

# COUNCILLORS' INFORMATION BULLETIN

Tuesday, 12 December 2023

**Bulletin No: IB/1212**

INFORMATION ITEM	Pages
<p>1      <b>Delegated Planning Decisions</b></p> <p>Delegated planning decisions for the week beginning 4 December 2023 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>	5 - 8
<p>2      <b>Temporary Traffic Regulation Orders</b></p> <p>The following documents are attached in relation to Temporary Traffic Regulation Orders:</p> <ul style="list-style-type: none"> <li>• List of Temporary Traffic Regulation Orders.</li> <li>• Artel Croft, Three Bridges (Appendix A).</li> <li>• Charlwood Road, Langley Green (Appendix B).</li> <li>• Prestwood Lane, Crawley (Appendix C).</li> </ul>	9 - 16
<p>3      <b>Change to Membership: Overview and Scrutiny Commission</b></p> <p>In accordance with Paragraph 2.1(o) of the Full Council Procedure Rules contained within the Constitution, and in concurrence with the wishes of the political group, the Head of Governance, People &amp; Performance has made the following change to the membership of the Overview and Scrutiny Commission:</p> <ul style="list-style-type: none"> <li>• Councillor Pritchard to be replaced with Councillor Raja.</li> </ul> <p>This change takes immediate effect.</p>	



01293 438000

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4 **Action Taken Under Delegated Authority (Significant Operational Decision): Modern Polling Digital Poll Clerk**

On 14 November 2023 the Head of Governance, People & Performance agreed to sign a 4yr contract with Modern Democracy Ltd for Modern Polling Digital Poll Clerk.

Digitisation within the poll station will aim to alleviate some of the issues facing Crawley Borough Council when managing the Poll. This will generate many additional benefits for Election staff and management, ultimately providing a better experience for the voter.

Within Crawley Borough Council our poll stations use a very traditional, manual, paper-based process. This system has served us adequately, but with the increasing demands from recent election bills, Covid, challenges with staffing and increasing demands on the electoral system, change is imperative.

Existing challenges include; staff recruitment, voter disengagement, poor visibility of election day progress, and increased risk of human error, accuracy of Ballot Paper Accounts, transparency with audits.

This was compounded by the implementation of Voter ID and the workload and complexity of administering the poll stations will increase dramatically.

Please note the digital aspect relates to the paperwork of the Poll Clerk and Presiding Officer and not how the public vote which will remain paper based.

5 **Action Taken Under Delegated Authority (Significant Operational Decision): Infrastructure Funding Statement 2022/23**

For each financial year, starting from 2019/20, we are required to publish an Infrastructure Funding Statement (IFS). This is made up of three parts:

- Section 106 Report: including a summary of section 106 income and expenditure (including details of some non-monetary contributions); details of projects on which section 106 receipts were spent or allocated; and the amount of section 106 receipts retained at the end of the financial year
- CIL Report: including a summary of CIL income and expenditure; details of projects on which CIL was spent or allocated; and the amount of CIL retained at the end of the financial year
- Infrastructure List: a statement of the infrastructure projects or types of infrastructure which we intend will be, or may be, wholly or partly funded by CIL.

On 12 December 2023 the Head of Economy and Planning approved the publication of the Infrastructure Funding Statement 2022/23. The decision was taken in accordance with the delegation to the Head of Economy and Planning to approve operational documents including the Authority's Monitoring Reports.

The Infrastructure Funding Statement 2022/23 has been published and can be found [here](#).

6 **Recycling Support Payments**

17 - 20

At its meeting on [18 October 2023](#) (minute 9 refers) the Full Council resolved to request that the Cabinet Member for the Environment, Sustainability and Climate Change write, on behalf of Crawley Borough Council, to West Sussex County Council (WSSCC) calling on them to reinstate the recycling credits payment scheme that used to help borough and district councils within the county area to pay for and implement initiatives to increase recycling.

The letter written by Crawley Borough Council's Cabinet Member for the Environment, Sustainability and Climate Change to WSSCC is attached, and the response received is attached as an appendix to this item.

7 **Councillor Training: Personal Safety and Handling Online Abuse and Intimidation**

21 - 22

Information on an upcoming training session for Councillors is attached for Councillors only.

8 **Staff Changes: November 2023**

23 - 24

Staff changes for November 2023 are attached for Councillors only.

9 **Press Releases**

Press releases are available at [www.crawley.gov.uk/news](http://www.crawley.gov.uk/news).

