



Crawley Borough Council

Cabinet

Agenda for the **Cabinet** which will be held **Virtually via Microsoft Teams Live**, on **Wednesday, 24 June 2020 at 7.00 pm**

Nightline Telephone No. 07881 500 227

A handwritten signature in black ink that reads 'Anne Maria Brown'.

Head of Legal, Democracy and HR

Membership:

Councillors	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
	B A Smith	Cabinet Member for Public Protection and Community Engagement
	P C Smith	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.

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

Published 12 June 2020



Switchboard: 01293 438000
Main fax: 01293 511803
Minicom: 01293 405202 DX:
57139 Crawley 1
www.crawley.gov.uk

Town Hall
The Boulevard
Crawley
West Sussex
RH10 1UZ

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

Part A Business (Open to the Public)

	Pages
1. Apologies for Absence	
2. Disclosures of Interest	
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.	
3. Minutes	5 - 16
To approve as a correct record the minutes of the Cabinet held on 11 March 2020.	
4. Public Question Time	
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.	
5. Further Notice of Intention to Conduct Business in Private and Notifications of any Representations	
The Monitoring Officer will report on any responses to representations received in relation to why item(s) 14: "Appointment of Supplier for the implementation and support of a new Fully Integrated Housing and Asset Management Database System" should not be held in Part B Business – (Closed to the Public).	
6. Matters referred to the Cabinet and any Report from the Chair of the Overview and Scrutiny Commission	
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.	
7. Treasury Management Outturn for 2019/20	17 - 30
<i>The Leader's Portfolio</i>	
To consider report FIN/502 of the Head of Corporate Finance, which was referred to the meeting of the Overview and Scrutiny Commission held on 22 June 2020.	

	Pages
<p>8. Financial Outturn 2019/20 Budget Monitoring - Quarter 4</p> <p><i>The Leader's Portfolio</i></p> <p>To consider report FIN/500 of the Head of Corporate Finance, which was referred to the meeting of the Overview and Scrutiny Commission held on 22 June 2020.</p>	31 - 48
<p>9. Forward Programme of Key Procurements</p> <p><i>The Leader's Portfolio</i></p> <p>To consider report FIN/501 of the Head of Corporate Finance, which was referred to the meeting of the Overview and Scrutiny Commission held on 22 June 2020.</p>	49 - 52
<p>10. EV Charging Infrastructure Network</p> <p><i>Environmental Services and Sustainability Portfolio</i></p> <p>To consider report PES/364 of the Head of Economy and Planning, which was referred to the meeting of the Overview and Scrutiny Commission held on 22 June 2020.</p>	53 - 62
<p>11. Local Cycling and Walking Infrastructure Plan</p> <p><i>Environmental Services and Sustainability Portfolio</i></p> <p>To consider report PES/363 of the Head of Economy and Planning, which was referred to the meeting of the Overview and Scrutiny Commission held on 22 June 2020.</p>	63 - 132
<p>12. Supplemental Agenda</p> <p>Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.</p>	
<p>13. Exempt Information – Exclusion of the Public (Subject to Agenda Item 5)</p> <p>The Committee is asked to consider passing the following resolution:- That under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraphs specified against the item.</p>	

14. Appointment of Supplier for the implementation and support of a new Fully Integrated Housing and Asset Management Database System

Housing Portfolio

Exempt Paragraph 3

To consider report CH/189 of the Head of Crawley Homes.

Pages

133 - 138

This information is available in different formats and languages. If you or someone you know would like help with understanding this document please contact the Democratic Services Team on 01293 438549 or email: democratic.services@crawley.gov.uk

Crawley Borough Council

Minutes of Cabinet

Wednesday, 11 March 2020 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:

Councillor D Crow, R D Burrett and T Rana

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Ann-Maria Brown	Head of Legal, Democracy and HR
Ian Duke	Deputy Chief Executive
Chris Pedlow	Democratic Services Manager
Allan Hambly	Communication Manager
Patricia Salami	Station Programme Manager
Louise Skipton-Carter	Sustainability Manager

Apologies for Absence:

Councillor B A Smith

1. Disclosures of Interest

No disclosures of interests were made.

2. Public Question Time

The Cabinet received a question from Mr Symonds of Ifield, in relation to Homes England refusing a Freedom of Information request to release results of a Wildlife and Traffic Survey affecting Crawley and that in their refusal Homes England commented

Agenda Item 3

Cabinet (43)
11 March 2020

"Is Homes England correct in stating that releasing these results now could [to quote]: "prejudice...Crawley Borough Council's statutory role as Local Authority" and [to quote]: "jeopardise the ability of...the Local Council to respond...and put the allocation in a Local Plan at risk?" Is that statement the case, Mr Symonds asked?

Councillor P Smith responded, commenting that the FOI to Homes England appears from an Ifield West resident, and from what he has seen looks like a valid set of questions to seek a response to. However, we, as Crawley Borough Council, cannot comment on the responses provided by another public body, such as Homes England, as it would be totally inappropriate to do so, because we as the Council we are not privy to all the information and data Homes England has on this matter or to the whole of the Freedom of Information (FOI) request, just an extract.

Councillor Irvine also responded to the question stating, that he noted there was a right to appeal the FOI decision, not to respond, and he wished the resident well if he chooses that course of action.

3. 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.

4. Minutes

The minutes of the meeting of the Cabinet held on 5 February 2020 were approved as a correct record and signed by the Leader.

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

The Head of Legal, Democracy and HR reported that no representations had been received in respect of agenda items 13 and 14: *Town Hall Site Redevelopment: Revised Budget for the District Heat Network and Print Procurement Contract*, respectively.

6. Three Bridges Station Improvement Scheme - Next Steps

The Cabinet Member for Planning and Economic Development presented report [PES/338](#) of the Head of Economy and Planning. In presenting the report to the Cabinet, they were reminded that there had been a Petition, submitted on this issue and a debate on the Petition along with a Notice of Motion at Full Council held on 26 February 2020. As a result, the Cabinet must have due regard to the petition and the views expressed during the debates on Three Bridges Station Improvement Scheme and issue of the 'No Right-Hand Turn' when considering the recommendations before them.

Councillor P Smith stated that this whole project of Three Bridges Station Improvement Scheme was essentially a forecourt project with a highway's element. Crawley Borough Council (CBC) was the lead authority for the project, including responsibility for the programme management activities as part of the Crawley Growth

Agenda Item 3

Cabinet (44)
11 March 2020

Programme. The whole project was in partnership with West Sussex CC Highways, Coast 2 Capital LEP, Network Rail, Metrobus, GTR, and the Council.

Whilst CBC was the lead authority, it was not responsible for every aspect of the project, with each of the partners still retaining their decision making for each area of their own responsibility. WSCC Highways, retained the responsibility for the highway's elements of the design and CBC had to follow their advice and decisions and incorporate them into the final overall design.

The Cabinet were reminded that the Council had consulted as extensively and reasonably as possible on all our planning and economic development projects since 2014, and it was right to do, as our residents were our customers and we need to listen to them as the users of the projects we will be delivering. On Three Bridges Station Improvement Scheme, CBC, as the lead partner for the scheme, had gone out of our way to consult with all interested groups, including the taxi drivers (part of whose livelihood can depend on Three Bridges station), as well as Metrobus, the Town Access Group, the Walking and Cycling Forum and others but most importantly the public. Three extensive consultations were run, involving brochures, FAQs, traffic modelling, and all of this was on a dedicated website for the project. Every question that has been asked was on the website, even those questions that we haven't been able to provide a satisfactory answer. Throughout the project the team have listened to and considered every single possibility including putting the eastern access from Station Hill into the project as that was a direct result of consultation, in particular with Maidenbower Ward Councillors. It was not in the original scope and would cost significantly more, but it was recognised that it is a good idea and something that would improve the options for our residents and users over how they will travel to and from the station. It was noted that at the request of the Maidenbower Councillors, further traffic modelling was done. This showed it was not an option to put in a pick-up and drop-off point on Station Hill, as it had a negative impact on traffic flow and also on the cost. These are two examples demonstrating how the CBC lead project team had taken suggestions on board and investigated them further.

