

## Crawley Borough Council

### Minutes of Full Council

Friday, 24 May 2024 at 7.30 pm

#### Councillors Present:

J Hart (Mayor) was in the Chair for items 1 and 2.

K Khan (Deputy Mayor)

O Adeniyi, I Ashraf, M L Ayling, E Barrott, T G Belben, T Bidwell, C M Burke, B J Burgess, S Bushnell, J Charatan, D Crow, H Hellier, N Hilton, I T Irvine, K L Jaggard, G S Jhans, Y Khan, M G Jones, P K Lamb, R A Lanzer, T Lunnon, C J Mullins, M Mwagale, A Nawaz, B Noyce, D Patel, S Pritchard, T Rana, J Russell, S Sivarajah and B Yianni

#### Also in Attendance:

Mr Russell Brown and Mr Peter Nicolson

#### Officers Present:

Siraj Choudhury	Head of Governance, People & Performance
Ian Duke	Chief Executive
Heather Girling	Democratic Services Officer
Chris Pedlow	Democracy & Data Manager

#### Apologies for Absence:

Councillor J Millar-Smith, S Mullins and D Ramsay

### 1. Disclosures of Interest

The following disclosures were made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor Crow	Review of Political Proportionality, the Allocation of Seats to Committees, the Appointment of Councillors to Committees and to Outside Organisations 2024- 2025 (Minute 10)	Personal Interest – Member of WSCC

### 2. Election of the Mayor for 2024-2025

Before calling for nominations for the election of the new Mayor, the outgoing Deputy Mayor welcomed newly elected Councillors Olu Adeniyi, Esther Barrott, Thomas Bidwell, Shelly Bushnell, Nick Hilton, Dipesh Patel, Dominic Ramsay, and Beni Yianni to the

Council and took the opportunity to make a short speech to the Council about her Mayoral year, thanking those that had supported her and summarising her tenure having had the honour to complete a second consecutive year.

***Councillor Hart's Speech on her Mayoral Year:***

*I am now going to give you a brief resume of the past year. As I said last year, what a year it's been, only the third Mayor in Crawley's history to do a second consecutive year.*

*This past year has been a more 'normal' year, if being Mayor in Crawley is ever normal. Certainly, for me it's been one of the most privileged times of my life – meeting and interacting with so many of the residents of Crawley. We've celebrated birthdays – 50 years of the Town Twinning with Dorsten, the 50th anniversary of the Ifield Barn Theatre and the 70th anniversary of the Crawley Horticultural Society.*

*There were also visits to the many and various communities of Crawley, celebrating the diversity and inclusivity within the town.*

*Thank you for putting your trust in me for a second time. Thank you for supporting me.*

*My very special thanks go to Hayley, a great support, advisor and general keeper of the diary!*

*Finally, I want to say thank you to the Crawley AFVBC – my charity for the year. We've had some wonderful times together raising money for the veterans of Crawley. Thank you to the residents for every penny that they have donated.*

It was then proposed by Councillor Jones, seconded by Councillor Ayling, that Councillor Sivarajah be appointed as Mayor for the forthcoming year. A vote was taken.

**RESOLVED**

That Councillor Sivarajah be elected as Mayor for the Council year 2024/2025. The newly elected Mayor was invested with the Mayoral Chain and made the statutory Declaration of Acceptance of Office.

Councillors Nawaz and Lanzer welcomed the new Mayor on behalf of the Council. In response to the congratulations, the new Mayor, Councillor Sivarajah, made a speech conveying the honour to be elected Mayor of Crawley. She announced that her husband would be her Consort for her year in office, and also announced that her Mayoral charity would be the Russell Martin Foundation.

