

# COUNCILLORS' INFORMATION BULLETIN

Wednesday, 15 July 2020

**Bulletin No: IB/1036**

INFORMATION ITEM	Pages
<p>1 <b>Delegated Planning Decisions</b></p> <p>Delegated planning decisions for the week beginning 6 July 2020 are attached. Contact for enquiries: Jean McPherson, Group Manager: Development Management on <a href="mailto:jean.mcperson@ Crawley.gov.uk">jean.mcperson@ Crawley.gov.uk</a>.</p>	3 - 4
<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>• Balcombe Road, Pound Hill (Appendix A).</li> <li>• Dove Close, Langley Green (Appendix B).</li> <li>• Lucerne Drive, Maidenbower (Appendix C).</li> <li>• Crawley Avenue (Eastbound), Northgate (Appendix D).</li> </ul>	5 - 14
<p>3 <b>Chief Executive: Emergency Urgency Decision - Re-opening of Leisure Centres</b></p> <p>In line with the Government announcement to permit the re-opening of leisure centres, the Chief Executive has, under the Emergency Urgency Decision powers, taken a decision to give authority for Everyone Active to re-open K2 Crawley, The Bewbush Centre and The Broadfield 3G pitch to re-open with effect from 25 July 2020.</p> <p>The decision was taken in consultation with Councillor Lamb (as Leader of the Council), Councillor Mullins (as Cabinet Member for Wellbeing) and Councillor Crow (as Leader of the Conservative Party) who all confirmed their support.</p> <p>A copy of the full decision is attached.</p>	15 - 16



Switchboard: 01293 438000  
Main fax: 01293 511803  
Minicom: 01293 405202 DX:  
57139 Crawley 1  
[www.crawley.gov.uk](http://www.crawley.gov.uk)

Town Hall  
The Boulevard  
Crawley  
West Sussex  
RH10 1UZ

4	<b>Be Covid Secure: Advice for Members - Do's and Don'ts</b> Advice for Councillors is attached.	17 - 22
5	<b>Staff Changes: June 2020</b> Staff changes for June 2020 are attached for Councillors only.	23 - 24
6	<b>Press Releases</b> Press releases are available at <a href="http://www.crawley.gov.uk/news">www.crawley.gov.uk/news</a>	

# CRAWLEY BOROUGH COUNCIL

## DELEGATED PLANNING DECISIONS

The following decisions were issued, subject to conditions, under delegated powers for the period 06/07/2020 and 10/07/2020

Application Number	Location	Proposal	Date of Decision	Decision
CR/2019/0111/CC1	196 THREE BRIDGES ROAD, THREE BRIDGES, CRAWLEY	Discharge of conditions 3, (noise and odours) 4 (water stress) and 5 (energy efficiency) pursuant to CR/2019/0111/FUL for change of use from a2 (financial and professional services) to sui generis (hair and beauty salon)	6 July 2020	APPROVE
CR/2019/0777/FUL	11 & 13 STEPHENSON WAY, THREE BRIDGES, CRAWLEY	Change of use from take away (A5) to an office, storage, training and counselling mixed use with the erection of single storey rear extension, refurbishment, external alterations and internal layout changes	10 July 2020	PERMIT
CR/2020/0131/FUL	27 LAUREL CLOSE, FURNACE GREEN, CRAWLEY	Front extension with a pitched roof and rear extension with a flat felted roof	10 July 2020	PERMIT
CR/2020/0152/FUL	HEDGEROW HOUSE, RUSPER ROAD, IFIELD, CRAWLEY	Retrospective application for front boundary wall	10 July 2020	REFUSE
CR/2020/0195/192	4 STONEFIELD CLOSE, SOUTHGATE, CRAWLEY	Certificate of lawfulness for loft conversion, dormer roof extension, hip to gable roof extension and reduction in size of ground floor flank elevation window	9 July 2020	PERMIT
CR/2020/0220/FUL	PEGASUS THREE, PEGASUS PLACE, GATWICK ROAD, NORTHGATE, CRAWLEY	Creation of refuse and recycling enclosure with adjacent garden waste container	6 July 2020	PERMIT

