

Crawley Borough Council

Cabinet

Agenda for the **Cabinet** which will be held in **Committee Rooms A & B**, Town Hall, Crawley, on **Wednesday 4 October 2017** at **7.30pm**

PLEASE BRING THE CABINET/OSC REPORTS BOOKLET TO THIS MEETING

Nightline Telephone No. 07881 500 227



Head of Legal and Democratic Services

Membership:

Councillor	P K Lamb	(Chair of Cabinet and Leader of the Council)
	S J Joyce	(Deputy Leader of the Council and Cabinet Member for Housing)
	M G Jones	(Cabinet Member for Public Protection and Community Engagement)
	C J Mullins	(Cabinet Member for Wellbeing)
	A C Skudder	(Cabinet Member for Resources)
	P Smith	(Cabinet Member for Planning and Economic Development)
	G Thomas	(Cabinet Member for Environmental Services and Sustainability)

Please contact Chris Pedlow (Legal and Democratic Services Division) if you have any queries regarding this agenda.

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Part A Business – (Open to the Public)

1. Apologies for Absence

2. Members' Disclosures of Interest

In accordance with the Council's Code of Conduct, members of the Council are reminded that it is a requirement to declare interests where appropriate.

3. Minutes

To approve as a correct record the minutes of the Cabinet held on 6 September 2017. **(Enclosure A).**

4. Public Question Time

To answer any questions asked by the public which are relevant to the functions of the Cabinet.

Public Question Time will be concluded by the Chair when all questions have been answered or on the expiry of a period of 15 minutes, whichever is the earlier.

5. Further Notice of Intention to Conduct Business in Private and Notifications of any Representations

The Monitoring Officer will report on any responses to representations received in relation to why items 16, 17, 18 and 19: *Town Hall Redevelopment Scheme - Outcomes and considerations from the Overview and Scrutiny Commission, Disposal of Intermediate Tenure Units at Southern Counties Scheme, Authority to Appoint a Contractor for Kilnmead Car Park Development and Authority to Appoint a Contractor for Dobbins Place Development* should not be held in Part B Business – (Closed to the Public).

6. Matters referred to the Cabinet

To consider any matters referred to the Cabinet (whether by a scrutiny committee or by the Council) for reconsideration in accordance with the provisions contained in the Scrutiny Procedure Rules, the Budget Procedure Rules and the Policy Framework Procedure Rules set out in Part 4 of the Council's Constitution.

7. Report from the Chair of the Overview and Scrutiny Commission

To receive report from the Chair of the Overview and Scrutiny Commission which will include comments from the meetings of:

- 6 September 2017 (NB This includes Item 16 which is exempt)
- 2 October 2017.

8. Amending the Housing Allocations Scheme Housing Portfolio

To consider Report SHAP/60 of the Head of Strategic Housing and Planning Services, which was referred to the meeting of the Overview and Scrutiny Commission held on 2 October 2017.

This is **Enclosure 1** in the OSC/Cabinet joint reports booklet for this meeting.

**9. Community Infrastructure Levy – Governance, Prioritisation and Spend Proposals
Planning & Economic Development Portfolio**

To consider Report PES/257 of the Head of Economic and Environmental Services, which was referred to the meeting of the Overview and Scrutiny Commission held on 2 October 2017.

This is **Enclosure 2** in the OSC/Cabinet joint reports booklet for this meeting.

**10. Proposed Crawley Growth Programme 2017-21
Planning & Economic Development Portfolio**

To consider Report PES/259 of the Head of Economic and Environmental Services, which was referred to the meeting of the Overview and Scrutiny Commission held on 2 October 2017.

This is **Enclosure 3** in the OSC/Cabinet joint reports booklet for this meeting.

**11. Local Development Scheme
Planning & Economic Development Portfolio**

To consider Report SHAP/59 of the Head of Strategic Housing and Planning Services.
(Enclosure B).

**12. Little Trees Cemetery – Burial Ground Regulations
Environmental Services and Sustainability Portfolio**

To consider Report HCS/04 of the Head of Community Services & Portfolio Holder for Environmental Services and Sustainability.

(Enclosure C)

**13. Local Discretionary Rate Relief Scheme
The Leader's Portfolio**

To consider Report FIN/421 of the Head of Finance, Revenues and Benefits.

(Enclosure D)

14. Supplemental Agenda

Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.

15. Exempt Information – Exclusion of the Public (*Subject to Agenda Item 5*)

The Committee is asked to consider passing the following resolution:-

That under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraphs specified against the item.

Part B Business – (Closed to the Public)

16. Town Hall Redevelopment Scheme - Outcomes and considerations from the Overview and Scrutiny Commission

(Exempt Paragraph 3 and 5)

Information relating to financial and business affairs of any particular person (including the Authority holding that information); and

Information in respect of which a claim to legal privilege could be maintained in legal proceedings.

To consider Report OSC/261 of the Chair of the Overview and Scrutiny Commission.
(Enclosure E)

17. Disposal of Intermediate Tenure Units at Southern Counties Scheme Housing Portfolio

(Exempt Paragraph 3)

Information relating to financial and business affairs of any particular person (including the Authority holding that information).

To consider Report SHAP/61 of the Head of Strategic Housing and Planning Services.
(Enclosure F)

18. Authority to Appoint a Contractor for Kilnmead Car Park Development Housing Portfolio

(Exempt Paragraph 3)

Information relating to financial and business affairs of any particular person (including the Authority holding that information).

To consider Report CH/175 of the Head of Crawley Homes.
(Enclosure G)

19. Authority to Appoint a Contractor for Dobbins Place Development Housing Portfolio

(Exempt Paragraph 3)

Information relating to financial and business affairs of any particular person (including the Authority holding that information).

To consider Report CH/174 of the Head of Crawley Homes.
(Enclosure H)

This information is available in different formats and languages. If you or someone you know would like help with understanding this document please contact the Democratic Services Team on 01293 438549 or email: [democraticservices@Crawley.gov.uk](mailto:democraticservices@ Crawley.gov.uk)

Crawley Borough Council



Minutes of Cabinet Wednesday 6 September 2017 at 7.30pm

Present:

Councillors

P K Lamb	(Chair of Cabinet and Leader of the Council)
S J Joyce	(Deputy Leader of the Council and Cabinet Member for Housing)
M G Jones	(Cabinet Member for Public Protection and Community Engagement)
C J Mullins	(Cabinet Member for Wellbeing)
A C Skudder	(Cabinet Member for Resources)
P C Smith	(Cabinet Member for Planning and Economic Development)
G Thomas	(Cabinet Member for Environmental Services and Sustainability)

Also in Attendance:

Councillors B J Burgess, R D Burrett, K McCarthy, M A Stone, and J Tarrant.

Officers Present:

Natalie Brahma–Pearl	Chief Executive
Kevin Carr	Legal Services Manager
Karen Hayes	Head of Finance, Revenues and Benefits
Chris Pedlow	Democratic Services Manager

16. Members' Disclosure of Interests

No disclosures of interests were made by Members.

17. Minutes

The minutes of the meeting of the Cabinet held on 28 June 2017 were approved as a correct record and signed by the Chair.

18. Public Question Time

The Cabinet received a question from Mr Crane from Bewbush, in relation to the financing of the proposed Town Hall redevelopment project and if the Council would be making a profit from the project? The Leader in response commented that he could not comment on the exact details of the proposed deal at the time as negotiations were still being finalised. The details were therefore exempt due to their commercially sensitive nature. However once the agreement had been signed then (subject to any continuing confidentiality obligations) the financial information would be in the public domain. The Leader confirmed that the Council would be expecting to make a profit from its investment including the acquisition of a new Town Hall.

Mr Crane asked a supplementary question over whether the Council had considered rather than investing in the Town Hall redevelopment project it used its capital instead

to fund building Council Houses. This would still provide the Council with rental income and also help to meet the housing needs of Crawley residents. In response the Leader said that unfortunately legally the Council cannot use its capital reserves to fund the building of Council houses as that was the responsibility of the Housing Revenue Account. However, the Town Hall redevelopment project would include the building of housing of which 40% would be affordable housing.

19. Matters Referred to the Cabinet

It was confirmed that no matters had been referred to the Cabinet for further consideration.

20. Report from the Chair of the Overview and Scrutiny Commission

The comments from the Overview and Scrutiny Commission had been circulated to all Cabinet Members. Details of those comments are provided under the minute to which the comments refer.

21. Budget Strategy 2018/19 – 2022/23

The Leader presented report FIN/417 of the Head of Finance, Revenues and Benefits which set out the projected financial position for 2017/18 to 2021/22 for the General Fund and the underlying assumptions. The report also set out the policy framework for the budget process. It was emphasised that the aim of the Budget Strategy was to work to a balanced budget over a three year period. It was also emphasised that all capital expenditure was focused on maintaining Council assets or fund new sources of revenue, ultimately refunding the expenditure over time.

The Cabinet noted the Overview and Scrutiny Commission's comments on the report and its comments to the Cabinet following consideration of the matter at its meeting on 5 September 2017.

Councillor Burrett was invited to speak on the item.

RESOLVED

That Full Council be recommended to approve of the Budget Strategy 2018/19 to 2022/23 and to:

- a) Note, for the purpose of projections, the current budget deficit of £84,000 for 2018/19 on the basis of a Council tax increase of £4.95 on a Band D in 2018/19.
- b) Work towards balancing this over a three year period, including putting back into reserves when the Budget is in surplus.
- c) Instruct Corporate Management Team to take action to address the long term budget gap and to identify policy options for consideration by Cabinet Members and the Budget Advisory Group, this will include areas where additional resources need to be redirected.

- d) Note that items for the Capital Programme are driven by the need for the upkeep of Council assets and environmental obligations and schemes will also be considered that are “spend to save” or “spend to earn”.

Reasons for Decision

- a) To set a Strategy for savings and income generation and work towards a balanced budget over three years. Including putting back into reserves when in surplus.
- b) To determine the criteria for capital programme bids.

22. 2017/2018 Budget Monitoring - Quarter 1

The Leader presented report FIN/418 of the Head of Finance, Revenues and Benefits to the Cabinet which provided a summary of the Council's actual revenue and capital spending up to the first quarter ending June 2017. It identified the main variations from the approved spending levels and any potential impact on future budgets.

RESOLVED

That Cabinet notes the projected outturn for the year 2017/2018 as summarised in report FIN/418.

Reason for Decision

To report to Members on the projected outturn for the year compared to the approved budget.

23. Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 7.36pm.

P K LAMB
Chair

Crawley Borough Council

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Report to the Overview and Scrutiny Commission 2 October 2017

Report to Cabinet 4 October 2017

Amending the Housing Allocations Scheme

Report of the Head of Strategic Housing and Planning Services – **SHAP/60**

1. Purpose

- 1.1 To request approval for amendments to be made to the Council's Housing Allocations Scheme to better manage housing need.

2. Recommendations

- 2.1 To the Overview and Scrutiny Commission:

That the Commission consider the report and decide what comments, if any, it wishes to submit to the Cabinet.

- 2.2 To the Cabinet:

That the Cabinet considers and endorses the contents of this report and appendix, and recommends to Full Council:

2.2.1 That the amendments to the Council's Housing Allocation Scheme as set out in Appendix One of this report be approved; and

2.2.2 If the decision of the Full Council is to approve the amendment to the Council's Housing Allocations Scheme, to delegate to the Head of Strategic Housing and Planning the date the amendments are to take effect (such date to be no later than 4 December 2017).

3. Reasons for the Recommendations

- 3.1 The Housing Allocations Scheme as currently drafted is limited in its ability to prevent the homelessness of those who lose their private rented accommodation or who have to leave their parental home through no fault of their own. Applicants are then often faced with homelessness and where a duty is owed will be placed into temporary accommodation (TA). The recommendations seek to reduce the number of applicants who become homeless and need TA by giving them a higher priority on the housing register.

- 3.2 During the financial year 2015/2016 the rate at which accepted homeless applicants were housed led to a decline in the turnover and availability of TA. A temporary minor change to the Housing Allocations Scheme last year successfully demonstrated that a quota system can increase the ability to house homeless applicants. However as this was a temporary policy, it cannot remain in place and the recommendations seek to

introduce a permanent quota system with the flexibility to react to changing housing demands.

4. Background

- 4.1 The Council's policies for determining priorities and the procedure to be followed in allocating housing is published in a document called the Housing Allocations Scheme.
- 4.2 During the year 2016-2017 there was a need to make increased use of nightly paid temporary accommodation (TA) i.e. hotels and B&Bs. The reasons were threefold:
- Those at risk of homelessness have less priority than those who are already homeless under the current Housing Allocations Scheme and so there is limited scope for the Council to prevent homelessness. This means that households take the route of making a homeless application and are placed into TA.
 - Other forms of TA may not be readily available at short notice, whereas nightly paid accommodation can be booked and occupied on the same day. Consequently, households may be placed into nightly paid TA then moved into self-contained accommodation as and when a unit of the appropriate size becomes available.
 - The priorities as set out in the current Housing Allocations Scheme mean that the Council has become less able to swiftly and efficiently discharge the housing duty of accepted homeless households. Therefore they remain in TA until they are offered settled accommodation. This is mostly because there has been an increase in the number of people in high housing need who compete with homeless households for the limited social housing stock.
- 4.3 This resulted in increased financial pressure on the Council and a forecasted £400,000 overspend on TA for 2016/17. In order to address the immediate problem of the high number of households in nightly paid TA, a temporary minor amendment to the Allocations Scheme has been piloted under delegated authority from September 2016 enabling up to 70% of social housing (excluding sheltered and extra care accommodation) to be allocated to accepted homeless applicants living in TA, 20% to applicants in housing register bands A+ and A and 10% to those in other bandings.
- 4.4 At the end of the financial year 2016/2017 the pilot had successfully reduced the number of households in nightly paid TA by around 80% and the forecasted overspend by £225,000. During this period other applicants in housing need, including those in banding B, received 41% of the housing available. Households seeking sheltered or extra care accommodation were not included and therefore not impacted.
- 4.5 Other drivers for amendments to the Housing Allocations Scheme are:
- Causes of homelessness – parental eviction is one of the two main causes of homelessness in Crawley. At present, such households are not prioritised for social rented housing and are therefore unlikely to be housed via the housing register route. As a result, most will apply as homeless and need emergency accommodation, increasing the financial burden on the Council and causing disruption for vulnerable applicants and any dependent children.
 - Accessing the private rented sector – this can be costly and challenging, due to the limited availability of affordable private rented accommodation locally, the upfront funds needed to access this accommodation and the reluctance of landlords to accept those in receipt of housing benefit. This limits homeless

prevention options and emphasises the need for greater access to social rented accommodation.

- Increase in demand – The Homelessness Reduction Act 2017 will come into force in April 2018 and will place considerable additional demand on local authority housing options and homelessness services. Without the means to prevent homelessness via the housing register, the number of households in TA will rise and throughput within the TA portfolio will decrease. The number of households in expensive nightly paid TA will inevitably increase due to the lack of alternative options and can be expected to remain elevated. This would result in a significant increase in TA expenditure from April 2018.
- Use of nightly paid temporary accommodation – The use of nightly paid TA has financial implications for the Council, who pay the difference between the cost of TA (as determined by the provider) and what the customer is charged. The shortfall which the Council pays is up to £400 per week per household.

4.6 Further to the issue of cost, other local authorities are also placing households into nightly paid TA in Crawley. On occasions, this can make it difficult to source nightly paid accommodation as and when needed.

5. Description of Issue to be resolved

5.1 Unless the root causes of the issues (as identified in 4.2) are addressed on a permanent basis the Council will continue to struggle to prevent homelessness and the number of households in nightly paid TA will increase. However, as the minor amendment to include a temporary quota proved to be effective, it is proposed this issue is addressed by amending the Housing Allocations Scheme on a permanent basis to:

- 5.1.1 Enable the prevention of homelessness by placing households to whom we would owe a housing duty (if they went on to make a homeless application and have a duty accepted) into either band A+ or A on the housing register. It is predicted that this will result in approx. 20 additional applicants being placed between these bandings at any given time.
- 5.1.2 Provide a means for those with dependent children living at home and forced to share accommodation to join the housing register and increase the likelihood of moving into settled accommodation without the need to apply to the Council as homeless (and go into expensive temporary accommodation). It is predicted that this will result in approx. 15 additional applicants being assessed as Band A at any given time.
- 5.1.3 Allocate social housing using a simple quota system as outlined in Table One. This will ensure that those in lower bandings but to whom the Council has a legal duty to give reasonable preference are allocated a percentage of the social homes available. Use of quotas will also enable staff and applicants to better predict when they might get an offer of social rented housing. It is proposed that in the future, amendments to the percentages within the quota system can be made under delegated authority by the Head of Strategic Housing and Planning in consultation with the Cabinet Member for Housing based on a recommendation by the Housing Needs Manager following an annual review.

Table One – Proposed quota system for the allocation of general needs social housing in Crawley

	Percentage
Households in bands A+ and A	Up to 80%
Households in bands B, C and D	Up to 20%

5.1.4 Introduce flexibility into the scheme (under delegated authority) to use temporary quotas to give additional preference to specific groups of people for example homeless applicants in temporary accommodation and transfers seeking to give up larger accommodation. This amendment is proposed to allow the Council to respond to changes in demand on the service and to efficiently manage the use of temporary accommodation.

5.2 The proposed amendments to the wording of the Housing Allocations Scheme are shown in **Appendix One**.

6. Information & Analysis Supporting Recommendation

6.1 In 2016, prior to the temporary quota system being introduced, the average stay in nightly paid TA was 69 days at a cost of £4,335. While the quota system was in place the average stay in nightly paid TA reduced to 30 days at a cost of £1,805. Shorter stays in nightly paid TA also benefit the customer, as there are often limited amenities available in hotels and B&B's for customers use.

6.2 A minor change to the Housing Allocations Scheme which introduced a temporary quota was successful in achieving a reduction in homeless applicants in nightly paid TA. The impacts on the proposed amendments to the Housing Allocations Scheme are:

- Where homeless preventions are made via the housing register, the five year local connection criteria would apply, ensuring that only applicants with an established connection to Crawley (and who meet the other qualification criteria within the Housing Allocations Scheme) would be eligible for assistance via this route, unless there are exceptional circumstances.
- Homeless prevention via the housing register would also only be an option where the applicant's homelessness could be prevented in time. For example, this option would not be suitable for a household that is a week away from receiving a bailiff's warrant. It is anticipated that the overall number of cases to which this applies will be small but will encourage applicants to work with the Council earlier to increase the chances of preventing homelessness.
- The proposal is likely to achieve a greater turnover of TA stock and fewer out of borough placements, due to having increased access to TA locally. Placing households out of borough can be disruptive for those who attend work/school/college in Crawley and who are dependent on local support networks. It is also costly for the Council.
- A quicker turnover of TA would increase mobility within the TA portfolio, leading to a reduction in the use (and therefore cost) of nightly paid TA.
- Households subject to the proposed parental eviction condition will only be awarded band A where they meet the necessary criteria and where they continue to remain in the home whilst they await an offer of settled accommodation. This in some but not all cases will deter unnecessary homeless applications and the use of TA.
- The addition of homeless prevention cases to Band A is likely to result in a longer wait to be housed for non-homeless households and those in lower bandings, for

example those who have a home but are overcrowded. However, because the estimated number of additional applicants at any one time is unlikely to be in excess of 35 the predicted wait time will not be wholly unreasonable.

- 6.3 The Council is required to provide Registered Providers operating in Crawley information about the proposed changes. A copy of the proposed changes and an invitation to make comment was sent on 7 August 2017 requesting any responses by 13th September 2017. No representations have been received.

7. Implications

- 7.1 An Equalities Impact Assessment has been carried out, a copy of which can be obtained by contacting the author of this report. It has shown that people with protected characteristics will not benefit or be disadvantaged any more than people without protected characteristics. Therefore no action needs to be taken as a result of the proposed changes to the Housing Allocations Scheme.
- 7.2 There are no financial or staffing resource implications as a result of implementing these proposals, however if the changes are not agreed the number of households in nightly paid TA will rise again, as will annual expenditure on nightly paid temporary accommodation.
- 7.3 There are no legal implications of implementing the proposed changes to the Housing Allocations Scheme as the changes proposed are considered to be rational, reasonable and proportionate.
- 7.4 The quota system would remain under review to assess the impact of the changes made and the proposed amendments allow for adjustments to be made to the main quota following an annual review.

8. Implementation

- 8.1 It is anticipated that implementation of the changes will be take effect as soon as operationally possible, but no later than the 4th December 2017.

BACKGROUND PAPERS

Crawley Borough Council's Housing Allocations Scheme

APPENDIX ONE

Additional wording to be added to the Housing Allocations Scheme .

The following wording to be added to the existing wording of the Housing Allocations Scheme between existing paragraphs 5.1 and 5.2:

5.1.1 Main allocation quota

Except for the accommodation specifically excluded from quotas (see further under section 5.1.3), the following quota will apply to all other allocations under the Choice Based Lettings scheme:

Band A+ and Band A (applicants will be prioritised by Band and within each Band by priority housing date order)	80%
Band B, C and D (applicants will be prioritised in Band order and within each Band by priority housing date order)	20%

The proportion split of the above quota will be reviewed on an annual basis. The review will be conducted by the Housing Needs Manager to decide whether a different proportion split is likely to better meet the competing housing needs from transferring social housing tenants, applicants in reasonable preference groups and homeless households with a statutory rehousing duty living in temporary accommodation. If the review concludes that a different proportion split may better achieve this aim (for example, 85% of allocations for Band A+ and A and 15% for Bands B, C and D), the above proportions may be changed in line with the review findings by the Head of Strategic Housing and Planning following consultation with the Cabinet Member for Housing.

5.1.2 Temporary sub-quotas

From time to time the Council may introduce temporary sub-quotas within the main quota (5.1.1) to give additional preference for specific groups of people. Any temporary sub-quota will be in place for no longer than 6 months.

An example of a sub-quota is as follows (see **bold text** below):

Band A+ and Band A (applicants will be prioritised by Band and within each Band by priority housing date order), but this sub-quota will also apply: <ul style="list-style-type: none">Homeless applicants in temporary accommodation and transfers seeking to give up larger accommodation will be allocated 50% (of the 80%) (prioritised by Band and within each Band by priority housing date order)	80%
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<ul style="list-style-type: none"> • The 50% balance (of the 80%) will be allocated to all other Band A+ and Band A applicants (prioritised by Band and within each Band by priority housing date order) 	
Band B, C and D (applicants will be prioritised in Band order and within each Band by priority housing date order)	20%

A decision to introduce a temporary sub-quota may be made by the Head of Strategic Housing and Planning following consultation with the Cabinet Member for Housing.

A decision to introduce a temporary sub-quota will be published on the Council's website, and all properties subject to a temporary sub-quota will be clearly labelled on the property advertisement.

5.1.3 Accommodation excluded from quotas

The following properties allocated via the Choice Based Allocations scheme will not be included in the quotas referred to in 5.1.1 and 5.1.2:

- sheltered accommodation;
- bungalows;
- accommodation designated for older people; and
- accommodation which has been adapted for people with disabilities.

Banding changes – the following wording to be added to paragraph 3.2.1 under the heading “BAND A+ (Emergency or urgent priority)”:

Band A+ (court order to leave accommodation) - The applicant has been working closely with the Council's Housing Options Team to prevent homelessness and has received an outright possession order or notice of eviction from a court to leave or vacate their current accommodation, and the reason that the landlord sought possession was through no fault of the applicant. This applies to applicants who are homeless within the meaning of Part 7 of the Housing Act (as amended) and who are unable to secure any alternative accommodation.

Banding changes – the following wording to be added to paragraph 3.2.1 under the heading “BAND A (Very High Priority)”:

Band A - The applicant has been working closely with the Council's Housing Options Team to prevent homelessness but has received a valid Section 21 Housing Act 1996 notice to leave or vacate their current accommodation and the reason that the landlord served the notice was through no fault of the applicant. This applies only to applicants who are homeless within the meaning of Part 7 of the Housing Act 1996 as amended and who are unable to secure any alternative accommodation.

Band A - The applicant is homeless or threatened with homelessness within the meaning of Part 7 of the Housing Act 1996 as amended, is unable to secure any alternative accommodation and:

- is forced to share their bedroom or sleeping area with their dependent child who is over 6 months;
- they currently live with their parent/s or relations; and they have continuously lived their parent/s or relations for the 12 months prior to the birth of their child (and can evidence this).

Wording to be deleted from the Housing Allocations Scheme.

The following wording to be deleted from paragraph 3.2.1 on page 18:

Band A – The applicant has received a valid court order to leave or vacate their current accommodation through no fault of their own.

Crawley Borough Council

Report to Overview and Scrutiny Commission 2 October 2017

2

Report to Cabinet 4 October 2017

Community Infrastructure Levy – Governance, Prioritisation and Spend Proposals

Report of the Head of Economic & Environmental Services – PES/257

1. Purpose

- 1.1. The purpose of this report is to present options for the governance, prioritisation and spend of Community Infrastructure Levy (CIL) monies and to seek Member approval for the preferred options, as presented in Section 2 below and as explained in the report.
- 1.2. The report draws on examples of existing good practice elsewhere from local authorities, in the governance and implementation of CIL.

2. Recommendations

2.1. To the Overview and Scrutiny Commission:

That the Commission consider the report and decide what comments, if any, it wishes to submit to the Cabinet.

2.2. To the Cabinet:

The Cabinet is recommended to:

- a. Note the total Community Infrastructure Levy (CIL) expected to be gathered by the Council from new developments in Crawley over the period to 2030 (section 3.1 and Appendix A).
- b. Approve the following draft documents for public consultation for a two month period commencing 9th October 2017:
 - i. The proposed CIL strategic infrastructure spend priorities presented in the draft CIL Infrastructure Business Plan (Appendix D);
 - ii. The proposed governance, allocation and spend procedure for the CIL Strategic Infrastructure Strand, presented in Sections 4, 5 and Appendix E & for the proposed Neighbourhood Improvement Strand (Section 6).
- c. Approve Option 3 (Section 6) as the preferred option for the future governance of the CIL Neighbourhood Improvement Strand (Appendix F), and the implementation of a one year Crowdfunding pilot;
- d. Delegate authority to the Head of Economic & Environmental Services in consultation with the Cabinet Member for Planning and Economic Development to commence the procurement process for a provider to run the “Crowdfunder” platform, to finalise guidance, eligibility criteria, Terms and Conditions and to implement a one year pilot of the Neighbourhood Improvement Strand and its associated procedures as set out in sections 6.

