

# COUNCILLORS' INFORMATION BULLETIN

Wednesday, 16 March 2022

**Bulletin No: IB/1122**

INFORMATION ITEM	Pages
<p>1 <b>Delegated Planning Decisions</b></p> <p>Delegated planning decisions for the week beginning 7 March 2022 are attached. Contact for enquiries: Jean McPherson, Group Manager (Development Management) on <a href="mailto:jean.mcpherson@crawley.gov.uk">jean.mcpherson@crawley.gov.uk</a>.</p>	3 - 4
<p>2 <b>Temporary Traffic Regulation Order: Old Brighton Road North &amp; A264 (footpath)</b></p> <p>A Temporary Traffic Regulation Order for Old Brighton Road North and A264 (footpath) is attached.</p>	5 - 6
<p>3 <b>Road Closure: A2011 Crawley Avenue (Westbound)</b></p> <p>Information on this road closure is attached.</p>	7 - 8
<p>4 <b>Action Taken Under Delegated Authority: Council Tax Government Discretionary 'Energy Rebate' Scheme</b></p> <p>On 15 March 2022 Councillor Lamb, as Leader of the Council (and in consultation with the Chief Executive and the Head of Corporate Finance) took the decision to approve the Council's Energy Rebate Discretionary Scheme Guidelines and give delegated authority to designated senior officers to make relief awards within these guidelines.</p> <p>So that an online application process can become live to enable the Council to start supporting eligible residents as soon as possible this decision has been taken using the Special Urgency Procedures set out in the Constitution and has also been Protected from Call-In by the Chief Executive.</p> <p>The report (Consideration Report FIN/570 of the Head of Corporate Finance) on which this decision was taken is attached.</p>	9 - 16



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5 **Action Taken Under Delegated Authority (Significant Operational Decision): Change to Response Times for Corporate Complaints**

Following the recommendations of the recent audit of the Corporate Complaints process, a light touch review has been undertaken to modernise the complaints process. As a result of that review the Head of Legal, Governance & HR made the following minor changes to the Corporate Complaints Procedure on 16 March 2022, including:

- Extending the response times to Stage 1 and Stage 2 complaints from 10 working days to 15 working days
- Extending the acknowledgement time for complaints from 2 working days to 4 working days.
- Enhancing the use of technology to improve the efficiency of administering the complaints process.

The Leader, as the relevant Cabinet Member, was consulted.

6 **Staff Changes: February 2022**

17 - 18

Staff changes for February 2022 are attached for Councillors only.

7 **Press Releases**

Press releases are available at [www.crawley.gov.uk/news](http://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 07/03/2022 and 11/03/2022

Application Number	Location	Proposal	Date of Decision	Decision
CR/2021/0563/PA3	BARCLAYS, 90 - 92 HIGH STREET, WEST GREEN, CRAWLEY	Prior approval for change of use from offices (B1a) to 15 no. residential flats (C3)	10 March 2022	PRIOR APPROVAL REFUSED
CR/2021/0714/FUL	11 STOPHAM ROAD, MAIDENBOWER, CRAWLEY	Conversion of garage into a storage area and a beauty treatment room to be used ancillary to the use as a dwellinghouse (amended description)	10 March 2022	PERMIT
CR/2021/0783/FUL	LAND OFF BEWBUSH DRIVE ADJ TO DORSTEN PLACE, BEWBUSH, CRAWLEY	Proposed H3G 20.0m high phase 8 monopole to replace existing EE/H3G 15.0m high phase 4 monopole and associated ancillary works	7 March 2022	PERMIT
CR/2021/0807/FUL	101 HAZELWICK ROAD, THREE BRIDGES, CRAWLEY	Retrospective loft conversion including 2 rear dormers and 4 rooflights on the front elevation	7 March 2022	PERMIT
CR/2021/0860/FUL	4 ALMOND CLOSE, GOSSOPS GREEN, CRAWLEY	Demolish existing side conservatory and replace with single storey extension, construct new section of garden wall	11 March 2022	PERMIT
CR/2021/0910/192	8 NURSERYLANDS, GOSSOPS GREEN, CRAWLEY	Certificate of lawfulness for proposed single storey rear extension, single storey side extension and loft conversion with rear dormer and three roof lights	7 March 2022	PERMIT
CR/2021/0911/FUL	8 NURSERYLANDS, GOSSOPS GREEN, CRAWLEY	Proposed single storey side and rear wrap around extension and conversion of front lawn to parking with partial garden infill to extend the front lawn by approx 0.4m. [amended description and plans clarifying front parking]	11 March 2022	PERMIT

