

COUNCILLORS' INFORMATION BULLETIN

Tuesday, 14 February 2023

Bulletin No: IB/1169

INFORMATION ITEM	Pages
1 Delegated Planning Decisions Delegated planning decisions for the week beginning 6 February 2023 are attached. Contact for enquiries: Jean McPherson, Group Manager (Development Management) on jean.mcpherson@crawley.gov.uk .	3 - 4
2 Temporary Traffic Regulation Orders The following documents are attached in relation to Temporary Traffic Regulation Orders: <ul style="list-style-type: none">• List of Temporary Traffic Regulation Orders.• Maidenbower Lane, Maidenbower (Appendix A).• Radford Road, Pound Hill (Appendix B).• Brighton Road, Southgate/West Green (Appendix C).• Hazelwick Road, Three Bridges (Appendix D).	5 - 14
3 Councillor Photo IDs for the New Town Hall As part of the transition to the New Town Hall, all Councillors are required to get a new photo ID. There are still some photos outstanding which are required to be taken to ensure all Councillor new ID passes are ready for distribution at Group meetings on Monday 20 February. Once ID passes have been issued Councillors can start working from the new Town Hall. Please refer to information in IB/1168 (which is available for Councillors only) for additional information on how to book a slot.	



4 **Action Taken Under Delegated Authority: Award of Contract for Benefits Online Portal and Document Management System**

On 8 February 2023 Councillor Jones, as Leader of the Council, awarded both Lot A (portal and forms) and Lot B (document management system) contracts to Bidder 1 as set out in report FIN/612 which was published for Councillors only on 31 January 2023 in Councillors' Information Bulletin [IB/1167](#).

5 **Action Taken Under Delegated Authority (Significant Operational Decision): Minor Amendment to the Constitution: Speaking at Planning Committee Procedure Rules**

Public speaking rights are available at the Planning Committee for those who meet the criteria set out in the Speaking at Planning Committee Procedure Rules. The current Rules state that speakers are to give prior notice if they wish to use visual aids as part of their presentation, although no further guidance is given. This has left the Rules ambiguous as to what constitutes a visual aid and how this information can be disseminated at the meeting. Although visual aids are infrequently used by speakers, it has become apparent that there is confusion around the process and what visual aids will be permitted. It was therefore felt that the Rules should be amended to provide this clarity and the change is, we feel, the most appropriate way forward to retain democracy in the planning process whilst ensuring that no heavy PowerPoint presentation is used. This amendment will not remove any rights of speakers.

Therefore, on 7 February 2023 the Head of Governance, People & Performance agree to delete paragraph 2.3 of the current Speaking at Planning Committee Procedure Rules, namely: "Speakers are asked to give prior notification if they wish to use visual aids." and replace with the following: "Should a speaker wish to use any visual aids they must notify Democratic Services via email at [democratic.services@crawley.gov.uk](mailto:democratic.services@ Crawley.gov.uk) no later than 12 noon on the day of the Committee. Any electronic visual aids to be shown during a speaker's presentation must also be included with that request. Only maps, plans, diagrams, photographs and video footage may be used as a visual aid by a speaker to support their verbal presentation. However, these materials cannot be circulated as hard copies at the meeting itself. It should be noted that the identity and privacy of other individuals should be respected in all content. In addition, any video footage must not exceed the speaker's allocated time."

This decision was taken following an informal discussion with the Planning Committee, and consultation with the Planning Committee Chair and Vice-Chair.

This decision takes immediate effect, and the Constitution has been updated to reflect the change.

6 **Press Releases**

Press releases are available at www.crawley.gov.uk/news