

COUNCILLORS' INFORMATION BULLETIN

Tuesday, 4 January 2022

Bulletin No: IB/1112

INFORMATION ITEM	Pages
<p>1 Delegated Planning Decisions</p> <p>Delegated planning decisions for the week beginning 19 December 2021 are attached. Contact for enquiries: Jean McPherson, Group Manager (Development Management) on jean.mcperson@crawley.gov.uk.</p>	3 - 6
<p>2 Temporary Traffic Regulation Order: High Street, Northgate / West Green</p> <p>A Temporary Traffic Regulation Order for High Street is attached.</p>	7 - 8
<p>3 Consideration Report: Calculation of Council Tax Base - for the Purposes of Setting the Level of Council Tax for the Year 2022/23</p> <p>Consideration report FIN/552 of the Head of Corporate Finance is attached.</p>	9 - 14
<p>4 Sussex Covid-19 and Influenza Vaccination Programme: Stakeholder Update</p> <p>The Stakeholder Update for the Sussex Covid-19 and Influenza Vaccination Programme is attached.</p>	15 - 18
<p>5 Press Releases</p> <p>Press releases are available at www.crawley.gov.uk/news</p>	



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CRAWLEY BOROUGH COUNCIL

DELEGATED PLANNING DECISIONS

The following decisions were issued, subject to conditions, under delegated powers for the period 19/12/2021 and 24/12/2021

Application Number	Location	Proposal	Date of Decision	Decision
CR/2020/0828/FUL	1 SULLINGTON HILL, SOUTHGATE, CRAWLEY	Erection of single storey rear extension	23 December 2021	PERMIT
CR/2021/0352/TPO	OAKWOOD INDUSTRIAL PARK, GATWICK ROAD, NORTHGATE, CRAWLEY	Oak (T1) - reduce laterally on north eastern side by a maximum of 2 metres to nearest suitable growth points. Oak (T10) - reduce height and crown radius by a maximum of 2m to nearest suitable growth points (amended description)	22 December 2021	CONSENT
CR/2021/0431/FUL	8 SUNNYMEAD, WEST GREEN, CRAWLEY	Proposed single storey side and rear extension	24 December 2021	PERMIT
CR/2021/0454/FUL	GREEN GATES, PEEKS BROOK LANE, POUND HILL, CRAWLEY	Demolition and reconstruction of north and west elevation of existing bungalow enlarging the ground floor area, removing roof and erection of front extension, porch and creation of 2 front gables and increase in roof height to provide 1st floor accommodation including installation of 2 rear dormers	24 December 2021	REFUSE
CR/2021/0501/TPO	LAND TO THE FRONT, SIDE & REAR OF FLAT NOS 77 TO 95 BOLTON ROAD, MAIDENBOWER, CRAWLEY	T1 Oak - reduce height and crown radius by a maximum of 2m to nearest suitable growth points (amended description) T2 Oak - raise canopy to give 3m clearance over ground (amended description) T3 Oak - reduce lateral branches extending towards building by a maximum of 2m to nearest suitable growth points	22 December 2021	CONSENT

Application Number	Location	Proposal	Date of Decision	Decision
		<p>(encroaching onto the building and roof) (amended description)</p> <p>T4 Silver Birch - reduce lateral branches extending towards building by a maximum of 2m to nearest suitable growth points (encroaching onto the building and roof) (amended description)</p> <p>T5 Oak - reduce height and crown radius by a maximum of 2m to nearest suitable growth points (amended description)</p> <p>T6 Oak - reduce height and crown radius by a maximum of 2m to nearest suitable growth points (amended description)</p> <p>T7 Oak - reduce height and crown radius by a maximum of 2m to nearest suitable growth points (amended description)</p> <p>T8 Silver Birch - reduce height and crown radius by a maximum of 3m to nearest suitable growth points (amended description)</p>		
CR/2021/0520/TPO	23 THE RISE, POUND HILL, CRAWLEY	T1 Oak - reduce by 2 metres in height and 2 metres to west, south and eastern side of the crown to be pruned back to healthy growth points. This will leave the tree measuring 18m high and 12m across	20 December 2021	CONSENT
CR/2021/0528/192	19 FAIRWAY, IFIELD, CRAWLEY	Certificate of lawfulness for loft conversion with rear dormer, two front roof lights and a single storey rear extension	22 December 2021	PERMIT
CR/2021/0582/TPO	COPPERFIELD, GREEN LANE, POUND HILL, CRAWLEY	T1 Oak - remove upright limb with tear-out wound as per associated photograph; reduce height and crown radius by up to 2m to nearest suitable growth points (amended description)	20 December 2021	CONSENT

