

Crawley Borough Council

Minutes of Full Council

Wednesday, 15 July 2020 at 7.30 pm

Councillors Present:

R Sharma (Mayor)

S Malik (Deputy Mayor)

L M Ascough, M L Ayling, A Belben, T G Belben, B J Burgess, R G Burgess, R D Burrett, D Crow, C R Eade, R S Fiveash, M Flack, F Guidera, J Hart, I T Irvine, K L Jaggard, G S Jhans, M G Jones, P K Lamb, R A Lanzer, T Lunnon, T McAleney, K McCarthy, J Millar-Smith, C J Mullins, M Mwagale, D M Peck, A Pendlington, M W Pickett, J Purdy, T Rana, B A Smith, P C Smith and K Sudan

Also in Attendance:

Mr Peter Nicolson

Appointed Independent Person

Officers Present:

Natalie Brahma-Pearl

Chief Executive

Ann-Maria Brown

Head of Legal, Democracy and HR

Heather Girling

Democratic Services Officer

Chris Pedlow

Democratic Services Manager

1. Minute Silence and Tributes to Former Councillor Beryl McCrow

The Full Council observed a minute's silence in memory of Beryl McCrow, a former Councillor and Cabinet Member, who had sadly passed away since the last meeting of the Full Council.

The Mayor then invited representatives from each party to pay tribute to former Councillor McCrow. Councillors Crow, Lamb, Lanzer, Mullins, Pickett and the Mayor on behalf of the Council paid their respects with heartfelt and touching tributes.

2. Disclosures of Interest

The disclosures of interests made by Councillors are set out in Appendix A to these minutes.

3. Minutes

The minutes of the meeting of the Full Council held on 26 February 2020 were approved as a correct record and signed by the Mayor.

4. **Procedural Motion - 11 q) To suspend a particular Full Council Procedure Rule.**

Before the Mayor could commence with agenda item 3 – Election of the Mayor 2020/2021, Councillor Lamb, the Leader of the Council, moved a Procedural Motion – 11 q) *To suspend a particular Full Council Procedure Rule*. In doing so he proposed that Virtual Committee Procedure Rule 10.4 – *For any Committee held virtually, all voting will be held via a recorded vote taken by the Head of Legal, Democracy and HR or other Legal Officer/Democratic Services Officer on behalf of the Chair* be suspended for the current meeting. Instead it was proposed that each political Group be able to use a Block vote, where one Councillor be nominated to vote on behalf all of their respective Group. Councillor Lamb suggested that the Group Whip would be logical Councillor to be using the block vote.

Councillor Crow, the Leader of the Opposition, then seconded the Procedural Motion and confirmed his support for the proposal.

For clarification it was confirmed the reason why a Full Council Procedural Motion related to the Virtual Committee Procedure Rule (VCPR), as the VCPR took precedent over any other Procedure Rules if the meeting was being held virtually. It was also explained to the meeting that should the Full Council accepted the proposed Motion enacting Block Voting, all individual Councillors would still have the opinion to vote individually rather within their Group's vote, should they so wish.

The Mayor then invited the Democratic Service Manager to commence the recorded voting process on the Procedural Motion - 11 q) *To suspend a particular Full Council Procedure Rule* in relation to Virtual Committee Procedure Rule over all voting being held via a recorded vote, and to enable Block Voting be enacted to allow the Group Whip to vote on behalf of their respective Group as a block vote.

The names of the Councillors voting for and against the Procedural Motion were recorded as set out below:

Voting in Favour: Councillors: Ascough, Ayling, A Belben, T Belben, B Burgess, R Burgess, Burrett, Crow, Eade, Flack, Guidera, Hart, Irvine, Jaggard, Jhans, Jones, Lamb, Lanzer, Lunnon, Malik, McAleney, McCarthy, Millar-Smith, Mullins, Mwagale, Peck, Pendlington, Pickett, Purdy, Rana, Sharma, B Smith, and P Smith. (33)

Voting Against: None (0)

Abstentions: Councillors Fiveash and Sudan (2)

The Mayor declared the Procedural Motion was carried – votes in favour 33, and votes against 0 with 2 abstentions.

RESOLVED

That the Full Council approves that:

- Virtual Committee Procedure Rule 10.4 – *For any Committee held virtually, all voting will be held via a recorded vote taken by the Head of Legal, Democracy and HR or other Legal Officer/ Democratic Services Officer on behalf of the Chair* be suspended for the current meeting

- Block Voting be enacted to allow the Group Whip to vote on behalf of their respective Group as a block vote.
- Any individual from within their Group would still retain the right to use their own vote as an individual and not be included within their Group's Block Vote.

5. Election of Mayor 2020/ 2021

The Mayor, Councillor Sharma made a short speech to the Council about his Mayoral year. A copy of the speech is attached as Appendix B to these minutes. The Mayor then sought nominations for the position of Mayor for the Municipal year of 2020/ 2021.

Councillor Crow proposed, seconded by Councillor Mwagale, that Councillor Guidera be appointed as Mayor. With no other nomination the Mayor invited the Democratic Services Manager to commence the voting process.

Before the vote commenced, it was confirmed that none the Labour or Conservative Members requested to vote as an individual, rather through their respective Group's Block Vote.

For the nomination: Labour Block vote of 16 votes, Conservative Block vote of 17 votes. (33)

Against the nominations: None. (0)

Abstentions: Councillors Fiveash and Sudan. (2)

RESOLVED

That Councillor Francis Guidera be elected as Mayor of the Council year 2020/ 2021.

The newly elected Mayor was invested with the Mayoral Chain, made the statutory Declaration of Acceptance of Office and took the Chair. The new Mayor made a speech conveying the honour to be elected as the Mayor of Crawley. The Mayor announced that his wife Andrea would be his Consort for his year in office. He also announced that his Mayoral charities as Manor Green College and the Manor Green Primary School. A copy of his speech is attached as Appendix C to these minutes.

Councillor Lamb and Councillor Burrett respectively, welcomed the new Mayor on behave of their Group.

6. Election of Deputy Mayor 2020/ 2021

The new Mayor then sought nominations for the position of Deputy Mayor for 2020/ 2021.

Councillor Lamb proposed, seconded by Councillor B Smith and Councillor Pickett that Councillor Malik should continue in his position as Deputy Mayor. With no other nomination the Mayor invited the Democratic Services Manager to commence the voting process.

Before the vote commenced, it was confirmed that none the Labour or Conservative Members requested to vote as an individual, rather through their respective Group's Block Vote.

For the nomination: Labour Block vote of 16 votes, Conservative Block vote of 17 votes, Councillors Fiveash and Sudan. (35)

Against the nominations: None. (0)

Abstentions: None. (0)

RESOLVED

That Councillor Shahzad Malik be elected as Deputy Mayor for the Council year 2020/2021.

7. Communications including Vote of Thanks to the Retiring Mayor and their Consort.

The Mayor commented that normally at this point in the meeting he would be presenting the retiring Mayor Councillor Sharma and his wife and Consort Bhavna, with their commemorative Past Mayor's Badge and Consort Badge, along with a photo album containing photographs commemorating their time in office. However the presentation would be delayed until it could happen in person at the first non-virtual Full Council meeting, hopefully later this year.

Councillor Lamb moved a vote of thanks, seconded by Councillor B Burgess and supported by Councillor Pickett, to the retiring Mayor and Mayor's Consort for all their hard work during their very unusual the year in office, especially relating to their strong support for their Mayoral charities as Manor Green Community College and the Posh Club.

