

COUNCILLORS' INFORMATION BULLETIN

Tuesday, 25 January 2022

Bulletin No: IB/1115

INFORMATION ITEM	Pages
<p>1 Delegated Planning Decisions</p> <p>Delegated planning decisions for the week beginning 17 January 2022 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 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. • Denchers Plat, Langley Green (Appendix A). • Tangmere Road, Ifield (Appendix B). 	7 - 12
<p>3 Consideration Report: Housing Revenue Account Portfolio Rents for 2022/23</p> <p>Consideration report CH/196 of the Head of Crawley Homes is attached.</p>	13 - 14
<p>4 Consideration Report: Calculation of the Non-Domestic Rates Income for the year 2022/2023</p> <p>Consideration report FIN/558 of the Head of Corporate Finance is attached.</p>	15 - 18
<p>5 Virtual Council meetings: Petition</p> <p>Lawyers in Local Government and the Association of Democratic Services Officers launched a change.org petition on 5 January 2022 calling for the Government to make parliamentary time to bring in legislation to allow Councils to meet virtually. The petition can be viewed here.</p>	



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6 **Online Personal Safety Webinar for Councillors**

19 - 20

Information relating to an online Personal Safety webinar for Councillors 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 17/01/2022 and 21/01/2022

Application Number	Location	Proposal	Date of Decision	Decision
CR/2014/0850/CC2	R/O 65-71 POYNINGS ROAD, IFIELD, CRAWLEY	Discharge of conditions 5 (cycle provision) and 6 (car parking layout) pursuant to CR/2014/0850/FUL for erection of 1 x one bed and 1 x two bed semi-detached dwellings	17 January 2022	APPROVE
CR/2021/0320/P14	HAZELWICK SCHOOL, HAZELWICK SCHOOL CLOSE, THREE BRIDGES, CRAWLEY	Prior approval for solar PV system to be 220.88kwp in size and installed on the rooftops. Installation will consist of 589 modules, installed via a ballasted rail system on the rooftops	20 January 2022	PRIOR APPROVAL NOT REQUIRED
CR/2021/0489/FUL	25 GOFFS PARK ROAD, SOUTHGATE, CRAWLEY	Erection of single storey side/rear extension	20 January 2022	PERMIT
CR/2021/0674/FUL	TANGLEWOOD, RADFORD ROAD, POUND HILL, CRAWLEY	Change of use from dwellinghouse (use class C3) to a mixed use of dwellinghouse (use class C3) and band B (use class C1) together with single storey front and rear extensions to provide three additional ensuite bedrooms to be used as band B	18 January 2022	PERMIT
CR/2021/0694/TPO	2 MAYFIELD, POUND HILL, CRAWLEY	T1 Oak - reduce height by a maximum of 2m to nearest suitable growth points; reduce south and west lateral spreads by a maximum of 1.5m to nearest suitable growth points (amended description)	21 January 2022	CONSENT
CR/2021/0753/ADV	B&Q, LONDON ROAD, WEST GREEN, CRAWLEY	Installation of internally illuminated 3m x 1200mm trade point sign	21 January 2022	CONSENT

Application Number	Location	Proposal	Date of Decision	Decision
CR/2021/0768/ADV	ENDEAVOUR HOUSE, CRAWLEY BUSINESS QUARTER, NORTHGATE,CRAWLEY	Erection of one non-illuminated freestanding directional sign, one internally illuminated fascia sign (individual letters and logo mounted onto a black shelf) and application of nine window vinyls on ground floor glazing	17 January 2022	CONSENT
CR/2021/0779/FUL	33 LEIGHLANDS, POUND HILL, CRAWLEY	Two storey and single storey rear extensions. Reconstruction of front porch with pitched roof. Garage conversion with increased flat roof height and dummy pitched roof to link with porch. Part conversion of front lawn to parking area	19 January 2022	PERMIT
CR/2021/0790/ADV	POST OFFICE, 6 MAIDENBOWER SQUARE, MAIDENBOWER, CRAWLEY	Replacement of the existing non illuminated post office projector and wall sign with the new to update the post office branding on the co-op store	21 January 2022	CONSENT
CR/2021/0803/TPO	4 SALEHURST ROAD, POUND HILL, CRAWLEY	Oaks T1 and T2 - reduce heights by a maximum of 2m to nearest suitable growth points; reduce lateral spreads by a maximum of 1.5m to nearest suitable growth points; remove stem growth up to crown break (amended description)	21 January 2022	CONSENT
CR/2021/0829/192	57 THE DINGLE, WEST GREEN, CRAWLEY	Certificate of lawfulness for proposed single storey rear extension	17 January 2022	PERMIT
CR/2021/0848/192	32 BARNFIELD ROAD, NORTHGATE, CRAWLEY	Certificate of lawfulness for loft conversion with a rear facing dormer and roof lights windows on the front elevation	17 January 2022	PERMIT

