

Crawley Borough Council

Minutes of Full Council

Wednesday, 13 December 2023 at 7.30 pm

Councillors Present:

J Hart (Mayor)

K Khan (Deputy Mayor)

Z Ali, I Ashraf, M L Ayling, T G Belben, J Bounds, C M Burke, B J Burgess, J Charatan, D Crow, H Hellier, I T Irvine, K L Jaggard, G S Jhans, Y Khan, M G Jones, P K Lamb, R A Lanzer, T Lunnon, K McCarthy, J Millar-Smith, M Morris, C J Mullins, S Mullins, A Nawaz, B Noyce, D M Peck, S Piggott, S Pritchard, T Rana, J Russell and S Sivarajah

Also in Attendance:

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| Mr Peter Nicolson | Independent Person |
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Officers Present:

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| Siraj Choudhury | Head of Governance, People & Performance |
| Ian Duke | Chief Executive |
| Alison Hunt | Web Development Manager |
| Heather Girling | Democratic Services Officer |
| Chris Pedlow | Democracy & Data Manager |

Apologies for Absence:

Councillor M Mwagale, A Pendlington and S Raja

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| Mr Russell Brown | Independent Person |
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1. Minute's Silence

The Mayor held a minute's silence in memory of the Council's former Independent Standards Member, Barry Jones, who sadly passed recently.

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 18 October 2023 were approved as a correct record and signed by the Mayor.

4. Communications

The Mayor updated the Council on events since the last meeting, which included attending the official handing over of the keys event for the new St Catherine's Hospice building in Pease Pottage, ending 40 years of the hospice being located in Southgate. The Mayor also attended the naming ceremony of the new flats in Brighton Road after the Council's late Mayor, Raj Sharma.

In November, in time for Remembrance weekend, the Mayor was pleased and proud to present the new Crawley Standard, purchased with monies from the CBC Small Grants Fund, to the Armed Forces Veterans Breakfast Club on the mezzanine floor in the Town Hall. At the end of November, the Mayor attended the 2nd Downs Syndrome Swimming Club's UK Championships.

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

5. Public Question Time

| Questioner's Name | Name of Councillor Responding |
|---------------------------|---|
| Mr Robin Burnham, Bewbush | <i>In line with the Constitution, the Mayor rejected the question as it did not relate to an issue for which the Council held responsibility, or which specifically affected the borough.</i> |

6. Recommendation 1 – Appointment of Deputy Chief Executive

The Leader presented the recommendations from the Councillors' Employment Panel. It was noted that, following a rigorous recruitment process involving several high-calibre candidates and several rounds of interviews with the Chief Executive, staff and the Employment Panel, the Employment Panel's nomination as the Council's new Deputy Chief executive was Chris Page, who was currently Climate Change and Sustainability Director at the London Borough of Southwark.

The Leader of the Opposition Councillor Crow seconded the recommendation of Chris Page as the new Deputy Chief Executive and commented that he was looking forward to working with him.

RESOLVED

That the Full Council

1. notes the Employment Panel nomination of Chris Page as the new Deputy Chief Executive.

2. agrees the appointment of Chris Page to the position of Deputy Chief Executive of Crawley Borough Council with an approximate start date of 1 March 2023, at a salary of £104,452 p.a.

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

The Full Council considered report [CEX/066](#) of the Chief Executive/Returning Officer. Councillor Lamb as the Chair of the Governance Committee moved the report, which set out proposals for the polling arrangements for Crawley following the statutorily required review of Polling Districts, Polling Places and Polling Stations. It was noted that the only proposed change from the previous scheme was that the Mill Primary Academy was no longer to be used as a polling station; the rationale being the comments received by the school as a part of the consultation process and that accessibility onto the school grounds was not adequate for voters with disabilities.

The recommendation was seconded by Councillor Crow.

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

RESOLVED

That Full Council approves the proposed changes to Polling Places and Polling Stations location and Scheme as detailed in Appendix A to these minutes with the Electoral Register amended to reflect new scheme commencing on 1 February 2024.

8. Recommendation 3 – Changes to the Constitution

The Committee considered report [LDS/209](#) of the Head of Governance, People & Performance which proposed various changes to the Constitution. Councillor Lamb as the Chair of the Governance Committee moved the recommendation, and it was seconded by Councillor Crow.

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

RESOLVED

That Full Council approves the proposed amendments to the Constitution set out in Appendix C to these minutes.

9. Recommendation 4 – Budget Strategy 2024/25

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

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

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

Councillor Crow then moved and presented [Amendment 1](#) (as shown in the Supplementary Agenda Order Paper). The Amendment was seconded by Councillor Ali.

A single debate occurred on both the recommendation and the proposed amendment. Councillors Irvine, Lanzer, and S Mullins all spoke during the debate.

Councillor Jones, using his right to reply, confirmed that he was willing to accept the amendment.

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

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

RESOLVED

That Full Council:

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

- iv. that there are uncertainties around Government funding prior to the settlement in December and the delay in Local Government Funding reforms such as business rates retention and the future of New Homes Bonus.
- f) notes the recent welcome announcement from Government, that additional funding would be made available to assist with any additional cost pressures that arise, if significant numbers of Chagossian British citizens move to Crawley.

10. Recommendation 5 – Crawley Station Gateway - Phase 1

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

The recommendation was seconded by Councillor Nawaz.

Councillor Crow spoke on the recommendation.

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

RESOLVED

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

11. Recommendation 6 – Western Boulevard Scheme - Crawley Growth Programme

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

The recommendation was seconded by Councillor Nawaz.

Councillor Ali spoke on the recommendation.

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

RESOLVED

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

12. **Recommendation 7 – Crawley Innovation Centre - Additional Towns Fund Monies – PART B**

The Mayor informed the Full Council that it was the intention to hold the discussion on recommendation 7 - Crawley Innovation Centre - Additional Towns Fund Monies in open public session (Part A), noting that the report PES/449 of the Head of Economy and Planning was an exempt (Part B) report.

The Leader of the Council presented the report which sought agreement to add Towns Fund monies to the Crawley Innovation Centre project and seek additional delegations to ensure the project can commence without delay.

The recommendation was seconded by Councillor Nawaz.

Councillors Lunnon, Burgess, C Mullins, McCarthy, Lamb, Crow and Belben spoke on the recommendation.

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

RESOLVED

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

13. **Councillors' Questions Time**

| <i>Name of Councillor asking Question</i> | <i>Name of Cabinet Member Responding</i> |
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| Councillor Hellier to the Cabinet Member for Leisure and Wellbeing Supplementary question to written question - <i>Thank you for your response on the question. In relation to phase 2 of the funding, I welcome the fact it's going to be linked to energy efficiencies and I would be interested to find out how we plan to use that part of the funding.</i> | Councillor C Mullins, Cabinet Member for Leisure and Wellbeing <i>The most expensive energy use within K2 Crawley is the swimming pool. It is amazing that the pool has managed to stay open as we come out of the Covid pandemic and with the high rising energy costs. The money from Sport England is well received and it will be used for revenue finances for the running of the pool, which will be closely monitored. We will be working with our contractor Everyone Active as the money will assist in relieving the burdens in other areas of the business as swimming is a vital sport for health and wellbeing.</i> |

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| <p>Councillor Crow to the Leader of the Council</p> <p><i>I see that the response to my question was a referral to the Councillors' Information Bulletin. However, this was published after my question was submitted and then tonight we have received a Cabinet Member announcement about the fountains in Queen's Square but there is no mechanism to ask questions on Cabinet Member announcements.</i></p> <p>Supplementary question – <i>I discovered on Sussex World Online that the Council's contractors Mears and Liberty are apparently taking strike action and dates are planned for January. This is the first I have heard of this. Given the industrial dispute, does the Leader and his members support this industrial action?</i></p> <p>Supplementary question – <i>I learned online that there was industrial action and I learned tonight that it was going to be called off but that would have been a good Cabinet Member announcement. Further to what I read online, the Unite Regional Officer said that ultimately Unite members want the contract taken back in-house by the local authority. Does the Leader support that position?</i></p> | <p>Councillor Jones, Leader of the Council</p> <p><i>I'm afraid I don't have much information to provide. The approach from Unite was a little unexpected. The threat of strike action preceded the approach for dialogue. I have agreed to meet with Unite to discuss this further, which has resulted in Unite cancelling the strike action that was scheduled for this month. I never said I was never willing to meet. Pay with staff has been harmonised and been increased the JNC and the delay in the pay rise has also been criticised but this was to ensure it was in line with the JNC as well. I believe we have a good, respectful dialogue with all our employee representatives.</i></p> <p><i>I am not withholding any information but I do not want to engage about terms and conditions with contractors and their representatives over the council chamber. I do strive to listen very carefully to any concerns anyone wishes to raise and that includes Unite.</i></p> |
| <p>Councillor Russell to the Cabinet Member for Environment, Sustainability and Climate Change</p> <p><i>Can I thank the Cabinet Member for writing to WSCC after the motion at the last Full Council meeting to press them to restore the recycling credits as part of the effort to help increase recycling rates. Having seen the response he received as published in the Councillors' Information Bulletin, does he share my disappointment that it is clear that WSCC has no intention of passing on any of benefits of this recycling source they will receive by restoring the credits? Does he also believe that they are deliberately ignoring how much the changes being imposed by the Government will cost this council? Can he advise how much our officers have estimated imposing the burdens of the waste strategy are going to cost this</i></p> | <p>Councillor Noyce, Cabinet Member for Environment, Sustainability and Climate Change</p> <p><i>I think the Cabinet Member at WSCC is failing to acknowledge the increased costs this council will be facing as the waste collection authority. The details for support costs associated with 'Simpler Recycling' is weighted, however it would appear that more is to fund initial capital costs and transition costs rather than ongoing revenue. Whilst it is all very well for the government to make a contribution towards purchasing the vehicles, we will still then need to pay the further costs which there is no indication the council will have support from the government. The additional revenue costs estimated by council officers is £550,000pa although with current pressures, supply chain and staff costs</i></p> |

