

Crawley Borough Council

Agenda of the Full Council

To: The Mayor and Councillors

You are summoned to attend a meeting of the **Full Council** which will be held in **Council Chamber - Town Hall**, on **Friday, 18 May 2018** at **7.30 pm**

Nightline Telephone No. 07881 500 227



Head of Legal and Democratic Services

Please contact Democratic Services if you have any queries regarding this agenda.
democratic.services@crawley.gov.uk

Published 10 May 2018

Duration of the Meeting

If the business of the meeting has not been completed within two and a half hours (normally 10.00 pm), then in accordance with Council Procedure Rule 2.2, the Mayor will require the meeting to consider if it wishes to continue for a period not exceeding 30 minutes. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue. (Following the meeting's initial extension, consideration will be given to extending the meeting by further periods not exceeding 30 minutes in each case).

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The order of business may change at the Mayor's discretion

Part A Business (Open to the Public)

	Pages
1. Election of Mayor 2018/2019	
To elect a Mayor for the Council year 2018/19.	
2. Election of Deputy Mayor 2018/2019	
To elect a Deputy Mayor for the Council year 2018/2019.	
3. Election of Youth Mayor and Youth Deputy Mayor 2018/2019	
The Mayor will call up the newly elected Youth Mayor to the top table to present the Chain of Office, and the newly elected Youth Deputy Mayor to present the Badge of Office. On behalf of the Council, the Mayor will convey his congratulations to both upon their election.	
4. Vote of Thanks and Presentation of Badges to Retiring Mayor and Mayor's Escort	
Vote of thanks to retiring Mayor and Mayor's Escort.	
5. Apologies for Absence	
To receive any apologies for absence.	
6. Disclosures of Interest	
In accordance with the Council's Code of Conduct, Councillors of the Council are reminded that it is a requirement to declare interests where appropriate.	
7. Announcements	
To receive any announcements from the newly elected Mayor or the Chief Executive.	
8. Minutes	5 - 18
To approve as a correct record the minutes of the meeting of the Full Council held on Wednesday 4 April 2018.	
9. Results of Elections	19 - 30
To receive the Returning Officer's report on the results of the Borough elections held on 3 May 2017, LDS/138.	
10. Election of Leader of the Council	
To elect the Leader of the Council on four year term of Office or until	

	Pages
such time as their Term of Office expires.	
11. Proposed Cabinet and their Portfolio Holder Responsibilities	31 - 40
To note the Cabinet and their Portfolio Holder responsibilities*	
<i>*The proposal is Councillor Lamb, should he be appointed as Leader of the Council.</i>	
12. Review of Political Proportionality, Constitution of Committees and Appointments to Outside Organisations 2018/2019	41 - 54
To consider the report of the Head of Legal and Democratic Services, LDS/139.	
13. Supplemental Agenda	
Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.	

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Crawley Borough Council

Minutes of Full Council

Wednesday, 4 April 2018 at 7.30 pm

Councillors Present:

B J Quinn (Mayor)

C Portal Castro (Deputy Mayor)

M L Ayling, T G Belben, Dr H S Bloom, N J Boxall, B J Burgess, R G Burgess, R D Burrett, C A Cheshire, D Crow, C R Eade, R S Fiveash, F Guidera, I T Irvine, K L Jaggard, M G Jones, S J Joyce, P K Lamb, R A Lanzer, T Lunnon, K McCarthy, C J Mullins, D M Peck, A Pendlington, M W Pickett, T Rana, R Sharma, A C Skudder, B A Smith, P C Smith, M A Stone, K Sudan, J Tarrant, G Thomas and L Vitler

Also in Attendance:

Mr Peter Nicolson

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Ann-Maria Brown	Head of Legal and Democratic Services
Chris Pedlow	Democratic Services Manager
Andrew Oakley	Electoral Services Manager

1. Disclosures of Interest

The disclosures of interests made by Councillors were set out in Appendix A to the minutes.

2. Communications

The Mayor invited representatives from each party to pay tribute to Councillors Stephen Joyce and Dr. Howard Bloom, who had both decided to stand down from the Council at the Borough Election in May, after a significant service both to Crawley Borough Council and to the residents of the Borough. Councillors Mullins, Crow, B. Smith, Burrett, Lamb, and the Mayor himself, paid their heartfelt respects with glowing and touching tributes to both Councillors who had serviced their residents and the Borough so diligently.

As part of the Mayor's communications he informed the Council of the sad passing of Ted Lynch OBE the Council's first Treasurer. Also noted that it was 50 years ago Martin Luther King was assassinated.

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3. Public Question Time

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

Questioner's Name	Name of Councillor Responding
<p>Mr Crane (Bewbush)</p> <p><i>Can you confirm that the New Town Hall and the other buildings being proposed to be built as part of that development, will they all be fully fitted with sprinklers for fire safety?</i></p> <p>Supplementary Question</p> <p><i>On the scheme in total, would the Council have to take out any loans to fund the schemes?</i></p>	<p>Councillor Skudder (Cabinet Member for Resources)</p> <p><i>Yes, I believe that they will. All the buildings would meet the required fire safety standards.</i></p> <p>Councillor Lamb (Leader of the Council)</p> <p><i>Yes, in line with the report that the Council had agreed, there would be some private financing as part of that.</i></p>
<p>Mr Browning (Three Bridges)</p> <p><i>My question relates to the proposed boundary changes relating to Tinsley Lane. The proposed boundary is the A211, which has a rammed footbridge and a road flyover, to Three Bridges. How do you justify this as to travel to Langley Green parade from Tinsley Lane residents would have to cross two major roads and the industrial area?</i></p> <p>Supplementary Question</p> <p><i>The crossing of Gatwick Road is greater than the A211, in my view and there are WSCC reports that mention this road's over capacity. Given this your justification doesn't seem to add up?</i></p>	<p>Councillor Lunnon (Chair of Governance Committee)</p> <p><i>The principle focus of the boundary review across the Borough is to seek electoral equality. Unfortunately that has meant we've had to propose making boundaries that may not make everyone happy. But we've done our best at creating a proposal that should be acceptable by the Boundary Commission, otherwise they'll impose a set of boundaries on us that ignores the core neighbourhood values of Crawley.</i></p> <p>Councillor Lunnon (Chair of Governance Committee)</p> <p><i>I do understand your frustration that the proposed scheme that we are going to debate later, is not to your taste, but I believe it is the best and fairest scheme for the Borough as a whole.</i></p> <p><i>Councillor Burrett (Vice Chair of Governance Committee)</i></p> <p><i>In response to the original question, I don't believe the proposed scheme is justifiable and there is a scheme being proposed tonight that does keep the whole of Three Bridges together.</i></p>

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Questioner's Name	Name of Councillor Responding
<p>Mr Tantrum (Three Bridges)</p> <p><i>It sounds that the decision of the boundaries has already been made?</i></p> <p>Supplementary Question</p> <p><i>We as residents vote you in and clearly there is a strong view amongst Tinsley Lane that the proposals are not acceptable. Votes will be influenced by the decision you take.</i></p>	<p>Councillor Lunnon (Chair of Governance Committee)</p> <p><i>Just to be clear we are discussing a report that has been discussed at both the Electoral Boundaries Working Group and Governance Committee. We are to discuss the recommendations from both of those bodies tonight and the Full Council will then be taking a decision of the Council's view of the proposed boundaries for submission.</i></p> <p>Councillor Lunnon (Chair of Governance Committee)</p> <p><i>As I mentioned previously, we understand that some residents may not be happy with the proposals but we had to look at the Town as a whole to achieve electoral equality.</i></p>
<p>Mr Jones (Three Bridges)</p> <p><i>I believe there are three criteria that needs to be considered when reviewing ward boundaries, but I've only heard about one, aren't the other two given equal weight and why haven't they been addressed?</i></p>	<p>Councillor Lunnon (Chair of Governance Committee)</p> <p><i>The other two criteria are firstly Effective Local Government, which having checked, and does apply in this case is about over working of Councillors especially when relating to Parishes.</i></p> <p><i>The second community cohesion, there is an argument that Tinsley Lane as a location has more in common with Manor Royal, as they share services such as grass cutting with this area compared to Three Bridges.</i></p>
<p>Mrs Tantrum (Three Bridges)</p> <p><i>As you've mentioned the Boundary Commission guidelines state that the Wards should reflect interests and identities of the local communities. For Tinsley Lane you have ignored this completely, with all our local facilities being in Three Bridges. How can you ignore one of the most important criteria?</i></p>	<p>Councillor Lunnon (Chair of Governance Committee)</p> <p><i>The proposed new ward is called Langley Green and Manor Royal, which is in essence split into two areas of interest one being Langley Green and the other which was Manor Royal which I believe has a clear communities of interests with Tinsley Lane. Especially with the housing developments proposed on Gatwick Road.</i></p>