Application Number	Location	Proposal	Date of Decision	Decision
CR/2021/0899/HPA	52 HAWKINS ROAD, TILGATE, CRAWLEY	Prior notification for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4m, and have a maximum height of 2.80m and an eaves height of 2.70m	18 January 2022	PRIOR APPROVAL NOT REQUIRED
CR/2021/0903/HPA	17 SALISBURY ROAD, TILGATE, CRAWLEY	Prior notification for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4m, and have a maximum height of 3m and an eaves height of 3m	18 January 2022	PRIOR APPROVAL NOT REQUIRED

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

- List of Temporary Traffic Regulation Orders.
- Denchers Plat, Langley Green (Appendix A).
- Tangmere Road, Ifield (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	Denchers Plat	
Village/Town/Parish	Crawley, Unknown	
Specific Location	Denchers Plat, Crawley	
Reason for TTRO	Road Closure between the junctions of Langley Drive and Martyrs Avenue with works taking place o/s no.12 to replace decayed pole	
Proposed Start Date / Time	Date: 9th May 2022	Time: 08:00
Proposed End Date / Time	Date: 9th May 2022	Time: 18:00
The restriction will be effective	Day-time only from (time) 08:00 to (time) 18:00	
Access arrangements	Access to be 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=127257153	

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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PUBLIC NOTICE

Temporary closure of Tangmere Road, Ifield, 11th February 2022

NOTICE IS HEREBY GIVEN that from the date specified below, West Sussex County Council has temporarily closed to all traffic Tangmere Road, Ifield, in the Crawley District (B) under Section 14(2) of the Road Traffic Regulation Act 1984, as amended, on Tangmere Road, on the junction with Ifield Drive and Tangmere Road

The temporary closure is scheduled to commence on 11th February 2022 for up to 5 days (It is estimated to be completed on 11th February 2022) and is required for the safety of the public and workforce while West Sussex County Council undertakes Road Closure on the junction with Ifield Drive and Tangmere Road for road resurfacing by BB on behalf of WSCC

The restriction will be in place **off peak only** from 09:30 until 15:00

An alternative route will be signed on site but please visit <https://one.network/?tm=124114276> 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 behalf of West Sussex County Council 01243 642105 who will be able to assist with scope of these works.

Dated: 2nd November 2021

Matt Davey

Director of Highways, Transport and Planning

West Sussex County Council

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Agenda Item 3

Crawley Borough Council

Consideration Report for Delegated Decision by Cabinet Member for Housing

Housing Revenue Account Property Portfolio Rents for 2022/23

Expected Date of Decision: 2nd February 2022

Report of the Head of Crawley Homes Report number CH/196

1. Purpose

- 1.1 Varying the rent of dwellings held in the Housing Revenue Account is delegated to the Cabinet Member for Housing in consultation with the Head of Corporate Finance.
- 1.2 The purpose of the report is to present the recommended option.

2. Recommendations

- 2.1 To implement a CPI +1% increase for social and affordable dwelling rents
- 2.2 To increase shared ownership and hostel rents by CPI+1%

3. Reasons for the Recommendations

3.1 Dwelling Rents

3.1.1 Dwelling Rents.

*CPI = 3.10%

	0%	CPI	CPI + 1%
Income Target	£45,636,462	£46,952,984	£47,467,322
Less RTB Provision	(£212,712)	(£217,414)	(£223,825)
Add New Rents Estimate	£231,020	£238,181	£240,492
Voids & Re-Let Provision	(£308,312)	(£317,870)	(£320,953)
Projected Income Target	£45,346,457	£46,655,882	£47,163,036

3.2 Shared Owner Rents

- 3.2.1 The Council only has a small portfolio of shared ownership properties. It is proposed to increase these by CPI+1%

	0%	CPI	CPI + 1%
Income Target:	£436,940	£450,485	£454,854
Less Buybacks:	(£14,812)	(£15,271)	(£15,419)
Projected Income Target	£422,128	£435,214	£439,435

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3.3 **Hostel Rents**

3.3.1 Hostel Rents.

	0%	CPI	CPI + 1%
Income Target	£509,432	£525,224	£530,318
Void Provision	(£130,000)	(£134,030)	(£135,330)
Projected Income Target	£379,432	£391,194	£394,988

3.4 **Other Fees and Charges Summary**

3.4.1 All other fees and charges will be reviewed as per the Pricing Strategy to maximise income generation and recover costs.

