

# COUNCILLORS' INFORMATION BULLETIN

Wednesday, 1 April 2020

**Bulletin No: IB/1019**

INFORMATION ITEM	Pages
<p>1 <b>Delegated Planning Decisions</b></p> <p>Delegated planning decisions for the week beginning 23 March 2020 are attached. Contact for enquiries: Jean McPherson, Group Manager: Development Management on 01293 438577.</p>	5 - 6
<p>2 <b>Temporary Traffic Regulation Orders</b></p> <p>The following documents are attached in relation to Temporary Traffic Regulation Orders:</p> <ul style="list-style-type: none"> <li>• List of Temporary Traffic Regulation Orders.</li> <li>• The Boulevard, Northgate (Appendix A).</li> <li>• Run Gatwick (Appendix B).</li> <li>• Horsham Road, West Green/Southgate (Phase 1) (Appendix C).</li> <li>• Horsham Road, West Green/Southgate (Phase 2) (Appendix D).</li> </ul>	7 - 16
<p>3 <b>COVID-19: Decisions Taken by the Chief Executive Under Urgent Action</b></p> <p>Natalie Brahma-Pearl, as Chief Executive, has taken urgent action under the urgency provisions set out Paragraph 26.1 (Urgent Action) of the Council Procedure Rules, in the current <a href="#">Constitution</a> in relation to three individual, time sensitive decisions which were due to be taken by the Full Council at its meeting on the 1 April 2020. This meeting was however cancelled in light of the Coronavirus Pandemic on both health and safety reasons and in light of the Government's Guidance on public gatherings.</p> <p>With regard to all three recommendations the Mayor, the Leader of the Council and the Leader of the Opposition were consulted and all three councillors confirmed their support for the approval of all the recommendations and asked that their support for the decisions be taken into account when the decisions were taken.</p> <p>On 30 March 2020 Natalie Brahma-Pearl, as Chief Executive, therefore took the following three individual decisions <b>(the decision taken is noted under each item in bold)</b>:</p>	



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The Boulevard  
Crawley  
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RH10 1UZ

## 1. Approval of Absence

The Chief Executive is recommended to approve, in accordance with Section 85 of the Local Government Act 1972, that Councillor Mike Pickett's absence on the grounds of ill health be granted. The Council has had communication with Councillor Pickett and he confirmed he had intended to attend the Audit Committee Meeting on the 17 March 2020 and Chair the meeting.

This meeting was cancelled for Health and Safety reasons relating to the Coronavirus and as Chair Councillor Pickett agreed to the cancellation of the meeting. Councillor Lamb, as Leader of the Council, submitted a request on Councillor Pickett's behalf for approval of leave of absence and Councillor Pickett also confirmed the reason for the request, on the grounds of ill health, and is in support of the request. **(Agreed and approved)**

## 2. Town Hall Site Redevelopment: Revised Budget (Full Council Recommendation 1)

The Chief Executive is asked:

- a) note that the budget for the New Town Hall contract contains a high level of contingency, and **(Noted and agreed)**
- b) approves that the budget allocations for the Town Hall Site Redevelopment can henceforth be treated as a global budget under the delegations to the Deputy Chief Executive as agreed by Full Council on 22 February 2017 **(Approved and agreed)**

This proposal is based upon report [DCE/05](#) which was considered by Cabinet on 11 March 2020 (it should be noted that this report is Exempt and can therefore only be viewed by Councillors).

## 3. Emergency Urgency Powers

The Chief Executive is asked to approve the following which have been fully supported and approved by the Leader and Opposition Leader of the Council, and the Mayor

In light of the significant and ongoing impact of the Coronavirus Pandemic that the Chief Executive approve the following Emergency Urgency Powers to ensure that the Council can continue to work as efficiently as possible and take necessary and appropriate decisions:

- a) That Full Council functions to be delegated to the Chief Executive, in consultation with both Group Leaders and the Mayor, where it has not been practicable to hold a Full Council Meeting **(Agreed and approved)**
- b) That Planning Committee functions to be delegated to the Chief Executive, in consultation with Chair of the Planning Committee (or the Deputy Chair in their Absence) and relevant Ward Councillors for an application, where it has not been practicable

to hold a Planning Committee Meeting (**Agreed and approved**)

