny Commission 25 September 2023	Personal Interest – Member of WSCC
Councillor R A Lanzer	Proposed Land Disposal of St Catherine's Hospice Site (Minute 6)	Overview and Scrutiny Commission 25 September 2023	Personal Interest – WSCC Cabinet Member for Public Health & Wellbeing
Councillor R A Lanzer	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 9)	Overview and Scrutiny Commission 25 September 2023	Personal Interest – Member of WSCC
Councillor R A Lanzer	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 9)	Overview and Scrutiny Commission 25 September 2023	Personal Interest – WSCC Cabinet Member for Public Health & Wellbeing
Councillor Ali	Notice Of Motion 2 – Recycling Rates	Full Council 18 October 2023	Personal Interest – WSCC Member
Councillor Burgess	Notice Of Motion 2 – Recycling Rates (Amendment)	Full Council 18 October 2023	Personal Interest – WSCC Member
Councillor Crow	Notice Of Motion 2 – Recycling Rates (Amendment)	Full Council 18 October 2023	Personal Interest – WSCC Member
Councillor R A Lanzer	Notice Of Motion 2 – Recycling Rates (Amendment)	Full Council 18 October 2023	Personal Interest – WSCC Member
Councillor Ali	Notice of Motion 3 – Support for Care Leavers	Full Council 18 October 2023	Personal Interest – WSCC Member
Councillor Burgess	Notice of Motion 3 – Support for Care Leavers	Full Council 18 October 2023	Personal Interest – WSCC Member
Councillor Crow	Notice of Motion 3 – Support for Care Leavers	Full Council 18 October 2023	Personal Interest – WSCC Member

Agenda Item 3

Councillor R A Lanzer	Notice of Motion 3 – Support for Care Leavers	Full Council 18 October 2023	Personal Interest – WSCC Member
Councillor R A Lanzer	Notice of Motion 3 – Support for Care Leavers	Full Council 18 October 2023	Personal Interest – WSCC Cabinet Member for Public Health & Wellbeing

Agenda Item 3

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Agenda Item 6

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

Appendix

- a) Licensing Committee – 19 October 2023 (*page 23*)
- b) Planning Committee – 24 October 2023 (*page 29*)
- c) Overview and Scrutiny Commission – 30 October 2023 (*page 37*)
- d) Planning Committee – 14 November 2023 (*page 43*)
- e) Employment Panel – November 2023 (*page 53*)

Recommendation 1 – Appointment of Deputy Chief Executive (pages 53-54)

- f) Audit Committee – 21 November 2023 (*page 55*)
- g) Overview and Scrutiny Commission – 27 November 2023 (*page 61*)
- h) Governance Committee – 28 November 2023 (*page 69*)

Recommendation 2 – Findings of the Reviews of Polling Districts, Polling Places and Polling Stations (2023) (page 70)

Recommendation 3 – Changes to the Constitution (page 71)

- i) Cabinet – 29 November 2023 (*page 93*)

Recommendation 4 – Budget Strategy 2024/25 – 2026/27 (pages 95-96)

Recommendation 5 – Crawley Station Gateway - Phase 1 (pages 97-99)

Recommendation 6 – Western Boulevard Scheme - Crawley Growth Programme (pages 99-100)

Recommendation 7 – Crawley Innovation Centre - Additional Towns Fund Monies – PART B (pages 101-2)

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Crawley Borough Council

Minutes of Licensing Committee

Thursday, 19 October 2023 at 7.00 pm

Councillors Present:

I Ashraf (Chair)

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

Officers Present:

Georgina Bouette	Head of Community Services
Michael Leonard	Finance Business Partner
Carolin Martlew	Head of Corporate Finance
Kareen Plympton	Team Leader - Health, Safety and Licensing
Jess Tamplin	Democratic Services Officer
Astrid Williams	Senior Lawyer (Solicitor)

Apologies for Absence:

Councillor Z Ali and M L Ayling

1. Disclosures of Interest

No disclosures of interests were made.

Councillor Irvine declared he had been lobbied on matters relating to agenda item 5 (minute 4) – Proposed Fees and Charges for 2023: Hackney Carriage and Private Hire Licensing Regime (Update Report).

2. Minutes

A Committee member raised a query regarding minute 5 (page 8) of the minutes of the previous meeting and asked for clarification on the percentage of fee increases made in 2022 and 2023. Officers confirmed that the figures set out in the minutes were correct.

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

3. Public Question Time

The Chair invited members of the public to speak as part of Public Question Time.

Nick Venes, a representative from the private hire industry, addressed the Committee and asked a question summarised as follows:

The taxi licensing system is draconian and the service penalises drivers too harshly – many licensed drivers have left Crawley to work in other areas for this reason. An increase to the fees was already made this year, which averaged out at a 2.5% annual increase for the past two years. The figures given in the report are not very clear and there seem to be errors in the calculation of the initial application fee in Table 2. It includes a £15 fee for a ‘street listing pack’ – what is this? Is the fee compulsory, and can the pack not be issued online so the fee doesn’t have to be charged? Also, increasing the fees chargeable for electric vehicles will not incentivise licensed drivers to ‘go green’ by switching to an electric car.

The Chair requested that the Health, Safety and Licensing Team Leader provide a response. It was confirmed that the street listing pack was created following requests from applicants but would be optional, and no fee would be charged if an applicant did not want to receive it. The information within the pack was not owned by Crawley Borough Council so could not be distributed freely online. It was also clarified that the fees for electric vehicles were being increased to come into line with those of other vehicles as the administrative costs were no lower for electric vehicles.

Nick Venes asked a supplementary question summarised as follows:

The figures in Table 2 do not seem accurate. If subject to a 10% increase, the initial application figure of £147.90 should be increased by £14.79 to £162.29, but this is listed in the table as £173.89, which is actually a 17.5% increase. Please can those figures be broken down?

In response, the Health, Safety and Licensing Team Leader and the Head of Corporate Finance explained that the initial application fee was made up of a number of individual charges, some of which were proposed to be subject to the 10% increase and some of which were subject to no increase. The total figure was also altered by the addition of the £15 fee for the street listing pack, which was a new charge and so was not accounted for in the current 2023/24 figures. For these two reasons it would not give an accurate figure to apply a flat 10% increase to the total initial application fee. It was also clarified that not all of the individual charges would be relevant to all applicants and each would be considered on a case by case basis.

4. Proposed Fees and Charges for 2023: Hackney Carriage and Private Hire Licensing Regime (Update Report)

The Committee considered report [HCS/067](#). The Head of Community Services presented the report, which provided an update on the hackney carriage and private hire licensing fees item previously considered by the Licensing Committee on 12 September 2023, and sought to increase the fees charged by the service. The Committee had agreed that the item be deferred to a later date to enable officers to provide further information on some of the matters raised as part of its discussion.

Report HCS/067 provided clarification regarding previous increases to the fees, the statutory consultation period, the number of licensed drivers in Crawley, and the accuracy of the figures set out in the report, which were confirmed to be correct. It was heard that, since the previous meeting, the Council's Finance team had undertaken a budget setting review which had led to a change in the central service recharges allocated to the hackney carriage and private hire licensing service. The recommendation in the report had been revised to propose a 10% increase in the fees.

The Committee then discussed the matter. Thanks were conveyed to officers for providing clarity on the matters raised at the previous meeting. In general, the Committee felt that the information was presented more clearly and was informative. Some Committee members queried the figures set out in revised table 1 and table 2 in the report and asked for clarification on why those figures did not match. The finance officers explained that the estimated figures for income from hackney carriage and private hire fees in 2023/24 and 2024/25 were based on the actual number of active licences (in order to provide the most accurate projections), whereas the estimated figures for 2025/25 and 2026/27 were based on the average number of active licences at any one time (as the actual number was difficult to predict so far in advance). It was also highlighted that not all drivers will pay all fees each year, for example due to differing licence durations which could be one, two or three years.

It was recognised that it was important to ensure the taxi licensing service ran at a cost-neutral position but that there had been a significant deficit for some time. Committee members heard that the service was being subsidised by other parts of the Council's budget and that the source of this funding was the Council tax payer, about which some Committee members expressed concerns. As per the Committee's previous request, the report set out the percentage by which fees would need to be increased to achieve cost-neutrality in the service, which was estimated at 18% for 2024/25 alone. The Committee agreed that this level of increase would be unpalatable. Several Committee members expressed regret that the fees were to be increased, but agreed that doing so was a necessity.

Committee members sought an explanation for the timing of the proposed fee increase, particularly as the data showed the service had been running on a deficit for a number of years. The Health, Safety and Licensing Team Leader explained that there had been concerns regarding the budget for some time, but these had been exacerbated by the effects of the Coronavirus pandemic. The Council had provided significant support to licensed drivers throughout, including an extension to the age limit of licensed vehicles and the provision of business grants, which had come at significant cost to the taxi service and the Council more widely. A recent review of the service's budget showed that the current position was unsustainable.

Some Committee members expressed support for the borough's licensed drivers and noted that the trade had faced challenges in recent years. A concern was raised that the proposed increase was higher than those instated by neighbouring local authorities and that this would place financial pressures on members of the trade, or cause them to rescind their Crawley licence and instead attain a licence from another local authority. It was suggested that Crawley's offer should be as attractive as those of other local authorities as there were concerns that licensees were already leaving the area. In response the Health, Safety and Licensing Team Leader confirmed that there was currently a significant number of new applicants coming through the system. There had been a dip in driver numbers during the Coronavirus pandemic, but drivers were now seen to be returning to Crawley, in part due to increased

business at Gatwick airport. There was no evidence to prove reports that a significant number of licensed drivers had left Crawley in favour of other areas.

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

- The Committee noted that inflation was currently high and that it was not logical to increase fees at a rate lower than this level. It was also noted that there was no fee increase in 2021/22 and a 5% fee increase in 2022/23.
- It was highlighted that the Committee had recently voted to increase the hackney carriage fares chargeable by licensed drivers. The Council did not set the fares charged by the private hire trade.
- The Committee discussed the proposed increases in fees for electric vehicles, which were at a rate higher than 10% in order to be brought into line with the fees for non-electric vehicles. Some concerns were raised that this would not promote the use of electric vehicles which were considered to be more climate-friendly. The Health, Safety and Licensing Team Leader explained that the rationale for this change was that the administrative costs were no lower for electric vehicles.
- Clarification was sought on the licence renewal process and a specific concern was raised about those drivers who did not meet the deadline for renewing their licence. The Health, Safety and Licensing Team Leader confirmed that, if the deadline had been missed by a few days, there were provisions to allow a renewal on a case-by-case basis. Further checks were sometimes required – for example in instances where a licensee had not completed a safeguarding test for a number of years.

The Committee also discussed the duration of drivers' licenses. It was noted that licenses were to be offered for a three-year period as standard, with one- and two-year licenses also available.

Some Committee members raised concerns about the lack of choice given to individuals, the significant up-front cost of a three-year licence, or the loss of costs if a driver was forced out of the trade (for example, due to a medical issue) prior to the end of their three-year licence term. The Health, Safety and Licensing Team Leader clarified that the provision of the three-year licence term is standard practice in the industry and is a guideline set out in legislation, including the Local Government Act 1976 and the Department for Transport's statutory taxi standards 2020, and also significantly reduces the administrative burden on both the licensing service and licensees themselves. Shorter-term licenses were available in certain circumstances and pro-rata refunds could be offered to those departing the trade prior to their licence term ending. Committee members expressed a range of views on the matter and sought to understand whether the duration of a licence term would have a material effect on the decision to be made regarding the fee increase. The Head of Corporate Finance confirmed that currently over half of licenses issued were for a three-year term. There would be minor effects on the service's finances but it would not significantly impact the decision to be made.

It was proposed by Councillor Nawaz and seconded by Councillor Jones that the licensing service retains the option for licensed drivers to apply for and renew their licence for a period of one, two, or three years. The Committee voted on the proposal, which was passed.

A Committee member suggested that the fees be increased by a lower percentage than the recommended 10%, on which Committee members expressed mixed views. It was suggested that the rate of inflation be used as a comparison. The

differences between CPI and CPIH were discussed, as well as the use of the prospective rate of inflation at the beginning of the 2024/25 financial year. Officers highlighted that any proposed increase would need to be of a specific amount, rather than a prospective suggestion, as the decision was to be subject to public consultation and therefore needed to be set in advance.

It was then proposed by Councillor Jones and seconded by Councillor Irvine that a 7% fee increase in hackney carriage and private hire licensing fees be instated for 2023/24, and that this be implemented following the conclusion of the consultation period. The Committee voted on the alternative recommendation, which was passed.

RESOLVED

That the Committee:

- a) Agrees to retain the option for licensed drivers to apply for and renew their licence for a period of one, two, or three years.
- b) Approves a 7% increase in hackney carriage and private hire licensing fees, and that this be implemented following the conclusion of the consultation period.

Closure of Meeting

With the business of the Licensing Committee concluded, the Chair declared the meeting closed at 8.41 pm.

**I Ashraf
(Chair)**

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Crawley Borough Council

Minutes of Planning Committee

Tuesday, 24 October 2023 at 7.30 pm

Councillors Present:

S Pritchard (Chair)

M Mwagale (Vice-Chair)

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

Officers Present:

Siraj Choudhury Head of Governance, People & Performance

James Freeman Planning Consultant

Sallie Lappage Strategic Planning Manager

Jean McPherson Group Manager (Development Management)

Clem Smith Head of Economy and Planning

Jess Tamplin Democratic Services Officer

Apologies for Absence:

Councillor M Morris

1. Disclosures of Interest

The following disclosures of interests were made:

Councillor	Item and Minute	Type and Nature of Interest
Councillor Ali	Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (minute 4)	Personal interest – employed by a company based at Gatwick Airport.
Councillor Ali	Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (minute 4)	Personal interest – a West Sussex County Council Councillor.

Councillor Jaggard	Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (minute 4)	Personal interest – donates to, but has no direct contact with, environmental charities which have an opinion on the matter.
Councillor K Khan	Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (minute 4)	Personal interest – previously employed at Gatwick Airport.
Councillor K Khan	Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (minute 4)	Personal interest – has attended meetings with organisations that have an opinion on the matter.
Councillor Nawaz	Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (minute 4)	Personal interest – a Gatwick Airport Community Group (Gatcom) representative. Has attended meetings regarding the matter.
Councillor Nawaz	Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (minute 4)	Personal interest – a trustee of Gatwick Airport Community Trust.
Councillor Nawaz	Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (minute 4)	Personal interest – employed by a company that has business relations with Gatwick Airport.
Councillor Pritchard	Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (minute 4)	Personal interest – employed by Govia Thameslink, which serves Gatwick Airport railway station.

2. Lobbying Declarations

The following lobbying declarations were made by councillors:

Councillors Ali, Bounds, Charatan, Jaggard, K Khan, and Pritchard had been lobbied but had expressed no view on item 5 (minute 4) – Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation.

3. Minutes

The minutes of the meeting of the Planning Committee held on 29 August 2023 were approved as a correct record and signed by the Chair.

4. **Gatwick Airport Northern Runway Development Consent Order - Crawley Borough Council Relevant Representation**

The Committee considered report [PES/441](#) of the Head of Economy and Planning which set out Crawley Borough Council's response, in the form of a Relevant Representation, to the Development Consent Order (DCO) application for Gatwick Airport's northern runway expansion proposals.

Councillors Ali, Bounds, Charatan, Jaggard, K Khan, S Mullins, Mwangale, Nawaz, and Pritchard declared they had visited the site.

The Chair invited the Planning Consultant to give a presentation on the DCO process. The timeline of the DCO and a summary of the changes proposed by Gatwick Airport Limited (GAL) in its application were outlined. It was explained that, if agreed, the DCO document itself along with the accompanying plans and schedules would provide the legal framework for the development works associated with bringing the northern runway into routine use. It was heard that the Council's Constitution required the Planning Committee to agree its Relevant Representation for submission to the examining authority, via the Planning Inspectorate. It was estimated that a final decision on the matter was likely to be made by the Secretary of State in early 2025.

The Chair then invited the Group Manager (Development Management) to summarise the Council's Relevant Representation. It was explained that the Council was invited to respond as a lead host authority on the project as the area covered by the airport fell mainly within the borough's boundary. In forming its response, the Council had identified a wide range of issues and shortcomings within the DCO, and therefore had significant concerns. The topics set out in the report were then introduced one-by-one. The Committee made comments and asked questions of the officers in response to each topic, as set out below.

The drafting of the dDCO

Committee members sought clarification about several elements of the process of submitting the Relevant Representation. It was noted that multiple local authorities had been consulted at this stage and in forming their responses had used the same planning consultants. Each local authority had individual concerns which related to its specific area, but there were shared concerns about the impact on matters such as the local economy, highways, and noise levels. The Committee asked whether the feedback submitted by Crawley Borough Council, as a host lead authority, would be given extra weight by the Planning Inspectorate. Officers confirmed that the Council would be submitting an extensive Local Impact Report to set out the effects of the proposals on the local area, to which consideration would be given.

Following a further query from a Committee member, officers confirmed that the Council had been given 56 days to provide its Relevant Representation to the DCO application. The Committee heard that national aviation policy supported the expansion of airports in general, and that historically most DCO applications were approved by the Planning Inspectorate. It was therefore important that the Council set out its concerns in full to ensure that consideration was given to all relevant matters.

Planning Statement / Design and Access Statement (DAS)

Committee members noted that the DCO application made a lack of references to the Council's Local Plan in terms of the design of the development. It was commented that it seemed unusual to take little account of the Local Plan – officers agreed that

there were concerns regarding this, and it was hoped that the Planning Inspectorate would seek to investigate these matters in more detail during its six-month examination period.

Project Site and Description

It was highlighted that the plans provided by GAL seemed vague and lacking in detail; the Committee deemed it important that the design and build of the proposals were of high quality. In response to a query about the extent of the Council's control over the design of the proposals, officers explained that details of some of the plans were more thorough than others; a number were lacking in detail. Parameter plans, which would set out the maximum sizes of the development, would need to be agreed and further details provided to the Council as local planning authority.

Historic Environment

The Committee made no comments specific to this topic.

Landscape, Townscape and Visual Impact

The Committee made no comments specific to this topic.

Ecology and Nature Conservation

The Committee made no comments specific to this topic.

Arboriculture

It was noted that the Relevant Representation outlined concerns about tree protection, tree loss, and ancient woodland, and the Committee was supportive of these matters being highlighted. Committee members felt that it was highly important for nearby trees and ancient woodland to be protected and preserved.

