

# Crawley Borough Council

## Cabinet

Agenda for the **Cabinet** which will be held in **Virtual Meeting - Microsoft Teams Live**, on **Wednesday, 10 March 2021 at 7.00 pm**

Nightline Telephone No. 07881 500 227



**Chief Executive**

**Membership:**  
**Councillors**

P K Lamb (Chair)  
I T Irvine  
G S Jhans

C J Mullins  
B A Smith

P C Smith

Leader of the Council  
Cabinet Member for Housing  
Cabinet Member for Environmental Services  
and Sustainability  
Cabinet Member for Wellbeing  
Cabinet Member for Public Protection and  
Community Engagement  
Cabinet Member for Planning and Economic  
Development and Deputy Leader

**Please note:** in accordance with Regulations in response to the COVID-19 Public Health Emergency, from April 2020 committee meetings will be held **virtually** via online video conferencing with committee members **in remote attendance only**. Any member of the public or press may observe a committee meeting (except where exempt information is to be discussed) via a link published on the Council's website **24 hours** before the scheduled start time.

In order to allow committee members to take decisions without disruption, only those Councillors who are members of the Committee or are presenting a report will be entitled to join the meeting feed. All other non-Committee members must view the meeting through the public feed. Exceptions to this will be made at the Chair's discretion and requires advance consent.

There will be no in-person public question time at any Council meeting while virtual Committee meetings are being held. All written questions submitted in **advance and accepted** in line with the Constitution will be published within a supplementary agenda. These will be read to the Committee and be followed by a response. The questioner will receive an emailed copy of the response given at the meeting. There will be no supplementary questions.

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Published 26 February 2021



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

## Part A Business (Open to the Public)

|   | Pages   |
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| <b>1. Apologies for Absence</b>   |         |
| <b>2. Disclosures of Interest</b>   |         |
| 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.  |         |
| <b>3. Minutes</b>   | 5 - 22  |
| To approve as a correct record the minutes of the Cabinet held on 3 February 2021.  |         |
| <b>4. Public Question Time</b>  |         |
| To consider any written questions that were submitted in advance and accepted in-line with the Constitution. These will be read to the Committee and be followed by a response. The questioner will receive an emailed copy of the response given at the meeting. There will be no supplementary questions.                         |         |
| <b>5. Matters referred to the Cabinet and Report from the Chair of the Overview and Scrutiny Commission</b>   |         |
| To consider any matters referred to the Cabinet (whether by a scrutiny committee or by the Council) and those for reconsideration in accordance with the provisions contained in the Scrutiny Procedure Rules, the Budget Procedure Rules and the Policy Framework Procedure Rules set out in Part 4 of the Council's Constitution. |         |
| <b>6. "One Town" - Draft Crawley Economic Recovery Plan</b>   | 23 - 36 |
| <i>Planning and Economic Development Portfolio</i>  |         |
| To consider report PES/385 of the Head of Economy and Planning, which was referred to the meeting of the Overview and Scrutiny Commission held on 8 March 2021.   |         |
| <b>7. West Sussex Health and Care in Housing Memorandum of Understanding</b>  | 37 - 40 |
| <i>Housing Portfolio</i>  |         |
| To consider report SHAP/80 of the Head of Strategic Housing Services, which was referred to the meeting of the Overview and Scrutiny Commission held on 8 March 2021.   |         |

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| <p><b>8. Proposed Extension of Crawley Air Quality Management Area Boundary</b></p> <p><i>Environmental Services &amp; Sustainability Services Portfolio</i></p> <p>To consider report HCS/25 of the Head of Community Services, which was referred to the meeting of the Overview and Scrutiny Commission held on 8 March 2021.</p> | 41 - 56      |
| <p><b>9. Community Grants Allocations</b></p> <p><i>Public Protection &amp; Community Engagement Portfolio</i></p> <p>To consider report HCS/27 of the Head of Community Services, which was referred to the meeting of the Overview and Scrutiny Commission held on 8 March 2021.</p>   | 57 - 70      |
| <p><b>10. Annual Community Infrastructure Levy (CIL) Statement</b></p> <p><i>Planning and Economic Development Portfolio</i></p> <p>To consider report PES/370 of the Head of Economy and Planning.</p>  | 71 - 84      |
| <p><b>11. Procurement Shared Service Extension</b></p> <p><i>The Leader's Portfolio</i></p> <p>To consider report FIN/519 of the Head of Corporate Finance.</p>  | 85 - 88      |
| <p><b>12. Microsoft Enterprise License Agreement 2021-24</b></p> <p><i>Planning &amp; Economic Development Portfolio</i></p> <p>To consider report DAT/04 of the Head of Digital &amp; Transformation.</p>   | 89 - 90      |
| <p><b>13. Supplemental Agenda</b></p> <p>Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.</p>  |              |

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## Crawley Borough Council

### Minutes of Cabinet

Wednesday, 3 February 2021 at 7.00 pm

#### Councillors Present:

|                  |  |
|------------------|--|
| P K Lamb (Chair) | Leader of the Council  |
| I T Irvine       | Cabinet Member for Housing   |
| G S Jhans        | Cabinet Member for Environmental Services and Sustainability           |
| C J Mullins      | Cabinet Member for Wellbeing   |
| P C Smith        | Cabinet Member for Planning and Economic Development and Deputy Leader |

#### Also in Attendance:

Councillors T G Belben, B J Burgess, R D Burrett, D Crow, K L Jaggard and K McCarthy

#### Officers Present:

|                       |  |
|-----------------------|--|
| Natalie Brahma-Pearl  | Chief Executive                          |
| Ian Duke              | Deputy Chief Executive                   |
| Karen Hayes           | Head of Corporate Finance                |
| Chris Pedlow          | Democratic Services Manager              |
| Heather Girling       | Democratic Services Officer              |
| Nigel Sheehan         | Head of Projects and Commercial Services |
| Louise Skipton-Carter | Sustainability Manager                   |
| Clem Smith            | Head of Economy and Planning             |
| Kate Wilson           | Head of Community Services               |

#### Apologies for Absence:

Councillor B A Smith

#### 1. Disclosures of Interest

No disclosures of interests were made.

#### 2. Minutes

The minutes of the meeting of the Cabinet held on 25 November 2020 were approved as a correct record and signed by the Leader.

## 3. Public Question Time

There were no questions from the public.

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

It was reported that no representations had been received in respect of agenda item 16: The Hawth Theatre – Contract Extension.

## 5. Matters referred to the Cabinet and Report from the Chair of the Overview and Scrutiny Commission

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

## 6. Petition – “Save Crawley’s Adventure Playgrounds”.

The Cabinet considered report [HSC/26](#) of the Head of Community Services. The report responded to the petition submitted from residents titled ‘Save Crawley’s Adventure Playgrounds’, following the recent budget consultation whereby over 1,200 residents gave their views on potential service changes an option was proposed to review the adventure play moving to a more flexible model of delivery. The petition documented the concerns and issues with loss of the supervised sites within the town as follows:

*“Crawley Council have just announced that they will be closing all 4 of our adventure playgrounds, 2 will close completely and 2 will become unsupervised play areas.*

*This will leave the children of Crawley with nowhere safe to play. The adventure playgrounds are a part of Crawley’s history, they have been around for 60 years! I grew up spending most of my childhood playing in them and so have my children. They are still well used by so many local families. We love having somewhere to go that provides a safe place to be outside, socialising and exercising with toilets, staff and refreshments available to all. Us parents can meet up and we can bring the little ones along and they play here all day, they make new friends, gain confidence, get fresh air and exercise without it costing a fortune. Where will we go without these? Where can you go knowing that the kids can roam free without the worry of safety and knowing there is always a safe adult to hand if needed. What type of people could these areas attract if unsupervised?*

*They also offer reasonably priced childcare services throughout school holidays for those of us that don't have the ability to pay private fees whilst we are at work. For some parents this is a life line and we will be lost without it.*

*Where will our children go to socialise now? Out on the streets, causing mischief and creating issues due to boredom or stop going out and rely on technology?! We don't have youth clubs anymore, so these are their only options? What good will either of these do for the mental health of the next generation? Please sign our petition to ask the council to look at the options again and review this decision!”*

# Agenda Item 3

Cabinet (21)  
3 February 2021

In advance of considering the report the Cabinet hear from the principal petitioner via a copy of their written statement providing further support to their petition. The statement was read out by an officer, in line with the Council's Virtual Committee Procedure. (A copy of the written statement was attached as an appendix A to the minutes).

The Cabinet Member for Wellbeing in presenting the report expressed his empathy with residents who had signed the petition wanting to protect the adventure playgrounds, however the council was facing an ongoing reduction in its income and the changes to adventure play would save the Council approximately £210k immediately. Two of the facilities, Cherry Lane and Waterlea, would remain, but running in a different way, with Waterlea receiving new investment. To keep the others Creasy's Drive and the Mill Pond and updating them to a suitable and safe level it would cost a between £500k to £750k. It was noted that the average cost to taxpayers per child per visit to the adventure playgrounds was over £30 and that the number of users were consistently dropping, reducing by over 60% in the last 20 years.

It was emphasised that the adventure playground and the Council's play services were designed for five to 13 years olds and not for teenagers, which was in response to a point made as part of the petition, questioning the closure of facilities for teenagers within the Borough. However, the Council's focus for the Play Service would now be on outreach work in local communities and there was a commitment to continue to update local playgrounds across the town.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report as detailed in report [OSC/293](#), to the Cabinet following consideration of the matter at its meeting on 1 February 2021, which included:

- Residents should feel compelled to organise a petition if they were concerned regarding an issue affecting the town. It allowed officers and councillors to re-assess issues.
- It was remarked that the results of the consultation should not be ignored and that there was a 68% reduction in attendance at the playgrounds.
- It was acknowledged that other providers (not for profit) may be interested in the adventure playgrounds. However, the sites would require substantial capital investment that exceeded current funds and the operational costs were significant.
- Children and young people had different expectations regarding play and the budget needed to be spent wisely, with the play team being used in the most effective and efficient way possible to ensure children could continue to be engaged.
- It was acknowledged that the Play Service was primarily aimed at five to 13 year olds. It was not intended as an alternative to youth provision. Youth Service provision was within the remit of West Sussex County Council.

Councillor Lamb commenting on the petition reemphasised that the tough decision was taken, following the financial pressure created by the Covid pandemic and the Council had a legal duty to pass a balanced budget. If the decision was reversed then the Council would struggle in meeting that requirement as there was no suggestion on how the Council could make up the difference. However, as the Council did receive an unexpected grant since the savings were first proposed, current provision would now be maintained for the most part for much of the coming council year. Councillor Irvine also spoke as part of the discussion on the report.

Councillor Lamb moved that the petition be noted but there be no change to the current decision. A recorded vote was taken on the recommendations in accordance

with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

For the recommendations:

Councillors Irvine, Jhans, Lamb, Mullins and P Smith. (5)

Against the recommendations:

None.

Abstentions:

None.

## **RESOLVED**

That the Cabinet notes the petition, and agrees to continue with their original decision surrounding the adventure playgrounds.

### **Reasons for the Recommendations**

To ensure the procedure for petitions as detailed in the Council's Constitution is adhered to.

Councillor Mullins after the item had finished confirmed that he would write to the Principal Petitioner thanking them for the petition and providing them with a further explanation as to the Cabinet's decision including addressing all the areas they raised and questioned.

## **7. Climate Change Scrutiny Panel Final Report**

Councillor Jaggard as Chair of the Climate Change Scrutiny Panel presented report [OSC/292](#) the Panel's final report to the Cabinet. The Cabinet were reminded that the Climate Change Scrutiny Panel was established following a Notice of Motion at Full Council in July 2019, which had been carried unanimously. The remit of the review as identified by Notice of Motion was to "look into and make recommendations focusing upon the workings and activities of Crawley Borough Council relating to carbon emissions." The Cabinet were informed that the Scrutiny Panel's large number recommendations reflected the motion and outlined proposals to help the Council to achieve the ambition to reduce carbon emissions generated by Crawley Borough Council activities by at least 45% by 2030 and to zero by 2050.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report as detailed in report [OSC/293](#), to the Cabinet following consideration of the matter at its meeting on 1 February 2021, which included:

- It was considered that the Panel's recommendations were practical and the idea of a climate change impact assessment document on any new project/change in policy or service was thought to be very important.
- Recognition that in order to reach its carbon emissions target the Council may have to lead by example and change the way it works and adapt.
- It was noted that the heating of the pool at K2 Crawley was the most major source of emissions. The Panel had fully recognised there were industry standards and there were mixed views from individuals on the pool temperature. However, it strongly wished for the recommendation to be considered.



# Agenda Item 3

Cabinet (23)  
3 February 2021

- Support for the Climate Emergency Action Plan should be regularly reported back to OSC and Cabinet. The Climate Emergency Officer Advisory Group would consider options for reporting back as part of their actions. The officers' group was best placed to have the expert knowledge and skill to identify actions, activities and timescales within the council's services.
- There was general support for the recommendations from the majority of members. However, there was concern raised from some regarding recommendation 'q' and paperless meetings, particularly the need to read reports thoroughly and the impact upon people's eyes of such length of time on devices. In contrast, there was recognition of the large environmental and financial benefits together with the availability of additional equipment along with further training. It was acknowledged the Cabinet Member for Resources took the decision that any newly elected councillor would be paperless from May 2018, whilst remaining compliant under the Equality Act.
- During the debate Councillor Lanzer (seconded by Councillor T Belben) moved a proposed amendment adding a further recommendation:

2.3 c) That Full Council be asked to – *Request the Governance Committee look at the future format of the Council's formal and informal meetings to consider which should be face to face, virtual or hybrid.*

Councillor Jhans, as Cabinet Member for Environmental Services and Sustainability was invited to speak. Whilst thanking the Panel and officers for a thorough piece of work, Councillor Jhans would welcome the action plan and regular reporting back. It would be beneficial for the Cabinet to refer this back to the officer advisory group to translate into deliverable actions and in doing so proposed the following amendments.

*Ref recommendation in 2.2: "Cabinet endorses the principle of the recommendations set out in section 6, subject to a full evaluation as part of the development of the Council's Climate Change Emergency Action Plan and for that Action Plan to be brought back to Cabinet for consideration as soon as possible".*

*Ref recommendations in 2.3: "Cabinet agrees that the recommendations in 2.3 in addition to recommendation 2.3c proposed by the Overview and Scrutiny Commission, be put to Full Council for consideration".*

Councillor Crow also spoke on the item and in doing so thanked the Panel for its hard work through the Scrutiny process and welcomed Councillor Jhans proposed amendment. He also commented believing that the Council should lead by example particularly on property, transport and energy, however with regards to a couple of the recommendations (f) the temperature at K2 Crawley needed to be comfortable and (q) there was a limit for screen time but he added this was only a minor point and the council was right to lead the way.

Councillors P Smith, Irvine, and Mullins spoke as part of the discussion on the report and were fully behind the principles of the recommendations. However, some concerns were expressed over recommendation (f) relating to the temperature at K2 Crawley swimming pool and (q) paperless committee meetings.

A recorded vote was taken on the proposed amendment to the recommendations as moved by Councillor Jhans and seconded by Councillor Lamb. In accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

# Agenda Item 3

Cabinet (24)  
3 February 2021

For the recommendations:

Councillors Irvine, Jhans, Lamb, Mullins and P Smith. (5)

Against the recommendations:

None.

Abstentions:

None.

## **RESOLVED**

The proposed amendment was carried.

A recorded vote was taken on the recommendations as amended in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

For the recommendations:

Councillors Irvine, Jhans, Lamb, Mullins and P Smith. (5)

Against the recommendations:

None.

Abstentions:

None.

## **RESOLVED**

Cabinet endorses the principle of the recommendations set out in Section 6 of report [OSC/292](#), subject to a full evaluation as part of the development of the Council's Climate Change Emergency Action Plan and for that Action Plan to be brought back to Cabinet for consideration as soon as possible.

That Full Council be requested to:

- a) endorse the Scrutiny Panel's findings and recommendations contained within report [OSC/292](#)
- b) request that any necessary revisions to the Council's Constitution relating to paperless committee meetings be made.
- c) Request that the Governance Committee look at the future format of the Council's formal and informal meetings to consider which should be face to face, virtual or hybrid.

## **Reasons for the Recommendations**

The recommendations reflect the motion agreed by Full Council and outline proposals to help the Council to achieve the ambition to reduce carbon emissions generated by Crawley Borough Council activities by at least 45% by 2030 and to zero by 2050s.

## 8. **Proposed Article 4 Directions - Planning Change of Use from C3 (dwellinghouses) to C4 (houses in multiple occupation)**

The Cabinet Member for Planning and Economic Development presented report [PES/366](#) of the Head of Economy and Planning which sought approval for the making of non-immediate Article 4 Directions, removing the permitted development right for dwelling houses (use class C3) to convert to houses of multiple occupation (HMO) (use class C4) in various locations in Crawley, to protect the amenity and wellbeing of the areas concerned.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report as detailed in report [OSC/293](#), to the Cabinet following consideration of the matter at its meeting on 1 February 2021, which included:

- It was acknowledged that HMOs above the five-person threshold require a licence and this assisted in monitoring, particularly the use of the map of licensed HMOs.
- The Directions would target specifically the 10 residential zones in Crawley where there was a clear majority of residential dwellings that were 3-storey terraced properties and multiple HMOs. Acknowledgement that the rationale was the coincidence of these types of properties, increased concentration and potential for HMO clustering. It was important to ensure that evidence and figures used to support the proposal was robust, for example in relation to numbers of bedrooms.
- With regards to Burwash Road in Furnace Green there were no licenced HMOs on the current list at present but it would be monitored. Concerns raised regarding conversions to HMOs elsewhere and displacement to other areas within the neighbourhoods and other areas within the town.
- It was anticipated that by introducing the Directions in some areas which currently have a lower number of HMOs, it may avoid the need to introduce further Directions in such areas at a later date.
- Support for a welcomed and balanced approach.

Councillor Crow was invited to speak to the item and he welcomed the report and as whilst there were benefits to HMOs within the housing sector, there needed to be a balance within the community.

Councillor Irvine spoke as part of the discussion on the report commenting that he was pleased that it was acknowledged that there was a need for HMOs and they served an important housing function. He also pleased with the scientific approach used to identify the areas that might require the use of an Article 4 Direction.

A recorded vote was taken on the recommendations, in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

For the recommendations:

Councillors Irvine, Jhans, Lamb, Mullins and P Smith. (5)

Against the recommendations:

None.

Abstentions:

None.

**RESOLVED**

That the Cabinet:

- a) approves the making of 10 non-immediate Article 4 Directions under the Town and Country (General Permitted Development Order) 2015. These will remove the permitted development right for dwelling houses (Use Class C3) to change their use into houses of multiple occupation (Use Class C4), in the 10 zones referred to in paragraph 3.3 and outlined on the plans within Appendix A of report PES/366.
- b) delegates authority to the Head of Economy and Planning in consultation with the Cabinet Member for Planning and Economic Development to formally confirm the non-immediate Article 4 Directions following the 12 month notification period, if having fully considered all representations made during the consultation period, they are of the opinion that the Article 4 Direction should be made.

