

COUNCILLORS' INFORMATION BULLETIN

Wednesday, 24 June 2020

Bulletin No: IB/1033

| INFORMATION ITEM | Pages |
|--|---------|
| <p>1 Delegated Planning Decisions</p> <p>Delegated planning decisions for the week beginning 15 June 2020 are attached. Contact for enquiries: Jean McPherson, Group Manager: Development Management on jean.mcpherson@crawley.gov.uk.</p> | 3 - 4 |
| <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. Southgate Avenue (Appendix A). Wakehurst Drive (Appendix B). | 5 - 10 |
| <p>3 Cancellation of Temporary Traffic Regulation Order: Horsham Road</p> <p>The attached Temporary Traffic Regulation Order has been cancelled.</p> | 11 - 12 |
| <p>4 Chief Executive: Emergency Urgency Decision - Revisions to the Council Tax Hardship Policy</p> <p>Under the Emergency Urgency Decision power, the Chief Executive has taken a decision to temporarily revise the Council Tax Hardship Policy to reflect the additional monies allocated to the Council from the Government Hardship Fund and to allow claims to be backdated.</p> <p>The decision was taken in consultation with Councillor Lamb (as Leader of the Council) and Councillor Crow (as Leader of the Opposition) who confirmed their support for the revisions.</p> <p>A copy of the full decision as well as the revised Council Tax Hardship Policy are attached.</p> | 13 - 20 |



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5 **Update on Pitch and Putt, Goffs Park, Southgate**

The grass in Goffs Park and the Pitch and Putt has been cut but it will take some time to bring it back to a reasonable playing surface. The ground staff are currently concentrating their efforts on other maintenance such as litter picking and emptying litter and dog bins, as all playing fields, parks and open spaces are seeing a huge increase in the amount of use.

The Council will struggle within the time left this season (10 weeks)* to get back to business as usual at the Pitch and Putt as the course has received little attention e.g. no spring preparation, fertilisers and feeds and it hasn't been cut during March, April and May. If the Council were asked to get this facility open this year it would need at least four weeks' intense work to bring it back to playable/chargeable standard. (*The main season ends after the summer holidays, sometimes if the weather is good it stays open at weekends in September).

Residents and visitors are encouraged to play the course for free without flags. The course will be lumpy and bumpy; however, this might give golfers an additional challenge.

Karen Rham,
Neighbourhood Services Manager

6 **BMX Track, Langley Green**

21 - 24

Information is attached for Councillors only.

7 **Press Releases**

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

CRAWLEY BOROUGH COUNCIL

DELEGATED PLANNING DECISIONS

The following decisions were issued, subject to conditions, under delegated powers for the period 15/06/2020 and 19/06/2020

| Application Number | Location | Proposal | Date of Decision | Decision |
|--------------------|--|---|------------------|----------|
| CR/2019/0757/NM1 | TOWN HALL, THE BOULEVARD, NORTHGATE, CRAWLEY | Non material amendment of approved planning application CR/2019/757/FUL for installation of 2no. 600mm x 500mm x 500mm acoustic attenuators to existing duct work | 17 June 2020 | PERMIT |
| CR/2020/0127/FUL | KARANGA, 1A MOUNT CLOSE, POUND HILL, CRAWLEY | Erection of single storey rear extension, first floor front extension and alterations to the front dormer window from a flat roof to a pitched roof | 19 June 2020 | REFUSE |
| CR/2020/0158/FUL | 44 MILL ROAD, THREE BRIDGES, CRAWLEY | Erection of front porch | 18 June 2020 | PERMIT |
| CR/2020/0161/FUL | 36 JERSEY ROAD, BROADFIELD, CRAWLEY | Alteration of dwarf wall with hipped roof conservatory to brick single storey extension with hipped roof | 18 June 2020 | PERMIT |

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Agenda Item 2

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

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

- List of Temporary Traffic Regulation Orders.
- Southgate Avenue (Appendix A).
- Wakehurst Drive (Appendix B).