Application Number	Location	Proposal	Date of Decision	Decision
CR/2021/0912/FUL	4 OAK DELL, POUND HILL, CRAWLEY	Proposed single storey rear extension to existing out-building	9 March 2022	PERMIT
CR/2022/0007/FUL	35 PERRYFIELD ROAD, SOUTHGATE, CRAWLEY	Demolition of existing conservatory and erection of a single storey rear extension	10 March 2022	PERMIT
CR/2022/0024/192	14 MERIDIAN CLOSE, BEWBUSH, CRAWLEY	Certificate of lawfulness for single storey rear extension	9 March 2022	PERMIT
CR/2022/0039/HPA	73 WOODFIELD ROAD, NORTHGATE, CRAWLEY	Prior notification for demolition of existing conservatory and 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 3m and an eaves height of 2.7m	9 March 2022	PRIOR APPROVAL NOT REQUIRED
CR/2022/0047/HPA	25 NEWMARKET ROAD, FURNACE GREEN, CRAWLEY	Prior notification for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by a minimum of 2.35m to a maximum of 4.05m, and have a maximum height of 3.6m and an eaves height of 2.6m	11 March 2022	PRIOR APPROVAL REFUSED

# Agenda Item 2



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

Road Name	Footpath between Old Brighton Road North and A264	
Village/Town/Parish	Crawley	
Specific Location	Footpath between Old Brighton Road North and A264	
Reason for TTRO	FOOTPATH CLOSURE between Old Brighton Road North and A264 for installation of ducting and underground cabling	
Proposed Start Date / Time	Date: 1st August 2022	Time: 00:00
Proposed End Date / Time	Date: 5th August 2022	Time: 23:59
The restriction will be effective	24 hours	
Access arrangements	Access cannot be maintained	
Applicant name	UK Power Networks	
Applicant contact tel number	01923 237686 / 07807777701	
Any other details	For more information about this proposed TTRO please visit: <a href="https://one.network/?tm=127987893">https://one.network/?tm=127987893</a>	

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

Yours faithfully,

West Sussex County Council

Streetworks Team

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

Follow us at [@WSHighways](#)

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

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# Agenda Item 3

## Road Closure: A2011 Crawley Avenue (Westbound)

Please be advised that the below road is due to be closed on the dates and times specified for Carriageway Resurfacing. An alternative route for traffic will be signed on site. Please note that these works are weather dependant, we will endeavour to inform you should there be significant changes to the programme.

This road closure is covered by the 14.1 order made on 21st June 2021.

Road Name	Location	Date (from and to)	Timing of Closure (eg, 24hr, off peak 09:30 to 16:00, Night 08:00 to 06:00)
A2011 Crawley Avenue (Westbound)	From M23 Junction 10 Roundabout to Northgate Roundabout	28th March -11th April 2022	20:00-06:00

If you have any questions regarding this specific closure, please reply to this email directly.

If you have any questions regarding this specific closure, please contact [eddie.mccartney@westsussex.gov.uk](mailto:eddie.mccartney@westsussex.gov.uk).

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# Agenda Item 4

## Crawley Borough Council

### Consideration Report for Delegated Decision by the Leader

15 March 2022

#### Council Tax Government Discretionary 'Energy Rebate' Scheme

Report of the Head of Corporate Finance (FIN/570)

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#### 1. Purpose

- 1.1. To seek approval for the Council's Council Tax Energy Rebate Discretionary Scheme in order to allocate Government funds to council taxpayers who are not eligible for the main scheme.
- 1.2. The Council has been allocated £201,750 of grant funding from a £144m discretionary fund from the Government 'to provide support to other energy bill payers who are not eligible under the terms of the core band A – D Energy Rebate Scheme'.
- 1.3. This report requests that the Leader of the Council, in consultation with the Chief Executive and the Head of Corporate Finance, approve a Discretionary Energy Rebate Scheme to distribute the share to Crawley Borough Council.

#### 2. Recommendations

- 2.1. That the Leader (in consultation with the Chief Executive and the Head of Corporate Finance):
  - a) Approve the Council's Energy Rebate Discretionary Scheme Guidelines.
  - b) Give delegated authority to designated senior officers to make relief awards within these guidelines.

#### 3. Reasons for the Recommendation

- 3.1. The Council has been given £201,750 to grant energy rebate to council taxpayers within Crawley who are not eligible for the main scheme. These guidelines seek to provide guidance to staff and council taxpayers on how this Discretionary Relief is to be made and what factors are considered when making the £150 award.