*(Generic Delegation 3 will be used to enact this recommendation).*

## **Reasons for the Recommendations**

The proposed Article 4 Directions are intended to enable the council to use its planning powers to manage and limit concentrations of houses of multiple occupation (HMOs) in areas which are considered susceptible to them, so as to mitigate and avoid the cumulative impacts on local amenity associated with concentrations of this type of accommodation. The rationale for such Directions is explained below in sections 4 and 5 of report PES/366.

HMOs remain an important part of the range of accommodation available in the borough and cater to the needs of specific groups. The intention is therefore not to reduce or restrict their delivery in the borough as a whole, but merely to resist the development of significant clusters of them in particular locations, and to promote strong, balanced communities.

The ten residential zones where these Article 4 directions would apply are in the following locations (the extent of each zone is indicated on the maps within Appendix A of report PES/366):

Aintree Road & Epsom Road, Furnace Green  
Arden Road, Furnace Green  
Ardingly Close, Ifield  
Beverley Mews, Three Bridges,  
Caburn Heights, Southgate  
Farmleigh Close, Pound Hill  
Rillside and Winterford, Furnace Green  
Ringwood Close, Furnace Green  
Victoria Mews, West Green  
Weald Drive, Furnace Green

The rationale for selecting the above 10 residential zones is explained in Section 6 of report [PES/366](#).

## 9. 2021/2022 Budget and Council Tax

The Leader presented report [FIN/514](#) of the Head of Corporate Finance, which set out the Budget and level of Council Tax for the year 2021/22. It was noted that the report detailed each of the Revenue, Capital and Housing Revenue Accounts that combine together to formulate 'The Budget'. In proposing the level of Council Tax for the Financial Year 2021/22, each of those accounts identified had been considered. The proposed Council Tax for 2021/22 was to be increased by 2.37%.

The Council has a statutory responsibility to set a Council Tax and Budget in advance of the commencement of the new financial year. The Council Tax has to be set by 11 March, each year.

The Cabinet was informed that the proposed Budget had been produced based on the principles set in the Budget Strategy which was approved by Full Council on 16 December 2020. That included achieving balanced Budget over a four year period including putting back to reserves when the Budget is in surplus.

The Leader emphasised that the Council budget setting process had been completely impacted by the Covid pandemic and how that has hit the Council's main sources of funding. The Council was having to make in the region of £2.4mil of saving this year with £1.6mil from back office savings and the remaining £800k from service delivery.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report as detailed in report [OSC/293](#), to the Cabinet following consideration of the matter at its meeting on 1 February 2021, which included:

- Confirmation that the savings for the pitch and putt would be made through an increase in fees and charges. It was noted that the service had temporarily had to close due to the pandemic.
- Clarification sought on the redundancy provision and pension entitlement information held within the Pay Policy statement, following introduction of the reform of local government exit payments.
- Confirmation that the £506,450 was agreed in December 2020 as part of the in-year savings exercise, whilst the £506,000 has been identified as further current year savings as part of the consultation exercise.
- Acknowledgement that there had been genuine cross party working throughout the budget process and that members had been involved throughout the budget process.

Councillor Crow spoke on item, confirming that he would be seconding this Budget and Council Tax report at Full Council in his position as Opposition Leader. He emphasised the cross party working throughout the budget process and it was important that the Council set a sustainable budget.

A recorded vote was taken on the recommendations in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

For the recommendations:

Councillors Irvine, Jhans, Lamb, Mullins and P Smith. (5)

Against the recommendations:

None.

Abstentions:  
None.

## RESOLVED

That Full Council be recommended to approve the following items regarding the 2021/22 Budget:

- a) to approve the proposed 2021/22 General Fund Budget including savings and growth as set out in paragraph 6.4 of the report [FIN/514](#),
- b) to approve the proposed 2021/22 Housing Revenue Account Budget as set out in section 10 and Appendix 3 of the report [FIN/514](#),
- c) to agree to ringfence £435,000 of useable capital receipts for investment in the Town Centre as a result of using Government funding on the Heat Network to avoid having to repay the grant,
- d) to agree to increase the capital budget for 2021/22 for temporary accommodation acquisition by £826,300 to be funded from the earmarked homelessness acquisition reserve,
- e) to approve the 2020/21 and future years Capital Programme and funding as set out in paragraph 11.6 of the report [FIN/514](#),
- f) to agree that the Council's share of Council Tax for 2021/22 be increased by 2.37% (£4.95) from £208.89 to £213.84 for a band D property as set out in paragraph 13.3 of the report [FIN/514](#),
- g) to approve the Pay Policy Statement for 2021/2022 as outlined in paragraph 16.3 and Appendix 6 of the report [FIN/514](#),
- h) to approve the CBC Pricing Strategy as outlined in Appendix 7 of the report [FIN/514](#).

## Reasons for the Recommendations

To provide adequate funding for the proposed level of services and to fulfil the statutory requirement to set a Budget and Council Tax and report on the robustness of estimates.

## 10. Treasury Management Strategy 2021-2022

The Leader presented report [FIN/517](#) of the Head of Corporate Finance on the Treasury Management Strategy for 2020/2021 which the Council was required to approve before the start of the financial year in accordance with the CIPFA Code of Practice for Treasury Management and the Council's financial regulations. The strategy itself sets out how the Council would be investing its money across the course of the year. It was noted that the format of the report had changed compared to previous years and that was due to a change in the advisor used by the Council in devising the strategy.

# Agenda Item 3

Cabinet (29)  
3 February 2021

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report as detailed in report [OSC/293](#), to the Cabinet following consideration of the matter at its meeting on 1 February 2021, which included:

- Acknowledgement that where the Council had investments leased by other parties, it was the intention that rents were paid. Should that not be the case given economic circumstances the Council would liaise with liquidators or investigate relinquishing the property. Investments were entered into with the most suitable terms and best intentions.
- Clarity sought and obtained on the likelihood of a negative interest rate and the value of investments as a result of a potential move to a negative rate. It was confirmed that only treasury bills were paying negative interest and the Council did not hold any of these at present. Existing investments were mostly fixed term investment and these will pay the interest rate agreed at the time they were taken out. It was possible there will be negative rates with regards to future investments.
- Confirmation that the maximum to be lent to any one organisation could be increased to correspond to the counterparty limits.

Councillor Irvine spoke as part of the discussion on the report and in response to a question he asked it was confirmed that the Council was still being in receipt of income from its investment properties, despite of the current economic climate.

A recorded vote was taken on the recommendations, in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

For the recommendations:

Councillors Irvine, Jhans, Lamb, Mullins, and P Smith (5)

Against the recommendations:

None.

Abstentions:

None.

## **RESOLVED**

That Full Council be recommended to approve the following items:

- a) the Treasury Prudential Indicators and the Minimum Revenue Provision (MRP) Statement contained within Section 5 of report [FIN/517](#);
- b) the Treasury Management Strategy contained within Section 6 of report [FIN/517](#);
- c) the Investment Strategy contained within Section 7 of report [FIN/517](#);

## **Reasons for the Recommendations**

The Council's financial regulations, in accordance with the CIPFA Code of Practice for Treasury Management, requires a Treasury Management Strategy to be approved for the forthcoming financial year. This report complies with these requirements.



## 11. 2020/2021 Budget Monitoring - Quarter 3

The Leader presented report [FIN/516](#) of the Head of Corporate on the Quarter 3 budget monitoring, which set out a summary of the Council's actual revenue and capital spending for the quarters to December 2020 together with the main variations from the approved spending levels and impact on future budgets. The Leader explained that the impact of the Covid19 has had a dramatically impacted upon the Council budget and income streams, so that at the end of the Quarter 3, even with additional Government funding and significant in year savings, there was a deficit of £100k to the General Fund.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report as detailed in report [OSC/293](#), to the Cabinet following consideration of the matter at its meeting on 1 February 2021, which included:

- Confirmation provided in relation to Rushetts Road play area which was the only play area on the priority list that met the S106 criteria and the money needed to be spent by the end of June. By completing this area it allowed the team dealing with the play equipment time to work on other priorities within the next 18 months, including areas such as Wakehams Green.
- Potential option for a review of how reports were presented once the pandemic was over, although it was recognised that there were reasons why finances had to be documented in particular formats.

A recorded vote was taken on the recommendations, in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

For the recommendations:

Councillors Irvine, Jhans, Lamb, Mullins and P Smith. (5)

Against the recommendations:

None.

Abstentions:

None.

### RESOLVED

That the Cabinet approves the projected outturn for the year 2020/2021 as summarised in this report.

### Reasons for the Recommendations

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

## 12. Community Grants Future Options

The Leader presented report [HCS/24](#) of the Head of Community Services. The report sought to consider the options for the future community grants process. The Cabinet was informed that it was proposed to reduce the grants budget, current set at of



# Agenda Item 3

Cabinet (31)  
3 February 2021

£632,000, by one third for the 2021/22, because of the impact on that Covid pandemic has had on the Council's revenue budget. It was explained that the new funding proposal would be based on a commissioning approach, where the Council commissions organisations to provide clear indefinable outcomes for our community. There would also be a £50k pot for smaller grants using a match funding formula.

The Leader commented whilst it was an unfortunate situation that the Council was having to reduce the funding, the Council was still twice as generous as any other similar type of Council in the country. The Council also provides significant property and rental support to a number of charities and third sector organisations, further to the grant funding.

Councillor T Belben presented the Overview and Scrutiny Commission's comments on the report as detailed in report [OSC/293](#), to the Cabinet following consideration of the matter at its meeting on 1 February 2021, which included:

- Recognition of the many groups and organisations within the town. It was questioned if all were aware of other funding opportunities. The liaison work with organisations and signposting arrangements would be maintained.
- It was felt it would be beneficial for the new commissioning model to come before the Commission.
- Acknowledgement that in terms of the review process the Grants Appeal Panel was still in existence and it was felt this was the correct approach.
- Recognition that re-designing the service towards a proposed commissioning approach still enabled the service to deliver in an effective and efficient manner whilst maintaining the connections to the community.

A recorded vote was taken on the recommendations, in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

For the recommendations:

Councillors Irvine, Jhans, Lamb, Mullins and P Smith. (5)

Against the recommendations:

None.

Abstentions:

None.

## RESOLVED

That the Cabinet agrees:

- a) the funding intentions and associated outcomes for the future programme as outlined in section 5 of report [HCS/24](#).
- b) the process for allocating funding as outlined in section 5 of report [HCS/24](#).
- c) the process for approving grant allocations and appeals process in 2021/22 and 2022/23 as outlined in section 5 of report [HCS/24](#).

## Reasons for the Recommendations

The proposed transfer will reduce the budget gap in the General Fund as laid out in the Budget Strategy. The recommendations support the Council to achieve a balanced budget position for 2021/22 onwards whilst retaining sufficient revenue funds to deliver a high quality outcome focused commissioning and small grants programme that can better respond to our community's needs.

They also take into account the needs of the organisations that we currently fund and allow us to support them through a transition period, as appropriate to their individual circumstance.

### 13. Forward Programme of Key Procurements (January-June 2021)

The Leader presented report [FIN/513](#) of the Head of Corporate Finance. The report detailed the current forward programme of key procurements and sought delegated authority for the contract award approvals following the appropriate procurement process to the Leader. It was detailed that the purpose of the proposal was to ensure the Council's decision making relating to procurement decisions were efficient and also in line with the Constitution.

A recorded vote was taken on the recommendations, in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

For the recommendations:

Councillors Irvine, Jhans, Lamb, Mullins and P Smith. (5)

Against the recommendations:

None.

Abstentions:

None.

## RESOLVED

That the Cabinet:

- a) approves the procurement forward programme January – June 2021.
- b) delegates authority to the Leader of the Council in consultation with the relevant Cabinet Member, Opposition Leader, Head of Service, and Head of Legal, Governance and HR to approve the award of the contract following an appropriate procurement process
- c) delegates the negotiation, approval and completion of all relevant legal documentation, following the awarding of the contracts to the relevant Head of Service, Head of Legal, Governance and HR, Head of Corporate Finance, in consultation with the appropriate Cabinet Member.

*(Generic Delegations 2 & 3 will be used to enact this recommendation)*

## **Reasons for the Recommendations**

By approving the procurement forward programme there is greater transparency of future procurement processes allowing more scope for internal stakeholders to input into how future contracts are delivered.

The approval of the forward programme provides a key decision that will enable the individual procurement processes to be awarded under delegated authority once the tender process has concluded giving the Council the ability to reduce the time required to complete a procurement process.

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

### **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.

## **15. The Hawth Theatre - Contract Extension**

Exempt Part B - By Virtue of Paragraph 3

*Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

The Cabinet received report HPS/24 of the Head of Major Projects and Commercial Services. The report sought an extension to the contract for a further four years along with a repayable grant to Parkwood Leisure. The Cabinet were provided with an updated on the current position by the Head of Major Projects and Commercial Services.

A recorded vote was taken on the recommendations, in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, are recorded as set out below:

For the recommendations:

Councillors Irvine, Jhans, Lamb, and P Smith. (4)

Against the recommendations:

None.

Abstentions:

None.

### **RESOLVED**

# Agenda Item 3

Cabinet (34)  
3 February 2021

That the Cabinet approves

- a) a four year extension of the Hawth Theatre Contract with Parkwood Leisure covering the period February 1<sup>st</sup> 2022 to January 31<sup>st</sup> 2026.
- b) entering into a deed of variation setting out the revisions to the terms of the Hawth Theatre contract as listed in paragraph 5.2 of this report.

That Full Council is recommended to approve:

- a) The allocation of a repayable Capital Grant of £400,000 to Parkwood Leisure to provide support towards costs incurred during the Covid-19 pandemic as a result of distancing measures imposed upon theatres, and
- b) That the repayment of the Capital Grant occurs over the four year contract extension period.

## **Reasons for the Recommendations**

The recommendation will enable the Hawth to continue trading over the remaining period of the contract and will provide stability of the local offer in the coming years where there is expected to be continued turbulence in the wider market.

The recommendation to extend the contract for four years will see a stepped reduction in the management fee and the introduction of a profit share mechanism which will support the Council's Medium Term Financial Strategy.

## **Closure of Meeting**

With the business of the Cabinet concluded, the Chair declared the meeting closed at 8.28 pm

**P K LAMB**  
Chair

## **Appendix A - Principal Petitioner's Written Statement**

Statement regarding the closure of Crawley Adventure playgrounds. *(Updated since the OSC meeting)*

The adventure playgrounds are a part of Crawley's history, they have been around for 60 years!

I grew up spending most of my childhood playing in them as did my parents and so have my children. They are still well used by so many local families.

We love having somewhere to go that provides a safe place to be outside, socialising and exercising - with toilets, staff and refreshments available to all.

Parents can meet up and we can bring the little ones along and they play here all day, they make new friends, gain confidence, get fresh air and exercise without it costing a fortune.

Play is proven to be a vital part of a child's development; Play improves the cognitive, physical, social, and emotional well-being of children and young people. Through play, children learn about the world and themselves. They also learn skills they need for study, work and relationships such as: confidence.

Throughout the last 12 months the younger people within our community have suffered severely, they have been forced into lock-downs and quarantine, taken away from their peers, family members, schools and general social circles.

Many children have shown to be struggling with their mental well-being and here you are saying that when they are finally able to get out and mix again- there will be no where to go!

Youths of today are the future of this town. It is how we treat them and look after them now that will have a huge impact on the future employment and economy of Crawley.

Just because they can't speak up does not give anyone the right to ignore their human rights to play and good mental health.

The adventure playgrounds also offer reasonably priced childcare services throughout school holidays for those of us that don't have the ability to pay private fees whilst we are at work. For some parents this is a life line and we will be lost without it.

Without these supervised play areas, Where can you go knowing that the kids can roam free without the worry of safety and knowing there is always a safe adult to hand if needed.

Where will our children go to socialise now?

What type of people could these areas attract if unsupervised?

It will be the older generation complaining when they are out on the streets, causing mischief and creating issues due to boredom or the council complaining when having to deal with the cost of the therapy requirements due to them stopping going out, socialising and relying solely on technology?!

# Agenda Item 3

Cabinet (36)  
3 February 2021

We don't have the old youth clubs anymore, so these are usually their only safe options! What good will your decisions do for the mental health of the next generation?

If its not viable to keep all 4 open would they not consider keeping 2 open and to give families the opportunity to utilise them, they stated that waterlea still has a pot there for the new equipment so has that already been accounted for?

Public consultation was only to 1200 Crawley residents and only had 1 question referring to play areas so that is not a fair response!

Please we urge you to look at the options again and review this decision!

# Agenda Item 6

## Crawley Borough Council

**Report to Overview and Scrutiny Commission**  
**8 March 2021**

**Report to Cabinet**  
**10 March 2021**

### **“One Town” - Draft Crawley Economic Recovery Plan**

Report of the Head of Economy and Planning, *PES/385*

---

#### **1. Purpose**

- 1.1 This report requests Cabinet approval for the draft Crawley Economic Recovery Plan (Appendix A) to go out to public consultation for a period of six weeks.
- 1.2 The draft Recovery Plan presents a Vision for Crawley’s future socio-economic prosperity in 2050 alongside a strategic framework and a set of flagship scheme interventions to be drawn up for delivery towards the achievement of that Vision.
- 1.3 Following the public consultation period, a final draft of the Economic Recovery Plan will return to Cabinet for review and consideration as to its adoption as policy.

#### **2. Recommendations**

- 2.1 To the Overview and Scrutiny Commission:

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

- 2.2 To the Cabinet:

The Cabinet is recommended to approve the draft Crawley Economic Recovery Plan (Appendix A) to go out to public consultation for a period of six weeks.

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

- 3.1 Cabinet approval is sought to go out to public consultation in order to seek feedback and input to help develop the draft Plan and to secure broad support for the proposals.

#### **4. Background**

- 4.1 The draft Economic Recovery Plan will provide an overarching strategic framework for Crawley’s future socio-economic prosperity, under which will sit Crawley’s existing programmes of economic regeneration and infrastructure delivery:
  - Town Centre Regeneration Programme
  - Crawley Growth Programme
  - Crawley Town Investment Plan (subject to agreement with the government)
  - Crawley Employment and Skills Programme.
- 4.2 The draft Plan also presents proposed priority flagship scheme interventions to help drive Crawley’s economic recovery and boost job creation and business investment.

# Agenda Item 6

## 5. Description of Issue to be resolved

- 5.1 Crawley's economy has been very badly affected by the COVID-19 pandemic. Gatwick Airport has seen a huge reduction in passenger numbers from an average of almost 4 million passengers per month (2019) to eight hundred and fifty thousand (2020). Airlines are running a fraction of flight services pre-pandemic. The retail, hospitality and leisure sectors have been forced to close during the periods of lockdown and restrictions and many other businesses have been adversely affected, as elsewhere in the country. The cumulative impact of the above has been major redundancies and 25,800 Crawley residents furloughed.
- 5.2 The unemployment claimant count has trebled to 8.3% in Crawley since the start of the pandemic, with over 6,000 unemployed local residents claiming universal credit. Crawley is now in the worst 10% of areas in the country for unemployment. Youth unemployment has reached almost 13%.
- 5.3 The Council is spearheading efforts to boost Crawley's economy and generate new business investment and jobs by continuing to pro-actively lead and facilitate the development of major programmes of new infrastructure, amenity, residential development and economic regeneration. The combined value of this public and private investment in the Town is set to reach over £400 million, thanks to close working between the Council, local partners, residents and the private sector.
- 5.4 Partners include stakeholders on the Crawley Economic Recovery Taskforce and Town Deal Board, the Coast to Capital Local Enterprise Partnership, West Sussex County Council, Crawley College, local businesses and private developers.
- 5.5 The draft Economic Recovery Plan also provides a clear pathway for the development of further regeneration schemes to help boost recovery. This will help to unlock further private sector investment in Crawley alongside additional public funding so that the Town is even better placed to achieve the sustainable economic recovery needed to bring about the benefits to Crawley's residents envisaged in the Plan's Vision.