It was noted that the improvement scheme had two elements – the forecourt element and the highways element. As a forerunner to this scheme the traffic lights were changed by WSCC as part of the Crawley Growth Programme, and the Cycleway schemes were installed on Station Hill and Worth Park Avenue, which were part of a wider programme of work driven by improving sustainable transport options. The highways element includes provisions that will allow people to cross the road safely and walk or cycle under the bridge, which currently was not technically safe to do.

Cabinet Members were informed that the Crawley Growth Programme has recognised the major importance of WSCC and CBC working together with project teams with Cabinet members from both Councils meeting regularly and listening to each other – it's about having an excellent working relationship despite any political differences. It has been positively approached by all and was for the benefit of our joint community, as they were the people who own Three Bridges station - we just have the privilege of improving it for them. As a result of this positive relationship, we have worked with experts, technicians, contractors, traffic engineers, etc. We can confidently say we have exhausted all possibilities on the right turn. Everybody involved would ideally like to retain the right turn. It's something that was good for a small number of people. But we've looked in detail at 12 options for the design, with WSCC Highways looking at the traffic modelling, and have not found a solution that will work to retain the right turn.

Councillor P Smith commented that going forward all 36 CBC Councillors and the 9 Crawley WSCC Councillors need to look at this scheme as a town wide initiative to

Agenda Item 3

Cabinet (45)
11 March 2020

improve a major station in the town. This is for the benefit of the average of 8000 people that use the station every day, including those arriving by car, bus or rail from elsewhere for work, pedestrians, cyclists, and those with children and access difficulties. Peak traffic volume is 3000 vehicles per hour moving east and west, with 128 of those turning right. This is typical of all periods of the year except at Christmas and for a time during the school summer holidays. This represents 4% of movements through the space using the right turn, during the morning peak it's 2% turning right.

It was recognised that some journeys may take longer. They probably won't take as long as people are worried they will. But it would benefit everyone else by reducing all other journey times. As a project lead CBC have done our best to listen to residents, local groups, Councillors, and those who have communicated with the project team. We've come up with a scheme that meets the majority of requirements, and it's a shame that some may have longer journeys, but nobody was being prevented from accessing the station - they just might have to consider taking an alternative route.

In concluding of presenting the report, Councillor Smith informed the Cabinet that the recommendations were to ask West Sussex CC highways to have a further look at the scheme and confirm if there were or not any other options, and decide how to proceed after that. He commented that he hoped his detailed presentation of the report covers all the issues that the petitioners raised, and those matters Councillors mentioned during an interesting debate at the last meeting of the Full Council.

Councillor Rana presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on 9 March 2020. In doing so she read out the Commission comments as detailed in report [OSC/286](#), which was provided to the Cabinet, in doing so she emphasised that the Commission agreed to unanimously support the recommendations. The Commission also confirmed that they felt the report provided an extraordinary amount of detail on the project and thanked the officers for their hard work on the Three Bridges Station project.

Councillors Lamb, Mullins and Irvine all spoke as part of the in-depth discussion on the report and in support of the scheme. A question was raised during the debate as to whether the Cabinet request of a public response from West Sussex CC would be obtainable by the deadline on 1 July.

The Leader of the Council invited Councillor Crow, who indicated that he would like to speak on this item and in doing so Councillor Crow commented that with his knowledge of West Sussex CC, he was quite sure that the decision would be delegated to an officer with expert knowledge of traffic management to make the decision over whether a right hand turn would be possible. Also he would be quite confident that the County Council would be able to respond to the Cabinet's request by the 1 July. The Leader thanked Councillor Crow for his assistance.

RESOLVED

That the Cabinet having confirmed that it has considered

- the outcome of three separate public consultation exercises undertaken on the Three Bridges Station improvement scheme,
- the Petition signed by 1000 individuals entitled "No Right Turn - Three Bridges Station Objection" and presented to and debated by Full Council on 26th February 2020

Agenda Item 3

Cabinet (46)
11 March 2020

- the request contained within the Notice of Motion approved by Full Council at its meeting held on 26 February 2020
- all other forecast impacts associated with the Three Bridges Station Improvement Scheme proposals, as detailed within report,

agrees to:

- a) approve the principles and the design for the Three Bridges Station Improvement Scheme as set out within the [Three Bridges Station Improvement Scheme Brochure](#) except in relation to the highways aspect of the scheme, in particular the proposed “No Right Hand Turn” out of the station, which is the responsibility of West Sussex County Council as the Highway Authority to determine.
- b) pass responsibility for determining a decision on the “No Right Hand Turn” to West Sussex County Council as Highways Authority and in doing so requesting that the Highway Authority take the necessary action to identify a viable alternative option for retaining the right hand turn as requested by the above petition. If no viable option for maintaining the right hand turn out of the station can be identified, then West Sussex County Council are asked to confirm this.
- c) request that West Sussex County Council, as the Highway Authority, makes a **clear public decision** over ‘the right hand turn out of Three Bridges station’, **by 1 July 2020**. Including within that **public decision**:
 - whether to continue with the Scheme in its current recommended design **or** to provide an alternative scheme design to retain the right hand turn out of Three Bridges station, based on either a viable modified version of the previously considered Option 3 as detailed in the Traffic Modelling Summary dated January 2020, **or** on similar viable alternatives **and**
 - confirm that if an alternative scheme becomes the preferred option that further public consultation would take place before West Sussex County Council approves the final scheme.
- d) confirm that if a clear public decision is not made by **1 July 2020** then Crawley Borough Council, as the lead partner for the Three Bridges Station Improvement Scheme, on behalf of the Crawley Growth Programme, will presume that, the current recommended design option contained within the [Three Bridges Station Improvement Scheme Brochure](#) with **no right turn** is the Highway Authority’s approved option and as such **will** continue with this scheme, which is part of the Crawley Growth Programme as agreed with West Sussex County Council and the Coast to Capital Local Enterprise Partnership.
- e) confirm it will support the ultimate decision taken by West Sussex County Council over the right hand turn, e.g. continue with the scheme design in its current recommended format or select an alternative scheme design, retaining the right hand turn, which would be developed by West Sussex County Council (Highway Authority), subject to a further public consultation exercise.
- f) confirm that in accordance with the above being resolved, to:
 - i) approves the addition of £89,000 of Section 106 monies to the Three Bridges Station Improvement scheme, which is part of the Crawley Growth Programme.

Agenda Item 3

Cabinet (47)
11 March 2020

- ii) delegates authority to the Head of Economy and Planning in consultation with the Cabinet Member for Planning and Economic Development to submit a planning application for the final scheme and undertake, subject to planning permission, a procurement exercise for the scheme, in accordance with the Council's Procurement Code, to recommend a suitable contractor with the appointment of the contractor requiring Cabinet approval.
 - iii) delegates the negotiation and approval of the terms of all relevant legal documentation to the Head of Economy and Planning, Head of Legal, Democracy and HR and Head of Corporate Finance, in consultation with the Cabinet Member for Planning and Economic Development. (*Generic delegation 2 and 3 will be used to enact this recommendation*).
- g) note that all matters relating to the designs for the Three Bridges Station Improvement Scheme are subject to planning permission being granted.

Reasons for the Recommendations

The proposed scheme seeks to support the following aims of the Crawley Growth Programme, of which the Three Bridges Station Improvement Scheme is part

- Improve significantly the quality of sustainable transport infrastructure (bus, cycle routes and pedestrian walkways) and
- Achieve major bus, cycle and pedestrian connectivity enhancements at 3 of Crawley's 4 railway stations – Crawley, Gatwick and Three Bridges.

The scheme will deliver this by creating a brand new station entrance off Station Hill and improving pedestrian, bus user and cyclist access into and exiting from the station, transforming the station forecourt public realm and strengthening sustainable transport connections to benefit both local residents and commuters to Manor Royal and all parts of Crawley. It will also provide dedicated and upgraded taxi waiting and public drop off / pick up zones.

