

COUNCILLORS' INFORMATION BULLETIN

Tuesday, 13 July 2021

Bulletin No: IB/1088

INFORMATION ITEM	Pages
<p>1 Delegated Planning Decisions</p> <p>Delegated planning decisions for the week beginning 5 July 2021 are attached. Contact for enquiries: Jean McPherson, Group Manager (Development Management) on jean.mcperson@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. • Balcombe Road, Pound Hill (appendix A). • Beehive Ring Road, Langley Green (appendix B). • Creasys Drive, Broadfield (appendix C) 	5 - 12
<p>3 Councillor Code of Conduct Complaints and Outcomes</p> <p>Pursuant to the resolution of the Governance Committee held on 5 March 2019, the list of councillors' Code of Conduct complaints and outcomes has been published on the Council's website, and can be found here.</p>	
<p>4 Covid-19: Gradual Return to Offices</p> <p>The Prime Minister has announced that step four of the government's roadmap, meaning most legal restrictions will be removed, will go ahead from Monday (19 July) but that he expects a gradual return to offices over the summer. With case numbers rising quickly in Crawley and the surrounding area, we have decided to take a cautious, transitional approach to staff returning to the Town Hall.</p> <p>From Monday, full-time staff can return to the building if they wish, for up to two days a week and part-time staff for one day a week. However, this</p>	



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won't be mandated until Monday 6 September, after the summer holidays.

Some staff have not been into the building for nearly a year and may be anxious about returning so they will be encouraged to come in for a few hours over the next several weeks to reacquaint themselves with the office environment, while it remains quiet.

The Town Hall – and all our buildings – have been Covid-compliant since March 2020. We will continue with:

- Our designated desk policy and retain the out-of-use desks so a maximum of 155 people can work in the building
- Our clean desk policy
- Mask wearing when not at desks
- Directional signage and one-way systems
- Enhanced cleaning of the building.

We will also be encouraging members of the public coming into the Town Hall to continue to wear face coverings.

5 **Decision Taken Under Urgent Action: Contain Outbreak Management Funding**

13 - 18

On 10 July 2021 the Chief Executive, in consultation with the Leader of the Council and under the Urgent Action decision making powers set out in the Constitution, agreed the allocation of Contain Outbreak Management Government Funding (COMF) of £642,362. The first round of funding was allocated to county councils in March 2021, of which WSCC allocated £474,808 to Crawley Borough Council. In April 2021, a further round of funding was announced and £167,553.74 allocated to CBC (yet to be received). The release of the grant is dependent on WSCC providing a monitoring return on how the COMF allocation for 2020/21 has been used. There is also a requirement for CBC to report in the monthly 'Delta return' on Covid-19 spend for the additional £167,553.74. Any unspent grant must be returned to WSCC/the Government. Expenditure on the COMF will be reported to councillors through the quarterly budget monitoring process.

The purpose of the COMF is to provide support to councils towards expenditure lawfully incurred (or to be incurred) in relation to the mitigation against and management of local outbreaks of Covid-19, working to break the chain of transmission and protect the most vulnerable. The grant is ring-fenced for this purpose and will be allocated as detailed in the attached decision record.

6 **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 05/07/2021 and 09/07/2021

Application Number	Location	Proposal	Date of Decision	Decision
CR/2021/0137/FUL	15 QUEENSWAY, NORTHGATE, CRAWLEY	CHANGE OF USE FROM A VACANT BANK (USE CLASS A2 / CLASS E) TO AN ADULT GAMING CENTRE (AGC) (SUI GENERIS) USE	9 July 2021	PERMIT
CR/2021/0204/192	25 STONEFIELD CLOSE, SOUTHGATE, CRAWLEY	CERTIFICATE OF LAWFULNESS FOR PROPOSED CONVERSION OF LOFT TO HABITABLE SPACE INCLUDING INSERTION OF 4 ROOF LIGHTS	6 July 2021	PERMIT
CR/2021/0207/TPO	25 BELLAMY ROAD, MAIDENBOWER, CRAWLEY	EUCALYPTUS - FELL	8 July 2021	NOT REQUIRED
CR/2021/0257/192	7 THORNDYKE CLOSE, MAIDENBOWER, CRAWLEY	CERTIFICATE OF LAWFULNESS FOR ERECTION OF SINGLE STOREY REAR EXTENSION	7 July 2021	PERMIT
CR/2021/0369/TEL	HIGHWAY LAND ADJ TO HASLETT AVENUE EAST, THREE BRIDGES, CRAWLEY	PRIOR NOTIFICATION FOR THE INSTALLATION OF AN 18 METRE HIGH MONOPOLE SUPPORTING 6 NO. ANTENNAS & 2 NO. TRANSMISSION DISHES, 4 NO. EQUIPMENT CABINETS & DEVELOPMENT WORKS ANCILLARY THERETO (CRA14773)	8 July 2021	PRIOR APPROVAL REFUSED
CR/2021/0404/HPA	11 PINOVA CLOSE, IFIELD, 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 3.59M AND AN EAVES HEIGHT OF 2.54M	6 July 2021	PRIOR APPROVAL NOT REQUIRED

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Agenda Item 2

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

- Balcombe Road, Pound Hill (appendix A).
- Beehive Ring Road, Langley Green (appendix B).
- Creasys Drive, Broadfield (appendix C).

