

COUNCILLORS' INFORMATION BULLETIN

Wednesday, 22 March 2023

Bulletin No: IB/1174

INFORMATION ITEM	Pages
<p>1 Delegated Planning Decisions</p> <p>Delegated planning decisions for the week beginning 13 March 2023 are attached. Contact for enquiries: Jean McPherson, Group Manager (Development Management) on jean.mcpherson@crawley.gov.uk.</p>	5 - 6
<p>2 Temporary Traffic Regulation Order: Ifield Wood, Rusper</p> <p>A Temporary Traffic Regulation Order for Ifield Wood, Rusper is attached.</p>	7 - 8
<p>3 Action Taken Under Delegated Authority (Significant Operational Decision): Extension of Taxi Driver Safeguarding Training</p> <p>Early in 2022, the Full Licensing Committee amended the Councils Hackney Carriage and Private Hire Licensing Policy to include the mandatory requirement for all licensed drivers (current and new) to complete an Essential Safeguarding Course via a Council nominated provider no later than 31st March 2023.</p> <p>It has become apparent that at least 400 drivers have failed to complete this course and will not meet the deadline. Demand is now outstripping supply and an extension to the deadline until 30th September 2023 was therefore considered necessary. The primary purpose of the taxi licensing regime is public safety and failure to complete this may compromise this objective.</p> <p>Therefore, on 17 March 2023, the Deputy Chief Executive (on behalf of the Head of Community Services whilst a vacancy for that post remained) took the decision to extend the timescale for completion of the Essential Safeguarding Course (Taxi Drivers) via a Council Nominated Provider no later than 30th September 2023. The Chair (Councillor Irvine) and Vice Chair (Councillor Ali) of the Licensing Committee, as well as the Cabinet Member (Councillor Jhans) all gave their approval to the extension.</p>	



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 RH10 1UZ

4	Pre-Election Period Guidance for Councillors and Officers (Borough Elections 2023)	9 - 16
	Pre-Election Period Guidance for Councillors and Officers for the Borough Elections in 2023 is attached.	
5	Amendment to the Leader's Scheme of Delegation: Change to Cabinet Member Portfolios	17 - 26
	In line with Paragraph 3.4 of the "Executive" Function (the Leader and the Cabinet) as set out in the Constitution, the Leader has decided to refresh the Cabinet Member portfolios and has created a new portfolio. There will be a Cabinet Member for Public Protection dedicated to keeping our communities safe from crime, nuisance and anti-social behaviour, and to ensuring that our businesses and landlords meet regulatory standards and provide quality services. This new role will be covered by the Leader until an appointment is made.	
	This change result in a new Cabinet Member portfolio, and amendments to several other portfolio titles and responsibilities. The new Cabinet will consist of the following Cabinet Member Portfolios:	
	<ul style="list-style-type: none">• Leader of the Council.• Cabinet Member for Community Engagement and Culture.• Cabinet Member for Environment, Sustainability and Climate Change.• Cabinet Member for Housing.• Cabinet Member for Leisure and Wellbeing.• Cabinet Member for Planning and Economic Development.• Cabinet Member for Public Protection.• Cabinet Member for Resources.	
	The amended responsibilities are attached and take immediate effect. The Constitution and relevant pages of the Council's website will be amended in due course.	
6	Response to Questions Asked at the Overview and Scrutiny Commission on 6 March 2023	27 - 28
	At the last Overview and Scrutiny Commission meeting held on 6 March 2023 queries were asked regarding additional information on the number of CBC tenants who are under-occupying/registered to downsize. A response to those queries is attached.	
7	Social Housing Decarbonisation Fund Wave 2.1: Successful Bids	
	£778 million has been offered to 107 projects for Wave 2.1 of the Social Housing Decarbonisation Fund. Match funding from Wave 2.1 applicants supplies an additional £1.1 billion.	

Crawley Borough Council are pleased to announce they have been offered £6,800,000 of this government grant funding. This will enable 408 worst energy efficient properties in Crawley to be retrofitted with loft insulation, cavity wall insulation, external wall insulation and replacement windows as part of a complete energy saving retrofit.

The 408 properties would as a minimum save £285 year on energy bills and 1.3 tons of carbon each per year and would be completed over the next two years as part of Crawley Councils plan towards achieving net zero target before 2040.