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Questioner's Name	Name of Councillor Responding
<p>Supplementary Question</p> <p><i>I do not agree with what you've stated Manor Royal is a business area, whilst Tinsley Green is a residential Community. A Councillor representing Manor Royal won't look after us just the businesses or the residents over in Langley Green?</i></p>	<p>Councillor Lunnon (Chair of Governance Committee)</p> <p><i>Telling future Councillors that they'll disregard your views seems unfair and I do not believe that would be the case no matter which party the Councillor was from.</i></p>
<p>Ms Handman (Furnace Green)</p> <p><i>Why has the Council found it acceptable to licence 9 of the Town Houses on Aintree Road as HMO's, which break the covenant on these properties over single occupation?</i></p> <p>Supplementary Question</p> <p><i>Who should be sued over the breaking of the covenant the Council or the landlords?</i></p>	<p>Councillor P. Smith (Cabinet Member for Planning and Economic Development)</p> <p><i>I don't know the answer, it's a planning matter. But if you leave your name, I'll get a written response to you on this matter.</i></p> <p>Councillor P. Smith (Cabinet Member for Planning and Economic Development)</p> <p><i>Again I'm sorry I'll have to write to you on this matter. But please feel free to directly contact me over this outside of the meeting. I am happy to discuss the matter further with you.</i></p>
<p>Mr Millar (Three Bridges)</p> <p><i>In preparation for the Boundary Review a survey was commissioned over how residents identified as a neighbourhood. As Three Bridges residents are the most affected by the proposals why were they invited to take part? Also how were people chosen to take part?</i></p>	<p>Councillor Lamb (Leader of the Council)</p> <p><i>The consultation was Borough wide and open to everyone. It was advertised in Crawley Live which gets delivered to every household. The Boundary Commission are forcing us to have 3 Member wards and that across the Town, not just Tinsley Lane. We are trying to evidence the importance of the Neighbourhood principle, and put forward an option with a mixed pattern of wards, but they may impose a 3 Member ward pattern on us and the boundaries would be altered even further. We know electoral equality is a key factor and that is what our proposed scheme is trying to achieve for the Borough as a whole.</i></p>

4. Minutes

The minutes of the meeting of the Full Council held on 21 February 2018 were approved as a correct record and signed by the Mayor.

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5. Items for debate (Reserved Items)

Members indicated that they wished to speak on a number of items as set out in the following table:

Minute Book Page no.	Committee/ Minute no. (and the Group reserving the item for Debate)	Subject (Decisions previously taken under delegated powers, reserved for debate only).	Subject (Recommendation to Council, reserved for debate)
Page 22	Planning Committee, 27 February 2018, Minute 4 Conservative Group WITHDRAWN	Planning Application CR/2016/0972/FUL – 44 Goffs Park Road, (formerly Oakhurst Grange), Southgate, Crawley.	
Suppl'tary Agenda Page 7	Cabinet 21 March 2018 Minute 5 Conservative Group	Three Bridges Station Improvement Scheme	
Suppl'tary Agenda – Information to Follow Page 11	Cabinet 21 March 2018 Minute 12 Conservative Group	Building Cleaning Service Contract Award* (Part B- Exempt item)	
Suppl'tary Agenda – Information to Follow Page 14	Governance Committee, 26 March 2018 Minute 3 Both the Labour Group & Conservative Group		Recommendation 1(a) Electoral Review – Ward Patterns – Consideration of the Principle of Promoting a Mixed Pattern of Wards

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Suppl'tary Agenda – Information to Follow Page 16	Governance Committee, 26 March 2018 Minute 3 Both the Labour Group & Conservative Group		Recommendation 1(b) Electoral Review – Ward Patterns – Consideration of the Mixed Pattern of Wards
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6. Minutes of the Cabinet, Overview and Scrutiny Commission and Committees

Moved by Councillor Portal Castro (as the Deputy Mayor):-

RESOLVED

That the following reports be received:

- a) Planning Committee – 27 February 2018
- b) Planning Committee – 27 February 2018
- c) Overview and Scrutiny Commission – 19 March 2018
- d) Planning Committee – 20 March 2018
- e) Cabinet – 21 March 2018
- f) Governance Committee – 26 March 2018

7. Three Bridges Station Improvement Scheme (Cabinet - 21 March 2018)

Councillor Burrett, on behalf of the Conservative Group, explained the rationale for bringing forward this item for debate. He commented that he welcomed this item and the way it has been dealt with generally. He was pleased that Cabinet allowed representations from Maidenbower Councillors during their meeting. He and his Ward colleagues had also intended to request to speak at the Cabinet, but it clashed with the new Forge Wood forum. The plans for Three Bridges Station does have a significant impact on his Ward, most residents were pleased with the proposals as it addressed the numerous issues associated with the station. But the concern with the current proposal of the no right turn, will make the possible rat run through St Mary's Drive and surrounding roads worse. He welcomed that the Cabinet have asked for further highways studies over the no right hand turn and traffic generally surrounding the station.

Councillors McCarthy, Lanzer, Irvine, Boxall, P. Smith and Lamb also spoke on this matter.

8. Building Cleaning Service Contract Award (Cabinet - 21 March 2018)

Councillor Burrett, on behalf of the Conservative Group, explained the rationale for bringing forward this item for debate. He commented that he was surprised that the minute showed that the Council had worked on the potential of an in-house bid, but wasn't submitted as it wasn't thought to have been competitive. He commented that he hoped we had moved away from the idea of having everything in-house and leant

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from the sheer cost of those days, but clearly not and hoped this was not a trend to come.

Councillor Lamb responded on this matter.

9. **Electoral Review - Ward Patterns - Consideration of the Principle of Promoting a Mixed Pattern of Wards - Recommendation 1(a) (Governance Committee - 26 March 2018)**

The Full Council considered report LDS/135 of the Head of Legal and Democratic Services, which had been previously considered at the meeting of the Governance Committee on 26 March 2018.

Councillor Lunnon as the Chair of the Governance Committee, presented the report to the Full Council and highlighted that the Electoral Review - Ward Patterns, report contained two recommendations for their consideration and with agreement of the Mayor, each recommendation would be debated independently from one another.

Councillor Lunnon moved and presented the first recommendation which related to the consideration of the Principle of Promoting a Mixed Pattern of Wards. The proposal before the Full Council was that the Council's submission to the Electoral Boundary Commission for England should be a mixed pattern of wards namely that 10 Wards served by 3 Councillors and 3 Wards served by 2 Councillors. The approach was based on the Council's desire to retain the Borough's electoral division's in-line with the neighbourhood principle throughout Crawley.

Councillors Burrett seconded the recommendation and Councillor Crow spoke in support of the recommendation.

A recorded vote was requested and the Mayor then called for the vote.

Voting in Favour: Councillors: Ayling, Belben, Bloom, Boxall, B J Burgess, R G Burgess, Burrett, Cheshire, Crow, Eade, Fiveash, Guidera, Irvine, Jaggard, Jones, Joyce, Lamb, Lanzer, Lunnon, McCarthy, Mullins, Peck, Pendlington, Pickett, Portal Castro, Quinn, Rana, Sharma, Skudder, B A Smith, P C Smith, Stone, Sudan, Tarrant, Thomas and Vitler. (36)

Voting Against: Councillors: None (0)

Abstentions: Councillors: None (0)

The Mayor declared the recommendation was carried in favour 36, and votes against 0 with 0 abstention.

RESOLVED

That the Full Council approves that the Council's submission to the Local Government Boundary Commission for England should be for a mixed pattern of Wards (10 Wards served by 3 Councillors and 3 Wards served by 2 Councillors).

