

COUNCILLORS' INFORMATION BULLETIN

Tuesday, 7 February 2023

Bulletin No: IB/1168

INFORMATION ITEM	Pages
<p>1 Delegated Planning Decisions</p> <p>Delegated planning decisions for the week beginning 30 January 2023 are attached. Contact for enquiries: Jean McPherson, Group Manager (Development Management) on jean.mcpherson@crawley.gov.uk.</p>	7 - 8
<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. Maidenbower Lane, Maidenbower (Appendix A). Radford Road, Pound Hill (Appendix B). 	9 - 14
<p>3 Action Taken Under Delegated Authority: Irrecoverable Debts 2022/23 (Under £50,000)</p> <p>On 1 February 2023 Councillor Jones, as Leader of the Council, exercised their delegated authority to approve the write-off of debts between £2,500 and £50,000 as set out in report FIN/611 which was published on 24 January 2023 in Councillors' Information Bulletin IB/1166.</p>	
<p>4 Action Taken Under Delegated Authority: Calculation of the Non-Domestic Rates Income for the Year 2023/2024</p> <p>On 3 February 2023 Councillor Jones, Leader of the Council, exercised their delegated authority to approve the Non-Domestic Rates Income for 2023/24 as set out in report FIN/605 which was published on 24 January 2023 in Councillors' Information Bulletin IB/1166.</p>	



5 **Action Taken Under Delegated Authority (Significant Operational Decision): Housing Revenue Account Lifeline Telecare Fees and Charges 2023-24**

It was proposed to increase the Lifeline charges by 10% for the financial year 2023/24. This is 5% above the Council wide price increase for fees and charges which has been agreed at 5%.

This price increase is in line with current inflation figures and would bring the cost of the lifeline unit and pendant to £4.40 per week (40p per week increase). This increase would continue to ensure the service is competitively priced against our main competitors.

All customers will be switched to a new Digital Lifeline in the next two years. This will involve capital expenditure of 120,000 pounds over the next two financial years. In order to make the project viable, the aim is to reach a target fee for the Lifeline of £4.75 per week by 2025/2026.

Due to the current volatility of inflation rates, we are unable to predict future inflation levels. However, it is recognised that inflation levels may reduce in subsequent years. This will mean the target income of £4.75 by 2025 2026 will easily achieved with lower % price increases in subsequent years.

Therefore, on 7 December 2022, the Head of Crawley Homes in full consultation with the Cabinet Member for Housing approved the above price increase.

6 **Action Taken Under Delegated Authority (Significant Operational Decision): Changes to Hackney Carriage and Private Hire Licensing Policy**

15 - 22

On 6 February 2023 the Deputy Chief Executive (in the absence of the Head of Community Services) approved the following changes to the Hackney Carriage and Private Hire Licensing Policy. Councillors Jhans (as Cabinet Member for Environmental Services and Sustainability) and Councillor Irvine (as Chair of the Licensing Committee) were consulted on these changes, and gave their support.

The changes focus on facilitating understanding of the Policy, matters to do with the “fit and proper,” requirement and public safety and making it more robust.

Section 3.6 Medical Examination will be amended as follows to improve clarity of the requirement and process:

- 3.6.1 All applicants are required to meet the DVLA Group 2 Medical Standard or equivalent. This will require the applicant to undergo a full medical examination by their own GP at their own cost. The Group 2 Medical Assessment and form must only be carried out and completed by applicants own GP. Third Party agents or private suppliers of this service are not permitted. However, the Council as Licensing Authority may direct an applicants case to an alternative provider if their own surgery is unable to provide a Group II Medical Assessment and/or to the Councils Authorized Medical Practitioner if it considers appropriate to do so as part of the “fit and proper”

test.