***Councillor Sivarajah's Investiture Speech:***

*Ladies and gentlemen, esteemed councillors, Today, I stand before you with a heart full of gratitude and humility as I express my sincere thanks for the honour you have bestowed upon me. It is with great pride and privilege that I stand here today, ready to represent not only our beloved town of Crawley but also to serve as a voice for our esteemed monarch, the King.*

*I am deeply honoured and humbled by the trust and confidence you have placed in me. To each and every one of you, my fellow councillors, I extend my heartfelt thanks for your unwavering support and belief in my ability to serve our community.*

*I am acutely aware of the immense privilege and responsibility that comes with representing our town. It is a responsibility that I do not take lightly, and I pledge to serve with integrity, compassion, and dedication. As your Mayor, I am committed to advocating for the needs and interests of all our residents, working tirelessly to ensure that Crawley remains a vibrant and thriving community that we can all be proud to call home.*

*My Consort for the coming year will be my husband Jey and I thank him for supporting me with my forthcoming Mayoral year.*

*In addition to my duties as Mayor, I am excited to announce that I will be working closely with the Russell Martin Foundation charity, which is my mayoral charity for the year. As someone who has dedicated their professional life to working with children, I firmly believe that education is the key to unlocking a brighter future. Every child deserves the same opportunity to learn, grow, and succeed, regardless of their circumstances. On behalf of the community, I am committed to supporting their efforts in any way that I can.*

*In closing, I want to thank you once again for your support and confidence in me. It is truly an honour and a privilege to stand before you today as your Mayor, and I am committed to serving our town with the utmost dedication and integrity. Together, let us continue to work tirelessly for the betterment of Crawley, ensuring that it remains a beacon of hope and opportunity for generations to come.*

### **3. Election of the Deputy Mayor 2024 - 2025**

The new Mayor then sought nominations for the position of Deputy Mayor for 2024/2025.

It was proposed by Councillor Pritchard, seconded by Councillor Charatan, that Councillor Hart be appointed as Deputy Mayor, whilst Councillor Crow seconded by Councillor Jaggard, proposed the appointment of Councillor Mwagale. A vote was taken.

#### **RESOLVED**

That Councillor Hart be elected as Deputy Mayor for the Council year 2024/2025.

### **4. Election of the Youth Mayor and the Youth Deputy Mayor 2024 - 2025**

The Mayor called both Elijah Norton and Kai Atkins up to the top table to present the Chain of Office to Elijah as the elected Youth Mayor, and the Badge of Office to Kai as the elected Youth Deputy Mayor. Congratulations were conveyed to both Elijah and Kai upon their election and they were wished a very successful year.

## **5. Extend a Vote of Thanks to the Outgoing Mayoralty**

The Mayor presented Councillor Hart with a commemorative badge to observe her time in office. Councillors Yianni, Crow, C Mullins and Rana conveyed their thanks to Councillor Hart and offered words of appreciation to the outgoing Mayoralty.

## **6. Minutes**

The minutes of the meeting of the Full Council held on 27 March 2024 were approved as a correct record and signed by the Mayor.

## **7. Communications**

Councillor Jones took the opportunity to congratulate Crawley Town FC on their promotion to League One and recognise the wonderful support from the town which saw approximately 17,000 supporters visit Wembley Stadium. Councillor C Mullins also spoke on this item and conveyed his congratulations to the local football club.

## **8. Results of the Borough Elections 2024 - 2025**

The Council received the Returning Officer's report [CEX/068](#), on the results of the 2024 Borough Election, held on 2 May 2024.

## **9. Election of Leader of the Council and Announcement of the Cabinet**

It was proposed by Councillor Nawaz, seconded by Councillor Y Khan, that Councillor Jones be appointed as Leader of the Council.

### **RESOLVED**

That Councillor Jones be elected as 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. Councillor Jones then took the opportunity to thank councillors for their support and welcomed the forthcoming opportunities.

Following his election as Leader of the Council, Councillor Jones announced his Cabinet and the related Portfolio Holder responsibilities to the Council along with the Terms of Reference and Appointments for the Cabinet Advisory and Working Groups as set out in report [LDS/220](#) and the [Supplementary Agenda](#). It was noted that Cabinet membership remained unchanged for 2024/2025.

**10. Review of Political Proportionality, the Allocation of Seats to Committees, the Appointment of Councillors to Committees and to Outside Organisations 2024- 2025**

The Full Council considered report [LDS/220](#) of the Head of Legal, Governance, People & Performance, and the amendments within the [Supplementary Agenda](#), 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, Outside Bodies and Cabinet's Advisory and Working Groups and Member Development Executive Support Group for the municipal year 2024/2025 in accordance with the requirements of the Local Government and Housing Act 1989 and associated Regulations. The report also detailed the allocation of Chairs and Vice Chairs of those Committees. It was noted that the report contained a link to the latest version of the Constitution for Councillors' ratification.

