

# COUNCILLORS' INFORMATION BULLETIN

Tuesday, 23 January 2024

**Bulletin No: IB/1217**

INFORMATION ITEM	Pages
<p>1 <b>Delegated Planning Decisions</b></p> <p>Delegated planning decisions for the week beginning 15 January 2024 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 - 6
<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>The Boulevard, Northgate (Appendix A).</li> <li>High Street, Northgate (Appendix B).</li> </ul>	7 - 12
<p>3 <b>Consideration Report: Calculation of Council Tax Base - for the Purposes of Setting the Level of Council Tax for the Year 2024/25</b></p> <p>Consideration report FIN/647 of the Head of Corporate Finance is attached.</p>	13 - 16
<p>4 <b>SNOWS Newsletter</b></p> <p>The SNOWS Newsletter for February 2024 is attached for Councillors only. This is being provided to Councillors ahead of its wider circulation, which will take place in the next few weeks.</p>	17 - 22
<p>5 <b>Press Releases</b></p> <p>Press releases are available at <a href="http://www.crawley.gov.uk/news">www.crawley.gov.uk/news</a>.</p>	



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[crawley.gov.uk](http://crawley.gov.uk)  
[democracy.crawley.gov.uk](http://democracy.crawley.gov.uk)

Town Hall  
 The Boulevard  
 Crawley  
 West Sussex  
 RH10 1UZ

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# CRAWLEY BOROUGH COUNCIL

## DELEGATED PLANNING DECISIONS

The following decisions were issued, subject to conditions, under delegated powers for the period 15/01/2024 and 19/01/2024

Application Number	Location	Proposal	Date of Decision	Decision
CR/2021/0258/FUL	14 SHACKLETON ROAD, TILGATE, CRAWLEY	Retrospective application for retention of outbuilding	18 JANUARY 2024	PERMIT
CR/2023/0364/FUL	47 JUNIPER ROAD, LANGLEY GREEN, CRAWLEY	Erection of ground floor side and rear extension	16 JANUARY 2024	PERMIT
CR/2023/0460/TPO	ADJ 9 & 11 HAYWARDS & ADJ 4 HEATHFIELD, POUND HILL, CRAWLEY	Heathfield T3 Oak (1000004) crown lift to give 6 metres clearance over ground by pruning secondary branches only, all aspects. Photo 6654 (amended description)  Haywards T4 Sweet Chestnut (1010000) crown lift to give 3 metres over ground, all aspects. Remove basal growth. Sever Ivy. Remove deadwood. Photos 6656, 6657 and 6658  Haywards T6 (Oak) (10100001) crown lift to give 3 metres clearance over ground, all aspects. Cut back from lamp column 4 to give approximately 1 metre of clearance photo 6660	19 JANUARY 2024	CONSENT
CR/2023/0478/FUL	42-46 THE BROADWAY, NORTHGATE, CRAWLEY	Full planning permission is sought for external alterations to the existing building, including the creation of an enclosed rear stairwell access and roof terrace, as well as the insertion of windows and doors to provide additional light and access to external amenity areas	16 JANUARY 2024	REFUSE

