

COUNCILLORS' INFORMATION BULLETIN

Tuesday, 12 March 2024

Bulletin No: IB/1224

INFORMATION ITEM	Pages
<p>1 Delegated Planning Decisions</p> <p>Delegated planning decisions for the week beginning 4 March 2024 are attached. Contact for enquiries: Jean McPherson, Group Manager (Development Management) on jean.mcpherson@ Crawley.gov.uk.</p>	5 - 6
<p>2 Temporary Traffic Regulation Orders</p> <p>The following documents are attached in relation to Temporary Traffic Regulation Orders:</p> <ul style="list-style-type: none"> List of Temporary Traffic Regulation Orders. The Dingle, West Green (Appendix A). Barnfield Road, Northgate (Appendix B). Princess Road, West Green (Appendix C). 	7 - 14
<p>3 Upcoming Works - Gatwick Road near Radford Road Roundabout</p> <p>As part of West Sussex County Council's continuing efforts to improve the highway network, works are due to commence soon on Gatwick Road near the Radford Road Roundabout, Crawley. The upcoming project is the full refurbishment and LED conversion of an existing signal controlled, toucan crossing.</p> <p>The proposed works are planned to start week commencing 18 March, with the planned end date scheduled for 19 April. However, this is subject to change should unforeseen issues arise onsite, or delays incurred due to adverse weather conditions.</p> <p>Attached to this email is a list of the most frequently asked questions. Please feel free to email lee.maskell@westsussex.gov.uk if you have any questions regarding the proposals.</p>	15 - 20



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Crawley.gov.uk
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 The Boulevard
 Crawley
 West Sussex
 RH10 1UZ

4 **Homelessness and Rough Sleeping Strategy 2019 - 2024 Action Plan: Annual Review 2023** 21 - 24

The Homelessness and Rough Sleeping Strategy 2019 – 2024 Action Plan: Annual Review 2023 is attached.

5 **Consideration Report: Irrecoverable Debts 2023-2024 (Under £50,000)** 25 - 34

Consideration report FIN/657 of the Head of Corporate Finance is attached for Councillors only.

6 **Significant Operational Decision: Minor Amendments to the Housing Allocations Scheme and Allocation Quotas**

The Council is experiencing significant pressures on its homelessness services, resulting in elevated use of and longer stays in nightly paid temporary accommodation. This is putting the Council's financial position at risk and is a corporate priority to address. Longer stays in temporary accommodation also put unnecessary strain on households who have no other choice but to remain there while waiting for an offer of housing.

On 21 February 2024 Crawley Borough Council declared a housing emergency, advising that the demand for temporary and settled accommodation was consistently higher than the supply, and that the financial impact was unsustainable for the Council.

Section 5.1.1 of the Housing Allocation Scheme (the Scheme) sets out the main quota that describes how available social housing is to be allocated by banding/applicant type. This section of the Scheme advises that the proportion split of the quota will be reviewed on an annual basis and that if the review concludes that a different proportion split may better achieve the aim of balancing the competing needs of those needing housing (such as homeless households, those in reasonable preference groups), it may be amended for the coming year by the Head of Strategic Housing following consultation with the Cabinet Member for Housing.

Section 5.1.2 of the Housing Allocation Scheme is the temporary sub-quota that can be enacted for up to six-months at a time. The temporary sub-quota in 5.1.2 is an example and has not been amended to date. Continued increase in demand on the service, a decline in the supply of properties available, and a mismatch of properties to households increasingly means that the quota is limited in its ability to be effective. It was proposed that the temporary sub-quota already set out in the Scheme be updated under delegated authority to better address the pressures on the service.

In addition, other minor amendments to the scheme were required so that care leavers with a strong local connection to West Sussex can qualify to join the housing register and that direct lets can be made to homeless households residing in emergency temporary accommodation when the urgent need arises when owed the "relief" duty under Part 7 of the Housing Act 1996 (as amended).