Application Number	Location	Proposal	Date of Decision	Decision
CR/2021/0586/FUL	67 NORTHGATE ROAD, NORTHGATE, CRAWLEY	Erection of single storey side / rear extension	22 December 2021	PERMIT
CR/2021/0587/192	67 NORTHGATE ROAD, NORTHGATE, CRAWLEY	Certificate of lawfulness for proposed loft conversion to habitable space with hip to gable conversion, rear dormers and front rooflights	22 December 2021	PERMIT
CR/2021/0666/TPO	100 STAGE WAY, POUND HILL, CRAWLEY	T1 English Oak - remove all epicormic growths from main stem up to crown break at approximately 4.5m. Prune away from lamp column to give approximately 0.5-1.0m clearance to achieve a greater light spill on the public footpath and highway. Crown reduce height and lateral spreads by a maximum of 2.0m to nearest suitable growth points. Remove dead wood (amended description)	20 December 2021	CONSENT
CR/2021/0670/TPO	68 WORTH PARK AVENUE, POUND HILL, CRAWLEY	(T1) 3 x Sycamore - reduce height and crown radius by a maximum of 3m to nearest suitable growth points (amended description)	22 December 2021	CONSENT
CR/2021/0686/TPO	97 THREE BRIDGES ROAD, THREE BRIDGES, CRAWLEY	T1 - reduce height and crown radius by a maximum of 2m to nearest suitable growth points; remove stem growth up to crown break (amended description)	22 December 2021	CONSENT
CR/2021/0837/192	112 GRATTONS DRIVE, POUND HILL, CRAWLEY	Certificate of lawfulness for proposed erection of single storey rear extension	22 December 2021	PERMIT
CR/2021/0855/HPA	32 PERRYFIELD ROAD, SOUTHGATE, CRAWLEY	Prior notification for proposed single storey rear extension which would extend beyond the rear wall of the original house by 6.00m, have a maximum height of 3.40m and a maximum eaves height of 2.91	22 December 2021	PRIOR APPROVAL NOT REQUIRED

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PUBLIC NOTICE

Temporary closure of High Street, Unknown, 25th January 2022

NOTICE IS HEREBY GIVEN that from the date specified below, West Sussex County Council has temporarily closed to all traffic High Street, Unknown, in the Crawley District (B) under Section 14(2) of the Road Traffic Regulation Act 1984, as amended, on High Street for a distance approx 445 metres

The temporary closure is scheduled to commence on 25th January 2022 for up to 5 days (It is estimated to be completed on 25th January 2022) and is required for the safety of the public and workforce while West Sussex County Council undertakes Road Closure between the junctions of Exchange Road and A2219 High Street for carriageway repairs and maintainance

The restriction will be in place **day-time only** from 09:30 until 15:30

An alternative route will be signed on site but please visit <https://one.network/?tm=124012494> 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 Balfour Beatty on 01243 642105 who will be able to assist with scope of these works.

Dated: 25th October 2021

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](#)

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Email: ttro@westsussex.gov.uk

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Crawley Borough Council

Consideration Report for Delegated Decision by the Leader of the Council

Expected Date of Decision 12 January 2022

Calculation of Council Tax Base – for the Purposes of Setting the Level of Council Tax for the Year 2022/23

Report of the Head of Corporate Finance, **FIN/552**

1. Purpose

- 1.1 The purpose of this briefing note is for the Leader of the Council to exercise his delegated authority to approve the 2022/23 Council Tax Base.

2. Recommendations

- 2.1 To approve the Council Tax Base of 35,758.2

3. Reasons for the Recommendations

- 3.1 The calculation required by statute has produced a tax base of 35,758.2 which is recommended for approval. The regulations provide that in the current year this authority must set the tax base between 1 December 2021 and 31 January 2022.