The Mayor stated there would be individual votes for contested nominations for Chair and Vice Chair positions, once the non-contested items had been approved.

The Mayor called for a vote on the memberships, nominations and the adoption of the Constitution (subject to any changes arising from this Full Council meeting being included prior to publication) which was carried unanimously.

**RESOLVED**

That the Full Council:

1. approve the appointments and size of the Council's Committees (taking into account political proportionality) for the municipal year 2024/2025, along with the Chairs and Vice Chairs as for those Committees, the appointments for the non-contested Outside Bodies and Organisations for the municipal year 2024/2045 and the appointments and size of Cabinet's Advisory and Working Groups and Member Development Executive Support Group 2024/ 2025. A copy of which were detailed in an Appendix to these Minutes.
2. approve for publication the latest draft version of the Council's Constitution, subject to any changes arising from this Full Council meeting being included prior to publication.
3. note the details of the Leader of the Council, Cabinet and Portfolio Holder responsibilities along with their appointments to Outside Bodies and related Portfolios.

**Contested Votes – Chairs and Vice Chairs**

The Full Council then considered the contested positions for Chair of the Audit Committee and the Overview and Scrutiny Commission.

a) Audit Committee

It was moved by Councillor Irvine, seconded by Councillor Russell, that Councillor K Khan be appointed as Chair of the Audit Committee. Whilst Councillor Crow,

seconded by Councillor Jaggard, proposed the appointment of Councillor Belben. A vote was taken. As a result of the vote, Councillor K Khan was appointed as Chair of the Audit Committee. Councillor Belben was therefore appointed Vice Chair of the Audit Committee.

b) Overview and Scrutiny Commission

It was moved by Councillor Ashraf, seconded by Councillor Pritchard, that Councillor Ayling be appointed as Chair of the Overview and Scrutiny Commission. Whilst Councillor Crow, seconded by Councillor Jaggard, proposed the appointment of Councillor Hellier.

A vote was taken. As a result of the vote, Councillor Ayling was appointed as Chair of the Overview and Scrutiny Commission. Councillor Hellier was therefore appointed Vice Chair of the Overview and Scrutiny Commission.

**Closure of Meeting**

With the business of the Full Council concluded, the Chair declared the meeting closed at 8.48 pm.

**Sivarajah (Mayor)**

## Appointment of Councillors to Committees and to Outside Organisations 2024-2025

### Committee Memberships and Chairs/Vice Chairs

2024/5

<b>Audit Committee (7 councillors 5:2)</b>	
<i>Not more than 1 member shall be a Cabinet member and that councillor shall not chair the Committee. One Independent Audit Person will be on the Committee but as a non voting member</i>	
Ashraf Lunnon K Khan (Chair) Russell Yianni	Belben (Vice Chair) Hellier

<b>Governance Committee (12 councillors 8:4)</b>	
Barrott Jhans Jones Lamb Lunnon (Chair) Pritchard Rana Sivarajah	Burke (Vice Chair) Crow Lanzer Millar-Smith

<b>Licensing Committee (15 Councillors 10:5)</b>	
<ol style="list-style-type: none"> <li>1) <i>Between 10 and 15 members (a quorum of 10 when dealing with matters under the Licensing Act 2003).</i></li> <li>2) <i>This Committee includes Sub-Committee <b>daytime meetings</b> responsibilities.</i></li> <li>3) <i>Cllr with Taxi/hackney carriage licenses would need to seek advice from the Monitoring Officer over whether they should be on this Committee</i></li> </ol>	
Ashraf (Chair) Ayling Bushnell Hart Hilton Irvine Jones Y Khan Nawaz Noyce	Belben Burgess Burke Crow Jaggard (Vice Chair)

<b>Overview and Scrutiny Commission (12 Councillors 8:4)</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>	
Ayling (Chair) Adeniyi Ashraf Barrott Hilton K Khan Jhans Russell	Hellier (Vice Chair) Lanzer Millar-Smith Ramsay

<b>Planning Committee (12 Councillors 8:4)</b>	
Adeniyi Charatan Hart Y Khan S Mullins Nawaz Patel Pritchard (Chair)	Bidwell Burgess Jaggard Mwagale (Vice Chair)

