

Worth Parish Council
Community Governance Review
Consultation 2 Responses:
Petitioners Submission

Crawley Down Community Governance Review : Submission to Second Consultation

Additional Evidence of the separate nature of Copthorne and Crawley Down and of community cohesion in Crawley Down

Evidence of Community Cohesion – Supporting the Community in the Pandemic

It is a matter of fact that when the first lockdown was introduced in March 2020 the two villages set up separate community support groups. There was no Worth Parish coordinated response, just separate responses for Copthorne and Crawley Down. Copthorne residents had the advantage that they could use facilities like the telephone answering system in the Parish Offices.

Evidence of Community Cohesion – Resisting DPD Site SA22

DPD site SA22 (Land North of Burleigh Lane) is a proposed development of 50 new homes on a greenfield site outside the village built-up area boundary. In 2021 the site promoter wrote to house owners in Woodlands Close seeking to buy a property with the intention of knocking it down to create an access into the proposed site. The promoter offered to pay £250,000 above the value of the property. Woodlands Close is a cul de sac with strong sense of community as many of the families have lived there for approaching 50 years. They all refused the Promoters offer and the DPD Inspector, Mr Fox, recognised this by removing Woodlands Close as a possible access in his Main Modifications.

The promoter then tried to establish an access to the site through the Burleigh Woods estate in which the common areas, including the roads, are owned by the Burleigh Woods Residents Association. The promoter offered all 71 members of the Association a share estimated to be £8,000 each and arranged a secret ballot in May 2022. The residents, many of whom would have been unaffected by the development, and despite being a relatively new community, displayed the same community cohesion as the Woodlands Close residents, and refused the offer. In doing so they recognised the negative impacts of such development on the rest of the village community in terms of access to school places, health services, utilities and other infrastructure.

Copthorne and Crawley Down are separate communities – Major Events

Major entertainment events such as the Copthorne Carnival, the Crawley Down Fayre and the Gig on the Green are organised by entirely separate community groups in each village. The role of Worth Parish Council is limited to granting permission for the use of its land, and the occasional award of grants, but it does not attempt to foster greater coordination or sharing of knowledge and skills.

Copthorne and Crawley Down are separate communities - The WPC Vision Document

The WPC response to the first consultation highlighted¹ the preparation of a “*Vision document – a business plan covering a rolling five-year period*”. WPC adopted Draft Version 6.0 of this document at a Council meeting on 25th July 2022. The document presented to Council is reproduced in full at Appendix A. Referring to the last three pages and setting aside the lack of any milestones or other time information in the ‘Roadmap’, the key point to highlight is that the document deals with the

¹ P128 of <https://www.midsussex.gov.uk/media/8172/worth-parish-council-community-governance-review-first-consultation-summary-of-responses.pdf> retrieved 12th August 2022

two villages as separate entities. There is no vision for Worth Parish, just separate visions for Copthorne and Crawley Down. Separation will not prevent joint working on projects and the cluster group of Parish Councils in the North of Mid Sussex already share Speed Indicator Devices. The document confirms the position taken by Cllr Walker as Parish Chairman in 2012 when he requested authority to prepare separate Neighbourhood Plans and the Petitioner’s submission to the first consultation on the duplication in the operational structure of WPC:

The operational structure of Worth Parish Council is comprised of two parallel streams of sub-committees and working groups for each village reporting into an executive structure that controls finance and provides the personnel function (see Figure 1).

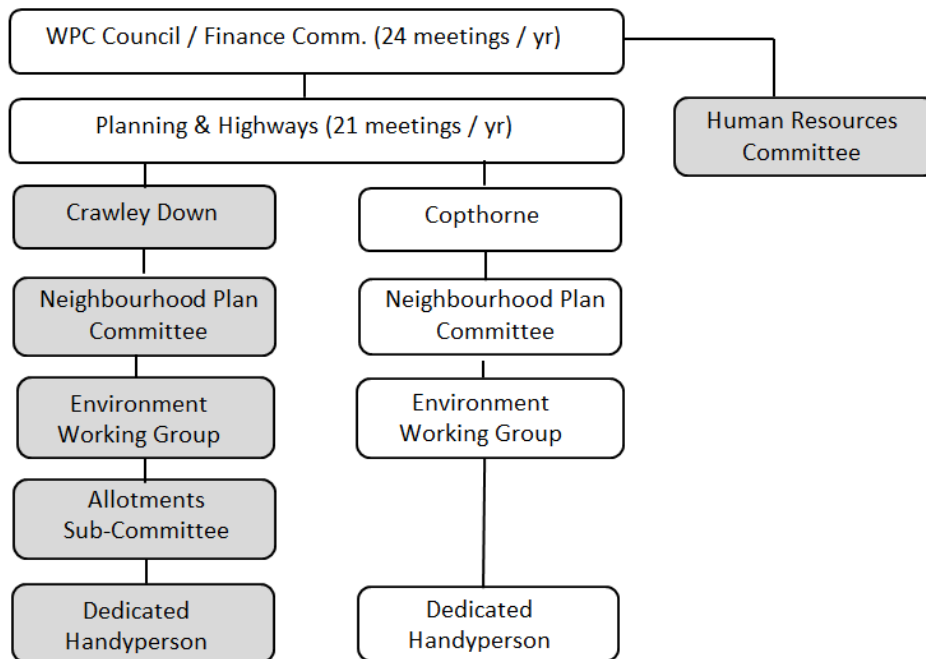



Figure 1. Schematic representation of the operational structure of Worth Parish Council

In the WPC model, the Environment Working Groups have no decision making powers and must make recommendations to one of the executive committees. The Crawley Down Village Council will follow the same model as Turners Hill Parish Council with a single meeting each month providing decision making covering all issues.

Local Councillors and Residents in favour of a separate Crawley Down Village Council

- Alex Cruickshank
- Ian Gibson
- Sally Gibson
- John Hitchcock
- John Plank



Worth Parish Council
Cophorne and Crawley Down

Version 6.0
Draft

WPC Vision Document

2022-2025

Mission Statement

To identify, support and provide resources for initiatives that develop and maintain the delivery of efficient and cost-effective services and amenities for our community.

Our priority is to ensure a true "Village-feel" and that Crawley Down and Cophorne are safe, attractive and enjoyable places for our existing and future residents to live.

Community – Environment – Youth – Security – Village Centres




Worth Parish Council
Cophorne and Crawley Down

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Introduction

Other Reference Docs

- Notes from the two village working parties (CIEWP & CDEIWP)
- S106 - emerging and historic agreements
- Neighbourhood Plans
- Mid Sussex District Plan
- West Sussex County Council - Our Council Plan 2021 to 2025
- Village Health Check Reports
- Other docs?



Worth Parish Council
Cophorne and Crawley Down

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Introduction

What is the Vision Document, and how will we use it?

The Vision document is an articulation of local informed initiatives and strategies providing Worth Parish Council with a prioritised agenda over the short/medium term to ensure resources are allocated and efforts focussed towards coordinated planning and execution consistent with residents desires and requirements.

The contents of the document will:

- feed the annual budget planning process and setting of Council precept
- Inform staff appraisals and objective setting
- Prioritise the allocation and justification for the use of S106 & CIL (if applicable)
- Identify the need for additional grant funding

It is intended that the document will remain under constant review, but will be formally released every two years providing a rolling agenda for WPC and its residents. The document will also provide a framework against which achievements of the Council can be reported in a fully transparent manner.

The Vision Document will be available on the WPC website as will any progress reports. Interim updates will be provided via the WPC social media platforms.



Worth Parish Council
Cophorne and Crawley Down

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Parish Councillors

Below is a list of the Worth Parish serving Councillors elected in post who are working with local resident volunteers to improve their villages and were instrumental in formulating this vision document for Worth Parish.

<p>Cophorne (8 Councillors)</p> <ul style="list-style-type: none"> • Graham Casella • Tony Dorey • Andrew Dymond • Trevor Hodsdon • Robert King • Eddie Lord • Chris Phillips • Lauraine Stewart 	<p>Crawley Down (9 Councillors)</p> <ul style="list-style-type: none"> • Phillip Coote • Alex Cruickshank • Ian Gibson • John Hitchcock • Chris Mayor • Kerry Scott • Roger Webb • Clare Pointer • Liz Williams
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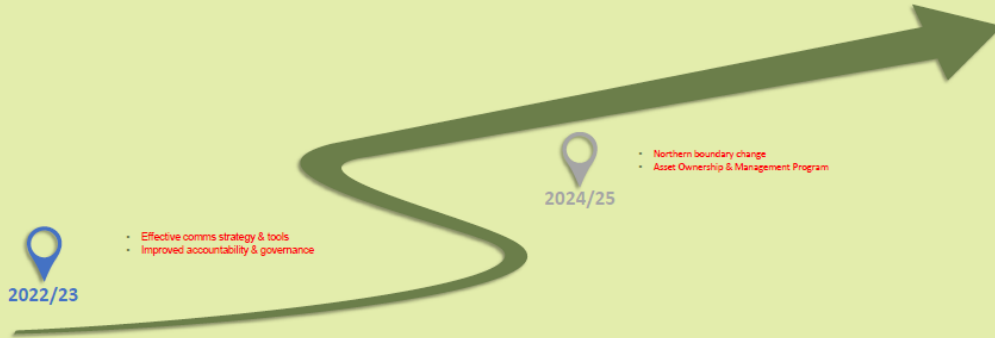


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Cophorne and Crawley Down

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4-year roadmap for Worth Parish Council



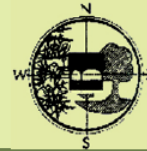
2022/23

- Effective comms strategy & tools
- Improved accountability & governance

2024/25

- Northern boundary change
- Asset Ownership & Management Program

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Worth Parish Council
Cophorne and Crawley Down

Version 6.0

Draft

4-year roadmap for Cophorne



2022/23

- Cophorne:
- Street Light Maintenance
 - Support Cophorne Youth Group
 - Recruit Youth Support Worker
 - CCTV infrastructure implementation
 - Transport calming/parking/speeding prioritisation
 - Policing/Anti-social behaviour
 - Improve signage and identity of village
 - Footpaths/roads/twitters improvements
 - Rec playground improvements
 - Integration of Hawthorns/Heathy Wood developments
 - Village Green – license renewal and improvements
 - Investigate gaining ownership of Humphreys Field

2024/25

- Cophorne:
- Develop retail offerings
 - Implement Youth Centre
 - Implement cycle/footpath to Worth Way
 - Greener energy initiatives
 - Improvement of sports facilities
 - Influence delivery of new Primary schools
 - Influence delivery of new doctor surgery
 - Streetlight Replacements/Modernisation
 - Erect new war memorial
 - Examine adequacy of Performing Arts provision

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Worth Parish Council
Cophorne and Crawley Down

Version 6.0

Draft

4-year roadmap for Crawley Down



2022/23

- Crawley Down
- Setup a Youth Forum
 - Recruit Youth Support Worker
 - CCTV infrastructure implementation
 - Deliver Bowers Place parking solution
 - Install fencing around war memorial
 - Improve signage at village car parks
 - Allotment maintenance
 - Repair and improve play area fencing
 - Memorial Car Park improvements
 - Progress peak time one-way system in Hophurst Drive
 - Achieve an in-principle agreement regarding ownership/responsibility of the shop frontage
 - Explore feasibility of redesignation of motorcycle spaces to car park spaces
 - Collaborate with other parties to improve Worth Way pond and surrounding area

2024/25

- Crawley Down
- Develop retail offerings
 - Instigate wild-life welfare initiatives
 - Transport calming/parking/speeding prioritisation
 - Implement cycle/footpath to Crawley
 - Determine objectives for Royal Oak
 - Designation of Bowers Place as a Heritage & Conservation Site
 - Promote Characteristics Worth Way

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Crawley Down Community Governance Review : Submission to Second Consultation

Additional costs arising from the creation and running of a Crawley Down Village Council

There are three separate areas of cost associated with the creation of a new Council:

1. The costs of the Community Governance Review into the creation of the new Council.
2. The 'one-off' costs associated with setting up the new Council.
3. The Precept required to support the annual budget of the new Council.

The position of the 'Petitioners' as stated in their submission to the first Consultation¹ and in other documents, is that the costs of the Community Governance Review will be met by Mid Sussex, the one-off costs will be modest and can be met from the new Council's share of Worth Parish Council (WPC) reserves, and the improved service can be delivered without any increase in the Parish Council tax paid by Crawley Down residents. The one-off cost was estimated to be £20K and the annual budget of the new Council was estimated to be £161K (FY21/22).

The costs of the Community Governance Review into the creation of the new Council.

These costs are made up of postage and printing costs and MSDC staff effort. No figures are available for the latter but the postage costs are understood to be £13,330². These costs have been incurred whether or not a new Council is created and Mid Sussex have indicated that the postage costs will not be charged to the new Council, should one be created³.

This is same position as was taken by Sevenoaks District Council in the 2005/6 Hextable CGR. Sevenoaks employed the Electoral Reform Society to undertake the consultation and prepare a report at a cost of £9,205⁴.

The City of Bradford Metropolitan District Council appears to have taken the contrary view that the estimated £4,000 costs of the 2015/16 CGR consultation that led to the creation of Bingley Town Council should be charged to the new Council⁵ (see Appendix C). However, this cost was not included in the 2016/17 budget for Bingley Town Council⁶ (Appendix D) as Bradford carried the cost themselves⁷.

The cost of the Crawley Down CGR is in line with that of Hextable (allowing for inflation), but significantly more than that of Bingley due to the use of a second consultation and three mailings.

¹ The Case for a Crawley Down Village Council; 14th April 2022

² MSDC email to Petitioners dated 3rd August 2022 - See Appendix A

³ MSDC email to Petitioners dated 9th August 2022 - See Appendix B

⁴ See

<https://cds.sevenoaks.gov.uk/Data/Electoral%20Arrangements%20Committee/200511151800/Agenda/Report%20-%20Item%2003%20-%20Seperate%20Civil%20Parish%20for%20Hextable.pdf>

⁵ See <https://bradford.moderngov.co.uk/documents/g3483/Public%20reports%20pack%2020th-Oct-2015%2016.00%20Council.pdf?T=10> p693 retrieved 12th August 2022

⁶ See <https://bingleytowncouncil.gov.uk/documents/budget-2016-2017/?wpdmdl=27449&refresh=62f621fe4a8f61660297726> retrieved 12 August 2022

⁷ See <https://bradford.moderngov.co.uk/documents/g3483/Public%20reports%20pack%2020th-Oct-2015%2016.00%20Council.pdf?T=10> p736 retrieved 12th August 2022

This is useful information for budgeting for future Community Governance Reviews but is not relevant to the cost of setting up a new Council and will not be considered further.

The 'one-off' costs associated with setting up the new Council

The substantial discrepancy between the estimates prepared by the Petitioners and the Council have arisen primarily due to the absence of a clear understanding of, and lack of agreement on the items and activities that make up the 'one-off' or set-up costs.

The Petitioner's Approach

The Petitioners view is that the costs involved apply to the period between the making of an order setting up the new Council by the District Council in September or October 2022 to the first Annual Meeting of the new Council in May 2023. However, there is an overlap with the annual budget of the new Council which will commence on 1st April 2023 and activities which are considered to be normal Council business (e.g. the salaries of any staff TUPE transferred and ongoing contracts) should be set against the annual budget, not counted as an additional cost. The Petitioners original estimate of £20,800 is in good agreement with the Bingley Town figure of £20,400 (Appendix C) although, as discussed earlier, the latter includes £4,000 CGR consultation costs that were ultimately not charged to the new Council.

The Petitioners estimate of £20,800 included £10,000 for MSDC recharged costs (see Appendix E) which was understood to cover the same role as the interim clerk in the Bingley Town estimates. The interim clerk costs are also not included in the 2016/17 budget for Bingley Town Council (Appendix D) and the Petitioners have seen email correspondence which confirms that no interim clerk was recruited and Bradford City Council's Solicitor arranged and ran the first meeting of the new Town Council⁸. The one-off costs in the creation of Bingley Town Council are reduced to £7,300 when the CGR costs (£4,000) and interim clerk (£9,100) are taken out.

	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23
Key Events / Lead Organisation	Council 28th September			TUPE outcome	Precept Fixed			Financial Year Starts	Elections & 1st Annual Council
MSDC	Council makes Order setting up	[A] Recruit Locum Clerk / Project Manager	[B] Payroll and other HR and accommodation costs for Locum Clerk / Project Manager, to be recharged to CDVC.			Any continuing Locum Clerk / Project Manager costs charged to CDVC Annual Budget			
		Determine separate taxbases for Crawley Down and Copthorne	Agree Precepts for CDVC and WPC (Copthorne only)	[C] Democratic Services/legal costs associated with implementing the Order	[D] Local Elections 4th May. Any costs to be charged to CDVC annual budget as normal business				
CDVC Locum Clerk / Project Manager		[E] Locum Clerk / Project Manager Salary							
		Support WPC led TUPE Consultation	Agree CDVC precept with MSDC	[F] Set up bank accounts, website and email addresses.					
		Draft Standing Orders, Financial Regs, and Policies.							
		Engage with WPC to seek agreement on reimbursing ongoing energy and other shared contracts costs from CDVC annual budget until contracts end.							
		[G] Recruitment to fill posts as necessary after conclusion of TUPE process							
		[H] Order Computers and other office equipment.							
		Book or lease offices and meetings rooms. Set up first Annual Council Meeting 8th May 2023. Costs charged to CDVC annual budget as normal business							
CDVC Petitioners		[I] Support WPC TUPE Consultation; issue HR support services contract with Cronos (1yr contract)	Existing CD Ward Councillors support Locum Clerk / Project Manager			Purdah	CDVC Established		
WPC		[J] TUPE consultation with staff (direct consultation as fewer than 10 staff)	Agree WPC precept with MSDC	[K] Recruitment to fill posts as necessary after conclusion of TUPE process					
		[X] indicates cost to be counted as contributing to the Cost of creating a separate Village Council for Crawley Down							

Figure 1. Project plan for creating a Crawley Down Parish Council (also at Appendix F)

⁸ Email Cllr Ros Dawson, Bingley Town Council dated 9th March 2022

The Petitioners have reviewed their original estimates and prepared a more definitive project plan in order to better understand the activities involved and the contributions to the one-off costs (see Figure 1).

The major changes are the inclusion of a Locum Clerk/Project Manager in addition to the £10,000 MSDC recharged costs, and recognition that there are some WPC one-off costs that contribute to the creation of the new Council. The revised estimate for the one-off costs is £32,016 which the Petitioners propose to meet from the new Councils share of WPC current reserves. A full breakdown of the costs is given in Table 1 below.

COST ITEMS (from Plan)	Lead Organisation	Estimated Costs	Purpose	Evidence
[A]	MSDC	£2,000	Recruitment	MSDC email quoting £10,000 assumed to refer to these costs
[B]		£2,000	Payroll Services	
[C]		£6,000	Legal costs	
[D]	CDVC	£0	Elections	Incl. in CDVC annual budget as ongoing cost
[E]		£10,216	Loc Clerk / Proj Man Salary	NALC Scale point 33, 18 hrs/wk for 7 months
[F]		£4,000	Website, etc	
[G]		£5,000	Computers, etc	
[H]		£1,000	Recruitment	£0 if all staff TUPE transfer
[I]		£800	HR support & services	Written estimate from Croners
[J]	WPC	£500	TUPE Consultation Support	
[K]		£500	Recruitment	Dependent on TUPE outcome
		£32,016		

Table 1 Petitioners estimate of one-off costs for setting up a Crawley Down Village Council

The Council's Approach

The Petitioners have repeatedly requested a detailed breakdown of component costs to justify the highly damaging statement that the cost to residents could be circa **£150,000**⁹ and have urged MSDC to challenge WPC to provide evidence for the figure.