The recommendations take into account the full debate by Members on the petition and the debate on the Council motion that took place at Full Council on the 26 February, which are explained in detail in section 5 of this report.

West Sussex County Council is asked to make a public decision as described in 2.2b and c above by 1 July 2020 at the latest to ensure that the Three Bridges Station improvement scheme can then progress in accordance with the Crawley Growth Programme delivery timeline agreed with the Local Enterprise Partnership.

7. **New Directions for Crawley (issues and options for Crawley Transport Strategy)**

The Cabinet Member for Planning and Economic Development presented report [PES/341](#) of the Head of Economy and Planning, which set out the proposed "New Directions for Crawley", a Crawley Transport Strategy issues and options document ([Appendix A](#)). It set out a vision for future transport infrastructure and services in Crawley whilst also presenting an outline of proposals for the first phase of delivery towards that vision. It was noted that draft Crawley Transport Strategy issues and

options document had been out for public consultation exercise which concluded on 17th February 2020. The report also details the changes proposed arising from the consultation process.

Councillor Rana presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on 9 March, which confirmed the Commission's support of the strategy.

Councillors Mullins, Jhans and Irvine spoke as part of the discussion on the report.

RESOLVED

That the Cabinet approves the adoption of "New Directions for Crawley" the Crawley Transport Strategy issues and options document ([Appendix A](#)) to report [PES/341](#).

Reasons for the Recommendations

The previously approved draft Crawley Transport Strategy issues and options document has been amended following consultation. The feedback has been largely very positive with suggestions that have informed proposed relatively minor additions and changes to the document. Approval of this draft as the final document is sought.

8. Allocating Monies Collected Through CIL 2020/21

The Cabinet Member for Planning and Economic Development presented report [PES/335](#) of the Head of Economy & Planning which set out the findings of the Annual review of Crawley's Community Infrastructure Levy (CIL) Programme. The report detailed the proposed CIL strategic infrastructure spend priorities to the end of March 2023, as well as an update on the second year of the pilot scheme for crowdfunding - Crowdfund Crawley.

RESOLVED

That the Cabinet

- a) approves the proposed CIL strategic infrastructure spend priorities presented in the Infrastructure Business Plan at (Appendix A of report [PES/335](#)) and set out in section 7, to March 2023.
- b) notes that the Infrastructure Business Plan, 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 2021.
- c) approves extending the Crowdfund Crawley pilot scheme until the end of March 2021 and for the scheme to be reviewed again in March 2021.

Reasons for the Recommendations

By approving the revised CIL Infrastructure Business Plan, it will give clarity to the projects identified as a priority for delivery using CIL finances and it will also provide a clear audit trail.

The extension of the Crowdfund Crawley programme will allow the Council to continue to assess the impact that the programme has had to date.

9. Council's Nomination to Crawley Town Centre BID Board

The Leader of the Council present report PES/347 by the Head of Economy and Planning, which sought a nomination from the Council, for a Councillor to join the soon to be established Town Centre BID Board, following the successful ballot in November 2019.

It was noted that external advice has been obtained confirming that there was no issue with an individual sitting on more than one BID Board.

RESOLVED:

That the Cabinet nominates the Cabinet Member for Planning and Economic Development as the Council's representative to the Town Centre BID Board, and the Portfolio Responsibilities be amended to include this appointment within the Constitution.

10. 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.

11. Town Hall Site Redevelopment: Revised Budget for the District Heat Network

Exempt Paragraphs 3 & 5

The Leader of the Council presented report, DCE/05 of the Deputy Chief Executive. The purpose of the report was to set out the changes to the District Heat Network scheme that have created the additional cost and to seek agreement on the way forward that avoids increasing the overall budget for the Town Hall Site Redevelopment project.

Councillor Rana presented the Overview and Scrutiny Commission's comments on the report to the Cabinet following consideration of the matter at its meeting on 9 March 2020, which included that the Commission had given its broad support in principle for the report. Also that the Commission unanimously supported option 3

Agenda Item 3

Cabinet (50)
11 March 2020

within section 6 of the report DCE/05, with the addition of discreet progress and expenditure tracking against the DHN within that area.

Councillor Irvine spoke on the report.

RESOLVED

That the Cabinet

- a) notes the recent design changes to the design of the District Heat Network (DHN), the cost implications and the underlying reasons for this
- b) notes the level of expenditure incurred to date on the DHN project
- c) agrees the continuation of the DHN project, subject to Full Council agreement that the budget allocations for the Town Hall Site Redevelopment can henceforth be treated as a global budget
- d) agrees for officers to pursue recompense for erroneous advice received should investigations reveal that course of action to be appropriate

That Full Council be recommended to:

- a) Note that the budget for the New Town Hall contract contains a high level of contingency
- b) Agree that the budget allocations for the Town Hall Site Redevelopment can henceforth be treated as a global budget under the delegations to the Deputy Chief Executive as agreed by Full Council in the February 2017.

Reasons for the Recommendations

In February 2017, the Council agreed the deliverables of the Town Hall Site Redevelopment, the budget lines to achieve this, and the delegated powers to develop and proceed with the development (set out in more detail in Section 4 of report DCE/05). In December 2018, the Council agreed to amend the budget for the District Heat Network, taking account of the benefits of the scheme (also set out in Section 4 of report DCE/05)). The recommendations above will allow both schemes to proceed without impacting on the combined budgets previously agreed.

Whilst it could be argued that given no further funding is being sought, there are sufficient delegations already in place to treat the individual budgets as a global figure, and to use the quarterly finance monitoring to vire funding; it is also arguable that this would not be sufficiently transparent for a project of this type and profile. Furthermore, it is appropriate to set out any changes to the rate of return anticipated from this investment given that these will have changed since the December 2018 report.

12. Print Procurement Contract

Exempt Paragraph 3

Agenda Item 3

Cabinet (51)
11 March 2020

The Leader of the Council presented report CEX/50 of the Chief Executive which set out the result of the joint tendering exercise and evaluation for printed material such as leaflets, brochures, envelopes etc. The procurement was a joint exercise with Horsham DC, Mid Sussex DC and Mole Valley DC.

It was noted that the report also proposed the creation of a dynamic purchasing system (DPS) and that all contracts including the DPS to commence from 1 April 2020 for a three-year term, with a one-year optional extension period, subject to the suppliers' satisfactory performance.

RESOLVED

That the Cabinet approves

- a) the appointment of the following providers for the work indicated below for a period of three years from 1 April 2020 (with the option to extend for a further one year):

General print work – low volumes (lot 1a)

- Bidder 10
- Bidder 11
- Bidder 28
- Bidder 14

General print work – high volumes (lot 1b)

- Bidder 27
- Bidder 9
- Bidder 24
- Bidder 15

General signage (lot 2)

- Bidder 30
- Bidder 32
- Bidder 5

Envelopes (lot 3)

- Bidder 8
- Bidder 25

- b) the creation of a Dynamic Purchasing System (DPS) for the work indicated below for a period of three years from 1 April 2020 (with the option to extend for a further one year):

- Specialised print work (lot A)
- Banners (lot B)
- Design services (lot C)
- Mailing (lot D)
- Electoral Printing (lot E)

Reasons for the Recommendations

Agenda Item 3

Cabinet (52)
11 March 2020

Following a tender exercise and evaluation, the providers identified in paragraph 2.2 of report CEX/50 have submitted the most economically advantageous tenders in four lots.

The creation of a DPS will allow the councils to invite quotes on jobs within five lots and obtain best value.

Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 8.04 pm

P K LAMB
Chair

This page is intentionally left blank

Agenda Item 7

Crawley Borough Council

Report to Overview and Scrutiny Commission
22 June 2020

Report to Cabinet
24 June 2020

Treasury Management Outturn for 2019/20

Report of the Head of Corporate Finance – **FIN/502**

1. Purpose

- 1.1 This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2019/20. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).
- 1.2 During 2019/20 the minimum reporting requirements were that the full Council should receive the following reports:
 - an Annual Treasury Strategy in advance of the year (Council 27/02/2019, FIN/464)
 - a mid-year treasury update report (Council 16/12/2019, FIN/484)
 - an annual review following the end of the year describing the activity compared to the Strategy (this report)
- 1.3 The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is, therefore, important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.
- 1.4 This Council confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by the Overview and Scrutiny Commission before they were reported to the full Council.