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# CRAWLEY BOROUGH COUNCIL

## DELEGATED PLANNING DECISIONS

The following decisions were issued, subject to conditions, under delegated powers for the period 04/12/2023 and 08/12/2023

Application Number	Location	Proposal	Date of Decision	Decision
CR/2022/0356/FUL	BEAUBUSH CASTLE, HORSHAM ROAD, BEWBUSH, CRAWLEY	Retention of detached two storey house as built	6 December 2023	REFUSE
CR/2022/0751/FUL	52 LANGLEY WALK, LANGLEY GREEN, CRAWLEY	Erection of front porch, single storey rear extension and demolition of existing concrete shed	4 December 2023	PERMIT
CR/2023/0232/FUL	34 THE GROOMS, POUND HILL, CRAWLEY	Creation of proposed detached single garage with off road parking space, and vehicle cross over. Erection of new 1.8m wall on eastern boundary	5 December 2023	PERMIT
CR/2023/0354/FUL	6 CASHER ROAD, MAIDENBOWER, CRAWLEY	Remove conservatory, erection of new rear part single/two storey extension and erection of front porch and insert of one new side facing bathroom window at first floor	6 December 2023	PERMIT
CR/2023/0449/TPO	24 BODIAM CLOSE, POUND HILL, CRAWLEY	1 x Oak - reduce branches extending towards property and over neighbouring property by up to 2 metres to nearest suitable growth points; thin crown by 15%; crown lift to give 2.5 metre clearance over footpath; remove stem growth up to crown break (amended description)	6 December 2023	CONSENT
CR/2023/0451/192	129 RUSPER ROAD, IFIELD, CRAWLEY,	Certificate of lawfulness for proposed single storey rear extension and removal of parapet wall to existing extension	7 December 2023	PERMIT

Application Number	Location	Proposal	Date of Decision	Decision
CR/2023/0482/TPO	1 GREGORY CLOSE, MAIDENBOWER, CRAWLEY	Oak in front garden - reduce height and crown radius by a maximum of 2 metres to nearest suitable growth points and remove stem growth up to crown break (amended description)	5 December 2023	CONSENT
CR/2023/0502/TPO	LEVANT, TURNERS HILL ROAD, POUND HILL, CRAWLEY	2 x yew trees in rear garden - reduce height and crown radius by a maximum of 1.5 metres to nearest suitable secondary growth points (amended description)	6 December 2023	CONSENT
CR/2023/0572/FUL	85 HEATHFIELD, POUND HILL, CRAWLEY	Erection of single storey rear extension, garage conversion, single storey front extension with new pitched roof and widening of existing driveway to accommodate 2x parking spaces	5 December 2023	PERMIT
CR/2023/0582/CON	UNIT 3A, ACACIA GROVE, COPTHORNE ROAD, COPTHORNE	Consultation from Mid Sussex District Council for retention for use of site as long stay airport car parking (sui generis) (DM/23/2493)	4 December 2023	OBJECTION
CR/2023/0589/FUL	3 ROSAMUND ROAD, FURNACE GREEN, CRAWLEY	Single storey rear extension, first floor side and front extension, porch extension and associated works	7 December 2023	PERMIT
CR/2023/0618/TCA	1 LANGLEY LANE, IFIELD, CRAWLEY	Apple tree back garden - remove laterals by up to 1.5 metres and any damaged branches  Crab Apple front garden - remove laterals by up to 1.5 metres and any damaged branches	5 December 2023	NO OBJECTION
CR/2023/0622/192	37 BURNS ROAD, POUND HILL, CRAWLEY	Certificate of lawfulness for proposed single storey rear extension, removal of southern elevation side door to be replaced by window	7 December 2023	PERMIT

Application Number	Location	Proposal	Date of Decision	Decision
CR/2023/0638/TCA	14 LINDEN CLOSE, FURNACE GREEN, CRAWLEY	Tree 1 (T1) Conifer located at the front of the property - fell Tree 3 (T3) Conifer located at the rear of the property - fell Tree 4-7 (T4-7) hedge type trees at the rear of the garden - top/ lop to a height of between 2 and 2.5 metres	5 December 2023	NO OBJECTION
CR/2023/0668/TCA	AMENITY LAND TO THE FRONT OF 2/3 BATEMAN COURT, FORESTFIELD, FURNACE GREEN, CRAWLEY	3 x Silver Birch - prune back to previous reduction points	5 December 2023	NO OBJECTION
CR/2023/0670/TCA	5 BATEMAN COURT, FORESTFIELD, FURNACE GREEN, CRAWLEY	Acer - prune by approximately 1/2 to 1 metre to keep within boundaries	5 December 2023	NO OBJECTION

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# Agenda Item 2

## **List of Temporary Traffic Regulation Orders**

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

- Artel Croft, Three Bridges (Appendix A).
- Charlwood Road, Langley Green (Appendix B).
- Prestwood Lane, Crawley (Appendix C).