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| <p><i>council as the waste collection authority, on top of revenue expenditure? Is there any indication that the Government intends to pay for anything extra to cover that amount?</i></p> | <p><i>that final increase will be greater by 2026 when this comes into effect. This is an additional expense that no local authority can absorb easily at the moment. It is not clear at the moment what revenue support will be provided by external funding.</i></p> |
| <p>Councillor Ali to the Leader of the Council</p> <p><i>Local authorities have been offered official portraits of our Sovereign King Charles III, is our portrait on the way and have we identified a suitable prominent location for our residents to enjoy?</i></p> | <p>Councillor Hart, The Mayor</p> <p><i>The official portrait has just this week been delivered and it's in the Mayor's Parlour at the moment awaiting fixture so hopefully within the next couple of days it will be up in the Mayor's Parlour.</i></p> |
| <p>Councillor Ayling to the Cabinet Member for Leisure and Wellbeing</p> <p><i>Can I ask whether the Cabinet Member considers that the small grants scheme has been a success this year? I understand demand from local groups has been high so if it is looking like a small grants fund is going to be entirely spent before the end of the year. Is there any possibility that the amount available can be increased to reflect demand? Also are there any awards in the last year that have particularly stood out to you as worthwhile?</i></p> | <p>Councillor S Mullins, Cabinet Member for Community Engagement and Culture</p> <p><i>We have a great grants scheme and give a lot of strategic grants and to some important organisations such as Relate, Citizens Advice and Open House. We give out small grants ranging from £500-£2500 to various community organisations to provide services to our local residents, and some of those then progress to apply for strategic grants as the small grant scheme provides the 'stepping stone' to success. This year we've had more applications and the £50,000 the council has to distribute has virtually been used up. Therefore, next year I am proposing that we move £10,000 from the strategic grants across to the small grants as the demand on their services has increased dramatically since Covid and there is a lack of volunteers. Ten Little Toes is a special organisation which supplies goods and baby supplies to families who are struggling. Having started in someone's living room with the aid of a small grant, the organisation has managed to take on a lease and extend its operation.</i></p> |

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| <p>Councillor Burgess to the Cabinet Member for Planning and Economic Development</p> <p><i>I would appreciate an update on the removal of the old town hall and the possible building of much needed housing in its place. Will the council have to carry the cost of both?</i></p> | <p>Councillor Jones, Leader of the Council</p> <p><i>Officers are still working through precise arrangements for the old town hall as there is an options appraisal taking place. I hope to be able to move forward with that shortly but there are a few clarification points before I can share further information with you.</i></p> |
| <p>Councillor Pritchard to the Leader of the Council</p> <p><i>I have a question about Reinforced autoclaved aerated concrete (RAAC), because of the prominence in the news about the concern over its use in public buildings and potential safety risks. Please can the Leader advise if officers have found any examples of this in any of our council buildings and if so, is this of immediate concern?</i></p> | <p>Councillor Jones, Leader of the Council</p> <p><i>You are correct that the presence of RAAC in public buildings has been prominent in the news. It is worth noting that the presence of RAAC in itself does not necessarily present an immediate risk. The greater risk is where there may have been water ingress which may have penetrated the structure material. Crawley has been good over the years at managing its assets as part of the planned maintenance programme, which in turn has mitigated the potential risks of RAAC. There was RAAC reported at the theatre in Redhill which did provide concerns as to whether there was any RAAC at the Hawth, so I'm pleased to confirm that an extensive survey by the council's Structural Engineer has been completed and I can confirm that there has been no RAAC found at the Hawth. RAAC has not been found in any council owned building with the exception of the plant room of Ashdown House, which is one of the council's commercial properties. I understand this is confined to one small building sited on the roof of the property. An engineer has inspected it and it is stable so there is no immediate impact, and it will need to be rectified in due course. Officers are continuing to highlight buildings that are potentially high risk and that's based around age, type of construction or water ingress and those site surveys will continue.</i></p> |

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| <p>Councillor Jaggard to the Cabinet Member for Public Protection</p> <p><i>The council's Licensing Department, a service that should be self-funding, has been running at a loss for years due to the low fees and charges. Over the last 3 years, the deficit stands at approximately £114,000 which is projected to rise substantially in the future. Does the Cabinet Member feel that this is a satisfactory state of affairs for residents to be subsidising taxi drivers and when does she plan that the service to become self-funding? Which year will this happen? Other small businesses in Crawley are not subsidised so what is the criteria that is determined which businesses are to be worthy of a council subsidy?</i></p> | <p>Councillor Y Khan, Cabinet Member for Public Protection</p> <p><i>I'm afraid I don't have the information at the moment, but I will come back to you.</i></p> |
| <p>Councillor Lunnon to the Cabinet Member for Environment, Sustainability and Climate Change</p> <p><i>Residents in Crawley, especially in Broadfield, are suffering from potholes at the moment. An area of particular concern is at Broadfield Barton car park which is the responsibility of Crawley Borough Council. In addition, the lighting in the Barton car park has become problematic recently. Please could the Cabinet Member confirm when the Broadfield Barton car park potholes will be repaired and also confirm the who is responsible for the lighting in the car park?</i></p> | <p>Councillor Noyce, Cabinet Member for Environment, Sustainability and Climate Change</p> <p><i>Thank you for your question. I can confirm the potholes are due to be repaired Saturday this week. The lighting, which is the responsibility of Crawley Borough Council, underwent an assessment this week and I can confirm that the council is aiming to begin replacement of lamps and wider repairs next week.</i></p> |

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

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

RESOLVED

That the following reports be received:

Licensing Committee – 19 October 2023

Planning Committee – 24 October 2023

Overview and Scrutiny Commission – 30 October 2023

Planning Committee – 14 November 2023

Employment Panel – November 2023

Audit Committee – 21 November 2023

Overview and Scrutiny Commission – 27 November 2023

Governance Committee – 28 November 2023
Cabinet – 29 November 2023

15. Item for Debate - Proposed Fees and Charges for 2023: Hackney Carriage and Private Hire Licensing Regime

Councillor Lanzer explained the rationale for bringing forward this item for debate. He commented that paragraph 6.3 of the report that was before the Licensing Committee stated that: *It is important to note that this service is required to recognise a cost-neutral position as assessed over a three-year period.* The recommendation was for a 10% fare increase, but the Committee had decided upon a 7% increase. A question was therefore raised to the Chair of the Licensing Committee as to how legal the policy was if the Committee knowingly adopted an increase that meant the service would not be cost neutral, especially as there was a deficit for the service over the last three years of over £110k.

Councillors Jones and Jaggard also spoke on the subject.

Councillor Ashraf as Chair of the Licensing Committee responded to this, stating that all Committee members were given the opportunity to ask questions of the officers over the proposal before them and to express their views at the meeting. Ultimately any decision taken at the Committee was taken by the majority of Committee members and sometimes to achieve that majority, compromises or changes to the proposal were required. In regard to the fee increase, they were raised by 5% at the beginning of the year, then a further charge of £15 for compliance check and then the 7% recently agreed.

16. Item For Debate - Planning Application CR/2023/0484/FUL – 9 Mill Road.

Councillor Crow explained his rationale for bringing forward this item for debate. He raised concerns over the decision that had been made, and the potential for further 'bad' planning decisions being made in the future. The application related to a significant development in a tight road. Only three members attended a site visit and they all voted against it having seen the location. The Committee seemed not to address concerns over the lack of parking, and how the proposed property would overlook neighbouring properties being only 9 metres away.

Councillors Burgess, S Mullins and Jaggard also spoke on the subject.

Councillor Pritchard, as Chair of the Planning Committee, responded on this item. He confirmed he understood the concerns raised at the meeting about the application, and that the Planning Committee is a quasi-judicial meeting and Committee members cannot be subject to the party whip. The Committee members must look at the evidence before them. The site had come before the Committee numerous times before, but on each occasion was judged on its merits at the time. The Committee was within its jurisdiction to add additional planning conditions and there was some learning over how planning policy was considered going forward. There was a need for improved responses from WSCC over traffic issues which it was highlighted would certainly help the Committee.

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. Item for Debate - Treasury Management Mid-Year Review 2023-24

Councillor Lanzer explained his rationale for bringing forward this item for debate. Referencing the report, he explained that he wished to highlight a couple of points that the total funds within treasury management combined with the Council's investment properties totalled approximately £150m. The investment properties including the Create Building make up 30% of that figure and that is in an illiquid asset class and that factor should be remembered. The Council has about £80m loaned to other local authorities which was significant, and there were some poor interest rates including a 1.5% rate of return with Derbyshire County Council.

The treasury management policy stated that the Council cannot invest more than £10m with any one body except the Government, but there were deposits of £15m with NatWest, and up to £15m could be invested with other local authorities. The report presented some confusion on this matter.

Councillor Jones, as the Cabinet Member with responsibility for Treasury Management, responded on this item stating that he noted the comments on the property assets, whilst not necessarily agreeing, diversification to balance risk was a fair point. The Council's treasury management was in a healthy place as it was bringing in £2.4m of additional income from investments, £600k more than expected in quarter 1. On the matter of the 1.5% interest rate with Derbyshire CC, this was set some time ago and was considered a good rate at the time but not in hindsight – however all other recent investments were at much better rates. Cllr Jones stated that he would provide councillors with further information on this matter.

Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 10.08 pm

**J Hart
(Mayor)**

Disclosures of Interest**Appendix A**

| Councillor | Item and Minute | Meeting | Type and Nature of Disclosure |
|--------------------|--|---------------------------------------|--|
| Councillor Ali | Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (Minute 4) | Planning Committee 24 October 2023 | Personal interest – employed by a company based at Gatwick Airport. |
| Councillor Ali | Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (minute 4) | Planning Committee 24 October 2023 | Personal interest – a West Sussex County Council Councillor. |
| Councillor Jaggard | Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (minute 4) | Planning Committee 24 October 2023 | Personal interest – donates to, but has no direct contact with, environmental charities which have an opinion on the matter. |
| Councillor K Khan | Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (minute 4) | Planning Committee 24 October 2023 | Personal interest – previously employed at Gatwick Airport. |
| Councillor K Khan | Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (minute 4) | Planning Committee 24 October 2023 | Personal interest – has attended meetings with organisations that have an opinion on the matter. |
| Councillor Nawaz | Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (minute 4) | Planning Committee 24 October 2023 | Personal interest – a Gatwick Airport Community Group (Gatcom) representative. Has attended meetings regarding the matter. |

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| Councillor Nawaz | Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (minute 4) | Planning Committee 24 October 2023 | Personal interest – a trustee of Gatwick Airport Community Trust. |
| Councillor Nawaz | Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (minute 4) | Planning Committee 24 October 2023 | Personal interest – employed by a company that has business relations with Gatwick Airport. |
| Councillor Noyce | Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (minute 4) | Planning Committee 24 October 2023 | Personal interest – a Gatwick Airport Community Group (Gatcom) representative. Has attended meetings regarding the matter. |
| Councillor Pritchard | Gatwick Airport Northern Runway Development Consent Order – Crawley Borough Council Relevant Representation (minute 4) | Planning Committee 24 October 2023 | Personal interest – employed by Govia Thameslink, which serves Gatwick Airport railway station. |
| Councillor Ali | Planning Application CR/2023/0197/FUL – Land Adjacent to Hydehurst Lane, Northgate (minute 4) | Planning Committee 14 November 2023 | Personal interest – a West Sussex County Councillor. |
| Councillor Ali | Planning Application CR/2023/0484/FUL – 9 Mill Road, Three Bridges (minute 6) | Planning Committee 14 November 2023 | Personal interest – a member of West Sussex County Council’s Planning and Rights of Way Committee. |
| Councillor Lanzer | Crawley Station Gateway Phase 1 (Minute 7) | Overview and Scrutiny Commission 27 November 2023 | Personal Interest – Member of WSCC |
| Councillor Lanzer | Crawley Station Gateway Phase 1 (Minute 7) | Overview and Scrutiny Commission 27 November 2023 | Personal Interest – WSCC Cabinet Member Representative on the Crawley Growth Programme |

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| Councillor Lanzer | Western Boulevard Scheme – Crawley Growth Programme (Minute 8) | Overview and Scrutiny Commission 27 November 2023 | Personal Interest – Member of WSCC |
| Councillor Lanzer | Western Boulevard Scheme – Crawley Growth Programme (Minute 8) | Overview and Scrutiny Commission 27 November 2023 | Personal Interest – WSCC Cabinet Member Representative on the Crawley Growth Programme |
| Councillor Lanzer | Health and Adult Social Care Scrutiny Committee (HASC) (Minute 9) | Overview and Scrutiny Commission 27 November 2023 | Personal Interest – Member of WSCC |
| Councillor Lanzer | Health and Adult Social Care Scrutiny Committee (HASC) (Minute 9) | Overview and Scrutiny Commission 27 November 2023 | Personal Interest – Cabinet Member for Public Health & Wellbeing |
| Councillor Lanzer | Crawley Innovation Centre – Additional Towns Fund Monies (Minute 13) | Overview and Scrutiny Commission 27 November 2023 | Personal Interest – Member of Town Deal Board |
| Councillor Ali | Crawley Station Gateway Phase 1 (Minute 9) | Cabinet 29 November 2023 | Personal Interest – Member of WSCC |
| Councillor Burgess | Crawley Station Gateway Phase 1 (Minute 9) | Cabinet 29 November 2023 | Personal Interest – Member of WSCC |
| Cabinet 29 November 2023 | Crawley Station Gateway Phase 1 (Minute 9) | Cabinet 29 November 2023 | Personal Interest – Member of WSCC |
| Councillor Ali | Western Boulevard Scheme – Crawley Growth Programme (Minute 10) | Cabinet 29 November 2023 | Personal Interest – Member of WSCC |
| Councillor Burgess | Western Boulevard Scheme – Crawley Growth Programme (Minute 10) | Cabinet 29 November 2023 | Personal Interest – Member of WSCC |

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| Councillor Crow | Western Boulevard Scheme – Crawley Growth Programme (Minute 10) | Cabinet 29 November 2023 | Personal Interest – Member of WSCC |
| Councillor Rana | Item for Debate - Proposed Fees and Charges for 2023: Hackney Carriage and Private Hire Licensing Regime (Minute 15) | Full Council 13 December 2023 | Personal Interest – private hire/hackney carriage license holder. |
| Councillor Sivarajah | Item for Debate - Proposed Fees and Charges for 2023: Hackney Carriage and Private Hire Licensing Regime (Minute 15) | Full Council 13 December 2023 | Personal Interest – private hire/hackney carriage license holder. |

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

Bewbush & North Broadfield Ward

Polling District LAA

No Change Proposed

Polling Place: Bewbush Centre Dorsten Square.

Electors: 6132

Postal Voters: 1098

Polling District LAB

No Change Proposed

Polling Place: Broadfield Scout Hut, Seymour Road.

Electors: 921

Postal Voters: 206

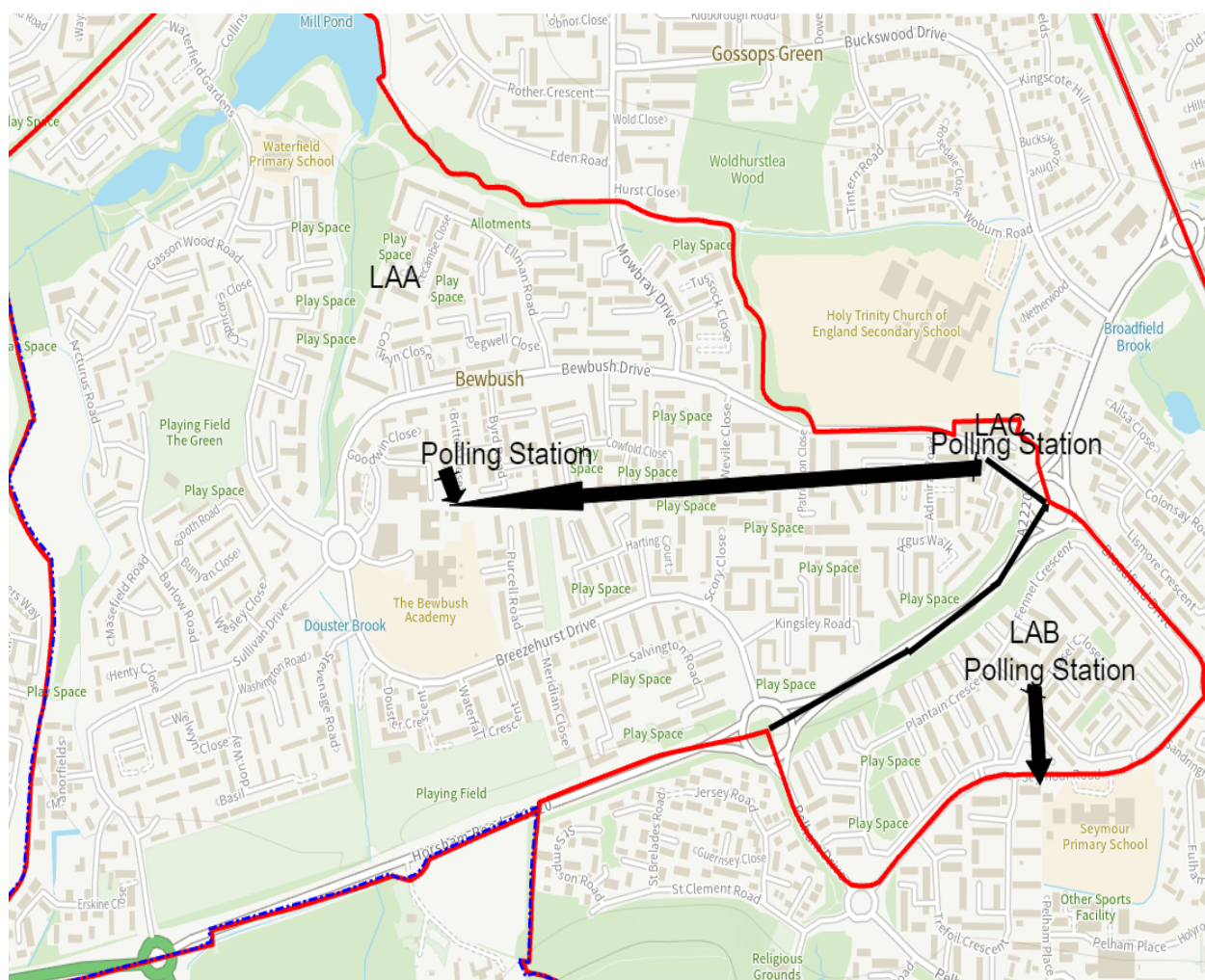
Polling District LAC

No Change Proposed

Polling Place: Bewbush Centre, Dorsten Square.

Electors: 37

Postal Voters: 5



Broadfield Ward

Polling District LBA

No Change Proposed

Polling Place: Broadfield Youth and Community Centre Broadfield Barton.

