

COUNCILLORS' INFORMATION BULLETIN

Tuesday, 13 December 2022

Bulletin No: IB/1161

| INFORMATION ITEM | Pages |
|--|--------|
| <p>1 Delegated Planning Decisions</p> <p>Delegated planning decisions for the week beginning 5 December 2022 are attached. Contact for enquiries: Jean McPherson, Group Manager (Development Management) on jean.mcpherson@crawley.gov.uk.</p> | 3 - 6 |
| <p>2 Consideration Report: Calculation of Council Tax Base - for the Purposes of Setting the Level of Council Tax for the Year 2023/2024</p> <p>Consideration report FIN/604 of the Head of Corporate Finance is attached.</p> | 7 - 10 |
| <p>3 Action Taken Under Delegated Action (Significant Operational Decision): Appointment of York Aviation Consultants Regarding the Aviation and Economic Impacts of the Gatwick Airport Northern Runway Proposals Development Consent Order</p> <p>At its meeting in April 2019 the Full Council resolved that "that all other decisions and actions during the Development Consent Order (DCO) application process, including the examination, be delegated to the Head of Economy and Planning".. As a result of that resolution Sub-Delegation 7.w was added to the Head of Economy and Planning's Sub-Delegation Scheme which identified this authority.</p> <p>Sub-Delegation 7.w allows the Head of Economy and Planning to authorise the appointment of specialist consultants through exemption above the normal contract delegations including York Aviation to provide advice on aviation and economic matters for the Gatwick Airport Northern Runway DCO.</p> <p>On 27 October 2022 the Head of Economy and Planning appointed York Aviation consultants regarding the assessment of Aviation and Economic matters for Gatwick Airport's Northern Runway proposals DCO.</p> | |



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| 4 | Affordable Rent Levels in Crawley | 11 - 14 |
| | The 20 July 2022 meeting of the Full Council considered a petition entitled “Petition – ‘We Need Truly Affordable, Publicly Owned Homes for Crawley People’”. One of the resolutions made regarding that item was that Councillors receive a briefing note on the background to the petition. Therefore, a Briefing Note on the matter is attached for Councillors only. | |
| 5 | West Sussex Electric Vehicle Chargepoint Network – On-street Phase 1 | 15 - 16 |
| | Information on the West Sussex Electric Vehicle Chargepoint Network is attached for Councillors only. | |
| 6 | Staff Changes: November 2022 | 17 - 18 |
| | Staff changes for November 2022 are 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 05/12/2022 and 09/12/2022

| Application Number | Location | Proposal | Date of Decision | Decision |
|--------------------|---|--|------------------|----------|
| CR/2020/0588/NM1 | 42 & 44 BRIGHTON ROAD, SOUTHGATE, CRAWLEY | Non material amendment of approved application CR/2020/0588/OUT to vary the materials condition 4 to allow use of an alternative brick | 5 December 2022 | PERMIT |
| CR/2020/0719/CC7 | VANGUARD & VICTORY HOUSE, CHURCHILL COURT, NORTHGATE, CRAWLEY | Discharge of condition 16 (BREEAM) pursuant to CR/2020/0719/FUL for the erection of 2 no. commercial buildings; 1 no. commercial building (unit 100) for class B8 and 1 no/commercial building (Unit 200) for flexible class B2, B8 And E(g)(iii); along with access and servicing arrangements, car parking, landscaping, relocation of substation and associated works | 6 December 2022 | PERMIT |
| CR/2020/0763/FUL | 188 & 190 THREE BRIDGES ROAD, THREE BRIDGES, CRAWLEY | Proposed change of use of no. 190 Three Bridges Road from a Band B/Hotel (C1) and no.188 Three Bridges Road from an Office (E(g)) to a residential institution (C2) and associated external works | 7 December 2022 | PERMIT |
| CR/2021/0174/CC1 | LAND AT FARADAY ROAD AND MANOR ROYAL | Discharge of condition 4 (dust management plan) pursuant to CR/2021/0174/FUL for the proposed demolition of existing buildings and construction of a new warehouse building with ancillary offices, associated service yard, parking, access alterations, infrastructure, landscaping and ancillary works | 8 December 2022 | APPROVE |