Water Environment

The Committee discussed water stress and flood risk at the site. The Relevant Representation raised concerns that the flood mitigation works proposed by GAL were not ambitious enough, and a Committee member highlighted that this was particularly relevant given that changing weather systems had led to increases in heavy rain and flooding in recent years. A concern was also raised that the proposals would reduce discharge into the River Mole by 50% and the impact this may have on biodiversity in and around the river.

Traffic and Transport

Various concerns were raised about the impact of the proposals on transport infrastructure to and from the airport. The plans to widen the access road to the airport were welcomed but concerns were raised that the DCO underestimated the amount of traffic from further afield and that the proposed measures to mitigate this were insufficient. Committee members felt that there was already significant traffic on the M23 and the proposed increase in capacity of the airport may greatly increase the number of vehicles. Officers highlighted that detailed highway improvements were proposed and traffic modelling had been undertaken, and that West Sussex County Council as local highways authority would provide detailed feedback on related matters within its own Relevant Representation. It was also heard that National Highways was a statutory consultee and had been involved in discussions with the applicant.

The Committee also discussed access to the airport via public transport. It was highlighted that the DCO made no proposals to expand the train service at Gatwick Airport railway station; significant concerns were raised that passenger footfall (particularly when taking into account those travelling with luggage) would dramatically rise with no increase in the number of rail services which was said may

overwhelm the network. Committee members highlighted that the project was environmentally damaging and sought details on any proposed improvements to sustainable transport, to which officers explained that there was a commitment to 55% of total passengers attending the airport by public transport (with an aspiration for 60%), as well proposals to improve bus services and the setting up of a Sustainable Travel Mitigation Fund. Further concerns were nonetheless raised about insufficient mitigation measures and a lack of consideration of the impact on the rail service. Officers highlighted that railway companies would be able to make representations during the DCO process.

Air Quality

The Committee raised queries about the proposed air quality monitoring measures. Whilst it was noted that the applicant does currently support monitoring in the area immediately surrounding the airport, there was a desire to see increased monitoring and concerns remained about the potential for greater pollution caused by the expansion proposals. Committee members queried the action that would be taken if higher than acceptable levels of air pollution were found. Officers explained that if this were to occur, either the Government or the Council could take action to improve air quality, for example through the designation of Air Quality Management Areas. It was highlighted to the Committee that there were national air quality objectives in place and that GAL predicted that levels of NOx in the area were likely to reduce over time; the Council's Environmental Health team agreed with this prediction. A query was also raised about the potential for a reduction in air quality due to increased numbers of passengers and staff travelling to the airport via car. Officers confirmed that transport modelling had been undertaken so emissions from travel to and from the airport had been accounted for in the DCO.

Noise and Vibration

Concerns were raised about the disruption to Crawley residents local to the airport caused by increased ground noise, flight 'go-arounds' and vibration. The impact of noise created during the construction period was also discussed – officers confirmed that a noise insulation scheme was proposed for those residents who would be most affected.

Green House Gases (GHG) and Climate

The Committee made no comments specific to this topic.

Local Economic and Socio-Economic Impacts

Concerns were raised that the DCO application had overstated the projected positive economic effects of the proposals. It was noted that a significant number of jobs were proposed to be created, which were likely to mostly be lower-skilled and therefore lower-paid jobs, which the Committee suggested may negatively impact Crawley's workforce. Committee members asked whether it would be possible for GAL to provide funding for or build relationships with local education establishments to encourage young people to take up higher-skilled jobs at Gatwick; officers explained that these matters had been mentioned by GAL as future possibilities but no specifics were provided as yet. Simultaneously, the Committee highlighted that Crawley's economy had been hard-hit by the Coronavirus pandemic, in large part due to the significant number of residents employed at Gatwick which ceased operating for some time, so it was important for the town not to rely wholly on one employer. Officers highlighted that GAL had created an Employment, Skills and Business Strategy to address various economic matters but the details were not considered to be specific enough.

Health and Wellbeing

A Committee member raised concerns about the impact of light and noise pollution on the mental health of people living close to the airport. The officers confirmed that this had been addressed in the DCO application.

Agricultural Land Use and Recreation

The Committee made no comments specific to this topic.

Other

Committee members raised a number of general questions of clarification.

- The Committee sought to understand how an increase of 60,000 flights per annum would lead to an increase of 38 million passengers p/a. Officers clarified that the current runway was not presently being used to maximum capacity, but could accommodate an additional 25 million passengers p/a by 2038. Bringing the northern runway into routine use would add additional capacity of 13 million passengers p/a by 2042. In total the current capacity would be increased by 38 million to 80 million passengers p/a by 2042
- The cost to the Council of processing the proposals and discharging the requirements as set out in the DCO was raised as a major concern by the Committee. Officers explained that it was hoped that the Council would recover 100% of related costs via funding from GAL and the Government, but the full cost of the resource required was not yet known as there was likely to be significant expenditure (e.g. on legal advice, planning consultants, and extra staff). Planning Performance Agreements had been agreed to cover some of the costs up to the start of the examination and these costs were being shared across the local authorities involved. Funding had also been secured from the Department for Levelling Up, Housing and Communities.
- Officers clarified that a Section 106 agreement would be required. It was hoped that discussions and negotiations on this would begin as soon as possible.
- In discussing the future of the DCO process, officers clarified that the matter would not be revisited by the Planning Committee as the Council's Constitution gave delegated authority to the Head of Economy and Planning. Councillors would be kept up-to-date with the process, in the main through the Council's Economic Regeneration Working Group and DCO Working Group.

Committee members conveyed their thanks to the officers involved in the drafting of the Relevant Representation and recognised that a significant amount of work had been undertaken to meet a short deadline.

The Committee concluded that it did not wish to make any amendments to the Relevant Representation, and moved to a vote on the recommendation.

RESOLVED

That the Committee agrees to the submission of the Relevant Representation to the Planning Inspectorate (as attached in Appendix A to report PES/441) as a HOLDING OBJECTION due to the significant concerns raised, subject to any non-material amendments to the final drafting of the Relevant Representation made by the Head of Economy and Planning.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 9.54pm.

**S Pritchard
(Chair)**

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Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 30 October 2023 at 7.00 pm

Councillors Present:

M L Ayling (Chair)

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

Also in Attendance:

Councillor B J Burgess, M G Jones and T Rana

Officers Present:

Siraj Choudhury	Head of Governance, People & Performance
Ian Duke	Chief Executive
Heather Girling	Democratic Services Officer
Simon Jones	Head of Digital and Transformation
Emma Nash	IT Programme & Project Manager

Apologies for Absence:

Councillor H Hellier

1. Disclosures of Interest and Whipping Declarations

No disclosures or whipping of interests were made.

2. Minutes

The minutes of the meeting of the Commission held on 25 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. Review of the Transformation Plan

Commission Members considered report [CEX/066](#) of the Chief Executive, along with associated appendices [A](#) and [B](#). The Commission has within its function to review the council's transformation programme, measures, and performance information (including budgetary information) together with service reviews.

The Transformation Plan had been revised a number of times since 2020, and the latest version aimed to reflect the completion of major items like the New Town Hall whilst incorporating new projects driven by more recent ambitions and a changing landscape. The Transformation Board monitored progress at regular intervals reporting back through the organisation.

Transformation Plan (V2 – [Appendix A](#)) included:

- Channel Shift - The Channel Shift group and Digital Services team continued to work with services to make transactions available online, allowing customers to complete tasks quickly and easily which could improve the customer experience. Significant progress had been made in this space as the ratio of manual transaction had fallen to 47%. The shift to self-serve had resulted in more capacity for staff to spend with those customers with a greater need.
- New Ways of Working - This encouraged greater flexibility and efficiencies in how work was being delivered, particularly around technological changes such as enabling IT infrastructure, largely aligned to the new town hall and improvements at the satellite sites. Further work was progressing around Information Management and Mobile Working Phase 3.
- People Strategy – The People Board, with staff and Unison representation continued to meet regularly to create options for the organisation. An appraisal system, Plan, Do, Review (PDR) had been launched alongside a suite of HR training for managers. The HR policies were currently being reviewed in light of the transformation achieved by the council and new ways of working. The recruitment offer continued to be developed along with the current managers' training programme.
- Service Redesign - The 2020 plan identified a number of corporate policies and services to be reviewed to ensure increased efficiencies and introduce more effective ways of working and those in progress would be delivered shortly with new service reviews being included in the revised plan.
- Commercialisation (PIPES model) - The Commercialisation (Profit, Income, Productivity, Efficiencies, Savings) model crossed all of the work on the Transformation Plan and provided the platform to do things differently. Many initiatives to assist with budget pressures had been implemented (such as Tilgate Park weddings).
- Assets – This stream ensured that the council's land and property assets were utilised in the most efficient and effective way. The main focus had previously been on Metcalf Way and the depot which was now in progress. Other elements included the marketing of the commercial office space for the Create Building.

Following the discussion with the Chief Executive, Head of Digital and Transformation and IT & Transformation Programme Manager, Councillors asked the following questions:

- Clarification sought and obtained on the number of transactions and transaction type. It was confirmed that activities needed to be fully integrated into back-office systems, removing the need for double handling of data and '*hand off*' between departments. It was acknowledged that the cost of living had impacted on how customers interacted with the council. It was important to identify the priorities, benefits and efficiencies within the *end to end* processes.

- Recognition that moving services online was dependent on many factors which would ultimately result in efficiencies.
- Noted that in terms of commercialisation, the Create Building was an asset which was currently being marketed to its full potential. The Commercialisation Group reviewed all ideas in terms of community value and in order to increase income streams. This included the Bright Ideas Scheme from staff which had generated over 180 ideas including the Hound Ground at Tilgate Park.
- Acknowledgement that since the pandemic the cost of printing had increased due to the volume being produced and analysis was currently being undertaken.

[Appendix B](#) set out the 3rd Transformation Plan which was set to run until 2026. It was noted it was an evolving document, acknowledging that the previous plan had resulted in significant internal change for the council. Version 3 continued to build on the modernisation journey with more of an external focus on community needs, involving 6 main workstreams:

- Our services to customers – This included an internal and external focus. There was an increased expectation of service access 24/7 and work in this area supported this requirement. It enabled the council to take a proactive approach to ensure that those customers requiring face to face appointments and the most vulnerable were supported.
- Supporting our communities – The impact of the cost of living was now being felt throughout the community and pressures were extending to all residents. It was planned to create a working group with representation across a number of service areas to take a data led, customer engagement focused approach to understanding risks and addressing need to see what more could be actioned.
- Our people – A number of individual projects resided within this stream that aimed to ensure the council recruited the *right* people with the *right* values and behaviours, whilst ensuring they further develop the *right* skills to deliver the wider agenda.
- Our assets – The Corporate Assets Board provided a programmed focused approach for key projects.
- Commercialisation – The Commercialisation agenda continued to use the PIPES model (profit, income, productivity, efficiencies, savings). This workstream was an important enabler to deliver the council's financial pressures and underpinned all aspects within the Transformation Plan and service delivery. It was regularly reviewed to focus on the priorities impacting the council.
- Service redesign - This addressed services or functions where it had been decided to undertake a review or there was a requirement for services to be more adaptive and efficient to manage increasing demands.

Councillors then raised the following queries:

- Clarification sought and obtained on the proposed 'supporting our communities' working group. It was highlighted that it would provide further opportunities to work with partners, identify any risks/gaps to provide further support and provide services in a different way.
- Acknowledgement that the recruitment and retention was currently being prioritised throughout the organisation. Work had been carried out in terms of marketing and adapting the current recruitment material. Furthermore, essential learning and opportunities were being deployed and offered to managers and employees.
- Recognition that in terms of service redesign it was important to look at services in a holistic sense and *end to end* process. Each service was fully analysed and costed with a business case in order to be fully considered prior to being taken through the appropriate governance route. It was noted that it was important to create and embed a culture of *going forward* to be more flexible and adaptable

whilst providing support for all staff as the Council continued its journey to transform and develop.

- Acknowledgement that the establishment of digital meter readings would assist in providing real time data on usage, Co2 emissions and how/where/when energy was being provided.

RESOLVED

That the Commission noted the report, with the views expressed being acknowledged and documented by the officers.

5. Cabinet Member Discussion with the Cabinet Member for Resources

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

The following topics were discussed:

- Acknowledgement that the Resources Portfolio covered three divisions of the council and multiple service areas: assets and people, IT and data, performance, customer services and complaints, democracy and governance, legal and health and safety.
- Noted that the major milestone had been the completion of the new town hall and one commercial tenant had signed and it was anticipated they would be in place prior to Christmas. Negotiations were taking place with other potential tenants.
- Recognition that whilst the council received a significant amount of complaints, (the majority relating to Crawley Homes), very few complaints proceeded to the Local Government Ombudsman and those that did, did not generally succeed.
- Acknowledgement that the work within Governance, People and Performance continued and it was noted that the first recording of a [Full Council](#) meeting in the new town was undertaken in October and was available to view. Furthermore, the Data Team handled a large volume of Freedom of Information and Subject Access requests. No data breaches had been significant enough to report to the Information Commissioner.
- Noted that there were challenges with recruitment and retention, which was an issue in local government and in the wider public sector. As featured in the Transformation Plan, work was underway to improve the 'Crawley offer'.
- Recognition that the Legal team had made progress in recent years to modernise and change its working arrangements by implementing a case management system. Digital signing and document sealing would be introduced shortly.
- Noted that last year was the first full year of the external arrangement for Internal Audit and regular progress reports were received. The council's Risk Strategy was also updated last year, and this was frequently reviewed.
- Noted that the installation of the self-pay kiosks had enabled the council to still accept cash payments.
- Confirmation provided that currently the focus and challenges had been on the new town hall, Transformation Plan, together with HR matters. It was felt the most impactful had been the new town hall in addition to the Transformation Plan, as a result of the projects and modernisation journey.

RESOLVED

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

6. 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 2
2. Budget Strategy 2024/25 – 2028/29
3. Treasury Management Mid-Year Review 2023-2024
4. Station Gateway - Phase 1
5. Western Boulevard Scheme - Crawley Growth Programme
6. Crawley Innovation Centre - Proposal to Allocate Additional Towns Fund Monies–
PART B

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 8.10 pm

**M L Ayling
(Chair)**

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Crawley Borough Council

Minutes of Planning Committee

Tuesday, 14 November 2023 at 7.30 pm

Councillors Present:

S Pritchard (Chair)

M Mwagale (Vice-Chair)

Z Ali, J Charatan, J Hart, K L Jaggard, K Khan, Y Khan and S Mullins

Also in Attendance:

Councillor B J Burgess

Officers Present:

Valerie Cheesman

Principal Planning Officer

Siraj Choudhury

Head of Governance, People & Performance

Clem Smith

Head of Economy and Planning

Jess Tamplin

Democratic Services Officer

Hamish Walke

Principal Planning Officer

Apologies for Absence:

Councillor J Bounds

Absent:

Councillor M Morris

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/2023/0197/FUL – Land Adjacent to Hydehurst Lane, Northgate (minute 4)	Personal interest – a West Sussex County Councillor.
Councillor Ali	Planning Application CR/2023/0484/FUL – 9 Mill Road, Three Bridges (minute 6)	Personal interest – a member of West Sussex County Council's Planning and Rights of Way Committee.

2. Lobbying Declarations

The following lobbying declarations were made by councillors:

Councillors Ali, Jaggard, K Khan, Y Khan, S Mullins, Mwangale, and Pritchard had been lobbied but had expressed no view on application CR/2023/0197/FUL.

Councillor Ali had been lobbied but had expressed no view on application CR/2023/0220/FUL.

Councillor Ali had been lobbied but had expressed no view on application CR/2023/0420/FUL.

Councillors Ali and Pritchard had been lobbied but had expressed no view on application CR/2023/0484/FUL.

3. Minutes

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

4. Planning Application CR/2023/0197/FUL - Land Adjacent to Hydehurst Lane, Northgate, Crawley

The Committee considered report [PES/440a](#) of the Head of Economy and Planning which proposed as follows:

Demolition of existing buildings and erection of a parcel distribution centre (class B8) including car and cycle parking, servicing, landscaping, new access and associated works.

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

The Principal Planning Officer (VC) provided a verbal summation of the application, which set out a proposal to construct a warehouse building for use as a parcel distribution centre bordering the Manor Royal Business District. It was explained that the recommendation was that the Committee delegate the decision to permit the application to the Head of Economy and Planning. The Officer then gave details of the various relevant planning considerations as set out in the report.

Hayden Kreetzer, the agent (Quod), spoke on behalf of the applicant in support of the application. Matters raised included:

- The development was purposely designed for its intended occupier (DPD). It was predicted that 130 jobs at different levels were to be created and £6m would be brought to the local economy.
- The building was designed to reflect its location on the border of the Manor Royal Business District to the south and open countryside to the north. A green roof was proposed which would create a biodiversity net gain and a BREEAM 'excellent' rating was to be achieved.
- Traffic modelling had shown that there was capacity on nearby roads and junctions to account for an increase in vehicle movements.

The Committee then considered the application. Further information was sought regarding the potential impact of an increase in traffic around the application site. The

Officer confirmed that a transport assessment had been undertaken, which predicted an additional 77 two-way vehicle movements in the morning peak period and 82 in the afternoon peak period. West Sussex County Council, as highways authority, had concluded that there would be no unacceptable impact on nearby roads and junctions as there was currently excess capacity, and had raised no objection to the proposals. Hydehurst Lane was a privately-owned highway; any damage to the road would fall to the owner to repair.

Committee members sought more detail about the proposed changes to the ponds currently at the site and any related flood risk. The Officer clarified that the pond at the eastern end of the site was to be retained and enhanced. The pond in the central section was to be removed; underground storage tanks were to be installed underneath the car park to collect rainwater to protect against flooding. The existing drainage features at the western end of the site were to be retained. The measures set out in the drainage strategy had been considered by specialists and were deemed sufficient to mitigate any water displacement caused by the development.

Committee members raised several other points as part of the discussion:

- A concern was raised that the development was located within the boundary of safeguarded land for the potential future development of a second runway at Gatwick Airport. The Officer confirmed that the site was outside the boundary in the adopted Local Plan, so there was not currently any planning policy that would prohibit the application from being permitted on these grounds.
- The design of the building and the proposed landscaping were considered to be attractive. Reassurances were sought regarding the safety of the materials used for the wood cladding.
- The proposal to move to an all-electric fleet of large goods vehicles serving the site was praised for its sustainability benefits. The Officer confirmed that the details of the proposal were provided as part of the documentation with the application, and would be secured through the S106 agreement as part of air quality mitigation measures.
- The report set out that there would be no overspill of parking on to local roads as the proposed parking provision was sufficient for all vehicles associated with the development, but queries were raised as to how this would be monitored. The Officer highlighted that Hydehurst Lane was privately-owned and monitoring and enforcement was the responsibility of the owner.