On 27th October 2021 the Cllr Hodsdon provided the Petitioners with details to support an estimate of **£100,000**. This was made up of £35,000 for TUPE related HR support, engagement with the staff union and other legal representation; £35,000 for the clerk's pension; £15,000 for new lease agreements for the offices; and £15,000 for replacement services, equipment and unforeseen. The Petitioners have questioned the validity of including these items in the one-off cost of setting-up a new Council and they have not figured in later revisions published by the Council.

At a public meeting at the Haven Centre on 4th March 2022 Cllr Scott was repeatedly challenged by the Petitioners and members of the public to provide a detailed breakdown of the figure of £150,000, and in his concluding statement he read out a breakdown which is reported in the meeting record¹⁰:

⁹ WPC Leaflet circulated with the Mid Sussex first consultation announcement on 14th February 2022

¹⁰ <http://www.worth-pc.gov.uk/UserFiles/Files/CGR/Worth%20Parish%20Council%20Meeting%2004.03.22%20%20NOTES%20EDIT.pdf> retrieved 12th August 2022

*“Trevor Hodsdon had carried out a quick calculation of the costs involved in setting up Crawley Down Parish Council and these would be: Set up - £20,000; MSDC - £10,000; TUPE - £55,000; Legal - £10,000; cost of Project Manager or temporary Clerk £25,000 = **£120,000.**”*

When the need for better financial information in the second consultation was announced¹¹, WPC agreed on a majority vote at a Council meeting on 30th May 2022 to appoint the Council’s Auditor to “produce two budgets, one for each potential new village council, and an estimate of division costs”¹². During the discussion of the appointment, the Petitioners expressed reservations over the independence of the Council’s Auditor and the scope of his contract, especially as the individual concerned had also chaired the Council’s meeting on 4th March in Crawley Down when the need for a detailed breakdown of the £150,000 had been requested and Cllr Scott had instead listed a breakdown for a figure of £120,000.

The Parish Council gave the Auditor a new figure of **£90,830** for the one-off costs and published a breakdown on its website¹³:

ONE OFF COSTS	
2 x public mail shots	£13,330
Locum	£35,000
Legal MSDC	£10,000
CDVC Start up	£20,000
Legal WPC	£10,000
HR Consultancy Fees	£2,500
TOTAL	£90,830

Table 2 WPC estimate of one-off costs for setting up a Crawley Down Village Council

As indicated above, the public mailshots are not part of the costs of creating the new council. The £35,000 for the locum clerk is based on £40 per hour based on advice from WSALC and is equivalent to point 61 on the 62 point NALC pay scales! The Petitioners are of the opinion that the administrative functions involved in setting up a new Village Council do not justify a £77K annual salary. This is also an opportunity to note that WSALC refused to give any advice or support to the Petitioners despite advice from NALC that they should do so. This is clearly contrary to the spirit of current legislation on local representation.

In his analysis, the Auditor does not challenge any of the figures from the Council or the Petitioners, nor does he attempt to reconcile the differences between them. He simply states that a sum between £50,000 and £60,000 would not be unreasonable without giving any breakdown or other evidence. This is a disappointment, particularly as the Petitioners wrote to him and offered to make themselves available for a discussion.

¹¹ The existing governance arrangements should continue, subject to further & better financial information being submitted to the 2nd public consultation.

¹² http://www.worth-pc.gov.uk/UserFiles/Files/Minutes/136455-May_30th_2022_Full_Council_Minutes.pdf retrieved 12th August 2022.

¹³ <http://www.worth-pc.gov.uk/UserFiles/Files/CGR/WPC%20Cost%20Breakdown%20%20JN%20v4%20FINAL.pdf> retrieved 12th August 2022

An attempt to reconcile the two sets of figures sent to the Auditor

The breakdown of costs in Table 2 provides a basis for comparison between the Council and the Petitioners estimates. The Council estimates need to be adjusted to remove the cost of the mailshots and the double counting of the £10K MSDC recharged costs which are shown separately and also included in the £20K CDVC start-up costs. When the corrected breakdown is averaged with the Petitioners figures, the estimated one-cost is £49,358 (see Table 3) which is in agreement with the lower bound of the Auditor's estimate.

	Petitioners	WPC	WPC Corrected	Average
2x Mailshot		£13,330		
Locum Clerk	£10,216	£35,000	£35,000	£22,608
MSDC Legal	£10,000	£10,000	£10,000	£10,000
CDVC start-up	£10,000	£20,000	£10,000	£10,000
Legal WPC	£500	£10,000	£10,000	£5,250
HR Consultancy	£500	£2,500	£2,500	£1,500
Total	£32,216	£90,830	£67,500	£49,358

Table 3 Analysis and averaging of Council and Petitioners estimates of the one-off costs of creating a new Council.

However, the Petitioners remain unconvinced, based on the evidence on the costs of creating Bingley Town Council and Hextable Council, that the one-off costs of creating a Crawley Down Village Council will be as high as £49,358, but this figure supports the claim that the one-off costs of creating the new Council can be met from the new Councils share of the existing WPC reserves.

The real importance of this figure, or indeed the auditors range of £50,000 and £60,000, in the context of the CGR is that they highlight how preposterous and damaging the Councils original estimate of £150,000 was. The Councils position on the one-off costs is summarised in Figure 2 and contrasted with that of the Petitioners.

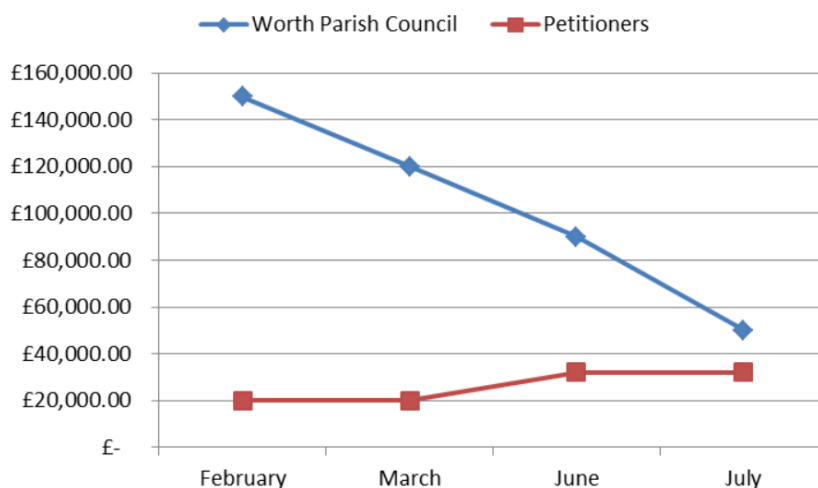


Figure 2. Evolution of the WPC and Petitioners estimates of the one-off costs during the CGR Consultation.

The Petitioners believe that the submissions to the first consultation would have focussed less on the costs and more on the benefits of one or two Councils had the Council's estimate of the cost been £50,000 instead of £150,000. As nearly 100 of the 125 negative responses to the first consultation cited costs, this throws into doubt the draft recommendation from the first Consultation that *"The case for division of assets and liabilities at reasonable cost is not sufficiently made. At this time of cost-of-living crisis, many electors are not agreeable to this"*. The Parish Council has played on the concerns raised by the financial crisis that has emerged since the petition by publicising figures that it cannot justify. Like the pandemic, the financial crisis creates a requirement for increased services support to residents not less. Crawley Down residents deserve a Parish Council that has a presence in the village. The financial crisis should be a driver for providing improved services not for continuing the current arrangements which puts supporting services in another village miles away.

The Precept required to support the annual budget of the new Council

The Petitioner's Approach

Following the first Consultation, the Petitioners undertook a review of their August 2021 annual budget estimate with a particular focus on the staff costs and the possible impacts of the TUPE process. The main drivers that determine staff costs are the seniority of the staff required for a specific post and the hours required to be worked. The Petitioners had no information on the salaries of individual WPC staff members or their hours worked. The petitioners used the NALC standard calculator to determine the appropriate point on the NALC National Salary Scale for the clerk for WPC, a Crawley Down Village Council and a separate Copthorne Council. The results are reported in Appendix G and were used in the budget analysis forwarded to the auditor (Appendix H).

In preparing the staff costs estimate for the annual budget, the Petitioners considered two possible TUPE outcomes representing the different numbers of staff that could transfer to the new Council. The analysis indicates that both solutions are viable for the new Council, supporting the Petitioners assertion that the split will not result in any need for redundancy payments. The full budget for the new Council was prepared using the TUPE outcome considered to be most likely (Appendix H).

The Petitioners used figures from the Turners Hill Parish Council budget to inform both their staff cost estimates and the wider range of administrative costs in a Council budget. The Auditor was critical of this choice and suggested that Hassocks Parish Council and Hurstpierpoint and Sayers Common Parish Council would provide more relevant examples. The Petitioners dispute this and believe that the suggestion highlights a misunderstanding on the part of the Auditor on the scope of the new Council's facilities and responsibilities. While WPC and a future Copthorne Council have similar facilities and responsibilities to Hassocks Parish Council and Hurstpierpoint and Sayers Common Parish Council, a Crawley Down Village Council will have significantly fewer. This is shown in Table 4.

This is also reflected in the outcome of the NALC calculator for the seniority of staff in terms of position on the national pay scale

	Village Green	Offices	Hall	Sports Pavilion	Open Space	Allotments	Cemetery
Hassocks	✓	✓	✓	✓	✓	✓	✓
Hurstpierpoint & Sayers Common	✓	✓	✓	✓	✓	✓	✓
Worth	✓	✓	✓	✓	✓	✓	
Copthorne	✓	✓	✓	✓	✓	✓	
Crawley Down	✓	✓			✓	✓	
Turners Hill	✓	✓	✓			✓	

Table 4. Facilities and responsibilities of different Parish Councils.

It is more relevant to compare the different Band D Precepts for this group of Councils (Table 5). It can be seen that WPC is considerably cheaper than Hassocks Parish Council and Hurstpierpoint and Sayers Common Parish Council, whereas a Copthorne Council would have a similar estimated Band D Precept¹⁴ to them on account of having similar facilities and responsibilities. A Crawley Down Village Council will, however, have a similar estimated Band D Precept to WPC. This highlights that the lower cost of the WPC Precept arises from the lower level of services provided to Crawley Down residents,

	Taxbase	Precept	Band D Precept
Hassocks	3,622.80	£312,302	£86.20
Hurstpierpoint & Sayers Common	3,196.90	£281,608	£88.09
Worth	4,770.30	£300,000	£62.89
Copthorne	2,120.00	£168,000	£79.25
Crawley Down	2,650.00	£166,750	£62.92

Table 5. Taxbase and Precept details for several Parish Councils. [The tax base estimates for Crawley Down and Copthorne are based on a street by street analysis of Council Tax Band undertaken for the Crawley Down Neighbourhood Plan Review in 2019.]

When the build-out of the Heathy Wood West of Copthorne development is complete in 2024/25, the tax base of Copthorne will rise to around 2,700 Band D equivalents and the estimate Band D Precept for a Copthorne Council will fall back to current levels.

Comparison of Petitioners Estimated Budget with WPC Auditors Estimates

The Petitioners note the Auditor's comment that the methodology used by them in the preparation of an annual budget is "sound".

A number of the Auditor's line entries in the baseline budget for WPC are different to those in the FY22/23 budget used by the Petitioners. The differences are highlighted in orange cells in Appendix I and include a new line entry for staff training with a value of £3,000. Appendix I also shows the Auditor's changes to the Petitioners budget side by side on a line by line basis. The Auditor increases 17 of the 36 administrative costs, adding £28,411 (17%) to the Petitioner's estimate, which is equal to an increase in Band D Precept of £10. Many of the increases are small. The Petitioners have reviewed all of the increases and identified four which they consider should be corrected (highlighted in the final column of Appendix I which is an adjusted budget for the new Council):

¹⁴ Based on the Petitioners budget estimates.

- There is a difference of £6,000 in the figure for “*Election Expenses*” (£8,000 vs £2,000). The Petitioners estimate takes account of the existing WPC ear-marked reserve of £8,000 for election expenses and the expectation that the £8,000 for election expenses in the current (FY22/23) WPC budget will be transferred to that reserve raising it to £16,000. At least half of that reserve will be transferred to the new Crawley Down Village Council and the Petitioners budget figure of £2,000 is therefore sufficient (taking the ear-marked reserve into account) to cover any election expenses.
- The Auditors estimates include a figure of £4,500 for “*Councillors’ allowances*”. The Petitioners see no need for an allowance as all Council meetings will be held within the village.
- The figure of £3,000 for vehicle hire should be deleted as WPC owns its vehicles.
- The figure for “*Litter and dog-bin emptying*” should be £2,000 (i.e. half the current WPC budget of £4,000). This is an error in the Petitioners submission.

These corrections results in an estimate of £177,916 for FY23/24 budget for Crawley Down Village Council, an 11% increase over the Petitioners FY 22/23 estimate.

The Petitioners regret that there was no opportunity to meet with the WPC Auditor and discuss the reasoning behind his increase of so many individual costs. The Petitioners note that many of his costs estimates are significantly greater than the equivalent costs in the Turners Hill Parish Council revenue budget. Turners Hill Parish Council is regarded as a well-managed Council.

Additional Annual Costs of Two Councils over WPC

The WPC Auditor concludes his analysis by calculating the difference between the revenue budget for WPC and the sum of the revenue budgets for Crawley Down and Copthorne as separate councils. He concludes that there is an increase of £51,456.

The Petitioners undertook the same exercise in the estimated costs forwarded to him in June. The Petitioners estimate of £39,987 is close to the Auditor’s estimate when the addition of staff training and the corrections noted above are taken into account.

The Petitioners extended their analysis to include the difference if WPC were to make the same improvements in services that the Petitioners propose (i.e. open an office in Crawley Down and hold meetings there). Based on this equivalent level of service, the estimated increased in annual operating costs of two councils over one is £3,252. This cost can be seen to be a bargain when the other factors should as increased community cohesion and identity that will arise from the creation of the new Council are taken into account.

In Conclusion

The position of the ‘Petitioners’ essentially remains unchanged. The one-off costs (£32,214) are modest and can be met from the new Council’s share of WPC reserves. The improved service can be delivered without any increase above inflation in the Parish Council tax paid by Crawley Down residents. The one-off cost was estimated to be £32K and the annual budget of the new Council was estimated to be £175K (FY22/23).

Local Councillors and Residents in favour of a separate Crawley Down Village Council

Alex Cruickshank
John Hitchcock

Ian Gibson
John Plank

Sally Gibson

From: Terry Stanley <Terry.Stanley@midsussex.gov.uk>

Sent: 03 August 2022 12:06

To: Ian Gibson (Cllr) <Ian.Gibson@midsussex.gov.uk>; Tom Clark <Tom.Clark@midsussex.gov.uk>

Cc: Aidan Gaff <Aidan.Gaff@midsussex.gov.uk>

Subject: RE: Community Governance Review Costs

Dear Ian,

Back in April, when WPC asked about postage costs I did advise them that the first consultation postage cost amounted to £4360.50. As there have now been x3 MSDC mailings to registered electors of the parish the figure quoted (£13,330) is correct. This relates only to postage, and therefore does not include print costs.

I do not believe MSDC's administrative CGR costs have been an issue for public comment in any of the other CGRs, and these would vary greatly according to the size of the electorate.

Many thanks, Terry

Terry Stanley, Head of Democratic Services & Elections (Deputy Returning Officer)
Direct Line: 01444 477415 | Website: www.midsussex.gov.uk | *Working together for a better Mid Sussex*

From: Terry Stanley <Terry.Stanley@midsussex.gov.uk>

Sent: 09 August 2022 17:37

To: Ian Gibson (Cllr) <Ian.Gibson@midsussex.gov.uk>

Cc: Aidan Gaff <Aidan.Gaff@midsussex.gov.uk>; Tom Clark <Tom.Clark@midsussex.gov.uk>

Subject: RE: Community Governance Review Costs

Dear Ian,

I believe we have been clear with all entities that there has been no intention to recharge MSDC's administrative CGR costs.

You are right about the timing of consideration of the extension mailing. WPC could not have known there would be a third mailing, and I do not know how that figure was arrived at. It just so happens that it is correct.

Many thanks, Terry

Terry Stanley, Head of Democratic Services & Elections (Deputy Returning Officer)
Direct Line: 01444 477415 | Website: www.midsussex.gov.uk | *Working together for a better Mid Sussex*

Report of the City Solicitor to the meeting of Council on Tuesday 20 October 2015.

Community Governance Review for a new Local Council in the Bingley area

<https://bradford.moderngov.co.uk/documents/g3483/Public%20reports%20pack%2020th-Oct-2015%2016.00%20Council.pdf?T=10>

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BINGLEY TOWN COUNCIL PROPOSED BUDGET REQUIREMENT 2016-17

	£
Set-up costs	
Consultation letters	3,800
Drop-in venues	200
Furniture	2,000
IT equipment	3,000
Website design	1,500
Telephone	300
Recruitment	500
Interim accommodation costs – up to 3 months prior to first election	1,500
Interim clerk's salary – up to 3 months prior to first election	7,600
	<u>20,400</u>
Operating costs	
Accommodation and room hire	6,800
Salaries - including National Insurance and pension contributions	30,300
Training (councillors and clerk)	2,500
Telephone	600
Insurance	1,300
Audit	600
Newsletter, Publicity, advertising and website maintenance	5,000
Postage and stationery	2,000
Allowances	1,600
Repairs	600
Contingency / revenue reserve	10,000
	<u>61,300</u>
Services costs	
Such as projects, Christmas lights, awards, grants	50,000
Other income	
Allotments	-1,700
Total estimated budget	<u>130,000</u>
Provisional Band D equivalent properties	8,469
Band D precept	15.35 *

* for illustrative purposes only

Bingley Town Council 2016/17 Budget

	TOTAL
Set-up Costs	
Office Equipment and Furniture	£ 1,000.00
IT Equipment	£ 2,000.00
Domain Name and Hosting	£ 169.00
Website Design	£ 5,000.00
Recruitment	£ 600.00
Operating Costs	
Accommodation	£ 2,025.00
Room Hire	£ 2,000.00
Allowances- Chairman	£ 250.00
Allowances - Councillors	£ 1,000.00
Audit Costs - Internal	£ 400.00
Audit Costs - External	£ 600.00
Events	£ 420.00
Insurance	£ 547.50
IT Support	£ 75.00
Newsletter, Publicity, Advertising and Web Maintenance	£ 5,000.00
Printing, Stationery and Postages	£ 1,000.00
Repairs	£ -
Subscriptions	£ 2,246.00
Training	£ 3,000.00
Telephone	£ 1,000.00
Travelling and Subsistence	£ 500.00
Salaries (incl NI and Pensions)	£ 23,700.00
National Insurance (13.8%)	£ 3,270.60
Pensions (1%)	£ 237.00
Allotments Reserve (Itemised below)	
- General Reserve	£ 2,350.00
- Solicitors Fees	£ 425.00
- Survey Fees	£ 225.00
Contingency/Revenue Reserve (Itemised below)	
- Election Reserve	£ 5,000.00
- General Reserve	£ 19,525.00
- Neighbourhood Plan	£ 20,000.00
Services Costs (itemised below)	
- Grants	£ 13,000.00
- Projects	£ 18,750.00
---- Emergency Support	£ 1,000.00
---- Litter & Dog Fouling	£ 250.00
Other Income	
- Allotments	-£ 1,133.33
Total Estimated Budget	<u>£ 135,431.77</u>

Progress on Sevenoaks' responsibilities in establishing Hextable Parish Council 21st February 2008

[https://cde.sevenoaks.gov.uk/Data/Council/200802211900/Agenda/Report%20-%20Item%2006\(b\)%20-%20Hextable%20Parish%20Council%20-%20Precept%20Setting%202008-09.pdf](https://cde.sevenoaks.gov.uk/Data/Council/200802211900/Agenda/Report%20-%20Item%2006(b)%20-%20Hextable%20Parish%20Council%20-%20Precept%20Setting%202008-09.pdf) retrieved 12th August 2022

From: Terry Stanley <Terry.Stanley@midsussex.gov.uk>
Sent: 04 March 2022 13:01
To: Ian Gibson (Cllr) <Ian.Gibson@midsussex.gov.uk>
Subject: RE: Cost of setting up a Crawley Down Village Council

Dear Ian,
Thank you for your email and the helpful attachment. I have consulted our legal services team and they consider that £10k is a reasonable estimate for the setting of a new parish council.

