



Crawley Borough Council

Governance Committee

Agenda for the **Governance Committee** which will be held in **Committee Room C - Town Hall**, on **Tuesday, 28 November 2023** at **7.00 pm**

Nightline Telephone No. 07881 500 227

A handwritten signature in black ink, appearing to be "J. A. ...", positioned above the title "Chief Executive".

Chief Executive

Membership: Councillors P K Lamb (Chair), J Bounds (Vice-Chair), C M Burke, D Crow, G S Jhans, M G Jones, R A Lanzer, T Lunnon, K McCarthy, S Pritchard, T Rana and S Sivarajah

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

Published 20 November 2023



01293 438000

crawley.gov.uk
democracy.crawley.gov.uk

Town Hall
The Boulevard
Crawley
West Sussex
RH10 1UZ

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

Part A Business (Open to the Public)

	Pages
1. 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 - 6
To approve as a correct record the minutes of the Governance Committee held on 11 September 2023.	
4. Public Question Time	
To answer any questions asked by the public which relate to an item on this agenda and which are in line with the Council's Constitution.	
Public Question Time will be concluded by the Chair when all questions have been answered or on the expiry of a period of 15 minutes, whichever is the earlier.	
5. Findings of the Reviews of Polling Districts, Polling Places and Polling Stations (2023)	7 - 30
To consider report CEx/066 of the Chief Executive / Returning Officer.	
6. Elections Act 2022: Tranche Two Update	
A presentation will be provided on Tranche 2 of the Elections Act 2022.	
7. Changes to the Constitution	31 - 38
The Committee is asked to RECOMMEND :	
That the Full Council agrees the amendments to the Constitution proposed in report LDS/209 of the Head of Governance, People & Performance.	

8. Supplemental Agenda

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

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

This page is intentionally left blank

Crawley Borough Council

Minutes of Governance Committee

Monday, 11 September 2023 at 7.00 pm

Councillors Present:

P K Lamb (Chair)

J Bounds (Vice-Chair)

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

Officers Present:

Mez Matthews Democratic Services Officer

Chris Pedlow Democracy & Data Manager

Jill Rozier Lead Electoral Services Officer

Apology for Absence:

Councillor C M Burke

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

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

3. Public Question Time

No questions were asked by the public.

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

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

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

Agenda Item 3

Governance Committee (8)

11 September 2023

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

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

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

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

RESOLVED

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

5. Date of Next Committee Meeting

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

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

RESOLVED

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

Closure of Meeting

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

P K Lamb (Chair)

Agenda Item 5

Crawley Borough Council

Report to Governance Committee

28 November 2023

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

Report of the Chief Executive/Returning Officer (CEX/066)

1. Purpose

- 1.1. To consider the Returning Officer's proposal for the polling arrangements for Crawley following the statutory required review of Polling Districts, Polling Places and Polling Stations.

2. Recommendation

- 2.1. The Committee is requested to endorse the proposed Polling Places and Polling Stations location and Scheme as detailed in Appendix 3, which proposes 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.
- 2.2. To recommend to the Full Council that it adopt the new polling arrangements, with the Electoral Register amended to reflect new scheme commencing on 1 February 2024.

3. Reasons for the Recommendation

- 3.1. To seek the Council's approval for the polling arrangements for Crawley following the statutory required review of Polling Districts, Polling Places and Polling Stations.

4. Background

- 4.1. The Council has a duty to divide the Borough into polling districts and to designate suitable polling places within each district. The Electoral Administration Act 2013 introduced a requirement to review these arrangements every five years. The last full review was in 2019.
- 4.2. Following the conclusion of the Boundary Commission for England 2023 Review, and as part of the next phase of the Election Act 2022 provisions, all Authorities must hold a full review of Polling Districts, Polling Places and Polling Stations during the compulsory review period of 16 months between 1 October 2023 and 31 January 2025, but should be complete so that they can be used for the next Parliamentary Election.

Agenda Item 5

- 4.3. At its meeting held on 11 September 2023 the Governance Committee agreed the polling place and polling district review be held with the following timetable:

Monday 2 October 2023 Publish notice of review inviting comments on the suitability of existing polling arrangements.
<i>Sunday 5 November 2023</i> Deadline for comments and proposed changes.
<i>Tuesday 28 November 2023</i> Governance Committee to consider comments received and proposed scheme and Acting Returning Officer's comments and recommendation of final scheme to Full Council.
<i>Wednesday 13 December 2023</i> Full Council adopts final scheme.
<i>Thursday 1 February 2024</i> Electoral Register amended to reflect new scheme.

- 4.4. When designating polling districts, the Authority must seek to ensure that all electors in the constituency have reasonable facilities for voting, and as far as practicable, that the polling places are accessible to all electors.
- 4.5. When considering the designation of a polling place the Authority must have regard to the accessibility needs of disabled people. In addition, the Authority must seek representations from people or organisations that have expertise in relation to access to premises or facilities for persons who have different disabilities. The Election Act 2022 has emphasised that disable access and generally accessible should be seen as a priority in all aspects of

5. The Review

- 5.1. Public consultation began on 2 October 2023 including details on the Council's website and notice boards. Comments were also sought from local disability organisations requesting comments regarding accessibility. Copies of the existing scheme were also sent to all Councillors and the MP for Crawley, both in paper and electronic format.
- 5.2. By the close of the consultation on Sunday 5 November 2023, only two responses had been received and are set out below.
- 5.3. The comments were received from Sophie Gosden, Head Teacher, The Mill Primary Academy:

"I would like to request that The Mill ceases to be a Polling Station. This is due to:

Safeguarding concerns about the number of strangers accessing school grounds within the daytime. The room used is within our school building leading onto a corridor. The carpark being in use, the pathways leading to the reception area pass nursery and our EYFS outside area and I wish to limit the access to the public on the grounds of safeguarding the children.

Agenda Item 5

The demand on school staff when needing to chaperone voting volunteer staff and any voters who need to use the toilet is also high: They are working full time and a day spent allowing access into and off of site and use of toilets is something that is not manageable.

Previously litter has also been found the following morning near the café, including an empty vodka bottle and cigarette rubbish. The litter bin was also overflowing.

The space used is also now required daily for:

- *A group teaching space*
- *Counselling*
- *SEND workshops*
- *Parent workshops*

The only option I would have to ensure adequate safeguarding and manageability is to close the school for the day, which in the current climate of increased government expectations on improved attendance, is not ideal and very disruptive to families.”

- 5.4. The second comment was received from Paula Knott, Partner Support Officer, Early Help Crawley, Broadfield Family Hub, in relation to the Creasys Drive polling place.

“At the last election, as the Adventure Playground building itself was not used, and a temporary polling station was lifted in over the building. That building is next to the Early Help Family Hub. This meant that access to our service by families and key partners (health teams as well as our own team and the day nursery that occupies the same building) was disrupted on the day that the cabin was brought in, on polling day and the day the cabin was removed.”

6. Rationale for the Proposals Including Consideration of the Consultation Responses

- 6.1. To ensure that the venues were still fit for purpose and met the statutory requirements required for polling stations, during the consultation period the Electoral Services Team visited all of the currently polling stations. Each also had been inspected prior to the May 2023 election by the Council’s Electoral Services Team and the Council’s Safety, Health and Resilience Team, who has particularly focused on accessibility for those residents with disabilities and health and safety and access to the venues.
- 6.2. Having considered the low number of responses received to the consultation, it can be reasonably assumed that the majority of the polling districts and polling places are considered to be in the correct location for our residents. This also includes not changing the Polling District LMC boundary to include the Hawth but continuing the use of it as the polling place for that district, especially as no views had received from Three Bridges Ward members requesting such a change and at the Governance Committee 11 September 2023, there appeared to have no such appetite for that alteration.
- 6.3. Based on the response to the consultation responses there were two polling districts/ places that needed further consideration, namely Polling District LBB (Broadfield Ward) – Creasys Drive former Adventure Playground along with Polling Districts LFB and LFD (Ifield Ward) – the Mill School.

Agenda Item 5

Broadfield Ward

- 6.4. The Returning Officer recommends **no** change to the polling places for Broadfield including continued use of the former Creasys Drive Adventure Playground (CDAP) as a Polling Station for Polling District LBB.
- 6.5. Specifically, regarding CDAP as a polling station, the adventure playground has been closed since November 2019 and since then, the building has mainly stood empty and been regularly vandalised.
- 6.6. For the May 2023 Election the building was not able to be used due to vandalism on several occasions. A temporary building (portacabin) was hired and placed outside the building to allow for polling to take place in the same location as the building. On polling day there were several problems with the temporary building, which lead to complaints:
- From staff due to the noise and vibrations from the generator.
 - The Family Hub (the adjacent building) the disruption caused from the loss of parking and disruption of the delivery and removal of the portacabin as detailed in their response to the consultation.
 - A security company had to be hired for the nights the building was in situ.
- 6.7. After the election the Council's Safety, Health and Resilience Team did a report on the portakabin on health and safety grounds, stating that was not a suitable venue to base 'officers' in for a long period of time as the vibrations, and most importantly the noise of the generator, was at a level that was 'intrusive', and, should it be used again, further mitigation, such as ear protectors, may be required. Whilst there were toilet facilities provided, via a portaloos, there was no fresh water or kitchen facilities available on site.
- 6.8. However, the Council's amenities and built environment teams are in the process of finalising plans to change the use of the unused building into an amenities depot. The depot will provide amenities, such as toilet facilities, kitchen facilities and fresh water. As part of these plans consideration has been taken to ensure that the building can continue to be as a polling venue for future elections including the installation of a new public ramp access to the building that will help ensure that the venue meets the necessary DDA requirements, required of a Polling Place. currently the renovation would be completed in good time so that it can be used for the scheduled May 2024 elections, irrespective of the when the building starts being used as a depot which has no official start date.