8 **Press Releases**

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

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CRAWLEY BOROUGH COUNCIL

DELEGATED PLANNING DECISIONS

The following decisions were issued, subject to conditions, under delegated powers for the period 13/03/2023 and 17/03/2023

Application Number	Location	Proposal	Date of Decision	Decision
CR/2017/0997/CC11	TOWN HALL, THE BOULEVARD, NORTHGATE, CRAWLEY	Discharge of condition 16 (town hall building survey and record pre-demolition) pursuant to CR/2017/0997/OUT for a hybrid application comprising: A) detailed application for demolition of the existing council offices and civic hall, and erection of a replacement town hall, offices and a public square, and associated access, car parking, landscaping and ancillary works B) outline application for residential development comprising up to 182 units including commercial space with details of access, all other matters reserved (layout, scale, landscaping and appearance)	15 March 2023	APPROVE
CR/2022/0412/FUL	LAND ADACENT TO WOODEND, FORGE WOOD, FORGE WOOD, CRAWLEY	Erection of a single dwelling including new vehicular access onto steers lane	13 March 2023	REFUSE
CR/2022/0684/FUL	WARREN COTTAGE, BALCOMBE ROAD, POUND HILL, CRAWLEY	Erection of single storey side and rear extension	16 March 2023	PERMIT
CR/2022/0757/FUL	EXPLORER 2, FLEMING WAY, NORTHGATE, CRAWLEY	Installation of new bike shelter to match opposite buildings existing shelter and new main entrance door to match opposite buildings door	17 March 2023	PERMIT

Application Number	Location	Proposal	Date of Decision	Decision
CR/2022/0763/HPA	1 HONEYSUCKLE LANE, LANGLEY GREEN, CRAWLEY	Prior notification for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6m, and have a maximum height of 3.20m and an eaves height of 2.85m	15 March 2023	PRIOR APPROVAL NOT REQUIRED
CR/2022/0770/FUL	23 CHIDDINGLY CLOSE, FURNACE GREEN, CRAWLEY	Erection of single storey rear extension	17 March 2023	PERMIT
CR/2022/0797/192	19 CARTER ROAD, MAIDENBOWER, CRAWLEY	Certificate of lawfulness for proposed single storey rear extension	13 March 2023	PERMIT
CR/2023/0045/192	1 YORK ROAD, TILGATE, CRAWLEY, RH10 5JT	Certificate of lawfulness for a single storey rear extension	15 March 2023	PERMIT
CR/2023/0054/192	3 NUTHURST CLOSE, IFIELD, CRAWLEY, RH11 0BU	Certificate of lawfulness for a single storey rear extension	15 March 2023	PERMIT
CR/2023/0077/HPA	40 RUSHETTS ROAD, LANGLEY GREEN, CRAWLEY, RH11 7ND	Prior notification for the demolition of existing conservatory and erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.90m, and have a maximum height of 3.68m and an eaves height of 2.65m	15 March 2023	PRIOR APPROVAL NOT REQUIRED

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Please be advised that West Sussex County Council has received a request for Temporary Traffic Regulation as follows:

Road Name	Ifield Wood	
Village/Town/Parish	Ifield, Rusper CP	
Specific Location	Ifield Wood, Ifield	
Reason for TTRO	24hr Road Closure at the junction with Rusper Road with works taking place between properties South Lodge to Mount Cottages for pipe crossing replacement and drainage works. For more information please contact Landbuild on 07717558933	
Proposed Start Date / Time	Date: 3rd July 2023	Time:
Proposed End Date / Time	Date: 9th July 2023	Time:
The restriction will be effective	24 hours	
Access arrangements	Access maintained for emergency services, residents and pedestrians	
Applicant name	Landbuild	
Applicant contact tel number	07717558933	
Any other details	For more information about this proposed TTRO please visit: https://one.network/?tm=133427443	

The application is currently being processed and you will be advised further when details are confirmed.

Yours faithfully,

West Sussex County Council

Streetworks Team

[Report a problem with a road or pavement](#) or [raise a highways related enquiry](#)

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Email: tro@westsussex.gov.uk

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Pre-Election Period Guidance for Councillors and Officers **(Borough Elections 2023)**

The Pre-Election Period (period of heightened sensitivity) applies from Monday 27th March 2023 up to and including Thursday 4th May 2023 (Polling Day)

Set out in this note is Guidance around the Pre-Election Period. This is the period between the publication of the Notice of Election and the date of the Election itself which will commence on Monday 27th March and conclude after Thursday 4th May 2023 Polling Day. During this period, extra care needs to be taken with regard to local authority publicity.

