

COUNCILLORS' INFORMATION BULLETIN

Tuesday, 27 August 2024

Bulletin No: IB/1248

INFORMATION ITEM	Pages
<p>1 Delegated Planning Decisions</p> <p>Delegated planning decisions for the week beginning 19 August 2024 are attached. Contact for enquiries: Jean McPherson, Group Manager (Development Management) on jean.mcperson@ Crawley.gov.uk.</p>	5 - 6
<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. • Celandine Close, Broadfield (Appendix A). • Pelham Drive & Creasys Drive, Broadfield (Appendix B). • Durham Close, Tilgate (Appendix C). • Bucksmans Road, West Green (Appendix D). 	7 - 16
<p>3 Action Taken Under Delegated Authority (Significant Operational Decision): Pavement Licence Fees - Business and Planning Act 2020 as amended by the Levelling-Up and Regeneration Act 2023</p> <p>Under the Business and Planning Act 2020, as amended by the Levelling-Up and Regeneration Act 2023, from 31 March 2024, the Council assumed permanent responsibility for the placement of articles on the Highway. This includes tables, chairs, dispense points and other temporary items, but excludes A Boards.</p> <p>At its meeting in August 2024, the Licensing Committee considered the report HCS/081 report of the Head of Community Services in relation to the Council's approach to Pavement Licences under the Business and Planning Act 2020 as amended by the Levelling Up and Regeneration Act 2023.</p>	



01293 438000

Crawley.gov.uk
democracy.Crawley.gov.uk

Town Hall
 The Boulevard
 Crawley
 West Sussex
 RH10 1UZ

At that meeting, the Licensing Committee determined as follows:

- a) Agreed that where it is appropriate to grant a Pavement Licence, that it is ordinarily granted for a period of two years.
- b) Amended the Pavement Licence Policy as included at Appendix A to report HCS/081 (with the exception of the figures in paragraph 3.2), subject to delegating the final decision on the fees outlined in the policy to the Head of Community Services (in consultation with the relevant Portfolio Holder and the Chair of the Licensing Committee), subject to the considerations raised at the Committee meeting on 5 August 2024, such as the size of the business and the benefit derived from the licence to be issued.

Work was undertaken by the Council's Licensing Service following the above decision and delegation, with a view to determining the fees and charges levied in respect of pavement licences under the Business and Planning Act 2020, as amended by the Levelling Up and Regeneration Act 2023.

The application process for a Pavement Licence is enshrined and broadly prescribed in legislation, however there are elements within the process which the Council may determine locally, this includes the setting of application fees, the period of time that a licence will have effect and conditions appended to licences which must be complied with.

The 2020 and 2023 Acts prescribe the overall statutory framework and the processes that must be followed when applying for, processing, or enforcing a Pavement Licence matter. A summary of the key steps in the application process is outlined below.

Application – An application must be made in writing and in such form as the Council may specify (currently online). It must include certain information such as specifying the premises and the part of the relevant highway to which the application relates. It must include measurements of the proposed area, the days of the week and times when furniture is proposed to be sited, a description of the furniture proposed to be sited and the method by which the area will be delineated, including images of items

Supporting Documentation – A current Public Liability Insurance Certificate confirming that at least £5 million of cover is in place. In addition, the Council requires that a plan clearly delineating the extent of the proposed licensed area is provided, and includes any proposed layout and structures be noted on the plan.

