

Crawley Borough Council

Minutes of the Full Council

Friday 24 May 2013 at 7.30 p.m.

Present:

- Councillor B K Blake (Mayor) was in the Chair for Minute Number 1.
- Councillor R G Burgess (Deputy Mayor)
- Councillors M L Ayling, S A Blake, Dr H S Bloom, N Boxall, K Brockwell, B J Burgess, L A M Burke, R D Burrett, D G Crow, V S Cumper, C L Denman, J I Denman, C R Eade, I T Irvine, M G Jones, S J Joyce, P K Lamb, R A Lanzer, C C Lloyd, L S Marshall-Ascough, C A Moffatt, C J Mullins, C Oxlade, D M Peck, B J Quinn, A J E Quirk, D J Shreeves, B A Smith, P C Smith, G Thomas, K J Trussell, L A Walker, W A Ward and K B Williamson.

Also in Attendance:

- Mr A C W Crane - Honorary Freeman and Alderman.
Mr A Quine – Honorary Freeman and Alderman.
Mr J G Smith – Honorary Freeman and Alderman.
- Mr P Nicolson – Appointed Independent Person.
Mr A Timms – Appointed Independent Person.

Officers Present:

- | | |
|-----------------|---------------------------------------|
| Lee Harris | Chief Executive |
| Ann-Maria Brown | Head of Legal and Democratic Services |
| David Covill | Director of Resources |
| Phil Rogers | Director of Community Services |
| Roger Brownings | Democratic Services Officer |

1. Mayor's Presentations and Announcement

The Mayor made a short address to the Council about his Mayoral year. He emphasised his great pride and pleasure in serving as Mayor and referred to the year as being very memorable.

The Mayor highlighted a number of events that he had attended and had been involved with during his mayoral year. These included the very successful local events associated with the Queen's Diamond Jubilee celebrations, and the London 2012 Olympic Games for which the town played host to Olympic Teams from other countries, as well hosting the Olympic Torch Relay on 17 July, just 10 days before the

official opening ceremony in London. He described his pride in the youth of this town having attended many events involving local schools, youth clubs and youth associations such as the scouts, and had welcomed many enthusiastic youngsters to the Town Hall to show them around the facilities and answer their numerous Council related questions. A good number of the events the Mayor had attended were in connection with the significant amount of voluntary work which continued to be undertaken within the Crawley area, and he reiterated his thanks to all those groups and organisations generally for all their valuable work.

The Mayor expressed his thanks and appreciation to all those who had supported and contributed towards his charity – the Crawley District Scouts Association, for which an appreciable amount of money had, and continued, to be raised. He paid tribute again to the marvellous work provided by that organisation.

The Mayor thanked Officers and all concerned in providing him with so much help and support during this past year. In this connection he presented a bouquet of flowers to Hayley Thorne (Mayoral / Members' P.A. and Members' Support Officer) as well as a gift to Bob Donaldson for his Mayoral chauffeuring duties. The Mayor also presented a bouquet of flowers to his wife, Councillor Sally Blake, and thanked her for the significant and loyal support she had given him during the year.

2. Election of Mayor

It was proposed by Councillor Lanzer, seconded by Councillor Burrett and

RESOLVED

That Councillor R G Burgess be elected as Mayor for the ensuing Council year.

Councillor B K Blake vacated the Chair.

The newly elected Mayor was invested with the chain, made the statutory Declaration of Acceptance of Office and took the Chair.

In response to the congratulations conveyed by Councillors Lanzer and Lamb (as the Leaders of their respective political groups), the new Mayor thanked the Council for electing him, indicated his great Pride, and conveyed his appreciation to his Wife, Councillor B J Burgess, for all her support at this time. He looked forward to the Mayoral year ahead.

The new Mayor announced that his chosen charity for this Mayoral year would be Outreach 3 Way.

3. Election of Deputy Mayor

It was proposed by Councillor C L Denman, seconded by Councillor Quirk and

RESOLVED

That Councillor V S Cumper be elected as Deputy Mayor for the ensuing Council year.