10. **Electoral Review - Ward Patterns - Consideration of the Mixed Pattern of Wards - Recommendation 1(b) (Governance Committee - 26 March 2018)**

The Full Council considered report LDS/135 of the Head of Legal and Democratic Services, which had been previously considered at the meeting of the Governance Committee on 26 March 2018.

Councillor Lunnon as the Chair of the Governance Committee, moved and presented the second recommendation which related to the consideration of the mixed Pattern of Wards. The proposal before the Full Council detailed a specific pattern of Wards and proposed Ward boundaries to be submitted as the Council's submission to the Electoral Boundary Commission for England. In moving the recommendation, it was emphasised that the proposal was focused on maintaining the neighbourhood principle, whilst achieving best as possible, electoral equality across the Borough. The recommendation was seconded by Councillor Lamb.

Councillor Crow moved his amendment, having been seconded by Councillor McCarthy, in doing so highlighted that his alternative Scheme would align electoral Ward boundaries closest to the neighbourhood principle whilst remaining within the limits of electoral variance.

During a passionate discussion on the two sets of boundary proposals, including debating both the merits and weaknesses of both moved proposals, Councillors McCarthy, R G Burgess, Burrett, Lamb, Lanzer, Thomas Guidera, Sudan, Dr Bloom, B J Burgess Irvine Pickett, and Jones all spoke on the item.

At the conclusion of the debate a recorded vote was requested on the proposed amendment and the Mayor then called for the vote.

Voting in Favour: Councillors: Belben, Dr Bloom, Boxall, B J Burgess, R G Burgess, Burrett, Crow, Eade, Guidera, Jaggard, Lanzer, McCarthy, Peck, Pendlington, Stone, Tarrant, and Vitler. (17)

Voting Against: Councillors: Ayling, Cheshire, Fiveash, Irvine, Jones, Joyce, Lamb, Lunnon, Mullins, Pickett, Portal Castro, Quinn, Rana, Sharma, Skudder, B A Smith, P C Smith, Sudan, and Thomas. (19)

Abstentions: Councillors: None (0)

The Mayor declared the proposed amendment had fallen by – votes in favour 17, and votes against 19 with 0 abstention.

A recorded vote was requested on the substantive motion and the Mayor then called for the vote.

Voting in Favour: Councillors: Ayling, Cheshire, Fiveash, Irvine, Jones, Joyce, Lamb, Lunnon, Mullins, Pickett, Portal Castro, Quinn, Rana, Sharma, Skudder, B A Smith, P C Smith, Sudan, and Thomas. (19)

Voting Against: Councillors: Belben, Dr Bloom, Boxall, B J Burgess, R G Burgess, Burrett, Crow, Eade, Guidera, Jaggard, Lanzer, McCarthy, Peck, Pendlington, Stone, Tarrant, and Vitler. (17)

Abstentions: Councillors: None (0)

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The Mayor declared the proposed recommendation as approved – votes in favour 19, and votes against 17 with 0 abstention.

RESOLVED

That the Full Council approves for final submission to the Local Government Boundary Commission for England, the mixed pattern of Wards submission as set out in the Appendix to minutes of the Governance Committee 26 March 2018. *(i.e. report LDS/135, Appendix A amended with the revision of Appendix C to report LDS/135).*

11. Duration of the Meeting (Guillotine)

As the business had not been completed within the scheduled 2 hours 30 minutes a vote on continuation, and in line with Council Procedure Rule 2.2, was held. The Mayor required the Full Council to consider if it wished to continue with the meeting.

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

12. Councillors' Written Questions

It was noted that there were no Councillors' written questions submitted.

13. Announcements by Cabinet Members

Cabinet Member	Subject
Councillor Joyce (Cabinet Member for Housing)	<p><i>Councillor Joyce announced to the Full Council that on 29 March 2018, the Council had purchased the site of the College Car Park and stated the Council should be able to deliver 98 affordable housing on that site.</i></p> <p><i>He also commented that it was his final meeting and that he'd been on Cabinet for 6 years and in opposition for 6, Cabinet was more fun. Noting that during his time as Cabinet Member for Housing, there had either been built or started to build over 1000 new homes, which he was very proud of and he wished all Members the best for the future.</i></p>

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14. Questions to Cabinet Members

Name of Councillor asking Question	Name of Cabinet Member Responding
<p>Councillor Crow to the Leader of the Council</p> <p><i>Does he agree with me that any Councillor that were a member of 'Momentum,' should declare that on their register of interest?</i></p>	<p>Councillor Lamb – (Leader of the Council).</p> <p><i>I genuinely do not know if any of my colleagues were/ are a member of 'Momentum.' I am very diligent with my declarations, but if Momentum does fall within any of the categories, then yes it should be on the Councillor's register of interest forms</i></p>
<p>Councillor Lanzer to the Leader of the Council</p> <p><i>Can he update the current risk level of the combined heat and power network associated with the new Town Hall development? Also who would be running the installation of the network if it was to go ahead?</i></p>	<p>Councillor Lamb – (Leader of the Council).</p> <p><i>This question should probably be addressed to the Cabinet Member for Resources, but what I can say is that as we are in active negotiation at present, unfortunately we cannot discuss too much on this issue in Part A session.</i></p>
<p>Councillor Eade to the Cabinet Member for Resources</p> <p><i>Noting that we were in open session, but what level of confidence does he have that the New Town Hall project would remain under the figures originally debated?</i></p>	<p>Councillor Skudder - (Cabinet Member for Resources)</p> <p><i>Zero. As the figures had changed since the original report, which had been reported at the Scrutiny Commission in September 2017.</i></p>
<p>Councillor Guidera to the Cabinet Member for Environmental Services and Sustainability</p> <p><i>My question relates to the disabled parking on the Broadway/ Crosskeys. I have seen numerous times recently, vehicles with blue badges receiving parking tickets. Having looked into it, it appears that three of the bays were our disabled residents being ticketed. I believe many of the tickets were then being rescinded. Would he consider looking into the Council's approach for ticketing in that area?</i></p>	<p>Councillor Thomas – (the Cabinet Member for Environmental Services and Sustainability)</p> <p><i>Recently I did however pick up a parking ticket from the floor in the Town Hall reception and took it to the parking team.</i></p> <p><i>However I don't have an answer now, as I'll have to look at this matter further. Please forward me any information so I can get to the heart of the issue. One thought though was that car park I believe was an NCP, rather one we own.</i></p>

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<p>Councillor R Burgess to the Leader of the Council</p> <p><i>At the last Full Council I asked you a question 'are there any plans for the Council to commemorate the centenary of the Representations of the People's Act?' You replied that you would be speaking to our communications team over this. Can he provide an update on this?</i></p>	<p>Councillor Lamb – (Leader of the Council).</p> <p><i>I believe I said I would speak to the relevant Cabinet Member on my right, which I have done and you'll find out our approach, in due course.</i></p>
<p>Councillor B Burgess to the Cabinet Member for Resources</p> <p><i>Please can you reconfirm to me your answer to Councillor Eade's question? What does zero mean?</i></p>	<p>Councillor Skudder - (Cabinet Member for Resources)</p> <p><i>The figures have increased, so there is a zero percent chance of the figures remaining to the original figures. So in answer to what you are implying is, yes they have increased.</i></p>
<p>Councillor McCarthy to the Cabinet Member for Environmental Services and Sustainability</p> <p><i>In regards to the parking ticket he picked up. Did the recipient who had left the ticket receive a fixed penalty notice for littering?</i></p>	<p>Councillor Thomas – (the Cabinet Member for Environmental Services and Sustainability)</p> <p>All I can say was that I passed the ticket to the relevant person.</p>

15. Questions to Committee Chairs

Name of Councillor asking Question	Name of Committee Chair Responding
<p>Councillor Crow to the Chair of the Governance Committee</p> <p><i>During the discussion on the Ward boundaries earlier he implied that my proposal would carve up more Wards, please can he elaborate which?</i></p>	<p>Councillor Lunnon – (Chair of the Governance Committee)</p> <p><i>Yes, Bewbush, West Green and Northgate which is a number of Wards.</i></p>
<p>Councillor B Burgess to the Chair of the Licensing Committee</p> <p><i>Bearing in mind that the Licensing Committee seldom meets with the last meeting having been cancelled. How does the Chairman feel of holding licensing training sessions, if</i></p>	<p>Councillor Fiveash – (Chair of the Licensing Committee)</p> <p><i>Yes it a good idea. I'll look into it.</i></p>