3. Background

- 3.1. The Planning Act 2008 introduced a discretionary planning charge known as CIL. The Council at its meeting in June 2016 adopted a charging schedule which set out the CIL rates in the Borough which took effect on 17th August 2016. All qualifying development granted planning permission after this date will be CIL liable.
- 3.2. The expected overall CIL income into Crawley is based upon residential growth trajectories produced alongside the Crawley Local Plan 2015-30. An estimated total of £7,200,000 is forecasted to be collected between 2017 and 2030 from charges on new residential developments. It should be noted that the exact figure collected from CIL will be unknown until potential developments are under construction, therefore the Council can only provide a forecast which predicts the levels to be collected each year, presented in Appendix A.
- 3.3. CIL regulations state that 15% of the total CIL contributions collected are to be allocated for spending in agreement with local neighbourhoods where development is taking place. This means that the “Neighbourhood Improvement Strand” for Crawley would amount to £1,080,000 of CIL funds. We propose this Strand is applicable Borough wide.
- 3.4. Therefore, deducting the above, £6,120,000 would remain to be spent on strategic infrastructure. In accordance with CIL regulations this should fund a wide range of infrastructure to enable the Borough and County to address the cumulative impact on Crawley from growth and new development sites, provided that it accords with Crawley’s regulation 123 list (link [here](#)).
- 3.5. Councils are unable to borrow against anticipated levy income but the levy can be used to repay expenditure on infrastructure that has already been incurred.

4. CIL - Strategic Infrastructure Strand – Spend Allocation Proposal

- 4.1. Officers are proposing that CIL spend priorities for strategic infrastructure be based on Crawley’s Infrastructure Delivery Schedule (IDS) (Appendix B), which is already in place through the Local Plan process and identifies infrastructure required as a result of the growth forecasts indicated in the Local Plan. Since CIL’s primary role is to fund infrastructure that addresses the cumulative impact of growth, it is proposed that CIL resources are concentrated as a priority on the schemes identified in the IDS as being Critical to enabling growth. It is also proposed to prioritise those essential schemes, which score the highest against proposed assessment criteria (Appendix C).
- 4.2. Officers have drawn up a draft Infrastructure Business Plan (Appendix D), which highlights the proposed priority schemes to receive CIL funding based on the “critical” schemes identified in the IDS and the aforementioned assessment criteria.
- 4.3. The feasibility of these projects is still being assessed and more detailed cost schedules are yet to be completed. This means that it is not possible to determine precise CIL funding contributions for individual schemes. At this stage, it is proposed to allocate the CIL Strategic Infrastructure Strand receipts expected for the 5 highlighted Transport & Regeneration schemes (Appendix D), and to ring-fence a percentage (TBC) of the total CIL Strategic Infrastructure Strand receipts expected to Education, pending further details from County on proposed schemes.

5. CIL - Strategic Infrastructure Strand - Governance Proposals (Appendix E)

- 5.1. In line with the Crawley Growth Deal between CBC and WSCC, it is proposed that going forward the allocation and spend of CIL funding will be governed jointly by the two authorities through the Crawley Growth Board, chaired by the CBC Chief Executive, which meets every 2 months with agreed recommendations then put to CBC Cabinet when key decisions are required on CIL funding allocations to individual infrastructure schemes.
- 5.2. It is also proposed that a CIL Steering Group comprising Member representatives from CBC and WSCC is formed to review the proposed Infrastructure Business Plan priorities (Appendix D) and also the outcome of public consultation on the CIL proposals, comments and recommendations to be fed back to the Crawley Growth Board.

6. CIL - Neighbourhood Improvement Strand – Spend Proposal – Preferred Option

- 6.1. Officers investigated 3 options for the governance and allocation of the Neighbourhood Improvement Strand (worth 15% of CIL funds), see below. The preferred option, recommended by officers is Option 3 (in bold):-
 - a) Option 1 - Consultation programme with the community and then CBC to define, agree and implement priority schemes identified by the outcome of that consultation.
 - b) Option 2 - Open grant application process, seeking bids from the community.
 - c) **Option 3 – Crowdfunding Procedure – a community led approach.**
- 6.2. Officers consider that Options 1 and 2 should not be recommended because:
 - They are very labour intensive for the Council since it would run everything. There is a danger that the amount of officer time required to manage this approach would outstrip the benefits, rendering it not cost effective, particularly since it is a relatively small funding pot.
 - Project schemes would be less community led since the decisions on the types of projects to be funded will be taken solely by the Council
- 6.3. Option 3 - Crowdfunding is a much more innovative method of funding compared to the more traditional options 1 and 2. Officers recommend using a community led Donation-based approach, where the community or organisational sponsors, donate money towards the projects they would like to support without expecting reimbursement. It is comparable to donating to charity. The appeal is that, rather than the council deciding which projects to fund, residents decide by making donations, giving a clear indication as to the priorities that residents care most about. The process is highlighted in Appendix F.
- 6.4. **Step 1** - Project proposals are posted on a purpose built crowdfunding web site. The site would advise of the potential for additional funds available from the CIL Neighbourhood Improvement Strand and the criteria to be eligible (see draft in appendix G) for consideration (including the percentage of funding that needs to be secured via donations before consideration). Projects would need to agree to set Terms & Conditions (see draft in appendix H), which would outline the council's position, before being considered to receive a pledge. By agreeing to the T&Cs, projects are stating that they wish to be considered to receive a pledge but that they accept the Council is under no obligation to make a pledge, in this respect – CBC are a “member of the crowd”.
- 6.5. **Step 2** - Once the pledges from the community for a project reaches the trigger percentage of the total target (e.g. an initial 25%), the Crowdfunding web site would automatically notify the Council. The council would assess if the project is suitable to receive a pledge from the CIL Neighbourhood Improvement Strand and decide if they

wish to make a pledge, this could be up to 50% (maximum of £5,000 per scheme) of the total project target.

- 6.6. **Step 3** - The project would then need to secure the remainder of the total funds required for delivery - once this happens the funds are released. If the project does not reach its target within the set time frame then the money pledged (either by the Council or wider community) will not be released.
- 6.7. Any decision to pledge against a project would take into account a number of factors including the feasibility of the project, evidence of how it addresses a local need, the number of existing projects within the area and if the project is located within a neighbourhood improvement area. Officers would monitor the projects coming forward to determine any areas of Crawley that are underrepresented. If this is found to be the case then a targeted promotion would be carried out to make sure people across the applicable neighbourhoods are aware of the sites capabilities. Evidence suggests that there is strong social inclusion with this model, both the London Greater Authority and Plymouth City Council have reported that a significant percentage of all successful projects were delivered in more disadvantaged areas.
- 6.8. This option offers an excellent opportunity to empower local communities. Decision making is also more transparent. Projects need to demonstrate they have community backing by securing a percentage of their total cost in donations before they can be considered for a CIL funding contribution by the Council. It is an excellent way of the community taking ownership of projects.
- 6.9. To boost participation in the programme across Crawley's neighbourhoods, organisations will access advice and guidance from Council officers, the Crowdfunding site provider and key voluntary sector bodies such as Crawley CVS. There will also be the opportunity to "Buddy Up" individuals who have great ideas with organisations. This would include an online network group through social media where groups would be encouraged to share advice, creating their own "information eco system".
- 6.10. Anyone can donate – individuals or other organisations and they can pledge what they like. All Crowdfunding site providers use a national platform where other organisations are also utilizing the sites in order to distribute their funding programmes. There is therefore the potential for people (and organisations) outside of Crawley to pledge support for a project.
- 6.11. There is exceptional potential through the crowdfunding platforms for CIL resources to lever in significant additional resources via donations. In its first year of operation Plymouth City Council contributed only £60,000 of CIL neighbourhood funding and this levered £223,731 in donations, nearly 4 times the original investment amount. For their impact report see [here](#).
- 6.12. The Crowdfunding approach is inclusive and empowering since the success of crowdfunding is not solely dependent upon a contribution from the Council. Even projects that are considered ineligible for a contribution from the CIL Neighbourhood Infrastructure Strand, can post on the site and attract funding from other sources - all they need is a great idea.
- 6.13. This exciting and innovative community led approach would offer an excellent publicity opportunity for Crawley at a national level, placing Crawley in the same bracket as the Greater London Authority, who have recently introduced a similar scheme.

- 6.14. It should be noted that Crowdfunding websites charge project organisers an administration charge on the total donations received, the average is 6% (Incl. VAT) - unsuccessful projects are not charged for posting their projects.
- 6.15. The pilot scheme will be assessed by Cabinet after one year, should it be deemed to be unsuccessful then the page will be closed down and unspent funds will be returned to the Council and an alternative proposal for distributing the Neighbourhood Improvement Strand will then be put forward. If the pilot scheme is deemed a success but there is unspent funds from the first year, these will be carried over into the following year.

7. Consultation and Decision – Proposed Way forward

- 7.1. Officers propose to carry out a 2 month public consultation period (9 Oct – 8 Dec 2017). This will involve pro-actively engaging with WSCC officers, Crawley Ward Members, the Crawley Growth Board, the local community and other relevant stakeholders to obtain feedback and to ensure there is sufficient support for the strategic infrastructure strand priorities and to assess the appetite to utilise a crowdfunding platform for the Neighbourhood Improvement Strand.
- 7.2. Cabinet would then review and consider approval of the final version of the Infrastructure Business Plan, the CIL Strategic Infrastructure Strand priority schemes and Neighbourhood Improvement Strand in Feb / March 2018.
- 7.3. It is proposed that the infrastructure Business Plan should then be subjected to an annual review to take account of changes in strategic infrastructure priorities brought about by new developments. The review would also take account of any fluctuations within the CIL receipts received against the expected forecast.
- 7.4. It is proposed that the findings of the review are captured each year in an annual CIL progress report, presented to the Growth Board, the CIL Steering Group and to CBC Cabinet.

8. Time Lines

Public Consultation	Oct 17 – Dec 17
Cabinet Approval of IBP and Crowdfund Provider	Feb 18
Strategic Infrastructure Strand	
Crawley Growth Board / Steering Group Review	Dec 17
Cabinet Approval of IBP	Feb 18
Implement Strategic Programme	Apr 18
Neighbourhood Improvement Strand	
Procurement Platform for CF	Dec 17 – Jan 18
Soft Launch of Crowdfund Page, create excitement	Mar 18
Launch Campaign Page	May 18
Start Funding Projects	June 18 onwards

N.B Implementation of both Strategic Programme and funding of Neighbourhood Improvement will be dependent upon receipt of CIL receipts.

9. Financial Implications

- 9.1. These proposals require no direct additional financial revenue or capital commitment from CBC other than officer time.

- 9.2. There is potential to utilise CIL funding instead of CBC capital funding for strategic projects which would allow CBC to preserve capital funds.
- 9.3. For the Neighbourhood Improvement Strand proposal, the council would need to pay an administration fee to the Crowdfunder platform annually, which can be taken from the Strategic Infrastructure Strand (it is permitted to use a maximum of 5% of total CIL receipts for administration purposes). There are a number of crowdfunding platforms so a procurement exercise would be carried out to ensure best value for money is achieved.

10. Legal Implications

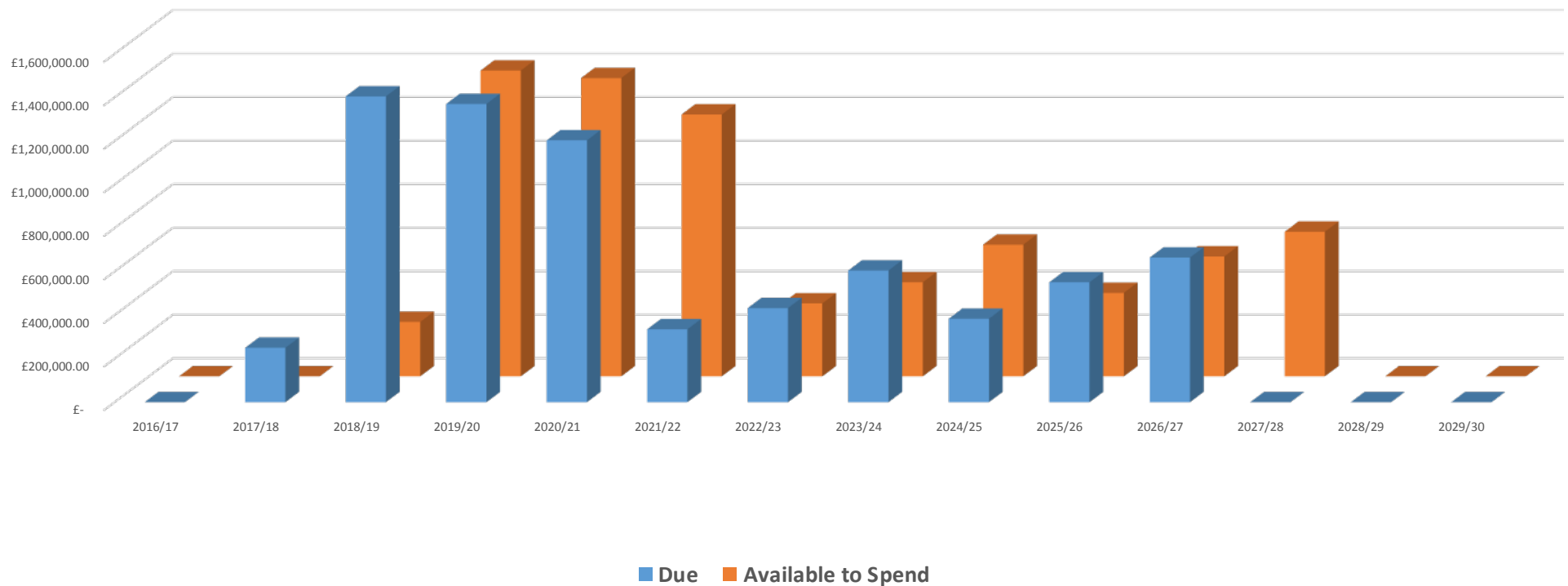
- 10.1. The Community Infrastructure Levy was established by the government through the Planning Act 2008. CIL charging took effect in Crawley following due process on 17th August last year.
- 10.2. CIL regulations state that 15% of the total CIL contributions collected are to be allocated for spending in agreement with local neighbourhoods where development is taking place. The government does not prescribe a specific process for how the neighbourhood improvement strand should be spent.
- 10.3. A charging authority may apply CIL to administrative expenses incurred by it in connection with CIL. This is providing that it does not exceed 5% of CIL collected.
- 10.4. Where an authority spends less than its permitted allowance on administrative expenses, it must transfer the remaining allowance for use on capital infrastructure projects. If Crawley BC does not apply the discretionary administrative expenses then a maximum of 85% of CIL collected in Crawley will be spent on strategic infrastructure.
- 10.5. The levy should not be used to remedy pre-existing deficiencies in infrastructure provision unless the deficiencies are exacerbated by new development.

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Anticipated Total Revenue.

Latest estimate is £7.2mil in total over the next 14yrs (providing all dwellings identified in the housing trajectories proceed). CBC expects to have received the majority of the contributions by 2021, the CIL income will trail off thereafter. N.B CIL income is based on 2016 values, actual receipts should keep track with inflation and therefore be higher.

**Total Estimated CIL Income
Due v Available**



Infrastructure Delivery Schedule (IDS)

Appendix B

The following tables set out the key types of additional infrastructure that are considered necessary to support development set out in the Crawley Local Plan, this document builds upon the information set out in the Crawley Infrastructure Plan (published 2014) and includes the details of the infrastructure requirements identified by both the council and other service providers. The council have worked with a variety of infrastructure providers to determine known and expected costs of infrastructure as well as other sources of funding which may be available.

The infrastructure priorities identified in the Infrastructure Delivery Schedule have been categorised in accordance with their level of importance to supporting Crawley's growth as follows:

Critical - Infrastructure that is critical to the development identified in the Local Plan and must be prioritised.

Essential - Infrastructure that is required but will not prevent development in the Local Plan from coming forward.

Desirable - Infrastructure that will encourage sustainable future growth and is likely to come forward over a longer timeframe.

The schemes have been assigned a colour denoting:

Blue - Potential to be funded by CIL – ineligible for S106 from agreements signed after 16 August 2016'

Orange - Contribution from S106

Green - Funded by another Organisation

Yellow - Funded by a Planning Condition

Scheme	Infrastructure Type	Neighbourhood	Reason for Improvement	Critical/ Essential/ Desirable	Forms Part of Crawley Growth Deal?	Phasing	Approx. Cost (£)	Extra information	Funding Sources Available	Potential Funding Available	Funding Gap	Potential CIL Contribution	Lead Organisation	Score	Criteria Met
Expansion of existing primary school places - Northgate Primary	Education	Northgate	Current Schools nearing capacity. Planning for School Places 2016	Critical	No	2016 onwards	£ 2,550,000.00		Basic Need Grant & S106	£ 2,550,000.00	£ -	£ -	WSCC		
Expansion of existing secondary school places from 44FE to 54FE Or provision of a new secondary school'	Education	Borough wide	Current Schools nearing capacity Planning for School Places 2017	Critical	No	2016 onwards	£ 35,000,000.00		CIL & Basic Need Grant		£ 35,000,000.00	£ 35,000,000.00	WSCC	250	ACGJKL
A2011 Crawley Avenue/ A2004 Northgate Avenue/	Transport Road	Northgate	Junction requires mitigation. Scheme is located within an Air Quality Management Area. (CBC Local Plan Transport Strategy 2014)	Critical	Yes	2016 onwards	£ 360,000.00		WSCC, DFT, Coast to Capital LEP & developer contributions (Inc. CIL)		£ 360,000.00	£ 360,000.00	WSCC, CBC, DFT & LEP	375	ABCFJKL
A23 London Road/ Manor Royal	Transport Road	Northgate	Junction requires mitigation. (CBC Local Plan Transport Strategy 2014)	Critical	Yes	2016 onwards	£ 432,000.00		WSCC, DFT, Coast to Capital LEP & developer contributions (Inc. CIL)		£ 432,000.00	£ 432,000.00	WSCC, CBC, DFT & LEP	375	ABCFJKL
A23 Crawley Avenue/ Hield Avenue roundabout	Transport Road	West Green	Junction requires mitigation. (CBC Local Plan Transport Strategy 2014)	Critical	Yes	2016 onwards	£ 1,080,000.00		WSCC, DFT, Coast to Capital LEP & developer contributions (Inc. CIL)		£ 1,080,000.00	£ 1,080,000.00	WSCC, CBC, DFT & LEP	355	ABCFJKL
Bewbush Medical Centre	Healthcare	Bewbush	Increase in patient number and practice heavily constrained by building size (Crawley Clinical Commission Group Quality and Delivery Plan (2014-2019))	Critical	No	2016 onwards	£1,242,000		CBC & Developer Contributions (Inc. CIL)		£ 1,242,000.00	£ 1,242,000.00	CBC	365	ABCGJKL
M23 Junction 9	Transport Road	Langley Green	Junction requires mitigation. (CBC Local Plan Transport Strategy 2014)	Critical	No	Period 2015/16 - 2019/20	£ 2,750,000.00		Road Investment Strategy	£ 2,750,000.00	£ -	£ -	DFT		

Scheme	Infrastructure Type	Neighbourhood	Reason for Improvement	Critical/ Essential/ Desirable	Forms Part of Crawley Growth Deal?	Phasing	Approx. Cost (£)	Extra information	Funding Sources Available	Potential Funding Available	Funding Gap	Potential CIL Contribution	Lead Organisation	Score	Criteria Met
A2011 Crawley Avenue/ B2036 Balcombe Road	Transport Road	Pound Hill	Junction requires mitigation. (CBC Local Plan Transport Strategy 2014)	Critical	No	2016 onwards	£ 360,000.00		Developer conditions/ highways agreement (Forge Wood)	£ 360,000.00	£ -	£ -	WSCC		
Forge Wood Primary School 2 form entry (60 places)	Education	Forge Wood	Neighbourhood development Forge Wood	Critical	No	Sept 2016/17 (new school is to be built and is due to open in October 2017)	£ 8,900,000.00		Planning condition requiring developer to build/ fund school	£ 8,900,000.00	£ -	£ -	WSCC and developer		
Forge Wood Early Years provision	Education	Forge Wood	Neighbourhood development Forge Wood	Critical	No	TBC	£ 1,400,000.00		Planning condition requiring provision of children's centre/play centre. To be provided within community centre.	£ 1,400,000.00	£ -	£ -	CBC, Developer and WSCC		
Forge Wood Youth Provision	Education	Forge Wood	Neighbourhood development Forge Wood	Critical	No	TBC	£ 1,400,000.00		Planning condition requiring provision of youth facility/ To be provided within community centre.	£ 1,400,000.00	£ -	£ -	CBC, Developer and WSCC		
							£ 64,674,000.00				£ 26,560,000.00	£ 38,114,000.00	£ 38,114,000.00		

Scheme	Infrastructure Type	Neighbourhood	Reason for Improvement	Critical/ Essential/ Desirable	Forms Part of Crawley Growth Deal?	Phasing	Approx. Cost (£)	Extra information	Funding Sources Available	Potential Funding Available	Funding Gap	Potential CIL Contribution	Lead Organisation	Score	Criteria Met
Improvement to Three Bridges Railway Station	Transport Rail	Three Bridges	To improve safety and access to the station for buses, cyclists, taxis, pedestrians and cars.	Essential	Yes	2017 onwards	£ 3,000,000.00		S106 obligations:- £500,000 (Network Rail and other S106) £1m CBC Capital	£ 1,900,000.00	£ 1,100,000.00	£ 1,100,000.00	WSCC, CBC & LEP.	375	ABDFHIJ KL
Road Network Improvement – Peglar Way	Transport Road	Town Centre	To enable opportunity areas identified in the Crawley to be brought forward. Crawley Strategic Infrastructure Package (2015) WSCC.	Essential	No	2017 onwards	£ 5,100,000.00		WSCC, Coast to Capital LEP & developer contributions		£ 5,100,000.00	£ 5,100,000.00	WSCC, CBC & LEP.	320	ABDGJKL
Road Network Improvement/ development – Bus & Rail Shelter	Transport Road	Town Centre	To enable development of Overline House & Station area identified in the Crawley Local Plan to be brought forward. Crawley Strategic Infrastructure Package (2015) WSCC.	Essential	Yes	2017 onwards	£ 5,000,000.00	£3m to £5m	WSCC, Coast to Capital LEP & developer contributions		£ 5,000,000.00	£ 5,000,000.00	WSCC, CBC & LEP.	350	ABDFIJK L
Road Network Improvement- Northgate Avenue Roundabout and College Rd	Transport Road	Town Centre	To enable opportunity areas identified in the Crawley to be brought forward Crawley Strategic Infrastructure Package (2015) WSCC.	Essential	Yes	2017 onwards	£ 4,800,000.00		WSCC, Coast to Capital LEP & developer contributions		£ 4,800,000.00	£ 4,800,000.00	WSCC, CBC & LEP.	350	ABDFIJK L
Road Network Improvement- The Boulevard	Transport Road	Town Centre	To enable opportunity areas identified in the Crawley to be brought forward Crawley Strategic Infrastructure Package (2015) WSCC.	Essential	Yes	2017 onwards	£ 5,900,000.00	£4.7m to £5.9m	WSCC, Coast to Capital LEP & developer contributions		£ 5,900,000.00	£ 5,900,000.00	WSCC, CBC & LEP.	350	ABDFIJK L
Road Network Improvement- Station Road Gytratory	Transport Road	Town Centre	To enable opportunity areas identified in the Crawley to be brought forward. Crawley Strategic Infrastructure Package (2015) WSCC.	Essential	Yes	2017 onwards	£ 5,200,000.00		WSCC, Coast to Capital LEP & developer contributions		£ 5,200,000.00	£ 5,200,000.00	WSCC, CBC & LEP.	350	ABDFIJK L
Improvements to Ifield Station	Transport Rail	Northgate	???	Desirable/ Essential	No	TBC		Potential need for improvements if a further strategic development is undertaken to the West of Crawley in Horsham District	Developer contributions, WSCC and Network Rail.		£ -	£ -	Network Rail, WSCC, CBC & HDC.	#N/A	#N/A

Scheme	Infrastructure Type	Neighbourhood	Reason for Improvement	Critical/ Essential/ Desirable	Forms Part of Crawley Growth Deal?	Phasing	Approx. Cost (£)	Extra information	Funding Sources Available	Potential Funding Available	Funding Gap	Potential CIL Contribution	Lead Organisation	Score	Criteria Met
Manor Royal Heat Network	Decentralised Energy	Manor Royal	To provide heat to buildings and residents in Manor Royal	Essential	No	TBC		TBC	CIL, WSCC, Sussex Energy Saving Partnership and government grants		£ -	£ -	CBC	325	ABDGIJ
New Primary School of 2 form entry	Education	TBC	Current Schools nearing capacity Planning for School Places 2016	Essential	No	TBC	£ 8,900,000.00		CIL & Basic Need Grant		£ 8,900,000.00	£ 8,900,000.00	WSCC	225	ADGJKL
Improving drainage on playing fields and football pitches Bewbush the Green, Bewbush West, Rathlin Rd, Ashburnhan Rd & Rusper Rd	Open Space	Borough Wide	Current provision waterlogged and poor quality. (Crawley Playing Pitch Study 2013)	Essential	No	TBC	£ 394,000.00	Cost per pitch - £65,800 Total £0.394m (Sport England cost estimates)	CBC & Development contributions		£ 394,000.00	£ 394,000.00	CBC	320	ABDGJKL
Improvements to Crawley Station	Transport Rail	Northgate	Network Rail Position Statement and Consultation Representation (2015)	Essential	Yes	TBC	£ 1,000,000.00		WSCC, Coast to Capital LEP & developer contributions		£ 1,000,000.00	£ 1,000,000.00	WSCC, CBC & LEP.	350	ABDFJUKL
K2 Heat Network Phase 3	Decentralised Energy	Tilgate	To provide low heat to future development on land behind K2	Essential	No	2016 onwards	£ 250,000.00		CIL, WSCC, Sussex Energy Saving Partnership and government grants		£ 250,000.00	£ 250,000.00	CBC	315	ABDGJK
Three Bridges Refurbishment and upgrade of traffic control systems at 7 junctions (MOVA)	Transport Rail	Three Bridges		Essential	Yes	2017 onwards	£ 1,750,000.00		MOVA £1.75m	£ 1,750,000.00	£ -	£ -	WSCC, CBC & LEP.		
Bus RTPI Scheme (Real Time Passenger Information)	Transport Bus	Borough Wide	Existing RTPIs reaching the end of their asset life and out of date.	Essential	Yes	2017 onwards	£ 632,000.00		Coast to Capital LEP £0.572m	£ 632,000.00	£ -	£ -	WSCC, CBC & LEP.	#N/A	#N/A
Crawley Station step-free access	Transport Rail	Northgate	Currently no lift for disabled passengers (Access for all Programme DFT 26 stations identified including Crawley)	Essential	Yes	Mar-19	£ 2,307,692.31	£60m (shared between all 26 stations identified)	Central Government Department for Transport - £60m (shared between all 26 stations identified)	£ 2,307,692.31	£ -	£ -	Central Government (Department for Transport)		
Ifield – Upper Mole Flood Alleviation Scheme (Smaller Scale Scheme)	Flood Defence	Ifield	To alleviate flooding in Ifield	Essential	No	TBC	TBC		CBC, WSCC, Environment Agency and GAL	TBC	TBC	TBC	CBC, WSCC, Environment Agency and GAL	#N/A	#N/A
Town Centre Heat Network Phase 1	Decentralised Energy	Northgate	To provide heat to buildings and residents in the Town Centre	Essential	No	2017 onwards	£ 7,000,000.00		Planning Condition	£ 7,000,000.00	£ -	£ -	CBC		
New Health Centre as part of the Forge Wood development	Healthcare	Forge Wood	Developer Condition	Essential	No	TBC	TBC		Planning condition requiring provision of a health centre.	TBC	TBC	£ -	Developer.		
New playing pitches and play area as part of the new neighbourhood at Forge Wood	Open Space	Forge Wood	NEW Neighbourhood Forge Wood (developer condition)	Essential	No	TBC	TBC		Planning Condition	TBC	TBC	£ -	CBC		
Provision and improvements to Play Areas (Type A, B & C)	Open Space	Borough Wide	CBC Play Strategy	Essential	No	2017 onwards	£ 900,000.00		S106	£ 900,000.00	£ -	£ -	CBC		
							£ 52,133,692.31			£ 14,489,692.31	£ 37,644,000.00	£ 37,644,000.00			