Therefore, following consultation with the Cabinet Member for Housing and in accordance with delegation 7.e of the Divisions Sub-Delegation Scheme, on 15 March 2024 the Head of Strategic Housing approved:

- Amendments to the main and temporary sub-quotas and confirmed that they shall take effect on 18/03/2024, including the enactment of the revised temporary sub-quota in section 5.1.2 of the existing Housing Allocation Scheme for a period of up to 6 months
- That care leavers be granted exemption to the local connection criteria under section 2.4.2.1 of the Housing Allocation Scheme
- That section 6 of the Housing Allocation Scheme be amended to allow direct lets to households owed a relief duty residing in temporary accommodation.

Further information is available on request from Nick Hobbs, Housing Needs Manager.

7 **Press Releases**

Press releases are available at www.crawley.gov.uk/news.

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CRAWLEY BOROUGH COUNCIL

DELEGATED PLANNING DECISIONS

The following decisions were issued, subject to conditions, under delegated powers for the period 03/03/2024 and 08/03/2024

Application Number	Location	Proposal	Date of Decision	Decision
CR/2023/0227/CC1	36 THEYDON CLOSE, FURNACE GREEN, CRAWLEY	Discharge of condition 3 (schedule of materials) pursuant to CR/2023/0227/FUL to reinstate property following fire damage and raise ridge on roof	6 March 2024	APPROVE
CR/2023/0292/FUL	HIGHFIELD HOUSE, TOWN MEAD, WEST GREEN, CRAWLEY	Proposed erection of two additional storeys on top of the existing block of flats (numbers 3-6 and 9-16, 16a, 16b, 16c, 16d Highfield House) to create 8 additional flats	8 March 2024	REFUSE
CR/2023/0463/FUL	48 MEDWAY ROAD, GOSSOPS GREEN, CRAWLEY	Erection of single storey and first floor rear extension	8 March 2024	REFUSE
CR/2023/0491/FUL	48 MEDWAY ROAD, GOSSOPS GREEN, CRAWLEY	Erection of single storey rear extension	7 March 2024	REFUSE
CR/2023/0643/ADV	CECIL MACDONALD & CO LIMITED, 21 - 23 KELVIN WAY, NORTHGATE, CRAWLEY	Advertisement consent for erection of non-illuminated 3no. fascia signs and 3no. totem signs	6 March 2024	CONSENT
CR/2023/0726/TPO	COMMUNAL GRASS AREA WITHIN EDWARD PLACE, POUND HILL, CRAWLEY	T1 Liquid Amber - reduce height and crown radius by a maximum of 1.5 metres to nearest suitable growth points (amended description) T2 Hornbeam - prune back from neighbouring property by 1 metre. T3 Swamp Cypress (referred to as Dawn Redwood on TPO) - reduce height and crown radius by a maximum of 1 metre	4 March 2024	CONSENT

Application Number	Location	Proposal	Date of Decision	Decision
		to nearest suitable growth points (amended description)		
CR/2023/0733/192	6 VIVIENNE CLOSE, LANGLEY GREEN, CRAWLEY	Certificate of lawfulness for proposed loft conversion with rear dormer and two front roof lights	4 March 2024	REFUSE
CR/2024/0020/PA3	FIRST & SECOND FLOOR, 15 QUEENSWAY, NORTHGATE, CRAWLEY	Prior approval for conversion of vacant offices to 2.no self contained units of residential accommodation	8 March 2024	PRIOR APPROVAL REFUSED
CR/2024/0021/PA3	FIRST FLOOR, 14 BRIGHTON ROAD, SOUTHGATE, CRAWLEY	Prior approval for change of use of rear first floor area from business use to a self contained flat	6 March 2024	PRIOR APPROVAL APPROVED

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List of Temporary Traffic Regulation Orders

The following documents are attached in relation to Temporary Traffic Regulation Orders:

- The Dingle, West Green (Appendix A).
- Barnfield Road, Northgate (Appendix B).
- Princess Road, West Green (Appendix C).

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PUBLIC NOTICE

Temporary closure of The Dingle, West Green, 27th March 2024.