RESOLVED

That the thanks and appreciation of the Council to accorded to Councillor Raj Sharma, the retiring Mayor, for the work undertaken during his year in office and for the support given to him during that time by the Mayor's Consort Bhavna.

8. Notice of Motion 1 - Motion of No Confidence

Councillor Crow was invited to move and present *Notice of Motion 1 - Motion of No Confidence*, however Councillor Crow rather than moving the Notice of Motion, he instead withdrew the Motion. In doing so Councillor Crow explained that given the seriousness of the situation he was pleased both groups had reached an agreement on the way forward. The challenges over the last few months had been well documented and it was believed that the people of Crawley wanted us their elected representatives to work together. We were putting the people of Crawley and this town first. The deal would work well for the Council and ensure stability.

Councillor Lamb responded, thanking Councillor Crow for withdrawing the Motion. It was noted that there had been positive responses to the agreement. He highlighted

that difficult decisions were facing the Council's future but we would get through them as a unified Authority.

9. Review of Political Proportionality, Constitution of Committees and Appointments to Outside Organisations and Proposed Cabinet and their Portfolio Holder Responsibilities for 2020 - 2021 (Recommendation 1 and 2)

The Full Council considered the report of the Head of Legal, Democracy and HR, [LDS/159](#), which detailed the review of 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 2020/2021 in accordance with the requirements of the Local Government and Housing Act 1989 and associated Regulations. The report also detailed the nominations for membership for each Committees and outside bodies, along with Chair and Vice Chair of those Committee, as proposed by each of the Political Groups.

The report also detailed the Leader of the Council's Cabinet and the associated proposed Portfolio Descriptions and the associated delegations, along with the Terms of Reference and Appointments for the Cabinet Advisory and Working Groups 2020/2021

Councillor Lamb moved the report and the recommendations, which Councillor Crow seconded. Councillor Sudan also spoke on the report.

Following the conclusion of the debate, the Mayor invited the Democracy Services Manager to commence the voting process on Recommendation 1.

Before the vote commenced, it was confirmed that none of either of the Labour or Conservative Members requested to vote as an individual, rather through their respective Group's Block Vote.

For the recommendations: Labour Block vote of 16 votes, Conservative Block vote of 17 votes. (33)

Against the recommendations: None. (0)

Abstentions: Councillors Fiveash and Sudan. (2)

RESOLVED

That the Council approves the establishment of Committees, the allocation of seats, and the appointment of Councillors to those seats (based on political proportionality); along with the Chairs and Vice-chairs for those Committees and the Outside Bodies and Organisations for the municipal year 2020/2021 as set out in Appendix D

The Mayor then called for a standard vote on Recommendation 2.

RESOLVED

That the Full Council notes the details of the Leader of the Council, Cabinet and their Portfolio Holder responsibilities along with their appointments to Outside Bodies

related to their Portfolios and the Terms of Reference and Appointments for the Cabinet's Advisory, Working Groups and Member Development Executive Support Group 2020/2021 as detailed in Appendix D.

10. Public Question Time

Question to Councillor P Smith as the Cabinet Member for Planning and Economic Development from Mr Richard Symonds

It has been said unity does not mean sameness - it means oneness of purpose. It is in that spirit of unity I ask this question:

At the end of last year, it was reported this Council did not support Homes England's £3bn masterplan for 10,000 houses West of Ifield.*

Can this Council confirm they still do not support Homes England's masterplan, even though they have allowed this developer to establish an office within the Town Hall?

("10,000 homes not supported", West Sussex County Times, October 10 2019)*

Response by Councillor P Smith – (Cabinet Member for Planning and Economic Development)

I would like to thank Mr Symonds for his question. I think it is clear that the Council is not supporting at this time, the Homes England's proposals in as much as we know them. We are as a Planning Authority talking to Homes England, to try to understand their proposals as part of preparing our Local Plan but the Council itself does not support the proposals as much as we understand them.

Renting space in the town hall to other organisations is a way of helping us to pay our bills and a way to avoid having to make cuts when faced with a £2m shortfall in our budget in 2020/21. All the rent we can get from the commercial properties that we own goes towards that and reduces the amount of money we need from the taxpayer.

The two things are completely separate that we have given a lease to Homes England to occupy a space in the Town Hall it doesn't in any way affect any decision we will make in either the forward planning or the development management of the Local Plan and planning in Crawley and it does not influence our position on any proposals that Homes England may make on West of Ifield or any other proposals for that matter, they are completely separate. I hope that is helpful Mr Symonds and thank for raising this interesting question.

The Democratic Services Manager left the meeting for the next item

11. Appointment of Interim Monitoring Officer - (Recommendation 3)

The Full Council considered report [CEX/51](#) of the Chief Executive which detailed that the Council has a statutory duty to appoint a Monitoring Officer, under Section 5 of the Local Government and Housing Act 1989 as one of its designated Officers. The Council's current Monitoring Officer – Ann-Maria Brown, Head of Legal, Democracy and HR, will be retiring on the 30 September 2020, as such the post of Monitoring

Officer will become vacant. The report proposed that an interim Monitoring Officer, be appointed until such time as a permanent Monitoring Officer could be appointed.

The Leader of the Council moved the report and in doing so paid tribute to Ann-Maria Brown. Councillor Crow in seconding the report also thanked Ann-Maria Brown, for hard work for the Council.

Councillor Mullins and the Mayor on behalf of the Council also thanked Ann-Maria Brown and wished her all the very best for her retirement.

Following the invitation from the Mayor invited Ann-Maria Brown, to say a few words about her career and her service to the Council.

Following the conclusion of the debate, the Mayor invited the Democratic Services Officer to commence the voting process.

Before the vote commenced, it was confirmed that none of either of the Labour or Conservative Members requested to vote as an individual, rather through their respective Group's Block Vote.

For the recommendations: Labour Block vote of 16 votes, Conservative Block vote of 17 votes, Councillors Fiveash and Sudan. (35)

Against the recommendations: None. (0)

Abstentions: None. (0)

RESOLVED

That the Full Council approves

- a). That with effect from 1 October 2020 Chris Pedlow (*Democratic Services Manager and current Deputy Monitoring Officer*) be appointed Interim Monitoring Officer until a permanent appointment is made, which will be presented to the Full Council in due course.
- b). That the Interim Monitoring Officer be empowered to amend the Council's Constitution and the relevant Sub-Delegation Schemes to take into account the above appointment, to ensure that the Council is able to function seamlessly in the interim.

The Democratic Services Manager returned to the meeting at the conclusion of the debate.

12. Budget Monitoring - Quarter 4 - Cabinet 24 June 2020 - (Recommendation 4)

The Full Council considered report [FIN/500](#) of the Head of Corporate Finance which set out a summary of the Council's outturn for both revenue and capital spending for the financial year running from 1 April 2019 to 31 March 2020. It identified the main variations from the approved spending levels and any potential impact on future budgets. It was noted that the report had been prepared toward the beginning of the COVID-19 crisis, and thus the full financial consequences of the crisis were not

included within the report and would instead be reported on in future Budget Monitoring reports.

Councillor Lamb moved the recommendation which was seconded by Councillor P. Smith.

Councillor Crow also spoke on this item.

Following the conclusion of the debate, the Mayor invited the Democratic Services Manager to commence the voting process.