Application Number	Location	Proposal	Date of Decision	Decision
CR/2020/0225/FUL	LAND REAR OF 1 COWDRAY CLOSE, POUND HILL, CRAWLEY	Change of use of private amenity land to private residential garden and the replacement of the existing fence with a 1.8m high closed board fence with concrete posts and gravel board	6 July 2020	PERMIT
CR/2020/0283/TCA	ON FORESTFIELD LAND BY OLD TENNIS COURT, OPPOSITE 10 BATEMAN COURT, FORESTFIELD, FURNACE GREEN, CRAWLEY	Ash tree - fell	7 July 2020	NO OBJECTION
CR/2020/0290/192	ASH COTTAGE, TWEED LANE, IFIELD, CRAWLEY	Certificate of lawfulness for the erection of a detached garage following the demolition of the existing detached garage	8 July 2020	PERMIT
CR/2020/0396/NTF	CAR PARK SITE 1B, LARKINS ROAD, GATWICK, CRAWLEY	Notification to the Local Planning Authority under class Q (development by the crown relating to an emergency) of the Town and Country Planning (General Permitted Development) Order (England) 2015 for use as a drive-through medical testing centre until 3rd October 2020	10 July 2020	NOT REQUIRED
CR/2020/3001/EIA	RAMPION 2 OFF SHORE WIND FARM	Request from the Planning Inspectorate To Crawley Borough Council (as a consultation body) for any comments to inform the environmental impact assessment scoping opinion for Rampion 2 Offshore Wind Farm	10 July 2020	NO OBJECTION

# 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.
- Balcombe Road, Pound Hill (Appendix A).
- Dove Close, Langley Green (Appendix B).
- Lucerne Drive, Maidenbower (Appendix C).
- Crawley Avenue (Eastbound), Northgate (Appendix D).

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# PUBLIC NOTICE

## Temporary closure of Balcombe Road, Pound Hill, 22nd July 2020

**NOTICE IS HEREBY GIVEN** that from the date specified below, West Sussex County Council has temporarily closed to all traffic Balcombe Road, Pound Hill, in the Crawley District under Section 14(2) of the Road Traffic Regulation Act 1984, as amended, on Balcombe Road between junctions with Radford Road to junction with Antlands Roundabout

The temporary closure is scheduled to commence on 22nd July 2020 for up to 5 days (It is estimated to be completed on 23rd July 2020) and is required for the safety of the public and workforce while West Sussex County Council undertakes a road Closure to allow Balfour Beatty to undertake carriageway patching works.

The restriction will be in place **day-time only** from 09:00 until 17:00

An alternative route will be signed on site but please visit <https://one.network/?tm=117673306> 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 West Sussex County Council on 01243 642105 who will be able to assist with scope of these works.

Dated: 29th June 2020

Matt Davey

Director of Highways, Transport and Planning

**West Sussex County Council**

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

Follow us at [@WSHighways](#)

Email: [ttro@westsussex.gov.uk](mailto:ttro@westsussex.gov.uk)

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# PUBLIC NOTICE

## WEST SUSSEX COUNTY COUNCIL TEMPORARY TRAFFIC REGULATION

### **DOVE CLOSE, LANGLEY GREEN**

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) **Dove Close, Langley Green** from junction with **Langley Drive to end** is temporarily prohibited from **28/07/2020 at 09.30 until 28/07/2020 at 15.00**

**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

There is no alternative route for traffic as this is a cul-de-sac

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 **09 July 2020**

Matt Davey  
Director of Highways, Transport and Planning

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# PUBLIC NOTICE

## WEST SUSSEX COUNTY COUNCIL TEMPORARY TRAFFIC REGULATION

### **LUCERNE DRIVE, MAIDENBOWER**

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) **Lucerne Drive, Maidenbower** from junction with **Townsend Way to junction with Pallingham Drive** is temporarily prohibited from **30/07/20**.

**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 **13 July 2020**

Matt Davey  
Director of Highways, Transport and Planning

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# PUBLIC NOTICE

## WEST SUSSEX COUNTY COUNCIL TEMPORARY TRAFFIC REGULATION

### **CRAWLEY AVENUE EASTBOUND, 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) **Crawley Avenue Eastbound, Northgate** from junction with **London Road Roundabout to junction with Gatwick Road Roundabout** is temporarily prohibited from **27/07/2020 at 20.00 until 27/07/2020 at 23.00**

**The restriction will be in place night-time only between 20.00 – 23.00**

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 **14 July 2020**

Matt Davey  
Director of Highways, Transport and Planning

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# Agenda Item 3

## RECORD OF DECISION TAKEN UNDER EMERGENCY URGENCY POWERS

**SUMMARY OF DECISION TO BE TAKEN:** Re-opening of leisure centres

**ASSOCIATED COMMITTEE:**

Cabinet

**RELEVANT PERSONS CONSULTED:**

Consultation took place from 10 July 2020 to 15 July 2020.

**Councillor Lamb (Leader of the Council)** – *Response received confirming support.*

**Councillor Mullins (Cabinet Member for Wellbeing)** – *Response received confirming support.*

**Councillor Crow (Leader of the Conservative Group)** – *Response received confirming support.*

**DECISION MADE:**

In line with the Government announcement to permit the re-opening of leisure centres, authority given for Everyone Active to re-open K2 Crawley, The Bewbush Centre and The Broadfield 3G pitch with effect from 25 July 2020 as detailed below.