Scheme	Infrastructure Type	Neighbourhood	Reason for Improvement	Critical/ Essential/ Desirable	Forms Part of Crawley Growth Deal?	Phasing	Approx. Cost (£)	Extra information	Funding Sources Available	Potential Funding Available	Funding Gap	Potential CIL Contribution	Lead Organisation	Score	Criteria Met
Ancillary Facilities (changing rooms)	Open Space	Borough Wide	Crawley Playing Pitch Study (2013) Borough Wide (Loopets Rd & Rusper Rd)	Desirable	No	TBC	£ 1,350,000.00	4 Team changing rooms & club rooms £0.685m Total Cost £1.35m (Sport England cost estimates)	CBC & Development contributions		£ 1,350,000.00	£ 1,350,000.00	CBC	290	ABEGJL
Provision of a synthetic turf pitch (3G)	Open Space	TBC	Crawley Playing Pitch Study (2013)	Desirable	No	TBC	£ 900,000.00	3G Pitch - £0.900m	CBC & Development contributions		£ 900,000.00	£ 900,000.00	CBC	290	ABEGJL
Additional Allotment Provision	Open Space	Borough Wide	Crawley Open Space, Sport and Recreation Study (2013)	Desirable	No	TBC		TBC	CBC & Development contributions		£ -	£ -	CBC	290	ABEGJL
Ecological enhancements to the SNCI and waterways (Linking protecting and enhancing)	Open Space	Borough Wide	Environment Agency Position Statement 2014	Desirable	No	TBC		TBC	Developer Contributions, Environmental Agency & Government Grants		£ -	£ -	CBC	290	ABEGJL
Public Rights of Way	Open Space	Borough Wide	Crawley Strategic Infrastructure Package (2015) WSCC.	Desirable	No	TBC	£ 947,000.00		Developer Contributions & WSCC		£ 947,000.00	£ 947,000.00	WSCC	290	ABEGJL
Improvements to Crawley Police Station	Emergency Services	Northgate	Sussex Police Estates Strategy 2013-2018 – Crawley Station in poor condition, To address the potential increase in incidents/ crimes as a result of new development (Sussex Police Position statement 2014)	Desirable	No	TBC	£ 534,000.00		Sussex Police & CIL		£ 534,000.00	£ 534,000.00	Sussex Police, CBC & WSCC	310	ABEGJL
New Fire Station at Cheals Roundabout (including new traffic signal controlled fire appliance access onto A23 Brighton Rd)	Emergency Services	Broadfield	Crawley Strategic Infrastructure Package (2015) WSCC.	Desirable	No	TBC	£ 8,000,000.00		ESCC, F&RS & CIL		£ 8,000,000.00	£ 8,000,000.00	WSCC, F&RS and Capital Group.	180	AEGL
Improvements to Cycle Route Network	Transport Cycle	Borough Wide	Crawley Strategic Infrastructure Package (2015) WSCC.	Desirable	Yes	2017 Onwards	£ 655,000.00		WSCC & Developer contributions		£ 655,000.00	£ 655,000.00	WSCC	300	ABEFJL
Improvements to safety of Level Crossings	Transport Rail	Borough wide	??	Desirable	No	TBC			Developer contributions, WSCC and Network Rail.		£ -	£ -	Network Rail.	290	ABEGJL

Scheme	Infrastructure Type	Neighbourhood	Reason for Improvement	Critical/ Essential/ Desirable	Forms Part of Crawley Growth Deal?	Phasing	Approx. Cost (£)	Extra information	Funding Sources Available	Potential Funding Available	Funding Gap	Potential CIL Contribution	Lead Organisation	Score	Criteria Met
Queensway and the pavement	Public Realm	Town Centre	As an extension to the Queen Square Improvement Project	Desirable	Yes	2018 onwards	£ 2,200,000.00		CBC and WSCC	£ 2,200,000.00	£ -	£ -	CBC		
Road Safety	Road Safety	Borough Wide	Crawley Strategic Infrastructure Package (2015) WSCC.	Desirable	No	2017 Onwards	£ 31,500.00		WSCC & S106	£ 31,500.00	£ -	£ -	WSCC		
Safer Routes to school School Safety Zones	Road Safety	Borough Wide	Crawley Strategic Infrastructure Package (2015) WSCC.	Desirable	No	2017 Onwards	£ 20,000.00		WSCC & S106	£ 20,000.00	£ -	£ -	WSCC		
Public Art	Public Art	Town Centre	To improve public realm	Desirable	Yes	TBC	£ 60,000.00		Developer Contributions	£ 60,000.00	£ -	£ -	CBC		
Improvements to Gatwick Road (Neighbourhood Style parade)	Public Realm	Manor Royal	To provide social and support facilities to local businesses that enhance the role and function of the business district	Desirable	Yes	2018 onwards	£ 500,000.00		Manor Royal Business Group, Coast to Capital LEP and developer contributions		£ 500,000.00	£ -	MRBD in partnership with WSCC and CBC		
Gateway 2 (London Rd/ Manor Royal)	Public Realm	Manor Royal	Further Strengthening of the Manor Royal identity.	Desirable	Yes	2018 onwards	£ 80,000.00		Manor Royal Business Group, Coast to Capital LEP and developer contributions	£ 53,000.00	£ 27,000.00	£ -	MRBD in partnership with WSCC and CBC		
Gateway 4 (Gatwick Rd/ James Watt Way)	Public Realm	Manor Royal	Further Strengthening of the Manor Royal identity.	Desirable	Yes	2018 onwards	£ 200,000.00		Manor Royal Business Group, Coast to Capital LEP and developer contributions		£ 200,000.00	£ -	MRBD in partnership with WSCC and CBC		
Eastern Commercial Gateway	Public Realm	Town Centre	Regenerate public realm. Part of Town Centre Regeneration Programme and Crawley Growth Deal.	Desirable	Yes	TBC			WSCC, CBC, Developer Contributions and LEP.		£ -	£ -	WSCC		
Station Gateway	Public Realm	Town Centre	Regenerate public realm. Part of Town Centre Regeneration Programme and Crawley Growth Deal.	Desirable	Yes	TBC			WSCC, CBC, Developer Contributions and LEP.		£ -	£ -	WSCC		
							£ 15,477,500.00			£ 2,364,500.00	£ 13,113,000.00	£ 12,386,000.00			

Criteria used to assess projects.

Description	Criteria Code	Score
Is the project eligible to be funded by CIL	A	100
Deliverability of the scheme	B	95
Categorisation in IDS: Critical	C	90
Categorisation in IDS: Essential	D	65
Categorisation in IDS: Desirable	E	45
In CBC Growth Deal = Crucial	F	40
Only Local Plan = Necessary	G	30
Ability to lever in other sources of funding	H	25
Large amounts of development in area *	I	20
Development within the area	J	15
Identified in IDS as Critical/ Essential, unable to proceed without CIL	K	10
Benefits more than 1 ward	L	5
	Max Score	400

Background to the Proposed Criteria

- A. Is the project eligible to be funded by CIL-** Some of the projects identified in the IDS are not to be funded by CIL – these are to be excluded from the list.
- B. Deliverability of the Scheme –** The ability for the scheme to be delivered is predicated with demonstrable evidence of sufficient resources.
- C. Categorisation of Scheme in IDS: Critical -** Infrastructure is necessary to enable the development trajectories identified in the Local Plan.
- D. Categorisation of Scheme in IDS: Essential -** The infrastructure is required but will not prevent development identified in the Local Plan from coming forward.
- E. Categorisation of Scheme in IDS: Desirable -** The infrastructure will encourage sustainable future growth and is likely to come forward over a longer time timeframe. It will not prevent development identified in the Local Plan from coming forward.
- F. In CBC Growth Deal = Crucial –** The project forms part of the CBC Growth Deal agreed between CBC and WSCC, as a result it is seen as of Critical importance to both organisations that the scheme proceeds
- G. Only Local Plan = Necessary –** The Project only forms part of the infrastructure identified through the local plan and is therefore Essential but not Critical.
- H. Ability to lever in other sources of funding –** In the event that each individual CIL scheme is prioritised, there should be an assessment of the extent to which the scheme would unlock other funding sources, particularly external funding. The higher the volume of funding levered in – the greater the score.
- I. Large amounts of development in the area -** More than 20% of all planned development is due to take place within the ward.
- J. Development within the area –** The intention of CIL is to mitigate impact of development.
- K. Identified in IDS as Critical/ Essential unable to proceed without CIL funding –** If CIL funding is the only way for a Critical/ Essential project to proceed it will be given priority.
- L. No of Wards benefited –** The project benefits more than 1 ward.

Strategic Infrastructure Business Plan Outline.

Proposed Priority Strategic Infrastructure Schemes.

In order to support the implementation of the Community Infrastructure Levy (CIL) an Infrastructure Delivery Schedule (IDS) was created in conjunction with the Local Plan. The intention of the IDS was to identify infrastructure required as a result of the development indicated in the Local Plan to 2030.

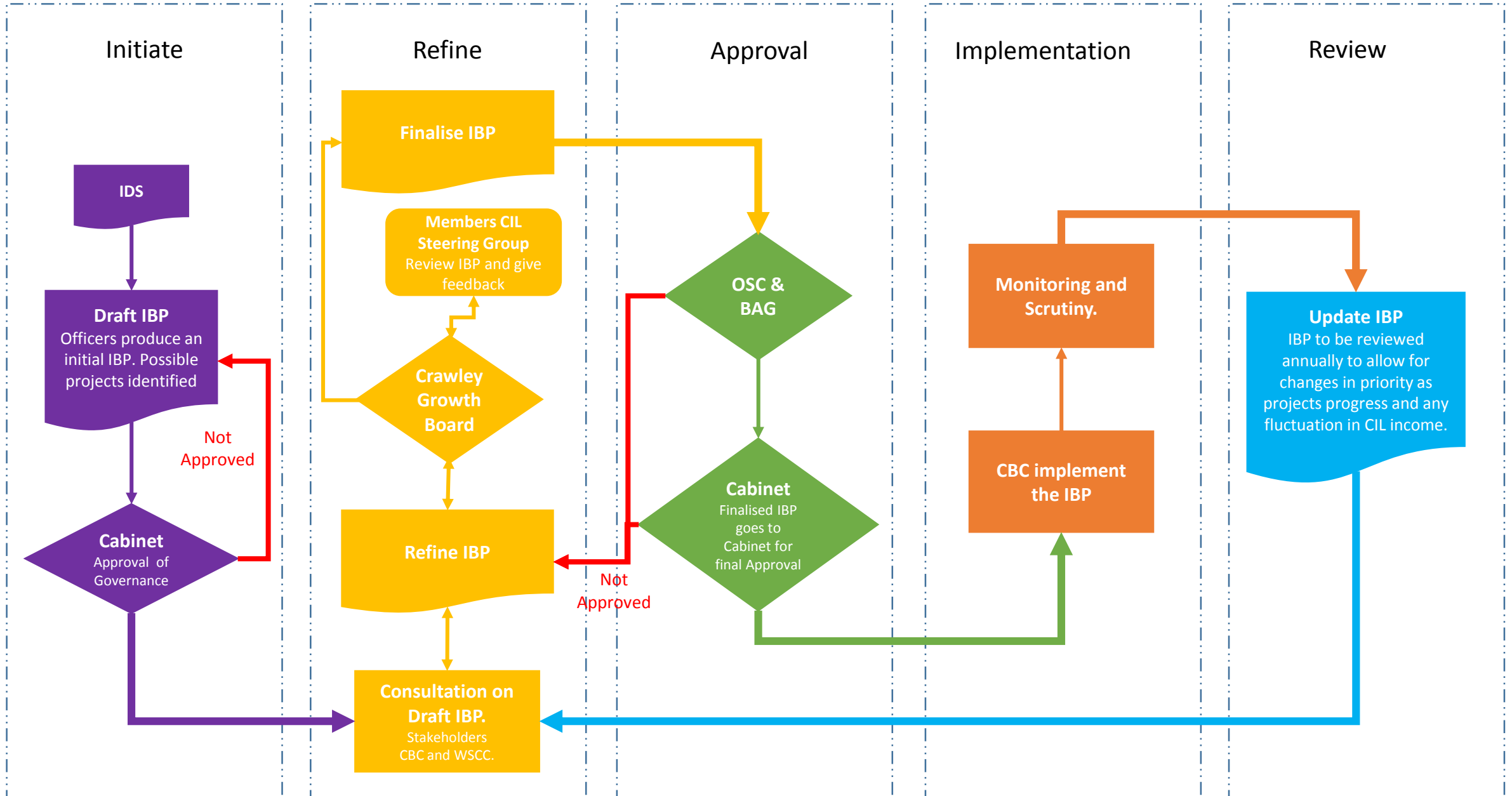
Using the IDS, 29 schemes have been identified that could potentially receive funding from CIL. The feasibility of these projects is still being assessed as a number of the projects form part of larger programmes for which funding is still being finalised. Due to the uncertainty of the situation, to date it is proposed to set aside a percentage (TBC) of CIL Strategic Infrastructure Strand receipts to Education.

Using the suggested criteria (Appendix C) and excluding Education, the projects in the IDS have been assessed and it is proposed to focus CIL resources on the highlighted projects below which scored more than 85% against the criteria when assessed. The highlighted projects also focus on those schemes considered by the IDS to be critical to Crawley's sustainable growth. NB the below may change as more information regarding bids for funding and feasibility studies relating to the individual projects identified, becomes available. The proposed scheme priorities below are also subject to consultation.

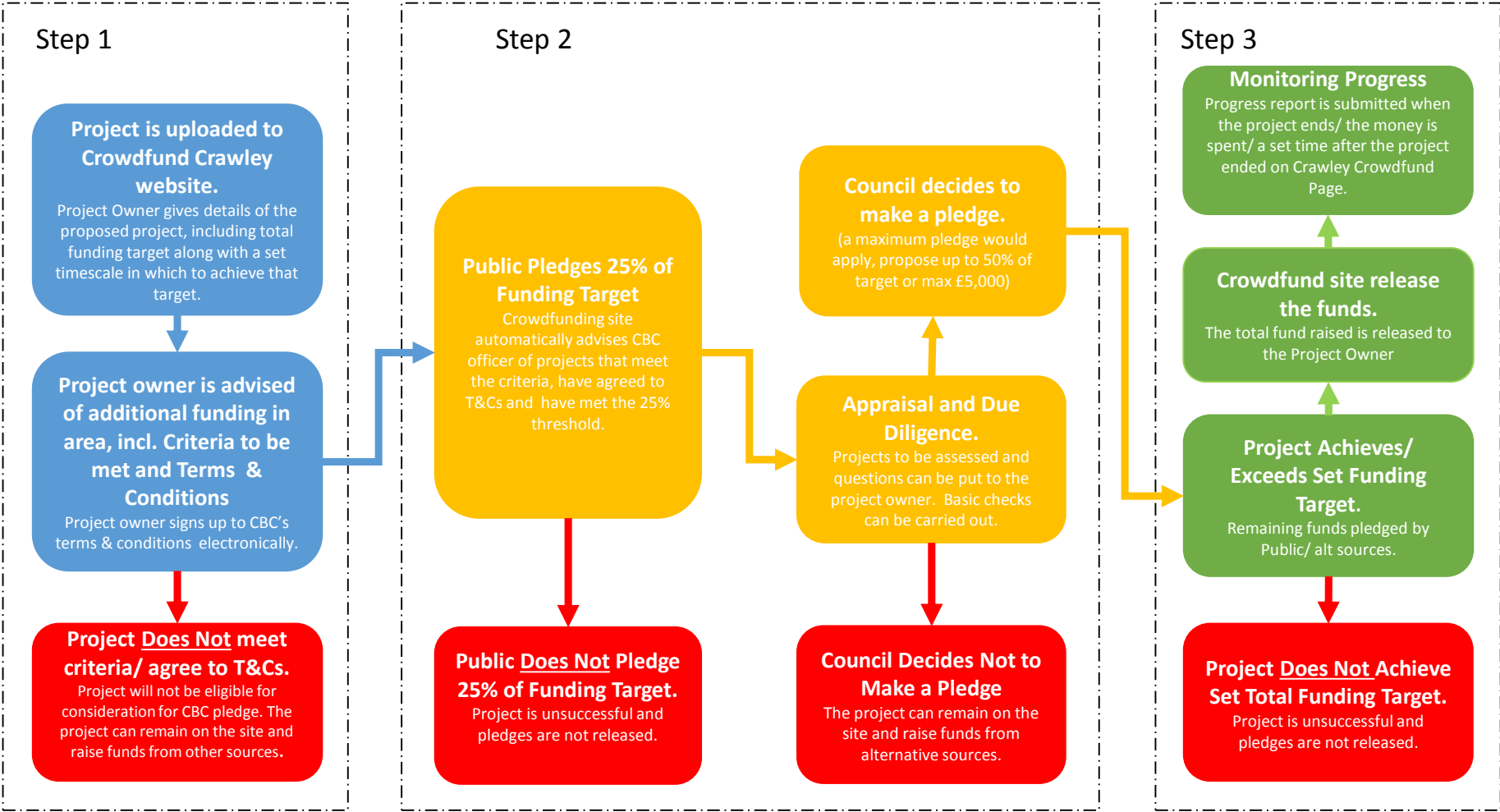
Projects identified	IDS Status	Criteria Met	Score	%	Total Potential CIL Contributions
A2011 Crawley Avenue/ A2004 Northgate Avenue/	Critical	ABCFIJKL	375	94%	£360,000
A23 London Road/ Manor Royal	Critical	ABCFIJKL	375	94%	£432,000
Improvement to Three Bridges Railway Station	Essential	ABDFHIJKL	375	94%	£1,100,000
Bewbush Medical Centre	Critical	ABCGIJKL	365	91%	£1,242,000
A23 Crawley Avenue/ Ifield Avenue roundabout	Critical	ABCFJKL	355	89%	£1,080,000
Road Network Improvement/ development – Bus & Rail Shelter	Essential	ABDFIJKL	350	88%	£5,000,000
Road Network Improvement- Northgate Avenue Roundabout and College Rd	Essential	ABDFIJKL	350	88%	£4,800,000
Road Network Improvement- The Boulevard	Essential	ABDFIJKL	350	88%	£5,900,000
Road Network Improvement- Station Road Gyratory	Essential	ABDFIJKL	350	88%	£5,200,000
Improvements to Crawley Station	Essential	ABDFIJKL	350	88%	£1,000,000
Total					£26,114,000.00
Maximum Score		400			

It is intended to review the Infrastructure Business Plan on an annual basis. As projects are progressed/ alternative funding streams confirmed or if it becomes apparent that the project should be removed – the list will be amended and the next highest scoring project will be brought forward for consideration. Below is an indicative example of how a 5 year funding programme may look (in this example no provision has yet been made for education).

		1st 5 Year Period					Summary		
		2017/18	2018/19	2019/20	2020/21	2021/22			
Amount of CIL Due		£ 212,500	£ 1,194,208	£ 1,164,776	£ 1,022,486	£ 284,580	£ 3,878,550		
Amount of CIL carried over			£ 212,500	£ 1,194,208	£ 1,164,776	£ 1,022,486	£ 284,580		
CIL Available to Spend		£ -	£ 212,500	£ 1,194,208	£ 1,164,776	£ 1,022,486			
Amount of CIL Spent		£ -	£ 212,500	£ 1,194,208	£ 1,164,776	£ 1,022,486	£ 3,593,970		
Remainder		£ 212,500	£ 1,194,208	£ 1,164,776	£ 1,022,486	£ 284,580			
Project	Total Amount Required	2017/18	2018/19	2019/20	2020/21	2021/22	Total	Remainder to carry into next 5 Yrs period	
A2011 Crawley Avenue/ A2004 Northgate Avenue/	360,000	£ -	£ -	£ 360,000	£ -	£ -	£ 360,000	£ -	
A23 London Road/ Manor Royal	432,000	£ -	£ -	£ 134,208	£ 297,792	£ -	£ 432,000	£ -	
Improvement to Three Bridges Railway Station	1,100,000	£ -	£ 212,500	£ 700,000	£ 187,500	£ -	£ 1,100,000	£ -	
Bewbush Medical Centre	1,242,000	£ -	£ -	£ -	£ 679,484	£ 562,516	£ 1,242,000	£ -	
A23 Crawley Avenue/ Ifield Avenue roundabout	1,080,000	£ -	£ -	£ -	£ -	£ 459,970	£ 459,970	-£ 620,030	
	4,214,000	£ -	£ 212,500	£ 1,194,208	£ 1,164,776	£ 1,022,486	£ 3,593,970	-£ 620,030	



15% Neighbourhood Improvement Strand – Crowdfunding Model - Governance



Neighbourhood Improvement Fund – Draft Eligibility Criteria – Appendix G

Crawley Borough Council receives contributions from developers to help address demands that development places on the town. This is known as the Community Infrastructure Levy. The fund is intended to help alleviate the impact of population growth as a result of development, be it through new houses / flats or increased use of services such as shops.

Organisations must fulfil the eligibility criteria set out below. Once an eligible project has raised 25% of their fundraising target from multiple pledges, Crawley Borough Council **may** pledge to fund a further 50% of the target up to a maximum of £5,000.

If you don't fulfil the criteria then you will not be eligible to receive a pledge, if you're in doubt or if you have a great idea and would like to buddy up with an organisation to deliver it please emailto receive advise.

To be eligible a projects must:

- Be placed on the Crowd-funder web site platform.
- Focus on the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area. For some ideas, see projects we may fund.
- Projects must benefit Crawley residents, the people benefiting from your project should live in Crawley. Priority will be given to projects which do the following.
 - Help improve the local environment and public spaces
 - Help meet the demands that development places on the need for community services and facilities within the town.
 - Demonstrate tangible added benefits for the town, e.g. using local businesses or skills of local people.
- Be run by community organisations, charities or social enterprises (“not for profit”).
- Have clear aims, objectives and a clear plan to deliver it with clear measurable outcomes. This should include a full breakdown of costs, timescales and evidence of the necessary permissions from landlords or owners - if projects are to take place on land or in buildings you do not own. For further advice on planning your project see: [hyperlink to be created](#)
- Achieve the full amount of money required to be pledged to pay for it – a Council pledge would only be released if the full fundraising target has been reached.
- Be completed within a year of the pledge being awarded unless previously agreed (in writing).
- Agree to the Councils Terms & Conditions (to see full T&Cs click [hyperlink to be created](#))
- Submit a grant report at the end of the project, which provides tangible evidence to demonstrate achievement of the project outcomes set out in the original funding request.

To be eligible your organisation must:

- Have a governing document (constitution, set of rules or equivalent) that show how your group or organisation is run managed.

- Have a bank or building society account in the name of the group, with a minimum of two cheque signatures.
- Have an equal opportunities and diversity policy covering the organisation and activity (which says that you will not discriminate on specific grounds).
- Have an annual income or expenditure of less than £10 Million and approved annual accounts.

Important Notes

- To be considered for Crawley Borough Council funding you must first raise at least 25% of your project costs via the crowd-funder site. Remember though that you should not rely solely on the Council's pledge to reach your target, but should raise as much as possible from your local community.
- The decision to make a pledge is at the discretion of the council. The decision will be influenced by the interest the projects generates from the "Crowd" and the extent to which it benefits the people of Crawley. The Council aims to enable as balanced a distribution of funding and of participation as possible across Crawley's neighbourhoods. Consideration will also be given to how much has been pledged in that area already and the amount of development that has taken place in the area.
- Crawley Borough Council will pledge directly onto your live Crowdfunder project but the funds will not be released until you have successfully raised the remaining money needed to reach 100% in order for you to receive those funds.
- Get Permission - Anything taking place on private land, in a building or on council-owned spaces (e.g. parks, roads verges) will need approval by landlords or landowners first – ensure that you have confirmed this permission.
- Budget – have a clear idea as to how much the project will cost to deliver. Don't forget things like on-going maintenance, professional fees etc. If the project is likely to need ongoing maintenance establish who will be responsible for paying for this and factor this into your costings, or speak to your landlord to see if an agreement can be reached.
- The Council and the Crowd-funder platform provider reserve the right to carry out all due diligence checks necessary to determine the viability of any project.
- Get buy in before you launch – generate some excitement before you launch the project, this will give you an opportunity to test your ideas out and tweak the proposal where necessary. It should also give you a base of supporters willing to pledge the day you launch.