Many thanks, Terry

Terry Stanley, Business Unit Leader - Democratic Services
Direct Line: 01444 477415 | Website: www.midsussex.gov.uk | *Working together for a better Mid Sussex*

From: Ian Gibson (Cllr) <Ian.Gibson@midsussex.gov.uk>
Sent: Friday, 4 March 2022 11:40
To: Terry Stanley <Terry.Stanley@midsussex.gov.uk>
Subject: CGR : Cost of setting up a Crawley Down Village Council

Dear Terry,

Further to our brief discussion on possible setting up costs after Council, para 9. of the attached refers to the Costs Sevenoaks DC incurred in respect of Hextable. We are trying to track whether any sum was withheld from the first Hextable precept (the Clerk and Chairman say not), but it would be useful to have a view from you as to both likelihood of a charge and its magnitude.

We have from NALC a separate document from the creation of Bingley Town Council in 2015 by Bradford which puts the figure at about £10,000.

Kind Regards

Ian

Dr Ian Gibson

Member for Crawley Down & Turners Hill

Appendix F

	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23
Key Events / Lead Organisation	Council 28th September			TUPE outcome	Precept Fixed			Financial Year Starts	Elections & 1st Annual Council
MSDC	Council makes Order setting up	[A] Recruit Locum Clerk / Project Manager	Determine separate taxbases for Crawley Down and Copthorne	[B] Payroll and other HR and accommodation costs for Locum Clerk / Project Manager, to be recharged to CDVC	Agree Precepts for CDVC and WPC (Copthorne only)	[C] Democratic Services/legal costs associated with implementing the Order		Any continuing Locum Clerk / Project Manager costs charged to CDVC Annual Budget	[D] Local Elections 4th May. Any costs to be charged to CDVC annual budget as normal business
CDVC Locum Clerk / Project Manager					[E] Locum Clerk / Project Manager Salary				
			Support WPC led TUPE Consultation	Agree CDVC precept with MSDC		[F] Set up bank accounts, website and email addresses.			
				Draft Standing Orders, Financial Regs, and Policies.					
			Engage with WPC to seek agreement on reimbursing ongoing energy and other shared contracts costs from CDVC annual budget until contracts end.						
						[G] Recruitment to fill posts as necessary after conclusion of TUPE process			
						[H] Order Computers and other office equipment.			
						Book or lease offices and meetings rooms. Set up first Annual Council Meeting 8th May 2023. Costs charged to CDVC annual budget as normal business			
CDVC Petitioners			[I] Support WPC TUPE Consultation; issue HR support services contract with Cronos (1yr contract)	Existing CD Ward Councillors support Locum Clerk / Project Manager				Purdah	CDVC Established
WPC		[J] TUPE consultation with staff (direct consultation as fewer than 10 staff)		Agree WPC precept with MSDC		[K] Recruitment to fill posts as necessary after conclusion of TUPE process			
						[X] Indicates cost to be counted as contributing to the Cost of creating a separate Village Council for Crawley Down			

Calculating Staff Costs

Worth Parish Council

The position of WPC Clerk is assessed to be an LC3 appointment at Scale point 37 (LC3 substantive) using the standard calculator.

The WPC Clerk is understood to be at scale point 45 (top of LC3 above substantive).

The Crawley Down Handyperson is understood to be paid more (based on salary and hours worked) than his Copthorne colleague.

The Petitioners do not have any other information on individual salaries.

All WPC staff are members of a pension scheme that has a 7% employer's contribution. It is assumed that employers NIC are paid at 13.25%.

The WPC budget shows a single cost of employment (salary, employers NIC, & pension contributions) for the office staff (Clerk, RFO & Deputy Clerk) and an equivalent figure for the two Handypersons.

- In FY21/22 the costs for the full year were £80,056 and £39,284
- The actual costs in the first two months of FY22/23 were £14,459 and £6,572 give pro-rata figures for the full FY of £86,754 and £39,432 (excl. FY22/23 pay settlement)

The Petitioners have used this information to generate estimates for the individual staff costs in the workbook.

Turners Hill Parish Council (Information provided for comparison/evidence for approach)

Two office staff (Clerk & Deputy Clerk) with two Stewards for The Ark. Small parish but large community facility (The Ark)).

The position of THPC Clerk is assessed to be an LC2 appointment upgraded to LC3 appointment at Scale point 33 (LC3 below substantive) due to the Clerk also being the RFO.

THPC recently appointed a Clerk/RFO at Scale Point 33 and 25 hours per week (see THPC Minutes 1st March 2022).

Turners Hill PC has recently agreed to recruit a Deputy Clerk at Scale Point 25 and 18 hours per week (see THPC Minutes 5th April 2022).

Full year Staff Costs are £53,333 (excl. FY22/23 pay settlement)

Crawley Down Village Council

Medium sized council with land, sports and allotments but no buildings (initially). The Council will have two office staff (either a Clerk/RFO + Deputy Clerk as THPC or Clerk + RFO/Deputy Clerk) and a Handyperson.

The position of CDVC Clerk is assessed to be an LC2 appointment at Scale point 33 (LC2 above substantive) or Scale point 33 (LC3 below substantive) if the Clerk is also the RFO.

Estimated full year Staff Costs are £69,775 (excl. FY22/23 pay settlement)

Copthorne Parish Council (Residual Worth Parish Council)

Medium sized council with land, sports and buildings but no allotments. It is assumed that the Council will have two office staff: Clerk + RFO/Deputy Clerk

The position of CPC Clerk is assessed to be an LC3 appointment at Scale point 35 (LC3 below substantive).

Estimated full year Staff Costs are £86,279 (excl. FY22/23 pay settlement)

Petitioners Budget Estimates Submitted to WPC Auditor

	A	B	C	D	E	F	G
	WPC FY 22/23 BUDGET	WPC FY 22/23 BUDGET excl projects	THPC FY 22/23 excl Ark	CDVC 2 Staff TUPE transfer	WPC minus CDVC	Increase arising from Split =D+E-A	Copthorne PC budget after completion of Heathy Wood
GENERAL ADMINISTRATION							
Precept	£300,000	£300,000	£84,306	£166,750	£168,000	£34,750	£176,101
Interest Received	£200	£200	£250	£100	£100	£0	£100
General Administration Income	£300,200	£300,200	£84,556	£166,850	£168,100	£34,750	£176,201
Clerk, Assistant, RFO	£100,000	£87,484	£53,333	£44,015	£68,204	£24,735	£68,204
Handypersons	£45,000	£39,765		£21,690	£18,075	£0	£18,075
Grants Given	£8,000	£8,000	£1,200	£4,000	£4,000	£0	£4,000
Churchyard Maintenance	£1,000	£1,000		£500	£500	£0	£500
Office Supplies	£1,500	£1,500	£300	£250	£1,250	£0	£1,250
Bank Charges	£200	£200		£200	£200	£200	£200
Utilities	£1,250	£1,250		£500	£1,000	£250	£1,000
Telephone	£100	£100	£350	£500	£100	£500	£100
IT support	£6,000	£6,000	£1,350	£3,000	£3,000	£0	£3,000
Chairmans Allowance	£1,000	£1,000	£75	£200	£500	£-300	£500
Councillors Allowance	£8,500	£8,500		£0	£4,000	£-4,500	£4,000
Traveling	£500	£500		£200	£300	£0	£300
Office Expenses Cleaning	£1,000	£1,000			£1,000	£0	£1,000
Website Costs/parish online	£1,500	£1,500			£1,500	£0	£1,500
Software Support RBS & payroll	£1,500	£1,500	£500	£750	£750	£0	£750
Member Training	£1,000	£1,000	£400	£750	£500	£250	£500
HR Support	£3,000	£3,000		£800	£1,500	£-700	£1,500
Publicity	£1,200	£1,200		£1,000	£600	£400	£600
Audit Fees	£1,500	£1,500	£650	£600	£1,000	£100	£1,000
Legal Fees	£3,000	£3,000		£1,000	£2,000	£0	£2,000
Insurances	£5,250	£5,250	£800	£2,500	£3,250	£500	£3,250
Hire of Halls	£250	£250		£2,000	£250	£2,000	£250
Meetings, Conferences	£800	£800		£500 #	£400	£100	£400
Election Expenses	£16,000	£4,000		£2,000	£2,000	£0	£2,000
Subscriptions	£450	£450	£950		£225	£-225	£225
WSALC, NALC	£2,395	£2,395		£1,500	£1,200	£305	£1,200
Fuel	£3,000	£3,000		£1,200	£1,500	£-300	£1,500
Motor Repairs	£2,000	£2,000		£1,000	£1,000	£0	£1,000
Equipment & Supplies	£500	£500	£100	£1,000	£250	£750	£250
Capital Purchases	£1,958	£1,958		£2,000	£1,000	£1,042	£1,000
Maintenance - various	£1,000	£1,000			£500	£-500	£500
Land Management	£1,000	£1,000		£2,500	£500	£2,000	£500
Handyperson vehicle lease				£3,000			
Parish Online				£500		£500	
Postage			£80	£100		£100	£0
Photocopying			£1,230	£1,250		£1,250	£0
General Administration Indirect Expenditure	£221,353	£191,602	£61,318	£101,005	£122,054	£28,457	£122,054
Net Income over Expenditure	£78,847	£108,598	£23,238	£65,845	£46,046		£54,147
Allotments							
Allotment rents	£3,400	£3,400	£640	£2,000	£0	£-1,400	£0
Allotments Income	£3,400	£3,400	£640	£2,000	£0	£-1,400	£0
Maintenance - various	£824	£824	£30	£500		£-824	
Allotment Water	£216	£216	£350			£-216	
Allotment Lease			£100			£0	
Allotments Indirect Expenditure	£1,040	£1,040	£480	£500	£0	£-540	£0
Net Income over Expenditure	£2,360	£2,360	£160	£1,500	£0		£0
Recreation Grounds							
MSDC Grounds Maintenance	£1,030	£1,030	£0	£1,030	£0	£0	£0
Recreation Grounds - Income	£1,030	£1,030	£0	£1,030	£0	£0	£0
Maintenance - various	£5,150	£5,150	£3,800	£2,500	£2,000	£-650	£2,000
Roundabout Crawley Down (S106)	£5,000					£0	
Lashmere	£10,150					£0	
New bench seating				£500			
Recreation Grounds - Indirect Expenditure	£20,300	£5,150	£3,800	£2,500	£2,000	£0	£2,000
Net Income over Expenditure	£-19,270	£-4,120	£-3,800	£-1,470	£-2,000		£-2,000
Copthorne Pavilion							
Pavilion Lease	£4,200	£4,200			£4,200	£0	£4,200
Copthorne Pavilion - Income	£4,200	£4,200	£0	£0	£4,200	£0	£4,200
Maintenance - various	£1,000	£1,000			£1,000	£0	£1,000
Ground Maintenance	£6,000	£6,000			£6,000	£0	£6,000
Copthorne Pavilion- Indirect Expenditure	£7,000	£7,000	£0	£0	£7,000	£0	£7,000
Net Income over Expenditure	£-2,800	£-2,800	£0	£0	£-2,800		£-2,800
Parish Office							
South Room Hire - Receipts	£7,000	£7,000			£7,000	£0	£7,000
Deposit - Receipts Refund South Room	£0	£0				£0	
Solar Income			£1,200			£0	

	Parish Office - Income	£7,000	£7,000	£1,200	£0	£7,000	£0	£7,000
Rent South Room		£7,500	£7,500			£7,500	£0	£7,500
Maintenance - various		£3,000	£3,000			£3,000	£0	£3,000
Loan Repayment - New Parish Office		£9,726	£9,726			£9,726	£0	£9,726
Office Rent				£10,600	£10,000		£10,000	
Office Decoration				£1,000			£0	
	Parish Office- Indirect Expenditure	£20,226	£20,226	£11,600	£10,000	£20,226	£10,000	£20,226
	Net Income over Expenditure	-£13,226	-£13,226	-£10,400	-£10,000	-£13,226		-£13,226
Street Lighting								
Energy Street Lights		£35,000	£35,000	£2,000	£17,500	£17,500	£0	£17,500
Repairs Street Lights		£15,000	£15,000	£2,000	£7,500	£7,500	£0	£7,500
	Street Lighting Indirect Expenditure	£50,000	£50,000	£4,000	£25,000	£25,000	£0	£25,000
	Net Income over Expenditure	-£50,000	-£50,000	-£4,000	-£25,000	-£25,000		-£25,000
Miscellaneous								
S106 Receipt - Bowers Place		£65,000					£0	
S106 Receipt - New Roundabout								
	Miscellaneous - Income	£65,000	£0	£0	£0	£0	£0	£0
Maintenance Burleigh Way Car Park		£1,030	£1,030				-£1,030	
Maintenance Memorial Car Park		£1,000	£1,000		£1,000		£0	
Litter & Dog Bin emptying		£4,000	£4,000	£330	£5,000	£2,000	£3,000	£2,000
Replace Litter / Salt Bins		£800	£800		£500	£400	£100	£400
NHP Crawley Down		£7,533			£2,500			
NHP Crawley Down - CLT		£4,000						
NHP Crawley Down - Project		£81,000						
NHP Copthorne		£2,000						
N/Hood Security		£82,400						
Environmental WG Copthorne		£30,000						
Environmental WG Crawley Down		£28,000			£15,000			
Youth Support		£21,000						
	Miscellaneous Indirect Expenditure	£262,763	£6,830	£330	£24,000	£2,400	£2,070	£2,400
	Net Income over Expenditure	-£197,763	-£6,830	-£330	-£24,000	-£2,400		-£2,400
Grand Totals - Income		£380,830	£315,830	£86,396	£169,880	£179,300		£187,401
Grand Totals - Expenditure		-£582,682	-£281,848	-£81,528	-£163,005	-£178,680		-£178,680
	Net Income over Expenditure	-£201,852	£33,982	£4,868	£6,875	£620		£8,721

Increased annual operating costs Staff & Office Rent only

£34,735

Increased annual operating costs all cost codes

£39,987

Taxbase	4,770	4,770	666	2,652	2,118	2,800
Band D Precept	£62.89	£62.89	£126.59	£62.89	£79.30	£62.89

NOTE : The budgeted programme is not affordable even after all Earmarked Reserves are used

Total funds in bank April 2022 £480,602

Earmarked Reserves April 2022

NHP	£24,107
Watershed	£1,650
Election	£8,000
Crawley Down Legal	£338
Vision	£25,000
Locality	£3,000
Lashmere	£5,000
IT Equipment	£458
Neighbourhood Security	£50,000
Environmental WG Copthorne	£10,000
Environmental WG Crawley Down	£8,000
Youth Support	£6,000
Jubilee Copthorne	£907
Jubilee Crawley Down	£982
Pavilion Maintenance	£0
Donation Jack & Jill Play Group	£9,915
Total EMR	£153,356

Petitioners Budget Estimates Reconciliation with WPC Auditor

	AA WPC FY 22/23 BUDGET Auditor	D CDVC 2 Staff TUPE transfer	DA CDVC 2 Staff TUPE transfer Auditor	DA-D CDVC 2 Staff TUPE transfer Difference	Dadj CDVC 2 Staff TUPE transfer
GENERAL ADMINISTRATION					
Precept	£300,000	£166,750	£192,000	£25,250	£175,000
Interest Received	£200	£100	£100	£0	£100
General Administration Income	£300,200	£166,850	£192,100	£25,250	£175,100
Clerk, Assistant, RFO	£100,000	£44,015	£50,000	£5,985	£50,000
Handypersons	£45,000	£21,690	£25,000	£3,310	£25,000
Grants Given	£8,000	£4,000	£4,000	£0	£4,000
Churchyard Maintenance	£1,000	£500	£500	£0	£500
Office Supplies	£1,500	£250	£500	£250	£500
Bank Charges	£200	£200	£200	£0	£200
Utilities	£1,250	£500	£1,000	£500	£1,000
Telephone	£100	£500	£500	£0	£500
IT support	£6,000	£3,000	£4,000	£1,000	£4,000
Chairmans Allowance	£1,000	£200	£200	£0	£200
Councillors Allowance	£8,500	£0	£4,500	£4,500	£0
Traveling	£500	£200	£200	£0	£200
Office Expenses Cleaning	£1,000		£1,000	£1,000	£1,000
Website Costs/parish online	£1,500		£1,500	£1,500	£1,500
Software Support RBS & payroll	£1,500	£750	£1,000	£250	£1,000
Member Training	£1,000	£750	£1,000	£250	£1,000
Staff Training			£1,500	£1,500	£1,500
HR Support	£3,000	£800	£2,000	£1,200	£2,000
Publicity	£1,200	£1,000	£1,000	£0	£1,000
Audit Fees	£1,500	£600	£1,500	£900	£1,500
Legal Fees	£3,000	£1,000	£3,000	£2,000	£3,000
Insurances	£5,250	£2,500	£3,000	£500	£3,000
Hire of Halls	£250	£2,000	£2,000	£0	£2,000
Meetings, Conferences	£800	£500	£500	£0	£500
Election Expenses	£8,000	£2,000	£8,000	£6,000	£2,000
Subscriptions	£450			£0	
WSALC, NALC	£2,395	£1,500	£1,500	£0	£1,500
Fuel	£3,000	£1,200	£1,750	£550	£1,750
Motor Repairs	£2,000	£1,000	£1,000	£0	£1,000
Equipment & Supplies	£500	£1,000	£1,000	£0	£1,000
Capital Purchases	£1,500	£2,000	£2,000	£0	£2,000
Maintenance - various	£1,000	£3,000		£-3,000	
Land Management	£1,000	£2,500	£2,500	£0	£2,500
Handyperson vehicle lease		£3,000	£3,000	£0	
Parish Online		£500	£500	£0	£500
Postage		£100	£100	£0	£100
Photocopying		£1,250	£1,250	£0	£1,250
General Administration Indirect Expendit	£212,895	£104,005	£132,200	£28,195	£118,700
Net Income over Expenditure	£87,305	£62,845	£59,900	£-2,945	£56,400
Allotments					
Allotment rents	£3,400	£2,000	£2,000	£0	£2,000
Allotments Income	£3,400	£2,000	£2,000	£0	£2,000
Maintenance - various	£824	£500	£500	£0	£500
Allotment Water	£216		£216	£216	£216
Allotment Lease				£0	
Allotments Indirect Expenditure	£1,040	£500	£716	£216	£716
Net Income over Expenditure	£2,360	£1,500	£1,284	£-216	£1,284
Recreation Grounds					
MSDC Grounds Maintenance	£1,030	£1,030	£1,030	£0	£1,030
Recreation Grounds - Income	£1,030	£1,030	£1,030	£0	£1,030

