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Crawley Borough Council

Overview and Scrutiny Commission

Agenda for the **Overview and Scrutiny Commission** which will be held in **Committee Room A & B - Town Hall**, on **2 October 2017** at **7.00 pm**

PLEASE BRING THE CABINET/OSC REPORTS BOOKLET AND FORWARD PLAN TO THIS MEETING

Nightline Telephone No. 07881 500 227



Head of Legal and Democratic Services

Membership:
Councillors

B A Smith (Chair), T G Belben (Vice-Chair), M L Ayling,
Dr H S Bloom, R G Burgess, C A Cheshire, I T Irvine, R A Lanzer,
T Lunnon, A Pendlington, T Rana, K Sudan and L Vitler

Please contact Democratic Services if you have any queries regarding this agenda.
democratic.services@crawley.gov.uk
Published 22 September 2017

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The order of business may change at the Chair's discretion

Part A Business (Open to the Public)

1. Apologies for Absence

2. Disclosures of Interest and Whipping Declarations

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

Councillors must also declare if they are subject to their party group whip in relation to any items under consideration.

3. Minutes of Previous Meetings (Pages 1 - 6)

To approve as a correct record the minutes of the Overview and Scrutiny Commission held on 4 September 2017 (Enclosure A) and 6 September 2017 (Enclosure B) and consider any matters arising.

4. Public Question Time

To answer any questions or hear brief statements from the public which are relevant to the items on this agenda. The period will end after **15 minutes** or later at the Chair's discretion.

5. Amending the Housing Allocations Scheme (Pages 7 - 14)

To consider Report SHAP/60 of the Head of Strategic Housing and Planning Services. This is Enclosure 1 in the OSC/Cabinet joint reports booklet for this meeting.

6. Community Infrastructure Levy - Governance, Prioritisation and Spend Proposals (Pages 15 - 38)

To consider Report PES/257 of the Head of Economic and Environmental Services. This is Enclosure 2 in the OSC/Cabinet joint reports booklet for this meeting.

7. Proposed Crawley Growth Programme 2017-21 (Pages 39 - 44)

To consider Report PES/259 of the Head of Economic and Environmental Services. This is Enclosure 3 in the OSC/Cabinet joint reports booklet for this meeting.

8. Overview & Scrutiny Commission Work Programme 2017-2018 (Pages 45 - 54)

To consider Report OSC/260. This is Enclosure C.

9. Health and Adult Social Care Select Committee (HASC)

To receive a brief update on the Health and Adult Social Care Select Committee (HASC).

10. Forward Plan - November and Provisional List of Reports for the Commission's following Meetings

To consider any requests for items to be referred to the Commission.

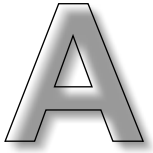
11. Supplemental Agenda

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

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Crawley Borough Council



Minutes of the Overview and Scrutiny Commission Monday 4 September 2017 at 7.30pm

Present:

Councillor B A Smith (Chair)
Councillor T G Belben (Vice-Chair)
Councillors M L Ayling, Dr H S Bloom, R G Burgess, C A Cheshire, I T Irvine, T Lunnon,
A Pendlington, T Rana and K Sudan

Also in Attendance:

Councillors M G Jones, P K Lamb and G Thomas

District Commander for Crawley and Mid-Sussex, Chief Inspector Ross

Apologies for Absence:

Councillors R A Lanzer and L Vitler

Officers Present:

Lindsay Adams Community Development Manager
Natalie Brahma-Pearl Chief Executive
Trish Emmans Community Safety Officer
Heather Girling Democratic Services Officer
Chris Harris Head of Community Services
Graham Rowe Partnership Services Manager

11. Members' Disclosure of Interests and Whipping Declarations

No disclosures of interests or whipping declarations were made.

12. Minutes and Matters Arising

The minutes of the meeting of the Commission held on 26 June 2017 were approved as a correct record and signed by the Chair.

13. Public Question Time

No questions from the public were asked.

14. Safer Crawley Partnership Annual Review 2016-17 and Priorities for 2017-18

The Commission received an update from Chief Inspector Ross, the Community Development Manager, the Community Safety Officer together with the Chair of the Safer Crawley Partnership on the annual performance report of the Community Safer Partnership along with the future priorities.

During the discussion, the following points were expressed:

- Recognition of the good partnership working within the council together with external partners.
- Acknowledgement of key achievements, including the CSE awareness training with hoteliers and increased flexible communication plus shared information which unlocks barriers.
- Successful joint working has been undertaken in relation to tackling the issue of street homelessness, begging and street drinking, resulting in better engagement and access to services.
- Recognition that reporting was key, particularly in relation to hate crime.
- Acceptance that further challenges still remained and priorities for 2017-2018 included serious and organised crime, street community and protecting vulnerable individuals.
- Confirmation that further Members' seminars would be programmed.

RESOLVED

That the Chair thanked the Community Development Manager and Community Safety Officer for their contribution. Particular thanks was made to Chief Inspector Ross for her attendance at the Commission. The presentation had been very interesting and informative.

15. Reduction, Reuse and Recycling of Plastic Bottles

The Commission considered report HPS/10. The report updated the Commission on the management and delivery of the reduction in use and recycling of plastic, marketing and plans for future service provision.

During the discussion Members made the following observations:

- Acknowledgement of the importance of the waste hierarchy, in particular waste reduction and re-use.
- Different recycling containers were being trialled in flats and it was understood that occasionally there was a compromise between the quality and quantity in recyclable materials received.
- Recognition that work was underway in delivering waste education for secondary schools.
- There was a suggestion that water fountains could promote the reduction in plastic bottles, however there was a perception that these would require regular maintenance.
- Proposal for separate bins to be provided at community events together with the suggestion for volunteers to assist in litter collection throughout the town.
- Support for further publicity in Crawley Live, noticeboards and website on waste minimisation, waste prevention and recycling issues.