Electors: 4585

Postal Voters: 905

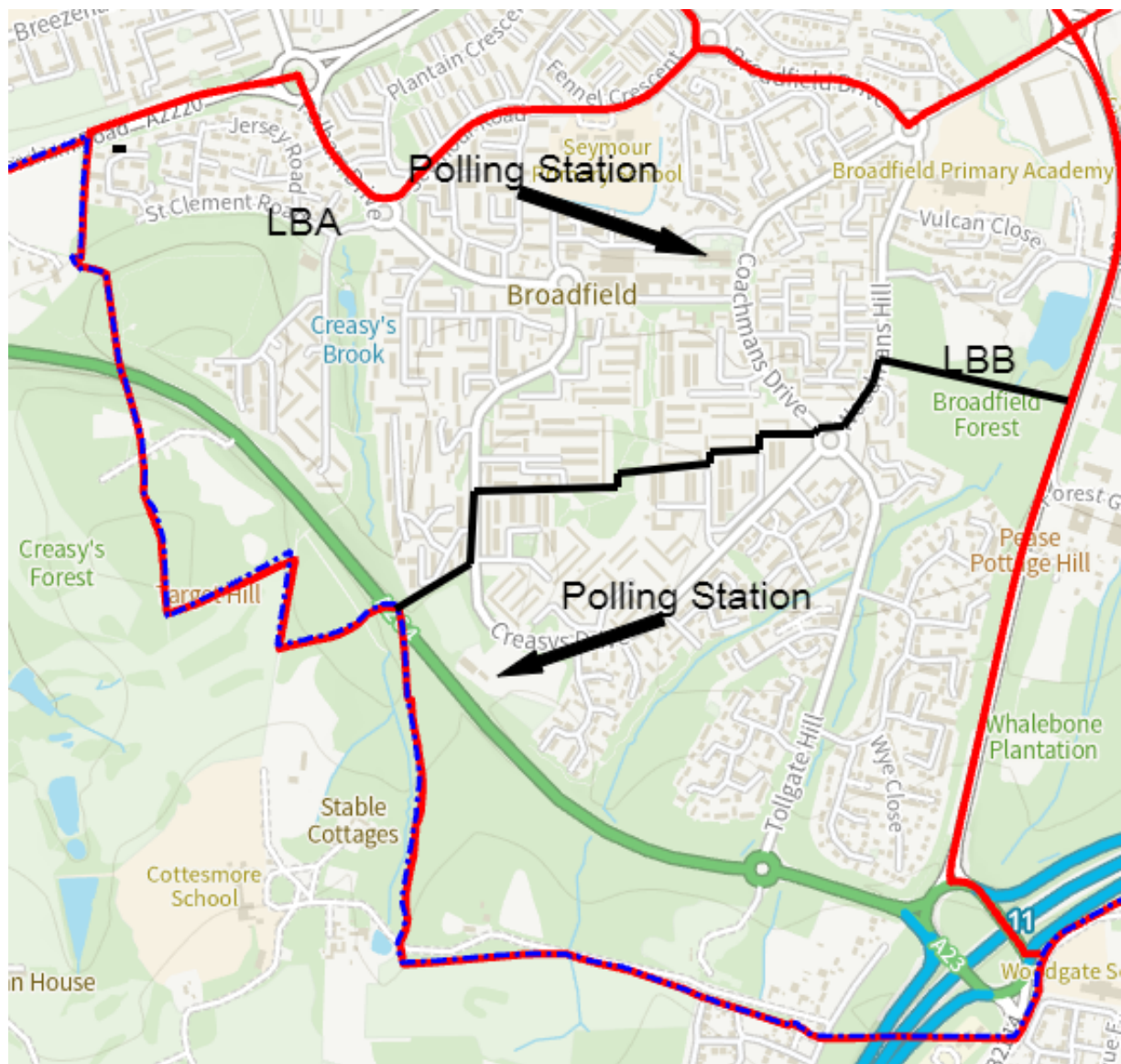
Polling District LBB

No Change Proposed

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

Electors: 2684

Postal Voters: 684



Furnace Green Ward

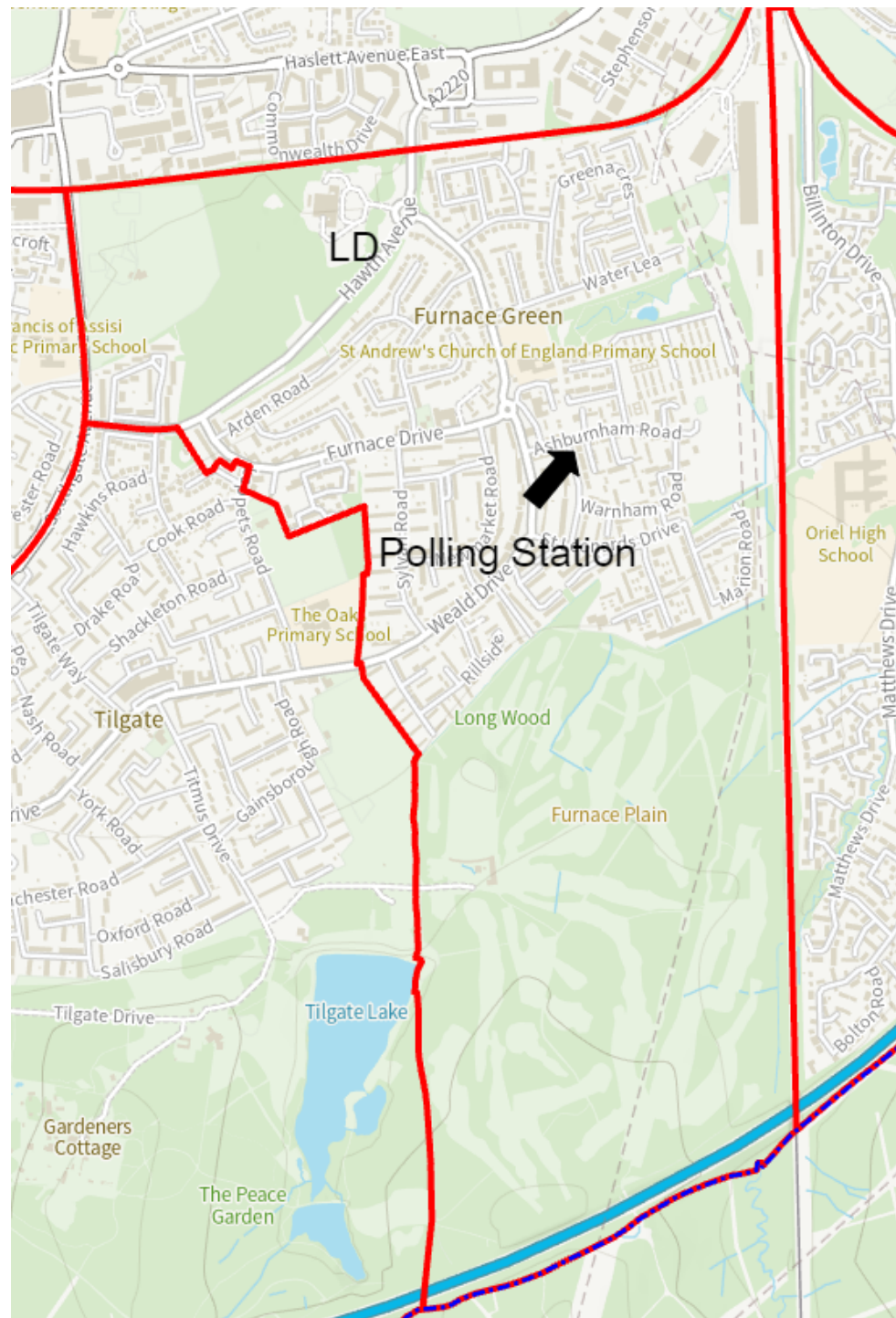
Polling District LD

No Change Proposed

Polling Place: Furnace Green Community Centre,
Ashburnham Road.

Electors: 4444

Postal Voters: 1141



Gossops Green & Northeast Broadfield Ward

Polling District LEA

No Change Proposed

Polling Place: Gossops Green Community Centre,
Capel Lane.

Electors: 3863

Postal Voters: 899

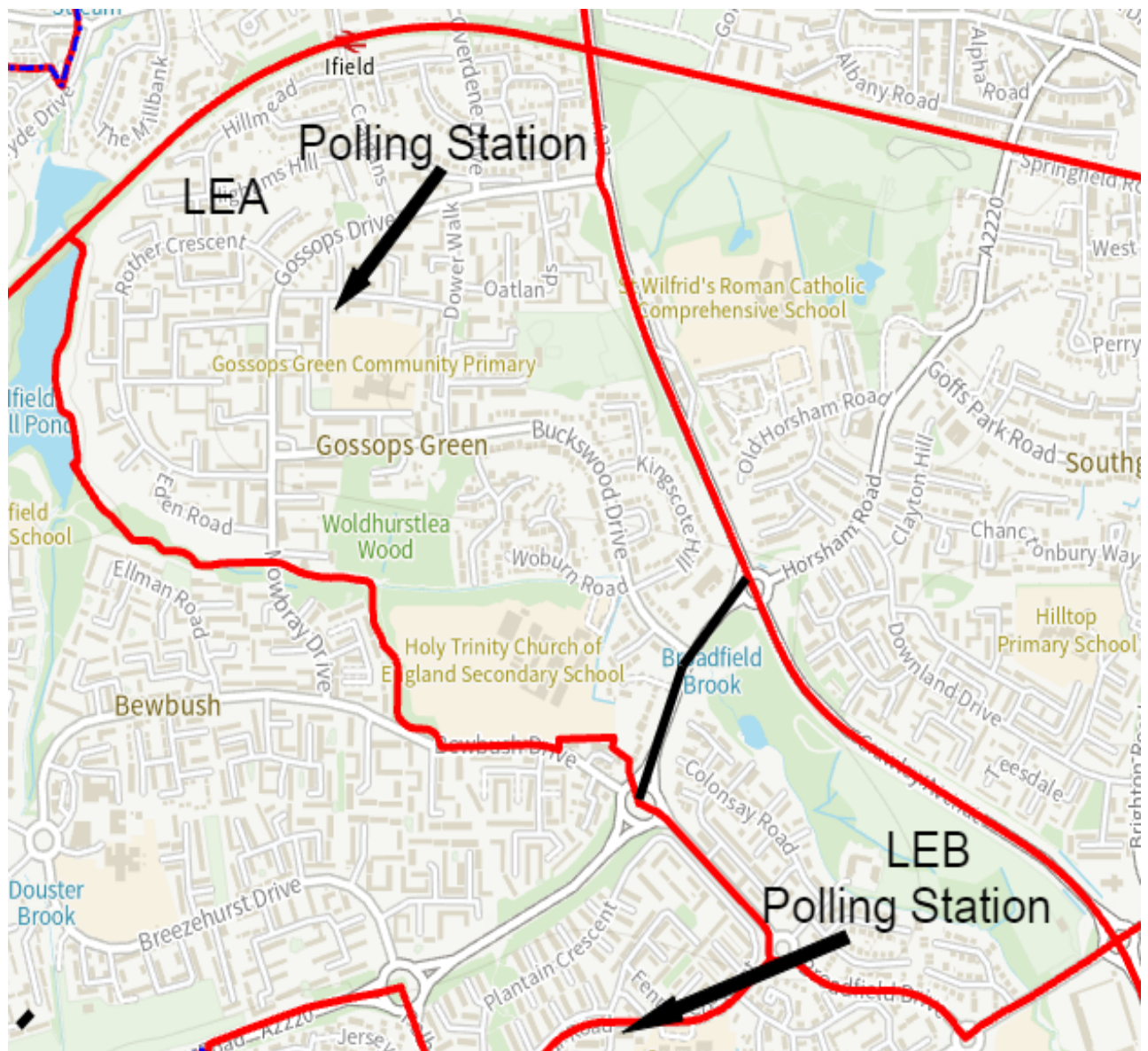
Polling District LEB

No Change Proposed

Polling Place: Broadfield Scout Hut, Seymour Road.