Before the vote commenced, it was confirmed that none of either of the Labour or Conservative Members requested to vote as an individual, rather through their respective Group's Block Vote.

For the recommendations: Labour Block vote of 16 votes, Conservative Block vote of 17 votes, Councillors Fiveash and Sudan. (35)

Against the recommendations: None. (0)

Abstentions: None. (0)

The Mayor declared the recommendation was carried – votes in favour 35, and votes against 0 with 0 abstentions.

RESOLVED

That Full Council retrospectively approve a transfer of £1.192m to the business rates equalisation reserve as outlined in paragraph 9.2 of report [FIN/500](#).

13. HRA Budget for Purchase of Land or Property - Cabinet - 24 June 2020 (Part B item) - (Recommendation 5)

Exempt Paragraph 3 – *Information relating to financial and business affairs of any particular person (including the Authority holding that information)*

The Full Council considered report CH/190 of the Head of Crawley Homes which sought changes to agreed budgets and delegations to enable the Council to purchase land or property for the delivery of housing within the HRA. The item had been previously considered at the Cabinet held on the 24 June 2020.

Councillor Lamb moved the recommendation which was seconded by Councillor P. Smith. Councillor Crow also spoke on the report.

Following the conclusion of the debate, the Mayor invited the Democratic Services Manager to commence the voting process.

Before the vote commenced, it was confirmed that none of either of the Labour or Conservative Members requested to vote as an individual, rather through their respective Group's Block Vote.

For the recommendations: Labour Block vote of 16 votes, Conservative Block vote of 17 votes, Councillors Fiveash and Sudan. (35)

Against the recommendations: None. (0)

Abstentions: None. (0)

The Mayor declared the recommendation was carried – votes in favour 35, and votes against 0 with 0 abstentions.

RESOLVED

That Full Council approves

- a) the change to the budget heading of Acquisition Buy Back of Dwellings to Acquisition of Land or Dwellings.
- b) the change to the budget heading of Purchase of Edinburgh House to Purchase of Properties.
- c) the delegation of joint authority to the Head of Crawley Homes and the Head of Corporate Finance* in consultation with the Cabinet Member for Housing and the Leader of the Council to purchase suitable land or property for the delivery of housing within the limits of the HRA budgets identified in 2.1 a and b.

**(Generic Delegation 8 will be used to enact this recommendation).*
- d) the amendment to the financial approval levels within the Constitution to ensure that they reflect the ability of the Council to purchase acquisitions efficiently within the agreed budgets.

14. Decisions Taken Under Emergency Urgency Powers - Governance Committee - 6 July 2020 - (Recommendation 6)

The Committee considered report [LDS/161](#) of the Head of Legal, Democracy and HR, which had been considered previously at the Governance Committee on 6 July 2020. The report detailed to that the Constitution provided general provision for the Chief Executive to take decisions under Urgent Action. Under that provision, on 1 April 2020 the Chief Executive, with the support of the Leader, Opposition Leader and the Mayor, approved additional Emergency Urgency Powers. Those additional powers enabled the Council to continue to work effectively and take appropriate decisions in light of the impact of the Coronavirus pandemic.

Councillor Lunnon moved the recommendation which was seconded by Councillor Burrett.

Following the conclusion of the debate, the Mayor invited the Democratic Services Manager to commence the voting process.

Before the vote commenced, it was confirmed that none of either of the Labour or Conservative Members requested to vote as an individual, rather through their respective Group's Block Vote.

For the recommendations: Labour Block vote of 16 votes, Conservative Block vote of 17 votes, Councillors Fiveash and Sudan. (35)

Against the recommendations: None. (0)

Abstentions: None. (0)

The Mayor declared the recommendation was carried – votes in favour 35, and votes against 0 with 0 abstentions.

RESOLVED

That Full Council

- a) notes all the decisions taken by the Chief Executive under Emergency Urgency Powers (as set out in paragraph 6.1 of report [LDS/161](#)).
- b) confirms that the Emergency Urgency Powers will cease on 31 July 2020.
- c) delegates to the Chief Executive, with the agreement of the Leader, the Opposition Leader, and the Chair and Vice-Chair of the Governance Committee, the power to decide that Emergency Urgency Powers can be reinstated should the situation change with regards to the Coronavirus pandemic and it be deemed necessary to do so.

15. Councillors' Questions Time

Name of Councillor asking the Question	Name of Cabinet Member(s) Responding
<p>Councillor Crow to the Cabinet Member for Planning and Economic Development</p> <p><i>It is very good to see the market is up and running again in its current location and it's been good to see the reopening of the town centre. But what I would like to ask is given the works to Queensway are complete is the Cabinet Member able to let us know when the market will be moving to its new planned location and also if the council is currently the market operator how long is that arrangement likely to continue?</i></p>	<p>Councillor P Smith – (Cabinet Member for Planning and Economic Development)</p> <p><i>We have designed the Queensway and The Pavement to be the long term permanent location for a market and that includes installing facilities and infrastructure under the paving for water and power and to have a market that complements the shopping offer in that area that actually works for both for the shops in the retails units adjacent but also for the market so they can have complementary offerings. We do recognise however that the market we operate at the moment (the borough council operates it directly) is a temporary arrangement. We put that together because the previous arrangement delivered very little. We have been running the market on an ad hoc basis for several years now. This was particularly due initially to the hard work of Alfredo Mendes who has now retired and I thank him for his hard work. The question about when are we going to launch the market in the new location is interesting as we have invested a lot of time and effort in the infrastructure to support a long term</i></p>

Name of Councillor asking the Question	Name of Cabinet Member(s) Responding
<p><i>I hope we can get a successful market up and running in the location we planned for and adopted. I wasn't aware there were going to be additional costs but if the Cabinet Member could keep members informed I'd be very grateful.</i></p>	<p><i>solution to the market, to have a quality market that works within a retail environment. We therefore need to have proper funding in order to set up and decide on the method of operation, perhaps arrange a community interest company, or a co-operative but no decisions have been made. But the launch is important to get the market going successfully and it depends on budget.</i></p> <p><i>Yes I'll consult and keep members informed. We do this on the Economic Regeneration Working Group. The costs would be around launch costs, setting up the publicity etc.</i></p>
<p>Councillor T Belben to the Cabinet Member for Planning and Economic Development</p> <p><i>Sadly the number of cases of Covid19 have risen in Crawley. Are you happy that Crawley Borough Council has done everything possible to ensure residents practise social distancing particularly in Queens Square? Also is there anything all members could do to assist in promoting social distancing please?</i></p>	<p>Councillor P Smith – (Cabinet Member for Planning and Economic Development)</p> <p><i>I think you raise a very good point. We have increasing footfall in the Square following national government announcements. We have quite a few comments on social media and other media regarding people's behaviour in general and it's very difficult to find or say in an absolute way what is right or wrong. Particularly when we've seen government announcements on a Sunday for activities which are allowed to take place within 24 hours in some cases.</i></p> <p><i>However having said all that, the Economic Development Team led by Clem Smith have hired Consultants around the processes and procedures to be in place to encourage social distancing and most importantly to support our businesses across the whole of the town centre and County Mall. They installed all the signage you see, improved signs over the top of our monuments using our branding, installed footfall signs, produced guidance for store operators, worked with County Mall manager and others. It's tough to police regulations that are fairly loose. I think it's been reasonably successful. I think the situation around masks is going</i></p>

