

# COUNCILLORS' INFORMATION BULLETIN

Wednesday, 10 June 2020

**Bulletin No: IB/2031**

## INFORMATION ITEM

## Pages

### 1 **Delegated Planning Decisions**

**5 - 8**

Delegated planning decisions for the week beginning 1 June 2020 are attached. Contact for enquiries: Jean McPherson, Group Manager: Development Management on [jean.mcperson@crawley.gov.uk](mailto:jean.mcperson@crawley.gov.uk).

### 2 **Temporary Traffic Regulation Order: Horsham Road**

**9 - 10**

A Temporary Traffic Regulation Order for Horsham Road is attached.

### 3 **Chief Executive: Emergency Urgency Decision - Hackney Carriage and Private Hire Protective Screens**

**11 - 16**

Under the Emergency Urgency Decision power, the Chief Executive has taken a decision to approve the installation and use of protective screens within Crawley Borough Councils hackney carriage and private hire vehicle fleet in light of the COVID-19 pandemic. This measure will remain as an option for the Trade to install subject to a series of recommendations whilst social distancing rules remain and/or the measure is fully implemented as part of wider vehicle conditions and the Hackney Carriage and Private Hire Licensing Policy

The decision was taken in consultation with the both the Chair and Vice Chair of the Licensing Committee, the Leader of the Council and the Cabinet Member with portfolio holder responsibility for Licensing.

A copy of the full decision as well as the consideration report are attached.



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4	<b>COVID-19: CMT Urgent Significant Operational Decisions</b>	17 - 18
	<p>Due to the outbreak of the Coronavirus Pandemic COVID-19 it has been necessary for the Corporate Management Team to take some urgent Significant Operational Decisions. These decisions were taken with due regard to, and in accordance with, published Government Guidance. The recent decisions taken, along with supporting information such as the reasons for them are attached.</p>	
5	<b>Safer, Healthier Travel</b>	
	<p>The Council is inviting residents, members, businesses and community groups to identify places where it could be made easier and safer for people to travel on foot and by bicycle, whilst maintaining social distancing.</p>	
	<p>The Sustainability Team has teamed up with <a href="#">Commonplace</a> to launch a consultation tool to help identify locations that need temporary changes, where we can look at creating more space for walking and cycling or consider ways to reduce the impact of traffic. We want to make it easier and safer for people to walk and cycle, to shop at their local neighbourhood parade, to reach their local green spaces, schools and healthcare and to get to work, all the while maintaining social distancing.</p>	
	<p>It's very quick and easy to use. Just place a pin (or pins) in the map and then tell us what you are commenting on, the issue(s) in the area and what could be done to rectify this. The Sustainability Team will review every location that is highlighted and prioritise measures at locations where we can deliver the greatest benefit and are the most practical to implement, as well as those that can help key workers to reach their place of work.</p>	
6	<b>No Access to the Town Hall Multi-Storey Car Park</b>	19 - 20
	<p>From Wednesday 10 June, Exchange Road will be closed for up to five days to allow works for the new substation to take place. This means there will be no access to the Town Hall multi-storey car park during that time. Alternative parking will be available at Orchard Street. However, if you do not have a valid staff parking permit, you must have first registered your vehicle with <a href="mailto:parking.services@ Crawley.gov.uk">parking.services@ Crawley.gov.uk</a> by Friday 5 June, otherwise you will be required to pay on exit.</p>	
	<p>A copy of the Temporary Traffic Regulation Order is attached.</p>	

7 **Recording and Publishing Virtual Committee Meetings**

Due to the current pandemic all Committee meetings are being live streamed through Microsoft Teams Live Events. From 8 June 2020, in-line with the revised Virtual Committee Procedures set out in the Constitution, Democratic Services will (dependent on technological capability) aim to make a recording of each meeting available on the Committee page of the Council's website within 48 hours of the meeting taking place. Recordings will be available until the date of the next meeting of that Committee, or for six months, whichever comes first.

Here is the link to [Monday's Overview and Scrutiny Commission](#) (8 June 2020).

