

# Crawley Borough Council

## Agenda of the Full Council

To: The Mayor and Councillors

You are summoned to attend a meeting of the **Annual Full Council** which will be held in **Main Hall - Bewbush Centre**, on **Friday, 27 May 2022** at **7.30 pm**

Nightline Telephone No. 07881 500 227



**Chief Executive**

Please contact Democratic Services if you have any queries regarding this agenda.  
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Published 19 May 2022

### **Duration of the Meeting**

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

Following the meeting's initial extension, consideration will be given to extending the meeting by further periods of up to 30 minutes if required however, no further extensions may be called to extend the meeting beyond 11.00pm when the guillotine will come into effect.



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

## Part A Business (Open to the Public)

	<b>Pages</b>
<b>1. Apologies for Absence</b>	
To receive any apologies for absence.	
<b>2. Disclosures of Interest</b>	
In accordance with the Council's Code of Conduct, councillors are reminded that it is a requirement to declare interests where appropriate.	
<b>3. Election of the Mayor for 2022-2023</b>	
To elect a Mayor for the Council year 2022 – 2023.	
<b>4. Election of the Deputy Mayor 2022 - 2023</b>	
To elect a Deputy Mayor for the Council year 2022 - 2023.	
<b>5. Election of the Youth Mayor and the Youth Deputy Mayor 2022 - 2023</b>	
The Mayor will call up the newly elected Youth Mayor to the top table to present the Chain of Office, and the newly elected Youth Deputy Mayor to present the Badge of Office. On behalf of the Council, the Mayor will convey his congratulations to both upon their election.	
<b>6. Extend a vote of thanks to the outgoing Mayoralty.</b>	
<b>7. Minutes</b>	5 - 20
To approve as a correct record the minutes of the meeting of the Full Council held on 30 March 2022.	
<b>8. Communications</b>	
To receive and consider any announcements or communications, including any additional Cabinet Member announcements.	
<b>9. Results of Elections 2022 - 2023</b>	21 - 46
To receive the Returning Officer's report on the results of the Borough elections held on 5 May 2022, CEx/58.	

	<b>Pages</b>
<b>10. Election of Leader of the Council and announcement of the Cabinet</b>  To elect the Leader of the Council for a four year term of office or until such time as their term of office (as a councillor) expires.  It should be noted that the current Leader of the Council, Councillor Peter Lamb, has announced that he will not be seeking re-election for this position.  Following his or her election, the new Leader shall announce the Cabinet and the Portfolio Holder responsibilities.	
<b>11. Review of Political Proportionality, Constitution of Committees and Appointments to Outside Organisations 2022- 2023</b>  To consider the report of the Head of Legal, Governance and HR, LDS/180.	47 - 58
<b>12. Supplemental Agenda</b>  Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.	

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## Crawley Borough Council

### Minutes of Full Council

Wednesday, 30 March 2022 at 7.30 pm

#### Councillors Present:

M Flack (Deputy Mayor)

Z Ali, M L Ayling, A Belben, T G Belben, J Bounds, S Buck, B J Burgess, R G Burgess, R D Burrett, D Crow, C R Eade, R S Fiveash, I T Irvine, K L Jaggard, G S Jhans, K Khan, M G Jones, P K Lamb, R A Lanzer, T Lunnon, S Malik, K McCarthy, J Millar-Smith, M Morris, C J Mullins, S Mullins, M Mwangale, A Nawaz, D M Peck, A Pendlington, S Piggott, B A Smith and P C Smith

#### Also in Attendance:

Mr Peter Nicolson	Independent Person
Mr Russell Brown	Independent Person

#### Officers Present:

Natalie Brahma-Pearl	Chief Executive
Siraj Choudhury	Head of Legal, Governance and HR
Heather Girling	Democratic Services Officer
Mez Matthews	Democratic Services Officer

#### Apologies for Absence:

Councillor M W Pickett and S Raja

#### 1. Disclosures of Interest

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

#### 2. Minutes - Full Council 23 February 2022

The minutes of the meeting of the Full Council held on 23 February 2022 were approved as a correct record and signed by the Deputy Mayor.

#### 3. Minutes - Extraordinary Full Council 2 March 2022

The minutes of the meeting of the Extraordinary Full Council held on 2 March 2022 were approved as a correct record and signed by the Deputy Mayor.

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Full Council (94)  
30 March 2022

## 4. Communications

The Head of Legal, Governance and HR addressed the Full Council and spoke in respect of the limited attendance at the Full Council meetings held on the [15 December 2021](#) and [2 March 2022](#). It had been agreed prior to those meetings that the number of Councillors present be limited on health and safety grounds for the December meeting following the rise in the number of Covid cases at that time and due to the extraordinary and urgent nature of the March meeting. As such, the reason for the absence of all Councillors listed as having sent their apologies was clearly stated in those minutes. However, it has been acknowledged that those Councillors' attendance figures would have been affected by those arrangements so, for those Councillors who had not been required to attend, the Democratic Services Team has identified a way of adjusting the 'Expected' status in the Modern.gov system to ensure that attendance records were not negatively affected.

The Deputy Mayor updated the Council on events since the last meeting. The British Down Syndrome Swimming Championships would be held at K2 Crawley later in the year and a launch event had been held to capture the interest and enthusiasm generated by the fantastic performance of athletes. There had also been the opportunity to watch the Forward Motion dance performances. The Deputy Mayor also spoke about the Easter Egg Drive with Spotted Crawley and the ongoing effort for Ukraine.

To conclude, Councillor Brenda Smith was thanked for her long and dedicated service with the Authority and the town as this was her last meeting of the Full Council.

## 5. Public Question Time

Questioner's Name	Name of Councillor Responding
<p>Karen Sudan - Ifield</p> <p>My question relates to the Leader's column in the Crawley Observer today, but I think it's directed to the Cabinet Member for Housing. In the column the Leader has referred to the cost-of-living crisis and mentioned how it is causing hardship in Crawley because of low income and high housing costs. I would like to ask if he would agree that charging council tenants higher rents is exacerbating this hardship?</p>	<p>Councillor Ian Irvine <i>(Cabinet Member for Housing)</i></p> <p>I know we share a passion for council housing and the people that rent them. When renting a council house it's important to look at the whole picture. I regret that council rents have to rise but I believe that Crawley provides a very good housing service as the people that rent the houses do not have to pay for them to be maintained. But that housing service has to be paid for and if we do not put up the council rents then that housing service does not have as much money as it should have. This year we have been faced with enormous challenges, rising costs of raw materials for example, and we certainly do not want a failing housing service. I receive a lot of emails about housing but I have not received communication from tenants saying they cannot afford the rent. The communications are from those</p>

