

Crawley Borough Council

Report to Overview and Scrutiny Commission 2 October 2017

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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

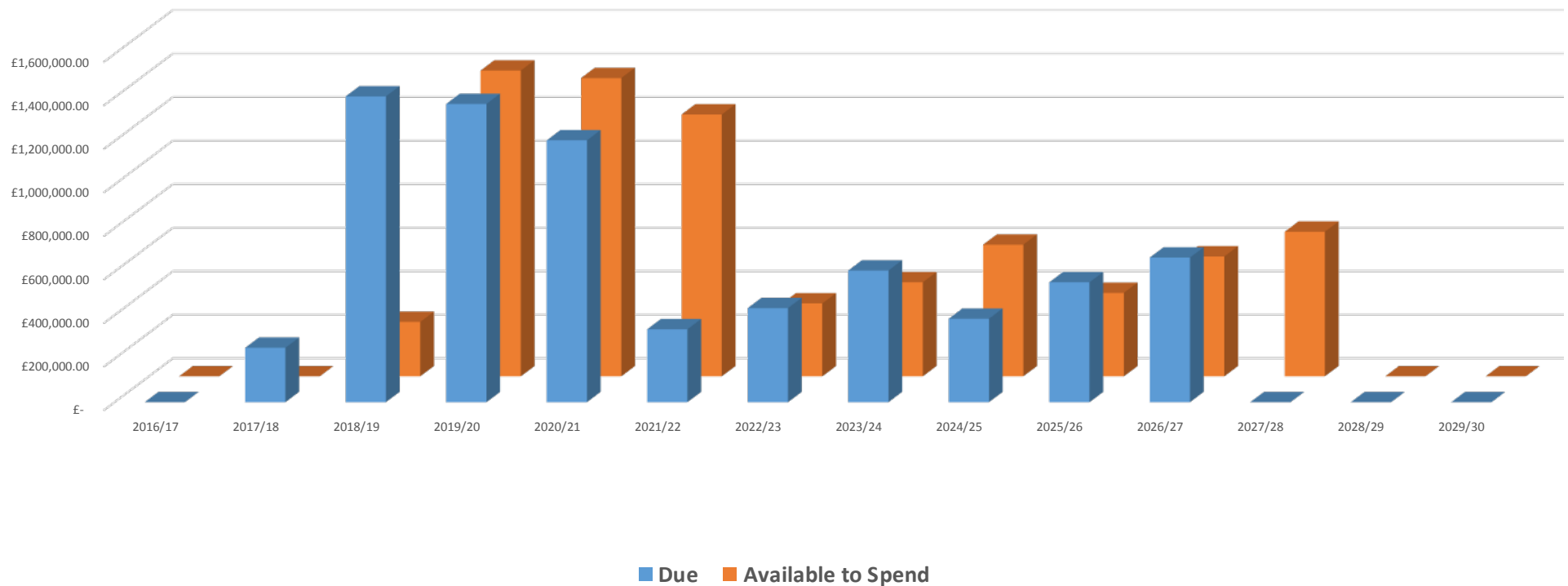
- 10.1. The Community Infrastructure Levy was established by the government through the Planning Act 2008. CIL charging took effect in Crawley following due process on 17th August last year.
- 10.2. CIL regulations state that 15% of the total CIL contributions collected are to be allocated for spending 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.