Page 63, Point 8 (Procedures), will be amended as follows to improve clarity of the requirement and process:

- 8. A medical must be carried out on the Council's prescribed form by your own GP. The medical test will be carried out to PSV Group 2 specification. This medical must be completed to the satisfaction of the Council BEFORE a license is issued. The Council will only accept a medical certificate produced on the Council's prescribed form. No other form of certificate will be accepted. The Medical Form will be provided when you submit your application. A medical is required every 3 years until you reach the age of 60 and then annually. . The Group 2 Medical Assessment and form must only be carried out and completed by applicants own GP. Third Party agents or private suppliers of this service are not permitted. However, the Council as Licensing Authority may direct an applicants case to an alternative provider if their own surgery is unable to provide a Group II Medical Assessment and/or to the Councils Authorized Medical Practitioner if it considers appropriate to do so as part of the "fit and proper" test.
- Page 66 – Point 44 (b) Group II Medical - Minor revisions have been made to the wording of Penalty Points categories to make it easier to understand and to reflect changes agreed at the meeting of the Licensing Committee held in November 2022, plus other operational and regulatory requirements aimed at raising standards. This also includes amendments to the number of Penalty Points applied per breach as appropriate to reflect the seriousness of such. These are set out in the attached document entitled Appendix O Penalty Points.

A new paragraph has been added to the Policy providing clarity as to what modifications to a licensed vehicle require prior approval, or are prohibited. This paragraph reads as follows:

- "Changes to Vehicle
Other than where required to comply with licence conditions and/or legal requirements, the Council does not allow the external and/or internal appearance of a licensed vehicle to change for any purpose, nor any form of cosmetic or mechanical modification (excluding the use of seat covers.) This includes the following, but this is not an exhaustive list:
 - Tinted windows where these are not added at the time manufacture.
 - Modifications to the vehicle number plate, chassis or Vehicle Identification Number
 - Changes to a vehicles engine (other than by way of formal application and consent by the Licensing Authority)
 - Use of mileage modification devices, changes to the odometer or measures put in place which do not show the actual current and accurate mileage undertaken by a vehicle.
 - Changes to make the level of noise omitted from an engine or exhaust to increase the sound level.
 - Changes to suspension or engine capability other than what was in place at the time of manufacture

- Additions to a vehicle after manufacture such as spoilers, changes to lights and/or number plate lettering and numbers.
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7 **'We are in the Decisive Decade': How You Can Make a Difference on Climate Now!**

The Crawley Borough Council **Climate & Nature Emergency Action Plan** principles tells us:

'Human activity is disrupting our climate and people across the world are suffering the impacts of global heating now.'

It is the most important issue affecting us all and the Action Plan recognises this, having been formally **adopted by the Council**. However, it might feel a little distant when we are dealing with day-to-day issues such as the cost of living crisis, homelessness, the NHS and council services. However, **we need to act urgently** because the impacts of global heating will hit us and overwhelm these issues sooner than many may think.

We are starting a regular brief information slot on the Councillor's Bulletin on this crucial topic.

You can get an idea of who has been seriously affected over the year of the UK presidency of the United Nations summit on climate (COP26 from Nov 2021) in this **four minute video**:

<https://www.youtube.com/watch?v=EMp0x43Or4c>

A brief and accessible **summary** of our Action Plan and how you can help is on our Intranet, here:

[Climate Emergency | Papyrs](#) (please note this is a link to the Council's intranet so is not available to the public).

This should help you in conversations with Council teams on progress on the Action Plan.

More Action Plan explanations are here, especially pages 5-8.

[Climate Emergency Action Plan principles.pdf \(crawley.gov.uk\)](#)

The Sustainability Team welcomes questions and ideas on the Plan. Email us at climate@crawley.gov.uk or arrange a Teams chat.

8 **New Town Hall: Access Passes and Photos**

23 - 24

As part of the transition to the New Town Hall, all Councillors are required to get a new photo ID.

For those Councillors who have not already received their pass prior to the Committees held this Monday and Tuesday there will be a further opportunity to book a daytime slot for your new photo the week commencing 13 February. To book a daytime slot for that week please use the link which is contained in the attached document which is available for Councillors only.

Please note that, although your photo may have already been taken, the new ID passes won't be issued until your Group meeting on Monday 20 February 2023.

Councillors will start working from the new Town Hall on 21 February with the Full Council meeting being held on 22 February 2023.

9	West Sussex Electric Vehicle Chargepoint Network: Progress and Webinar Invitation	25 - 26
	Information is attached for Councillors only.	
10	Staff Changes: January 2023	27 - 28
	Staff changes for January 2023 are attached for Councillors only.	
11	Press Releases	
	Press releases are available at www.crawley.gov.uk/news	