Name of Councillor asking the Question	Name of Cabinet Member(s) Responding
<p><i>It is good that we're allowing retailers to put cordons out for people to queue. Unfortunately some pedestrians still walk very close. It's important that we get the message out there that we fight this disease together.</i></p>	<p><i>to open up a can of worms as very few people appear to be wearing them and there is a perception that it's business as usual. It's not like that. Officers at the council have been enforcing government policy to the best of their ability with the funding available. I would like to encourage the public to visit our shops but recognise proper social distancing. It is in the interests of other people as well as yourself to wear a mask and I would recommend it.</i></p>
<p>Councillor Pendlington to the Cabinet Member for Planning and Economic Development</p> <p><i>This question refers to the pedestrian connection between the Queensway/ Queens Square part of the Town Centre and the Memorial Gardens. Whilst it has been upgraded which is brilliant it is still not providing a safe and clear right of way for pedestrians there. Cars still drive away too fast. I was wondering on your thoughts as to whether anything further could be done?</i></p>	<p>Councillor P Smith – (Cabinet Member for Planning and Economic Development)</p> <p><i>This project we've done in the Queensway, particularly in the Memorial Gardens and The Pavement interchange has some fairly risky elements to it. One was to reduce the hedge, blend the two areas together and the second was to make the road part of the scheme a shared space. When vehicles enter from College Road they have to go up a ramp, the texture and colour of the pavement changes and more people are moving across that space. There are very low volumes of traffic along there and most people have been recognising that it is a shared space and progressing at a cautious speed. The thing that is not working successfully at the moment is that vehicles have been halting across the road from Sainsburys and British Heart Foundation and been parking on the pavement which is illegal and also damages our infrastructure. We need to encourage the community to respect the considerable investment we've made in our town. We will be doing more publicity to recognise the shared area but we wanted to let it all bed down first as we don't want lots of signage.</i></p>

Name of Councillor asking the Question	Name of Cabinet Member(s) Responding
<p>Councillor Eade to the Cabinet Member for Planning and Economic Development</p> <p><i>There has been a vacant shop on the Furnace Green parade for several months. Is it likely to be let soon by the council or will it continue to be vacant for the rest of the year?</i></p>	<p>Councillor P Smith – (Cabinet Member for Planning and Economic Development)</p> <p><i>I'm afraid I don't know the full answer to the question and I don't receive frequent updates. However, at the Overview and Scrutiny Commission the officers updated the meeting that there is only 1 vacant unit on our asset register and I was passing Furnace Green and the Graves Jenkins sign says 'under offer'. I will be happy to find out the current status and let you know.</i></p>
<p>Councillor B J Burgess to the Cabinet Member for Wellbeing</p> <p><i>As you know the Memorial Gardens lost its Green Flag due to circumstances at the time. It looks like going forward specialisms involved in the management plans, applications and assessments and the plans have been reviewed and assessed as you know and the management template has been altered to reflect the Green Flag criteria. With this and the present crisis in mind, how hopeful are you that the Memorial Gardens will get a Green Flag in the near future?</i></p> <p><i>I agree totally with what you have said Councillor Mullins. We have the most amazing staff in Crawley. The people that do the parks and gardens are exceptional. They have our town looking really good again. I know during the Covid height they were doing other work and they need our thanks. Any</i></p>	<p>Councillor Mullins – (Cabinet Member for Wellbeing)</p> <p><i>I've always been so delighted when I've gone to events with our staff but also a little guilty to some extent as I go as a Portfolio Holder to help them receive these honours when I know very well that it's those staff that have done all the work. That is something we must never ever forget when we receive awards. People like us receive these awards on behalf of the council but we're receiving them on behalf of the staff, working in the wind, rain and sun. I always like to think about questions like this about the staff, who have done an excellent job but also through this Coronavirus crisis have really gone and done whatever management have asked them to do. Of course I want us to win the Green Flag again, we've consistently won it in the past and there's no reason why we can't win it again. At the moment, we just don't know how things are going to turn out, but my ambition is always to take these honours for the staff, for the people that deserve them and have the town put on the map.</i></p>

Name of Councillor asking the Question	Name of Cabinet Member(s) Responding
<i>award we receive is for the staff.</i>	

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

Moved by Councillor Malik (as the Deputy Mayor):-

RESOLVED

That the following reports be received:

- Overview and Scrutiny Commission – 9 March 2020
- Planning Committee – 10 March 2020
- Cabinet – 11 March 2020
- Planning Committee – 27 April 2020
- Overview and Scrutiny Commission – 8 June 2020
- Overview and Scrutiny Commission – 22 June 2020
- Cabinet – 24 June 2020
- Planning Committee – 29 June 2020
- Governance Committee – 6 July 2020

It was noted that there were no items other reserved for discussion.

Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 9.57 pm

**F Guidera
(Mayor)**

Disclosures of Interest received

Councillor	Item and Minute	Meeting	Type and Nature of Disclosure
Councillor Burrett	Three Bridges Station Improvement Final Design (Minute 4)	Overview and Scrutiny Commission 9 March 2020	Personal Interest – Member of WSCC
Councillor Lanzer	Three Bridges Station Improvement Final Design (Minute 4)	Overview and Scrutiny Commission 9 March 2020	Personal Interest – Member of WSCC
Councillor Lanzer	Three Bridges Station Improvement Final Design (Minute 4)	Overview and Scrutiny Commission 9 March 2020	Prejudicial Interest - WSCC Deputy Representative on the Coast To Capital (C2C) Local Enterprise Partnership (LEP) Board
Councillor Lanzer	Three Bridges Station Improvement Final Design (Minute 4)	Overview and Scrutiny Commission 9 March 2020	Prejudicial Interest - WSCC member on the C2C LEP Investment Committee
Councillor Lanzer	Three Bridges Station Improvement Final Design (Minute 4)	Overview and Scrutiny Commission 9 March 2020	Prejudicial Interest - WSCC Cabinet Member for Economy and Corporate Resources responsible for the growth deals including Crawley
Councillor Sudan	Three Bridges Station Improvement Final Design (Minute 4)	Overview and Scrutiny Commission 9 March 2020	Personal Interest – Member of WSCC
Councillor Burrett	New Directions for Crawley (Minute 5)	Overview and Scrutiny Commission 9 March 2020	Personal Interest – Member of WSCC
Councillor Lanzer	New Directions for Crawley (Minute 5)	Overview and Scrutiny Commission 9 March 2020	Personal Interest – Member of WSCC
Councillor Sudan	New Directions for Crawley (Minute 5)	Overview and Scrutiny Commission 9 March 2020	Personal Interest – Member of WSCC