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<i>the meeting get cancelled instead?</i>	
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Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 10.15 pm

B J Quinn
Mayor

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Appendix A

Councillors' Disclosures of Interest

Councillor	Item	Meeting & Minute	Type and Nature of Disclosure
Councillor P C Smith	Planning Application CR/2017/0764/RG3 Fleming Way (West of Craters Brook), Northgate, Crawley	Planning Committee 27 February 2018 – Minute 6, Page 25	Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District
Councillor Burrett	Three Bridges Station Improvement Scheme	Overview and Scrutiny Commission 19 March 2018 – Minute 5, Page 35	Personal Interest – Member of WSCC
Councillor Lanzer	Three Bridges Station Improvement Scheme	Overview and Scrutiny Commission 19 March 2018 – Minute 5, Page 35	Personal Interest – Member of WSCC
Councillor B A Smith	Three Bridges Station Improvement Scheme	Overview and Scrutiny Commission 19 March 2018 – Minute 5, Page 35	Personal Interest – Member of WSCC
Councillor Burrett	Establishment of and Appointments to Scrutiny Panels – Social Mobility Scrutiny Panel	Overview and Scrutiny Commission 19 March 2018 – Minute 9, Page 36	Personal Interest – Member of WSCC
Councillor Burrett	Health and Adult Social Care Select Committee (HASC)	Overview and Scrutiny Commission 19 March 2018 – Minute 10, Page 36	Personal Interest – Member of WSCC
Councillor P C Smith	Three Bridges Station Improvement Scheme	Overview and Scrutiny Commission 19 March 2018 – Minute 5, Page 35	Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District

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Councillor P C Smith	Planning Application CR/2017/0880/FUL First Choice House, London Rd, Northgate, Crawley	Planning Committee 20 March 2018 – Minute 4, Page 40	Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District
Councillor Burrett	Three Bridges Station Improvement Scheme	Cabinet – 21 March 2018 – Minute 7, Sup Agenda Page 7	Personal Interest – Member of WSCC
Councillor Lanzer	Three Bridges Station Improvement Scheme	Cabinet – 21 March 2018 – Minute 7, Sup Agenda Page 7	Personal Interest – Member of WSCC
Councillor P C Smith	Three Bridges Station Improvement Scheme	Cabinet – 21 March 2018 – Minute 7, Sup Agenda Page 7	Personal Interest – a Local Authority Director of the Manor Royal Business Improvement District

DECLARATION OF RESULT OF POLL

Crawley Borough Council

LDS/138

Election of a Borough Councillor for

Bewbush Ward
on Thursday 3 May 2018

I, Natalie Brahma-Pearl, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BIDWELL, Thomas Adam Henry	The Conservative Party Candidate	452
JONES, Michael Gerard	Labour Party	891 Elected
KHAN, Arshad	Justice Party	34
SETFORD-THOMPSON, Janet Elizabeth	Legacy	32
SMITH, Sarah Ellen	Liberal Democrats	131

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	4
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	3
E rejected in part	0
Total	7

Vacant Seats: 1

Electorate: 6234

Ballot Papers Issued: 1547

Turnout: 24.82%

And I do hereby declare that, Michael Gerard Jones is duly elected as councillor for Ward.

DECLARATION OF RESULT OF POLL

Crawley Borough Council

Election of a Borough Councillor for

Broadfield North Ward
on Thursday 3 May 2018

I, Natalie Brahma-Pearl, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BROWN, Christopher James	Legacy	61
IRVINE, Ian	Labour Party	822 Elected
JALALDEEN, Irshad	The Conservative Party Candidate	338

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	0
C writing or mark by which voter could be identified	1
D being unmarked or wholly void for uncertainty	6
E rejected in part	0
Total	7

Vacant Seats: 1

Electorate: 4572

Ballot Papers Issued: 1228

Turnout: 26.86%

And I do hereby declare that, Ian Irvine is duly elected as councillor for Ward.

DECLARATION OF RESULT OF POLL

Crawley Borough Council

Election of a Borough Councillor forBroadfield South Ward
on Thursday 3 May 2018

I, Natalie Brahma-Pearl, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BIRD, George Paul	Legacy	82
LUNNON, Tim	Labour Party	652 Elected
PURDY, Jonathan Robson	The Conservative Party Candidate	478

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	1
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	3
E rejected in part	0
Total	4

Vacant Seats: 1

Electorate: 4449

Ballot Papers Issued: 1216

Turnout: 27.33%

And I do hereby declare that, Tim Lunnon is duly elected as councillor for Ward.

DECLARATION OF RESULT OF POLL

Crawley Borough Council

Election of a Borough Councillor for

Furnace Green Ward
on Thursday 3 May 2018

I, Natalie Brahma-Pearl, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
DOBSON, Dan	Labour Party	976
EADE, Carol	The Conservative Party Candidate	1008 Elected
GRIFFITHS, Allan Peter	Legacy	15
OLD, Angharad Dawn	Liberal Democrats	98

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	1
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	4
E rejected in part	0
Total	5

Vacant Seats: 1

Electorate: 4498

Ballot Papers Issued: 2102

Turnout: 46.73%

And I do hereby declare that, Carol Eade is duly elected as councillor for Ward.

DECLARATION OF RESULT OF POLL

Crawley Borough Council

Election of a Borough Councillor for

Ifield Ward
on Thursday 3 May 2018

I, Natalie Brahma-Pearl, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BOUNDS, Josh	The Conservative Party Candidate	1141
LETHBRIDGE, John Grant	Liberal Democrats	123
SETFORD-THOMPSON, Neil James	Legacy	39
WILLCOCK, Laura-Lee	Labour Party	1150 Elected

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	2
C writing or mark by which voter could be identified	1
D being unmarked or wholly void for uncertainty	3
E rejected in part	0
Total	6

Vacant Seats: 1

Electorate: 6712

Ballot Papers Issued: 2459

Turnout: 36.64%

And I do hereby declare that, Laura-Lee Willcock is duly elected as councillor for Ward.

DECLARATION OF RESULT OF POLL

Crawley Borough Council

Election of a Borough Councillor for

Langley Green Ward
on Thursday 3 May 2018

I, Natalie Brahma-Pearl, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
HALL, Kevin	The Conservative Party Candidate	586
MALIK, Shahzad Abbas	Labour Party	1124 Elected
SCEPANOVIC, Marko	Liberal Democrats	141

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	3
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	2
E rejected in part	0
Total	5

Vacant Seats: 1

Electorate: 5753

Ballot Papers Issued: 1856

Turnout: 32.26%

And I do hereby declare that, Shahzad Abbas Malik is duly elected as councillor for Ward.

DECLARATION OF RESULT OF POLL

Crawley Borough Council

Election of a Borough Councillor for

Maidenbower Ward
on Thursday 3 May 2018

I, Natalie Brahma-Pearl, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BOXALL, Nigel John	The Conservative Party Candidate	1349 Elected
ELPHICK, Leonard Thomas	Legacy	48
FLACK, Morgan	Labour Party	546

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	1
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	14
E rejected in part	0
Total	15

Vacant Seats: 1

Electorate: 6546

Ballot Papers Issued: 1958

Turnout: 29.91%

And I do hereby declare that, Nigel John Boxall is duly elected as councillor for Ward.

DECLARATION OF RESULT OF POLL

Crawley Borough Council

Election of a Borough Councillor for

Northgate Ward
on Thursday 3 May 2018

I, Natalie Brahma-Pearl, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
HUMPHREYS, Andrew Michael	The Conservative Party Candidate	576
LAMB, Peter Keir	Labour And Co-operative Party	674 Elected
SARGENT, Michael John	Liberal Democrats	73

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	2
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	2
E rejected in part	0
Total	4

Vacant Seats: 1

Electorate: 4097

Ballot Papers Issued: 1327

Turnout: 32.39%

And I do hereby declare that, Peter Keir Lamb is duly elected as councillor for Ward.