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

| | | |
|-----------------------------------|--|-------------|
| Road Name | Southgate Avenue | |
| Village/Town/Parish | Crawley, Unknown | |
| Specific Location | Southgate Avenue, Crawley | |
| Reason for TTRO | Road Closure from the junctions with Station Way to Southgate Drive with works taking place on the level crossing to undertake steel work repairs to structure | |
| Proposed Start Date / Time | Date: 30th August 2020 | Time: 07:00 |
| Proposed End Date / Time | Date: 30th August 2020 | Time: 19:00 |
| The restriction will be effective | Day-time only from (time) 07:00 to (time) 19:00 | |
| Access arrangements | Access will not be maintained during works and the diversion route will need to be followed | |
| Applicant name | Network Rail Infrastructure Ltd | |
| Applicant contact tel number | 01268711516 | |
| Any other details | For more information about this proposed TTRO please visit: https://one.network/?tm=117614114 | |

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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PUBLIC NOTICE

WEST SUSSEX COUNTY COUNCIL TEMPORARY TRAFFIC REGULATION

WAKEHURST DRIVE, SOUTHGATE

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) **Wakehurst Drive, Southgate** from junction with **Mason Road to junction with Brighton Road** is temporarily prohibited from **09/07/20**.

The restriction will be in place off peak only between 09.30 – 15.00

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 **22 June 2020**

Matt Davey
Director of Highways, Transport and Planning

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Agenda Item 3



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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Agenda Item 4

RECORD OF DECISION TAKEN UNDER EMERGENCY URGENCY POWERS

SUMMARY OF DECISION TO BE TAKEN

Revision to the Council Tax Hardship Policy

To temporarily revise the Council Tax Hardship Policy to reflect the additional monies allocated to the Council from the Government Hardship Fund and to allow claims to be backdated.

RELEVANT PERSONS CONSULTED:

Councillor Lamb (Leader of the Council) – *Response received confirming support for the revision to the Council Tax Hardship Policy*

Councillor Crow (Leader of the Opposition) – *Response received confirming support for the revision to the Council Tax Hardship Policy*

DECISION MADE: To approve the revised Council Tax Hardship Policy as attached.

REASONS FOR DECISION AND FURTHER INFORMATION:

To ensure the Council is providing the maximum support to its residents during this difficult, by ensuring that the additional funding the Council has received can be used to support our residents in the most appropriate way possible.

The rationale for this decision is that the Council has received a further £988k from the Government Hardship Fund for Covid-19, to help with Council tax bills up to £150 per claimant. Also, the current Policy does not allow for backdating claims, so the temporary revision to the Policy will enable the Council to backdate support (if, for example, a claimant requested support today but had been out of work for months) as appropriate.

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: 23 June 2020

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Council Tax Additional Discretionary Hardship Fund

Chris Corker
Operational Benefit & Corporate Fraud Manager



| Council Tax Additional Discretionary Hardship Fund | | | | | | |
|--|--|--------------|--------------|-----------|-------------|---|
| Created by | Operational Benefits and Corporate Fraud manager | Chris Corker | Adopted Date | 16/6/2020 | Version | 1 |
| Ref | | | Review Date | | Page 1 of 5 | |

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|--|--|--------------|--------------|-----------|-------------|---|
| Council Tax Additional Discretionary Hardship Fund | | | | | | |
| Created by | Operational Benefits and Corporate Fraud manager | Chris Corker | Adopted Date | 16/6/2020 | Version | 1 |
| Ref | | | Review Date | | Page 2 of 5 | |

Overview

Due to Covid 19 the Government has provided Crawley Borough Council (CBC) with £988,656 to help local residents with their Council Tax (CT) liabilities for the financial year 2020/21 only through the Section 13A of the Local Government Finance Act 1992.

Section 13A enables Local Authorities to reduce the amount of Council Tax payable 'as it sees fit'.

Eligibility

The government has stipulated that all residents in receipt of Council Tax Reduction (CTR) during 2020/21 will automatically qualify for up to £150 towards their CT liability from the new additional funds provided.

All other awards will be at the discretion of CBC.