Types of projects we may fund:

- Accessibility Projects and Improvements
- Community Art projects or Sculpture
- Community Safety Projects
- Energy Efficiency initiatives
- Improvements to Community Buildings/ resident facilities in shared space
- Improvements to wildlife on green spaces
- Making community spaces more accessible
- Murals/ public art
- Non-physical play (e.g. painted games on courtyards)
- Physical equipment in community spaces

- Planting improvements
- Recycling and rescue projects
- Social Enterprises to monetise waste products
- Sustainable services for those with higher needs
- Turning waste space into community areas

Crawley Borough Council will not pledge towards projects that:

- Help only one individual
- Do not promote community cohesion
- Individual one off events
- Are managed by groups that have had a previous grant which has not been managed satisfactorily
- Are raising funds for works or equipment already committed, bought or completed (including trips).
- Solely benefit people who live outside of Crawley.
- Wish simply to reimburse running costs – e.g. administration costs, volunteer costs/ expenses, rent/ hire charges
- Include unspecified expenditure (e.g. campaign with flexible funding)
- Promote a specific political party or faith
- Any project that interferes with Council business
- Place an unauthorised financial implication on the Council or any project that is in any way in breach of Council policies and procedures.
- Crawley Borough Council reserves the right to not fund a project or to withdraw funding during a campaign if it becomes apparent that any of the criteria is not being met

Information / evidence required:

You will need to demonstrate the group/organisation has (unless you have received a grant from CBC in the last 3 years):

- A recognised legal form or entity – i.e. operates with an organised committee/form of management which is accountable and democratic.
- Agreed organisational policies including for equal opportunities and/or satisfactory organisation 'health check' start-up/development plan supported by Crawley CVS.

Neighbourhood Improvement Strand - Draft Terms & Conditions – Appendix H

Any pledge received from this fund will be subject to the following terms and conditions. The organisation receiving a financial pledge from CBC will need to make a commitment in writing to the following:

1. We will use any grant for exactly the purpose as described in our application and as detailed in the offer letter from CBC. We will not make any major change to the project without first receiving an agreement in writing from CBC.
2. We will not sell or dispose of any equipment or other assets which have been bought with a grant without first receiving agreement from CBC. If we sell any equipment or assets, we may have to pay CBC part of the money we receive for them, which CBC reserves the right to claw back. The amount we repay will be in direct proportion to the share of the project costs that came from CBC.
3. We will not use a grant to pay for goods or services that we buy or order before we receive signed confirmation in writing of the grant from CBC. We accept responsibility for all payments and costs incurred prior to receipt of grant payment.
4. We understand that the award is for a one-off grant and CBC will not fund any further project activity or difference between projected and actual costs or 'overspend' on project.
5. We will inform CBC of any change in the constitution or terms of reference for the group and agree to refund any grant at the discretion of CBC if any change is significant to the project (in accordance with clause 1 above).
6. We will comply with any relevant legislation affecting the way we carry out our project.
7. We will not use the grant to publish any materials that support any political movement or party or for campaigning purposes.
8. We will acknowledge the CBC grant in our annual report, the accounts which cover the period of the grant and in any relevant publicity materials we produce about the project. We will supply copies of these documents to CBC if requested.
9. We agree that CBC may hold and process any information we give on computer and reproduce such information in any form.
10. We agree to pay the funds into the group's own bank account within 30 days of receipt.
11. CBC can use our name and the name of our project in its own publicity materials. We will inform CBC of any situation where confidentiality is a particular issue.
12. We will spend the grant within the agreed timeframe.
13. If we do not spend the entire grant within the Agreed time period, we will promptly return the unspent amount to CBC and/or agree an alternate use of any part thereof, which must be agreed in writing by CBC.
14. We will monitor the success and spend of the project and complete interim and end of grant reports as required by CBC.
15. We will keep all financial and auditable records and accounts pertaining to project expenditure, including receipts / invoices etc for all items bought with the grant, for at least two (2) years from receiving the grant. We will make these available to CBC if asked.
16. CBC may, at its own discretion, defer a grant or ask us to repay a grant, in whole or in part, in the following circumstances:
 - a. If we fail to comply with the terms and conditions in any way;
 - b. If the application form was completed dishonestly or the supporting documents gave false or misleading information;
 - c. If we do not follow equal opportunities practice as required by law or in accordance with the policy provided.
 - d. If any member of our governing body, staff or volunteers acts dishonestly or negligently in their work for us at any time during the project;
 - e. If we fail to complete the project within six (6) months or other period agreed by CBC;
 - f. If we close down, become insolvent, go into administration, receivership or liquidation ('sequestration'), or make an arrangement with our creditors.
 - g. If our group closes down we will not sell or dispose of any equipment or assets without first receiving CBC's agreement in writing.
17. We understand that CBC accepts no legal responsibility for any part of the project. We are responsible for ensuring insurance and all health and safety procedures and safeguards for the project activity.
18. These terms and conditions will apply until we have spent the entire grant and CBC has received and approved in writing the End of Grant report. If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal working life of the assets.

Crawley Borough Council

Report to Overview and Scrutiny Commission 2 October 2017

3

Report to Cabinet 4 October 2017

Proposed Crawley Growth Programme 2017-21

Report of the Head of Economic & Environmental Services – **PES/259**

1. Purpose

- 1.1 To request Cabinet endorsement for the proposed Crawley Growth programme 2017-21, to be led by Crawley Borough Council and West Sussex County Council, which seeks £14.6m of Local Growth Fund (LGF) from the Local Enterprise Partnership (LEP).

These LGF monies will be part of an infrastructure investment package of £60.4m which will upgrade the living / business environment and transform pedestrian, cyclist and sustainable transport connectivity in Crawley town centre, at Crawley's 3 principal rail stations and in Manor Royal. This in turn will help create the conditions for 1,000+ new homes, 135,000 square metres of new commercial space and 7,000 more jobs by 2030.

- 1.2 To seek Cabinet approval for the allocation of £2.8 million of CBC capital programme funding from the Town Centre Regeneration Fund to the Crawley Growth programme, to help unlock £14.6m of LGF from the LEP and the overall investment package of £60.4m.

2. Recommendations

- 2.1. To the Overview and Scrutiny Commission:
That the Commission consider the report and decide what comments, if any, it wishes to submit to the Cabinet.
- 2.2. To the Cabinet:

The Cabinet is recommended to:

- a. Endorse the Crawley Growth Programme as summarised in 1.1 above and explained in this report.
- b. Approve the allocation of £2.8 million of CBC capital funding from the existing capital programme for the Town Centre to the Crawley Growth programme.
- c. Subject to formal approval by LEP of the £14.6 million of LGF monies to:
 - Delegate authority to the Head of Economic and Environmental Services (in consultation with Head of Legal and Democratic Services) to sign an agreed partnership agreement with West Sussex C.C
 - Delegate authority to the Head of Economic and Environmental Services and the Head of Finance, Revenues & Benefits to approve the drawdown of the above budget for individual Growth Programme schemes, in consultation with the Leader and the Cabinet Member for Planning and Economic Development.

3. Reasons for Recommendations

- 3.1 To confirm Crawley Borough Council's role in the delivery of the Crawley Growth programme and to seek formal approval to allocate £2.8 million of CBC capital programme funding as a match funding contribution to overall programme delivery.

4. Background

- 4.1 Realising the excellent growth potential in Crawley is recognised as a Local Enterprise Partnership priority in the Strategic Economic Plan and accordingly £17.7 million of Local Growth Fund was ring-fenced by the LEP.
- 4.2 Crawley's Local Growth Fund Phase 1 is already approved and consists of:
- £1.5 million spent on the Queens Square regeneration that is very nearly complete.
 - £1.587 million to be spent in 2017-18 by WSCC on real time passenger information (RTPI) upgrades to bus shelters across Crawley and on traffic signal enhancements along Haslett Avenue East, including outside Three Bridges station.
- 4.3 The remaining £14.6 million was identified as Phase 2 with a spend profile through to the end of 2020/21, which is the subject of this Crawley Growth programme bid.
- 4.4 Since 2013, the number of jobs in Crawley has risen by over 10% to 98,000, which is one of the best performances of any area in south east England and almost double the national average jobs growth (5.12%). This underlines Crawley's excellent track record as a place which attracts jobs and business growth.
- 4.5 Crawley Borough Council signed a Growth Deal with West Sussex County Council in December last year to commit both authorities to working closely in partnership to enable Crawley's ongoing sustainable growth. This Crawley Growth programme is a clear demonstration of the commitment of both authorities to delivery and to the effectiveness and success of that partnership in bringing the programme together.

5. Aims and Objectives of the Crawley Growth Programme

- 5.1 The principal strategic aim of the Crawley Growth programme is to create the local viability conditions for regeneration sites in Crawley town centre and Manor Royal to help deliver the sustainable growth of Crawley's economy and community. This is in the face of threats to that sustainability, which comprise traffic congestion in Manor Royal, an over reliance on the car and outdated business and living environments.
- 5.2 To tackle these threats and inject further impetus into Crawley's growth, we are seeking the agreement from the LEP to commit the remaining £14.6 million of Local Growth Fund as part of an infrastructure and regeneration investment package of £60.4 million so that a multi-agency partnership led by West Sussex County Council and Crawley Borough Council, can deliver the following objectives in the area:
- Public realm upgrades in Crawley town centre and Manor Royal to improve the quality of the living / business environment and so attract higher quality new homes / jobs.
 - Unlock significant new Grade A commercial office space in the town centre's "Eastern Gateway" (The Boulevard-Northgate Avenue – College Road axis) as a catalyst for the a new town centre business and jobs growth hub.

- Sustainable transport infrastructure and highway upgrades to boost overall transport capacity and enable significant modal shift from car usage to bus, rail, cycling and walking alternatives.
- Major connectivity improvements and public realm upgrades at Crawley's 3 principal rail stations – Crawley, Three Bridges, Gatwick – to facilitate more sustainable commuting from rail onto the buses, cycle and pedestrian routes. There will be a particular emphasis on enhancing bus / cycle routes to and within Manor Royal.

6. Summary Outline of Crawley Growth Programme schemes 2017-21

6.1 The £60.4 million package will deliver / enable the following schemes:

- **Queensway – The Pavement** – Public realm upgrade & improved cycling / walking.
- **Station Gateway** – New rail station, upgraded bus station, bus flow improvements, Station Way traffic calming, public realm upgrades and much better cycle / pedestrian connectivity between the station and town centre core.
- **Eastern Gateway** – Improved cycle / pedestrian connectivity between the town centre core and regeneration sites (County Buildings, Town Hall, Telford Place) in addition to Crawley College; Public realm upgrades, Traffic calming on College Road and The Boulevard, an off road cycle path along The Boulevard / College Road.
- **Commercial space acquisition** – A County led initiative – subject to viability – to acquire vacant office space and convert to state of the art Grade A commercial space.
- **London Road / County Oak, Manor Royal** – junction improvements / traffic circulation improvements and enhanced pedestrian, bus and cyclist connectivity.
- **Gatwick Road – Manor Royal** – roundabout junction improvements to tackle congestion. New bus lane to improve bus flows. Enhanced public realm / Gateway 1.
- **Highways resilience – resurfacing programme**
- **Cycle and pedestrian routes – upgrades and improved network connectivity.** This will create a much better quality cycle network across Manor Royal, linking to Gatwick and Three Bridges railway stations. Will include toucan crossing upgrades.
- **Bus infrastructure improvements** – Route enhancements serving Manor Royal. RTPi upgrades / installation across 33 Manor Royal shelters, 5 new bus shelters.
- **Information and marketing infrastructure** – Led by Manor Royal BID, outdoor media at 6 locations to promote sustainable transport / advertise local business. Proposals to work with Manor Royal businesses to change commuter habits.
- **Three Bridges station improvements** – Public realm upgrade to station forecourt, enhanced cycle, car, pedestrian and bus connections to the station, including new RTPi bus shelters.
- **Gatwick Railway station improvements** – Improved connectivity and business environment for commuters, featuring 2 new lifts, refurbishments to the 2 existing lifts, a covered canopy walkway and a refurbished underpass to strengthen greatly the quality of the links between Gatwick railway station / airport and the bus stops.

7. Target Outcomes

7.1 The Local Growth Fund investment of £14.6 million will enable delivery of the Crawley Growth programme 2017 to 2021 with the aim of achieving the following outcomes set out in the table below. The middle column highlights the proposed programme targets, whilst the right hand column identifies “stretch” targets, which we believe may be achievable subject to broader economic performance to 2030:

<i>LEP Commitment</i>	<i>WSCC / CBC commitment (programme targets)</i>	<i>Stretch Target (non contractual)</i>
<ul style="list-style-type: none"> £14.6m LGF 	<ul style="list-style-type: none"> Programme delivery exceeding £30m of public funds. 1,000 new homes in Crawley by 2030 135,000sqm of new Grade A commercial space within Crawley by 2030 	<ul style="list-style-type: none"> Programme delivery exceeding £60m of public funds 2,000 new homes in Crawley by 2030 200,000sqm of new grade A commercial space in Crawley by 2030

8. Information / Analysis in Support of the Recommendations

8.1 Cabinet approval of a financial allocation of £2.8 million of CBC capital programme funding from the Town Centre Regeneration Fund to the Crawley Growth programme will:

- Confirm the CBC match funding contribution required to unlock £14.6 million of LGF monies and the broader investment package of £60.4 million.
- Confirm the Borough Council's pivotal role in the delivery of the Crawley Growth programme, working closely with West Sussex County Council.

9. Financial Implications

9.1 The total cost of the Crawley Growth programme is £60.4 million. This will be funded from the following sources, as set out in the Table below, some of which will be committed in due course, subject to process:

Funder	Amount	Committed
LGF	£14.64m	TBA – subject to LEP Board approval
LGF (Phase 1)	£3.087m	Yes
WSCC	£1.704m	Yes
WSCC	£7.891m	Yes
CBC	£2.6m	Yes (£1.5 million already allocated to Three Bridges station improvements / £1.1 million allocated to Queensway scheme).
CBC	£2.8m	*Approval to allocate sought in this Cabinet report
S106	£2.481m	TBA – subject to established approval process for individual project schemes
CIL	£1m	TBA – subject to approval of spend and governance proposals and CIL receipts
GAL	£2.8m	Yes
Manor Royal BID	£3.039m	TBA – subject to BID 2 approval
Developer Contributions	£4.659m	TBA - Subject to planning process
Metrobus	£13.792m	Yes
Total	£60.4m	

9.2 Crawley Borough Council has already allocated £1.5 million of capital programme funds to the Three Bridges station improvements scheme and £1.1 million to the Queensway scheme. This reports seeks to allocate £2.8 million of CBC capital funds in order to complete the Borough Council's match funding contribution.

10. Proposed Programme Governance

10.1 West Sussex County Council will act as the lead delivery body for the Crawley Growth programme package of funding. This will involve the overall budget / finance management of the programme, the compilation of quarterly progress reports and financial claims to the Local Enterprise Partnership to draw down LGF monies to distribute to the partners against agreed expenditure.

10.2 The overall co-ordination and strategic management of the Crawley Growth programme will be undertaken by the Crawley Growth Board, chaired by the CBC Chief Executive with the Executive Director for Economy, Infrastructure and Environment at WSCC and other senior representatives of CBC and WSCC alongside a senior representative from other project partner organisations.

10.3 The monitoring and oversight of the above individual schemes will be led by the Crawley Growth Programme Delivery team, comprising officer representatives from CBC, WSCC and scheme partners. The Delivery Team will compile update reports and analysis on programme level progress to the Crawley Growth Board.

10.4 The Crawley Growth Programme includes the following project partners / delivery bodies / stakeholders: Manor Royal BID; Gatwick Airport Ltd; Arora Group; Network Rail; GTR Southern; Town Centre Partnership Board; High Street Business Forum; Town Centre Professional Services Forum; Nexus Site Developer – Surrey CC;

11. Legal Implications

11.1 Subject to formal approval by the Local Enterprise Partnership of the £14.6 million of LGF monies, Crawley Borough Council will negotiate a partnership agreement with West Sussex County Council, which will confirm the Crawley Growth programme governance, budget and delivery arrangements and the responsibilities of each authority for management of the programme.

11.2 The Local Enterprise Partnership will draw up a programme delivery contract for the Crawley Growth programme, which it will seek to sign off with West Sussex County Council, as lead delivery body. The County Council will in turn seek to confirm the participation and commitment of Crawley Borough Council to delivery of the Growth programme through a partnership agreement, as described above. This agreement will be negotiated, once confirmation of the LGF monies has been received.

12. Equalities Implications

12.1 There are no specific equalities implications arising out of this report.

Background Information - Final draft business case

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Crawley Borough Council



Report to Cabinet 4 October 2017

Local Development Scheme

Report of the Head of Strategic Housing and Planning - **SHAPS/59**

1. Purpose

- 1.1 The Local Development Scheme outlines the number and scope of the planning documents the Council intends to bring forward and sets the programme for how these will be progressed over the forthcoming three years. The Council is required¹ to prepare and maintain a Local Development Scheme (LDS).
- 1.2 The LDS covers the period June 2017 to December 2020, and demonstrates that the Council can ensure there is an up-to-date Local Plan in place five years from the adoption of the Crawley Borough Local Plan 2015 – 2030 in December 2015. It updates and replaces the existing LDS (2015 – 2018) which was approved by Cabinet on 2 December 2015.

2. Recommendations

- 2.1 To the Cabinet

The Cabinet is recommended to:

Approve the adoption of the revised Crawley Borough Council Local Development Scheme 2017 – 2020, as set out in Appendix A, to take effect from 5 October 2017.

3. Reasons for the Recommendations

- 3.1 Planning legislation requires the Council to prepare and maintain a Local Development Scheme (LDS), setting out the statutory planning documents it intends to produce to cover its area. The Council's current LDS covers the period July 2015 – June 2018 and is in need of updating.

4. Background

- 4.1 The current LDS was adopted by Cabinet in December 2015. The current LDS took the Crawley Borough Local Plan 2015 – 2030 to adoption and set the timetable for the preparation of the Local Plan's supporting Supplementary Planning Documents.
- 4.2 In accordance with the current LDS, the Crawley Borough Local Plan was adopted by Full Council on 16 December 2015. The Local Plan covers the period 2015 – 2030 and provides the Council's full planning policies for the purposes of development management decisions. In addition, the current LDS included a programme of Supplementary Planning Documents (SPDs) to be brought forward to support the spatial and policy objectives of the Local Plan. The SPDs identified to be produced were:

¹ Under Section 15 of the Planning and Compulsory Purchase Act 2004 as amended by Section 111 of the Localism Act 2011

- Affordable Housing SPD
 - Planning and Climate Change SPD
 - Urban Design SPD
 - Green Infrastructure SPD
 - Town Centre SPD
 - Development of Gatwick Airport SPD.
- 4.3 Significant progress has been made on preparing and adopting these SPDs, with four SPDs (Planning and Climate Change; Urban Design; Green Infrastructure; and Town Centre) being adopted in October 2016. These now form material planning considerations for planning applications. The Affordable Housing SPD has been subject to public consultation in June – July 2017, and is anticipated for adoption in November 2017. The Gatwick Airport SPD has to be linked to Gatwick Airport Limited’s updating of the Airport Masterplan which is anticipated during 2018/19.

5. Description of Issue to be resolved

- 5.1 Since the adoption of the Local Plan, central government initiatives have introduced changes to national legislation, policy and requirements. In particular, the Housing White Paper establishes the principle that Local Plans will be required to be reviewed at least every five years. This is to be formally introduced through changes to Regulations.
- 5.2 In order to adequately take account of the national position alongside the local evidence, a review of the Local Plan will be undertaken to determine the extent of the Local Plan Review necessary to maintain an up-to-date Plan. The review will consider how far the implications of any policy changes or emerging new evidence extend across the Plan policies or into the heart of the Plan strategy.

6. Information & Analysis Supporting Recommendation

- 6.1 In programming the review of the Local Plan, the LDS can be broken into three distinct parts:
- **Year 1 (2017/2018):** monitoring;
 - **Year 2 (2018/2019):** evidence gathering, issues, options, and preferred approach;
 - **Year 3 (2019/2020):** submission, examination and adoption.
- 6.2 At each stage a decision will be made as to whether it is necessary to continue to the next stage or whether it can be reasonably concluded and justified that the Crawley Borough Local Plan 2015 – 2030 remains up-to-date and does not need a full or partial revision. The Authority’s Monitoring Report (AMR) will publish the reasons for whether or not revisions are considered necessary, and the LDS will be updated accordingly to project the agreed approach forward.
- 6.3 The draft LDS (2017 – 2020) is attached as Appendix A.
- 6.4 The areas/policies likely to be subject to further evidence and scrutiny, triggering the potential for their review, include:
- Policy H1: Housing Requirements
 - Policy H2: Key Housing Sites
 - Policy H3: Housing Mix
 - Policy H4: Affordable and Low Cost Housing
 - Policies EC1 – EC3: Economic Growth and Main Employment Areas
 - Policies GAT1 – GAT4: Gatwick Airport.
- 6.5 In addition to the review of the Local Plan, the new LDS covers the Council’s commitment to producing and maintaining a Brownfield Land Register, a requirement introduced by the Housing and Planning Act 2016.

7. Implications

- 7.1 Crawley Borough Council is required by law (under Section 15 of the Planning and Compulsory Purchase Act 2004, as amended by Section 111 of the Localism Act 2011) to prepare and maintain a Local Development Scheme, and it is necessary for the Local Plan to be prepared in conformity with the Council's adopted LDS. Not adopting an up-to-date Local Development Scheme would place the Council in breach of one of its statutory functions.
- 7.2 The LDS sets the policy-related work programme for the Forward Planning team over the coming three-year period. This is a legal requirement and sets out how resources will be prioritised to meet the wider expectations and requirements for the Council's policy planning service. Without a comprehensive and up-to-date LDS, the priorities for the Council in the delivery of planning documents would be unclear.
- 7.3 Whilst there is a legislative requirement for Local Planning Authorities to maintain and publish an up-to-date LDS, it is not a document which is subject to public consultation.
- 7.4 There are no financial implications associated with the adoption of the LDS outside of the provision made within existing budgets.
- 7.5 The legal implications are addressed in the report.

8. Background Papers

Crawley Borough Council's Local Development Framework Local Development Scheme 2015 – 2018 (December 2015)
Crawley 2030: Crawley Borough Local Plan 2015 – 2030 (Modifications Consultation Draft, June 2015)
Crawley Borough Council Local Development Framework Authority's Monitoring Report 1 April 2012 – 31 March 2013

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Crawley Borough Council's Local Development Scheme 2017 – 2020



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Executive Summary

Crawley's Local Development Scheme (LDS) covers the period June 2017 to December 2020, providing a structure for the commencement of a review of the adopted Crawley Borough Local Plan and updating the programme to show the preparation of the remaining Supplementary Planning Documents, Development Briefs and other planning documents.

In accordance with the previous LDS¹, the Crawley Borough Local Plan was adopted by Full Council on 16 December 2015. It covers the period 2015 – 2030 and provides the borough's full planning policies for the purpose of development management decisions.

However, since its adoption, central government initiatives have introduced changes to national legislation, policy and requirements. In particular, the Housing White Paper establishes the principle that Local Plans will be required to be reviewed at least every five years. This is to be formally introduced through changes to Regulations. In order to adequately take account of the national position alongside the local evidence, a review of the Local Plan will be undertaken to determine the extent of the Local Plan Review necessary to maintain an up-to-date Plan. The review will consider how far the implications of any policy changes or emerging new evidence extend across the Plan policies or into the heart of the Plan strategy.

The previous LDS included a programme of Supplementary Planning Documents (SPDs) to be brought forward to support the spatial and policy objectives of the Local Plan. The SPDs identified to be produced were:

- Affordable Housing SPD
- Planning and Climate Change SPD
- Urban Design SPD
- Green Infrastructure SPD
- Town Centre SPD
- Development of Gatwick Airport SPD (linked to Gatwick Airport Limited's updating of the Airport Masterplan).

Significant progress has been made on preparing and adopting these SPDs, with four SPDs (Planning and Climate Change; Urban Design; Green Infrastructure; and Town Centre) being adopted as material planning considerations in October 2016. The Affordable Housing SPD has been subject to public consultation in June – July 2017, and is anticipated for adoption in October 2017.

The other main document the council was committed to preparing in the previous LDS was the Community Infrastructure Levy (CIL) Charging Schedule and associated CIL Infrastructure List (Regulation 123 List). These were adopted by Full Council on 20 July 2016, and implemented from 17 August 2016. New supporting guidance relating to S106 agreements has been published alongside the implementation of CIL.

The Authority's Monitoring Report (AMR) will be published at least annually to show implementation of the Local Plan's strategy and the success of the policies set out within the Plan. It will monitor the progress towards the preparation and adoption of the remaining SPDs and any other planning documents, and will contain the report of the financial year's CIL receipts and expenditure (published in accordance with Regulation 62(4) of The Community Infrastructure Levy Regulations, as amended). The council's actions in meeting the Duty to Cooperate over the reporting period will

¹ Crawley Borough Council's Local Development Scheme 2015 – 2018 (December 2015) CBC

be detailed in the AMR, along with any details relating to neighbourhood planning should this be progressed within Crawley borough.

The LDS also outlines the existing plans and documents that will continue to be employed until they are replaced or deemed redundant.

1. Introduction

- 1.1 The Local Development Scheme (LDS) outlines the number and scope of the Local Development Documents the council intends to bring forward and sets the programme for how these will be progressed over the forthcoming years.
- 1.2 Document profiles for each of the planning policy documents are included in this LDS and outline a brief description of the document, its status, the matters it will address and the milestones that the document will be produced against.