Electors: 794

Postal Voters: 280



Ifield Ward

Polling District LFA

Change Proposed

Polling Place: Ifield Community Centre, Ifield Drive.

Electors: 4308

Postal Voters: 1040

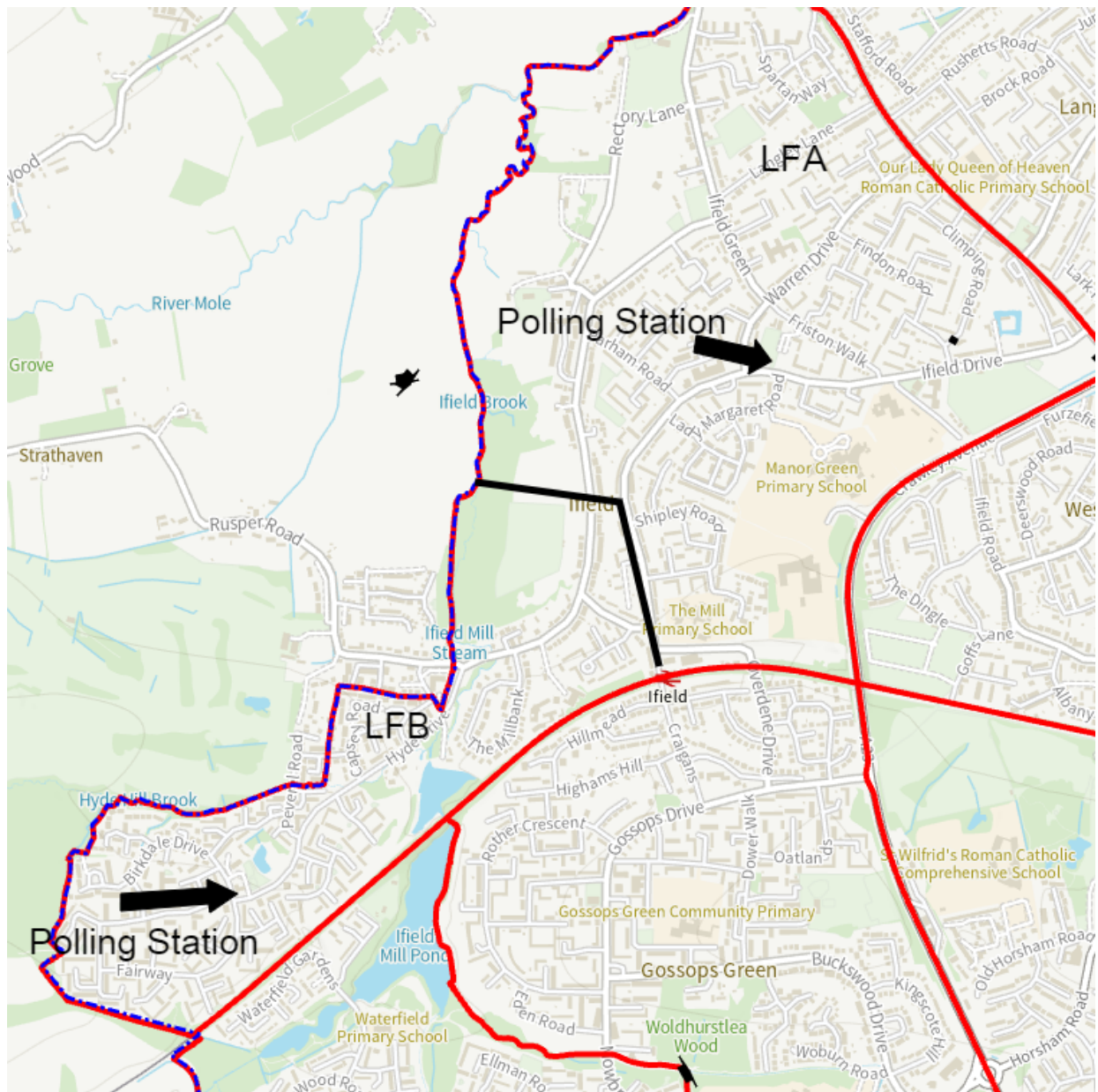
Polling District LFB

Change Proposed

Polling Place: Wybourne Community Centre, Hyde Drive.

Electors: 2820

Postal Voters: 580



Langley Green & Tushmore Ward

Polling District LGA

No Change Proposed

Polling Place: The Langley Centre, Stagelands.

Electors: 5529

Postal Voters: 987

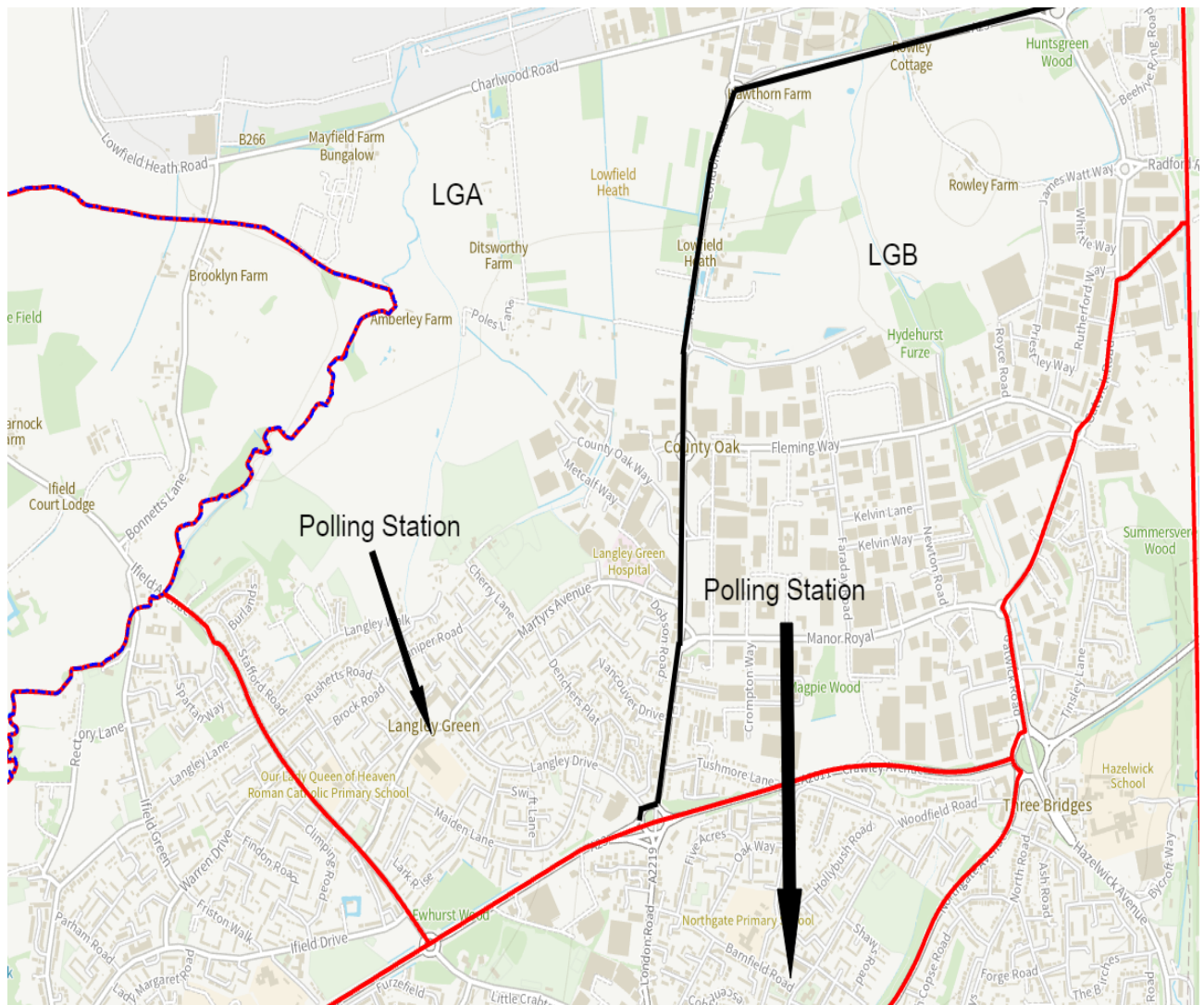
Polling District LGB

No Change Proposed

Polling Place: Northgate Community Centre, Barnfield Road.

Electors: 508

Postal Voters: 110



Maidenbower Ward

Polling District LHA

No Change Proposed

Polling Place: Maidenbower Community Centre,
Harvest Road.