Introduction

This guidance sets out the Pre-Election Period restrictions which are governed by the Relevant Provisions of The Local Government Act 1986 and the Code of Recommended Practice on Local Authority Publicity. Essentially Councils should “**not publish any material which, in whole or in part, appears to be designed to affect public support for a political party.**” This period is also known as the period of heightened sensitivity.

There is a duty to have regard to The Code of Recommended Practice on Local Authority Publicity at all times.

Councillors and Officers must ensure that they do not breach or give the impression of breaching these restrictions. To do so could have electoral and reputational implications for any Member standing for election and for the Council itself.

The Council should not issue any publicity which seeks to influence voters.

During an election campaign, the Council must continue operating and providing services and the Councillors whether they are standing for election or not remain in charge of the Council. Essential business of the Council should continue.

However, there are some restrictions that apply during the Pre-Election Period which have an impact on the carrying on with business, the issuing publicity and the use of premises by candidates.

What this means in Practice

- The primary restriction is on proactive publicity by the Council which particularly relates to candidates and other politicians involved directly in the election.
- Councillors cannot at any time use Council resources for party political purposes.
- All Councillors whether seeking re-election or not should have regard to the Code of Practice on Local Authority Publicity and the restrictions during the Pre-Election Period.
- The Council must carefully consider any publicity that it sends out and what the impact of that publicity might be in accordance with the Code of Practice on Publicity.

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- The Council can still issue media releases on factual matters provided these do not identify individual councillors or groups of councillors.
- Councillors are still free to respond to enquiries received from the media in a personal capacity.
- Individual Councillors can issue their own statements, write letters to the local newspaper(s) for publication, contact the media directly or say what they like in a **personal capacity**, but must not use Council resources to do so.
- Councillors can continue to tweet or blog but must not use Council resources (Council twitter accounts, email accounts, Council IT equipment, telephones, etc.) to do so

The principles underlying the behaviour of Councillors and Officers during this time are simply an extension of those that always apply. These are set out in the [Code of Conduct for Councillors, Officers' Code of Conduct](#) and [Protocol on Councillor/Officer Relations](#).

This note provides advice on what can and cannot be done during the Pre-Election Period. Councillors and Officers can seek guidance from:-

Siraj Choudhury, Head of Governance, People & Performance (Monitoring Officer) on 01293 438292 or email to: siraj.choudhury@ Crawley.gov.uk

OR

Natalie Brahma-Pearl, Chief Executive, Returning Officer and Head of the Paid Service on 01293 438626 or email to: natalie.brahma-pearl@ Crawley.gov.uk

On publicity and communication matters speak to the Communications Manager Allan Hambly – 01293 438781 or email to: allan.hambly@ Crawley.gov.uk

Councillors should generally discuss these issues with their Group Leader where there are issues / concerns and / or with the Agent for their party handling the Election Campaign.

The latest guide on the Pre-Election Period issued from the LGA can be found using the link below: <https://www.local.gov.uk/our-support/guidance-and-resources/pre-election-period>

Publicity – What is publicity?

The Council cannot publish or assist others to “**publish any material which, in whole or in part, appears to be designed to affect public support for a political party” or an individual**. The intention behind the publication does not matter, what is important is whether it “appears to be designed to affect support.” Publicity is defined very widely “**as any communication in whatever form, addressed to the public at large or to a section of the public.**”

The first question to ask is ‘Could a reasonable person conclude that you were spending public money to influence the outcome of an election?’ In other words, it must pass the reasonableness test. All Council publicity is potentially sensitive in the run up to the election. This includes:

- All social media
- Speeches
- Leaflets
- Press releases

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- Sponsorship
- Meetings
- Events and posters
- Photos
- Even floral displays!

Publicity produced by the Local Authority is restricted at all times by the Local Government Act 1986 (as amended) and by the Code of Recommended Practice published in 2011 on Local Authority Publicity issued under the Act, as well as by the general limits on the powers of the Local Authority. However, in the run up to an election, the general guidelines and restrictions should be given more scrutiny than usual.

The Local Government Act 1986

The pre-election restrictions are governed by Section 2 of the Local Government Act 1986, which makes it clear that a Local Authority should not publish any material which appears to be designed to affect public support for a political party. This includes the content and style of the material, the time and circumstances of the publication, the likely effect of publicity on people, whether the material promotes or opposes a point of view which is identifiable as the view of one political party to another, and references to a political party to people identified with a political party.

