

Crawley Borough Council

Minutes of the Full Council Annual General Meeting

Friday 27 May 2016 at 7.30 p.m.

Present:

Councillor C A Cheshire (Mayor) was in the Chair for Minute Number 1.

R Sharma (Deputy Mayor)

Councillors M L Ayling, T G Belben, Dr H S Bloom, B J Burgess, R G Burgess, 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, B McCrow, C J Mullins, D M Peck, M W Pickett, C Portal Castro, B J Quinn, T Rana, A C Skudder, B A Smith, P C Smith, J Stanley, M A Stone, K Sudan, J Tarrant, G Thomas, K J Trussell and L Vitler.

Also in Attendance:

Mr J G Smith – Honorary Freeman and Alderman.

Mr B Jones – Appointed Independent Person.

Mr P Nicolson – Appointed Independent Person.

Officers Present:

Lee Harris
Ann-Maria Brown
Roger Brownings
Nigel Sheehan

Chief Executive
Head of Legal and Democratic Services
Democratic Services Officer
Head of Partnership Services

1. Mayor's Presentations and Announcement

The Mayor welcomed newly elected Councillors T G Belben, C Portal Castro, R S Fiveash, and T Rana to their first Council meeting, and newly elected Councillor M W Pickett on his return to the Council.

The Mayor then made a short address to the Council about her Mayoral year. In so doing she thanked the Council for giving her the honour and the experience of being Mayor of this town. The Mayor referred to the many events she attended and highlights during her mayoral year, and emphasised her great satisfaction in engaging with so many of the town's people and communities. The Mayor indicated her pleasure in hosting a number of different groups at the Town Hall, including, for example, groups from the Cubs, Scouts, School Children and Senior Citizens, where the opportunity was taken to help engage those groups with the work undertaken at

the Town Hall. She explained that whilst in the Council Chamber and sat in Councillors' seats, many members of those groups took the opportunity to ask many questions and provided their own ideas. The Mayor considered that this was something that needed to be further progressed as a way of re-engaging the community with the work and undertakings of this authority, and local government generally.

The Mayor expressed her thanks and appreciation to all those who had supported and contributed towards her chosen charities - The Springboard Project and the Crawley Community and Voluntary Service (CCVS) for which an appreciable amount of money had been raised. With regard to that fundraising, the Mayor referred to her great thrill in undertaking the recent Skydive and in particular the significant amount of donations that had been received as a result of that event.

The Mayor thanked the Deputy Mayor and Mayoress for all the support they had provided her over the past year, and in further expressing her thanks for all the support received generally during the year, the Mayor presented gifts to Barbara Robinson (the Mayor's Escort), Chris Oxlade (West Sussex County Councillor) and Bob Donaldson for his Mayoral chauffeuring duties. The Mayor also presented Hayley Thorne (Mayoral / Members' P.A. and Members' Support Officer) with a gift, and paid tribute to all the work Hayley had undertaken.

The Mayor then called up Sam Trumpeter, the retiring Youth Mayor, and Charlotte Simmons, the retiring Youth Deputy Mayor, and conveyed her appreciation to both Sam and Charlotte for the way they had carried out their respective roles during Councillor Cheshire's own year in Office. The Mayor presented both with a gift and presented Sam with a badge commemorating his past year as Youth Mayor.

In concluding, the Mayor took this opportunity to wish the incoming Mayor and Deputy Mayor a very successful and enjoyable year ahead.

2. Election of Mayor 2016 / 2017

It was proposed by Councillor B A Smith, seconded by Councillor Stanley and

RESOLVED

That Councillor Sharma be elected as Mayor for the Council year 2016/2017.

Councillor Cheshire 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 Lamb and Crow (as the Leaders of their respective political groups), and the congratulations received generally from Members of both groups, the new Mayor thanked the Council for electing him. He emphasised his great pride on being elected as Mayor and the honour of representing the town and its people. He spoke warmly of the richly diverse nature of the town's community and indicated his wish to help further strengthen acceptance of each other's values. The new Mayor conveyed his appreciation to his Wife, family and friends for all their support at this time, and looked forward to working with all Members of the Council during his Mayoral year.

The new Mayor announced that his chosen charity for this Mayoral year would be the Crawley Community Youth Service (Voluntary Sector).