- c) That Licensing Committee functions to be delegated to the Chief Executive, in consultation with both the Chair and Vice Chair of the Licensing Committee, where it has not been practicable to hold a Licensing Committee Meeting (**Agreed and approved**)
- d) That Governance Committee functions be delegated to the Chief Executive, in consultation with both the Chair and Vice Chair of the Governance Committee where it has not been practicable to hold a Governance Committee Meeting (**Agreed and approved**)
- e) That Audit Committee functions be delegated to the Chief Executive, in consultation with both the Chair and Vice Chair of the Audit Committee where it has not been practicable to hold an Audit Committee Meeting (**Agreed and approved**)
- f) That any Key Executive function be delegated to the Chief Executive, in consultation with the Leader of the Council, the relevant Cabinet Member and the Leader of the Opposition where it has not been practicable to convene a Cabinet Meeting or take a delegated Key Decision (**Agreed and approved**)

4 **COVID-19: Urgent Significant Operational Decisions**

17 - 20

Due to the outbreak of the Coronavirus Pandemic COVID-19 it has been necessary for the Corporate Management Team to take various urgent Significant Operational Decisions. These decisions were taken with due regard to, and in accordance with, published Government Guidance. A list of the decisions taken, along with supporting information such as the reasons for is attached.

5 **Press Releases**

Press releases are available at [www.crawley.gov.uk/news](http://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 23/03/2020 and 27/03/2020

Application Number	Location	Proposal	Date of Decision	Decision
CR/2018/0273/CC1	GATWICK AIRPORT STATION, SOUTH TERMINAL, GATWICK	Discharge of condition 8 (details of temporary buildings) pursuant to CR/2018/0273/FUL for proposed construction of new station concourse/airport entrance area, link bridges, platform canopies, back of house staff accommodation and associated improvement works	27 March 2020	PERMIT
CR/2019/0894/FUL	ANNEXE AT, 31 WEST GREEN DRIVE, WEST GREEN, CRAWLEY	Change of use of the annexe from dwelling (C3) to clinic (D1 - practicing acupuncture, osteopathy etc.)	26 March 2020	PERMIT
CR/2019/0938/191	55 ST MARYS DRIVE, POUND HILL, CRAWLEY	Certificate of lawfulness for an existing hip to gable roof extension with rear dormer and 3no. front roof lights	24 March 2020	REFUSE
CR/2020/0041/TPO	86 GRATTONS DRIVE, POUND HILL, CRAWLEY	T1 Oak - reduce height and crown radius by 1m; thin crown by 15% (amended description)	26 March 2020	CONSENT
CR/2020/0043/TPO	8 MATTHEWS DRIVE, MAIDENBOWER, CRAWLEY	Oak - prune branches overhanging rear garden of 10 Matthews Drive and 34 Matthews Drive by 2 metres; crown lift to give 4m clearance over ground (amended description)	26 March 2020	CONSENT
CR/2020/0066/192	143 ST MARYS DRIVE, POUND HILL, CRAWLEY, RH10 3BG	Certificate of lawfulness for loft conversion to habitable space with rear dormer and two front Velux windows	25 March 2020	PERMIT

Application Number	Location	Proposal	Date of Decision	Decision
CR/2020/0091/TCA	ST NICHOLAS CHURCH, CHURCH ROAD, POUND HILL, CRAWLEY	<ul style="list-style-type: none"> <li>• Maple (D1) - fell</li> <li>• Maple (D2) - fell</li> <li>• Maple (D3) - fell</li> <li>• Several replacement trees to be planted in proposed adjacent memorial garden</li> </ul>	23 March 2020	NO OBJECTION
CR/2020/0120/192	10 SHAWS ROAD, NORTHGATE, CRAWLEY	Certificate of lawfulness for erection of single storey side and rear extension	26 March 2020	PERMIT
CR/2020/0123/HPA	10 SHAWS ROAD, NORTHGATE, CRAWLEY	Prior notification for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4m, and have a maximum height of 2.84m and an eaves height of 2.84m	26 March 2020	PRIOR APPROVAL NOT REQUIRED
CR/2020/0129/TCA	TREES ON LAND TO THE REAR OF 11 & 15 LAUREL CLOSE, FURNACE GREEN, CRAWLEY	Ash trees - reduce height by 2 metres	26 March 2020	NO OBJECTION

# Agenda Item 2

Information relating to the following Temporary Traffic Regulation Orders are attached:

- The Boulevard, Northgate (Appendix A).
- Run Gatwick (Appendix B).
- Horsham Road, West Green/Southgate (Phase 1) (Appendix C).
- Horsham Road, West Green/Southgate (Phase 2) (Appendix D).