16. Budget Strategy 2018/19 – 2022/23

The Commission considered report FIN/417 of the Head of Finance, Revenues and Benefits with the Leader of the Council. The report set out the projected financial position for 2018/19 to 2022/23 for the General Fund, Housing Revenue Account, capital programme and the underlying assumptions.

During the discussion, the following points were expressed:

- Acknowledgement that the local government finance system had become increasing complex.

- Recognition that there was a need to ensure an effective use of capital. There was an appreciation that additional capital bids would be for maintaining existing assets, for environmental obligations 'spend for save' bids or 'spend to earn' investment income.
- Acknowledgement that reserves would continue to be available for investment properties.
- Confirmation sought and obtained regarding the pay award. Pay was subject to negotiations and whilst a lift on the pay cap may be positive for recruitment there would be consequences for the base budget.
- The HRA 30 year plan was continually updated and reported to the Strategic Housing Board.

RESOLVED

That the Commission supported the recommendations to the Cabinet.

17. Health and Adult Social Care Select Committee (HASC)

An update was provided from the most recent HASC meeting. Key items of discussion included:

- Radiotherapy services in West Sussex – patient travel time to radiotherapy services was sometimes taking up to 90 minutes. There was a satellite radiotherapy unit at East Surrey hospital that meant patients from East Grinstead and Crawley did not have to travel to Guildford.
- Adult Social Care Grant – improved Better Care Fund (iBCF) – this fund would provide West Sussex with £25m extra over the next three years. However it was acknowledged that this was a small amount compared to what the system actually needed.
- Further information had been requested following the placing of Clinical Commissioning Groups into 'special measures' and its effects. Feedback would follow when available.
- The minutes of the HASC (web hyperlink) would be circulated to all OSC Members.

18. Forward Plan – October 2017 and Provisional List of Reports for the following meetings of the Commission

The Commission confirmed the following reports:

2 October 2017

- Amendments to the Allocations Policy
- Crawley Economic Growth Programme
- Community Infrastructure Levy – Governance, Allocation & Spend Proposals
- Town Centre Signage & Wayfinding
- Local Development Scheme – provisional referral.

27 November 2017

- Treasury Management Mid-Year Review 2017-2018
- District Heat Network
- Future Delivery of Crawley's Building Control Service
- Affordable Housing Supplementary Planning Documents – provisional referral

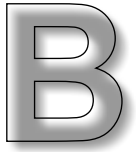
19. Closure of Meeting

The meeting ended at 9.47pm.

B A Smith
Chair

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Crawley Borough Council



Minutes of the Overview and Scrutiny Commission Wednesday 6 September 2017 at 8.00pm

Present:

Councillor B A Smith (Chair)
Councillor T G Belben (Vice-Chair)
Councillors M L Ayling, R G Burgess, I T Irvine, T Lunnon, A Pendlington, T Rana,
K Sudan and L Vitler

Also in Attendance:

Councillors B J Burgess, R D Burrett, C R Eade, F Guidera, S J Joyce, P K Lamb,
K McCarthy, C J Mullins, B J Quinn, A C Skudder, P C Smith, M A Stone,
J Tarrant and G Thomas

Mr Charles Trustram-Eve, GVA

Apologies for Absence:

Councillors Dr H S Bloom, C A Cheshire and R A Lanzer

Officers Present:

Natalie Brahma-Pearl Chief Executive
Peter Browning Deputy Chief Executive
Kevin Carr Legal Services Manager
Heather Girling Democratic Services Officer
Chris Harris Head of Community Services
Karen Hayes Head of Finance, Revenues and Benefits
Clem Smith Head of Economic and Environmental Services

20. Members' Disclosure of Interests and Whipping Declarations

No disclosures of interests or whipping declarations were made.

The Chair welcomed Mr Trustram-Eve from the council's consultants GVA who were providing independent valuation advice. The Chair also took the opportunity to remind all those present that the information that would be discussed was commercially sensitive.

21. Exclusion of the Public

RESOLVED

That in accordance with 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 involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

22. Town Hall Redevelopment Scheme

Exempt Paragraphs 3 & 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.

The Commission considered report DCE/03 of the Deputy Chief Executive. The report outlined further information and detail regarding the *financing and feasibility* of the Town Hall Redevelopment Scheme.

Members commented and sought clarification on a number of aspects of the report. Areas discussed included:

- Confirmation provided on the financial implications on various aspects of the agreement between the council and Westrock who were working together to redevelop and regenerate the existing Town Hall and Civic Hall site.
- Acknowledgement that the scheme would see the current Town Hall replaced with a new Town Hall, grade A commercial offices, new public square, residential buildings, improved multi-storey car park and district heat network.
- It was noted there was a distinction between new grade A offices and grade A refurbishment.
- Clarification was sought on the commercial offices, together with the residential developments, the mix of different apartment types and space standards. Linked to this was an explanation of the improvements to the car park as part of the proposals.
- Recognition that Haywards Heath Investments LDA had planning permission to provide a total of 91 flats with associated parking.
- Planning application work was underway and whilst there were risks that needed to be monitored, it was noted that the regeneration of the site would provide a significant transformational development for the town.
- The Commission recognised the importance for all Members to keep actively informed of the project, either by attending regular Members' seminars or to encourage Members to speak to key officers with any queries or concerns.
- It was recommended that there should be regular finance updates to the Town Hall Working Group, and the Overview and Scrutiny Commission (if subsequently referred).
- It was also recommended that whilst the risk register was regularly reviewed, this could be included on the Audit Committee agenda.