Application Number	Location	Proposal	Date of Decision	Decision
CR/2023/0551/TPO	HIGHWAY VERGE TO REAR OF 5 TO 8 ALLYINGTON WAY & 5 TO 8 BETHUNE CLOSE, POUND HILL, CRAWLEY	1000001 to 1000008, 1000011 to 1000013, 1000019, 1010020 to 1010030, 1010032 to 1010041, 1010043 to 1010046 (on plan) - 38 x trees: remove basal growth. Crown lift to give 6m clearance over ground and re-pollard. Repeat annual basal growth removal to 3m on all Lime trees for the next 5 years	16 JANUARY 2024	CONSENT
CR/2023/0566/TCA	WICKETS, IFIELD GREEN, IFIELD, CRAWLEY	Cherry x 2 - crown reduce by 2 metres and thin 1 x Plum - prune by 1 metre and shape 6 x Apple trees - prune by 1 metre All trees - prune by 1 metre and remove dead branches	19 JANUARY 2024	NO OBJECTION
CR/2023/0576/TPO	BRAMBLES, 5 HAROLD ROAD, POUND HILL, CRAWLEY	T1 Oak - crown reduce height and lateral spreads by up to 2 metres to suitable growth points	16 JANUARY 2024	CONSENT
CR/2023/0604/TCA	IFIELD BARN THEATRE CLUB, IFIELD STREET, IFIELD, CRAWLEY	T3 Horse Chestnut - to leave as snag, removing all lateral branches and leave stem at approx. 7 metres	19 JANUARY 2024	NO OBJECTION
CR/2023/0641/TPO	1 DELROGUE ROAD, IFIELD, CRAWLEY	T1 Oak located in rear garden - reduce height and crown radius by a maximum of 2 metres to nearest suitable growth points (amended description)	15 JANUARY 2024	CONSENT
CR/2023/0676/ADV	UNIT 4, COUNTY MALL, STATION WAY, NORTHGATE, CRAWLEY	Advertisement consent for erection of internally illuminated 1x fascia sign and 1x projecting sign	15 JANUARY 2024	CONSENT
CR/2023/0681/PA3	42-46 THE BROADWAY, NORTHGATE, CRAWLEY	Prior approval for the change of use of the rear part of the first floor from Class E (commercial) to C3 (residential) for 3no. apartments	16 JANUARY 2024	PRIOR APPROVAL REFUSED
CR/2023/0689/192	9 TINTERN ROAD, GOSSOPS GREEN, CRAWLEY	Certificate of lawfulness for proposed demolition of existing conservatory and erection of single storey rear extension	19 JANUARY 2024	REFUSE

Application Number	Location	Proposal	Date of Decision	Decision
CR/2023/0737/CON	PIER 6, NORTH TERMINAL, GATWICK AIRPORT	Resubmission from Gatwick Airport Ltd in respect of consultation under part 8 of schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 for proposed western extension to Pier 6, North Terminal, Gatwick Airport	15 JANUARY 2024	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:

- The Boulevard, Northgate (Appendix A).
- High Street, Northgate (Appendix B).

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# PUBLIC NOTICE

## WEST SUSSEX COUNTY COUNCIL TEMPORARY ROAD CLOSURE

### **THE BOULEVARD, NORTHGATE**

NOTICE IS hereby given that in pursuance of the provisions of Section 14(2) of the Road Traffic Regulation Act, 1984, as amended, the use of **The Boulevard, Northgate** from junction with **Northgate Avenue Roundabout to The Broadway** is temporarily prohibited from **16/01/24**

#### **The restriction will be in place 24hrs**

This emergency closure is necessary to allow **Southern Water to attend to a burst main**

It is anticipated the works will be completed by **26/01/24**

Emergency vehicle, Residential and Pedestrian access will be maintained at all times

The alternative route for traffic will be signed on site

This notice will be effective for a maximum of 21 days from the date given above

Any queries about the effect of the closure on traffic using the highway please contact the West Sussex Contact Centre on 01243 642105

Any queries about the nature of works please contact **Southern Water on 01903 272167**

Dated **17 January 2024**

Matt Davey  
Assistant Director of Highways, Transport and Planning

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# PUBLIC NOTICE

## WEST SUSSEX COUNTY COUNCIL TEMPORARY ROAD CLOSURE

### **HIGH STREET, NORTHGATE, CRAWLEY**

NOTICE IS hereby given that in pursuance of the provisions of Section 14(2) of the Road Traffic Regulation Act, 1984, as amended, the use of **HIGH STREET, NORTHGATE** from junction with **PEGLER WAY TO JUNCTION OF CROSS KEYS** is temporarily prohibited from **02/02/24**

**The restriction will be in place 24hrs.**

This emergency closure is necessary to allow **Southern Water to fix a burst 12" water main & large area of consequential damage.**

It is anticipated the works will be completed by **02/02/24.**

Emergency vehicle, Residential and Pedestrian access will be maintained at all times