<b>Waste &amp; Recycling Scrutiny Panel (6 Councillors 4:2)</b>	
<i>Where possibly it is requested that as many of the same Councillor who appointed to the Scrutiny Panel should remain on it.</i>	
Russell (Chair) Bushnell Charatan Yianni	Lanzer Jaggard

<b>Employment Panel (From a pool of councillors)</b>	
<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>	
All Labour Councillors	Crow Hellier Jaggard Lanzer Millar-Smith



**Grants Appeals Panel**  
***(From a pool of councillors)***

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

All Labour Councillors

Belben  
Bidwell  
Burgess  
Burke  
Crow  
Mwagale  
Ramsay

## Appointments to Outside Organisations

Organisation	2024/25
<p>Age UK – West Sussex Trustee Board</p> <p><i>One seat - the appropriate Cabinet Member</i></p>	<p>Councillor Mullins <i>as Cabinet Member for Wellbeing</i></p>
<p>Courage Dyer Recreational Trust</p> <p><i>(Link officer = Hayley Thorne)</i></p> <ul style="list-style-type: none"> <li>• Only 4 nominations in total</li> <li>• 4 year appointments only</li> <li>• Once appointed, not required to remain a Councillor</li> </ul>	<p>Sharmila Sivarajah (May 2023 to May 2027)</p> <p>Michael Jones (May 2021- May 2025)</p> <p>Sue Mullins (May 2021- May 2025)</p> <p>Jill Hart (<i>as Sharmila Sivarajah is already a member of the Trust</i>) - appointed automatically ex-officio as Mayor.</p>
<p>Crawley Arts Council (CAC)</p> <p><i>(Link officer = Matt Ledbridge)</i></p> <p><i>Three seats – One representative per Group &amp; the appropriate Cabinet Member</i></p>	<p>Charatan Burgess</p> <p>S Mullins (<i>Cabinet Member for Community Engagement and Culture</i>)</p>
<p>Crawley Ethnic Minority Partnership (CEMP) Board</p> <p><i>(Link officer = Craig Downs)</i></p> <p><i>One Seat only</i></p>	<p>Y Khan</p>
<p>Crawley Community Action <i>(Link officer = Craig Downs)</i></p> <p><i>Two seats – One representative per Group</i></p>	<p>Charatan Burgess</p>
<p>Crawley Museum Society</p> <p><i>Three seats – One representative per Group</i></p>	<p>Hart Bidwell</p> <p>C Mullins (<i>Cabinet Member for</i></p>

& the appropriate Cabinet Member	Wellbeing)
Crawley Open House Management Committee  <i>Two seats – One representative per Group</i>	Irvine Millar-Smith
Crawley Town Twinning Association (CTTA)  <i>Three seats – One representative per Group &amp; the appropriate Cabinet Member</i>	Charatan Mwangale  S Mullins ( <i>Cabinet Member for Community Engagement and Culture</i> )
Gatwick Airport Community Trust (GACT)  <i>One representative for 4 year appointment</i>	Atif Nawaz (2021-2025)  <i>No appointment in 2024</i>
Relate - North & South West Sussex Trustee Board  <i>Two seats – One representative per Group</i>	S Mullins Mwangale
Court of the University of Sussex	Y Khan
West Sussex Health and Adult Social Care Select Committee*  <i>(Link officer = Heather Girling)</i>  <i>*Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i>	K Khan* <i>Must be a member of the OSC.</i>
West Sussex Mediation Service Management Committee  <i>Two seats – One representative per Group &amp; Two deputies – One representative per Group</i>	S Pritchard Millar-Smith Y Khan (Deputy) Hellier (Deputy)

## Terms of Reference and Appointments for Advisory and Working Groups and Councillor Development Executive Support Group

### Notes

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

<b>Working Groups &amp; Terms of Reference</b>	
<p><b>Councillor Development Executive Support Group (CDESG)</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>  <i>Chair – Cabinet Member for Resources</i></p>	<p><i>(6 Councillors 4:2)</i></p> <p>Y Khan Lamb Pritchard Rana (Chair)</p> <p>Crow Belben</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 &amp; Siraj Choudhury</i>  <i>Chair – Leader of the Council</i></p>	<p><i>(6 Councillors 4:2)</i></p> <p>Jones (Chair) Hilton C Mullins Sivarajah</p> <p>Belben Burgess</p>