NOTICE IS HEREBY GIVEN that from the date specified below, West Sussex County Council has temporarily closed to all traffic, The Dingle, West Green, in the Crawley District (B) under Section 14(2) of the Road Traffic Regulation Act 1984, as amended, on The Dingle for a distance approx 39 metres.

The temporary closure is scheduled to commence on 27th March 2024 for up to 5 days (it is estimated to be completed on 2nd April 2024) and is required for the safety of the public and workforce while Southern Water undertakes a 24hr/day road closures for works to replace a leaking communal water pipe.

The restriction will be in place **24hrs/day**

An alternative route will be signed on site but please visit <https://one.network/?tm=136995818> for more details.

Access maintained for emergency services, residents and pedestrians.

For information regarding this closure please contact Clancy Group on behalf of Southern Water on 07807830668 who will be able to assist with scope of these works.

Dated: 8th January 2024

Matt Davey

Assistant Director of Highways, Transport and Planning

West Sussex County Council

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Please be advised that West Sussex County Council has received a request for Temporary Traffic Regulation as follows:

Road Name	Barnfield Road	
Village/Town/Parish	Crawley,	
Specific Location	Barnfield Road, Crawley	
Reason for TTRO	Daytimes road closures between the junctions with Woolborough Road and Covert Close for carriageway patching works	
Proposed Start Date / Time	Date: 11th April 2024	Time: 09:30
Proposed End Date / Time	Date: 12th April 2024	Time: 15:30
The restriction will be effective	Day-time only from 09:30 to (time) 15:30	
Access arrangements	Access maintained for emergency services, residents and pedestrians	
Applicant name	West Sussex County Council	
Applicant contact tel number	01243 642105	
Any other details	For more information about this proposed TTRO please visit: https://one.network/?tm=137792395	

The application is currently being processed and you will be advised further when details are confirmed.

Yours faithfully,

West Sussex County Council

Streetworks Team

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PUBLIC NOTICE

Temporary closure of Princess Road, West Green, 2nd April 2024.

NOTICE IS HEREBY GIVEN that from the date specified below, West Sussex County Council has temporarily closed to all traffic, Princess Road, West Green, in the Crawley District (B) under Section 14(2) of the Road Traffic Regulation Act 1984, as amended, on Princess Road for a distance approx 15 metres.

The temporary closure is scheduled to commence on 2nd April 2024 for up to 5 days (it is estimated to be completed on 5th April 2024) and is required for the safety of the public and workforce while Southern Water undertakes 24hr/day road closures between Albany Road and Ifield Road for works to replace a leaking communal water pipe.

The restriction will be in place **24hrs/day**

An alternative route will be signed on site but please visit <https://one.network/?tm=136996620> for more details.

Access maintained for emergency services, residents and pedestrians.

For information regarding this closure please contact Clancy Group on behalf of Southern Water on 07807 830668 who will be able to assist with scope of these works.

Dated: 8th January 2024

Matt Davey

Assistant Director of Highways, Transport and Planning

West Sussex County Council

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FAQs



Gatwick Road near Radford Road Roundabout,
Crawley: Toucan Crossing Refurbishment.

18th March - 19th April 2024

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Scheme:

Type: Refurbishment of existing Toucan Crossing.

Road: Gatwick Road near Radford Road Roundabout, Crawley

Electoral Division: Northgate & West Green

WSCC Member: Natalie Pudaloff

Cabinet Member: Councillor Joy Dennis

Summary

Programme dates: **18th March – 19th April 2024**

- On behalf of West Sussex County Council, Principal contractor Telent Ltd, and their appointed civils sub-contractor Landbuild Ltd, planned road works are shortly to commence to refurbish an existing signal controlled (toucan) crossing Gatwick Road, just off the roundabout with Radford Road/James Watt Way, Crawley. The objective is to replace the existing toucan crossing with a new, more efficient, greener crossing.
- These works are being delivered as part of the WSCC's continuing efforts to improve the highway and meet the authorities net zero target.

In order to protect our workforce and the public:

Appropriate Traffic Management will remain in place until the works are complete. We will reduce traffic management as the works progress and if conditions allow. Hours of work are usually weekdays 7.30am-5.30pm. Road works signing, barriers, cones, and from 18th March, temporary traffic-signals with a temporary crossing facility, will be in place.