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Questioner's Name	Name of Councillor Responding
<p>Supplementary Question – More money has gone into the Housing Revenue Account because the Council are charging the higher affordable rent for new tenancies. Does that extra amount match the amount lost to the Housing Revenue Account because the rents from the garages no longer go into the Housing Revenue Account?</p>	<p>desperate to be on the housing register. Crawley Homes needs to be a forward-looking organisation.</p> <p>The Housing Revenue Account is a dynamic account as there is money coming in and out. When garages was transferred to the General Fund, which is something that nearly every other council has done, it was carried out during the first year of Covid during a challenging year for council finances . Some of the money that gets generated from the affordable rents can get put back into building new council properties which is something the Council had to be proud of.</p>
<p>Winnie Duggan, Ifield</p> <p>Have any new council homes been built in Crawley since 2012 for which tenants have not been charged the affordable rent?</p> <p>Supplementary Question – Does the Cabinet Member accept that using the term 'affordable' implies the existence of 'unaffordable', at least for some people? What are Crawley people expected to do if we can't afford to live here?</p>	<p>Councillor Ian Irvine <i>(Cabinet Member for Housing)</i></p> <p>I have only been the Cabinet Member for Housing for 3 years, but I believe houses at Forge Wood are not affordable council properties.</p> <p>I'm not entirely sure how the terms 'affordable' and 'social rent' have made their way into the language. I prefer 'council rent'. People complain about affordable rents, but it has never been raised with me that tenants cannot afford their rent and people do seem happy with what the Council are doing. The tenants seem to be satisfied with service they received for their rent.</p>
<p>Robin Burnham – Bewbush</p> <p>Dissatisfaction was expressed with regards to how the initial petition process had conducted with regard to the petition "We Need Truly Affordable, Publicly Owned Homes for Crawley People".</p> <p>Will you be accountable to the public by moving 20 July meeting to a bigger venue, either K2 Crawley or the Hawth? As of today about 200 households have said they want to attend. I would like to hear Councillors' views on a bigger</p>	<p>Operational matter: Head of Legal, Governance &amp; HR</p> <p>It is an operational matter in terms of arranging a venue for the July meeting. We are currently still in March, and July is someway off and the logistics and arrangements will be reviewed nearer the time. We cannot predict what the Covid situation will be in July, hopefully it will be much improved but, for those reasons and those in last 24 months, arrangements around meetings are in constant review.</p>

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Questioner's Name	Name of Councillor Responding
<p>venue.</p> <p>Supplementary Question – I did respectfully ask if any Councillor wanted to be accountable to the public and whether they would want to consider a bigger venue.</p>	<p>Councillor Brenda Burgess I believe Mr Burnham is asking for an opinion on a larger venue. If we are going to have a large number of people, we need to keep an open mind and personally think it may be a good idea to consider it.</p> <p>Councillor Millar-Smith I have always felt that engagement between the Council and our tenants is important and if a large number wish to attend this should be accommodated.</p> <p>Councillor Ian Irvine <i>(Cabinet Member for Housing)</i> If the numbers warrant a larger number then it's something to look into. But, just on the issue of providing housing, the Labour party are looking to continue to provide public housing in Crawley.</p> <p>The Deputy Mayor summarised that venue location will be identified and confirmed closer to the date of the July meeting once logistics and arrangements have been identified.</p>

## 6. **Crawley Towns Fund Project Business Cases - PART B (Recommendation 1)**

The Deputy Mayor informed the Full Council that it was the intention to hold the discussion on Recommendation 1 – Crawley Towns Fund Project Business Cases (report PES/399 of the Head of Economy and Planning) from the Cabinet held on 16 March 2022 in Open – Public Session (Part A), noting that the report was an exempt report.

The report had sought approval of the business cases for various Town Fund projects as set out in the Crawley Town Investment Plan Heads of Terms (confirmed by the Government in July 2021). It was recognised that the businesses would hope to attract and retain opportunities within the borough to enable residents' employment prospects. It was also noted that whilst the town had been through challenging times resulting from the pandemic it was now important to invest in alternative skills and diversify the economy. Councillor Lamb moved the recommendation which was seconded by Councillor P Smith, who thanked officers for their work on the project.

Councillors Crow and Lanzer also spoke in support of the recommendation.



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At the end of the item, Councillor Lanzer took the opportunity to thank Councillor P Smith for his work on the programme, partnership work and the Planning and Economic Development Cabinet portfolio, as this was to be his last Council meeting.

Councillor P Smith stated it had been an honour to be a Cabinet Member and he felt proud of what had been achieved.

## RESOLVED

That the Full Council approves to the following items:

- a) to add the following new capital schemes to the capital programme and the respective capital allocations to each project as set out below, worth a total of £18.1m, subject to a viable business case and to the receipt of the Towns Fund government funding.
  - 1B – “Invest in Skills for Crawley” - Skills training facilities - £4.4m
  - 1C – Green Tech Business Grants / Business Premises green retrofit - £2m
  - 2A – Crawley Bus Station Transformation - £2m
  - 2B – Town Centre-Manor Royal-Gatwick cycle route - £2m
  - 3A – Manor Royal “Gigabit” connectivity / business park - £1.95m
  - 4A – Crawley Town Centre Cultural Quarter design - £250,000
  - 4B – Manor Royal Business Environment Improvements £1.5m
  - 4C – “Green Retrofit” decarbonisation of homes in Crawley - £4m
  
- b) to allocate up to £500,000 of Towns Fund revenue funding to the following Towns Fund projects, subject to a viable business case and to the receipt of the government funding.
  - 1B – “Invest in Skills for Crawley” - Skills training facilities - £100,000
  - 1D – Commercial Eastern Gateway design - £150,000
  - 3A – Manor Royal “Gigabit” connectivity / business park - £50,000
  - 4A – Crawley Town Centre Cultural Quarter design - £200,000

## 7. **Metcalf Way Depot and Workshop - Redevelopment - PART B (Recommendation 2)**

The Deputy Mayor informed the Full Council that it was also the intention to hold the discussion on Recommendation 2 – Extension Metcalf Way and Workshop – Redevelopment (report HPS/31 of the Head of Major Projects and Commercial Services) from the Cabinet held on 16 March 2022 in Open – Public Session (Part A), noting that the report was an exempt report.

The Leader of the Council introduced the item which had sought agreement for progressing the redevelopment of the depot and workshop at Metcalf Way, project analysis and feasibility, together with the finances required. It was recognised that the Metcalf Way Depot was currently under-utilised, and Neighbourhood Services intended to continue the move to a more dispersed model of smaller neighbourhood patch depots. The recommendations supported the move to more localised depots and facilitated redevelopment of the Metcalf Way site and it was hoped a further seminar would be arranged. The recommendations were seconded by Councillor Jhans who advised that a Councillor seminar on the redevelopment would be arranged as soon as practicable.

Councillors Crow, McCarthy and Burrett also spoke on this item.

## **RESOLVED**

That the Full Council approves the following items:

- a) to increase the capital programme by £995,000 funded from the capital programme reserve to fund the next stage of the scheme. In so doing, support the endorsement of the redevelopment of the Metcalf Way Depot.
- b) that £300,000 be transferred from the General Fund Reserve to the Transformation and Project Delivery reserve and the rental in the short term is funded from this reserve.

## **8. Code of Conduct for Councillors (Recommendation 3)**

Councillor McCarthy, introduced report [LDS/178](#) of the Head of Legal, Governance and HR which identified some minor changes to the Code of Conduct for Councillors ("the Code") and confirmed the procedure for dealing with complaints under the Code. The changes proposed incorporated some of the elements from the Local Government Association's (LGA) Model Code of Conduct and formalised the Council's current process for dealing with complaints, including that any individual who was the subject of a complaint would be informed of the complaint made against them. The report was seconded by Councillor Lunnon.

## **RESOLVED**

That the Full Council approves the minor changes proposed in Appendix A (Code of Conduct for Councillors) and Appendix B (Procedure for Dealing with Code of Conduct Complaints) to report [LDS/178](#) for incorporation in the Council's Constitution in time for the new municipal year, namely from the 9 May 2022.