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Councillor Burrett	Three Bridges Station Improvement Scheme – Next Steps (Minute 6)	Cabinet 11 March 2020	Personal Interest – Member of WSCC
Councillor Malik	Three Bridges Station Improvement Scheme – Next Steps (Minute 6)	Cabinet 11 March 2020	Personal Interest – Hackney Carriage and Private Hire Driver licensed by Crawley Borough Council
Councillor Burrett	New Directions for Crawley (issues and options for Crawley Transport Strategy) (Minute 7)	Cabinet 11 March 2020	Personal Interest – Member of WSCC
Councillor Burrett	EV Charging Infrastructure Network (Minute 7)	Overview and Scrutiny Commission 22 June 2020	Personal Interest – Member of WSCC
Councillor Lanzer	EV Charging Infrastructure Network (Minute 7)	Overview and Scrutiny Commission 22 June 2020	Personal Interest – Member of WSCC
Councillor Lanzer	EV Charging Infrastructure Network (Minute 7)	Overview and Scrutiny Commission 22 June 2020	Personal Interest – WSCC Cabinet Member Economy and Corporate Resources
Councillor Sudan	EV Charging Infrastructure Network (Minute 7)	Overview and Scrutiny Commission 22 June 2020	Personal Interest – Member of WSCC
Councillor Burrett	Local Cycling and Walking Infrastructure Plan (Minute 8)	Overview and Scrutiny Commission 22 June 2020	Personal Interest – Member of WSCC
Councillor Lanzer	Local Cycling and Walking Infrastructure Plan (Minute 8)	Overview and Scrutiny Commission 22 June 2020	Personal Interest – Member of WSCC
Councillor Lanzer	Local Cycling and Walking Infrastructure Plan (Minute 8)	Overview and Scrutiny Commission 22 June 2020	Personal Interest – WSCC Cabinet Member Economy and Corporate Resources

APPENDIX A

Councillor Sudan	Local Cycling and Walking Infrastructure Plan (Minute 8)	Overview and Scrutiny Commission 22 June 2020	Personal Interest – Member of WSCC
Councillor Burrett	EV Charging Infrastructure Network (Minute 9)	Cabinet 24 June 2020	Personal Interest – Member of WSCC
Councillor Burrett	Local Cycling and Walking Infrastructure Plan (Minute 10)	Cabinet 24 June 2020	Personal Interest – Member of WSCC
Councillor A Belben	Planning Application CR/2020/0054/FUL – 9 Mill Road, Three Bridges, Crawley (Minute 6)	Planning Committee 29 June 2020	Personal interest – was lobbied by people known to him
Councillor Purdy	Planning Application CR/2020/0054/FUL – 9 Mill Road, Three Bridges, Crawley (Minute 6)	Planning Committee 29 June 2020	Personal interest – member of Hazelwick Road Conservation Area Advisory Committee
Councillor Malik	Decisions Taken Under Emergency Urgency Powers (Minute 4)	Governance Committee 6 July 2020	Personal Interest – Hackney Carriage and Private Hire Driver licensed by Crawley Borough Council.
Councillor Guidera	Review of Political Proportionality, Constitution of Committees and Appointments to Outside Organisations and Proposed Cabinet and their Portfolio Holder Responsibilities for 2020 – 2021 (Agenda item 8)	Full Council 15 July 2020	Personal and prejudicial interests - employed by Crawley Open House <i>(Should a vote be held on Crawley Open House appointment)</i>
Councillor McAleney	Review of Political Proportionality, Constitution of Committees and Appointments to Outside Organisations and Proposed Cabinet and their Portfolio Holder Responsibilities for 2020 – 2021 (Agenda item 8)	Full Council 15 July 2020	Personal and prejudicial interests - employed by Crawley Open House <i>(Should a vote be held on Crawley Open House appointment)</i>

APPENDIX A

Chris Pedlow (Democratic Services Manager and Deputy Monitoring Officer)	Recommendation 3 – Appointment of Interim Monitoring Officer (Agenda item 10)	Full Council 15 July 2020	Personal and prejudicial interests – candidate for appointment to the position of Interim Monitoring Officer
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Councillor Raj Sharma Mayoral Farewell Speech

This has been a most unusual Mayoral year for myself. I started my engagements the following day and then a large mayoral engagement in the Council chamber the following week. That was the last social event in the civic hall before the builders moved in. Being a Mayor for the second time in three years meant I was more at ease from the start and carried out with my functions and duties with some flair I think.

Each and every function was a memorable one but meeting and greeting Prince Charles and Camilla, the Duchess of Cornwall on separate occasions was very special for me. Throughout the year I engaged with a variety of people from different communities, clearly indicating the richness and diversity within Crawley. I was well received by all of the communities and all my functions were well attended by a core section of the Crawley residents.

After the busy schedule of Christmas I especially enjoyed attending the 100th birthday of a local resident and reading a message from her Majesty the Queen to her and her family of five generations, who were gathered together at the Apple Tree pub. It was a treat even for myself and it was so fulfilling and rewarding to see the happiness on their faces admiring the grand matriarch of their family. When we look to friends we look not only in Crawley but in Surrey, Sussex and in London and I was the guest of the Indian High Commissioner and the Ahmadiyya Muslim Community

All of our meetings were in the Charis Centre which meant I fully missed not having a Mayor's Parlour and not being able to share the lovely food my dear wife has provided previously. She is one of three people without whom my Mayoral year engagements would not have been possible. The other two being Bob Donaldson, our Chauffeur and Hayley Thorne, Mayor's PA.

Just as we're planning some wonderful fundraising, food and culture events, we were hit by the Coronavirus pandemic and all engagements ceased. The Mayoral year was extended to 14 months but the functional year was reduced to 9 months. I am very disappointed for both of my well-deserving charities, namely the Manor Green Community College in Ifield and the Posh Club in Broadfield for not being able to raise the additional money that those charities' events would have been able to do.

This is the first Full Council meeting since 26th February although some of the other meetings have been virtual meetings. The pandemic has shown that as a human race how vulnerable we are. I was also saddened to lose 2 serving members and past Mayors, although not to Covid19. They will all be missed.

Even now, during lockdown, the sad ugly face of racism has emerged with the murder of George Floyd. We are re-living the memories of the 60s and 70s. Black Lives Matter. In fact all lives matters. There is a fair representation of the BAME community in both sides of the chamber where we all know that racism is deep rooted and entwined into every area of society. We remove one layer and find there are several underneath. We owe it to our children and future generations to introduce them on the history of the Empire and the Commonwealth as a subject. These need to be taught at every level of schooling for the indigenous community to understand why the BAME community are in Britain.

I ventured out applauding the wonderful work of our NHS visiting some Care Homes and Crawley Hospital it was resoundingly apparent that the BAME staff were there on the front line. It is known fact that the death rate amongst them was un-proportionately high. We collectively need to look at our social-economic system and structure and see the inequalities

that exist within it. We all need this time together under the Crawley Campaign against Racism slogan 'One Race, Human Race'.

On a positive note, there is no doubt our Crawley Borough Council staff have been working very hard during these difficult times. They have adjusted and coped during difficult circumstances and provided first class service to all the residents of Crawley. They deserve all the applause we can provide and I for one, applaud the staff of Crawley Borough Council for doing a wonderful job.

Finally I want to thank all the residents of Crawley, my colleagues, my family for supporting me during the rather unusual year. For me as always there is only one Crawley, a unified Crawley. God bless Crawley and keep its residents safe. Thank you.

Councillor Francis Guidera

Mayoral Speech

Firstly I need to thank everybody for elevating me to this truly honourable position of Mayor of Crawley. A fair few things have been said already. I agree with Councillor Lamb, yes we do disagree on some things. We have often talked about it and it's about how we get there that we differ. But the goals of making lives better for people, they are the goals that we generally share as Councillors, and that's what every Councillor regardless of their party should come into this for.

I'm humbled to have been made Mayor of Crawley. I was born here in 1975 at Crawley hospital. I am really proud of my home town. I plan to spend my time as Mayor promoting Crawley during this very difficult economic time. I plan to promote Manor Royal as the premier business district in the country. I plan to do whatever I can to promote Gatwick airport and obviously all of that is to try and support and promote jobs during what we all know is a tremendously difficult time for everybody.