Ifield Ward

- 6.9. Currently Ifield is divided into four polling districts.
- 6.10. The Returning Officer recommends that The Mill School is no longer used as a polling station due to the comments received by the school and the accessibility onto the school grounds is not adequate for voters with disabilities. There is 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 of which making voting difficult for the voter. The Elections Act 2022 states "Returning Officers have a general responsibility to take all reasonable steps to support voters with disabilities",
- 6.11. It is proposed to:
- Merge Polling District LFA and LFB together to make one polling district (LFA). Voting to take place at Ifield Community Centre, Ifield Drive.
 - Merge LFC and LFD together to make one polling district (LFB). Voting to take place at Wybourne Community Centre, Hyde Drive.

Agenda Item 5

- 6.12. During Covid The Mill School was not used as a polling station. LFB went to Ifield Community Centre. As LFB was a different polling district to LFA, voters for LFB had to vote at a separate polling station so the Tennis Club room was used. Merging the two polling districts together would mean they would all vote in the same polling station in the main hall of the building which would allow a steady flow through the building. LFD went to Wybourne Community Centre. No issues arose from the change.

7. Appendices to the Report

- 7.1. [Appendix 1](#) contains The Current Polling Scheme
[Appendix 2](#) contains Turnout by polling station voters at the May 2023 Crawley Borough Council Elections
[Appendix 3](#) contains The Proposed new Polling Places and Polling Stations Scheme including maps
[Appendix 4](#) contains a map of the current Ifield Polling Scheme

8. Ward Councillor Views

- 8.1. Ward Councillors have been consulted as part of the review and no responses were received.

9. Implications

- 9.1. The creation or removal of polling districts and provision of additional polling places has financial implications in terms of the cost of staffing polling places, delivery and collection of equipment and hire of premises.
- 9.2. The Council is required to review polling district and places every five years. All authorities must hold a full Polling Districts, Polling Places and Polling Stations during the compulsory review period of 16 months between 1 October 2023 and 31 January 2025. Representations must be made by the Returning Officer to the Council, and that the Council must actively seek representations from persons it thinks have expertise in relation to access to premises or facilities for persons with different forms of disability.
- 9.3. An Equality Impact Assessment has been completed.

10. Background Papers

[Reviews of polling districts, polling places and polling stations \(electoralcommission.org.uk\)](https://electoralcommission.org.uk)

Report author and contact officer:

Chris Pedlow – Democracy & Data Manager
Jill Rozier – Lead Electoral Services Officer

Agenda Item 5

Appendix 1

The Current Polling Scheme

WARD	POLLING DISTRICT	POLLING PLACE	ELECTORS	POSTAL VOTES
Bewbush & North Broadfield	LAA	Bewbush Centre, Dorsten Square	6132	1098
	LAB	Broadfield Scout Hut, Seymour Road	921	206
	LAC	Bewbush Centre, Dorsten Square	37	5
Broadfield	LBA	Broadfield Community Centre, Broadfield Barton	4585	905
	LBB	Creasy's Drive Adventure Playground, Creasy's Drive	2684	684
Furnace Green	LD	Furnace Green Community Centre, Ashburnham Road	4444	1141
Gossops Green & Northeast Broadfield	LEA	Gossops Green Community Centre, Kidborough Road	3863	899
	LEB	Broadfield Scout Hut, Seymour Road	794	280
Ifield	LFA	Ifield Community Centre, Ifield Drive	3525	805
	LFB	The Mill Primary School, Ifield Drive	783	235
	LFC	Ifield West Community Centre, Hyde Drive	2231	394
	LFD	The Mill Primary School, Ifield Drive	589	186
Langley Green & Tushmore	LGA	Langley Green Centre, Stagelands	5529	987
	LGB	Northgate Community Centre, Barnfield Road	508	110
Maidenbower	LHA	Maidenbower Community Centre, Harvest Road	2829	659
	LHB	The Brook School, Salterns Road	3904	1105
Northgate & West Green	LIA	Northgate Community Centre	3475	674
	LIB	The Charis Centre, West Green Drive	4136	877
Pound Hill North & Forge Wood	LJA	The Grattons Indoors Bowls Club, Grattons Drive	2912	712
	LJB	Wakehams Green Community Centre, Wakehams Green Drive	1685	305
	LJC	Forge Wood Community Centre, Somerley Drive	2477	577

Agenda Item 5

Pound Hill South & Worth	LKA	Pound Hill Community Centre, Worth Road	2767	615
	LKB	St Edward The Confessor, Hillcrest Close	1131	282
	LKC	St Edward The Confessor, Hillcrest Close	2308	651
Southgate	LLA	St Mary's Church, Wakehurst Drive	3000	734
	LLB	Southgate West Community Centre, Ditchling Hill	2909	850
	LLC	Southgate West Community Centre, Ditchling Hill	648	195
Three Bridges	LMA	Montefiore Institute, Hazelwick Road	2759	703
	LMB	Three Bridges Community Centre, Gales Drive	1875	504
	LMC	The Hawth, Hawth Avenue	1323	267
	LMD	Town Hall, The Boulevard	590	104
Tilgate	LNA	Tilgate Community Centre, Shackleton Road	2358	507
	LNB	Holy Trinity Church, Titmus Drive	2049	379

Agenda Item 5

Appendix 2

Turnout by polling station voters at the May 2023 Crawley Borough Council Elections

WARD	POLLING DISTRICT	Station	POLLING PLACE	Turnout %	Votes Verified
Bewbush & North Broadfield	LAA	1	Bewbush Centre, Dorsten Square	13	280
	LAA	2	Bewbush Centre, Dorsten Square	11	249
	LAA	3	Bewbush Centre, Dorsten Square	14	259
	LAB	4	Broadfield Scout Hut, Seymour Road	13	122
	LAC	5	Bewbush Centre, Dorsten Square	16	6
			POSTAL VOTES	59.47	775
			TOTAL TURNOUT	24	
Broadfield	LBA	6	Broadfield Community Centre, Broadfield Barton	11	260
	LBA	7	Broadfield Community Centre, Broadfield Barton	11	247
	LBB	8	Creasy's Drive Adventure Playground, Creasy's Drive	9	235
			POSTAL VOTES	61.08	970
			TOTAL TURNOUT	23	
Furnace Green	LD	9	Furnace Green Community Centre, Ashburnham Road	24	546
	LD	10	Furnace Green Community Centre, Ashburnham Road	24	527
			POSTAL VOTES	72.43	841
			TOTAL TURNOUT	43	
Gossops Green & Northeast Broadfield	LEA	11	Gossops Green Community Centre, Kidborough Road	19	365
	LEA	12	Gossops Green Community Centre, Kidborough Road	19	361
	LEB	13	Broadfield Scout Hut, Seymour Road	15	119
			POSTAL VOTES	65.18	775
			TOTAL TURNOUT	35	

Agenda Item 5

Ifield	LFA	14	Ifield Community Centre, Ifield Drive	13	246
	LFA	15	Ifield Community Centre, Ifield Drive	16	272
	LFB	16	The Mill Primary School, Ifield Drive	15	117
	LFC	17	Ifield West Community Centre, Hyde Drive	17	378
	LFD	18	The Mill Primary School, Ifield Drive	14	84
			POSTAL VOTES	65.25	1050
			TOTAL TURNOUT	30	
Langley Green & Tushmore	LGA	19	Langley Green Centre, Stagelands	17	325
	LGA	20	Langley Green Centre, Stagelands	18	369
	LGA	21	Langley Green Centre, Stagelands	16	260
	LGB	22	Northgate Community Centre, Barnfield Road	12	63
			POSTAL VOTES	56.28	636
			TOTAL TURNOUT	27	
Maidenbower	LHA	23	Maidenbower Community Centre, Harvest Road	18	262
	LHA	24	Maidenbower Community Centre, Harvest Road	18	251
	LHB	25	The Brook School, Salterns Road	13	265
	LHB	26	The Brook School, Salterns Road	14	279
			POSTAL VOTES	65.13	1151
			TOTAL TURNOUT	33	
Northgate & West Green	LIA	27	Northgate Community Centre	16	284
	LIA	28	Northgate Community Centre	16	284
	LIB	29	The Charis Centre, West Green Drive	13	291
	LIB	30	The Charis Centre, West Green Drive	13	251
			POSTAL VOTES	63.54	985
			TOTAL TURNOUT	27	