## **9. Outside Bodies (Recommendation 4)**

Councillor McCarthy, introduced the item, which had sought to adopt that, where the Council makes an appointment to an Outside Body with two or more Council representatives, at least one position was given to each of the largest political Groups on the Council (where those Groups had made a nomination), and that the Constitution be amended to reflect that arrangement. Further to receiving feedback from several Outside Bodies it was noted that the majority did not place importance on political proportionality but were keen that any representative appointed was engaged in its cause and attended its meetings. The item was seconded by Councillor Lunnon.

Councillor Crow also spoke on the item.

## **RESOLVED**

That the Full Council agrees that when the Full Council, normally at the Annual Meeting, appoints representatives to a Council Outside Body with two or more Council

seats, at least one position is given to each of the largest political Groups on the Council (where those Groups have made a nomination), and that the Constitution be amended to reflect this arrangement.

## **10. Notification of Decision Protected from Call-In (Recommendation 5)**

The Leader, Councillor Lamb introduced the item, which was set out on page 3 of the Agenda. Councillor Lamb had recently used the Urgent Action decision making powers set out in the Constitution and had also protected the decision from Call-In (in accordance with Call-In Procedure Rule 8).

The decision, which was taken on 15 March 2022, was to approve the Council Tax Government Discretionary 'Energy Rebate' Guidelines and gave delegated authority to designated senior officers to make relief awards within those Guidelines. The decision was protected from Call-In so that an online application process could become live to enable the Council to start supporting eligible residents as soon as possible. The decision was reported in Councillors' Information Bulletin [IB/1122](#).

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

Councillor Crow also spoke on this item.

### **RESOLVED**

The Full Council notes the use of the Protection from Call-In provision by the Chief Executive in respect of the decisions taken by the Leader of the Council relating to the approval Council Tax Government Discretionary 'Energy Rebate' Guidelines and give delegated authority to designated senior officers to make relief awards within these Guidelines which were taken on 15 March 2022.

## **11. Notification of Urgent Action Taken by the Returning Officer: Polling Place for Three Bridges Ward (LMC) - (Recommendation 6)**

Councillor McCarthy introduced the item, which was set out on page 3 of the Agenda. The Chief Executive (as Returning Officer) took a decision under the Urgency provisions as set out in the Constitution.

The designated Polling Place for Poling District LMC in Three Bridges was the Holiday Inn Express however, the Council had not been able to make a confirmed booking with Holiday Inn Express to accommodate a Polling Place for the election on 5 May 2022. In light of this, on 17 March 2022, the Chief Executive took the urgent decision to temporarily allocate the Limelight Room at The Hawth Theatre as the Polling Place for Polling District LMC for the 5 May 2022 election only. It was acknowledged that the decision was urgent due to the deadline for the polling cards to be printed and issued as these would document the voting location as required under legislation.

Councillor McCarthy informed the Full Council that the Governance Committee had debated the Urgent decision at its meeting held on 21 March 2022 and in doing so had requested that it be fed back to the Returning Officer that, in future, where an

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urgent change to a Polling Place was necessary, Ward Councillors should be informed. The item was seconded by Lunnon.

Councillors BJ Burgess, Nawaz, RG Burgess also spoke on this item.

## RESOLVED

The Full Council notes the Urgent Action taken by the Chief Executive (as Returning Officer) in respect of the temporary change to the Polling Place for Polling District LMC (Three Bridges) for the 5 May 2022 election, which was taken on 17 March 2022.

## 12. Councillors' Questions Time

Name of Councillor asking Question	Name of Cabinet Member Responding
<p>Councillor Crow to the Cabinet Member for Planning and Economic Development -</p> <p><i>As this is Councillor Smith's last Full Council meeting I would like to wish you well and a happy retirement. In your early days you often talked about the market and how you would like to do more for the market. Prior to 2014 the market was in the High Street and it is now near the Bus Station and McDonald's but not moved to Queensway as planned in the Town Centre Regeneration Programme. We did have the Council act as the operator for several years. Do you think you could have done more to improve the market and do you have any words for your successor to get the market in a good place to bring more people in?</i></p> <p>Supplementary Question – <i>The market move would cost money to move to Queensway. Surely that should have been considered when formulating the plans as we have spent money on being able to accommodate the market but it has yet to move. Does he have any idea on how long it may take and long is the Council likely to remain the operator as it is a cost to the Council?</i></p>	<p>Councillor P Smith, Cabinet Member for Planning and Economic Development -</p> <p><i>Thank you Councillor Crow. The work we have done on the Town Centre Regeneration Programme did include provision for a new market and we did take over the running of it in 2014. As part of the design of the Queensway and The Pavement we have included the technology, fixtures and fittings for the market to be located there and we have had reports as to how a bigger market could be run which could complement the existing businesses. Unfortunately there is not sufficient funds to roll out the market in an efficient way and it needs to be economically viable for the stallholders and the town. Footfall in the town is already returning to 2019 levels.</i></p> <p><i>We have worked in partnership with the LEP and WSCC. In terms of planning ahead we have a range of ambitious items to improve the town but it is a challenging time. There is a plan, but there are currently no revenue funds so I'm not able to say when we will be able to roll it out.</i></p>
Councillor Bob Burgess to the Leader	Councillor Lamb, Leader of the Council -

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<p>of the Council -</p> <p><i>Last week the new housing development which has been called Geraint Thomas House was officially opened. This is a development that I have personally welcomed, providing much needed accommodation in a town that continues to grow. I also believe that only two Councillors were in attendance at this opening namely yourself and Councillor Irvine. The Constitution in section 6.5 states "When an opening ceremony or photo opportunity is being held in an individual ward to mark the opening or installation of a new or upgraded facility or service provision, all Councillors representing that ward will be invited to attend and take part in the event". This does not seem to have happened. I, as one of the Ward Councillors, did not receive an invitation to attend and neither did my colleague Councillor BJ Burgess. I cannot vouch for the third Ward Councillor, Councillor Nawaz. Why were the invitations not forthcoming?</i></p> <p><i>Supplementary Question – The Constitution does say "any new or upgraded facility or service provision". Also was the family consulted regarding the Council's Constitution?</i></p>	<p><i>The building is an A2Dominion property and not that of Crawley Borough Council. The guest list was personally decided by Geraint's family.</i></p>
<p>Councillor Eade to the Cabinet Member for Housing -</p> <p><i>Are you aware that Mears contractor vans are parking on grass verges in Furnace Green? There is a particular van has been there Monday, Tuesday and today (I have a photo). Are you concerned?</i></p> <p><i>Supplementary Question – Will Councillor Irvine be telling Mears and any other contractors not to park on the grass verges?</i></p>	<p>Councillor Irvine, Cabinet Member for Housing –</p> <p><i>I'm concerned about any vehicle that parks on any grass verge. To see how any of our verges get disfigured is horrifying. I'm grateful to Councillor Eade for bringing this up. This has been brought up at a previous meeting and the then Head of Crawley Homes did act on this and bring it to Mears' attention. Please send me the photo and I will get something done about it. I do share your concerns.</i></p> <p><i>I will make sure that the message gets back. If this happens again let me know. It is a deplorable practice.</i></p>