The alternative route for traffic will be signed on site

This notice will be effective for a maximum of 21 days from the date given above

Any queries about the effect of the closure on traffic using the highway please contact the West Sussex Contact Centre on 01243 642105

Any queries about the nature of works please contact **Clancydocwra - 01273 663591**

Dated **23 January 2024**

Matt Davey  
Assistant Director of Highways, Transport and Planning

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# Agenda Item 3

## Crawley Borough Council

### Consideration Report for Delegated Decision by the Leader of the Council

**Expected Date of Decision 31 January 2024**

### Calculation of Council Tax Base – for the Purposes of Setting the Level of Council Tax for the Year 2024/25

Report of the Head of Corporate Finance, **FIN/647**

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#### **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 2024/2025 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 36,637.0

#### **3. Reasons for the Recommendations**

- 3.1 The calculation required by statute has produced a tax base of 36,637.0 which is recommended for approval. The regulations provide that in the current year this authority must set the tax base between 1 December 2023 and 31 January 2024.

#### **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

# Agenda Item 3

## Discounts

- 4.4 There are no discounts for Second Homes.
- 4.5 There are no discounts for Class A, empty properties undergoing major repair or structural alteration. 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.
- 4.6 The discount for Class C properties, empty and substantially unfurnished, is 100% for one week.
- 4.7 The family annex discount gives a 50% discount for people living in annexes that are related to person liable to pay the council tax in the main dwelling.
- 4.8 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.
- 4.9 The Council has adopted a local council tax reduction scheme which replaced the national council tax benefit scheme from 1 April 2013.
- 4.10 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 eight bands, A to H. In order to arrive at the Council Tax base for the year the number of properties is adjusted to a Band D equivalent for comparative purposes.
- 5.2 The chargeable properties included in the Council Tax base are determined by reference to dwellings shown on the Valuation List for the Council on Monday 11 September 2023 and by reference to the number of discounts, exemptions, and premiums as at Monday 2 October 2023 in respect of those dwellings (as provided to the Government in the Council Tax Base return).
- 5.3 The Band D equivalent Council Tax base is then divided into the amount of income required by the Council to arrive at the amount payable for a Band D Council Tax. The Council Tax for each of the eight bands is then calculated as a percentage of the Band D equivalents. Detailed calculations for each of the bands are set out in Appendix 1 to this briefing note.
- 5.4 It is also necessary for the Council 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 2024/2025 the provision for bad debts be set at 0.5% (2023/2024: 0.5%). This figure reflects the probable non-collection of 2024/2025 Council Tax offset by ongoing collection of previous years debt.

# Agenda Item 3

## 6. Implications

- 6.1 The Council Tax base has increased by 684.2 Band D equivalents.
- 6.2 The Council Tax Base will increase the tax yield by £154,178 at the current band D charge of £225.34.