**REASONS FOR DECISION AND FURTHER INFORMATION:**

The restrictions placed on leisure centre opening constitute a change in law and the Council are liable to meet costs associated with the change in law in such circumstances. For the period from opening up until the end of September, the Council agrees to 'waive' the payment of the contract fee to the Council and agrees to underwrite costs up to £80,000 in July, £70,000 in August and £74,000 in September. Where Everyone Active outperform these loss projections, the Council will pay a lower fee to Everyone Active equivalent to the actual cost. Any loss greater than the capped amount will be borne by Everyone Active.

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: 15 July 2020**

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# BE COVID SECURE

Advice for Members

# Do's and Don'ts

# BE COVID SECURE

**This guidance has been tailored to suit your role as Members and assist you in keeping yourselves and officers safe during the pandemic.**

You should continue to work from home if you are able to. If you need help and support to do this, please contact Democratic Services or your Group Leader.

If you have a recognised vulnerability, you can still come into the Town Hall so long as additional protections are in place, however please let Democratic Services know beforehand. The two metres distancing will be strictly enforced in these cases with care to be taken by colleagues to maintain these distances.

Following government guidance the council has worked to make the Town Hall 'Covid secure'. This includes carrying out risk assessments, installing hand sanitizer stations, and directional signage.

While in the building you must behave in a way that keeps you, your colleagues, officers and your families safe and if you or your family have symptoms of the virus, please do not come into the Town Hall. Stay home and follow government guidelines on isolating.

Please comply with the following guidance at all times. If you have any concerns about your health or circumstances that you consider make you more vulnerable, please speak to your Group Leader and Democratic Services.

## Before arriving:

- Keep up-to-date with the latest information, as things are changing daily
- Familiarise yourself with the latest guidance before you come in to the building
- Please be flexible around availability and timings for meetings with Democratic Services
- Make sure to use all designated areas for Members, to avoid overcrowding
- Be aware of any one-way systems that have been introduced to reduce passing within two metres in restricted places.



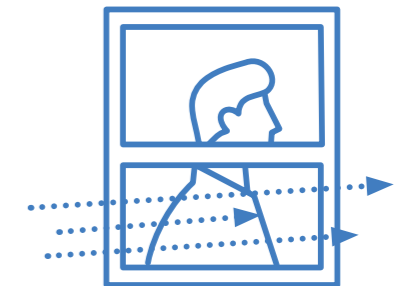
## On arrival:



- Wash or sanitise your hands (for at least 20 seconds)



- Wipe down any equipment (including desks, chair armrests, vehicles, tools and IT/phone) you will be using as soon as you arrive, with the products provided
- This applies to meeting spaces as well as desks. Please ensure you plan sufficient time ahead of attending any meeting
- Do not share stationery equipment – use your own
- IT can provide you with your own keyboard or mouse if you have any concerns (**see the FAQs section**)
- Ensure you are two metres away from colleagues unless other arrangements have been put in place



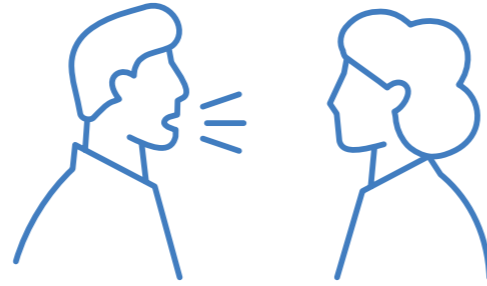
- When the weather allows, and with the agreement of colleagues, open windows or other means of ventilation

## During the workday:

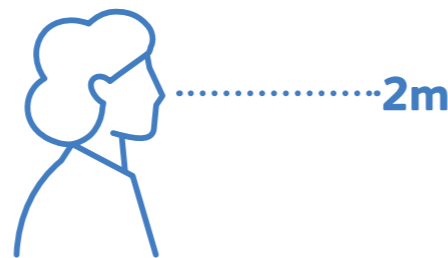
- Know your do's and don'ts and how they operate in the building
- Follow any directions and signage relating to more restricted spaces
- The number of sinks and urinals available in the toilets will be reduced. Please follow signage and avoid queuing in the corridors outside
- Kitchen areas will be one person at a time, and tops must be left as clear as possible for cleaning. Items left out will be placed in a cupboard



- One-way systems are being put in place where possible and appropriate to reduce instances where people come within two metres. Please follow signage
- When it is necessary to pass people in corridors or other narrow spaces where a one-way system is not in place, do so quickly



- Do not stop and chat in corridors or other restricted spaces where you might obstruct others
- Where possible do not use hands to open doors when pushing, and perhaps use paper towels when opening doors if you are concerned
- Only one person to use a lift at any one time



