

## Crawley Borough Council

### Minutes of Full Council

Wednesday, 19 October 2022 at 7.30 pm

#### Councillors Present:

J Hart (Mayor)

T Rana (Deputy Mayor)

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

#### Also in Attendance:

Mr Peter Nicolson and Mr Russell Brown

#### Officers Present:

Natalie Brahma-Pearl

Chief Executive

Siraj Choudhury

Head of Governance, People & Performance

Chris Pedlow

Democracy & Data Manager

Jess Tamplin

Democratic Services Officer

#### Apologies for Absence:

Councillor K McCarthy and M Morris

#### 1. Minute's Silence

The Mayor held a minute's silence in memory of Her Majesty Queen Elizabeth II.

The Mayor then held further a minute's silence in memory of former Councillor Sally Blake. The Mayor invited representatives from each party to pay tribute. Councillors Crow, Jones, Lanzer, Irvine and Burrett paid their respects with touching tributes.

#### 2. Disclosures of Interest

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

#### 3. Minutes

The minutes of the meeting of the Full Council held on 20 July 2022 were approved as a correct record and signed by the Mayor.

#### 4. Communications

The Mayor updated the Council on events that had taken place since the last meeting. The summer months had been particularly busy with large events such as Crawley Pride Festival in Goffs Park in August. The Mayor had also attended an Armed Forces Breakfast Club meeting, at which a plaque was unveiled for Crawley residents who had lost their lives during World War I. The passing of Her Majesty Queen Elizabeth II had been an historic event, and the Mayor had been proud to take part in the proclamation of the new King.

October was to bring a range of events to mark Black History Month. The town was also due to host various events for 'Creepy Crawley' festival.

#### 5. Public Question Time

Questions asked in accordance with Council Procedure Rule 9 were as follows:

Question	Response
<p><i>Richard Symonds, Ifield:</i></p> <p>What is the Council doing to help St Margaret's Parish Church ascertain whether there is a possibility of subsidence to the Church and its historic surrounds, as highlighted by Historic England 2 years ago, if Homes England's monstrous development is built West of Ifield?</p>	<p><i>Councillor Nawaz (Cabinet Member for Planning and Economic Development):</i></p> <p>The ground conditions in the vicinity of St Margaret's Church are unlikely to change if Homes England's West of Ifield development proposals were to happen. This is because there is an intervening watercourse (Ifield Brook) running along the borough boundary to the west. However if the Church or residents have concerns I would suggest that they put these concerns in writing to Homes England as they are about to hold another public consultation on the matter.</p>
<p><i>Helen Owen, Furnace Green:</i></p> <p>I'm here with other residents of Furnace Green. We object to the siting of allotments on Ashburnham playing field. I have been in contact with Councillor Hellier and Councillor Crow and have expressed that we were very disappointed that the Council didn't consult with residents. Now a decision has been taken to halt the building of the allotments. If it goes ahead, will there be planning permission for the allotments?</p>	<p><i>Councillor C Mullins (Cabinet Member for Wellbeing):</i></p> <p>Residents were consulted via a survey which was carried out over 4 weeks. It was done genuinely, to try to ascertain whether the allotments should go ahead. Given the responses it has now been delayed. I can assure you that if it does go ahead, it will need to get planning permission. We are listening to the people who wish to make comment, we will look at those comments and then come to a conclusion.</p>

Question	Response
<p><i>Supplementary question:</i></p> <p>I appreciate the position of delaying the plans. However I dispute that the consultation done involved local residents as it was done purely online – there were no notices or flyers around the park. I'd like to request that in the future the Council does a proper consultation. I don't want to blame any individual councillors but it was a failure. The only information we have heard has been anecdotal and online. We have no detail of the actual plans such as the size and location so we're being asked to make a judgement on something without the factual evidence – how can we get further information?</p>	<p>When the next consultation letter goes out to residents, I will make sure the plans are included.</p>
<p><i>Louise Golding, Maidenbower:</i></p> <p>I am interested to know why the councillors named under the Motion on this meeting's agenda are opposed to the proposed Center Parcs at Worth forest.</p> <p>There are plenty of other areas in Crawley where people can access green space. It's in a perfect location off the M23 and will provide 1,500 jobs.</p>	<p><i>Councillor Jaggard:</i></p> <p>I think the reasons will be explained in the debate that we will have on the Motion later on in the meeting. My main concern is the impact it will have on the ecological systems in Worth forest.</p> <p><i>Councillor Crow:</i></p> <p>I recognise that some people are in favour of the proposal and others are against it. I feel strongly that the reasons to oppose it outweigh the reasons to support it, and I'll be setting out these reasons later.</p>
<p><i>Malcolm Jennings, Furnace Green:</i></p> <p>Does the Council intend to do an environmental planning assessment for the area for the proposed allotments?</p>	<p><i>Councillor C Mullins (Cabinet Member for Wellbeing):</i></p> <p>If the proposed allotments go ahead, we will carry out all the necessary planning assessments.</p>
<p><i>Resident, Broadfield:</i></p> <p>Why can't school children in Crawley have free bus passes?</p>	<p><i>Councillor Lamb:</i></p> <p>Bus passes used to be controlled by Crawley Borough Council but are now a matter dealt with by West Sussex County Council so this is a question for them. Since then the County Council</p>

Question	Response
	has gradually reduced the groups of people eligible for free bus passes. A number of us worked hard to protest that at the time.
<p><i>Resident, Broadfield:</i></p> <p>Who looks after the facilities in Crawley and makes sure they're at a good standard?</p> <p>I have concerns about Broadfield and also the town centre. Some areas are very dilapidated and I would like to have them better maintained.</p>	<p><i>Councillor Jhans (Cabinet Member for Environmental Services and Sustainability):</i></p> <p>The Council's Environmental Services team looks after a lot of areas across the town. Are there any particular areas you have concerns about?</p> <p>We have cleaners who go across the town twice a day, but I am happy to look into that further for you.</p>
<p><i>Connor Fountain, Furnace Green:</i></p> <p>I want to ensure the correct procedures are followed for the proposed allotments at Ashburnham playing field. I have just seen the Council try to enforce this plan faster than it should have, so how can you convince me as a member of the public that construction workers won't just turn up one day and start work on the allotments?</p>	<p><i>Councillor C Mullins (Cabinet Member for Wellbeing):</i></p> <p>We previously did four weeks of consultation. We've now delayed the works because of the responses we've had and we're going to reconsider the situation. We want to work with local representatives and residents to come to a conclusion together.</p>
<p><i>Christina, Furnace Green:</i></p> <p>I understand that if the allotment building goes ahead, planning permission will need to be given. But will we be informed about this before building work starts? I didn't get too much help from my ward councillor about this so I want to know if the residents will be consulted.</p> <p><i>Supplementary question:</i></p> <p>So just to confirm, we will receive the letters and be able to give our opinions at that stage?</p>	<p><i>Councillor C Mullins (Cabinet Member for Wellbeing):</i></p> <p>We have done a consultation already but what we're going to do is send a letter to all the houses adjacent to the proposed site asking residents for their opinion. We'll also discuss with elected representatives.</p> <p>Yes. We'll then look at the responses and come to a conclusion.</p>
<p>John Frankland, Furnace Green:</p>	<p>Councillor C Mullins (Cabinet Member</p>