RESOLVED

That the comments would be prepared for consideration and response by the Cabinet in October including the two recommendations noted above.

23. Closure of Meeting

The meeting ended at 10.14pm.

Crawley Borough Council

1

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

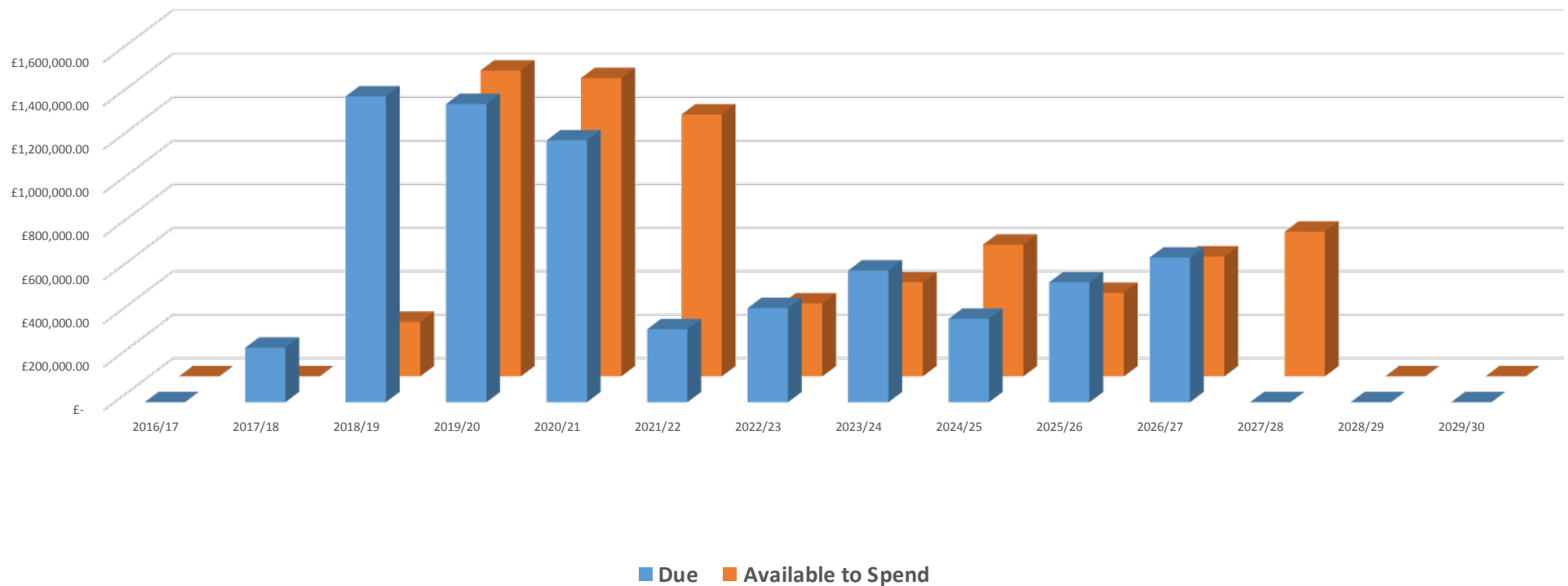
- 10.1. The Community Infrastructure Levy was established by the government through the Planning Act 2008. CIL charging took effect in Crawley following due process on 17th August last year.
- 10.2. CIL regulations state that 15% of the total CIL contributions collected are to be allocated for spending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