For more information

For further information please visit our website:

<https://www.westsussex.gov.uk/roads-and-travel> or liaise with the onsite team, as they might be able to answer your query quickly.

Roadworks information can also be obtained from <https://one.network/>

This work is susceptible to inclement weather conditions and might have to be delayed or rescheduled at short notice. Please refer to our website and social media for updates.

Thank you for your cooperation and patience; we apologise for the disruption that the road works will cause and will do our very best to keep this to a minimum.

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Frequently Asked Questions

Q: Why does this work have to take place?

A. As part of West Sussex County Councils continuing efforts to improve the highway, works are planned to undertake a full refurbishment of the existing toucan crossing. The refurbishment has been selected based upon condition assessments and the need to replace Halogen Bulb assets. As part of these works, the site will be brought to the latest standards and converted to LED aspects supporting a more sustainable, green, energy efficient site.

Q: What work has to be done?

A. To refurbish the crossing, traffic signals civil engineering infrastructure needs to be installed in the footways and carriageway. New ducting will be laid as required, and existing ducting will be utilised where possible to minimise the delay. New traffic signal cables shall be laid within the ducting underground. Retention sockets for the traffic signal poles and replacement of chamber lids and frames with all new composite replacements.

Resurfacing of the footways surrounding the crossing will be undertaken to improve the crossing area conditions and ensure a strong surface. Replacement of the existing red blister paving is planned. Upgrades are planned to the corduroy paving and signage arrangements around the crossing to improve the safety and notification of transitions in use between shared use path and pedestrian footways.

Q: What will the benefits be once it is finished?

A. A nearsided toucan crossing will be installed utilising the latest technology. Above ground detectors will be installed to improve pedestrian safety (the detectors note the presence of pedestrians, and this influences the timings of the signals) as well as tactile cones and audible beepers to aid visually impaired pedestrians. LED aspects are to be installed to improve visibility for motorist, reduce energy and maintenance costs with an added benefit of reducing carbon emissions supporting the Councils Net Zero commitment.

B. Bus prioritisation will be added to help improve local bus journey times.

Q: Will any roads have to be closed during the works?

A. No, the current traffic management arrangements are unlikely to require any road closures. However, suspension of the bus lanes in and around the crossing will be undertaken to enable access and safe working areas to be managed.

Q: When will the work start?

A. Work is due to start from 18th March 2024. Temporary traffic signals are expected to be in operation which will result in delays especially at peak times.

Q: When will the work finish?

A. It is expected to be completed by 19th April, but this can be dependent on weather conditions and other external factors.

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Q: What time of day will the work take place?

A. Weekdays generally between 07.30am to 5.30pm.

Q: Why are you undertaking the works during the day?

A. Daytime working is the most efficient and effective approach. Unfortunately, we cannot carry out work of this nature without having an impact on the local community. In deciding on the time when the least disruption will occur, we take many factors into consideration. These include:

- The impact that our works will have on local businesses, especially during the day.*
- safety of our workforce, the local community, and the wider travelling public*
- Impacts on local schools, school traffic and pedestrian safety.*

We cannot carry out these works without generating noise and in order to ensure that we do not unduly disrupt residents' sleep, we have little alternative but to carry out as much of this work as we can during the day.

Q: What disruption can residents expect?

A. Minimal, no neighbouring residential dwellings will be affected by these works. Some delays to travel are likely.

Q: What disruption can motorists or bus passengers expect?

*A. Some delays due to the temporary traffic signals especially during peak times.
B. Closure of bus lanes will result in bus journey times being affected.*

Q: What disruption can pedestrians expect?

A. Pedestrian movements may also be affected whilst the work is ongoing, however there will be footway access at all times. Every consideration and effort will be made to reduce the impact.

Q: Will temporary bus stops be put in place during the work?

A. No bus stops are affected by these works.

Q: Will any diversion routes for traffic have to be put in place?

A. No.

Q: Why have you chosen to do this at this time of year?

