

COUNCILLORS' INFORMATION BULLETIN

Tuesday, 18 May 2021

Bulletin No: IB/1080

INFORMATION ITEM	Pages
<p>1 Delegated Planning Decisions</p> <p>Delegated planning decisions for the week beginning 10 May 2021 are attached. Contact for enquiries: Jean McPherson, Group Manager: Development Management on jean.mcperson@crawley.gov.uk.</p>	5 - 6
<p>2 Temporary Traffic Regulation Order: Rusper Road, Ifield</p> <p>A Temporary Traffic Regulation Order for Rusper Road, Ifield is attached.</p>	7 - 8
<p>3 Cancellation of Temporary Traffic Regulation Order: Brighton Road</p> <p>The works relating to the attached, previously published, Temporary Traffic Regulation Order have been <u>cancelled</u>.</p>	9 - 10
<p>4 Decision Taken Under Urgent Action: District Heat Network's Heat Tariff</p> <p>The Chief Executive, under the Urgent Action decision making powers set out in the Constitution, has agreed the District Heat Network's Heat Tariff. This Heat Tariff will come into force in May 2021 ahead of the occupation of Geraint Thomas House. This Tariff will be reviewed on an annual basis.</p> <p>This decision has been protected from Call-In to avoid the potential scenario of Geraint Thomas House being occupied without any Heat Tariff being in place. Given the election, taking this decision through normal routes would have led to a delay of a number of weeks making such a scenario likely.</p> <p>As the decision relates to an Executive function, the Chief Executive took the decision in consultation with Councillor Lamb (as Leader of the Council). Councillor Jhans (Cabinet Member for Environmental Services and Sustainability), Councillor P Smith (Cabinet Member for Planning and Economic Development), Councillor Irvine (Cabinet Member for Housing)</p>	11 - 16



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and Councillor Kim Jaggard as Shadow Cabinet Member for Environmental Services and Sustainability were also consulted.

A copy of the full decision and the associated Briefing Note are attached.

5 **Decision Taken Under Urgent Action: Additional Discretionary Council Tax Discount** **17 - 18**

The Chief Executive, under the Urgent Action decision making powers set out in the Constitution, has agreed that an additional discretionary council tax discount of up to £150.00 per household may be provided for working age Council tax reduction claimants. This will reduce Council tax bills by up to £150.00 for vulnerable working age residents.

This decision has been protected from Call-In to enable the Council to start implementing an additional discount to help reduce the impact of the pandemic on residents in receipt of Council tax support as soon as possible.

As the decision relates to an Executive function, the Chief Executive took the decision in consultation with Councillor Lamb (as Leader of the Council).

A copy of the full decision is attached.

6 **Article 4 Directions Regarding the Conversion of Dwellings to Houses of Multiple Occupation (HMO)** **19 - 20**

Information is attached on the Article 4 Directions regarding the conversion of dwellings to HMOs.

7 **Consultation: Public Payphone Removal** **21 - 22**

Attached is information relating to British Telecom's consultation of public payphone removal.

8 **Consultation: Council-owned Neighbourhood Parades**

A consultation regarding the running of Crawley Borough Council's neighbourhood shopping parades is now open.

The Council-owned Neighbourhood Parades Scrutiny Panel is welcoming views from the public regarding elements of the management of the parades, such as:

1. The level of rent set, and how this might be assessed.
2. The type of uses allowed in the units.
3. The balance of those uses within a parade.
4. Potential tenants' readiness to run a business, and their influence upon a parade, through the proposed use.
5. Ensuring that tenants meet their repairing obligations alongside the

- Council carrying out parade improvements.
6. The basis upon which the flats above the shops are allowed to be let.

The consultation is open to all Crawley residents and all CBC parade shop tenants until 11 June 2021.

Please encourage residents and parade shop tenants to share their views with us by completing [this short survey](#).

9 **Affordable Housing Development Pipeline: May 2021**

23 - 24

An update on affordable housing is attached for Councillors only.

