

COUNCILLORS' INFORMATION BULLETIN

Tuesday, 19 December 2023

Bulletin No: IB/1213

INFORMATION ITEM	Pages
<p>1 Delegated Planning Decisions</p> <p>Delegated planning decisions for the week beginning 11 December 2023 are attached. Contact for enquiries: Jean McPherson, Group Manager (Development Management) on jean.mcpherson@crawley.gov.uk.</p>	3 - 8
<p>2 Consideration Report: Housing Revenue Account Portfolio Rents for 2024/25</p> <p>Consideration report CH/204 of the Head of Crawley Homes is attached.</p>	9 - 12
<p>3 Consideration Report: Contract Award: Building Conversion/Construction Works for Crawley Innovation Centre (Travel House)</p> <p>Consideration report PES/451 of the Head of Economy and Planning is attached for Councillors only.</p>	13 - 16
<p>4 Action Taken Under Delegated Authority: Calendar of Meetings 2024-2025</p> <p>On 14 December 2023 Councillor Rana, Cabinet Member for Resources exercised their delegated authority to approve the Calendar of Meeting for 2024-2025 as set out in report LDS/211 which was published on 6 December 2023 in Councillors' Information Bulletin IB/1211.</p>	
<p>5 Action Taken Under Delegated Authority (Significant Operational Decision): Future Acquisitions for Affordable Housing Delivery Relating to Report (CH/201)</p> <p>The acquisition of land as detailed in Section 5.3 of report CH/201 secures the land and prepares the site for the purposes of delivering the consented affordable housing scheme for Crawley Homes ownership. The budget to support this land acquisition was approved by Full Council on 18th October 2023 for the HRA Acquisitions Budget to meet the costs of acquiring the land and clearing the site for future development. Contracts are due to be exchanged on terms that are within budget, where the freehold ownership</p>	



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will transfer to Crawley Homes on completion of contracts.

On 27th September 2023, Cabinet considered report CH/201 with regards to this property and agreed to proceed with the land acquisition as referenced in Section 5.3 of report CH/201, subject to satisfactory due diligence and procurement compliance and budget availability.

The Cabinet agreed to delegate the negotiation, approval (including a procurement process if necessary) and completion of all relevant legal documentation to secure additional affordable housing for the acquisitions identified in Sections 5.2 and 5.3 of report CH/201 to the Head of Crawley Homes/Head of Strategic Housing (as appropriate), Head of Corporate Finance and Head of Governance, People & Performance, in consultation with the Leader of the Council and the Cabinet Member for Housing.

Therefore on 13 December 2023, the Head of Crawley Homes, Head of Corporate Finance and the Head of Governance, People and Performance following consultation with the Leader of the Council and the Cabinet Member for Housing undertook the actions necessary to undertake the acquisition as approved by Cabinet in report CH/201.

6

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 11/12/2023 and 15/12/2023

Application Number	Location	Proposal	Date of Decision	Decision
CR/2021/0249/CC2	FORMER GSK MANOR ROYAL, TELECON METALS & CARPENTERS TECHNOLOGY SITE, NAPIER WAY, NORTHGATE, CRAWLEY	DISCHARGE OF CONDITION 11 (TRAVEL PLAN) PURSUANT TO CR/2021/0249/FUL FOR THE ERECTION OF 3 WAREHOUSE UNITS (USE CLASS B8), ASSOCIATED EXTERNAL PLANT, CAR/HGV PARKING, SITE ACCESS, INTERNAL ROADS, BOUNDARY SECURITY FENCING AND HARD/SOFT LANDSCAPING.	12 December 2023	APPROVE
CR/2021/0525/FUL	EWHURST, THE MARDENS, IFIELD, CRAWLEY	ERECTION OF DWELLING WITH PARKING AND AMENITY SPACE	14 December 2023	PERMIT
CR/2021/0656/FUL	LAND AT FORMER THALES SITE, GATWICK ROAD, NORTHGATE, CRAWLEY	ERECTION OF A FREESTANDING DRIVE-THROUGH RESTAURANT (SUI GENERIS) AND FREESTANDING COFFEE SHOP WITH DRIVE-THROUGH (CLASS E) WITH CAR PARKING, LANDSCAPING AND ASSOCIATED WORKS. THE INSTALLATION OF CUSTOMER ORDER DISPLAYS WITH OVERHEAD CANOPIES, ELECTRIC VEHICLE CHARGING POINTS AND A GOAL POST HEIGHT RESTRICTOR.	14 December 2023	PERMIT
CR/2023/0322/FUL	7 JUNIPER ROAD, LANGLEY GREEN, CRAWLEY	ERECTION OF SINGLE STOREY FRONT EXTENSION (AMENDED DESCRIPTION)	14 December 2023	PERMIT
CR/2023/0334/TPO	9 WRIGHT CLOSE, MAIDENBOWER, CRAWLEY	OAK - FELL	15 December 2023	REFUSE