3. Election of Deputy Mayor 2016 / 2017

It was proposed by Councillor Lunnon, seconded by Councillor P C Smith and

RESOLVED

That Councillor Quinn be elected as Deputy Mayor for the Council year 2016 / 2017.

4. Election of Youth Mayor and Youth Deputy Mayor 2016 / 2017

The Mayor called both Charlotte Simmons and Sam Trumpeter up to the top table to present the Chain of Office to Charlotte as the elected Youth Mayor, and the Badge of Office to Sam as the elected Youth Deputy Mayor. The Mayor conveyed his congratulations to Charlotte and Sam upon their election and wished them both a very successful year.

5. Vote of Thanks and Presentation of Badges to Retiring Mayor and Mayor's Escort.

The Mayor presented the retiring Mayor and Mayor's Escort with a commemorative Past Mayor's Badge and a Past Mayor's Escort Badge. A photo album containing photographs commemorating their time in office was also presented.

Members of both political groups conveyed their thanks to the retiring Mayor and Mayor's Escort for all their work during their year in office.

It was moved by Councillor Thomas, seconded by Councillor Joyce and

RESOLVED

That the thanks and appreciation of the Council be accorded to Councillor Cheshire, the retiring Mayor, for the manner in which she had carried out her duties during her year in office and for the support given to her during that time by the Mayor's Escort, Barbara Robinson.

6. Apologies for Absence

Councillor R D Burrett
Mr A Quine – Honorary Freeman and Alderman.

7. Councillor R D Burrett

The Mayor conveyed the Council's best wishes to Councillor Richard Burrett who was currently unwell, and the Council wished Richard a very speedy recovery.

8. Members' Disclosure of Interests

The following disclosures of interests were made by Members:-

Member	Minute Number	Subject	Type and Nature of Disclosure
Councillor S J Joyce	Minute 14	Review of Political Proportionality, Constitution of Committees and Appointments to Outside Organisations 2016/17 (Recommendation 2)	Personal and Prejudicial Interest – A Trustee of the Crawley Open House, appointed in a personal capacity and not directly through the Council. Councillor Joyce took no part in the discussion or voting on the item.

9. Announcements

No announcements were made.

10. Minutes

The minutes of the meeting of the Full Council held on [6 April 2016](#) were approved as a correct record and signed by the Mayor.

11. Results of Elections

The Council received the Returning Officer's report on the results of the elections held on [5 May 2016](#).

12. Leader's Delegation Scheme

The Full Council considered the joint report of the Leader of the Council and Head of Legal and Democratic Services, [LDS/116](#)

Moved by Councillor Lamb, seconded by Councillor Joyce and

RESOLVED

- (1) That the details of those appointed by the Leader to serve as Deputy Leader and Members of the Cabinet as set out in Appendix A to report LDS/116, be received.

- (2) That the Cabinet portfolio responsibilities and the delegation of specific Cabinet functions to Cabinet Members as set out in Appendix B to the report and as approved by the Full Council at its meeting on 6 April 2016, be received.
- (3) That the delegation of Cabinet functions to officers as set out in pages 140-143 of the Constitution as approved by the Full Council at its meeting on 6 April 2016 and having recently been made available separately as report LDS/117, be received.

13. Adoption of the Constitution

Moved by Councillor Stanley, seconded by Councillor Irvine and

RESOLVED

That the Constitution (approved by the Council at its meeting on 6 April 2016, and having recently been made available separately as report LDS/117) be approved.

14. Review of Political Proportionality, Constitution of Committees and Appointments to Outside Organisations 2016 / 2017

The Full Council considered the report of the Head of Legal and Democratic Services, [LDS/118](#). The recommendations were considered, as follows:-

Recommendation 1 – Review of Political Proportionality and Appointments to Committees

In the process of Councillor Lamb moving and Councillor Joyce seconding Recommendation 1, a number of issues were raised:-

Recommendation 1 (2) (ii) – Chairs / Vice-Chairs

(a) Planning Committee – Vice-Chair

It was moved by Councillor Irvine, seconded by Councillor Skudder, that Councillor Portal Castro be appointed as Vice-Chair of the Planning Committee, whilst Councillor Crow, seconded by Councillor McCrow, proposed the appointment of Councillor Jaggard.