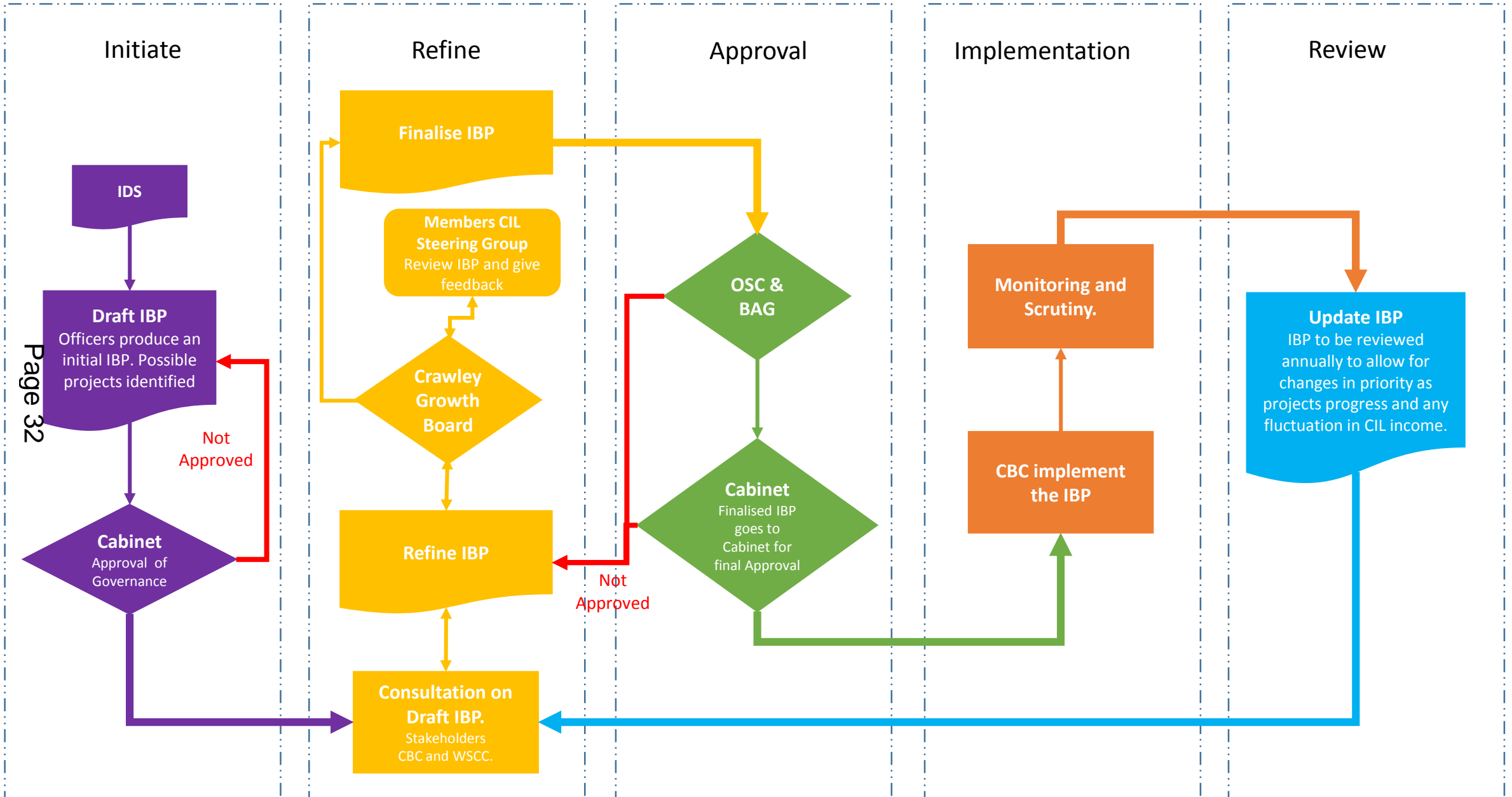
Using the IDS, 29 schemes have been identified that could potentially receive funding from CIL. The feasibility of these projects is still being assessed as a number of the projects form part of larger programmes for which funding is still being finalised. Due to the uncertainty of the situation, to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

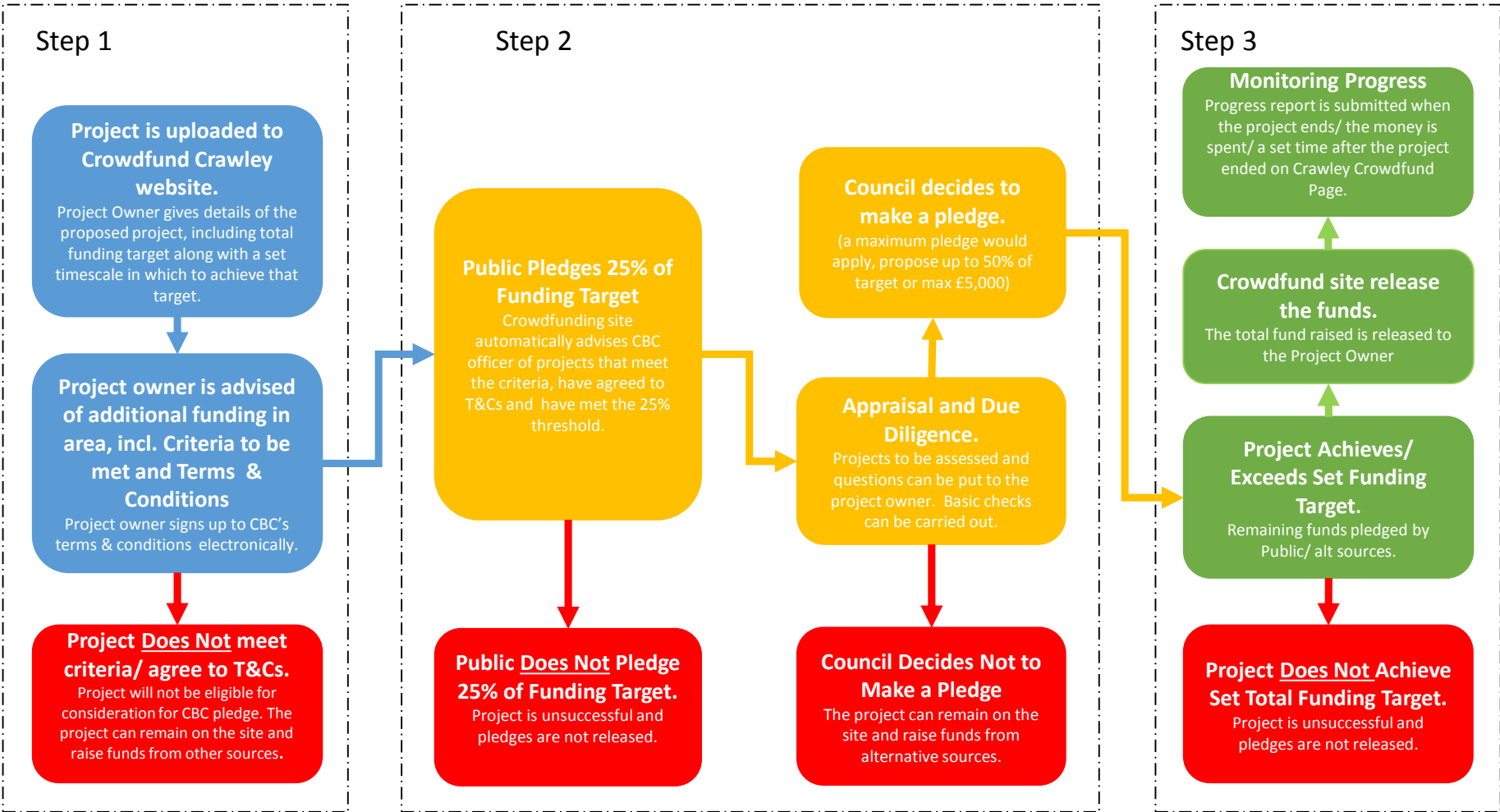
It is intended to review the Infrastructure Business Plan on an annual basis. As projects are progressed/ alternative funding streams confirmed or if it becomes apparent that the project should be removed – the list will be amended and the next highest scoring project will be brought forward for consideration. 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

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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.