Question	Response
<p>It seems that a lot of money might be spent on the plan for the allotments - do you have a budget for this? I have concerns because lots of people use the playing fields.</p>	<p>for Wellbeing):</p> <p>Yes, there is a budget for it, however I don't have the figure with me now. The plan is for only 11% of the field to be used. Allotments are very popular and we have lots of people on a waiting list waiting for one – it's a very healthy and worthwhile hobby. I understand they can change the environment locally but they're not unattractive to look at. They're generally very well-kept across Crawley.</p>

## 6. Recommendation 1 - Budget Strategy 2023/24 - 2027/28

The Full Council considered report [FIN/583](#) of the Head of Corporate Finance. The Leader of the Council presented the report which set out the projected financial position for 2023/24 to 2027/28 for the General Fund, Housing Revenue Account, capital programme and the underlying assumptions. The report set out the policy framework for improving financial efficiency and meeting the long-term investment needs of the Town, as well as proposals for the annual budget process. It was highlighted that the proposed budget would be formed under the background of high inflation and the cost-of-living crisis as such assumptions were changing on a daily basis. Also, as mentioned in the quarterly reporting, there was an officer pay award pending which was expected to be £800,000 more than budgeted for. This would be addressed in the mid-year strategy.

It was noted that currently there was a budget deficit of £204,109 for 2023/24, before use of reserves and before any savings were identified and based on a Council tax increase of 2.21% (which was £4.95 on a Band D in property) and an increase of fees and charges of 5% (which was lower than inflation) for 2023/4.

The item had been previously considered at the Overview and Scrutiny Commission and Cabinet meetings on 3 October 2022 and 5 October 2022 respectively. Councillor Jones moved the recommendation which was seconded and supported by Councillor C Mullins.

Councillors Crow, Jhans, Irvine, Lanzer and Lamb also spoke on the item and the recommendation.

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

## RESOLVED

That the Full Council approves the Budget Strategy 2023/24 to 2027/28 and:

- a) approves the process for meeting the gap as outlined in section 8 of report [FIN/583](#).
- b) approves to continue with the policy of balancing the budget over a four-year period, including putting back into reserves when the Budget is in surplus. This is due to the current economic climate.
- c) notes the following highlights of the Budget Strategy:
  - i. that the Budget is aligned to the Council's Corporate Priorities.
  - ii. that the current budget deficit of £204,109 for 2023/24 is based on a Council tax increase of 2.21% which is £4.95 and increases in fees and charges of 5% on average. However table 9 in report [FIN/583](#), highlights that the gap could be higher when looking at sensitivity analysis.
  - iii. that the outline 5 year forecast as shown in table 3 of report [FIN/583](#).
  - iv. that the savings identified by the Corporate Management Team challenge of budgets of £413,080 have been included within the budget projections.
  - v. that there are uncertainties around Government funding prior to the settlement in December and the delay in Local Government Funding reforms such as business rates retention and the future of New Homes Bonus.
  - vi. that despite having a £5.26m General Fund reserve that the budgeted use of this reserve was £451,730 at the beginning of the current financial year, however there is a projected overspend in year due to the cost-of-living crisis and its impacts and with so many financial uncertainties the reserve must remain between £3m and £5m. The Council cannot rely on using reserves in the long term to balance the budget.
  - vii. that no additional revenue budgets have been budgeted towards the costs of the Climate Change commitment at this stage. Table 10 within report [FIN/583](#) shows existing capital commitments to Climate Change.
  - viii. that items for the Capital Programme are driven by the need for the upkeep of council assets and environmental obligations and schemes will also be considered that are spent to save or spend to earn but that such prioritisation should not preclude the initial consideration of capital projects that could deliver social value.
  - ix. that costs associated with splitting upper floors for the New Town Hall were not included within the original budget. Any costs will be added to the capital programme but will be funded from rental income.
  - x. that an update on this strategy will be presented to Cabinet on 23rd November 2022, this will include capital bids and the revised Crawley Homes capital investment plan.

## 7. Recommendation 2 - Proposed Increase of Weekly Rent to Council Owned Garages

Councillors Burrett and Lanzer left the room and took no part in the discussion or vote on this item.

The Full Council considered report [CEX/59](#) of the Chief Executive. The Leader of the Council presented the report which sought approval for the mid-year increase, as part of the budget setting strategy, to weekly rent to Council-owned garages and storage cupboards. It was acknowledged that even with the proposed increase renting garages from the Council would still be of good value for residents and much lower cost than alternative forms of storage and most other similar local authorities. It was noted that changes to the rules regarding multiple tenancies and to non-Crawley residents means that they would be paying a premium for multiple garages. If they were not prepared to pay this would enable more residents on the waiting list to have the opportunity to be able to rent a garage sooner.

The item had been previously considered at the Overview and Scrutiny Commission and Cabinet meetings on 3 October 2022 and 5 October 2022 respectively. Councillor Jones moved the recommendation which was seconded and supported by Councillor C Mullins.

Councillor Crow then moved and presented [Amendment 1 and 2](#) (as shown in the Supplementary Agenda Order Paper) respectively and in doing so emphasised that the amendments were not dependent on one another and as such should be considered individually. Councillor Ali seconded both the amendments and spoke on the item.

Councillor Jones, using their right to reply, commented that he would accept Amendment 1 and include it as part of the substantive recommendation, but would not accept Amendment 2.

The Mayor then called for the vote on Amendment 2, which fell by 13 votes in favour, 19 against and 1 abstention.

The Mayor then called for the vote on the substantive recommendation (including Amendment 1) which was carried unanimously.

### RESOLVED

That Full Council approves the change in garage and storage cupboard fees, as detailed in Section 5 report [CEX/59](#) and agrees to:

- a) Increase rental fees with effect from 1 December 2022, with no further increase until April 2024 as follows:
  - i. weekly garage rental costs for Crawley Homes tenants,
  - ii. weekly garage rental cost for Private Tenants residing in Crawley
  - iii. weekly rental costs of storage cupboards
- b) Introduce an additional charge for Crawley Homes tenants and Crawley resident private tenants with three or more garages.
- c) Introduce a new non-Crawley Borough resident weekly garage rental cost.