RESOLVED

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

1. A satisfactory conclusion to the notification process with Gatwick Airport and the Civil Aviation Authority in accordance with the requirements in Annex 1 of the Town and Country Planning (Safeguarded Aerodromes, Technical Sites and Military Explosives Storage Areas) Direction 2002;
2. The conclusion of a Section 106 legal agreement to secure:
 - Financial contribution of £11,552 Manor Royal improvements
 - Air Quality Mitigation Measures - all electric LGV fleet and to secure additional EV charging spaces within the service yard for these vehicles
 - Travel Plan and monitoring fee of £3,500
 - Secure the planting, management and maintenance of the 15m landscaping buffer to the north of the application site;

And the conditions set out in report PES/440a.

5. Planning Application CR/2023/0220/FUL - 76 Gales Drive, Three Bridges, Crawley

The Committee considered report [PES/440b](#) of the Head of Economy and Planning which proposed as follows:

Construction of a part two storey / part single storey rear and side extension.

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

The Principal Planning Officer (HW) provided a verbal summation of the application, which sought permission for an extension to a residential property. The extension was proposed to be the full width of the existing property at ground floor level, with a small area around the side of the property, and the addition of one habitable room on the first floor. The Officer then gave details of the various relevant planning considerations as set out in the report.

M Amer, the applicant, spoke in support of the application. Matters raised included:

- The proposal in front of the Committee was the final of a number of iterations, which had been changed following feedback from Planning Officers. The original plans were ambitious and had sought a four bedroom house; the application would instead create a three bedroom house.
- Compromises had been made in order to reduce the adverse impact of the proposals on neighbours and discussion with the owner of the neighbouring property had taken place.
- The space available for the extension was limited but had been made use of as best as possible.

The Committee then considered the application. A Committee member raised concerns that a significant amount of space would be lost from the garden as a result of the extension. The Officer confirmed that the garden depth would be reduced to eight metres, which was below the minimum of 10.5 metres set out in the Urban Design SPD, however reassurance was given that the sizable width of the rear garden and the large front garden would mitigate this and the total area would exceed policy requirements.

Clarification was sought about the positioning of the window on the first floor part of the extension and the extent to which it may overlook the neighbouring school. The Officer explained that the window was for an ensuite bathroom so would likely be obscured, and would overlook the school's parking/service space rather than the main area.

RESOLVED

Permit subject to the conditions set out in report PES/440b.

6. Planning Application CR/2023/0484/FUL - 9 Mill Road, Three Bridges, Crawley

The Committee considered report [PES/440d](#) of the Head of Economy and Planning which proposed as follows:

Erection of 1 x attached three bed dwelling in side garden space, and erection of single storey side and rear extension and internal alterations to existing dwelling.

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

The Principal Planning Officer (HW) provided a verbal summation of the application, which sought permission for an extension to a residential property on Mill Road and a new, separate dwelling attached to the existing property. The Officer updated the Committee that, since the publication of the report, updates to the drawings submitted with the application had been made which had led to amendments to condition 2 as follows:

- *Replacement of drawings PL001 Rev B (Site Plan), PL301 Rev B (Proposed Floor Plans Loft and Roof), PL300 Rev C (Proposed Floor Plans Ground Floor & First Floor) and PL310 Rev A (Proposed Elevations), as listed in the report, by the updated drawings PL001 Rev C, PL301 Rev C, PL300 Rev D and PL310 Rev B.*

It was explained that the Committee was recommended to delegate the decision to permit the application to the Head of Economy and Planning. 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 property was in a conservation area – the character of which, under planning legislation, should be preserved and enhanced. The proposed application did not contribute to the preservation or enhancement of the area.
- Damage to properties and to the highway may be caused by construction work; this was of particular concern given the age of the houses on Mill Road.
- The highway assessment undertaken by West Sussex County Council was insufficient.

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

- There was a known issue with narrow roads and limited parking availability in the area. West Sussex County Council had not consulted residents as part of its parking assessment and had not seemed to consider that 77% of parking permits had already been prescribed for the controlled parking zone.
- The construction of another building would displace water and may increase local flood risk; especially in light of recent significantly high rainfall levels.
- Although the design of the development was said to be in-keeping with the style of the area, it was still likely to be difficult to recreate the character of the older neighbouring railway properties. The proposed dwelling was large and bulky.

The Committee then considered the application. Committee members discussed that no parking provision was proposed as part of the application and that there was a shortfall of up to 4.5 parking spaces. Concerns were raised that parking was already an issue in the local area and the loss of spaces may exacerbate this. Mill Road was a narrow one-way street which could become dangerous if there were more vehicles using the road due to the proposed increase in occupancy at the site. The Officer explained that Crawley Borough Council Planning Officers had undertaken a number of site visits which had shown that parking spaces were available in the local area on various different dates and times and thus there was capacity. An appeal decision by the Planning Inspectorate regarding a previous application at the site had recognised that a shortfall may create some additional parking pressure, but this was not considered sufficient to justify dismissing the appeal. Committee members asked the Officer whether West Sussex County Council highways officers had visited the site, but this was not known.

The Committee had sympathy with neighbours' concerns regarding noise and disruption during the construction period and potential damage to their properties and to the highway. It was felt that this was particularly important due to the nature of Mill Road and the limited space for construction vehicles. Committee members asked whether a construction management plan could be implemented through a condition in order to control the construction process. The Officer advised that this would be possible to help manage the construction, but that any damage to neighbouring properties would be controlled by other legislation.

The Committee also discussed a potential condition relating to control of the materials to be used. Mill Road was considered to be an historic area of the town with a distinct character; there were concerns that a new property may stand out and negatively impact the streetscene. The Officer confirmed that details of the materials to be used had been supplied, which included the use of reclaimed bricks similar to those used in neighbouring properties. It was noted that a condition could be created to require samples of the materials to be submitted to the Council's planning team for approval in advance.

Committee members raised several other points as part of the discussion on the application:

- It was queried whether the 9 metre distance between the proposed new dwelling and the property directly opposite would have an impact on neighbouring amenity. The close proximity of the properties may cause direct window-to-window overlooking and a lack of privacy and queries were raised as to whether this would be acceptable in other areas of the town, or whether there was a planning policy that controlled this. The Officer highlighted that the character of the area should be taken into account and that the adjoining houses on Mill Road already had the same relationship to each other. The Council's planning policies did not set out standards to address relationships between front windows in houses opposite each other.
- A concern was raised that the distance between the proposed new dwelling and the fence boundary was below standard. It was confirmed that the plans set out a 0.8 metre distance at the front and a 0.3 metre distance at the rear. The 1 metre standard was not applicable in this case as there were no concerns that a terracing effect would be created.
- It was deemed unclear as to how the addition of four bathrooms across the two properties was considered to be water neutral. The Officer explained that the existing property was proposed to be reduced from three to two bedrooms; a decrease in occupancy would result in a decrease in water usage. The existing water fittings were to be upgraded to be more efficient including grey water recycling measures. Natural England and the Council's specialist consultants had assessed the proposals and deemed them to be water neutral. If the approved plans were not adhered to, enforcement could take place through the S106 agreement.
- Clarification was sought about the floorplan for the second floor of the proposed new dwelling. It was explained that there was not a habitable room; the small area at the top of the staircase was shown to be a landing area, loft space, and a bathroom.
- Following a query from a Committee member, it was heard that the wall-to-wall width of the proposed new dwelling was 4.9 metres and the layout was open plan. A concern was raised regarding potential strain on the party wall – the Officer confirmed that it was possible that steel beams may be inserted for support, but that this was a matter to be dealt with by the Building Regulations.

The Head of Governance, People & Performance referred to the appeal decision in relation to one of the previous applications for the site (CR/2021/0844/FUL) and highlighted the Planning Inspector's judgement regarding one of the then Planning

Committee's reasons for refusal, namely, parking. Advice was given about the potential risk of a costs award being made against the Council if the Committee was minded to persist in objecting to elements of the scheme which the Planning Inspectorate had already deemed to be acceptable.

A Committee member proposed that the two amendments to the recommendation discussed during the debate, namely a condition requiring samples of materials to be submitted in advance and a condition regarding the implementation of a construction management plan, were to be attached to the planning permission were it to be approved. There was no opposition from the Committee and the amendments therefore became part of the substantive recommendation.

RESOLVED

Delegate the decision to permit the application to the Head of Economy and Planning, subject to the conclusion of a Section 106 legal agreement to secure the affordable housing contribution and the water neutrality mitigation measures, the conditions set out in report PES/440d (including amended condition 2), and the following amended/additional conditions:

3. *The materials and detailing to be used in the development hereby permitted shall strictly accord with the approved plans together with the details indicated within the 'Materials and Details' document dated 18th August 2023 and associated 'Imperial brick' data sheet and 'Del Carmen' roofing data sheet submitted with the application. **No development shall take place until samples of the proposed materials have been submitted to and approved in writing by the Local Planning Authority.***

REASON: To enable the Local Planning Authority to control the development in detail in the interests of amenity and the character of the Hazelwick Road conservation area and in accordance with Policies CH3, CH12 and CH13 of the Crawley Borough Local Plan 2015-2030.

16. *No development shall take place, including any works of demolition, until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Authority covering the application site and any adjoining land which will be used during the construction period. Thereafter the approved Plan shall be implemented and adhered to throughout the entire construction period, unless otherwise agreed in writing by the Local Planning Authority. The Plan shall provide details as appropriate, but not necessarily be restricted to the following matters:*
 - *the anticipated number, frequency and types of vehicles used during construction;*
 - *the method of access and routing of vehicles during construction;*
 - *the parking of vehicles by site operatives and visitors;*
 - *the loading and unloading of plant, materials and waste;*
 - *the storage of plant and materials used in construction of the development;*
 - *the erection and maintenance of security hoarding;*
 - *the provision of wheel washing facilities and other works required to mitigate the impact of construction upon the public highway (including the provision of temporary Traffic Regulation Orders);*
 - *the prevention of deliveries at the site during peak times for traffic movements (generally 0800-0900 and 1430-1530);*
 - *Access arrangements from the public highway, including temporary accesses and alterations to existing accesses;*
 - *details of public engagement both prior to and during construction works; and*
 - *the control of noise from the works.*

REASON: In the interests of highway safety and the amenities of the area in accordance with Policy CH3 of the Crawley Borough Local Plan 2015-2030 and the relevant paragraphs of the National Planning Policy Framework.

7. Planning Application CR/2023/0420/FUL - Unit A, 1-3 Metcalf Way, Langley Green, Crawley

The Committee considered report [PES/440c](#) of the Head of Economy and Planning which proposed as follows:

Insertion of 3 no. new windows complete with roller shutters to south east flank wall.

Councillor Ali declared he had visited the site.

The Principal Planning Officer (VC) provided a verbal summation of the application. It was explained that that the internal layout of the building was being altered, so permission was sought for the installation of three windows to align with the new floorplans. The Officer then gave details of the various relevant planning considerations as set out in the report.

The Committee then considered the application. It was noted that the changes proposed were modest and were of an acceptable scale and design.

RESOLVED

Permit subject to the conditions set out in report PES/440c.

8. Section 106 Monies - Q1 2023/24

The Committee considered report [PES/446](#) of the Head of Economy and Planning, which summarised all the Section 106 (S106) monies received, spent and committed to project schemes in quarter one of the financial year 2023/24.

The Head of Economy and Planning explained that funding received through S106 contributions via planning applications sought to offset the impacts of those developments and must be spent on specified projects. A Committee member requested clarification on the status of the Memorial Gardens mosaic project, to which S106 monies had been previously committed. It was heard that the works on the mosaic had been completed and the monies utilised, so there was an outstanding administrative procedure to ensure that that money was allocated to the correct budget.

RESOLVED

That the update on S106 monies received, spent and committed in quarter one of the financial year 2023/24 was noted.

Closure of Meeting

With the business of the Planning Committee concluded, the Chair declared the meeting closed at 10.06 pm.

**S Pritchard
(Chair)**

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Crawley Borough Council

Minutes of Employment Panel

17 November 2023 at 10.00 am.

Present:

Councillors: M G Jones (Chair), R A Lanzer, J L Millar-Smith, S Mullins and A Nawaz

Officers Present:

Ian Duke	Chief Executive.
Carron Burton	HR & OD Manager.
Simon Jones	Head of Digital and Transformation

1. Disclosure of Interests

No disclosure of interests were presented.

2. 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 involves 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.

3. Appointment of Deputy Chief Executive

(Exempt Paragraph 1 – Information Relating to an Individual)

The Committee interviewed a shortlist of two applicants for this appointment.

In making the final decision the Committee received feedback from an officer interview Panel, which was presented by Simon Jones Head of Digital and Transformation.

RESOLVED

That the post be offered to Chris Page, currently Climate Change and Sustainability Director at the London Borough of Southwark subject to, and in accordance with the terms of the Council's Constitution, any objections from Members of the Cabinet and to formal approval by the Full Council at its meeting on 13 December 2023.

RECOMMENDATION 1

That the Full Council be requested to note the Employment Panel nomination and confirm the appointment of Chris Page to the position of Deputy Chief Executive of Crawley Borough Council with an approximate start date of 1 March 2023, at a salary of £104,452 p.a.

M G Jones
Chair

Crawley Borough Council

Minutes of Audit Committee

Tuesday, 21 November 2023 at 7.00 pm

Councillors Present:

J Millar-Smith (Chair)

J Charatan (Vice-Chair)

I Ashraf, T G Belben, H Hellier, J Russell and S Sivarajah

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

Carolin Martlew Head of Corporate Finance

Mez Matthews Democratic Services Officer

Anna Pedlow Corporate Performance Manager

Stuart Small Deputy Fraud Manager

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Audit Committee held on 5 September 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/638](#) of the Head of Corporate Finance, which focused on activity for the period from 21 August 2023 to 7 November 2023.

The Committee discussed the report and in doing so sought and received clarification on a number of points raised, including how the Council could reduce the amount of money lost due to properties being coded as empty; the difficulties in potentially using empty properties to reduce homelessness; billing of business rate for empty business premises; and procedures to ensure business rates and council tax were charged once a premises was in use.

The Deputy Fraud Manager informed the Committee that the length of time cases had been open for varied for those cases identified in paragraph 4.1 of the report, although it was acknowledged that most of those cases were fairly new. As the Deputy Fraud Manager did not have the information to hand, following a query from the Committee, it was agreed they would ascertain how many of the new billable council tax properties identified in paragraph 4.4 of the report were Crawley Homes premises and circulate that information to the Committee via email.

Additionally, the Committee was provided with further details relating to the significant case which was identified in paragraph 5.1 of the report. In response to matters raised by the Committee, the Deputy Fraud Manager expanded on how the Council had become aware of the fraud, the difficulties it had faced in obtaining evidence of fraud, and the process / responsibility for recovering the benefit overpayments.

RESOLVED

That the Fraud and Investigation Team Report be noted.

5. Final Audit Results Report 2021/22

The Committee considered report [FIN/640](#) which had been submitted by Ernst & Young (EY), the Council's External Auditors. The report summarised the status of the Audit and indicated that EY expected to issue an unqualified audit opinion on the financial statements for the year ended 2021/22 and that the Statement of Accounts ("the Accounts") could be signed.

The Committee sought and received clarification on a number of issues. Committee considered matters arising, and in doing so:

- Acknowledged that the Council had a new Head of Corporate Finance (Section 151 Officer) and Chief Accountant who were considering ways in which processes could be revised to reduce the number of unadjusted misstatements for future years. It was noted that EY would be providing training to the Finance team, and that the team would be actively reviewing and challenging valuations throughout the financial year to assist in reducing the number of unadjusted misstatements in future. EY stated that they did not anticipate there would be the same number of unadjusted misstatements in the Accounts going forward.
- Was reminded that some differences in judgement (defined as "errors") could affect two sets of Accounts.
- Was informed that, whilst the Accounts were an operational risk, they were not a strategic risk as EY were expected to issue an unqualified audit opinion.

- Noted that the Department for Levelling Up, Housing and Communities (DLUC) were working with the Chartered Institute for Public Finance and Accountancy (CIPFA) and audit firms to review the specific requirements for future Accounts. Audit firms would not begin auditing the 2022/23 Accounts until DLUC announced the outcome of that review.

The Independent Member queried whether financial reporting should be subject to an internal audit review. They were informed that the Council's Internal Auditors might consider including such a review on the Audit Plan once the current review process had concluded. The Chair requested that the Committee be provided with an update on the prospect of conducting an internal audit on financial reporting in approximately six months.

RESOLVED

That the Final Audit Results Report 2021/22 be received and noted.

6. Approval of the 2021/2022 Statement of Accounts

The Committee considered report [FIN/641](#) of the Head of Corporate Finance which sought the Committee's approval of the 2021/22 Statement of Accounts. The Committee noted that the item had been included in a supplementary agenda with the agreement of the Chair.

The Committee expressed its thanks to Councillor Belben who had thoroughly reviewed the Accounts ahead of the meeting and had requested further points of clarification, as well as highlighting a few minor clerical corrections and suggestions. The Chief Accountant agreed that the Accounts would be amended to take into account, where necessary, those minor corrections and suggested changes.

The Committee sought and received clarification on a number of matters. In addition, the Committee:

- Noted that the Finance team would be undergoing training as well as revising its practices to assist in reducing the number of unadjusted misstatements in future.
- Noted that the 2.834m transfer to property, plant and equipment (page 56 of the Supplementary Agenda) related to Kingsgate Car Park as the asset had been moved from an investment asset to an operational asset.

RESOLVED

That delegated authority be given to the Chair of the Audit Committee and the Head of Corporate Finance to sign the Statement of Accounts, Annual Governance Statement and Letter of Representation, with the exception of any material errors that impact on the general fund position.

7. Internal Audit Progress Report

The Committee considered report [FIN/639](#) of the Head of Corporate Finance which had been prepared by Southern Internal Audit Partnership (SIAP), the Council's External Auditors. The purpose of the report was to update the Committee on the status of 'live' internal audits, the progress against the Annual Audit Plan and provide a summary of internal audits as well as any significant issues which might impact the annual audit opinion.

The Head of Corporate Finance presented the report on behalf of SIAP. The Committee was provided with the following updates:

- Management action 4 of the Recruitment, Retention and Leavers Audit was still in progress as it would form a wider piece of work by the Corporate Management Team (CMT). Future Progress Reports would include revised target dates for the actions, once more accurate timescales could be provided.
- The management action for the Compliance – Gas Safety Audit (Housing Stock) remained in progress. The revised target date for this action was the end of November.