Publishing/ Advertising – It is a requirement that the Council publishes the application to advise interested parties. The Council publishes applications online by way of our Public Register, which also enables representations to be submitted online. Representations are also received via email. All applicants are also required to advertise their application by way of a notice that must be prominently displayed at the premises where it can be clearly seen and to which the application relates for a period of 14 days

Consultation/Representations – The consultation period is 14 days. It is a statutory requirement that the Council specifically consults with the Highways Authority and such other persons as it considers appropriate. This Council not only consults with Highways at West Sussex County Council, but notifies elected CBC Members, CBC departments (Development Control, Economic Development and Environmental Services), Sussex Police, and Business Fire Safety at West Sussex Fire and Rescue

Service. Determination – The determination period is 14 days granted for a maximum period of 2 years. Once the information is submitted to the Council, the Authority has 28 days from the day after the application is made (excluding public holidays) to consult on and determine the application. This consists of 14 calendar days for public consultation, and then 14 calendar days to consider and determine the application after the consultation. Conditions - When granting a Pavement Licence, it is a requirement that two mandatory national conditions must apply, the first is a no-obstruction condition (this includes the requirement to have regards to the needs of disabled persons) and the second relates to the provision of smoke-free seating within the licensed area. Any other conditions may be added as the Council considers reasonable.

At a meeting on 19 August 2024, involving the Head of Community Services; the Health, Safety and Licensing Manager; the Chair of the Licensing Committee; the Cabinet Member for Public Protection; and the Leader of the Council, key issues were discussed in relation to the determination of fees in respect of pavement licensing.

On 22 August 2024, the Head of Community Services, in consultation with the Chair and Cabinet Member, agreed that the following fees be adopted with immediate effect in respect of pavement licensing under the aforementioned Acts:

- Renewal of Pavement Licence: Smaller premises with an outside area of up to 15 metres squared: £262.50 (25% discount on the maximum fee permitted of £350). Larger premises with an outside area of over 15 metres squared: £350.
- New Pavement Licence: Smaller premises with an outside area of up to 15 metres squared: £375 (25% discount on the maximum fee permitted of £500). Larger premises with an outside area of over 15 metres squared: £500.

The above fees will have immediate effect.

4 **Action Taken Under Delegated Authority (Significant Operational Decision): Publication of Authority Monitoring Report 2022/23**

Local Planning Authorities are required by the Local Plan Regulations 2012 to publish a report from time to time, known as an Authority Monitoring Report (AMR) detailing performance in the preparation and implementation of local planning policies.

They are required to describe:

- Progress made with documents detailed in the Council’s Local Development Scheme (LDS).
- Performance in the implementation of local planning policies, including identifying policies which have not been implemented and potential causes of/ solutions to non-implementation.
- Details of any Neighbourhood Plans or Neighbourhood Development Orders made.

- Details of Community Infrastructure Levy income and expenditure.
- Details of co-operation undertaken with other councils/bodies in line with the Duty to Cooperate set out in section 110 of the Localism Act 2011.

In addition to these the Report details progress in relation to various indicators linked to the Sustainability Objectives set out in the Local Plan Sustainability Appraisal (SA), and sets out headline information related to the Council's Self-Build and Custom Housebuilding Register.

Publication of the Report fulfils the legal reporting requirements, as well as reinforcing the evidence base for existing and emerging local plan policies. The Report includes an updated picture of recent and anticipated housing delivery in the Borough, and sets out that as of April 2023 the Council was compliant with the requirement under national housing policy to identify a 5-year supply of deliverable housing sites. The report also provides an update regarding the Council's approach in respect of the Biodiversity Duty set out in the Environment Act 2021, confirming that the CBC Biodiversity Duty Report has been reviewed and found not to require updating.

Therefore, on 27 August 2024 the Head of Economy and Planning, in consultation with the Cabinet Member for Planning and Economic Development, approved the Authority's Monitoring Report. Once published, the Report will be available on the Council's [website](#).