| | | | | |
|------------------|---|---|-----------------|------------------------|
| CR/2021/0174/CC3 | LAND AT FARADAY ROAD & MANOR ROYAL, NORTHGATE, CRAWLEY | Discharge of condition 3 (construction management plan) pursuant to CR/2021/0174/FUL for proposed demolition of existing buildings and construction of a new warehouse building with ancillary offices, associated service yard, parking, access alterations, infrastructure, landscaping and ancillary works | 8 December 2022 | APPROVE |
| CR/2022/0362/TPO | CHODA HOUSE, COMMONWEALTH DRIVE, THREE BRIDGES, CRAWLEY, RH10 1AY | Ash - remove top and over-extended branch (overhanging building) as shown by the red lines on the associated photograph, all cuts shall be to the nearest suitable growth points (amended description) | 5 December 2022 | CONSENT |
| CR/2022/0422/FUL | 24 BASHFORD WAY, POUND HILL, CRAWLEY | Erection of single storey rear extension (conservatory replacement) and separate single storey side extension | 7 December 2022 | PERMIT |
| CR/2022/0492/FUL | 20 TINTERN ROAD, GOSSOPS GREEN, CRAWLEY | Proposed single storey side and rear extension incorporating excavation of rear terraced garden and relocation of retaining walls (amended plans received) | 5 December 2022 | PERMIT |
| CR/2022/0537/FUL | 8 NURSERYLANDS, GOSSOPS GREEN, CRAWLEY | Single storey side and rear wrap around extension. Conversion of front lawn to parking. (reduction to approved application cr/2021/0911/ful). | 8 December 2022 | PERMIT |
| CR/2022/0658/FUL | 1 PERRYFIELD ROAD, SOUTHGATE, CRAWLEY | Erection of single storey rear extension (sunroom) | 5 December 2022 | PERMIT |
| CR/2022/0693/HPA | 24 MEDWAY ROAD, GOSSOPS 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 6m, and have a maximum height of 3.60m and an eaves height of 3m | 6 December 2022 | PRIOR APPROVAL REFUSED |

| | | | | |
|------------------|---|--|-----------------|-----------------------------|
| CR/2022/0706/HPA | 86 DOWER WALK, GOSSOPS 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 6m, and have a maximum height of 3.96m and an eaves height of 3m | 8 December 2022 | PRIOR APPROVAL NOT REQUIRED |
| CR/2022/0726/HPA | 108 ST MARYS DRIVE, POUND HILL, CRAWLEY | Prior notification for the demolition of existing conservatory and erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.80m, and have a maximum height of 3.45m and an eaves height of 2.50m | 8 December 2022 | PRIOR APPROVAL NOT REQUIRED |
| CR/2022/0730/HPA | 40 BUCKMANS ROAD, WEST 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 5.50m, and have a maximum height of 2.85m and an eaves height of 2.80m | 8 December 2022 | PRIOR APPROVAL NOT REQUIRED |

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Agenda Item 2

Crawley Borough Council

Consideration Report for Delegated Decision by the Leader of the Council

Expected Date of Decision 21 December 2023

Calculation of Council Tax Base – for the Purposes of Setting the Level of Council Tax for the Year 2023/2024

Report of the Head of Corporate Finance, **FIN/604**

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 2023/24 Council Tax Base.

2. Recommendations

- 2.1 To the Leader of the Council, you are requested to use your delegated authority to approve the Council Tax Base of 35,952.7

3. Reasons for the Recommendations

- 3.1 The calculation required by statute has produced a tax base of 35,952.7 which is recommended for approval. The regulations provide that in the current year this authority must set the tax base between 1 December 2022 and 31 January 2023.

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

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.

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- 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 12 September 2022 has been used, as well as other information dated 3 October 2022 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 reflects the potential value of non-collection. It is proposed that for 2023/2024 the provision for bad debts be set at 0.5% (2022/2023: 0.5%).

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COMPARISON WITH CURRENT YEAR

- 5.5 The Council Tax base has increased by 194.6 Band D equivalents as explained in Table One below.

Table One

| | 2023/24 Band D equiv. | 2022/23 Band D equiv. | Net Change |
|--------------------------------------|-----------------------------|-----------------------------|---------------|
| Actual per valuation list | 44,551.8 | 44,234.1 | 317.7 |
| Estimated new properties | 241.0 | 315.8 | -74.8 |
| Known Demolition | 0 | 0 | 0 |
| Estimated banding appeals | -3.0 | -3.0 | 0 |
| Estimated exempt properties | -415.2 | -416.7 | 1.5 |
| Estimated disabled reductions | -26.8 | -24.9 | -1.9 |
| Estimated 25% discounts | -3,328.7 | -3,266.2 | -62.5 |
| Estimated 50% discounts | -29.4 | -30.6 | 1.2 |
| Estimated 100% discounts | -12.9 | -21.2 | 8.3 |
| Premiums on homes empty for 2+ years | 36.0 | 29.1 | 6.9 |
| Family Annexe discount | -5.6 | -4.7 | -0.9 |
| Council tax reduction scheme | -4,873.8 | -4,873.8 | 0 |
| Provision for non-collection | -180.7 | -179.7 | -1.0 |
| Tax base | 35,952.7 | 35,758.2 | 194.5 |
| | | | |

6. Implications

- 6.1 The Council Tax Base will increase the tax yield by £42,554.66 at the current band D charge of £218.79.