DECLARATION OF RESULT OF POLL

Crawley Borough Council

Election of a Borough Councillor forPound Hill North Ward
on Thursday 3 May 2018

I, Natalie Brahma-Pearl, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BURRETT, Richard David	The Conservative Party Candidate	1194 Elected
GUNATILLAKE, Stuart	Labour Party	605

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	4
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	5
E rejected in part	0
Total	9

Vacant Seats: 1

Electorate: 5558

Ballot Papers Issued: 1808

Turnout: 32.53%

And I do hereby declare that, Richard David Burrett is duly elected as councillor for Ward.

DECLARATION OF RESULT OF POLL

Crawley Borough Council

Election of a Borough Councillor forPound Hill South and Worth Ward
on Thursday 3 May 2018

I, Natalie Brahma-Pearl, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BELBEN, Andrew James Martin	The Conservative Party Candidate	1376 Elected
FLACK, Colin	Labour Party	911

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	9
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	7
E rejected in part	0
Total	16

Vacant Seats: 1

Electorate: 6254

Ballot Papers Issued: 2303

Turnout: 36.82%

And I do hereby declare that, Andrew James Martin Belben is duly elected as councillor for Ward.

DECLARATION OF RESULT OF POLL

Crawley Borough Council

Election of a Borough Councillor for

Southgate Ward
on Thursday 3 May 2018

I, Natalie Brahma-Pearl, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
KHASSAL, Karim Khalid	The Conservative Party Candidate	1111
OSBORNE, Kevin James Richard	Liberal Democrats	199
SHARMA, Rajesh	Labour Party	1125 Elected

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	1
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	10
E rejected in part	0
Total	11

Vacant Seats: 1

Electorate: 6429

Ballot Papers Issued: 2446

Turnout: 38.05%

And I do hereby declare that, Rajesh Sharma is duly elected as councillor for Ward.

DECLARATION OF RESULT OF POLL

Crawley Borough Council

Election of a Borough Councillor forWest Green Ward
on Thursday 3 May 2018

I, Natalie Brahma-Pearl, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
ANDERSON, David Lee	Liberal Democrats	99
PENDLINGTON, Ian James	The Conservative Party Candidate	547
SUDAN, Karen	Labour Party	615 Elected

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	1
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	2
E rejected in part	0
Total	3

Vacant Seats: 1

Electorate: 3708

Ballot Papers Issued: 1264

Turnout: 34.09%

And I do hereby declare that, Karen Sudan is duly elected as councillor for Ward.

Agenda Item 11

The Cabinet (May 2018)			
Portfolio	Cabinet Member / Portfolio Holder	Ward	Address
Leader	Councillor P K Lamb	Northgate	c/o Town Hall The Boulevard Crawley West Sussex RH10 1UZ
Deputy Leader and Planning and Economic Development	Councillor P Smith	Ifield	7 Parker Close Maidenbower RH10 7WT
Environmental Services and Sustainability	Councillor G Thomas	Northgate	8 Aldingbourne Close Ifield RH11 0QJ
Housing	Councillor M G Jones	Bewbush	c/o Town Hall The Boulevard Crawley West Sussex RH10 1UZ
Public Protection and Community Engagement	Councillor B A Smith	Langley Green	23 Fitchet Close Langley Green Crawley West Sussex RH11 7PY
Resources	Councillor A C Skudder	Langley Green	c/o Town Hall The Boulevard Crawley West Sussex RH10 1UZ
Wellbeing	Councillor C J Mullins	Gossops Green	9 Fir Tree Close Langley Green RH11 7LS

CABINET MEMBER PORTFOLIO RESPONSIBILITIES

Leader of the Council

Chair of the Cabinet

General Direction of Policy and its expression in the Corporate Statement (in liaison with the appropriate Cabinet Member)

including co-ordination of the Council's objectives, policies and priorities and overall supervision of the organisation of the Council and its management processes

Community Leadership and, in conjunction with the Cabinet Member for Public Protection and Community Engagement, the preparation of a Community Strategy and the development of Community Planning

Internal and External Communications including dissemination of public information and the conduct of public relations

Overview of Human Resources

Civil Contingencies (including emergency planning)

Plans and preparations for fulfilling the Council's duties and responsibilities in relation to peacetime and wartime emergencies and the gathering of information relevant to the Council's civil defence obligations

The constant review of those emergency plans and preparations to ensure that they are at all times ready for effective implementation

Democratic renewal of the Council's own structures and procedures

Arrangements for official and courtesy visits to and from the Borough

Internal and External Audit and Audit Commission Report

Finance

including functions of the Council relating to rating, Business Rates and Council Tax. Funds and investment management.

Formulation of the Budget.

Regulation of the exercise of the borrowing powers of the Council.

Prevention and detection of fraud.

Responding to the Government's Welfare Reform agenda with the Cabinet Member for Housing

Strategic neighbourhood regeneration

Regional Governance / Development

Specific Delegations:

- (1) Approval of the Council's Debt Management Strategy
- (2) Approval of the Council Tax Base
- (3) Approval of the NNDR1 (National Non-Domestic Rates Return)

Agenda Item 11

Leader of the Council

- (4) Authority to make appointments to Outside Bodies relating to Cabinet functions
- (5) Approval of the utilisation of the planning delivery grant and the housing and planning delivery grant
- (6) Authority to approve the transfer of residual land on terms proposed by the Asset Manager
- (7) Authority to approve the use of any underspend on a capital scheme, up to a total value of £500,000, on further work associated with the scheme during the same financial year, subject to the Council not being committed to expenditure in future years above the existing budgetary provision
- (8) Approval of feasibility scheme and final implementation proposals for neighbourhood centre improvements which are in accordance with the Capital Programme
- (9) Authority to approve the submission of bids to an agreed maximum figure when a property becomes available at auction where the price would be over the delegated authority limits (currently £500,000) subject to it being:
 - a) For investment purposes, to there being sufficient funds in the Investment Acquisition Reserve and it being in accordance with the guidance criteria set out in section 7 of report FIN/306 (Budget Strategy 2014/15-2018/19) to the Cabinet and Full Council on 10 and 24 July 2013 respectively.
 - b) For residential property purposes, to there being sufficient funds in the HRA Development Programme and to be agreed on a case by case basis and in accordance with the guidelines set out in report FIN/328 (2014/15 Budget and Council Tax) to the Cabinet and Full Council on 12 and 26 February 2014.
- (10) The approval of the writing off of irrecoverable debts exceeding £2,500 but not exceeding £50,000, in accordance with the agreed protocol for debt collection.
- (11) Authority to approve the transfer of Section 106 monies between £100,000 and £500,000 to West Sussex County Council which have been collected specifically for spend categories within the County Council remit.

Membership to Outside Bodies:

- Local Economy Action group (observer)
- Gatwick Diamond
- Local Government Association (General Assembly)
- District Councils Network
- West Sussex Co-operative
- Coast to Capital Joint Committee
- Sussex Police and Crime Panel (member or substitute)

Cabinet Member for Environmental Services and Sustainability

Public and Environmental Health

- Maintenance of closed churchyards

Cabinet Member for Environmental Services and Sustainability

- Health and Safety (other than CBC employees) including food safety, noise and air pollution control.
- Gatwick Airport Port Health

Cemeteries and Burials

- Management of cemeteries and burials
- Shared responsibilities for providing emergency mortuaries following large scale disasters.

Flood Prevention and Land Drainage

- Preparing and implementing land drainage and flood prevention capital schemes
- Maintenance and emergency response works.

Waste Management, Refuse and Recycling

- Management of the Waste and Recycling Contract
- Reducing the amount of household refuse and increasing rates of recycling as a proportion of household refuse.

Streetscene

- Maintenance of the streetscene including control of litter, dog waste, fly tipping,, graffiti and vegetation (grass, shrubs and trees), street furniture.
- Abandoned vehicles
- Environmental / street improvement schemes
- Delivery of Section 106 cycle path improvement schemes

Asset Management

- Management, maintenance and income collection associated with Council owned car parks
- Management and maintenance of Council owned public conveniences

Enforcement

- Community Wardens
- Civil Parking Enforcement
- Licensing Policy
- Gambling Policy

Lead Cabinet Member for Climate Change and Sustainability

- Delivery of action plan linked to Carbon Reduction Strategy including Council lead for sustainable transport.