In raising issues around political composition regarding Chair and Vice Chair appointments, some Members referred to the fact that whilst it was the Group in Opposition, the Conservative Group did hold a large proportion of seats on the Council. Those Members felt strongly that this and committee experience of Members should be reflected when appointing Chairs and Vice Chairs to Committees, including those being contested at this meeting as part of Recommendation 1 (2) (ii).

A vote was taken.

As a result of the vote, Councillor Portal Castro was appointed as Vice-Chair of the Planning Committee.

(b) Licensing Committee – Chair

It was moved by Councillor Stanley, seconded by Councillor Fiveash, that Councillor Pickett be appointed as Chair of the Licensing Committee, whilst Councillor Crow, seconded by Councillor MeCrow, proposed the appointment of Councillor Peck. A vote was taken.

As a result of the vote, Councillor Pickett was appointed as Chair of the Licensing Committee.

(c) Licensing Committee – Vice-Chair

It was moved by Councillor B A Smith, seconded by Councillor Jones, that Councillor Ayling be appointed as Vice-Chair of the Licensing Committee, whilst Councillor Crow, seconded by Councillor MeCrow, proposed the appointment of Councillor Peck. A vote was taken.

As a result of the vote, Councillor Ayling was appointed as Vice-Chair of the Licensing Committee.

Moved by Councillor Lamb, seconded by Councillor Joyce and

RESOLVED

- (1) That the number of Members to serve on the Council's Committees (taking into account political proportionality) for the municipal year 2016/17 be as set out in report LDS/118 and Appendix A to these minutes.
- (2) 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 the report and as set out in Appendix A to these minutes.

Recommendation 2 – Appointments to outside organisations to which the Council was invited to make nominations.

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

There was one outside organisation for which there were more nominations than places available. The Council determined who should be appointed by voting as follows:-

Item 13 (Crawley Open House Management Committee)

Councillors Guidera, Lunnon and Thomas were nominated for two places. Councillors Lunnon and Thomas were appointed.

Moved by Councillor Lamb, seconded by Councillor Joyce and

RESOLVED

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

15. Closure of Meeting

The meeting ended at 8.58 p.m.

R Sharma
Mayor

Crawley Borough Council

Appointments to Committees 2016/17

Planning Committee (15 Members = 8:7)

2016/2017 Group nominations

R S Fiveash
I T Irvine (Chair)
S J Joyce
M Pickett
C Portal Castro (Vice-Chair)
T Rana
A C Skudder
P C Smith

B J Burgess
D Crow
F Guidera
K L Jaggard
B MeCrow
M A Stone
J Tarrant

Governance Committee (11 Members = 6:5)

2016/2017 Group nominations

M G Jones
S J Joyce
P K Lamb
T Lunnon
A C Skudder
J Stanley (Chair)

R D Burrett (Vice-Chair)
D Crow
C R Eade
R A Lanzer
K McCarthy

Audit Committee (5 Members = 3:2)

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

2016/2017 Group nominations

I T Irvine
C Portal Castro
K Sudan (Chair)

Substitute Member (Labour Group) – T Lunnon

R D Burrett
C R Eade (Vice-Chair)
Substitute Member (Conservative Group) – T G Belben

Licensing Committee (15 Members = 8:7)

- 1) Between 10 and 15 Members with a quorum of 10 when dealing with matters under the Licensing Act 2003. *Was 14 Members in 2014/15 but advisable to return to 15 Members because of difficulties getting enough Members for Licensing-Sub Committee hearings).*
- 2) Members are reminded that the Committee includes Sub Committee daytime meetings responsibilities.

2016/2017 Group nominations

M L Ayling (Vice-Chair)
R S Fiveash
M G Jones
C J Mullins
M Pickett (Chair)
B J Quinn
R Sharma
J Stanley

T G Belben
B J Burgess
K L Jaggard
K McCarthy
B MeCrow
D M Peck
K J Trussell

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 the Licensing Committee.
- 3) Please note that a significant number of these meetings are scheduled for the daytime.

2016/2017 Group nominations

M L Ayling
R S Fiveash
M G Jones
C J Mullins
M Pickett
B J Quinn
R Sharma
J Stanley

T G Belben
B J Burgess
K L Jaggard
K McCarthy
B MeCrow
D M Peck
K J Trussell

Overview and Scrutiny Commission (11 Members = 6:5)

- 1) Where there is more than one 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.