A. To avoid the busiest time of the year and to in-keep with a larger rolling programme of LED upgrades, utilising contractor resource geographically to reduce environmental impacts through a reduction in carbon emissions, and benefit from cost saving measures by keeping resource and plant geographically to an area.

Q: Could weather impact the proposed works?

A. Weather conditions can have an impact on the delivery of the scheme. If the works are delayed, we may choose to mitigate this by working over weekends or at night subject to the usual constraints and environmental requirements.

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Q: How is this scheme being funded?

A. These works are being delivered through the published annual delivery programme, funded by capital finance allocation.

Q: How do I make contact with West Sussex Highways?

A. If you have any queries on the day regarding how the works are being carried out near you, e.g. 'Can I get access to my property' or 'Can I walk to the shops along the footpath?', then please feel free to ask to speak to the on-site Site Supervisor who is normally best placed to address your concerns.

However, if you would prefer to speak to someone about how or why the works are being carried out then please contact us via the West Sussex County Council Contact Centre on 01243 642105 or via the WSCC website <https://www.westsussex.gov.uk/roads-and-travel/report-a-problem-with-a-road-or-pavement/>

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Homelessness and Rough Sleeping Strategy 2019 – 2024 Action Plan: Annual Review 2023

Introduction

The Homelessness and Rough Sleeping Strategy 2019 – 2024 was approved by Full Council on 16th December 2019. Accompanying the strategy is an Action Plan outlining how the Council is addressing the five priorities identified within the strategy. Progress against the Action Plan is monitored throughout the year and reviewed annually, with the outcome of that review being published and made accessible to the public. This review summarises what has been achieved in the past year and considers how events have shaped the work of the service and will continue to do so going forward.

Review

This review provides an opportunity to reflect on the events of the past 12 months to help the service prepare for the coming 12 months. A summary of progress against numbered actions within the Action Plan is given below:

Priority One: Preventing and Relieving Homelessness

- Due to escalating levels of demand for temporary accommodation coupled with the impacts of structural issues within the housing market and wider economic pressures, in September 2023 the Head of Strategic Housing in consultation with the Cabinet Member for Housing approved the enactment of a temporary quota within the Council's Housing Allocation Scheme to increase the allocation of housing to accepted homeless households in temporary accommodation. Continued pressure on the service meant that by the end of December 2023 there were over 240 households in nightly paid temporary accommodation and over 480 households across all forms of temporary accommodation.
- Opportunities for partnership working continue to be maximised through the Rough Sleeper Initiative (RSI) alongside partners Crawley Open House, Change Grow Live and Emerging Futures. Pathways Home continue to work in the borough to provide support where needed. The Accommodation for Ex-Offenders (AFEO), Changing Futures and Rough Sleeping Drug and Alcohol Grant programmes reach across West Sussex.
- The housing market has changed considerably since the pandemic began and especially so in the last two years. Further work is being undertaken to ensure we continue to maximise opportunities to access private rented accommodation.
- The contract for supporting households residing in temporary accommodation and Crawley Deposit Service facilitated tenancies commenced on 1st April 2022 for a five-year period.
- Comprehensive measures are in place to monitor demand, performance and outcomes across the service. These are recorded weekly/monthly/quarterly as appropriate. This data feeds into a wider review to ensure that the service is structured to best meet demand.
- The pandemic and closure of the Town Hall to the public during lockdowns highlighted the importance of having the digital infrastructure in place to operate services online. Through the online portal customers can make an application, change their contact details, upload documents to active applications, and manage their personal housing plan, reducing the need to phone or email.
- Referrals from organisations with a 'duty to refer' [under the Homelessness Reduction Act 2017] can be made via an online form and the data is recorded monthly. Referrals vary from organisation to organisation, depending on their role and the impact of local/national pressures on their work.
- Resources have been increased to expand service capacity in response to new areas of demand that have emerged during the year.

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- Affordability issues caused by the differential between Local Housing Allowance (LHA) rates and local private rent levels continue to be raised with Government Departments) at every opportunity by the Council, at an operational, strategic and political level.