4. Minutes

Subject to the clerical correction below, the minutes of the meeting of the Full Council held on 3 April 2013 were approved as a correct record and signed by the Mayor:-

Clerical Correction

With regard to Minute No. 104, headed Apologies for Absence, add the initials "L A" for Councillor Walker.

5. Vote of Thanks and Presentation of Badges to Retiring Mayor and Mayoress.

The Mayor presented the retiring Mayor and Mayoress with a commemorative Past Mayor's Badge and a Past Mayoress' Badge. Photographs commemorating their time in office were also presented.

On behalf of their respective political groups, Councillors Lanzer and Lamb conveyed their thanks to the retiring Mayor and Mayoress for all their work during their year in office.

It was moved by Councillor Lanzer, seconded by Councillor Lamb and

RESOLVED

That the thanks and appreciation of the Council be accorded to Councillor B K Blake, the retiring Mayor, for the manner in which he had carried out his duties during his year in office and for the support given to him by the Mayoress, his wife, Councillor S A Blake, during that time.

6. Apologies for Absence

Councillor Cheshire.

Mr B Jones - Appointed Independent Person.

7. Announcements

(a) 60th Anniversary of The Queen's Coronation in June 2013

The Mayor referred to the 60th Anniversary of The Queen's Coronation on 2 June this year. He informed Members that on behalf of the Council and the people of Crawley he would be sending the Queen a letter of congratulations and thanking her for her impeccable service and unwavering dedication during her reign, which has all been to the great benefit of this country.

(b) Recent Election of Youth Mayor and Youth Deputy Mayor: 2013 / 2014

The Mayor called both Tumsil Abbas and Hajid Hussein up to the top table to present the Chain of Office to Tumsil as the elected Youth Mayor, and the Badge of Office to Hajid as the elected Youth Deputy Mayor. The Mayor conveyed his congratulations to Tumsil and Hajid upon their election.

8. Members' Disclosures of Interest

No interests were disclosed.

9. Leader's Delegation Scheme

The Council considered the joint report of the Leader of the Council and Head of Legal and Democratic Services, LDS/061.

Recommendation (Paragraph 2.1 of the report)

Moved by Councillor Lanzer, seconded and

RESOLVED

- (1) That the details of those appointed by the Leader to serve as Deputy Leader and Members of the Cabinet and their portfolio responsibilities as set out in the Appendix to report LDS/061, be received
- (2) That the delegation of Cabinet functions to Cabinet Members and officers as set out in pages 148–188 of the Constitution as approved by the Full Council at its meeting on 3 April 2013 and circulated separately to all Members of the Council, be received
- (3) That the Terms of Reference and membership of the Town Centre Committee (being the one committee of the Cabinet) as set out on page 189 of the Constitution as approved by the Full Council at its meeting on 3 April 2013 and circulated separately to all Members of the Council, be received

10. Adoption of the Constitution

Moved by Councillor Burrett, seconded by Councillor Burke and

RESOLVED

That the Constitution (as approved by the Council at its meeting on 3 April 2013, and circulated separately to all Members of the Council) be approved.

11. Report of the Membership Committee

The report of the Membership Committee of 15 May 2013 was submitted. The recommendations and minutes were considered, as follows:-

Recommendation 1 - Minute No. 4 - Appointment of Chairs and Vice Chairs of Committees and their Members

In the process of Councillor Lanzer moving Recommendation 1, a number of issues were raised:-

Recommendation 1 (1) – Members of Committees

The Council noted the following changes to the Political Group nominations:-

(a) Audit and Governance Committee

- (i) Councillor Burke, as the Conservative Group nomination, to fill that Group's vacancy for substitute.
- (ii) Councillor Thomas, as the Labour Group nomination, to fill that Group's vacancy for substitute.

(b) Overview and Scrutiny Commission

Councillor B K Blake, as the Conservative Group nomination, to fill vacancy.