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) To approve the actual 2019/20 Prudential and Treasury Indicators as set out in the report;
- b) To note the Annual Treasury Management Report for 2019/20.

Agenda Item 7

3. Reasons for the Recommendations

- 3.1 The Council's financial regulations, in accordance with the CIPFA Code of Practice for Treasury Management, requires an annual review following the end of the year describing the activity compared to the Strategy. This report complies with these requirements.

4. The Council's Capital Expenditure and Financing

- 4.1 The Council undertakes capital expenditure on long-term assets. These activities may either be:
- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions, etc.), which has no resultant impact on the Council's borrowing need; or
 - If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.
- 4.2 The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

General Fund £'000	2018/19 Actual	2019/20 Budget	2019/20 Actual
Capital expenditure	7,648	23,925	13,691
Non-financial investments	0	6,000	7,487
Financed in year	7,648	29,925	21,178
Unfinanced capital expenditure	0	0	0

HRA £'000	2018/19 Actual	2019/20 Budget	2019/20 Actual
Capital expenditure	37,562	49,456	32,079
Financed in year	37,562	49,456	32,079
Unfinanced capital expenditure	0	0	0

5. The Council's Overall Borrowing Need

- 5.1 The Council's underlying need to borrow to finance capital expenditure is termed the Capital Financing Requirement (CFR).
- 5.2 **Gross borrowing and the CFR** - in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council should ensure that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2018/19) plus the estimates of any additional capital financing requirement for the current (2019/20) and next two financial years. This essentially means that the Council is not borrowing to support revenue expenditure. This indicator allowed the Council some flexibility to borrow in advance of its immediate capital needs in 2019/20. The table below highlights the Council's gross borrowing position against the CFR. The Council has complied with this prudential indicator.

Agenda Item 7

£'000	31 March 2019 Actual	31 March 2020 Budget	31 March 2020 Actual
CFR General Fund	0	0	0
CFR HRA	260,325	260,325	260,325
Total CFR	260,325	260,325	260,325
Gross borrowing position	260,325	260,325	260,325
Under / over funding of CFR	0	0	0

- 5.3 **The authorised limit** - the authorised limit is the “affordable borrowing limit” required by s3 of the Local Government Act 2003. Once this has been set, the Council does not have the power to borrow above this level. The table below demonstrates that during 2019/20 the Council has maintained gross borrowing within its authorised limit.
- 5.4 **The operational boundary** – the operational boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the boundary are acceptable subject to the authorised limit not being breached.
- 5.5 **Actual financing costs as a proportion of net revenue stream** - this indicator identifies the trend in the cost of capital, (borrowing and other long term obligation costs net of investment income), against the net revenue stream.

General Fund £'000	2019/20
Authorised limit	10,000
Maximum gross borrowing position during the year	0
Operational boundary	0
Average gross borrowing position	0
Financing costs as a proportion of net revenue stream	-8.51%

HRA £'000	2019/20
Authorised limit	270,325
Maximum gross borrowing position during the year	260,325
Operational boundary	260,325
Average gross borrowing position	260,325
Financing costs as a proportion of net revenue stream	16.95%

6. Treasury Position as at 31 March 2020

- 6.1 At the beginning and the end of 2019/20 the Council's treasury position was as follows:

Agenda Item 7

DEBT PORTFOLIO	31 March 2019 Principal £'000	Rate/ Return	Average Life yrs	31 March 2020 Principal £'000	Rate/ Return	Average Life yrs
Fixed rate funding:						
-PWLB	260,325	3.2%	12.03	260,325	3.2%	11.03
-Market	0			0		
Variable rate funding:						
-PWLB	0			0		
-Market	0			0		
Total debt	260,325	3.2%	12.03	260,325	3.2%	11.03
CFR	260,325			260,325		
Over / (under) borrowing	0			0		
Total investments	112,744	1.04%	0.36	97,811	1.00%	0.47
Net debt	147,581			162,514		

The maturity structure of the debt portfolio was as follows:

	31 March 2019 Actual £'000	2019/20 Original Limits	31 March 2020 Actual £'000
Under 12 months	0	10%	0
12 months and within 24 months	0	10%	0
24 months and within 5 years	23,000 (9%)	20%	36,000 (14%)
5 years and within 10 years	74,000 (28%)	40%	80,000 (31%)
10 years and within 20 years	163,325 (63%)	65%	144,325 (55%)
20 years and within 30 years	0	15%	0
30 years and within 40 years	0	10%	0
40 years and within 50 years	0	10%	0

INVESTMENT PORTFOLIO	Actual 31 March 2019 £000	Actual 31 March 2019 %	Actual 31 March 2020 £000	Actual 31 March 2020 %
Treasury investments				
UK Banks	11,162	10%	6,301	7%
Overseas Banks	23,583	21%	20,900	21%
Building Societies	3,947	4%	0	0%
Local authorities	58,000	51%	61,000	62%
Money Market Funds	6,890	6%	9,610	10%
Corporate Bonds	9,162	8%	0	0%
TOTAL TREASURY INVESTMENTS	112,744	100%	97,811	100%

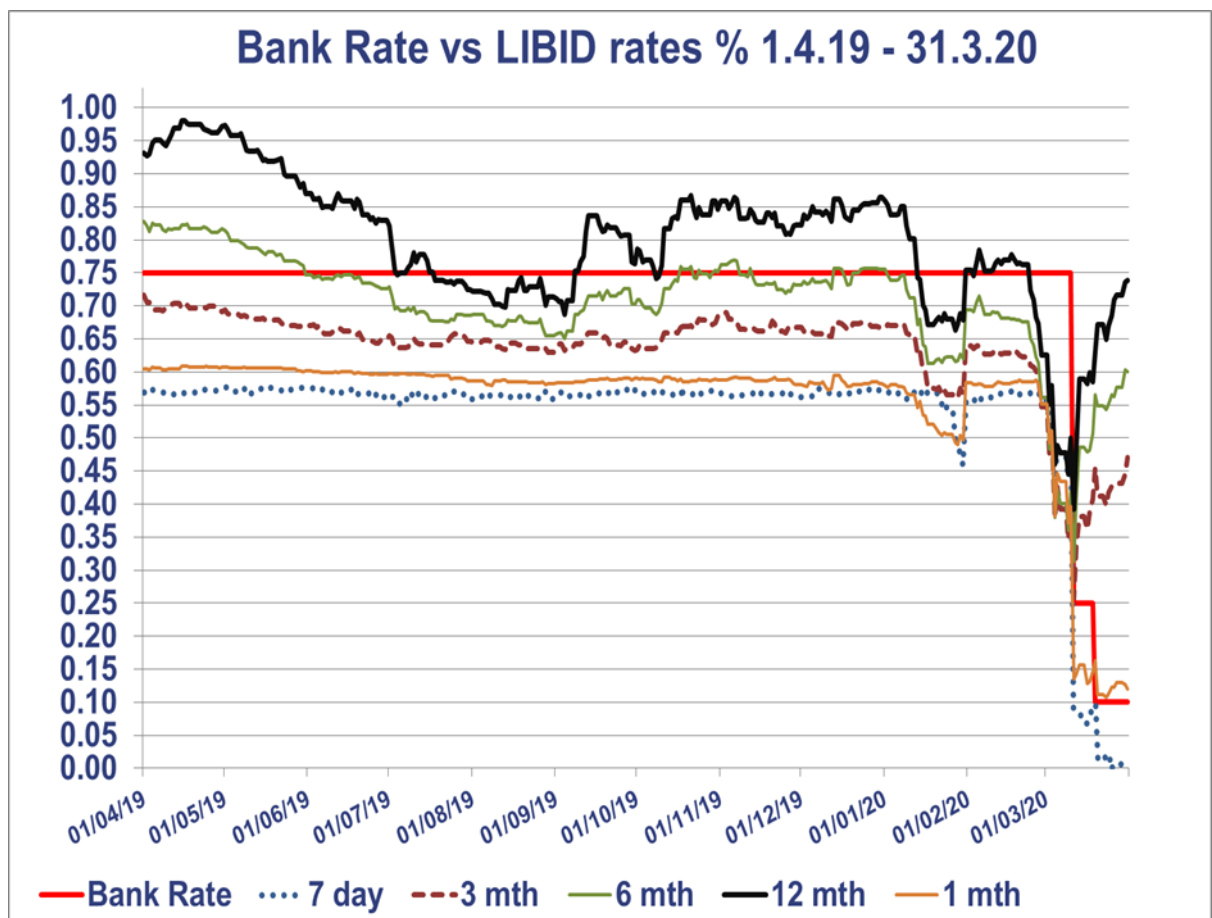
Agenda Item 7

Non Treasury investments				
Property	16,419		21,953	
Treasury investments	112,744	87%	97,811	82%
Non Treasury investments	16,419	13%	21,953	18%
TOTAL OF ALL INVESTMENTS	129,163	100%	119,764	100%