Maintenance - various	£5,150	£2,500	£2,500	£0	£2,500
Roundabout Crawley Down (S106)	£5,000			£0	
Lashmere	£10,150			£0	
New bench seating		£500	£500	£0	£500
Recreation Grounds - Indirect Expenditure	£20,300	£2,500	£2,500	£0	£2,500
Net Income over Expenditure	-£19,270	-£1,470	-£1,470	£0	-£1,470
Copthorne Pavilion					
Pavilion Lease	£4,200			£0	
Copthorne Pavilion - Income	£4,200	£0	£0	£0	£0
Maintenance - various	£1,000			£0	
Ground Maintenance	£6,000			£0	
Copthorne Pavilion- Indirect Expenditure	£7,000	£0	£0	£0	£0
Net Income over Expenditure	-£2,800	£0	£0	£0	£0
Parish Office					
South Room Hire - Receipts	£7,000			£0	
Deposit - Receipts Refund South Room	£0			£0	
Solar Income				£0	
Parish Office - Income	£7,000	£0	£0	£0	£0
Rent South Room	£7,500			£0	
Maintenance - various	£3,000			£0	
Loan Repayment - New Parish Office	£9,726			£0	
Office Rent		£10,000	£10,000	£0	£10,000
Office Decoration				£0	
Parish Office- Indirect Expenditure	£20,226	£10,000	£10,000	£0	£10,000
Net Income over Expenditure	-£13,226	-£10,000	-£10,000	£0	-£10,000
Street Lighting					
Energy Street Lights	£35,000	£17,500	£17,500	£0	£17,500
Repairs Street Lights	£15,000	£7,500	£7,500	£0	£7,500
Street Lighting Indirect Expenditure	£50,000	£25,000	£25,000	£0	£25,000
Net Income over Expenditure	-£50,000	-£25,000	-£25,000	£0	-£25,000
Miscellaneous					
S106 Receipt - Bowers Place	£65,000			£0	
S106 Receipt - New Roundabout				£0	
Miscellaneous - Income	£65,000	£0	£0	£0	£0
Maintenance Burleigh Way Car Park	£1,030			£0	
Maintenance Memorial Car Park	£1,000	£1,000	£1,000	£0	£1,000
Litter & Dog Bin emptying	£4,000	£5,000	£5,000	£0	£2,000
Replace Litter / Salt Bins	£800	£500	£500	£0	£500
NHP Crawley Down	£2,500	£2,500	£2,500	£0	£2,500
NHP Copthorne	£1,000			£0	
Environmental WG Copthorne	£20,000			£0	
Environmental WG Crawley Down	£15,000	£15,000	£15,000	£0	£15,000
Youth Support	£7,500			£0	
Miscellaneous Indirect Expenditure	£52,830	£24,000	£24,000	£0	£21,000
Net Income over Expenditure	£12,170	-£24,000	-£24,000	£0	-£21,000
Grand Totals - Income	£380,830	£169,880	£195,130	£25,250	£178,130
Grand Totals - Expenditure	-£364,291	-£166,005	-£194,416	-£28,411	-£177,916
Net Income over Expenditure	£16,539	£3,875	£714	-£3,161	£214

FINANCIAL IMPACTS OF CREATING A CRAWLEY DOWN VILLAGE COUNCIL

PETITIONERS VIEW

SUMMARY

- The one-off costs are estimated to be £32,016, increased from the Petitioners previous estimate of £20K by the addition of a Locum Clerk or Project Manager to oversee essential activities in the 6 months leading to the first Annual Council Meeting. The Petitioners had previously expected to undertake these activities themselves at zero cost.
- The estimated additional annual operating costs of two councils over the operating costs of Worth Parish Council for an equivalent level of service to Crawley Down residents (i.e. providing an office and holding meetings in the village) are £3,252.
- A Crawley Down Village Council can provide the improved Community Cohesion, Local Democracy and Service to Crawley Down residents at the current Worth Parish Council level of Band D Council Tax.
- When the Heathy Wood development in Copthorne Ward is completed, a residual Worth Parish Council will be able to deliver the current level of service to Copthorne residents at the current Worth Parish Council level of Band D Council Tax.

The Petitioners are ready to discuss their detailed estimates and the underlying evidence with Worth Parish Council, Mid Sussex District Council, or their representatives. In doing so, the Petitioners note that neither Worth Parish Council or Mid Sussex District Council have published any evidence to support the claims of costs of £150,000 which has circulated to all electors in the Parish.

Worth Parish Council have recently voted to proceed with a number of recruitments and contracts which will have significant financial implications in the short and long term. These will create a substantial financial barrier to the implementation of a split in the future and means that a further review in 2025 or later will have little value.

Finally, the Petitioners believe that the costs of creating a Crawley Down Village Council and any increased operating costs should not carry significant weight in deciding the outcome of the Community Governance Review. The key consideration should be the view of the Crawley Down community, taking account of community cohesion, improved local democracy and services.

Calculating Staff Costs – Facts and Assumptions – Petitioners View

Worth Parish Council

The position of WPC Clerk is assessed to be an LC3 appointment at Scale point 37 (LC3 substantive) using the standard calculator.

The WPC Clerk is understood to be at scale point 45 (top of LC3 above substantive).

The Crawley Down Handyperson is understood to be paid more (based on salary and hours worked) than his Cophorne colleague.

The Petitioners do not have any other information on individual salaries.

All WPC staff are members of a pension scheme that has a 7% employer's contribution. It is assumed that employers NIC are paid at 13.25%.

The WPC budget shows a single cost of employment (salary, employers NIC, & pension contributions) for the office staff (Clerk, RFO & Deputy Clerk) and an equivalent figure for the two Handypersons.

- In FY21/22 the costs for the full year were £80,056 and £39,284
- The actual costs in the first two months of FY22/23 were £14,459 and £6,572 give pro-rata figures for the full FY of £86,754 and £39,432 (excl. FY22/23 pay settlement)

The Petitioners have used this information to generate estimates for the individual staff costs in the workbook.

Turners Hill Parish Council (Information provided for comparison/evidence for approach)

Two office staff (Clerk & Deputy Clerk) with two Stewards for The Ark. Small parish but large community facility (The Ark)).

The position of THPC Clerk is assessed to be an LC2 appointment upgraded to LC3 appointment at Scale point 33 (LC3 below substantive) due to the Clerk also being the RFO.

THPC recently appointed a Clerk/RFO at Scale Point 33 and 25 hours per week (see THPC Minutes 1st March 2022).

Turners Hill PC has recently agreed to recruit a Deputy Clerk at Scale Point 25 and 18 hours per week (see THPC Minutes 5th April 2022).

Full year Staff Costs are £53,333 (excl. FY22/23 pay settlement)

Crawley Down Village Council

Medium sized council with land, sports and allotments but no buildings (initially). The Council will have two office staff (either a Clerk/RFO + Deputy Clerk as THPC or Clerk + RFO/Deputy Clerk) and a Handyperson.

The position of CDVC Clerk is assessed to be an LC2 appointment at Scale point 33 (LC2 above substantive) or Scale point 33 (LC3 below substantive) if the Clerk is also the RFO.

Estimated full year Staff Costs are £69,775 (excl. FY22/23 pay settlement)

Copthorne Parish Council (Residual Worth Parish Council)

Medium sized council with land, sports and buildings but no allotments. It is assumed that the Council will have two office staff: Clerk + RFO/Deputy Clerk

The position of CPC Clerk is assessed to be an LC3 appointment at Scale point 35 (LC3 below substantive).

Estimated full year Staff Costs are £86,279 (excl. FY22/23 pay settlement)

CGR Division and Operating Budget Costs Workbook Explanation/Notes

This workbook should be treated as Confidential as it contains estimates of TUPE outcomes in advance of consultation.

Worksheets:

- **Plan** (a Gantt Chart for implementing the creation of the new Council.
- **New Council Creation Costs** (Summary of costs in the Plan)
- **NJC Payscales** (FY21/22)
- **THPC Clerk** (Job Evaluation for Turners Hill Parish Council Clerk)
- **WPC Clerk** (Job Evaluation for Worth Parish Council Clerk)
- **CDVC Clerk** (Job Evaluation for Crawley Down Village Council Clerk)
- **CPC Clerk** (Job Evaluation for a 'Copthorne Parish Council' Clerk)
- **Staff Costs Calculator** (see below)
- **Budget Analysis** (see below)

Staff Costs Calculator Worksheet

This shows a series of estimated staff costs:

- Staff costs for a Crawley Down Village Council arising from the Job Evaluation calculation.
- Staff costs for Turners Hill Parish Council based on advertised posts; provided as evidence for the soundness of the Crawley Down Village Council staff model.
- Estimated staff costs for Worth Parish Council using FY21/22 and FY22/23 Months 1 & 2 out-turn figures as the Petitioners have no information on actual salaries.
- Two costed TUPE outcomes : 4 staff transfer and 2 staff transfer. The increased annual staff costs are £58,890 and £24,735 respectively. The Petitioners believe that the 2 staff transfer outcome is the most likely and that the increase (arising from an addition of one post) is £24,735.

Budget Analysis Worksheet

Column A : Published Worth Parish Council Budget FY 22/23

The budget is unaffordable as the Total Expenditure of £582,682 exceeds the in-year income of £380,803 by £201,852.

Since the start of the year Council has agreed to recruit a Manager for the 2 Handypersons and a Communications Officer. Assuming that the appointments are taken up in October, the staff costs should be expected to exceed the overall budget of £145,000.

Council has also agreed to appoint a Youth Programme Advisor at a cost of £40,000.

Council has agreed that the budget of £16,000 for Elections is excessive; WPC has £8,000 available in EMRs for Elections. A budget of £2,000 will provide adequate cover.

There is considerable uncertainty in the Street Lighting costs.

Column B : Revised Worth Parish Council Operating Budget FY 22/23

This is the 'true' operating budget for WPC using the projected staff costs from the first two months of the FY, reducing the allowance for elections to £2,000 and excluding Projects costs and S106 funds. The changes are indicated in blue text. There is a surplus of £35,982 over the Total Expenditure of £315,830 in this amended budget. The Band D Council Tax charge is £62.89 for a tax base (Band D equivalents) of 4,770.

Column C : Turners Hill Parish Council Budget FY 22/23

THPC is a small Parish which runs a significant community facility (The Ark). Details are included as evidence of an alternative models for staffing (Clerk/RFO and Deputy Clerk, rather than Clerk, RFO and Deputy Clerk), maintenance (bought-in rather than using own staff) and meetings (single Council meeting per month). The combination of small size and responsibility for operating the Ark means that the precept is twice that of WPC. The Band D Council Tax charge is £126.59 for a tax base (Band D equivalents) of 666.

Columns D Estimated Crawley Down Village Council Budget FY 22/23

This is an updated version of the budget published by the petitioners in August 2021. The changes are indicated in blue text. The key changes are:

- Updated staff costs assuming CDVC adopts the same staff model as THPC.
- Addition of allowances for bank charges, travelling costs and HR support.
- Increased allotment rent income in line with WPC budget.
- Increased costs for Street Lighting to half WPC estimate.

There is a surplus of £6,875 over the Total Expenditure of £169,880. The Band D Council Tax charge is £62.89 for a tax base (Band D equivalents) of 2,652 (estimate taken from an analysis of new home CT bands undertaken for the Neighbourhood Plan in 2019).

Columns E Estimated Residual Worth Parish Council Budget FY 22/23

This is a cost item level assessment of the impact of a new council being created based on the WPC budget (Column B). The individual cost items are either kept at the same figure as in Column B or reduced to reflect the removal of costs now covered by the CDVC budget.

There is a deficit of £34,130 arising from a Total Expenditure of £178,680 in this estimated budget. The Band D Council Tax charge is held at the WPC level of £62.89 for a tax base (Band D equivalents) of 2,118, but would rise to £79.06 if the precept was increased by £34,130 to balance the budget.

Columns F Increased Annual Operating Costs of Two Councils over WPC

This is the cost item level assessment of the difference between the sum of Column D and Column E, and Column B. The analysis indicates that there is an increase in costs of £39,987, of which £24,735 is due to the extra staff member, £10,000 is for renting office accommodation

and £2,000 for hiring rooms for public meetings. Together these three costs total £36,735, and the balance of the increased overall cost of £3,252 (i.e. £39,987 minus £36,735) is the increased cost of two councils over one for the same level of service.

Put another way, the cost saving if WPC were to introduce the key service changes requested by the Petitioners compared to creating Crawley Down Village Council is £3,252.

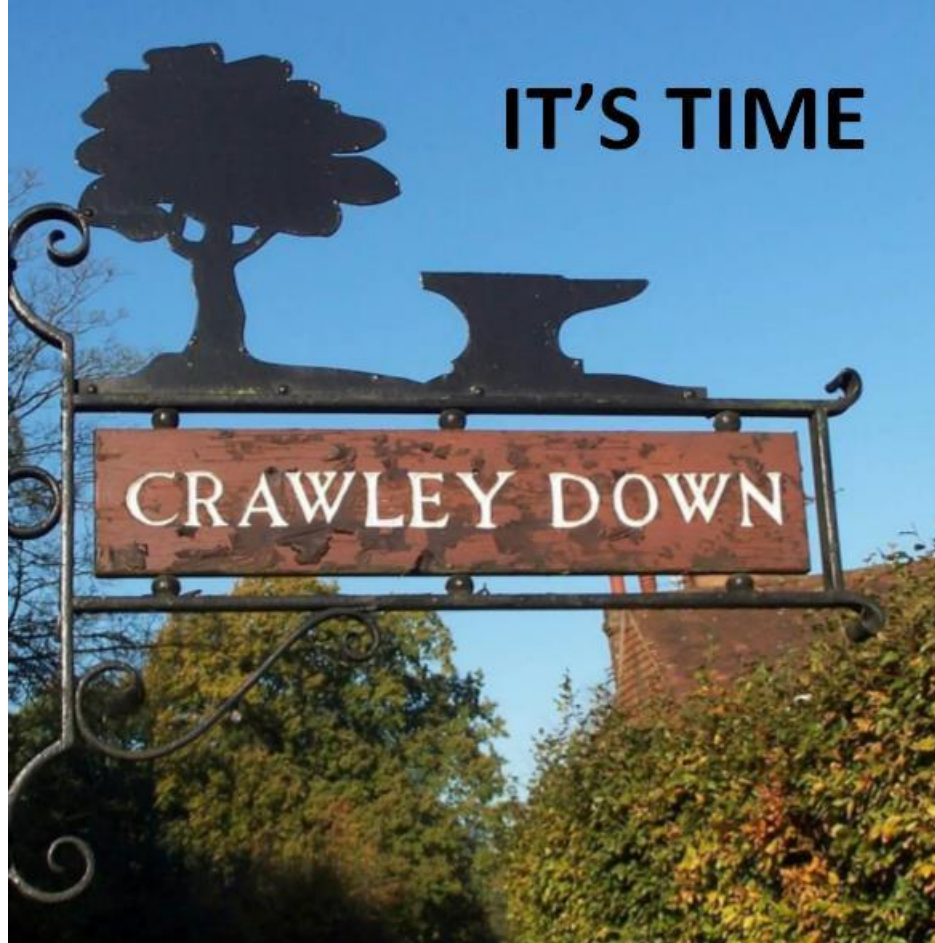
Columns G Estimated Copthorne Parish Budget after the completion of the Heathy Wood

This analysis demonstrates that a Copthorne Parish Council will have a balanced budget with a surplus of £8,721 on a Band D Council Tax charge of £62.89 when the 540 new dwellings currently under construction in Copthorne Ward are completed over the next two years and will increase the Copthorne tax base to 2,800 (estimated).

CGR Cost Analysis Submitted to
Auditor

File can be found linked on the
MSDC website here:

[https://www.midsussex.gov.uk/
elections-voting/community-
governance-reviews/](https://www.midsussex.gov.uk/elections-voting/community-governance-reviews/)



The Case for a Crawley Down Village Council

The Local Councillors and Residents Supporting the Creation of a Crawley Down Village Council

Elaine Anscorb
Alex Cruickshank
Ian Gibson
Sally Gibson
John Hitchcock
John Plank

14th April 2022

Summary

The local Councillors and residents supporting the creation of a separate Parish Council for Crawley Down believe that it will provide more inclusive democracy, better serve the local community and provide the village with a clearer identity in the local government hierarchy than the current arrangements. This document is their submission to Mid Sussex in response to their Community Governance Review (CGR) consultation.

A Crawley Down Village Council will be unambiguously identified as being associated with the village by its residents and the wider general population. It will be better placed to engage with local community groups and provide leadership and cohesion in community life, in a way that Worth Parish Council is unable to do.

The creation of a separate Parish Council will give the village a clearer identity and equal status with other members of its peer group, the other large villages in the District, who all have Parish Councils to manage their local services and represent their interests.

The creation of a separate Parish Council will complement the recent Ward Boundary changes that will make Crawley Down a separate District Council Ward in the May 2023 local government elections. Together these changes will establish a clear hierarchy for Crawley Down in local government. Residents can be confident that their elected representatives understand local issues. The new Parish Council will support their District Councillors and, in turn, those Councillors can be confident that a Crawley Down Village Council represents the views of the village.

The creation of a separate Parish Council that maintains an office in the village and holds all of its meetings at accessible venues in the village would ensure that all of its residents can participate in or observe the business of the Council. A secondary, but important effect is that the money spent on hiring facilities in existing community buildings such as the Haven Centre, the village hall, or the Glebe Centre will contribute financially to the upkeep of those facilities.

The creation of a separate Parish Council will provide an opportunity to greater community engagement by generating enthusiasm for taking the role of Councillor in a Council that is directly identified with the village and holds its meetings in local venues accessible to all residents.

The local Councillors and residents supporting the creation of a separate Parish Council recommend that the new Council should have no more than 9 Councillors. This number is considered to be sufficient for effective engagement with 6,000 residents and robust scrutiny of an annual programme with a value of some £160,000, while enabling efficient greater agility and pace in service delivery and in responding to problems than the current arrangements achieve.

The local Councillors and residents supporting the creation of a separate Parish Council have prepared an indicative annual budget which indicates that the new Council can deliver the

benefits they identify to residents within a precept of £160,000, equivalent to the current Parish Council tax paid to Worth Parish Council by the village.

The local Councillors and residents supporting the creation of a separate Crawley Down Village Council understand that some of the current Worth Parish Council staff may transfer to the new Council under the TUPE¹ regulations, and that the employment terms and conditions of such staff will be protected. The local Councillors and residents supporting the creation of a separate Council will work with Mid Sussex and Worth Parish Councils to agree such staff matters.

A Crawley Down Village Council will seek to invest in existing community facilities, including the use of Public Works Loan Board (PWL) loans, and will be pro-active in working with developers and Mid Sussex to ensure that Developers Contributions and Government grants, such as the New Homes Bonus, are used for their intended purpose; namely to mitigate the adverse impacts of development on the local community. All the monies raised through the Parish precept will be spent in the village, to the benefit of the community facilities and local traders.

The case in favour of the creation of a separate Parish Council for Crawley Down is undeniable. Mid Sussex can embrace the proposal with confidence that the team of local Councillors and residents supporting the creation of a separate Council have the knowledge, skills, connections and energy to ensure that it is a success.

¹ Transfer of Undertakings (Protection of Employment) regulations

Introduction

The local Councillors and residents supporting the creation of a separate Parish Council for Crawley Down believe that it will provide more inclusive democracy, better serve the local community than the current arrangements, and provide the village with a clearer identity in the local government hierarchy.

This document is their submission to Mid Sussex in response to the Community Governance Review (CGR) consultation and sets out the benefits of a separate Crawley Down Village Council to its residents in the key areas of identity, community, democracy and services.

Identity : Geography and Community

Worth Parish Council is one of 21 Parish Councils in Mid Sussex. It has undergone significant changes over the 125 years of its existence, to the extent that the community which gives it its name is no longer part of it. The following extract is taken from the History of Worth Parish on the Worth Parish Council website²:

“For centuries Worth was one of the largest rural parishes in Sussex. Since the end of the Second World War, however, the growth of Crawley and, latterly, the formation of a separate Parish of Turners Hill, have eaten into that area so that the present Parish occupies little more than a third of the original.....

..... Since the early 1980s, even the village of Worth itself ceased to be part of the Parish which bears its name.”