Agenda Item 5

Pound Hill North & Forge Wood	LJA	31	The Grattons Indoors Bowls Club, Grattons Drive	25	412
	LJA	32	The Grattons Indoors Bowls Club, Grattons Drive	26	331
	LJB	33	Wakehams Green Community Centre, Wakehams Green Drive	22	363
	LJC	34	Forge Wood Community Centre, Somerley Drive	14	364
			POSTAL VOTES	61.73	1002
			TOTAL TURNOUT	35	
Pound Hill South & Worth	LKA	35	Pound Hill Community Centre, Worth Road	18	501
	LKB	36	St Edward The Confessor, Hillcrest Close	19	220
	LKC	37	St Edward The Confessor, Hillcrest Close	21	474
			POSTAL VOTES	71.04	1114
			TOTAL TURNOUT	37	
Southgate	LLA	38	St Mary's Church, Wakehurst Drive	11	174
	LLA	39	St Mary's Church, Wakehurst Drive	14	196
	LLB	40	Southgate West Community Centre, Ditchling Hill	13	189
	LLB	41	Southgate West Community Centre, Ditchling Hill	13	185
	LLC	42	Southgate West Community Centre, Ditchling Hill	11	76
		POSTAL VOTES	65.44	1176	
			TOTAL TURNOUT	30	
Three Bridges	LMA	43	Montefiore Institute, Hazelwick Road	20	562
	LMB	44	Three Bridges Community Centre, Gales Drive	19	357
	LMC	45	The Hawth, Hawth Avenue	14	193
	LMD	46	Town Hall, The Boulevard	13	81
			POSTAL VOTES	65.21	1035
			TOTAL TURNOUT	34	

Agenda Item 5

Appendix 3

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

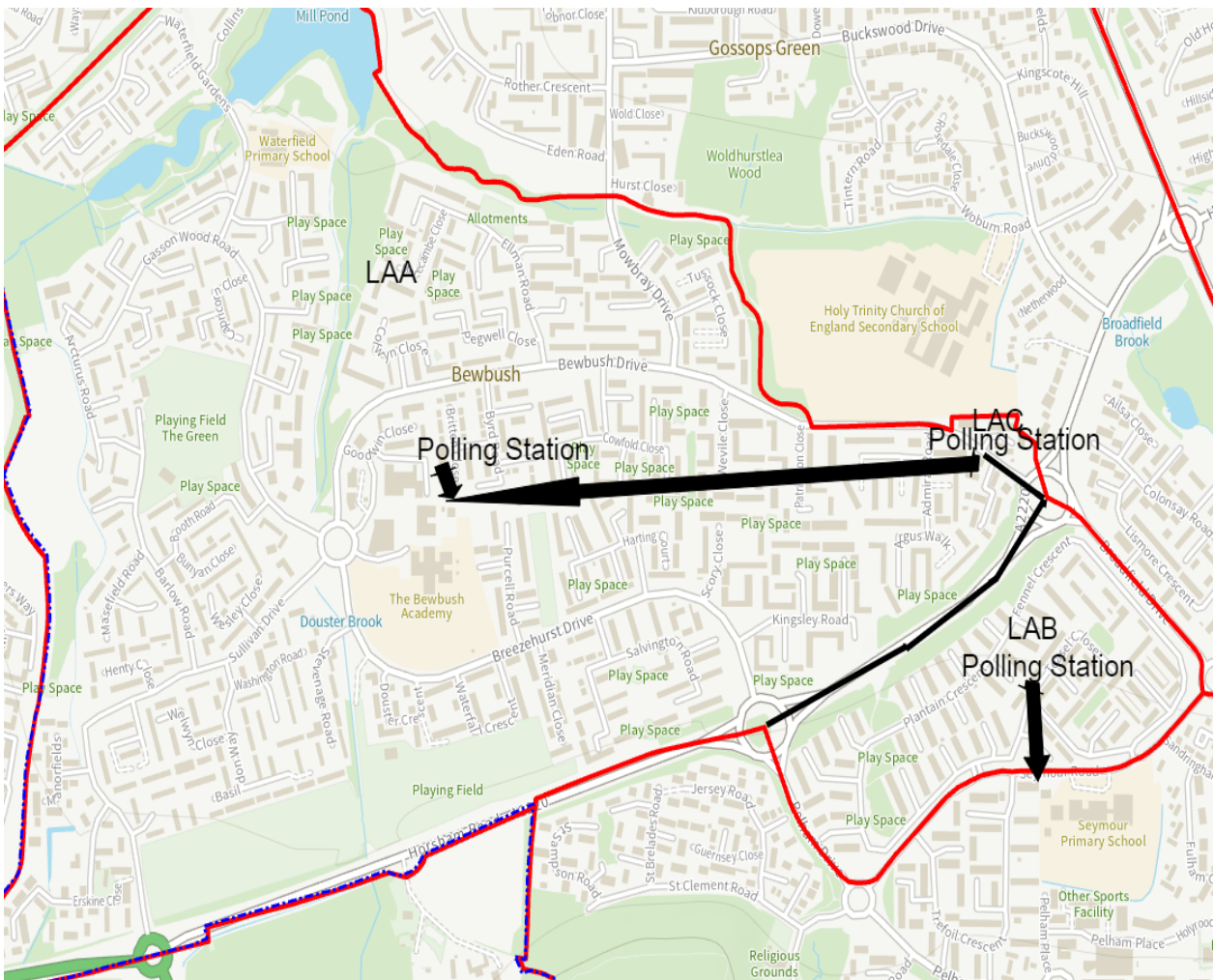
Polling District LAC

No Change Proposed

Polling Place: Bewbush Centre, Dorsten Square.

Electors: 37

Postal Voters: 5



Agenda Item 5

Broadfield Ward

Polling District LBA

No Change Proposed

Polling Place: Broadfield Youth and Community Centre Broadfield Barton.

Electors: 4585

Postal Voters: 905

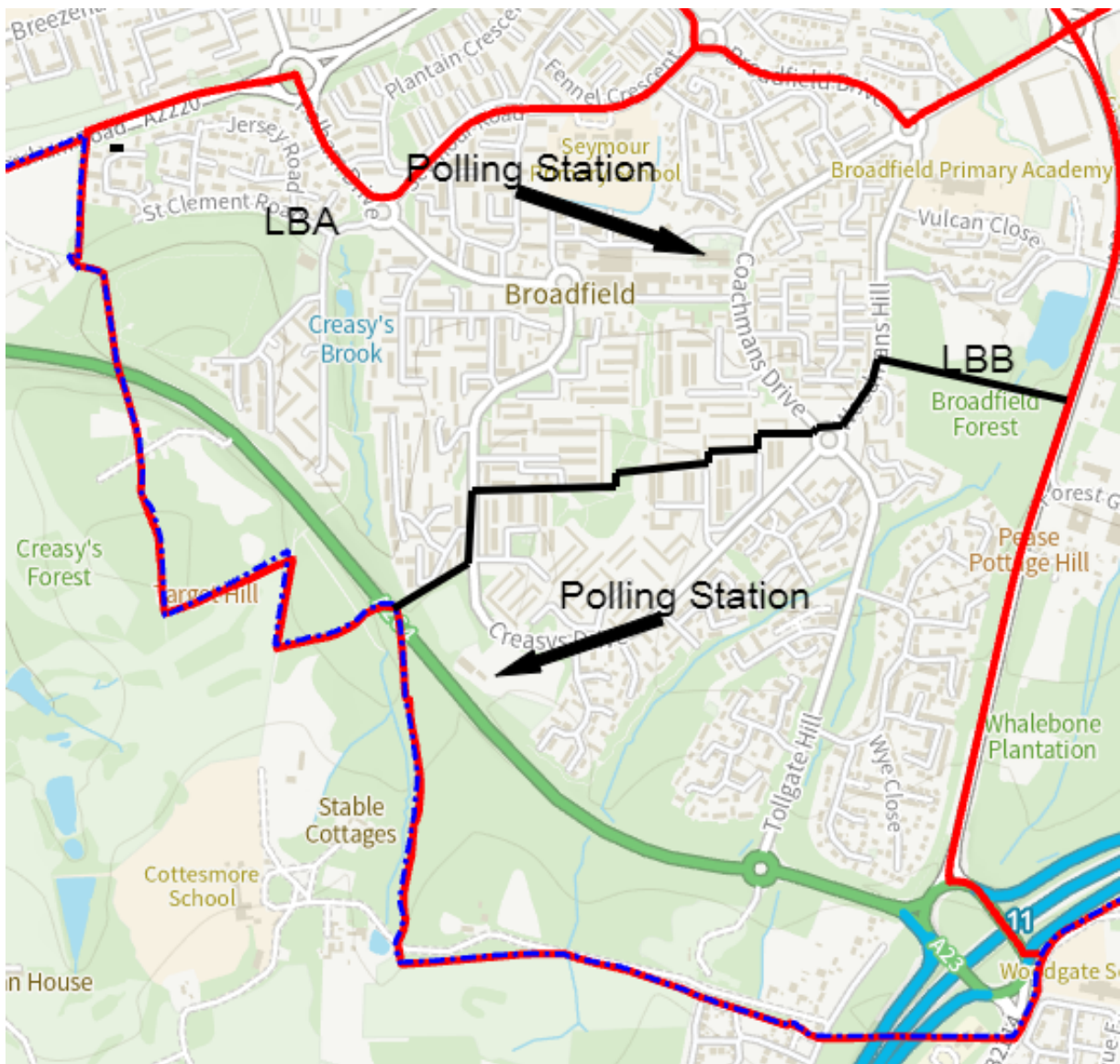
Polling District LBB

No Change Proposed

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

Electors: 2684

Postal Voters: 684



Agenda Item 5

Furnace Green Ward

Polling District LD

No Change Proposed

Polling Place: Furnace Green Community Centre,
Ashburnham Road.