The Council is also forbidden to give financial or other assistance to other bodies to enable them to publish material that the authority may not publish.

Code of Recommended Practice on Local Authority Publicity (2011)

The Act makes it clear that Councils need to have regard to the Code of Practice that supports the Act.

The Publicity Code is grouped into 7 principles that publicity by Local Authorities should follow.

Publicity by Local Authorities should:

- be lawful
- be cost effective
- be objective
- be even-handed
- be appropriate
- have regard to equality and diversity
- be issued with care during periods of heightened sensitivity before elections and referendums

Much of the Code which applies at all times increases in importance before an election. The guidelines on content and style highlight the importance of publicity that is objectively balanced, informative and accurate, concentrating on facts and/or explanations.

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The Code states that during the period between the notice of an election and the election itself -

“Local Authorities should not publish any publicity on controversial issues, or report views or proposals in such a way that identifies them with any individual members or groups of members.”

Guidance

It is permissible for Councils to publish factual information which identifies the names, wards and parties of candidates at Elections.

What should be considered?

- The content and style of the material.
- The time and circumstances of publication.
- The likely effect of the material on those to whom it is directed.
- Whether the material promotes or opposes an identifiable point of view on a question of political controversy and
- Where the material is part of a campaign, the designed effect of the campaign.

The Council should NOT:

- Produce publicity on politically controversial matters.
- Refer to individual politicians or groups in press releases.
- Arrange proactive media or events involving candidates.
- Issue photographs which include candidates.
- Supply Council photographs or other materials to Councillors or political groups.
- Continue hosting third party blogs or e-communications.

Think carefully before:

- Continuing to run “sensitive” local campaigns.
- Launching any new consultations.

The Council is allowed to:

- Continue to discharge normal Council business – including determining planning applications.
- Publish factual information to counteract misleading, controversial or extreme information.
- Use relevant lead officers, rather than Councillors for reactive media releases.
- Use a politician to respond in particular circumstances, such as in an emergency situation or where there is a genuine need for a member-level response to an important event beyond the Council’s control.

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Ultimately, any decision you take must be seen as fair and reasonable.

It is acceptable for the Council to respond in appropriate circumstances to events and legitimate service enquiries provided that their answers are factual and not party political. In general, Councils should not issue any publicity which seeks to influence voters.

Councillors and Officers should apply the following principles subject to the merits of each individual case:

1. The Council may issue press releases on behalf a Lead Councillor, if it relates to important events or in emergency situations which are outside the Council's control and where the particular circumstances can be shown to justify a member response
2. Lead Councillors may also take part by invitation in events relating to their portfolio which are arranged by another organisation and as a result may receive publicity independently of the Council
3. The Code does not prevent individual Councillors who are candidates from responding to media enquires made directly to them about Council business or issues which affect the borough or its residents providing they do not use Council resources to do so
4. The Code does not prevent Councillors who are candidates from dealing with their everyday Ward work including correspondence from constituents as long as this is not used as a means of canvassing
5. Councillors are free to respond to enquiries received from the media in a personal capacity
6. Individual Councillors can issue their own statements, write letters to the local newspapers for publication contact the media directly or say what they like in a private capacity, but cannot use Council resources to do so.

Particularly sensitive or controversial matters will therefore need careful handling around any election period as they may have an impact on public opinion for or against a candidate or political party. The Chief Executive as Head of the Paid Service and the Returning Officer and the Council's Monitoring Officer should be consulted over such matters.

Code of Conduct for Councillors

Under the [Code of Conduct for Councillors](#):

A Councillor must when using or authorising the use by others of the resources of the Council:

- (i) act in accordance with the Council's reasonable requirements and
- (ii) ensure that such resources are not used improperly for political purposes including party political purposes.

It is therefore important that Councillors are aware of this, particularly as the use by a member of any Council resources for purely political purposes including designing and redistributing party political material produced for publicity purposes and support of any political party or group activity, elections and campaigning, is likely to amount to a breach of the Code of Conduct for Councillors.

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Council facilities and resources cannot be used in connection with any party political or campaigning activity. For example, it would be contrary to the Code of Conduct:

- Quoting a Crawley Borough Council email address in party political material.
- Printing political information/emails/attachments on paper supplied by Crawley Borough Council.
- Making photocopies of party-political literature using paper or photocopiers supplied by Crawley Borough Council.
- Using a Crawley Borough Council fax machine to transmit party political material.
- Using Crawley Borough Council provided IT equipment including computers, telephones or mobile devices to conduct party political business.