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

Road Name	Balcombe Road	
Village/Town/Parish	Crawley,	
Specific Location	Closed at Ridleys Corner roundabout, Balcombe Road, Crawley	
Reason for TTRO	Daytime road closure for remedial reinstatement work by SW . Closure points - Balcombe Road roundabout and Copthorne Hotel roundabout.	
Proposed Start Date / Time	Date: 15th September 2021	Time: 06:00
Proposed End Date / Time	Date: 15th September 2021	Time: 18:00
The restriction will be effective	Day-time only from 06:00 to 18:00	
Access arrangements	Access will be maintained within the closed area for Pedestrian / Residents / Business and Emergency Services	
Applicant name	Southern Water	
Applicant contact tel number	0330 3030368	
Any other details	For more information about this proposed TTRO please visit: https://one.network/?tm=122792956	

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

Road Name	Beehive Ring Road , A23 London Road Northbound & A23 London Road Southbound	
Village/Town/Parish	Crawley,	
Specific Location	Junction of Beehive Ring Road & A23 London Road Crawley	
Reason for TTRO	<p>Road Closure required on Beehive Ring Road for the Refurbishment of the traffic lights and poles on the junction of Beehive Ring Road and the A23 London Road. Beehive Ring Road will be Closed from junction with A23 London Road to the junction with Gatwick Road.</p> <p>The following restrictions are in place to allow works to take place safely under lane closures on the A23 London Road in conjunction with the Beehive Ring Road Works:</p> <p>30mph Speed Limit Restriction on A23 London Road Northbound from the junction with Gatwick Road Roundabout to approx 350m East of Gatwick Road Roundabout.</p> <p>30mph Speed Limit Restriction on A23 London Road Soutbound from junction with Beehive Ring Road to approximately 500m North of the junction with Beehive Ring Road.</p>	
Proposed Start Date / Time	Date: 13th September 2021	Time: 09:00
Proposed End Date / Time	Date: 19th November 2021	Time: 17:00
The restriction will be effective	24 hours a day for both the Closure and Speed Limit Restrictions.	
Access arrangements	Residential, Pedestrian & Emergency access to be maintained	
Applicant name	Telent on behalf of West Sussex County Council	
Applicant contact tel number	01243 642105	
Any other details	For more information about this proposed TTRO please visit: https://one.network/?tm=122129135	

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

Yours faithfully,

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

Road Name	Creasys Drive	
Village/Town/Parish	Crawley	
Specific Location	on the bend of Creasys Drive between Jacksons Road and Eddington Hill., Creasys Drive, Crawley	
Reason for TTRO	Off Peak road closure for Cherry picker to access telecoms mast for testing / mai. Closure point - Coachmans Drive roundabout and Abrahams Road.	
Proposed Start Date / Time	Date: 13th October 2021	Time: 10:00
Proposed End Date / Time	Date: 13th October 2021	Time: 15:30
The restriction will be effective	Day-time only from 10:00 to 5:30	
Access arrangements	No Access to be maintained diversion route to be followed	
Applicant name	Shift Traffic on behalf of West Sussex County Council	
Applicant contact tel number	01652 638 552	
Any other details	For more information about this proposed TTRO please visit: https://one.network/?tm=122726178	

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 5

RECORD OF DECISION TAKEN UNDER CHIEF EXECUTIVE URGENCY POWERS

SUMMARY OF DECISION TO BE TAKEN:

Agree the allocation of Contain Outbreak Management Government Funding (COMF) of £642,362.

ASSOCIATED COMMITTEE: Not applicable

RELEVANT PERSONS CONSULTED:

- Cllr Peter Lamb, Leader of the Council, on 8th July 2021

DECISION MADE:

Local Authorities have been, and remain at the forefront of managing Covid-19. The COMF was allocated to County Councils in March 2021. Crawley Borough Council has been allocated £474,808 of funding (based on relative needs formula) by West Sussex County Council ([WSSCC - see link](#)).