Electors: 4444

Postal Voters: 1141



Agenda Item 5

Gossops Green & Northeast Broadfield Ward

Polling District LEA

No Change Proposed

Polling Place: Gossops Green Community Centre,
Capel Lane.

Electors: 3863

Postal Voters: 899

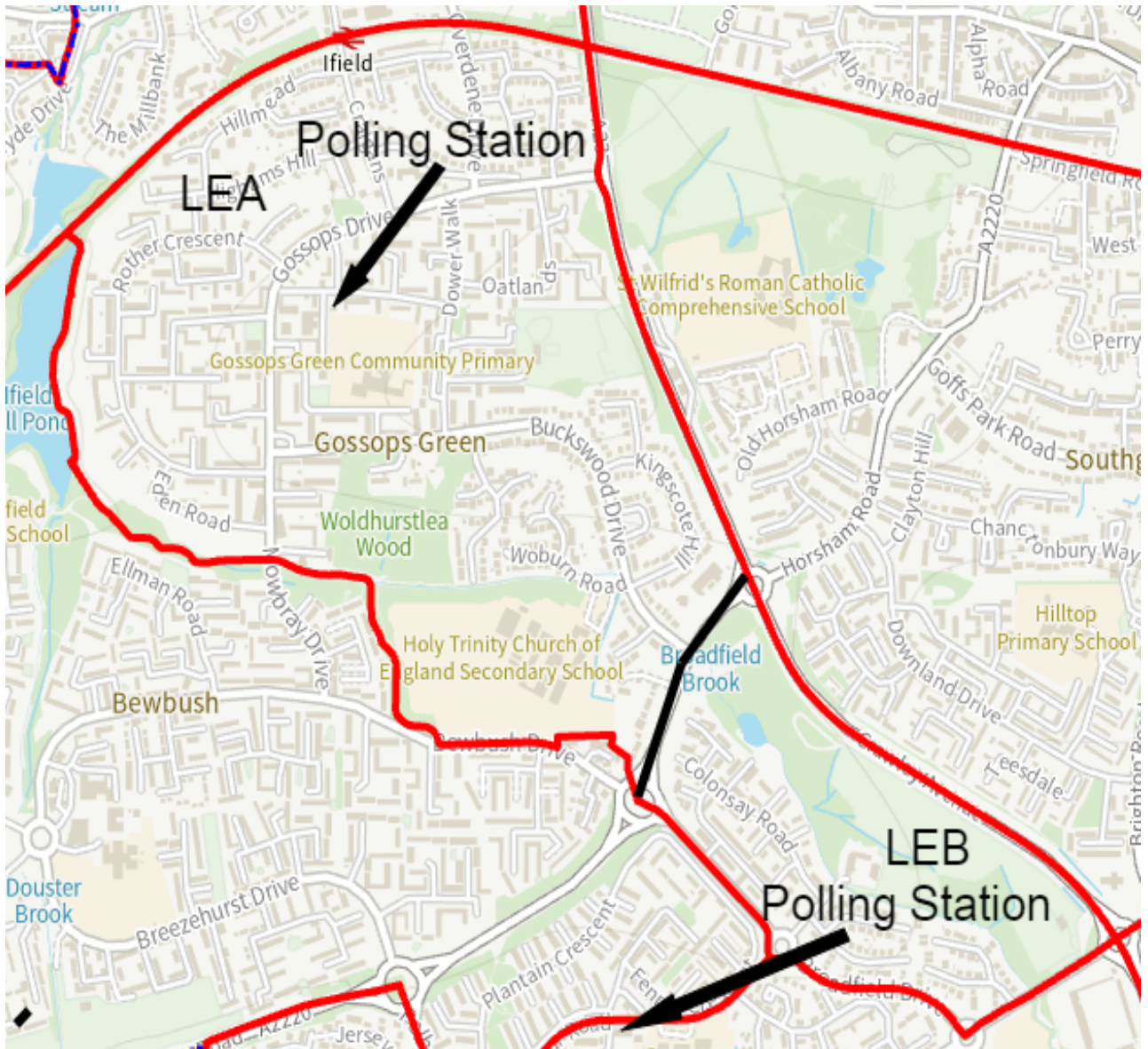
Polling District LEB

No Change Proposed

Polling Place: Broadfield Scout Hut, Seymour Road.

Electors: 794

Postal Voters: 280



Agenda Item 5

Ifield Ward

Polling District LFA

Polling Place: Ifield Community Centre, Ifield Drive.

Electors: 4308

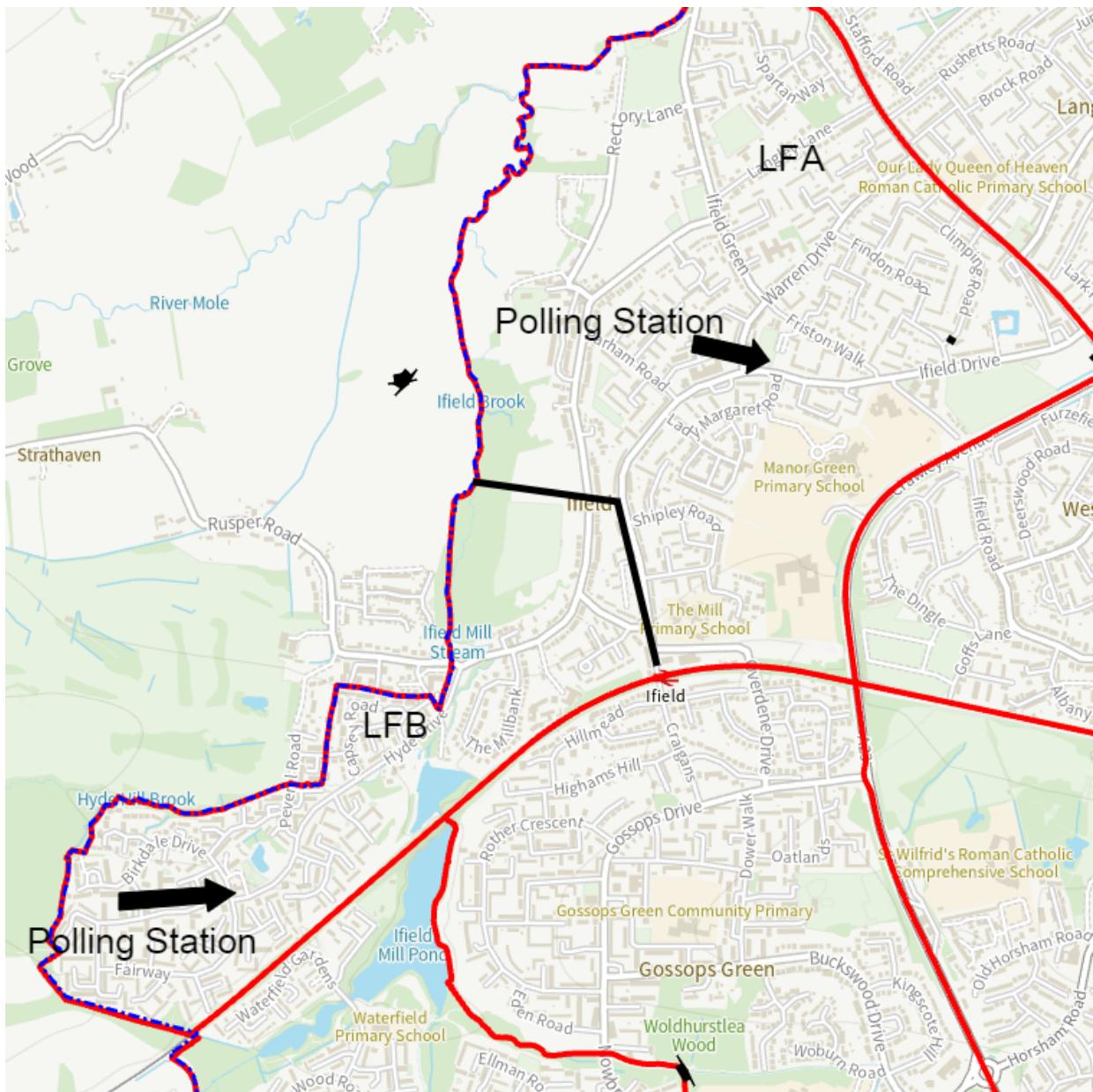
Postal Voters: 1040

Polling District LFB

Polling Place: Wybourne Community Centre, Hyde Drive.

Electors: 2820

Postal Voters: 580



Agenda Item 5

Langley Green & Tushmore Ward

Polling District LGA

No Change Proposed

Polling Place: The Langley Centre, Stagelands.