- d) Introduce an additional charge for non-Crawley Borough residents with two or more garages.
- e) Remove the previous multi garage discount from any remaining accounts.
- f) In preparation for the next review of charges, explore options for a more flexible approach to garage rents based on variations in demand in the neighbourhoods.

Councillors Burrett and Lanzer returned to the room once the item had concluded.

## **8. Recommendation 3 - Polling Station Arrangements 2023: Schools**

The Full Council considered report [LDS/189](#) of the Head of Governance, People & Performance. Councillor Lamb as Chair of the Governance Committee introduced report which requested that the Full Council review the temporary changes to the Scheme of Polling Places made for the 2021 and 2022 elections, and consider whether to extend those for the elections in 2023. The Full Council was informed that the Governance Committee proposed that the temporary changes made to the Polling Scheme in 2021 and 2022 relating to polling districts LFB, LFD, and LHB be ended and that there is a return to the normal polling places for the 2023 elections. The Committee also proposed that polling district LJC had a new designated polling place of Forge Wood Community Centre. The recommendation was seconded by Councillor Bounds.

### **RESOLVED**

That the Full Council approves that:

- a) The Forge Wood Community Centre be the designated polling place for polling district LJC (Pound Hill North & Forge Wood Ward).
- b) The Mill Primary School be the designated polling place for polling district LFB (Ifield Ward).
- c) The Mill Primary School be the designated polling place for polling district LFD (Ifield Ward).
- d) The Brook School be the designated polling place for polling district LHB (Maidenbower Ward).

## **9. Recommendation 4 - Final Report of the Independent Remuneration Panel (Councillors' Allowances Scheme 2023/24 to 2026/27)**

Councillor Lamb as Chair of the Governance Committee introduced report [LDS/190](#) of the Chair of the Independent Remuneration Panel (IRP) which detailed the considerations and subsequent recommendations regarding the Councillors' Allowances Scheme for 2023/24 to 2026/27. It was noted that Panel held an in-depth investigation as part of their review including comparing the current scheme against other similar and local councils' allowances schemes and holding interviews and receiving submissions from a range of councillors and former Mayors (including those that were no longer councillors).

The recommendation was seconded by Councillor Bounds.



Councillor Burgess also spoke on the report.

## **RESOLVED**

That the Full Council approves the Councillors' Allowances Scheme for 2023/24 to 2026/27 as set out in Appendix B to these minutes.

### **10. Recommendation 5 - Changes to the Constitution: Licensing Sub Committee (Taxis) Function**

Councillors Y Khan, Malik, Rana and Sivarajah left the room and took no part in the discussion or vote on this item.

The Full Council considered report [LDS/191](#) of the Head of Governance, People & Performance. Councillor Lamb as Chair of the Governance Committee presented the report which proposed changes to the Constitution which reflected the arrangements necessary to fulfil a recent decision by the Licensing Committee. The decision made was to delegate power to take decisions around the suspension of issuing hackney carriage (driver and vehicle) licences and private hire (driver/vehicle/operator) licences to a Licensing Sub-Committee (when specifically requested by the Chair of the Licensing Committee).

The Full Council was informed that included in the Supplementary Agenda – Items to Follow – Governance Minutes and Recommendations was report [LDS/194](#) which contained legal advice from the Head of Governance, People and Performance in respect of recommendation 5, following a request from the Governance Committee. The advice included a minor revision to the proposed terms of reference for the Licensing Sub-Committee (Taxis), which Councillor Lamb confirmed was the version he would be moving as the Constitutional change for the Full Council's consideration.

The recommendation was seconded by Councillor Lunnon.

Councillors Crow, Jones Jaggard, Burrett, Lanzer, Mwagale, Millar-Smith, Burgess and Peck spoke on the item. In response to queries raised during the debate, Councillors Irvine and Ali as Chair and Vice Chair of Licensing Committee respectively spoke on the item to provide context as to why the Committee had requested the establishment of the Licensing Sub-Committee (Taxis).

At the conclusion of the debate, the Mayor called for a recorded vote on the recommendation before the Full Council and invited the Democracy and Data Manager to commence the recorded voting process.

For: Ayling, Buck, Hart, Irvine, Jhans, Jones, K Khan, Lamb, Lunnon, C Mullins, S Mullins, Nawaz, Noyce, Pritchard, and Raja. (15)

Against: Ali, A Belben, T Belben, Bounds, Burgess, Burrett, Crow, Hellier, Jaggard, Lanzer, Millar-Smith, Mwagale, Peck, Pendlington and Piggott. (15)

Abstentions: (0)

Having put it to the vote which resulted in a tie, the Mayor used her casting vote to vote in support of the recommendation and as such it was carried.

## **RESOLVED**

That the Full Council approves:

1. The Constitutional changes establishing the Licensing Sub-Committee (Taxis) as set out in Appendix C to these minutes.
2. That meetings of the Licensing Sub-Committee (Taxis) follow the same procedure as set out in the General Committee Procedure Rules of the Constitution.
3. That the Head of Governance, People & Performance be delegated authority to amend all references to the "Licensing Sub-Committee" in the current Constitution to "Licensing Sub-Committee (Hearings)" and make any other consequential changes to the Constitution as necessary.

Councillors Y Khan, Malik, Rana and Sivarajah returned to the room once the item had concluded.

### **11. Recommendation 6 - Changes to the Constitution: Financial Approval Levels**

The Full Council considered report [LDS/192](#) of the Head of Governance, People & Performance. Councillor Lamb as Chair of the Governance Committee introduced the proposed constitutional change to Section J of the Financial and Budget Procedure Rules. The change aimed to marry up, for consistency purposes, the financial approval levels for purchasing land and property for housing delivery and to include the approval levels for the acquisition of land and property for investment. It was explained that the latter approval levels had been delegated to Head of Corporate Finance and included in their Sub-Delegation Scheme but were not referenced in the Constitution.

The recommendation was seconded by Councillor Bounds.

## **RESOLVED**

That the Full Council approves constitutional change to Section J of the Financial and Budget Procedure Rules as set out in Appendix D to these minutes.

### **12. Recommendation 7 - Notification of Urgent Decisions Protected from Call-In**

The Leader of the Council, Councillor Jones, introduced the item which was set out on pages 2 and 3 of the agenda. Councillor Jones had used the Urgent Action decision making powers set out in the Constitution and had also protected decisions from Call-In (in accordance with Call-In Procedure Rule 8).