5 **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 19/08/2024 and 23/08/2024

Application Number	Location	Proposal	Date of Decision	Decision
CR/2021/0735/FUL	6 WITNEY ROAD, FURNACE GREEN, CRAWLEY	Erection of two single storey and a two-storey side extension	19 August 2024	PERMIT
CR/2022/0503/CC11	1-19 (ODDS) CROMPTON WAY, NORTHGATE, CRAWLEY	Discharge of condition 12 (Pv Scheme) pursuant to CR/2022/0503/FUL for demolition of existing buildings and erection of 3no buildings for use class B8 including details of access, servicing, landscaping and boundary treatments, and associated infrastructure and earthworks (amended description)	20 August 2024	PERMIT
CR/2022/0686/FUL	THREE BRIDGES CRICKET CLUB, THREE BRIDGES ROAD, THREE BRIDGES, CRAWLEY	Proposed single storey extensions to the south and west elevations to form a new toilet block and enlarged changing rooms (amended description)	22 August 2024	PERMIT
CR/2024/0165/FUL	1 DELROGUE ROAD, IFIELD, CRAWLEY	Demolition of existing rear conservatory and proposed single storey rear extension	23 August 2024	PERMIT
CR/2024/0176/TPO	105 IFIELD DRIVE, IFIELD, CRAWLEY	Oak (T1) - reduce height by up to 4 metres to remove stag-headed top and promote retrenchment; remove deadwood (amended description)	20 August 2024	CONSENT
CR/2024/0285/192	25 EWHURST ROAD, WEST GREEN, CRAWLEY	Certificate of lawfulness for proposed loft conversion with side gable and rear dormers	22 August 2024	REFUSE
CR/2024/0315/FUL	67 LANGLEY DRIVE, LANGLEY GREEN, CRAWLEY	Replacement of existing UPVC porch with new front porch	23 August 2024	PERMIT

Application Number	Location	Proposal	Date of Decision	Decision
CR/2024/0336/FUL	HARWOODS JAGUAR LAND ROVER, MANOR ROYAL, NORTHGATE, CRAWLEY	Erection of car showroom pod	19 August 2024	PERMIT
CR/2024/0345/FUL	9 OLD ORCHARDS, POUND HILL, CRAWLEY	Erection of single storey side extension	19 August 2024	PERMIT
CR/2024/0366/TCA	19 LANGLEY LANE, IFIELD, CRAWLEY	<p>1) Yew rear garden - reduce the lateral spread of the tree by up to 1.5 metres. All pruning cuts shall be made to suitable secondary growth points</p> <p>2) Yew rear garden right hand side - reduce the height and spread of the tree by up to 1.5 metres. All pruning cuts shall be made to suitable secondary growth points</p> <p>3) Elder rear right hand corner of house - reduce the height and spread of the tree by up to 2 metres. All pruning cuts shall be made to suitable secondary growth points</p> <p>4) Beech hedge rear garden - reduce height to 1 metre below old trim line 9 metres stretch of hedge, 4 metres tall down to 3 metres</p> <p>5) Cypress hedge, Sycamore, Chestnut and Cypress rear boundary - reduce height by 1.5 metres 14 metres stretch of hedge with self set trees within 5 metres tall down to 3.5 metres</p>	20 August 2024	NO OBJECTION

Agenda Item 2

List of Temporary Traffic Regulation Orders

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

- Celandine Close, Broadfield (Appendix A).
- Pelham Drive & Creasys Drive, Broadfield (Appendix B).
- Durham Close, Tilgate (Appendix C).
- Bucksmans Road, West Green (Appendix D),

This page is intentionally left blank



PUBLIC NOTICE

Temporary closure of Celandine Close, Broadfield, 11th September 2024.

NOTICE IS HEREBY GIVEN that from the date specified below, West Sussex County Council has temporarily closed to all traffic, Celandine Close, Broadfield, in the Crawley District (B) under Section 14(2) of the Road Traffic Regulation Act 1984, as amended, on Celandine Close for a distance approx 21 metres.

The temporary closure is scheduled to commence on 11th September 2024 for up to 5 days (it is estimated to be completed on 11th September 2024) and is required for the safety of the public and workforce while West Sussex County Council undertakes a daytime road closure for carriageway patching works.

The restriction will be in place **day-time only** from 08:00 until 16:00

An alternative route will be signed on site but please visit <https://one.network/?tm=139347456> for more details.