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Crawley Borough Council

Report to Overview and Scrutiny Commission
2 October 2017

Report to Cabinet
4 October 2017

Proposed Crawley Growth Programme 2017-21

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

3

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. RTP1 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 RTP1 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 Overview and Scrutiny Commission 2 October 2017

Overview and Scrutiny Commission Work Programme 2017-2018

Report of the Chair of the Commission, OSC/260

1. Purpose

- 1.1 The Commission is requested to endorse the recommendations developed at the Overview and Scrutiny Commission's (OSC) Workshop held on 4 September 2017 with regards to the submitted scrutiny proposals.
- 1.2 Approval is also sought for OSC work programme for 2017/2018.

2. Recommendations

2.1 To the Overview and Scrutiny Commission:

- (i) Agree the recommendations as set out in section 5.1 of this report.
- (ii) Where it is agreed (5.1.2), establish a Scrutiny Panel and to:
 - (a) Seek nominations (via Democratic Services) for the membership for these Panels, based on 5 Members (3:2 in accordance with political proportionality).
 - (b) Allow the Chair of each Panel to confirm the terms of reference for their review.
- (iii) Approve the OSC Work Programme for 2017/2018 as set out in Appendix 1, with an acknowledgement that the Work Programme will remain flexible.

3. Reasons for the Recommendations

- 3.1 The Commission is required to agree an annual OSC work programme, including the schedule of any Scrutiny Panels it establishes, when appropriate. This is to ensure the Overview and Scrutiny Commission's and any Scrutiny Panels' time are effectively and efficiently utilised.
- 3.2 The careful selection and prioritisation of review work is essential if the scrutiny function is to be successful, achieve added value and retain credibility. The work programme should also be realistic, flexible and retain spare capacity so that additional matters raised during the year can be addressed.
- 3.3 The OSC held its annual Workshop on 4 September 2017, at which it examined proposed topics for scrutiny review and subsequently agreed provisional recommendations, as set out in Section 5.
- 3.4 It is worth noting that items should not be identified for Overview and Scrutiny Commission consideration if a Member's queries could easily be answered by reference to the appropriate Head of Service, relevant Cabinet Member or Service Officer.

- 3.5 A draft OSC work programme for 2017/2018 has been devised for the Commission's approval as set out in Appendix 1.

4. Background

- 4.1 All Members were invited to suggest topics for consideration as potential reviews. The public also have the opportunity via the Council's website.
- 4.2 Before consideration at the Commission's Workshop, some preparatory work was undertaken and included preliminary recommendations being produced for consideration (e.g. approve, do not support/proceed or defer a review or request reports to be submitted to the OSC for consideration).
- 4.3 At the Workshop, Commission Members considered each of the preliminary recommendations with the key rationale behind the initial proposals. The discussions at the Review Workshop focused on how a review would add value or not, what other work was occurring, would a review duplicate other work and why the proposed course of action had been suggested. Following these discussions, the Members at the Review Workshop formulated and agreed some initial recommendations, for each of the proposals, for consideration at this meeting of the Overview and Scrutiny Commission as set out in Section 5.

5. The Commission's Review Workshop's Findings and Agreeing the Scrutiny Reviews for 2017/2018

- 5.1 Below, details the main premise behind each of the proposed topics examined at the Commission's Workshop. It also includes the Workshop's recommendations:

5.1.1 Town Centre Parking -

The proposed scope was review the current town centre parking provision and projected future needs taking into consideration development applications on stream and on aspirations for town centre visitors whether they be workers or shoppers. The scope would include parking in neighbourhood areas and could overlap, but also be a useful vehicle for input into WSCC's Road Space Audit.

The scope is very similar to that of the previous comprehensive Town Centre Parking Scrutiny Review that was undertaken in 2014, to review the transport/travel and parking related issues within the Town Centre and four adjacent neighbourhood parades. The Members of the Panel were Councillors B K Blake (Chair), B J Burgess, R G Burgess, C A Moffat and P C Smith. Information on the Panel can be found [here](#).

The initial scope of this review was to explore the range of parking opportunities currently available in the Town Centre and to explore the range of parking opportunities currently available (including the quantity and cost of parking) in adjacent neighbourhoods. Its purpose was to ascertain if there was demand for and the potential to create additional parking sites, whilst also identifying if there could be improved or alternative travel options or travel incentive options for Crawley Residents or whether to provide specific recommendations that could attract new customers to the Town Centre and help retain or increase new businesses to the area.

The following attended witness sessions, as the most appropriate stakeholder representatives that had been identified through the [Scoping Framework](#):

Steve Kirby (Enforcement & Technical Services Manager)
Alfredo Mendes (Town Centre Manager)
Councillor Chris Cheshire, Chair of Town Access Group (TAG)

Damian Brewer (Access Officer)
Brian Puddephatt-Jones – NCP Ltd
Aaron Hinton - NCP Ltd
Karim Charnia - RCP Ltd
Mishal Francis - Poundland Ltd

Evidence was provided by Car Parking Providers within town centre together with the Town Access Group, and across the county as a whole.