The first decision, which was taken on 27 July 2022, was to approve the Council's Covid-19 Additional Relief Fund Discretionary Relief Guidelines and give delegated authority to designated senior officers to make relief awards within certain guidelines.

This decision was protected from Call-In so the Council could start supporting its businesses as soon as possible. The decision was reported in Councillors' Information Bulletin [IB/1141](#).

The second decision, which was taken on 14 September 2022, was to approve the Council's Revised Energy Rebate Discretionary Guidelines and give delegated authority to designated senior officers to make relief awards within these guidelines. This decision was deemed urgent and protected from Call-In so that an online application process could become live to enable the Council to start supporting eligible residents as soon as possible. The Scheme needed to be rolled out as soon as possible to enable people to apply to assist them with increased costs of utility bills. The decision was reported in Councillors' Information Bulletin [IB/1148](#).

Councillor Jones moved the recommendation, which was seconded by Councillor C Mullins.

### **RESOLVED**

The Full Council is requested to note the use of the Special Urgency and Protection from Call-In provisions in respect of the decisions taken by the Leader relating to the Council's Covid-19 revised Additional Relief Fund Discretionary Relief Guidelines which was taken on 27 July 2022 and the Council's Revised Energy Rebate Discretionary Guidelines which was taken on 14 September 2022.

#### **13. Notice of Motion 1 - Motion to protect Worth Forest**

The Full Council considered the [Notice of Motion](#) – Motion to Protect Worth Forest – as set out on page 21 of the agenda.

The Motion was moved and presented by Councillor Jaggard and in doing so gave further explanation of the reasoning behind the Motion. It was seconded and supported by Councillor Crow.

#### **14. Vote to Extend the Meeting (Guillotine)**

As the business of the meeting had not been completed within the scheduled two hours and 30 minutes, a vote on continuation in line with Council Procedure Rule 8.3 was held. The Mayor required the Full Council to consider if it wished to continue with the meeting.

Having put it to the vote, the Council agreed that the meeting be continued for an additional period not exceeding 30 minutes.

#### **15. Notice of Motion 1 - Motion to protect Worth Forest (Continued)**

Following the agreement of the Full Council to continue the meeting, the Mayor restarted the discussion on Notice of Motion 1 - Motion to Protect Worth Forest.

Councillor Jones then moved and presented [Amendment 1](#) (as shown in the Supplementary Agenda Order Paper). The Amendment was seconded by Councillor Jhans who also spoke on the item.

Councillors Lunnon, Lanzer, Pritchard, Burgess C Mullins, Burrett and Piggott all spoke during the debate.

Councillor Jaggard, using their right to reply, thanked all councillors for their support of the Motion. She commented that she was happy to accept Councillor Jones' amendment, but asked if Councillor Jones would consider adding Councillor Crow as the Opposition Leader to the list of signatories of the letters. She explained that it would show that the objection to the proposed Center Parcs at Worth Forest was a cross-party view and not politically motivated, particularly as Mid-Sussex District Council was a Conservative-run authority. The Mayor invited Councillor Jones to respond, who commented that he would like to hold a meeting with Councillor Crow first before agreeing. Councillor Crow confirmed he would be willing to discuss the matter.

The Mayor then called for the vote on the substantive Notice of Motion which included the accepted amendment, which was carried unanimously.

## RESOLVED

Crawley Borough Council states its objection to the proposal, announced last year by Center Parcs, to construct a 'holiday village' comprising up to 900 holiday lodges, a restaurant and swimming complex, across 553 acres of Worth Forest immediately to the south of Maidenbower, in the area known as Oldhouse Warren.

In doing so, this Council requests the Leader of the Council and Cabinet Member for Environmental Services and Sustainability to write to both Center Parcs and Mid-Sussex District Council, on behalf of the Council's entire membership, setting out Crawley's concerns about such a change of use of this site, and supporting the [environmental concerns that have been highlighted by the Sussex Planning for Nature Group](#), which is made up of the Sussex Wildlife Trust, the RSPB, the Woodland Trust, CPRE Sussex and the Sussex Ornithological Society.

## 16. Councillors' Questions Time

Question	Response
<p><i>Councillor Lanzer to the Leader of the Council:</i></p> <p>Is the Leader opposed to meeting with Mr Henry Smith, Crawley's MP? Is it not part of his duties to commit to regular meetings with Mr Smith?</p>	<p><i>Councillor Jones (Leader of the Council):</i></p> <p>I am actually due to meet with Mr Smith tomorrow. I am continuing the existing arrangements between the Council and Crawley's MP however the relationship is not positive – Mr Smith has previously made negative comments about members of this Council in Parliament. Since I have been Leader of the Council I don't think I have had a direct piece of correspondence from him. But any time there is an important issue, I will be happy to meet with him and have those conversations.</p>

<p><i>Councillor Burgess to the Cabinet Member for Public Protection and Community Engagement:</i></p> <p>I have recently spoken to Sussex Police to discuss problems caused by the sale of nitrous oxide. Nitrous oxide canisters tend to be used by young people aged 16-24, and can cause permanent nerve damage, paralysis, or even death. The Police would like to know if we could stop or restrict the sale of this to prevent it from getting into the wrong hands. Perhaps this could be done via a Public Space Protection Order. The Advisory Council on the Misuse of Drugs is already considering that nitrous oxide should come under the Misuse of Drugs Act. The canisters are also an environmental problem – I have collected over 20 recently from Three Bridges playing field.</p>	<p><i>Councillor S Mullins (Cabinet Member for Public Protection and Community Engagement):</i></p> <p>I am aware of the small silver canisters - we have a problem with those as they're left littered in our parks. I'd be very happy to talk to Sussex Police about how we can support them and will contact them about this. I've been in post as a Cabinet Member since May but unfortunately haven't had a meeting with the superintendent yet – I realise there are staffing changes and they are busy but it would be helpful discuss how to tackle the issues we have in Crawley.</p>
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**17. Vote to Extend the Meeting (Guillotine)**

As the business of the meeting had not been completed within the scheduled two hours and 30 minutes, a vote on continuation in line with Council Procedure Rule 8.3 was held. The Mayor required the Full Council to consider if it wished to continue with the meeting.

Having put it to the vote, the Council agreed that the meeting be continued for an additional period not exceeding 30 minutes.