10 **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 10/05/2021 and 14/05/2021

Application Number	Location	Proposal	Date of Decision	Decision
CR/2018/0343/CC2	44 ALBANY ROAD, WEST GREEN, CRAWLEY	Discharge of condition 6 (materials) pursuant to CR/2018/0343/FUL for the demolition of an existing bungalow and erection of 3 x 2.5 storey terraced houses with associated parking	10 May 2021	APPROVE
CR/2019/0696/CC1	LAND PARCEL AT JERSEY FARM, COUNTY OAK LANE, LANGLEY GREEN, CRAWLEY	Discharge of conditions 3 (materials), 4 (tree protection plan), 5 (landscaping), 7 (surface water drainage), 8 (slab levels) , 12 (ecology), 13 (bird management plan) and 15 (network ready) pursuant to CR/2019/0696/FUL for the erection of a warehouse building to provide B8 use together with associated car parking and landscaping	13 May 2021	PERMIT
CR/2020/0809/FUL	95 THREE BRIDGES ROAD, THREE BRIDGES, CRAWLEY	Proposed two storey and single storey rear extension, first floor side extension over existing, conversion of garage with front bay window, accommodation at second floor with high level rooflights in the front and side (amended description)	13 May 2021	REFUSE
R/2021/0051/FUL	17 HAREWOOD CLOSE, THREE BRIDGES, CRAWLEY	Erection of front porch	11 May 2021	PERMIT
CR/2021/0066/CON	SOUTH TERMINAL CAR PARK FORECOURT, FIRST POINT, BUCKINGHAM GATE, GATWICK, CRAWLEY	Consultation from Gatwick Airport for electric vehicle charging forecourt	12 May 2021	NO OBJECTION

Application Number	Location	Proposal	Date of Decision	Decision
CR/2021/0079/FUL	17 FOWLER CLOSE, MAIDENBOWER, CRAWLEY	Proposed single storey rear extension	12 May 2021	PERMIT
CR/2021/0081/FUL	UNIT D, PEGLER COURT, PEGLER WAY, WEST GREEN, CRAWLEY	Change of use from explore learning centre to dental surgery (Class E)	13 May 2021	PERMIT
CR/2021/0115/FUL	82 LANGLEY WALK, LANGLEY GREEN, CRAWLEY	Proposed single storey front extension	13 May 2021	PERMIT
CR/2021/0131/FUL	1 CHEPSTOW CLOSE, POUND HILL, CRAWLEY	Erection of new brick boundary wall, hedge and associated hard and soft landscaping	12 May 2021	PERMIT
CR/2021/0153/ADV	COMPASS HOUSE, MANOR ROYAL, NORTHGATE, CRAWLEY	Advertisement consent for 1 no. Fascia sign	13 May 2021	CONSENT
CR/2021/0156/FUL	1 SHEPPEY CLOSE, BROADFIELD, CRAWLEY	Erection of single storey side and rear extension following demolition of existing conservatory and outbuildings	12 May 2021	PERMIT
CR/2021/0169/FUL	44 FINDON ROAD, IFIELD, CRAWLEY	Erection of a front porch	12 May 2021	PERMIT
CR/2021/0188/FUL	44 GRATTONS DRIVE, POUND HILL, CRAWLEY	Erection of part single storey part two storey rear extension	14 May 2021	PERMIT
CR/2021/0208/PA3	2 EAST PARK, SOUTHGATE, CRAWLEY	Prior approval for change of use from offices (B1a) located on the first and second/attic floors to 5 residential units (C3)	10 May 2021	PRIOR APPROVAL REFUSED
CR/2021/0213/192	33 BRANTRIDGE ROAD, FURNACE GREEN, CRAWLEY	Certificate of lawfulness for proposed single storey rear extension and proposed front infill storm porch	11 May 2021	PERMIT
CR/2021/0266/HPA	53 CROSSWAYS, THREE BRIDGES, CRAWLEY	Prior notification for demolition of existing conservatory and the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.6m, and have a maximum height of 3.7m and an eaves height of 2.5m	11 May 2021	PRIOR APPROVAL NOT REQUIRED