Electors: 2829

Postal Voters: 659

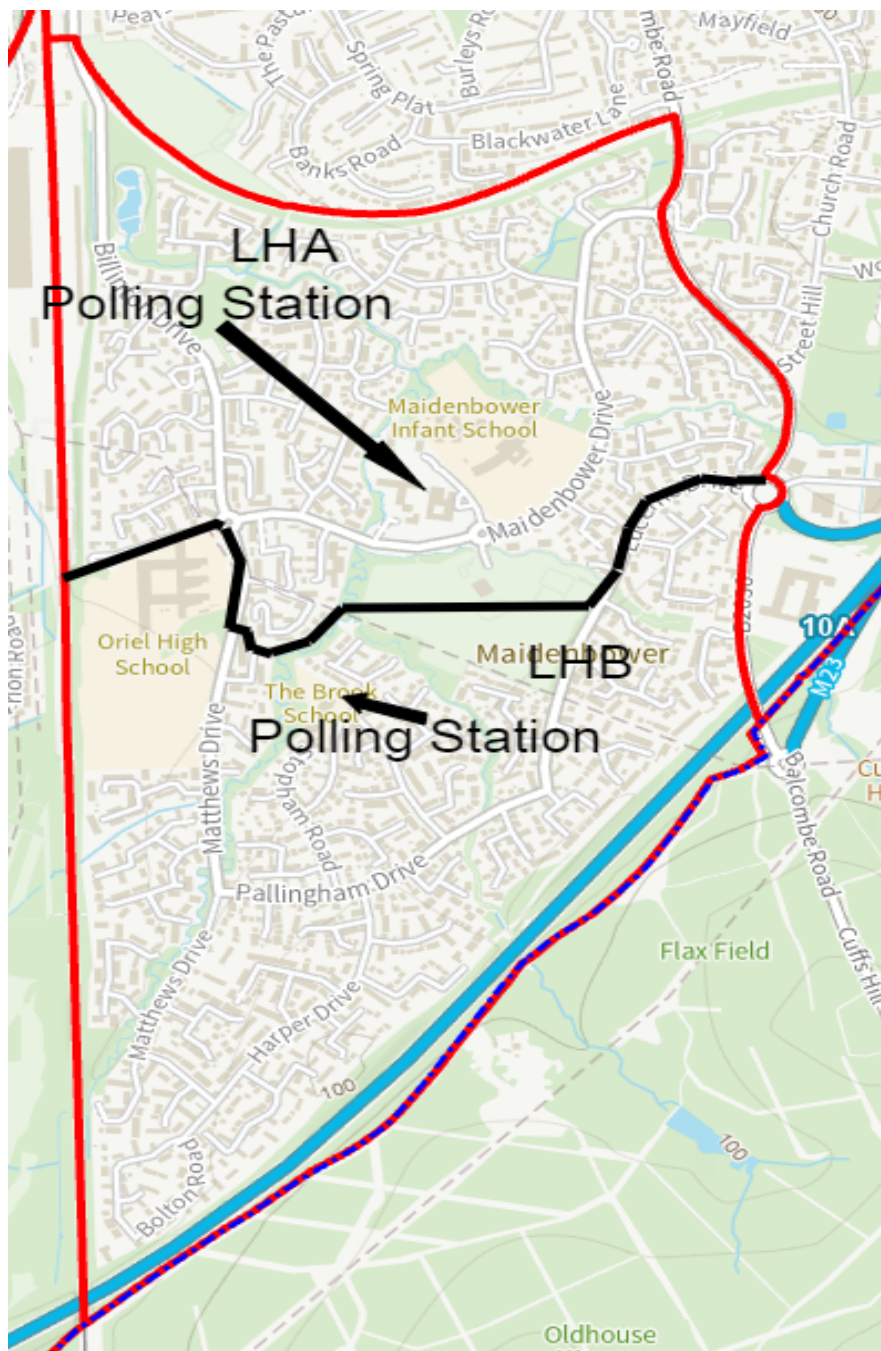
Polling District LHB

No Change Proposed

Polling Place: The Brook School, Salterns Road.

Electors: 3904

Postal Voters: 1105



Northgate & West Green Ward

Polling District LIA

No Change Proposed

Polling Place: Northgate Community Centre, Barnfield Road.

Electors: 3475

Postal Voters: 674

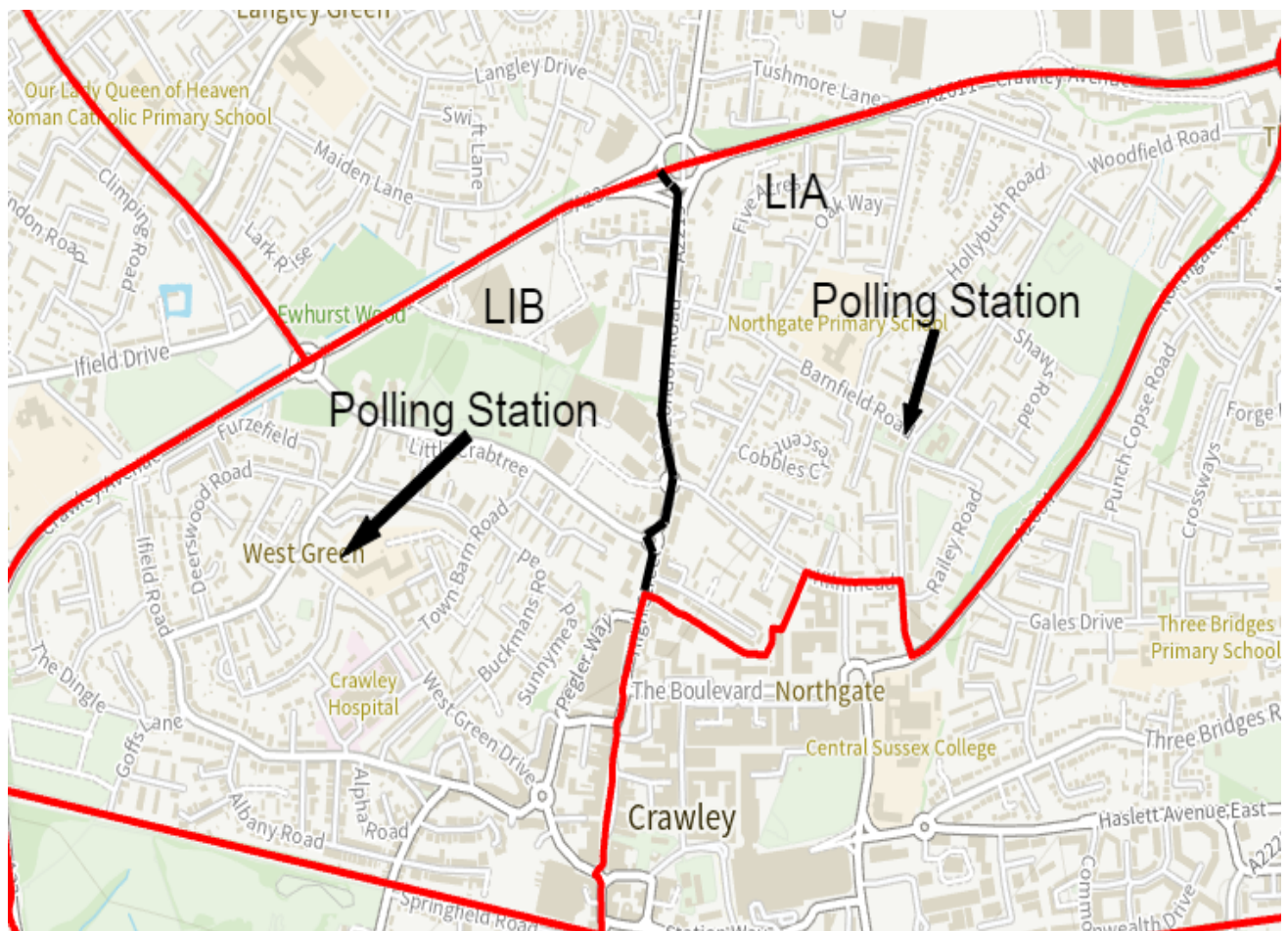
Polling District LIB

No Change Proposed

Polling Place: The Charis Centre, West Green

Electors: 4136

Postal Voters: 877



Pound Hill North & Forge Wood Ward

Polling District LJA

No Change Proposed

Polling Place: Grattons Indoor Bowls Club, Grattons Drive.

Electors: 2912

Postal Voters: 712

Polling District LJB

No Change Proposed

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

Electors: 1685

Postal Voters: 305

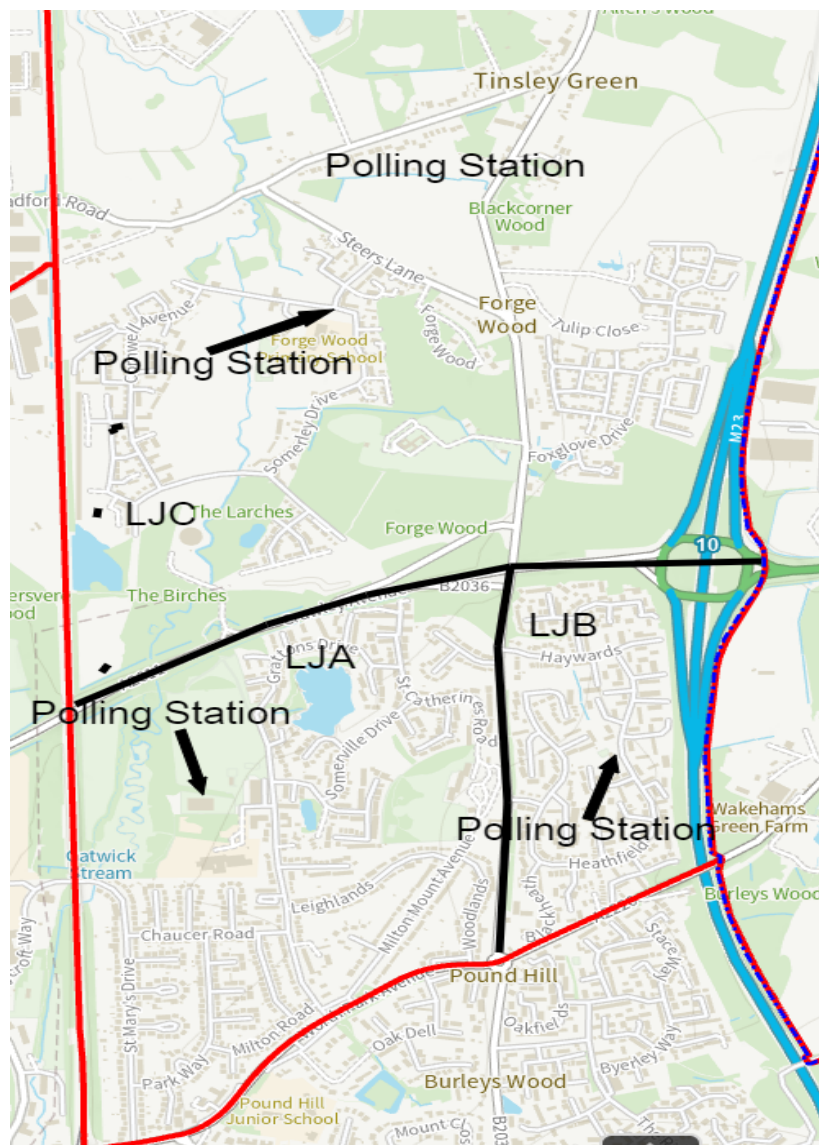
Polling District LJC

No Change Proposed

Polling Place: Forge Wood Community Centre, Somerley Drive

Electors: 2477

Postal Voters: 577



Pound Hill South & Worth Ward

Polling District LKA

No Change Proposed

Polling Place: Pound Hill Community Centre, Worth Road.