The maturity structure of the investment portfolio was as follows:

	31 March 2019 Actual £000	31 March 2020 Actual £000
Investments		
Longer than 1 year	0	10,000
Up to 1 year	112,744	87,811
Total	112,744	97,811

7. Investment strategy and control of interest rate risk



7.1 Investment returns remained low during 2019/20. The expectation for interest rates within the treasury management strategy for 2019/20 was that Bank Rate would rise

Agenda Item 7

during to 1.00% at the start of the year and then increase again to 1.25% in the final quarter.

- 7.2 Rising concerns over the possibility that the UK could leave the EU at the end of October 2019 caused longer term investment rates to be on a falling trend for most of April to September. They then rose after the end of October deadline was rejected by the Commons but fell back again in January before recovering again after the 31 January departure of the UK from the EU. When the coronavirus outbreak hit the UK in February/March, rates initially plunged but then rose sharply back up again due to a shortage of liquidity in financial markets. As longer term rates were significantly higher than shorter term rates during the year, value was therefore sought by placing longer term investments where cash balances were sufficient to allow this.
- 7.3 While the Council has taken a cautious approach to investing, it is also fully appreciative of changes to regulatory requirements for financial institutions in terms of additional capital and liquidity that came about in the aftermath of the financial crisis. These requirements have provided a far stronger basis for financial institutions, with annual stress tests by regulators evidencing how institutions are now far more able to cope with extreme stressed market and economic conditions.

8. Borrowing Outturn for 2019/20

- 8.1 No borrowing was undertaken during the year.

9. Investment Outturn for 2019/20

- 9.1 **Investment Policy** – the Council’s investment policy is governed by Government guidance, which was been implemented in the annual investment strategy approved by the Council on 27/02/2019. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies supplemented by additional market data such as rating outlooks and credit default swaps.
- 9.2 The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.
- 9.3 **Resources** – the Council’s cash balances comprise revenue and capital resources and cash flow monies. The Council’s core cash resources comprised as follows.

Balance Sheet Resources (£'000)	31 March 2019	31 March 2020
General Fund Balance	4,995	5,239
HRA Balance	3,198	3,198
Earmarked reserves (Appendix 3)	17,230	13,927
Major Repairs Reserve	22,388	15,875
Usable capital receipts	41,714	37,103
Working capital	23,219	22,469
Total	112,744	97,811

- 9.4 **Investments held by the Council** - the Council maintained an average balance of £120,622,978 of internally managed funds. The internally managed funds earned an

Agenda Item 7

average rate of return of 0.98%. The comparable performance indicator is the average 7-day LIBID rate, which was 0.53%. This compares with a budget assumption of £98,615,000 investment balances earning an average rate of 1.25%. See appendix 1 for a list of investments held at 31 March 2020. Revisions of the capital programme in the year (see 4.2) led to higher investment balances than budgeted. The lower rates of return are discussed in section 7.

10. Implications

- 10.1 The financial and legal implications are addressed throughout this report. The Council's investments were managed in compliance with the Code and the Prudential Code through the year.

11. Background Papers

[Treasury Management Strategy for 2019/2020 – Cabinet, 6 February 2019; OSC, 4 February 2019 \[FIN/464 refers\]](#)

[Treasury Management Mid-Year Review 2019/2020 – Cabinet, 27 November 2019; OSC, 25 November 2019 \[FIN/484 refers\]](#)

Report author and contact officer: Paul Windust, Chief Accountant (01293 438693)