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# PUBLIC NOTICE

## Temporary closure of Artel Croft, Three Bridges, 28th December 2023.

**NOTICE IS HEREBY GIVEN** that from the date specified below, West Sussex County Council has temporarily closed to all traffic, Artel Croft, Three Bridges, in the Crawley District (B) under Section 14(2) of the Road Traffic Regulation Act 1984, as amended, on Artel Croft for a distance approx 55 metres.

The temporary closure is scheduled to commence on 28th December 2023 for up to 5 days (it is estimated to be completed on 29th December 2023) and is required for the safety of the public and workforce while Thames Water undertake daytime road closures for manhole cleaning and surveying works.

The restriction will be in place **day-time** from 08:00 until 17:00

An alternative route will be signed on site but please visit <https://one.network/?tm=135719758> for more details.

Access maintained for emergency services, residents and pedestrians.

For information regarding this closure please contact Capital Road safety on behalf of Thames Water on 01277215010 who will be able to assist with scope of these works.

Dated: 25th September 2023

Matt Davey

Assistant Director of Highways, Transport and Planning

**West Sussex County Council**

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

Road Name	Charlwood Road	
Village/Town/Parish	Crawley,	
Specific Location	Charlwood Road, Crawley	
Reason for TTRO	Overnight road closure between Bonnetts Lane and Old Brighton Road South for carriageway patching works	
Proposed Start Date / Time	Date: 22nd January 2024	Time: 20:00
Proposed End Date / Time	Date: 23rd January 2024	Time: 05:00
The restriction will be effective	Overnight only from 20:00 to (time) 05:00	
Access arrangements	Access maintained for emergency services, residents and pedestrians	
Applicant name	West Sussex County Council	
Applicant contact tel number	01243 642105	
Any other details	For more information about this proposed TTRO please visit: <a href="https://one.network/?tm=136085717">https://one.network/?tm=136085717</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

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

Road Name	Prestwood Lane	
Village/Town/Parish	Ifield, Rusper CP	
Specific Location	o/s Scraggs Copse, Prestwood Lane, Ifield	
Reason for TTRO	24hr/day road closures between the junctions with Charlwood Road and Ifield Wood for works to install a new communal pipe	
Proposed Start Date / Time	Date: 19th February 2024	Time: 00:00
Proposed End Date / Time	Date: 23rd February 2024	Time: 23:59
The restriction will be effective	24 hours	
Access arrangements	Access maintained for emergency services, residents and pedestrians	
Applicant name	Clancy Group on behalf of Southern Water	
Applicant contact tel number	01403282844	
Any other details	For more information about this proposed TTRO please visit: <a href="https://one.network/?tm=136769342">https://one.network/?tm=136769342</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

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Contact name: Councillor Bob Noyce  
Email: bob.noyce@crawley.gov.uk

Date: **6 November 2023**  
Direct line: 01293 438625

Councillor Deborah Urquhart  
Cabinet Member for Environment and Climate Change  
Cabinet Office  
County Hall  
Chichester  
West Sussex  
PO19 1RQ

Dear Deborah

### Recycling Support Payments

In light of the recent DEFRA announcement regarding the mandatory requirement for weekly food waste collection, I am writing to highlight the importance of West Sussex County Council working in partnership with districts and boroughs as waste collection authorities in seeking continuous and further improvement in recycling rates across the County. This letter also follows from a request by Crawley Borough Councillors, in a motion agreed at their last Full Council meeting relating to recycling rates, to write to you expressing their strong views on the need to reinstate recycling credit payments.

The specification for our waste and recycling service in Crawley was developed within the context of recycling credit payments being available to support revenue costs associated with this service. In particular, procurement of our waste collection contractor in 2014 incorporated core requirements for the contractor to engage with residents to inform and educate about recycling. Specifically, the contractor was tasked to:

- Produce and analyse data (down to street level) on the quality of recycling material collected highlighting areas where contamination is greater,
- In response to the data collected, inform and educate residents about materials which could and could not be recycled as well as promoting the reduce, reuse, recycle waste hierarchy.
- To monitor the impacts of the direct education work and to continue to reinforce messages in priority areas.

In addition to this core work, the Council working with our waste collection contractor implemented a range of specific projects targeting communities and localities where recycling rates are lower, most notably working with residents in flats and communal block to respond to the particular circumstances for residents in such accommodation.

All of the above work required revenue resources which, with the support of recycling credit payments, was sustainable despite competing budget demands. Over the 5



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## Agenda Item 6

years from 2014 when the work noted above was initiated, Crawley's recycling rate improved by 6%.