**18. Councillors' Question Time (Continued)**

Following the agreement of the Full Council to continue the meeting, the Mayor restarted Councillors' Question Time

<p><i>Councillor Jaggard to the Cabinet Member for Environmental Services and Sustainability:</i></p> <p>It was disappointing that through the extremely hot weather, the fountain in Queens Square was not working. Why was it not working, and when is it due to be turned on?</p> <p>I know there is a specific maintenance</p>	<p><i>Councillor Jhans (Cabinet Member for Environmental Services and Sustainability):</i></p> <p>This is something we have been actively trying to resolve over the last few months. I'd be happy to discuss and brief you about it.</p> <p>It's being investigated at the moment so I will get back to you.</p>
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<p>plan required to keep the fountain up and running. Can you assure me that the reason for it not being on wasn't due to a lack of maintenance?</p>	
<p><i>Councillor Burrett to the Cabinet Member for Housing:</i></p> <p>At the last Full Council meeting it was agreed unanimously that a briefing note be prepared for consideration at the next meeting, following the petition that was submitted. At the time it was considered to be quite urgent, but we haven't had that briefing note at this meeting as was agreed. Could we be updated on this matter?</p>	<p><i>Councillor Buck (Cabinet Member for Housing)</i></p> <p>I am in discussion with officers about this matter and I will get back to you. If you would like any further information please feel free to email me.</p>
<p><i>Councillor Crow to the Cabinet Member for Planning and Economic Development:</i></p> <p>Following the refurbishment of Queens Square and Queensway, the plan was that the market would move to Queensway. The Council has also been the operator of the market for several years and this is costing us. We all want a successful market in Crawley and it would be great to have it in Queensway, but has any progress been made? Will the Council absolve itself of being the operator of the market and will it have its own operator as it did previously?</p> <p>I would welcome further details. Perhaps we could meet to discuss this at some point.</p>	<p><i>Councillor Nawaz (Cabinet Member for Planning and Economic Development):</i></p> <p>I'm not in a position to answer that currently but I will attain some more detail from officers and let you know.</p>
<p><i>Councillor A Belben to the Leader of the Council:</i></p> <p>At the last meeting of the Full Council you informed members that you expected all councillors to honour the seven principles of public life. It has come to my attention that one of your members does not have a register of interests published on the Council's website and this does not comply with those principles. Can the Leader explain this?</p>	<p><i>Councillor Jones (the Leader of the Council):</i></p> <p>I am not sure who you are referring to, but I know that it is the responsibility of each member to keep their register of interests is up to date. We will check and ensure this is the case.</p>

<p><i>Councillor T Belben to the Cabinet Member for Planning and Economic Development:</i></p> <p>Given the importance of the railway connections to the people of Crawley, was it wise for you as a Cabinet Member to be pictured on social media supporting the picket line at the recent rail workers strike?</p> <p>Did you speak to the people striking about their reasons for doing so and about their pay?</p>	<p><i>Councillor Nawaz (Cabinet Member for Planning and Economic Development):</i></p> <p>We've talked a lot at this meeting about supporting local people and workers. If I can help working people get better working conditions I will do so, and I believe this is especially important during the current cost of living crisis. I was at the strike in a personal capacity, not in my capacity as a Cabinet Member.</p> <p>It's not under my jurisdiction to ask people how much they get paid. But in general, we support better rights for workers.</p>
<p><i>Councillor Burrett to the Cabinet Member for Planning and Economic Development:</i></p> <p>You have said that it was not up to you to discuss with those rail workers who were on strike how much they were getting paid. However if you don't know how much they are paid, how can you support them?</p>	<p><i>Councillor Nawaz (Cabinet Member for Planning and Economic Development):</i></p> <p>I think you have misunderstood what I was trying to say. I was there in a personal capacity and wanted to support the workers. It's not my place to ask them how much they are paid.</p>
<p><i>Councillor Ali to the Cabinet Member for Environmental Services and Sustainability:</i></p> <p>We previously had some discussion about starting a School Street project in Gossops Green. Has there been any further movement on that?</p> <p>The officers gave a presentation off the back of my question about traffic around Gossops Green school. I wasn't made aware that West Sussex County Council needed to be involved in trying to get answers regarding this.</p>	<p><i>Councillor Jhans (Cabinet Member for Environmental Services and Sustainability):</i></p> <p>We had a meeting with the Council's Sustainability Officers about this – they went away to have some discussions about it with West Sussex County Council. I can find out how that's going and get back to you with an update.</p> <p>Implementing a school street needs a Temporary Traffic Regulation Order to be created by the County Council. I can investigate and get back to you.</p>
<p><i>Councillor T Belben to the Cabinet Member for Wellbeing:</i></p> <p>There is an issue with allotments in that they don't cost very much to rent,</p>	<p><i>Councillor C Mullins (Cabinet Member for Wellbeing):</i></p> <p>A few years ago we made a new contract with all allotment holders that said that if</p>

<p>so people sign up to them without thinking about much work it takes to keep them in good condition. I have heard of occasions where this can lead to them being badly kept and being an eyesore for residents. What can be done about allotments that aren't being well maintained?</p> <p>It was raised by a resident in Southgate - I will send you an email with some details.</p>	<p>they have medical problems which mean they can't run their allotment for a few months, they should make the Council aware. We would then normally put black sheeting over the top of that allotment to stop the weeds from spreading as that causes problems for neighbouring allotments, so this might be what you are referring to. If there are any specific sites you know of which are problematic I'd like to know about them.</p>
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**19. Receiving the Minutes of the Cabinet, Overview and Scrutiny Commission and Other Committees including Items for Debate**

Moved by Councillor Rana (as the Deputy Mayor): –

**RESOLVED**

That the following reports be received:

- a) Planning Committee – 12 July 2022
- b) Audit Committee – 25 July 2022
- c) Licensing Committee – 17 August 2022
- d) Planning Committee – 30 August 2022
- e) Overview and Scrutiny Commission – 5 September 2022
- f) Cabinet – 7 September 2022
- g) Overview and Scrutiny Commission – 5 September 2022
- h) Planning Committee – 4 October 2022
- i) Cabinet – 6 July 2022
- j) Governance Committee – 10 October 2022

**20. Item for Debate - Variation to the Crawley Borough Council Private Hire and Hackney Carriage Licensing Policy - Licensing Committee - 17 August 2022**

Councillors Y Khan, Malik, Rana and Sivarajah left the room and took no part in the discussion on this item.

Councillor Crow explained the rationale for bringing this item for debate. It was felt it was important to bring the matter forward as the chain of events that led to the extraordinary Licensing Committee meeting being called was unclear. There were also queries about conduct at the meeting and the roles of some officers present. Councillor Burgess also spoke on the item and in doing so conveyed her thanks to all officers present at the meeting. There were concerns, however, about Committee members' conduct.



Councillor Irvine responded on this item as the Chair of the Licensing Committee. It was clarified that the extraordinary meeting was called as a licensing issue had arisen and it was deemed important to hear all points of view on the subject so Committee members could consider all relevant matters. It was highlighted that various strong views were expressed at the meeting but all procedures had been followed.