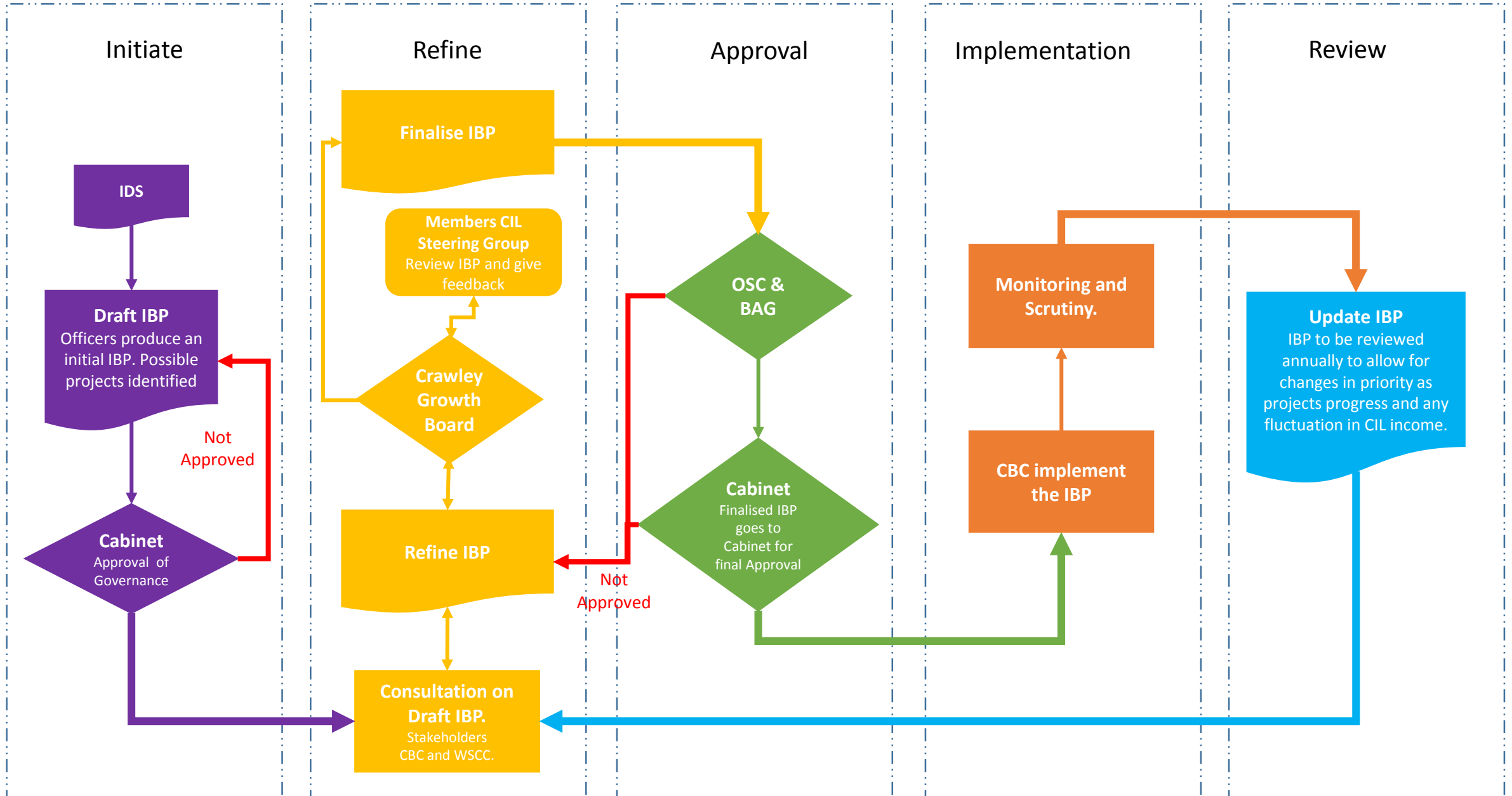
Using the IDS, 29 schemes have been identified that could potentially receive funding from CIL. The feasibility of these projects is still being assessed as a number of the projects form part of larger programmes for which funding is still being finalised. Due to the uncertainty of the situation, to 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.