An additional £167,553.74 COMF funding was announced on 8 April 2021 by the Department of Health and Social Care, this was directly allocated to district and borough councils (yet to be received).

The release of the grant is dependent on the county Council providing a monitoring return on how the COMF allocation for 2020/21 has been used. There is also a requirement for Crawley Borough Council to report in the monthly 'Delta return' on Covid spend for the additional £167,553.74.

Any unspent grant must be returned to the County Council / Government.

Expenditure on the COMF funding will be reported to Councillors through the quarterly budget monitoring process.

REASONS FOR DECISION AND FURTHER INFORMATION:

The grant is ring-fenced for public health purposes to tackle Covid-19, working to break the chain of transmission and to protect the most vulnerable.

The purpose of the grant is to provide support to the Councils, as detailed, towards expenditure lawfully incurred or to be incurred in relation to the mitigation against and management of local outbreaks of COVID-19.

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"The COMF remains ring-fenced for public health purposes to tackle COVID-19, working to break the chain of transmission and protecting the most vulnerable. While the specific public health activities that can be funded are subject to your judgement, a list of activities that this funding may be used for is included in the general COMF policy letter of 1 December 2020".

Headings given in the guidance are -

Area/ Activity -

- Testing
- Tracing
- Compliance measures
- Communication and marketing
- Support for the clinically extremely vulnerable
- Support for wider vulnerable groups, including rough sleepers
- Support for those self-isolating
- Targeted intervention for specific cohorts within the community
- Specialist support i.e. behavioural science
- Utilisation of local sectors (Academic, volunteers etc.)
- Support for educational outbreaks
- Other.....

A breakdown of the allocation of the grant is given below and allocation of the COMF funding to ensure that it is fully spent by 31st March 2022 and spent in line with the guidance received.

WSCC have a further £14.224m available through expressions of interest and applications will be made around reducing homelessness.

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 July 2021

Agenda Item 5

Project Name	Description	Resource need (£)	Lead officer
Compliance Measures			
Public Protection & Enforcement			
Environmental Health Officer – Food inspections	2 x FTE contractor for 6 months (July – December) to support team to clear the backlog of food premises inspections. The number of food businesses has grown significantly during the pandemic. Hourly rate of £55 has been applied	£106,000	Kelvin North
Environmental Health Officer – Pollution	2 x FTE contractors for 6 months (Oct – March) to support the team caseload. Hourly rate of £45 has been applied	£84,000	David Monk
Licensing visits to night-time economy premises	Overtime budget for Licensing Officers to carry out a programme of visits to our night-time economy premises, ensuring Covid-19 compliance. This is in addition to the budgeted £1,500.	£5,000	Kareen Plympton
Community Wardens	<p>2 x FTE fixed term contract Community Wardens for 6 months</p> <p>The role's priority's will be focussed patrolling of our parks and opens spaces and the town centre, this will support,</p> <ol style="list-style-type: none"> Public reassurance due to covid-19 Tackling antisocial behaviour & increased littering Tackling any other behaviour which has a negative effect on others support licensing teams visits to night-time economy premises Supporting the town centre cleansing team <p>The contract for these posts will be written in a way that if required they work outside of the normal working hours of the team.</p> <p>This is costed at the top of Grade E with additional budget for training and uniform</p>	£40,000	Nicola Glemas
Enviro-crime Warden	<p>1 x FTE fixed term contract for 6 months to focus on reducing 42% increase in fly tipping and other enviro crime across the Borough since the onset of the pandemic. The role will be focused on prevention, detection and enforcement;</p> <ol style="list-style-type: none"> This will support the warden team in managing the increase in requests to investigate dumped items outside people houses in alleys, shrub beds, cars parks etc. Investigate cases of fly tipping in the town centre around the charity shops and service yards by searching waste and carrying out enquiries etc. Complete an audit of service yards and risk rate Case manage the complicated cases from start to preparing the case for prosecution Issue and serve enforcement notices <p>The salary is based on assumption and could be less.</p>	£35,000	Nicola Glemas
Sub Total		£270,000	
Neighbourhood Services			
Specialist Cleaning Machine for Town Centre	Purchase Johnson cleaning machine for use on Queens Square, town centre. This equipment is fit for purpose and will release the sweeping machine currently being used back into use on the neighbourhood parades.	£60,000	Karen Rham
Enhanced street clean service	<p>2 x FTE patch workers for 6 months to support the intensive clean team –cleaning in strategic spaces + hire vehicle</p> <p>This is in addition to the 2 x FTE patch workers allocated to litter picking and cleaning duties in parks and open spaces</p>	£40,000 £30,000	Karen Rham
Sub Total		£130,000	
Crawley Homes			
Cleaning of communal areas	<p>Additional cleaning in communal areas at blocks of flats (over 600 locations). 2 x cleaners (2 x £27k, 1 x clearance op at £27k, vehicle and equipment hire.</p> <p>We have also restarted our 'zero tolerance' clearance of all items stored within communal areas (part of our fire safety risk assessment procedures) and again seen a recent increase in the demand on the service within this area of work. It is therefore proposed that one additional clearance operative is appointed to assist the clearance team to ensure we maintain the fire safety within the communal areas.</p> <p>Estimated additional costs (12 months)</p> <p>2 x Cleaners (at £27k each) £54k 1x Clearance Op at £27k On cost for vehicle, materials, equipment (at £7,200 each) £21,600 (£54k + £27k + £21,600)</p> <p>Total Cost - £102,600 for a full year - pro rata = £60,000</p>	£60,000	Tim Honess
Sub Total		£60,000	
Total compliance measures		£460,000	