The final scrutiny review report was submitted to OSC (June) and [Cabinet](#) (July 2014).

Additionally as stated at Full Council on 19 July 2017, WSCC has recently commenced its discovery phase for the Crawley road space audit.

Following the discussion with the Head of Crawley Homes, and given the similar nature of the review it was thought it may be more beneficial for the OSC to receive an update on the review and the opportunity to have a 'one-off' update report on the original recommendations and actions to-date/so far. Particularly necessary as the OSC has a role in reviewing and scrutinising the implementation of completed scrutiny reviews.

Additionally, a scrutiny review would usually be avoided within a service area where a Systems Thinking Review has been undertaken or similar work planned to avoid duplication.

It was therefore recommended that the review did not take place.

The Review Workshop's recommendations were:

1. *That the Overview and Scrutiny Commission does not proceed with a full scrutiny review.*
2. *That a 'one-off' update report on the original recommendations and actions to-date/so far to be provided to OSC on the Town Centre Parking Scrutiny Panel.*
3. *That further information be obtained on the Chichester and Crawley road space audits, with particular relation to the scope.*

5.1.2 **Review of Outside Bodies and Organisations –**

The proposed scope was to evaluate the current system and to consider how it adds value to the council.

Each year the council proposes representations to Outside Organisations to which the Council is invited to make nominations. In the year 2017-2018 there were 28 Outside Organisations and an associated Link Officer to each group proposed.

It was further discussed that the review could assess the following:

- current position (identify strengths/weaknesses in the ways of working)
- how the Link Officers liaise with the Organisations and Councillors
- how the Organisations liaise with the Councillors
- does the Outside Body representative have to be in their official councillor capacity
- how often does the Councillor attend
- does the Councillor provide feedback (eg HASC feedback to OSC)

By undertaking consultation with Members, officers and stakeholders it would be determined if the current Outside Bodies and Organisations adds value to the council.

Potentially this could become a huge review but if a scrutiny panel is established, it is proposed to keep this review more proportionate, by focusing on where it can add most value. Therefore, the scoping framework will probably need to accommodate this and could be achieved at the first meeting of the Panel.

Members discussed the proposed submission as there were mixed views regarding whether to propose a scrutiny review. It was thought there would be benefit in clarifying roles, communications and reporting arrangements. However, alternative views were suggested that perhaps a Members' seminar could assist in gaining the necessary information as opposed to a full scrutiny panel.

The Commission assessed the suitability of this topic against the Council's flowchart. Whilst there was discussion over sections relating to whether the activity would add value and the issue was a concern to partners, stakeholders and the community, these issues could be addressed through consultation. As a result of this assessment and following a vote, the topic should be recommended as a possible review.

The Review Workshop's recommendations were:

1. *That the OSC approves the topic for a scrutiny review.*
2. *That nominations are sought (via Democratic Services) for the membership for the Panel, based on 5 Members (i.e. 3 Labour and 2 Conservative Group Members in accordance with political proportionality).*
3. *That a Chair for the new Scrutiny Panel be established.*

5.1.3 **New Town Hall Reception –**

The proposed scope was to provide member-led recommendations for the scope, layout and facilities to be provided within the reception area(s) for the new town hall.

It was suggested the scope should include:

1. The evidence and process used to create the current system, especially the decision-making sequence.
2. Capital costs of setting up the current system together with the revenue impact.
3. Customer, staff and member feedback on the current arrangements.
4. Customer, staff and member input into the reception arrangements for the new town hall.
5. Research into good practice reception facilities within the public and private sectors.

It was felt that the new town hall project provides an opportunity to assess the effectiveness of the current reception facilities, taking into account all stakeholder feedback and good practice elsewhere. It was felt that it would be important to take the opportunity that the new town hall project provides for members to input into putting in place a high quality reception area.

There was already some information currently available regarding the proposed scope.

Feedback was requested in the original notification in November 2016 to CBC officers and Councillors, following the initial changes to the reception, together with a further explanation for the modifications which was provided later that month.

A survey of the floor walking service was conducted with customers and the results included in [IB/870](#) in April 2017. An update was also provided in February 2017 ([IB/861](#)) which also welcomed Councillor feedback.

Communication was issued 4 August 2017 relating to the trial of a lectern as a focal point for staff to base themselves and also to further draw attention as to where customers need to go while still giving staff the freedom to be able to serve customers in the current way (floor walking). It was noted that the lectern would be a trial approach and feedback was requested. Evaluation will then take place on the most effective working practices which will assist in collating evidence as to which way of working would be best to ensure the council is able to deliver the best possible service to its customers in the future in the new building.

Given the nature of the questions being raised and that the lectern is now in a trial phase acting as a 'mini reception', it is proposed that the examination of the topic be deferred. It was proposed that the OSC receive a report or presentation from the Head of People and Technology setting out the research, information and survey results, together with feedback from Town Hall Working Group site visits which would allow members to 'scrutinise' the information available. It was recommended that this occurred once the lectern trial approach has been completed.

Members discussed the proposed topic and acknowledged the benefits of a report from the Head of People and Technology and the research currently being undertaken on the 'lectern trial'. However it was noted it would be advantageous to confirm the timescales for the town hall designs to ensure these would not be confirmed in the meantime.

The Review Workshop's recommendations were:

1. *That the Overview and Scrutiny Commission defers a full scrutiny review due to the information and evidence already in place.*
2. *That the OSC receive a report or presentation from the Head of People and Technology setting out the setting out the research, information and survey results together with feedback from Town Hall WG site visits which would allow members to 'scrutinise' the information available allowing members to 'scrutinise' the information available. This can be programmed into the 2017-2018 work plan once the lectern trial approach has been completed.*

5.1.4 Identifying and Monitoring HMOs –

The proposed scope was to review the effectiveness of policy H6 Houses in Multiple Occupancy? Point 6.85 allows for greater control, by removing Permitted Development rights and it was questioned whether this should be considered further.