Councillors may continue to use those resources which relate to their day-to-day business as local Councillors including their Crawley Borough Council email address.

Decision Making

There is no statutory restriction on the Council's decision making, meetings or political debate during the election campaign it is business as normal. However, given the restrictions on publicity it may be that while the Council's decision making can continue other factors may well limit it.

Officers should therefore consider very carefully whether it is wise to bring forward any matters for decision during an election campaign that could be politically contentious. The profile of issues will be increased in this period and could have more prominence than at other times. This may distort decision making and create a risk that the decision will be made on party political grounds rather than on its merits and therefore it is challengeable.

Consultations

As a general rule consultations should be avoided. Officers should also consider deferring consultations until after the Pre-Election Period. This is particularly so if a consultation exercise could be interpreted as engendering support for a particular group, or campaign or if its timing could result in a political advantage for one party or an individual. If a consultation has already started and runs through the election period, it may be appropriate to extend the consultation period and put out extra publicity for the consultation after the election. Officers should take account of the circumstances of each consultation.

Use of Premises

No candidate at local or national elections can use Council premises in an election campaign by visiting them for electioneering purposes. This is especially relevant to photo opportunities. However, there are provisions in the Representation of People Act 1983 (Section 96) for candidates at a Local Government Election to use certain public rooms free of charge to hold public meetings at reasonable times between 27th March and 4th May 2023.

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The following conditions apply:

- The meeting must be open to all Councillors and members of the public and not restricted to ticket holders or Councillors only
- The purpose of the meeting must be to advance the candidate's prospects of victory at the election e.g. Hustings
- The room must be suitable
- The room must be used at reasonable times, not causing any disruption to the activities it is normally used for, and the candidate must give reasonable notice of wishing to use it. Equally any prior letting of a meeting room must take precedence
- Candidates must pay for the costs of heating, lighting and cleaning the room, in preparation for the meeting and for restoring it to its usual condition after the meeting
- Candidates must pay for any damage done to the premises.

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Pre-Election Checklist Applies Monday 27th March to Thursday 4th May 2023

1. Councillors cannot be quoted in press releases or publicity issued by the Council.
2. All publicity must be non-political. This includes Council organised events, leaflets, press releases, social media, speeches, it can also include sponsorship events, posters, photos and even the colour of floral displays.
3. No political posters or leaflets can be displayed on Council premises including streetlights etc. or Council vehicles.
4. Officers must be politically neutral when acting in a professional capacity as a Council officer i.e. At work (and at all times for politically restricted posts).
5. There must be no pro-active publicity that can be seen to support a political party or candidate.
6. Council resources cannot be used in connection with any party political or campaigning activity.
7. Council business must continue as normal. However, the Council should avoid launching new projects, initiatives and consultations during this period.
8. No candidates can use Council premises in an election campaign by visiting them for electioneering purposes. This is especially relevant to photo purposes.
9. Councillors holding key political or civic positions should be able to comment in an emergency or where there is a genuine need for a Member response to an important event outside the Authority's control.
10. During the Election Period, Councillors must not use their Council email address in any Ward Newsletters and other material which contain election or campaigning material.

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Amendment to the Leader's Scheme of Delegation: Change to Cabinet Member Portfolios

The Cabinet will comprise of the following:

1. Leader of the Council.
2. Cabinet Member for Community Engagement and Culture.
3. Cabinet Member for Environment, Sustainability and Climate Change.
4. Cabinet Member for Housing.
5. Cabinet Member for Leisure and Wellbeing.
6. Cabinet Member for Planning and Economic Development.
7. Cabinet Member for Public Protection.
8. Cabinet Member for Resources.

NB: The role of Deputy Leader is currently allocated to the Cabinet Member for Leisure and Wellbeing.

1.1. The Leader of the Council

1.1.1. **Key Roles:** They will determine the key policies of the Council and in particular, carry out responsibilities with regard to the following roles and areas:

- a) Leader of the Council and Chair of the Cabinet.
- b) Strategic and political lead as the spokesperson for the majority political group(s), liaising regularly with the Chief Executive.
- c) Initiating and developing corporate strategies and policies which the majority group(s) wish(es) to pursue.
- d) Represent the Council and act as spokesperson with neighbouring local authorities, regional partners and other partners, and in doing so build good relationships and promote the interests and reputation of the Council and the Borough.