Local Development Scheme 2015 – 2018: Adopted Documents

- 1.3 The Crawley Borough Local Plan (Crawley 2030) was adopted by Full Council adoption in December 2015.
- 1.4 The Community Infrastructure Levy Charging Schedule was adopted by Full Council in July 2016, with implementation commencing in August 2016.
- 1.5 The following SPDs, prepared to support specific policies in the new Crawley Borough Local Plan, were adopted by Cabinet on 5 October 2016:
 - Planning and Climate Change
 - Green Infrastructure
 - Town Centre
 - Urban Design
- 1.6 The Tinsley Lane Development Brief was adopted on 4 April 2017, and two Conservation Area Statements were adopted: Ifield Village Conservation Area Statement (February 2017) and Dyers Almshouses Conservation Area Statement (March 2017)

Implications of Gatwick Airport

- 1.6 The Local Plan was prepared and adopted on the basis of supporting the growth of Gatwick Airport to a throughput of 45 million passengers per annum within its current configuration of a single runway and two terminals. It does, however, indicate that a review is likely to be needed once a government decision on the location of a new runway in the south east is determined.
- 1.7 The government's draft Airports National Policy Statement² follows the Airport Commission's recommendation³ for a new runway to be located at Heathrow. However, land to the south of Gatwick Airport, which may be needed for airport development in the future is required to be safeguarded against incompatible development, unless the government's position on this changes in the Aviation Strategy which is anticipated to be published in 2017.
- 1.8 If the government's decisions follow the draft NPS guidance to expand Heathrow, and if safeguarding is maintained at Gatwick in the Aviation Strategy, there will not be an immediate need to review the Local Plan as it is based on a single runway airport with safeguarding in place. Growth of passenger numbers within this configuration may require some specific policy review within the overall LDS programme. Any significantly different government decisions which impact more on planning for the future of Crawley may require a review of this LDS.

² Draft Airports National Policy Statement (2 February 2017) Department for Transport

³ Airports Commission: Final Report (1 July 2015) Airports Commission

2. The Local Plan

- 2.1 The Neighbourhood Planning Act 2017 clarifies that each local planning authority must identify the strategic priorities for the development and use of land in the authority's area. Policies to address these priorities must be set out in the authority's development plan documents.
- 2.2 For Crawley, this could be in the form of a single Local Plan or Joint Plan with neighbouring authorities, or a suite of documents which together, taken as a whole, cover the policies to address the strategic priorities. This should include the planning policies needed to contribute to the achievement of sustainable development, the allocation of land to deliver the area's housing requirement along with other types of development and/or land uses.
- 2.3 Development Management and site allocation policies to guide the determination of applications for planning permission can be included within the same Plan or within a separate focused development plan document.
- 2.4 The Crawley Borough Local Plan was adopted by resolution of Full Council in December 2015, following the receipt of the independent Planning Inspector's final report, which concluded that the Plan was legally compliant and 'sound'.
- 2.5 The adopted Local Plan provides the council with the planning policy framework to determine planning applications against over the Plan period 2015 – 2030. It sets the housing delivery target to enable the monitoring of the borough's five-year land supply and allocates a number of sites for development to meet the needs of the borough over the Plan period and designates other sites for protection.
- 2.6 Through the Housing White Paper, the government has indicated its intention to set out in Regulations a requirement for local planning authorities to review their local development documents at least every five years. This will introduce the need for the council to consider whether to revise the document following each review. Where it is determined not to revise the document, reasons for considering that no revisions are necessary must be published.

Joint Plan:

- 2.7 A Joint Plan may be considered following ongoing joint working with the adjoining authorities, particularly those within the Northern West Sussex Housing Market Area; West Sussex county; and/or the Gatwick Diamond.
- 2.8 Two Strategic Statements are relevant to Crawley borough:
 - The Gatwick Diamond Local Strategic Statement has recently undergone a refresh.
 - The West Sussex and Greater Brighton Local Strategic Statement; this was updated in January 2016. Crawley Borough Council joined the Strategic Planning Board in April 2017 with observer status.
- 2.9 Options beyond this may include: a non-statutory, overarching strategic statement; Joint Area Action Plans; or a Strategic Development Plan Document.
- 2.10 Work to establish the most appropriate approach is expected to coincide with joint working with Horsham District Council (HDC) in response to their Inspector's Report for the Horsham District Planning Framework (HDPF) Review and as part of the Mid Sussex District Plan examination and review, in addition to their Site Allocations Development Plan Document. Interim updates to this LDS will reflect any programmes and timetables as they are agreed.

- 2.11 Where the government believes a Joint Plan would facilitate the more effective planning of development and use of land in the area of one or more local authority, the Secretary of State can direct two or more local planning authorities to prepare a joint development plan document.

Local Plan Review:

- 2.12 Notwithstanding the outcomes of joint strategic working, an assessment into whether the Local Plan remains up-to-date or requires a partial or full formal Review will be undertaken in accordance with government guidance. This LDS sets the timetable for the process under which a full Local Plan Review would take place. This shows that the review can take place and ensure there is an up-to-date Plan in place five years from the adoption of the Crawley Borough Local Plan 2015 – 2030 (December 2015).
- 2.13 The LDS can be broken into three distinct parts:
- **Year 1 (2017/2018):** monitoring;
 - **Year 2 (2018/2019):** evidence gathering, issues, options, and preferred approach;
 - **Year 3 (2019/2020):** submission, examination and adoption.
- 2.14 At each stage a decision will be made as to whether it is necessary to continue to the next stage or whether it can be reasonably concluded and justified that the Crawley Borough Local Plan 2015 – 2030 remains up-to-date and does not need a full or partial revision. The Authority's Monitoring Report (AMR) will publish the reasons for whether or not revisions are considered necessary, and the LDS will be updated accordingly to project the agreed approach forward.
- 2.15 The areas likely to be subject to further evidence and scrutiny include:
- Policy H1: Housing Requirements
 - Policy H2: Key Housing Sites
 - Policy H4: Affordable and Low Cost Housing
 - Policies EC1 – EC3: Economic Growth and Main Employment Areas
 - Policies GAT1, GAT2 and GAT4: Gatwick Airport.
- 2.16 There may be consequential changes required to other policies and supporting text within the Plan due to the impacts of the revised evidence and implications from amended Policies.
- 2.17 In addition, other changes to national policy may need to be reflected in amended local policy wording. The extent of these changes will be considered as the process of the review takes place and the scope of the review will be assessed accordingly.
- 2.18 Conversely, in assessing the relevance of the existing adopted Crawley Borough Local Plan policies, where these remain in conformity with national policy and local evidence they will be considered to retain full weight.

Policy H1: Housing Requirements

- 2.19 A new standard methodology is to be consulted on during 2017, following the publication of the Housing White Paper. The Housing White Paper advocates that, by April 2018, the new standard methodology for calculating the objectively assessed requirement would apply as the baseline for assessing housing need. The updated objectively assessed housing need will form the basis on which to assess how much of that need can be accommodated within Crawley's administrative boundaries and how much will need to be addressed through meeting the Duty to Cooperate. This area of work will also include the consideration of preparation of a Joint Plan.

- 2.20 Detailed evidence relating to housing needs for older people and disabled people, along with opportunities for custom build and self-build housing, will be required in response to the increased government expectations for planning policy to address the needs of these groups. This may have implications for other policies in the Local Plan, including Policy CH5: Standards for All New Dwellings (including conversions); Policy H3: Future Housing Mix; Policy H4: Affordable and Low Cost Housing; and IN1: Infrastructure Provision.

Policy H2: Key Housing Sites

- 2.21 Through an updated Strategic Housing Land Availability Assessment any potential additional sites for allocation within the Local Plan, including those to be granted Permission in Principle through the Plan, will be assessed. This work will include a further Call for Sites with a focus on small sites and brownfield sites. An updated Open Space, Recreation and Sports Study and Biodiversity study will also be undertaken to ensure the council takes an “every stone unturned” approach to addressing housing needs, and the protection of sites is robust and justified.
- 2.22 A review of the Housing Trajectory and monitoring of previous delivery will be assessed and those allocated sites which have not yet come forward reviewed to understand why not, and highlight whether any interventions would be necessary.

Policy H4: Affordable and Low Cost Housing

- 2.23 The review of this Policy relates to the changes in definition of Affordable Housing national policy. In particular, understanding the implications of discount market sales housing, starter homes and affordable private rent housing.
- 2.24 In addition, the wider expectations on meeting the broader spectrum of housing needs, including custom build and self-build housing and build to rent, will potentially offer new challenges to be considered within the policies of the local plan review.
- 2.25 Changes to this Policy may have impacts on the other housing Policies, particularly Policy H1: Housing Provision and Policy H3: Housing Mix. It may also have viability implications which could affect other Policies in the Plan where these were included in the Whole Plan, Affordable Housing and CIL Viability Study.

Policies EC1-3

- 2.26 In order to maintain a comparable baseline position, as part of the Objectively Assessed Housing and Economic Needs Assessment, updates to the Economic Growth Assessment will need to be undertaken. Alongside this, a focused study looking into opportunities for planning tools for Manor Royal is to be undertaken. Maintenance of the Employment Land Trajectory will evidence the employment land position of the borough. The outcomes of these may lead to a review of the Local Plan’s Economic Growth policies.

Policies GAT1, GAT2 and GAT4

- 2.27 The government decision on runway expansion in the south east of England; a decision on safeguarding land at Gatwick; and the Gatwick Masterplan review may lead to a review of the Local Plan Gatwick Airport policies.

Technical Evidence Documents:

- 2.28 A substantial evidence base was prepared to inform the Local Plan. The Crawley 2030 Key Documents and Evidence Base library forms the most up-to-date technical position to support and explain the Vision, Strategy and Policies within the Plan.

- 2.29 Many of the key evidence documents were undertaken on a strategic scale, commissioned jointly with the other two authorities which form the northern West Sussex Housing Market Area (Horsham and Mid Sussex District Councils) and with the county council. Therefore, it will be necessary to undertake further technical evidence, working with the adjoining authorities, in relation to infrastructure and environment constraints to consider further the possibility of urban extensions and unlocking additional strategic housing sites in the wider Housing Market Area as a whole. Policy H1 of the Crawley Borough Local Plan establishes this commitment for the council.
- 2.30 Joint working is now a known priority. The HDPF Inspector’s Final Report (dated 8 October 2015) commits HDC to working with Crawley Borough Council and Mid Sussex District Council to, at least, meet the needs of the housing market area within the housing market area, as part of its early review which has to commence within three years of the adoption of the HDPF (by the end of 2018). Joint working is also necessary in relation to the Mid Sussex District Plan, currently at examination and as part of their commitment to commence work on a Site Allocations Development Plan Document in 2018.
- 2.31 Updates to the technical evidence base will be necessary in due course, particularly in relation to housing numbers in light of the government’s proposed standard methodology; economic growth; and land availability. A full assessment of each piece of evidence will be initially undertaken which will determine whether the existing evidence:
- remains relevant and up-to-date;
 - requires in-house updating and refreshing; or
 - needs technical expertise commissioned from external sources either as a full or partial update.
- The following evidence documents are those which have initially been identified as needed to support the review of the Local Plan, as set out in paragraphs 2.12 – 2.27 above.

Evidence	Current Status	Type of Update
Updated Housing Need: Crawley’s Objectively Assessed Housing Need	Consultant Report (2015)	Standardised Methodology – likely to be commissioned
Strategic Housing Land Availability Assessment & Call for Sites	SHLAA (2015) Housing Trajectory March (2016)	In-House
Strategic Housing Market Area Housing and Infrastructure Study	At Crawley Study (2009) New Market Town Study (2010) SHLAA Appendix K (2015)	Joint Working
Economic Growth Assessment and Employment Land Review:	Consultant Report (2015)	Approach to be considered
Employment Land Trajectory	Employment Land Trajectory (2015)	In-House
Manor Royal Economic Impact Study		Underway
Open Space, Sport and Recreation Study	Consultant Report (2013)	To Be Commissioned
Biodiversity/Ecology	Review of CBC’s Sites of Nature Conservation	Approach to be considered

Evidence	Current Status	Type of Update
	Importance Management Plans (2010)	
Habitats Regulations Assessment	Submission Local Plan Habitat Regulations Screening Report (2013)	Approach to be considered taking account of the Wealden legal challenge implications
Brownfield Land Register (see Chapter 6 below)		In-House
Self-Build and Custom Build Register		In-House
Older People and Disabled People Housing Needs Assessment	CBC Written Statement Older People's Homes 24.4.15 (2015)	Approach to be Considered
Starter Homes Needs Assessment	Consultant Report (2016)	Approach to be Considered
Housing Mix Study	Consultant Report (2016)	Approach to be Considered
Transport Assessment	Consultant Report (2014)	To Be Commissioned
Heritage Update	Consultant Report (2010)	Approach to be Considered
Viability Assessment	Consultant Report (2015)	To Be Commissioned
Gatwick Masterplan	Gatwick Airport Limited (2012)	GAL: Launch Spring 2018; Publish Late 2018

The Sustainability Appraisal:

- 2.32 An integral part of producing a Local Plan is the Sustainability Appraisal (SA). The SA is produced in tandem with the Local Plan and ensures that the Local Plan adopts, as far as possible, the most sustainable options in an environmental, economic and social context having being assessed against all other realistic options and alternatives.
- 2.33 For the review of the Local Plan it will be necessary to revisit the existing SA in relation to the Policies subject to review, assess any implications caused by consequential amendments on associated Policies as well as the overall Plan strategy and assess the options and impacts of any new site allocations for development.
- 2.34 The SA is an overarching document and in most cases will apply to the subordinate documents, such as the SPDs and Development Briefs. However, for any emerging documents, including neighbourhood plans, an assessment will be carried out to ensure the requirements of the SEA Regulations have been met.

The Local Plan Map:

- 2.35 The council's Local Plan Map is a local development document and indicates spatially local, national and international designations, the allocation of land for particular land uses and areas to which specific planning policies apply. The

Local Plan Map is always brought forward in conjunction with the production of other local development documents; therefore, a specific document profile is not included for the Local Plan Map.

- 2.36 The Local Plan Map will be updated to reflect new site allocations, designation and boundary changes. This will primarily be created by the adoption of new Local Plan Documents (including the West Sussex Minerals and Waste Plans), but may also be caused by new environmental data such as the SSSIs, Sites of Nature Conservation Importance and Ancient Woodland.
- 2.37 The New West Sussex Minerals Local Plan is in the process of being prepared. It will outline the plans for mineral provision in West Sussex until 2033. A formal, statutory stage of consultation prior to the submission of the Plan for independent examination has been undertaken. Following its examination and adoption, it will be necessary for the Crawley Borough Local Plan Map to be updated to reflect the designations and constraints established within the Minerals Plan. This is anticipated to include the safeguarded mineral deposits (excluded from the urban area) and the safeguarded mineral infrastructure and buffer zone (Crawley Goods Yard Railhead).

West Sussex Minerals Local Plan published⁴ anticipated timetable	
Key Stage/Milestone	Date
Proposed Submission Draft Consultation (Regulation 19)	16 January 2017 – 13 March 2017
Submission	April – May 2017
Examination	July – October 2017
Adoption	May 2018

- 2.38 It is expected the Local Plan Map will need to be updated in light of the Crawley Borough Local Plan Review, to reflect any new site allocations or designations created as a consequence of updated evidence.

Local Plan Review and the Authority’s Monitoring Report:

- 2.39 The council’s Monitoring and Implementation Framework establishes the process for monitoring the successful implementation of the strategy and planning policies set out in the Crawley Borough Local Plan 2015 – 2030. If monitoring indicates that the Local Plan is not being implemented or circumstances change or new planning policy guidance emerges, the Local Plan may be reviewed.
- 2.40 In particular, some of the Policies in the Plan are identified as forming a more critical element of meeting the council’s overall vision for the future growth of the borough; these are:
- The delivery of net housing against the annualised average housing number and the total since the adoption of Policy H1;
 - The delivery of net affordable housing against the annualised average affordable housing requirement and the total since the adoption of Policy H4;

⁴ West Sussex Minerals and Waste Development Scheme 2017-2020 (January 2017) WSCC

- The provision and delivery of total employment floorspace against the Economic Growth objectively assessed need since the adoption of Policy EC1; and
 - The delivery of the Town Centre Opportunity sites allocated in Policy EC6.
- 2.41 The Monitoring and Implementation Framework sets out a number of potential intervention measures where the Policies are failing to deliver the anticipated outcomes. However, persistent under-delivery will trigger the scoping of a review to the Local Plan. For the remaining policies, poor performance will trigger a review of the Policy concerned to establish the cause and identify the appropriate measures to rectify the situation.
- 2.42 The Authority’s Monitoring Report will be published at least annually, with updates provided where further information is available sooner. This report will contain the following information:
- Progress on the preparation of Local Plans or Supplementary Planning Documents (SPD) specified in the council’s Local Development Scheme (LDS);
 - Details of any policies in the Local Plan which are not being implemented;
 - The delivery of net housing against the annualised average housing number and the total since the adoption of the Policy;
 - The delivery of net affordable housing against the annualised average affordable housing requirement and the total since the adoption of the Policy;
 - Details of any Neighbourhood Plans being progressed within the area;
 - Reporting on the implementation of the Community Infrastructure Levy, where the Charging Schedule is in place;
 - Actions undertaken to meet the Duty to Cooperate.

DOCUMENT DETAILS	
Title:	Crawley Borough Local Plan Review (2020)
Role/Subject:	<p>The review of the Local Plan will assess the extent to which the Local Plan policies remain up-to-date in light of new evidence (including the standard methodology for establishing objectively assessed housing need) and changing government legislation and policy.</p> <p>The Issues and Options stages, Sustainability Appraisal and evidence base will indicate the extent to which this forms a full Local Plan Review and which policies retain full weight and can be ‘saved’.</p>
Justification:	<p>The planning system is plan-led; and planning law requires that applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise. Each local planning authority should produce a Local Plan for its area.</p> <p>Crawley Borough Council adopted the Local Plan in December 2015. This forms the council’s up-to-date, ‘sound’ Local Plan for the purposes of Development Management decisions.</p>

	The Housing White Paper confirms the government's intentions to require, through changes to Regulations, that Local Plans are reviewed at least every five years in order to maintain an up-to-date plan.
Area Coverage:	Crawley Borough
Document Status:	Development Plan Document
Chain of Conformity:	General conformity with National Legislation, Regulations, and Policy Guidance including the National Planning Policy Framework.
PLANNED TIMETABLE	
Total Production Period:	August 2017 – August 2020
Date for Non Statutory Consultation (Regulation 18):	<ul style="list-style-type: none"> • Early engagement: January 2018 – April 2018; • Consultation on the council's preferred Review Policies and revised Local Plan document: September – December 2018.
Date for proposed submission period for representations (Regulation 19):	May – July 2019
Date for Submission:	August 2019
Date for start of hearing sessions:	December 2019
Date of receipt of Inspector's Report:	March 2020
Target Date for Adoption and Publication:	<ul style="list-style-type: none"> • Cabinet & Full Council: July 2020 • Adoption: August 2020
PRODUCTION ARRANGEMENTS	
Preparing Organisation	Forward Planning, Strategic Housing & Planning, Crawley Borough Council.
Management Arrangements including Joint Committees:	Head of Service in consultation with Portfolio Holder Portfolio Holder Local Plan Working Group Cabinet Full Council
Resources for Production:	Primarily the Forward Planning Section Assisted by Other Services/Sections of the council and external expertise for evidence base studies.
Involvement of Stakeholders and Community:	Consultation to be undertaken in accordance with: <ul style="list-style-type: none"> • the Town and Country Planning (Local Planning) (England) Regulations 2012; • Crawley Borough Council's Statement of Community Involvement (February 2017).

Sustainability Appraisal / Strategic Environmental Assessment SA/SEA	
SA scoping report consultation:	January - April 2018
Preferred Strategy draft SA report consultation:	September – December 2018
Draft Final SA Report consultation:	May – July 2019
Submission of Final SA Report:	August 2019
Publication of Environmental Statement:	July 2020
Monitoring and Review	
<p>In addition to the government’s overarching expectation for an ‘at least’ five year review of the Plan, the Local Plan will be continually monitored; a report published annually to ensure the policy objectives are being implemented. If monitoring indicates that the Local Plan is not being implemented; or circumstances change or new planning policy guidance emerges, the Local Plan, or elements of it, may be reviewed.</p> <p>Any significantly different government decisions which impact more on planning for the future of Crawley may require a review of this LDS.</p>	
Local Plan Map	
<p>The Local Plan Map will be revised, formulated and adopted in conjunction with the adoption of the Local Plan and the West Sussex Minerals and Waste Plans. Any changes to the allocations and designations for sites within Crawley in policies established through future examinations of these Plans will result in correlating updates being carried out to the Local Plan Map.</p> <p>It is expected the Local Plan Map will require updating as part of the Review.</p>	

Future Development Plan Documents:

2.43 In terms of DPD production, the council does not currently anticipate a requirement for any additional DPDs beyond the review of the adopted Local Plan or potential Joint Plan. The council will continue to monitor on an annual basis, as part of the LDS reviews, the requirement for new DPDs and will include them in a future LDS as appropriate.

3. Supplementary Planning Documents

- 3.1 Supplementary Planning Documents (SPD) are produced to supplement policies in the Local Plan (or other DPD) by providing greater detail on the policy topic, the delivery of the policy, or the detailed design, layout and masterplanning of a site allocated in the Local Plan in order to assist applicants bringing forward successful development proposals.
- 3.2 The previous LDS (2015 – 2018) identified the initial SPDs for early production to support the new Local Plan. Four of these documents have been progressed and were adopted in October 2016. The details of the remaining proposed SPDs are set out in the profiles below. These may be subject to review as the documents are progressed and any changes will be articulated in annual updates to the LDS.

DOCUMENT DETAILS	
Title:	Affordable Housing
Role/Subject:	The Affordable Housing SPD will supplement the Local Plan Policy H4: Affordable and Low Cost Housing and Policy H3: Future Housing Mix; in terms of the mix, type and tenure of affordable housing that will be sought. It will also include detail on the delivery of affordable housing, and explain how the council will address viability concerns with developers through its order of cascading priorities.
Justification:	To provide the detail and amplification of Local Plan policy to support development control decisions to meet the identified affordable housing needs across the borough.
Area Coverage:	Crawley Borough
Document Status:	Supplementary Plan Document
Chain of Conformity:	The SPD will be in conformity with the Crawley Borough Local Plan 2015 – 2030, the NPPF and Planning Practice Guidance. To be supported by the Local List.
Replaces:	SPG10: Affordable Housing
PLANNED TIMETABLE	
Total Production Period:	2015 – 2017
Early Engagement:	September 2015 – October 2016
Public Consultation:	June – August 2017
Anticipated Adoption and Publication:	November 2017
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Forward Planning, Strategic Housing & Planning, Crawley Borough Council.
Management Arrangements	Cabinet

including Joint Committees:	
Resources for Production:	Forward Planning Section and Housing Enabling and Development Manager, assisted by other council departments
Involvement of Stakeholders and Community Consultation:	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council's Statement of Community Involvement (February 2017).
Monitoring and Review:	The SPD will be monitored to ensure the policy objectives are being implemented.

DOCUMENT DETAILS	
Title:	Development of Gatwick Airport
Role/Subject:	The Development of Gatwick Airport SPD will update the existing SPD in light of the anticipated updating of Gatwick Airport Limited's Masterplan and the signing of a new legal agreement.
Justification:	To update the existing SPD to ensure Gatwick's increase in passenger numbers using a single runway airport does not result in a detriment to the local environment and infrastructure. This will be tied to Gatwick Airport Limited's anticipated production of a Revised Gatwick Masterplan for a single runway airport, and a new legal agreement between GAL, CBC and WSCC.
Area Coverage:	The Gatwick Airport operational boundary as defined on the Local Plan Map.
Document Status:	Supplementary Planning Document.
Chain of Conformity:	The SPD will conform primarily with the Crawley Borough Local Plan, a revised Gatwick Master Plan and any relevant Government decision/legislation regarding aviation expansion and safeguarding. To be supported by the Local List.
Replaces:	SPD Development at Gatwick Airport (2008)
PLANNED TIMETABLE	
Total Production Period including "pre-production surveys etc.	This work has to reflect Gatwick Airport Limited's revision of the Gatwick Master Plan which is not anticipated to commence until 2018. The dates below are indicative and will be kept under review through future updates to the LDS.
Early Engagement	Late 2018
Target Date for consultation	Early 2019

Target Date for Adoption and Publication	Spring/Summer 2019
PRODUCTION ARRANGEMENTS	
Preparing Organisations	Forward Planning, Strategic Housing & Planning, Crawley Borough Council.
Management Arrangements including Joint Committees	Gatwick Joint Local Authorities Group Local Plan Working Group Cabinet
Resources for Production	Primarily the Forward Planning Section assisted by other sections and other key stakeholders, such as West Sussex County Council, Gatwick Airport Limited, Gatwick Officers Group, and Gatwick Airport Consultative Committee.
Involvement of Stakeholders and Community Consultation	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council's Statement of Community Involvement (February 2017).
Monitoring and Review:	The SPD will be monitored annually to ensure the policy objectives are being implemented. If monitoring indicates that the SPD is not being implemented, or new planning policy guidance, or new circumstances emerge the SPD will be reviewed, or withdrawn accordingly.

4. Community Infrastructure Levy

- 4.1 A CIL charging schedule has been introduced to support the implementation and delivery of the new Local Plan for Crawley borough. This was adopted by Full Council on 20 July 2016, with an implementation date of 17 August 2016.

Community Infrastructure Levy Evidence Base

- 4.2 The key pieces of evidence which supported the Community Infrastructure Levy included:
- Viability Assessment
 - Infrastructure Plan
 - Housing Implementation Strategy
 - Strategic Housing Land Availability Assessment
 - Strategic Housing Market Assessment
 - Transport Modelling
 - Green Infrastructure Plan
 - Climate Change policies

Supporting Documents

- 4.3 The CIL Charging Schedule is supported by a list of infrastructure priorities (known as the 'Regulation 123 List'). This regulation requires the council to publish a list of infrastructure that the council intends to fund through CIL and those areas where a S106 Planning Agreement or S278 Highways Agreement will be sought. This will ensure that a developer/landowner is not charged twice for the same piece of infrastructure. This document will be reviewed annually to ensure the contributions are directed towards the most relevant and necessary infrastructure.
- 4.4 Additional guidance has also been prepared to clarify the role and application of planning obligations and S106 agreements in light of the adoption of CIL. This is provided in the form of informal guidance.

Review

- 4.5 The government has indicated its intention to make an announcement in response to the CIL Review at Autumn Budget 2017. If changes are required, the council's CIL will be reviewed. The Viability Evidence supporting the Local Plan Review may also require an amendment to the Charging Schedule for CIL.