Agenda Item 2



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

Road Name	Rusper Road	
Village/Town/Parish	Ifield, Rusper CP	
Specific Location	Rusper Road, Ifield	
Reason for TTRO	Road Closure from the junctions with Ifield Wood to Burnt House Lane with works taking place outside Broomhill House to replace a decayed pole	
Proposed Start Date / Time	Date: 5th July 2021	Time: 08:00
Proposed End Date / Time	Date: 5th July 2021	Time: 18:00
The restriction will be effective	Day-time only from (time) 08:00 to (time) 18:00	
Access arrangements	Access maintained for emergency services, residents and pedestrians	
Applicant name	BT	
Applicant contact tel number	02476642814	
Any other details	For more information about this proposed TTRO please visit: https://one.network/?tm=122166442	

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



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

Road Name	Brighton Road	
Village/Town/Parish	Crawley,	
Specific Location	Brighton Road, Crawley at the Crawley High Street level crossing	
Reason for TTRO	road closure for level crossing maintenance	
Proposed Start Date / Time	Date: 19th July 2021	Time: 23:59
Proposed End Date / Time	Date: 20th July 2021	Time: 05:00
The restriction will be effective	Night-time only from (time) 23:59 (time) 05:00	
Access arrangements	Access will be maintained within the closure area for Residents and Business	
Applicant name	Network Rail Infrastructure Ltd	
Applicant contact tel number	03457 11 41 41	
Any other details	For more information about this proposed TTRO please visit: https://one.network/?tm=121697046	

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 CHIEF EXECUTIVE URGENCY POWERS

SUMMARY OF DECISION TO BE TAKEN:

Agree as an urgent decision the District Heat Network's Heat Tariff of:

Incl VAT	Fixed Charge £/year		Variable Charge p/kWh
Social Tenant	£126	(£224 paid by landlord)	6.85
Owner Occupier/ Shared Ownership	£350		6.85

The attached briefing note sets out in more detail the basis for how this Tariff has been arrived at, striking a balance between affordability and commercial viability.

This Heat Tariff will come into force in May 2021 ahead of the occupation of Geraint Thomas House. This Tariff will be reviewed on an annual basis.

ASSOCIATED COMMITTEE: Cabinet

RELEVANT PERSONS CONSULTED:

- Cllr Peter Lamb, Leader of the Council
- Cllr Gurinder Jhans, Cabinet Member for Environmental Services and Sustainability, on 30 April
- Cllrs Peter Smith (Cabinet Member for Planning and Economic Development) and Ian Irvine (Cabinet Member for Housing) as the other Town Hall Site Redevelopment Portfolio Holders between 30 April and 4 May
- Cllr Kim Jaggard as Shadow Cabinet Member for Environmental Services and Sustainability on 4-5 May.

DECISION MADE:

Agreed as an urgent decision to approve the District Heat Network's Heat Tariff of:

Incl VAT	Fixed Charge £/year		Variable Charge p/kWh
Social Tenant	£126	(£224 paid by landlord)	6.85
Owner Occupier/ Shared Ownership	£350		6.85

Agenda Item 4

REASONS FOR DECISION AND FURTHER INFORMATION:

This decision has had to be taken as an urgent decision to avoid the potential scenario of Geraint Thomas House being occupied without any Heat Tariff being in place. Given the election, taking this decision through normal routes would have led to a delay of a number of weeks making such a scenario likely.

This decision has also been protected from Call-In for the above reason.

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



Chief Executive
Date: 5 May 2021

Briefing Note: DHN Heat Tariffs
30 April 2021

Purpose

This briefing note sets out the proposed DHN heat tariff and the rationale behind it.

Heat Tariff Principles

The key principles for setting the heat tariff are:

- The heat tariff has to be affordable for all tenants, so CBC is targeting a heat tariff that is no more than the equivalent gas heating price. This is determined by referencing the Heat Trust Gas Comparator price.
- It has to be affordable for current John Brackpool Court residents, who have been paying their current heating bills for over a year.
- It has to be commercially viable for CBC, realising an acceptable IRR over 40 years.

Elements of the Heat Tariff

The Heat Tariff is made up of both a **fixed charge** payable per day and a **variable charge** payable per unit of heat used.