The present day Worth Parish comprises the villages of Crawley Down and Copthorne and has an overall population of approximately 10,000. The villages are geographically separate settlements of roughly equal size, and are about 3 miles apart with poor sustainable travel links. Community life is centred on each village with few joint activities. Each village has its own range of societies, sports clubs and social activities with a significant degree of duplication, including separate residents associations. Residents think of themselves as living in Crawley Down or Copthorne, not Worth.

The separate identities of Crawley Down and Copthorne are best illustrated by the words of the Parish Clerk in the request to Mid Sussex District Council to prepare separate neighbourhood plans for each village:

“The reason for requesting designation of each ward in the Parish as a distinct neighbourhood area is that there is a significant village settlement within each ward (Crawley Down in the Crawley Down Ward and Copthorne in the Copthorne and Worth Ward) which has its own unique and particular character, issues and ambitions. Each ward is already long-established and clearly identified and therefore most appropriate to be designating each ward as a neighbourhood area.”

² http://www.worth-pc.gov.uk/History_of_the_Parish_21538.aspx retrieved 8th April 2022

A separate Crawley Down Village Council will be unambiguously identified as being associated with the village by its residents and the wider general population. It will be better placed to engage with local community groups and provide leadership and cohesion in community life, in a way that Worth Parish Council is unable to do.

Identity : Equal status within its peer group

The Mid Sussex District Plan 2014 – 2031 places the District’s 24 settlements into a hierarchy of five Categories according to the key services they provide and the employment opportunities that they support. Crawley Down and Copthorne are both classed as Category 2 rural settlements along with Cuckfield, Hassocks, Hurstpierpoint and Lindfield, all of whom have a Parish Council.

Worth Parish Council is by far the largest Parish Council in Mid Sussex in terms of population, and the third largest in West Sussex, but size does not give it a greater voice in the wider Council community forums such as WSALC³ and MSALC⁴, or in campaigning groups such as CAGNE⁵ and GACC⁶, or in Mid Sussex and PCC⁷ briefings. Crawley Down and Copthorne are disadvantaged in being represented by a single Parish Council with a single voice compared to the other Category 2 villages in their peer group, or smaller villages such as Turners Hill, who each have an individual voice.

The creation of a separate Parish Council for Crawley Down will give the village a clearer identity and equal status with other members of its peer group, the other large villages in the District, who all have Parish Councils to manage their local services and represent their interests.

Identity : A better fit within the Local Government hierarchy

Parish Councils are the lowest tier of local government, sitting below District and County Councils. Crawley Down is virtually invisible within the current structure, being twinned with Copthorne in the Parish Council, with Turners Hill in the District Council, and with the western side of East Grinstead in the County Council.

The creation of a separate Parish Council for Crawley Down will complement the recent review of electoral Ward arrangements in Mid Sussex by the LGBCE⁸ which has made Crawley Down a separate Mid Sussex Ward, and together they will establish a clear hierarchy for Crawley Down in local government. Residents can be confident that their elected representatives understand local issues. The new Parish Council will support their District Councillors and, in turn, those Councillors can be confident that the Parish Council represents the views of the village.

³ West Sussex Association of Local Councils

⁴ Mid Sussex Association of Local Councils

⁵ Campaign Against Gatwick Noise and Emissions

⁶ Gatwick Area Conservation Campaign

⁷ Sussex Police and Crime Commissioner

⁸ Local Government Boundary Commission for England

Better Local Democracy : Accessibility for all residents

Worth Parish Council holds all its Council meetings at its offices in Copthorne which are virtually inaccessible to Crawley Down residents who lack their own transport.

Until 2016, Worth Parish Council had its office in Crawley Down and held its Council and Committee meetings alternately in Crawley Down and Copthorne. This format generated community engagement at meetings in both villages. As part of the Council's move in 2016 to new offices at the Church owned Parish Hub in Copthorne, the Council promised to hold a regular weekly 'drop-in' office presence in Crawley Down but this commitment was dropped the same year. The Council also ceased holding meetings in each village immediately on its move to Copthorne in 2016 and since then has held only one Council meeting in Crawley Down. In effect, Worth Parish Council turned its back on formal community engagement in Crawley Down in 2016.

Crawley Down Ward Councillors have regularly requested that the Council return to holding meetings in both villages, but this has always been refused on the advice of the Parish Clerk that the Council must use the meeting room (the South Room) that it leases from the Church at a cost of £7,500 per year. Suggestions from Crawley Down Councillors that the Council give up its lease on the South Room and hire meetings rooms as and when necessary to remove this perverse and undemocratic restriction, have always been refused.

The creation of a separate Parish Council for Crawley Down that maintains an office in the village and holds all of its meetings at accessible venues in the village would ensure that all of its residents can participate in or observe the business of the Council. This will be a clear improvement in local democracy. A secondary, but important effect is that the money spent on hiring facilities in existing community buildings such as the Haven Centre, the village hall, or the Glebe Centre will contribute financially to the upkeep of those facilities.

Better Local Democracy: Elected Councillors and Quality Councils

Properly elected representatives are an essential part of democracy at all levels of Government. One of the key criteria for a Parish Council to be a Quality Council is that two-thirds of the Councillors are 'elected'. Worth Parish Council proudly displays the Quality Council logo on its publications, but only one of the current Worth Parish Council Councillors was formally elected to the Council on the basis of votes cast in an election (Cllr Gibson in 2013). Like many Parish Councils, Worth Parish Council prefers to avoid the cost of by-elections, preferring to co-opt to fill casual vacancies and relies on Councillors being deemed to have been 'elected' in the local government election cycle for its Quality Council status. There have been no elections in Copthorne for over 12 years and the status of Copthorne Ward Councillors as democratically elected representatives of their community must be questioned.

Although lack of interest in membership of Parish Councils is a nationally recognised problem, in recent years there has been a significant reduction in the willingness of Crawley Down residents to stand for election to Worth Parish Council, and poor attendance of meetings by many of those who do. This can be attributed to the commitment necessary to attend

fortnightly meetings in Copthorne, the effective exclusion from the role of Councillor of those without private transport, and the low perception of the value of being a Worth Parish Council Councillor due to its lack of presence in Crawley Down. This has created a situation in which Copthorne residents are co-opted as Crawley Down Ward Councillors, altering the 'political' balance within the Council.

The creation of a separate Parish Council for Crawley Down will provide an opportunity to greater community engagement by generating enthusiasm for taking the role of Councillor in a Council that is directly identified with the village and holds its meetings in local venues accessible to all residents.

More Effective and Convenient Delivery of Local Service: A streamlined administration

The operational structure of Worth Parish Council is comprised of two parallel streams of sub-committees and working groups for each village reporting into an executive structure that controls finance and provides the personnel function (see Figure 1). The resulting complex decision making structure, with over 60 meetings per year, carries a significant administrative overhead that is more appropriate for a town council than a parish. In fact, with 17 Councillors for 10,000 residents, Worth has only 2 fewer Councillors than East Grinstead Town Council has for 25,000 residents. This large number of Councillors, coupled with the complexity of its decision making structure means that Worth is slow to get things done. Smaller Parish Councils, such as Turners Hill, display greater agility and pace in service delivery and in responding to problems.

This complex structure of committees and meetings also means that Worth Parish Councillors must tailor their involvement to the time that they have available to devote to Council business and many Councillors limit their involvement to just the Council meetings.

A separate Crawley Down Village Council would retain the village related activities in the shaded boxes in Figure 1 and would follow the Turners Hill Parish Council model of holding one Council meeting a month on a fixed day of each month (i.e. on the first Monday of the month) covering all business including planning applications and finance. This will result in a reduction of over 30 meetings per year compared to Worth Parish Council with significant savings in the proportion of staff and Councillor time devoted to administration without any reduction in the degree and quality of scrutiny. It also ensures that residents have a fixed point in time and place where they can raise issues of importance to the community and all Councillors are involved in all the discussions and decisions of the Council. This will significantly improve local democracy as well as the effective delivery of services.

The local Councillors and residents supporting the creation of a separate Crawley Down Village Council recommend that the Council should have no more than 9 Councillors. This number is considered to be sufficient for effective engagement with 6,000 residents and robust scrutiny of an annual programme with a value of some £160,000, while enabling efficient greater agility and pace in service delivery and in responding to problems than the current arrangements achieve.

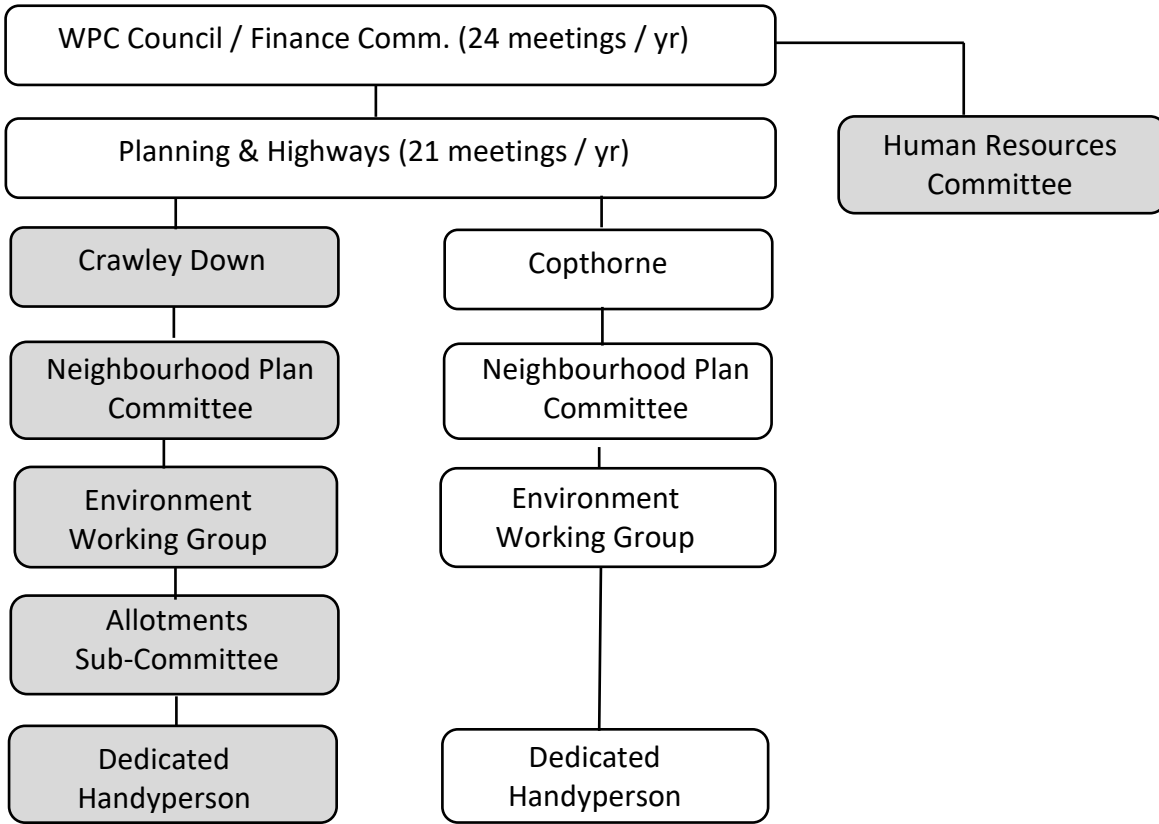


Figure 1. Schematic representation of the operational structure of Worth Parish Council

More Effective and Convenient Delivery of Local Service: Indicative Annual Budget

Drawing on many years collective experience of Parish Council annual budgets and precept setting, the local Councillors and residents supporting the creation of a separate Crawley Down Village Council have prepared an indicative annual budget at FY21/22 costs (Appendix A) which indicates that the Council can deliver the benefits stated above to residents within a precept of £160,000⁹. This is equivalent to the current Parish Council tax paid to Worth Parish Council by the village. The local Councillors and residents supporting the creation of a separate Crawley Down Village Council would welcome the opportunity to support Mid Sussex in preparing a budget for FY23/24, should the creation of a new Parish Council be confirmed.

In preparing the indicative annual budget, The local Councillors and residents supporting the creation of a Crawley Down Village Council have used a standard staffing model for a Parish Council with a CiLCA¹⁰ qualified Clerk, a separate Responsible Finance Officer (RFO), an Assistant and a Handyperson. The NALC¹¹ calculator indicates that a separate Crawley Down Village Council will require a Level 2 qualified Parish Clerk at salary point 23 on the national

⁹ Subject to revision to take account of increased energy and staff salary and NI costs and general inflation.

¹⁰ Certificate in Local Council Administration

¹¹ National Association of Local Councils

scale. An estimate of 25 hours per week has been used to give an annual salary figure, but it is recognised that this may need to be reviewed. The RFO will be part-time at 15 hrs per week. The Assistant will also be part-time and their role will be related to specific projects. The Handyman will be full-time. In total the indicative annual budget included £74,500 in staff costs. The local Councillors and residents supporting the creation of a separate Crawley Down Village Council also recognise that it may not be possible to recruit an appropriately qualified clerk at the salary level indicated by the NALC calculation and have sought advice from WSALC on this and on other matters, but WSALC have refused to provide any assistance.

Worth Parish Council has published criticism on the indicative annual budget on the Council website and on a number of Facebook pages. The local Councillors and residents supporting the creation of a separate Crawley Down Village Council consider that these criticisms reflect a lack of understanding of how the precept tax base is calculated and the impact of inflation and increased staff and energy costs on the financial year to which the indicative revenue budget applies (FY21/22). The full response to the Parish Council's criticisms is at Appendix B.

The local Councillors and residents supporting the creation of a separate Crawley Down Village Council understand that some of the current Worth Parish Council staff may transfer to the new Council under the TUPE¹² regulations, and that the employment terms and conditions of such staff will be protected. The local Councillors and residents supporting the creation of a separate Council will work with Mid Sussex and Worth Parish Councils to agree such staff matters.

More Effective and Convenient Delivery of Local Services : A 'can-do' Council, tackling the key issues

The local Councillors and residents supporting the creation of a separate Crawley Down Village Council have identified five projects which are representative of the enhancements that the new Village Council will pursue:

Rat Runs and Speeding Traffic

The need to manage traffic speeds on a number of roads in the village was one of five Proposals set out in the Crawley Down Neighbourhood Plan which was made in 2016.

Speeding traffic on the Turners Hill Road has long been a problem and minor accidents at the Sandy Lane junction and Worth Way bridge are regular events. The new signalised pedestrian crossings at Sandy Lane and the entrance to Huntsland are expected to have a calming effect on through traffic. The need for a crossing was a key part of the 2016 case prepared by Crawley Down Ward Councillors against further development on the green fields West of the Turners Hill Road. The two signalised crossings were mandated by the Secretary of State when he approved the development. The estimated £100,000 cost of the two crossings can in some respects be seen as a return on the estimated £80,000 spent by the Councillors in fighting the

¹² Transfer of Undertakings (Protection of Employment) regulations

case, although most residents agree that refusal of the planning application would have been a better outcome.

In order to addressing the wider problems of passing traffic speeding on the roads through the village, the Crawley Down Neighbourhood Plan Committee requested in 2019 that Worth Parish Council purchase a Speed Indicator Device (SID) for the use in the village. A number of locations where it could be mounted were identified in Hophurst Lane, Vicarage Road, Sandy Lane and the Turners Hill Road. A SID was purchased at a cost of £3,000 and Crawley Down Ward Councillors were trained in its use by Ashurstwood Village Council. It was expected that the use of the SID would be managed by Ward Councillors and volunteers, following the same approach as Turners Hill. Unfortunately, a Worth Parish Council Health and Safety audit concluded that mounting the SID was a two person operation and it has remained unused since it was delivered.

The problem of speeding by traffic passing through the village is continuing to increase with Hophurst Lane and Vicarage Road becoming the focus due to traffic from the new housing built on the Crawley Down Road in Felbridge. A Crawley Down Village Council will make addressing this problem a priority. It will invest in a SID with an Automatic Number Plate Recognition (ANPR) capability at an estimated cost of £20,000 and will work with Sussex Police and local residents to identify locations where it will provide most benefit. The management of the device will follow the approach used in Turners Hill and will be delegated to Councillors and volunteers who have the appropriate skill set and training. A request to Worth Parish Council to budget for the purchase of such a device in 2021 was refused.

3G Football Pitch

Crawley Down Gatwick runs 24 sides drawing from all age groups in the village. The first team plays in the premier division of the Southern Combination League. The main ground at the Haven Centre is currently undergoing a major upgrade using Developers Contributions to meet league standards but replacement of the current grass pitch with a modern artificial surface would enable the club to play and train in Crawley Down more often, avoiding the need to hire expensive facilities elsewhere.

A separate Crawley Down Village Council will not need to balance the relative demands of Crawley Down and Copthorne and will engage with the Mid Sussex review of playing pitches to promote the requirement for an artificial playing surface in Crawley Down as a priority. The new council will support applications by the club for grants from sporting bodies and for Developers Contributions to be focused on improving the sports facilities at the Haven Centre.

Sustainable Transport Links

Crawley Down Ward has an extensive network of footpaths, but bridleway and cycleway provision is poor, particularly in respect of North-South routes. Cyclists using the Turners Hill Road often create congestion and numerous 'near-misses'. A separate Crawley Down Village Council will work with landowners to improve North-South links such as the Sussex Border Path from the Worth Way to Copthorne and from Rowfant to Tulleys Farm.

The Village Pond

The Village Pond is situated just North of the Worth Way at the Eastern end of the village. The pond is owned by West Sussex, while the grassland around it is owned by Mid Sussex. The Worth Way is heavily used throughout the week for leisure and as a sustainable transport link between East Grinstead and Crawley. The pond has potential as a stopping-off point where nature can be admired, but has suffered significant clay silting in recent years due to contaminated surface water run-off from a succession of building sites around Burleigh Woods. The ecology of the pond has been badly damaged with a resulting decline in the wildlife that live around it.

A separate Crawley Down Village Council will take responsibility for the pond and the surrounding land and will restore and improve the natural habitat. The paths alongside the stream that link the village and the pond will be improved to create a linear park at the heart of the village.

The Royal Oak and the Crawley Down Village Centre

A solution to the problem of the virtually derelict Royal Oak, and its relationship to the village centre as a whole, has been sought since the pub closed in 2014. Crawley Down Ward Councillors of that period used Worth Parish Council as a vehicle to request (and renew) an Asset of Community Value status for the building and included a requirement for any redevelopment of the site to include a pub in the Crawley Down Neighbourhood Plan. Subsequently, the Crawley Down Neighbourhood Plan Committee recognised that a solution was most likely to be found in a redevelopment of the village centre as a whole to create a more 'complete' suite of shopping offerings and exploit its potential as a destination on the Worth Way. The pandemic brought this work to a halt in 2020, but the proposals have potential to contribute to the Government's net zero carbon agenda by reducing the need to travel outside the village for services and to promote sustainable travel.

A Crawley Down Village Council will engage with Mid Sussex through its work on Village Action Plans and delivery of its Sustainable Economy Strategy 2022-2025 to create a more sustainable village centre, including a solution for the Royal Oak.

More Effective and Convenient Delivery of Local Service : Investment in Community Facilities

Worth Parish Council has failed to support the community facilities in Crawley Down. All its major capital investment programmes in the past decade have been in Copthorne. PWLB¹³ loans totaling almost £250K have supported the building of the Sports Pavilion on Copthorne Bank and the Parish Hub owned by the Church on Borers Arms Road. The failure to invest in the Crawley Down Village Hall in 2016, with the Council opting to leave its offices there and invest in the Parish Hub, has resulted in its decline to the extent that the Trustees have applied for its demolition and propose to sell the freehold. The village hall is the only community facility on the western side of the village which has seen significant growth in recent years.