Application Number	Location	Proposal	Date of Decision	Decision
CR/2023/0435/TPO	MAGPIE WOOD, DIGITAL REALTY, UNITS 1 & 2, CONNECT WAY, NORTHGATE, CRAWLEY	<p>T1 TAG 35635 MATURE OAK - REMOVE ALL DEADWOOD. LIFT CROWN TO APPROXIMATELY 5 METRES ABOVE GROUND LEVEL TO CLEAR FOOTPATH & ACCESS ROAD FOR ANY MEMBERS OF PUBLIC & VEHICLES.</p> <p>T2 35636 MATURE OAK - REMOVE ALL DEADWOOD. LIFT CROWN TO APPROXIMATELY 5 METRES ABOVE GROUND LEVEL TO CLEAR FOOTPATH & ACCESS ROAD FOR ANY MEMBERS OF PUBLIC & VEHICLES.</p> <p>T3 35638 MATURE OAK - REMOVE ALL DEADWOOD. LIFT CROWN TO APPROXIMATELY 5 METRES ABOVE GROUND LEVEL TO CLEAR FOOTPATH & ACCESS ROAD FOR ANY MEMBERS OF PUBLIC & VEHICLES.</p> <p>T4 35639 MATURE OAK - REMOVE ALL DEADWOOD. LIFT CROWN TO APPROXIMATELY 5 METRES ABOVE GROUND LEVEL TO CLEAR FOOTPATH AND ACCESS ROAD FOR ANY MEMBERS OF PUBLIC & VEHICLES.</p> <p>T5 35748 MATURE OAK - REMOVE ALL DEADWOOD. LIFT CROWN TO APPROXIMATELY 5 METRES ABOVE GROUND LEVEL TO CLEAR FOOTPATH & ACCESS ROAD FOR ANY MEMBERS OF PUBLIC & VEHICLES.</p> <p>T6 35749 MATURE OAK - REMOVE ALL DEADWOOD. LIFT CROWN TO APPROXIMATELY 5</p>	15 December 2023	CONSENT

METRES ABOVE GROUND LEVEL TO CLEAR FOOTPATH & ACCESS ROAD FOR ANY MEMBERS OF PUBLIC & VEHICLES.

G7 35750 GROUP OF X 5 OAKS - REMOVE ALL DEADWOOD. LIFT CROWN TO APPROXIMATELY 5 METRES ABOVE GROUND LEVEL TO CLEAR FOOTPATH & ACCESS ROAD FOR ANY MEMBERS OF PUBLIC AN VEHICLES.

T8 35751 OAK - REMOVE ALL DEADWOOD. LIFT CROWN TO APPROXIMATELY 5 METRES ABOVE GROUND LEVEL TO CLEAR FOOTPATH & ACCESS ROAD FOR ANY MEMBERS OF PUBLIC & VEHICLES.

G9 35752 GROUP OF X 4 OAKS - REMOVE ALL DEADWOOD. LIFT CROWN TO APPROXIMATELY 5 METRES ABOVE GROUND LEVEL TO CLEAR FOOTPATH & ACCESS ROAD FOR ANY MEMBERS OF PUBLIC & VEHICLES.