1.1.2. **Service Area Responsibilities:** They will carry out responsibilities with regards to the following service areas:

- a) The overall staffing of the Council.
- b) Governance.
- c) Mayoralty and ceremonial matters.
- d) Communications.
- e) Finance (rating, business rates, council tax, funds and investment management, the Budget, borrowing, fraud).
- f) Finance and Procurement (risk management and insurance matters).
- g) Council owned commercial properties.
- h) Council owned garages (non-Crawley Homes).
- i) Civil contingencies (including emergency planning).
- j) Asset Management.
- k) Shared Prosperity Fund.

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- 1.1.3. Policy and Strategy Responsibilities: They will initiate, oversee, and where applicable, approve the development of plans, statutory notices and policies across the Council, ensuring appropriate consultation occurs on all such proposals, including:
- a) The development of policy and strategy for the Council, and its expression in the Corporate Plan with the Chief Executive (and in liaison with the appropriate Cabinet Member).
 - b) Asset Management Strategy (including corporate estate).
- 1.1.4. Specific Delegations: They hold, but are not limited to, the following specific delegations:
- a) Approval of the Council's Debt Management Strategy.
 - b) Approval of the Council Tax Base.
 - c) Approval of the NNDR1 (National Non-Domestic Rates Return).
 - d) Authority to make appointments to Outside Bodies Relating to Cabinet functions.
 - e) Authority to approve the transfer of residual land on terms proposed by the Asset Manager.
 - f) Authority to approve the use of any underspend on a capital scheme, up to a total value of £500,000, on further work associated with the scheme during the same financial year, subject to the Council not being committed to expenditure in future years above the existing budgetary provision.
 - g) Approval of feasibility scheme and final implementation proposals for neighbourhood centre improvements which are in accordance with the Capital Programme.
 - h) Authority to approve the submission of bids to an agreed maximum figure when a property becomes available at auction where the price would be over the delegated authority limits (currently £500,000) subject to it being:
 - (i) For investment purposes, to there being sufficient funds in the Investment Acquisition Reserve and it being in accordance with the guidance criteria set out in Section 7 of report FIN/306 (Budget Strategy 2014/15-2018/19) to the Cabinet and the Full Council on 10 and 24 July 2013 respectively.
 - (ii) For residential property purposes, to there being sufficient funds in the HRA Development Programme and to be agreed on a case by case basis and in accordance with the guidelines set out in report [FIN/328](#) (2014/15 Budget and Council Tax) to the Cabinet and the Full Council on 12 and 26 February 2014.
 - i) The approval of the writing off of irrecoverable debts exceeding £2,500 but not exceeding £50,000, in accordance with the agreed protocol for debt collection.
 - j) Authority to approve the transfer of Section 106 monies between £100,000 and £500,000 to West Sussex County Council which have been collected specifically for spend categories within the County Council remit.
 - k) Determination of applications for landlord's consent for changes of use on neighbourhood shopping parades and the rest of the commercial estate (where one or more Ward Member raises an objection to the proposal or where the Cabinet Member for Planning and Economic Development has a conflict of interest the Leader will take the decision).
- NB. This delegation relates to asset management only.*

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- l) Approval of minor amendments to the Local Discretionary Rate Relief Scheme.
- m) Approval of the Modern Slavery and Human Trafficking Transparency Statement (report [FIN/539](#) refers).
- n) Approval of the annual programme of building maintenance works for operational properties (excluding housing assets) including variations during the year to meet changing needs. Delegation to cover all types of maintenance work and small-scale improvements above £100,000 per job.
- o) Determination of applications for landlord's consent for changes of use on neighbourhood shopping parades and the rest of the commercial estate (where one or more Ward Member raises an objection to the proposal). NB. This delegation relates to asset management only.

1.1.5. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Local Government Association (General Assembly).
- b) District Councils Network.
- c) Crawley Town Deal Board
- d) Greater Brighton Economic Board (GBEB).

NB: All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.2. **Deputy Leader**

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

1.3. **Cabinet Member for Community Engagement and Culture**

1.3.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Community and neighbourhood development.
- b) Community engagement.
- c) Grants to voluntary bodies.
- d) Social inclusion and mobility.
- e) Town Twinning.
- f) Issues relating to travellers.
- g) Cultural & Heritage matters.
- h) Children and young people (along with relevant partner organisations) including responsibilities defined under Section 11 (Safeguarding) of the Children's Act 2004.
- i) Armed Forces Covenant.
- j) Arts & Culture (including Crawley Museum).