2016/2017 Group nominations

M L Ayling
C A Cheshire
I T Irvine
T Rana
B A Smith (Chair)
K Sudan

T G Belben
Dr H S Bloom
R G Burgess (Vice-Chair)
R A Lanzer
L Vitler

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:
 - a) the Chief Executive - shall consist of 7 members (with a quorum of 5);
 - b) the Deputy Chief Executive - shall consist of 6 members (with a quorum of 4);
 - c) a Head of Service - shall consist of 5 members (with a quorum of three).
- 3) Political groups may add further names to the pool if they so wish.

2016/2017 Group nominations

M L Ayling
C A Cheshire
R S Fiveash
I T Irvine
M G Jones
S J Joyce
P K Lamb
T Lunnon
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
J Stanley
K Sudan
G Thomas

B J Burgess
R D Burrett
D G Crow
F Guidera
R A Lanzer
K McCarthy
B MeCrow
M A Stone
K Trussell

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.

2016/2017 Group nominations

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

Dr H S Bloom
R G Burgess
R D Burrett
D G Crow
R A Lanzer
K McCarthy

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.

2016/2017 Group nominations)

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

T G Belben
C R Eade
K L Jaggard
D Peck
J Tarrat
L Vitler

Crawley Borough Council

Outside Organisations to which the Council is invited to make nominations 2016/17

	Name of Organisation	Representatives / Deputies 2016/17 (and any notes) (LO = CBC Link Officer)
1.	Age UK – West Sussex Trustee Board (previously for Age Concern Centre)	C A Cheshire (LO = Craig Downs)
2.	General Council of Broadfield Youth and Community Centre (BYCC)	T Rana (LO = John Dale) One representative only
3.	Buchan Country Park Advisory Board	I T Irvine T Lunnon C J Mullins T Rana J Stanley <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 (LO = John Dale)
4.	Conservation Area Advisory Committees (CAAC)	<i>Minimum one Member (plus a substitute) from each ward within the CAAC but all Ward Members usually welcome</i>
4(a)	Central Crawley Conservation Area Advisory Committee (Northgate & West Green)	R S Fiveash K Sudan G Thomas (LO = Justin Kliger)
4(b)	Forestfield and Shrublands Conservation Area Advisory Committee	D G Crow C R Eade (LO = Ian Warren)

	Name of Organisation	Representatives / Deputies 2016/17 <i>(and any notes)</i> <i>(LO = CBC Link Officer)</i>
4(c)	Hazelwick Road Conservation Area Committee.	B J Burgess R G Burgess <i>(LO = Tom Nutt)</i>
4(d)	Ifield Village Conservation Area Advisory Committee	P C Smith J Stanley K Sudan G Thomas M A Stone <i>(LO = Anthony Masson)</i>
4(e)	Southgate Conservation Area Advisory Committee	M W Pickett R Sharma J Tarrant <i>(LO = Ian Warren)</i>
4(f)	Worth Conservation Area Advisory Committee.	Dr. H S Bloom R A Lanzer B MeCrow <i>(LO = Tom Nutt)</i>
5.	Community Needs Partnership	B J Burgess C A Cheshire R S Fiveash K Sudan 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.

	Name of Organisation	Representatives / Deputies 2016/17 <i>(and any notes)</i> <i>(LO = CBC Link Officer)</i>
6.	Courage Dyer Recreational Trust	S A Blake (to March 2017). B J Quinn (to July 2017). B A Smith (to July 2019) Cllr R Sharma - appointed automatically ex-officio as Mayor. <i>(LO = Hayley Thorne)</i> - 4 year appointments only - Once appointed, not required to remain a Councillor - Only 4 nominations acceptable in total
7.	Crawley & Ifield Education Foundation (formerly Sarah Nash Charity)	J Stanley <i>Only one nomination invited</i> <i>(LO = David Cooper)</i>
8.	Crawley Arts Council (CAC)	B J Burgess R S Fiveash C J Mullins <i>CAC is willing to make 3 places available</i> <i>(LO = Vicky Wise)</i>
9.	Crawley Community Transport Association (CCTA) (formerly known as Crawley Dial-a-Ride)	T Rana <i>(LO = Craig Downs)</i> <i>Shortly to merge with 2 similar organisations – new name tbc.</i>
10.	Crawley Community and Voluntary Service Trustee Board	M L Ayling P K Lamb <i>Only 2 nominations invited as 'participating observers'.</i> <i>Must <u>not</u> be the Cabinet Member for Public Protection & Community Engagement</i> <i>(LO = Craig Downs)</i>