When considering an award the following should be taken into account:

- There must be evidence of financial hardship or unforeseen circumstances
- Has the taxpayer maximised their income before their application by applying for welfare benefits or income which would be available to them
- Has the taxpayer considered mortgage or loan holidays which might be available to them
- Applications relating to sole or main residence only will be considered
- The taxpayer does not have access to any other funds or assets that could be used to pay their Council Tax
- They have no capital over £9,000

Circumstances where we would consider an award

| Circumstances | Calculation of award |
|---|---|
| Customer has been awarded CTR part way through the year but would have been entitled from 1 April 2020 had they applied. (Backdating of CTR award) | Generally an award of the same rate as the CTR award for either 12 weeks or back to 1 April 2020 at the earliest. Discretion to award more than 12 weeks and more than CTR award (up to full liability). But not back further than 1 April 2020. Less any hardship award already awarded. |
| Customer has made an application for CTR but falls under the deminimis award and would have been entitled to up to £5 per week were it not for the deminimis award. | Award of a one off £150 for the whole of the financial year. Discretion to award more, up to full deminimis award (£5 per week) |

| Council Tax Additional Discretionary Hardship Fund | | | | | | |
|--|--|--------------|--------------|-----------|-------------|---|
| Created by | Operational Benefits and Corporate Fraud manager | Chris Corker | Adopted Date | 16/6/2020 | Version | 1 |
| Ref | | | Review Date | | Page 3 of 5 | |

| | |
|---|---|
| Customer is in receipt of Universal Credit and is self-employed. The assessment period that they receive the 3 month self-employed income support grant will take them out of UC yet the grant covers three months of income. | Award hardship payment equal to the CTR to cover gap in CTR as a result of the UC break in entitlement due to income support payment. |
| Customer already in receipt of CTR and temporarily out of the UK for up to 4 weeks, prevented from returning due to travel lockdown. CTR would stop as no longer eligible as out of the UK. | Amount payable at discretion for a period up to 12 weeks. Expected to be at the same rate as any CTR award and to replace any lost CTR as a result of the lockdown. |
| Customers who have suffered a bereavement within the immediate family home as a direct result of Covid 19 which has left other family members living there. Consider death certificate cause of death or letter from clinician. | Consider £150 one off payment |
| Customers who have no recourse to public funds and have been placed in self-contained nightly paid accommodation by CBC homelessness and are unable to claim CTR. | Reduction in whole liability for the entirety of their stay. |
| Customers who are suffering any further financial hardship after CTR has been awarded. Mirror any Discretionary Housing payment awards | Consider further reduction subject to seeing evidence of maximising income, reducing spending and getting necessary advice if applicable. |

This list is not exhaustive and each application will be considered on its own merits.

Administration

These awards to be administered by Corporate Finance (Revenues & Benefits). Once the additional funds are exhausted no new applications will be considered under this scheme.

Notification of award

In the majority of cases where the customer is in receipt of council tax reduction they will be notified through the council tax billing process. The hardship payment will show on the bill.

In cases where the customer is required to make an application the customer will be notified if they are unsuccessful.

Changes to this policy

| Council Tax Additional Discretionary Hardship Fund | | | | | | |
|--|--|--------------|--------------|-----------|-------------|---|
| Created by | Operational Benefits and Corporate Fraud manager | Chris Corker | Adopted Date | 16/6/2020 | Version | 1 |
| Ref | | | Review Date | | Page 4 of 5 | |

This policy can have minor amendments throughout the year by the Chief Executive of Crawley Borough Council, based on the sums remaining available in the scheme. These changes will be reported to Councillors.

Disputes regarding section 13A

As a section 13A reduction is purely discretionary, there is no statutory right of appeal, however, Crawley Borough Council does recognise that applicants should be entitled to have a decision reviewed objectively if they are dissatisfied with the outcome of their application.

Requests for reconsideration can only be made by the original applicant.

Requests for reconsideration must be in writing and include reasons as to why the decision should be amended and include any new or additional information relevant to the decision making process.

Reconsiderations will be considered by a different officer than the one who made the initial decision.

Requests for considerations must be made within a calendar month of the original decision being made.

If we have requested further information and evidence to support the reconsideration and this has not been received within the specified time scale, the reconsideration will be refused on the grounds of lack of supporting evidence.

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|--|--|--------------|--------------|-----------|-------------|---|
| Council Tax Additional Discretionary Hardship Fund | | | | | | |
| Created by | Operational Benefits and Corporate Fraud manager | Chris Corker | Adopted Date | 16/6/2020 | Version | 1 |
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Agenda Item 6

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

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