Moved by Councillor Lanzer, seconded and

RESOLVED

That, on the nomination of the Political Groups, and subject to the changes set out above, Members be appointed to the Committees of the Council and Chairs and Vice Chairs be appointed to the respective Committees, as indicated in Minute No. 4 of the report, and set out in Appendix A to these minutes.

Minute No. 5 – Scrutiny Panels

Whilst acknowledging that the Membership Committee's recommendations on these appointments would be considered by the Overview and Scrutiny Commission at its meeting on 3 June, the Council noted the following change to the Conservative Group nominations:-

Financial Deprivation Scrutiny Panel

Councillor N Boxall to fill the vacancy.

Recommendation 2 – Minute No. 6 – Appointments of persons on outside organisations to which the Council was invited to make nominations.

The Council considered the appointments of persons on outside organisations to which the Council was invited to make nominations.

The Council acknowledged that subsequent to the Membership Committee meeting, further amendments / nominations had been received from the Conservative Group. There had also been some issues of clarification and confirmation from the organisations concerned regarding nominations, whilst issues had arisen for consideration which are set out below:-

Outside organisations for which there were more nominations than places available

Where there were more nominations than places available, the Council determined who should be appointed by voting as follows:-

Item 9 (Crawley Ethnic Minority Partnership (CEMP) Partnership Board)

Councillors Lanzer and B A Smith were nominated for one place.
Councillor Lanzer was appointed.

Item 17 (Friends of Goffs Park)

Councillors Dr Bloom and Mullins were nominated for one place.
Councillors Dr Bloom was appointed.

Item 29 (West Sussex Joint Scrutiny Flooding Task and Finish Group)

Councillors B K Blake and Irvine were nominated for one place.
Councillor B K Blake was appointed.

Moved by Councillor Lanzer, seconded and

RESOLVED

That representatives be appointed to the bodies and organisations as indicated in Appendix B to these minutes.

12. Closure of Meeting

The meeting ended at 8.16 p.m.

R G Burgess
Mayor

Crawley Borough Council

Appointments to Committees 2013/14

Development Control (8 : 7)
<u>2013/2014 Group nominations</u>
S A Blake
K Brockwell
B J Burgess
L A M Burke
D G Crow
C L Denman
J I Denman (Chair)
A J E Quirk
I T Irvine
S J Joyce (Vice-Chair)
C A Moffatt
D J Shreeves
P C Smith
G Thomas
W A Ward

General Purposes Committee (6 : 5)
<u>2013/2014 Group nominations</u>
L A M Burke (Chair)
R D Burrett
D G Crow
C R Eade
R A Lanzer
L A Walker
M L Ayling
C A Cheshire (Vice-Chair)
P K Lamb
C A Moffatt
C Oxlade

Audit and Governance Committee (3 : 2)
<ul style="list-style-type: none">• Not more than one member shall be a Cabinet member and that Member shall not Chair the Committee.• Substitutes added because small size & concerns about quorum
<u>2013/2014 Group nominations</u>
C R Eade
A J E Quirk (Chair)
L A Walker
Substitute Member – L A M Burke
I T Irvine (Vice-Chair)
P K Lamb
Substitute Member – G Thomas

Licensing Committee (9 : 6)
1) Between 10 and 15 Members with a quorum of 10 when dealing with matters under the Licensing Act 2003
2) Members are reminded that the Committee includes Sub Committee daytime meetings responsibilities.
<u>2013/2014 Group nominations</u>
B K Blake (Chair)
N J Boxall
B J Burgess
V S Cumper
C R Eade
L S Marshall-Ascough (Vice-Chair)
D M Peck
K J Trussell
K B Williamson
M L Ayling
C J Mullins
C Oxlade
B J Quinn
D J Shreeves
W A Ward