## 6. Financial Implications

- 6.1 There are no direct financial implications.

## 7. Equality Implications

- 7.1 The Council must have regard to section 149 of the Equality Act 2010. The public sector equality duty requires public authorities to have due regard to the need to:
  - a) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under that Act;
  - b) advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it; and,
  - c) foster good relations between those who share a protected characteristic and those who do not share it, which involves having due regard, in particular, to the need to:-
    - (i) tackle prejudice; and,
    - (ii) promote understanding.
- 7.2 An Equalities Impact Assessment (EIA) will be carried out as part of the process of drawing up the final draft of the Economic Recovery Plan and the outcome of that Assessment will be presented to Cabinet.

## 8. Background Papers

None



# **“One Town”**

# **Crawley’s Economic Recovery Plan**

## **FIRST DRAFT**

# Rationale

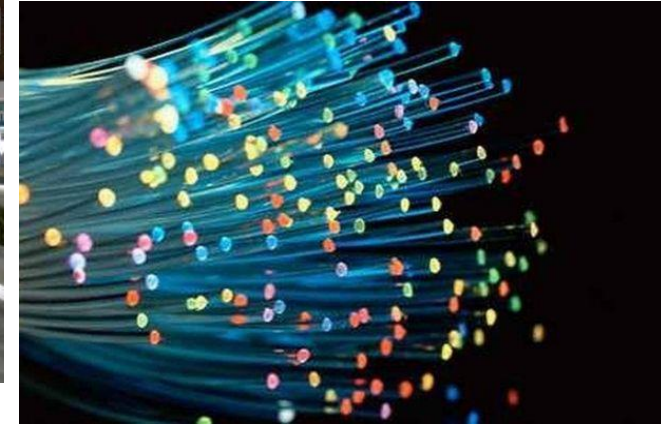
- A vision for Crawley's future socio-economic prosperity
- A clear path for recovery from COVID-19 economic crisis
- A marker to Crawley's formidable reputation for economic productivity
- One strategic framework for recovery under which sit:
  - Town Centre Regeneration Programme;
  - Crawley Growth Programme;
  - Employment and Skills Programme;
  - Crawley Town Investment Plan;





# Crawley's "One Town" Vision for 2050

*"A modern, vibrant and healthy exemplar digital town; transformed net zero carbon economy; the south east's leading digitally enabled and mixed use innovative Business Park at Manor Royal; an empowered resident workforce; high quality amenities, bustling neighbourhood parades; extensive sustainable homes, transport, business"*



**A "Green Growth" economy...**

**..renowned for innovation excellence...**

**..with a stunning digital business park...**

**..resident skills driving business success...**

**..Gatwick Airport an exemplar of "sustainable aviation"...**

**..bold and vibrant Town Centre community; successful professional services hub..."**



# A Joined Up Approach to Recovery

Our Economic Recovery Plan builds on the joined up working across Crawley's business community and their representative bodies:

- Manor Royal BID
- Town Centre BID
- Neighbourhood Parades
- The High Street Business Forum
- Professional Services Forum
- Leading local Commercial agents
- Crawley Chamber of Commerce
- Sussex Chamber of Commerce
- Gatwick Diamond Business
- Federation of Small Businesses
- Coast to Capital Local Enterprise Partnership





# Crawley's economy has Firm Foundations

- **Dynamic Economic and Business Growth** - Economy grew by 23% (2013-2018) to £5.9 billion
- **Excellent track record – jobs density / productivity** - 13.5% jobs growth (2013-19); Productivity: £45,000 per capita (SE average: £26,000); Highest job density
- **An Outstanding F.E. College (OFSTED)**
- **Superb geographic location / “hyper-connected”** – Easy reach of M23 / M25; Gatwick Airport; 3 mainline railway stations; 24 hour arterial bus routes
- **Regional retail dominance and leisure pull** – Major retail brands; High St evening economy; Crawley Leisure Park; K2 Leisure Centre; Hawth etc
- **Expansive “Green” Infrastructure** – Award winning parks – Tilgate Park, Memorial Gardens; Extensive tree cover and green space, grass verges.



# Plan to Restore Economic Success post COVID-19

## The Scale of the Economic Impact:

- Major collapse in Gatwick Airport passenger numbers – nearly 4 million per month (2019) to 850,000 per month (2020)
- Over 7,000 redundancies “on Airport”, nearing 33% of workforce
- 25,800 Crawley residents “furloughed” -41% of local workforce- from aviation and various other sectors (e.g. hospitality).
- Unemployment in Crawley trebled – 2.4% to over 8%
- Youth unemployment almost 13% - 1,000+ young people



## And tackle long term structural economic challenges:

- Attract business investment to occupy vacant Manor Royal sites
- Boost (relatively low) innovation output
- Unlock “green” infrastructure to tackle carbon emissions
- Strengthen local workforce skills to boost social mobility
- Transform sustainable transport and digital capacity





# Economic Recovery Plan – Strategic Priorities

- **A DIVERSE AND RESILIENT ECONOMY** Crawley needs to broaden its economic architecture and boost economic resilience.
- **GREEN TRANSFORMATION** Crawley needs to reset how its economy operates through the lens of ‘green recovery’.
- **TOWN CENTRE RENEWAL** is vital to mitigate risk of long term decline in the aftermath of the COVID-19 crisis.
- **SKILLS FOR THE FUTURE** An overhaul of Crawley’s skills training facilities and programme offer to empower local residents.
- **CONNECTED CRAWLEY** Digital connectivity to drive up jobs recovery and transport connectivity to drive down carbon emissions



# 1. A Diverse and Resilient Economy

**AIM:** Renew Crawley as an attractive, abundant, diverse economic powerhouse, founded on “green growth” and digital innovation.

## **OBJECTIVES:**

- Establish Crawley as the key business destination in the South East for advanced engineering and professional services.
- Develop a pioneering “niche” innovation identity for Crawley, benefiting advanced engineering, logistics and construction.

## **FLAGSHIP INTERVENTIONS:**

- “Manor Royal Renaissance” programme to transform Manor Royal into an attractive and digitally advanced business park.
- Establish the Fusion Centre –the Crawley Innovation Centre - to boost Manor Royal’s advanced engineering and digital base.
- Inward investment programme to attract new manufacturing to Manor Royal and professional services to the Town Centre.
- A brand new “Eastern Gateway” Town Centre commercial quarter
- Unlock sufficient suitable employment land to drive recovery.





## 2. Green Transformation

**AIM:** Establish Crawley at the forefront of “green growth” and as a low carbon economy where green technology businesses thrive.

### OBJECTIVES:

- Drive growth of green tech and construction businesses & jobs
- Deliver vital carbon emissions reductions in Crawley by maximising renewable energy and providing grid resilience.
- Unlock investment in “green” infrastructure, transforming Manor Royal into a Business Park and rolling out new biodiversity.

### FLAGSHIP INTERVENTIONS:

- Decarbonisation Skills Academy programme
- A green Construction Skills Hub for local residents.
- Decarbonise Manor Royal via green business infrastructure grants
- Drive forward innovation in green transportation technologies
- Roll out low carbon energy in proposed major developments
- ‘Green home’ programme to retrofit housing stock
- Deliver extensive electric vehicle charging network



# 3. Town Centre Renewal

**AIM:** Secure a vibrant neighbourhood and sustainable economic future for the town centre via significant qualitative investment.

## OBJECTIVES:

- Establish Town Centre as a dynamic jobs / business growth hub.
- Unlock a rich cultural offer in the town centre, attracting new cultural venues to help drive footfall and renewal.
- Deliver a vibrant neighbourhood, comprising 3,000 homes with exemplary digital / green infrastructure and amenity.

## FLAGSHIP INTERVENTIONS:

- Station Gateway public realm, bus station and railway station
- Eastern Gateway scheme and high quality pedestrian and cyclist connectivity to transform living environment.
- Deliver high quality new small business and micro-enterprise digital workspace, fit for a post-COVID 21<sup>st</sup> century recovery.
- Design, promote and secure investment to develop a new Cultural Quarter in Crawley,





# 4. Skills for the Future

**AIM:** Improve significantly overall social mobility amongst Crawley residents, creating powerful and effective skills pathways.

## OBJECTIVES:

- Implement “Invest in Skills For Crawley” programme to transform vocational skills facilities and training provision for residents.
- Enable business from high value growth sectors in Crawley to recruit successfully from local workforce and overcome skills gaps

## FLAGSHIP INTERVENTIONS:

- Further upgrade and investment in Crawley's skills and training facilities with a focus on re-skilling and upskilling Crawley's workforce, including higher technical skills
- New higher level training at Level 4 and above, focused on priority business sectors
- Science Technology, Engineering and Maths (STEM) skills centre.
- “Town Centre Skills Academy” - a construction skills training “hub” location serving residents and regeneration sites.
- Expand Employ Crawley inter-agency employment support network to help Crawley residents back into work





# 5. Connected Crawley

**AIM:** Enhance a “green” economic future for Crawley by delivering low carbon transport and hyper digital connectivity.

## OBJECTIVES:

- Improve quality and range of sustainable transport infrastructure.
- Maximise capacity of digital infrastructure.
- Establish Crawley as a first choice advanced technology business location due to its highly competitive digital infrastructure offer.

## FLAGSHIP INTERVENTIONS:

- Transform Crawley town centre bus station and create state of the art sustainable transport interchanges
- Upgrade and expand the Bus Rapid Transit network in Crawley
- Deliver priority “arterial” active travel routes for residents, linking Crawley’s neighbourhoods to its principal job zones
- Maximise digital connectivity to facilitate business / jobs growth



# Agenda Item 7

## Crawley Borough Council

### Report to Overview and Scrutiny Commission 8 March 2021

### Report to Cabinet 10 March 2021

## West Sussex Health and Care in Housing Memorandum of Understanding

Report of the Head of Strategic Housing Services – SHAP/80

---

### 1. Purpose

- 1.1. Building on partnership working across the county in response to the Covid-19 pandemic and in recognition of the key role that housing plays in long-term population health and well-being, a key opportunity has presented to bring greater involvement from local health partners in addressing local needs.
- 1.2. The West Sussex Health and Care Partnership has endorsed a proposal for local NHS partners to work together with West Sussex Local Authorities to develop a local agreement in the form of a Memorandum of Understanding (MOU). This MOU would form a statement of ambition and intent for future working and collaboration between health, housing and social care in planning for and meeting need at a local level.
- 1.3. All partner organisations within the local health, housing and social care sectors have been asked to formally endorse the development of a local MOU through their democratic processes.

### 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 and agree the development of a local health, housing and social care MOU based on the priorities for action set out in 6.5 drawn from existing Council strategies.
- b) Delegate authority to the Head of Strategic Housing Services to act as signatory to the MOU and any associated protocols arising from it on the Council's behalf and to approve any revisions required to ensure it continues to reflect the Council's priorities. (*Generic Delegation 3 will be used to enact this recommendation*).

# Agenda Item 7

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

- 3.1. Historically achieving the effective engagement of health service partners in addressing the often complex needs of those trying either to access accommodation or to sustain their existing accommodation has proved challenging.
- 3.2. A clear and shared understanding of a set of key commitments by health, social care and housing partners to address the greatest needs across local communities would complement, support and work alongside existing strategies, including the Council's Homelessness and Rough Sleepers Strategy, in delivering improved outcomes and preventing and relieving homelessness.
- 3.3 The development of a local Health, Social Care and Housing MOU provides a reset opportunity for our relationship with health partners and a platform for improved engagement.

## **4. Background**

- 4.1. Historically it has proved challenging to achieve effective and sustained engagement with health services both in planning for future housing and in meeting the needs of those currently housed or in need of housing. This engagement is critical if the Council is to build on the successful outcomes achieved in supporting rough sleepers into housing and to prevent and relieve rising levels of homelessness.
- 4.2. The West Sussex Health and Care Partnership was formed last year and comprises senior leaders from health and social care working together to deliver change and develop partnership arrangements. In recognition of the key role housing plays in the long-term health and well-being of communities the Partnership endorsed a proposal for local NHS partners to work together with all West Sussex Local Authorities to develop an MOU.
- 4.3. This provides an opportunity to build on the work undertaken in 2019 to understand the needs of people accessing housing and related support services across the county and to co-design and commission services to meet these needs. It also builds on the on-going joint response to the Covid-19 pandemic.
- 4.4. Initial work has been taken forward with the aim of developing a clear and shared understanding of a set of priorities to address the greatest needs across local communities to form the basis of a local MOU.
- 4.5. In order to move this work forward, partner organisations within the local health, housing and social care sectors have been asked to formally endorse the development of a local MOU through their democratic processes.

## **5. Description of Issue to be Resolved**

- 5.1. Demand for strategic housing services continues to rise, further fuelled by the impact of the pandemic. In these challenging times inter-agency collaboration is key in achieving the objectives of the Council's Homelessness and Rough Sleepers Strategy and delivering improved outcomes for local people in housing need.
- 5.2 Achieving effective and sustained engagement with local health partners in working to improve outcomes for those in housing need remains a challenge for the Council.

# Agenda Item 7

- 5.3 The development of a health, social care and housing MOU provides a reset opportunity for our relationship with health partners and a platform for improved engagement.

## 6. Information & Analysis Supporting Recommendation

- 6.1 An inter-agency approach is key in identifying and planning for the future housing needs of our communities and in designing and funding services to best meet their existing needs.
- 6.2 Effective and sustained engagement with health services in improving housing related outcomes for local people remains a key challenge and a priority to address.
- 6.3 As a co-developer of an MOU between health, social care and housing partners the Council has an opportunity to shape joint working arrangements in a way that ensures that local needs are identified and addressed.
- 6.4 Successfully securing Government grant funding is increasingly dependent on ability to evidence inter-agency collaboration. The MOU would be a key document in the Council's evidence base.
- 6.5 Based on the needs assessment work embodied in existing strategies, the focus for the MOU will be:
- The needs of an ageing population
  - Responding to the increase in occurrences of long-term mental illness
  - Improving outcomes for people with physical and mental disability
  - Preventing and relieving homelessness
  - Supporting children and families
  - Tackling rough sleeping

These are all current priority areas for the Council in addressing housing need and are included within existing Council strategies.

## 7. Implications

- 7.1. There are no additional staffing or financial implications for the Council in becoming a co-developer of, and co-signatory to the MOU.
- 7.2 Any legal implications arising will be addressed as part of the sign-up process.
- 7.3 Due to the nature and needs of those that the MOU is designed to assist, Equality Act and Public Sector Equality Duty will apply. However, these implications have already been considered as part of the development of the existing Council strategies from which the priorities referenced within the MOU are drawn. There are no further implications to be addressed within this report.

## 8. Background Papers

None

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[Diana.maughan@crawley.gov.uk](mailto:Diana.maughan@crawley.gov.uk), 01293 438234

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# Agenda Item 8

## Crawley Borough Council

Report to Overview and Scrutiny Commission

8 March 2021

Report to Cabinet

10 March 2021

### Proposed Extension of Crawley Air Quality Management Area Boundary

Report of the Head of Community Services, HCS/25

---

#### 1. Purpose

- 1.1 To report the results of the consultation on a proposed variation to the designated boundary area of the Crawley Borough Council Hazelwick Air Quality Management Area made in 2015 (“the Hazelwick AQMA”).
- 1.2 To recommend that Cabinet approve the variation to the designated boundary area of the Hazelwick AQMA (as shown in Schedule 1 to Appendix A).
- 1.3 To request Cabinet make an Order to vary the designated boundary area of the Hazelwick AQMA in the terms of the draft order in Appendix A.

#### 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 and acknowledge that it appears following the annual review and assessment of air quality, that the annual mean nitrogen dioxide objective as specified in the Air Quality Regulations 2000 is not being achieved within the area outlined in red on the plan in Schedule 1 of Appendix A (comprising the whole of the designated area under the Hazelwick AQMA and an area adjacent thereto) and;
- b) Agree to extend the designated area of the existing Hazelwick AQMA by making an order pursuant to section 83 of the Environment Act 1995 in the terms set out in the draft at Appendix A.

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## 3. Reasons for the Recommendations

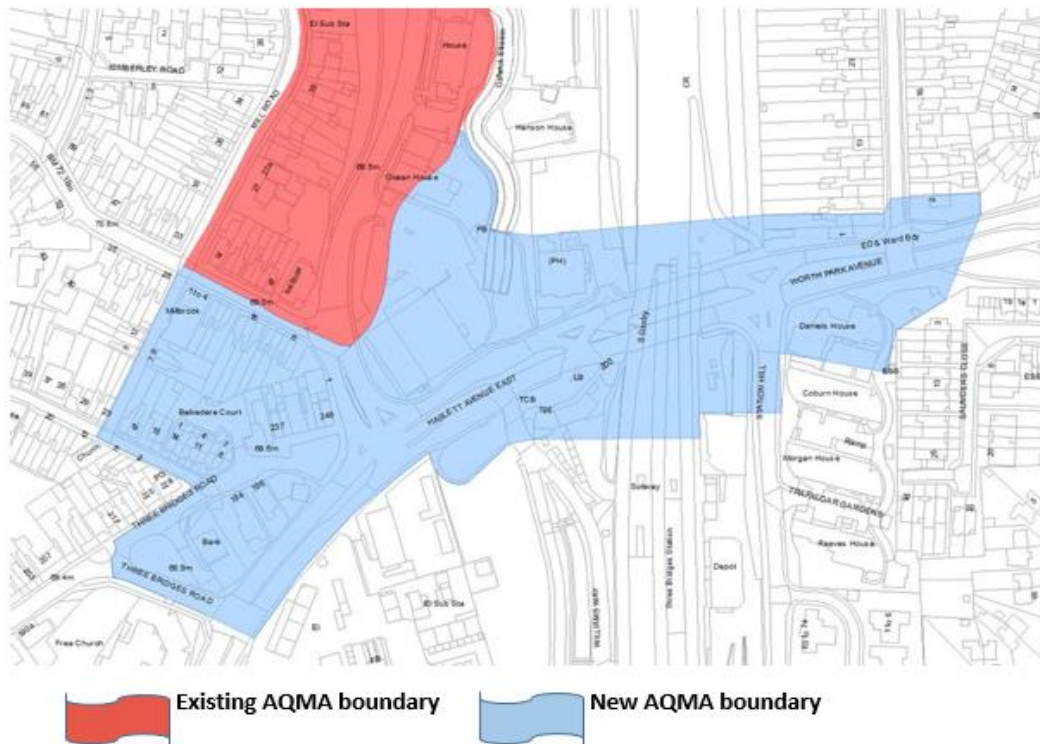
- 3.1 The council has a statutory duty under the Environmental Act 1995 to declare an Air Quality Management Area in areas where, following an air quality review, it appears that any of the National air quality objectives are not being met.
- 3.2 The Council monitors and reviews air quality across the borough annually to identify those areas where prescribed air quality objectives, are being, or are likely to be, exceeded. Having identified locations in this area that are exceeding the limits for annual average nitrogen dioxide, the Council has a duty to declare an AQMA.
- 3.3 Declaring the AQMA, enables an air quality action plan to be produced to target the sources of pollution in the locality and draw up measures to improve air quality in this area.