Further questions to consider throughout the scope included:

- How is CBC identifying and monitoring the increasing numbers of HMOs across the town?
- Do all the properties which are being rented out by the room have licences, and how does CBC monitor this?
- How effectively is CBC monitoring the numbers of people living in each HMO? Does this impact voter registration?
- Do any of the HMOs in Crawley come into the category of 'micro-flats'? If so, what are the implications on housing benefit?
- Does the increase number of HMOs impact the collection of Council Tax or should business rates be charged as these properties are being run by the landlord as businesses?

The proposal was discussed with the Head of Strategic Housing and Planning Services, Forward Planning Manager and Head of Finance, Revenues and Benefits to gain further background information.

Policy H6 of the Local Plan states that:

Proposals for the development and change of use of an existing property to a House in Multiple Occupation will normally be permitted provided that:

- i) The location, design and layout of the development is appropriate for the proposed occupiers;
- ii) The proposal, by virtue of its intensity of occupation and activity or due to its cumulative impact in the area, would have no adverse impact upon the character of the area and the amenity and privacy of neighbouring properties;
- iii) Development can meet its operational needs (e.g. parking, servicing) including Crawley Borough Council's adopted HMO Standards

As documented in the reports that went to both OSC and Cabinet in [October 2016](#) (section 6) and [July 2015](#) (section 4,6), Article 4 Directions have specific circumstances but in essence remove the permitted development rights and the process is open to Secretary of State call-in. Background and more information on these Article 4 Directions can be found on the [CBC website](#)

In terms of Electoral Services and the impact on voter registration. The canvassing of HMOs takes the same approach as other households in the borough. Electoral Services issues a Household Enquiry Form to every household in Crawley. Following this two reminders are issued to those who do not respond and then canvassers will be sent to households where no response has been received. In addition to this however, the Electoral Services team work extremely closely with Housing Services.

With regards to [Business Rates](#) or Council Tax, there is criteria for business rates listed on the Valuation Officer's Rating List. Some info can be found on the CBC website [here](#) under "Who is liable to pay the business rates in Crawley where the property is occupied?". In terms of Council Tax, HMOs would be treated the same as other Council tax payers with the landlord responsible for payment. The property would potentially be larger and therefore fall within a higher tax banding.

The full definition of an HMO is contained within sections 254 - 260 of the Housing Act 2004 and this is where the monitoring occurs. The links below on CBC website assist in providing some information.

http://www.crawley.gov.uk/pw/Homes_and_Housing_Services/PrivateLandlords/Houses_in_Multiple_Occupation/index.htm

http://www.crawley.gov.uk/pw/Homes_and_Housing_Services/PrivateLandlords/Houses_in_Multiple_Occupation/INT142619

Policy H3 (Future Housing Mix) recognises that the planning system can assist in achieving a mix of households within the town's neighbourhoods by meeting different housing needs whilst protecting the interests of other residents, landlords and businesses. This can best be delivered by preventing the development of excessive concentrations of HMOs and encouraging a more even distribution across the town. However, scrutiny would not cover issues of a regulatory Committee. The Affordable Housing Supplementary Planning Document is scheduled to be presented at Cabinet in October.

Given the nature of the questions being raised and that this is an area governed by legislative requirements that the Council has to operate within, the suggestion lends itself more to a one off report to OSC setting out the legislation and how the Council responds to these rather than to a full scrutiny panel (and several meetings). As the majority of information is currently available it is suggested that a report is produced for OSC to 'scrutinise' the information as opposed to a full Scrutiny Review.

It was therefore recommended that the review does not take place.

The Review Workshop's recommendations were:

1. *That the Overview and Scrutiny Commission does not proceed with a scrutiny review on Identifying and Monitoring HMOs as this is an area governed by legislative requirements that the Council has to operate within.*
2. *That a 'one off' report is provided to OSC by the Head of Strategic Housing and Planning Services setting out the legislation and how the Council responds.*
3. *That non-Commission Members be invited to attend the relevant meeting of the OSC (with particular reference to members of the Planning Committee given the nature of the suggestion proposed).*

5.1.5 **Housing Associations – Are they any different to ‘Crawley Homes for residents’ -**

The proposed scope was to review whether Crawley residents in Housing association homes are treated differently to those in Crawley Borough Council homes.

The review would consider the following:

- who are generally better looked after?
- are investments and standards the same across both?
- are certain housing associations better than others?
- how can Crawley Borough Council improve its own services, and how can it drive up the performance of Housing Associations?

Councillor Tim Lunn and Heather Girling then met to discuss the topic further to ascertain further requirements and to narrow down specifics from the suggestion.

In terms of narrowing the scrutiny suggestion criteria –

- There was specific interest in identifying housing associations operating within the town.
- That the governance arrangements be sought for each housing association.
- That Residents Association feedback be obtained.
- Is the Council receiving value for money?

The proposal was discussed with the Head of Strategic Housing and Planning Services and the Head of Crawley Homes to gain some background information.

The Council is not the regulatory body for housing associations – this responsibility rests with the Homes & Communities Agency. The Council has no powers over the standards of housing management operating within individual housing associations or the investment decisions taken. This is a matter for their regulatory body and their lenders.