Agenda Item 5

Support to wider vulnerable groups, including rough sleepers			
Crawley Homes			
Additional Tenancy Support Officer	<p>It is widely recognised that the impact of Covid 19 has increased the vulnerability and anxiety of many people and affected their mental health and ability to deal with day to day matters. Further, many people living in Crawley have been particularly hard hit financially as a result of the impact on the airline industry. This is likely to increase with the proposed ending of the furlough scheme later in the year.</p> <p>As a result, we have seen a huge increase in the need for additional support people require in order to manage tenancies, pay their rent, and claim Universal Credit. A further Tenancy Support Officer would enable the team to provide additional help to tenants impacted by Covid to manage their tenancies, claim appropriate benefits, and support those who need to downsize from their current property to a more affordable property suited to their needs.</p> <p>£33k pro rata</p>	£20,662	Clare Prosser
Sub Total			£20,662
Corporate Finance			
Fixed term posts within corporate finance working on corporate debt	Corporate Debt system is being rolled out, an enhanced team will be looking at assisting customers to manage their debt by pointing them towards payment plans / Breathing Space and to the Money Advisory Network. Staff have been employed on a fixed term basis.	£50,000	Graeme Yates
Sub Total			£50,000
Strategic Housing			
Homelessness initiatives officer	One year fixed term contract post to respond to additional demand. Funding only to 31st March - balance will come from homelessness reserves- full year cost is £34k. To help address the 40% increase in demand seen since the start of the pandemic	£19,800	Nikki Hargraves
Increased housing needs officer	One year fixed term contract plus increased hours from part-time to full time for an existing post to manage additional demand and work pro-actively in using the housing register as a homelessness prevention tool.	£23,900	Nikki Hargraves
Sub Total			£43,700
Total support to the wider community including rough sleepers			£114,362

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Targeted intervention for specific cohorts within the community			
Communities & Strategic Partnerships			
Town Centre Community Hub	Town Centre based community hub predominately providing health, wellbeing and educational based activities / information and access to services for hard to reach groups along with promotion of local activities. Strong opportunity for cross partnership working, linking with Public Protection and Enforcement Team, Community Wardens, Community Development etc. The budget would be required to create a professional and potentially interactive space.	£35,000	Matt Lethbridge
Training programme for community ambassadors / organisations	To increase capacity and resilience to support people to make positive life choices and improve health and wellbeing. This would be driven by need in consultation with the community ambassadors but could be focussed on a number of areas; such as mental health first aiders, healthy eating, peer mentoring, undertaking consultation and engaging with your community etc. This would link in and widen the reach of the weight management programme the Wellbeing Team are developing and Healthy Church initiative.	£10,000	Kathryn Ripley
Speak Out! project	Working in partnership with Crawley Film Initiative- Engaging with young people to develop a film which creates a safe space for discussion and raises awareness around the extreme issues and pressures put on young people during the pandemic and lockdown; social isolation, mental health, cybercrime, access to employment and school pressures.	£8,000	Kathryn Ripley
Targeted promotion to engage effectively with minority groups	Key health and wellbeing messages to ensure the wider community is reached and the messages have a greater impact etc. – members of the community ambassadors group want to put together their own media campaigns to promote key messages both across Crawley and within their communities. This may involve developing videos, social media campaigns etc. This would be developed in partnership with CBC Communications Team	£5,000	Kathryn Ripley
Youth detached/outreach partnership	To work in partnership with youth organisations to deliver a programme of outreach/detached work in targeted areas across the borough which responds to need. This will engage young people in positive activities, signpost to support services and support them to make positive life choices to improve their health and wellbeing.	£10,000	Kathryn Ripley
Sub Total			£68,000
Total targeted intervention for specific cohorts within the community			£68,000
OVERALL TOTAL			£642,362

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