# Agenda Item 4

## 4. Background and Issue to be Resolved

- 4.1. On 3 February 2022 the Government announced that it would provide £150 to Council taxpayers in band A – D £150 to assist with their energy bills.
- 4.2. [Government guidance](#) for the scheme was issued on the 23 February 2022. However the teams involved have been working on annual Council tax billing.
- 4.3. Billing authorities will be responsible for designing the discretionary scheme that are to operate in their areas. However, in developing and implementing their schemes local authorities based on the Government guidelines.
- 4.4. Crawley Borough Council has agreed these guidelines with all the other West Sussex Local Authorities (attached as an appendix to this report). The guidelines are in line with the guidelines issued by the Government.

## 5. Other Options Considered

- 5.1. The options considered in this report are the only ones available to the Council as the Council seeks to become more transparent in the use of its discretionary financial assistance to Council taxpayers to assist with their energy bills. These guidelines have been agreed by all West Sussex Local Authorities.

## 6. Urgency of Decision

- 6.1. Due to the urgent nature of this decision the Special Urgency Rule has been used for this decision as it has been impracticable to publish a Forthcoming Decision Notice for the 28 clear days period. The Chair of the Chair of the Overview and Scrutiny Commission has agreed the use of this provision. In addition, due to the urgent nature of this decision the Chief Executive has Protected from Call-In, so that an online application process can become live to enable the Council to start supporting eligible residents as soon as possible.

## 7. Financial Implications

- 7.1. The government grant allocated by the Department for Levelling Up, Housing and Communities (DLUHC) in respect of the Discretionary Energy Rebate Scheme is £201,750. This is a cash limited fund and any relief incurred over and above this must be funded by the Council. There is currently no additional funding identified within the Council to support Discretionary Relief, which means that expenditure will need to be contained within the cash limited.

## 8. Background Papers

- The [Council Tax Rebate 2022-23 billing authority guidance](#) (DLUHC)
- [Councillors' Information bulletin](#) – Wednesday 2<sup>nd</sup> March, 2022

Report author and contact officer:

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# Discretionary up to £150 Energy Rebate Payments West Sussex Guidelines 2022/23

1. The West Sussex local authority Boroughs and Districts utilising these guidelines are:
  - Adur District Council
  - Arun District Council
  - Chichester District Council
  - Crawley Borough Council
  - Horsham District Council
  - Mid Sussex District Council
  - Worthing Borough Council
2. This guidance sets out the guidelines under which residents in West Sussex will qualify for the discretionary up to £150 Energy Rebate Payment.
3. As part of the Government's ongoing support to rising fuel costs the Government on the 3rd February 2022 announced the £150 Energy Rebate Payment for most households in Council Tax Bands A to D. The Government also announced the Discretionary Energy Rebate Scheme of up to £150. It is up to each individual Local Authority to decide who to pay and the amount but any property in Band A to E getting the main £150 energy rebate would not be eligible for the discretionary scheme. The Government guidelines for the Energy Rebate Payment scheme is at <https://www.gov.uk/government/publications/the-council-tax-rebate-2022-23-billing-authority-guidance/support-for-energy-bills-the-council-tax-rebate-2022-23-billing-authority-guidance>.
4. This document provides guidance to authorities about the operation and delivery of the discretionary energy rebate payment. These guidelines will be published on each Local Authority's website. Authorities will want to make the local population aware of how the discretionary energy rebate payment of up to £150 support package

will be delivered, e.g. through providing information on their websites and/or in press releases

## **Underpinning principles**

5. The principles of the West Sussex Guidelines for the up to £150 Energy Rebate Payment scheme may include at the discretion of the individual Local Authority:-
  - All qualifying households must normally be liable for Council Tax at the 1<sup>st</sup> April 2022, with certain exemptions as outlined in these guidelines;
  - Payments of up to £150;
  - No payment to anyone in Band A to D getting the main energy rebate of £150;
  - No payment to anyone in Band E getting the main energy rebate of £150 due to the disabled reduction;
  - Those whose houses were occupied 1 April but not on Valuation List on the 1 April 2022 but subsequently receive an A to D assessment before the 30<sup>th</sup> September 2022 whilst funds last.
  - Those whose Valuation Band E are reduced to band D by the VOA before the 30<sup>th</sup> September 2022 whilst funds last.
  - All households in receipt of Council Tax Support or other means tested benefit during April to September 2022 in Council Tax Bands E to H (whilst funds last);
  - All households receiving war pensions or former military veterans;
  - All households in Council Tax Bands F to H qualifying for the disabled reduction;
  - All households in Council Tax Bands E to H qualifying for Severe Mental Impairment Exemption;
  - All households in Council Tax Bands E to H that qualify for a Carers Discount;
  - All households in Council Tax Band E to H getting a student exemption; and