8 **Membership of the Employment Panel**

Membership of the Employment Panel is:

Councillors Ayling, B Burgess, R Burgess, Burrett, Crow, Fiveash, Flack, Hart, Irvine, Jaggard, Jhans, Jones, Lamb, Lanzer, Lunnon, Malik, McAleney, McCarthy, Millar-Smith, Mullins, Pendlington, Pickett, Purdy, Rana, Sharma, B Smith, P Smith and Sudan.

9 **Staff Changes: May 2020**

21 - 22

Staff changes for May 2020 are attached for Councillors only.

10 **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 01/06/2020 and 05/06/2020

Application Number	Location	Proposal	Date of Decision	Decision
CR/2017/0921/CC1	STONER HOUSE, KILNMEAD, NORTHGATE, CRAWLEY	Discharge of conditions 4 (contamination scheme) and 5 (solar energy) pursuant to CR/2017/0921/FUL for infill development to create 9 x residential units (C3) at ground floor level with associated amenity space, communal facilities, landscaping and parking. Works also include extending the central core, re-cladding the external facade and changing the fenestration. Infill of front voids over 4 floors to provide 90m2 of residential floorspace	5 June 2020	APPROVE
CR/2018/0473/CC1	DIAMOND POINT, FLEMING WAY, NORTHGATE, CRAWLEY	Discharge of conditions 3 (materials), 4 (network ready), 5 (water efficiency), 6 (car parking), 7 (cycle parking), 8 (travel plan) and 9 (landscaping, trees) pursuant to CR/2018/0473/FUL for change of use from b1 to sui-generis to provide a flight training facility with the discharge of conditions 1 (addition of a mezzanine floor, external plant rooms, sprinkler tank and additional 43 car parking spaces including 12 disabled car parking spaces and 52 cycle spaces in lieu of HGV parking bays	4 June 2020	APPROVE

Application Number	Location	Proposal	Date of Decision	Decision
CR/2018/0473/NM1	DIAMOND POINT, FLEMING WAY, NORTHGATE, CRAWLEY	<p>Non material amendment of approved planning application CR/2018/0473/FUL for:</p> <ul style="list-style-type: none"> <li>A. Pedestrian crossing and dropped kerb at the front of property</li> <li>B. Installation of a car park barrier</li> <li>C. Omit the bin enclosure at the front</li> <li>D. 2 no enclosures for UKPN switch and CAE switch</li> <li>E. Relocate 4 no. accessible parking bays</li> <li>F. External condenser compound</li> <li>G. Relocate visitor cycle stands</li> <li>H. Provision of smoking and vaping shelters</li> <li>I. Loss of 3 staff car parking bays and the addition of pedestrian routes and crossings</li> <li>J. Less number of visible service pipes at the rear</li> <li>K. Change in sprinkler tank height and diameter</li> <li>L. Reduction of plant from roof of plant room</li> <li>M. Removal of louvres from east and west elevations and minor changes to fenestration</li> </ul>	4 June 2020	PERMIT
CR/2018/0693/NM1	R/O 5 - 9 SOUTHGATE ROAD, SOUTHGATE, CRAWLEY	<p>Non material amendment of approved planning application CR/2018/0693/FUL to remove the access to no 5 from the development, because a separate vehicular access to no. 5 from Southgate Road (including crossover) has been approved by WSCC and implemented</p>	3 June 2020	PERMIT