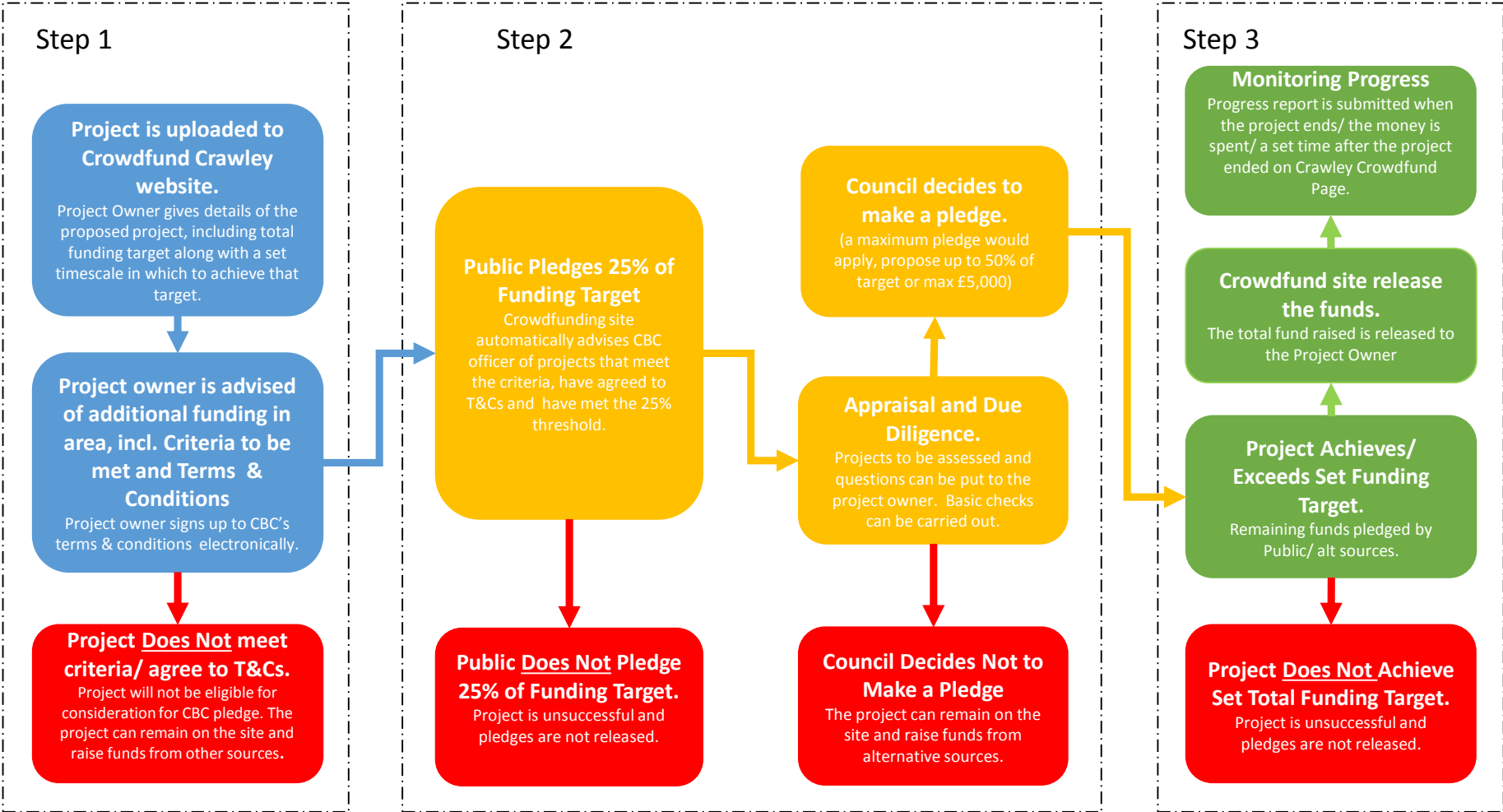
Projects identified	IDS Status	Criteria Met	Score	%	Total Potential CIL Contributions
A2011 Crawley Avenue/ A2004 Northgate Avenue/	Critical	ABCFIJKL	375	94%	£360,000
A23 London Road/ Manor Royal	Critical	ABCFIJKL	375	94%	£432,000
Improvement to Three Bridges Railway Station	Essential	ABDFHIJKL	375	94%	£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.