	Name of Organisation	Representatives / Deputies 2016/17 (and any notes) (LO = CBC Link Officer)
11.	Crawley Ethnic Minority Partnership (CEMP) Partnership Board	B A Smith (LO = Craig Downs) <i>Only one nomination invited</i>
12.	Crawley Museum Society (and Crawley Museum Project Board)	C A Cheshire B MeCrow C J Mullins (LO = Nigel Sheehan) <i>Membership of both the CMS & Project Board to be the same 3 Members & comprise the Cabinet Member for Wellbeing plus one Member from each political group</i>
13.	Crawley Open House Management Committee	T Lunnon G Thomas (plus officer from Housing and Planning Strategic Services) (LO = Nikki Hargrave) <i>N.B. R D Burrett & S J Joyce are on both the Board of Trustees and on the Management Committee (all Trustees sit on the Mgt Ctte but not vice-versa). However, it is understood that these Trustees were appointed in a personal capacity and not directly through the Council. Crawley Open House will accept 2 nominations only (i.e. in addition to the above Trustees) on the Mgt Ctte.</i>

	Name of Organisation	Representatives / Deputies 2016/17 <i>(and any notes)</i> <i>(LO = CBC Link Officer)</i>
14.	Crawley Town FC Travel Plan Steering Group	<p>C Portal Castro C A Cheshire C J Mullins B J Quinn D G Crow J Tarrant</p> <p><i>(LO = Paul Baker)</i></p> <p><i>The Travel Plan will be ongoing and Andy Moulard (WSCC) has advised (March 2016) that the Steering Group has been useful and should continue.</i></p> <p><i>The Council was initially 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 Planning Committee.</i></p>
15.	Crawley Town Twinning Association (CTTA)	<p>M W Pickett R Sharma B A Smith C R Eade</p> <p><i>(LO = Hayley Thorne)</i></p> <p><i>The Association is willing to make 4 places available</i></p>
16.	Friends of Broadfield Park	<p>I T Irvine <i>(LO = Janet Rose)</i></p>

	Name of Organisation	Representatives / Deputies 2016/17 <i>(and any notes)</i> <i>(LO = CBC Link Officer)</i>
17.	Friends of Goffs Park (FoGP)	C J Mullins R Sharma <i>(LO = Christian Threader and Peter Harsum)</i> <i>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.</i>
18.	Gatwick Airport Community Trust (GACT)	B J Quinn <i>(Trustee – 3 years remain of a 4 year term)</i> <i>(LO = Craig Downs)</i> <i>Only 1 nomination invited 4 year appointment.</i>
19.	Relate - North & South West Sussex Trustee Board	K Sudan <i>(LO = Craig Downs)</i> <i>Only one place available</i>
20.	Court of the University of Sussex	M G Jones <i>(LO = Clem Smith)</i> <i>Only one place available.</i>
21.	West Sussex Health and Adult Social Care Select Committee *	<i>OSC to decide.</i> <i>(LO = Heather Girling)</i> <i>Must be a Member of the OSC</i>
22.	West Sussex Joint Scrutiny Steering Group*	B A Smith <i>(LO = Heather Girling)</i> <i>Should be the Chair of the OSC</i>
23.	West Sussex Joint Scrutiny Housing Provision for Care Leavers Task and Finish Group *	Karen Sudan <i>(LO = Nikki Hargrave)</i>

	Name of Organisation	Representatives / Deputies 2016/17 (and any notes) (LO = CBC Link Officer)
24.	West Sussex Mediation Service Management Committee	C A Cheshire (main representative) K Sudan (deputy) <i>(LO= Tony Baldock & Craig Downs)</i> <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

Nominations to Outside Bodies which have ceased since appointments made in May 2015:

- 1) Development Control North Committee (Horsham DC) – no need, more informal consultation arrangements available.
- 2) 4Sight – Recommended by Carol Eade, Chris Cheshire & Damian Brewer (Link Officer) to stop making nominations - no meetings for about 2 years, now based in Shoreham (and Bognor Regis) rather than Crawley and, therefore, no value in continuing.
- 3) West Sussex Joint Scrutiny Flooding Task and Finish Group - now completed its work.