Electors: 5529

Postal Voters: 987

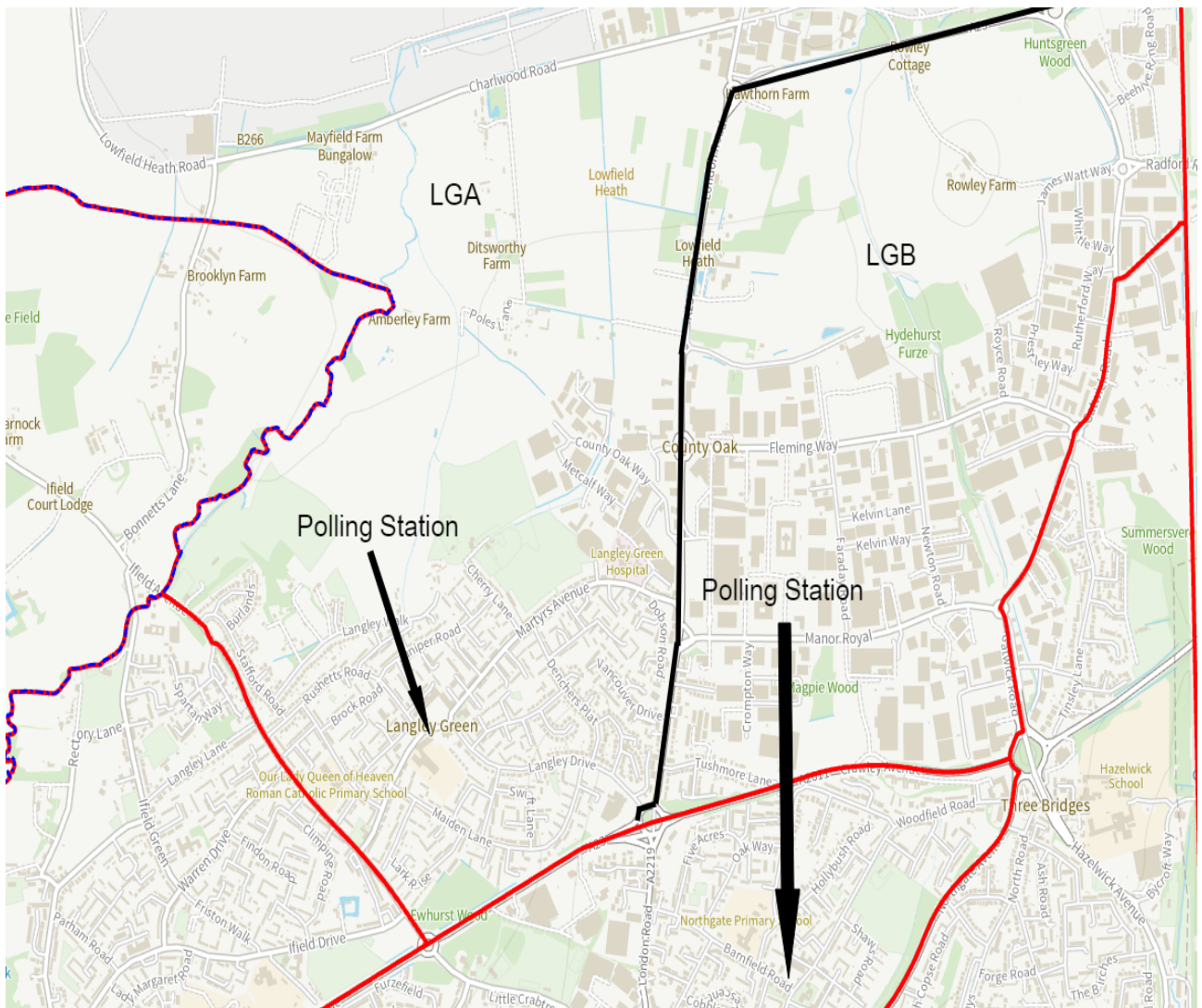
Polling District LGB

No Change Proposed

Polling Place: Northgate Community Centre, Barnfield Road.

Electors: 508

Postal Voters: 110



Agenda Item 5

Maidenbower Ward

Polling District LHA *No Change Proposed*

Polling Place: Maidenbower Community Centre,
Harvest Road.

Electors: 2829

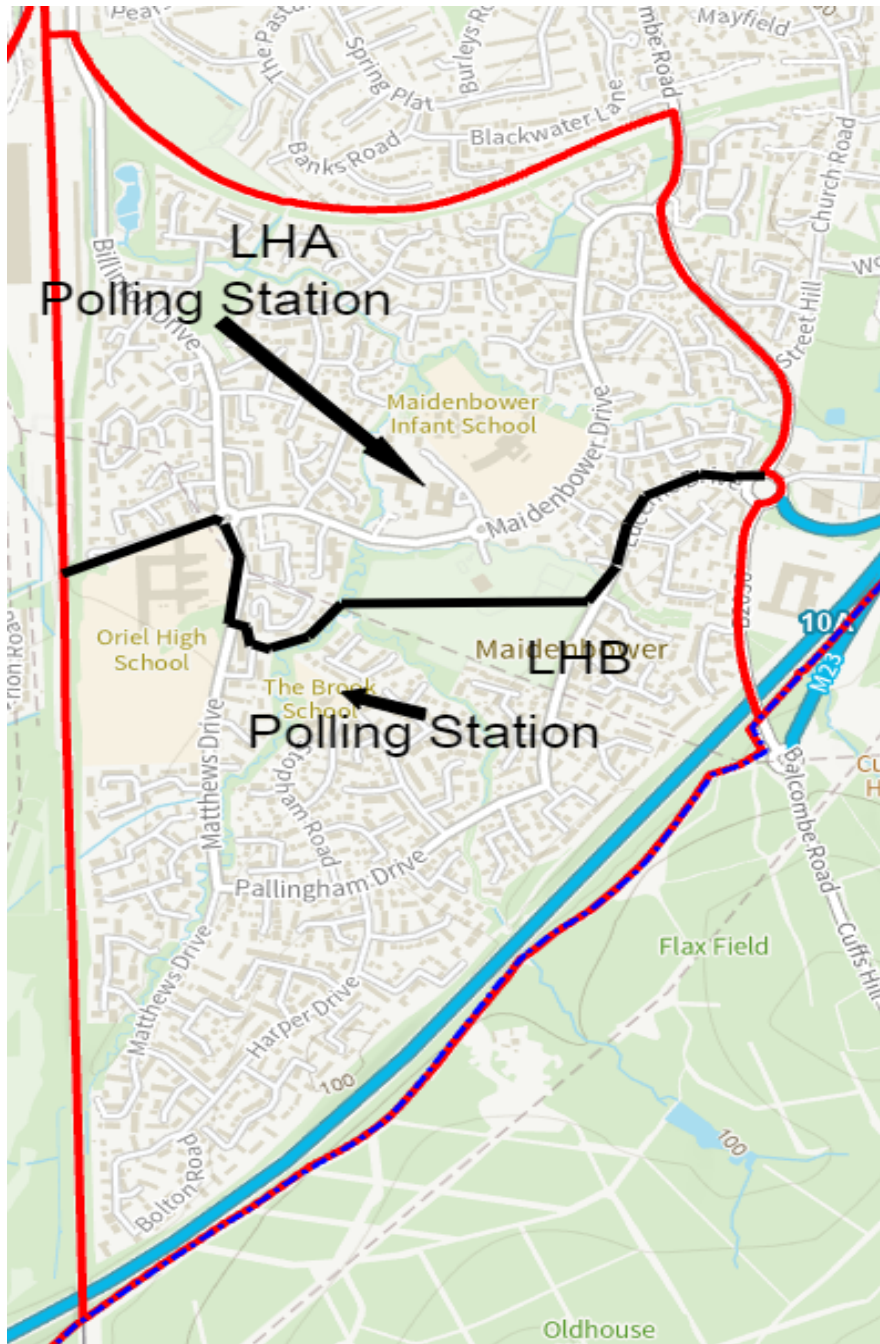
Postal Voters: 659

Polling District LHB *No Change Proposed*

Polling Place: The Brook School, Salterns Road.

Electors: 3904

Postal Voters: 1105



Agenda Item 5

Northgate & West Green Ward

Polling District LIA

No Change Proposed

Polling Place: Northgate Community Centre, Barnfield Road.