## 4. Background

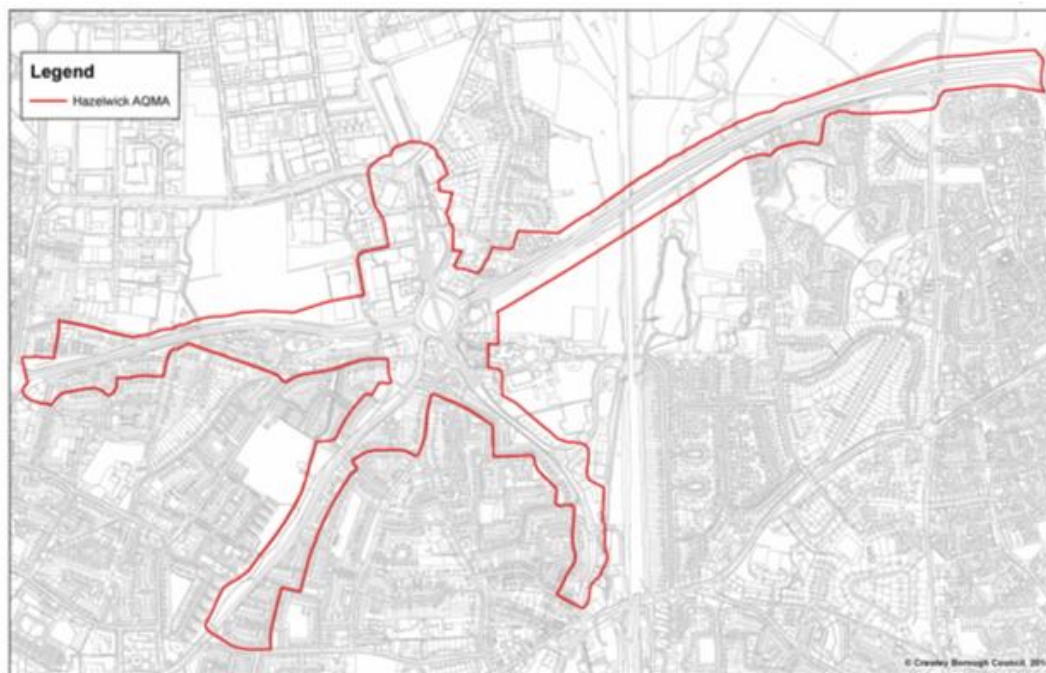
- 4.1 The Council designated the Hazelwick AQMA by order dated 9 July 2015. During the annual review and assessment of air quality, the area between Worth Park Avenue and Haslett Avenue East (A2220) in Three Bridges was identified as at risk of exceeding pollution limits for nitrogen dioxide (NO<sub>2</sub>) due to high traffic volumes, peak hour congestion and proximity of some residential properties to the busy roadside. As a result, Environmental Health carried out additional pollution monitoring in the area and found that some locations along these roads were exceeding pollution limits for annual average NO<sub>2</sub>.
- 4.2 These finding were reported to Defra in the 2019 Annual Status Report (ASR). In 2020 Defra confirmed our findings that an extension of the Hazelwick AQMA boundary was required and agreed that we should proceed using their fast-track declaration procedure. This means that further detailed modelling reports or assessments don't need to be submitted to Defra. However, public and statutory consultation was still required.
- 4.3 A four week online public consultation exercise was undertaken (18.01.21 -14.02.21) to raise the community's awareness of the statutory requirement to extend the Hazelwick AQMA area by varying the boundary. A 4-week consultation was also undertaken with statutory consultees: Public Health England, Defra, Environment Agency, WSCC and adjoining District and Borough Councils.
- 4.4 A copy of the consultation document is attached in Appendix B. It describes the Council's proposal to extend the boundary of its existing Hazelwick AQMA to include the Three Bridges area. If this decision is made, it would allow a coordinated approach to address air quality issues across all locations in a holistic manner. It give focus to the traffic corridors that are contributing to the problem at specific locations within the area, and helps prevents the risk of solving air quality issues at one location and creating another elsewhere.
- 4.5 The proposed extended boundary area (shown in map below) includes roads and properties fronting *parts* of:
  - Worth Park Avenue from the junction of St Mary's Drive,
  - Haslett Avenue East to the junction of Three Bridges Road,
  - Three Bridges Road to New Street
  - New Street to Mill Road
  - Mill Road to Hazelwick Road
  - Hazelwick Avenue.

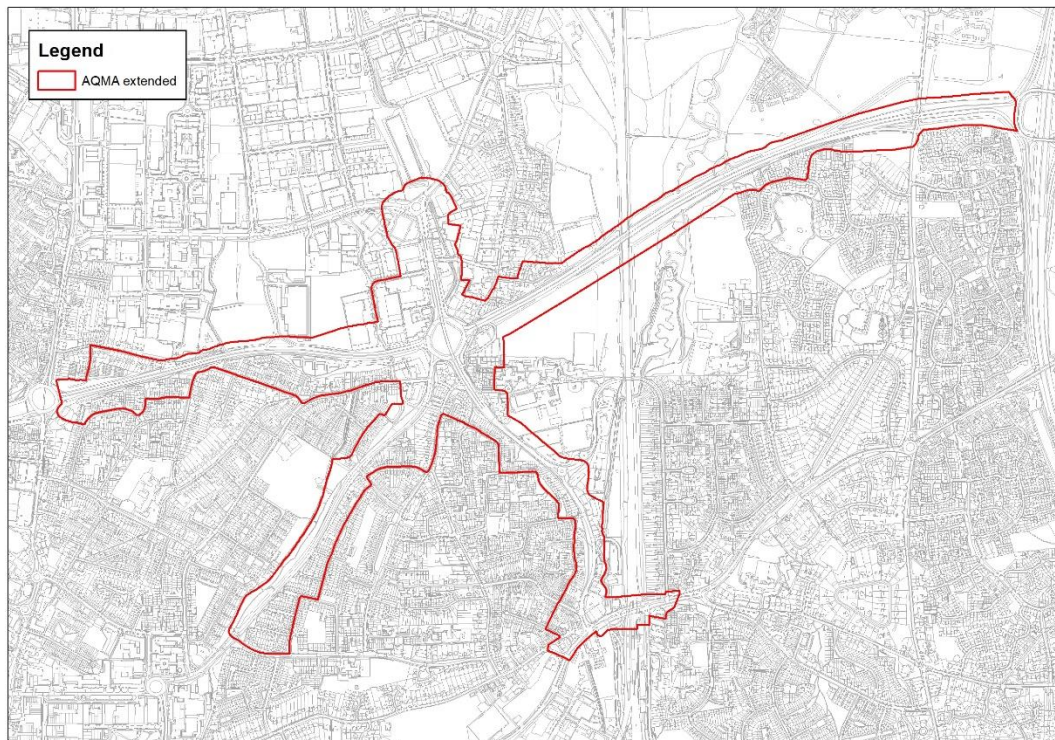
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## Option1 - Proposed Extension to Existing AQMA Boundary



## Existing AQMA





## 5. Description of Issue to be Resolved

- 5.1 In 2019\* measured levels of nitrogen dioxide were found to be above the national air quality objective for annual mean NO<sub>2</sub> at localised sites along the A2220 at Three Bridges. There is therefore a need to vary the Hazelwick AQMA to extend the boundary, due to the high level of nitrogen dioxide pollution from transport related sources in this area. [\* Air quality monitoring data is produced a year in arrears – fully ratified data for 2020 will be available in the second quarter of 2021]
- 5.2 The Council has a statutory duty to declare an AQMA, or a variation to an AQMA, and take action to resolve exceedances of the air quality objectives where they have been identified at locations with relevant public exposure.

## 6. Information & Analysis Supporting Recommendation

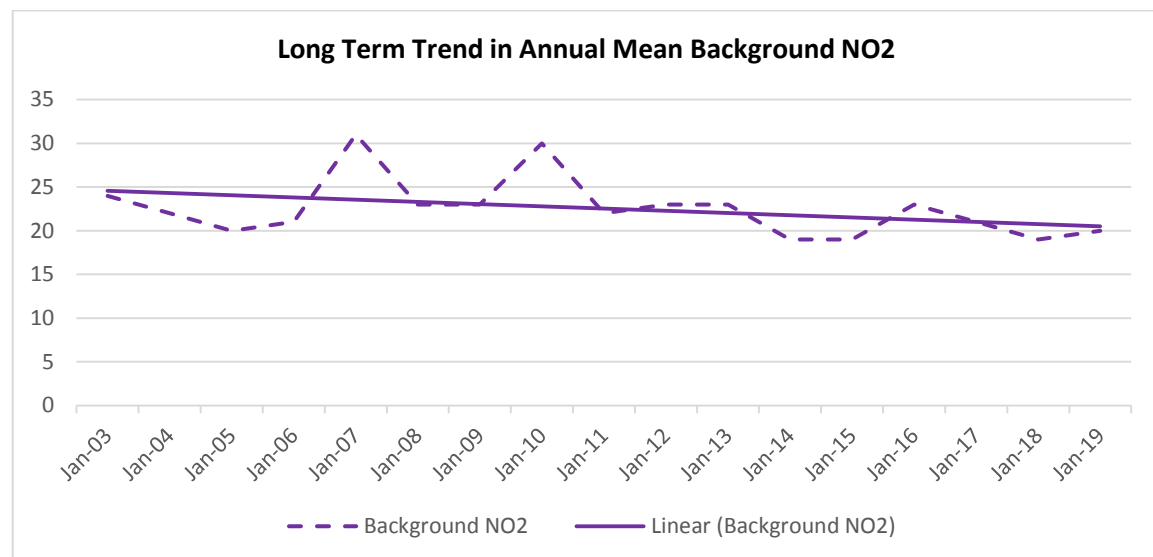
### Evidence to Support the Recommendations

- 6.1 There is a growing body of evidence for the impact of air pollution on our health. Nitrogen dioxide can irritate the lungs and lower resistance to respiratory infections, and a [report](#) by the Royal College of Physicians in 2016 suggests air pollution was a contributory factor in the equivalent of 40,000 deaths in 2015. Although, the response of individuals to air pollutants varies widely, and other factors such as smoking and diet may influence the incidence of respiratory disease, long term exposure to air pollution is a real health burden and it affects everyone. It is therefore important for public health to continue to improve air quality.



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- 6.2 The Council measures air quality and report the findings on an annual basis to Central Government via the Department of the Environment, Food and Rural Affairs (DEFRA). This [Annual Status Report](#) provides the evidence in support these recommendations
- 6.3 Air quality monitoring takes place at a network of sites across the borough. Air Quality in Crawley is mainly good. From data collected over the last 15-20 years we know that concentrations of pollutants in Crawley as a whole have fallen, and the long-term trend remain downwards. Improvements in engine technologies continue to contribute to this long-term trend.



- 6.4 However, monitoring data provides evidence of annual mean NO<sub>2</sub> above the 40µg/m<sup>3</sup> limit at a small number of sensitive locations next to busy roads in the Three Bridges area, which therefore requires that this area must be declared an AQMA.
- 6.5 Previous studies have shown that road traffic emissions are the main cause of nitrogen dioxide pollution in these areas, and actions to reduce traffic emissions will have a positive impact on public health and improve air quality across the borough.
- 6.6 Current action plan measures are aimed at reducing traffic emissions through a range of methods including: improving sustainable transport infrastructure; traffic management; awareness raising; and planning and policy measures to encourage modal shift. Progress on these measure are updated annually in the annual status report ([ASR](#)) on air quality.
- 6.7 The Council needs to take action on air pollution to improve public health as well as to fulfil its statutory requirements under Environmental Act 1995

## Consultation

- 6.8 The statutory consultation requirements for Local Air Quality Management are specified in Schedule 11 of the Environment Act 1995. This requires the Council to consult with a list of statutory consultees on any air quality review and assessment,

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or further assessment of air quality in an air quality management area and on the preparation of an air quality action plan.

- 6.9 Statutory consultation was undertaken for a four week period from 18 January 2021 - 14 February 2021 with the public and with statutory consultees: Public Health England, Defra, Environment Agency, WSCC and adjoining District and Borough Councils (Reigate, Tandridge, Mole Valley, Horsham and Mid Sussex).
- 6.10 CMT and elected Members have also had an opportunity to comment on the proposal through the consultation process and the Ward Members have been contacted directly. The consultation document was also published in the [Councillors' Info Bulletin](#) on 03 February 2021.
- 6.11 The consultation period closed on 14 February 2021. The breakdown of the responses received were as follows:

- 1 from resident of Crawley:

I entirely supported the extension of the AQMA proposed and urged the Council to do more to discourage private and commercial vehicle use in the designated area and more widely. Air quality in Crawley has been bad for a long time and the health of residents is suffering in consequence.

The COVID 19 pandemic has reduced the air quality problem slightly but has encouraged a move away from public transport. Once the pandemic is over extra effort will be needed to win back and increase the use of public transport. My preference would be for the Council to set up its own bus company so that subsidies are not wasted in dividends for shareholders. A campaign of advertising to encourage bus and train use could be built on this. In addition a network of fast cycle tracks is needed for commuters and others. Commuters, particularly, will want to use cycle tracks that allow high speed travel and, for this purpose, they must be prepared to road carriageway standards and must allow right of way at junctions. These features can most easily be achieved by a cycle reserved lane as part of the carriageway, with bollards separating motor traffic from cycles. Bollards rather than any other barrier because cyclists will need to switch lanes to turn right.

It should be noted that providing fast cycle tracks for commuters is likely to result in greater leisure and other cycling too because once commuters realise the benefits of cycling they are likely to turn to it for leisure and for shopping, whereas the opposite does not hold. The aim should be to make cycling and public transport so attractive that people sell their cars.

- 1 from Department of the Environment, Food and Rural Affairs (DEFRA):

The Council is currently undertaking statutory consultation on the declaration of an extension to an existing AQMA prior to its formal declaration by legal order. Once a decision has been made it is important a new AQAP/updated is produced as soon as possible to reflect the changes in AQMA designation.

- 4 Acknowledgements from adjoining District/Borough Councils

## Rejected Options

- 6.12 It was considered that there was no clear advantage in declaring a separate AQMA, since extending the current AQMA boundary to include the new area of exceedance will meet the statutory requirement and allow any additional measures needed to be

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included in the review of the action plan. If a separate AQMA was declared, it would require a separate action plan which may result in duplication. Having separate action plans may also limit the council's ability to implement measures in a joined up way and risk addressing air quality issues at one location and creating another elsewhere.

## 7. Implications

### Financial

- 7.1 The AQMA declaration process will be implemented and met by existing staff resources and budget.

### Legal

- 7.2 Declaring an AQMA is a statutory requirement under the Environment Act 1995. Failure to make the declarations where evidence exists of exceedances of any air quality objectives would not be fulfilling our statutory duty. The Secretary of State has the power to direct local authorities under section 85 of the Environment Act 1995 to take specified steps which include declaring an AQMA.
- 7.3 In May 2018, the European Commission referred the UK to the Court of Justice of the EU (CJEU) in relation to the ongoing exceedances of the NO<sub>2</sub> limit values. These proceedings could result in the CJEU issuing large fines to the UK. The Secretary of State has already highlighted that these fines could be passed down to local authorities under the Localism Act 2011. It is currently uncertain what, if any, role the European Commission and CJEU will have in enforcing EU environmental laws in the UK now the UK has left the EU. If the Council fulfils its statutory duties under the Environment Act 1995, we will be able to show that we are working towards improving the air quality and reducing nitrogen dioxide levels within the area and reduce liability for these fines.

### Planning and Neighbourhoods

- 7.4 The National Planning Policy Framework requires that when dealing with air quality matters planning policies should sustain compliance with and contribute towards EU limit values or national objectives for pollutants, taking into account the presence of Air Quality Management Areas and the cumulative impacts on air quality from individual sites in local areas.
- 7.5 The area of extension proposed crosses 3 ward boundaries; Three Bridges, Pound Hill North & Forge Wood and Pound Hill South & Worth wards.
- 7.6 There is no prescribed way to define the size and shape of an AQMA. Government guidance only requires, as a minimum, that an AQMA covers the areas where the objectives are not being met. However, practical considerations may mean that an AQMA covers a larger geographical area than just the area where pollution levels are elevated. It is nevertheless possible to amend the boundaries where future monitoring data supports such action. The annual review and assessment of air quality provides the process through which future amendment can be sanctioned.

### Public Health and Wellbeing

- 7.7 The implications of an AQMA are to encourage positive steps to reduce vehicle emissions and improve public health by reducing the impact of long term exposure to air pollution.

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## **Environment and Sustainability and Climate Emergency**

- 7.8 Declaration of AQMA is supported by measures in the Air Quality Action Plan, the need for sustainable travel within Crawley's Local Plan and the developing Climate Emergency Action Plan. The extension of the AQMA was a recommendation in the Climate Change Scrutiny Panel Final Report.

## **Customer**

- 7.9 The designation of an AQMA is a legislative requirement and is not an optional process. AQMA's are not subject to land searches and many other councils have declared AQMA's and to the best of our knowledge there have been no reported effects on property values.

## **Equality and Diversity**

- 7.10 There have been no adverse impacts identified from the proposed change to the AQMA, on any of the protected characteristic groups defined under the Equality Act 2020.
- 7.11 Moving to extend the AQMA in this area is a constructive move as it identifies the need to improve air quality and enables development of an Action Plan to work towards achieving better air quality in the area, which will have a positive impact on public health for all groups of residents. In particular, the young, elderly and those with respiratory conditions will benefit as the air quality improves over time.

## **8. Background Papers**

<https://crawley.gov.uk/environment/environmental-health/air-pollution/air-quality>

[http://laqm.defra.gov.uk/documents/LAQM-TG-\(09\)-June-14.pdf](http://laqm.defra.gov.uk/documents/LAQM-TG-(09)-June-14.pdf)

[Hazelwick Air Quality Management Area – PES/186 \(8 July 2015\)](#)

Report author and contact officer:

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Email address: [gill.narramore@crawley.gov.uk](mailto:gill.narramore@crawley.gov.uk)

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# Agenda Item 8 Appendix a

## Appendix A

Draft

### Crawley Borough Council Air Quality Management Order 2021

Crawley Borough Council

## Environment Act 1995

Section 83

### AIR QUALITY MANAGEMENT ORDER

This order is made by Crawley Borough Council (“the Council”) pursuant to section 83 of the Environment Act 1995.

### PRELIMINARY

1. The Council designated the Crawley Borough Council Hazelwick Air Quality Management Area by order dated 9 July 2015 (“the Hazelwick AQMA Order”).
2. It appears to the Council, as the result of its annual review and assessment of air quality, that the annual mean nitrogen dioxide objective as specified in the Air Quality Regulations 2000 is not being achieved within the area outlined in red on the plan in Schedule 1 which comprises the whole of the designated area under the Hazelwick AQMA Order and an area adjacent thereto.
3. On 10 March 2021 the Council resolved to vary the Hazelwick AQMA Order to extend the designated area.