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<p>Councillor Jaggard to the Leader of the Council -</p> <p><i>I believe several Councillors have been having issues with the Council Outlook and email system due to an update malfunction which is causing residents not being able to contact Councillors. Is this a wider issue across departments where resident's queries are going unanswered and if so when will it be sorted out?</i></p>	<p>Councillor Lamb, Leader of the Council -</p> <p><i>We are doing a major upgrade to the system as, about a month ago, there was a significant data breach. Where emails have been dropped as a result that is a problem and we are very apologetic. Once the system is back we should have a more secure system. I would recommend that, if people are having issues, that they use the webmail version of Outlook which seems to be more reliable.</i></p>
<p>Councillor Tina Belben to the Leader of the Council -</p> <p><i>Following my question at the last ordinary meeting of the Full Council, as I understand it, £254,000 was paid to sub-contractors as sick pay and this exceeded the budget by £154,000. But I also asked what's been put in the budgets 2022/23 and 2023/24 for this sub contractors' sick pay and are the figures in line with what the likely cost of what was quoted to the Full Council in 2019 please?</i></p> <p>Supplementary Question – <i>I was interested to see what we had been budgeted for but perhaps if I could have an email sometime? Thank you.</i></p>	<p>Councillor Lamb, Leader of the Council -</p> <p><i>So the figures quoted in 2019 established that sick pay would be roughly £100,000 per year as part of that contract and it has been exceeded. However obviously encouraging people to stay at home whilst sick during the pandemic was the best thing for tenants rather than encouraging them into people's homes. I don't have a specific element of the budget for next year that has been increased, the overall figure is £1.77m increase.</i></p>
<p>Councillor Brenda Burgess to the Cabinet Member for Environmental Services for Sustainability –</p> <p><i>I apologise if this has already been asked but have we named something after Alan Quine? Where will it be?</i></p> <p>Supplementary Question – <i>Is there a timescale and are the family satisfied with that approach?</i></p>	<p>Councillor Jhans, Cabinet Member for Environmental Services and Sustainability-</p> <p><i>Communications have been taking place with the family to discuss a suitable location. Road names in Forge Wood are a potential. It is on the list and in the process.</i></p> <p><i>I can chase up on timescale but can assure you that communications have been ongoing with the family.</i></p>
<p>Councillor Bounds to the Cabinet</p>	<p>Councillor Jhans, Cabinet Member for</p>

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<p>Member for Environmental Services for Sustainability -</p> <p><i>The 'my- permit' scheme was rolled out at Fisherman's car park at Tilgate last year. Footfall in the town centre is starting to increase. Is the Council looking to roll out further pay by app /phone across the town in order to improve customer experience?</i></p>	<p>Environmental Services and Sustainability-</p> <p><i>We are looking into this. We have rollout a car share scheme in the town and if that proves to be successful we would look to expand this also.</i></p>
<p>Councillor Ali to the Leader of the Council -</p> <p><i>The past couple of years have been difficult for Crawley businesses. How many applications have the Council received for the latest batch of additional restrictions grant and how many businesses of self-employed people received money in the latest batch? I can email you the detailed questions if you would prefer.</i></p>	<p>Councillor Lamb, Leader of the Council -</p> <p><i>I'll happily get back to you with the information.</i></p>
<p>Councillor Millar-Smith to the Leader of the Council -</p> <p><i>I think the point has been missed with Councillor Burgess and the inviting of Councillors to events. It is more a general statement, regarding Ward Councillors being invited to events which has been raised several times before. Why do Ward Councillors keep having to raise this issue regardless of the circumstances around the most recent event?</i></p>	<p>Councillor Lamb, Leader of the Council -</p> <p><i>I can accept the principal is that Ward Members are supposed to be invited to the opening of a Crawley Borough Council facility or a major upgrade of those facilities. That is what the Council's Communications team are instructed to follow.</i></p>

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

### RESOLVED

That the following reports be received:

Licensing – 1 March 2022

Planning Committee – 8 March 2022

Overview and Scrutiny Commission – 14 March 2022

Audit Committee – 15 March 2022

Cabinet – 16 March 2022

Governance Committee – 21 March 2022

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The following item which was not a Recommendation to the Full Council was selected as an Item for Debate:

Agenda Page no.	Committee/ Minute no.	Item
p.66	Licensing Committee 1 March 2022 (Minute 4)  Councillor Crow	Review of Hackney Carriage and Private Hire Licensing Policy (Consultation Feedback).

## 14. **Item for Debate - Review of Hackney Carriage and Private Hire Licensing Policy (Consultation Feedback) - Licensing Committee, 1 March 2022 (Minute 4)**

Councillor Malik declared a personal and prejudicial interest, left the room and took no part in the debate.

Councillor Crow then explained the rationale for bringing this item for debate and raised concerns regarding the recent decision taken at the Licensing Committee. Councillor Crow stressed that he was speaking as an individual Councillor and not on behalf of the Conservative Group. It was recognised that the Council had declared a climate emergency and also more recently voted on reducing its emissions and net zero targets. Older vehicles potentially generated greater emissions than those of newer vehicles.

Although Councillor Crow acknowledged it was admirable to assist small businesses, he emphasised that public safety standards of the service were of paramount importance and, whilst vehicles over 4 years of age must undergo six-monthly Certificate of Compliance checks, it was felt that granting a further age limit extension could leave the Council open to potential legal challenge which could potentially be problematic.

Both support and opposition of the Licensing Committee's resolution was expressed with Councillors, McCarthy, Jones, T Belben, C Mullins, BJ Burgess, Ayling, Lamb, Ali, Nawaz and Buck speaking on the item. Those in support of the resolution emphasised that the Licensing Committee had considered the issue in depth and had asked relevant questions of officers before the decision was taken. They maintained that many licensed drivers had experienced a loss of earnings throughout the Covid-19 pandemic and it was considered important to assist small businesses when the Council was able to do so. A further extension may allow those whose vehicles were approaching 11 years old more time to recuperate earnings before needing to purchase a new vehicle. It was also acknowledged that the Certificate of Compliance checks and MOTs were in place to ensure the safety of passengers. Those against the resolution were of the opinion that the safety of passengers should be the primary focus of the Council as Licensing Authority and were of the view that extending the age limit of taxis was contrary to that.

Councillor Jaggard responded on this item as Chair of the Licensing Committee and expressed her disappointment with the decision taken by the Committee. The item had summarised the results of the consultation process on a policy that promoted public safety, which was the primary purpose of the licensing regime. Concern had been raised that there had been an increase in MOT advisories in the last year. With



# Agenda Item 7

Full Council (105)  
30 March 2022

regards to the consultation itself, although there had been 57 respondents to the (both taxi drivers and residents) only 3 people had commented upon the age of the vehicles. The rationale for the further extension was the loss of earnings, however many businesses had suffered during the pandemic and drivers could have taken advantage of the government business grants or SORN their vehicles off the road. Nevertheless, the 12 month extension had been considered and carried by the Committee.