Priority Two: Tackling Rough Sleeping

- The multi-agency rough sleeper meetings continue to provide an important point of liaison between services that work with and assist rough sleepers in Crawley.
- The work of the RSI5 funded multi-disciplinary team encompasses the provision of an off the street offer to rough sleepers all year round, which incorporates periods of colder weather.
- The move-on units operated by Crawley Open House continue to be occupied.
- The Community Warden team continue to provide a high visibility presence in the town centre, tackling and reducing antisocial behaviour on the streets.
- Outreach Services continue to be provided by Crawley Open House in partnership with the Council, bolstered by the Rough Sleeper Initiative that currently funds a multi-disciplinary outreach team with assertive outreach, housing, drug and alcohol and mental health outreach workers.

Priority Three: Meeting the Needs of Vulnerable People

- The WSCC Mental Health and Housing Plan is monitored and implemented through the West Sussex Mental Health oversight board, the Sussex Mental Health and Housing Working Group, and the West Sussex Strategic Housing Group. Progress is being made to integrate housing specialists into acute NHS services.
- The Housing and Homelessness Forum (organised by Crawley Community Action and attended by representatives of organisations across the statutory, charitable, and voluntary sectors) has not yet reconvened since it was temporarily adjourned during the Covid-19 pandemic.
- The Council continues to explore all financial and partnership options for expansion of the Council's temporary accommodation portfolio. An additional property was purchased in 2023 and is now being utilised as hostel style temporary accommodation.
- Crawley Borough council continue to be an active member of the countywide steering and project groups that work to improve the delivery of disabled facilities grants (DFGs) and respond to other needs through the use of discretionary powers.

Priority Four: Delivering and Accessing Suitable and Affordable Accommodation

- Government amended the General Permitted Development Order 2015 (GDPO) that requires new development under permitted development rights to meet national space standards.
- The use (and therefore cost) of nightly paid temporary accommodation has remained high due to the ongoing demand into the service. Whilst action continues to be taken to manage the number of households in nightly paid temporary accommodation, numbers remain elevated. The Council continues to explore all financial and partnership opportunities to extend its portfolio of temporary accommodation. An additional property was purchased in 2023 and is now being utilised as hostel style temporary accommodation.
- The housing market has changed considerably since the pandemic began and especially so in the last two years. Further work is being undertaken to ensure we continue to maximise opportunities to access private rented accommodation.
- In 2023 the delivery of new build affordable homes in Crawley (by the Council and registered providers of social housing) was impacted by water neutrality requirements which are continuing to constrain delivery of new affordable housing.
- The Council participated in a one-off study with what was the Ministry of Housing Communities and Local Government and University College London regarding the quality of homes delivered through permitted development. The findings did not view permitted

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development rights favourably in the context of delivering quality homes. Since the publication of the report, the Government amended the General Permitted Development Order 2015 (GDPO) that requires new development under permitted development rights to meet national space standards.

Priority Five: Preventing Repeat Homelessness

- The evaluation of services funded to provide support to households residing in temporary accommodation or Crawley Deposit Service facilitated tenancies was linked to the review of the Crawley Deposit Service that concluded in October 2021. This was to ensure that support is targeted how, where and when it is most needed. The countywide household support fund builds on this work, along with public health funding, the changing futures programme and work of the RSI5 funded multi-disciplinary team.
- Employ Crawley continue to help local residents into employment. Staff are based in the Town Hall and go out to locations across the borough.

Conclusion

The challenges that emerged in 2022 post pandemic continued into 2023. New demands on the service emerged, whilst existing demand continued to increase. Looking forward, our priorities for the coming year include:

- Promoting engagement with those who may be resistant or have issues that restrict their ability to access support services.
- Helping support those we have already assisted into accommodation to sustain their tenancies and break the cycle of repeat homelessness.
- Responding to the continued high levels of demand, whilst renewing our focus on a prevention based service delivery model.

To help achieve, this we will continue to work with our partner organisations and agencies across the Borough, County and beyond and will continue to lobby Government to address the structural and economic issues which continue to impact the local housing market and the Council's financial ability to respond

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Agenda Item 5

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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