5. Other Planning Documents

- 5.1 A number of other documents are produced to support the planning process. These may amplify guidance through providing examples of good practice or technical information, or may provide more detailed information in relation to a smaller geographical area.
- 5.2 Since these documents are not Supplementary Planning Documents, the timetable for their preparation and adoption is not necessarily covered by this Local Development Scheme. This allows for their value in terms of responsiveness, flexibility and adaptability to be maximised.
- 5.3 However, they play an important role in ensuring the planning system responds quickly to changes and provides support to emerging challenges and proposals, whilst ensuring consistency of decisions in line with adopted council policy. Therefore, the ones which have been specified through the preparation of the Local Plan are programmed into this version of the Local Development Scheme to show the council's clear commitment to ensure their timely progression and preparation and set out the anticipated dates for their formal (non-statutory) public consultation.
- 5.4 These other documents will all be subject to a period of public consultation and scrutiny, formal internal reporting mechanisms and will be adopted by the council through its delegated functions. They will all be publicly available following adoption on the council website and, by request to the council, in paper format.
- 5.5 The documents currently used for development control purposes are listed in Appendix 1. The intentions for where these are to be replaced, deleted or reviewed are indicated in the Appendix under each document.
- 5.6 New supporting planning documents anticipated to be prepared over the life of this current Local Development Scheme include:
 - Development Briefs
 - Development Principles Statements
 - Technical Guidance Notes
 - The Local List
 - Conservation Area Statements for the Newly Designated Conservation Areas
 - Refresh of existing Conservation Area Statements

Conservation Area Statements

- 5.7 There are currently 11 designated Conservation Areas in Crawley, which are represented by six independent resident-led Conservation Area Advisory Committees (CAACs). Every Conservation Area will have a Conservation Area Statement that identifies its special architectural or historic features, which it is desirable to protect or enhance, as well as setting out planning guidance for the Conservation Area. The council is currently working alongside the CAACs to update the original Conservation Area Statements where these have become outdated, and to produce new statements where Conservation Areas have been recently designated.
- 5.8 As the Conservation Area Statement work is being led by the CAACs, a definitive timetable cannot be set out. However, the groups are working with the council to have Conservation Area Statements in place.

DOCUMENT DETAILS	
Title:	Conservation Area Statements
Role/Subject:	Conservation Area Statements to be prepared for the newly designated Conservation Areas and reviewed and updated for the existing Conservation Areas.
Justification:	To meet the legal and national guidance requirements for protection of the historic environment and heritage assets.
Area Coverage:	Designated Conservation Areas
Document Status:	Conservation Area Statements
Chain of Conformity:	The Statements will be in conformity with Conservation Area legislation, the Crawley Borough Local Plan, the NPPF and Planning Practice Guidance.
Replaces:	Updated Conservation Area Statements will replace existing Statements.
PLANNED TIMETABLE	
Total Production Period:	Varied: 2015 – 2020
Target Date for consultation:	Varied
Target Date for Adoption and Publication:	Varied
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Forward Planning, Strategic Housing & Planning, Crawley Borough Council.
Management Arrangements including Joint Committees	Conservation Area Committees Cabinet
Resources for Production:	The Forward Planning Section working with the Conservation Area Committees.
Involvement of Stakeholders and Community Consultation	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council's Statement of Community Involvement (February 2017).
Monitoring and Review	The Conservation Area Statements will be monitored by the Conservation Area Committees to ensure the policy objectives are being implemented. If monitoring indicates that the objectives are not being implemented, or new planning policy guidance, or new circumstances emerge the Statements will be reviewed, or withdrawn accordingly.

Development Briefs

- 5.9 Development Briefs are often used as a means for the council to support and provide additional guidance for a particular development site to deliver a successful scheme. This is mostly useful where there are complicated planning issues to be resolved and technical information or broad principles can be established to enable development to go ahead, without having a lengthy or contentious application process.
- 5.10 The council committed to producing three of these through Local Plan Policy H2, to build on the criteria set out within the Policy and supporting text. The principle of housing development has been established on each of these sites already. However, they remain to have other land use considerations, including open space, noise, traffic and transport, biodiversity and heritage. They will each be prepared in accordance with the expectations of the Local Plan Policy and will be subject, independently, to formal public consultation as part of their preparation.
- 5.11 Of these three Development Briefs, one, the Tinsley Lane Development Brief, has been adopted by the council in April 2017. The remaining two documents are currently under preparation.
- 5.12 Additional Development Briefs for other sites may be considered justified during the LDS period and the council are not restricted to only producing the ones already indicated.

DOCUMENT DETAILS	
Title:	Land East Balcombe Road/Street Hill Development Brief
Role/Subject:	To provide detailed policy guidance regarding the allocated Land East Balcombe Road/Street Hill housing, biodiversity and heritage site.
Justification:	To expand on the requirements established by Local Plan Policy H2 in relation to this site allocation, and support the delivery of a successful planning application; maximising the quantum of housing indicated by the Local Plan, whilst mitigating the known constraints on the site, including: <ul style="list-style-type: none"> • the Conservation Area; • the setting of the Listed Church; • the Site of Nature Conservation Interest; • the Archaeologically Sensitive Area (Moat); and • the Historic Park and Garden.
Area Coverage:	Local Plan Policy H2: Key Housing Site – Housing, Biodiversity and Heritage; Land East Balcombe Road/Street Hill, Pound Hill, as shown on the Local Plan Map.
Document Status:	Development Brief (other planning guidance)
Chain of Conformity:	The Development Brief will be in conformity with the Crawley Borough Local Plan, the NPPF and Planning Practice Guidance.
Replaces:	N/A

PLANNED TIMETABLE	
Total Production Period:	2015 – 2017
Early Engagement	December 2015 – October 2016
Target Date for consultation:	July – September 2017
Target Date for Adoption and Publication:	November 2017
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Forward Planning, Strategic Housing & Planning, Crawley Borough Council.
Management Arrangements	Head of Service in consultation with Cabinet Member
Resources for Production:	Forward Planning; Parks and Streetscene; and Community Facilities Sections
Involvement of Stakeholders and Community Consultation	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council's Statement of Community Involvement (February 2017). Direct liaison to take place with the Worth Conservation Area Committee, Sussex Wildlife Trust, Sussex Gardens Trust, Historic England and WSCC Ecologist and Archaeologist.
Monitoring and Review	The Development Brief will be monitored annually to ensure the policy objectives are being implemented. If monitoring indicates that the site has been developed or planning permission implemented, the Brief will be withdrawn.

DOCUMENT DETAILS	
Title:	Breezehurst Drive Playing Fields Development Brief
Role/Subject:	To provide detailed policy guidance regarding the allocated Breezehurst Drive Playing Fields housing and open space site.
Justification:	To expand on the requirements established by Local Plan Policy H2 in relation to this site allocation, and support the delivery of a successful planning application, maximising the quantum of housing indicated by the Local Plan, whilst mitigating the known constraints on the site, including: sports and open space provision, Structural Landscaping, access and design.

Area Coverage:	Local Plan Policy H2: Key Housing Site – Housing and Open Space; Breezehurst Drive Playing Fields, Bewbush, as shown on the Local Plan Map.
Document Status:	Development Brief (other planning guidance)
Chain of Conformity:	The Development Brief will be in conformity with the Crawley Borough Local Plan, the NPPF and Planning Practice Guidance.
Replaces:	N/A
PLANNED TIMETABLE	
Total Production Period:	2016 – 2017
Early Engagement	August 2016 – October 2016
Target Date for consultation:	October – November 2017
Target Date for Adoption and Publication:	December 2017
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Forward Planning, Strategic Housing & Planning, Crawley Borough Council.
Management Arrangements	Head of Service in consultation with Cabinet Member
Resources for Production:	The Forward Planning Section.
Involvement of Stakeholders and Community Consultation	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council's Statement of Community Involvement (February 2017). Direct liaison to take place with local residents, any sports clubs using the pitches and Sport England.
Monitoring and Review	The Development Brief will be monitored to ensure the policy objectives are being implemented. If monitoring indicates that the site has been developed or planning permission implemented, the Brief will be withdrawn.

6. Brownfield Land Register

- 6.1 Local Planning Authorities are now required to produce a Brownfield Land Register indicating the sites of previously developed land within the administrative area which are considered to be suitable for housing or housing-led development. The initial Register must be published by 31 December 2017, and is to be annually updated thereafter.
- 6.2 The Register is to consist of two parts, with the initial focus on Part 1: the basic register, to ensure this is published by the required deadline. Sites for inclusion in Part 1 must meet the following criteria:
- Land area of at least 0.25ha or the site have capacity to support at least 5 dwellings;
 - Must be **available** (capable of development within 15 years)
 - Must be **achievable** (landowner has the intention to develop or a developer has indicated such an intention, or the local authority does not consider there are any issues relating to the ownership of the land or legal impediment which might prevent residential development of the land taking place).
- 6.3 For the site to be considered **suitable** for housing development, it may be allocated in the Local Plan; have planning permission for residential development; or be considered suitable by the local planning authority, when considering adverse impact upon the natural or built environment or the amenity of occupiers or neighbouring properties, in having regard to the Local Plan policies and NPPF. On this basis, sites which have not been otherwise subject to a formal planning process could be included in Part 1 of the Register. It is therefore intended to ensure a period of consultation and formal approval for setting up the initial Register through the council's own constitution.
- 6.4 The Register must include a Part 2, even if there are no entries. Sites included in Part 2 are granted "Permission in Principle" for residential development. This is a different process to the existing Local Plan allocation and planning application procedures.
- 6.5 Any site the council is considering for Permission in Principle, through the inclusion in Part 2 of the Brownfield Land Register, is subject to specific requirements for consultation which are similar to those used for consultation on planning applications. Decisions to grant Permission in Principle are made in accordance with the same constitutional processes as equivalent planning applications.

DOCUMENT DETAILS	
Title:	Brownfield Land Register
Role/Subject:	To provide information for developers and communities about brownfield land suitable for housing, in accordance with the national requirements.
Justification:	To meet legislative requirements to include, and publish, brownfield sites considered suitable for housing development in a format consistent with a national approach to housing land supply.
Area Coverage:	Crawley Borough
Document Status:	Brownfield Land Register

Chain of Conformity:	The Brownfield Land Register will be in conformity with legislation, the Brownfield Land Register Regulations 2017, the Crawley Borough Local Plan, the NPPF and Planning Practice Guidance.
Replaces:	N/A
PLANNED TIMETABLE	
Total Production Period:	2017 – 2018
Target Date for consultation:	Part 1: September – October 2017
Target Date for Adoption and Publication:	Initial Basic Register: December 2017
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Forward Planning, Strategic Housing and Planning Services and Development Management, Economic and Environmental Services, Crawley Borough Council.
Management Arrangements	Cabinet: Part 1. Planning Committee: Part 2.
Resources for Production:	The Forward Planning section working with the Development Management section.
Involvement of Stakeholders and Community Consultation	To be undertaken in accordance with the Housing and Planning Act 2016 and the Brownfield Land Register Regulations 2017.
Monitoring and Review	The Brownfield Land Register will be monitored and revised at least annually in accordance with the Regulations.

7. Local List

- 7.1 The council has an approved Local List which supports the National List of Requirements against which planning applications are validated. This will require updating to incorporate the newly adopted Policy requirements established by the Crawley Borough Local Plan.
- 7.2 Its production alongside the Supplementary Planning Documents will ensure all requirements for the submission of valid planning applications are reasonable, proportionate, clear and consistent.

DOCUMENT DETAILS	
Title:	Local List
Role/Subject:	To provide a checklist to consider validation of planning applications against, in conjunction with the national requirements.
Justification:	To ensure the requirements of national and local policies are being implemented in a proportionate and appropriate manner. To reduce confusion and assist applicants in submitting valid applications and reduce unnecessary delays within the application determination process. To support CBC continuing to meet the national requirements for the timely decision-making of planning applications.
Area Coverage:	Crawley Borough
Document Status:	Local List
Chain of Conformity:	The Local List will be in conformity with legislation, the Crawley Borough Local Plan, the NPPF and Planning Practice Guidance.
Replaces:	Existing Local List and checklists for Crawley based on the Core Strategy and Local Plan 2000.
PLANNED TIMETABLE	
Total Production Period:	2017 – 2018
Target Date for consultation:	2017
Target Date for Adoption and Publication:	2018
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Development Management, Economic and Environmental Services, Crawley Borough Council.
Management Arrangements	Head of Service in consultation with Portfolio Holder/Chair of Development Control Committee
Resources for Production:	The Development Management section working with the Forward Planning section.

Involvement of Stakeholders and Community Consultation	To be undertaken in accordance with the Town and Country Planning Act 1990 Section 62 (4A) and article 11(3)(c) of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015.
Monitoring and Review	The Local List will be monitored and revised within a two-year period in accordance with the Regulations.

8. Statement of Community Involvement

- 8.1 A Statement of Community Involvement (SCI) sets out the mechanisms a council will employ to consult on their local planning policy documents and who will be consulted and at what stage.
- 8.2 The SCI also outlines how representations received on local planning policy documents will be taken into account.
- 8.3 The council has an adopted SCI. This was updated and subject to a period of public consultation during November and December 2016. It was adopted by Crawley Borough Council in February 2017.
- 8.4 All planning documents produced by Crawley Borough Council are required to be prepared in accordance with the requirements set out by its adopted SCI. This legislative requirement applies to those documents set out in this LDS as well as any others subsequently produced. The timetables shown in the document details for the planning documents in this LDS have been determined in line with the expectations of the adopted SCI.

9. Local Development Scheme Risk Assessment

- 9.1 The risks to the delivery of the LDS programme have been identified as:
- Neighbouring Authorities and the Duty to Cooperate.
 - Political climate nationally and locally.
 - Economic climate nationally and locally adversely affecting ability to meet Local Plan development delivery targets.
 - Further national revisions to planning policy with implications of a significant and fundamental scale to adopted local Policy.
 - Staffing levels in the Forward Planning Team.
 - Studies/assessment commissioned to inform DPD and SPD production are not delivered on time for reasons outside of the council's control.
 - Government decisions regarding Aviation and the possible expansion of Gatwick are of such significance that the policy context and direction of the Local Plan has to be reviewed.
 - Neighbourhood forums seek support from the Forward Planning team to prepare Neighbourhood Plans.
- 9.2 The risks outlined above are varied in their nature and essentially contingency exists through prioritising budgets, prioritising resources and prioritising elements of the LDS programme. Once a risk has been identified the council will work swiftly to address the risk and prioritise the most critical elements of the LDS programme.

Appendix 1: Adopted Plans and Documents

This appendix outlines the existing plans and documents that are adopted by Crawley Borough Council to be considered as material planning considerations in development management decisions, and will continue to be employed until they are replaced by new documents. The existing Supplementary Planning Documents will be retained unless they have been identified for review and replacement in this, or a subsequent, LDS.

The Supplementary Planning Guidance Notes, Development Briefs, Development Principles Statements and Conservation Area Statements are set out in detail below in relation to their coverage and intended retention, review/ replacement, or deletion.

ADOPTED LOCAL PLAN DOCUMENTS:

Title	Crawley 2030: Crawley Borough Local Plan
Role/Subject	Adopted Development Plan Document
Area Coverage	Borough
Consultation	<p>Early Engagement (Reg. 18): Core Strategy Review Issues and Options: May 2009 Crawley 2029 Issues and Options: Jan – March 2012 Preferred Strategy: Oct – Dec 2012 Additional Sites Allocation: June – July 2013</p> <p>Statutory Consultation (Reg. 19): Publication: Sept – Oct 2014 Modifications: July – August 2015 Housing Thresholds: August – Sept 2015</p> <p>Adoption (Section 113): Dec 2015 – Jan 2016</p>
Completion/Adoption/Approval	December 2015
To be replaced	<p>Five Year review:</p> <ul style="list-style-type: none"> • assessment of policies in light of government changes and updated evidence; and/or • outcome of government decision on Aviation.

SUPPLEMENTARY PLANNING DOCUMENTS:

Title	Manor Royal Design Guide SPD and Public Realm Strategy
Role/Subject	Adopted Supplementary Planning Document & Companion Document
Area Coverage	Manor Royal Main Employment Area
Consultation	Jan – Feb 2013 (4-weeks) April – May 2013 (2-weeks)
Completion/Adoption/Approval	July 2013
To be replaced	Not currently planned

Title	Climate Change SPD and Energy Efficiency for Alterations and Extensions to Buildings Guidance Note
Role/Subject	Adopted Supplementary Planning Document & Companion Document
Area Coverage	Borough
Consultation	March 2016 (4-weeks)
Completion/Adoption/Approval	October 2016
To be replaced	Not currently planned

Title	Green Infrastructure SPD
Role/Subject	Adopted Supplementary Planning Document
Area Coverage	Borough
Consultation	May – June 2016 (4-weeks)
Completion/Adoption/Approval	October 2016
To be replaced	Not currently planned

Title	Town Centre SPD
Role/Subject	Adopted Supplementary Planning Document
Area Coverage	Crawley Town Centre (& borough-wide)
Consultation	June – July 2016 (4-weeks)
Completion/Adoption/Approval	October 2016
To be replaced	Not currently planned

Title	Urban Design SPD
Role/Subject	Adopted Supplementary Planning Document & Companion Document
Area Coverage	Borough
Consultation	March 2016 (4-weeks)
Completion/Adoption/Approval	October 2016
To be replaced	Not currently planned

SUPPLEMENTARY PLANNING GUIDANCE NOTES:

Title	SPGN10: Affordable Housing
Role/Subject	Sets out the requirements for securing affordable housing from housing development proposals.
Area Coverage	Crawley Borough
Consultation	Yes
Completion/Adoption/Approval	March 2002
To be replaced	To be replaced by Affordable Housing SPD.

DEVELOPMENT BRIEFS:

Title	Tinsley Lane Development Brief
Role/Subject	Non-statutory planning guidance to support the successful delivery of the Tinsley Lane housing and open space allocation and expand upon the requirements established in Policy H2 of the Crawley Borough Local Plan, in accordance with the Local Plan Inspector's modifications.
Area Coverage	Tinsley Lane Housing and Open Space Allocation as shown on the Local Plan Map (Policy H2: Key Housing Sites) & adjacent area of Ancient Woodland.
Consultation	July – August 2016 (6-weeks)
Completion/Adoption/Approval	April 2017
To be replaced	Not currently planned

DEVELOPMENT PRINCIPLES STATEMENTS:

Title	Development Principles Statement for Ifield Community College
Role/Subject	To identify the principles which should apply to proposals to redevelop ICC and to develop any surplus land.
Area Coverage	Ifield Community College campus, Ifield
Consultation	Yes
Completion/Adoption/Approval	December 2002
To be replaced	No – the site has planning permission, the brief will be withdrawn once the site has been developed.

Title	Development Principles Statement for Thomas Bennett Community College
Role/Subject	To identify the principles which should apply to proposals to redevelop TBCC and to develop any surplus land.
Area Coverage	Thomas Bennett and Desmond Anderson Schools campus, Tilgate
Consultation	Yes
Completion/Adoption/Approval	December 2002
To be replaced	At present, this is not planned to be replaced. The site is allocated in Local Plan Policy H2, should monitoring indicate this site is not being progressed in line with the anticipated Trajectory, the merits of preparing an updated Development Brief to assist may be considered.

CONSERVATION AREA STATEMENTS:

Title	Conservation Area Statement for Dyers Almshouses Conservation Area
Role/Subject	A statement of the conservation policies for and guidance on acceptable development in the Dyers Almshouses Conservation Area.
Area Coverage	Dyers Almshouses Conservation Area
Consultation	Yes
Completion/Adoption/Approval	March 2017
To be replaced	Not currently planned.

Title	Conservation Area Statement for Sunnymead Flats Conservation Area
Role/Subject	A statement of the conservation policies for and guidance on acceptable development in the Sunnymead Flats Conservation Area, together with proposals for improvements to the area.
Area Coverage	Sunnymead Flats Conservation Area
Consultation	Yes. November 2003
Completion/Adoption/Approval	Spring 2004
To be replaced	To be reviewed and updated in due course.

Title	Conservation Area Statement for St Peter's Church Conservation Area
Role/Subject	A statement of the conservation policies for and guidance on acceptable development in the St Peter's Church Conservation Area, together with proposals for improvements to the area.
Area Coverage	St Peter's Church Conservation Area
Consultation	Yes
Completion/Adoption/Approval	Spring 2004
To be replaced	To be reviewed and updated in due course.

Title	Conservation Area Statement for Crawley High Street
Role/Subject	A statement of the conservation policies for and guidance on acceptable development in the Crawley High Street Conservation Area, together with proposals for improvements to the area.
Area Coverage	Crawley High Street Conservation Area
Consultation	Yes
Completion/Adoption/Approval	December 1998
To be replaced	To be reviewed and updated in due course.

Title	Conservation Area Statement for Worth Conservation Area
Role/Subject	A statement of the conservation policies for and guidance on acceptable development in the Worth Conservation Area, together with proposals for improvements to the area.
Area Coverage	Worth Conservation Area
Consultation	Yes
Completion/Adoption/Approval	September 2003
To be replaced	To be reviewed and updated in due course: consultation on update undertaken July – September 2017.

Title	Conservation Area Statement for Ifield Village Conservation Area
Role/Subject	A statement of the conservation policies for and guidance on acceptable development in the Ifield Village Conservation Area, together with proposals for improvements to the area.
Area Coverage	Ifield Village Conservation Area
Consultation	Yes
Completion/Adoption/Approval	February 2017
To be replaced	Not currently planned.

Title	Conservation Area Statement for Forestfield and Shrublands Conservation Area
Role/Subject	A statement of the conservation policies for and guidance on acceptable development in the Forestfields and Shrublands Conservation Area, together with proposals for improvements to the area.
Area Coverage	Forestfield and Shrublands Conservation Area
Consultation	Yes
Completion/Adoption/Approval	October 1998
To be replaced	To be reviewed and updated in due course: consultation on update anticipated Autumn 2017.

Little Trees Cemetery – Burial Ground Regulations

Report of the Head of Community Services &
Portfolio Holder for Environmental Services and Sustainability – **HCS/04**

1. Purpose

- 1.1 Little Trees Cemetery will be opened for burials in the next few weeks and formal adoption of burial ground regulations is required to ensure the smooth running of the new cemetery.

2. Recommendations

- 2.1 To the Cabinet.

- 2.1.1 The Cabinet is recommended to:

- a) Adopt the new Burial Ground Regulations for Little Trees Cemetery
- b) Delegate authority to the Head of Community Services, in consultation with the Portfolio Holder for Environmental Services & Sustainability, to make changes to the Burial Ground Regulations, as and when required.

3. Reasons for the Recommendations

- 3.1 Burial Ground Regulations are required to ensure the smooth running of Little Trees Cemetery. They ensure consistency and avoid confusion in terms of what can and cannot be allowed to take place within the cemetery. Without clear regulations, there would be confusion and conflict and it is especially important to avoid this during bereavement of family and loved ones.

4. Background

- 4.1 Little Trees Cemetery was given approval in the Report to Cabinet New Cemetery, Little Trees, Tollgate Hill, and Crawley DC8PS/007- Cabinet 3 December 2014.
- 4.3 Consultation with faith groups, funeral directors and stone masons, as well as observation and learning from Snell Hatch Cemetery, has informed the proposed regulations at Little Trees Cemetery.

5. Description of issue to be resolved

- 5.1 The adoption of burial ground regulations is required to ensure the smooth running of the new cemetery. These regulations will clearly describe what can and cannot take place.

- 5.2 A copy of the regulations for Little Trees Cemetery is attached as Appendix 4.

6. Information & Analysis Supporting Recommendation

- 6.1 The Little Trees Cemetery rules and regulations information sessions ran from 25 August to September 2017 and used drop in sessions and online feedback. The representatives of each faith group, funeral directors and stone masons were invited to attend any one of the drop in sessions or were given the opportunity to feedback using the link online.
The list of stakeholders invited to comment is attached as Appendix 1.
A copy of the report on the feedback from the information sessions is attached as Appendix 2.
- 6.2 Little Trees Cemetery is a facility for the whole of Crawley and therefore individual Ward Member views have not been sought. However, all Members were able to give their feedback during the various consultation events.

7. The Regulations

- 7.1 Broadly speaking the regulations being proposed for Little Trees Cemetery are the same as those currently in place for the Snell Hatch Cemetery. There are however a number of differences resulting from experiences gained from operating Snell Hatch Cemetery and feedback from stakeholders on the new Little Trees Cemetery.
- 7.1.1 Preinstalled landings will be provided to improve safety of headstones and enable the placement of memorabilia in a controlled way, without impacting on the Council's ability to maintain the cemetery as a lawned cemetery.
- 7.1.2 The installation of the landings will be self-funding by apportioning the cost of installation to the sale of new grave spaces. Although this approach does mean an increase in the cost of a grave space, this should be offset by the saving from not requiring individual foundations for headstones or memorials.
- 7.2 Introduction of vault liners is a result of consultation with the Islamic Burial Society in response to their request to be able to bury members of their community within a vaulted grave space. Report attached as Appendix 3.
- 7.2.1 Several options on how best to create a vaulted grave space were considered. The main considerations being a safe system of interment, stability and strength of the vault space and meeting the needs of the community. The preferred option arrived at was the use of purpose made polycarbonate vault liners.
- 7.2.2 The purchase and use of vault liners will be optional.
- 7.2.3 In the interest of safety only vault liners provided by the Council will be permitted.
- 7.2.4 The cost of providing a vault liner will be passed onto the grave owner through the burial fees.
- 7.3 Opening times will be 9.00am to dusk.
- 7.3.1 A trial in operating arrangements at Snell Hatch has enabled greater flexibility in the closing down of the cemetery. Instead of having fixed closing times a more flexible

approach has been applied that allows visitors greater access and does not result in visits being cut short with staff asking visitors to leave. The more flexible approach of closing at dusk also greatly reduces staff time spent in closing down and securing the cemetery, in the main down to not having to wait for visitors to make their way out. The learning from this trial will be applied to the Little Trees Cemetery with opening at 9.00am and closing at dusk.

8. Legal Implications

- 8.1 The Council is a designated burial authority under the provisions of Section 214 of the local Government Act 1972 and provides facilities for burials under that provision.
- 8.2 Under the Local Authorities Cemeteries Order 1977 as amended by the Local Authorities Cemeteries (Amendment Order)1986 the Council has the power to make and adapt cemetery regulations for the good order and management of its cemetery and burial grounds.

9. Equalities

- 9.1 Issues of equality concerning the needs of different faith groups have been accommodated in this report. The proposed regulations will help to promote an accessible and efficient service and ensure that all people making use of the service are treated with dignity and respect.

10. Background Papers

- Snell Hatch Cemetery Regulations
- The Blue Book - British Register of Accredited Memorial Masons
- Local Government Act 1972
- The Local Authorities' Cemeteries Order 1977

Report author and contact officer:

Chris Harris, Head of Community Services (01293) 438420 &
Rob Channon, Community Facilities Manager (01293) 438653.