I would like to thank my wife Andrea for being such a fabulous and supportive person. My role as Tilgate Councillor has taken a lot of energy out of me and I tend to wonder sometimes will I run out. But I keep going and I'm really proud to have Councillor Mwagale supporting me, obviously newly elected, and Councillor Crow is also very supportive. I do want to mention as part of my speech Councillor Charles Jeffery Petts who sadly passed away a year ago today and today is also my father's 75th birthday so today is a day of very mixed emotions but I am extremely proud and honoured to be taking on this role.

My mayoral charity this year, which will hopefully please former Mayor Raj Sharma, is Manor Green School and College. My two twin step sons attended that school and before they moved back to the USA to live with their father, one of the things they said was, and coming from two lads with special educational needs I found quite profound, was it would be lovely if we could build a Manor Green in Georgia. That was the regard they held the school in and they loved their time there. We are so lucky to have a school like Manor Green in Crawley. I understand from what I've been told that there are so many children out of area desperate to get a place there because it is so brilliant. I look forward to working hard and helping to fund raise. And obviously I understand that Covid has created issues with the ability to fund raise and Councillor Sharma is more than welcome to join me in trying boost those 'coffers'.

Beyond that once again I am truly honoured, thank you so much everybody.

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Cabinet *	
Portfolio	Cabinet Member / Portfolio Holder (2020/21)
Leader of the Council	Peter Lamb
Deputy Leader and Planning and Economic Development	Peter Smith
Environmental Services and Sustainability	Gurinder Jhans
Housing	Ian Irvine
Public Protection and Community Engagement	Brenda Smith
Wellbeing	Chris Mullins

**(A copy of the Portfolio descriptions are at the end of this appendix)*

Committee Membership and Chairs and Vice-Chairs 2020-2021

Audit Committee (6 Councillors 2:3:0)	
<i>Not more than 1 member shall be a Cabinet member and that Councillors shall not Chair the Committee. Substitutes retained because small size & concerns about quorum</i>	
M Flack (Vice Chair) M Jones	T G Belben J Millar-Smith (Chair) J Purdy

Governance Committee (10 Councillors 5:5)	
M Jones T Lunnion (Vice Chair) C Mullins S Malik P Lamb	R D Burrett (Chair) D Crow C R Eade R A Lanzer K McCarthy

Planning Committee (10 Councillors 5:5)	
I Irvine M Pickett T Rana P Smith R Sharma (Vice Chair)	L Ascough A Belben K L Jaggard M Mwagale J Purdy (Chair)

Licensing Committee (13 Councillors = 6:7)	
1) <i>Between 10 and 15 s with a quorum of 10 when dealing with matters under the Licensing Act 2003.</i> 2) <i>Councillors are reminded that the Committee includes Sub Committee daytime meetings responsibilities.</i>	
M Ayling J Hart G Jhans M Jones (Chair) C Mullins B Smith	B J Burgess (Vice-Chair) D Crow F Guidera K L Jaggard K McCarthy J Millar-Smith D M Peck

Licensing Sub-Committee (From a pool of Councillors)	
1) <i>A minimum of three Councillors will be called upon to determine any given application and a Chair will be appointed at each meeting.</i> 2) <i>Membership should be the same as that of the Licensing Committee.</i> 3) <i>Please note that a significant number of these meetings are scheduled for the daytime.</i>	
M Ayling J Hart G Jhans M Jones C Mullins B Smith	B J Burgess D Crow F Guidera K L Jaggard K McCarthy J Millar-Smith D M Peck

Overview and Scrutiny Commission (10 Councillors 5:5)	
<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 Ayling S Malik T McAleney T Rana (Vice Chair) R Sharma	T G Belben (Chair) R G Burgess R D Burrett R A Lanzer A Pendlington

Climate Change Scrutiny Panel (5 Councillors 3:2)	
<i>Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i>	
T Lunnon J Hart (Vacancy)	K L Jaggard (Chair) A Pendlington

Council-owned Neighbourhood Parades Scrutiny (5 Councillors 2:3)	
<i>Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i>	
M Ayling T Lunnon	R A Lanzer (Chair) F Guidera D Peck

Employment Panel (From a pool of Councillors)	
1) As far as possible, a politically balanced committee of between 3 and 7 Councillors will be drawn from the following membership. 2) Political groups may add further names to the pool if they so wish. 3) At least one Opposition Councillor is required on an Employment Panel when it meets. 4) The quorum and the size of the employment Panel varies depending on the cases it is dealing with. See Constitution Part 1 Section 5 Employment Panel for exact details.	
M Ayling M Flack J Hart I Irvine G Jhans M Jones P Lamb T Lunnon S Malik T McAleney C Mullins M Pickett T Rana R Sharma B A Smith P Smith	B J Burgess R G Burgess R D Burrett D Crow K L Jaggard R A Lanzer K McCarthy J L Millar-Smith A Pendlington J Purdy

Grants Appeals Panel (From a pool of Councillors)	
1) <i>As far as possible, a politically balanced panel of 5. Councillors will be drawn from the following membership.</i> 2) <i>Not to include any Cabinet members involved in the decision on the grant application(s).</i> 3) <i>Political groups may add further names to the pool if they so wish.</i>	
M Ayling M Flack J Hart I Irvine G Jhans M Jones P Lamb T Lunnon S Malik T McAleney C Mullins M Pickett T Rana R Sharma B A Smith P Smith	L S Ascough A Belben T G Belben C R Eade F Guidera M Mwagale D Peck

Full Council appointments to Outside Organisations 2020/ 2021

Name of Organisation	Appointments 2019/20
Age UK – West Sussex Trustee Board <i>(Link Officer = Craig Downs)</i>	Councillor Mullins as <i>Cabinet Member for Wellbeing</i> R Sharma
Community Needs Partnership <i>(Link Officer = Paula Doherty)</i>	M Ayling B J Burgess T McAleney S Malik A Pendlington <i>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.</i>

<p>Courage Dyer Recreational Trust</p> <p><i>(Link Officer = Hayley Thorne)</i></p>	<p>F Guidera- appointed automatically ex-officio as Mayor.</p> <p>- 4 year appointments only - Once appointed, not required to remain a Councillor - Only 4 nominations acceptable in total</p> <ul style="list-style-type: none"> • B J Quinn (May 2017 to May 2021) • R Sharma (May 2017 to May 2021) • B A Smith (May 2019 to May 2023)
<p>Crawley Arts Council (CAC)</p> <p><i>(Link Officer = Paula Doherty)</i></p>	<p>C J Mullins B J Burgess</p> <p><i>Two Representatives.</i></p>
<p>Crawley Ethnic Minority Partnership (CEMP) Partnership Board</p> <p><i>(Link Officer = Craig Downs)</i></p>	<p>S Malik</p> <p><i>One Representative.</i></p>
<p>Crawley Community and Voluntary Service</p> <p><i>(Link Officer = Craig Downs)</i></p>	<p>M G Jones B J Burgess</p> <p><i>Two Representatives (One seat per Group)</i></p>
<p>Crawley Museum Society</p> <p><i>(Link Officer = Paula Doherty)</i></p>	<p>J Hart C J Mullins A Pendlington</p> <p><i>Three Representatives.</i></p>
<p>Crawley Open House Management Committee</p> <p><i>(Link Officer = Nikki Hargrave)</i></p>	<p>I Irvine R G Burgess</p> <p><i>(One per Group Representatives).</i></p> <p><i>(plus officer from Housing and Planning Strategic Services)</i></p> <p><i>N.B. Councillor Burrett is on Board of Trustees and on the Management Committee (all Trustees sit on the Mgt Cttee 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></p>