There is no requirement for housing associations to provide the Council with any performance data. It would be challenging and time-consuming to access this information and the Council would be entirely reliant on the willingness of associations operating in this area to supply it. From experience given that most housing associations operate on a regional or national basis performance data tends to be collected in this way rather than by local authority area so the relevance/usefulness of any data the Council would be to access within a Crawley context would be questionable.

If a housing association fails to maintain appropriate standards then the Homes & Communities Agency, as regulatory body can, in effect, put them into special measures. The Council has no housing associations operating within Crawley in this position. The Council itself would not be able to make any recommendations for improvement. The majority of issues with housing association properties (eg maintenance, communal areas etc) can be reported through their websites.

As the Council operates a Choice Based Lettings policy, applicants bid for the accommodation they want and so are able to exercise choice. The Council has no difficulties filling the housing association nominations that are available and no evidence to indicate that in general applicants are any less inclined to bid for a housing association property than they are for a council property.

In terms of viability and funding, the process, finance and viability is site specific. Viability model assessments are calculated and the impacts on sites appraised.

OSC Members would need to assess the current position and consider if the issue was of strategic importance, an issue of concern for the community as well as partners/stakeholders. Would the establishment of a review provide unreal expectations given the fact the council is not the regulatory body. However, perhaps these issues could be addressed through stakeholder consultation should a scrutiny panel be formed.

It will be important to identify clear terms of reference, focus and key objectives.

Potentially this could become a huge review but if a scrutiny panel is supported, it is proposed to keep this review more proportionate, perhaps requiring 3-4 meetings, by focusing on where it can add most value. Therefore, the scoping framework will probably need to accommodate this and could be achieved at the first meeting of the Panel.

Some Members acknowledged that the practicalities of the review may prove difficult in that housing associations have their own governance arrangements and governing bodies. Additionally, the council was not the regulatory body and consequently has no powers over the standards of housing management operating within individual housing associations or the investment decisions taken. It was also queried the specific nature of the scrutiny review if currently the council has no housing associations operating within Crawley in special measures and has no difficulties filling the housing association nominations that are available.

Other Members felt the suggestion would benefit from a scrutiny review as there was a need to ensure suitable affordable housing and it was felt there was a responsibility to scrutinise services run by other organisations that impact on Crawley and its residents.

The Review Workshop's recommendations were:

1. *That the Overview and Scrutiny Commission defers a full scrutiny review on Housing Associations.*
2. *It is recommended that the OSC receive an update on the work within Crawley Homes and further information on Housing Associations at one of its meetings. This would allow Members to seek additional information.*

5.2 The OSC thanked those Members who had submitted the suggestions for scrutiny reviews.

6. Work Programme

6.1 Attached as **Appendix 1** to this report is provisional work programme for the remaining OSC scheduled meetings for 2017/2018, based on:

- Considering the review of the previous year's work on the council's Transformation Plan
- Reviewing services from the Transformation Plan 'in depth', including System Thinking review updates (as decided by OSC) and contractor updates
- Cabinet Member and Chief Executive discussions
- Other agency discussions if appropriate
- Items referred from the Forward Plan
- Other items referred under the Scrutiny Procedure Rules

6.2 This draft work programme is not definitive as it may be subject to slippage as well as other items being added to it including further items from the Forward Plan being referred/provisionally referred, or further reports being requested by the Commission.

7. Implications

7.1 In considering the Review Workshop's proposals it is normally recommended that usually no more than three reviews take place at a time to ensure (i) adequate Member availability and capacity to do the work – both in the panels and at the Commission; (ii) adequate resources can be provided, by Democratic Services and other officers of the

Council; and (iii) robust and rigorous reviews can be completed more swiftly. The scrutiny function also needs to be able to be responsive and pick up, at short notice, topical issues which might arise. Consequently, it may be necessary for the Commission to further prioritise or reschedule the programme or accept that it may slip.

- 7.2 The staffing implications will be dictated by the work programme agreed. In addition to the provision of dedicated support from the Democratic Services Officer, any reviews would require input from staff in the service area concerned. This could impact, in the short-term, on service delivery and approved work plans, but could lead to long-term improvements.

8. Background Papers

None

Heather Girling, Democratic Services Officer
01293 438697

OVERVIEW AND SCRUTINY COMMISSION: WORK PROGRAMME 2017 – 2018

The items allocated to date for specific Commission meetings are set out below.

(Cabinet Member Discussions to add dependent on reports and transformation update).

OSC 4 September 2017

'confirmed' Cabinet 6 September 2017

Safer Crawley Partnership Performance Review and Future Priorities
Reduction, Reuse and Recycling of Plastic Bottles
Budget Strategy 2018/2019 – 2021/2022

OSC 2 October 2017

'confirmed' Cabinet 4 October 2017

Amendments to the Allocations Policy
Community Infrastructure Levy – Governance, Allocation & Spend Proposals
Crawley Economic Growth Programme
OSC Work Programme

OSC 6 November 2017

'provisional' Cabinet 8 November 2017

Town Hall Reception Feedback
Update on new Transformation Programme – tbc
Update on Town Centre Parking - tbc

OSC 27 November 2017

'confirmed' Cabinet 29 November 2017

Treasury Management Mid-Year Review 2017-2018
District Heat Network
Town Centre Signage & Wayfinding
Future Delivery of Crawley's Building Control Service
Affordable Housing Supplementary Planning Documents – prov referral

OSC 8 January 2018

'provisional' Cabinet 10 January 2018

Transformation updates
Legislative requirements governing HMOs - tbc

OSC 5 February 2018

'confirmed' Cabinet 7 February 2018

Budget and Council Tax 2018/19
Treasury Management Strategy 2018-2019

OSC 19 March 2018

'confirmed' Cabinet 21 March 2018