Appendix 1. – Stakeholder Invitation List

Ahmaadiya Muslim Association
British Humanist Association
Brodfield Christian Fellowship
Church of England (Crawley Ministry Team)
Church of England (Ifield Team Ministry)
Church of England (St Mary's Parish Office)
Church of England (Worth Team Ministry)
The Church of Jesus Christ of Latter-day Saints
Churches Together
Crawley Assemblies of God
Crawley Baptist Church
Crawley Interfaith Network
Crawley Islamic Centre and Mosque
Broadfield Mosque
Elim Church Crawley
Green Fields Baptist Church
Gurjar Hindu Union
Ifield Quaker Meeting
Kingdom Faith Church
Maidenbower Baptist Church
Roman Catholic Churches
St Pauls Methodist Church
Sikh Community Centre Crawley
Sri Lanken Muslim Welfare Association
Three Bridges Free Church
United Reformed Church
The Vine Christian Fellowship
Islamic Burial Society
Francis Chappell
Ballard & Shortall
Funeralcare (co-op)
The Martins – Broadfield
Freemans (Horsham)
Freemans - Crawley
Taslim (Muslim)
Stonemans (Redhill)
C & T Radmall (Burgess Hill)
Batemans (Horley)
Jordan and Sullivan - Pound Hill
Haven Memorials
Downsview Memorials

Appendix 2.

Little Trees Cemetery Rules and Regulations Information report

Community Development

September 2017

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Community Development
September 2017

Executive summary

The Little Trees Cemetery rules and regulations information sessions ran from 25 August to September 17th 2017 and used drop in sessions and online feedback. The representatives of each faith group, funeral directors and stone masons were invited to attend any one of the drop in sessions or were given the opportunity to feedback using the link online.

The information session process included four drop-in sessions attended by various faith groups and local residents. A couple of representatives from the Muslim community attended and were happy with the new Muslim section and enquired on the cost of the newly offered vault liners. This information is still being finalised. It was promised that this information will be shared once it had been agreed. One representative from the Hindu community attended to see if Little Trees would offer an area to bury cremated remains. The Roman Catholic Parish of Crawley representative attended to enquire about a specific area for Roman Catholics as they would need the area consecrated by a different bishop and that it would be easier for them to hold their annual ceremonies. No funeral directors or stone masons attended any of the drop in sessions or gave any feedback online. Other local residents' comments were on the height of the trees, concerns around it being a lawn cemetery and would this encourage people walking over graves and whether a family or individual on benefits could pay instalments for a head stone or burial plot.

The information session was also supported by an online feedback form. Unfortunately no comments or feedback were received through this method.

Methodology

Following consultation on the design of the Little Trees site in Broadfield. The information sessions aimed to collect feedback on the new rules and regulations for Little Trees cemetery as they are slightly different from Snell Hatch.

The Information session ran for three weeks from 25 August to 17 September 2017. The information sessions were advertised online via the Crawley Borough Council website, the local papers and invitations were sent to all faith group leaders, funeral directors and stone masons inviting them to comment online or to attend one of the following drop in session;

Tuesday 5 September from 4pm to 7pm in the Beech Room, Civic Hall
Thursday 7 September from 12pm to 4pm in the Town Hall foyer
Tuesday 12 September from 12pm to 4pm in the Town Hall foyer
Thursday 14 September from 4pm to 7pm in the Beech Room, Civic Hall

The information and display remained in the Town Hall reception area from Thursday 7 September to Friday 15 September for any passers-by to leave their feedback on the new rules and regulations.

Who took part?

Drop-in sessions:

The drop in sessions attracted members from the Muslim community, Hindu community, Church of England community, Roman Catholic community and the general public. All feedback received was through the drop in sessions

Online feedback:

No feedback was received through the online method.

Findings from the drop-in sessions

Beech Room, Civic Hall – 3pm to 7pm (5/9/17)

Crawley Happy Times attended to help promote the drop in sessions. They left feedback on the design of the new cemetery and felt it looked great and that the peace garden area was a great idea and looked beautiful.

Town Hall foyer – 12-4pm (7/9/17)

One local resident was concerned with the concept of a lawn cemetery as would this encourage people to walk over graves, which he felt would be disrespectful. We informed him that we had visited other cemeteries where this method is in operation and works very well.

One lady enquired about the possibility of purchasing a cremation plot for her mother and fathers' ashes but as she is on benefits could she set up a payment plan.

A gentleman from the Hindu community visited to enquire whether there was an area for cremated remains. The area was shown to the gentleman using the aerial map on the display.

A representative attended from the Roman Catholic community, he felt the new cemetery looked lovely, he also wanted to see if a section had been allocated for them as this would make their annual memorials/ceremonies easier if they were all in one section. Previous communication with this community has taken place to address the needs. A meeting with the priest has been arranged for the week beginning 18 September.

A representative from the Langley Green Mosque attended to enquire on the prices of the vault liners for Muslim burials, this information is not available at present but will be shared as soon as the fees and charges have been agreed.

Two representatives from Church of England churches attended and both fed back that they were happy with the new cemetery lay out and felt it was a lovely setting.

Town Hall Foyer – 12-4pm (12/9/17)

One local resident from Broadfield informed us that the trees were too high and that they had to be under 30ft, he felt Tilgate Forest should have been chosen for the new cemetery.

A couple of local residents felt the new cemetery looked lovely and were impressed with the designs and layout.

Beech Room, Civic Hall 4-7pm (14/9/17)

No attendees visited this session.

Appendix 3.

Little Trees Cemetery Muslim Burials consultation report

Community Development

September 2017

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Community Development
September 2017

Executive summary

As part of the Little Trees Cemetery design consultation that took place in March 2015, specific requirements relating to Muslim burials were received.

The main request was the need for a different style of burial which we refer to as a shelf system. The basics of the design are that a grave is dug to approximately 175cm with the bottom 84cm wide enough only to fill a coffin. The remaining 91cm is dug slightly wider. The coffin/body is then laid into the narrower space and wooden boards placed on top with a 23cm gap above the coffin/body.

In later consultation the request from the Ahmadiyya Muslim Association was to use the new cemetery as they currently don't use any local cemeteries.

Further consultation and research took place with the Muslim community and local contractors to explore the most efficient and cost effective way to provide this service.

Methodology

There are many different Muslim communities in Crawley so we felt the most effective form of consultation was to have one to one meetings with each group to ensure all needs were met.

The cemetery review team also visited various neighbouring cemeteries to explore gather information.

Date	Faith Group	Name of representative
28 th April 2016	Broadfield Mosque, Moroccan Community Association, Islamic Burial Association	Maheboob Ganchi, Mohammed Gulam, Abdul Alhaq
4 th May 2016	Sri Lanken Muslim Welfare Association	Committee members
9 th June 2016	Ahmadiyya Muslim Association	Ahsan Ahmedi, Sheikh Rahman
25 th July 2016	Broadfield Mosque, Crawley Islamic Cultural Centre and Mosque, Islamic Burial Society	
11 th May 2017	Broadfield Mosque, Crawley Islamic Cultural Centre and Mosque, Islamic Burial Society	
16 th May 2017	Moroccan Community Association	
6 th June 2017	Ahmadiyya Muslim Association	
12 th July 2017	Broadfield Mosque, Crawley	

	Islamic Cultural Centre and Mosque and Islamic Burial Society	
25 th July 2017	Ahymadiyya Muslim Association	
31 st July 2017	Broadfield Mosque, Islamic Burial Society	

Who took part?

Crawley Islamic Cultural Centre and Mosque (Sunni)
Broadfield Mosque (Sunni)
Ahymadiyya Muslim Association (Ahymadiyya)
Moroccan Community Association (Sunni)
Sri Lanken Muslim Welfare Association (Sunni)
Milet-e-jafriya Associaton (Shia)
Islamic Burial Society

Findings from the one to one meetings.

Broadfield Mosque, Moroccan Community Association, Islamic Burial Association at this meeting the following needs were discussed;-

- Burial options, shelf system
- Pricing
- Burial times (Sundays and bank holidays and out of hours)
- Purchasing of multiple grave spaces

Sri Lanken Muslim Welfare Association

- Happy with current offer at Snell Hatch
- No additional requirements

Ahmaydiyya Muslim Association

- Do not bury in Snell Hatch, currently use Morden
- Would like their own small section, not with the current Muslim section as they would not be welcome and members would not feel comfortable using this section.

Broadfield Mosque, Crawley Islamic Cultural Centre and Mosque, Moroccan Community Association, Islamic Burial Society.

- Would like the shelf system burial and feel that all families would opt for this burial.
- Only require a single burial, do not want to bury two bodies in the same grave.
- Would like to use timber slabs for the shelf – 2x4, 2x6 or 2x8 are all sufficient
- The timber needs to be at least 2 inches thick
- Would need some kind of storage at the cemetery to store the timber slabs.
- They have also specified that they would prefer a mounded grave rather than a flat grave.

Additional questions asked from the group were;-

- Can we pay extra to bury on a Sunday if there is a need to. I explained that this is something that would need to be reviewed once the new cemetery was open.
- Can the mosque purchase x20 plots in advance to help with the annual increase?
- Can shoe covers be provided in winter months to help with muddy shoes?
- Can you reserve a plot next to a loved one?

The feedback received from the Milet-e-jafriya via telephone conversation

- Milet-e-jafriya are happy with the standard burial options provided at Snell Hatch, the one requirement would be for the orientation of the graves to face Mecca.

Broadfield Mosque, Crawley Islamic Cultural Centre and Mosque, Islamic Burial Society

At this meeting updated photos and plans were presented of the new cemetery and to show them their designated section. We also discussed the shelf system option and what materials could be used, dimensions and where it is working well currently.

Moroccan Community Association

Plans and photos were presented to the group and the burial options were discussed. The feedback was that they would be happy with the shelf system option and were happy for the Islamic Burial Society to make decisions on materials and prices.

Ahmadiyya Muslim Association

Confirmed with the group that a separate section for their community had been allocated. The group also reiterated that they would opt for the standard burial but would need to confirm the orientation of the graves with their local Imam.

Broadfield Mosque, Crawley Islamic Cultural Centre and Mosque and Islamic Burial Society

Site visit with representatives to meet with a gentleman from Teleshore a contractor who specialises in Muslim burials. The contractor demonstrated the different materials used to form a shelf in the grave to cover the body. The response from all parties was very positive and were happy for us to proceed with this contractor and were keen to get costings for this.

Ahymadiyya Muslim Association – site visit to confirm the orientation of the graves in their section.

Broadfield Mosque, Islamic Burial Society – Little Trees Site Visit with the local Imam from Broadfield Mosque. The purpose of the meeting was for the Imam to confirm the correct orientation of the graves in the Islamic section, in preparation for marking up.

Appendix 4

Little Trees Cemetery Burial Ground Regulations

Adopted by Crawley Borough Council as a burial Authority for the purpose of section 214 of the Local Government Act 1972 and the local authorities Cemeteries 1977, as amended by the Local Authorities Cemeteries (Amendment) Order 1986, at the Council meeting of the Cabinet held on 4th October 2017.

THE LITTLE TREES CEMETERY

Off A264 Tollgate Hill Roundabout
Crawley
West Sussex
RH11 9TR

CEMETERY OPENING HOURS FOR VISITORS

9am-dusk

GENERAL INFORMATION

TOWN HALL ADDRESS

Facilities Administration, Crawley Borough Council,
Town Hall, The Boulevard, Crawley, RH10 1UZ

TOWN HALL OFFICE HOURS

Monday – Friday inclusive – 8.30am-5pm

The office is closed on Saturdays, Sundays, Bank Holidays, Good Friday and between Christmas and New Year.

TOWN HALL CONTACT DETAILS

Telephone: 01293 438 362
Email: burials@crawley.gov.uk

OUT OF HOURS DUTY OFFICER

Telephone: 07702 847 765

RULES AND REGULATIONS OF THE LITTLE TREES CEMETERY, CRAWLEY

1. INTERPRETATION

Throughout these regulations the following words or terms where used shall have the meaning assigned to them:-

“the Council” shall mean Crawley Borough Council;

“the Cemetery” shall mean the burial ground provided by the council at Little Trees, Crawley;

“Council Officer” shall mean the person designated to represent the council at the cemetery;

“grave” means a burial place formed in the ground by excavation;

“notice of interment” means application for a burial;

“memorial” means any form of monument, vase, urn, gravestone, tablet, monumental inscription or plaque;

“concrete landing” means the concrete foundation situated at the head end of the grave where the headstone and memorabilia may be placed;

“vault liner ” means cover that goes over the coffin or body.

2. GENERAL

- (i) **Telephone messages.** Any orders of instructions given by telephone will be received at the sole risk of the person giving them and the Council shall not be responsible for any misunderstanding or error which may arise unless they are immediately confirmed in writing.
- (ii) **Plan of cemetery.** A plan of the Cemetery is available to be viewed at the Cemetery without charge.
- (iii) **Calculation of time for notices.** In calculating the time required for any notice or application to the Council or any of its officers under these Regulations, Sunday, Good Friday, Christmas Day and Bank

Holidays and such other days as may be appointed a general holiday shall be excluded.

- (iv) **Numerously attended funerals.** No band shall play nor shall other music be played in the Cemetery except with the consent of the Council. If a funeral is one at which numerous persons are expected to assemble or if it is likely to be attended by bands of music or banners, the Council must be notified at least 24 hours beforehand.
- (v) **Punctuality.** Please ensure you arrive on time for the funeral. Being early/late may impact on other funerals. At the Council's discretion, this may result in you having to wait whilst another funeral takes place.
- (vi) **Gratuities.** No employee of the Council is allowed either to take any gratuity or to undertake private work of any kind in connection with the Cemetery either in their own time or during the Council's time.
- (vii) **Advertisements.** No advertising is permitted without the Council's consent.
- (viii) **Vehicles.** All carriages and motor vehicles must keep to the drives and shall not be driven faster than 5 m.p.h. Parking is only permitted in the designated parking areas provided.
- (ix) **Cycles.** Cycling is permitted on drives only.
- (x) **Floral tributes and other memorabilia.** Flowers and wreaths may only be placed upon the concrete landing area of a grave. In the event that there is a large volume of tributes which will not all fit on the landing then it is permissible to place these on the grave space for up to a maximum of 3 weeks after the burial has taken place, after which time they must be removed. All dead flowers and inappropriate memorabilia may at the discretion of the Cemetery staff be removed and disposed of.
- (xi) **Right of movement.** The Council reserves to itself, its officers and employees the right of passage over any graves for any purpose connected with the maintenance and management of the Cemetery and to remove any memorial from an adjoining grave to facilitate an interment should this be necessary. In the event of such action being necessary the cost of such works shall be borne by the person arranging the interment.

3. INTERMENTS

- (i) **Length of notice of interment.** The Council require a minimum of 24 hours before an interment can take place, subject to availability. The Council may require longer notice to be given if difficulty is being caused by inclement weather, shortage of grave diggers, a large number of interments or any other sufficient reason. This regulation shall not

apply to interments required immediately upon the certificate of a coroner or the community physician.

- (ii) **Notice of interment.** For a burial to take place, an application form with full payment will need to be submitted to the Council in advance.
- (iii) **Days of interment.** Interments may take place on any day except Sundays, Christmas Day and Boxing Day, subject to the council's discretion.
- (iv) **Attendance of clergy.** The undertaker or other person having charge of any funeral will be responsible for arranging attendance with the clergy or minister.
- (v) **Disposal certificate.** All disposal certificates must be produced to the Council officer, before a burial takes place.
- (vi) **Interment of still-born children.** Foetal remains will be accepted for burial on production of a certificate of delivery signed by either a medical practitioner or a midwife present at the delivery.

4. EXCLUSIVE RIGHT OF BURIAL

- (i) **Grant of Exclusive Right of Burial.** An Exclusive Right of Burial (or plot) is purchased in the form of a Deed of Grant. It entitles the registered owner to determine who is buried in the grave, subject to space being available and to apply for the Right to Erect a Memorial on the grave in accordance with our rules and regulations. It does not transfer any ownership of the land which remains with the Council. Pre-purchasing graves is not permitted.

The person purchasing the Exclusive Right of Burial is termed the "Owner" and their written permission is required on all matters concerning the grave. The owner has the responsibility to inform the Council of any change in contact details.

The Deed of Grant may be assigned under certain conditions but will normally be inherited by the Next of Kin or Executor.

The right is granted for a fixed period of 50 years commencing once the grave is full. Upon expiry, this can be extended for a further period of 50 years on payment of a nominal sum.

- (ii) **Devolution of exclusive right of burial.** If the grave owner has passed away, he/she can be buried in the grave (subject to space) once the exclusive rights have been transferred to the Next of Kin, Executor or appropriate person on the Notice of Interment form.
- (iii) **How to transfer exclusive right of burial.** Purchasers of the exclusive right of burial shall not dispose of their right without the consent of the Council and a transfer of the exclusive right of burial in

a grave space will not be deemed valid until such transfer has been registered with the Council.

- (iv) **Opening of private grave or chamber.** Before any interment can take place, the Council will require to see the Deed of Grant and written consent of the owner.

If the original Deed of Grant cannot be produced, the owner will be required to provide a form of indemnity.

- (v) **Copy Deed of Grant.** A replacement Deed of Grant can be issued on request. Proof of ID is required and a fee is applicable (see current Fees & Charges)

5. GRAVE SPACES

- (i) **Excavation of graves.** All graves in the Cemetery are only to be excavated by persons appointed by the Council.
- (ii) **Removal of memorials.** The Council reserves the right of access over all grave spaces and the right to temporarily remove any memorial from any grave without notice, in order to facilitate the digging of any adjacent grave for the purposes of interment. The Council reserves the right to place excavated spoil on graves adjacent to those that need to be opened for an interment, without notice. The spoil will be removed immediately following the interment and the surrounding area left in a tidy condition.

Where a memorial has to be removed to allow an interment to take place, the Funeral Director or Stonemason must make arrangements to ensure that the memorial is completely taken away from the cemetery.

- (iii) **Depths of interments.**

Type of burial plot	Depth	Maximum Number of burials	Maximum number of ashes burials
Adult standard grave	6'6" (1981.2mm)	2	4
Adult with vault liner	6' (1828.8mm)	1	0
Childs standard grave	5' (1524mm)	1	2
Childs with vault liner	5' (1524mm)	1	0
Ashes	2' (609.6mm)	0	4

- (iv) **Number to be buried at one time.** One body only shall be buried in a grave at one time unless the consent of the Council has been obtained.
- (v) **Surface of graves.** The surface of every grave shall be finished off level with the surrounding area as soon as the earth is properly settled. In all other instances no mounds or kerbs will be allowed in the cemetery, except where provided by the Council. No person other than duly authorised officers of the Council shall interfere with or alter the turfed area of the cemetery.

All plants should be in a container and placed on the landing area provided.

- (vi) **Coffins.** Burials of un-coffined bodies will only be allowed for religious reasons, however all bodies must remain coffined on arrival until at the graveside

No coffin shall be buried in any un-walled grave within 3ft (914.4mm) of the ordinary level of the ground, unless it contains the body of a child under 12 years of age when it shall not be less than 2ft (609.6mm) below that level.

Vault liners

Vault liners are permitted in both adult and child single depth graves. Only vault liners supplied by the Council are permitted.

- (vii) **Cremated remains.** Cremated remains shall be buried in a designated area, if in container, the measurements of which are not to exceed 12" (304.8mm) in any direction.

Burial of cremated remains in a suitable urn will be permitted in the following areas:

- (a) The cremation plot specially set aside for the purpose.
- (b) Burial of urns in a grave space where a coffin has already been interred and that exclusive right of burial has been confirmed. Where a second coffin is likely to be interred in the grave space, the urn shall be placed within the headstone area of the grave.
- (c) No urn shall be permitted to be buried in a new grave space where no coffin has previously been interred.

- (viii) **Removal of remains.** No coffin or human remains may be removed after burial except with the licence of the Secretary of State or under a Bishop's faculty as may be appropriate.

- (ix) **Order of interment in grave spaces.** Interments in unpurchased graves shall take place in such grave spaces as the Council shall direct from time to time.

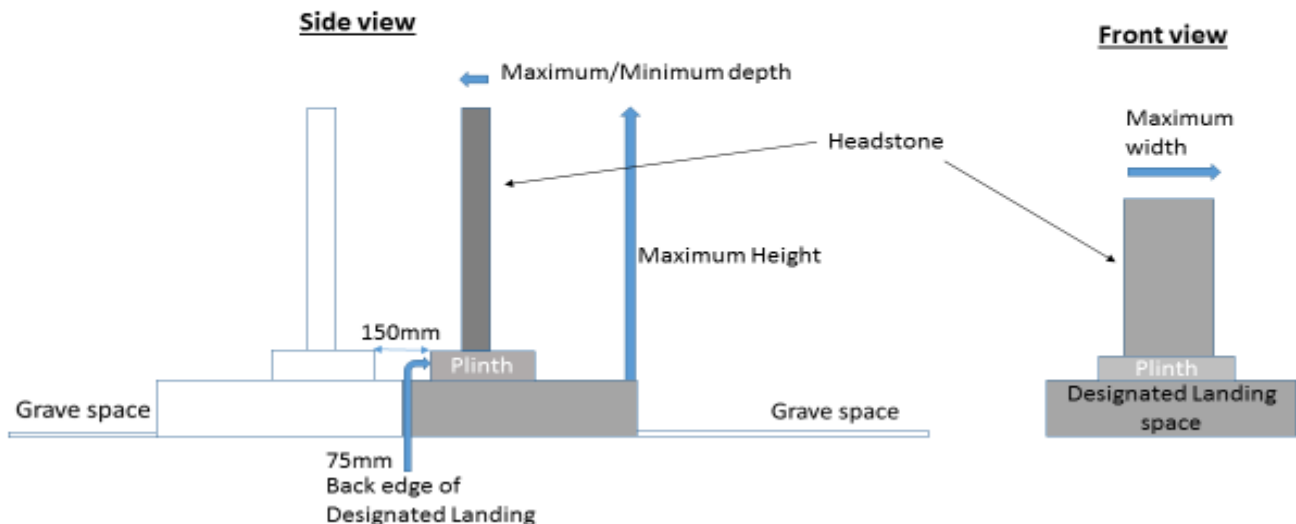
6. ADMISSION OF VISITORS

- (i) **Hours of opening.** The Cemetery shall be open every day between 9.00am and dusk. All persons shall conduct themselves in a decent, quiet and orderly manner.
In the interest of safety children under the age of 12 should be accompanied by a responsible person.
- (ii) **Dogs and other animals.** Dogs are allowed, but must be kept on a leash at all times.
- (iii) **Photography etc.** Photography and filming require prior consent from the Council.

7. MEMORIALS & MEMORABILIA

- (i) **Memorials on grave spaces.** All memorials shall be in the form of headstones mounted on plinths fixed to the landing provided. Plinths should be placed centrally with the back edge at a distance of 75mm from the back edge of the designated landing space (see diagram below).

Double and Single Landing



The dimensions of such memorials shall not exceed those set out below and installed only by an accredited NAMM/BRAMM stonemason.

Grave type	Maximum overall height inclusive of *plinth	Maximum Width	Maximum depth	Minimum depth	Plinths
Adult	2ft10" (863.6mm)	2ft (609.6mm)	5" (127mm)	2" (50.8mm)	Maximum length 2ft 6" (762mm) Maximum depth 1ft (304.8mm)
Childs	2ft 3" (685.8mm)	1ft 6" (457.2mm)	5" (127mm)	2" (50.8mm)	Maximum length 1ft10" (558.8mm) Maximum depth 10" (254mm)

*Plinths must be of appropriate size to support the headstone as per current NAMM/BRAMM regulations.

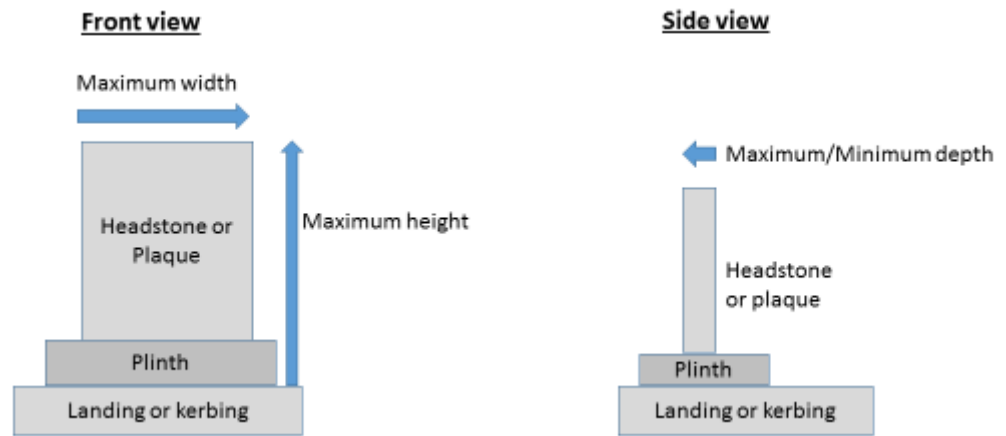
- (ii) **Materials of memorials.** All memorials and other erections shall be of natural stone or other approved materials, including suitable quality hardwoods from sustainable resources.

The Council may, in any event, reject monuments, gravestones, vases, urns and tablets which, in its opinion, are unsuitable or incongruous with their surroundings. No kerbstone, fences, surrounds or other materials are permitted on or around the burial plot.

- (iii) **Memorials on cremation plots.** Memorials may only take the form of a plaque or headstone to the standard prescribed by the Council, mounted on a standard pattern of kerbing or landing supplied by the Council.

- (iv)

Maximum overall height inclusive of *plinth	Maximum Width	Maximum depth	Minimum depth	Plinths
1ft 6" (457.2mm)	10" (254mm)	10" (254mm)	1" (25mm)	Maximum width and depth 10" (254mm) Maximum height 1" (25.4mm)



- (v) **Memorabilia.** All memorabilia must be retained within the designated concrete landing or kerbing space allocated to the burial plot. In the interest of public, staff and wildlife safety, glass and fragile ornaments are not permitted.