## **Closure of Meeting**

With the business of the Full Council concluded, the Deputy Mayor declared the meeting closed at 9.41 pm

**M Flack**  
**(Deputy Mayor)**

# Agenda Item 7

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# Agenda Item 7

## Disclosures of Interest

## Appendix A

<b>Councillor</b>	<b>Item and Minute</b>	<b>Meeting</b>	<b>Type and Nature of Disclosure</b>
Councillor Jaggard	Objections to the Crawley Borough Council Tree Preservation Order – 6 Wilson Close – 07/2021 (Minute 4)	Planning Committee 8 March 2022	Personal Interest – had correspondence with interested parties and had previously expressed an opinion on the matter
Councillor Burrett	Town Centre Regeneration Programme Third Edition (Minute 5)	Overview and Scrutiny Commission 14 March 2022	Personal Interest – Member of WSCC
Councillor Lanzer	Town Centre Regeneration Programme Third Edition (Minute 5)	Overview and Scrutiny Commission 14 March 2022	Personal Interest – Member of WSCC
Councillor Lanzer	Town Centre Regeneration Programme Third Edition (Minute 5)	Overview and Scrutiny Commission 14 March 2022	Personal Interest – Cabinet Member Crawley Growth Programme
Councillor Burrett	Crawley Towns Fund Project Business Case (Minute 7)	Overview and Scrutiny Commission 14 March 2022	Personal Interest – Member of WSCC
Councillor Lanzer	Crawley Towns Fund Project Business Case (Minute 7)	Overview and Scrutiny Commission 14 March 2022	Personal Interest – Member of WSCC
Councillor Lanzer	Crawley Towns Fund Project Business Case (Minute 7)	Overview and Scrutiny Commission 14 March 2022	Personal Interest – Cabinet Member Crawley Growth Programme
Councillor Burrett	HASC (Minute 9)	Overview and Scrutiny Commission 14 March 2022	Personal Interest – Member of WSCC
Councillor Lanzer	HASC (Minute 9)	Overview and Scrutiny Commission 14 March 2022	Personal Interest – Member of WSCC

# Agenda Item 7

Councillor Lanzer	HASC (Minute 9)	Overview and Scrutiny Commission 14 March 2022	Personal Interest – WSCC Cabinet Member for Public Health & Wellbeing
Councillor Burrett	Town Centre Regeneration Programme Third Edition (Minute 7)	Cabinet 16 March 2022	Personal Interest – Member of WSCC
Councillor Burrett	Allocating Monies Collected Through CIL (Minute 8)	Cabinet 16 March 2022	Personal Interest – Member of WSCC
Councillor Burrett	West Sussex County Council and Crawley Borough Council Agency Agreement in relation to Civil Parking Enforcement (Minute 10)	Cabinet 16 March 2022	Personal Interest – Member of WSCC
Councillor Burrett	Crawley Towns Fund Project Business (Minute 12)	Cabinet 16 March 2022	Personal Interest – Member of WSCC
Councillor Burrett	Outside Bodies (Minute 7)	Governance Committee 21 March 2022	Personal Interest – He was a Trustee of Crawley Open House (not a Council representative appointed by the Council)
Councillor Lamb	Councillors' Allowances Scheme: Update (Minute 6)	Governance Committee 21 March 2022	Personal Interest – His partner was the current Deputy Mayor
Councillor Lunnon	Notification of Urgent Action Taken by the Returning Officer: Polling Place for Three Bridges Ward (LMC) (Minute 9)	Governance Committee 21 March 2022	Personal Interest – He was a member of Three Bridges Cricket Club
Councillor Malik	Item for Debate - Review of Hackney Carriage and Private Hire Licensing Policy (Consultation Feedback) - Licensing Committee, 1 March 2022 (Minute 4) (Minute 14)	Full Council 30 March 2022	Disclosable Pecuniary Interest – He was a Licensed Taxi Driver

## **The Results of the Borough Election held on 5 May 2022**

Report by the Chief Executive  
(As the Returning Officer) CEx/58

### **Ward Results for**

- Bewbush & North Broadfield
- Broadfield
- Furnace Green
- Ifield
- Langley Green & Tushmore
- Maidenbower
- Northgate & West Green
- Pound Hill North & Forge Wood
- Pound Hill South & Worth
- Southgate
- Three Bridges
- Tilgate

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# DECLARATION OF RESULT OF POLL

**Crawley Borough Council**

## Election of a Borough Councillor for

Bewbush & North Broadfield Ward  
on Thursday 5 May 2022

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

Name of Candidate	Description (if any)	Number of Votes*
BUI Thanh Tien commonly known as BUI Tan	Independent	6
BURNHAM Robin	Independent	124
PURDY Jonathan Robson	The Conservative Party Candidate	534
SIVARAJAH Sharmila	Labour Party	893 Elected
SMITH Holly Rose	Green Party	224

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	5
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	1
E rejected in part	0
Total	6

Vacant Seats: 1

Electorate: 7119

Ballot Papers Issued: 1787

Turnout: 25.10%

And I do hereby declare that, Sharmila Sivarajah is duly elected.

Dated Friday 6 May 2022

Natalie Brahma-Pearl  
Returning Officer

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# DECLARATION OF RESULT OF POLL

**Crawley Borough Council**

## Election of a Borough Councillor for

Broadfield Ward  
on Thursday 5 May 2022

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

Name of Candidate	Description (if any)	Number of Votes*
KHAN Parveen Sarwar	Liberal Democrat	172
KNIGHT Valerie Susan	The Conservative Party Candidate	618
LUNNON Timothy George commonly known as LUNNON Tim	Labour Party	970 Elected
MORRA Carolina	Heritage Party	112

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	2
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	5
E rejected in part	0
<b>Total</b>	<b>7</b>

Vacant Seats: 1      Electorate: 7268      Ballot Papers Issued: 1879      Turnout: 25.85%

And I do hereby declare that, Timothy George Lunnon is duly elected.

Dated Friday 6 May 2022

Natalie Brahma-Pearl  
Returning Officer

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**DECLARATION OF RESULT OF POLL**

Crawley Borough Council

**Election of a Borough Councillor for**Furnace Green Ward  
on Thursday 5 May 2022

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

Name of Candidate	Description (if any)	Number of Votes*
GRIFFITHS Allan Peter	Reform UK	91
HELLIER Hazel	The Conservative Party Candidate	870 Elected
OLD Angharad Dawn	Liberal Democrat	115
VINE Jason Robert Albert	Labour And Co-operative Party	676

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	0
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	8
E rejected in part	0
Total	8

Vacant Seats: 1

Electorate: 4440

Ballot Papers Issued: 1760

Turnout: 39.64%

And I do hereby declare that, Hazel Hellier is duly elected.

Dated Friday 6 May 2022

Natalie Brahma-Pearl  
Returning Officer

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**DECLARATION OF RESULT OF POLL**

Crawley Borough Council

**Election of a Borough Councillor for**Ifield Ward  
on Thursday 5 May 2022

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

Name of Candidate	Description (if any)	Number of Votes*
HART Jilly	Labour Party	1244 Elected
MALLINSON Lawrence Carl	Liberal Democrat	90
MANNING Ines Elva	Green Party	165
STONE Martin Alan	The Conservative Party Candidate	939

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	6
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	8
E rejected in part	0
Total	14

Vacant Seats: 1

Electorate: 7187

Ballot Papers Issued: 2452

Turnout: 34.12%

And I do hereby declare that, Jilly Hart is duly elected.

Dated Friday 6 May 2022

Natalie Brahma-Pearl  
Returning Officer

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# DECLARATION OF RESULT OF POLL

**Crawley Borough Council**

## Election of a Borough Councillor for

Langley Green & Tushmore Ward  
on Thursday 5 May 2022

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

Name of Candidate	Description (if any)	Number of Votes*
ASHRAF Tahir Hussain	The Conservative Party Candidate	470
DICKSON Iain Bradley Martin	Green Party	117
RANA Tahira	Labour Party	798 Elected
SARGENT Michael John commonly known as SARGENT Mike	Liberal Democrat	180

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	4
C writing or mark by which voter could be identified	1
D being unmarked or wholly void for uncertainty	14
E rejected in part	0
<b>Total</b>	<b>19</b>

Vacant Seats: 1      Electorate: 6062      Ballot Papers Issued: 1584      Turnout: 26.13%

And I do hereby declare that, Tahira Rana is duly elected.