### VARIATION

4. By this Order the Council varies the Hazelwick AQMA Order.
5. The designated area under the Hazelwick AQMA Order is extended and shall include all the land and properties within the red line in the plan in Schedule 1 (“the Modified Designated Area”). A list of the roads within the Modified Designated Area are listed in Schedule 2.
6. This order may be cited as the **Crawley Borough Council Air Quality Management Area Order 2021**, and shall come into effect on 11 March 2021.

## PERIOD FOR WHICH THIS ORDER HAS EFFECT

7. This Order shall remain in force until it is varied or revoked by a subsequent order.

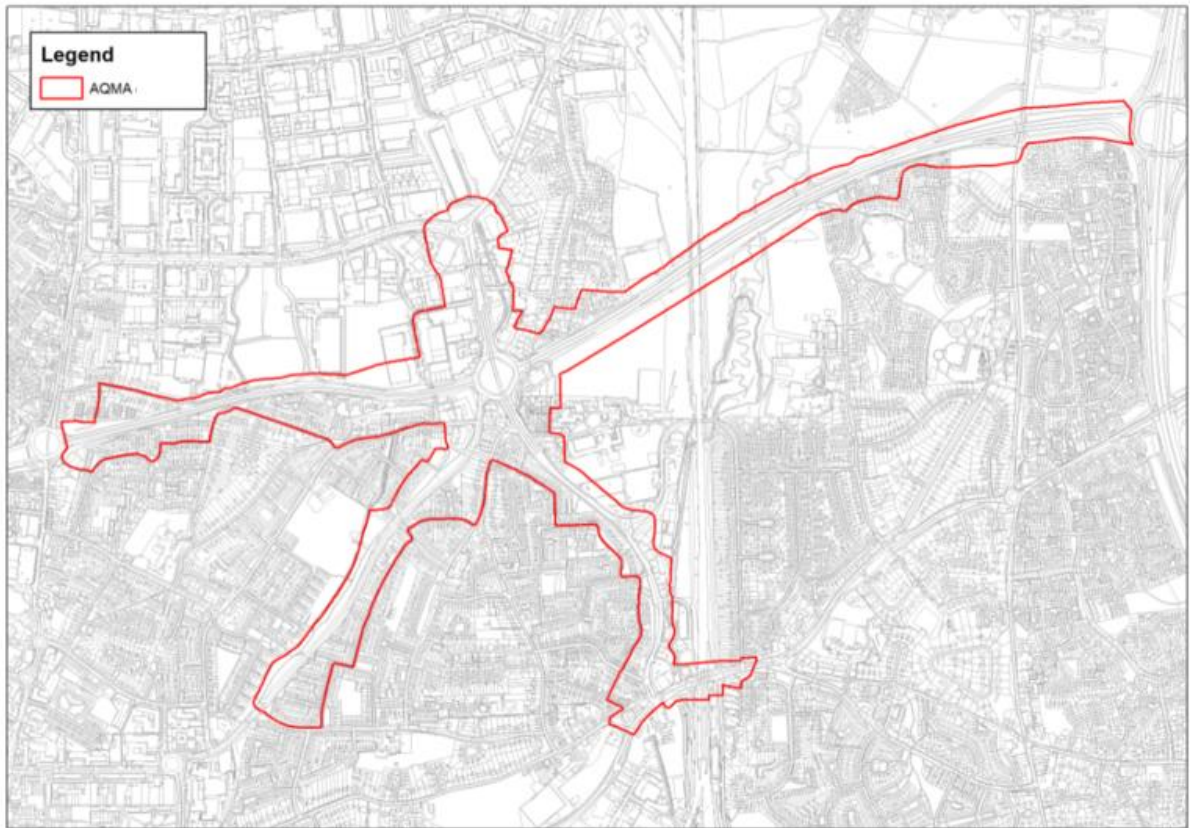
The Common Seal of Crawley Borough Council was hereto affixed on

the ..... day of..... 2021

.....  
Authorised Signatory

**SCHEDULE 1**

**Plan of the Modified Designated Area**



## SCHEDULE 2

List of roads included within the Modified Designated Area

|                     |                        |                    |                      |
|---------------------|------------------------|--------------------|----------------------|
| A2011 Crawley Ave   | Gatwick Road           | Mill Road          | St Marys Drive       |
| A2004 Northgate Ave | Gales Drive            | Monksfield         | Steyning Close       |
| Baird Close         | Glenview Close         | Napier Way         | The Birches          |
| Bramber Close       | Grange Close           | New Street         | Three Bridges Road   |
| Broomdashers Road   | Grattons Drive         | North Mead         | Tinsley Close        |
| Brookside           | Green Lane             | North Road         | Tinsley Lane         |
| Bycroft Roundabout  | Harewood Close         | Oriel Close        | Tinsley Lane South   |
| Capua Court         | A2220 Haslett Ave East | Pond Wood Road     | Tushmore Lane        |
| Cloverlands         | Hazelwick Avenue       | Punch Copse Road   | West Avenue          |
| Churchill Court     | Hazelwick Mews         | Redwood Close      | Woodend Close        |
| Crawters Close      | Hazelwick Mill Lane    | Siena Drive        | Woodfield Road       |
| Dalewood Gardens    | Hazelwick R'Bout       | Station Hill       | Woolborough Lane     |
| Early Commons       | Hermits Road           | St Annes Road      | A2220 Worth Park Ave |
| Firle Close         | Magpie Walk            | St Catherines Road |                      |
| Five Acres          | Maxwell Way            | St Hildas Close    |                      |

### Consultation on Proposed Changes to Crawley's Air Quality Management Area (AQMA)

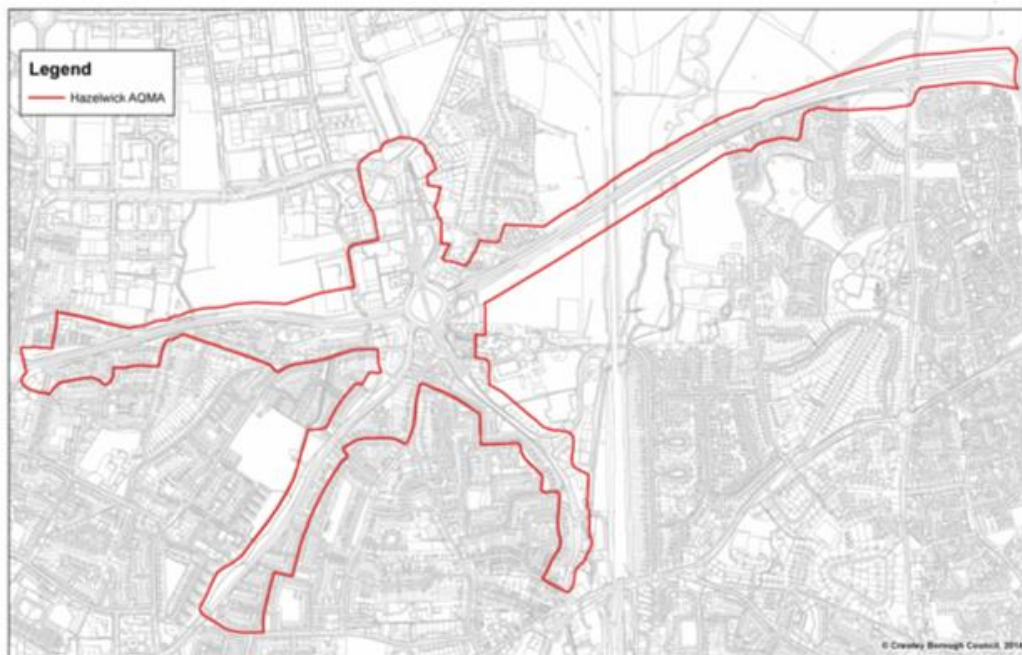
#### 1. Legal Duty

Crawley Borough Council is required under Part IV of the *Environment Act 1995* to review and assess the air quality in their area in line with guidance issued by the Department for Environment, Food and Rural Affairs (DEFRA). Measured air quality levels in our borough are compared to the National Air Quality Objectives and, where these objectives are exceeded, an Air Quality Management Area (AQMA) must be declared and an action plan drawn up with measures aimed at improving air quality.

#### 2. Current Situation

The Council has an extensive monitoring network that measures concentrations of nitrogen dioxide. Based on the results of monitoring, an AQMA was declared in 2015 for levels of nitrogen dioxide exceeding legal limits in the area around the Hazelwick roundabout. The Map below shows the location and boundaries of the current "Hazelwick AQMA". The geographical boundary of the AQMA is set to identify the general area in which the Council wants to target actions to reduce concentrations of traffic related nitrogen dioxide. It is not meant to indicate all properties within its boundary have exceedances.

##### Existing AQMA



The current action plan measures are aimed at reducing vehicle emissions through a range of methods including: improving sustainable transport infrastructure; traffic management;

awareness raising; and planning and policy measures to encourage modal shift. Progress on these measure are updated annually. The most recent 2020 update can be found [here](#).

Since the Hazelwick AQMA was declared, monitoring has indicated that nitrogen dioxide levels are exceeding objectives outside the current AQMA, in the area around Three Bridges station on the A2220 Worth Park Avenue and Haslett Avenue East.

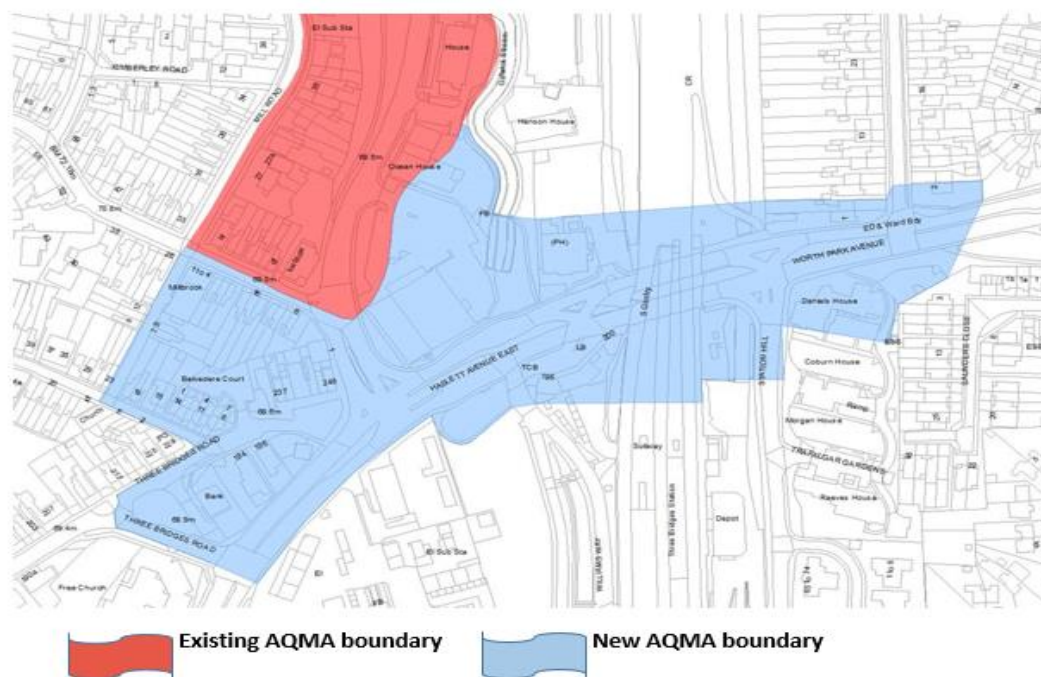
### 3. Proposed Actions

The Council has therefore reviewed the boundary of its existing AQMA to ensure it remains relevant. As a result, the AQMA is to be extended to include the Three Bridges area, forming a single extended “Crawley AQMA”. This will allow a coordinated approach to addressing air quality issues across all locations in a holistic manner. It give focus to the traffic corridors that are contributing to the problem at specific locations within the area, and helps prevents the risk of solving air quality issues at one location and creating another elsewhere.

The new area (shown in map below) would include the roads and properties fronting *parts* of:

- Worth Park Avenue from the junction of St Mary’s Drive,
- Haslett Avenue East to the junction of Three Bridges Road,
- Three Bridges Road to New Street
- New Street to Mill Road
- Mill Road to Hazelwick Road
- Hazelwick Avenue.

### Proposed Extension to AQMA



## 4. Consultation (How to Take Part)

The Council is legally obliged to declare an AQMA in areas where the air quality objectives are exceeded. We are therefore undertaking a consultation exercise to raise the community's awareness of the proposed extension to the AQMA, as well as seeking any views and comments residents may have on it, before formally declaring the changes.

When responding to the consultation, please consider the following points:

- Although required by law, the declaration of an AQMA is intended to be a positive and proactive step towards improving air quality.
- An AQMA is not meant to indicate all properties within its boundary have exceedances, but rather the geographical boundary of the AQMA is set to identify the general area in which the Council wants to target actions to reduce ambient concentrations of road traffic related nitrogen dioxide.
- Bringing an area within an AQMA means greater attention is paid to the air quality impacts of new developments within the planning process.
- Following the declaration of an AQMA, an Air Quality Action Plan will be drawn up to identify actions to reduce air pollution levels. This action plan would also be subject to consultation.

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# Agenda Item 9

## Crawley Borough Council

### Report to Overview and Scrutiny Commission

8 March 2021

### Cabinet

10 March 2021

### Community Grants Allocations

Report of the Head of Community Services **HCS/27**

#### **1. Purpose**

- 1.1 The purpose of this report is to agree the Community Grants Allocations to the Voluntary and Community Sector for 2021/22.

#### **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:

Approve the allocation of Community Grants in 2021/22, as is set out the table in paragraph 5.9 of this report.

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

- 3.1 The recommendation supports the Council to achieve a balanced budget position for 2021/22 onwards.

- 3.2 It responds to the approach agreed at Cabinet on 3 February 2021, that being the implementation of a transitional year that supports the Council to develop and implement a high quality outcome focused commissioning and small grants programme from 2022/23 onwards that can better respond to our community's needs.

- 3.2 It takes into account the needs of the organisations that we currently fund by factoring in their ability to deliver to the stated outcomes and their current financial position, in determining individual allocations. Alongside this, our intention is to provide support to organisations to build capacity and resilience through the development of dedicated transition plans, in readiness, where appropriate, for the 2022/23 funding programme.

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## 4. Background

- 4.1 The 2021/22 grants programme was put on hold due to the context of the budgetary challenges and the remedial actions required to deliver a balanced budget.
- 4.2 As part of the budget setting process for 2021/22, the Council stated its intention to reduce the overall community grants pot by £212,000 in two tranches. The reduction in 2021/22 is £120,000, retaining a pot totalling £512,000.
- 4.3 This has allowed the Council to take a transitional approach to the reduction and fulfil its contractual obligation to Citizens Advice in 2021/22.
- 4.4 The budget and agreed approach to delivering the Community Grants programme was ratified at Cabinet on 3 February 2021 (please see background papers).
- 4.5 Officers have actively engaged with all funded organisations in relation to the reduction to the community grant budget, the proposed changes to the allocation of funds, and the decision making process.

## 5. Proposals

- 5.1 The Council will implement a closed grants round in 2021/22 that only includes organisations that have been in regular receipt of funding over a number of years (see 5.7, Table 1) and fall within the categories outlined below;
  - A. Those organisation whose current grant funding is due to cease 31 March 2021
  - B. Those groups who are mid-way through a 2 year funding round, that is due to cease on 31 March 2021/22
  - C. Those who have traditionally been in receipt of an annual grant award (open and main)
- 5.2 Grant applications will be assessed and awarded against the criteria agreed by Cabinet on 3<sup>rd</sup> February 2021.
- 5.3 No other applications will be considered at this stage.
- 5.4 The Cabinet Member for Public Protection and Community Engagement has the responsibility for the approval of large community grants and has decided to send the 2021/22 community grants allocations to Cabinet following the change in policy.
- 5.5 The recommended approach fully aligns with the Council's Constitution.

### **Proposed Funding Allocations**

- 5.6 The recommended funding allocations total £448,976 from an available budget of £512,000. This leaves an available fund of £63,024.

### Organisations receiving full funding

- 5.7 The majority of organisations will receive the same level of funding during the transition year as they did in 2020/21.

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## Reductions in Funding

- 5.8 Four organisations are recommended to have their funding reduced or removed;
- 5.8.1 **Crawley Community Action (CCA):** The activity does not meet the stated funding objectives and the organisation has sufficient unrestricted reserves so the intention is to cease funding in 2021/22. The rationale for this decision is simply to preserve and prioritise funding to those organisations that directly deliver services to our residents rather than those that provide infrastructure support. This is a difficult decision to reach however appropriate in the current climate mindful of the impact of the Covid-19 pandemic on our residents and communities. The likely impacts of reducing the infrastructure grant can be more easily mitigated against by utilising teams within Community Services to support this activity and any impacted groups.
- 5.8.2 **Crawley Museum Ifield Mill:** The activity does not meet the stated funding objectives and the organisation has sufficient unrestricted reserves so the intention is to cease funding in 2021/22. Crawley Museum receives additional funding outside of the Community Grants process and it is reasonable for the activity to be funded from this source.
- 5.8.3 **Crawley Festival:** The activity does not meet the stated funding objectives. The organisation will receive 50% of the funding it received in 2020/21 because it holds insufficient reserves. There are numerous organisations providing grant funding to arts based organisations (Arts Council, Sussex Community Foundation etc) and officers will support the Festival Committee to access these.
- 5.8.4 **Age UK West Sussex** (advice and guidance service): Whilst this work does broadly meet the stated funding objectives, this service is already being provided through the County contract for older person's services and the County wide Citizens Advice contract. The organisation will not receive funding for this activity in 2021/22 because they hold sufficient reserves.