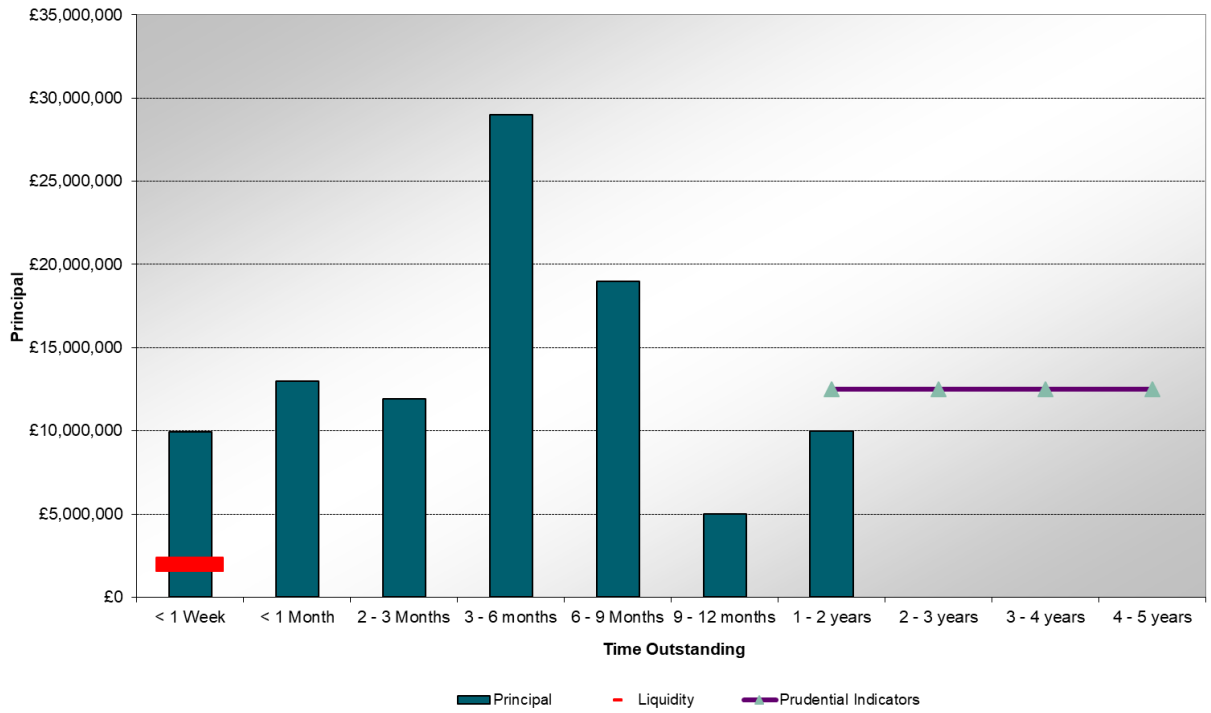
Detailed holdings at 31 March 2020

APPENDIX 1

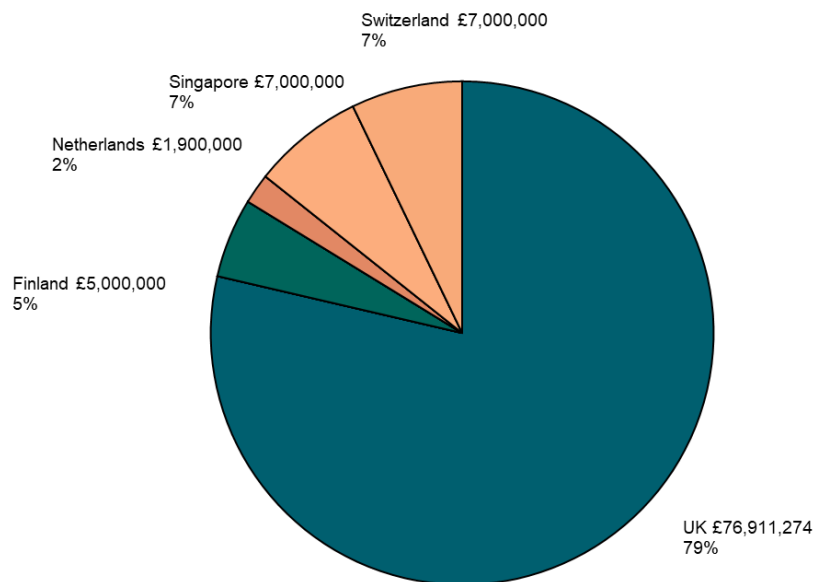
Counter Party	Deal Ref	Issue	Maturity	Days to Mature	Interest Rate	Nominal (£m)	Total (£m)	Limit (£m)	Rating
UK BANKS									
Goldman Sachs International Bank	2565	22/11/2019	22/05/2020	52	0.920%	3.000	3.000	10.000	A
Lloyds Bank plc	20		01/04/2020	1	0.050%	0.301	0.301	10.000	A+
National Westminster Bank Plc	2535	30/04/2019	30/04/2020	30	1.090%	3.000	3.000	15.000	A+
FINLAND BANKS									
Nordea Bank Abp	2548	19/07/2019	17/07/2020	108	0.850%	5.000	5.000	10.000	AA-
LOCAL AUTHORITIES									
Blackpool BC	2553	20/09/2019	18/09/2020	171	0.800%	3.000			
	2554	26/09/2019	24/09/2020	177	0.800%	2.000	5.000	15.000	AA
Cambridgeshire CC	62	03/01/2020	04/01/2022	644	1.600%	3.000	3.000	15.000	AA
Conwy County Borough Council	2559	31/10/2019	30/04/2020	30	0.850%	3.000	3.000	15.000	AA
Dumfries & Galloway Council	60	02/12/2019	02/12/2021	611	1.350%	5.000	5.000	15.000	AA
Fife Council	2575	04/02/2020	02/02/2021	308	0.950%	5.000	5.000	15.000	AA
Kingston-Upon-Hull City Council	36	02/12/2013	02/12/2021	611	2.750%	5.000	5.000	15.000	AA
London Borough of Brent	2579	28/02/2020	30/04/2020	30	1.000%	3.000	3.000	15.000	AA
Merthyr Tydfil County BC	2560	28/10/2019	01/05/2020	31	0.800%	2.000	2.000	15.000	AA
North Tyneside MDC	2558	16/10/2019	14/10/2020	197	0.950%	3.000	3.000	15.000	AA
Nottingham City Council	2578	20/02/2020	20/05/2020	50	0.840%	5.000	5.000	15.000	AA
North Lanarkshire Council	2577	03/02/2020	29/07/2020	120	0.870%	4.000	4.000	15.000	AA
Royal Borough of Windsor & Maidenhe	2574	17/01/2020	20/08/2020	142	0.850%	3.000	3.000	15.000	AA
Slough Borough Council	2562	07/11/2019	05/11/2020	219	0.950%	3.000	3.000	15.000	AA
Thurrock Borough Council	2544	02/07/2019	01/07/2020	92	0.950%	5.000			
	2549	31/07/2019	30/07/2020	121	0.900%	5.000	10.000	15.000	AA
Wyre Forest District Council	61	10/12/2019	10/12/2021	619	1.400%	2.000	2.000	15.000	AA
MONEY MARKET FUNDS									
Aberdeen Liquidity Fund	5		01/04/2020	1	0.483%	6.000	6.000	6.000	AAA
Federated Prime Rate Cash Man	1		01/04/2020	1	0.415%	3.610	3.610	6.000	AAA
NETHERLANDS BANKS									
ABN AMRO Bond	2546	10/07/2019	30/06/2020	91	0.860%	1.900	1.900	2.000	A+
SINGAPORE BANKS									
DBS Bank Ltd	2556	30/08/2019	28/08/2020	150	0.820%	2.000			
	2564	31/10/2019	29/10/2020	212	0.920%	5.000	7.000	10.000	AA-

Counter Party	Deal Ref	Issue	Maturity	Days to Mature	Interest Rate	Nominal (£m)	Total (£m)	Limit (£m)	Rating	
SWITZERLAND BANKS										
Credit Suisse AG	2563	30/10/2019	30/04/2020	30	0.870%	2.000	2.000	10.000	A	
UBS AG	2555	29/08/2019	27/04/2020	27	0.840%	2.000				
	2561	25/10/2019	22/10/2020	205	0.950%	3.000	5.000	10.000	AA-	
						189	97.811			
INVESTMENT PROPERTIES										
Ashdown House							9.426			
49/51 High Street							1.457			
Atlantic House							5.481			
Kingsgate Car Park							5.589			
						119.764				

Compliance with Liquidity and Prudential Indicator Limits



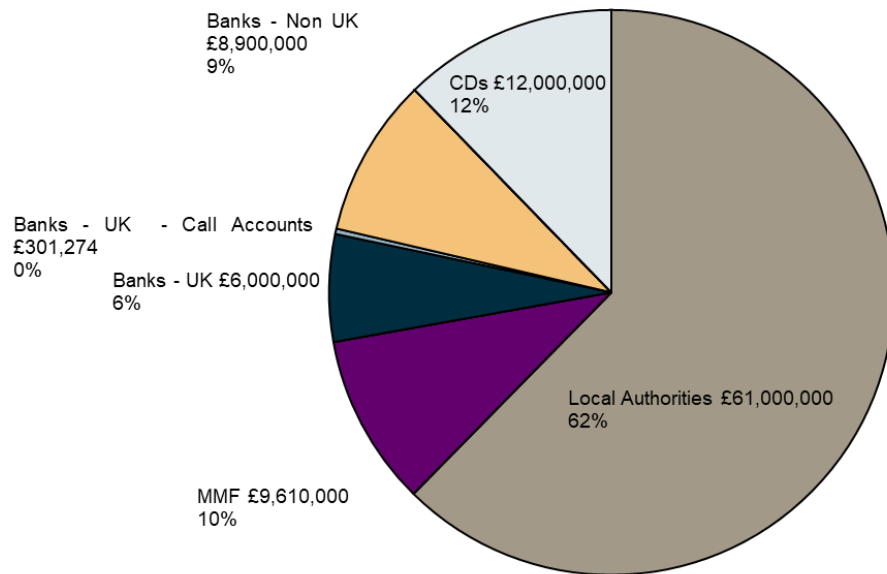
Country Limits



Agenda Item 7

APPENDIX 2

Sector Diversification



Agenda Item 7

APPENDIX 3

Earmarked Reserves

	Balance at 1 April 2018 £'000	Transfers Out 2018/19 £'000	Transfers In 2018/19 £'000	Balance at 31 March 2019 £'000	Transfers Out 2019/20 £'000	Transfers In 2019/20 £'000	Balance at 31 March 2020 £'000
General Fund:							
Capital Programme	6,187	(2,240)	-	3,947	(392)	-	3,555
Restructuring Impact Reserve	695	-	-	695	-	-	695
Vehicles and Plant	367	(258)	260	369	(496)	570	443
Insurance Fund	378	-	-	378	-	-	378
ICT Replacement	119	(19)	100	200	(230)	100	70
Specialist Equipment at K2 Crawley and Hawth	100	(200)	100	-	(34)	100	66
Risk Management	27	-	22	49	(37)	170	182
Quick Wins	28	(10)	-	18	-	-	18
Heritage Strategy	34	-	-	34	(6)	-	28
Pathfinder	29	(5)	-	24	-	-	24
Local Development Framework	507	-	33	540	(164)	20	396
Health & Wellbeing Grant	236	(22)	3	217	(61)	-	156
Connecting Communities	104	(48)	-	56	-	-	56
Homeless grant	81	-	-	81	-	-	81
Town Centre and Regeneration Reserve	250	(87)	-	163	(67)	-	96
Investment Acquisition	5,000	-	-	5,000	(5,000)	-	-
Waste Collection	226	-	-	226	-	-	226
Worth Park HLF	76	-	-	76	(43)	-	33
Grant to voluntary organisations	75	-	-	75	-	-	75
Welfare Reform	126	-	74	200	-	-	200
Transparency	32	(37)	8	3	-	8	11
Shore gap fund	7	-	-	7	-	-	7
Tilgate Park Investment	57	(35)	10	32	(24)	-	8
Business Rates Equalisation	3,206	(570)	1,364	4,000	-	1,192	5,192
New Museum	68	-	17	85	(9)	4	80
Leap Project Small Business Grants	77	(52)	-	25	(25)	-	-
Journey to Work	32	(32)	-	-	-	-	-
Flexible Homelessness Grant	372	(372)	-	-	-	-	-