Licensing Sub-Committee
1) A minimum of three members 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 Licensing.
3) Please note that a significant number of these meetings are scheduled for the daytime.
<u>2013/2014 Group nominations to Pool</u>
B K Blake
N J Boxall
B J Burgess
V S Cumper
C R Eade
L S Marshall-Ascough
D M Peck
K J Trussell
K B Williamson
M L Ayling
C J Mullins
C Oxlade
B J Quinn
D J Shreeves
W A Ward

Overview and Scrutiny Commission (6 : 4)
All must be non-Cabinet members
2013/2014 Group nominations
B K Blake
S A Blake
N J Boxall (Chair)
B J Burgess
R G Burgess
L S Marshall-Ascough
C A Cheshire
M G Jones (Vice-Chair)
C C Lloyd
B A Smith

Appointments and Investigating Committee (Pool)
1) As far as possible, a politically balanced committee of between 3 and 7 members will be drawn from the following membership.
2) Any committee making recommendations relating to the appointment of the Chief Executive shall consist of seven members (with a quorum of five), whilst a committee appointing a Director shall consist of six members (with a quorum of four). Head of Service appointments shall be made by a committee of five (with a quorum of three).
3) Introduction of specialist training requirements to be explored.
4) Political groups may add further names to the pool if they so wish.
2013/2014 Group nominations
B K Blake
Dr H S Bloom
N Boxall
K Brockwell
B J Burgess
R D Burrett
D G Crow
V S Cumper
C L Denman
J I Denman
C R Eade
R A Lanzer
A J E Quirk
K J Trussell
L A Walker
K B Williamson
S J Joyce
P K Lamb
C C Lloyd
C J Mullins
D J Shreeves
B A Smith

Staff Appeals Board (Pool)
1) Each Board to comprise three members with a quorum of three from the following pool.
2) The members of the Board to include at least one Member of the opposition.
3) Political groups may add further names to the pool if they so wish.
4) Specialist training requirement for Members.
<u>2013/2014 Group nominations</u>
K Brockwell
R G Burgess
R D Burrett
D G Crow
C L Denman
C R Eade
R A Lanzer
C A Cheshire
S J Joyce
C J Mullins
B Quinn
D J Shreeves

Grants Appeals Panel (Pool)
1) As far as possible, a politically balanced panel of 5 (3:2 split) members will be drawn from the following membership.
2) Not to include any Cabinet member involved in the decision on the grant application(s).
3) Political groups may add further names to the pool if they so wish.
<u>2013/2014 Group nominations</u>
S A Blake
L A M Burke (Chair)
D G Crow
C L Denman
J I Denman
C R Eade
K B Williamson
C A Moffatt
C J Mullins
C Oxlade
B J Quinn
D J Shreeves

APPENDIX B

Crawley Borough Council

Outside Organisations to which the Council is invited to make nominations 2013/14

	Name of Organisation	Representative / Deputy 2013/14 (and any notes) (LO = CBC Link Officer)
1.	Age UK – West Sussex Trustee Board (previously for Age Concern Centre)	G Thomas (LO = Craig Downs)
2.	Broadfield Youth and Community Centre Management Committee (BYCC)	<p>C A Moffatt A J E Quirk John Dale (Community Development Officer and LO)</p> <p><i>3 nominations invited as follows (& must be able to attend meetings regularly):</i></p> <p><i>(a) One nomination from each of the political groups, not necessarily an elected councillor, and</i></p> <p><i>(b) An appropriate Borough Council Officer.</i></p> <p><i>Other Councillors from the Broadfield North and South Wards (who have not been nominated in line with (a) above) are invited to become Community Representatives, and are asked to contact BYCC accordingly.</i></p>