The Committee then discussed the report and, in doing so:

- Acknowledged that it was not always possible to meet the target date for overdue 'high priority' management actions as the target could be impacted by limited workforce capacity or an adjustment to the scope of the actions.
- Was advised that the CMT deemed contract management to be of high importance and had therefore chosen to request that an audit on the matter be undertaken.
- Noted that the Procurement Team would be providing officer training on procurement and contracts.
- Was assured of the measures in place to avoid an officer having a conflict of interest in a procurement process or award of contract.
- Noted that medium sized contracts had been used when conducting the Contract Management Audit.
- Was provided with more information on the varying processes by which contracts could be awarded. It was noted that resilience in the Legal team had improved post-Covid and Council officers were now more proactive in discussing contracts with the Legal team. Negotiations and tracking of contracts had also improved.
- Was provided with more information concerning the level of risk associated with the delay in completing the electrical safety checks (housing stock) and updating the Electrical Safety Policy.

Following a comment from the Committee, the Head of Corporate Finance agreed to request that, where an audit review was identified as high risk and overdue (red) in Section 4 of the Progress Report (Analysis of 'Live' Audit Reviews), SIAP identify where more detailed information on the audit and the related management actions could be found within the Progress Report.

RESOLVED

That the Committee receive the report and note progress to date, as at 31 October 2023.

8. Risk Management Update

The Committee considered report [LDS/210](#) of the Head of Governance, People & Performance which provided an update on the Council's Strategic Risks.

The Corporate Performance Manager highlighted the following minor clerical corrections to the report and Register:

- Risk 9 (maintaining a balanced budget): paragraph 7.3 of the report stated that the post mitigation score has increased from 12 to 16. That should be amended to read "...from 12 to 15". The Risk Register identified the correct score.
- Risk 10 (Organisational Capacity: Recruitment, Retention & Succession Planning): the 'no control' score should be 15 on the Register. The Committee noted that the live Register had been updated.

A discussion took place on the Council's risk management processes and the Strategic Risk Register. It was acknowledged that, although a risk score had not yet been attributed for the presence of RAAC (reinforced autoclaved aerated concrete) in Council properties (Risk 18), the Committee agreed it was useful to flag the potential risk early with its inclusion on the Register.

In response to a query raised, the Committee was informed that, other than homelessness, other broader related risks regarding maintaining a balanced budget (Risk 9) had not been included on the Register as those risks would be included in the Budget Strategy Report which would be a publicly available report.

Following a query, the Committee was reminded that the Risk Register was a 'live' document and officers throughout the Council were encouraged to raise any potential risks. Those risks would then be added to the Register if appropriate.

In response to a query raised by the Independent Member regarding the 'no control' and 'post mitigation' scores for cost of living (Risk 15) being identical, it was clarified that the risk did not likely meet the financial level identified in the risk assessment criteria to warrant a higher risk score. Following further discussion, and at the suggestion of the Independent Member, the Committee agreed that the Chief Executive / Corporate Management Team be requested to review the risk description for Risk 15 so it reflected how the Council's inability to support residents might impact the Council's ability to provide services to its residents.

The Committee raised concern regarding damp and mould (Risk 17) and noted the response provided by the Head of Crawley Homes. The Register referred to community event(s) that were being planned ahead of Autumn 2023 to raise awareness and educate residents on self-help. The Committee were not aware of those events and sought further information. Consequentially, the Committee agreed that clarification on the details of those events be sought from the Chief Executive / Cabinet. The Committee also requested that, once details of those events had been obtained, they be circulated to the Committee via email.

RESOLVED

1. That the Committee confirm it is satisfied with risk management arrangements.

2. That the Chief Executive / Corporate Management Team and/or Cabinet be requested to:
 - a) Review the risk description for 'cost of living' (Risk 15) so it reflected how the Council's inability to support residents might impact the Council's ability to provide services to its residents.
 - b) Clarify the details of the damp and mould community events being planning with regard to 'damp and mould' (Risk 17).

Closure of Meeting

With the business of the Audit Committee concluded, the Chair declared the meeting closed at 9.15 pm

J Millar-Smith (Chair)

Crawley Borough Council

Minutes of Overview and Scrutiny Commission

Monday, 27 November 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 Piggott, S Pritchard and J Russell

Also in Attendance:

Councillor M G Jones

Officers Present:

Vicki Basley

Chief Accountant

Ian Duke

Chief Executive

Heather Girling

Democratic Services Officer

Carolin Martlew

Head of Corporate Finance

Clem Smith

Head of Economy and Planning

Apologies for Absence:

Councillor A Pendlington

1. Disclosures of Interest and Whipping Declarations

The following disclosures were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor R A Lanzer	Crawley Station Gateway – Phase 1 (Minute 7)	Personal Interest – Member of WSCC
Councillor R A Lanzer	Crawley Station Gateway – Phase 1 (Minute 7)	Personal Interest – WSCC Cabinet Member Representative on the Crawley Growth Programme
Councillor R A Lanzer	Western Boulevard Scheme – Crawley Growth Programme (Minute 8)	Personal Interest – Member of WSCC
Councillor R A Lanzer	Western Boulevard Scheme – Crawley Growth Programme (Minute 8)	Personal Interest – WSCC Cabinet Member Representative on the Crawley Growth Programme

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 – Cabinet Member for Public Health & Wellbeing
Councillor R A Lanzer	Crawley Innovation Centre – Additional Towns Fund Monies (Minute 13)	Personal Interest – Member of Town Deal Board

2. Minutes

The minutes of the meeting of the Commission held on 30 October 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 2

The Commission considered report [FIN/635](#) of the Head of Corporate Finance. The report set out a summary of the Council's actual revenue and capital spending for the quarters to September 2023 together with the main variations from the approved spending levels and impact on future budgets.

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

- Explanation provided on the latest revenue and capital budget.
- Acknowledgement that the interest rate projections would be kept under regular review during the year and acknowledged the risk of being heavily reliant on investments when interest rates begin to fall.
- Clarification sought and obtained on the costings on various elements for the new town hall.
- Confirmation that project Jupiter referred to the works at Metcalf Way Depot.

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. Budget Strategy 2024/25 – 2026/27

The Commission considered report [FIN/636](#) of the Head of Corporate Finance. The report set out financial projections with particular reference to the period 2024/25 – 2026/27. The report set out the policy framework for improving financial efficiency and meeting the long-term investment needs of the Town, as well as proposals for the annual budget process.

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

- Recognition that Ashdown House may remain vacant for a period from 2024 and this would allow the building to be refurbished and a new tenant to be sought. Similarly, it would be important for the Ask building to be renovated and re-let as soon as practicable.
- Explanation provided of the Minimum Revenue Provision (MRP) review having identified a saving of £778k in 2023/24 being due to technical adjustments also identified future year savings by taking a payment holiday and switching the

calculation to an annuity basis. The methodology being prudent due to the debt relating to the appropriation of garages from the HRA to the General fund.

- It was questioned whether the average increase in the fees and charges forecast of 3.5% was too lenient, in comparison with fees and charges having to be increased by a minimum of 7% (where feasible). It was queried whether fees and charges could potentially be increased higher than 7%, however, it then was noted that there was a balance to be made between covering the cost of the service whilst also remaining competitive. Further explanation was provided, that the forecasting model was a tool that did not distinguish between fees that could be increased and for example fees that were set by statute or rents.
- Recognition that additional cost pressure were predicted to impact the budget, resulting in a net overspend of £2.516m in the current year, some of these related to homelessness, pay award, town hall rates and inflation.
- It was commented that whilst there had recently been changes to the Local Housing Allowance (LHA), the overall impact was yet unknown, and whilst it would help private tenants to stay in their tented accommodation, it was confirmed that the LHA related to the recovery of Housing Benefit remained frozen and would not improve the budget position going forward, which remained unsustainable. However temporary accommodation was identified on the corporate risk register and would be constantly monitored and continued to be reported in future monitoring reports.

RESOLVED

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

6. Treasury Management Mid Year Review 2023-2024

The Commission considered report [FIN/637](#) of the Head of Corporate Finance. The report provided an update on the Council's Treasury Management Strategy for 2023/24.

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

- Acknowledgement that the ethical investment policy was considered prior to every investment undertaking.
- Confirmation sought on the investment performance (Bail-in Exposure) and officers would look into the possibility of providing equivalent figures in pounds sterling. It was thought that it would be beneficial that a "*Bail-In*" definition be provided within the report.
- Explanation was sought on the investment limits across detailed holdings and portfolios.
- Recognition that the new strategy would be approved by Full Council in February 2024 (having been considered at OSC and Cabinet).
- Confirmation that the Council's treasury advisor was Arlingclose Limited, and the Council would have to make a decision to diverge from the advice provided. It was important that in accordance with the Treasury Management Code that the Council's investments priorities were security of capital, liquidity, yield and ethical investment policy.

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. **Crawley Station Gateway - Phase 1**

The Commission considered report [PES/443](#) of the Head of Economy and Planning. The report presented the refreshed concept designs for Station Gateway (Phase 1) public realm and bus station improvements. It sought approval to go out to public and stakeholder consultation and seek approval to combine two funding streams (Crawley Growth Programme and Towns Fund) already allocated within the Council's capital programme.

During the discussion with the Leader of the Council and the Head of Economy and Planning the following comments were made:

- Acknowledgement that the delivery of the detailed designs of the scheme would be delivered as part of the Crawley Growth programme.
- Clarification was obtained regarding various elements of the concept design including connectivity improvements for pedestrians and cyclists, together with route access and pick up/drop off areas.
- Recognition that the Council would be working closely with partners and stakeholders to provide a greatly improved cycle and pedestrian access between Crawley railway station, bus station, County Mall and The Martlets. Delivering an enhanced bus station would also result in improved bus and traffic flow around Friary Way, including a dedicated left hand turn for buses from Friary Way onto Station Way.
- Confirmation provided regarding the £7.4m funding to deliver the scheme ("Phase 1") which was in anticipation of a renewed bid to be led by WSCC to Department for Transport in the future for "Phase 2" Station Way highway/bus lane infrastructure upgrades. It was noted that other sites under development along Station Way/Haslett Avenue had already taken account of the scheme within the development.

RESOLVED

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

8. **Western Boulevard Scheme - Crawley Growth Programme**

The Commission considered report [PES/442](#) of the Head of Economy and Planning. The report updated on the progress of the Western Boulevard scheme as part of the Crawley Growth Programme with a recommendation that Full Council agree to add £2m of BSIP (Bus Service Improvement Plan) monies to the scheme, which have been secured, subject to a funding agreement with West Sussex County Council.

During the discussion with the Leader of the Council and the Head of Economy and Planning the following comments were made:

- Recognition that the scheme was set to deliver significant improvements to bus connectivity in the town centre alongside better sustainable transport facilities. It would widen The Boulevard/The Broadway junction, giving priority to buses turning in and out of the junction as well as improve cycle facilities in the area by continuing the segregated cycle tracks on The Boulevard completing the link from the Eastern Gateway to the existing cycle infrastructure on the High Street.
- Clarification was obtained regarding various punctuated cycle lanes within the scheme, together with the exit closures and carriageway improvements.
- Acknowledgement that funding would be required in order for the scheme to be fully completed along The Boulevard.

RESOLVED

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

9. 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.

10. Crawley Innovation Centre - Additional Towns Fund Monies

Exempt Paragraph 3

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

The Commission considered report PES/449 of the Head of Economy and Planning. The report sought agreement to add Towns Fund monies to the Crawley Innovation Centre project and additional delegations to ensure the project could commence without delay. The draft Towns Fund business case for the Crawley Innovation Centre was agreed by Cabinet on 2nd February 2022 and Full Council on 23rd February 2022.

During the discussion with the Leader of the Council and the Head of Economy and Planning the following comments were made:

- Confirmation provided of the processes which had taken place throughout the project were highlighted.
- Clarification sought and obtained on the financial aspects contained within the report.
- Acknowledgement that the Innovation Centre still enabled the Council to deliver on opportunities, whilst protecting, consolidating and enhancing economic diversity.
- Whilst there was support for the proposal which was poised to play a key and interesting role in delivering on future needs within the town, concern was raised regarding the reallocation of £2m of Crawley Towns Fund monies from the Town Centre to Manor Royal cycle route project and this should be noted for the future.

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 re-open for consideration of business in public session.

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

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

- Quarterly Performance and Resources Report –
 - Inspections were carried out for all health care services across the county, with Furnace Drive featured in Crawley (Burleys Wood), which was last inspected in 2018 and receiving a good rating. Due to pressures, assessments were currently being prioritising by the highest demand cases, and there were assessments overdue allocation (by approximately 4 weeks) and it was acknowledged that there was room for improvement.
- Update on delivery of the two-year improvement programme 2023-2025 to assist the delivery of the Adult Social Care Strategy 2022-25 –
 - Delivery of the programme was currently being supported by the council's Transformation Plan, which was agreed in early 2023. Workforce recruitment and retention issues remained a key issue for West Sussex as well as independent voluntary sector providers. Work delivered throughout 2022-2023-2024 was supported by the Transformation funding and provided as the foundations for further improvements and service developments.
- Update on Council Plan, Medium-Term Financial Strategy and Preparations for 2024/25 Draft Budget
 - Council tax remained the key source of funding. The proposed increase in fees and charges for 2024-2025 was 8.1% in line with the estimate of retail price index as of September 2023.
- Sussex System Winter Plan 2023-24 – November 2023
 - The plan was currently underway and provided an assurance to partners of the system of the measures in place to deliver the health and social care needs of the local population that would be met over the winter period.
 - NHS Sussex's plans relating to West Sussex residents highlighted any specific challenges and risks and how these are being addressed. The system was not yet achieving consistent delivery of the A&E 4-hour standard in emergency departments at the target level set by NHS England for this year. The causes included increased demand across primary, secondary, community and mental health services, challenges in recovery of productivity post pandemic, staff vacancies and issues impacting on staff morale.
 - These challenges would continue over the winter months and would be compounded by additional factors such as seasonally driven increases. In addition to targets issued by NHS England a number of requirements had also been issued by all trusts.

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

The Commission confirmed the following reports:

1. Crawley Borough Council Tree Planting Strategy
2. Crawley Homes Staffing Growth – Part B
3. Five Year Business Plan for Tilgate Park & Nature Centre – Part B

Closure of Meeting

With the business of the Overview and Scrutiny Commission concluded, the Chair declared the meeting closed at 8.42 pm

M L Ayling (Chair)

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Crawley Borough Council

Minutes of Governance Committee

Tuesday, 28 November 2023 at 7.00 pm

Councillors Present:

P K Lamb (Chair)

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

Officers Present:

Ian Duke	Chief Executive
Mez Matthews	Democratic Services Officer
Chris Pedlow	Democracy & Data Manager
Jill Rozier	Lead Electoral Services Officer

Apologies for Absence:

Councillor J Bounds

Absent:

Councillor G S Jhans

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Governance Committee held on 11 September 2023 were approved as a correct record and signed by the Chair.

3. Public Question Time

No questions were asked by the public.

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

The Committee considered report [CEX/066](#) of the Chief Executive / Returning Officer which requested that the Committee contemplate the Returning Officer's proposal for the polling arrangements for Crawley following the statutory required review of Polling Districts, Polling Places and Polling Stations.

In presenting the report the Democracy and Data Manager highlighted that the only change in polling places proposed was for Ifield Ward where it was recommended that The Mill Primary Academy no longer be used as a polling station. The rationale for that proposal was as a consequence of the comments received by the school and that accessibility onto the school grounds was not adequate for voters with disabilities. There was no parking on the road outside the polling station, limited access to the premises carpark and the distance from the entrance from the road to the entrance of the polling station all made voting difficult for the electorate. The Committee was reminded that the Elections Act 2022 stated that "Returning Officers have a general responsibility to take all reasonable steps to support voters with disabilities". The Committee appreciated the rationale for no longer using The Mill Primary Academy as a polling place and supported the change as set out in the report.

The Committee acknowledged that the necessary renovations to the former Creasys Drive Adventure Playground building should be completed in readiness for the building's use as a polling station for the scheduled May 2024 election. The Committee was pleased that a sustainable solution had been found for polling places in Broadfield Ward.

RESOLVED

The Committee endorsed the proposed Polling Places and Polling Stations location and Scheme as detailed in Appendix A to these minutes, which propose the continuation of all current locations, with the exception of Ifield Ward, where it is proposed to not use the Mill school as a polling Station.

RECOMMENDATION 2

That Full Council be asked to adopt the new polling arrangements, detailed in Appendix A to these minutes with the Electoral Register amended to reflect new scheme commencing on 1 February 2024.

5. Elections Act 2022: Tranche Two Update

A presentation was given to the Committee on Tranche 2 of the Elections Act 2022.

In response to queries raised by the Committee clarification was provided on elements of online application processes, the rules relating to handing in postal votes at a polling station, and various scenarios when an elector might need assistance in casting their vote.

Additionally, the Committee:

- Noted that, whilst a business grant had been received to assist with the initial set up relating to the requirements of the Act, the Council did not expect to receive any further ongoing financial assistance.
- Was advised that the length of time a postal vote would be in effect before it needed to be renewed had been reduced to 3 years to help prevent fraud and crime.
- Acknowledged that detailed information relating to some processes, including the type/level of polling station data electoral candidates and agents would be entitled to was yet to be provided.
- Was assured that alternative options were available for voters without internet access and/or those without a National Insurance Number or other valid identification. The Lead Electoral Services Officer emphasised that they would provide additional support and information to those such individuals to ensure that everyone eligible to register to vote was able to.
- Was provided with more information on the provisions available within the polling station to assist those with a visual impairment. The Committee was encouraged to seek the assistance of a Presiding Officer on the day of poll if necessary as they would be able to assist any elector who might need additional assistance.

The Committee was informed that a copy of the presentation would be published in the Councillors' Information Bulletin.

RESOLVED

That the information provided in the presentation be noted.

6. Changes to the Constitution

The Committee considered report [LDS/209](#) of the Head of Governance, People & Performance which proposed various changes to the Constitution.

Further clarification was sought and provided on the rationale for the proposed changes. The Committee subsequently expressed its support for the proposals.

RESOLVED

RECOMMENDATION 3

The Full Council be requested to agree the amendments to the Constitution set out in Appendix B to these minutes.

Closure of Meeting

With the business of the Governance Committee concluded, the Chair declared the meeting closed at 7.46 pm

**P K Lamb
(Chair)**

Appendix A

Bewbush & North Broadfield Ward

Polling District LAA

No Change Proposed

Polling Place: Bewbush Centre Dorsten Square.