Agenda Item 7

APPENDIX 3

	Balance at 1 April 2018 £'000	Transfers Out 2018/19 £'000	Transfers In 2018/19 £'000	Balance at 31 March 2019 £'000	Transfers Out 2019/20 £'000	Transfers In 2019/20 £'000	Balance at 31 March 2020 £'000
Town Centre Partnership	42	-	-	42	(17)	-	25
Town Centre Markets	14	-	-	14	-	-	14
EU Exit Funding	-	-	154	154	-	184	338
Park Improvement Fund	-	-	18	18	(18)	-	-
Clean Our High Streets	-	-	20	20	(20)	-	-
Business Rates Pool Cycling	-	-	70	70	(10)	-	60
Shop Fronts	-	-	21	21	(21)	-	-
Town Centre BID Feasibility	-	-	17	17	(17)	-	-
Homeless Accommodation Acquisition	-	-	374	374	(16)	341	699
Queen Square	-	-	-	-	(11)	392	381
Supported Accommodation	-	-	-	-	-	120	120
Town Funds	-	-	-	-	-	173	173
Covid-19 LA Support Grant	-	-	-	-	-	41	41
Total	18,552	(3,987)	2,665	17,230	(6,718)	3,415	13,927

This page is intentionally left blank

Agenda Item 8

Crawley Borough Council

Report to Overview and Scrutiny Commission
22 June 2020

Report to Cabinet
24 June 2020

Financial Outturn 2019/20

Budget Monitoring - Quarter 4

Report of the Head of Corporate Finance - FIN/500

1. Purpose

- 1.1 The report sets out a summary of the Council's outturn for the year for both revenue and capital spending for the financial year 2019/20, running from 1st April to 31st March 2020. It identifies the main variations from the approved spending levels and any potential impact on future budgets.

2. Recommendations

- 2.1 To the Overview and Scrutiny Commission:

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

- 2.2 To the Cabinet

The Cabinet is recommended to:

- a) **Note the outturn for the year 2019/20 as summarised in this report and to note that future years impact as a result of Covid-19 will be presented in the monitoring report to Cabinet in September.**
- b) **Agree a supplementary capital estimate of £1,500 which will be funded from S106 contributions for the Ewhurst Road Play Area as outlined in paragraph 8.15 of the report.**

The Cabinet is recommended to request Full Council to:

- c) **Retrospectively approve a transfer of £1.192m to the business rates equalisation reserve as outlined in paragraph 9.2.**

3. Reasons for the Recommendations

To report to Members on the outturn for the year compared to the approved budget for 2019/20.

Agenda Item 8

4. Background

4.1 As part of the Budget Strategy, the Council has in place robust budget monitoring systems to ensure that unapproved overspends are avoided. The Council also manages and analyses underspending to identify potential savings that could help meet current and future years' priorities. While the impact of Covid-19 has major budget implications for the Council moving forward, these fall outside of the reporting period covered by this report.

4.2 Budget monitoring is undertaken on a monthly basis with budget holders. There are quarterly budget monitoring reports to Cabinet with the Corporate Management Team receiving regular update reports on key areas and any other areas of concern. The Overview and Scrutiny Commission also have the opportunity to scrutinise expenditure. Quarterly monitoring information is also included in the Councillors' Information Bulletin.

4.3 Following Quarter 3 there was a projected transfer to reserves from the General Fund of £93,000, the actual transfer to reserves was £244,951, this was transferred to the General Fund reserve. In addition at Quarter 3 there was a projected deficit on the Housing Revenue Account of £226,000. The deficit at Quarter 4 was £367,000

Finally with regards to capital spending, £53.257m was spent in the year, this included £32.079m on new housing development. The revised budget at Quarter 3 was £53.619m.

4.4 This report outlines the final outturn for 2019/20.

5. Budget Monitoring Variations

5.1 General Fund

The table below summarises the variances in the relevant Portfolio.

[F indicates that the variation is favourable, U that it is unfavourable]

Further details of these variances are provided in Appendix 1(i & ii) attached to this report.

	Variance at Quarter 4 £'000		Variance at Quarter 3 £'000
Cabinet	(216)	F	(181)
Public Protection & Community Engagement	(31)	F	(4)
Environmental Services & Sustainability	(77)	F	31
Housing Services	(29)	F	(25)
Wellbeing	166	U	180
Planning & Economic Development	225	U	20
Investment Interest	(247)	F	(114)
Tilgate Investment Reserve	(24)		0
Grants for Business Rates Levy Surplus	(12)	F	0
TOTAL SURPLUS	(245)	F	(93)

Agenda Item 8

5.2 Significant variances over £20,000

5.2.1 Cabinet

There were savings of £26,000 from cancelled local elections due to Covid-19.

Temporary legal staff have been contracted to reduce the back log of work resulting in a reducing the previously reported underspend by £31,000.

Additional savings of £42,000 were achieved from a further reduction in Town Hall Business Rates assessment, due to the demolition of part of the building.

5.2.2 Public Protection & Community Engagement

There are no significant variations to report this quarter.

5.2.3 Environmental Services & Sustainability Services

Additional income of £20,000 from the Snell Hatch and Little Trees Cemeteries.

The expected decrease of Port Health services due to uncertainty around Brexit did not materialise which has resulted in unplanned income of £37,000.

5.2.4 Housing Services

There were no net significant variations in the final quarter.

5.2.5 Wellbeing

There were unbilled water charges from 2018 received for the playing fields, in addition there were and lower than expected hire charges due to bad weather over the winter causing underachieved income of £26,000.

There was an additional cost of £28,000 due to storm damage to the trees in the Borough in February.

There is an underspend of £26,000 due to two senior staff vacancies in the Play Services area.

Part of the March management fee for the K2 Crawley was waived at a cost of £25,000.

There is a transfer of £23,952 from the reserve for expenditure in Tilgate Park and Nature Centre as part of the five year plan. Reduced income to the park due to the storms in February and the restrictions that were put in place due to Covid-19 has meant a deficit of £23,952 against the previously forecast surplus of £58,000.

5.2.6 Planning & Economic Development

This quarter has experienced a fall in Building Control fee income of £27,000 due to adverse weather conditions and the slowdown in building work due to Covid-19 restrictions.

Due to reduced economic activity relating to the Covid-19 pandemic, the provision for bad debts has been increased by £94,000 on the council's commercial property rental income.

Unforeseen significant works on a number of vacant parade properties have been carried out this year. This included repairs for historical dilapidations, asbestos surveys

Agenda Item 8

and removal, improvements to the properties to obtain EPC certificates (energy efficiency compliance) and roof repairs.

5.2.7 Investment Interest & Other Income

Income from the shared equity scheme is volatile as it is linked to house prices. There has therefore been £96,000 more income than previously projected. In addition, higher balances have led to £37,000 additional interest than projected at Quarter 3.

The Government announced in the 2019/20 finance settlement that the Business Rates Levy Account was in surplus and that it was to redistribute this surplus to local authorities. Crawley's share was £12,221.