Dated Friday 6 May 2022

Natalie Brahma-Pearl  
Returning Officer

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**DECLARATION OF RESULT OF POLL**

Crawley Borough Council

**Election of a Borough Councillor for**Maidenbower Ward  
on Thursday 5 May 2022

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

Name of Candidate	Description (if any)	Number of Votes*
MILLAR-SMITH Jennifer Lois	The Conservative Party Candidate	1080 Elected
PERRY Maxwell C commonly known as PERRY Max	Green Party	629
SMITH Peter Charles	Labour Party	540

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	3
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	6
E rejected in part	0
Total	9

Vacant Seats: 1

Electorate: 6754

Ballot Papers Issued: 2258

Turnout: 33.43%

And I do hereby declare that, Jennifer Lois Millar-Smith is duly elected.

Dated Friday 6 May 2022

Natalie Brahma-Pearl  
Returning Officer

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# DECLARATION OF RESULT OF POLL

**Crawley Borough Council**

## Election of a Borough Councillor for

Northgate & West Green Ward  
on Thursday 5 May 2022

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

Name of Candidate	Description (if any)	Number of Votes*
ANDERSON David Lee	Liberal Democrat	134
ATHERTON John Richard	Green Party	219
JHANS Gurinder Singh	Labour Party	1021 Elected
JOHNSON Antony commonly known as JOHNSON Tony	The Conservative Party Candidate	747

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	5
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	8
E rejected in part	0
<b>Total</b>	<b>13</b>

Vacant Seats: 1      Electorate: 7609      Ballot Papers Issued: 2135      Turnout: 28.06%

And I do hereby declare that, Gurinder Singh Jhans is duly elected.

Dated Friday 6 May 2022

Natalie Brahma-Pearl  
Returning Officer

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**DECLARATION OF RESULT OF POLL**

Crawley Borough Council

**Election of a Borough Councillor for**

Pound Hill North & Forge Wood Ward  
on Thursday 5 May 2022

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

Name of Candidate	Description (if any)	Number of Votes*
BELBEN Christina Gillian commonly known as BELBEN Tina	The Conservative Party Candidate	1071 Elected
RUSSELL Thomas Justin commonly known as RUSSELL Justin	Labour Party	923

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	11
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	15
E rejected in part	0
Total	26

Vacant Seats: 1

Electorate: 6872

Ballot Papers Issued: 2020

Turnout: 29.39%

And I do hereby declare that, Christina Gillian Belben is duly elected.

Dated Friday 6 May 2022

Natalie Brahma-Pearl  
Returning Officer

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# DECLARATION OF RESULT OF POLL

**Crawley Borough Council**

## Election of a Borough Councillor for

Pound Hill South & Worth Ward  
on Thursday 5 May 2022

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

Name of Candidate	Description (if any)	Number of Votes*
GAFFAR Matthew Stephen	Labour Party	748
GAMBRELL Cyril James	Green Party	262
LANZER Robert Arnold commonly known as LANZER Bob	The Conservative Party Candidate	1214 Elected

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	4
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	11
E rejected in part	0
<b>Total</b>	<b>15</b>

Vacant Seats: 1      Electorate: 6189      Ballot Papers Issued: 2239      Turnout: 36.18%

And I do hereby declare that, Robert Arnold Lanzer is duly elected.

Dated Friday 6 May 2022

Natalie Brahma-Pearl  
Returning Officer

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**DECLARATION OF RESULT OF POLL**

Crawley Borough Council

**Election of a Borough Councillor for**Southgate Ward  
on Thursday 5 May 2022

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

Name of Candidate	Description (if any)	Number of Votes*
EASTMAN Andrew Luke	Liberal Democrat	185
FITTON Robin David	Green Party	144
KHAN Yasmin	Labour Party	1094 Elected
TARRANT Janice commonly known as TARRANT Jan	The Conservative Party Candidate	927

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	6
C writing or mark by which voter could be identified	1
D being unmarked or wholly void for uncertainty	6
E rejected in part	0
Total	13

Vacant Seats: 1

Electorate: 6503

Ballot Papers Issued: 2363

Turnout: 36.34%

And I do hereby declare that, Yasmin Khan is duly elected.

Dated Friday 6 May 2022

Natalie Brahma-Pearl  
Returning Officer

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# DECLARATION OF RESULT OF POLL

**Crawley Borough Council**

## Election of a Borough Councillor for

Three Bridges Ward  
on Thursday 5 May 2022

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

Name of Candidate	Description (if any)	Number of Votes*
BURKE Craig Martin	The Conservative Party Candidate	866
KAIL Danielle	Green Party	153
PRITCHARD Stephen	Labour And Co-operative Party	1161 Elected
TAYLOR-BURR Paul	Liberal Democrat	131

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	5
C writing or mark by which voter could be identified	1
D being unmarked or wholly void for uncertainty	11
E rejected in part	0
<b>Total</b>	<b>17</b>

Vacant Seats: 1      Electorate: 6511      Ballot Papers Issued: 2328      Turnout: 35.75%

And I do hereby declare that, Stephen Pritchard is duly elected.

Dated Friday 6 May 2022

Natalie Brahma-Pearl  
Returning Officer

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# DECLARATION OF RESULT OF POLL

**Crawley Borough Council**

## Election of a Borough Councillor for

Tilgate Ward  
on Thursday 5 May 2022

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

Name of Candidate	Description (if any)	Number of Votes*
ABU MOSA Khayla	Labour Party	752
MWAGALE Maureen	The Conservative Party Candidate	795 Elected

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

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	4
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	15
E rejected in part	0
<b>Total</b>	<b>19</b>

Vacant Seats: 1      Electorate: 4430      Ballot Papers Issued: 1566      Turnout: 35.35%

And I do hereby declare that, Maureen Mwagale is duly elected.

Dated Friday 6 May 2022

Natalie Brahma-Pearl  
Returning Officer

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# Agenda Item 11

## Crawley Borough Council

### Report to Full Council

29 May 2022

#### **Review of Political Proportionality, the allocation of sets to Committees the appointment of Councillors to Committees and to Outside Organisations and Proposed Cabinet and their Portfolio Holder Responsibilities for 2022 – 2023**

Report of the Head of Legal, Governance and HR – LDS/180

---

#### **1. Purpose**

- 1.1 To review the representation of different Political Groups on the Council and to determine the size and membership of the Council's Committees for the municipal year 2022-2023 in accordance with the requirements of the Local Government and Housing Act 1989 and associated Regulations
- 1.2 To appoint named Councillors to the Council's Committees to reflect the wishes of each of the Political Groups and to appoint Chairs to each of these Committees.
- 1.3 To consider the appointment of persons to outside organisations for which the Council is invited to make nominations.
- 1.4 To consider the proposed appointment of persons to the Cabinet's Advisory, Working Groups and Member Development Executive Support Group for which the Council is invited to make nominations. This is subject to their reestablishment and confirmed Terms of Reference by the Leader as part of their executive functions.
- 1.5 To consider the latest version of the Council's Constitution.

#### **2. Background**

- 2.1 The Membership Committee was previously established to make such recommendations to Annual Council but Full Council, at its meeting on 1 April 2015, agreed to disband that Committee and requested that a report be submitted directly to Annual Council for approval.
- 2.2 The Council's Constitution set the Terms of Reference of the Council's Committees are set out in Part 1 of the Constitution.
- 2.3 In preparing this report, full consultation has been undertaken with the respective Group Leaders including to seek their Group representatives.