4. Background

- 4.1 The Council Tax in England and Wales is provided for and governed by the provisions of the Local Government Finance Act 1992. Within this Act, the Council is designated as a “Billing Authority”, responsible for the billing, collection and enforcement of Council Tax.
- 4.2 The Council Tax Base forms part of the process to set the tax, being an estimate of the number of residential properties that will be liable for the tax in the coming year. This is then divided into the budget requirement of each authority to determine the tax payable per property. The calculation to determine the tax base is updated each year to allow for new properties, demolitions and changes in discounts. Of the final tax base, approximately 99% relates to actual properties and discounts with the remaining 1% being the estimated changes.
- 4.3 The Local Government Finance Act 2012 provided billing authorities with powers to:
- vary certain Council Tax discounts
 - introduce a local council tax reduction scheme

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DISCOUNTS

- 4.4 The Second Homes discount was reduced from 10% to zero from 1 April 2013.
- 4.5 The discount for Class A, empty properties undergoing major repair or structural alteration, was reduced from 100% to zero from 1 April 2013.
- 4.6 A premium of 100% will be applied if such a property is still empty for between 2 and 5 years. A premium of 200% will be applied for properties empty for between 5 and 10 years. A premium of 300% will be applied for properties empty for more than 10 years.
- 4.7 The discount for Class C properties, empty and substantially unfurnished, is 100% for one week.
- 4.8 The family annex discount was introduced from 1 April 2014 and gives a 50% discount for people living in annexes that are related to person liable to pay the council tax in the main dwelling.
- 4.9 No discount is receivable for most second homes, however, where a second home is held for the requirements of a job, a 50% discount applies.
- 4.10 The Council has adopted a local council tax reduction scheme which replaced the national council tax benefit scheme from 1 April 2013.
- 4.11 The Council, as billing authority, is able to reduce the total Council Tax payable by individuals or groups of individuals. The purpose of this power is in the main to provide for disasters such as flooding to enable councils to reduce the tax liability of affected households during a given period. Authority to award such discounts has been delegated to the Head of Corporate Finance.

5. Information & Analysis Supporting Recommendation

CALCULATION OF THE TAX BASE

- 5.1 All residential properties are valued by the District Valuer and allocated to one of 8 bands, A to H. In order to arrive at the Council Tax payable for the year the number of properties is adjusted to a Band D equivalent for comparative purposes across the country, e.g. one Band H property pays twice the amount of a Band D and is therefore counted as two Band D equivalent properties. Having arrived at the Band D equivalent, this is divided into the amount of income required by the council to arrive at the amount payable for a Band D Council Tax. All other bands are then calculated from this.
- 5.2 The valuation list dated 13 September 2021 has been used, as well as other information dated 4 October 2021 with regards to allowances for additional properties, deletions and alterations to the list.
- 5.3 The Council Tax Base is the total number of Band D equivalents for each of the 8 valuation bands. Detailed calculations for each of the bands are set out in the Appendix to this briefing note.
- 5.4 Finally, it is necessary for the authority to take a view of the potential amount of Council Tax that could be collected and to make allowance for the possibility of bad debts. This is achieved by reducing the Gross Tax Base by a percentage that

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reflects the potential value of non-collection. It is proposed that for 2022/2023 the provision for bad debts be set at 0.5% (2021/2022: 0.5%).

COMPARISON WITH CURRENT YEAR

- 5.5 The Council Tax base has increased by 796.3 Band D equivalents as explained in Table One below.

Table One

	2021/22 Band D equiv.	2021/22 Band D equiv.	Net Change
Actual per valuation list	44,234.1	43,815.3	418.8
Estimated new properties	315.8	592.0	-276.2
Known Demolition	0	0	0
Estimated banding appeals	-3.0	-3.0	0
Estimated exempt properties	-416.8	-358.7	-58.1
Estimated disabled reductions	-24.9	-24.2	-0.7
Estimated 25% discounts	-3,266.1	-3,239.9	-26.2
Estimated 50% discounts	-30.6	-29.7	-0.9
Estimated 100% discounts	-21.2	-35.4	14.2
Premiums on homes empty for 2+ years	29.1	20.0	9.1
Family Annexe discount	-4.7	-5.3	0.6
Council tax reduction scheme	-4,873.8	-5,593.5	719.7
Provision for non-collection	-179.7	-175.7	-4.0
Tax base	35,758.2	34,961.9	796.3

6. Implications

- 6.1 The Council Tax Base will increase the tax yield by £170,280.79 at the current band D charge of £213.84.