The **fixed charge** includes the costs of operating, maintaining and repairing the DHN together with the costs of running the billing and metering service.

The **fixed charge** is split into 2 elements:

- Standing Charge – for billing & metering costs
- Maintenance Charge

This is because, under the Landlord and Tenants Act, tenants can only be made to pay the cost of the billing & metering service, with the landlord picking up the maintenance charge.

	Fixed Charge	
	Standing Charge	Maintenance Charge
Social Tenant	✓	✗ paid by landlord
Owner Occupier/ Shared Ownership	✓	✓

The **variable charge** reflects the cost of producing the heat, i.e. the gas and electricity used to power the energy centre plant.

Proposed Heat Tariff

The proposed Heat Tariff is set out in the table below:

T	Fixed Charge £/year		Variable Charge p/kWh
Social Tenant	£126	(£224 paid by landlord)	6.85
Owner Occupier/ Shared Ownership	£350		6.85

This is in line with Heat Tariffs from other DHN in England that are typically charging in the region of £310 to £365 in fixed charges and 6.3 to 7.35 p/kWh.

Rationale

The tariff was set as a balance of affordability and commercial viability.

In order to evaluate the affordability of the proposed heat tariff, it was compared to the equivalent gas price using the Heat Trust gas comparator cost considering the typical heat consumption of the different property types. The Heat Trust comparator cost includes the full cost of maintenance, repair and lifecycle replacement for a gas boiler system, and is compared to the bills that would be experienced by owner occupiers liable for the full fixed heat charge of £350.

Heat tariff (inc VAT @ 5%)				Suggested Tariff		IRR		2.59%	
Fixed Heat Charge				350.00	£/unit/yr.				
Unit Heat Charge				6.85	p/kWh				

Property Type			Incl VAT		Modelled Heat Tariff				Property Mix
Apartment Size			Comparator		Fixed Charge	Unit Charge	Annual Cost	HT Var	
			Heat Trust Cost*		£/yr.	p/kWh	£/yr.	%	
<i>Beds</i>	<i>m2</i>	<i>kWh/yr.</i>	<i>£/yr.</i>						
1B2P	55	1,836	500		350	6.85	476	-4.85%	40%
2B3P	70	2,669	533		350	6.85	533	-0.03%	44%
2B4P	85	3,500	567		350	6.85	590	4.01%	12%
3B4P	95	4,000	588		350	6.85	624	6.20%	4%
Average (weighted)		2,489	534		350	6.85	520	-2.53%	100%

* from Heat Trust website
27-Apr-21

For the average heat consumption, the proposed tariff is 2.5% below the Heat Trust comparator price. This will apply to 84% of the properties, as both Geraint Thomas House and John Brackpool Court are predominantly 1 and 2 bedroom dwellings.

It has to be remembered that social tenants will not pay the full fixed charge, so their bills will be considerably lower. The balance of the fixed charge, the maintenance charge, will be paid by the landlord.

In fact, tenants of John Brackpool Court will on average save £63 over their current heat bills.

The table below shows the typical total annual cost for a social tenant for heat from the DHN compared to the current heat charges at John Brackpool Court.

Heat tariff (inc VAT @ 5%)				Suggested Tariff		IRR		2.59%	
Fixed Heat Charge				126.00	£/unit/yr.				
Unit Heat Charge				6.85	p/kWh				

Property Type			Incl VAT		Modelled Heat Tariff					Property Mix
Apartment Size			Comparator		Fixed Charge	Unit Charge	Annual Cost	Current Bill	Saving	
			Heat Trust Cost*		£/yr.	p/kWh	£/yr.	£/yr	£/yr	
<i>Beds</i>	<i>m2</i>	<i>kWh/yr.</i>	<i>£/yr.</i>							
1B2P	55	1,836	500		126	6.85	252	322	70	40%
2B3P	70	2,669	533		126	6.85	309	369	60	44%
2B4P	85	3,500	567		126	6.85	366	416	50	12%
3B4P	95	4,000	588		126	6.85	400	444	44	4%
Average (weighted)		2,489	534		126	6.85	296	359	63	100%

With this tariff, the IRR over the lifetime of the project (40 years) is estimated to be 2.59%. This is based on estimates for gas and electricity contract prices and predicted operating efficiencies for the DHN. It is hoped that we will be able to improve on the gas and electricity contract prices when these are put in place later this year. This should mean the IRR being closer to the 3% target.