	Name of Organisation	Representative / Deputy 2013/14 <i>(and any notes)</i> <i>(LO = CBC Link Officer)</i>
3.	Central Crawley Conservation Area Advisory Committee	L S Marshall-Ascough G Thomas W A Ward V S Cumper (substitute) <i>(LO = Anthony Masson)</i> <i>Northgate, Southgate and West Green Wards must be represented.</i>
4.	Courage Dyer Recreational Trust	R G Burgess (ex-officio as Mayor) S A Blake (to March 2017) B J Quinn (from July 2013 until July 2017) L A Walker (to July 2015) <i>(LO = Hayley Thorne)</i> <i>- 4 year appointments only</i> <i>- Once appointed, not required to remain a Councillor</i> <i>- Only 4 nominations acceptable in total</i>
5.	Crawley & Ifield Education Foundation (formerly Sarah Nash Charity)	R G Burgess <i>(no LO identified)</i> <i>Only one nomination invited</i>
6.	Crawley Arts Council	B J Burgess C J Mullins Carolyn Murphy (Arts Development Officer and LO)
7.	Crawley Community Transport Association (CCTA) (formerly known as Crawley Dial-a-Ride)	A J E Quirk <i>(LO = Lindsay Adams)</i>
8.	Crawley Community and Voluntary Service Trustee Board	C R Eade K J Trussell <i>(LO = Craig Downs)</i> <i>Only 2 nominations invited</i>

	Name of Organisation	Representative / Deputy 2013/14 (and any notes) <i>(LO = CBC Link Officer)</i>
9.	Crawley Ethnic Minority Partnership (CEMP) Partnership Board	R A Lanzer <i>(LO = Fatima Mirza)</i> <i>Only one nomination invited</i>
10.	Crawley Museum Society	C A Cheshire C L Denman G Thomas Carolyn Murphy (Arts Development Officer and LO)
11.	Crawley Open House Management Committee	N J Boxall R D Burrett W A Ward (plus officer from Housing and Planning Strategic Services) <i>(LO = Mark Dow)</i>
12.	Crawley Town FC Travel Plan Steering Group	R G Burgess L S Marshall-Ascough A J E Quirk C A Cheshire C C Lloyd C J Mullins B J Quinn (substitute). <i>(LO = Paul Baker)</i> <i>The Travel Plan will be ongoing and Andy Moulard (WSCC) has advised that the Steering Group will continue to further progress that Plan.</i> <i>The Council is invited to nominate 4 to 6 Members, preferably to include representatives from each of Broadfield North and South, Southgate, Tilgate and Bewbush. As previously suggested, it would be advisable to avoid nominating Members who will be on the Development Control Committee.</i>

	Name of Organisation	Representative / Deputy 2013/14 <i>(and any notes)</i> <i>(LO = CBC Link Officer)</i>
13.	Crawley Town Twinning Association	Dr H S Bloom C R Eade B A Smith <i>(LO = Nicky Shaw)</i>
14.	Development Control North Committee (Horsham DC)	S A Blake J I Denman C L Denman (substitute) S J Joyce P C Smith G Thomas (substitute) <i>(LO = Jean McPherson)</i> <i>All nominated to serve as co-opted Members Must be Members of the Development Control Committee</i> <i>Officers are working on a memorandum of understanding for future consultation arrangements with Horsham on further applications which may not necessarily be as formal as co-opting onto the committee. In the meantime, the nominations should continue to be made.</i>
15.	4sight (<i>Formerly West Sussex Association for the Blind – Crawley Area Committee</i>)	C R Eade <i>(LO = Damian Brewer - Andrew Davies in Damian's absence until July 2013)</i>
16.	Forestfield and Shrublands Conservation Area Advisory Committee	D G Crow C R Eade <i>(LO = James Webster)</i>

	Name of Organisation	Representative / Deputy 2013/14 (and any notes) <i>(LO = CBC Link Officer)</i>
17.	Friends of Goffs Park	Dr H S Bloom <i>(LO = Colin Hayler)</i> <i>The Labour Group have asked if 2nd place could be made available. However, it is suggested that CBC nominations should be restricted to Southgate Ward Members. Other Members can still become a Friend of Goffs Park through other ways.</i>
18.	Gatwick Airport Community Trust (GACT)	<i>No new nominations required. Cllr Blake appointed for a 4 year term in 2012.</i> <i>(LO = Craig Downs)</i> <i>Only 1 nomination invited 4 year appointment.</i>
19.	Horsham and Crawley Counselling Service	No nominations required <i>No active link/role for Members or officers.</i>
20.	Ifield Village Conservation Area Advisory Committee	B K Blake J I Denman C Oxlade P C Smith <i>(LO = Sarah Henderson)</i>
21.	London & Quadrant Housing Trust	No nominations required <i>Portfolio Holder and Head of SHAPS recommend that no nominations be made in future and it be deleted from this list. CBC work with many other Housing Trusts & Associations but are not represented on those.</i>