Councillors Y Khan, Malik, Rana and Sivarajah returned to the room once the item had concluded.

## **21. Guillotine and End of the Meeting**

The Mayor informed the Full Council that as the business of the meeting had not been completed by 11.00pm, and in line with Council Procedure Rule 8.4, the guillotine must fall and the meeting was to end.

It was noted that Items for Debates, item was unable to be fully completed and as such the Mayor ended the Variation to the Crawley Borough Council Private Hire and Hackney Carriage Licensing Policy from the Licensing Committee held on 17 August 2022, discussion, however the Final Report of the Council-owned Neighbourhood Parades Scrutiny Panel from the Cabinet held on 7 September 2022 was unable to be considered.

The Mayor closed the meeting.

### **Closure of Meeting**

With the business of the Full Council concluded, the Chair declared the meeting closed at 11.02 pm

**J Hart (Mayor)**

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**Disclosures of Interest****Appendix A**

<b>Councillor</b>	<b>Item and Minute</b>	<b>Meeting</b>	<b>Type and Nature of Disclosure</b>
Councillor Irvine	Variation to the Crawley Borough Council Private Hire and Hackney Carriage Licensing Policy (Minute 3)	Licensing Committee 17 August 2022	Personal Interest – member of the Unite the Union.
Councillor Lamb	Variation to the Crawley Borough Council Private Hire and Hackney Carriage Licensing Policy (Minute 3)	Licensing Committee 17 August 2022	Personal Interest – member of the Unite the Union.
Councillor Y Khan	Variation to the Crawley Borough Council Private Hire and Hackney Carriage Licensing Policy (Minute 3)	Licensing Committee 17 August 2022	Disclosable Pecuniary Interest – private hire operator license holder.
Councillor Malik	Variation to the Crawley Borough Council Private Hire and Hackney Carriage Licensing Policy (Minute 3)	Licensing Committee 17 August 2022	Disclosable Pecuniary Interest – private hire/hackney carriage license holder.
Councillor Rana	Variation to the Crawley Borough Council Private Hire and Hackney Carriage Licensing Policy (Minute 3)	Licensing Committee 17 August 2022	Disclosable Pecuniary Interest – spouse is a private hire/hackney carriage license holder.
Councillor Sivarajah	Variation to the Crawley Borough Council Private Hire and Hackney Carriage Licensing Policy (Minute 3)	Licensing Committee 17 August 2022	Disclosable Pecuniary Interest – private hire operator license holder.
Councillor Ali	Section 106 Monies – Q3 2021/22 to Q1 2022/23 (Minute 6)	Planning Committee 30 August 2022	Personal Interest – Member of WSCC
Councillor Burrett	Section 106 Monies – Q3 2021/22 to Q1 2022/23 (Minute 6)	Planning Committee 30 August 2022	Personal Interest – Member of WSCC
Councillor Lanzer	Crawley BC's Equality, Diversity & Inclusion Statement 2022-2026 (Minute 5)	Overview and Scrutiny Commission 5 September 2022	Personal Interest – Member of WSCC

Councillor Lanzer	Crawley BC's Equality, Diversity & Inclusion Statement 2022-2026 (Minute 5)	Overview and Scrutiny Commission 5 September 2022	Personal Interest – WSCC Cabinet Member for Public Health & Wellbeing
Councillor Burrett	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 8)	Overview and Scrutiny Commission 5 September 2022	Personal Interest – Member of WSCC
Councillor Lanzer	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 8)	Overview and Scrutiny Commission 5 September 2022	Personal Interest – Member of WSCC
Councillor Lanzer	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 8)	Overview and Scrutiny Commission 5 September 2022	Personal Interest – WSCC Cabinet Member for Public Health & Wellbeing
Councillor Nawaz	Final Report of the Council-owned Neighbourhood Parades Scrutiny Panel (Minute 5)	Cabinet 7 September 2022	Disclosable Pecuniary Interest – a tenant of a retail unit owned by Crawley Borough Council.
Councillor S Mullins	Final Report of the Council-owned Neighbourhood Parades Scrutiny Panel (Minute 5)	Cabinet 7 September 2022	Personal Interest – a previous member of the Scrutiny Panel (prior to becoming a Cabinet Member).
Councillor Burrett	Proposed Increase of Weekly Rent to Council Owned Garages (Minute 6)	Overview and Scrutiny Commission 3 October 2022	Disclosable Pecuniary Interest – rents a CBC garage
Councillor Hart	Proposed Increase of Weekly Rent to Council Owned Garages (Minute 6)	Overview and Scrutiny Commission 3 October 2022	Personal Interest – daughter rents a CBC garage
Councillor Lanzer	Proposed Increase of Weekly Rent to Council Owned Garages (Minute 6)	Overview and Scrutiny Commission 3 October 2022	Disclosable Pecuniary Interest – rents a CBC garage
Councillor Burrett	Health and Adult Social Care Scrutiny Committee (HASC) (Minute 7)	Overview and Scrutiny Commission 3 October 2022	Personal Interest – Member of WSCC

Councillor Burgess	CR/2022/0256/RG3 – Western End of The Boulevard, Northgate, Crawley (Minute 6)	Planning Committee 4 October 2022	Personal Interest – Member of WSCC
Councillor Burrett	CR/2022/0256/RG3 – Western End of The Boulevard, Northgate, Crawley (Minute 6)	Planning Committee 4 October 2022	Personal Interest – Member of WSCC
Councillor Burrett	Proposed Increase of Weekly Rent to Council Owned Garages (Minute 7)	Cabinet 5 October 2022	Disclosable Pecuniary Interest – rents a CBC garage
Councillor Hart	Proposed Increase of Weekly Rent to Council Owned Garages (Minute 7)	Cabinet 5 October 2022	Personal Interest – daughter rents a CBC garage
Councillor Lanzer	Proposed Increase of Weekly Rent to Council Owned Garages (Minute 7)	Cabinet 5 October 2022	Disclosable Pecuniary Interest – rents a CBC garage
Councillor Nawaz	Proposed Manor Royal Business Improvement District (BID) Renewal ('BID 3') (Minute 8)	Cabinet 5 October 2022	Personal and Prejudicial Interest – Local Authority Director of the Manor Royal Business Improvement District, as the Cabinet Member for Planning and Economic Development.
Councillor Burrett	Final Report of the Independent Remuneration Panel (Councillors' Allowances Scheme 2023/24 to 2026/27) (Minute 6)	Governance Committee 10 October 2022	Personal Interest – Member of WSCC
Councillor Y Khan	Changes to the Constitution: Licensing Sub-Committee (Taxis) Functions (Minute 7)	Governance Committee 10 October 2022	Disclosable Pecuniary Interest – private hire operator license holder.
Councillor Malik	Changes to the Constitution: Licensing Sub-Committee (Taxis) Functions (Minute 7)	Governance Committee 10 October 2022	Disclosable Pecuniary Interest – private hire/hackney carriage license holder.