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## 5.9 Funding Allocations – table 1

| Organisation   | Current Funding<br>2020/21 | Outcomes<br>Framework | Unrestricted Reserves<br>of over 50% | Funding Decision                     | Funding for Transition<br>Year 2021/22 |
|--|----------------------------|-----------------------|--------------------------------------|--------------------------------------|--|
| <b>ORGANISATIONS WITH A 2 YEAR GRANT ENDING 2020/21</b>  |                            |                       |                                      |                                      |  |
| Crawley Open House Outreach  | £28,000                    | 1,2,5                 | Y                                    | Invite to apply to 1 year main grant | £28,000                                |
| Age UK Community Clubs   | £29,493                    | 2,4,5                 | Y                                    | Invite to apply to 1 year main grant | £29,493                                |
| Age UK, IAG  | £11,621                    | 2,5                   | Y                                    | Cease                                | £0                                     |
| Crawley Community Youth Service  | £29,536                    | 3,5,6                 | Y                                    | Invite to apply to 1 year main grant | £29,536                                |
| Crawley Museum: The Mill   | £3,675                     | 0                     | Y                                    | Cease/Museum Grant                   | £0                                     |
| West Sussex Mediation  | £3,000                     | 1,4,5                 | Y                                    | Invite to apply to 1 year main grant | £3,000                                 |
| Forget Me Nots   | £5,000                     | 2                     | Y                                    | Invite to apply to 1 year main grant | £5,000                                 |
| <b>Total</b>   | <b>£110,325</b>            |                       |                                      |                                      | <b>£95,029</b>                         |
| <b>ORGANISATIONS WITH A 2 YEAR GRANT ENDING 2021/22</b>  |                            |                       |                                      |                                      |  |
| Crawley Open House Day Centre  | £52,690                    | 1,2,5                 | Y                                    | Fund Year 2                          | £52,690                                |
| Home Start   | £18,083                    | 1,6                   | Y                                    | Fund Year 2                          | £18,083                                |
| Relate   | £26,265                    | 1,4,6                 | N                                    | Fund Year 2                          | £26,265                                |
| Community Transport Sussex   | £37,855                    | 2,5                   | N                                    | Fund Year 2                          | £37,855                                |
| CCA  | £125,242                   | 0                     | Y                                    | Cease                                | £0                                     |
| Broadfield Youth & Community Centre  | £38,760                    | 2,5                   | N                                    | Fund Year 2                          | £38,760                                |
| Crawley Parkour  | £2,500                     | 6                     | N                                    | Fund Year 2                          | £2,500                                 |
| Crawley Town Community Foundation  | £5,000                     | 6                     | N                                    | Fund Year 2                          | £5,000                                 |
| The Springboard Project  | £12,750                    | 5,6                   | Y                                    | Fund Year 2                          | £12,750                                |
| Gatwick Detainees  | £2,500                     | 5                     | N                                    | Fund Year 2                          | £2,500                                 |
| LPK Learning   | £5,100                     | 3,5,6                 | N                                    | Fund Year 2                          | £5,100                                 |
| Wordfest   | £3,000                     | 5                     | N                                    | Fund Year 2                          | £3,000                                 |
| Diverse Crawley  | £2,500                     | 5                     | N                                    | Fund Year 2                          | £2,500                                 |
| <b>Total</b>   | <b>£332,245</b>            |                       |                                      |                                      | <b>£207,003</b>                        |
| <b>ORGANISATIONS IN RECEIPT OF AN ANNUAL GRANT</b>   |                            |                       |                                      |                                      |  |
| Crawley Festival   | £12,750                    | 0                     | N                                    | Fund 50%                             | £6,375                                 |
| Celtic & Irish Cultural Society (c/f)  | £5,000                     | 0                     | N                                    | NA                                   | £0                                     |
| <b>Total</b>   | <b>£17,750</b>             |                       |                                      |                                      | <b>£6,375</b>                          |
| <b>CONTRACTED ORGANISATIONS</b>  |                            |                       |                                      |                                      |  |
| Citizens Advice  | £140,569                   | 1,3,5,6               | NA                                   | NA                                   | £140,569                               |
| <b>OTHER/ORGANISATIONS IN RECEIPT OF 'ONE OFF' SMALL GRANT - COMMITTED</b>   |                            |                       |                                      |                                      |  |
| RCSAS Rape Crisis (Service closed)   | £3,060                     |                       | NA                                   | NA                                   | £0                                     |
| Crawley Mill. Concert Band   | £500                       |                       | NA                                   | NA                                   | £0                                     |
| Olive Tree Cancer Support  | £500                       |                       | NA                                   | NA                                   | £0                                     |
| SEDS Community Group   | £500                       |                       | NA                                   | NA                                   | £0                                     |
| Goffs Park Social Club   | £2,138                     |                       | NA                                   | NA                                   | £0                                     |
| Crawley Interfaith Network   | £925                       |                       | NA                                   | NA                                   | £0                                     |
| <b>Total</b>   | <b>£7,623</b>              |                       | NA                                   | NA                                   | <b>£0</b>                              |
| <b>GRAND TOTAL</b>   | <b>£608,512</b>            |                       |                                      |                                      | <b>£448,976</b>                        |
| <b>BUDGET</b>  | <b>£632,025</b>            |                       |                                      |                                      | <b>£512,000</b>                        |
| <b>BALANCE</b>   | <b>£23,513</b>             |                       |                                      |                                      | <b>£63,024</b>                         |
| Outcome 1 Known Vulnerable - Reducing homelessness and the impact of homelessness  |                            |                       |                                      |                                      |  |
| Outcome 2 Known Vulnerable - Improving health and wellbeing outcomes for those with a dementia diagnosis and their carers  |                            |                       |                                      |                                      |  |
| Outcome 3 Emerging Vulnerable - Bringing people closer to the job market and securing employment   |                            |                       |                                      |                                      |  |
| Outcome 4 Emerging Vulnerable - Reducing domestic abuse and violence   |                            |                       |                                      |                                      |  |
| Outcome 5 Emerging Vulnerable - Narrowing inequalities within our diverse community  |                            |                       |                                      |                                      |  |
| Outcome 6 Future Vulnerable - Supporting those who have experienced adverse childhood experiences to increase educational attainment and achievement and improve social mobility |                            |                       |                                      |                                      |  |

\*NB for clarity, the column in table 1 relates to whether an organisation has 50% or more of its stated annual operating costs held in unrestricted reserves. Unrestricted reserves are surplus funds that an organisation can keep aside from their operational budget, that doesn't have a restriction on how it is spent. This information is taken from the organisations most recent accounts and/or reports submitted to the Charities Commission / Companies House, information that is publicly available on respective websites.

# Agenda Item 9

## **Application & Decision Making Process**

- 5.10 The grants programme timeline that would apply in usual circumstances has traditionally taken up to 4 months. The groups that will be applying for funding in the transition year closed grants round are well established and known quantities to officers, giving confidence that we can operate with a greatly truncated time line, whilst applying a rigorous process.
- 5.11 This in effect means that invited groups will be requested to submit their applications for pre consideration, prior to Cabinet meeting on 10 March, whereby all relevant due diligence processes that apply to the regular grants process can be undertaken.
- 5.12 For those organisations that have completed Year 1 of an in principle 2 year funding agreement, they have effectively already applied, so they will be required to re-submit the budget profile, identify savings where possible and reflect any changes to their delivery plan.
- 5.13 Post Cabinet, the relevant actions will be taken to communicate the decisions and initiate the grants where applicable.
- 5.14 There will be an appeal's process for 2021/ 22 grant allocation available in line with Council's Constitution via the Grants Appeal Panel with the expectation of this being completed by 25 March 2021.

## **2022/23 onwards**

- 5.15 This approach will facilitate a healthy re set for our grants programme in 2022/23 creating higher levels of accountability and evidenced based practice, where impact can be measured.
- 5.16 The new commissioning and small grants programmes will be developed during summer 2021 ready for implementation in 2022/23. It is possible that the "open" small grants programme could launch during 2021/22.

## **6. Implications**

### **6.1 Financial**

Report FIN/514 2021/2022 Budget and Council Tax, section 6.4 outlines the long term savings requirement of £212,000, however, the Lower Tier Services Grant allows a transition, with a savings requirement of £120,000 in 2021/22, and of £212,000 in 2022/23.

### **6.2 Legal**

The Council has entered into a three year contract with Citizens Advice that is due to expire at the end of 2021/22. The third year funding will need to be honoured to avoid any legal and reputational implications for the Council.

The current grant awards programme is not based on any legally binding contacts, but it has to be noted that organisations may apply a presumption of being funded as they are mid-way through a two year grant agreement.



# Agenda Item 9

## 6.3 Equalities

An Equalities Impact Assessment has been completed to support the transitional year and can be found at Appendix A.

### Background Papers

[HCS24 Report to OSC Cabinet Community Grants Future Options Cabinet 3 February 2021](#)

[Budget Strategy 2021/22 - 2025/26 FIN/508 Cabinet 25 November 2020](#)

Report author and contact officer:

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## EQUALITY IMPACT ASSESSMENT

|  |                                      |                          |                         |                 |                          |                             |   |
|--|--------------------------------------|--------------------------|-------------------------|-----------------|--------------------------|-----------------------------|---|
| Name of activity:                                | Community Grants Allocations 2021/22 |                          |                         | Date Completed: | 19 February 2021         |                             |   |
| Directorate / Division responsible for activity: | Community Services                   |                          |                         | Lead Officer:   | Paula Doherty            |                             |   |
| Existing Activity                                |                                      | <input type="checkbox"/> | New / Proposed Activity |                 | <input type="checkbox"/> | Changing / Updated Activity | x |

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

As part of the budget setting process for 2021/22, the Council has stated its intention to reduce the overall community grants pot by £120,000 and retain a pot totalling £512,000. This contributes to the Council achieving a balanced budget position as part of its Budget Strategy.

It has also been recognised that the Council's funding of the Voluntary and Community Sector required review. The approach has remained largely unchanged over the past decade or so. With Crawley facing unprecedented economic challenges in the wake of the Covid-19 pandemic, there will be social challenges facing the town that require new approaches and capacity. This will require the Council to develop a much more targeted approach in its funding of the sector to meet existing and emerging need.

A transitional year allows the Council to work with all organisations and support them through the change. Different organisations will have differing levels of resilience to change, for instance the organisations funded currently have a combined unrestricted reserves pot of around £3.8 million, albeit the provision made within each organisation varies greatly. This approach also allows the Council to fulfil any contractual obligations, specifically to provide an allocation of £140,569 to Citizens Advice in 2021/22.

### What are the main actions and processes involved?

#### Engagement with funded organisations

The process of engagement with all funded groups has begun. Officers have met with every funded organisation to facilitate a high level conversation around potential changes to the community grants programme and the impact of various funding reduction scenarios.

#### Decision making

Cabinet approval of transitional year approach - 3 February 2021

Cabinet approval of funding allocations in 2021/22 – anticipated 10 March 2021

#### Funding allocation confirmation & appeals

Confirm funding allocation to each organisation – 11 March 2021

Facilitate appeal process – completed by 25 March 2021

#### Future Model

Development and approval of new commissioning and small grants funding model for 2022/23 onwards – Autumn 2021

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

The current national landscape, shaped by the Covid-19 pandemic, is unpredictable and uncertain. This sits alongside the complex and historic issues already impacting some residents in the town. What we do know is that the needs of our residents and wider communities are evolving and the future funding programme will need to respond positively and robustly.

The review is based on achieving the best outcomes for our residents. The main stakeholders are the community themselves and the voluntary and community sector who deliver services to our residents. The main beneficiaries are residents that fall within the following groups;

|  |
|--|
| <p><b>Known Vulnerable</b></p> <ul style="list-style-type: none"> <li>Reducing homelessness and the impact of homelessness</li> <li>Improving health and wellbeing outcomes for those with a dementia diagnosis and their carers</li> </ul> <p><b>Emerging Vulnerable</b></p> <ul style="list-style-type: none"> <li>Bringing people closer to the job market and securing employment</li> <li>Reducing domestic abuse and violence</li> <li>Narrowing inequalities within our diverse community</li> </ul> <p><b>Future Vulnerable</b></p> <ul style="list-style-type: none"> <li>supporting those who have experienced adverse childhood experiences to increase educational attainment and achievement and improve social mobility</li> </ul> |
| <p><b>Have you already consulted on / researched the activity?</b> (What consultation has taken place &amp; what were the key findings? What evidence already exists? Are there any gaps that need further investigation? What still needs to be done?)</p>  |
| <p>Yes</p>   |

| Impact on people with a protected characteristic (What is the potential impact of the activity? Are the impacts high, medium or low?) |                               |  |
|---|-------------------------------|--|
| Protected characteristics / groups  | Is there an impact (Yes / No) | If Yes, what is it and identify whether it is positive or negative   |
| Age (older / younger people, children)  | Yes                           | <p><u>Positive Impact</u></p> <p>The transition year grants programme has children and young people as a priority group, in terms of prevention in respect of those who are able to be supported in terms of developing unnecessary and unavoidable vulnerabilities and disadvantage. More universally the proposed changes need to be read in the context of our play, health and wellbeing approaches. Funding to organisations delivering to children and young people has been maintained for 2021/22.</p> |

|  |     |  |
|--|-----|--|
|  |     | <u>Negative Impact (mitigated)</u><br>Funding to organisations delivering services to older people has been maintained for 2021/22 with one exception. <b>Age UK West Sussex</b> (advice and guidance service): Whilst this work does broadly meet the stated funding objectives, this service is already being provided through the County contract for older person's services effectively a duplication of funding. If funding is removed the work can carry on. The fact that they will be receiving less funding is mitigated by the fact that they have in excess of 50% of their annual operating costs held in reserves. The larger grant for AGE UK remains intact for 2021/22 to support them in the transition year and to provide greater stability whilst they re- tender for the countywide provision. |
| <b>Disability</b> (people with physical / sensory impairment or mental disability)   | Yes | <u>Positive Impact</u><br>Funding to organisations delivering services to disabled people has been maintained for 2021/22. In addition, there is a requirement for all funded organisations to factor "five ways to wellbeing" into their service delivery models.   |
| <b>Gender reassignment</b> (the process of transitioning from one gender to another.)  | No  | <u>Positive Impact</u><br><br><u>Negative Impact</u>   |
| <b>Marriage &amp; civil partnership</b><br>(Marriage is defined as a 'union between a man and a woman'.<br>Civil partnerships are legally recognised for same-sex couples) | No  | <u>Positive Impact</u><br><br><u>Negative Impact</u>   |
| <b>Pregnancy &amp; maternity</b><br>(Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)  | No  | <u>Positive Impact</u><br><br><u>Negative Impact</u>   |
| <b>Race</b> (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees &)   | Yes | <u>Positive Impact</u><br>Funding to organisations delivering services to people that are potentially marginalised because of their race has been maintained for 2021/22. In addition there has been new   |



|  |     |   |
|--|-----|---|
| asylum seekers)  |     | funding to support work with our BAME communities on health inequalities which has come to light through the pandemic, through our Putting Communities First initiative.  |
| <b>Religion &amp; belief</b> (religious faith or other group with a recognised belief system)  | No  | <u>Positive Impact</u>  |
| <b>Sex</b> (male / female)   | No  | <u>Positive Impact</u><br><br><u>Negative Impact</u>  |
| <b>Sexual orientation</b> (lesbian, gay, bisexual, heterosexual)   | Yes | <u>Positive Impact</u><br><br>Equalities and need are at the heart of our new ways of working, and key to our developments are those who may face additional challenges, prejudice and discrimination, this approach will more ably celebrate our LGBTQ Plus communities.   |
| Whilst <b>Socio economic</b> disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered | Yes | <u>Positive Impact</u><br><br>With Crawley facing unprecedented economic challenges in the wake of the Covid-19 pandemic, there will be social challenges facing the town that require new approaches and capacity. This will require the Council to develop a much more targeted approach in its funding of the sector to meet existing and emerging need.<br><br>A new model of delivery is predicated on delivering the best services for Crawley residents through an Asset Based Community Development (ABCD) approach, creating greater synergy across Community Services and the wider organisation. |

|  |     |   |    |
|--|-----|---|----|
| <b>What evidence has been used to assess the likely impacts?</b> (e.g. demographic profiles, research reports, academic research, benchmarking reports, consultation activities, staff surveys, customer surveys, public surveys, complaints, grievances, disciplinary cases, employment tribunal cases, ombudsman cases, media reports)   |     |   |    |
| This EQIA is based on a detailed review of our current grants offer, its processes and beneficiaries, this process has been subject to financial scrutiny, wide stakeholder consultancy, bench marking comparisons, market analysis and has been subject to significant internal partnership input.  |     |   |    |
| <b>What resource implications are there to deliver actions from this EIA?</b> (Quantify: people, time, budget, etc.)   |     |   |    |
| The resources are not anticipated to increase as a result of these actions.<br>The reduction in budget is achieved by protecting funding to organisations meeting the stated objectives and reducing where they don't, of note prioritising funding of direct service delivery rather than infrastructure.<br>Planning and implementation of the transition year arrangement and future programme will be meet within existing people resources. |     |   |    |
| <b>Outcome following initial assessment</b>  |     |   |    |
| Does the activity have a <b>positive</b> impact on any of the protected groups or contribute to promoting equality, equal opportunities and improving relations within target groups?  | Yes | If yes, record the evidence below. If no STOP and re-examine the activity.  |    |
| Does the activity have a <b>negative impact</b> on any of the protected groups, i.e. disadvantage them in any way.   | No  | If yes, identify necessary changes and record appropriate actions below. If no, record the evidence and assessment is complete. |    |
| <b>Decision following initial assessment</b>   |     |   |    |
| <b>Continue with existing or introduce new / planned activity</b>  | Yes | <b>Amend activity based on identified actions</b>   | No |

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

| <b>Monitoring &amp; Review</b>  |               |
|---|---------------|
| <b>Date of last review or Impact Assessment: Unknown</b>                  | Unknown       |
| <b>Date of next 12 month review:</b>                                      | February 2022 |
| <b>Date of next 3 year Impact Assessment (from the date of this EIA):</b> | February 2024 |

|   |                  |
|---|------------------|
| <b>Date EIA completed:</b>                  | 19 February 2021 |
| <b>Signed by Person Completing:</b>         | Paula Doherty    |
| <b>Date Sent to HR and Equalities Team:</b> | 23 February 2021 |
| <b>Approved by Head of Service:</b>         | Kate Wilson      |

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

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

| Completed Equality Impact Assessment  | Key findings   | Future actions   |
|---|--|--|
| <p><b>Directorate / Division:</b><br/>Community Services</p> <p><b>Function or policy name:</b><br/>Community Grants Allocations 2021/22</p> <p><b>Officer completing assessment (Job title):</b><br/>Community Services Manager</p> <p><b>Date of assessment:</b><br/>19 February 2021</p> | <ul style="list-style-type: none"> <li>• Interim transition arrangement for 2021/22</li> <li>• No negative impact on protected groups because funding has been preserved to the majority of those delivery organisations that received funding in 2020/21</li> </ul> | <ul style="list-style-type: none"> <li>• Complete new EIA for the new commissioning and small grants model for 2022/23 onwards to ensure no protected groups are disadvantaged.</li> </ul> |

## Crawley Borough Council

**Report to Cabinet**  
**10 March 2021**

### **Annual Community Infrastructure Levy (CIL) Statement**

Report of the Head of Economy & Planning– **PES/370**

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#### **1. Purpose**

- 1.1. To provide Cabinet with an update on the collection and administration of Community Infrastructure Levy (CIL) monies.
- 1.2. To advise Cabinet of the need to revisit assumptions about projected CIL income to take into consideration the new Local Plan.
- 1.3. To seek Cabinet approval for the proposed CIL strategic infrastructure spend priorities to the end of March 2025, presented in the Infrastructure Business Plan (IBP) at (Appendix A) and set out in section 7 of this report.
- 1.4. To provide Cabinet with an update on the third year of the pilot scheme for crowdfunding - Crowdfund Crawley and as to the expected impact the West Sussex County Council budget review will have upon the scheme.
- 1.5. To seek approval for a one year extension to the Spacehive contract pending a review of the community grants programme by Community Development.