Electors: 3475

Postal Voters: 674

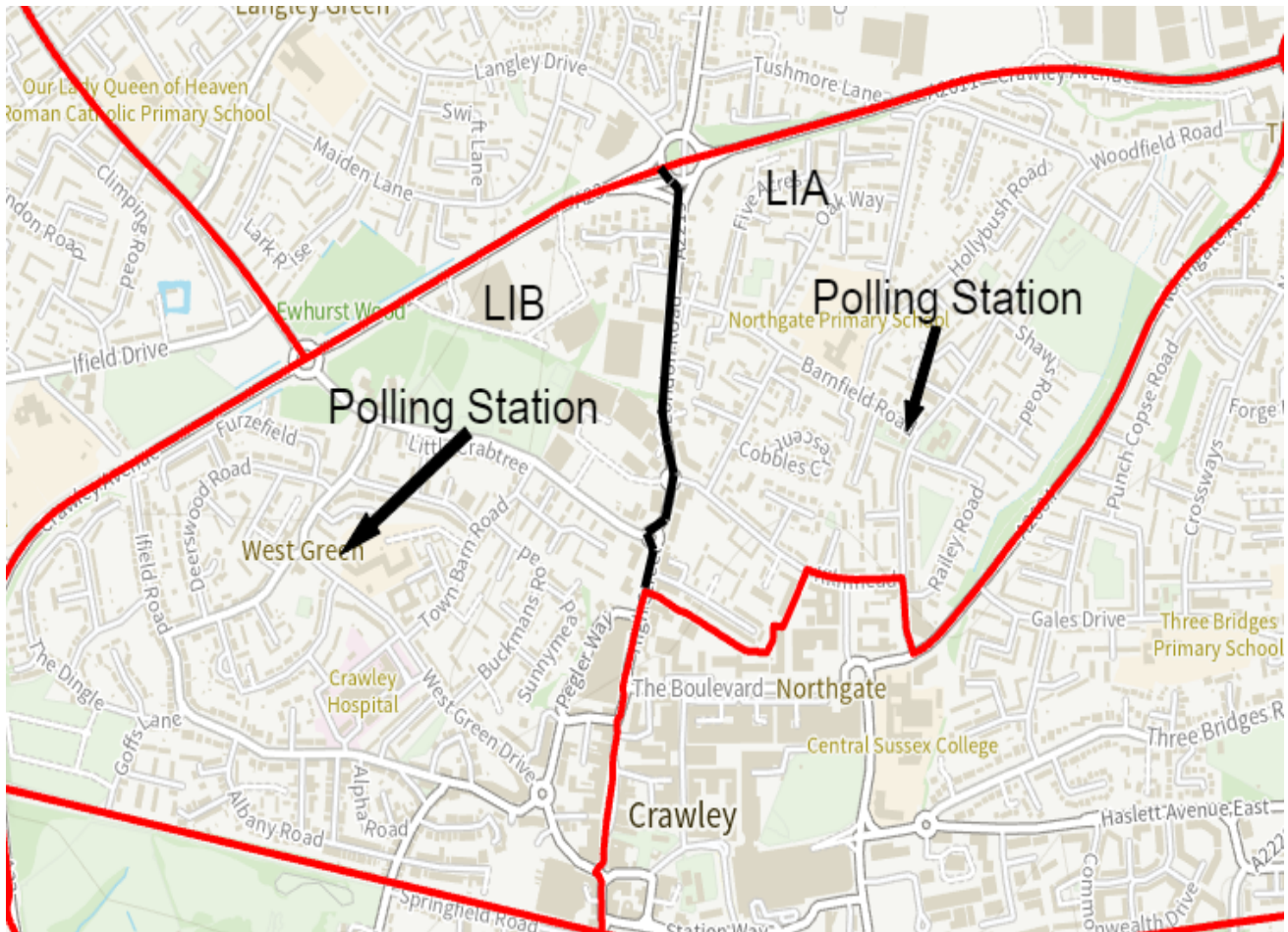
Polling District LIB

No Change Proposed

Polling Place: The Charis Centre, West Green

Electors: 4136

Postal Voters: 877



Agenda Item 5

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

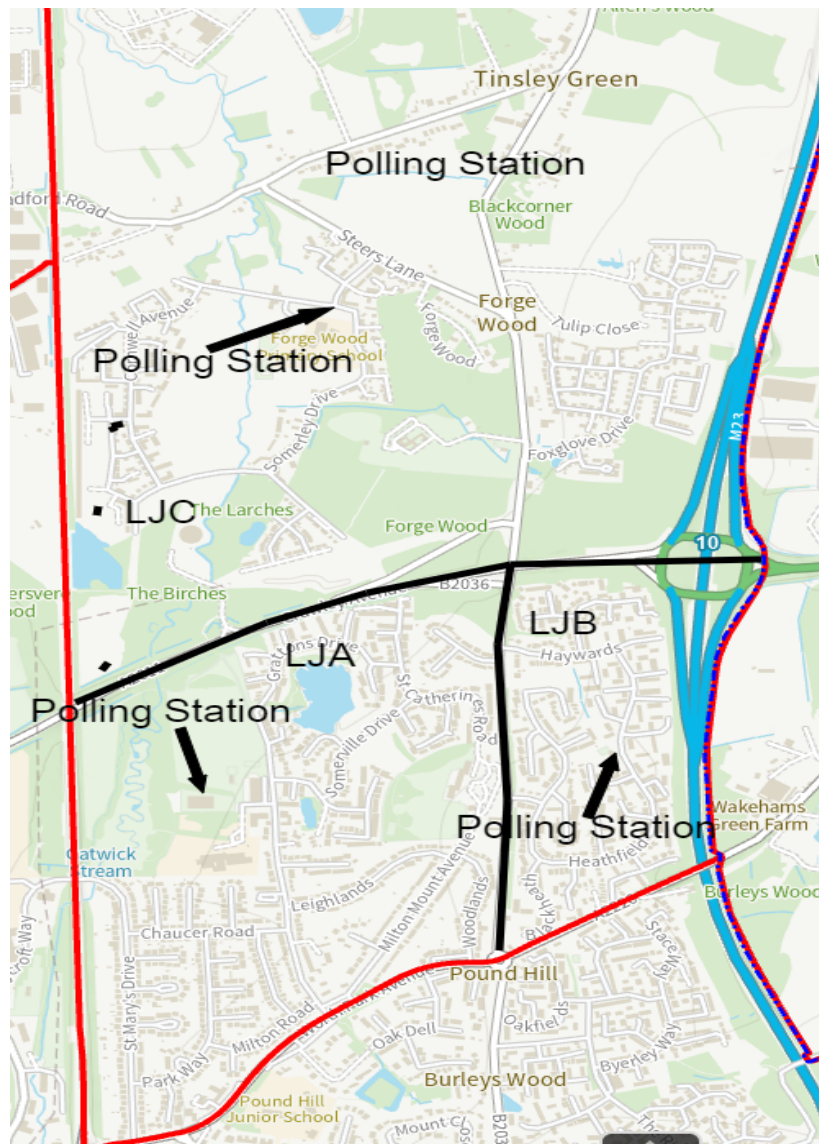
Polling District LJC

No Change Proposed

Polling Place: Forge Wood Community Centre, Somerley Drive

Electors: 2477

Postal Voters: 577



Agenda Item 5

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

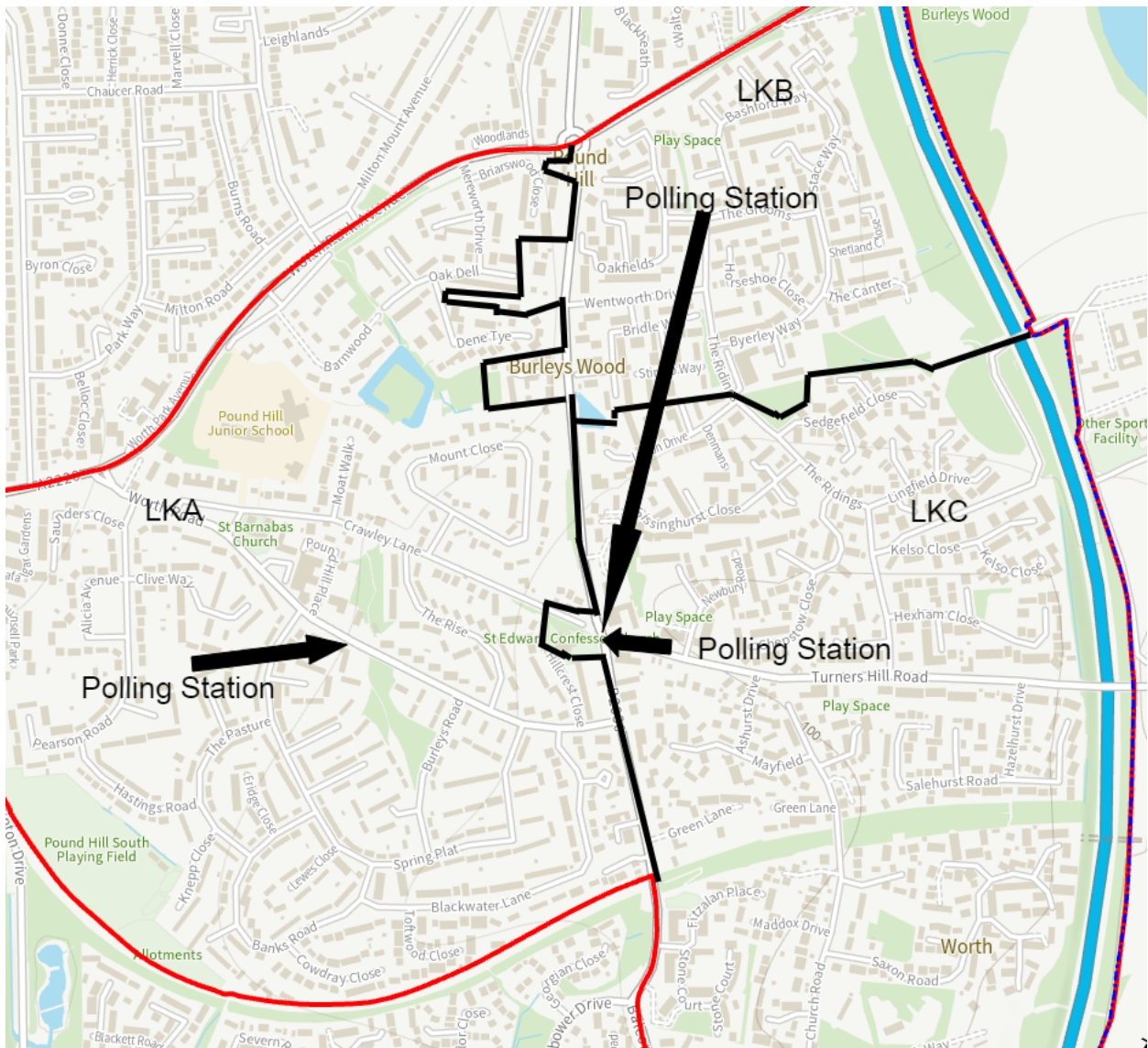
Polling District LKC

No Change Proposed

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