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 \(FIN/478\)](#)

| | | | BAND | | | | | | | | BUDGET 2023/24 | PREVIOUS YEAR 2022/23 |
|--|------------------|--------|--------|----------|-----------|----------|----------|----------|--------|-------|-------------------|--------------------------|
| | Discount/premium | DIS. A | A | B | C | D | E | F | G | H | | |
| 1. Total number of Properties Liable to Council Tax | | | | | | | | | | | | |
| (a) Actual Number per Valuation List | | | 1,303 | 7,602 | 22,384 | 9,066 | 3,809 | 2,314 | 475 | 9 | 46,962 | 46,609 |
| (b) Estimated No of New Properties | | | 83 | 118 | 33 | 39 | 15 | 5 | 0 | 0 | 293 | 373 |
| Known demolitions | | | | | | | | | | | 0 | 0 |
| (c) Estimated No of Rebandings | | | | | | | | | | | | |
| - Move from Band | | | 0 | 0 | -6 | -5 | -6 | -1 | -1 | 0 | -19 | -19 |
| - Move to Band | | | 0 | 6 | 5 | 6 | 1 | 1 | 0 | 0 | 19 | 19 |
| (d) Properties with Disabled Reduction | | | | | | | | | | | | |
| - Move from Band | | | 0 | -10 | -77 | -43 | -28 | -15 | -8 | -3 | -184 | -170 |
| - Move to Band | | | 10 | 77 | 43 | 28 | 15 | 8 | 3 | | 184 | 170 |
| (e) Exempt Properties | | | -33 | -134 | -179 | -64 | -26 | -17 | -4 | 0 | -457 | -457 |
| - Estimate for new properties | | | -2 | -2 | 0 | 0 | 0 | 0 | 0 | 0 | -4 | -6 |
| Number of Chargeable Properties | | | 1361 | 7657 | 22203 | 9027 | 3780 | 2295 | 465 | 6 | 46,794 | 46,519 |
| 2. Properties Receiving Discounts/Premiums | | | | | | | | | | | | |
| - 25% Discount due to single adult household | -25% | | 769 | 4,309 | 6,252 | 2,024 | 651 | 337 | 60 | 0 | 14,402 | 14,123 |
| - Estimate for new properties | -25% | | 49 | 67 | 9 | 9 | 3 | 1 | 0 | 0 | 138 | 159 |
| -25% Discount due to all but one resident being exempt | -25% | | 6 | 51 | 237 | 67 | 28 | 14 | 2 | 0 | 405 | 402 |
| - Estimate for new properties | -25% | | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| - 5% reduction in single person discount | -25% | | | | | | | | | | 0 | -19 |
| - Other Discounts | | | | | | | | | | | | |
| Empty properties 100% discount | -100% | | 2 | 8 | 6 | 0 | 0 | 0 | 0 | 0 | 16 | 24 |
| - Estimate for new properties | -100% | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Empty properties 50% discount | -50% | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| - Estimate for new properties | -50% | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Second Homes 50% discount | -50% | | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 |
| - Estimate for new properties | -50% | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All residents being disregarded for Council Tax purposes 50% | -50% | | 2 | 2 | 11 | 10 | 6 | 7 | 8 | 2 | 48 | 49 |
| - Estimate for new properties | -50% | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Long Term Empties 100% premium | 100% | | 0 | 3 | 4 | 5 | 0 | 1 | 2 | 1 | 16 | 14 |
| Long Term Empties 200% premium | 200% | | 1 | 2 | 2 | 1 | 0 | 0 | 0 | 0 | 6 | 4 |
| Long Term Empties 300% premium | 300% | | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 3 | 3 |
| 3. Number of Properties Receiving no Discounts | | | 531 | 3213 | 15680 | 6910 | 3092 | 1935 | 393 | 3 | 31,757 | 31,757 |
| 4. Family Annexe discount | | | -8.4 | 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 | | | 820.83 | 4,734.91 | 17,725.38 | 7,918.00 | 3,530.23 | 2,188.11 | 445.35 | 6.00 | 37,368.8 | 37,150.7 |
| 7. Tax Weighting | | 5/9 | 6/9 | 7/9 | 8/9 | 9/9 | 11/9 | 13/9 | 15/9 | 18/9 | | |
| 8. Band D Equivalent | | | 547.22 | 3,682.71 | 15,755.89 | 7,918.00 | 4,314.73 | 3,160.60 | 742.25 | 12.00 | 36,133.4 | 35,937.9 |
| LESS : PROVISION FOR NON-COLLECTION | | | | | | | | | | 0.50% | -180.7 | -179.7 |
| COUNCIL TAX BASE FOR THE YEAR 2023/2024 | | | | | | | | | | | 35,952.7 | 35,758.2 |

Authorised by Head of Corporate Finance

Signature

Date

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