General requirements

- (i) **Copyright.** All applicants for any form of memorial must satisfy themselves that there is no infringement of any copyright and the Council cannot accept responsibility should any such infringement take place regardless of the fact that the memorial was approved for erection in the Cemetery.
- (ii) **Erection of memorials.** Memorials may be erected only on grave spaces in which the exclusive right of burial has been purchased.
- (iii) **Permits for the erection of memorials.** Before any person erects, places or renews any form of memorial, application must be made for permission to do so on a form supplied by the Council. The application must be accompanied by a design of the proposed memorial and inscription.
- (iv) **Marking of memorials.** All memorials must be engraved with the section and grave number on the back in lettering not less than 3/4" (20mm) in height.
- (v) **Dowels and cramps.** All metal dowels and cramps shall be of copper or other non-corrodible metal to the satisfaction of the Council.
- (vi) **Fixing of memorials.** All memorials should be secured by an anchoring system in accordance with NAMM/BRAMM regulations. Additionally, durable earth anchors embedded into Concrete plinths will be permitted to increase the stability of the memorial.
- (vii) **Damage to memorials.** The Council accept no liability for any injury or damage whatsoever that may be caused to any form of memorial in the Cemetery howsoever the same may be caused.

- (viii) **Removal of memorials.** No memorial shall be removed from the Cemetery except by special order from the Council. Any application to remove a memorial shall be signed by the owner and shall be submitted to the Council prior to such removal.
- (ix) **Replacement of memorials.** No additional fee will be charged for the erection of a replacement memorial, provided that this is in the opinion of the Council the same as the original.
- (x) **General.** All memorial works must be completed without causing any disturbance or annoyance to any person or damage or interference with other grave spaces in the cemetery. Work within the Cemetery requires a permit before commencement.

8. MAINTENANCE OF BURIAL PLOTS (GRAVE SPACES & CREMATION PLOTS)

- (i) **Maintaining burials plots and disposal of refuse.** Only containerised plants are permitted on the concrete landing of grave spaces. The owner must keep plants in good order, any plants not in good order maybe removed at the Councils discretion. All refuse from cleaning and maintaining grave spaces must be placed immediately in the bins provided in the Cemetery for this purpose.
- (ii) **Upkeep of burial plots.** All memorials must be kept in good repair by the owners. If any repairs are not executed after notice has been given by the Council to the owner or their representatives, the Council shall be entitled to take possession, to make safe or remove as the Council sees fit.
- (iii) **Neglected burial plots.** All grave spaces must be kept in good order. The Council reserve the right to remove any memorabilia or planting that does not conform to the regulations.

9. WORK IN CEMETERY

- (i) **Hours permitted for work.** By appointment only
- (ii) **Tools.** Masons must furnish themselves with all materials and equipment required for fixing memorials.
- (iii) **Stone carts and other vehicles.** Any movement of vehicles of any description must be agreed with the Cemetery staff prior to commencement of work. All trucks shall have tyres not less than 4” (100 mm) width

10. POWER TO EXCLUDE FROM THE CEMETERY

Any person not complying with these regulations may be refused admittance to the Cemetery for such periods as the Council may think fit.

11. ALTERATION TO REGULATIONS

The Council reserve the right to make any alterations in these regulations from time to time as it thinks fit.

12. REGULATIONS TO BE CONDITION OF GRANT

All the foregoing regulations shall be conditions attached to the sale by the Council of the exclusive right of burial in any part of the Cemetery.

13. FEES AND CHARGES

All the relevant fees and charges relating to the use of the Cemetery are determined by the Council and reviewed annually. The Council reserves the right from time to time to make alterations to the fees and charges.

14. OFFENCES IN THE CEMETERY

(A) By the Local Authorities' Cemeteries Order 1977, Sections 18 and 19 (which apply to the Cemetery) it is enacted that:-

(1) No person shall

- (a) Wilfully create any disturbance in the Cemetery
- (b) Commit any nuisance in the Cemetery
- (c) Wilfully interfere with any burial taking place in the Cemetery
- (d) Wilfully interfere with any grave or chamber, any tombstone or other memorial, or any flowers or plants.
- (e) Play any game or sport in the Cemetery.

(2) No person not being an officer or servant of the burial authority or another so authorised by or on behalf of the burial authority shall enter or remain in the Cemetery at any hour when it is closed to the public.

(B) Every person who contravenes regulation 14 shall be liable on summary conviction to a fine not exceeding £1,000 and, in the case of a continuing offence, to a fine not exceeding £10 for each day during which the offence continues after conviction therefore, in accordance with articles 18 and 19 of the Local Authorities Cemeteries order 1977.

Crawley Borough Council



Report to Cabinet 4 October 2017

Local Discretionary Rate Relief Scheme

Report of the Head of Finance, Revenues and Benefits – **FIN/421**

1. Purpose

- 1.1 In the Government Budget on 8th March 2017, the Chancellor announced £300m of extra funding for local authorities to provide discretionary relief to those businesses facing increases in their business rates bills following the revaluation. The Government have described this initiative as 'revaluation support'.
- 1.2 Local authorities have the power to design their own discretionary business rates relief schemes to determine how this 'revaluation support' is distributed across businesses locally.
- 1.3 The Government has placed a condition that extra relief can only be targeted at businesses that have seen their rates bills increased in April as a result of the revaluation after all other adjustments (e.g. other relief schemes) have been applied, this includes small business rates relief.

2. Recommendations

To the Cabinet

- 2.1 The Cabinet is recommended to:
 - a) Approve the adoption of a Crawley Borough Council Local Discretionary Business Rate Relief Scheme based on percentage reduction as set out in the report.
 - b) Delegate to the Leader, the authority to determine future minor amendments to the scheme.

3. Reasons for the Recommendations

- 3.1 In order to distribute Government Grant in line with the recommendations and conditions given by the Government as outlined within this report.

4. Background

- 4.1 The Government has undertaken a national revaluation of all commercial premises in England and Wales.
- 4.2 Every non domestic property in the country has been revalued, these valuations were based on non-domestic properties' rental value at April 2015. This new

valuation list for all non-domestic properties took effect from April 2017. The gross amount of Businesses Rates is based on the property valuation multiplied by a 'national rate multiplier'; there are two multipliers, one for small and another for standard or empty businesses.

- 4.3 The Valuation Office Agency made available online details of individual properties' draft rateable values for the new list, providing ratepayers with an estimate of their business rates bill from April 2017.
- 4.4 The revaluation was designed to be nationally 'fiscally-neutral', meaning the overall income from business rate receipts would remain constant in real terms at the start of the new list. In order to achieve this, given an overall national increase in rateable values, an allowance for appeal settlements and inflation, the multiplier was reduced.
- 4.5 DCLG determined that 'the small business multiplier would fall, from April 2017, from 48.4p by 1.8p to 46.6p; and the standard multiplier also fell from 49.7p by 1.8p to 47.9p to ensure business rate receipts remained constant in real terms'.
- 4.6 The impact on Crawley is that the overall Rateable Value (RV) has increased by 4.53% to almost £269 million; however nationally the increase is 9.1% (in London the average increase is 22.8%).
- 4.7 After applying the new multiplier we will receive less income in the current financial year than the previous financial year. This is adjusted through the 'tariff' that the Council has to pay back to the Government.
- 4.8 In order to manage the impact of the revaluation on ratepayers, a NATIONAL transitional relief scheme will operate, as in previous years. The transitional relief arrangements are designed to be self-funding, with the cost of the relief for those ratepayers facing increases funded from other ratepayers. Details of this are given in Appendix 1.
- 4.9 Small properties (RV up to £20,000) seeing liability increases and subject to Transitional Relief have seen their 2017 increases limited to 5% + inflation of 2%. That is a potential average cumulative increase of 7.1% ($1 \times 1.05 \times 1.02$). Small businesses with a valuation below £12,000 do not pay business rates if they occupy only one property in England. Between £12,000 and £15,000 there is a sliding scale of Small business rates relief.
- 4.10 However, medium sized properties (RV £20,001 to £100,000) seeing large increases and subject to Transitional Relief have seen their 2017 increases limited to 12.5% + inflation of 2%. That is a potential cumulative increase of 14.75% ($1 \times 1.125 \times 1.02$) and we recognise that some ratepayers may have difficulty absorbing such an increase
- 4.11 Worst still, large sized properties (RV £100,001 upwards) seeing large increases and subject to Transitional Relief have seen their increases limited to 42% + inflation of 2% . That is a cumulative increase of 44.84% ($1 \times 1.42 \times 1.02$)
- 4.12 In the Government Budget on 8th March 2017, the Chancellor announced £300m of extra funding for local authorities to provide discretionary relief to those business facing increases in their business rates bills following the revaluation. The Government have described this initiative as 'revaluation support'.
- 4.13 The DCLG published a consultation for local authorities, on the design of the discretionary relief scheme on 9th March 2017, which was prior to the announcement of the General Election. No feedback was given on the consultation.

4.14 Local authorities were given the power to design their own discretionary business rates relief schemes to determine how this 'revaluation support' is distributed across business locally. The consultation stated that the Government expects that billing authorities use their discretionary relief powers under Section 47 of the Local Government Finance Act 1988.

4.15 The grant allocations for Crawley Borough Council are shown in the table below

2017/18	2018/19	2019/20	2020/21
£332,663	£161,579	£66,533	£9,505

4.16 This was based on a formula – based on the total increase in bills (excluding the impact of transitional relief and other reliefs), for every rateable property in the billing authority's area that satisfies both the following conditions:

- a. the rateable property has a rateable value for 2017-18 that is less than £200,000;
- b. the increase in the rateable property's 2017-18 bill is more than 12.5% compared to its 2016-17 bill (before reliefs);

4.17 A summary of the DCLG grant conditions are –

4.18 The Government has placed a condition that extra relief can only be targeted at businesses that have seen their rates bills increased in April **as a result of the revaluation** after all other adjustments (e.g. other relief schemes) have been applied, this includes small business rates relief.

4.19 That billing authorities are to consult with major precepting authorities. In Crawley's case this is West Sussex County Council.

- In accordance with Section 47 of the Local Government and Finance Act certain properties are excluded from discretionary business rates relief. These are properties that are occupied in full or part (otherwise than as a trustee) by the billing authority (Crawley Borough Council), or a precepting authority (in this case West Sussex County Council).

4.20 **Notice Periods**

The Non-Domestic Rating (Discretionary Relief) Regulations 1989 (S.I. 1989/1059) require authorities to provide ratepayers with at least one year's notice in writing before any decision to revoke or vary a decision so as to increase the amount the ratepayer has to pay takes effect. Such a revocation or variation of a decision can only take effect at the end of a financial year. But within these regulations, local authorities may still make decisions which are conditional upon eligibility criteria or rules for calculating relief which allow the amount of relief to be amended within the year to reflect changing circumstances.

Therefore, when making an award for the support for ratepayers, local authorities must ensure in the conditions of the award that the relief can be recalculated in the event of a reduction to the rating list for the hereditament concerned (retrospective or otherwise). This is so that the relief can be re-calculated if the rateable value reduces.

Similarly other reductions in liability will be reflected in a recalculation of the net amount of the award and will be subject to a Government claw back of the funded

relief. In all cases, the cumulative relief awarded cannot exceed the amount available for the year in the Revaluation support fund provided by the Government

As a result of this it is proposed to have a simple scheme based on a percentage reduction; this means that we will not have to have complex software changes in order to calculate the relief.

- 4.21 A consultation process has been undertaken outlining proposed options. See paragraph 13 below.

5. Description of Issue to be resolved

- 5.1 In March 2017, Central Government announced that it would make available a discretionary fund of £300 million over 4 years from 2017/18 to support those businesses that faced increases in their business rates as a result of the revaluation.
- 5.2 Each authority within England has been provided with a share of the £300 million fund to support local businesses. This is to be administered through billing authorities' discretionary relief powers under Section 47 of the Local Government Finance Act 1988.
- 5.3 The funding is not provided equally over the four-year period but in the following percentage terms:

Year 1	Year 2	Year 3	Year 4
58%	28%	12%	2%

Councils will be compensated for any relief granted under Section 31 of the Local Government Act 2003. The annual allocation is shown in paragraph 4.15 above.

Any unspent grant will be returned to the Government.

6. Discretionary Business Rates Relief- Implementing a Local Scheme

In establishing a local scheme with regards to the Government's conditions on payment of the grant and the Council's own economic priorities, the options to be considered include the need to:

- Target relief at businesses that are facing a large increase in their business rates.
- Distribute the relief in a way that is fair and proportionate to the increase in the bills of affected businesses.
- Ensure that the relief is distributed to local businesses smoothly and as quickly as possible.
- Administer the scheme in a cost effective way for the Council.
- Consult with major precepting authorities before the scheme is implemented (West Sussex County Council).

7. Proposed new Discretionary Business Rate Relief Scheme 2017 to 2021

- 7.1 The Council propose that relief under the scheme will be awarded using the following criteria:

- a) The scheme is designed to assist ratepayers who have suffered increases in rate liability due to the revaluation and the subsequent increase to their Rateable Value;
- b) Relief will **not** be awarded when mandatory relief is granted;
- c) In assessing potential entitlement to an award under this scheme, the Council will compare the following;
 - The rate liability of the ratepayer at 31st March 2017 (**A**); and
 - The rate liability of the ratepayer at 1st April 2017 taking into account any transitional relief or discretionary relief (**B**);
- d) Relief will be awarded where the calculation **A – B** would result in an increase above a level determined in paragraph 10 of this report;
- e) Relief will only be granted to ratepayers who were liable at 31st March 2017 and liable on the 1st April and for each day subsequently.
- f) Ratepayers becoming liable after the 1st April 2017 will **not** be eligible for relief on the basis that new ratepayers would have not suffered from increases due to valuation.
- g) Relief may be awarded for more than one premises as long as all other criteria are met;
- h) Relief will **not** be awarded where:
 - Hereditaments with a Rateable Value of less than £20,000 (who may be entitled to small business rates relief or would otherwise be facing a pre inflation increase not greater than 5%) and those with Rateable Values in excess of £200,000.
- i) Relief will **not** be awarded to hereditaments who are wholly or mainly used by:
 - Accountants and Accountancy firms including Financial Advisors;
 - Banks and Building Societies;
 - Betting and gambling establishments;
 - Cash Machines and ATMs;
 - Charity Shops (where mandatory relief is given or not)
 - Foreign Exchange Bureaus;
 - Insurance Agents;
 - Pawn Brokers, Cheque encashment and Pay Day Lenders;
 - Telecommunications hereditaments including cable and networking;
 - Public Utilities such as Water and Power Companies
 - Where the award of relief would not comply with EU law on State Aid;

8. State Aid

- 8.1 State Aid is the means by which the EU regulates state funded support to businesses. Providing discretionary relief would fall within the definition and in order to be compliant with the De Minimis Regulations, they must demonstrate that the award of relief is within the threshold of €200,000 received over a rolling 3 year period. Businesses will be required to declare to the Council if they exceed this threshold.

9. Applications for relief under this scheme

- 9.1 Where the ratepayer is known to be a large national organisation the council will require a completed state aid declaration in order to process the relief. In all other cases the council may grant the relief on a provisional basis and require the ratepayer to advise if they would not be entitled to receive this relief under State Aid rules.

10. Calculation of relief

- 10.1 For the **2017/18** financial year, the proposed relief will be granted (subject to Government funding limits) as follows;

- Where the Rateable Value of the hereditament at 1st April 2017 is greater than £20,001 but less or equal to £100,000 relief will be granted to limit the increase calculated in 7c to a maximum of 7.5 % + inflation
- Where the Rateable Value of the hereditament at 1st April 2017 is greater than £100,001 but less or equal to £200,000 relief will be granted to limit the increase calculated in paragraph 7c to a maximum of 17.5% + inflation

Size of Property	Rateable Value (£s)	Restriction on increases
Medium	20,001 to 100,000	7.5% + inflation
Larger properties	100,001 to 200,000	17.5% + inflation

For the **2018/19** financial year, the proposed relief will be granted as follows;

- Based on the 2017/18 annual relief x 48.5% (% Relief will be calculated to 1 decimal place)

For **2019/20** financial year, the proposed relief will be granted as follows;

- Based on the 2018/19 annual relief x 41.2% (% Relief will be calculated to 1 decimal place)

For **2020/21** financial year, the proposed relief will be granted as follows;

- Based on the 2019/20 annual relief x 15% (% Relief will be calculated to 1 decimal place)

If the calculation in any financial year is less than £10 this will not be awarded due to the costs involved in administering the reduction.

11. Variation and amendment of relief under the scheme

- 11.1 As with all reliefs, the amount of relief awarded under the Discretionary Business Rates relief scheme will be recalculated in the event of a change of circumstances. This will include, for example, a backdated change in rateable value for the hereditament. This change of circumstances could arise during the year in question or during a late year. The Non-Domestic Rating Regulations 1989 (SI 1989/1059) requires the Council to provide ratepayers with at least one year's notice in writing before any decision to revoke or vary a decision as to increase the amount the ratepayer has to pay takes effect. Such a revocation or variation of a decision can only take effect from at the end of a financial year. But within these regulations, the

Council may still make decisions which are conditional upon eligibility criteria or rules for calculating relief which allow the amount of relief to be amended within the year to reflect changing circumstances.

12. Other Options to be considered

- Target all relief through a relief fund which businesses would apply for on a case by case basis. This option would be expensive to administer and may not target all local businesses affected by an increase in their business rates. Businesses would have to prove how the increase in rates has affected their business and that this was a direct result of the revaluation rather than an underlying financial problem with the business.
- A set discount across all business within the borough. This option would be easy to administer however this would limit the allocated funding and would result in the fund allocation being spread very thinly across the Borough and would be less effective in assisting businesses with their rate increases.

13. Consultation

13.1 Consultation on the proposals took place from 15th August until 11th September 2017. The consultation document was on the website, and was advertised using social media. In addition local businesses were targeted directly including-

- Manor Royal Business Improvement District
- Gatwick Diamond
- The High Street forum
- Town Centre Partnership
- Federation of Small Business
- Sussex chamber of commerce
- Crawley and Gatwick Chamber of commerce

There was also a link to the Councillors' information bulletin.

Questions asked were -

Do you support the proposal, described to offer relief to businesses for revaluation support as a proportion of the increase in their business rate bills?

Are there any circumstances when you believe the Crawley Borough Council should not favour distributing extra business rates relief for 'revaluation support' because it would be against the local community or public's interest?

Do you have any other views and ideas? We welcome your ideas or suggestions to further shape the proposals for the distribution of the extra relief.

Despite this there was only one response from West Sussex County Council, as outlined below –

- It is clearly your intent to apply all grant money received in full to help our local businesses and communities they support, which we welcome.
- We note the scheme is relatively simple, and also simple to administer to keep the overheads down.

- It may be that support to any genuine hardship cases for the small businesses should be considered, but clearly the Borough will be better placed as the billing authority with information on this issue.

14. Financial Implications

- 14.1 The Department of Communities and Local Government (DCLG) has confirmed that local authorities will be fully compensated for offering this extra discretionary relief for 'revaluation support within the capped amounts as shown in paragraph 4.15 above.

15. Legal Implications

- 15.1 The Government's funding is to be provided by way of a grant under Section 31 of the Local Government Act 2003. To access the funding, the Council is required to establish a discretionary scheme for administering the rate relief under Section 47 of the Local Government Finance Act 1988. Such a scheme must also meet the Government's grant conditions.

Section 47 of the Local Government Finance Act 1988 provides an exclusion to the scheme by way of 'excepted hereditaments'. These are properties occupied in full or part by the billing authority, West Sussex County council and any of its functional bodies, and accordingly these shall be excluded from the policy by law.

Aside from these conditions, the Council is free to design its own scheme under Section 47, which gives local authorities a wide power to grant discretionary business rate relief, providing that the scheme is rational and proportionate.

16. Equalities Implications

- 16.1 Before making a decision, Section 149 of the Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following "protected characteristics": age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:

- (i) eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
- (ii) advance equality of opportunity between persons who share a relevant protected characteristic and those do not share it. This involves having due regard, in particular, to the need to:
 - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic.
 - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
 - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- (iii) foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due

regard, in particular, to the need to tackle prejudice and promote understanding.

An Equality Impact Assessment has been completed, this can be found at **Appendix 2**.

Report author and contact officer:

Karen Hayes, Head of Finance, Revenues and Benefits
01293 438263

BACKGROUND CONTEXT
DISCRETIONARY REVALUATION RELIEF (Government funded scheme)
What are business rates?

Business rates (also known as non-domestic rates) are a tax on organisations and companies that own or occupy premises which have been constructed or adapted for commercial use including retail uses, offices, storage, workshops, factories and some community facilities.

Business rates are **not** charged on homes - these are subject to council tax instead.

Local councils calculate and collect business rates in their area using the factors dictated by central Government, These include the Rateable Value for the property assessed by the Valuation Office Agency (part of H.M Revenues and Customs), the national Rate Multiplier(s) set each year and other factors including transitional relief, empty rate relief, small business rate relief, Charity reliefs and a number of other adjustment factors. The amount of Rateable Value depends on:

- The size, usage and location of the commercial land or building or part assessed
- A valuation based (in most cases) on the amount of annual rent that the building or office space could be let for on the open market (using 1 Apr 2015 as the valuation date)

Both of these elements are used by the Valuation Office Agency to establish a '**rateable value**'

Any relevant relief and discounts can then be applied by the council to determine the final amount due from a business or organisation liable to pay business rates.

Revaluation 2017 and the impact on Crawley

The Valuation Office Agency have undertaken a revaluation of the rateable value of all commercial units subject to business rates throughout England and from 1st April 2017. All commercial properties in the borough have been given a new rateable value, used to calculate the amount of business rates payable. The last time there was a revaluation was in 2010.

The 2017 revaluation and the setting of new multipliers by the Government has been fairly neutral in Crawley (a small RV increase overall offset by a small reduction in the national multiplier) but the rebalancing of rental values due to the 7 year gap between valuations has affected everyone and resulted in both winners and losers. Around 1/3 of the business in Crawley are currently receiving transitional relief to phase in the liability increase between 2016 and 2017 limited (pre inflation) to 5% for small properties (RV up to £20,000), 12.5% for medium properties (RV £20,001 to £100,000) and 42% for large properties (RV over £100,000).

Discretionary business rates relief.

Some relief schemes are determined by the Government and have to be applied in the same way across all local councils in the country. Examples include small business rates relief, empty properties relief, transitional relief and mandatory relief for registered charities. This consultation is not about these national business rates relief schemes. Local councils can set out their own policy for giving relief on business rates in addition to those set by the Government. This is called 'discretionary relief' and will be limited by available funding and also restricted by the limits of relief which can be applied under State Aid rules. When designing a new discretionary business rates relief scheme within those limits, local councils can decide on:

- when relief would be considered
- the maximum amount of relief that could be given
- the length of time that the relief could be granted for
- the types of organisation that can apply for relief.

The report [FIN/329](#) gives the guidance at Crawley for this national scheme.

EQUALITY IMPACT ASSESSMENT

Name of activity:	'Discretionary Business Rates Relief'	Date Completed:	13/9/2017
Directorate / Division responsible for activity:	Finance, Revenues and Benefits	Lead Officer:	Karen Hayes Head of Finance, Revenues and Benefits
Existing Activity	<input type="checkbox"/>	New / Proposed Activity	<input checked="" type="checkbox"/>
		Changing / Updated Activity	<input type="checkbox"/>

What are the aims / main purposes of the activity? (Why is it needed? What are the main intended outcomes?)

To allocate Government Grant to local businesses that have seen an increase in their Business rates bill as a result of the national revaluation of all properties.

What are the main actions and processes involved?

This proposal is to allocate additional relief to businesses affected by increased business rates, the funding will be distributed in proportion to rises in business rates and will favour independent businesses that have been most affected by the revaluation

Who is intended to benefit & who are the main stakeholders? (e.g. tenants, residents, customers or staff. How will they benefit?)

Local business ratepayers.

Have you already consulted on / researched the activity? (What consultation has taken place & what were the key findings?)

What evidence already exists? Are there any gaps that need further investigation? What still needs to be done?)

Consultation did take place on this proposal. There was no feedback from businesses despite direct targeting. Feedback was received from West Sussex county council who said -

- It is clearly your intent to apply all grant money received in full to help our local businesses and communities they support, which we welcome.
- We note the scheme is relatively simple, and also simple to administer to keep the overheads down.

It may be that support to any genuine hardship cases for the small businesses should be considered, but clearly the Borough will be better placed as the billing authority with information on this issue.

Impact on people with a protected characteristic (What is the potential impact of the activity? Are the impacts high, medium or low?)

Protected characteristics / groups	Is there an impact (Yes / No)	If Yes, what is it and identify whether it is positive or negative
Age (older / younger people, children)	No	The funding will be distributed in proportion to rises in business rates and will favour independent businesses.
Disability (people with physical / sensory impairment or mental disability)	No	
Gender reassignment (the process of transitioning from one gender to another.)	No	
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	No	

Religion & belief (religious faith or other group with a recognised belief system)	No	
Sexual orientation (lesbian, gay, bisexual, heterosexual)	No	

What evidence has been used to assess the likely impacts? (e.g. demographic profiles, research reports, academic research, benchmarking reports, consultation activities, staff surveys, customer surveys, public surveys, complaints, grievances, disciplinary cases, employment tribunal cases, ombudsman cases, media reports)		
<i>We believe that the propels is likely to have no/minimal impact</i>		
What resource implications are there to deliver actions from this EIA? (Quantify: people, time, budget, etc.)		
A small grant has been allocated by the Government, businesses will be contacted		
Outcome following initial assessment		
Does the activity have a positive impact on any of the protected groups or contribute to promoting equality, equal opportunities and improving relations within target groups?	No	
Does the activity have a negative impact on any of the protected groups, i.e. disadvantage them in any way.	No	.

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Decision following initial assessment			
Continue with existing or introduce new / planned activity	Yes	Amend activity based on identified actions	No

Action Plan (Has the EIA identified any positive or negative impact on any of the protected groups which requires action? E.g. adjustments to the approach or documents, changes to terminology, broadening parameters of policy, etc. If so record any actions to be undertaken and monitored)			
Impact identified	Action required	Lead Officer	Deadline

Monitoring & Review	
Date of last review or Impact Assessment:	Not known
n/a	
Date of next 3 year Impact Assessment (from the date of this EIA):	n/a

Date EIA completed:	13/9/2017
Signed by Person Completing:	K Hayes

Date Sent to HR and Equalities Team:	
Approved by Head of Service:	

NB – The original signed hard copy & an electronic copy should be kept within your Department for audit purposes. Send an electronic copy to the OD Officer in HR & Development. Also, please complete the summary document overleaf. This will be included on the Council's website.

The EIA Toolkit provides guidance on completing EIAs & HR&D can provide further advice.