T10 35753 OAK - REMOVE ALL DEADWOOD. LIFT CROWN TO APPROXIMATELY 5 METRES ABOVE GROUND LEVEL TO CLEAR FOOTPATH & ACCESS ROAD FOR ANY MEMBERS OF PUBLIC AN VEHICLES.

G11 35754 GROUP OF X 4 OAKS - REMOVE ALL DEADWOOD. LIFT CROWN TO APPROXIMATELY 5 METRES ABOVE GROUND LEVEL TO CLEAR FOOTPATH & ACCESS ROAD FOR ANY MEMBERS OF PUBLIC & VEHICLES.

Application Number	Location	Proposal	Date of Decision	Decision
		<p>T12 35703 MATURE OAK - REMOVE ALL DEADWOOD. LIFT CROWN TO APPROXIMATELY 5 METRES ABOVE GROUND LEVEL TO CLEAR FOOTPATH & ACCESS ROAD FOR ANY MEMBERS OF PUBLIC & VEHICLES.</p> <p>T13 35704 MATURE OAK - REMOVE ALL DEADWOOD. LIFT CROWN TO APPROXIMATELY 5 METRES ABOVE GROUND LEVEL TO CLEAR FOOTPATH & ACCESS ROAD FOR ANY MEMBERS OF PUBLIC & VEHICLES.</p> <p>T14 35705 MATURE OAK - REMOVE ALL DEADWOOD. LIFT CROWN TO APPROXIMATELY 5 METRES ABOVE GROUND LEVEL TO CLEAR FOOTPATH & ACCESS ROAD FOR ANY MEMBERS OF PUBLIC & VEHICLES.</p> <p>T15 35706 MATURE OAK - REMOVE ALL DEADWOOD. LIFT CROWN TO APPROXIMATELY 5 METRES ABOVE GROUND LEVEL TO CLEAR FOOTPATH & ACCESS ROAD FOR ANY MEMBERS OF PUBLIC & VEHICLES.</p> <p>T16 35734 OAK WITH DIE BACK – REDUCE DEAD CROWN DOWN TO FIRST LIVE GROWTH POINTS.</p> <p>T17 35708 MATURE OAK – REMOVE ALL DEADWOOD. REMOVE 3 LARGE LOWER LIMBS TO CUT POINTS MARKED ON THE SUBMITTED PHOTOGRAPH .</p>		
CR/2023/0443/FUL	42 KELSO CLOSE, POUND HILL, CRAWLEY	ERECTION OF FIRST FLOOR FRONT EXTENSION	12 December 2023	PERMIT

Application Number	Location	Proposal	Date of Decision	Decision
CR/2023/0498/192	15 WEALD DRIVE, FURNACE GREEN, CRAWLEY	CERTIFICATE OF LAWFULNESS FOR PROPOSED FRONT EXTENSION, SINGLE STOREY SIDE EXTENSION INCLUDING PITCHED ROOF FOR THE EXISTING GARAGE, REAR EXTENSION WITH ROOF LIGHTS AND CONVERSION OF GARAGE TO HABITABLE SPACE.	14 December 2023	SPLIT DECISION
CR/2023/0506/TPO	25 BURGH CLOSE, POUND HILL, CRAWLEY	T1 OAK TREE IN REAR GARDEN - REDUCE HEIGHT AND CROWN RADIUS BY A MAXIMUM OF 1.5 METRES TO NEAREST SUITABLE GROWTH POINTS (AMENDED DESCRIPTION)	12 December 2023	CONSENT
CR/2023/0534/TPO	8 ST JOHNS ROAD, WEST GREEN, CRAWLEY	LARGE DEAD EUCALYPTUS IN REAR GARDEN - FELL	15 December 2023	CONSENT
CR/2023/0536/FUL	24 WENSLEYDALE, SOUTHGATE, CRAWLEY	DEMOLITION OF EXISTING EXTENSION AND ERECTION OF PROPOSED SINGLE STOREY REAR EXTENSION	14 December 2023	PERMIT
CR/2023/0537/FUL	70 LANGLEY WALK, LANGLEY GREEN, CRAWLEY	ERECTION OF PITCHED ROOF DETACHED GARAGE	15 December 2023	PERMIT
CR/2023/0593/192	29 KEBLE CLOSE, POUND HILL, CRAWLEY	CERTIFICATE OF LAWFULNESS FOR PROPOSED DEMOLITION OF EXISTING CONSERVATORY AND ERECTION OF SINGLE STOREY REAR EXTENSION WITH PITCHED ROOF	12 December 2023	PERMIT
CR/2023/0621/FUL	12 FOWLER CLOSE, MAIDENBOWER, CRAWLEY	CONVERSION OF GARAGE TO HABITABLE SPACE	12 December 2023	PERMIT
CR/2023/0659/TCA	CAR PARK, THE BOULEVARD, NORTHGATE, CRAWLEY	G1: 1 YEW, 3 SILVER MAPLES, 2 ROBINIA, 1 OAK & 1 LONDON PLANE - LIFT ALL TREES IN GROUP TO A HEIGHT OF 4 METRES ON SIDES THAT ENCROACH ON RCP LAND TO	12 December 2023	NO OBJECTION