¹³ Public Works Loan Board

Worth Parish Council has also failed to grasp the potential of Developer's Contributions and other sources of funding related to housing development to provide new facilities for the village. Instead of being proactive in engaging with developers and Mid Sussex, the Council has limited its ambitions to the replacement of existing playground equipment. Major projects, such as the Millenium Car Park in the village centre and the proposed parking on Bowers Place for the village green, have been led by the Crawley Down Ward Councillors who support the creation of a new Council.

As well as the lack of capital investment, Worth Parish Council's failure to hold meetings or other events in Crawley Down has meant that the community facilities there have had no opportunity for income from the Council's revenue budget, despite the village being the biggest contributor to the budget. Community facilities across the District have faced significant financial challenges from the pandemic and are facing further challenges from increased energy costs and the need to reduce their carbon footprint. Against this background financial support from Councils at all levels is essential.

A separate Crawley Down Village Council will seek to invest in existing community facilities, including the use of PWLB loans, and will be pro-active in working with developers and Mid Sussex to ensure that Developers Contributions and non-ring-fenced Government grants such as the New Homes Bonus are used for their intended purpose; namely to mitigate the adverse impacts of development on the local community. All the monies raised through the Parish precept will be spent in the village, to the benefit of the community facilities and local traders.

The approach to the CGR taken by Worth Parish Council

Worth Parish Council discussed splitting the Council in June 2019 and agreed that it should not be pursued. The Council's existing policy is therefore that it is opposed to a split. Despite this policy, in the Council and public discussions of the CGR since September 2021, the Council has purported to be maintaining a neutral position while arguing against the creation of a new Parish Council. The central tenet of the Council's argument has been a claim that the cost of the split could be as high as £150,000. In publishing such a figure and failing to publish promised supporting documentation despite numerous requests, the Councillors promoting this claim could be considered to have brought themselves and the Council into disrepute.

Alongside the figure of £150,000 the Council has published a series of estimates for revenue budget costs that fail to take account of the growth in tax base and the lower complexity of the Clerk's role in Crawley Down. These scare tactics echo the Project Fear of the BREXIT debate and have effectively derailed the democratic process and destroyed the opportunity for proper debate in both villages of the key issues of identity, community, democracy and service.

The Parish Council has also endeavoured to make political capital of the withdrawal of two of the Crawley Down Ward Councillors during the collection of signatures for the petition and the recent departure of another from the village. The remaining Local Councillors and residents supporting the creation of a new Council are confident that they have the knowledge, experience and expertise to deliver the new Council (see Appendix C).

Remarkably Worth Parish Council has failed to address the ‘easily re-butted’ aspects of the case for a separate Crawley Down Village Council, such as committing to holding meetings in Crawley Down. This highlights the arrogance of the Councillors who have led the Parish Council’s case and their complete lack of commitment to democracy.

The approach to the CGR taken by the local Councillors and residents supporting the creation of a Crawley Down Village Council

One of the recurring questions when Crawley Down Ward Councillors hold drop-in sessions to encourage residents to become a Councillor is “*why doesn’t Crawley Down have its own Parish Council like Turners Hill?*” Councillors do not find this an easy question to answer. There is a modest cost saving¹⁴ in combining ‘back-office functions’ such as accounts, but as this paper has shown, that is at the expense of a considerable loss in identity and local democracy. The inverse of the question is far easier: “*If Worth Parish Council didn’t exist, would we create it?*” It is hard to find a single resident in Crawley Down or Copthorne that would answer “yes”.

It is difficult to pinpoint the exact point in time at which this Community Governance Review became a compelling option given the extent of the effort involved and the expertise required to successfully implement a separate Crawley Down Village Council. One of the key factors was the LG BCE Review of Mid Sussex Ward Boundaries announced in July 2020, together with initial support from six long standing Crawley Down Ward Parish Councillors, including all three Mid Sussex Crawley Down and Turners Hill Ward Councillors. Other factors were the completion of the Copthorne Neighbourhood Plan, the repaying of the Copthorne Pavilion loan and the Local Government Election Cycle with Local Elections due to be held in May 2023. Examination of case studies suggested by NALC highlighted the need for the order establishing a new Council to be made several months before the first elections in order to allow sufficient time to complete the initial setup of the new Council before the first elections and the first Annual Council Meeting in mid-May. In this respect it is important to also take account of the approximately 6 week mismatch between the start of the Council’s financial year (1st April) and the first Annual Council Meeting. Together these suggest that the order establishing the new Council should be made no later than November 2022.

A petition was used to initiate the Review after consideration of the other options. The Boundary Review itself was not expected to recommend a Community Governance Review as Crawley Down and Copthorne are already in separate Wards. It was assessed to be unlikely that Worth Parish Council would reverse its June 2019 decision not to support a split following discussion with the Chair and Vice-Chair. Mid Sussex Democratic Services Officers expressed support for a Review after the Boundary Review had concluded in initial discussions in February 2021, but a petition was seen by most, but not all, of the Councillors involved as the best way of guaranteeing a timely Review.

Following a recommendation by NALC that the split of Hextable away from Swanley Town Council in 2008 was the most appropriate case study, a visit was made to Hextable to review

¹⁴ Equivalent to one part-time Responsible Finance Officer

the paper files from the period concerned and understand in particular the costs involved and the implications for staff. With regard to the latter, the Hextable Parish Clerk had herself TUPE'd from Swanley to Hextable and was extremely helpful in describing the process. This visit was followed up with phone calls to the protagonists in both Swanley Town Council and Sevenoaks District Council, and a Zoom conference with the current Chairman of Hextable Parish Council.

Similar conversations were held with Bingley Town Councillors who effected a split from Bradford Municipal Council in 2016. The separation of Bexhill Town Council from Rother District Council was also studied as an example of a politically driven outcome. The recommendation to create a new Council was initially refused, but the decision was reversed two years later following a change of political leadership in Rother District Council. This is seen as an undesirable outcome for the current Review.

The wording of the petition (attached at Appendix D) was agreed with Mid Sussex in June 2021 who insisted on setting a target of 10% of the electorate, or 461 signatures¹⁵. Over 500 valid signatures were collected in just four weeks of campaigning in the village and through a Facebook Page set up for the purpose. The speed at which the signatures were collected, and the very low refusal rate (2% or 3%) was a clear indication of the significant community interest in the creation of a Crawley Down Village Council. Mid Sussex validated the petition on 15th September 2021.

Both the Parish Council and the Local Councillors and Residents supporting the creation of a new Council were invited to comment on the draft Terms of Reference and it remains the opinion of the latter that the consultation lost the clear focus on the future of Crawley Down that the Petition requested. The insistence on qualitative responses without any quantitative element is also significantly different to the approach used in the Hextable Review and is itself expected to have impacted adversely on community engagement.

The Local Councillors and Residents supporting the creation of a new Council provided a single sheet A4 leaflet setting out the case for a Crawley Down Village Council to Mid Sussex to be circulated to all electors at the start of this consultation (see Appendix E). A Facebook Poll was used to understand how residents wished to obtain information and have their questions answered. This indicated that a Facebook Group, a leaflet and a public meeting were all favoured. A dedicated Facebook Group was set up agreed answers to a series of questions from residents were posted there (see Appendix F). A presentation was given and questions answered at public meeting in Crawley Down and Copthorne arranged by Worth Parish Council (see Appendix G) and the Local Councillors and Residents supporting the creation of new Council arranged a Q&A session moderated by Councillor Heidi Brunsdon on 1st April. A leaflet setting out the benefits to and costs was hand delivered to over 2,200 households in the Ward in the Week of 21st March (see Appendix H).

¹⁵ Changes to the Legislation introduced in 2015 requires only 7.5%. The insistence on a higher target meant that Mid Sussex did not qualify to receive 'New Burdens' funding for the cost of the Review or the creation of the new Council.

This document provides a record of the information gained and used by the Local Councillors and Residents supporting the creation of a new Council.

Next Steps

The responsibility for setting up and running the new Council rests with Mid Sussex until the first Annual Council Meeting. This responsibility includes establishing the legal basis for the new Council, setting an initial precept, opening bank accounts, purchasing computer equipment and software licence, making provision for the payment of staff TUPE'd to or otherwise joining the new Council, reviewing contracts for shared services such as street lighting maintenance and energy and calling the first Parish Council Meeting.

The Local Councillors and Residents supporting the creation of a new Council look forward to working with Mid Sussex to achieve this aim.

Conclusion

The case in favour of the creation of a separate Parish Council for Crawley Down is undeniable. Mid Sussex can embrace the proposal with confidence that the team of local Councillors and residents supporting the creation of a separate Council have the knowledge, skills, connections and energy to ensure that it is a success.

Appendix A : Indicative Annual Budget

CRAWLEY DOWN PARISH COUNCIL Draft Revenue Budget (FY21/22 ex VAT)

Staff Costs

Clerk, RFO (p/t), Admin Asst (p/t), Handyman	£60,000
NI	£8,000
Pension	£5,000
Staff Training	£1,500

General/Admin Costs

Office rental	£10,000
Utilities	£500
Postage	£100
Photocopying/Photocopier	£1,250
Office supplies	£250
WSALC/SALC subscriptions	£1,500
Web site/IT support/Zoom/Office365	£3,000
Parish Online	£500
Accounting package RBS Rialtas	£750
Audit fees	£600
Legal fees	£1,000
Telephone/Broadband	£750
Insurance	£2,500
Publicity	£1,000
Meeting Room Hire	£3,500
Meetings/Conferences	£500
Purchases	£2,000
Loan repayments	£0

Councillor Costs

Chairmans Allowance	£200
Councillors Allowance	£0
Councillor Training	£750

Parish Maintenance Costs

Handyman vehicle lease	£3,000
Handyman vehicle servicing	£1,000
Handyman vehicle fuel	£1,200
Handyman equipment	£1,000

Land & Tree	£2,500
Churchyard	£500
Allotments fencing & security	£500
Playground	£2,500
Litter bin replacement	£500
Bench seating	£500
Litter and dog bin emptying (MSDC)	£5,000
Car parks	£1,000

Streetlighting maintenance & repairs (SSE)	£5,000
Streetlighting energy (SSE)	£9,000

Community

Grants to Community Groups	£5,000
Elections	£2,000
Environmental projects	£15,000
Neighbourhood plan	£2,500

Income

Allotment rents	-£2,000
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Total	£160,850
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Precept of £160,000 equates to £61 for Band D

Appendix B Response to Criticism of Indicative Budget

From: Ian Gibson <ian.gibson@kilnwood.com> Sent: Thu 03/03/2022 09:00
 To: Worth Parish Council Clerk
 Cc: John Hitchcock; Alex Cruickshank; Elaine Anscorb
 Bcc: 'sally@sallygibson.co.uk'; 'John Plank'; 'Elaine Anscorb'; 'johnalso@btinternet.com'; 'Aol customer service'; 'ian.gibson@kilnwood.com'
 Subject: RE: Budget costs

Message: Staffing costs Petitioners Response.docx (25 KB) Copy of Promotors Budget - Petitioners Response.xlsx (31 KB)

Hi Jenny,

Thank you for sight of this. Basically I want to thank the Council for verifying the Petitioners estimated 21/22 budget prepared and published last August.

The Crawley Down Village Council will follow the same staff model as Turners Hill in terms of staff. The original staff estimates were prepared as estimates for each role as cross checked against total staff cost in equivalent Councils (Cuckfield, Lindfield, Hassocks). Since last August these have been verified using the NALC calculator which puts the Crawley Down job at scale point 28; within the substantive range of LC2. I have prepared an equivalent of your table using both our original estimates and staff hours based on Turners Hill and am pleased to see that there is a saving of £2K when no need to pay NI for staff over retirement age is taken into account. This is good news but it will be prudent to consider the sum as being needed to cover the outstanding 2% pay rise from 1st April 2021.

The over-egged staff costs account for £16K of the £26K discrepancy you identify. The remaining £10K is more than accounted for in the use of 22/23 budget estimates for energy costs that were not expected when the 21/22 budgets were drawn up, and a ludicrously high charge for IT support that the Parish Council would be wise not to reveal to residents.

We do not understand the Band D analysis which appears to confuse FYs and takes no account of the latest tax base and actual Band D charge for FY 22/23 agreed by Council last night. The correct figures are shown for your information and we will be happy to consider commenting on an updated version of the analysis. Note that we do agree that it is difficult to close a budget for Copthorne without a CT increase. But this is because Crawley Down tax payers have effectively been subsidising facilities in Copthorne for years. If the £120K spent on the Parish Hub in 2015 had been spent instead on updating the village hall/offices in Crawley Down there would be a better financial balance across the villages today. That said, a separate Parish Council for Crawley Down would still be justified and worthwhile.

We will restrict ourselves to saying that your analysis verifies our estimates; but frankly Councillors must have known that they would be wasting their time and Council resources challenging them.

We continue to look forward to sight of a breakdown and evidence for the claimed £150,000 of costs in the Council' handout to residents.

Kind regards

On behalf of the Councillors and residents supporting a separate Crawley Down Village Council.

	Copthorne	Crawley Down	Petitioners Budget
Clerk Full Time @ £16.75*	£32,234	£32,234	£24,000
RFO 15 hours @ £16.75	£13,065	£13,065	£12,000
Admin 10 hours @ £12.23	£6,360	£6,360	£4,000
Groundsman Full time @ £11.53	0	£22,184	£20,000
Groundsman 25 hours @ £10.04	£13,052	0	
Total	£64,711	£73,843	£60,000
NI @ 12% (current)	£7,765	£8,943	£8,000
NI @ 13.25% (proposed)	£8,575	£9,874	£8,000
Pension @ 7%	£4,530	£5,216	£5,000
Total (Salary + NI + Pension)	£77,816	£88,933	£73,000

*Allows for 12 meeting a year only, as per the petitioners statement. To allow for admin of 2 committees would put Clerk salary up to £35,745

Qualified Clerk with 2 to 5 years experience.

NB Does NOT allow for pending pay increase of around 2%.

	Petitioners Original	Petitioners Update	Clerks Estimate
Clerk 25 hours @ £16.75*	£24,000	£21,775	£32,234
RFO 13 hours @ £16.75	£12,000	£11,323	£13,065
Admin 10 hours @ £12.23	£4,000	£6,360	£6,360
Groundsman Full time @ £11.53	£20,000	£22,184	£22,184
Total	£60,000	£61,642	£73,843
NI @ 12% (current)	£8,000	£4,800	£8,943
Pension @ 7%	£5,000	£4,314	£5,216
Total (Salary + NI + Pension)	£73,000	£70,956	£88,933

	Promotors	Adjusted	
Staff costs			
Salaries	60000	73843	
NI	8000	9874	
Pension	5000	5216	
Staff Training	1500	1500	
	74500	90433	
General/Admin costs			
Office rental	10000	10000	
Utilities	500	500	
Postage	100	100	
Photocopying/Photocopier	1250	500	
Office supplies	250	250	
WSALC/Subscriptions	1500	1900	we won't be joining WSALC!
Website/IT Support/Zoom			
Office/Office 365	3000	7000	John Plank to Review
Parish Online	500	500	
Accounting Package	750	270	
Audit fees	600	760	
Legal Fees	1000	1000	
Telephone/broadband	750	0	
Insurance	2500	2500	
Publicity	1000	1000	
Meeting Room Hire	3500	3500	
Meetings/Conferences	500	500	
Purchases	2000	2000	
Loan Repayments	0	0	
	29700	32280	
Councillor Costs			
Chairmans Allowance	200	200	
Councillors allowances	0	0	
Councillor training	750	750	
	950	950	
Parish Maintenance Costs			
Handyman vehicle lease	3000	0	
Handyman vehicle servicing	1000	1000	
Handyman vehicle fuel	1200	1200	
Handyman equipment	1000	1000	
Land and Tree Management	2500	2500	
Churchyard	500	0	
Allotment fencing and security	500	1000	This is a 21/22 estimated budget; not 22/23

Playground	2500	2500	
Litter bin replacements	500	575	
Bench seating	500	500	
Litter and dog bin emptying	5000	2500	
Car parks	1000	1000	
Streetlight maintenance (SSE)	5000	7500	This is a 21/22 estimated budget; not 22/23
Streetlighting energy	9000	17500	This is a 21/22 estimated budget; not 22/23
	33200	38775	But of course these costs have risen considerably.
Community			
Grants to Community Groups	5000	5000	
Elections	2000	2000	
Environmental projects	15000	15000	
Neighbourhood plan	2500	2500	
	24500	24500	
Income			
Allotment rents	2000	3400	
	2000	3400	
Total expenditure	162850	186938	
Total Income	2000	3400	This is a 21/22 estimated budget; not 22/23
Budget/Precept	160850	183538	
Omitted			
Bank charges	0	100	OK
Office cleaner	0	1250	Covered by Rented Office
CCTV	0	?	We haven't got any
Youth support	0	?	We haven't got any
HR Support	0	1500	
SLCC subs	0	285	OK
Total omissions	0	3135	
Budget/Precept	160850	186673	Difference

Appendix C : Brief Details of Relevant experience of the Local Councillors and Residents supporting the Creation of a Crawley Down Village Council

Elaine Anscomb

Worth Parish Council Crawley Down Ward Councillor 2015 – 2022
Chairman Worth Parish Council 2017 – 2021

Alex Cruickshank

Crawley Down Resident since 1978
Worth Parish Council Crawley Down Ward Councillor 2015 -
Chairman Worth Parish Council Allots Sub-Committee
Chairman of the Crawley Down Allotment Gardens Association 2008-2018.
A member of the CDCCA committee 2008-2018

Ian Gibson

Crawley Down Resident since 1997
West Sussex County Councillor for Imberhorne Division (Imberhorne & Crawley Down) (2021-
WSSC Planning & Rights of Way Committee (2021-
WSSC Performance and Finance Scrutiny Committee (2022-
WSSC Standards Committee (2021-22)
Mid Sussex District Council Member for Crawley Down & Turners Hill (2019-
MSDC Audit Committee (2022-
MSDC Licencing Committee (2019 -2021)
MSDC Scrutiny Committee for Leader, Finance & Performance (2021-2022)
MSDC Scrutiny Committee for Community, Customer Services and Service Delivery (2019-2021)
Worth Parish Councillor, Crawley Down Ward Councillor 2013 -
Chairman Crawley Down Neighbourhood Plan Committee (2016 –
Chairman Planning and Highways Committee (2016 - 2018)
Member of the Finance and General Purposes Committee
Co-author of the Crawley Down Neighbourhood Plan
Turners Hill Parish Councillor 2019 -
Chairman Mid Sussex Association of Local Councils (2017 - 2019)
Director West Sussex Association of Local Councils (2017 - 2019)

Sally Gibson

Crawley Down Resident since 1997
Support on legal issues in the 2016 Hazel Close and Land West of the Turners Hill Road Call-In

John Hitchcock

Crawley Down Resident since 1982

Worth Parish Councillor, Crawley Down Ward Councillor 2014 -

Chairman Planning and Highways Committee (2018 –

Member of the Finance and General Purposes Committee

Co-author of the Crawley Down Neighbourhood Plan

8 years as a Governor at CD Junior School 4 of which were as Chair of Governors, leading to 4 years as a Governor at Imberhorne School

Scout leader for the past 26 years with 1st TH and CD Scout Group and still active within the East Grinstead District as a Skills Adviser

Committee member for several years at Crawley Down FC, responsible for processing all planning and development issue.

John Plank

Crawley Down Resident since 1984

Member of the Crawley Down Neighbourhood Plan Committee

CDRA committee member 2006 to 2015

Chairman 2012 – 2013 & 2015

Established and managed Crawley Down Village Website from 2005 to present day

Appendix D : The Petition

SHOULD CRAWLEY DOWN HAVE ITS OWN PARISH COUNCIL?

Crawley Down will soon have over 6,000 residents. Should it continue to be part of Worth Parish Council or should it have its own Parish Council?