Heat Tariff Review Process

The heat agreements signed by each of the tenants clearly set out the review procedure for the Heat Tariff.

- The first review will be on commissioning of the DHN in early 2022. This will take into account the operational efficiencies that are established during commissioning and the gas and electricity contract prices that have been negotiated for the DHN operation.
- The Heat Tariff will thereafter be reviewed annually.

Timescale

The Heat Tariff will come into force in May 2021 in time for first occupation of Geraint Thomas House.

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Agenda Item 5

RECORD OF DECISION TAKEN UNDER CHIEF EXECUTIVE URGENCY POWERS

SUMMARY OF DECISION TO BE TAKEN:

Agree as an urgent decision to agree an additional discretionary council tax discount of up to £150.00 per household for working age Council tax reduction claimants. This will reduce Council tax bills by up to £150.00 for vulnerable working age residents.

ASSOCIATED COMMITTEE: Cabinet

RELEVANT PERSONS CONSULTED:

- Cllr Peter Lamb, Leader of the Council, on 13 May 2021

DECISION MADE:

Agreed as an urgent decision to approve implementing an additional discount to help reduce the impact of the pandemic on residents in receipt of Council tax support.

The additional Council Tax discounts will support vulnerable working age residents helping these households to minimise debt and stay housed. The additional discount will also ensure that the Council is not collecting small sums from households who struggle to fund these bills at this time, avoiding the need to write off small uncollectable debts.

REASONS FOR DECISION AND FURTHER INFORMATION:

As part of the Government's ongoing support to local residents throughout the pandemic, the Government provided the Councils with Council Tax Hardship Funding in 2020/21 which was intended to give each working age household claiming CTR up to an additional £150.00 discount on their Council Tax bill. Where a taxpayer's liability for 2020-21 was, following the application of the current local council tax support scheme, less than £150, then their liability would be reduced to nil. Where a taxpayer's liability for 2020-21 was nil, no reduction to the council tax bill will be available. Any surplus Council Tax Hardship Funds could be used to fund other initiatives aimed at vulnerable residents.

Working with colleagues in the County Council, an opportunity has arisen to replicate the additional discretionary payment of £150.00 given in 2020/21 which will be funded by the Council Tax Support Grant from West Sussex County Council and the remaining balance of the surplus Hardship fund remaining with Crawley Borough Council.

West Sussex County Council will fund 77.9p in every £1 of discount – this is their proportion of the Council tax bill.

Agenda Item 5

Section 13A(1)(c) of the Local Government Finance Act 1992 provides that a billing authority may reduce the amount of council tax that a person is liable to pay to such an extent as the billing authority thinks fit.

The Chief Executive has protected this decision from Call-In so the Council can start to implement an additional discount to help reduce the impact of the pandemic on residents in receipt of Council tax support as soon as possible.

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



Chief Executive
Date: 13 May 2021

Agenda Item 6

Article 4 Directions regarding the conversion of dwellings to Houses of Multiple Occupation (HMO)

The Council has approved the making of ten new Article 4 Directions. An Article 4 Direction is a planning tool that is used to remove particular permitted development rights where there is a risk that the proper planning of an area could be undermined. In this case, the Directions remove the right to convert a dwelling house to a house of multiple occupation with up to 6 residents without planning permission. They relate to ten residential zones falling within the following areas:

- Weald Drive, Furnace Green
- Victoria Mews, West Green
- Caburn Heights, Southgate
- Aintree Road & Epsom Road, Furnace Green
- Ardingly Close, Ifield
- Farmleigh Close, Pound Hill
- Beverley Mews, Three Bridges
- Ringwood Close, Furnace Green
- Rillside & Winterfold, Furnace Green
- Arden Road, Furnace Green

Maps showing the extent of each zone can be viewed [here](#).