7. Background Papers

Local Government Finance Act 1992

Local Government Finance Act 2012

[Local Council Tax Reduction Scheme, Cabinet – 28 November 2012 \(FIN/286 refers\)](#)

[Review of the Council Tax Reduction Scheme, Cabinet – 30 November 2016 \(FIN/399 refers\)](#)

[Council Tax Empty Property Premiums, Cabinet - 25 September 2019 \(FIN/478\)](#)

COUNCIL TAX BASE CALCULATION 2022/2023

	Discount /premium	BAND								BUDGET 2022/23
		A	B	C	D	E	F	G	H	
1. Total number of Properties Liable to Council Tax										
(a) Actual Number per Valuation List		1,292	7,499	22,217	9,014	3,806	2,301	473	7	46,609
(b) Estimated No of New Properties		103	102	100	35	20	10	3	0	373
Known demolitions										0
(c) Estimated No of Rebandings										
- Move from Band		0	0	-6	-5	-6	-1	-1	0	-19
- Move to Band		0	6	5	6	1	1	0	0	19
(d) Properties with Disabled Reduction										
- Move from Band		0	-9	-72	-38	-25	-15	-8	-3	-170
- Move to Band		9	72	38	25	15	8	3		170
(e) Exempt Properties		-33	-134	-179	-64	-26	-17	-4	0	-457
- Estimate for new properties		-3	-2	-1	0	0	0	0	0	-6
Number of Chargeable Properties		1368	7534	22102	8973	3785	2287	466	4	46,519
2. Properties Receiving Discounts/Premiums										
- 25% Discount due to single adult household	-25%	775	4,230	6,102	1,986	650	316	64	0	14,123
- Estimate for new properties	-25%	62	58	27	8	3	1	0	0	159
-25% Discount due to all but one resident being exempt	-25%	2	36	229	87	26	19	3	0	402
- Estimate for new properties	-25%	0	0	1	0	0	0	0	0	1
- 5% reduction in single person discount	-25%	0	-2	-11	-4	-1	-1	0	0	-19
- Other Discounts										
Empty properties 100% discount	-100%	0	6	15	2	1	0	0	0	24
- Estimate for new properties	-100%	0	0	0	0	0	0	0	0	0
Empty properties 50% discount	-50%	0	0	0	0	0	0	0	0	0
- Estimate for new properties	-50%	0	0	0	0	0	0	0	0	0
Second Homes 50% discount	-50%	1	1	0	0	0	0	0	0	2
- Estimate for new properties	-50%	0	0	0	0	0	0	0	0	0
All residents being disregarded for Council Tax purposes 50%	-50%	1	3	10	8	9	8	8	2	49
- Estimate for new properties	-50%	0	0	0	0	0	0	0	0	0
Long Term Empties 100% premium	100%	0	2	5	5	0	0	2	0	14
Long Term Empties 200% premium	200%	1	1	2	0	0	0	0	0	4
Long Term Empties 300% premium	300%	0	0	2	1	0	0	0	0	3
3. Number of Properties Receiving no Discounts		526	3199	15720	6880	3097	1944	389	2	31,757
4. Family Annexe discount		-7.0	0.0	0	0	0	0	0	0	
5. Council Tax Reduction Scheme		-324.3	-1,812.6	-2,855.6	-589.0	-76.3	-16.4	-2.2	0	
6. Tax Base Before Tax Weighting Adjustment		827.98	4,636.91	17,654.38	7,866.75	3,533.73	2,182.86	445.10	3.00	37,150.7
7. Tax Weighting		6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
8. Band D Equivalent		551.99	3,606.49	15,692.78	7,866.75	4,319.00	3,153.02	741.83	6.00	35,937.9
LESS : PROVISION FOR NON-COLLECTION									0.50%	-179.7
COUNCIL TAX BASE FOR THE YEAR 2022/2023										35,758.2

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Authorised by Head of Corporate Finance	
.....	<u>Signature</u>
.....	<u>Date</u>

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Sussex Covid-19 and Influenza Vaccination Programme

Stakeholder update

31 December 2021

This briefing aims to provide an update on the COVID-19 vaccination programme in Sussex and the next steps to accelerate booster vaccinations for our population.