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1.3.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Social Inclusion Strategy.
- b) Fostering interest in Local Government.
- c) Cultural & Heritage Strategy (in consultation with, the Cabinet Member for Planning and Economic Development).

1.3.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) Review the allocation of the small grants budget on an annual basis and amend when necessary (jointly with the Head of Community Services).
- b) Award funding for strategic grants in accordance with paragraph 5.22 of report HCS/029.

1.3.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

They are not specifically appointed to any outside bodies.

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.4. **Cabinet Member for Environment, Sustainability and Climate Change**

1.4.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Gatwick Airport Port Health.
- b) Public (external) health and safety.
- c) Environmental Health Service.
- d) Waste management, refuse and recycling.
- e) Streetscene (including grass cutting).
- f) Public conveniences.
- g) Council Owned Car Parks.
- h) Climate change and sustainability.
- i) Cemeteries and burials.
- j) Flood prevention and land drainage.

1.4.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Carbon Reduction Strategy.
- b) Climate Change Strategy.
- c) To work collectively with the Cabinet Member for Housing, the Cabinet Member for Planning and Economic Development and the Cabinet Member for

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Resources (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

- 1.4.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:
- a) The approval of feasibility schemes and the implementation of proposals for residential environmental improvements which are in accordance with the Capital Programme.
 - b) Naming and numbering of streets.
 - c) The approval of criteria for the prioritisation of flood alleviation schemes including project allocation, programme and final implementation proposals for flood alleviation schemes subject to the projects being achievable within the limits of the approved financial budget of the capital programme.

- 1.4.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:
- a) Gatwick Joint Local Authorities.
 - b) Inter Authority Waste Group.
 - c) Gatwick Airport Consultative Committee (GATCOM).

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.5. **Cabinet Member for Housing**

- 1.5.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:
- a) Crawley Homes.
 - b) Strategic Housing (including statutory functions such as homelessness and houses in multiple occupation but excluding private sector housing regulation).
 - c) Disabled Facility Grants.
 - d) Council tax reduction and housing benefit.
 - e) Council Owned Garages (Crawley Homes).
 - f) Housing Revenue Account.
 - g) Stock decarbonisation and energy efficiencies.
- 1.5.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:
- a) Housing Strategy.
 - b) Allocations Policy.
 - c) To work jointly with the Cabinet Member for Planning and Economic Development to meet the housing needs of the Borough.
 - d) Liaising and joint working with Social Services and health (housing).
 - e) To work collectively with the Cabinet Member for Environmental Services and Sustainability, the Cabinet Member for Planning and Economic Development

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and the Cabinet Member for Resources (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

1.5.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) Power to vary the rent of dwellings and garages held on the Housing Revenue Account.
- b) The approval of variations to the affordable housing requirements specified in Core Strategy Policy H5 for any housing scheme where it has been evidenced that scheme viability cannot support meeting these requirements in full, or where changes in housing needs or housing policy may justify any variation to the percentage and/or tenure mix being sought.
- c) To discharge the functions of the Council in relation to the appropriation of surplus land (excluding residential dwellings) from the Housing Revenue Account for a different use/purpose.
- d) Approval of amendments to the Crawley Homes Under-Occupation Incentive Policy.
- e) Responding to the Government's Welfare Reform agenda (with the Leader).

1.5.4. Outside Bodies:

They are not specifically appointed to any outside bodies.

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.6. **Cabinet Member for Leisure and Wellbeing**

1.6.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Health and Wellbeing (local and strategic issues).
- b) Sport and fitness.
- c) Parks, gardens and open spaces (including allotments, trees and recreational space).
- d) Play service.
- e) Community centres.
- f) The Hawth and K2 Crawley/ Bewbush leisure.

1.6.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Implementation of the Green Space Strategy (formulation of this Strategy remains with the Cabinet Member for Planning and Economic Development).

1.6.3. Specific Delegations: They do not currently hold any specific delegations.

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1.6.4. Outside Bodies: They will be a member of the following Cabinet appointed outside body:

- a) Gatwick Greenspace Partnership.

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.7. Cabinet Member for Planning and Economic Development

1.7.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Town and Country Planning (including local planning policy).
- b) Transport Planning (in liaison with relevant partners).
- c) Economic Development and Regeneration (including education and skills, Town Centre management and Manor Royal liaison).