Electors: 6132

Postal Voters: 1098

Polling District LAB

No Change Proposed

Polling Place: Broadfield Scout Hut, Seymour Road.

Electors: 921

Postal Voters: 206

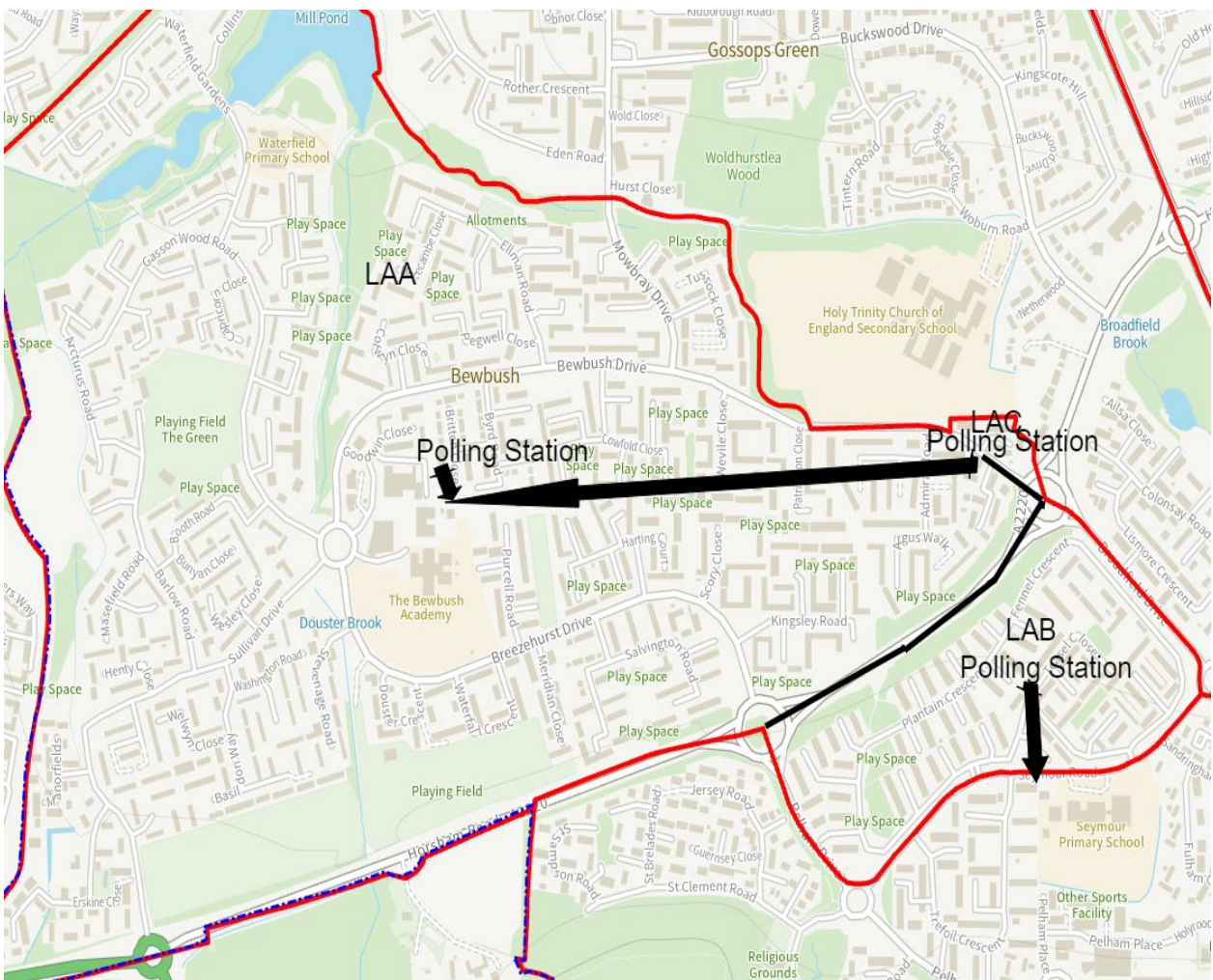
Polling District LAC

No Change Proposed

Polling Place: Bewbush Centre, Dorsten Square.

Electors: 37

Postal Voters: 5



Broadfield Ward

Polling District LBA

No Change Proposed

Polling Place: Broadfield Youth and Community Centre Broadfield Barton.

Electors: 4585

Postal Voters: 905

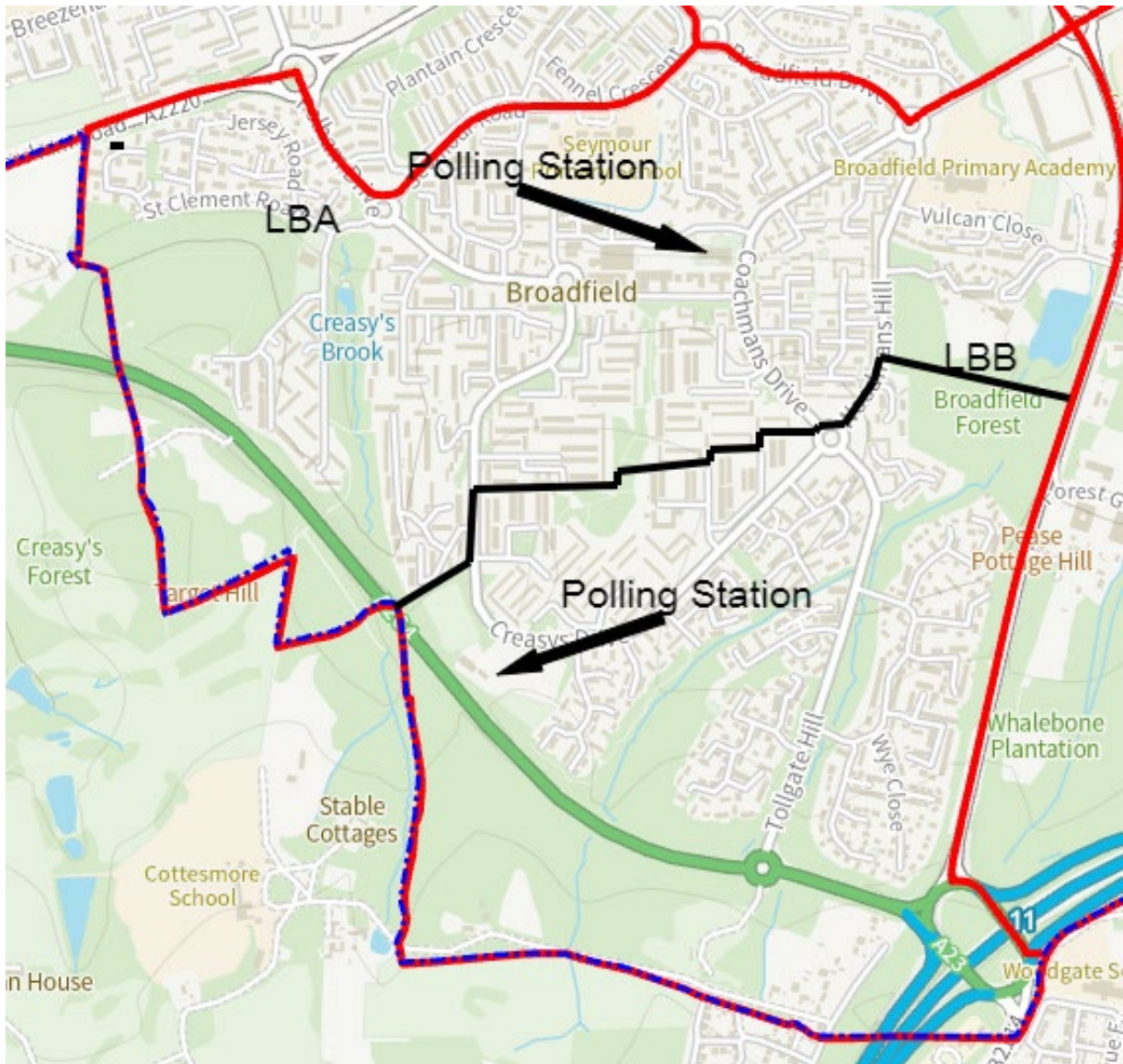
Polling District LBB

No Change Proposed

Polling Place: Creasy's Drive Adventure Playground, Creasy's Drive

Electors: 2684

Postal Voters: 684



Furnace Green Ward

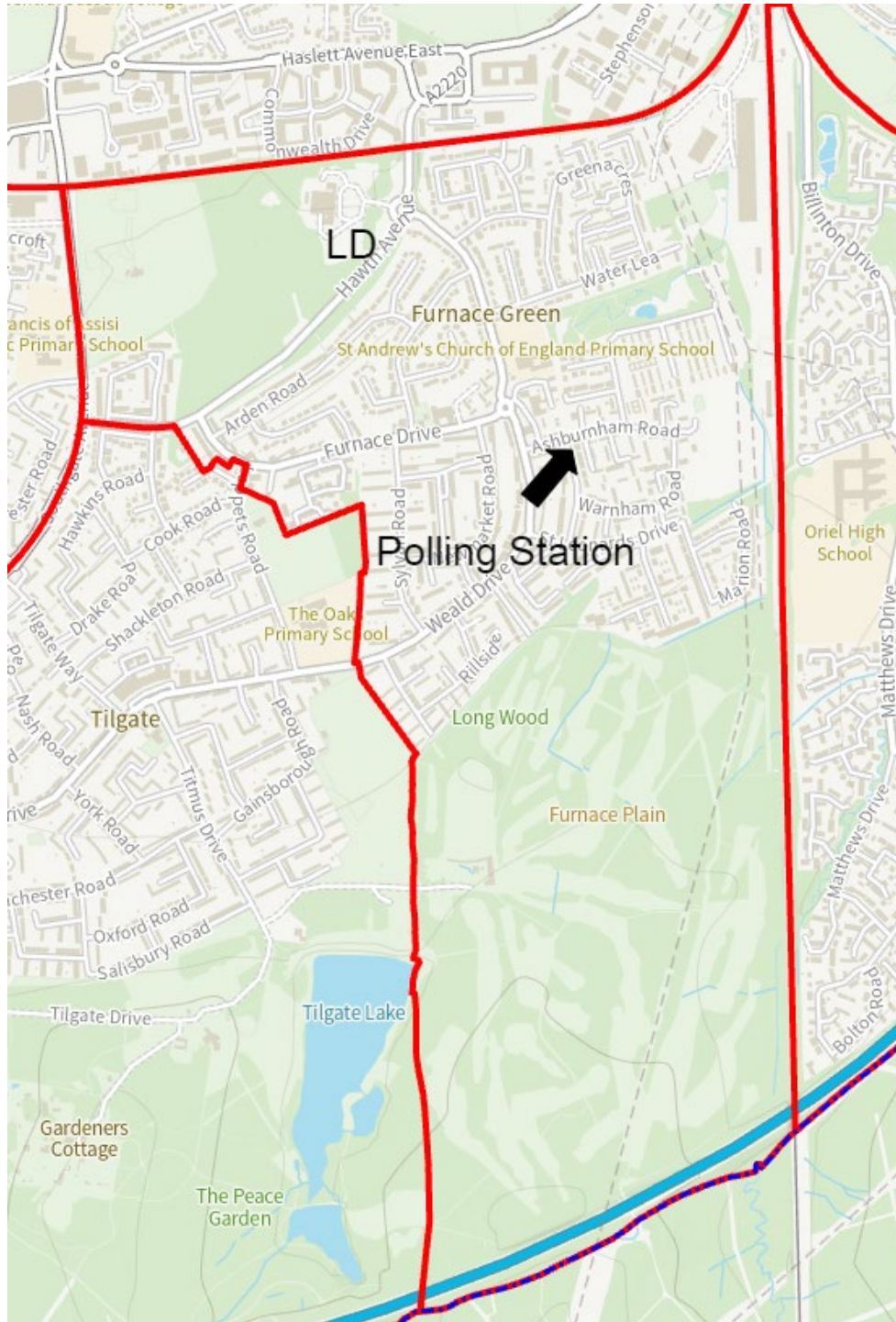
Polling District LD

No Change Proposed

Polling Place: Furnace Green Community Centre,
Ashburnham Road.

Electors: 4444

Postal Voters: 1141



Gossops Green & Northeast Broadfield Ward

Polling District LEA

No Change Proposed

Polling Place: Gossops Green Community Centre,
Capel Lane.

Electors: 3863

Postal Voters: 899

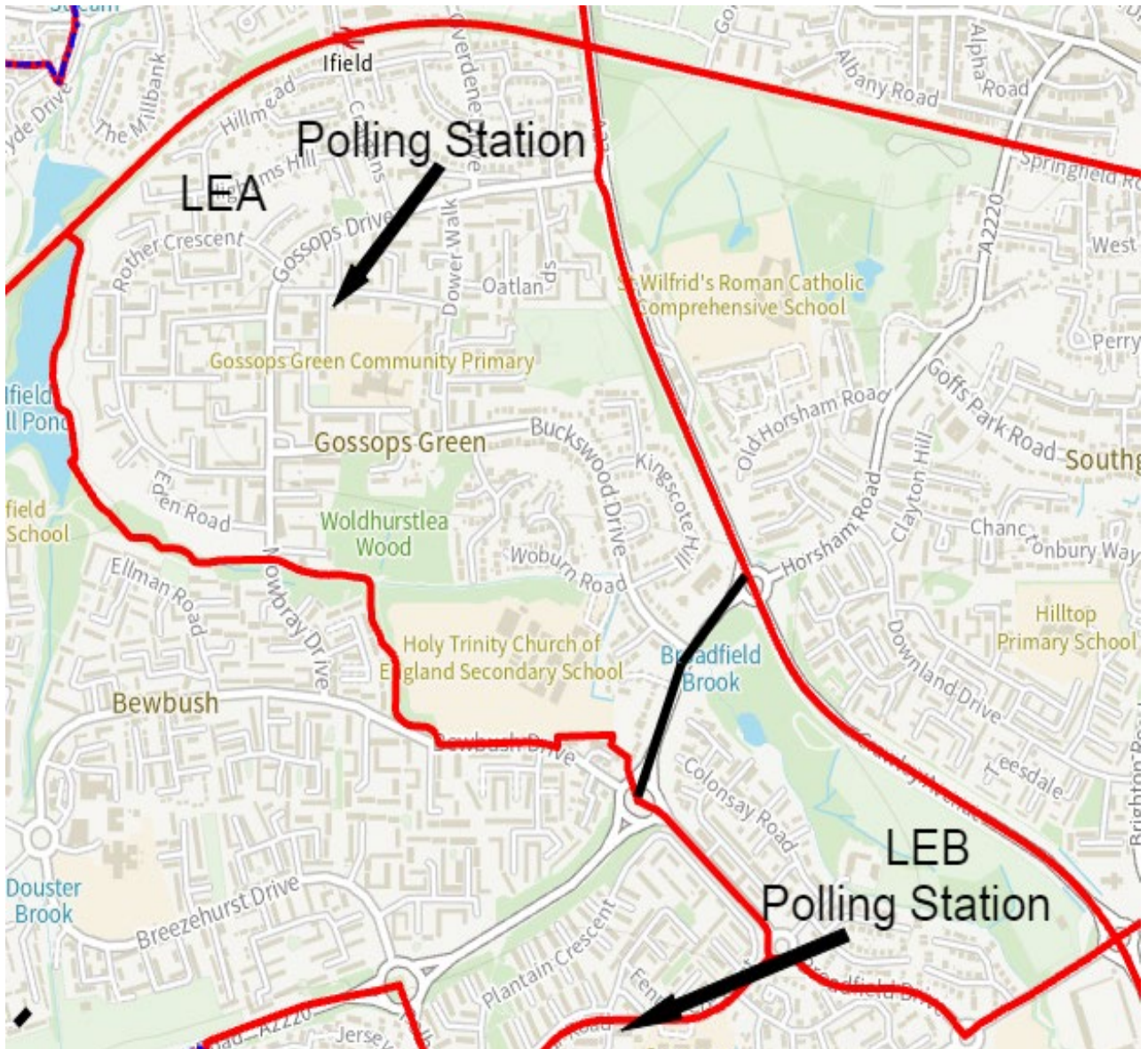
Polling District LEB

No Change Proposed

Polling Place: Broadfield Scout Hut, Seymour Road.

Electors: 794

Postal Voters: 280



Ifield Ward

Polling District LFA

Change Proposed

Polling Place: Ifield Community Centre, Ifield Drive.

Electors: 4308

Postal Voters: 1040

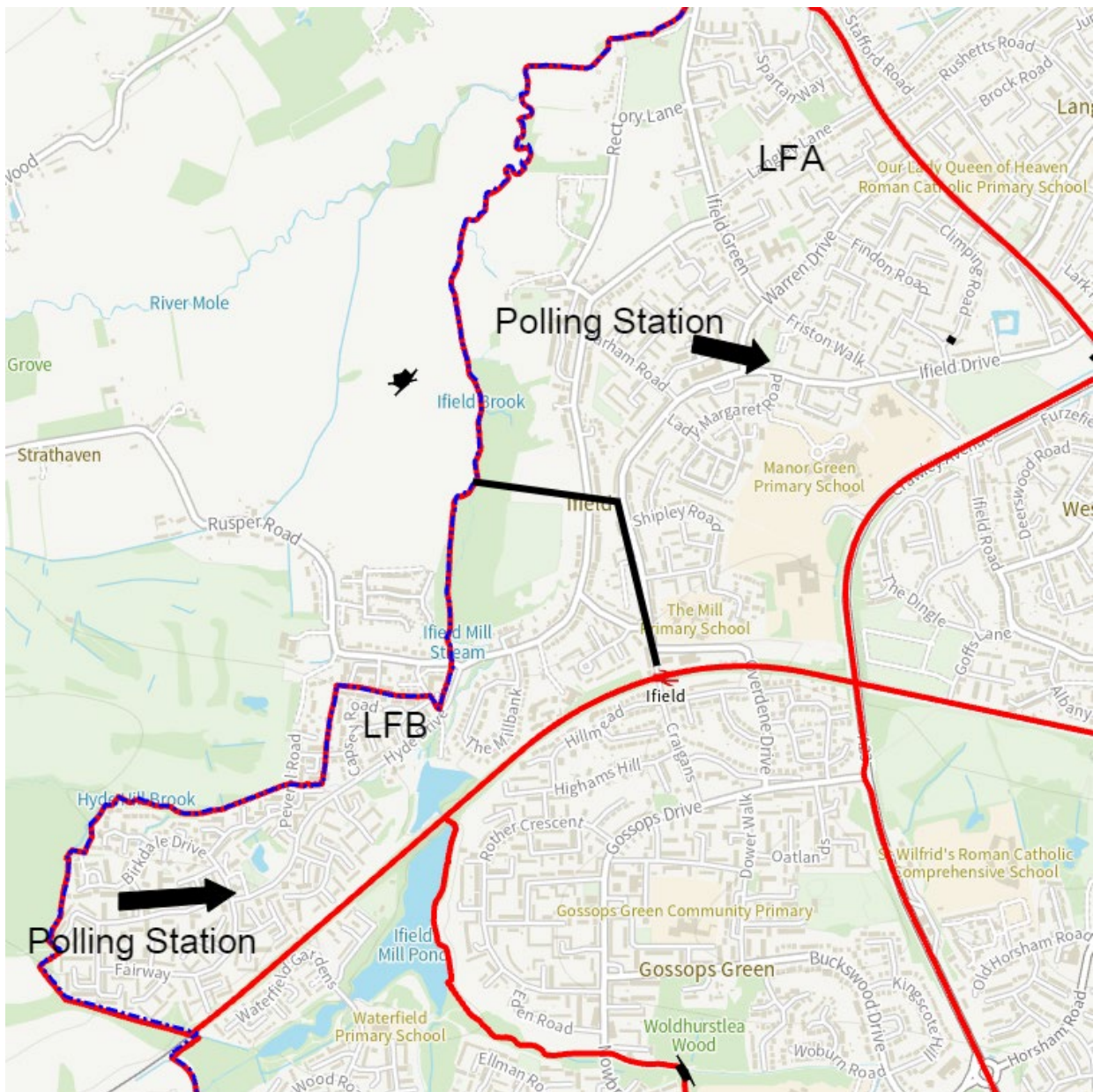
Polling District LFB

Change Proposed

Polling Place: Wybourne Community Centre, Hyde Drive.