<p>Crawley Town Twinning Association (CTTA)</p> <p><i>(Link Officer = Hayley Thorne)</i></p>	<p>R Sharma B A Smith C R Eade</p> <p><i>Three Representatives (At least one per group)</i></p>
<p>Gatwick Airport Community Trust (GACT)</p> <p><i>(Link Officer = Craig Downs)</i></p>	<p>R Sharma <i>(4 year term ending in May 2019 - 2023)</i></p> <p><i>One Representative invited – 4 year appointment.</i></p>
<p>Relate - North & South West Sussex Trustee Board</p> <p><i>(Link Officer = Craig Downs)</i></p>	<p>Vacancy</p> <p><i>One Representative.</i></p>
<p>Court of the University of Sussex</p> <p><i>(Link Officer = Clem Smith)</i></p>	<p>M G Jones</p> <p><i>One Representative.</i></p>
<p>West Sussex Joint Scrutiny Steering Group*</p> <p><i>(Link Officer = Heather Girling) Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i></p>	<p><i>T Belben as Chair of the Commission</i></p>
<p>West Sussex Health and Adult Social Care Select Committee *</p> <p><i>(Link Officer = Heather Girling) Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i></p>	<p><i>T McAleney Must be a Member of the OSC</i></p>
<p>West Sussex Mediation Service Management Committee</p> <p><i>(Link Officer = Craig Downs)</i></p>	<p><i>I Irvine (main representative) M Mwagale (main representative)</i></p> <p><i>The Mediation Service is willing to make 2 main and 2 deputy places available</i></p>

Terms of Reference and Appointments for Advisory and Working Groups, Member Development Executive Support Group

Notes

- 1) Lead Officers to be appointed to each Working Group
- 2) To be Chaired by the Cabinet Member who hold the area of responsibility **(Chair = *)**
- 3) Administration to be undertaken by each individual service department.

Working Groups & Terms of Reference	Update 2020/21
<p>Economic Regeneration Working Group (ERWG)</p> <p>1. To receive and consider updates on economic regeneration initiatives and actions across the Borough, including delivery of the Crawley Growth Programme, Town Centre Regeneration programme, Employment & Skills Programme, the delivery of individual economic regeneration schemes and partnership activities within the Manor Royal Business District.</p> <p>2. To receive and consider reports on economic regeneration activities in Crawley and to make recommendations, as necessary, to the Cabinet on the:-</p> <ul style="list-style-type: none"> • Proposals to regenerate sites identified in the Local Plan, the Town Centre Supplementary Planning Document and the Manor Royal Supplementary Planning Document & Design Guide. • identification and promotion of other economic regeneration opportunities to enhance the physical appearance and social, economic and educational attributes • communications with all interested parties to maintain confidence in the wider economic regeneration of Crawley. <p><i>Lead Officer:- Head of Economic & Planning</i></p>	<p>(12 Cllrs = 5:6:0) P C Smith* T Rana G Jhans M Pickett R Sharma</p> <p>R D Burrett D Crow F Guidera R A Lanzer J Millar-Smith J Purdy</p>
<p>Local Plan Working Group (LPWG)</p> <p>To consider and provide guidance on the process for reviewing the Local Plan and support the Local Plan Review to examination, if/when this is progressed.</p> <p><i>Lead Officer:- Head of Economic & Planning</i></p>	<p>(10 Cllrs 5:5) I T Irvine T Lunnion M W Pickett R Sharma P C Smith*</p> <p>L Ascough A Belben D Crow F Guidera J Purdy</p>
<p>Member Development Executive Support Group (MDESG)</p> <p>1. To provide all party support for a coordinated approach to Member development and training across the Council.</p>	<p>(5 Cllrs = 2:2:0) P K Lamb* I Irvine D Crow K McCarthy</p>

<ol style="list-style-type: none"> 2. To identify individual and Group training needs and to prioritise them accordingly. 3. To develop, monitor and evaluate all member development activities. 4. To promote learning and development opportunities amongst all members of the Council encouraging the highest level of participation by members to organised training and development events. 5. To ensure that a comprehensive induction programme is made available to all newly elected Councillors. <p><i>Lead Officer:- Head of Legal, Democracy & HR</i></p>	
<p>Town Hall Project Members Working Group (THPMWG)</p> <p>Focus on the Town Hall element of the proposed development and within this primarily, although not exclusively, the requirements for members' facilities and the civic areas of the new building.</p> <p><i>Co-Lead Officers:- Deputy Chief Executive and Head of Major Projects & Commercial Services</i></p>	<p>(6 Cllrs 3:3) P C Smith* B Smith C Mullins</p> <p>T G Belben B J Burgess K McCarthy</p>
<p>Unsupervised Play Investment Programme members Working Group (UPIPWG) 6 members = 3:3</p> <ol style="list-style-type: none"> 1. To provide all party support for a coordinated approach to investment in unsupervised play areas. 2. To consider the short term reprioritisation of the remaining twelve play areas in the current programme, with the view to postponing and / or bringing other key sites forward 3. To agree prioritisation criteria and; apply the criteria to the current stock and; agree a new unsupervised play area investment programme. 4. To consider variations to the agreed programme in future years should circumstances require. 	<p>(6 Cllrs 3:3) C J Mullins* M L Ayling M Flack</p> <p>K McCarthy A Pendlington M Mwagale</p>

Portfolio Responsibilities

1.1. The Leader of the Council

1.1.1. Key Roles: They will determine the key policies of the Council and in particular, carry out responsibilities with regard to the following roles and areas:

- a) Leader of the Council and Chair of the Cabinet.
- b) Strategic and political lead as the spokesperson for the majority political group(s), liaising regularly with the Chief Executive.
- c) Initiating and developing corporate strategies and policies which the majority group(s) wish(es) to pursue.
- d) Represent the Council and act as spokesperson with neighbouring local authorities, regional partners and other partners, and in doing so build good relationships and promote the interests and reputation of the Council and the Borough.

1.1.2. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) The overall staffing of the Council.
- b) Legal, Democracy and HR (including Electoral Services and internal staff Health and Safety).
- c) Governance.
- d) Communications.
- e) Finance (rating, business rates, council tax, funds and investment management, the Budget, borrowing, fraud).
- f) Audit.
- g) Customer complaints, Freedom of Information and Data Protection/GDPR.
- h) Finance and Procurement (risk management and insurance matters).
- i) Current building management/office accommodation.
- j) Shared service provision.
- k) Transformation Programme and service improvements.
- l) Councillors' services (including equipment, training and support).
- m) Mayoralty.
- n) Civil contingencies (including emergency planning).

1.1.3. Policy and Strategy Responsibilities: They will initiate, oversee, and where applicable, approve the development of plans, statutory notices and policies across the Council, ensuring appropriate consultation occurs on all such proposals, including:

- a) The development of policy and strategy for the Council, and its expression in the Corporate Plan with the Chief Executive (and in liaison with the appropriate Cabinet Member).
- b) Human Resources Strategy.
- c) Equal Opportunities Policy and Corporate Equality Statement.