Electors: 2308

Postal Voters: 651



Agenda Item 5

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

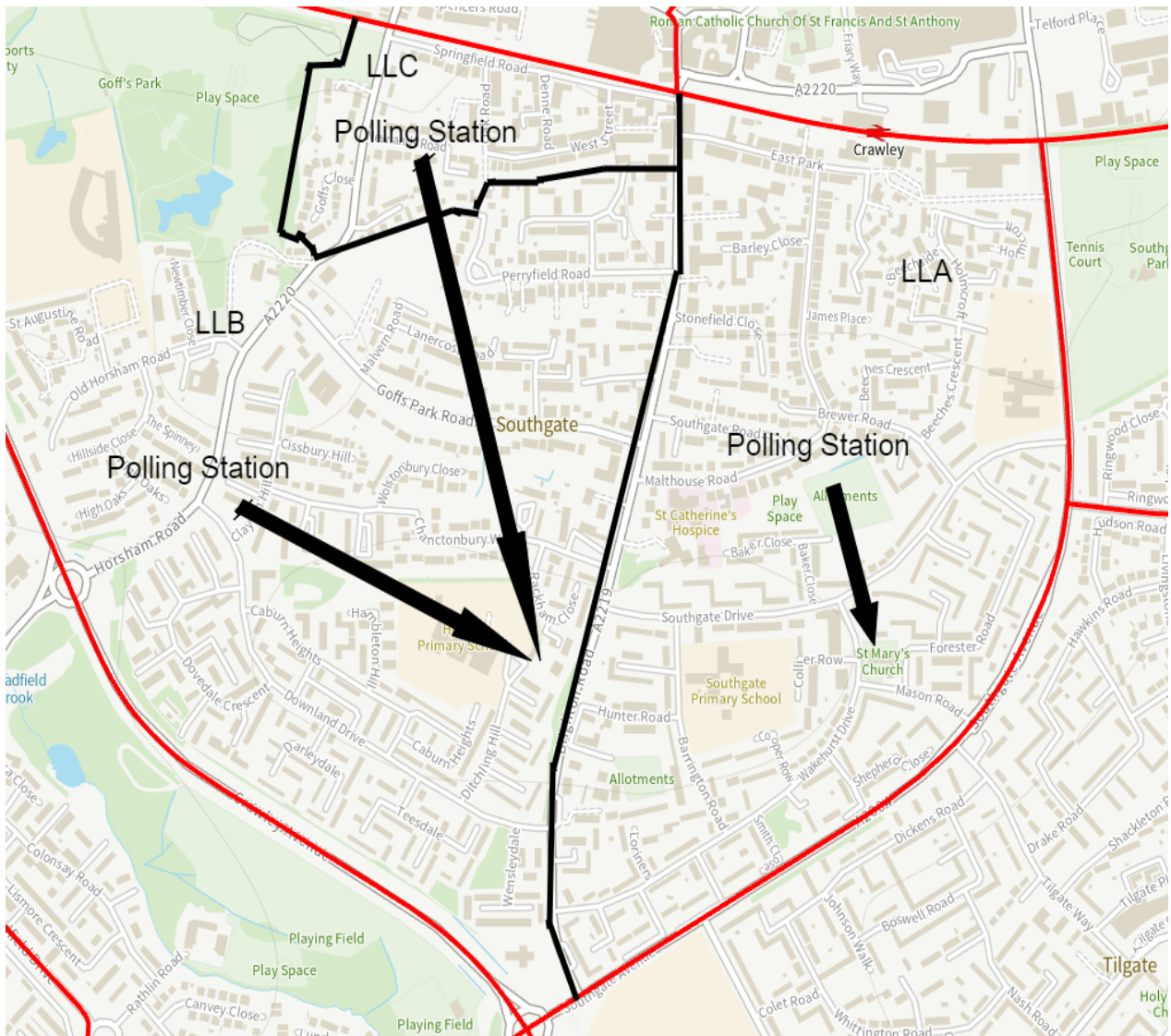
Polling District LLC

No Change Proposed

Polling Place: Southgate Community Centre, Ditchling Hill.

Electors: 648

Postal Voters: 195



Agenda Item 5

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

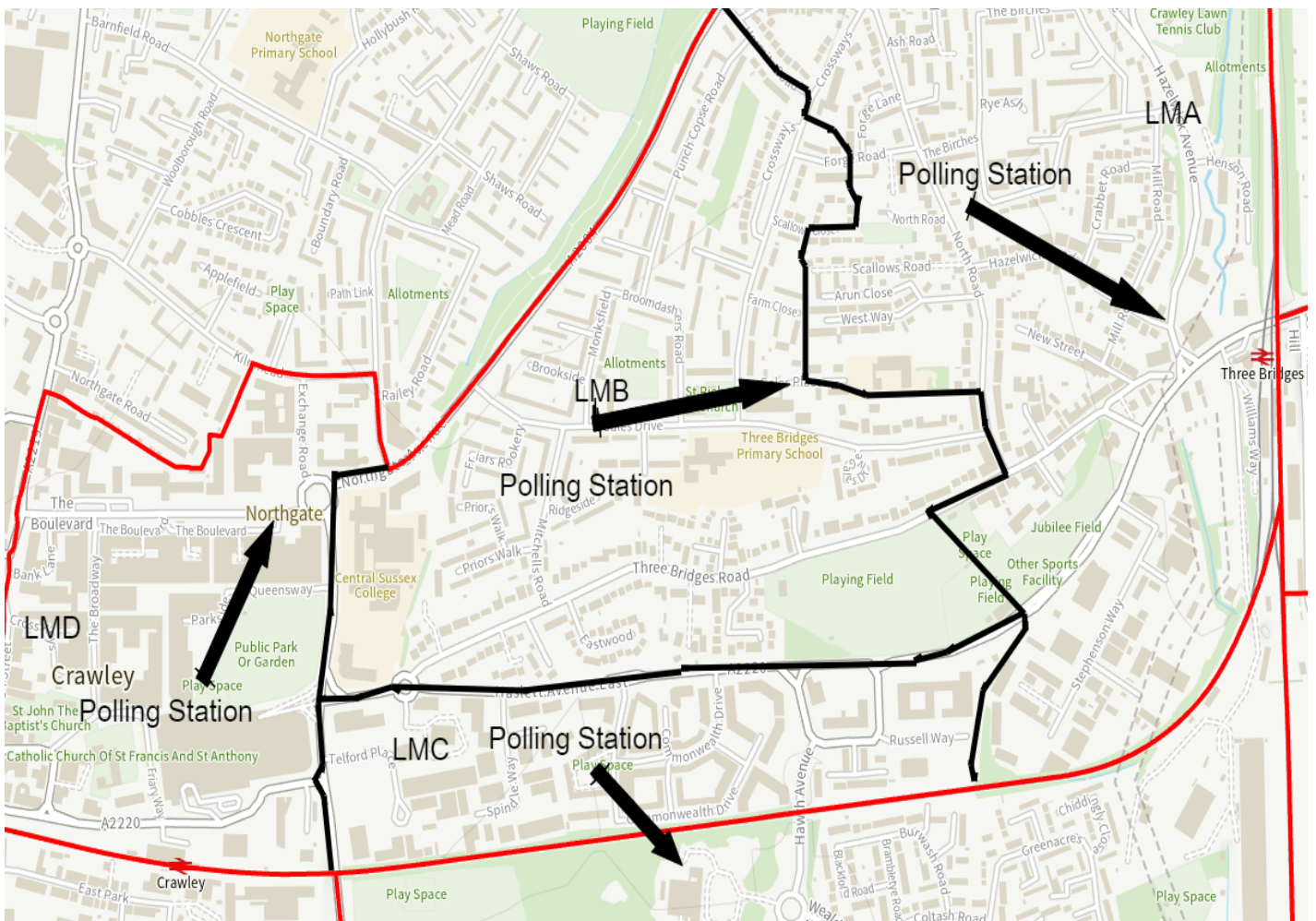
Polling District LMD

No Change Proposed

Polling Place: Town Hall, The Boulevard

Electors: 590

Postal Voters: 104



Agenda Item 5

Tilgate Ward

Polling District LNA

No Change Proposed

Polling Place: Tilgate Community Centre, Shackleton Road.