## 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 \(FIN/478\)](#)

**COUNCIL TAX BASE CALCULATION 2024/2025**

**APPENDIX 1**

	Discount/ premium	BAND									BUDGET 2024/25	PREVIOUS YEAR 2023/24
		DIS. A	A	B	C	D	E	F	G	H		
<b>1. Total number of Properties Liable to Council Tax</b>												
(a) Actual Number per Valuation List			1,324.0	7,621.0	22,500.0	9,074.0	3,820.0	2,327.0	473.0	11.0	47,150.0	46,962.0
(b) Estimated No of New Properties			78.0	121.3	46.5	40.0	15.0	7.3	1.8	0.0	309.8	293.0
Known demolitions					-1.0				-0.5		-1.5	0.0
(c) Estimated No of Rebandings												
- Move from Band			0.0	0.0	-6.0	-5.0	-6.0	-1.0	-1.0	0.0	-19.0	-19.0
- Move to Band			0.0	6.0	5.0	6.0	1.0	1.0	0.0	0.0	19.0	19.0
(d) Properties with Disabled Reduction												
- Move from Band				-10.0	-81.0	-52.0	-27.0	-16.0	-7.0	-3.0	-196.0	-184.0
- Move to Band			10.0	81.0	52.0	27.0	16.0	7.0	3.0	0.0	196.0	184.0
(e) Exempt Properties			-45.0	-140.0	-177.0	-83.0	-30.0	-38.0	-5.0	0.0	-518.0	-457.0
- Estimate for new properties			-3.0	-2.0	0.0	0.0	0.0	0.0	0.0	0.0	-5.0	-4.0
Number of Chargeable Properties			<b>1,364.0</b>	<b>7,677.3</b>	<b>22,338.5</b>	<b>9,007.0</b>	<b>3,789.0</b>	<b>2,287.3</b>	<b>464.3</b>	<b>8.0</b>	<b>46,935.3</b>	<b>46,794.0</b>
<b>2. Properties Receiving Discounts/Premiums</b>												
- 25% Discount due to single adult household	-25%		745.0	4,334.0	6,206.0	2,017.0	661.0	321.0	51.0	0.0	14,335.0	14,402.0
- Estimate for new properties	-25%		44.0	69.0	13.0	9.0	3.0	1.0	0.0	0.0	139.0	138.0
-25% Discount due to all but one resident being exempt	-25%		10.0	49.0	227.0	76.0	29.0	17.0	5.0	0.0	413.0	405.0
- Estimate for new properties	-25%		1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	1.0
- 5% reduction in single person discount	-25%										0.0	0.0
- Other Discounts												
Empty properties 100% discount	-100%		5.0	15.0	14.0	5.0	2.0	0.0	0.0	0.0	41.0	16.0
- Estimate for new properties	-100%		0.0	0.0	0.0	0.0	0.0	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	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	0.0	0.0	0.0	0.0	0.0
Second Homes 50% discount	-50%		1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	2.0
- Estimate for new properties	-50%		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
All residents being disregarded for Council Tax purposes 50%	-50%		2.0	2.0	13.0	10.0	8.0	6.0	8.0	2.0	51.0	48.0
- Estimate for new properties	-50%		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Long Term Empties 100% premium	100%		1.0	4.0	13.0	3.0	2.0	1.0	1.0	1.0	26.0	16.0
Long Term Empties 200% premium	200%		1.0	1.0	1.0	2.0	0.0	0.0	0.0	0.0	5.0	6.0
Long Term Empties 300% premium	300%		0.0	0.0	3.0	1.0	0.0	0.0	0.0	0.0	4.0	3.0
<b>3. Number of Properties Receiving no Discounts</b>												
			<b>554.0</b>	<b>3,201.3</b>	<b>15,848.5</b>	<b>6,884.0</b>	<b>3,084.0</b>	<b>1,941.3</b>	<b>399.3</b>	<b>5.0</b>	<b>31,917.3</b>	<b>31,757.0</b>
<b>4. Family Annexe discount</b>												
			<b>-8.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>		
<b>5. Council Tax Reduction Scheme</b>												
			<b>-325.9</b>	<b>-1,712.5</b>	<b>-2,428.0</b>	<b>-490.1</b>	<b>-69.1</b>	<b>-14.3</b>	<b>-2.6</b>			
<b>6. Tax Base Before Tax Weighting Adjustment</b>												
			826.2	4,841.0	18,302.5	7,991.4	3,542.6	2,186.2	444.6	8.0	38,142.5	37,368.8
<b>7. Tax Weighting</b>												
	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9			
<b>8. Band D Equivalent</b>												
			550.8	3,765.2	16,268.9	7,991.4	4,329.9	3,157.8	741.1	16.0	36,821.1	36,133.4
<b>LESS : PROVISION FOR NON-COLLECTION</b>										0.0	-184.1	-180.7
<b>COUNCIL TAX BASE FOR THE YEAR 2024/2025</b>											<b>36,637.0</b>	<b>35,952.7</b>

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<b>Authorised by Head of Corporate Finance</b>	
	<b>Signature</b>
	<b>Date</b>



# Agenda Item 4

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

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