1. Overview

- We are on track to offer all over 18s a booster by the end of the year – thank you to all the NHS staff, volunteers and others who have made this possible
- Across Sussex **3,607,405** vaccinations have been delivered. This includes **1,373,458** first doses, **1,282,090** second doses and **951,857** booster doses;
- **84.1%** of the eligible population in Sussex have had their first dose, **78.3%** have had their second dose and **77.1%** of the eligible population in cohorts 1-10 have had their booster (based on registered GP population and uptake at 28th December);
- All care homes have now received a visit for their booster vaccination;
- All housebound vaccinations, for people who have accepted the vaccine, have been delivered or arranged

The key figures for each area are:

	First dose	Second dose	Booster dose
Brighton and Hove	75.8%	69.8%	67.7%
East Sussex	85.3%	79.5%	77.8%
West Sussex	86.4%	80.6%	79.5%
Sussex	84.1%	78.3%	77.1%

2. Key programme updates:

- The NHS in Sussex is on target to offer everyone over 18 the opportunity to get boosted before the end of the year
- Nearly 1 million people (951,857) have taken up the chance to protect themselves from COVID-19 and, in particular, the Omicron variant, by having all three doses of the vaccine against the virus
- Capacity is in place to vaccinate people as soon as they are ready to come forward and we would urge people not to delay given the rising Covid-19 infection rates.
- Record numbers of vaccinations have been delivered locally over recent weeks, with more than 120,000 vaccines given last week, and over 60,000 vaccines delivered over the past four days
- Thank you to everyone who has come forward for a booster or has helped spread the word
- Anyone aged 18 and over can book and receive their booster

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- People must be three months from the date of their second vaccination to receive a booster, but they can book it from two months after the date of their second vaccine when they are able to use the National Booking System
- We continue to offer vaccinations throughout New Year's Eve, New Year's Day and beyond #jabbynewyear

3. Current services and capacity

- Across Sussex vaccinations continue to take place in vaccination centres, local vaccination services led by General Practice, pharmacy led vaccination services and mobile vaccination services
- There are currently more than 30 sites offering COVID-19 vaccinations across our communities
- A full list of the sites is available on the Sussex Health and Care Partnership website: [Where can I get my Covid-19 vaccination? - Sussex Health & Care Partnership \(sussexhealthandcare.uk\)](https://www.sussexhealthandcare.uk/where-can-i-get-my-covid-19-vaccination/)

4. Communications and engagement

We continue to run a targeted communications campaign to make sure residents have the latest information about how to get their booster and other vaccines.

This has included working with our local media, social media, targeted leaflet door drops, engagement with community and faith groups, outdoor advertising and much more.

We have developed bespoke information for each district and borough detailing exactly where to get a vaccine, as well as translated information and other detailed information which can be found here [Downloadable materials and information - Sussex Health & Care Partnership \(sussexhealthandcare.uk\)](https://www.sussexhealthandcare.uk/downloadable-materials-and-information/)

If you are able to share the latest messaging about the programme as well, it would be hugely appreciated.

Key public messages

The key messages we need your help in sharing are:

- Getting vaccinated is our best defence against COVID-19 and in particular the Omicron variant
- Step into the New Year knowing you're protected, get your booster and encourage others to do the same
- There are vaccination sites near you – check <https://www.sussexhealthandcare.uk/keepsussexsafe/covid-19-vaccinations/where-can-i-get-my-covid-19-vaccination/> for how and where to get a vaccine
- If you can't attend your appointment – please let the NHS know. In Sussex 35,000 booked appointments went to waste when people didn't turn up

We recognise that the latest updates to the programme have led to an increase in the number of enquiries from patients and the public. We are experiencing high levels of enquiries but we will work to respond to you and your teams as quickly as possible.

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If you can keep sharing the enquiries with the appropriate email it will help us to manage them effectively:

- sxccg.mpvaccineenquiries@nhs.net for all vaccination enquiries
- sxccg.mpenquiries@nhs.net for all other enquiries

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