Electors: 2820

Postal Voters: 580



Langley Green & Tushmore Ward

Polling District LGA

No Change Proposed

Polling Place: The Langley Centre, Stagelands.

Electors: 5529

Postal Voters: 987

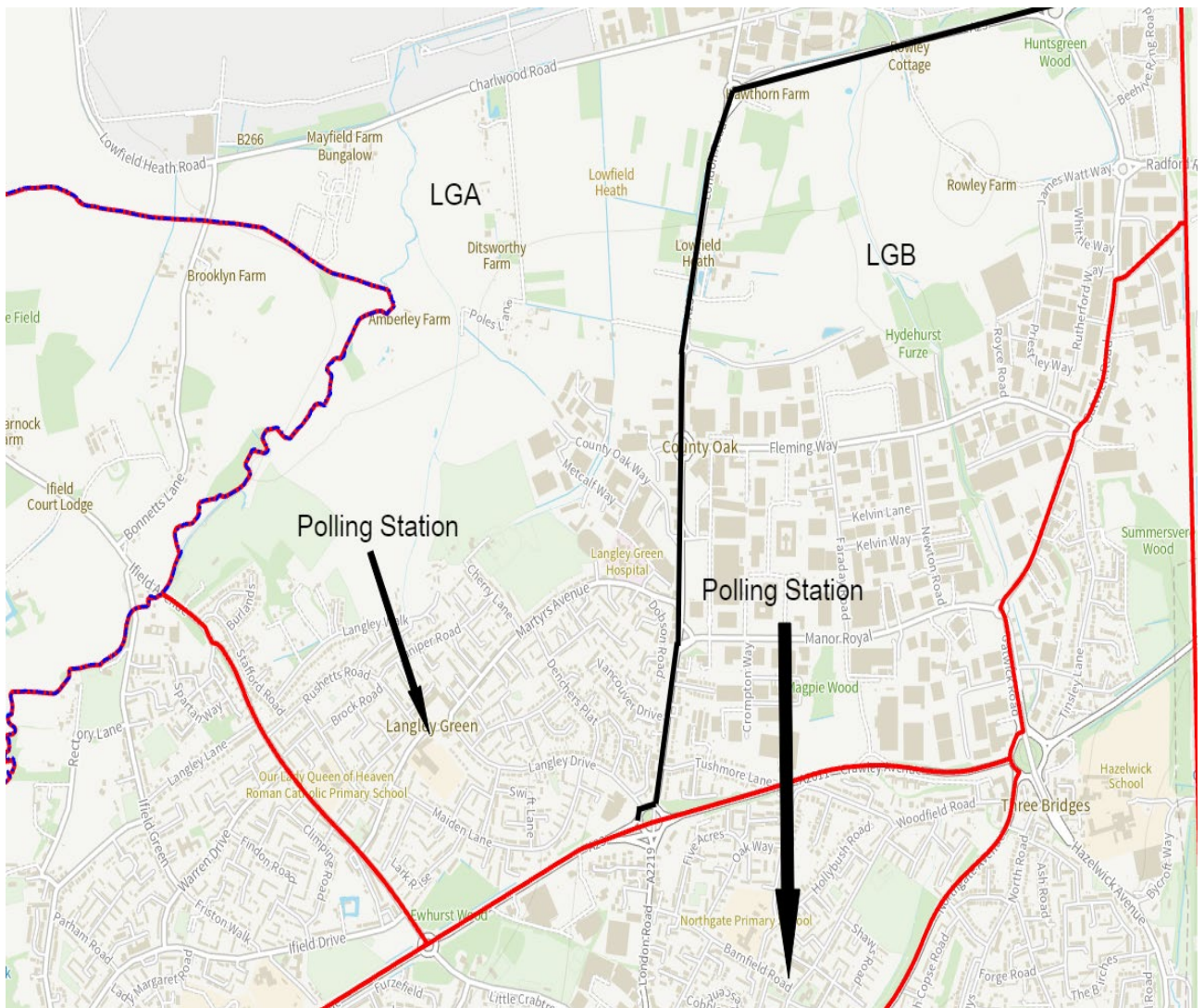
Polling District LGB

No Change Proposed

Polling Place: Northgate Community Centre, Barnfield Road.

Electors: 508

Postal Voters: 110



Maidenbower Ward

Polling District LHA *No Change Proposed*

Polling Place: Maidenbower Community Centre,
Harvest Road.

Electors: 2829

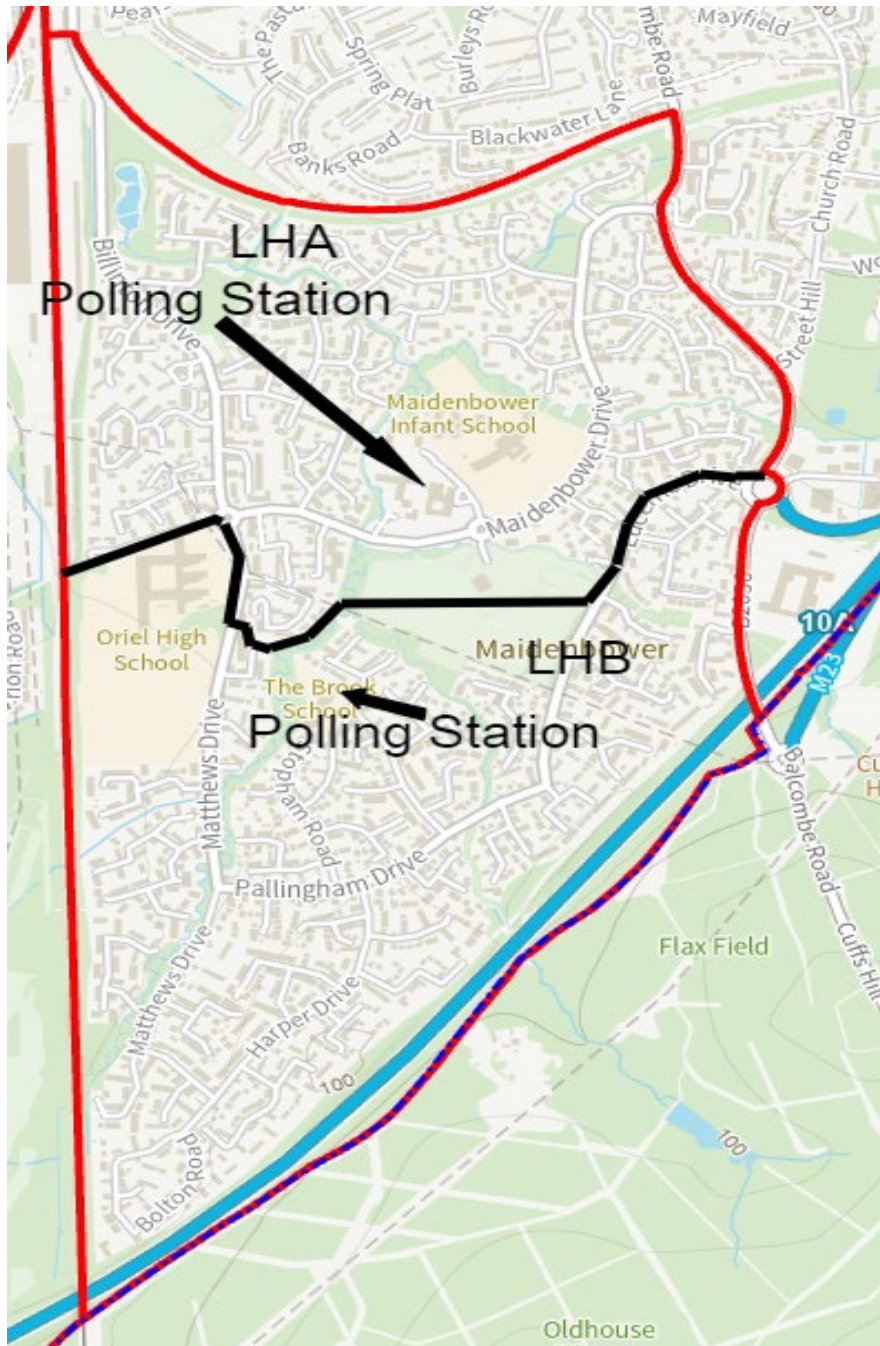
Postal Voters: 659

Polling District LHB *No Change Proposed*

Polling Place: The Brook School, Salterns Road.

Electors: 3904

Postal Voters: 1105



Northgate & West Green Ward

Polling District LIA

No Change Proposed

Polling Place: Northgate Community Centre, Barnfield Road.

Electors: 3475

Postal Voters: 674

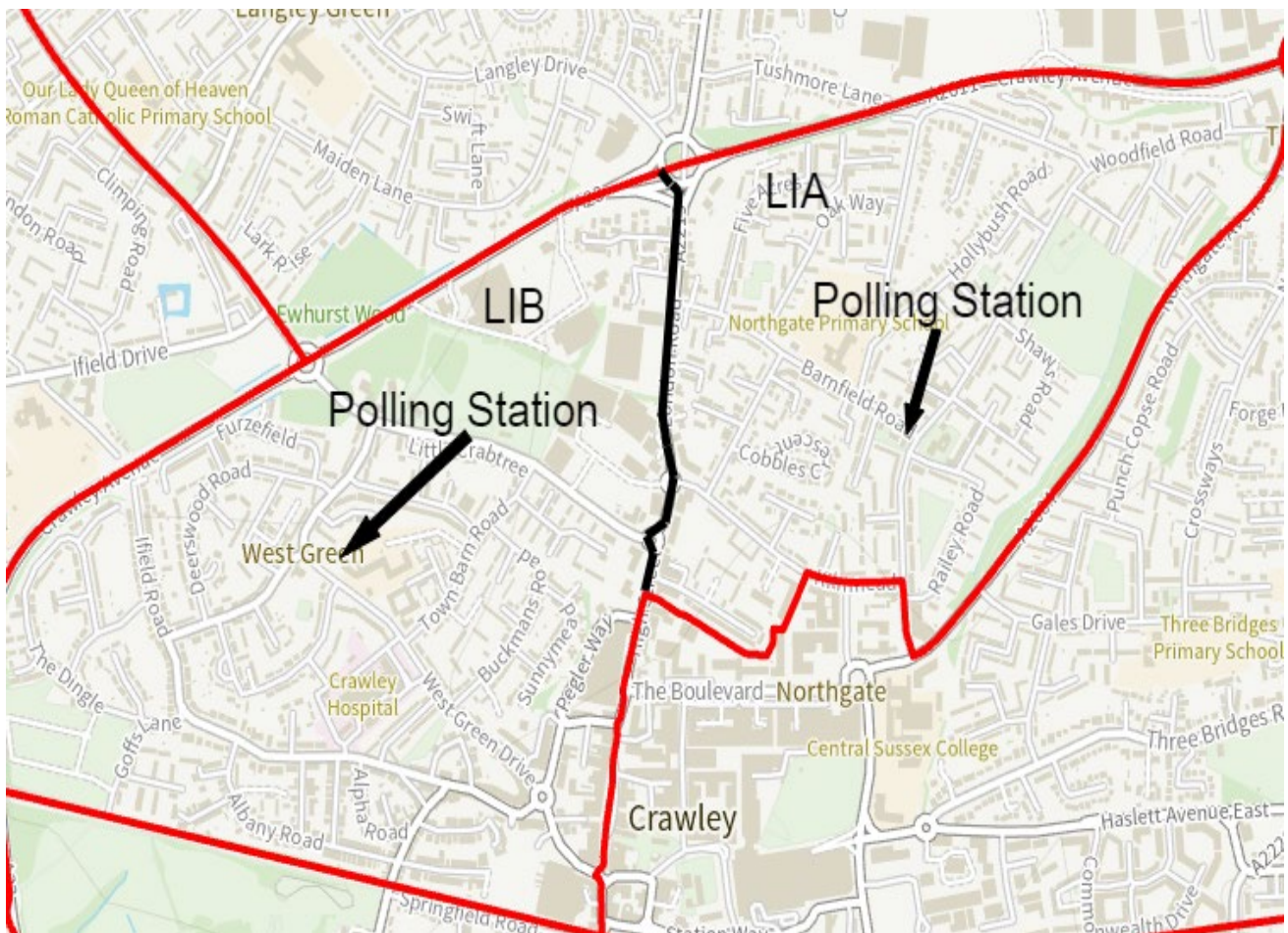
Polling District LIB

No Change Proposed

Polling Place: The Charis Centre, West Green

Electors: 4136

Postal Voters: 877



Pound Hill North & Forge Wood Ward

Polling District LJA

No Change Proposed

Polling Place: Grattons Indoor Bowls Club, Grattons Drive.

Electors: 2912

Postal Voters: 712

Polling District LJB

No Change Proposed

Polling Place: Wakehams Green Community Centre,
Wakehams Green Drive.

Electors: 1685

Postal Voters: 305

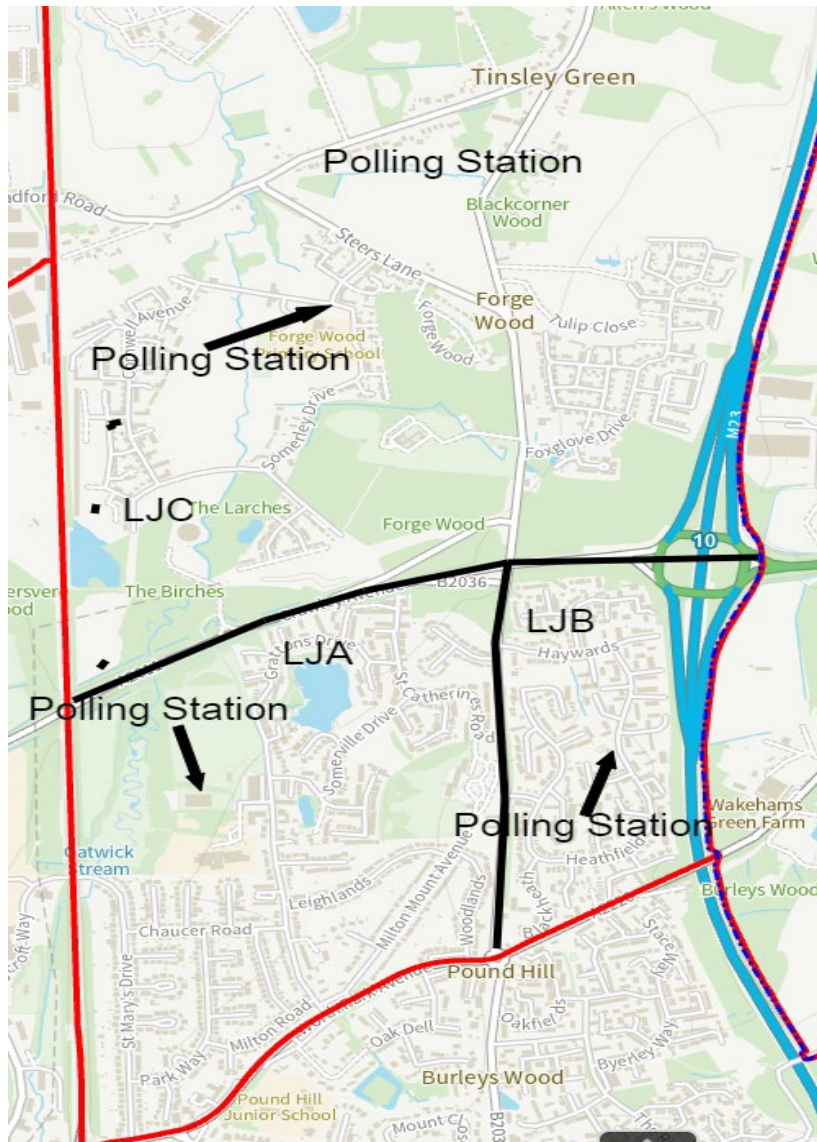
Polling District LJC

No Change Proposed

Polling Place: Forge Wood Community Centre, Somerley Drive

Electors: 2477

Postal Voters: 577



Pound Hill South & Worth Ward

Polling District LKA

No Change Proposed

Polling Place: Pound Hill Community Centre, Worth Road.

Electors: 2767

Postal Voters: 615

Polling District LKB

No Change Proposed

Polling Place: St. Edward the Confessor Church Hall,
Hillcrest Close.