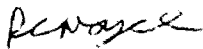
You will be aware that in 2019, the County Council decided to cease the recycling credit payments to waste collection authorities across the County. For Crawley, this saw payments reduce from £690,000 in 2018 to zero by 2021. This has had a significant impact upon our ability to continue with our preventative recycling work in Crawley and forced amendments to our service to reflect the available funding. It is notable that despite the continuous improvement in the 5 years to 2019, we have seen an improvement of just 1% in recycling performance in the four years following the removal of recycling credit payments.

As we move into a period where waste collection authorities will be reviewing and restructuring our collection services, it is vital we are working in partnership with the County Council as waste disposal authority. You have said that you want to work together, but that requires action as well as words. Within this context, I would request that the County Council

- (i) Re-introduce the recycling credit payments to ensure support for pro-active recycling education programmes.
- (ii) Give a clear and early commitment to passing through to waste collection authorities, the revenue benefit which will derive from lower disposal costs achieved as a result of the introduction of separate food waste collection. This early commitment is essential to enable districts and boroughs to plan the restructuring of services with a better understanding of the revenue impacts and to ensure resources are sustained to support proactive recycling education programmes.

I look forward to your response.

Your sincerely



Councillor Bob Noyce  
Portfolio Holder for Environmental Services and Climate Change.

*response provided via email*

Dear Bob

Thank you for your letter dated 6 November regarding the recent 'Simpler Recycling' announcement by DEFRA and the reinstatement of recycling credit payments.

The information shared by government on Simpler Recycling has been long awaited and the information it has provided on materials that must be collected for recycling, how they may be collected and the timeline for implementation are welcomed.

However, greater clarity is still needed on many aspects, particularly around payments that will be made to local authorities as New Burdens funding and through the Extended Producer Responsibility (EPR) Scheme for packaging waste.

The new requirements, particularly around the separate collection and treatment of food waste by March 2026 and the collection of flexible plastics for recycling by March 2027, present a significant challenge in bringing about changes to our respective waste collection and treatment systems. We look forward to working in partnership with you to bring about these changes to further improve recycling rates within Crawley Borough and across West Sussex.

Government has committed to meeting the additional costs falling to Waste Collection Authorities (WCAs) under Simpler Recycling (such as food waste collection costs) through New Burdens payments and, whilst the details are awaited, government expects these new WCA costs to be fully funded. The same cannot be said for the waste treatment costs that will fall to West Sussex County Council (WSCC). Here, government expects savings to result from lower residual waste treatment costs for Waste Disposal Authorities (WDAs). However, this position does not account for situations where WDAs such as WSCC have long-term contracts, including Private Finance Initiative (PFI) contracts, that are expensive to change. We estimated in March 2022 that the changes needed to process separately collected food waste under our Materials Resource Management Contract would require capital investment of circa £8 million. Changes needed to accept flexible plastics under our Recycling and Waste Handling Contract have yet to be finalised.

Government has also been clear that, under the EPR Scheme for packaging, WCAs will receive payment for the collection of packaging waste (cardboard, glass, cans etc) in their recycling, residual and street cleaning services.

The reinstatement of recycling credit payments to Crawley BC by WSCC would be a duplication of payments that Crawley BC will shortly be receiving from government through the Simpler Recycling regime and from obligated businesses packaging businesses under the EPR regulations. Government has stated that it does not intend to change the recycling credits mechanism at this stage but will monitor it to assess the impact of policy changes and adjust it if needed to prevent funding duplication.

Recycling Credit payments are intended to reflect the avoided costs of waste treatment by WDAs as a result of WCAs retaining the recyclable materials that they collect and arranging for them to be recycled. Crawley BC does not do this. The collected recyclable materials are delivered to WSCC, which arranges for them to be recycled under its contractual arrangements. As a result of this arrangement, there is no avoided cost to WSCC, which pays circa £28m per year to process the recyclable materials collected across the county.

I see no reason to reinstate recycling credit payments or make a commitment to pass through (as yet unquantified) savings from lower disposal costs to WCAs that will be fully funded through the other payments I've outlined above. Similarly, WSCC will not be asking WCAs to contribute to the additional costs that it may incur as a result of the new Simpler Recycling requirements. Both WCAs and WDAs should continue to meet their respective statutory requirements, whilst of course working together to ensure good coordination, improved environmental outcomes and best value for our residents. There will be much required to fulfil the new recycling requirements set out by Government and I look forward to working with you on this over the next couple of years.

**Kind regards**

Deborah Urquhart

Deputy Leader and Cabinet Member for Environment & Climate Change



Find out more about [Climate Change in West Sussex](#)

# Agenda Item 7

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

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# Agenda Item 8

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of the Local Government Act 1972.

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