Access maintained for emergency services, residents and pedestrians.

For information regarding this closure please contact West Sussex County Council on 01243 642105 who will be able to assist with scope of these works.

Dated: 21st August 2024

Matt Davey

Assistant Director of Highways, Transport and Planning

West Sussex County Council

[Report a problem with a road or pavement](#) or raise a [highways related enquiry](#)

Follow us at [@WSHighways](#)

Email: ttro@westsussex.gov.uk

This page is intentionally left blank

Road Closure: Pelham Drive and Creasys Drive, Broadfield

Apologies for the very late notifications for these works. Please note Pelham Drive has been moved back 1 week from previous e-mail.

Please be advised that the below roads are due to be closed on the dates and times specified for Carriageway Microasphalt. An alternative route for traffic will be signed on site. Please note that these works are weather dependant, we will endeavour to inform you should there be significant changes to the programme.

This road closure is covered by the 14.1 order made on 11.01.2022.

Road Name	Location	Date (from and to)	Timing of Closure (eg, 24hr, off peak 09:30 to 16:00, Night 08:00 to 06:00)
Pelham Drive, Crawley	Seymour Road to Creasys Drive	27th & 30th August	08:00 – 18:00
Creasys Drive, Crawley	Pelham Drive to Coachmans Drive	29th August – 2nd September	08:00 – 18:00

If you have any questions regarding this specific closure, please email James.White@westsussex.gov.uk.

This page is intentionally left blank



PUBLIC NOTICE

Temporary closure of Durham Close, Tilgate, 12th September 2024.

NOTICE IS HEREBY GIVEN that from the date specified below, West Sussex County Council has temporarily closed to all traffic, Durham Close, Tilgate, in the Crawley District (B) under Section 14(2) of the Road Traffic Regulation Act 1984, as amended, on Durham Close for a distance approx 10 metres.

The temporary closure is scheduled to commence on 12th September 2024 for up to 5 days (it is estimated to be completed on 12th September 2024) and is required for the safety of the public and workforce while West Sussex County Council undertakes a daytime road closure at the junction with York Road for carriageway patching works.

The restriction will be in place **day-time only** from 08:00 until 16:00

An alternative route will be signed on site but please visit <https://one.network/?tm=139350596> for more details.

Access maintained for emergency services, residents and pedestrians.

For information regarding this closure please contact West Sussex County Council on 01243 642105 who will be able to assist with scope of these works.

Dated: 22nd August 2024

Matt Davey

Assistant Director of Highways, Transport and Planning

West Sussex County Council

[Report a problem with a road or pavement](#) or raise a [highways related enquiry](#)

Follow us at [@WSHighways](#)

Email: ttro@westsussex.gov.uk

This page is intentionally left blank



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

Road Name	Buckmans Road	
Village/Town/Parish	Crawley, Unknown	
Specific Location	From outside number 31 to outside number 35, Buckmans Road, Crawley	
Reason for TTRO	Daytime road closure, required to allow Balfour Beatty to conduct carriageway patching works on behalf of West Sussex County Council. Road closed between the junction with Town Barn Road and the junction with West Green Drive.	
Proposed Start Date / Time	Date: 25th November 2024	Time: 08:00
Proposed End Date / Time	Date: 25th November 2024	Time: 16:00
The restriction will be effective	Day-time only from 08:00 to 16:00	
Access arrangements	Access maintained for emergency services, residents and pedestrians	
Applicant name	West Sussex County Council	
Applicant contact tel number	01243 642 105	
Any other details	For more information about this proposed TTRO please visit: https://one.network/?tm=139897679	

The application is currently being processed and you will be advised further when details are confirmed.

Yours faithfully,

West Sussex County Council

Streetworks Team

[Report a problem with a road or pavement](#) or [raise a highways related enquiry](#)

Follow us at [@WSHighways](#)

Email: tro@westsussex.gov.uk

This page is intentionally left blank