4. **Implications**

4.1 Changes in rental income have a significant impact on the HRA business plan projections and consequentially the Council's ability to both maintain its existing stock and develop new properties.

4.2 The HRA has seen a large increase in the cost of its repairs and maintenance contracts. This is due to a variety of reasons including an increased cost of supplies, high void numbers & high sickness levels resulting in the use of sub-contractors. We are currently estimating an additional budget requirement of £1.32m plus inflation for 2022/23. Without a subsequent increase in rents the availability of funds for future developments could be impacted.

4.3 The correction of the rent overcharge is estimated to cost the HRA £3.3million. The ongoing effect of these is included the tables above.

5. **Background Papers**

[2021/2022 Budget Monitoring - Quarter 2 Fin 535](#)
[Crawley Homes Rent Overcharge DCE/11](#)

Report Author:
Amanda Kendall, Head of Crawley Homes

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Crawley Borough Council

Consideration Report for Delegated Decision by Leader of the Council

Expected Date of Decision 2 February 2022

Calculation of the Non-Domestic Rates Income for the Year 2022/2023

Report of the Head of Corporate Finance – FIN/558

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 Non-Domestic Rates Income for 2022/23.

2. Recommendations

- 2.1 The Leader of the Council is recommended to:

Approve the calculation of the non-domestic rating income for 2022/2023

3. Reasons for the Recommendations

- 3.1 The calculation required by statute has produced a non-domestic rating income of £115,044,070; the central share has been calculated at £57,522,035; and the relevant precepting authority's (WSCC) share as £11,504,407. The regulations provide that in the current year this authority must make the calculations by 31 January 2022.

4. Background

- 4.1 The Non-Domestic Rating (Rates Retention) Regulations 2013 require a billing authority, by 31 January in the preceding year, to:
- a) Calculate its non-domestic rates income for the relevant year;
 - b) Calculate the amount of the central share of its non-domestic rating income for the relevant year;
 - c) Calculate the amount of each relevant precepting authority's share of its non-domestic rating income for the relevant year; and
 - d) Notify the Secretary of State and any relevant precepting authorities of the amounts calculated.
- 4.2 The non-domestic rates income is used to calculate the level of grant receivable by the Council through the Business Rates Retention Scheme introduced from April 2013. There is now a direct link between the non-domestic rates income receivable in the year and the level of grant receivable by the Council.

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5. Information & Analysis Supporting Recommendation

5.1 A summary of the calculation is reported in NNDR1 (National Non-Domestic Rates Return) which is attached in Appendix 1. This shows:

(a)	non-domestic rates income (part 1 line 11)	£115,044,070
(b)	amount of the central share	£57,522,035
(c)	amount of West Sussex County Council share	£11,504,407
	amount of Crawley Borough Council share	<u>£46,017,628</u>

5.2 All business properties are valued by the District Valuer and assigned a rateable value. In order to arrive at the non-domestic rates payable for the year, the total rateable value is multiplied by the small business non-domestic rating multiplier (0.499 for 2022/23).

5.3 **Mandatory reliefs.** These are available to certain classes of ratepayer (e.g. charities). The mandatory relief for charities and community amateur sports clubs is 80% of the rates due. It is estimated that the total cost of mandatory reliefs for 2022/23 will be £2,145,950 (2021/22: £2,121,669).

5.4 **Unoccupied property relief.** Some empty properties qualify for 100% relief. In 2022/23, the total cost of unoccupied property relief will be £6,599,880 (2021/22: £7,257,438).

5.5 **Discretionary reliefs.** The Council has the power to give relief to certain classes of ratepayers. In the case of charities and community amateur sports clubs, the Council can top up all or part of the 20% rates not covered by mandatory relief. It can also grant up to 100% discretionary relief for not for profit organisations. For 2022/23 it is estimated that the total cost of discretionary reliefs will be £429,902 (2021/22: £428,729).

5.6 **Discretionary reliefs funded through S31 grant.** These are reliefs that have been announced by the government and, whilst the Council has full discretion over whether to apply them, the cost of providing the reliefs are fully compensated by the government. The estimated cost of the reliefs in 2022/23 is £3,916,465 (2021/22: £17,792). Changes to reliefs in 2022/23 means that the figure provided is not directly comparable to the 2021/22.

5.7 **Losses in collection.** It is proposed that for 2022/23 the provision for bad debts be set at 1.5% of net rates collectable, £1,821,106 (2021/22: 1.5%, £1,888,131). This has been based on the estimated losses in the current year. The vast majority of bad debts are as a result of insolvencies.