#### **2. Recommendations**

- 2.1. The Cabinet is recommended to:
  - a. Note the funds received to date and the need to revisit CIL income calculations on Local Plan viability grounds.
  - b. Note the outcome of the WSCC budget review which will impact upon the current arrangements for managing the Neighbourhood Improvement Strand of CIL funding through Crowdfund Crawley.
  - c. Approve that the proposed CIL strategic infrastructure spend priorities to end March 2025 (Section 7.4) remain as per the previous year 2020/21.
  - d. Approve that the Infrastructure Business Plan (Appendix A), including the funding programme, will continue to be reviewed on an annual basis to take into account any changes in strategic infrastructure priorities and fluctuations in CIL receipts compared to the forecast. The next review is proposed to take place in March 2022
  - e. Approve a one year extension to the Spacehive contract to continue the “Crowdfund Crawley” initiative, pending a review of the community grants programme by Community Development.



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

- 3.1. To provide clarity on the way forward for Crawley's Infrastructure Business Plan and the priority schemes for the CIL Strategic Infrastructure strand spend.
- 3.2. To ensure continuity for the ongoing delivery of the "Crowdfund Crawley" initiative, pending the above community grants programme review.

## **4. Background**

- 4.1. The Community Infrastructure Levy (CIL) is a charge which can be levied by local authorities on new development in their area. It is an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area. The CIL charge is based on a calculation related to £'s per m2 of net additional floorspace and is payable on 'buildings that people normally go into'. The charge applies to development of 100m2 or more, or the creation of a single dwelling, even if under 100m2. There are a number of exemptions to this; including affordable housing, self-build housing and Starter Homes. CIL was introduced by the Planning Act 2008 and is governed by the Community Infrastructure Levy Regulations 2010 (as amended). It took effect in Crawley on 17th August 2016.
- 4.2. Up to very recently, anticipated overall CIL income in Crawley was based upon residential growth trajectories included within the submission draft of the Crawley Borough Council Local Plan 2021-2037 – the income being received by the Council once residential developments have commenced. There is a need to revisit assumptions about projected CIL income to take into consideration the viability review of the new local plan and its proposed allocated sites for development – see Section 6.
- 4.3. The CIL Regulations 2010 as amended, part 7 state that 15% of the total CIL contributions collected are to be allocated for spending in agreement with local communities – the Neighbourhood Improvement Strand. The remaining 85% of CIL contributions is for the Strategic Infrastructure Strand.
- 4.4. In October 2017, Cabinet approved a crowdfunding model as the preferred option for the future governance of the CIL Neighbourhood Improvement Strand, and also the implementation of a one year Crowdfunding pilot - report [PES/257](#) refers.
- 4.5. At the same time Cabinet delegated authority to the Head of Economy and Planning, in consultation with the Cabinet Member for Planning and Economic Development, to commence the procurement process for a provider to run the crowdfunding 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. Spacehive was subsequently awarded the contract in April 2018.
- 4.6. In February 2018, Cabinet approved the proposed CIL strategic infrastructure spend priorities presented in the Infrastructure Business Plan as a priority for delivery and the funding programme for the period 2018/19 to 2021/22 - report [PES/264](#) refers.
- 4.7. The Cabinet also approved the governance of the Strategic Infrastructure Strand and noted that the Infrastructure Business Plan, including the funding programme, would be reviewed on an annual basis to take into account any changes in strategic infrastructure priorities and fluctuations in CIL receipts compared to the forecast.

# Agenda Item 10

- 4.8. In February 2019, Cabinet approved the proposed CIL strategic infrastructure spend priorities presented in the Infrastructure Business Plan as a priority for delivery and the funding programme for the period 2019/20 to 2021/22 – report [PES/302](#) refers. The, Cabinet also approved the extension of the Crowdfunding pilot for a further year.
- 4.9. In March 2020, Cabinet approved the proposed CIL strategic infrastructure spend priorities presented in the Infrastructure Business Plan as a priority for delivery and the funding programme for the period 2020/21 to 2022/23 – report [PES/335](#) refers. The, Cabinet also approved the extension of the Crowdfunding pilot for a further year with the administration costs associated with the site being paid for from the Community Development budget.

## 5. CIL – Current Financial Position.

- 5.1. Total CIL received to date: £520,233 which has to be split between the Strategic Strand (85%) and the Neighbourhood Improvement Strand (15%). The table below provides a more detailed breakdown:

|  | <b>Strategic Infrastructure Strand (Section 7)</b> | <b>Neighbourhood Improvement Strand (Section 9)</b> | <b>Combined CIL Contributions</b> |
|--|--|---|-----------------------------------|
| CIL Contributions Received Prior to 2020/21            | £ 246,970  | £ 41,780  | £ 288,750                         |
| CIL Contributions Received 2020/21                     | £ 199,350  | £ 32,133  | £ 231,483                         |
| <b>Total CIL Contributions Received to Date</b>        | <b>£ 446,320</b>                                   | <b>£ 73,913</b>                                     | <b>£ 520,233</b>                  |
| Pre 202/21 Admin Charge Spent on Spacehive Site        | -£ 20,000  | £ -   | -£ 20,000                         |
| Admin Charge (5% Of Total CIL Received During 2020/21) | -£ 11,574  | £ -   | -£ 11,574                         |
| Projects Funded Through Crowdfund Crawley              | £ -  | -£ 25,395   | -£ 25,395                         |
| <b>Balance Available</b>                               | <b>£ 414,746</b>                                   | <b>£ 48,518</b>                                     | <b>£ 463,264</b>                  |

- 5.2. In addition to the £520,233 received to date, the council have issued demand notices to the value of £1,168,215 to four developments, all of which have challenged the amount of CIL due. Two of the developments submitted formal appeals to the Valuation Office Agency, who found in Crawley Borough Council's favour, meaning that the developers are required to pay the amount of CIL by the due date detailed in the demand notice.
- 5.3. Of the £1,168,215, the amount of CIL overdue from site developers for payment under demand notices issued by the council is £889,408 (£856,219 of which is related to 2 sites). Further demand notices are about to be issued to update late payment surcharges. If payment is not forthcoming then CIL regulations provide the Council with further powers to seek this money. The remaining £278,807 has not yet exceeded the due date in the demand notice and is due for payment in 2021/22.
- 5.4. The Council, as collecting authority, after issuing a reminder notice to the party liable for the levy, can then apply to a Magistrates Court to make a liability order, and this option remains available for six years from the point of the CIL falling due.

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- 5.5. It should be noted that, temporary provisions are currently in place in light of the Covid-19 pandemic which enable developers to ask for a deferment of CIL charges where they have experienced financial difficulties for reasons connected with Coronavirus. No such request has at present been received from any of the parties on whom these notices were served, but it is anticipated that pursuing further enforcement action at this stage would result in such requests. In addition due to the adverse impact of the COVID pandemic, the court system has experienced significant delays and there is now a major back log of cases to go to the court.
- 5.6. Predicting when we will receive CIL receipts therefore continues to be difficult as developments have been delayed due to the COVID-19 crisis.
- 5.7. Furthermore, a number of residential schemes secured planning permission with the expectation of having to pay CIL and then subsequently have changed their tenure type mix to 100% affordable housing, which is CIL exempt. This change has resulted in a circa £2.5m reduction in anticipated CIL contributions.

## 6. Requirement to revisit CIL Income Calculations on Viability Grounds

- 6.1. As part of the Local Plan Review the Council has commissioned new evidence in relation to the financial viability of new development, and its ability to bear developer contributions (including CIL) and other costs. Depending on the findings of this evidence and the progress of the Local Plan review, occasion may arise to review the CIL charging schedule in future, particularly in relation to certain specific circumstances.
- 6.2. This evidence is still emerging in draft form. At present the Council does not anticipate that there will be a recommendation for a reduction in the standard residential CIL rate, but it is possible that the evidence may justify changes in respect of very specific forms of development.
- 6.3. Given the above the possibility it cannot be ruled out that the CIL rate will need to be reduced in the future in relation to certain forms of development in response to viability evidence and the outcome of the Local Plan Review process. Given the likely specific and limited scope of any such change it is not possible to calculate the impact of a reduction at this time and therefore Crawley Borough Council will continue to use the current standard assumptions.
- 6.4. The draft of the Crawley Borough Council Local Plan 2021/22 – 2036/7 makes provision for the development of a minimum of 5,320 net dwellings in the borough for the period 2021/22 to 2036/37. This minimum requirement is to be broken down into an annual average requirement on a stepped basis (see below table). Using the average amount of CIL generated per unit as £2,200 it is therefore anticipated that the overall CIL contributions by 2036/37 could be in the region of £12m (incl. CIL received to date). Calculations assume 40% affordable housing.

| Years                  | Projected Units | CIL                   |
|------------------------|-----------------|-----------------------|
| Received to date       | N/A             | £520,233.00           |
| 1-5 (2021-25/26)       | 1987            | £4,371,400.00         |
| 6-10 (2026/27-2030/31) | 2744            | £6,036,800.00         |
| 11-16 (2031/32-36/37)  | 589             | £1,295,800.00         |
|                        | <b>5320</b>     | <b>£12,224,233.00</b> |

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- 6.5. 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 based upon the figures within the local plan 2021/ to 2036/37.

## 7. CIL Strategic Infrastructure Strand

- 7.1. To date the Council have received £446,320 in Strategic CIL contributions and from 2018 has spent £20,000 on the administration costs of the Crowdfund Crawley website.
- 7.2. A further £11,574 will be allocated to administration costs incurred through 2020/21, which equates to 5% of the total funds collected in 2020/21 and is in line with current CIL regulations – see section 8.
- 7.3. The balance available after deducting above admin charges is £414,746 of Strategic CIL contributions to be committed to the priority projects identified in 7.4
- 7.4. The 2019/20 Infrastructure Business Plan (IBP) recommended that 4 projects be funded within the initial CIL funding programme and this was approved by Cabinet in February 2019 and again in March 2020 – it is proposed that these priorities and the corresponding CIL funding requirements remain unaltered, as follows for the initial CIL funding programme now 2021-2022 to 2024-2025:
- Three Bridges Railway Station Improvement Scheme , £1.1m
  - A23/ Manor Royal junction project, £0.432m up to £0.709m (see 7.5 below)
  - Saxonbrook Medical Centre, Northgate - Creating 2 additional consulting rooms, £0.032m, subject to a contract being agreed between the authority and the CCG/ practice.
  - Pound Hill Medical Group - build 2 additional consulting rooms, £0.144m, subject to a contract being agreed between the authority and the CCG/ practice.
  - 5% Admin charge for the period 2021/22 to 2024/25
- 7.5. The amount currently allocated to the A23/Manor Royal junction scheme is £0.432m but this may increase dependent upon the schedule of works, which is led by West Sussex County Council (WSCC). It is anticipated that this will be effectively offset by increased CIL income that will arise due to the planned early demolition of County Buildings by WSCC. This will result in a higher CIL income from a subsequent redevelopment of that site, as there will be no 'demolition offset' deducted from the chargeable floor space. The funds would be released once the development of the site commences, subject to planning permission.
- 7.6. The following projects have been identified as being for Mid Term delivery (2025/26 to 2029/30). Approval would be sought at a later stage for these CIL contributions to be formally allocated to the projects below once the details have been finalised and CIL receipts received:
- A2011 Crawley Avenue/ A2004 Northgate Avenue improvements, £0.36m
  - A23 Crawley Avenue/ Ifield Avenue Roundabout improvements, £1.08m
  - A contribution to Education, Early Years Provision – Locations to be determined through WSCC in addition to dependencies /site availability, £2.1m
  - 5% Admin charge for the period from 2025/26.
- 7.7. In the event that not enough CIL contributions are received to bring forward all of the projects outlined then projects will be progressed in order of priority, identified in the

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IBP (Appendix A, 2.2) in accordance with the agreed governance procedure (Appendix A, 2.4).

## **8. CIL Strategic Infrastructure Strand - Staffing Implications**

- 8.1. A charging authority – in this case Crawley Borough Council - 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 per annum. Where an authority spends less than its permitted allowance on administrative expenses, it must transfer the remaining allowance for use on strategic infrastructure strand projects.
- 8.2. It was previously agreed from 2019/20 onwards to apply the 5% of Strategic Infrastructure Strand collected in any financial year to the administrative expenses incurred by the Council in carrying out its role collecting, managing and distributing CIL.
- 8.3. The impact of CIL on staffing and resources to ensure effective CIL income collection will continue to be assessed during the annual review of the IBP.

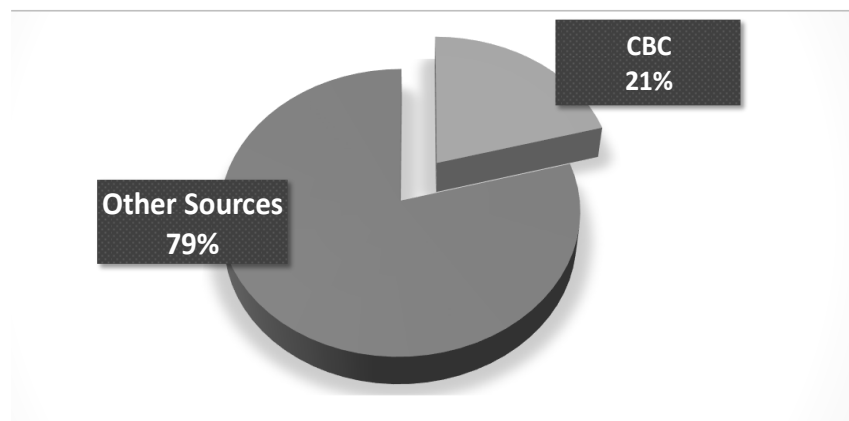
## **9. CIL Neighbourhood Improvement Strand.**

- 9.1. CIL regulations state that 15% of the total CIL contributions collected are to be allocated for spending in agreement with local communities where development is taking place. To date the Council have received a total of £73,913 in CIL funds for the Neighbourhood Improvement Strand.
- 9.2. Following Cabinet approval in October 2017, the Council established the Crowdfund Crawley website, where the community can post civic project ideas and raise the necessary funds from the 'crowd'. The appeal is that, rather than the council deciding which projects to fund, residents decide by making donations/ liking a project, giving a clear indication as to the priorities that residents care most about.
- 9.3. Crowdfund Crawley is an entity in its own right, however it is intended to be complementary to other grant providers using the site to distribute their funds. Project organisers are encouraged to pitch to as many of the funding pots that are available within the area, giving them a greater chance of success. By using the same crowdfunding website as West Sussex County Council (WSCC), Crawley residents were able to access both the Neighbourhood Improvement Fund (CBC) and the Community Initiative Fund (WSCC) at the same time, giving them a greater chance of success for their community project proposals.
- 9.4. The admin fee for Crowdfund Crawley has been funded from the 5% administration fee, taken from CIL income that the charging authority is entitled to apply.
- 9.5. Crowdfund Crawley officially launched on 22nd May 2018, with the newly created Neighbourhood Improvement Fund (NIF) and an initial allocation of £15,000.

## **10. Crowdfund Crawley Outcomes.**

- 10.1. Since the beginning of the pilot, May 2018:
  - Total amount raised by projects using the site, £122,616 from 370 backers (incl. CBC contribution £25,395)
  - Total CIL Funds distributed to date: £25,395
  - Currently pledged: £0
  - Remaining Funds: £48,518

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- 10.2. The site has been used by twenty nine organisations to raise funds for thirty five projects, which have included an outdoor gym, climbing frame and number of COVID related projects: [Covid-19-post--relief-project](#)

Of the thirty five projects: - [Crowdfund Crawley Projects.](#)

- Twenty One have successfully secured the funding required – see Appendix B.
- Ten are in the preparation stage
- One withdrew
- Three have been unsuccessful

- 10.3. Of the £122,616 pledged, £25,395 has been pledged by the Crawley Borough Council CIL Neighbourhood Improvement fund. West Sussex County Council have pledged £41,768 and £9,750 has been pledged by external funders. Businesses have contributed £4,432 and the 'Crowd' contributed £41,271. The CIL Neighbourhood Improvement Fund has therefore unlocked nearly four times its amount from third party sources.

- 10.4. To date, 10 of the 14 neighbourhoods in the Borough, have used the site for their projects. There remains just four neighbourhoods - Furnace Green, Pound Hill, Forge Wood and Gossops Green - which have yet to use the site.

- 10.5. The Council has redirected unsuccessful projects to Crawley Community Action (CCA) to help them find more suitable funding streams.

## **11. Crowdfund Crawley 2021 onwards – Impact of WSCC budget review.**

- 11.1. In March 2020 it was agreed with Spacehive to remove the service aspect from the contract and only pay for the software, which was paid for by Community Services as the council had not collected enough in CIL Contributions to cover the software costs from the 5% CIL admin charge.
- 11.2. The Council received enough in CIL contributions in 2020/21 to resume paying the software administration fee for 2021/22 from CIL. The Council will have to advise Spacehive by 31 March 2021 if the contract is to be extended by a further year.
- 11.3. On 12 February 2021, as part of a budget review, West Sussex County Council Full Council approved the cessation of the Community Initiative Fund (CIF) including their financial contribution to the crowdfunding platform.
- 11.4. This decision will have a direct impact upon Crowdfund Crawley as a main incentive for groups to use the site is the fact that they can receive multiple funding pledges from different sources through one application.



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- 11.5. With the removal of the county funding Crawley Borough Council would need to reduce the % of match funding required before we could consider making a pledge. Crawley Borough Council would also need to increase the funding it is willing to pledge to an individual project, to alleviate the impact and to continue to maintain the viability of the programme.
- 11.6. Spacehive have confirmed that we are able to continue to purchase the software package for a further year 2021-22, which can be paid out of the 5% of CIL Strategic Infrastructure Fund ring-fenced for administrative costs. . A further £6,574 from the ring-fenced funds will offset staffing costs incurred by Crawley Borough Council in administering the Crowdfund Crawley programme.
- 11.7. The Borough Council is reviewing its Community Grants programme. The proposed changes will include the retention of a small grants pot to be used as part of a 'crowd funding' approach. Officers are in discussion with West Sussex County Council and Spacehive regarding the potential to expand our use of the 'Spacehive' platform for this additional purpose. The outcome of the review has yet to be confirmed.
- 11.8. We will continue to work on proposals with the Community Development Team as to alternative ways of managing the Neighbourhood Improvement Strand and Community Grants programme, should the Crowdfund Crawley option no longer be considered viable by the time of the next annual review in March 2022.

## **12. Financial Implications**

- 12.1. There continues to be a risk that the spend profiles of projects identified as a priority in the Infrastructure Business Plan will be mismatched against the receipts of CIL contributions due to continuing delays in CIL income being received (see section 5). Councils are unable to borrow against anticipated levy income but CIL receipts can be used to repay expenditure on infrastructure that has already been incurred, provided that expenditure is in line with recognised priority infrastructure schemes as identified within the CIL Infrastructure Business Plan. (IBP).
- 12.2. In the event that not enough CIL contributions are received to bring forward all of the projects outlined then projects will be progressed in order of priority identified in the IBP (Appendix A, 2.2) in accordance with the agreed governance procedure (Appendix A, 2.4).

## **13. Legal Implications**

- 13.1. The legislation governing the development, adoption and administration of a Community Infrastructure Levy (CIL) is contained within the Planning Act (2008) and the Community Infrastructure Levy Regulations 2010 (as amended). CIL charging took effect in Crawley following due process on 17th August 2016.
- 13.2. 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.
- 13.3. 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.
- 13.4. Where an authority spends less than its permitted allowance on administrative expenses, it must transfer the remaining allowance for use on capital infrastructure

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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.