Electors: 1131

Postal Voters: 282

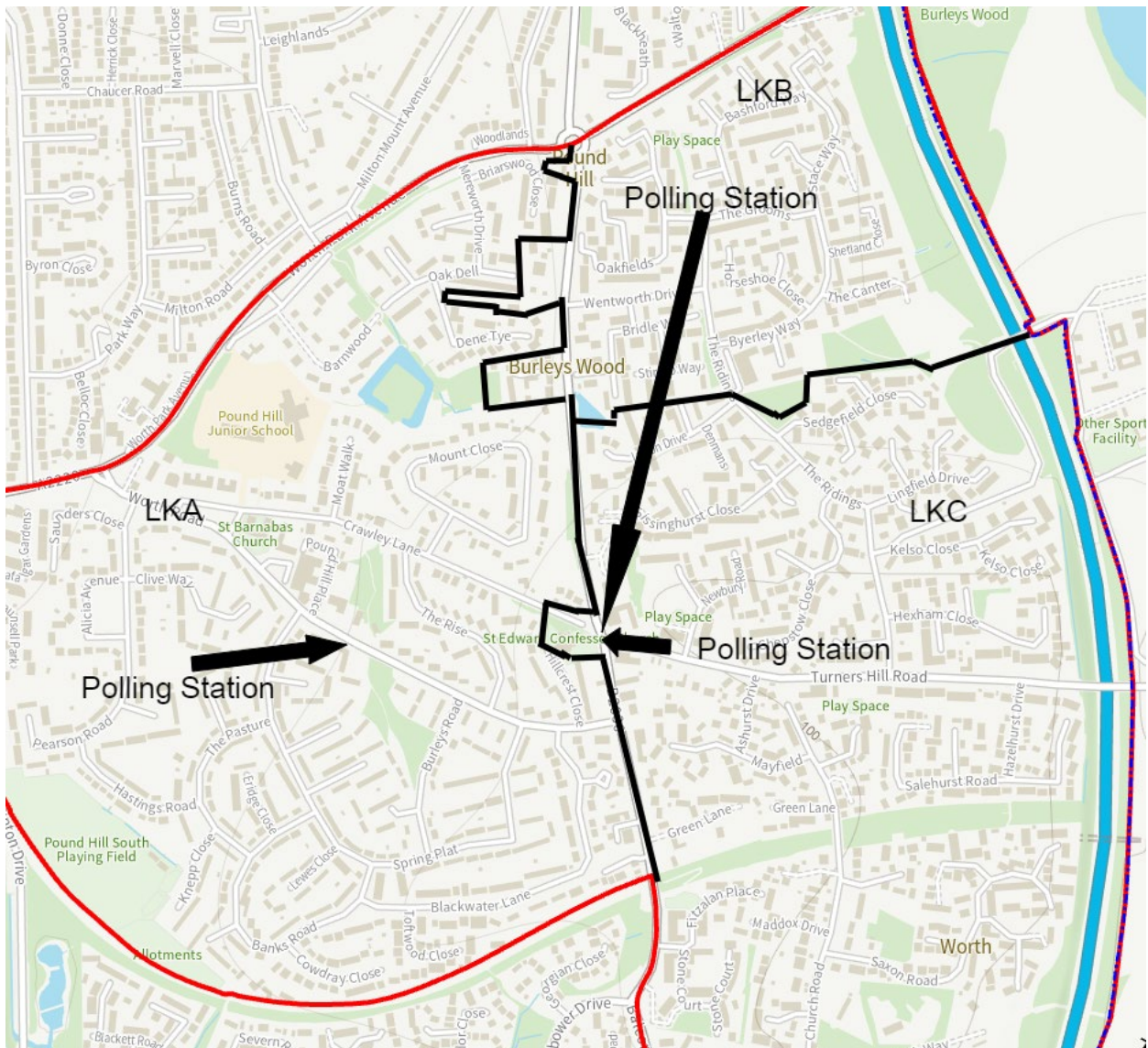
Polling District LKC

No Change Proposed

Polling Place: St. Edward the Confessor Church Hall,
Hillcrest Close.

Electors: 2308

Postal Voters: 651



Southgate Ward

Polling District LLA

No Change Proposed

Polling Place: St Marys Church Hall, Wakehurst Drive.

Electors: 3000

Postal Voters: 734

Polling District LLB

No Change Proposed

Polling Place: Southgate Community Centre, Ditchling Hill.

Electors: 2909

Postal Voters: 850

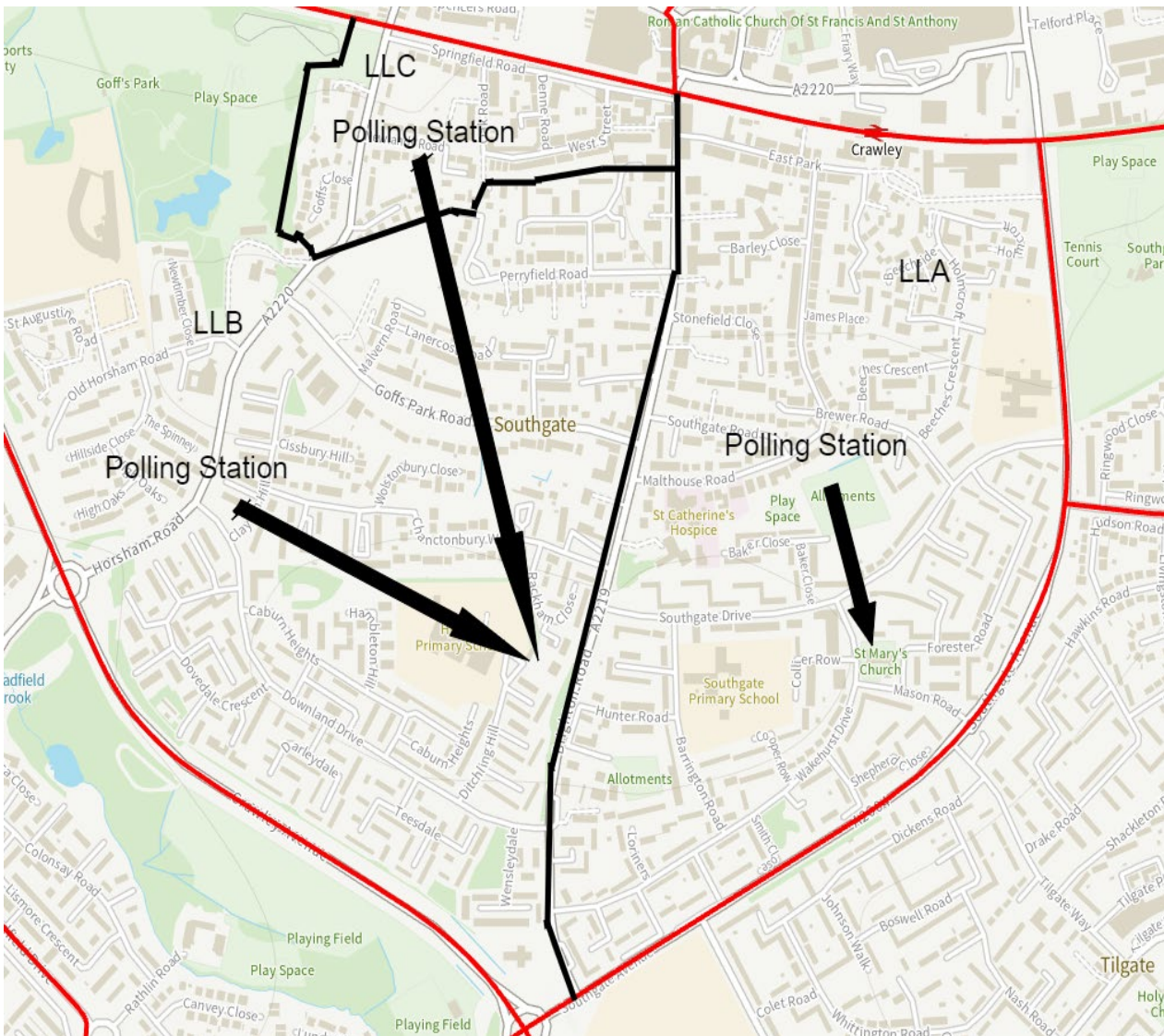
Polling District LLC

No Change Proposed

Polling Place: Southgate Community Centre, Ditchling Hill.

Electors: 648

Postal Voters: 195



Three Bridges Ward

Polling District LMA

No Change Proposed

Polling Place: Montefiore Institute, Hazelwick Road.

Electors: 2759

Postal Voters: 703

Polling District LMB

No Change Proposed

Polling Place: Three Bridges Community Centre, Gales Place.

Electors: 1875

Postal Voters: 504

Polling District LMC

No Change Proposed

Polling Place: The Hawth, Hawth Avenue.

Electors: 1323

Postal Voters: 267

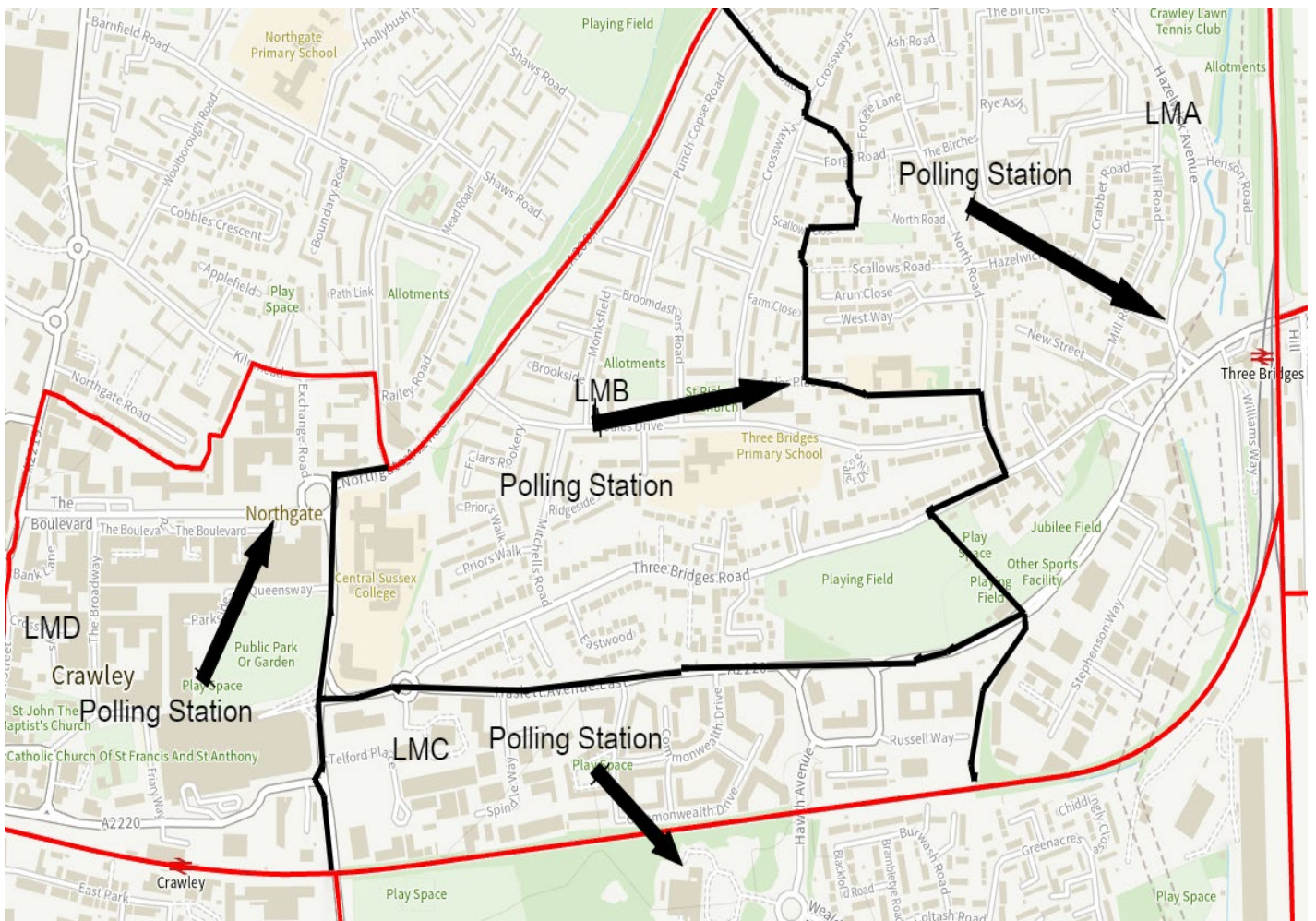
Polling District LMD

No Change Proposed

Polling Place: Town Hall, The Boulevard

Electors: 590

Postal Voters: 104



Tilgate Ward

Polling District LNA

No Change Proposed

Polling Place: Tilgate Community Centre, Shackleton Road.

Electors: 2358

Postal Voters: 507

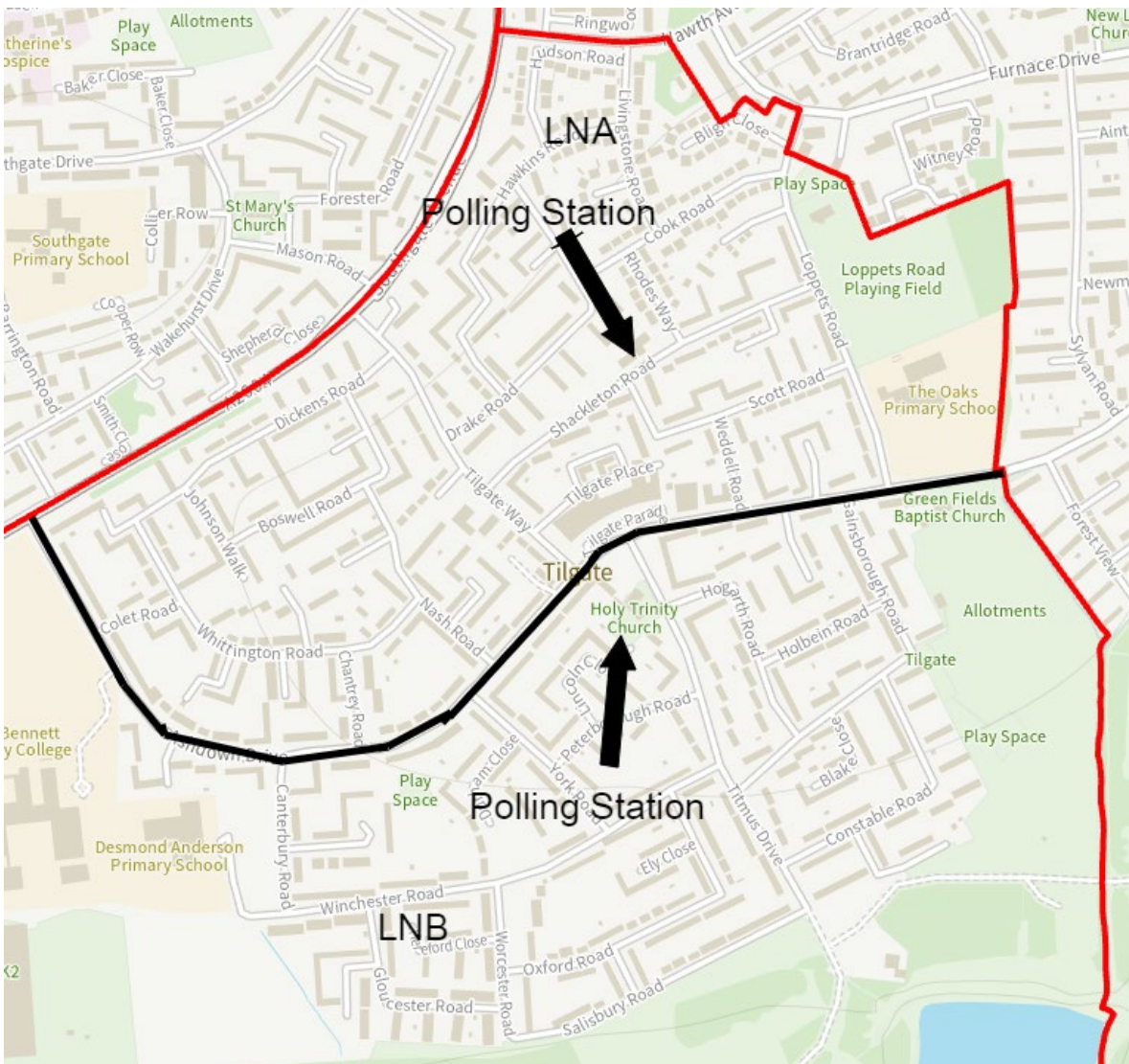
Polling District LNB

No Change Proposed

Polling Place: Holy Trinity Church Hall, Titmus Drive.