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# PUBLIC NOTICE

## WEST SUSSEX COUNTY COUNCIL TEMPORARY TRAFFIC REGULATION

### **THE BOULEVARD, NORTHGATE**

NOTICE IS hereby given that in pursuance of the provisions of Section 14(2) of the Road Traffic Regulation Act, 1984, as amended, the use of (and parking on) **The Boulevard, Northgate** from junction with **The Broadway to Bank Lane** is temporarily prohibited from **20/04/2020 at 20:00 until 20/04/2020 at 23:59**

**The restriction will be in place night time only between 20:00 – 23:59**

This closure is necessary to allow **Balfour Beatty to undertake urgent carriageway pothole repairs on behalf of WSCC**

Emergency vehicle, Residential and Pedestrian access will be maintained at all times

The alternative route for traffic will be signed on site

This restriction will be effective for a maximum of 5 days from the start date given above

Any queries about the effect of the closure on traffic using the highway please contact West Sussex County Council on 01243 642105

Any queries about the works please contact **Balfour Beatty on 01243 642105**

Dated **30 March 2020**

Matt Davey  
Director of Highways, Transport and Planning

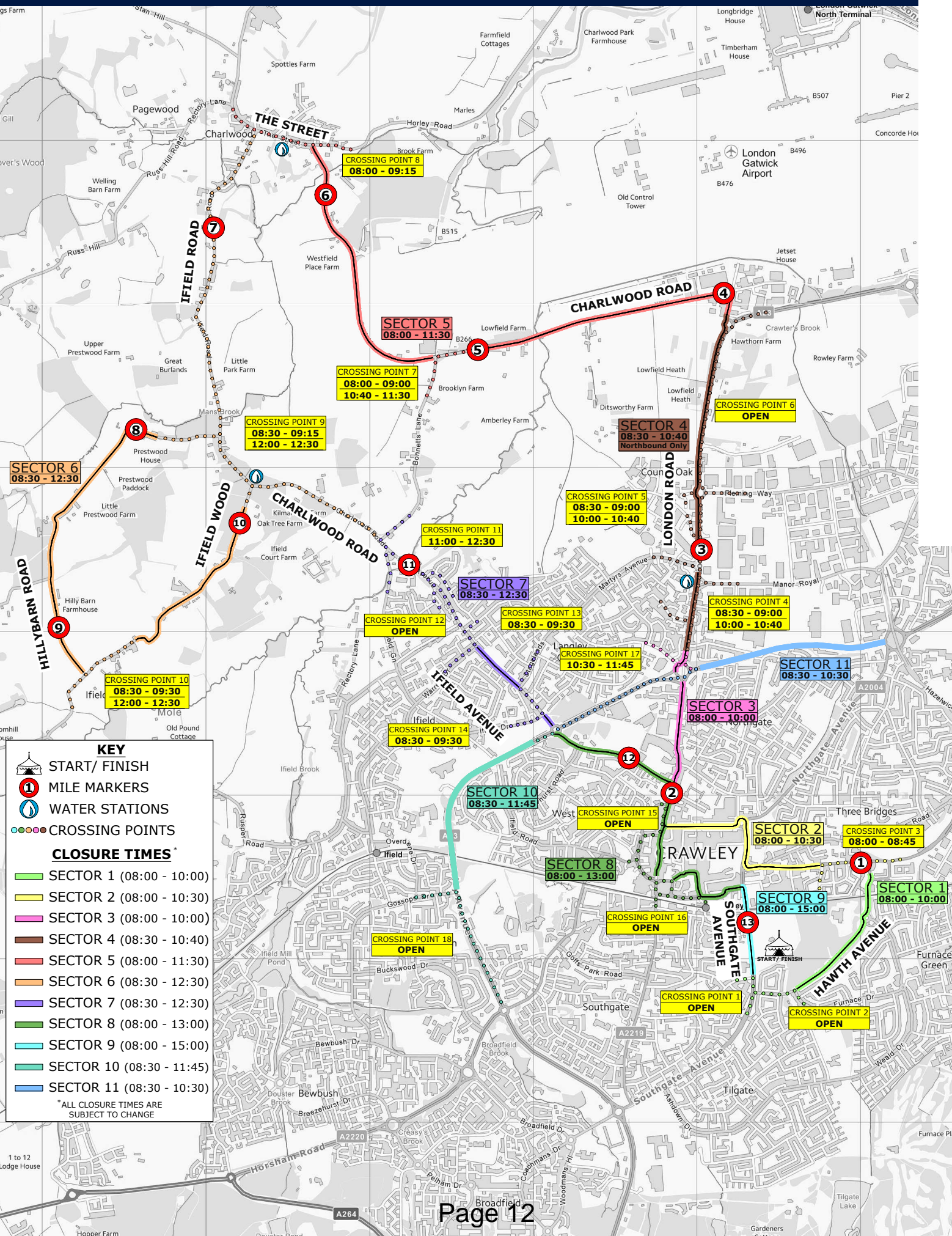
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Please be advised that West Sussex County Council has received a request for Temporary Traffic Regulation as follows:

The has been amended from the original date of 10/05/20 to 18/10/20 due to the Coronavirus Outbreak

<b>Road Name</b>	Various roads – see plans below	
<b>Village / Town / Parish</b>	Crawley/Three Bridges	
<b>Specific Location</b>	Various roads – see plans below	
<b>Type of TTRO</b>	S16 Event TTRO	
<b>Reason for TTRO</b>	To allow British Airways Run Gatwick (Half Marathon 5k and Family Runs) to take place safely	
<b>Proposed start date/Time</b>	Date: 18/10/20	Time: 08:00
<b>Proposed End date/Time</b>	Date: 18/10/20	Time: 18:00
<b>The restriction will be effective</b>	Day-time only from 08:00 to 15:00	
<b>Diversion route (if applicable)</b>	Traffic will be managed by Traffic Stewards on site.	
<b>Access arrangements</b>	Emergency access will be maintained along with pedestrian and resident/businesses	
<b>Applicant name</b>	David Kelly of Run Series	
<b>Applicant contact tel number</b>	07841 741902	
<b>Any other details</b>	For more information and diversion route please visit <a href="https://one.network/?tm=116051358">https://one.network/?tm=116051358</a>	
<b>Road Name</b>	Various roads – see attached map	

The application is currently being processed, please be aware that the details are subject to change.





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

Road Name	Horsham Road	
Village/Town/Parish	Crawley,	
Specific Location	A2220, Horsham Road, Crawley - Level Crossing - closed from junction with Spencers Road to junction with Newlands Road	
Reason for TTRO	24hr road closure at the level crossing so that Network Rail can undertake essential flood defence works	
Proposed Start Date / Time	Date: 30th May 2020	Time: 23:59
Proposed End Date / Time	Date: 1st June 2020	Time: 04:00
The restriction will be effective	24 hours	
Access arrangements	No access through level crossing - diversion to be followed	
Applicant name	Centurion Traffic Management	
Applicant contact tel number	0113 2775360	
Any other details	For more information about this proposed TTRO please visit: Unknown (public_url)	

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

Yours faithfully,

West Sussex County Council

Streetworks Team

[Report a problem with a road or pavement](#) or [raise a highways related enquiry](#)

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

Road Name	Horsham Road	
Village/Town/Parish	Crawley,	
Specific Location	A2220, Horsham Road, Crawley - level crossing, closed from junction of Spencers Road to junction of Newlands Road	
Reason for TTRO	Night road closure to allow a tamping machine to pass through the level crossing safely	
Proposed Start Date / Time	Date: 29th August 2020	Time: 23:00
Proposed End Date / Time	Date: 30th August 2020	Time: 09:00
The restriction will be effective	Night-time only from 23:00 until 09:00	
Access arrangements	Access will not be possible through the level crossing - diversion is to be followed	
Applicant name	Network Rail	
Applicant contact tel number	03457 11 41 41	
Any other details	For more information about this proposed TTRO please visit: Unknown (public_url)	

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

Yours faithfully,

West Sussex County Council

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<b>Public Decision Log:</b>		Service Area(s) Council Wide including Staff decisions		
Date:	Decision / Action / Message:	Rationale:	Completed by:	Communication:
17.03.20	Closure of Tilgate Nature Centre to visitors until further notice.	Advice from central government to limit unnecessary travel, removing potential impact to animals and ensuring the staff wellbeing so they can continue to take care of animals.	Head of Community Services	Website
17.03.20	Closure of Hawth Theatre to visitors until further notice, cancellation of shows and staff instructed to work from home where possible.	Advice from central government to stop gatherings, reduce potential spread of infection between visitors, staff and performers.	Head of Major Projects & Commercial Services / Parkwood Theatre	Website
17.03.20	Suspension of activities provided by Crawley Wellbeing. Advice can be given via phone or email with access to guides on line promoting wellbeing options.	Advice from central government to stop gatherings, reduce potential spread of infection between visitors and staff.	Head of Community Services	Website
17.03.20	Decision to cancel or postpone events organised by Crawley Borough Council or on council land. Initial decision for May events. This will be reviewed on an ongoing basis. Includes key events such as Run Gatwick (postponed)	Advice from central government to stop gatherings, reduce potential spread of infection between visitors and staff.	Deputy Chief Executive	Website / event organisers
17.03.20	Taxi Licensing new sign up suspended.	Unable to offer knowledge test as use small meeting room within close proximity to each other and central government guidance to avoid this.	Head of Community Services	Website
17.03.20	Taxi Licensing Knowledge & Disability Awareness Tests suspended	Unable to offer knowledge test as use small meeting room within close proximity to each other and central government guidance to avoid this.	Head of Community Services	Website