Electors: 2767

Postal Voters: 615

Polling District LKB

No Change Proposed

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

Electors: 1131

Postal Voters: 282

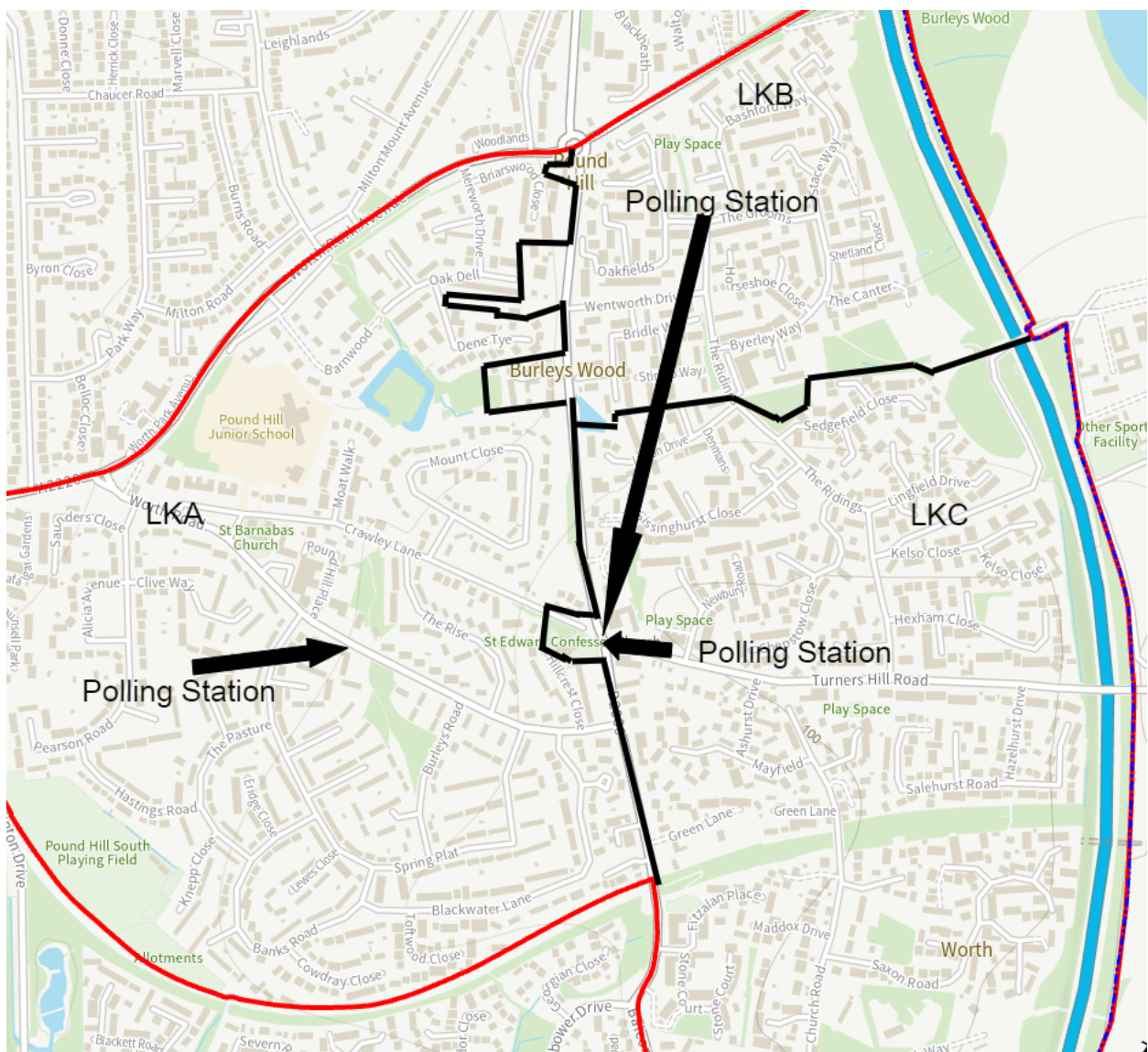
Polling District LKC

No Change Proposed

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

Electors: 2308

Postal Voters: 651



Southgate Ward

Polling District LLA

No Change Proposed

Polling Place: St Marys Church Hall, Wakehurst Drive.

Electors: 3000

Postal Voters: 734

Polling District LLB

No Change Proposed

Polling Place: Southgate Community Centre, Ditchling Hill.

Electors: 2909

Postal Voters: 850

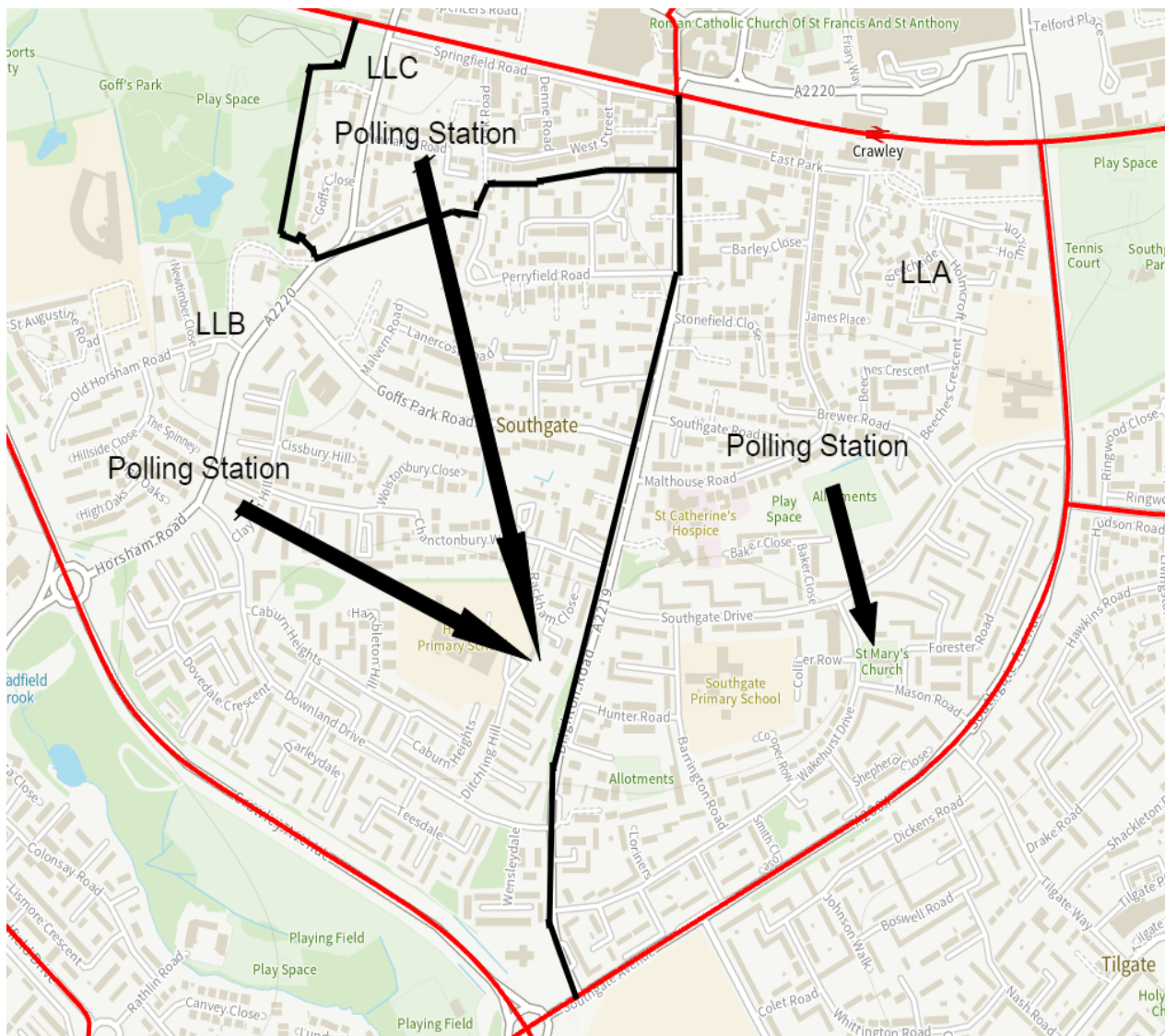
Polling District LLC

No Change Proposed

Polling Place: Southgate Community Centre, Ditchling Hill.

Electors: 648

Postal Voters: 195



Three Bridges Ward

Polling District LMA

No Change Proposed

Polling Place: Montefiore Institute, Hazelwick Road.

Electors: 2759

Postal Voters: 703

Polling District LMB

No Change Proposed

Polling Place: Three Bridges Community Centre, Gales Place.

Electors: 1875

Postal Voters: 504

Polling District LMC

No Change Proposed

Polling Place: The Hawth, Hawth Avenue.