1.7.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Gatwick Airport, Manor Royal and the Town Centre.
- b) Green Space Strategy (implementation of this Strategy remains with the Cabinet Member for Wellbeing).
- c) Local Plan and related documents.
- d) Liaising with West Sussex County Council and neighbouring local authorities on planning and highways matters.
- e) To work jointly with the Cabinet Member for Housing to meet the housing needs of the Borough.
- f) Economic Development, Employment and Skills.
- g) Transport related policies and documents.
- h) To work collectively with the Cabinet Member for Housing, the Cabinet Member for Environmental Services and Sustainability and the Cabinet Member for Resources (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

1.7.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) The adoption of revised versions of the Local Development Scheme (LDS), including the adoption of associated planning documents and Supplementary Planning Documents as defined by the LDS.

1.7.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Crawley Town Deal Board.
- b) Gatwick Joint Local Authorities.
- c) Manor Royal Management Group.
- d) Manor Royal BID Board.
- e) Sussex Building Control.

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- f) Town Centre Partnership. BID Board.
- g) West Sussex and Greater Brighton Strategic Planning Board.
- h) Bus Company Meetings.

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.8. Cabinet Member for Public Protection

1.8.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Licensing.
- b) Community Wardens.
- c) Civil Enforcement Officers.
- d) Off Street Parking and Parking Orders.
- e) Private sector housing regulation.
- f) Community safety and anti-social behaviour (including improvement schemes and liaison with emergency services).
- g) Nuisance and Anti-Social Behaviour (NASB).
- h) Community cohesion.
- i) Prevent duties.

1.8.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Licensing Policy.
- b) Gambling Policy.
- c) Prevent Strategy.
- d) Crime Reduction and Community Safety Strategies.
- e) Public Space Protection Orders (PSPOs).

1.8.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) The approval of criteria for the prioritisation of community safety improvement schemes.
- b) The approval of an annual programme of community safety schemes subject to the proposals being achievable within the limits of the approved financial budget.

1.8.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Patrol Adjudication Committee.
- b) Crawley Prevent Board.
- c) Safer Crawley Partnership Executive.

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- d) Sussex Police and Crime Panel (member).

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.9. Cabinet Member for Resources

- 1.9.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Legal.
- b) People HR and Organisational Development (including Corporate Health and Safety).
- c) Performance including Corporate dashboard, Customer complaints.
- d) Information Governance - Freedom of Information and Data Protection/ GDPR.
- e) Governance and Democracy, including Elections, and Councillors' services (including equipment, training and support).
- f) Strategic Risk Management.
- g) Audit.
- h) Current building management/office accommodation.
- i) Contact Centre.
- j) Shared service provision.
- k) Information and Communication Technology.
- l) Transformation Programme and service improvements.

- 1.9.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Human Resources Strategy.
- b) Equal Opportunities Policy and Corporate Equality Statement.
- c) Digital, IT Strategy, Council Website, channel shift programmes e.g. MyCrawley.
- d) To work collectively with the Cabinet Member Environmental Services and Sustainability, the Cabinet Member for Housing and the Cabinet Member for Planning and Economic Development (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

- 1.9.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) To approve the Corporate Equality Statement.
- b) Approval of the Council's Risk Management Strategy.
- c) Agree the annual cycle of meetings for implementation (in consultation with the Head of Governance, People & Performance).

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1.9.4. Outside Bodies:

They are not specifically appointed to any outside bodies.

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

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Response to Questions Asked at the Overview and Scrutiny Commission on 6 March 2023

At the last Overview and Scrutiny Commission meeting held on 6 March 2023 queries were asked regarding additional information on the number of CBC tenants who are under-occupying/registered to downsize. The following responses have been provided:

Household data CBC properties is not wholly conclusive or up to date as tenants may not update the landlord of all household members e.g. who is living at the property currently, whether additional children are born, whether a partner or other person moves in or out of the property.

The data we do have indicates the following:

No bedrooms	No properties under occupied
2 bed (occupied by 1 person)	607
3 bed (occupied by 1 or 2 persons)	1025
4 bed (occupied by 1,2 or 3 persons)	90
5 bed (occupied by 4 persons or under)	3

We currently have 141 existing tenants registered for a move to a smaller property. All 141 are downsizing by at least 2 bedrooms. We currently do not have any that are downsizing by 3 bedrooms or more.

If you require further information, please contact Amanda Kendall, Head of Crawley Homes.

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