Specific Delegations

- The approval of feasibility schemes and the implementation of proposals for residential environmental improvements which are in accordance with the Capital Programme
- Naming and numbering of streets
- The approval of criteria for the prioritisation of flood alleviation schemes including project allocation, programme and final implementation proposals for flood alleviation schemes subject to the projects being achievable within the limits of the approved financial budget of the capital programme.

Agenda Item 11

Cabinet Member for Environmental Services and Sustainability

Membership of Outside Bodies

- Gatwick Airport Joint Authorities Committee
- Inter Authority Waste Group
- Patrol Adjudication Committee
- Gatwick Airport Consultative Committee (GATCOM)

Cabinet Member for Housing

Deputy Leader of the Council

Crawley Homes - Landlord Role

The provision, management and control of Council dwellings including rents

Management and development of Council land held for housing purposes

Housing administration

Control of empty housing properties

Housing Strategic Role (including statutory functions)

Provision of housing advice, homelessness service and maintenance of housing register

Assessment of housing need and management of Housing Strategy

Release of funds to Housing Associations under the LAHAG programme in respect of schemes included in the approved capital programme

Unfit properties and houses in need of repair and improvement, houses in multiple occupation, the abatement of overcrowding and improvement grants

Joint working with the Cabinet Member for Planning and Economic Development to meet the housing needs of the borough

General oversight of local housing issues

Liaison and Joint Working with Social Services and Health (in relation to housing issues)

Council Tax Reductions and Housing Benefit

Responding to the Government's Welfare Reform agenda with the Leader of the Council

Specific Delegations:

- (1) Power to vary the rent of dwellings and garages held on the Housing Revenue Account
- (2) The approval of variations to the affordable housing requirements specified in Core Strategy Policy H5 for any housing scheme where it has been evidenced that scheme viability cannot support meeting these requirements in full, or where changes in housing needs of housing policy may justify any variation to the percentage and/or tenure mix being sought
- (3) To discharge the functions of the Council in relation to the appropriation of surplus land (excluding residential dwellings) from the Housing Revenue Account for a different use/purpose

Agenda Item 11

Cabinet Member for Housing

Cabinet Member for Planning and Economic Development
<u>Lead Cabinet Member for Education, Skills and Transport</u> <u>Town and Country Planning</u> Local Plan Building regulation and building control Issues relating to access to the countryside Closure/diversion of footpaths, bridleways and highways Provision of resources for enforcement of decisions taken by the Planning Committee <u>Transport Planning</u> including public transport and liaison with public transport operators Transportation policies, including liaison with the highway authority on their development, traffic management and car parking Responding to consultations on proposed traffic regulation orders <u>Concessionary Travel and liaison with local bus companies</u> <u>Economic Development</u> Town Centre Management and Regeneration Christmas illuminations Issues of business and employment development within the Borough including training Marketing and promotion of the Borough and tourism <u>Gatwick Strategy</u> <u>Liaison with County Council and Neighbouring District Councils on Planning and Highways</u> <u>Formulation of Green Space Strategy</u> (The implementation of the Green Space Strategy remains with the Cabinet Member for Wellbeing) <u>Heritage Strategy</u> (the Strategy will fall within the responsibilities of several Cabinet Members, however the Cabinet Member for Planning and Economic Development will provide a co-ordinating role) <u>Property and Construction</u> Asset Management Strategy All non-operational assets included in the Assets Register Corporate Strategy for the maintenance, management and development of the Council's corporate estate Terms for the acquisition, disposal and appropriation of land (excluding right to buy / rent to mortgage and shared ownership schemes for Housing Revenue Account dwellings) <u>Property Strategy</u>

Agenda Item 11

Cabinet Member for Planning and Economic Development

Specific Delegations:

- (1) The adoption of new Conservation Area Statements and amendments to existing Conservation Area Statements
- (2) The adoption of new Heritage Statements and amendments to existing Heritage Statements
- (3) Approval of the annual programme of building maintenance works for operational properties (excluding housing assets) including variations during the year to meet changing needs. Delegation to cover all types of maintenance work and small-scale improvements above £100,000 per job

Membership to Outside Bodies:

- Local Economy Action Group (voting member)
- Gatwick Airport Joint Authorities Meeting
- Gatwick Diamond Local Authorities Members' Group
- Manor Royal Business Group
- Manor Royal Management Group
- Manor Royal Board
- Sussex Building Control
- Town Centre Partnership
- West Sussex Joint Planning Board
- Bus Company Meetings

Cabinet Member for Public Protection and Community Engagement

Community Engagement and Development

Preparation of a Community Strategy and the development of Community Planning
(including a Public Consultation Strategy and the investigation of Area / Neighbourhood Forums)

Community and Neighbourhood Development

Community Safety

Community Safety Improvement Schemes

Grants to Voluntary Bodies

Equal Opportunities

Promotion of equality of opportunity and the tackling of economic inequality

Social Inclusion Strategy

Prevent Strategy

Lead Cabinet Member for crime, policing, and fire and rescue Services

Agenda Item 11

Cabinet Member for Public Protection and Community Engagement

Lead Cabinet Member on issues relating to travellers

Children and Young People (including joint working with Youth Services and Youth Development Initiatives and the Council's responsibilities defined under Section 11 (Safeguarding) of the Children's Act 2004)

Town Twinning

Specific Delegations:

- (1) To determine applications for main grants (i.e. currently above £5,000) by voluntary organisations in accordance with the criteria previously agreed by Cabinet
- (2) The approval of criteria for the prioritisation of community safety improvement schemes
- (3) The approval of an annual programme of community safety schemes subject to the proposals being achievable within the limits of the approved financial budget

Membership to Outside Bodies:

- Safer Crawley Partnership Executive
- Sussex Police and Crime Panel (member or substitute)

Cabinet Member for Resources

Political Liaison

Democratic Services (excluding elections)

including the Committee service and liaising with the Local Government Ombudsman

Legal Services

including advice to the Council across the range of Council functions and provision of the statutory land charges service to members of the public

Fostering Interest in Local Government

Promoting interest in and understanding of Local Government

Member Services

- Member Training and Development

Provision of resources for enforcement of decisions taken by the Licensing Committee

Performance Management

Service Review Programme (except individual reviews)

Systems Thinking and other improvement methodologies

Service channel shifts

Agenda Item 11

Cabinet Member for Resources

Human Resource Strategy

including recruitment and retention policy,
conditions of service
employees health, safety and welfare

Overview of Customer Service and Complaints

E Government and IT Strategies

Improvement Planning Champion

Service Responsibilities:

Information Technology
Web team
Human Resources including staffing budget
Equal Opportunities Policy relating to employment
Town Hall building management/office accommodation
Reprographics and Stationery
Civic Hall

Procurement

Finance

Risk management
Insurance matters

Policy for developing service plans

Customer Contact Centre

Data Protection and Freedom of Information

Partnership working with other Councils and shared service provision

Specific Delegations:

- (1) To approve the Corporate Equality Statement
- (2) Approval of the Council's Risk Management Strategy

Cabinet Member for Wellbeing

Lead Cabinet Member for Health and Wellbeing

Arts (including The Hawth, community arts, promotions and entertainments, public art and bandstand)

Museums and art galleries

Sport and fitness (including sports development, playing fields, Broadfield Stadium and Leisure Centres)

Amenity Services

Parks, gardens and open spaces

Land held for recreational and open space purposes

Liaison and Joint Working with Education

Agenda Item 11

Cabinet Member for Wellbeing

Libraries liaison

Community Centres

Allotments

Nature conservation/arboriculture

Play service and playgrounds

Implementation of Green Space Strategy (The formulation of the Green Space Strategy remains with the Cabinet Member for Planning and Economic Development)

Membership to Outside Bodies:

- Gatwick Greenspace Partnership

Agenda Item 12

Crawley Borough Council

**Report to Annual Council
18 May 2018**

Review of Political Proportionality, Constitution of Committees and Appointments to Outside Organisations 2018/19

Report of the Head of Legal and Democratic Services – LDS/139

1. Purpose

- 1.1 To review the representation of different political groups on the Council and to determine the size and membership of the Council's Committees for the municipal year 2018/19 in accordance with the requirements of the Local Government and Housing Act 1989.
- 1.2 To appoint named Councillors to the Council's Committees to reflect the wishes of each of the political groups and to appoint Chairs to each of these committees.
- 1.3 To consider the appointment of persons on outside organisations to which the Council is invited to make nominations.