Public Decision Log:		Service Area(s) Council Wide including Staff decisions		
Date:	Decision / Action / Message:	Rationale:	Completed by:	Communication:
17.03.20	Pest Control service for inside properties suspended until further notice.	Advice to avoid contact or entering properties to reduce risk of spread of infection. Exterior work to continue.	Head of Community Services	Website
18.03.20	Queens Square fountain jets turned off	To discourage gathering in the Town Centre and reduce any risk of contamination to the water supply	Head of Economy & Planning	Website
18.03.20	Daily pitch fee waived for regular market traders however they must comply with minimum 2m distance between stalls.	To ensure regular food supplies available in the town hall and provide means to continue trading.	Head of Economy & Planning	Website/ Traders
18.03.20	Face to Face services in the Town Hall moved to behind screens for the Contact Centre and Parking removing floor walkers from the Town Hall	Advice to avoid contact to reduce risk of spread of infection. Alternative arrangements in place where possible to deal with customers, post via central box, no photo copying or scanning of documents from customers.	Head of Digital & Transformation	Staff / Councillors / Website
19.03.20	Home visits for services suspended until further notice. Private Sector Housing, Tenancy Services, Lifeline Services	Advice to avoid contact or entering properties to reduce risk of spread of infection. Alternative arrangements in place where possible.	Head of Strategic Housing / Head of Crawley Homes	Website
19.03.20	Employ Crawley support closed face to face support. Can still assist customers via phone, email and text	Advice from central government to stop gatherings, reduce potential spread of infection between customers and staff. Not appropriate to close the service as likely increased demand to support residents who are affected by economic climate	Head of Economy & Planning	Website

Public Decision Log:		Service Area(s) Council Wide including Staff decisions		
Date:	Decision / Action / Message:	Rationale:	Completed by:	Communication:
20.03.20	Closure of K2 for customers, but with agreement to use building and K2 staff for community hub use if required	Advice from central government to stop gatherings, reduce potential spread of infection between visitors and staff. Recognition of potential as a logistics base for the borough and beyond if needed.	Head of Major Projects & Commercial Services/ Everyone Active	Website
20.03.20	Closure of Adventure Play sites	Advice from central government to stop gatherings, reduce potential spread of infection between visitors and staff.	Head of Community Services	Website
20.03.20	Closure of Community Centres (2 x nursery provisions retained for key workers).	To reduce gathering of individuals and risk of spread of infection. Regular hirers aware with causal hirers notified.	Head of Major Projects & Commercial Services	Website
23.03.20	Waste & recycling service to prioritise completion of core service (rubbish & recycling) and additional side waste.	Biffa have advised of resource pressures so will focus on core services with suspension of bulky collections, green bin (if necessary) and bin movements.	Head of Major Projects & Commercial Services	Website
24.03.20	Closure of Town Hall to customers	Further advice from central government. Majority of staff working remotely so services provided using different channels. Need to reduce potential spread of infection between visitors and staff.	Chief Executive	Website
24.03.20	Public Toilets to be closed with immediate effect.	To reduce likely spread of infection. There should be limited demand as residents are told not to leave their homes unless necessary	Head of Major Projects & Commercial Services	Notices
26.03.20	Help Hub and offers of help leaflets delivered to 48,000 homes between 26 and 29 March	Identify those individuals in need of support or able to volunteer to help others	Head of Community Services / staff volunteers	Website

Public Decision Log:		Service Area(s) Council Wide including Staff decisions		
Date:	Decision / Action / Message:	Rationale:	Completed by:	Communication:
30.03.20	Extension of MPS contract for Crawley Homes Repairs, Voids and Planned works	The Council was due to enter in to new contracts for its Responsive, Voids and Planned works from 1 April 2020. Due to the Coronavirus "lockdown" the practicalities of mobilisation the new contracts were considered as being beyond the expectations of the lockdown as the final part of mobilisation involved contractor staff swapping vans, van stock and uniforms and old vans having to be driven to alternative depots. As Mears new contract did not involve this mobilisation activity that contract has been duly signed and sealed.	Head of Crawley Homes	MITIE Property Services (UK) Limited Mears and Wates