Electors: 2049

Postal Voters: 379



Appendix B

CHANGES TO THE CONSTITUTION

Function	Amendment	Reason for Amendment
<p>Council Officer Responsibilities and Decision Making (page 70)</p> <p>(DC/GB)</p>	<p>Amend Generic Delegation 5 as follows:</p> <p>“Matters in respect of consultations:</p> <p>a) Approval of documents for public/stakeholder consultation, the carrying out of consultation, responding to consultation in line with this Council’s Protocol, adoption of documents following consultation and the submission of documents to the appropriate authority.</p> <p>b) Responding to consultation documents where the views of local authorities are sought generally. (NB. All responses from the Council as Local Planning Authority to plans and proposals (including proposed Traffic Regulation Orders) submitted by other Local Authorities are reserved to the Head of Economy and Planning.) A copy of the response to consultations submitted shall be published in the Councillors’ Information Bulletin.</p> <p>c) Prior to submission, any officer must consult the Head of Community Services on any proposed Traffic Regulation Orders.”</p>	<p>To ensure that officers with the appropriate expertise are consulted before applications for Traffic Regulation Orders are submitted to West Sussex County Council.</p> <p>Head of Economy and Planning has confirmed they do not feel it is relevant to their role now and would be better aligned with the Head of Community Services.</p> <p><i>NB each Chief Officer’s Sub-Delegation Scheme will need to be amended to reflect any amended wording.</i></p>
<p>Full Council Procedure Rules (page 83)</p> <p>(MM/CP)</p>	<p>Amend Rule 7.2 as follows:</p> <p>“Quorum: The quorum of a Full Council meeting shall be more than one third of the Councillors of the Council (13). If a meeting remains inquorate 15 minutes after its scheduled start time, an officer (usually a member of the Democratic Services team) will announce that the meeting is inquorate and those present will be requested to informally</p>	<p>Whilst the Constitution states the quorum for each meeting it does not provide guidance on the process should a meeting be inquorate. This amendment will provide that guidance.</p>

Function	Amendment	Reason for Amendment
	<p>agree to either reconvene at a later date or defer items on the agenda to a future scheduled meeting.”</p>	
<p>General Committee Procedure Rules (page 92) (MM/CP)</p>	<p>Amend Rule 8.2 as follows:</p> <p>“Quorum: The quorum of a Committee meeting shall be one quarter of the whole number of Councillors rounded up where necessary to the next number and no less than three Councillors. Specific quorum requirements relating to the Employment Panel are set out in its functions (Section 1 of this Constitution). The attendance of the Independent Member to the Audit Committee shall not be taken into account when calculating the quorum at Audit Committee meetings.</p> <p>“If a meeting remains inquorate 15 minutes after its scheduled start time, an officer (usually a member of the Democratic Services team) will announce that the meeting is inquorate and those present will be requested to informally agree to either reconvene at a later date or defer items on the agenda to a future scheduled meeting.”</p>	<p>Whilst the Constitution states the quorum for each meeting it does not provide guidance on the process should a meeting be inquorate. This amendment will provide that guidance.</p>
<p>Scrutiny Procedure Rules (page 128) (MM/CP)</p>	<p>Amend Rule 10.2 as follows:</p> <p>“Quorum: The quorum of a Commission or Scrutiny Panel meeting shall be one quarter of the whole number of Councillors rounded up where necessary to the next number and no less than three Councillors. If a meeting remains inquorate 15 minutes after its scheduled start time, an officer (usually a member of the Democratic Services team) will announce that the meeting is inquorate and those present will be requested to informally agree to either reconvene at a later date or defer items on the agenda to a future scheduled meeting.”</p>	<p>Whilst the Constitution states the quorum for each meeting it does not provide guidance on the process should a meeting be inquorate. This amendment will provide that guidance.</p>

Function	Amendment	Reason for Amendment
<p>Cabinet Procedure Rules (page 139)</p> <p>(MM/CP)</p>	<p>Amend Rule 3.2 as follows:</p> <p>“Membership, the Chair and Quorum: The Cabinet will consist of the Leader and their Cabinet Members with the Leader chairing the meeting, in their absence the Deputy Leader shall act as Chair. The quorum of the Cabinet is three. If a meeting remains inquorate 15 minutes after its scheduled start time, an officer (usually a member of the Democratic Services team) will announce that the meeting is inquorate and those present will be requested to informally agree to either reconvene at a later date or defer items on the agenda to a future scheduled meeting.”</p>	<p>Whilst the Constitution states the quorum for each meeting it does not provide guidance on the process should a meeting be inquorate. This amendment will provide that guidance.</p>
<p>Financial and Budget Procedure Rules (page 166)</p> <p>(CM)</p>	<p>Amend Section J (Financial Approval Levels and Procurement Thresholds) section of the Rules as set out in the Appendix 1).</p>	<p>The virement limits have remained at £50k for a significant number of years. This can result in significant delay in operational virements to be actioned. The proposed increase in limit will improve the effectiveness of the process. Virements will continue to be summarised in the quarterly budget monitoring reports for transparency. It should be noted that any virement which require more scrutiny will continue to be cascaded to Cabinet or Full Council where appropriate regardless of value.</p>

Function	Amendment	Reason for Amendment
Petitions Scheme (page 230) (CP)	Add the following wording under Paragraph 3 (What will Happen with Petitions): “3.3 The Petitions Officer may delay the progress of a relevant petition to a formal Council meeting if its consideration would fall during the Pre-Election Period (period of heightened sensitivity) and could be deemed politically sensitive.”	This will allow the Monitoring Officer to delay progress if they believe the issue should not be considered during Purdah.

J. FINANCIAL APPROVAL LEVELS AND PROCUREMENT THRESHOLDS

Financial Approval Levels

	Budget Transfers (Virements)		Redundancies/early retirement	Supplementary Estimate		Purchase land/property	Asset Disposal	Write-offs	Sale of land
	Revenue	Capital		Revenue	Capital				
Heads of Service	£50,000 within service area, no future commitment	£50,000 within service area					£10,000		
Head of Corporate Finance	£50,000 £100,000 across the Council, no future commitment	£50,000 across the Council	£500,000			<i>For investment:</i> Within the limits of the Investment Acquisition Reserve	£10,000 - £50,000	Up to £2,500	Up to £25,000
Head of Crawley Homes in agreement with the Head of Corporate Finance *						<i>For housing delivery **:</i> Within the limits of the Housing Revenue Account Budget			

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

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

** Each acquisition must be assessed on its individual merits and may include, but is not limited to, the following options:

- a) Council-owned land to be delivered in-house.
- b) Land acquisitions to be progressed in-house.
- c) Joint Venture developments with investors, developers or housing associations.
- d) Off-plan and off-market acquisitions to be delivered on 'turnkey' basis.
- e) S106 affordable housing within market-led schemes.
- f) Securing additional affordable housing within market-led schemes.
- g) Securing 'off-the-shelf' schemes that are nearing completion.
- h) 'Flipping' tenures on existing S106 schemes.
- i) Land or schemes under auction on the market.
- j) Step-in arrangements to complete schemes that are at risk.
- k) Institutionally funded schemes on a lease-back basis.

Crawley Borough Council

Minutes of Cabinet

Wednesday, 29 November 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
T Rana	Cabinet Member for Resources

Also in Attendance:

Councillor D Crow and M L Ayling

Officers Present:

Carolin Martlew	Head of Corporate Finance
Siraj Choudhury	Head of Governance, People & Performance
Ian Duke	Chief Executive
Chris Pedlow	Democracy & Data Manager
Georgina Bouette	Head of Community Services
Vicki Basley	Chief Accountant
Amanda Kendall	Head of Crawley Homes
Clem Smith	Head of Economy and Planning

Apologies for Absence:

Councillor B Noyce

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Cabinet held on 27 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 15: Crawley Innovation Centre - Additional Towns Fund Monies.

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 2

The Leader presented report [FIN/635](#) of the Head of Corporate on the quarter 2 budget monitoring, which set out a summary of the Council's actual revenue and capital spending for the quarters to September 2023 together with the main variations from the approved spending levels and impact on future budgets. It was added that the council had made significant in-year savings.

Councillor Ayling presented the Overview and Scrutiny Commission's comments on the report [OSC/315](#) to the Cabinet following consideration of the matter at its meeting on 27 November 2023, which included:

- Explanation provided on the latest revenue and capital budget.
- Acknowledgement that the interest rate projections would be kept under regular review.
- Clarification sought and obtained on the costings on various elements for the new town hall.
- Confirmation that Project Jupiter referred to the works at Metcalf Way Depot.

Councillor 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 this report.
- b) approves the addition to the Capital Programme of £202,191 for CCTV funded by £59,300 contribution from Sussex Police, £33,291 from S106 and £109,600 from capital receipts. (as detailed in paragraph 8.3 of report [FIN/635](#))

- c) approves the addition to the Capital Programme of £50,000 for the replacement of the Hawth Main Theatre Lights funded from the K2 Crawley and Hawth replacement reserve. (as detailed in paragraph 8.3 of report [FIN/635](#))

Reasons for the Recommendations

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

7. Budget Strategy 2024/25 – 2026/27

The Leader presented report [FIN/636](#) of the Head of Corporate on the Budget Strategy 2024/25-2026/27. The report set out financial projections with particular reference to the period 2024/25-2026/27 as well as the policy framework for improving financial efficiency and meeting the long-term investment needs of the town, as well as proposals for the annual budget process. It was noted that the strategy assumed several factors including that:

- Government grants would rise in line with inflation and rolled forward into 2024-25
- That Council Tax be increased at 2.99%
- That fees and charges be increased by 7% where feasible.

It was emphasised that the increasing cost of temporary accommodation was a having a real impact on the Council's finance and the strategy as such proposes shorter term focus of 12-15 months to enable better control and monitoring of the budget gap.

Councillor Ayling presented the Overview and Scrutiny Commission's comments on the report [OSC/315](#) to the Cabinet following consideration of the matter at its meeting on 27 November 2023, which included:

- Recognition that Ashdown House may remain vacant for a period from 2024 and this would allow the building to be refurbished and a new tenant to be sought.
- Explanation provided of the Minimum Revenue Provision (MRP) review having identified a saving of £778k in 2023/24 being due to technical adjustments.
- Recognition that additional cost pressures were predicted to impact the budget, some of these related to homelessness, pay award, town hall rates and inflation.
- It was commented that whilst there had recently been changes to the Local Housing Allowance (LHA), the overall impact was yet unknown.

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

RESOLVED

RECOMMENDATION 4

That Full Council be asked to:

- a) approve the process for of balancing the budget over the next 12 to 18 months, including the use of reserves to balance the budget as outlined in Section 8 of the report [FIN/636](#).
- b) approve the minimum recommended General Fund Balance remains at £3m.
- c) approve the growth items for the General Fund as outlined in sections 6.3 of the report [FIN/636](#).
- d) approve the inclusion of new capital schemes in future budgets with the value of £652,000 as identified in section 9.2 of the report [FIN/636](#).
- e) note the following highlights of the Budget Strategy:
 - i. that the Budget is aligned to the Council's Corporate Priorities.
 - ii. the outline 3 year forecast as shown in table 6 paragraph 6.5 of the report [FIN/636](#).
 - iii. that the current budget deficit of £1.012m for 2024/25 (section 6.5 of the report [FIN/636](#)) is based on a Council tax increase of 2.99% which is £6.74. However, table 10 highlights that the gap could be higher when looking at sensitivity analysis.
 - iv. that there are uncertainties around Government funding prior to the settlement in December and the delay in Local Government Funding reforms such as business rates retention and the future of New Homes Bonus.

Reasons for the Recommendations

- 1) To agree the Council's Budget Strategy for 2024/25 to 2026/27 including the assumptions made.
- 2) To agree growth items and capital schemes outlined in the report.
- 3) The 2024/25 General Fund and Housing Revenue Account Budgets and the revised capital programme will be set by the Full Council in February 2024. The Treasury Management Strategy and Capital Strategy will be considered at the same meeting.
- 4) To note that until the Local Government Finance Settlement is published in December 2023 these projections are highly likely to change.

8. Treasury Management Mid Year Review 2023-2024

The Leader presented report [FIN/637](#) of the Head of Corporate Finance. The report provided an update on the Council's Treasury Management Strategy for 2023/24. The report detailed that the current projection was that the Council would earn an additional £2.4m income from investments, which was up by £600k from the forecast in quarter 1. It was noted that the Council prioritises its investments as security of capital, liquidity, yield and ethical.

Councillor Ayling presented the Overview and Scrutiny Commission's comments on the report [OSC/315](#) to the Cabinet following consideration of the matter at its meeting on 27 November 2023, which included:

- Acknowledgement that the ethical investment policy was considered prior to every investment undertaking.
- Explanation was sought on the investment limits across detailed holdings and portfolios.
- Recognition that the new strategy would be approved by Full Council in February 2024 (having been considered at OSC and Cabinet).

Councillor Crow was invited to speak on this item. Matters raised included disappointment with some of the levels of interest rates achieved on some of the Council's investments including the 1.5% with Derbyshire CC.

Councillor Jones and the Head of Corporate Finance spoke as part of the discussion on the report and provided clarification on several of the comments raised.

RESOLVED

That the Cabinet considered and notes report [FIN/637](#) and the treasury activity for the first two quarters of 2023/2024.

Reasons for the Recommendations

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

9. Crawley Station Gateway - Phase 1

The Cabinet Member for Planning and Economic Development presented report [PES/443](#) of the Head of Economy and Planning. The report presented the refreshed concept designs for the Station Gateway (Phase 1) public realm and bus station improvements. It sought approval to go out to public and stakeholder consultation and to combine two funding streams (Crawley Growth Programme and Towns Fund) already allocated within the Council's capital programme.

Councillor Ayling presented the Overview and Scrutiny Commission's comments on the report [OSC/315](#) to the Cabinet following consideration of the matter at its meeting on 27 November 2023, which included:

- Acknowledgement that the delivery of the detailed designs of the scheme would be delivered as part of the Crawley Growth programme.
- Clarification was obtained regarding various elements of the concept design including connectivity improvements for pedestrians and cyclists, together with route access and pick up/drop off areas.
- Confirmation was provided regarding the £7.4m funding to deliver the scheme ("Phase 1") which was in anticipation of a renewed bid to be led by WSCC to the Department for Transport in the future for "Phase 2" Station Way highway/bus lane infrastructure upgrades.

Councillors Jones, S Mullins, C Mullins, Irvine and Rana spoke as part of the discussion on the report.

RESOLVED

That the Cabinet:

- a) approves the refreshed concept design for the Station Gateway Phase 1 project found at Appendix A of report [PES/443](#); comprising a public realm and bus station improvement scheme focusing on Friary Way, Haslett Avenue West and The Martlets.
- b) approves the refreshed concept design to go out to public and stakeholder consultation, prior to the submission of a planning application and procurement of a construction contractor.
- c) delegates authority to approve the final designs for Station Gateway Phase 1 to the Head of Major Projects and Commercial Services, in consultation with the Head of Economy & Planning and Cabinet Member for Planning and Economic Development, following the period of stakeholder consultation and undertaking minor modifications as required.
- d) delegates to the Head of Major Projects and Commercial Services the submission of a planning application to the Local Planning Authority on behalf of Crawley Borough Council
- e) delegates authority to the Head of Major Projects and Commercial Services to undertake a procurement tendering exercise to appoint a construction contractor in accordance with the Council's Procurement Code.
- f) delegates authority to the Leader of the Council, in consultation with the relevant Cabinet Member and Head of Major Projects and Commercial Services, to approve the award of the construction contact following an appropriate procurement process.
- g) delegates the negotiation, approval and completion of all relevant documentation, including legal paperwork, to the Head of Economy and Planning, Head of Governance, People and Performance and the Head of Corporate Finance
(*Generic Delegations 2 & 3 will be used to enact this recommendation*).

RECOMMENDATION 5

That the Full Council recommended to approve the amalgamation of the two funding streams (£5.4m from the Crawley Growth programme and £2m from the Towns Fund) already allocated within the Council's capital programme to enable delivery of the project as set out in section 7.2 of report [PES/443](#);

Reasons for the Recommendations

To enable the successful delivery of the Station Gateway Phase 1 scheme which will deliver significant public realm and bus station improvements whilst future-proofing future town centre regeneration schemes.

10. Western Boulevard Scheme - Crawley Growth Programme

The Cabinet Member for Planning and Economic Development presented report [PES/442](#) of the Head of Economy and Planning. The report updated Cabinet on the progress of the Western Boulevard scheme as part of the Crawley Growth Programme with a recommendation that Full Council agree to add £2m of BSIP (Bus Service Improvement Plan) monies to the scheme, which have been secured, subject to a funding agreement with West Sussex County Council.

Councillor Ayling presented the Overview and Scrutiny Commission's comments on the report [OSC/315](#) to the Cabinet following consideration of the matter at its meeting on 27 November 2023, which included:

- Recognition that the scheme was set to deliver significant improvements to bus connectivity in the town centre alongside better sustainable transport facilities.
- Clarification was obtained regarding various cycle lanes within the scheme, together with the exit closures and carriageway improvements.
- Acknowledgement that funding would be required in order for the scheme to be fully completed along The Boulevard.

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

RESOLVED

That the Cabinet:

- a) notes the progress of the scheme to date.
- b) delegate authority to the Head of Economy and Planning (in consultation with Head of Governance, Performance and People and the Head of Corporate Finance) to sign a funding agreement with West Sussex County Council with regard to £1,949,419 of BSIP monies.

(Generic Delegation 3 will be used to exact this recommendation).

- c) delegate the negotiation, approval and completion of all relevant documentation, including legal paperwork, to the Head of Economy and Planning, in consultation with the Head of Governance, People and Performance and Head of Corporate Finance

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

RECOMMENDATION 6

That the Full Council recommended to approve the addition of the of £1,949,419 of BSIP (Bus Service Improvement Plan) monies to the Crawley Borough Council capital programme as part of the Western Boulevard scheme, subject to a funding agreement with West Sussex County Council.

Reasons for the Recommendations

The recommendations will allow Crawley Borough Council to progress the Western Boulevard Scheme to the on-site delivery phase.

11. Forward Programme of Key Programmes (January – June 2024)

The Leader presented report [FIN/634](#) of the Head of Corporate Finance. The report requested approval of the current forward programme of key procurements (over £500,000) and sought delegated authority for contract award approvals following the appropriate procurement process. Also provided was an update on the previously identified procurements from July to December 2023.

RESOLVED

The Cabinet:

- a) endorses the procurement forward programme January – June 2024 (appendix A of report [FIN/634](#)).
- b) delegates authority to the Leader of the Council in consultation with the relevant Cabinet Member, relevant Head of Service, and Head of Governance, People & Performance to approve the award of the contract following an appropriate procurement process.
- c) delegates the negotiation, approval and completion of all relevant legal documentation, following the awarding of the contracts to the relevant Head of Service, Head of Governance, People & Performance, Head of Corporate Finance, in consultation with the appropriate Cabinet Member.
(Generic Delegations 2 & 3 will be used to enact this recommendation)

Reasons for the Recommendations

- 1) By approving the procurement forward programme there is greater transparency of future procurement processes allowing more scope for internal stakeholders to input into how future contracts are delivered.
- 2) The approval of the forward programme provides a key decision that will enable the individual procurement processes to be awarded under delegated authority once the tender process has concluded giving the Council the ability to reduce the time required to complete a procurement process

12. 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.

13. Crawley Innovation Centre - Additional Towns Fund Monies

Exempt Paragraph 3

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

The Cabinet Member for Planning and Economic Development presented report PES/449 of the Head of Economy and Planning. The report sought agreement to add Towns Fund monies to the Crawley Innovation Centre project and seek additional delegations to ensure the project can commence without delay.

The draft Towns Fund business case for the Crawley Innovation Centre was agreed by Cabinet on 2 February 2022 and Full Council on 23 February 2022.

Councillor Ayling presented the Overview and Scrutiny Commission's comments on the report [OSC/315](#) to the Cabinet following consideration of the matter at its meeting on 27 November 2023, which included:

- Confirmation provided of the processes which had taken place throughout the project were highlighted.
- Clarification sought and obtained on the financial aspects contained within the report.
- Whilst there was support for the proposal which was poised to play a key role within the town, concern was raised regarding the reallocation of £2m of Crawley Towns Fund monies from the Town Centre to Manor Royal cycle route project and this should be noted for the future.

Councillors C Mullins, Irvine, Rana, S Mullins and Jones spoke as part of the discussion on the report.

RESOLVED

That the Cabinet noted the progress with the delivery of the Crawley Innovation Centre project

RECOMMENDATION 7

That the Full Council recommended to reallocate £2m of Crawley Towns Fund monies from the Town Centre to Manor Royal cycle route project to the Crawley Innovation Centre project, subject to confirmation of approval of the transfer from the Government.

Reasons for the Recommendations

To ensure that the project has sufficient capital budget for the required building conversion works for the Crawley Innovation Centre to be delivered in full.

Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 8.11 pm

M G JONES
Chair

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