Application Number	Location	Proposal	Date of Decision	Decision
		<p>CLEAR ACCESS, PARKING BAYS, LIGHTS & SIGNS. G2: 4 SILVER MAPLES, 2 APPLES, 1 ROBINIA & 2 LONDON PLANES - LIFT ALL TREES IN GROUP TO A HEIGHT OF 4 METRES ON SIDES THAT ENCROACH ON RCP LAND TO CLEAR ACCESS, PARKING BAYS, LIGHTS, SIGNS & CAMERAS</p>		
CR/2023/0669/TCA	AMENITY LAND ON CORNER OF NYMANS COURT GARAGES AT BACK OF 22 NYMANS COURT, FORESTFIELD, FURNACE GREEN, CRAWLEY	ORNAMENTAL PEAR TREE - PRUNE BACK TO PREVIOUS REDUCTION POINTS	12 December 2023	NO OBJECTION

Agenda Item 2

Crawley Borough Council

Consideration Report for Delegated Decision by Cabinet Member for Housing

Housing Revenue Account Property Portfolio Rents for 2024/25

Expected Date of Decision: 8 January 2024

Report of the Head of Crawley Homes Report number CH/204

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

The Cabinet Member for Housing, in consultation with the Head of Corporate Finance, is recommended to:

- 2.1 Implement a 7.7% (CPI+1%) increase for social and affordable dwelling rents.
- 2.2 Increase shared ownership and hostel rents by 7.7% (CPI+1%).
- 2.3 Increase service charges as detailed in section 3.4 of this report.

3. Reasons for the Recommendations

3.1 Dwelling Rents

3.1.1 Dwelling Rents.

*CPI = 6.70%

	3%	5%	CPI + 1%
Income Target	£53,185,000	£54,163,000	£55,478,000
Less RTB Provision	(£62,000)	(£65,000)	(£70,000)
Add New Rents Estimate	£0	£0	£0
Voids & Re-Let Provision	(£390,000)	(£398,000)	(408,000)
Projected Income Target	£52,733,000	£53,700,000	£55,000,000

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 7.7%.

	3%	5%	CPI + 1%
Income Target:	£480,014	£489,335	£501,918
Less Buybacks:	(£8,348)	(£8,510)	(£8,729)
Projected Income Target	£471,666	£480,825	£493,189

Agenda Item 2

3.3 Hostel Rents

3.3.1 It is also proposed to increase Hostel Rents by 7.7%.

	3%	5%	CPI + 1%
Income Target	£586,868	£598,264	£613,647
Void Provision	(£64,132)	(£65,377)	(£67,059)
Projected Income Target	£522,736	£532,887	£546,588

3.4 Service Charges

3.4.1 Since 2017/18 service charges have been increased by the agreed % in the Council's Budget Strategy. Work has begun on updating these charges to reflect the actual costs of the providing the service with the service charge required for cleaning and clearance ready to be applied from 2024/25.