Application Number	Location	Proposal	Date of Decision	Decision
CR/2019/0282/NM1	LAND REAR OF 3 SOUTHGATE ROAD, SOUTHGATE, CRAWLEY	Non material amendment of approved planning application CR/2019/0282/FUL to remove the access to no.5 from the development, because a separate vehicular access to no. 5 from Southgate Road (including crossover) has been approved by WSCC and implemented.	3 June 2020	PERMIT
CR/2019/0864/FUL	BRAMWELLS, 13 HILLMEAD, GOSSOPS GREEN, CRAWLEY	Retrospective application for retention of a shed in the rear garden for hairdressers use	2 June 2020	PERMIT
CR/2020/0085/FUL	96 NORTH ROAD, THREE BRIDGES, CRAWLEY	Erection of single storey side, rear and front extensions	3 June 2020	PERMIT
CR/2020/0087/192	70 WOODFIELD ROAD, NORTHGATE, CRAWLEY	Certificate of lawfulness for loft conversion and rear dormer	2 June 2020	REFUSE
CR/2020/0125/TPO	CRABTREE COURT, WEST GREEN, CRAWLEY	T3 Oak - prune back by 2m all branches overhanging into development, where possible pruning back to suitable points of strong growth. Previous pruning points do exist from previous cut back, these will be used as an area to prune back to with suitable furnishing growth	1 June 2020	CONSENT
CR/2020/0126/FUL	102 SPENCERS ROAD, WEST GREEN, CRAWLEY	Single storey rear extension	1 June 2020	PERMIT
CR/2020/0134/192	14 MILBORNE ROAD, MAIDENBOWER, CRAWLEY	Certificate of lawfulness for erection of single storey rear extension	2 June 2020	PERMIT
CR/2020/0148/FUL	1 RILLSIDE, FURNACE GREEN, CRAWLEY	Demolition of existing conservatory and side extension and erection of a single storey side and rear wrap around extension	2 June 2020	PERMIT
CR/2020/0163/TPO	19 ALDINGBOURNE CLOSE, IFIELD, CRAWLEY	Oak - reduce height and crown radius by 1m; thin crown by 10-15%,	1 June 2020	CONSENT

Application Number	Location	Proposal	Date of Decision	Decision
		remove stem growth up to crown break (amended description)		
CR/2020/0181/192	134 BUCKSWOOD DRIVE, GOSSOPS GREEN, CRAWLEY	Certificate of lawfulness for the erection of a single storey rear extension	5 June 2020	PERMIT
CR/2020/0183/192	27 HENLEY CLOSE, MAIDENBOWER, CRAWLEY	Certificate of lawfulness for loft conversion to habitable space with rear dormer and three front roof lights	3 June 2020	PERMIT
CR/2020/0205/192	11 CRANBORNE WALK, FURNACE GREEN, CRAWLEY	Certificate of lawfulness for single storey rear extension	5 June 2020	PERMIT
CR/2020/0242/HPA	42 BURLANDS, LANGLEY GREEN, CRAWLEY	Prior notification for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5m, and have a maximum height of 3.4m and an eaves height of 2.5m	2 June 2020	PRIOR APPROVAL NOT REQUIRED
CR/2020/0278/TCA	ANLYS COTTAGE, IFIELD GREEN, IFIELD, CRAWLEY	Crab Apple tree - fell. Replace with Dwarf Plum	3 June 2020	NO OBJECTION



# Agenda Item 2



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	Closed from the junction of Spencers Road to the junction of Springfield Road with works taking place on the level crossing.	
Reason for TTRO	Road closure for Network Rail to load plant and materials on and off the railway track. Contact for the works is on	
Proposed Start Date / Time	Date: 15th August 2020	Time: 23:59
Proposed End Date / Time	Date: 17th August 2020	Time: 04:00
The restriction will be effective	24 hours	
Access arrangements	Diversion is to be followed - no access through level crossing.	
Applicant name	Rebecca Hardman of Centurion	
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

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# Agenda Item 3

## RECORD OF DECISION TAKEN UNDER EMERGENCY URGENCY POWERS

### SUMMARY OF DECISION TO BE TAKEN:

To permit the installation and use of protective screens within Crawley Borough Councils hackney carriage and private hire vehicle fleet in light of the COVID-19 pandemic.

This measure will remain as an option for the Trade to install subject to a series of recommendations whilst social distancing rules remain and/or the measure is fully implemented as part of wider vehicle conditions and the Hackney Carriage and Private Hire Licensing Policy.

**ASSOCIATED COMMITTEE:** Licensing Committee.

### RELEVANT PERSONS CONSULTED:

- Councillor Jones, Chair of the Licensing Committee has indicated his support.
- Councillor Ayling, Vice-Chair of the Licensing Committee – no response was received.
- Councillor Jhans, Portfolio Holder has indicated his support.
- Councillor Lamb, Leader of the Council has indicated his support.

Consultation was undertaken on: 8<sup>th</sup> June 2020.

### DECISION MADE:

That the installation and use of protective screens within Crawley Borough Councils hackney carriage and private hire vehicle fleet be permitted in light of the COVID-19 pandemic.

That the measure remain as an option for the Trade to install subject to a series of recommendations whilst social distancing rules remain and/or the measure is fully implemented as part of wider vehicle conditions and the Hackney Carriage and Private Hire Licensing Policy.