- 13.5. The levy should not be used to remedy pre-existing deficiencies in infrastructure provision unless the deficiencies are exacerbated by new development.

## **14. Equalities Implications**

- 14.1. The Council must have due regard to its obligations under the Equality Act 2010 and for the public sector equality duty ("PSED") under section 149 of the Equality Act 2010 in making its decisions and carrying out its functions. The equalities impact and/or the PSED will be addressed as and when proposals are developed.
- 14.2. Specific to Crowdfund Crawley - Officers carried out an Equality Impact Assessment (EIA) and considered its duties under the PSED, for which the main finding was that the site is fully inclusive as it is open to everyone. The only information collected for the purposes of project applications for funding relates to the organisation applying for funding, which centres on their Governance, Constitution and Equal Opportunities policy. A copy of the EIA can be found in Appendix D of report [PES/302](#)

### **Background Papers**

West Sussex County Council - [see Item 6 WSCC Revenue Budget 2021/22, Capital Strategy 2021/22 to 2025/26](#) and [WSCC Cabinet Printed Decision](#).

Report to Cabinet 11 March 2020 PES/335 - [Allocating Monies Collected the Through Community Infrastructure Levy – Infrastructure Business Plan 2020/21](#)

Report to Cabinet 6 February 2019 PES/302 - [Allocating Monies Collected Through Community Infrastructure Levy 2019/20](#)

Report to Cabinet 7 February 2018 PES/264 - [Allocating Monies Collected Through Community Infrastructure Levy - Infrastructure Business Plan and Governance](#).

Report to Cabinet 4 October 2017 PES/257 – [Community Infrastructure Levy - Governance, Prioritisation and Spend Proposals](#).

Report to Cabinet 29 June 2016 SHAP/54 - [Adoption of Crawley Community Infrastructure Levy \(CIL\)](#)

## **APPENDIX A - Infrastructure Business Plan Outline 2021/22 (remains unaltered from 2019/20).**

### **Introduction**

- Summary
- Projects identified as critical and proposal for the funding programme to 2024/25.
- Additional information for the schemes identified for potential funding
- Date for next annual review
- Governance Structure

### **1. Summary**

- 1.1. This Infrastructure Business Plan (IBP) has been prepared by officers from Crawley Borough Council with input from West Sussex County Council and other Infrastructure Providers. It sets out the proposed priority infrastructure schemes required to support the delivery of the Crawley Submission Draft of the Local Plan to 2037.
- 1.2. This document identifies the projects that Crawley Borough Council intend to fund / enable using Community Infrastructure Levy (CIL) and presents an initial funding programme to 2024/25. This IBP project list represents the current understanding of projects appropriate to be funded via the CIL with a commitment that no “double counting” will take place.
- 1.3. It should be noted that in time the information within this document may be revised in the future, subject to process, to allow for additional unforeseen infrastructure requirements that might be identified. As the anticipated CIL funds are only an estimation, this document will also be reviewed each year to reflect how much CIL money has been received from the commencement of new residential developments.
- 1.4. This document is only concerned with the Strategic Infrastructure Strand of CIL. All figures exclude the 15% of the total CIL contributions collected, which CIL regulations state are to be allocated for spending in agreement with local communities where development is taking place. The process for allocating CIL funds within the Neighbourhood Improvement Strand was approved by Cabinet in October 2017.
- 1.5. 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 total CIL contributions collected. Administrative costs cannot be paid using the 15% Neighbourhood Improvement Strand of CIL.
- 1.6. 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.

1.7. The levy should not be used to remedy pre-existing deficiencies in infrastructure provision unless the deficiencies are exacerbated by new development.

## 2. Projects identified as critical and proposal for the first funding programme.

2.1. This section sets out the proposed CIL spending priorities to end March 2025 for short term projects and March 2030 for medium term projects.

2.2. Projects identified as a priority to receive a contribution from CIL are proposed / presented in the table below. Officers have based the priority projects outlined in the Infrastructure Business Plan on the Crawley Infrastructure Delivery Schedule, which is already in place through the Local Plan process and have identified all strategic infrastructure requirements as a result of the growth forecast indicated in the Local Plan. The projects outlined below for this Infrastructure Business Plan have all been assessed as Critical or as high scoring essential projects in terms of their level of importance in supporting Crawley's growth.

| Projects identified  | Criteria Met | Score | %   | Phasing     | Total Potential CIL Contributions |
|--|--------------|-------|-----|-------------|-----------------------------------|
| A23 London Road/ Manor Royal                                   | ABCFUJKL     | 375   | 94% | Short Term  | £709,000                          |
| Improvement to Three Bridges Railway Station                   | ABDFHIJKL    | 375   | 94% | Short Term  | £1,100,000                        |
| A2011 Crawley Avenue/ A2004 Northgate Avenue/                  | ABCGIJKL     | 365   | 91% | Medium Term | £360,000                          |
| New early years provision, location to be determined           | ABCGJKL      | 345   | 86% | Medium Term | £2,100,000                        |
| A23 Crawley Avenue/ Ifield Avenue roundabout                   | ABCGJKL      | 345   | 86% | Medium Term | £1,080,000                        |
| Saxonbrook Medical Centre - Creating 2 additional consulting   | ABDGJKL      | 340   | 85% | Short Term  | £32,000                           |
| Pound Hill Medical Group - build 2 additional consulting rooms | ABDGJKL      | 340   | 85% | Short Term  | £144,000                          |
|  |              |       |     |             | <b>£5,525,000</b>                 |

2.3. There is a risk that the spend profiles of projects for delivery within the Short Term will be mismatched against the receipts of CIL contributions. Councils are unable to borrow against anticipated levy income but they can be used to repay expenditure on infrastructure that has already been incurred, provided that expenditure is in line with recognised priority infrastructure schemes as identified within the CIL Infrastructure Business Plan. (IBP)

2.3.1. The funds associated with the 5% admin charge will fluctuate as they will be collected and allocated throughout the year.

2.3.2. Any funds collected in this period that remain unspent will be carried forward into the next funding programme 2025/26 to 2029/30.

- 2.3.3. The priority projects identified for delivery in the Medium Term will be progressed in the next funding programme 2025/26 to 2029/30 as funds become available and details are finalised.

### **Governance**

- 2.4. In line with the Crawley Growth Deal between CBC and WSCC, it is proposed that 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 for approval when key decisions are required on CIL funding allocations to individual infrastructure schemes.
- 2.5. The existing cross party Economic Regeneration Working Group of CBC Members will also have an opportunity to review proposals for CIL spend and make recommendations to the Chair and Head of Economy and Planning. WSCC Cabinet members and local County Council members will be consulted as appropriate.

### **3. Date of next annual review**

- 3.1. Proposals to revise / update the Infrastructure Business Plan will be presented to Cabinet for approval in March 2022.

## Appendix B – List of Successful Crowdfund Crawley Projects.

| Organiser                             | Amount Raised      | No Backers | No Likes   | Link to Project   |
|---------------------------------------|--------------------|------------|------------|---|
| Autism Support Crawley                | £12,926.00         | 41         | 5          | <a href="#">Wheelchair Swing &amp; HAT for MPCC</a>       |
| Crawley Young Persons Council         | £1,300.00          | 2          | 6          | <a href="#">Multi-Cultural Crawley</a>                    |
| Three Bridges Forum                   | £720.00            | 4          | 16         | <a href="#">Caroline Haslett Memorial Project</a>         |
| Crawley Open Duke of Edinburgh Centre | £14,519.00         | 6          | 6          | <a href="#">Funds towards New Minibus</a>                 |
| The Olive Tree Cancer Support Centre  | £1,808.00          | 22         | 4          | <a href="#">Bodies - a play about cancer</a>              |
| Broadfield Community Centre           | £4,873.00          | 22         | 4          | <a href="#">Broadfield Outdoor Gym</a>                    |
| The Craftimation Factory              | £2,146.00          | 18         | 1          | <a href="#">The Mill Indoor Art Garden</a>                |
| Broadfield Community Centre           | £4,864.00          | 22         | 18         | <a href="#">Broadfield Art Festival</a>                   |
| Seymour Primary School                | £7,473.00          | 23         | 5          | <a href="#">Seymour School Bicycle Shelter</a>            |
| LPK Learning CIC                      | £5,922.00          | 31         | 7          | <a href="#">Discover Crawley Together</a>                 |
| Crawley Open Duke of Edinburgh Centre | £5,126.00          | 2          | 0          | <a href="#">Keep Us Hiking</a>                            |
| Phoenix Choir of Crawley              | £5,418.00          | 3          | 0          | <a href="#">Community Choral Events</a>                   |
| SSC PFA                               | £2,282.00          | 4          | 41         | <a href="#">Sensory garden</a>                            |
| Arctic Handball Club                  | £2,976.00          | 9          | 2          | <a href="#">Bring Handball On</a>                         |
| Emerald Sports & Social Club          | £22,485.00         | 14         | 1          | <a href="#">ESCC Infrastructure Development Programme</a> |
| Langley Green Primary School PTA      | £4,424.00          | 4          | 1          | <a href="#">Langley Green Primary School Outdoor Gym</a>  |
| SSC PFA                               | £4,771.00          | 3          | 1          | <a href="#">Climbing Frame SSC Desmond Anderson</a>       |
| Arctic Handball Club                  | £4,025.00          | 9          | 3          | <a href="#">Top Class Handball for Crawley</a>            |
| Nicky's Workshop                      | £4,580.00          | 21         | 13         | <a href="#">ONLINE WARRIORS- Virtual Gymnastics</a>       |
| LPK Learning CIC                      | £5,938.00          | 55         | 23         | <a href="#">Capturing Lockdown</a>                        |
| Tamil Learning Centre                 | £4,040.00          | 55         | 46         | <a href="#">Covid-19 post- relief project</a>             |
|                                       | <b>£122,616.00</b> | <b>370</b> | <b>203</b> |   |



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## Crawley Borough Council

**Report to Cabinet  
10 March 2021**

### **Procurement Shared Service Extension**

Report of the Head of Corporate Finance – **FIN/519**

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#### **1. Purpose**

- 1.1 The Council's Procurement Service has operated jointly since 2010. This report seeks approval for the shared service model to continue for a further four years with an option to extend for a further four years from April 1<sup>st</sup> 2022 with Crawley acting as the lead authority, providing services under an Inter-Authority Agreement on behalf of Horsham, Mid Sussex and Mole Valley District Councils.

#### **2. Recommendations**

- 2.1 The Cabinet is recommended to:
- a) Approve that Crawley Borough Council continue to act as lead authority and provide procurement services on behalf of Horsham District Council, Mid Sussex District Council and Mole Valley District Council from 1<sup>st</sup> April 2022.
  - b) Agree to the provision of services under an Inter-Authority Agreement for a minimum period of four years commencing on 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2026 with an option to extend for a further period of up to four years.
  - c) Agree to accept a delegation from Horsham District Council, Mid Sussex District Council and Mole Valley District Council of their procurement functions under Section 101 of the Local Government Act 1972.
  - d) Delegate authority to the Head of Legal, Governance and HR and Head of Corporate Finance to agree the terms of the Inter-Authority Agreement which reflects the principles outlined in the report.
  - e) Delegate to the Head of Legal, Governance and HR, and Head of Corporate Finance the ability to apply the four year extension at the end of the initial term subject to performance review and in consultation with the Leader of the Council.

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

- 3.1 The current joint working arrangement with Horsham District Council, Mid Sussex Council and Mole Valley District Council is due for renewal on 31<sup>st</sup> March 2022 and therefore there is a need for Members to agree how procurement services will be provided in the future in order to give partners assurance that services will continue beyond this date.

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## 4. Background

- 4.1 On 6<sup>th</sup> April 2010 Crawley, Horsham and Mid Sussex entered a joint working partnership which saw existing procurement resources forming one team and being shared across the three authorities. In 2018 it was agreed that Crawley Borough Council would take the role as lead Authority and employ all staff to deliver services to the Councils. On 1<sup>st</sup> December 2020 Mole Valley District Council joined the partnership after the successful completion of a 12-month trial period. The benefits of joint working are to create greater capacity within the team to support the increasing work programme demands, developing skills and knowledge amongst the team, making cashable savings through more collaborative procurement projects and making efficiencies by avoiding duplication and creating common policies and procedures.
- 4.2 Since then the service has delivered numerous projects and contributed to savings of in excess of £4,236,000.00<sup>1</sup>. These projects include complex tenders, local tenders and accessing framework agreements, leading on collaborative procurement projects and a wide range of policy, legislative and strategic projects which benefit each of the authorities for example working with SMEs and local suppliers to educate them on procurement processes via training events and Meet the Buyers, and developing policies on key areas such as Social Value, Safeguarding and Contract Management in procurement.
- 4.3 The team are responsible for developing the internal Procurement rules and guidance documentation that meets the requirements of legislation, undertaking spend analysis to identify future opportunities and areas of risk and delivering training across the councils. The team also perform a contract management role for a number of collaborative corporate contracts and support departments in the management of key contracts as and when required.
- 4.4 The Joint Procurement Board governs the shared procurement service via an informal Agreement and is made up of a representative from each of the authorities.
- 4.6 The Budget for 21/22 is set at £284,550. The current payment mechanism is a percentage split with Crawley and Horsham both paying 25% of the costs, Mid Sussex 23% and Mole Valley 27%.

## 5. Description of Issue to be resolved

- 5.1 With existing service provision due for review and renewal on 31<sup>st</sup> March 2022 and in accordance with the terms of the shared service Agreement the Council needs to agree on how these services are delivered in the future.

## 6. Information & Analysis Supporting Recommendation

- 6.1 The future arrangement would see Horsham, Mid Sussex and Mole Valley Councils to continue to delegate the provision of procurement services to Crawley Borough Council under a formal Inter-Authority Agreement. Horsham, Mid Sussex and Mole Valley would pay an agreed annual contract sum to Crawley based on a percentage split of the total cost of delivering the service. Any saving (or overspend) on the budget

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<sup>1</sup> These savings are based on either one-off savings compared with budget or estimated cost. For contracts longer than one year the saving is for year 1 only. There was a period of time during 2015/16 where savings were not recorded and whilst we have gone back to find this information there are likely to be some savings missing from this figure.

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will be split between the authorities. The Inter-Authority Agreement would be reviewed and executed. Any potential risks are shared, for example, redundancy, pensions, exceptional costs etc.

- 6.2 The delivery model and governance arrangements would remain as the current model with a senior officer from each of the authorities forming a Joint Procurement Board which oversees the work programme and monitors progress.
- 6.3 The budget would continue to be calculated on the percentage split of the costs between each of the authorities. From 1<sup>st</sup> April 2022 it is the intention of all parties that the costs will be shared equally. This will be reviewed after two years.
- 6.4 Horsham, Mid Sussex and Mole Valley Councils are in favour of continuing this joint service and are seeking ratification of these recommendations.

## **7. Implications**

- 7.1 A shared service model is where one organisation assumes responsibility for running services for others. The Legal implications arising from this proposal is that Horsham, Mid Sussex and Mole Valley Councils will need to agree to delegate their procurement functions to Crawley under Section 101 of the Local Government Act 1972 and relevant Executive Functions Regulations.
- 7.2.1 The Inter-Authority Agreement will cover such matters as governance, operational, financial and termination matters.

## **8 Background Papers**

[Cabinet Paper 10<sup>th</sup> January 2018](#)

[Cabinet Paper 25<sup>th</sup> November 2020](#)

Report author and contact officer: Jo Newton-Smith, Procurement Manager, 01293 438363

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# Agenda Item 12

## Crawley Borough Council

**Report to Cabinet**  
**10 March 2021**

### **Microsoft Enterprise License Agreement 2021-24**

Report of the Head of Digital and Transformation, **DAT/04**.

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#### **1. Purpose**

This report seeks approval for procuring IT software licensing and services to ensure required governance and approvals continue via a framework procurement exercise for a key fundamental system for the Council.

#### **2. Recommendations**

2.1 To the Cabinet

2.2 The Cabinet is recommended to:

- a) Delegate authority to the Head of Digital and Transformation (in consultation with the Cabinet Member for Planning and Economic Development) to approve the award of the contract for the renewal of the Council's Microsoft Licenses following the appropriate procurement process (within the appropriate existing budgets).
- b) Delegate the negotiation, approval and completion of the all the relevant legal documentation following the award of contract to the Head of Digital and Transformation, Head of Legal, Governance & HR, in consultation with the Cabinet Member for Planning and Economic Development. (Generic Delegation 2 & 3 will be used to enact this recommendation).

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

- 3.1 To provide a key decision that will enable the procurement process to be awarded under delegated authority once the tender process has concluded.

#### **4. Background**

- 4.1 A Microsoft Enterprise Agreement is a volume licensing programme that gives flexibility to purchase Microsoft services and software under one agreement. The licenses include the core infrastructure for day-to-day operations such as the Office suite (Word, Excel and PowerPoint) and most recently MS Teams. The licensing also includes the Council's core server infrastructure licensing.
- 4.2 The Council's current enterprise agreement expires 30 April 2021 and IT are about to launch a framework procurement exercise to re-procure this for another 3 years with the contract to start 1 May 2021.



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## 5. Description of Issue to be resolved

- 5.1 Normally the licenses are in the region of £150k per annum (£450k for 3 years) however with the addition of the Teams Calling as the telephony solution (£30k per annum) this takes the yearly contract to nearly £180k.
- 5.2 The telephony procurement was awarded and agreed in 2020 however to ensure best value the licenses were added to the existing enterprise agreement to the end of its term. Now that it is time re re-tender this contract the total value is therefore possibly up to £540k over 3 years. To ensure transparency with the new contract this report is being presented to Cabinet.

## 6. Information & Analysis Supporting Recommendation

- 6.1 Discovery work has indicated the new licenses should be within the current expenditure and revenue budget.
- 6.2 The recommended procurement route is through a Crown Commercial Services (CCS) framework ref RM6068 Technology Products and Associates Services. Negotiations are underway between CCS and Microsoft on behalf of the wider public sector and this enables the Council to get a discounted price for the licenses. The provider also provides the Council with additional services such as training, consultancy and keeps IT abreast of new and emerging technologies.

## 7. Implications

**Financial** – early discovery work has indicated that the licenses should be largely in-line with the current spend and IT are not asking for any additional revenue budget. A CCS framework represent the purchasing power of the entire UK market and we can't see that it's possible to get a better deal than they would offer. With the move of the infrastructure to the cloud through 2021, any server licenses can be transferred to the public cloud. The Enterprise Agreement offers a subscription option, which allows slightly more flexibility to increase or decrease of subscription counts upon annual anniversary.

**Legal** – Legal and procurement resources will be required to advise on the necessary contract documentation. A Procurement Officer has been assigned to the project and Invicta Law will be instructed to review the call off contract. As the procurement is from a CCS framework this should be minimal impact for legal.

**Time** – the new contracts need to smoothly transition for 1 May 2021 to ensure no disruption to Council services. A pass/fail question for the provider to meet this deadline will be included in the tender response.

## 8. Background Papers

None

Report author and contact officer: Simon Jones, Head of Digital and Transformation, [simon.jones@crawley.gov.uk](mailto:simon.jones@crawley.gov.uk), 01293 438011.