3.4.2 It is expected that applying these service charges will generate £195,000 in the financial year 2024/25. This will be offset slightly by additional vehicle maintenance requirements of £15,000 for a net total of £180,000 The proposed service charges are below.

Accommodation Type	Revised Service Charge	Current Service Charge	% Increase
Enclosed Blocks (including leaseholders)	£3.70	£2.67	39%
Hostels	£23.43	£18.01 (Bewbush Manor £10.74)	30% (118%)
Milton Mount (including leaseholders)	£6.91	£5.56	24%
Sheltered Schemes:			
Carey House	£22.93	£13.32 (no cleaning charge)	72%
Fairlawn House	£19.82	£10.21 (no cleaning charge)	94%
Halfacres	£19.82	£10.21 (no cleaning charge)	94%
The Twitten	£19.82	£10.21 (no cleaning charge)	94%
Schaffer House	£19.82	£10.21 (no cleaning charge)	94%
Bridgefield House (leaseholders only)	£6.61	£5.41	22%

3.4.3 Work on further updating service charges for grounds maintenance and electricity costs will continue throughout 2024/25 with revised charges proposed to be applied from 2025/26. These and other non-cleaning and clearance elements of the service charge will be increased by the Council's agreed fees and charges increases which is 7%

3.5.1 Other Fees and Charges Summary

It is proposed to introduce laundry charges at Sheltered sites where this facility is offered. Doing this brings us in line with other authorities and housing associations who also charge for this facility.

Agenda Item 2

The charge has been calculated by taking the total cost of the machines and dryers at the site and allocating these evenly to the number of tenants at the site.

Sheltered Housing Site	Charge per Tenant per Week
Carey House	£0.90
Fairlawn House	£0.63
Halfacres	£1.08
The Twitten	£0.40
Schaffer House	£1.34

- 3.5.2 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 Crawley Borough Council caps Affordable Housing rents at either 80% market rate or LHA rates. As part of the autumn budget statement, it was announced that LHA rates are to increase. However, it is currently unknown what the new LHA rates will be. Consequently, it is proposed not to increase the rents of Affordable Housing above the old LHA rate until next financial year to ensure rents are not increased above the revised LHA rate and to give tenants certainty on rental costs.
- 4.3 Increasing rental fees will help to offset increasing staff salaries. Staff received a flat pay award of £1,925 in 2023/24, with a forecast 3.5% increase for 2024/25.
- 4.4 There has been substantial growth required of £399,000 for the responsive repairs team and the planned maintenance team because of the new social housing regulations. This includes a requirement for regular stock condition surveys to be undertaken. Increasing rents is necessary to fund the required growth.
- 4.5 The HRA has continued to see an increase in the cost of its repairs and maintenance contracts, reporting a £1.825m overspend for Q3. There are a variety of reasons including an increased cost of supply due to high inflation, high void numbers & high sickness levels resulting in the use of sub-contractors. Therefore, we are proposing to increase the repairs budget to £14m from £11.9m, a 17.6% increase. Without a subsequent increase in rents the availability of funds for future developments and maintenance for the current stock could be impacted.
- 4.6 Decarbonisation is expected to cost the council over £300m. Future grant funding for Decarbonisation is unknown and any previously successful bids have been matched funding with Government. Therefore, it is vital to maximise income wherever possible to ensure the HRA can take advantage of any future opportunities which become available.
- 4.7 Debt repayment begun in March 2023, with further borrowing expected to be required in future years to meet the repayment schedule. Increasing rental income will delay and reduce amount of new borrowing required.

Agenda Item 2

- 4.8 The Social Housing Regulator has been given directive from Government to charge Local Authorities for being members of the regulator. Additionally, the cost of being subscribed to the Housing Ombudsman has doubled in the last 2 years. Overall, it is expected that this will cost the HRA an additional £110,000 next financial year. Increasing rental income will help offset these additional costs.

5. Background Papers

[2023/2024 Budget Monitoring – Quarter 2 FIN 635](#)
[Budget Strategy 2024/25 – 2026/27 FIN 636](#)

Agenda Item 3

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

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