# Agenda Item 11

## 3. Review of Political Proportionality and Appointments to Committees

- 3.1 The Housing and Local Government Act 1989 (and The Local Government (Committees and Political Groups) Regulations 1990 (No. 1553)) contain provisions concerning the political balance on Committees, the duty to allocate seats to Political Groups and the duty to give effect to allocations.
- 3.2 The Council has a statutory duty to review the representation of different Political Groups on the Council at its annual meeting and following any change in membership. The purpose of the legislation is to ensure that a 'political balance' is secured on Council Committees, Sub-Committees etc. so as to reflect the overall political composition of the Council.
- 3.3 The requirement to allocate seats must be made in accordance with the following statutory principles:
  - a) No Political Group can have all the seats on a Committee (the exception is the Cabinet);
  - b) A Group having an overall majority on the Borough Council is entitled to a majority of seats on each Committee;
  - c) Subject to the above two principles, the number of seats on the total of all the ordinary Committees of the Council allocated to each Political Group must bear the same proportion to the proportion on the Full Council (i.e. the gross number of seats is allocated in accordance with each Group's entitlement.);
  - d) Subject to the above three principles, the number of seats on each ordinary Committee of the Council allocated to each Political Group must bear the same proportion on the Full Council (i.e. the number of seats on each committee is allocated in accordance with each Group's entitlement.).
- 3.4 The application of these rules produce different figures, so the figures have to be reconciled by applying the rules in descending order of importance. The critical rule is rule (b) if, as in the case of the Full Council, there is an overall majority, and numbers of seats are then reconciled with rules (c) and (d).
- 3.5 Although the legal requirement for political proportionality only applies to the Overview and Scrutiny Commission, Planning Committee, Audit Committee and Governance Committee, for consistency, the Council has adopted the same approach for all of the Committees, Sub-Committees, Working Groups and Scrutiny Panels.
- 3.6 Following the Election the Council make up is as follows the Labour Group is 18, the Conservative Group is 17, and there is 1 vacancy.
- 3.7 The election results meant a recalculation of the committee proportionality to the following: Based of 36 Seats (including one vacant seat), 18 Labour = 50% of the seats, 17 Conservative = 47.2%. The remaining 2.8% relates to the vacancy and is still required to be included within the proportionality calculation.
- 3.8 The Full Council needs to approve the proposed allocation of seats based on the above proportionalities (or as close as possible) a shown in **Appendix A**.
- 3.9 The same proportional criteria has been used for the seat on the Cabinet's Advisory, Working Groups and Member Development Executive Support Group 2022-2023 as shown in **Appendix A** . (Subject to their establishment by the Leader of the Council/ Cabinet).



# Agenda Item 11

- 3.10 The Council is also required to appoint the Chairs and Vice Chairs of the Committees. The Full Council previously approved a proportionate approach to the Allocation of Committee Chairs and Vice-Chairs as detailed in the table below. This is contained within Section 6 Membership of Committee, Part 1 Introduction To Decision Making within the Constitution.

<b>Largest Opposition Group</b> (number of seats held)	<b>OSC</b>	<b>Audit</b>	<b>Governance</b>	<b>Planning</b>	<b>Licensing</b>
3	VC	VC			
6	C	VC			
9	C	VC	VC	VC	
12	C	C	VC	VC	VC
15	C	C	VC	C	VC
18*	C	C	C	C	C

The nominations for each Committee Chairs and Vice Chairs as shown in Appendix A are based on this formula.

## **RECOMMENDATION 1**

- 1) That the number of Councillors to serve on the Council's Committees (taking into account political proportionality) for the municipal year 2021/2022 as set out in **Appendix A** to this report (LDS/180) be approved
- 2) That the Full Council be recommended to appoint:
  - a) Councillors to the Committees of the Council for the municipal year 2022-2023 as presented at the Annual Meeting.
  - b) the Chairs and Vice-Chairs, as presented at the Annual Meeting in line with the approved allocation protocol.

## **4. Appointments to Outside Organisations**

- 4.1 The Full Council is requested to consider the appointment of persons to outside organisations for which the Council is invited to make nominations.
- 4.2 At the Full Council meeting 30 March 2022, Councillors agreed that when appointing representatives to a Council Outside Body with two or more Council seats, at least one position will be given to each of the largest political Groups on the Council (where those Groups have made a nomination). The proposed nominations from each Group have complied with this formula.

# Agenda Item 11

## **RECOMMENDATION 2**

That the Council be recommended to appoint the representatives to the Bodies and Organisations as indicated in **Appendix A** to report (LDS/180). Where there are more nominations than places available, the Council is asked to vote on who should be appointed.

### **5. Terms of Reference and Appointments for Advisory and Working Groups and Member Development Executive Support Group (Executive Function)**

- 5.1 Appendix A of report LDS/180 also includes the proposed appointment of persons onto the Cabinet's Advisory, Working Groups and Member Development Executive Support Group. The proposed political makeup of these Working Groups have been calculated using the same committee proportionality as detailed in paragraph 3.7.

## **RECOMMENDATION 3**

That the Council be recommended to note the proposed nominations to the Advisory and Working Groups and Member Development Executive Support Group along with their Terms of Reference as shown in **Appendix A** to report (LDS/180) and seek confirmation from the Leader over their establishment for the forthcoming year.

### **6. Council's Constitution**

- 6.1 The Full Council has responsibility for the adopting the Council's Constitution. The latest draft version of the Constitution can be found [here](#) for Members endorsed (this link will cease to be available once the Constitution has been updated following the Annual Meeting). This version contains all changes previously agreed by the Council and any minor amendments made in consultation and approved in line with delegation scheme by the Head of Legal, Governance and HR.
- 6.2 Executive elements of the Constitution are the responsibilities of the Leader and as such changes to those sections are subject to their approval.

## **RECOMMENDATION 4**

To note and endorse for publication the latest version of the Council's Constitution, subject to any changes arising from the Annual Council Meeting being included prior to publication.

### **7. Background Papers**

None

Contact Officer: Chris Pedlow (Democratic Services Manager)  
E-mail: [chris.pedlow@crawley.gov.uk](mailto:chris.pedlow@crawley.gov.uk)  
Telephone: 01293 438549

## Committee Memberships and Chairs/ Vice Chairs 2022/23

<b>Audit Committee (5 Councillors 3:2)</b>	
<i>Not more than 1 member shall be a Cabinet member and that Councillor shall not chair the Committee.</i>	
M Ayling T Rana (Vice Chair) Y Khan	T Belben J Millar-Smith (Chair)

<b>Governance Committee (11 Councillors 6:5)</b>	
M Jones G Jhans P Lamb (Chair) T Lunnon S Pritchard Y Khan	R Burrett D Crow J Bounds (Vice Chair) R Lanzer

<b>Licensing Committee (15 Councillors 7:7:1)</b>	
1) <i>Between 10 and 15 members (a quorum of 10 when dealing with matters under the Licensing Act 2003).</i> 2) <i>This Committee includes Sub-Committee daytime meetings responsibilities.</i>	
M Ayling S Buck J Hart I Irvine (Chair) M Jones C Mullins A Nawaz  Vacancy	K Jaggard Z Ali (Vice Chair) J Bounds B J Burgess K McCarthy M Morris D Peck

<b>Planning Committee (11 Councillors 6:5)</b>	
S Sivarajah S Malik S Mullins S Raja S Pritchard Y Khan (Vice Chair)	R Burrett (Chair) Z Ali A Belben K Jaggard M Mwagale