Parish Councils are the lowest level of local government and look after facilities like allotments, playgrounds, playing fields, village greens and street lighting. Crawley Down is currently part of Worth Parish Council, the biggest Parish Council in Mid Sussex and the third largest in West Sussex. Worth is one of the oldest parishes in England and used to be much bigger. Over the years, several areas have left to form new Parish Councils or other community groups. The Tilgate area is now part of Crawley, and Turners Hill split away in 1986. Since the early 1980s, even the village of Worth has itself ceased to be part of the Parish. This gradual attrition has left just Cophorne and Crawley Down in the modern version of the Parish. In terms of identity, character and activities, the villages have little in common. Mid Sussex includes them both in the second tier of settlements with Cuckfield, Hassocks, Hurstpierpoint and Lindfield, all of whom have separate Parish Councils. Operationally Worth already exhibits many similarities to a Town Council with 17 elected Councillors (just two less than East Grinstead Town Council) and a complex set of committees and sub-committees to deliver its services. Much of its business is actually conducted in two parallel streams, one for each village.

Worth Parish Council has no office in Crawley Down and holds no public meetings here. In recent years this remoteness has led to a lack of interest in the work of the Council and difficulties in recruiting Councillors.

A Crawley Down Parish Council would be clearly identified with the village and would have its offices and meetings in the village. Its smaller size would avoid the need for a complex set of committees with all business dealt with in a monthly Council meeting as is the case for other local Parish Councils. This will reduce the administrative burden on staff and provide a more rewarding experience for Councillors

The process for creating a new Parish Council requires Mid Sussex District Council to undertake a Governance Review and consult with the local community. The Governance Review is triggered by a petition signed by 10% of residents. If you are in favour of Crawley Down having a separate Parish Council please sign the petition overleaf.

The following current Crawley Down Ward Councillors and residents believe that a separate Parish Council would be the best approach and encourage you to sign the petition:

Elaine Anscomb
John Hitchcock

Alex Cruickshank
John Plank

Ian Gibson

PETITION : CALLING ON MSDC TO UNDERTAKE A GOVERNANCE REVIEW TO CONSIDER THE CREATION OF A CRAWLEY DOWN PARISH COUNCIL

We, the undersigned residents of Crawley Down, request Mid Sussex District Council to undertake a Community Governance Review to consider the creation of a Crawley Down Parish Council based on the Crawley Down Neighbourhood Plan Area and, in the event of a positive outcome to the Review, complete the establishment of such a Council by May 2023.

The new Parish Council would:

- Assume ownership or guardianship of land and buildings within the proposed Parish Area.
- Inherit the responsibility for services provided by Worth Parish Council within the proposed Parish Area including:
 - Maintenance of the allotments, the village green, playing fields, buildings, car parks, cemeteries and war memorials.
 - Emptying of litter and dog waste bins.
 - Provision and maintenance of bus shelters and street lights.
- Inherit an appropriate share of the equipment and financial holdings of Worth Parish Council as at 6 April 2021, based on relative electorate numbers.
- Become the precepting authority for the proposed Parish Area.
- Become the statutory consultee for the proposed Parish Area.
- Appoint representatives to local and national bodies as appropriate for a Council of this nature.
- Exercise such other duties and hold such rights as are appropriate for a Council of this nature.
- Seek to manage its affairs in a manner that enables it to be granted General Power of Competence at an early stage.

Signed	Name	Address	Postcode
.....
.....
.....
.....
.....

Local Councillors will be collecting signed forms in the village centre on Saturdays during August 10.30 to 12.30hrs. Alternatively a scanned or photographic image of the form can be emailed to petition@kilnwood.com

Appendix E : Supporting Leaflet Circulated by Mid Sussex to all Electors



The Case for a Crawley Down Village Council

from the local Councillors and Residents
supporting the Petition



To Crawley Down Residents

The question that this Review has to answer is how Crawley Down should be represented in Local Government. For over 125 years it has been part of Worth Parish Council. Should this continue? or would the village be better represented by its own Village Council?

Parish and Village Councils are an important part of Local Government in England. They are funded from your Council Tax and manage a range of local services. They represent the views of their communities in decisions concerning housing, schools and roads, and influence the future of their area through Neighbourhood Plans.

We believe that a new Crawley Down Village Council can do all of these things better for the village. A Crawley Down Village Council will

- Open an office and hold meetings in the village.
- Invest in new sports and community facilities.
- Make solving the Royal Oak a priority.
- Address speeding on local roads and issues with local services.
- Resist development other than for local needs.

We have published a draft budget that demonstrates that a Crawley Down Village Council can deliver an improved level of service without an increase in your Council Tax. The set-up costs are modest and can be met from existing reserves. You can be confident that this proposal is sound as collectively the Councillors supporting the creation of a new council have over 30 years of experience as a local Councillor.

We also think that more of you will want to join a Council that works solely for its community.

To Copthorne Residents

We recognise that our wish to create a separate Council for Crawley Down has implications for Copthorne. Our objective is to give Crawley Down a clearer identity, equal to that of the other large villages in Mid Sussex. However, we believe that Copthorne would also benefit from the same status and we would encourage you to support our proposals.

Copthorne and Crawley Down are both large villages but are very different in character and layout. Each has its own sports clubs and community groups. Both villages have seen significant new housing development in recent years and this has created different challenges. Copthorne faces becoming part of greater Crawley and Crawley Down is being drawn into East Grinstead.

The creation of a new council for Crawley Down can be achieved without redundancies or the need to renegotiate contracts with suppliers and landlords. Once Crawley Down has left, Worth Parish Council can simply change its name to Copthorne Parish Council if it so wishes.

You may be worried that this change will result in an increase in your Council Tax. There is no need for this to happen. Compared to Worth Parish Council there will be a reduction in the number of meetings and other administrative costs for both new councils. A Copthorne Parish Council will inherit Worth Parish Council's buildings in the village. There will be set-up costs for the new Council in Crawley Down but these will be met from Crawley Down's share of the existing reserves.

If you agree that a new Crawley Down Village Council should be created, your response to the consultation should consider the following points:

- Crawley Down and Copthorne are both large villages with separate identities
- Residents are members of their village community, not a Worth Parish community
- A Council based in Crawley Down would be more accessible to its residents
- A Crawley Down Council could focus solely on the key issues the village faces.
- Crawley Down and Copthorne already have separate Neighbourhood Plans.

Appendix F : Residents Questions and Answer thereto posted on Facebook



Crawley Down Parish Council Petition created a poll. ...

Admin · 5 February ·

The consultation on whether Crawley Down should leave Worth Parish Council is finally going to start. Mid Sussex are running the consultation and will be sending out details in a week or so. The consultation pack will include a leaflet from us (the local councillors and residents supporting the creation of new Council), but we want to know how you want us to engage with the village to answer your questions. Please can you complete the short poll below:

Added by you Social Media	 48 votes
Added by you A leaflet through your letterbox	 27 votes
Added by you A public meeting on a Friday evening	 6 votes
Added by you A Zoom Conference	



Crawley Down Parish Council Petition updated the description.



[Admin](#) · 5 February ·

This group has been created to answer questions on the Community Governance Review to create a Crawley Down Village Council.



1

2 comments Seen by 84



John Plank

WPC have published a leaflet claiming that the cost of Crawley Down separating will be in the order of £150,000 whereas you state that the cost will be modest and able to be met from existing reserves. You cannot both correct so how can this be explained?

Like 7 w



Crawley Down Parish Council Petition [Author](#) [Admin](#)

John Plank The Petitioners researched the cost implications at length before proceeding with the petition. A draft budget and estimated set-up costs for a new Crawley Down Village Council were published last August. The draft budget was based on the £165,000 paid to Worth PC by Crawley Down residents in 2021/22. The set up costs (see below) are estimated to be £20K and can be met from the new Council's share of the reserves. It is suggested that there will be other costs which relate to the financial impact on Worth PC of Crawley Down leaving. This will be a subject for negotiation under the leadership of MSDC, but the Petitioners view is that if any exist, they will be limited to minor administrative costs. The Petitioners have requested a breakdown of the vague estimate of £150,000 published by Worth PC, but the Council has declined to provide it.



CRAWLEY DOWN PARISH COUNCIL	
Estimated set-up costs (ex VAT)	
Office Furniture	£1,500
Office Equipment (fridge, etc.)	£500
Laptops (3) + project & screen	£3,000
Telephones	£500
Software	£600
Domain name registration	£100
Website setup	£3,000
Chairmans Chain of Office	£2,500
Councillor Training	£1,500
Elections	£4,000
Legal fees	£2,000
Total	£19,200



Craig Davis
18 February · 🌐



Please can you say where the new office will be?

1 comment · Seen by 85

Like

Share



Crawley Down Parish Council Petition [Admin](#)

Thank you for the question. We expect to rent office space in the village and have included £10,000 for this within the illustrative annual budget of £165,000. There are a number of buildings that we believe would be suitable. We expect to begin discussions with landlords in earnest after the initial recommendations are published by Mid Sussex in June. The new Council will become operational in May 2023 after the local elections.



Like Share 7 w





Craig Davis

19 February · 🌐



Does WPC currently pay rent for office space?

Of the land & buildings that Crawley Down Village Council will inherit, are there any buildings?

1 comment Seen by 84



Crawley Down Parish Council Petition Admin

The second question is the easier; Worth Parish Council owns no buildings in Crawley Down Ward, so Crawley Down Village Council will inherit no buildings. There are buildings on the land that the new Council will inherit; the Scout Hut, the allotments shed and the Cricket Pavilion, but these are owned by the organisations that use them.

The answer to the first question is complicated: WPC does not currently pay any rent for office space; however; in 2015 the Council borrowed £120,000 from the Public Works Loan Board, and contributed this sum towards the construction of the offices on the first floor of the Parish Hub in Copthorne in exchange for 15 years rent-free use of the offices. The Council is repaying the loan and interest in annual instalments; in the current Financial Year it repaid £9,726.

The Council does rent the first Floor Meeting Room at the Parish Hub at a cost of £6,400, although it recovers some of this cost through renting the room to local groups when it is not being used for Council meetings. Before the pandemic struck the Council shared the cost of a marketing manager, but bookings for the room are now managed by Council staff. The staff time involved is not separately costed.

The Council has also budgeted £3,000 for office maintenance.

An extract from the latest accounts is attached (note that these figures do not include the costs of the 'consumables' – paper, printer cartridges, etc. - used in the running of the Council).

The Petitioners would like to clarify that it is perfectly legal for a Parish Council to borrow money from the PWLB and give it to a community organisation for a capital project within the Parish that benefits the residents. The Council does not have to have ownership of the land or buildings involved. More usually, a Council takes out a loan to purchase land or buildings. Both of these options will be open to a Crawley Down Village Council.

31/12/2021
12:58
Worth Parish Council Current Year
Detailed Income & Expenditure by Budget Heading 31 DECEMBER 2021
Worth No: 9
Cost Centre Report

	Actual Current YTD	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure
533 South Office					
1336 South Room Hire - Receipts	467	2,472	5,000	2,528	
1338 Meeting Room Hire-Deposits	0	460	0	(460)	
1902 Air Conditioning South Room	0	1,333	0	(1,333)	
Parish Office - Income	467	4,265	5,000	765	
4077 Rent South Room - 1st Floor	0	4,800	6,400	1,600	
4239 Maintenance-Various miscodes	856	2,029	3,000	971	
4338 Loan Repaym- New Parish Office	0	4,863	9,726	4,863	
Parish Office - Indirect Expenditure	856	11,692	18,126	7,434	
Net Income over Expenditure	(389)	(7,427)	(14,126)	(8,661)	

Like Share 7 w





Andrew Metcalfe

21 February · 🌐



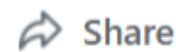
You state that you "have included £10,000 for" for rent and that "there are a number of buildings that we believe would be suitable."

Owning and running a company locally, decent office space is almost non-existent and £10,000 per annum would not get much. Let alone adequate space to run a Parish Council from, host public meetings, and have adequate car parking for visitors.

Please can you provide more detail on the potential venue / office space you've identified as I'm afraid I believe this figure to be unrealistic.

The only suitable venue I can think of in the village itself would be the Haven Centre - have any discussions taken place?

1 comment 2 shares Seen by 93



Crawley Down Parish Council Petition [Admin](#)

The figure of £10,000 is based on 600 sq ft at £16/sq ft /pa. This will be for office accommodation only; the figure of £16 /sq ft / pa is taken from a Google search on local office rental prices. The intention is to hire large rooms for public meetings and the draft budget includes a figure of £3,500 for this. The Haven is seen as a possible location for Council meetings which must be held in public. Crawley Down Village Council will follow the same model as Turners Hill Parish Council and hold just one Council meeting each month that covers all Council business.

Like **Share** 6 w



Andrew Metcalfe

22 February · 🌐



Please can you share on here the illustrative budget and all material setting out how it is perceived that the new Parish Council would be run.

1 comment Seen by 85



Crawley Down Parish Council Petition Admin

The illustrative budget is attached.

The Council will be run by elected Councillors. Currently there are 9 Councillors for Crawley Down Ward this may increase to 12. The first elections to the new Council will be held in May 2023. The Council is expected to have a staff of 4: a full time Clerk, a Responsible Finance Officer and an Admin. Assistant (both part-time), and a Handyman (full-time).



CRAWLEY DOWN PARISH COUNCIL		CRAWLEY DOWN PARISH COUNCIL	
Draft Revenue Budget for 18/19 (11/22 figures)		Estimated set up costs (see VAT)	
Staff Costs		Office Furniture	10,000
Clerk (FTE) (incl. holiday) (Handyman)	100,000	Office equipment (bridge, etc.)	1,000
W	10,000	Carpet (2 x present) (sewer)	10,000
Parson	10,000	Telephones	1,000
Staff Training	1,000	Software	1,000
		Design costs registration	1,000
		Website setup	10,000
General Admin Costs			
Office rent	10,000	Chairman Chair of Office	10,000
Utilities	1,000	Councillor Training	1,000
Postage	1,000	Electrons	10,000
Printing/Photocopy	1,000	Legal fees	10,000
Office supplies	1,000		
WiFi/DSL/C. subscriptions	1,000		
High speed internet/Cloud/Share	1,000		
Parish Office	1,000		
Accounting package (MSD) (Notes)	1,000		
Audit fees	1,000		
Legal fees	1,000		
Telephone/Broadband	1,000		
Insurance	1,000		
Publicity	1,000		
Printing/Postcards	1,000		
Printing/Conferences	1,000		
Postboxes	1,000		
Landscaping	1,000		
Capital Costs			
Chairman's allowance	1,000		
Councillor allowance	1,000		
Councillor Training	1,000		
Parish Maintenance Costs			
Handyman vehicle lease	1,000		
Handyman vehicle servicing	1,000		
Handyman vehicle fuel	1,000		
Handyman equipment	1,000		
Total	170,000	Total	170,000

Like Share 6 w



Crawley Down Parish Council Petition

Admin · 26 February · 🌐



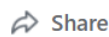
The Worth Parish Parish Clerk has written to the Petitioners with the following question:

I have a copy of the petitioners' proposed budget for Crawley Down Village Council, with a suggested precept of £160,850. It states this equates to £61 for a Band D property

I have asked MSDC if they could split the Worth Parish tax base into the two villages, but am told this is not possible. As you know, any change in tax base affects the Band D value. Indeed, our current 2022/2023 budget increase for a Band D was less than expected as our tax base changed.

Can you let me know please, what tax base the petitioners have used in their budget.

1 comment 1 share Seen by 83



Crawley Down Parish Council Petition [Author](#) [Admin](#)

Details of the draft budget have been published in an earlier post. The objective was demonstrate that an improved service could be achieved within the existing Council Tax collected from the village.

The tax base is expressed as the number of 'Band D equivalents' for the area concerned. This is calculated by combining the number of properties in each Council Tax Band using ratio of the tax paid in each band to the Band D tax (Band A properties pay six ninths of the Band D tax and Band H pay twice Band D). The result is adjusted to take account of single occupancy and other CT reliefs.

The Petitioners were able to calculate the tax base for Crawley Down because they had collected the numbers of properties in each Council Tax Band in each village as part of their work on the Crawley Down Neighbourhood Plan Review. This was combined with the details of the Worth Parish tax base in the Mid Sussex Corporate Plan 2021/22 (see analysis). The resulting tax base for Crawley Down was 2625 out of 4669 for Worth Parish, which means that Crawley Down CT payers contributed £160,206 towards the WPC precept of £286,000 in 2021/22. This precept is equivalent to £61.25 for a Band D property.

The tax base of Crawley Down will increase when the 120 homes under construction are finished and occupied. Copthorne will increase by nearly 30% as the Heathy Wood development is completed and its tax base will be roughly the same as Crawley Down in the near future.

CT Band	No. of houses in Crawley Down	No. of houses in Copthorne	Total	WPC Tax Base from MSB Susses Corp. Plan 2021/22	CD Tax Base pro-rata	CD cost, in Precept
A	19	26	45	21	12	£ 712.62
B	150	44	194	76	10	£ 5,604.58
C	188	179	367	291	149	£ 9,115.30
D	895	600	1495	1161	794	£ 49,200.29
E	496	167	663	1187	508	£ 34,248.13
F	464	411	875	1186	629	£ 38,523.65
G	246	202	448	595	294	£ 24,218.97
H	18	7	25	44	30	£ 2,853.58
Total Houses	2488	1182	3670	4669	2625	£ 160,206.43
				Parish Precept 2021/22	£ 286,000	Band D £61.25

Like Share 6 w



Andrew Metcalfe

27 February · 🌐



Please allow commenting on posts to allow meaningful discussion.



2

1 comment Seen by 78



Like



Share



Crawley Down Parish Council Petition [Admin](#)

This Group was set up to answer questions. The Petitioners would like to permit comments but their experienced of the conduct of debate elsewhere leads them to believe that allowing comments would be unwise. Worth Parish Council is opposing the split but has advanced no arguments that it provides a better service to Crawley Down residents that a Crawley Down Village Council would, and has published no documents to support its claims of £150,000 costs. The public meeting at the Haven on Friday 4th March (7.30pm) will provide a controlled environment for meaningful discussion.

Like **Share** 6 w





Robert Wathan

27 February · 🌐



Given that open Councillor vacancies for Crawley Down Ward in the existing Worth PC have had to be filled by co-option of Copthorne residents due to lack of interest from those living in CD, is it realistic to believe you will get enough CD based applicants for a dedicated CD Council, let alone increasing numbers from 9 to 12?

1 comment Seen by 76



Crawley Down Parish Council Petition [Admin](#)

It is indeed a sad reflection of the interest in local government in this Parish that the last person to have been elected to WPC by a vote was Gary Williams in 2014. Being a Councillor for Crawley Down is not easy. Councillors are required to travel to Copthorne twice a month for meetings in order to play an effective role in WPC. The Petitioners believe that more residents will embrace the opportunity to represent the village in a Crawley Down Village Council that holds its meeting in the village.

Mid Sussex will make the final decision on numbers of councillors, the Petitioners believe that the lower limit of 9 will be sufficient.



Like **Share** 6 w





Alan Brooks

27 February · 🌐



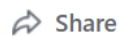
What are the benefits of staying together that Crawley Down residents could potentially lose?

I've seen widely differing estimates of costs (start up and running), but not seen a breakdown of the WPC figures.

As a parish we are currently one of if not the largest in mid-Sussex. Many smaller parishes don't appear to be disadvantaged compared with Worth. Often the reverse.

Having individual Neighbourhood Plans for Copthorne and Crawley Down, though logical given the different village profiles etc, has not served the parish well.