Electors: 1323

Postal Voters: 267

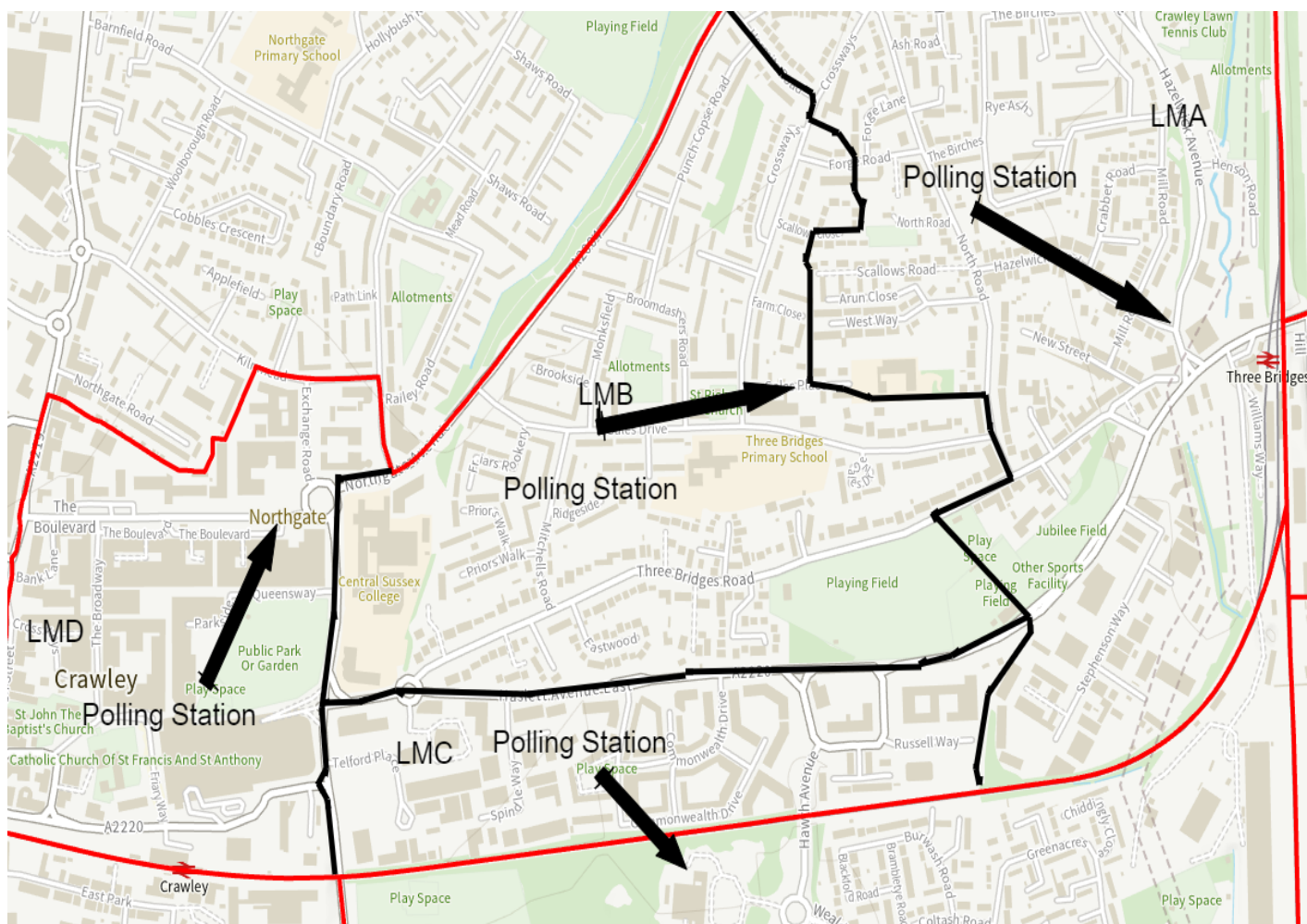
Polling District LMD

No Change Proposed

Polling Place: Town Hall, The Boulevard

Electors: 590

Postal Voters: 104



Tilgate Ward

Polling District LNA

No Change Proposed

Polling Place: Tilgate Community Centre, Shackleton Road.

Electors: 2358

Postal Voters: 507

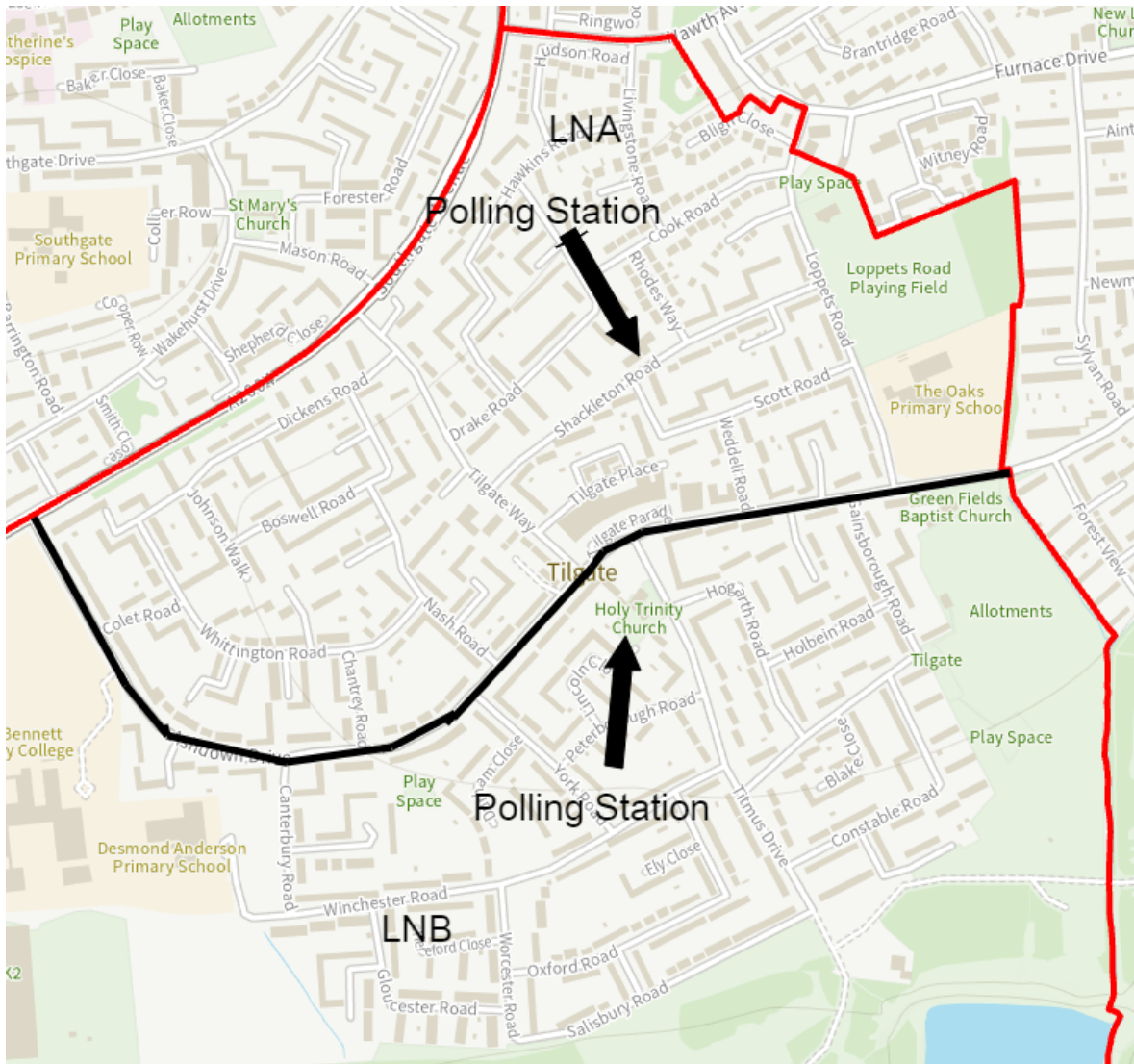
Polling District LNB

No Change Proposed

Polling Place: Holy Trinity Church Hall, Titmus Drive.

Electors: 2049

Postal Voters: 379



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CHANGES TO THE CONSTITUTION

| Function | Amendment | Reason for Amendment |
|--|--|---|
| <p>Council Officer Responsibilities and Decision Making (page 70)</p> <p>(DC/GB)</p> | <p>Amend Generic Delegation 5 as follows:</p> <p>“Matters in respect of consultations:</p> <ul style="list-style-type: none"> a) Approval of documents for public/stakeholder consultation, the carrying out of consultation, responding to consultation in line with this Council’s Protocol, adoption of documents following consultation and the submission of documents to the appropriate authority. b) Responding to consultation documents where the views of local authorities are sought generally. (NB. All responses from the Council as Local Planning Authority to plans and proposals (including proposed Traffic Regulation Orders) submitted by other Local Authorities are reserved to the Head of Economy and Planning.) A copy of the response to consultations submitted shall be published in the Councillors’ Information Bulletin. c) Prior to submission, any officer must consult the Head of Community Services on any proposed Traffic Regulation Orders.” | <p>To ensure that officers with the appropriate expertise are consulted before applications for Traffic Regulation Orders are submitted to West Sussex County Council.</p> <p>Head of Economy and Planning has confirmed they do not feel it is relevant to their role now and would be better aligned with the Head of Community Services.</p> <p><i>NB each Chief Officer’s Sub-Delegation Scheme will need to be amended to reflect any amended wording.</i></p> |
| <p>Full Council Procedure Rules (page 83)</p> <p>(MM/CP)</p> | <p>Amend Rule 7.2 as follows:</p> <p>“Quorum: The quorum of a Full Council meeting shall be more than one third of the Councillors of the Council (13). If a meeting remains inquorate 15 minutes after its scheduled start time, an officer (usually a member of the Democratic Services team) will announce that the meeting is inquorate and those present will be requested to informally agree to either reconvene at a later date or defer items on the agenda to a future scheduled meeting.”</p> | <p>Whilst the Constitution states the quorum for each meeting it does not provide guidance on the process should a meeting be inquorate. This amendment will provide that guidance.</p> |

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

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

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

J. FINANCIAL APPROVAL LEVELS AND PROCUREMENT THRESHOLDS

Financial Approval Levels

| | Budget Transfers (Virements) | | Redundancies/early retirement | Supplementary Estimate | | Purchase land/property | Asset Disposal | Write-offs | Sale of land |
|---|---|-----------------------------|-------------------------------|------------------------|---------|--|-------------------|--------------|---------------|
| | Revenue | Capital | | Revenue | Capital | | | | |
| Heads of Service | £50,000 within service area, no future commitment | £50,000 within service area | | | | | £10,000 | | |
| Head of Corporate Finance | £100,000 £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 Corporate Finance * | | | | | | <i>For housing delivery **:</i> Within the limits of the Housing Revenue Account Budget | | | |

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

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

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

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

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