**REASONS FOR DECISION AND FURTHER INFORMATION:** Whilst there is no empirical evidence that protective screens are effective in stopping the spread of COVID-19, the correct installation, use and cleansing of the screen provides a protective barrier between licensed drivers and passengers. It is suggested that this offers an additional protection against the transmission of viruses.

The use of protective screens is also broadly supported by the Local Government Association and other Trade bodies as one measure to limit the spread of viruses, set alongside an effective cleansing regime, alongside the option for all parties within a vehicle to wear face masks and other Personal Protective Equipment.

I hereby agree that I will take the decision as set out above, for the reasons detailed, under the Council's Emergency Urgency Powers.



Chief Executive  
Date: 10 June 2020

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## PROTECTIVE SCREENS DURING COVID-19

### HACKNEY CARRIAGE & PRIVATE HIRE VEHICLES

Crawley Borough Council does not currently have a policy for the installation of safety screens in private hire vehicles or hackney carriages.

None the less, the Council would expect to approve screens that meet the relevant EU standard to be installed and evidence provided to the Council of testing to the relevant EU standard and approval by MIRA or other comparable independent product engineering company.

However, the Council are aware new screen apparatus is being sold in response to the COVID-19 pandemic. However, there is a lack of information about safety testing or certification (both practically and in relation to transmission of the virus) to allow the Council to endorse their use, and there is currently no definitive Government guidance on the subject.

The Council recognise that the COVID-19 pandemic is unique, and we are taking a proportionate approach to the installation and enforcement in relation to safety screens.

In relation to Private Hire Vehicles, the following condition applies:

#### **Vehicle Change of Use**

*5. The proprietor must notify the Council of any intended change in use of the specified vehicle, or any change in the particulars supplied at the time of application for the licence and of any modifications made to the vehicle, including seating arrangements immediately and shall not use the vehicle for the purposes of carrying fare paying passengers until approved by the Council.*

Installation of a safety screen during the current COVID-19 pandemic is considered a modification to the vehicle and the decision to install a screen will be a matter for vehicle owners/ proprietor, drivers and operators to consider.

Both private vehicle proprietors/owners **and** hackney carriage proprietors are expected to notify the Council of their intention to install a safety screens and an inspection of the screen may be required.

**The Council will not accept liability in circumstances in which a screen causes injury or death to a passenger or driver.**

The Council requires that the following guidance is considered necessary if you are to continue operating or driving a private hire/hackney carriage vehicle and wish to install a protective screen/shield.

## **The screen/shield should:**

- Be fitted in such a way so as not to affect the structural integrity of the vehicle, or interfere with any manufacturer fitted safety equipment
- Not interfere with or compromise any operating or safety features in the vehicle (including airbags, handbrake, gearstick) or the Vehicle Type Approval.
- Not be made of materials that will increase the fire risk in the vehicle.
- Be transparent, so as not to interfere with the safe use of the vehicle, and to enable the driver and passengers to see each other; and remain clear of scratches, clouding or stickers which would impede the drivers or passengers' visibility.
- The screen must be made of a material which allows both the passenger and driver to see and hear one another clearly throughout the duration of the hire.
- The screen must be made of a material which does not cause suffocation or other injury.
- Shall only create a partition between the two front seats and the rear cabin area.
- Not obstruct the passenger leg room in any way, nor require the passenger to adjust the screen to accommodate legs and/or baggage.
- Be adequately and safely secured.
- Not interfere with the safe access and egress of the driver or passengers nor become easily detached during normal use.
- Be adequately disinfected between bookings and at the start and end of each working day

## **Owners/Drivers/Operators should:**

- Inform insurers about the intention to fit such a device, and ensure their insurance will not be invalidated as a result.
- Ensure that you are adequately insured if such a device is fitted.
- Produce evidence to the Councils Taxi Licensing Team that the relevant insurance for the device is in place.
- Fit/install screens at your own responsibility and in accordance with the manufacturers specifications and recommendations.
- Ensure the device/apparatus is removed prior to the attendance for a vehicle compliance test.
- Understand that this is a temporary measure and the Council reserve the right to require the device removal with immediate effect.
- Be aware depending on the type fitted (full front/back partition) the front passenger seat in the vehicle may be unusable in which case the maximum number of passengers the vehicle is licensed to carry will be affected, reducing the number of occupants permitted.