5.8 **Allowance for cost of collection.** This is an allowance that is paid from the Collection Fund to the Council and is set each year by the government. For 2022/23 it has been set at £214,452 (2021/22: £219,374).

5.9 **Adjustment for estimated change due to appeals.** It is proposed that this will reduce the rates income by £4,492,062 (2021/22: £12,587,541). There was uncertainty in 2021/22 whether appeals due to Covid-19 would be allowed so an additional allowance was made. This has now been resolved through legislation, so the estimate has returned to previous levels.

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- 5.10 **Other figures.** There are a number of other figures in the return. These are either zero, because they don't apply in Crawley at the moment or relatively small technical adjustments.

6. Implications

- 6.1 The Council's share of the non-domestic rates income is estimated to be £46,017,628. However, the Council has to pay a tariff of £42,592,432 which would result in net funding of £3,425,196. The Council's funding target is £3,642,926. Any losses in funding are limited to 7.5% below the funding target (i.e. £3,369,707). The rest of the loss is met by the Government making a safety net payment. A levy of 50% is payable on any funding above the funding target. The total funding receivable through non-domestic rates is therefore £4,412,326. The following table sets out the funding after other adjustments:

Council's share of non-domestic rates income	46,017,628
Tariff	-42,592,432
Levy	-974,769
S.31 Grants	2,840,525
Rates on renewable energy	5,120
Surplus/deficit from previous years	-1,153,746
Total scheme funding	<u>4,142,326</u>

- 6.2 As a result of the pandemic, reliefs were offered in the Chancellor's budget on 11th March 2020; significant Business Rates discounts of £34m to the retail and hospitality sector and £356,000 to local nurseries were given. The General fund is reimbursed from Government for these discounts (which were announced after the annual bills were issued) via Section 31 Grant.

The accounting treatment which was set by legislation is based on the original budgeted income. Income collected from business rates is transferred to a separate account called the Collection Fund. The Collection Fund pays the General Fund the approved budget; any differences between the budget and what is actually collected is redistributed the following year.

In 2020/21, the General Fund received the budgeted business rates income before the £34m discounts were introduced. In addition the general fund received s31 Grant in respect of these discounts given.

The net effect is that there was a substantial surplus on the General Fund in respect of business rates at 31 March 2021 and a loss of the Collection Fund (£45.9m) which is shared with West Sussex County Council and central Government.

The surplus on the General Fund was transferred to the business rates equalisation reserve in order to be paid back to the Collection Fund in future years as shown below. Whilst this is technically classed as a useable reserve, it is already allocated and is merely to smooth the impacts from an accounting adjustment that has to be followed despite it being counter intuitive.

On 2 July 2020, the Government who are aware of this issue announced that repayments of collection fund deficits arising in 2020/21 would be spread over three years rather than the usual period of a year. The following table shows the timing of the repayments of the deficit to the collection fund:

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	2021/22	2022/23	2023/24	Total
	£	£	£	£
Crawley Borough Council	16,192,955	1,265,312	1,265,312	18,723,579
West Sussex County Council	5,162,066	316,328	316,328	5,794,722
Central Government	20,241,194	1,581,640	1,581,640	23,404,474
Total	41,596,215	3,163,280	3,163,280	47,922,775

6.3 The above funding has been incorporated in the Council's budget for 2022/23. At the end of the year, the actual non-domestic rates income collectable will be used to make an adjustment: these are expected to be applied to future periods (2023/24 and 2024/25).

6.4 **Sensitivity analysis.** There are a number of uncertainties in predicting the non-domestic rates income, particularly in the current economic climate. The impact of appeals also has a high degree of uncertainty. The following table shows the impact on the Council's finances if rates are 5% higher or lower than projected:

	+5%	-5%
Council's share of non-domestic rates income	48,318,509	43,716,747
Tariff	-42,592,432	-42,592,432
Levy/safety net	-2,125,209	78,123
S.31 Grants	2,840,525	2,840,525
Rates on renewable energy	5,120	5,120
Surplus/deficit from previous years	-1,153,746	-1,153,746
Total scheme funding	5,292,767	2,894,337
Difference	+1,150,441	-1,247,989

7. Background Papers

Local Government Finance Act 1988

Local Government Finance Act 2012

Non-Domestic Rating (Rates Retention) Regulations 2013

[The Local Authorities \(Collection Fund: Surplus and Deficit\) \(Coronavirus\) \(England\) Regulations 2020](#)

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

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