- Any case that does not meet the above principles considered exceptional by the relevant senior Revenues or Benefits manager, if needed in consultation with more senior management;
  - No more than one payment will be made to any household and these principles remain whilst funds allow.
6. West Sussex billing authorities will primarily use their council tax records to identify potential recipients of any energy rebate payment.
  7. The discretionary energy rebate payment should be paid as soon as possible from the beginning of the 2022/23 financial year. The application process will be available by early April 2022. New successful applicants will have Energy Rebate Payment paid quickly after they apply if they are eligible during the 2022/23 financial year. Payments will be made by BACS. A remittance notice will be emailed to accompany any energy rebate payment. Recipients, though, can elect to have the amount credited against their Council Tax account.
  8. Local authorities will maintain a record of rebate payment expenditure under this scheme, either through the council tax system and/or their own local support mechanisms such as Grant Approval.
  9. This assistance provided for the energy rebate payment will not affect the eligibility of recipients for other benefits including Council Tax Support.
  10. Households will need to apply through an online claim form for the discretionary energy rebate via the Grant Approval or similar system, which has been used for the COVID business grants and test and trace payments. Help will be available for residents who are unable to claim online – please contact your respective Local Authority. No

payment will be made without an application. This electronic form including the declaration must be fully completed with all the required evidence to be considered for a energy rebate payment. All applications must be made by midnight on the 30<sup>th</sup> September 2022 or until available funds last.

11. The West Sussex Local Authorities are keen to ensure that support is provided as quickly as possible to individuals who are eligible. It therefore considers that there is a strong case for councils to provide the support up front to enable the maximum support to be delivered promptly.
12. As this is a Discretionary Scheme there is no formal appeal against any decision. All West Sussex Councils will have an informal review process normally through a more senior or independent officer. Any challenge must be on a point of law through the courts.
13. This application process will allow the Councils to undertake pre-payment checks to confirm eligibility and to allow the individual Council to determine how to use its discretion in relation to the appropriate level of grant.
14. The Councils will use their discretion in identifying the right households to potentially receive this funding, based on the application process.
15. The Councils will ask the household to complete a declaration, or email or write to the household, stating that by accepting the energy rebate payment, they have confirmed they are eligible under the energy rebate payment scheme.
16. Also as a condition of funding we will expect the household applying to sign a declaration stating that they are not committing any fraud, as well as giving the Council permission to share data to check such compliance and that these guidelines are complied with. The Council will also have to share this data

with the Government bodies to check such compliance and for monitoring purposes and by signing the declaration the applicant gives the Council permission to do this and allow Government bodies any access to the data for such checks.

## **Decision Making Process**

17. Applications will be determined by authorised Council officers, in consultation with Executive Members where appropriate and in line with the guidelines.
18. All decisions will be communicated by email or in writing to residents. Decisions will be made as soon as possible after the receipt of further information if required, and after pre-payment assurance checks have been carried out.

## **Payments of the Energy Rebate**

19. These payments are Energy Rebate Payments and not Loans, and therefore will not require repayment, unless paid in error or where fraudulent activity is detected.
20. Energy Rebate Payments income received by a household is not subject to tax.
21. Each Council reserves the right to not award an energy payment if it appears payment should be made to someone else

## **Managing the risk of fraud**

22. The Councils will not accept deliberate manipulation and fraud. Anyone who dishonestly provides false or misleading information in communication with any Council, including verbal communication, will be committing a criminal offence contrary to the Fraud Act 2006 and will be subject to a criminal investigation and criminal proceedings may be taken against them.

23. All information is subject to internal and external audit checks, as well as Government bodies pre and post payment checks and will also be scanned for potential fraud with approved bodies.

## **Sharing Information**

24. By applying for an energy rebate payment all applicants give authority to the West Sussex Councils to share data for efficient system administration (including within their own Authority) and to protect the Public Purse, subject to the Data Protection legislation. This will include sharing data with Sussex and other Local Authorities. The Local Authority Privacy Notice will be updated to reflect this.
25. The Councils will be required to share data with Government Departments for monitoring, to protect the public purse and other reasons. By applying for a discretionary energy payment all applicants give authority for this.
26. The Councils are also required to provide open data, and be transparent about the use of public funding. In accordance with Data Protection Guidelines, this energy payment data may be subject to being published on Council's websites and also subject to Freedom of Information requests.



# Agenda Item 6

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

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