The Directions have been made in response to permitted development rights that currently allow the change of use of buildings from dwelling houses (Class C3) to houses of multiple occupation with up to 6 residents (Class C4) without the need for planning permission.

The Directions have been made in order to limit the development of clusters of houses of multiple occupation within the zones concerned, where some houses of multiple occupation are already present, and where the predominant types of housing are particularly favoured for such conversions.

When in force, the Article 4 Directions will remove the permitted development rights referred to above. This will mean that planning permission is required where a change of use is proposed from a dwelling house (Class C3) to a small house of multiple occupation (Class C4) use.

The Council is has chosen to pursue non-immediate Article 4 directions, which are subject to a 12 month notification period and a statutory consultation period. Notification letters will be/have been sent to property owners within the zones.

The council has invited comments between 17 May 2021 and 14 June 2021. Subject to consideration of the feedback received, the Directions would come into force on 15 June 2022.

Details of the Article 4 Directions can be viewed on the council's website at www.crawley.gov.uk/A4D. Paper copies are also available to view at Crawley Library.

Further background information is provided in the associated [Report](#) which was considered by Cabinet on 3 February 2021 and the [Minutes](#) recording the decision of the Cabinet to proceed to make the Directions.

Agenda Item 6

If you have any questions, or would like further information about any of the issues raised in this bulletin, please contact Ian Warren, Senior Planning Officer on 01293 438644 or email [ian.Warren@Crawley.gov.uk](mailto:ian.Warren@ Crawley.gov.uk).

Agenda Item 7

BRITISH TELECOM CONSULTATION ON PUBLIC PAYPHONE REMOVAL

Introduction

British Telecom (BT) has written to inform the council of its intention to remove a number of public telephone boxes in Crawley. BT advises that the use of payphones has declined by 90% over the last decade, and its consultation information sets out that as long as there is network coverage it is now possible to call the emergency services even when there is no credit on people's mobile phones, or no coverage from the users mobile provider.

It is therefore seeking to remove identified telephone boxes due to poor usage, and BT has placed posters in the affected phone boxes inviting residents to contact CBC if they have any comments on the proposed removal. Member views are invited to inform the CBC consultation response.

Which phone kiosks are identified for removal?

BT has advised the council that a total of 5 public telephone boxes have been identified for removal. Each is of a relatively modern (1990's) glass design. The telephone boxes that are subject to this consultation are:

Location	Neighbourhood	Average No. calls per month	Comments
Tesco Express, Downland Drive	Southgate	12	
Apple Tree Public House, Ewhurst Road	West Green	18	
Gales Drive Shops	Three Bridges	1	
Pound Hill Parade	Pound Hill	27	
Peterhouse Parade	Pound Hill	0	CBC objected to the loss of this payphone in 2016. Did not object in 2019 consultation on its removal.

Options for the Council

The council has the option to support or object to any of the proposed telephone box removals. If objecting, we must be clear as to why the public telephone should be retained. If a telephone box meets any of the 'overriding criteria' or all of the 'reasonable needs' criteria, BT has stated that it will not be proposed for removal.

BTs 'overriding criteria' for payphone retention are:

- No mobile coverage (from any provider)
- Suicide hotspot
- Accident blackspot
- Coastal location (not applicable for Crawley)

BTs 'reasonable needs' criteria are:

- The public call box in question is the only one within 800 metres
- There are at least 500 households within 1km
- At least 120 calls have been made from the public call box within the previous 12 months.

Agenda Item 7

Next Steps

Members are invited to submit comments to Anthony Masson, Senior Planning Officer by email at anthony.masson@ Crawley.gov.uk by **Friday 18 June 2021**. Officers will inform the relevant Neighborhood Forums of the consultation.

All feedback received will inform a final council response that will be agreed with the Cabinet Member for Environmental Services and Sustainability and submitted to BT ahead of its deadline for comments on 5 July 2021. Should you require any further information, please contact Anthony Masson on 01293 438761.

Agenda Item 9

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

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