Councillor Rana	Changes to the Constitution: Licensing Sub-Committee (Taxis) Functions (Minute 7)	Governance Committee 10 October 2022	Disclosable Pecuniary Interest – spouse is a private hire/hackney carriage license holder.
Councillor Sivarajah	Changes to the Constitution: Licensing Sub-Committee (Taxis) Functions (Minute 7)	Governance Committee 10 October 2022	Disclosable Pecuniary Interest – private hire operator license holder.
Councillor Jaggard	Notice Of Motion 1 – Motion To Protect Worth Forest (Agenda item 8)	Full Council 19 October 2022	Personal Interest – Member of Woodlands Trust
Councillor Jaggard	Notice Of Motion 1 – Motion To Protect Worth Forest (Agenda item 8)	Full Council 19 October 2022	Personal Interest – Friends of the Earth

Councillor Burgess declares that she has a Personal Interest – Member of WSCC for all relevant items.

**COUNCILLORS' ALLOWANCES SCHEME 2023/2024 to 2026/2027  
(From 27 May 2023 to 28 May 2027)**

This Scheme may be cited as the Crawley Borough Council Councillors' Allowances Scheme, and shall have effect from 27 May 2023 to 28 May 2027.

In this Scheme:

"Councillor" means a Member of Crawley Borough Council who is a councillor.

"Year" means the approximate 12 month period beginning on the day following the Council's annual meeting and ending on the day of the Council's annual meeting in the following municipal year.

**1. BASIC ALLOWANCE**

Subject to paragraph 8, for each year the basic allowance specified in schedule 1 to this Scheme shall be paid to each councillor.

**2. SPECIAL RESPONSIBILITY ALLOWANCES**

For each year a special responsibility allowance shall be paid to those councillors and co-opted members who hold the special responsibilities in relation to the authority, including those of the Mayor and Deputy Mayor, that are specified in Schedule 1 to this Scheme.

Subject to paragraph 8, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.

**3. INDEXATION**

All allowances set out in Schedule 1 (with the exception of that of the Independent Person(s)) shall be subject to an indexation. The annual officers' pay increase (for the previous year) is to be applied, unless:

- (a) the officers' pay increase is not agreed before the beginning of the forthcoming municipal year, or
- (b) the officers' pay increase is a figure rather than a percentage, or
- (c) the officers' pay increase is a percentage which is higher than the amount by which the Council's fees and charges are to increase in the forthcoming financial year;

And in any of these cases the percentage by which fees and charges shall be increasing in the forthcoming financial year shall instead be applied to the allowances.

**4. TRAVELLING AND SUBSISTENCE ALLOWANCES**

(1) Travelling and subsistence allowances shall be paid to councillors and co-opted members in the following circumstances:

- (a) The attendance at a meeting of the authority or of any Committee or Sub-Committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any Committee or Sub-Committee of such a body.

- (b) The attendance at any other meeting, the holding of which is authorised by the authority, or a Committee or Sub-Committee of the authority, or a Joint Committee of the authority and at least one other authority within the meaning of Section 270(1) of the Local Government Act 1972, or a Sub-Committee of such a Joint Committee, provided that:
    - (i) Where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited.
    - (ii) If the authority is not so divided, it is a meeting to which at least two councillors have been invited.
  - (c) The attendance at a meeting of any association of authorities of which the authority is a member.
  - (d) The attendance at a meeting of the Cabinet or a meeting of any of its Committees, where the authority is operating Cabinet arrangements.
  - (e) The performance of any duty in pursuance of any standing order made under Section 135 of the Local Government Act 1972 (requiring a councillor or councillors to be present while tender documents are opened).
  - (f) The performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises.
  - (g) The carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or any of its Committees or Sub-Committees. (The duties approved by the Council for the payment of travelling, subsistence and dependant care allowances under this subsection are specified in Schedule 2 to this Scheme).
- (2) The level of travelling allowances payable to councillors and co-opted members shall be based on the HM Revenue & Customs approved mileage rates, as set out below. If any changes are made to the approved HMRC rates, the figures below shall be amended accordingly to remain in line with these rates:

	<b>First 10,000 miles</b>	<b>Each mile over 10,000</b>
<b>Cars and vans</b>	45p	25p
<b>Motor cycles</b>	24p	24p
<b>Bicycles</b>	20p	20p

In addition, councillors may claim a passenger supplement of 5p per mile for carrying passengers in a car or van who would otherwise be entitled to a travelling allowance.

Councillors may also claim costs incurred when travelling by public transport.

- (3) The level of subsistence allowances payable to councillors and co-opted members shall be the same as those paid to Crawley Borough Council officers. If any changes are made to the officers' rates, the figures below shall be amended accordingly to remain in line with these rates:



<b>Subsistence</b>	<b>Rate</b>
Tea (more than four hours absence including the period from 3.00pm to 6.00pm)	£3.53
Evening Meal (more than four hours absence ending after 7.00pm)	£11.03

- (4) Overnight rate should be the actual cost up to a maximum of £86.46 (or £99.51, if in London) subject to the Head of Governance, People & Performance being empowered to authorise a higher amount in specific instances where suitable accommodation cannot be found within the limit.

## **5. DEPENDANTS' CARERS' ALLOWANCE**

A Dependants' Carers' Allowance of the actual cost up to £9.60 per hour shall be payable to cover the cost of caring for a councillor's dependant children or elderly/disabled relatives whilst a councillor is undertaking an approved duty, provided the carer is not a member of the councillor's own household. In addition, the Dependants' Carers' Allowance, at the level prescribed above, shall be payable to cover the cost of a live-in nanny caring for a councillor's dependant whilst the councillor is undertaking an approved duty. In other circumstances where professional babysitting and care services are used and a minimum period for the service is imposed by the service provider, then the period in respect of which the allowance is payable shall include the whole period for which a councillor is charged.

The Dependants' Carers' Allowance shall only be payable in relation to duties described in paragraph 4 (a) to (g) above.

The rate of Dependants' Carers Allowance shall be amended, upon increase of the National Living Wage, to remain 10 pence above the National Living Wage.

## **6. LOCAL GOVERNMENT PENSION SCHEME**

As of 1 April 2014 no new councillors are able to join the Local Government Pension Scheme. Scheme membership for existing councillors was protected until the end of their then current 4 year term of office.