2. Background

- 2.1 The Membership Committee previously was established to make such recommendations to Annual Council but Full Council at its meeting on 1 April 2015 agreed to disband that Committee and requested that a report be submitted directly to Annual Council for approval.
- 2.2 The Constitution has recently been made available separately to all Councillors of the Council for approval at the Annual Council Meeting, under agenda item 11 for this meeting, with the terms of reference of the Council's Committees set out in Part 3 of the Constitution.
- 2.3 Nominations from the Political Groups as to:
 - a) the establishment of and appointments to a number of the Councillors Working Groups will be decided at the next meeting of the Cabinet (27 June 2018);
 - b) the representatives to serve on outside bodies relating to Cabinet functions will be determined by the Leader of the Council under delegated powers. Any appointments or changes will be reported in the Members' Information Bulletin.
- 2.4 In preparing this report, Full consultation has been undertaken with the respective Group Leaders.

Agenda Item 12

3. Review of Political Proportionality and Appointments to Committees

- 3.1 The Housing and Local Government Act 1989 (and The Local Government (Committees and Political Groups) Regulations 1990 (No. 1553)) contain provisions concerning the political balance on committees, the duty to allocate seats to political groups and the duty to give effect to allocations.
- 3.2 The Council has a statutory duty to review the representation of different political groups on the Council at its annual meeting. The purpose of the legislation is to ensure that a 'political balance' is secured on council committees, sub-committees etc. so as to reflect the overall political composition of the Council. Alternative arrangements in not applying strict political proportionality can be put in place provided Council gives unanimous support without any Member dissenting from that approach.
- 3.3 The requirement to allocate seats must be made in accordance with the following statutory principles:
 - a) No political group can have all the places on a committee (the exception is the Cabinet);
 - b) A group having an overall majority on the Borough Council is entitled to a majority of seats on each committee;
 - c) Subject to the above two principles, the number of seats on the total of all the ordinary committees of the Council allocated to each political group must bear the same proportion to the proportion on the Full Council (i.e. The gross number of seats is allocated in accordance with each group's entitlement.);
 - d) Subject to the above three principles, the number of seats on each ordinary committee of the Council allocated to each political group must bear the same proportion on the Full Council (i.e. the number of seats on each committee is allocated in accordance with each group's entitlement.).
- 3.4 The application of these rules produces different figures so the figures have to be reconciled by applying the rules in descending order of importance. The critical rule is rule (b) if, as in the case of the Council, there is an overall majority, and numbers of seats are then reconciled with rules (c) and (d).
- 3.5 Although the legal requirement for political proportionality only applies to the Overview and Scrutiny Commission, Planning Committee, Audit Committee and Governance Committee, the Council has adopted the same approach for all of the Committees, Sub-Committees, working groups and Scrutiny Panels.
- 3.6 Following the Borough elections on 3 May 2018, the new political balance for 2018/19 remains as 20 Labour, and 17 Conservative.
- 3.7 The Council need to agree the appointment of Councillors (including substitutes where appropriate) and Chairs and Vice-Chairs of Committees to reflect the wishes of the political groups in accordance with **Appendix A** to this report.

Agenda Item 12

RECOMMENDATION 1

- a) That the number of Councillors to serve on the Council's Committees (taking into account political proportionality) for the municipal year 2018/19 be as set out in **Appendix A** to this report,
- b) That, on the nominations of the political groups, the Council be recommended that:
 - i) Councillors be appointed to the Committees of the Council for the municipal year 2018/19 as set out in **Appendix A** to this report.
 - ii) The Chairs and Vice-Chairs (except where there are any competing nominations for Chair/Vice-Chairs which shall be decided at Annual Council) of the respective Committees for the municipal year 2018/19 be as indicated in **Appendix A** to this report.

4. Appointments to Outside Organisations

- 4.1 The Committee is requested to consider the appointment of persons on outside organisations to which the Council is invited to make nominations.

RECOMMENDATION 2

That the Council be recommended to appoint the representatives to the Bodies and Organisations as indicated in **Appendix B** to this report. Where there are more nominations than places available, the Council is asked to determine who should be appointed.

5. Background Papers

None

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Appendix a

Committees Membership and Chairs and Vice-Chairs 2018/19

Planning Committee (15 Councillors = 8:7)

R Fiveash (Vice-Chair)	A Belben
I Irvine (Chair)	N J Boxall
S Malik	B J Burgess
T Rana	K L Jaggard (Vice-Chair)
A C Skudder	M A Stone
P C Smith	J Tarrant
G Thomas	L Vitler
R Sharma	

Licensing Committee (15 Councillors = 8:7)

- 1) *Between 10 and 15 s with a quorum of 10 when dealing with matters under the Licensing Act 2003.*
- 2) *Councillors are reminded that the Committee includes Sub Committee daytime meetings responsibilities.*

M L Ayling (Vice-Chair)	T G Belben
R S Fiveash	N J Boxall
M G Jones	B J Burgess
C J Mullins	K L Jaggard
C Portal Castro	K McCarthy
B J Quinn	D M Peck (Vice-Chair)
M Pickett (Chair)	J Tarrant
R Sharma	

Licensing Sub-Committee (Pool)

- 1) *A minimum of **three** Councillors will be called upon to determine any given application and a Chair will be appointed at each meeting.*
- 2) *Membership should be the same as that of the Licensing Committee.*
- 3) *Please note that a significant number of these meetings are scheduled for the daytime.*

M L Ayling	T G Belben
R S Fiveash	N J Boxall
M G Jones	B J Burgess
C J Mullins	K L Jaggard
C Portal Castro	K McCarthy
B J Quinn	D M Peck
M Pickett	J Tarrant
R Sharma	

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Governance Committee (11 Councillors = 6:5)

M Ayling	R D Burrett (Vice-Chair)
P K Lamb	D Crow
T Lunnon(Chair)	C R Eade
B Quinn	R A Lanzer
A C Skudder	K McCarthy
K Sudan	

Constitutional Working Group (5 Councillors = 3:2)

Chair to be a member of Governance Committee, but not the Chair of the Committee

P K Lamb (Chair)	R D Burrett
A C Skudder	D Crow
I T Irvine	

Electoral Boundaries Working Group (5 Councillors = 3:2)

Chair to be a member of Governance Committee, but not the Chair of the Committee

P K Lamb (Chair)	R D Burrett
M G Jones	D Crow
T Lunnon	

Audit Committee (5 Councillors = 3:2)

- 1) *Not more than 1 member shall be a Cabinet member and that Councillors shall not Chair the Committee.*
- 2) *Substitutes retained because small size & concerns about quorum*

I T Irvine	R D Burrett
K Sudan (Chair)	C R Eade (Vice-Chair)
L Willcock	
	<i>Substitute Member (Conservative Group)</i>
	T G Belben

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Appendix a

Overview and Scrutiny Commission (13 Councillors = 7:6)	
1) <i>Where there is more than 1 political group on the Council, either the position of Chair or Vice Chair of the Overview and Scrutiny Commission will go to a member nominated by an opposition group.</i>	
M L Ayling C A Cheshire (Chair) I T Irvine M Pickett K Sudan S Malik L Willcock	T G Belben (Chair) (Vice-Chair) D Crow R G Burgess F Guidera R A Lanzer A Pendlington

Review of Outside Bodies & Organisations Scrutiny Panel (5 Councillors = 3:2)	
C A Cheshire (Chair) M L Ayling R Fiveash	R G Burgess A Pendlington

Social Mobility Scrutiny Panel (7 Councillors = 4:3)	
R Fiveash I T Irvine M Pickett K Sudan (Chair)	T G Belben K L Jaggard L Vitler