- Allow as much space as possible on stairs and pass quickly but safely
- When using and touching common areas (such as kitchens or printers/ photocopiers) wash or sanitise your hands beforehand and once finished

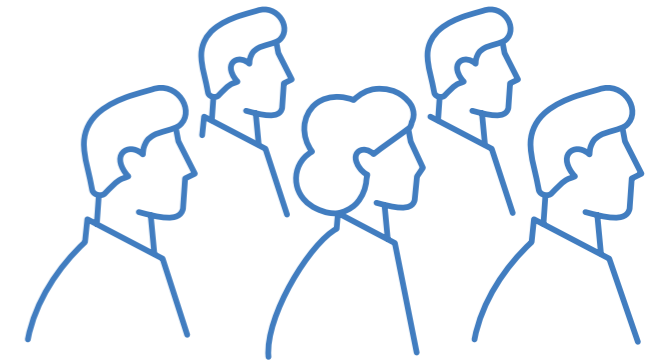
- Remain paperless and do as much electronically as possible



- Avoid coughing or sneezing in the direction of others and create extra distance. Catch these in a tissue and bin it or use the 'dab' technique by coughing or sneezing into your elbow
- In the case of an emergency evacuation, social distancing measures are suspended until you arrive at the muster point. Please exit the building quickly and safely and apply social distancing once safely outside.

## When leaving the building or moving workspaces:

- Wash or sanitise your hands a final time
- Leave all workspaces (including desks) and meeting spaces totally clear when you leave
- Wipe down any equipment as you leave



- Ensure you stagger leaving the building with colleagues to avoid congestion.

# Frequently Asked Questions

## Where can I find the latest advice?

The [intranet](#) is your first port of call for generic advice, supported by messages, by email and through signage at major entrances/exits.

## Do I need PPE?

See this [table](#) as a guide (via intranet).

## Should I wear a face mask / covering?

If you follow the above guidance, there is no need for a face mask. You can bring in your own face coverings if you wish – but you must follow the above guidelines regardless.

## What cleaning regimes are in place?

The council increased its cleaning regime from the outset. Workstations will be cleaned overnight on a daily basis. Communal touchpoints are cleaned several times throughout the day. Within offices, disinfectant spray and paper towels will be provided. Hand sanitiser will be placed strategically in offices, communal areas, the vehicle fleet and other places as required.

## What arrangements are in place in the car park?

There are currently no changes to car parking arrangements. If you park next to another car and people are vacating that car, then please wait to leave your car to maintain social distancing.

It isn't necessary to park leaving wide distances between cars.

## What happens if someone becomes symptomatic?

The person who becomes symptomatic is immediately advised to self-isolate and organise a test. Contact tracing in workplaces used over the previous seven days is undertaken and colleagues notified that:

- So long as social distancing protocols have been followed there is minimal risk of infection and no cause for concern
- If symptoms consistent with Covid-19 are displayed then it's isolation and arrange for a test to be undertaken. Please inform your Group Leader and Democratic Services
- If not symptomatic but concerned social distancing has not been maintained then raise with your Group Leader and Democratic Services and a further assessment will be made.

Arrangements will be made for the workplaces affected to be deep cleaned before anyone is asked to work in that location again.

## Members' desks are shared. What cleaning arrangements are there?

Additional cleaning arrangements have been put in place (see answer on previous page). We are also requesting that everyone wipes down the desk and any equipment before and after use. IT will make available additional keyboards and mice, which can be allocated to you and you will need to use these wherever you work. These must not however be left on desks, you should take this with you.

## Can we have face-to-face meetings?

**So long as social distancing is met then yes.** MS Teams offers an alternative. If using MS Teams for meetings whilst in a shared space this may be distracting for others. Please use headphones if possible. The IT team has a supply of basic headphones for use with your hybrid device.

## What if I feel ill within the office?

If your symptoms are consistent with Covid-19, let your Group Leader and Democratic Services know and make your way home. Arrange for a test as soon as possible. If not consistent with Covid-19 you are able to continue to work within the office if symptoms allow.

## What entrance / exit to the building should I use?

All doors will be available for use. Remember to apply good security practice by not letting others into the building. The Town Hall remains closed to customers for now so please signpost them to online / self-service services.

## Is there any issue with our air conditioning units spreading Covid-19?

There is no evidence of this and having sought advice we do not believe there is any cause for concern. We would however encourage using natural ventilation (windows) where possible. This is beneficial in reducing the likelihood of infection.

## How do I request a keyboard, mouse and headphones from IT?

These can be requested through the [Fresh Portal](#).

# Agenda Item 4

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# Agenda Item 5

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

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