## **7. CO-OPTED MEMBERS**

Co-opted members shall receive travelling and subsistence allowances and any special responsibility allowance which might apply.

## **8. RENUNCIATION**

A councillor may, by notice in writing given to the Head of Corporate Finance, elect to forego any part of their entitlement to an allowance under this Scheme.

## **9. PART-YEAR ENTITLEMENTS**

- (1) The provisions of this paragraph shall have effect to regulate the entitlements to basic and special responsibility allowances (including those of the Mayor and Deputy Mayor) where, in the course of a year, this Scheme is amended or that councillor becomes, or ceases to be, a councillor, or an office holder accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.

- (2) If an amendment to this Scheme changes the amount to which a councillor or an office holder is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:
  - (a) Beginning with the year and ending with the day before that on which the first amendment in that year takes effect or
  - (b) Beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,

The entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

- (3) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which their term of office subsists bears to the number of days in that year.
- (4) Where this Scheme is amended as mentioned in sub-paragraph (2), and the term of office of a councillor does not subsist throughout the period mentioned in sub-paragraph (2) (a), the entitlement of any such councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during their term of office as a councillor subsists bears to the number of days in that period.
- (5) Where an office holder has during part of, but not throughout, a year such special responsibilities as entitle them to a special responsibility allowance, that office holder's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.
- (6) Where this Scheme is amended as mentioned in sub-paragraph (2), and an office holder has during part, but does not have throughout the whole, or any period mentioned in sub-paragraph (2) (a) of that paragraph any such special responsibilities as entitle them to a special responsibility allowance, that office holder's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which they have such special responsibilities bears to the number of days in that period.

## **10. PAYMENTS**

Payments by direct bank credit shall be made in respect of basic and special responsibility allowances and pensions in monthly instalments and are usually paid on the 20<sup>th</sup> of each month. Where the 20<sup>th</sup> falls on a weekend, payments will be made on the previous Friday. Each month's allowance is calculated on the basis of one twelfth of the annual allowance, and is for the period of that calendar month, and payment for individual days is calculated by dividing the monthly sum by the number of days (including Saturdays and Sundays) in the particular month (subject to paragraph 9 above).

## SCHEDULE 1

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances:

Office Holder	Allowance Payable 2023/24 (£)*
Basic allowance (all councillors)	6,617
Leader of the Council	15,885
Cabinet Portfolio Holders	7,942
Chair of Overview and Scrutiny Commission	7,106
Chair of any Scrutiny Panel	1,262
Chair of Planning Committee	6,617
Chair of Licensing Committee	5,453
Chair of Governance Committee	2,649
Chair of Audit Committee	2,649
Chair of Budget Advisory Group (payable provided the post holder is not a Cabinet Member)	1,262
Leader(s) of minority group(s) (differential rates depending on number of members in that Group): <ul style="list-style-type: none"><li>• basic allowance</li><li>• additional payment per group Member</li></ul>	2,448 305
Mayor	6,361
Deputy Mayor	954
Independent Person(s) (Standards) **	750

All councillors receive the basic allowance and any relevant special responsibility allowance.

No councillor is entitled to more than one special responsibility allowance.

\* All allowances are to increase via indexation, the amount of which is to be confirmed.

\*\* The Monitoring Officer, in consultation with the Leader of the Council and all Group Leaders, has been authorised to set the initial allowance and expenses for the Independent Persons and to review annually thereafter.

## **SCHEDULE 2**

**The following are approved duties for the payment of travelling, subsistence and dependants' carers' allowances in accordance with sub-section 4 (1) (g) of this Scheme:**

- (i) Attendance at seminars and training courses funded by the Crawley Borough Council, whether held in the Town Hall or elsewhere.
- (ii) Attendance at meetings with Council officers in connection with Crawley Borough Council duties.
- (iii) Attendance at meetings with other local authorities, central government or other agencies in connection with Crawley Borough Council duties.
- (iv) Attendance at meetings with members of the public in connection with Crawley Borough Council duties.
- (v) Attendance at meetings with voluntary organisations or public sector bodies, award ceremonies, or public events in connection with Crawley Borough Council duties.

**LICENSING SUB-COMMITTEE (TAXIS)**

(Panel of 5 drawn from the Licensing Committee Members. Any Panel must reflect the political balance of the Council)

**1. PURPOSE**

To discharge functions of the Council as Licensing Authority in relation to the suspension of issuing hackney carriage (driver and vehicle) licences and private hire (driver/vehicle/operator) licences.

**2. CALLING AND HOLDING A MEETING OF THE LICENSING SUB-COMMITTEE (TAXIS)**

A Sub-Committee can **only** be called at the request of the Chair of the Licensing Committee.

Once the Chair of the Licensing Committee has called a Sub-Committee meeting, that meeting will be held within 15 working days.

**3. RESPONSIBILITIES OF THE LICENSING SUB-COMMITTEE (TAXIS)**

To review whether to suspend the issuing of:

- Hackney carriage (driver and vehicle) licences.
- Private hire (driver/vehicle/operator) licences.

**4. DECISIONS WHICH WILL BE TAKEN BY THE LICENSING SUB-COMMITTEE (TAXIS)**

To determine whether it is necessary to suspend the issuing of:

- Hackney carriage (driver and vehicle) licences.
- Private hire (driver/vehicle/operator) licences.

Any temporary suspension implemented by the Licensing Sub-Committee (Taxis) shall be reviewed at the next-but-one scheduled meeting of the Licensing Committee.

*NB:*

*All decisions relating to suspending licences will be taken by the Head of Community Services unless the Chair of the Licensing Committee specifically requests that a Licensing Sub-Committee (Taxis) meeting be called.*

**5. DOCUMENTS RELATED TO THE LICENSING SUB-COMMITTEE (TAXIS)**

- Council Officer Responsibilities and Decision Making
- Licensing Committee meeting documents from 17 August 2022.

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**CHANGES TO THE CONSTITUTION: FINANCIAL APPROVAL LEVELS**

**UPDATED**

**J. FINANCIAL APPROVAL LEVELS AND PROCUREMENT THRESHOLDS (EXTRACT FROM THE FINANCIAL AND BUDGET PROCEDURE RULES SECTION OF THE CONSTITUTION)**

**Financial Approval Levels**

	Budget Transfers		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 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						<i>For housing delivery:</i> Within the limits of the Housing Revenue Account Budget			

	Budget Transfers		Redundancies/early retirement	Supplementary Estimate		Purchase land/property	Asset Disposal	Write-offs	Sale of land
	Revenue	Capital		Revenue	Capital				
Corporate Finance *									
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 £50,000, or 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.