If a Licensing Officer has any concerns about the use of a partition screen in a licensed vehicle, they will speak to the owner and may require the removal of the device, they will explain their reasons in writing.

## **Advice on Sanitisation and Face Coverings**

Those who are working have a responsibility to take all possible precautions to keep themselves and their vehicles as safe and sanitised to help stop the spread of the virus. We advise you to frequently clean and disinfect surfaces using appropriate cleaning products that are touched regularly i.e. door handles, seat belts and buckles. You will also need to clean other obvious hard surfaces touched by a passenger,

including areas that may have been infected following a passenger coughing or sneezing.

Face coverings do not replace social distancing, but are advisable when in an enclosed space and where there is difficulty socially distancing. This is a matter for individuals to determine.

You are advised to keep yourself apprised of the recommendations of Central Government in relation to COVID-19.

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Decision Log		Service Area(s)		Page
Date:	Decision / Action / Message:	Rationale:	Completed by:	Communication:
22 May 2020	Update to Neighbourhood Services activities effective 26 <sup>th</sup> May 2020	Patch Teams will focus on, Litter Picking and litter bins, dog bins, fly tipping, graffiti removal and grass cutting. Parks and playing fields will be litter picked and grass cut. Organised outdoor sports remain closed and unlikely that any programme of summer sports will be possible this year. Hedge cutting will commence when bird nesting season is over (earliest July). Regular Member updates will be sent to advise the team progress.	Head of Community Services	
25 May 2020	Updated delegation scheme for business and other premises closures: Enforcement including prohibition notices and fixed penalty notices.	The scheme has been amended to say, An officer authorised by the Head of Community Services to carry out the activities specified in their authorisation. That includes but not limited to Environmental Health Officers and Licensing Officers.	Head of Community Services	Councillors' Bulletin
27 May 2020	Skate Park Improvement capital project on hold.	Decision in conjunction with Cabinet Member for Wellbeing not to proceed with the project in light of the council's financial position and future recovery plan.	Head of Community Services	Councillors' Bulletin
28 May 2020	Floral displays and hanging baskets around the Town to be suspended this year.	The council has a contract with a nursery to provide plants and watering for displays around the town. They have advised of difficulties with supplies due to COVID this year so decision taken in agreement with Cabinet Member for Environmental Services & Sustainability and Cabinet Member for Planning & Economic Development to suspend this year.	Head of Community Services	Councillors' Bulletin
28 May 2020	Removal of nets from Crawley Borough Council Tennis courts during closure of facilities.	The council has received reports of individuals gaining access to the locked tennis courts during the lockdown period. The nets have been removed to discourage any continued access until such a time as the facilities are fully opened.	Head of Community Services	Signage to residents at the location

29 May 2020	Bulky Waste Service to resume with Biffa	As waste and recycling services are able to operate a full service the bulky collections will return to Biffa (from Patch Teams) at the normal pricing structure 5 days per week.	Head of Major Projects and Commercial Services.	
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## PUBLIC NOTICE

### Temporary closure of Exchange Road, Crawley, 10th June 2020

**NOTICE IS HEREBY GIVEN** that from the date specified below, West Sussex County Council has temporarily closed to all traffic Exchange Road, in the Crawley District (B) under Section 14(2) of the Road Traffic Regulation Act 1984, as amended, on Exchange Road for a distance approx 71 metres

The temporary closure is scheduled to commence on 10th June 2020 for up to 5 days (It is estimated to be completed on 12th June 2020) and is required for the safety of the public and workforce while GTC - Power on Connections undertakes 24hr Road Closure from the junctions with Northgate Avenue Roundabout to Kilnmead to undertake 2 x road crossing for the installation of substation

The restriction will be in place **24hrs.**

An alternative route will be signed on site but please visit <https://one.network/?tm=117251428> for more details.

Access for emergency service vehicles and pedestrians will be maintained at all times during the closure.

For information regarding this closure please contact GTC - Power on Connections on 07720090264 who will be able to assist with scope of these works.

Dated: 11th May 2020

Matt Davey

Director of Highways, Transport and Planning

**West Sussex County Council**

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