	Name of Organisation	Representative / Deputy 2013/14 <i>(and any notes)</i> <i>(LO = CBC Link Officer)</i>
22.	Mears Home Improvements – West Sussex (North) Advisory Group (previously Anchor Staying Put)	No nominations required <i>Mears have confirmed that they do not operate a Home Improvement Service in Crawley and they also do not operate a management board.</i>
23.	Relate - North & South West Sussex Trustee Board	Dr. H S Bloom <i>(LO = Craig Downs)</i> <i>Only one place available</i>
24.	Sarah Robinson Educational Foundation.	L A M Burke B J Quinn A Quine <i>(no identified LO)</i>
25.	South East Employers (SEE) - Local Democracy and Accountability Network	N J Boxall P K Lamb L A Walker <i>(LO = Steve Lappage)</i> <i>Although nominations still invited for 2013/2014, the Council has given notice to SEE to terminate its membership ending on 31/3/14. This would save £4,884 in future based on the current fee.</i>
26.	Court of the University of Sussex	R D Burrett <i>(LO = David Covill)</i> <i>Membership reviewed by University and only one place to be made available.</i>
27.	West Sussex Health and Adult Social Care Select Committee **	R G Burgess <i>Must be a Member of the OSC</i> <i>(LO = Chris Pedlow)</i>

	Name of Organisation	Representative / Deputy 2013/14 <i>(and any notes)</i> <i>(LO = CBC Link Officer)</i>
28.	West Sussex Joint Scrutiny Steering Group**	N J Boxall (as Chair of the OSC) <i>(LO = Chris Pedlow)</i>
29	West Sussex Joint Scrutiny Flooding Task and Finish Group **	B K Blake <i>(LO = Chris Pedlow)</i> <i>Only one place available</i>
30.	West Sussex Mediation Service Management Committee	C A Cheshire K B Williamson <i>(no LO identified)</i> <i>The Mediation Service is willing to make 2 places available</i>
31.	Worth Conservation Area Advisory Committee.	L A M Burke C L Denman R A Lanzer <i>(LOs = Tom Nutt & Ruth Growney)</i>
32.	Bewbush Youth Centre Advisory Group	No nominations required Understood to have been disbanded following the restructure of West Sussex Youth Service and their programme of asset transfer. No officer invited/involved.
33.	Dormans Youth Arts Centre Management Committee	No nominations required <i>Management Committee disbanded, no nominations required.</i>
34.	Langley Green Youth Centre Management Committee	No nominations required <i>No active Member/officer roles. Understood to have been disbanded following the restructure of West Sussex Youth Service and their programme of asset transfer.</i>

	Name of Organisation	Representative / Deputy 2013/14 (and any notes) <i>(LO = CBC Link Officer)</i>
35.	Oriol Youth Wing Advisory Group	No nominations required <i>Understood to have been disbanded following the restructure of West Sussex Youth Service and their programme of asset transfer and still waiting to be informed of any new arrangements.</i> L A Walker <i>(if required)</i> <i>(no identified LO)</i>
36.	Hazelwick Road Conservation Area Committee.	New for 2013/2014 and for information purposes only at this stage. <i>New conservation area designated. Member representation will be invited once established. Number of Members to be nominated yet to be confirmed.</i>
37.	Southgate Conservation Area Committee	New for 2013/2014 and for information purposes only at this stage. <i>New conservation area designated. Member representation will be invited once established. Number of Members to be nominated yet to be confirmed.</i>

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