<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, Crawley Towns Fund programme, Town Centre Regeneration programme, Employment &amp; Skills Programme, the delivery of individual economic regeneration schemes and partnership activities within the primary employment areas of Manor Royal Business District, the Town Centre and Gatwick Airport.</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>  <i>Chair – Cabinet Member for Planning &amp; Economy</i></p>	<p><i>(9 Councillors 6:3)</i></p> <p>Nawaz (Chair)  Imran Ashraf  Barrott  Irvine  Jhans  Yianni</p> <p>Crow  Lanzer  Hellier</p>
<p><b>Local Plan Working Group (LPWG)</b></p> <p>To consider and provide guidance on the adoption and implementation of process for reviewing the Local Plan</p> <p><i>Lead officer = Clem Smith &amp; Sallie Lappage</i>  <i>Chair – Cabinet Member for Planning &amp; Economy</i></p>	<p><i>(9 Councillors 6:3)</i></p> <p>Adeniyi  Ayling  Lunnon  S Mullins  Nawaz (Chair)  Patel</p> <p>Crow  Lanzer  Mwagale</p>

**Gatwick DCO Member Working Group (GDCOMWG)**

*(6 Councillors 4:2)*

1. Once Gatwick Airport (GAL) have submitted documentation on their Northern Runway Development Consent Order (DCO) proposals to the Planning Inspectorate and, following on from the commencement of the DCO pre-examination period, there is likely to be extensive technical documentation issued by GAL, which will need to be reviewed at short notice by officers with responses needed to be sent to the Planning Inspectorate at short notice.
  
2. The Gatwick DCO Member Working Group will need to be convened at short notice (either “face to face” or virtually via Microsoft Teams) to:
  - receive and consider advice from officers regarding documentation issued by Gatwick Airport Ltd (GAL) related to their Gatwick Northern Runway DCO proposals.
  - input and provide guidance to officers where needed in support of their formulation of the Council’s technical responses to GAL’s Northern Runway DCO documentation, which will need to be submitted to the Planning Inspectorate at short notice.
  
3. The Gatwick DCO Member Working Group will also be briefed by officers in advance of advice related to GAL’s Northern Runway DCO proposals being shared with Members through scheduled or additional meetings of the Economic Regeneration Working Group. This briefing may be undertaken electronically.

Jones (Chair)  
Lamb  
Pritchard  
Nawaz

Crow  
Lanzer

*Lead officer = Clem Smith*

*Chair – Leader of the Cabinet &*

*should include Cabinet Member for Planning & Economy*

<p><b>Goffs Park Working Group (GPWG)</b></p> <p>The Council has demonstrated through Tilgate Park that our open spaces provide high quality venues for safe, well organised and commercially successful activities that meet the demands of both local residents and regional visitors.</p> <p>There are plans to replicate this model at Goffs Park initially creating a medium term business plan (5 years) to develop a future vision for the Park informed by consultation with</p> <p>The GPWG will:</p> <ul style="list-style-type: none"> <li>• Consider and provide guidance on the business plan for Goffs Park ensuring the proposals support the options appraisal and strategic plan.</li> <li>• Ensure proposed activities and events for Goffs Park meet the principles of the business plan along without adversely impacting the Tilgate Park business plan and activities in other open spaces.</li> <li>• Support and facilitate stakeholder insight with residents, ward Members and local groups.</li> <li>• To make recommendations to Cabinet. Please note proposals for Goffs Park House are out of scope.</li> </ul> <p><i>Co-Lead officers = Georgina Bouette &amp; Sarah Barnes Chair – Cabinet Member for Leisure and Wellbeing</i></p>	<p><i>(7 Councillors 5:2)</i></p> <p>C Mullins (Chair) Barrott Y Khan S Mullins Noyce</p> <p>Burke Hellier</p>
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**Cabinet Outside body Appointments not aligned to a Portfolio**

Name of Organisation	2024/25 Appointments
The Active Travel Forum (formerly the Cycling Forum)	Councillor Pritchard
High Weald Area of Outstanding Natural Beauty Advisory Committee	Councillor Irvine
Gatwick Airport Noise Management Board	Councillor Hilton
Gatwick Airport Noise Management Board Community Forum	Councillor Hilton
Strategic Aviation Special Interest Group	Councillor Charatan

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