Electors: 2358

Postal Voters: 507

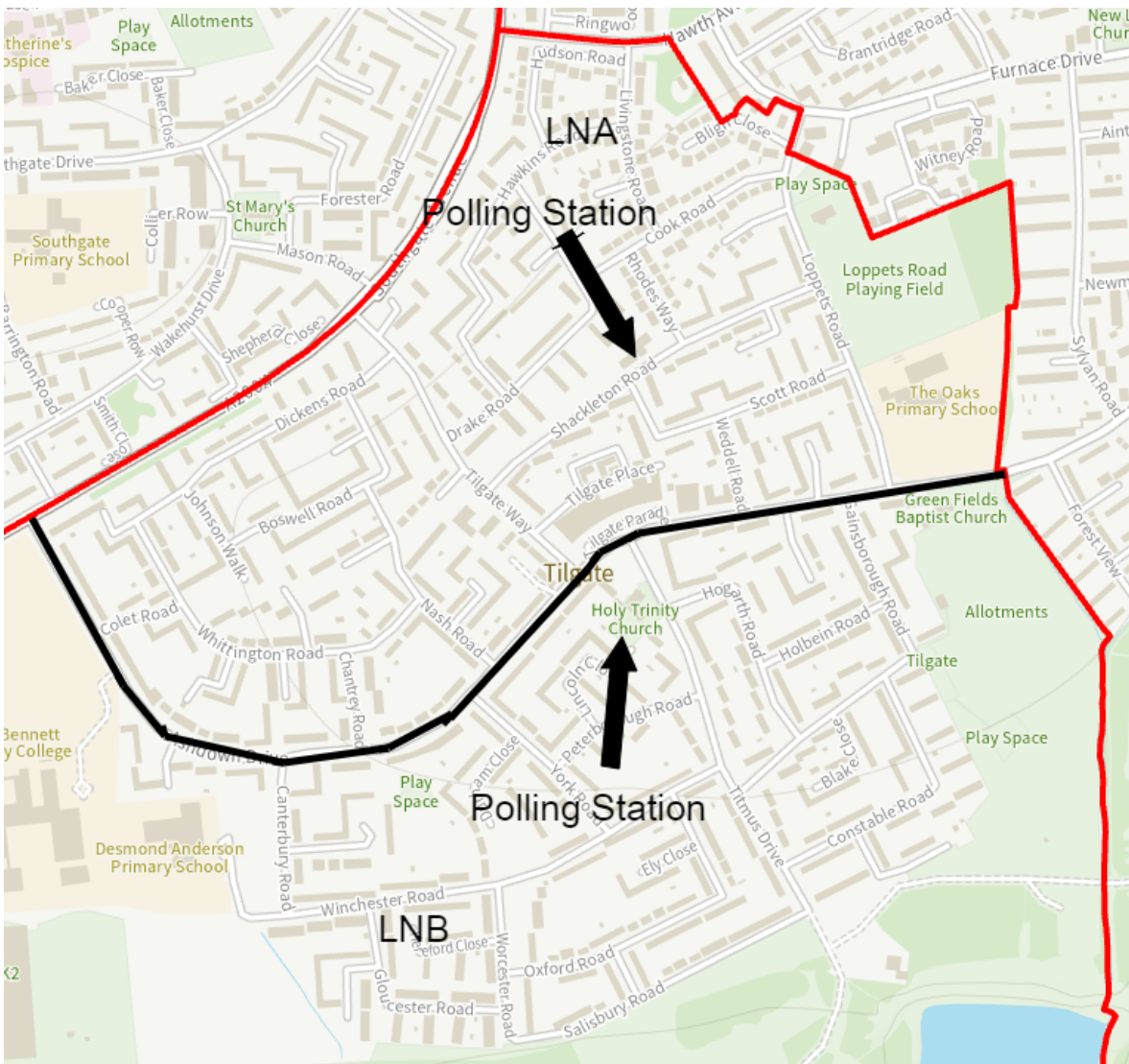
Polling District LNB

No Change Proposed

Polling Place: Holy Trinity Church Hall, Titmus Drive.

Electors: 2049

Postal Voters: 379



Ifield Ward – Current Scheme

Polling District LFA

Polling Place: Ifield Community Centre, Ifield Drive.

Electors: 3525

Postal Voters: 805

Polling District LFB

Polling Place: The Mill Primary School, Ifield Drive.

Electors: 783

Postal Voters: 235

Polling District LFC

Polling Place: Wybourne Community Centre, Hyde Drive.

Electors: 2231

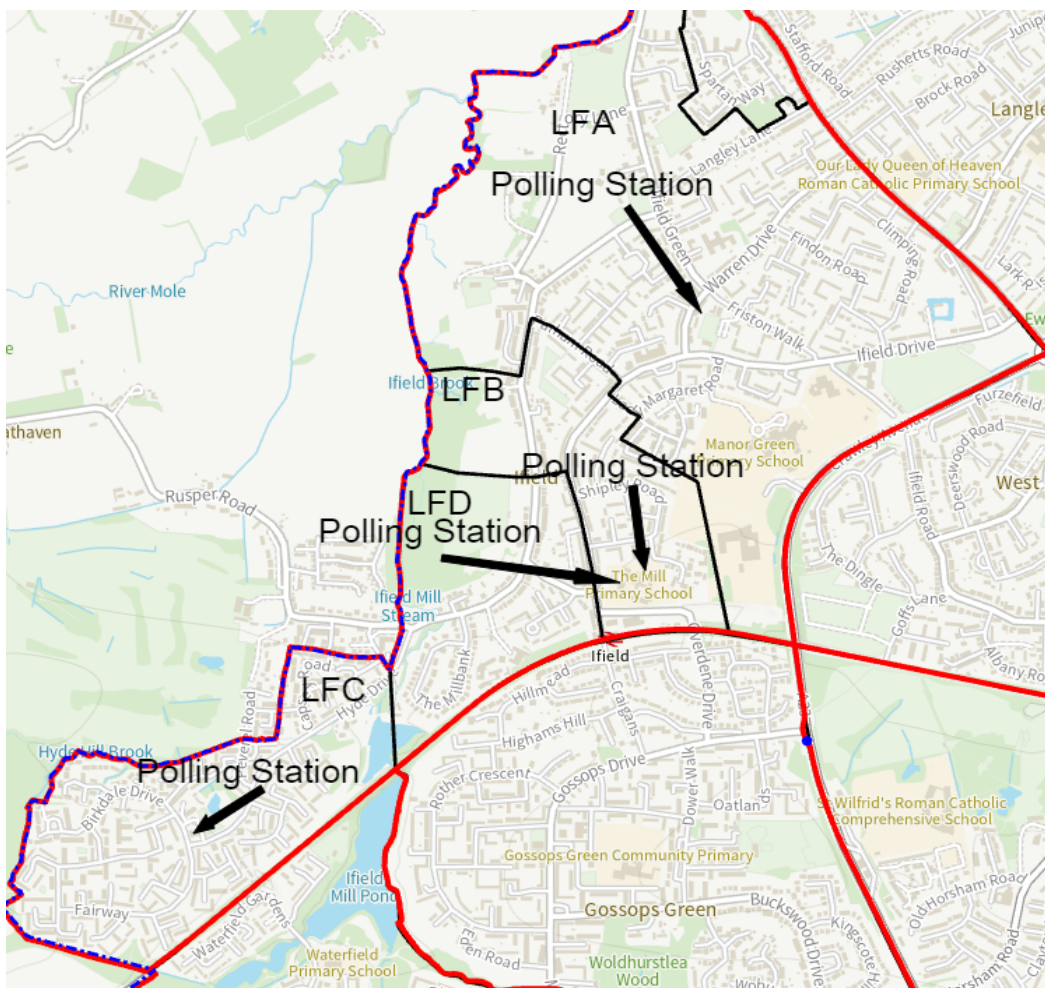
Postal Voters: 394

Polling District LBD

Polling Place: The Mill Primary School, Ifield Drive.

Electors: 589

Postal Voters: 186



CHANGES TO THE CONSTITUTION (LDS/209)

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 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>General Committee Procedure Rules (page 92)</p> <p>(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)</p> <p>(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
Cabinet Procedure Rules (page 139) (MM/CP)	Amend Rule 3.2 as follows: “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.”	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.
Financial and Budget Procedure Rules (page 166) (CM)	Amend Section J (Financial Approval Levels and Procurement Thresholds) section of the Rules as set out in the appendix to this report).	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.

Function	Amendment	Reason for Amendment
<p>Petitions Scheme (page 230) (CP)</p>	<p>Add the following wording under Paragraph 3 (What will Happen with Petitions):</p> <p>“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.”</p>	<p>This will allow the Monitoring Officer to delay progress if they believe the issue should not be considered during Purdah.</p>

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.

This page is intentionally left blank