<b>Overview and Scrutiny Commission (11 Councillors 6:5)</b>	
<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 I Irvine K Khan (Vice Chair) T Rana S Pritchard S Sivarajah	T Belben (Chair) H Hellier R Lanzer A Pendlington S Piggott

<b>Council-owned Neighbourhood Parades Scrutiny Panel (6 Councillors 3:3)</b>	
M Ayling K Khan T Rana	R Lanzer (Chair) M Mwangale D Peck

<b>Employment Panel</b> <i>(From a pool of Councillors)</i>	
<ol style="list-style-type: none"> <li>1) <i>As far as possible, a politically balanced panel of between 3 and 7 councillors will be drawn from the following membership.</i></li> <li>2) <i>Political groups may add further names to the pool if they so wish.</i></li> <li>3) <i>At least one opposition Councillor is required on an Employment Panel when it meets.</i></li> <li>4) <i>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.</i></li> </ol>	
M Ayling S Buck J Hart I Irvine G Jhans M Jones K Khan Y Khan P Lamb T Lunnon S Malik C Mullins S Mullins A Nawaz S Pritchard S Raja T Rana S Sivarajah	T Belben B J Burgess H Hellier R Burrett D Crow K Jaggard R Lanzer K McCarthy J Millar-Smith A Pendlington S Piggott

<b>Grants Appeals Panel</b> <i>(From a pool of Councillors)</i>	
<ol style="list-style-type: none"> <li>1) <i>As far as possible, a politically balanced panel of 5 councillors will be drawn from the following membership.</i></li> <li>2) <i>Not to include any Cabinet members involved in the decision on the grant application(s).</i></li> <li>3) <i>Political groups may add further names to the pool if they so wish.</i></li> </ol>	
M Ayling S Buck J Hart I Irvine G Jhans M Jones K Khan Y Khan P Lamb T Lunnon S Malik C Mullins S Mullins A Nawaz S Pritchard S Raja T Rana S Sivarajah	A Belben T Belben J Bounds R Burrett J Millar-Smith M Morris M Mwagale D Peck D Crow

## Appointments to Full Council Outside Organisations

Organisation	Appointments 2022/23
Age UK – West Sussex Trustee Board  <i>One seat</i>	<i>Cabinet Member for Wellbeing</i>
Courage Dyer Recreational Trust  <i>No appointment in 2022</i>	Brenda Smith (May 2019 to May 2023) Michael Jones (May 2021- May 2025) Sue Mullins (May 2021- May 2025)  Cllr Malik - appointed automatically ex-officio as Mayor.  <i>- 4 year appointments only</i> <i>- Once appointed, not required to remain a Councillor</i> <i>- Only 4 nominations in total.</i>
Crawley Arts Council (CAC)  <i>Two seats One representative per Group</i>	S Sivarajah B Burgess
Crawley Ethnic Minority Partnership (CEMP) Board  <i>One seat</i>	Y Khan
Crawley Community Action  <i>Two seats One representative per Group</i>	Y Khan B Burgess
Crawley Museum Society  <i>Two seats One representative per Group</i>	S Pritchard A Pendlington
Crawley Open House Management Committee  <i>Two seats One representative per Group</i>	S Buck J Millar-Smith  (Plus officer from Housing and Planning Strategic Services).
Crawley Town Twinning Association (CTTA)	T Rana Vacancy (Con)
Gatwick Airport Community Trust (GACT)  <i>One representative for 4 year appointment.</i>	A Nawaz (May 2021-May 2025).

# Agenda Item 11 Appendix a

<p>Relate - North &amp; South West Sussex Trustee Board</p> <p><i>Two seats One representative per Group</i></p>	<p>S Mullins Vacancy (Con)</p>
<p>Court of the University of Sussex</p> <p><b><i>One representative.</i></b></p>	<p><b>Y Khan</b> <b>R Burrett</b></p>
<p>West Sussex Joint Scrutiny Steering Group*</p> <p><i>*Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i></p>	<p><i>T Belben as the Nomination for Chair of the Overview and Scrutiny Commission</i></p>
<p>West Sussex Health and Adult Social Care Select Committee*</p> <p><i>*Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i></p>	<p><b><u>One seat total</u></b> <i>Must be a member of the OSC.</i></p>
<p>West Sussex Mediation Service Management Committee</p> <p><i>Two seats per One representative per Group &amp; Two Deputies one per Group</i></p>	<p>Stephen Pritchard Vacancy (Con)</p> <p>Ian Irvine (Deputy) Vacancy- Deputy (Con)</p>

## Terms of Reference and Appointments for Advisory and Working Groups and Member Development Executive Support Group (Executive Function)

Notes

- 1) Lead officers appointed to each working group
- 2) To be chaired by the Cabinet member who holds the area of responsibility
- 3) Administration to be undertaken by each individual service department.

Working Groups & Terms of Reference	2022/23
<p><b>Economic Regeneration Working Group (ERWG)</b></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 &amp; 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"> <li>• proposals to regenerate sites identified in the Local Plan, the Town Centre Supplementary Planning Document and the Manor Royal Supplementary Planning Document &amp; Design Guide</li> <li>• identification and promotion of other economic regeneration opportunities to enhance the physical appearance and social, economic and educational attributes</li> <li>• communications with all interested parties to maintain confidence in the wider economic regeneration of Crawley.</li> </ul> <p><i>Lead officer = Clem Smith</i></p>	<p><i>11 members (5:5:1)</i></p> <p>G Jhans K Khan Y Khan T Lunnon A Nawaz</p> <p>R Burrett D Crow R Lanzer J Millar-Smith H Helier</p>
<p><b>Local Plan Working Group (LPWG)</b></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 = Clem Smith</i></p>	<p><i>9 members (5:4)</i></p> <p>I Irvine, T Lunnon, S Mullins, S Raja, A Nawaz</p> <p>Z Ali A Belben R Burrett D Crow</p>



<p><b>Member Development Executive Support Group (MDESG)</b></p> <ol style="list-style-type: none"> <li>1. To provide all-party support for a coordinated approach to member development and training across the Council.</li> <li>2. To identify individual and Group training needs and to prioritise them accordingly.</li> <li>3. To develop, monitor and evaluate all member development activities.</li> <li>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.</li> <li>5. To ensure that a comprehensive induction programme is made available to all newly elected Councillors.</li> </ol> <p><i>Lead officer = Siraj Choudhury</i></p>	<p><i>4 members (2:2)</i></p> <p>M Jones, S Pritchard</p> <p>D Crow K McCarthy</p>
<p><b>Town Hall Project Members Working Group (THPMWG)</b></p> <p>To focus on the Town Hall development and primarily, although not exclusively, on the requirements for councillors' facilities and the civic areas of the new building.</p> <p><i>Co-Lead officers = Ian Duke and Nigel Sheehan</i></p>	<p><i>6 members (3:3)</i></p> <p>M Jones P Lamb C Mullins</p> <p>T Belben B J Burgess K McCarthy</p>
<p><b>Unsupervised Play Investment Programme Members Working Group (UPIPWG)</b></p> <ol style="list-style-type: none"> <li>1. To provide all-party support for a coordinated approach to investment in unsupervised play areas.</li> <li>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.</li> <li>3. To agree prioritisation criteria; apply the criteria to the current stock; and agree a new unsupervised play area investment programme.</li> <li>4. To consider variations to the agreed programme in future years should circumstances require.</li> </ol>	<p><i>6 members (3:3)</i></p> <p>M Ayling M Jones C Mullins</p> <p>K McCarthy A Pendlington M Mwagale</p>

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