1.1.4. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) Approval of the Council's Debt Management Strategy.
- b) Approval of the Council Tax Base.
- c) Approval of the NNDR1 (National Non-Domestic Rates Return).
- d) Authority to make appointments to Outside Bodies Relating to Cabinet functions.
- e) Authority to approve the transfer of residual land on terms proposed by the Asset Manager.
- f) 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.
- g) Approval of feasibility scheme and final implementation proposals for neighbourhood centre improvements which are in accordance with the Capital Programme.
- h) 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:
 - (i) 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 the Full Council on 10 and 24 July 2013 respectively.
 - (ii) 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 the Full Council on 12 and 26 February 2014.
- i) 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.
- j) 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.
- k) Determination of applications for landlord's consent for changes of use on neighbourhood shopping parades and the rest of the commercial estate (where one or more Ward Member raises an objection to the proposal or where the Cabinet Member for Planning and Economic Development has a conflict of interest the Leader will take the decision). *NB. This delegation relates to asset management only.*
- l) To approve the Corporate Equality Statement.
- m) Approval of the Council's Risk Management Strategy.
- n) Approval of minor amendments to the Local Discretionary Rate Relief Scheme.
- o) Agree the annual cycle of meetings for implementation (in consultation with the Head of Legal, Democracy and HR).

1.1.5. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Local Economy Action Group (observer).
- b) Gatwick Diamond.

- c) Local Government Association (General Assembly).
- d) District Councils Network.
- e) Coast to Capital Joint Committee.
- f) Local Economic Partnership (LEP).
- g) Greater Brighton Economic Board (GBEB).

NB: All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.2. **Deputy Leader**

- 1.2.1. The Leader has appointed the Cabinet Member for Planning and Economic Development as Deputy Leader of the Council.

1.3. **Cabinet Member for Environmental Services and Sustainability**

- 1.3.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Gatwick Airport Port Health.
- b) Public (external) health and safety.
- c) Environmental Health Service.
- d) Waste management, refuse and recycling.
- e) Streetscene.
- f) Licensing.
- g) Public conveniences.
- h) Community Wardens.
- i) Car Parking and Civil Parking Enforcement.
- j) Climate change and sustainability.
- k) Cemeteries and burials.
- l) Flood prevention and land drainage.

- 1.3.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Licensing Policy.
- b) Gambling Policy.
- c) Carbon Reduction Strategy.
- d) To work collectively with the Cabinet Member for Housing and the Cabinet Member for Planning and Economic Development (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

- 1.3.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) The approval of feasibility schemes and the implementation of proposals for residential environmental improvements which are in accordance with the Capital Programme.

- b) Naming and numbering of streets.
- c) 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.

1.3.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Gatwick Joint Local Authorities.
- b) Inter Authority Waste Group.
- c) Patrol Adjudication Committee.
- d) Gatwick Airport Consultative Committee (GATCOM).

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.4. **Cabinet Member for Housing**

1.4.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Crawley Homes.
- b) Strategic Housing (including statutory functions such as homelessness and houses in multiple occupation).
- c) Council tax reduction and housing benefit.
- d) Housing Revenue Account.

1.4.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Housing Strategy.
- b) To work jointly with the Cabinet Member for Planning and Economic Development to meet the housing needs of the Borough.
- c) Liaising and joint working with Social Services and health (housing).
- d) To work collectively with the Cabinet Member for Environmental Services and Sustainability, and the Cabinet Member for Planning and Economic Development (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

1.4.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) Power to vary the rent of dwellings and garages held on the Housing Revenue Account.
- b) 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 or housing policy may justify any variation to the percentage and/or tenure mix being sought.
- c) 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.

- d) Approval of amendments to the Crawley Homes Under-Occupation Incentive Policy.
- e) Responding to the Government's Welfare Reform agenda (with the Leader).

1.4.4. Outside Bodies:

They are not specifically appointed to any outside bodies.

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.5. **Cabinet Member for Planning and Economic Development**

1.5.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Town and Country Planning (including local planning policy).
- b) Transport Planning (in liaison with relevant partners).
- c) Economic Development and Regeneration (including education and skills, Town Centre management and Manor Royal liaison).
- d) Information and Communication Technology.
- e) Asset Management.

1.5.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Gatwick Airport, Manor Royal and the Town Centre.
- b) Green Space Strategy (implementation of this Strategy remains with the Cabinet Member for Wellbeing).
- c) Heritage Strategy (although the Strategy falls within the remit of several portfolios, the Cabinet Member for Planning and Economic Development provides a coordinating role).
- d) Asset Management Strategy (including corporate estate).
- e) Local Plan and related documents.
- f) Liaising with West Sussex County Council and neighbouring local authorities on planning and highways matters.
- g) To work jointly with the Cabinet Member for Housing to meet the housing needs of the Borough.
- h) Economic Development, Employment and Skills.
- i) Transport related policies and documents.
- j) Digital, IT Strategy, Council Website, channel shift programmes e.g. MyCrawley.
- k) Contact Centre.
- l) To work collectively with the Cabinet Member for Housing and the Cabinet Member for Environmental Services and Sustainability (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

1.5.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) The adoption of revised versions of the Local Development Scheme (LDS), including the adoption of associated planning documents and Supplementary Planning Documents as defined by the LDS.
- b) 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.
- c) Determination of applications for landlord's consent for changes of use on neighbourhood shopping parades and the rest of the commercial estate (where one or more Ward Member raises an objection to the proposal). *NB. This delegation relates to asset management only.*

1.5.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Local Economy Action Group (voting member).
- b) Gatwick Joint Local Authorities.
- c) Gatwick Diamond Local Authorities Members' Group.
- d) Manor Royal Business Group.
- e) Manor Royal Management Group.
- f) Manor Royal Board.
- g) Sussex Building Control.
- h) Town Centre Partnership.
- i) West Sussex and Greater Brighton Strategic Planning Board.
- j) Bus Company Meetings.

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.6. **Cabinet Member for Public Protection and Community Engagement**

1.6.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Community safety and anti-social behaviour (including improvement schemes and liaison with emergency services).
- b) Community and neighbourhood development.
- c) Community engagement.
- d) Grants to voluntary bodies.
- e) Community cohesion and social inclusion and mobility.
- f) Town Twinning.
- g) Issues relating to travellers.
- h) Children and young people (along with relevant partner organisations) including responsibilities defined under Section 11 (Safeguarding) of the Children's Act 2004.
- i) Armed Forces Covenant.

1.6.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Community Strategies.
- b) Social Inclusion Strategy.
- c) Prevent Strategy.
- d) Crime Reduction and Community Safety Strategies'
- e) Fostering interest in Local Government.

1.6.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

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

1.6.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Crawley Prevent Board.
- b) Safer Crawley Partnership Executive.
- c) Sussex Police and Crime Panel (member).

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.7. **Cabinet Member for Wellbeing**

1.7.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Health and Wellbeing (local and strategic issues).
- b) Arts (including The Hawth and Crawley Museum).
- c) Sport and fitness (including K2 Crawley).
- d) Parks, gardens and open spaces (including allotments, trees and recreational space).
- e) Play service.
- f) Community centres.

1.7.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Implementation of the Green Space Strategy (formulation of this Strategy remains with the Cabinet Member for Planning and Economic Development).

1.7.3. Specific Delegations: They do not currently hold any specific delegations.

1.7.4. Outside Bodies: They will be a member of the following Cabinet appointed outside body:

- a) Gatwick Greenspace Partnership.

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.