1 comment Seen by 73



Crawley Down Parish Council Petition Admin

The benefits of staying together is a question that should really be put to the WPC Councillors opposing the split. WPC has a Handyman, an Environmental Working Group and a Neighbourhood Plan Committee for each village, all of which would continue without change if a new Council was created. In terms of administrative costs WPC employs a Clerk, Deputy Clerk and a Responsible Finance Officer (RFO). Each Council would need at least a Clerk and an RFO after the split, which implies an increase of one. However, the RFO is a part time post and the Parish Clerk often takes on the RFO duties if they have the necessary qualification. The costs of the offices in the Parish Hub are currently shared but the draft budget published by the Petitioners demonstrates that the increased costs of offices in the village and an RFO can be absorbed within the current tax paid by the village.

Estimates for both start-up and running costs have been published in a previous post. The Petitioners have not been given a breakdown of the figure of £150,000 published by WPC so cannot comment.

The Parish is lowest tier of Local Government and all Parish Councils have the same responsibilities and opportunities, and equal weight in wider issues, no matter what their size.

The principle of separate Neighbourhood Plans was agreed by Mid Sussex in 2012 at the request of WPC. The Petitioners believe that the reasons for this separation (see extract below) are still valid today. The Crawley Down Neighbourhood Plan has played a significant role in many planning decisions such as the recent refusal of permission for three new properties on Twoways.

The reason for requesting designation of each ward in the Parish as a distinct neighbourhood area is that there is a significant village settlement within each ward (Crawley Down in the Crawley Down ward and Copthorne in the Copthorne and Worth ward) which has its own unique and particular character, issues and ambitions. In order to reflect the wishes of the residents in each area to be as local as possible, the Parish Council recognises that the spirit and intent of the Localism legislation is best served by designating each ward as a neighbourhood area. Each ward is already long-established and clearly identified and therefore most appropriate to be designated as a neighbourhood area.

Like Share 6 w



Andrew Metcalfe shared a post.



27 February · 🌐

The Haven have no space to house the Parish Council to my knowledge, and I'm not aware of any other suitable space in the village - where else are you looking at?

The case being put forward appears to be, go with it, vote for all the 'benefits' we are promising for no extra cost... without showing the numbers actually work - i was expecting more than a quick spreadsheet tbh, and a reasoned and justified budget showing how numbers had all been identified.

Quite reminiscent of the case for Brexit IMO.

I have not yet formed a firm view on the proposal yet, and do like the idea in principle, but atm I am not convinced that the benefits will outweigh the considerable setup costs (which could be better spent locally), nor that the proposed budget is realistic.

Please convince me...!

<https://www.facebook.com/groups/323681053024732/permalink/332901495436021/?sfnsn=scwspmo&ref=share>



Andrew Metcalfe ▸ Crawley Down Village Council Consultation

21 February · 🌐

You state that you "have included £10,000 for" for rent and that "there are a number of buildings that we believe would be suitable."

Owning and running a company locally, decent office space is almost non-existent and £10,000 per annum would not get much. Let alone adequate space to run a Parish Council from, host public meetings, and have adequate car parking for visitors.

Please can you provide more detail on the potential venue / office space you've identified as I'm afraid I believe this figure to be unrealistic.

The only suitable venue I can think of in the village itself would be the Haven Centre - have any discussions taken place?



1

1 comment Seen by 75



Like



Share



Crawley Down Parish Council Petition Admin

The Petitioners would prefer to rent space in an existing community building so that the tax money involved can be used to maintain facilities for the community that provided the funds. The current consultation needs to be completed and the outcome published before there can be definitive conversations with possible accommodation providers. Commercial properties and temporary accommodation will be explored as alternatives.

The draft budget has been published in a previous post. The costs identified and the budgets allocated to each are based on equivalent costs in the WPC and other local Parish Council budgets with which the Petitioners are familiar as Councillors. The figures were published last August and the Petitioners have received no challenges to the individual figures.

We look forward to further questions from you on the budget estimates and would encourage you to challenge WPC to publish a breakdown of the claimed £150,000 costs of the split that are concerning you.



Like Share 6 w



Alan Brooks

2 March · 🌐



In response to my previous question you state that “The Parish is lowest tier of Local Government and all Parish Councils have the same responsibilities and opportunities, and equal weight in wider issues, no matter what their size.” If true in practice as well as theory, doesn't that imply a greater weight for wider issues under a split parish?

1 comment Seen by 77



Crawley Down Parish Council Petition [Admin](#)

There are 21 Parish Councils in Mid Sussex (153 in West Sussex) ranging in size from 300 to 10,000 by population (2011 Census). They are treated equally by Mid Sussex and West Sussex, and their views on local issues all carry the same weight. Worth is the largest in Mid Sussex and third largest in West Sussex. The new council for Crawley Down, and the remaining part of Worth PC will be third equal in size across Mid Sussex (based on 2027 electorate roll estimates).

It is a fact that joint representations from separate Crawley Down and Copthorne Parish Councils would carry greater weight than from Worth alone in local issues. In simplistic terms, there would be two Councillors invited to meetings by Gatwick or early briefings on the Mid Sussex District Plan.

The public meeting at the Haven on Friday (4th March) at 7.30pm will be an opportunity to discuss this further.

Like Share 5 w



Nikki Daniels

7 March · 🌐



Can you please explain what the plan is for the Royal Oak pub? The leaflet mentioned the situation would be resolved, but how will you go about achieving this when others have failed? Thanks 🙏🙏

👍 2

1 comment Seen by 89

👍 Like

➦ Share



Crawley Down Parish Council Petition Admin

There is a planning tool called a Neighbourhood Development Order (NDO) that allows the granting of planning permission for specified types of development without the need to submit plans to the District Council. In brief, an NDO could be used to oblige Mid Sussex to compulsory purchase the site of the Royal Oak as part of a wider redevelopment of the village centre. The NDO would still need to meet current planning legislation and demonstrate that finance is available. It would also need to be approved by a local referendum.

In the last application for redevelopment of the Royal Oak (8 flats + a pub) the construction was costed at £2.1M. It is difficult to extract the cost of stabilising the facade and building the new pub from the rest of the development, but it appears to be around £0.3M. It would be reasonable to assume that a budget of £0.5M is needed to restore the Royal Oak within its current footprint. Of course, this excludes the cost of acquiring the site itself, but there was also an analysis which indicated that if the Royal Oak was a going concern then its value as a business was around £0.5M. There is anecdotal evidence that the Oak was purchased for £750K and that a price of £1.2M has been sought from recent prospective purchasers. In practise Mid Sussex would be responsible for negotiating a value for a CPO.

Mid Sussex has committed to undertaking a 'Village Health Review' as set out in the Councils Economic Development Strategy. Such a review would identify the short-comings of the village centre at present and its conclusions could be implemented as part of a redevelopment scheme. This review is finally being undertaken now with the preparation of a Village Centre Action Plan.

A 'think piece' developed by the Neighbourhood Plan Committee for the village centre redevelopment included new single storey commercial buildings on the car part next to the pub, replacement car parking, redevelopment of the Royal Oak Barn and pedestrianisation of the village centre at weekends, as well the restoration of the Royal

Oak. It is nothing more than a think piece and others could emerge through the village action plan. The cost estimate of £3M is based on £1.5M for the Royal Oak, £0.8M for the two new buildings (based on £2K/m2), £0.2M for new carparks and £0.3M for the pedestrianisation, plus contingency.

Funding would need to be a partnership between the Parish Council, MSDC and a commercial investor (currently unknown). Assuming an equal contribution from each, the commercial investor would get an income from the new shops, Mid Sussex should contribute £1M of the £2M that they have received in New Homes Bonus Grants from the Government for the homes built here. The Parish Council would finance their contribution through a loan from the Public Works Loan Board, S106 contributions from the developer seeking to build 400 new homes on Huntsland Farm, and, if necessary, sale of land.

Like Share 4 w



Julie Bridges

9 March · 🌐



In the interests of openness and balance, I would like to see people debating the Petition on the FB site to state whether they support or oppose the split up front.

I was open minded when I went to the meeting but was disappointed that some participants were less than courteous and their tone rather aggressive.

So far, the debate has been largely about costs but sense of community and local participation is to my mind just as important. I have lived in the Worth area for over 50 years and I don't even know where the "Hub" is. Yes, shame on me, but that says it all about inclusivity ... or lack of it.

So... at the moment, I think it's time for change and I want CD to thrive and have a positive future that is in its own hands. I also believe that it would give a greater sense of community and local participation. So, that's where I stand.



2

1 comment Seen by 62



Like



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Crawley Down Parish Council Petition Admin

Thank you for your views.

The outcome of the CGR will indeed ultimately rest on whether a new Parish Council will give Crawley Down a clearer identity, improved democracy and better services than Worth Parish Council. The Parish Council is relying on the issue of costs but have failed to provide a breakdown of, or any evidence for, their estimate of £150,000. This was not challenged sufficiently at the meeting last Friday. There is a real danger that the Council is misleading residents and it should withdraw the figure if it cannot support it.

Like Share 4 w



Appendix G : Presentation to Worth Parish Council Public Meeting 4th March 2022

Good evening, thank you for coming tonight

Can I start by getting a quick understanding of my audience

Can you put your hand up if you're a resident of Crawley Down

Thank you and if you're a resident of Worth put your hand up

This highlights the key issue that we are discussing tonight: IDENTITY; we think of ourselves as living in Crawley Down or Copthorne, not Worth.

I am going to say a few words about the importance of Identity in local government and then talk about

The level of Service that you could expect from a new council

What is involved in setting up the new council

And finally, why this is happening now

The importance of Identity in local government

For those who don't know me I am Ian Gibson; I have lived in Crawley Down for 24 years and I am a Worth Parish Councillor; a District Councillor and your County Councillor; however, in none of these roles am I representing just Crawley Down.

Lack of identity was one of the problem that I highlighted in 2019 in the leaflet that I delivered to every property in the village.

Crawley Down is effectively invisible in local government; it is twinned with Copthorne in Worth Parish Council; with Turners Hill in Mid Sussex District Council and with part of East Grinstead in West Sussex County Council.

A village with a population of 6,000 should have a separate voice in local government.

Both Crawley Down and Copthorne are classed as large villages in Mid Sussex along with Cuckfield, Hassocks, Hurstpierpoint and Lindfield, all of which have a Parish Council.

There are 15 other parish councils in Mid Sussex with smaller populations, one as low as 300. All parish councils are treated equally in local government, it's not dependent on size.

Crawley Down already has the basis for a clear identity. It is geographically separate. There are a large number of active community groups and sports clubs which represent Crawley Down in leagues. It also has a Neighbourhood Plan which set out the criteria that new developments must follow.

A Parish Council that speaks for just Crawley Down will be better placed to address local issues than one which has to balance its position across more than one village.

So what level of Service could you expect from a new council

The funding for your parish council is a very small part of the Council Tax bill that will soon drop on your doormat. The bill for a Band D property this year will be £2,023.90. Just £62.89 of this is for your Parish Council.

Since 2015 Worth Parish Council has had no offices in Crawley Down and has held no Council meetings in the village. Residents have to travel to Copthorne if they want to ask questions or speak to the Council about planning applications or other issues.

A Crawley Down Village Council would rent offices and hold all its meetings in the village.

Worth Parish Council has a complex structure of Committees and sub-Committees that in total hold some 60 meetings a year. A Crawley Down Village Council will adopt a simpler model of one council meeting per month like Turners Hill which will significantly reduce the amount of time spent in preparing minutes and agendas by the Parish Clerk and in meetings by Councillors.

Since Worth Parish Council moved out of the village in 2015 it has become increasingly difficult to find residents who are prepared to represent Crawley Down as Councillors. Attending meetings in Copthorne twice a month is not an attractive long term option. The creation of a separate council for Crawley Down that holds its meetings in the village will lead to more residents willing to become Councillors.

A new village council dedicated to Crawley Down would do the simple things that have eluded WPC, like installing speed indicators on the rat runs through the village. Solving the Royal Oak would become a top priority.

And ALL the council tax money that funds the Council would be spent back in the village.

So what is involved in setting up the new council

Firstly, it is important to understand that Worth Parish Council is not being abolished. Staff will not be made redundant and contracts cancelled. There will be no need to renegotiate leases.

A new council will be established for Crawley Down and the remainder of Worth Parish Council is then expected to change its name to Copthorne Parish Council.

The new Council will be created in May next year when its first councillors are elected in the scheduled local elections. We expect the number of Councillors to be 9 as at present.

TUPE (Transfer of Undertakings (Protection of Employment)) rules will apply to the creation of the new council. We expect to see the same staff doing, broadly, the same work. Worth Parish Council has two qualified clerks, a Finance Officer, two Handymen and a Communications and IT Administrator. We think that a Crawley Down Village Council will need a Clerk, a Finance Officer, a Handyman and in the longer term an assistant.

Many Clerks are also the Finance Officer and Turners Hill have just appointed a new Clerk who will also be the Finance Officer.

The Petitioners , 523 of us signed the petition, have published a draft budget last August which demonstrates that the new Council could achieve the promised benefits without an increase in the Parish element of the Council tax.

The Parish Council has challenged our figures, but they have inflated the energy costs to reflect the recent increases and failed to take account of reduced administration in the staff costs. Otherwise their assessment agrees with our budget and we thank them for that endorsement.

When we revise the budget in preparation for the new Council we will need to include the jump in energy costs, I'm afraid that is inescapable.

The Copthorne Councillors opposing the split have suggested that it will cost, well various figures at various times over the last 6 months - £50,000, £100,000, £300,000 – and they seem to have settled on £150,000 but, even as late as yesterday, they have not published a breakdown or any evidence to support this figure, or indeed any other.

We have studied a large number of recent new councils and found no evidence of such costs. We spoke again yesterday with the Clerk and Chairman of Hextable Parish Council who split from Swanley Town Council in 2008 who recall only that Sevenoak District Council gave them a loan of £20,000. This is a Bradford City Council report on the creation of Bingley Town Council in 2015 which includes a figure of £20,000 for set cost, precisely the figure we published last August.

We are forced to conclude that the figure of £150,000 has been published to scare you.

Please ask them for details tonight, are they counting redundancy costs, or anticipating constructive dismissal cases. Press them for evidence, don't let them hide behind phrases like staff confidentiality – they can talk generally about numbers, maximum costs and probabilities. Its called Risk Assessment.

It goes with saying that it would be more advantageous for all Councillors to work towards a well-managed split and we are disappointed that the Parish Council has chosen to resist the creation of a new Council so aggressively.

And finally, why this is happening now

The benefits of a separate Parish Council for Crawley Down have been evident for many years, in fact since Turners Hill left Worth Parish Council in the 1990s. So why has the petition been brought forward now.

When current construction is completed in 4 years there will have been 30% growth in both villages since 2010. The villages will be the same size and the Parish population will have risen to around 12,000, past the threshold at which a Parish Council should consider becoming a Town Council

But the villages are facing different challenges. Proposed housing developments are drawing Crawley Down into East Grinstead, while Copthorne faces a similar challenge from Crawley with the threat of a further 2,500 homes on Crabbett Park either side of Old Hollow.

Administratively, May 2023 is a good moment to go separate ways. The District Council elections are due to be held then so the £8,000 cost of separate elections for the new Parish Council will be avoided.

The Copthorne Neighbourhood Plan was finally completed last year, so both villages now have the protection of current Neighbourhood Plans.

I am not going to pretend that the split will be as financially beneficial for Copthorne as it is for Crawley Down in the short term. There is an imbalance in the land and buildings owned or leased by Worth Parish Council. The lion's share will go to Copthorne as both the sports pavilion and the offices are there. The down side for Copthorne is that the associated running costs and loan repayments will fall on them. However, the level of debt is very low, the loan for the pavilion was paid off this year and the lease agreement for the offices is such that the loan repayment of £10,000 a year is equivalent to the £10,000 budgeted by the Petitioners for the rental of offices in Crawley Down. We think that this is fair, especially as the villages will be the same size when the 500 homes on Copthorne West are completed.

Of course, the new council in Crawley Down will have the same ability to take out low interest loans from the Public Works Loan Board for capital projects. This is one of the key opportunities that we expect the new council to exploit.

I look forward to your questions and I will be around afterwards if anyone wants to ask about



The case for a separate Crawley Down Village Council

Dear Resident,

You recently received a letter from Mid Sussex District Council seeking your views on whether a new Parish Council should be created for Crawley Down. This letter is from the local Councillors and residents supporting the new Council. Following the public meeting at the Haven Centre on the 4th March, we have set out overleaf a clear description of the Benefits of the new Council, and the Costs involved in setting it up and running it. We hope that this will help you decide. If you have further questions please contact us:

Buildings & Land	John Hitchcock	01342 716831
Budget & General	Ian Gibson	01342 716790
Allotments	Alex Cruickshank	01342 714328
Website & IT	John Plank	01342 716731

There will be a further public meeting at the Haven Centre on Friday 1st April at 7.30pm which we encourage you to attend.

Mid Sussex District Council are asking you to respond to the consultation by submitting a short statement setting out your views on a number of points. If you are supporting the new Council you might include some of the following points in your submission:

Crawley Down is a rural village, surrounded by fields, with a different character and issues to those of its neighbours.

A Crawley Down Village Council would better represent the village on important local issues such as plans for more development, quality of services and the condition of local roads and other infrastructure.

Residents would be more likely to attend Parish Council meetings held in the village than meetings held in Copthorne.

A Crawley Down Village Council would spend all the money it received on supporting the community groups, facilities and sports clubs in the village.

I would be more likely to get involved in a Parish Council that is clearly linked with and holds its meetings in the village.

We have investigated the start-up costs of new councils in great detail and can provide evidence, including written quotations, for the figure of £20,000 shown overleaf. **Do not be misled by the figure of £150,000 published by the Parish Council. They have provided no evidence for this figure. Please speak to us if you are worried, or have been put off supporting a new council by this figure.**

If you have mislaid the letter from Mid Sussex District Council your submission can be emailed to them at communitygovernancereviews@midsussex.gov.uk or posted to Electoral Services (CGR), MSDC, Oaklands Road, Haywards Heath RH16 1SS. Submissions should be from individuals not households, but you can put more than one submission in the same envelope. You should include your name and address. **The closing date for submissions is Friday 15th April.**

Even if you have already responded to Mid Sussex, you can send a further submission to add to or revise your previous comments.

If you would like a copy of this letter in MSWord format please email CDVC@kilnwood.com

Please support a Crawley Down Village Council

Over 500 residents have signed a petition to create a new Parish Council. Now Mid Sussex are asking everyone for their view. The key issues are set out here to help you decide.



The Benefits

- **A clearer identity** when working with community groups and in wider local government.
- **Better democracy** – Meetings in the village again. Councillors elected to represent just their village.
- **Improved service** – More responsive; Offices in the village again. Fewer meetings dealing with just Crawley Down means less staff time spent on administration and more time on projects.
- **Economic benefits** – All Parish Council Tax spent on the Village (est. £165,000 in 2022/23)
- **Community benefits** – a Council that understands and addresses local issues like speeding on rat runs, improved sports and social facilities, the future of the Royal Oak and defending the surrounding countryside from more development.

What's agreed?

- The existing reserves of approx. £340,000 will be split between the villages.
- Crawley Down and Copthorne will still be able to work together and with other local Councils.
- The first elections will be in May 2023.

The Costs

- It will be necessary to use some of the existing reserves to set up the new Council.

– Office equipment & website, etc. (est.)	£9,200
– Mid Sussex set-up rechargeable costs	£10,000
– Employment Law advice for TUPE, etc.	£800
– Total	£20,000

These figures are based on evidence; Worth Parish Council has published a figure of £150,000 **but has provided no evidence to support it.**

- A draft annual budget for the new Village Council has been prepared and compared with the current Worth Parish Council budget. This shows that the costs of running the new office in Crawley Down **can be delivered for the current level of Parish Council Tax.**
- There will be a small increase in the Parish Council Tax in Copthorne to cover the costs of running the facilities there, as these costs are currently shared by both villages

Is this fair to Copthorne?

- Copthorne will take ownership or benefit of all the existing Parish Council buildings and facilities (the Parish Offices and a modern sports pavilion).