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Appendix a

Appointments and Investigating Committee (Pool)	
<p>1) <i>As far as possible, a politically balanced committee of between 3 and 7 Councillors will be drawn from the following membership.</i></p> <p>2) <i>Any committee making recommendations relating to the appointment of:</i></p> <p style="margin-left: 20px;"><i>a) the Chief Executive - shall consist of 7 Councillors (with a quorum of 5);</i></p> <p style="margin-left: 20px;"><i>b) the Deputy Chief Executive - shall consist of 6 Councillors (with a quorum of 4);</i></p> <p style="margin-left: 20px;"><i>c) a Head of Service - shall consist of 5 Councillors (with a quorum of three).</i></p> <p>3) <i>Political groups may add further names to the pool if they so wish.</i></p>	
M L Ayling C A Cheshire R S Fiveash I T Irvine M G Jones P K Lamb T Lunnon S Malik C J Mullins M W Pickett C Portal Castro B J Quinn T Rana R Sharma A C Skudder B A Smith P C Smith K Sudan G Thomas L Willcock	N J Boxall B J Burgess R D Burrett D Crow F Guidera K L Jaggard R A Lanzer K McCarthy A Pendlington M A Stone

Staff Appeals Board (Pool)	
<p>1) <i>The Board to comprise 3 Councillors with a quorum of 3 from the following pool.</i></p> <p>2) <i>The membership of the Board to include at least one Councillor of the opposition.</i></p> <p>3) <i>Political groups may add further names to the pool if they so wish.</i></p>	
M L Ayling C A Cheshire R S Fiveash I T Irvine M G Jones P K Lamb T Lunnon S Malik C J Mullins M W Pickett C Portal Castro B J Quinn T Rana R Sharma A C Skudder B A Smith P C Smith K Sudan G Thomas L Willcock	N J Boxall R G Burgess R D Burrett D Crow K L Jaggard R A Lanzer K McCarthy A Pendlington

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Grants Appeals Panel (Pool)

- 1) *As far as possible, a politically balanced panel of 5 (3:2 split) Councillors will be drawn from the following membership.*
- 2) *Not to include any Cabinet members involved in the decision on the grant application(s).*
- 3) *Political groups may add further names to the pool if they so wish.*

M L Ayling
C A Cheshire
R S Fiveash
I T Irvine
M G Jones
P K Lamb
T Lunnon
S Malik
C J Mullins
M W Pickett
C Portal Castro
B J Quinn
T Rana
R Sharma
A C Skudder
B A Smith
P C Smith
K Sudan
G Thomas
L Willcock

A Belben
T G Belben
N J Boxall
C R Eade
F Guidera
D M Peck
J Tarrant
L Vitler

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Appendix b

Crawley Borough Council

Outside Organisations to which the Council is invited to make nominations

	Name of Organisation	Group Nominations 2018/2019
1.	Age UK – West Sussex Trustee Board <i>(Link Officer = Craig Downs)</i>	R Sharma <i>One Representative.</i>
2.	Community Needs Partnership <i>(Link Officer = Lindsay Adams)</i>	B J Burgess C A Cheshire S Malik B Quinn L Vitler The Cabinet Member for Public Protection and Community Engagement has a standing invitation to attend and take part in discussions of the "Community Needs Partnership" with arrangements to invite other relevant Cabinet Members to participate as and when the agenda item may be appropriate to their portfolios.
3.	Courage Dyer Recreational Trust <i>(Link Officer = Hayley Thorne)</i>	B J Quinn (May 2017 to May 2021) R Sharma (May 2017 to May 2021) B A Smith (July 2015 to July 2019) C Portal Castro* - appointed automatically ex-officio as Mayor. - 4 year appointments only - Once appointed, not required to remain a Councillor - Only 4 nominations acceptable in total * Subject to him being elected Mayor.
4.	Crawley Arts Council (CAC) <i>(Link Officer = Vicky Wise)</i>	B J Burgess C J Mullins <i>Two Representatives.</i>
5.	Crawley Ethnic Minority Partnership (CEMP) Partnership Board <i>(Link Officer = Craig Downs)</i>	S Malik <i>One Representative.</i>
6.	Crawley Museum Society <i>(Link Officer = Nigel Sheehan)</i>	C A Cheshire C J Mullins M Stone <i>Three Representatives.</i>

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	Name of Organisation	Group Nominations 2018/2019
7.	Crawley Open House Management Committee <i>(Link Officer = Nikki Hargrave)</i>	G Thomas L Willcock K McCarthy <i>Two Representatives.</i> <i>(plus officer from Housing and Planning Strategic Services)</i> <i>N.B. Councillor Burrett is on Board of Trustees and on the Management Committee (all Trustees sit on the Mgt Ctte but not vice-versa). However, it is understood that he was appointed A Trustees in a personal capacity and not directly through the Council. Councillor Burrett is not included as part of the two Council representatives.</i>
8.	Crawley Town Twinning Association (CTTA) <i>(Link Officer = Hayley Thorne)</i>	C R Eade R Sharma B A Smith <i>Two Representatives.</i>
9.	Gatwick Airport Community Trust (GACT) <i>(Link Officer = Craig Downs)</i>	B J Quinn <i>(Trustee – 1 years remain of a 4 year term)</i> <i>One Representative invited – 4 year appointment.</i>
10.	Relate - North & South West Sussex Trustee Board <i>(Link Officer = Craig Downs)</i>	K Sudan <i>One Representative.</i>
11.	Court of the University of Sussex <i>(Link Officer = Clem Smith)</i>	M G Jones <i>One Representative.</i>
12.	West Sussex Health and Adult Social Care Select Committee * <i>(Link Officer = Heather Girling)</i>	<i>OSC to decide.</i> <i>Must be a Member of the OSC</i>
13.	West Sussex Joint Scrutiny Steering Group* <i>(Link Officer = Heather Girling)</i>	C Cheshire <i>Must be the Chair of the OSC</i>
14.	West Sussex Mediation Service Management Committee <i>(Link Officer = Tony Baldock & Craig Downs)</i>	C A Cheshire (main representative) K Sudan (deputy) <i>The Mediation Service is willing to make 2 main and 2 deputy places available</i>

* These appointments are made/ratified by the Overview and Scrutiny Commission

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	Name of Organisation	Group Nominations 2018/19
15.	Conservation Area Advisory Committees (CAAC)	<i>Minimum one Councillor (plus a substitute) from each ward within the CAAC but all Ward Members usually welcome</i>
15a	Central Crawley Conservation Area Advisory Committee (Northgate & West Green) (Link Officer = Justin Kliger)	R S Fiveash K Sudan G Thomas
15b	Forestfield and Shrublands Conservation Area Advisory Cttee (Link Officer = Ian Warren)	D Crow C R Eade
15c	Hazelwick Road Conservation Area Committee. (Link Officer = Tom Nutt)	B J Burgess R G Burgess
15d	Ifield Village Conservation Area Advisory Committee (Link Officer = Anthony Masson)	P C Smith K Sudan G Thomas M A Stone
15e	Southgate Conservation Area Advisory Committee (Link Officer = Ian Warren)	M W Pickett R Sharma J Tarrant
15f	Worth Conservation Area Advisory Committee. (Link Officer = Tom Nutt)	A Belben R A Lanzer A Pendlington
16.	Friends of Broadfield Park (Link Officer = Janet Rose)	I T Irvine
17.	Friends of Goffs Park (FoGP) (Link Officer = Christian Threader and Peter Harsum)	C J Mullins R Sharma FoGP is willing to make 2 places available and has advised that other Members can still become a Friend of Goffs Park through other ways.
18.	Buchan Country Park Advisory Board (Link Officer = John Dale)	I T Irvine T Lunnon C J Mullins T Rana <ul style="list-style-type: none"> • Very informal body • WSCC co-ordinator would welcome any local Members to attend and participate as a full Member

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Nominations to Outside Bodies which no long require or have ceased since appointments made in May 2017:

- *Crawley Community and Voluntary Service Trustee Board*
- *Crawley Town FC Travel Plan Steering Group*
- *Crawley & Ifield Education Foundation*
- *West Sussex Joint Scrutiny Housing Provision for Care Leavers Task and Finish Group*
- *General Council of Broadfield Youth and Community Centre (BYCC)*