6. Virements

Virements up to £50,000 can be approved by Heads of Service under delegated powers and reported to Cabinet for information. Virements over £50,000 require approval from Cabinet.

There were no virements in the period.

7. Council Housing Service – Revenue

7.1 The table below provides details of the 2019/20 HRA variances.

HOUSING REVENUE ACCOUNT QUARTER 4

	Q4 Variation £000's	Q3 Variation £000's	
Income			
Rental Income	505	437	U
Other Income	(99)	(14)	F
Interest Received on balances	(42)	(44)	F
	364	379	U
Expenditure			
Employees	5	(2)	F
Repairs & Maintenance	(128)	(80)	F
Other running costs	126	(71)	F
Support services	0	0	
	3	(153)	F
Net (Surplus) / Deficit	367	226	U
Available to fund future investment in housing	(367)	(226)	

Further details of these variances are provided in Appendix 1(iii & iv).

Agenda Item 8

7.2 Rental Income

Further delays at Forge Wood due to boilers being stolen from properties resulted in delays in letting out properties.

7.3 Other income

Recovered costs for a fire insurance claim and additional service charges collected resulted in increased non dwelling income.

7.4 Repairs and Premises

The new gas contract has resulted in further savings above previous forecasts.

7.5 Other running costs

There were overspends due to additional charges on the shared equity properties for utilities at Apex Apartments while in the process of selling, in addition there have been costs such as cleaning for communal areas on new properties.

Due to the current economic uncertainty the bad debt provision for rental income has been increased by £107,000.

8. Capital

8.1 The table below shows the 2019/20 capital outturn and proposed carry forward into 2020/21. Further details on the Capital Programme are provided in Appendix 2 to this report.

	Original Budget 2019/20	Revised Budget 2019/20	Outturn 2019/20	Under/ (overspend)	Re-profiled to/(from) future years
	£000's	£000's	£000's	£000's	£000's
New Town Hall Redevelopment – Joint responsibility	3,060	3,770	3,845	0	(75)
Environmental Services & Sustainability	3,261	632	487	0	145
Housing Services	7,503	6,025	6,005	0	20
Planning & Economic Development	13,757	10,071	9,926	(13)	158
Wellbeing	2,344	924	915	(15)	24
Total General Fund	29,925	21,422	21,178	(28)	272
Council Housing	49,456	32,197	32,079	60	58
Total Capital	79,381	53,619	53,257	32	330

The original budget was £79.381m this was revised during the year and reduced to £53.619m, these changes were reported to Cabinet each quarter.

Agenda Item 8

- 8.2 The New Town Hall complex has the combined budgets of the New Town Hall and the Heat Network as approved in March 2020. The scheme is progressing and £74,787 has been slipped from 2020/21 as the scheme is slightly ahead of target.
- 8.3 There is a need to make minor modifications and have additional anti-slip coating on the roundabout at Little Trees Cemetery before WSCC will sign off the S278 (the agreement between the highway authority and the developer). £41,300 will be slipped to 2020/21 so that this work can be completed.
- 8.4 The Flooding programme has been reprioritised, the revised programme was agreed at Full Council on 5th February 2020 as part of the 2020/21 Budget and Council Tax (FIN/491). This required consolidation of budgets with some being pushed back to 2020/21. As part of the consolidation exercise it was identified that Tilgate Lake required bank erosion works work has commenced ahead of schedule.
- 8.5 The Disabled facilities grant for 2020/21 funded by the Government Better Care Fund has now been released adding an additional sum of £927,566 to the capital programme. The full year budget is now £1,424,026. The service is demand led and dependant on referrals from West Sussex Council Occupational Therapists Service (OTs). Referrals are dealt with as soon as they are received from OTs and it is anticipated that the council spend the whole budget within year subject to restrictions around Covid-19.
- 8.6 In February 2020 the Council purchased Kingsgate car park to add to the investment property portfolio.
- 8.7 The Queens Square Improvement final retention has now been paid and was over the forecast by £11,371. This scheme had previously reported an underspend which was transferred to an earmarked reserve to fund future maintenance of the square. This overspend will be funded from this reserve.
- 8.8 The Crawley Growth Programme budgets have been pushed back into 2020/21 and 2021/22. Discussions are ongoing with all these projects being interdependent of each other. An update on the programme will be presented to Cabinet later in the year.
- 8.9 Work on a number of ICT projects is ongoing resulting in £205,329 being slipped to 2020/21. These include ICT Future Projects, New Website and Digital Works. ICT Transformation had previously slipped forward £100,000 into 2020/21 but works were accelerated to update systems such as Windows 10 and Office 365.
- 8.10 The Council was able to take delivery of vehicles in line with its vehicle replacement programme. There was additional expenditure of £13,995 on a vehicle for Crawley Homes that was funded from the Housing Revenue Account.
- 8.11 Ewhurst Road Play Refurbishment is showing a small over spend of £1,273 which will be funded by S106. An additional £1,500 of S106 funds was released by the established Crawley Borough Council S106 approval process and will be allocated to the scheme. Details of the request for increasing the capital programme are detailed below in 8.15.
- 8.12 New Build Schemes-
- HRA Developments:
The 3 smaller HRA developments (151 London Road; Woolborough Road; 257/259 Ifield Road) are progressing, but progress has been slowed due to the wet winter weather and Covid-19. The scheme at 257/259 Ifield Road will be completed ahead of the others.

Agenda Item 8

Bridgefield House:

There has been a necessity to bring forward budget into 2019/20 of £161,018 due to the project being ahead of target by 31st March. There have been delays in April and May, however the contractors are now returning to site and adhering to regulations.

Acquisitions (Buy Back of Dwellings):

This budget is used to re purchase previous RTB's and shared owner properties for the HRA stock. This is demand led, the unused budget of £893,500 has been slipped into 2020/21.

Forge Wood Phase 3 and 4:

The developers are constantly revising the way they are working around the site which has an impact upon forecasting requiring budget of £580,986 to be slipped forward into 2019/20. The developers have been off site due to Covid-19, work has now resumed but very slowly due to the new requirements for safe working.

- 8.13 In the fourth quarter of 2019/20 eight Council Houses with a sale value of £1,318,300 were sold, compared to five in the fourth quarter last year. Of these receipts, £257,863 was paid over to the Government with the balance being retained by the Council with £348,618 available for general capital investment and £711,819 set aside for 1-4-1 receipts. [The 1-4-1 arrangement is one where the Council retains a larger proportion of right to buy receipts than they otherwise would, in return for a commitment to spend the additional receipts on building or acquiring properties.]

The total number of properties sold in 2019/20 was 29, compared to 41 in 2018/19.

- 8.14 The total cumulative 1-4-1 receipts retained is £32,434,151 which can be used to fund 30% of any expenditure on new affordable housing. It cannot be used on schemes supported by HCA Funding or for shared ownership/equity schemes.
- 8.15 To improve the Type B playground at Ewhurst Playing Fields, Ifield (as detailed in the Report to Cabinet on the 4 December 2013, 'Play Facilities – Investment Proposals').

The project is in its final stages of completion, however extra funding is required in order to facilitate an unforeseen circumstance with regard to one piece of new playground equipment.

With recent heavy rainfall, this has led to the in-ground trampoline filling up with water and not naturally draining away quickly enough. Although the installation meets the recommendation specification, an additional soak away is needed in this particular case due to the ground composition at this site.

The resulting playground should therefore be fit for purpose and designed with a focus on the community's needs. It should be an improved amenity for the families across Ifield.

The scheme below has now been through the established Crawley Borough Council S106 approval process and has been allocated £1,500 additional funding to Ewhurst Playing Fields Play Area.

CR/2005/0714/FUL & CR/2010/0073/NCC	CRAWLEY LEISURE CENTRE SITE, HASLETT AVENUE, THREE BRIDGES, CRAWLEY	£1,500
---	---	--------

There are still 12 sites in the current play capital programme that have yet to commence, a review of the sites is taking place and will be reprioritised. Each site is prioritised based on health and safety, overall condition and given a play value score (determined by size, equipment and scope of activities available).

Agenda Item 8

A cross party working group will be set up to prioritise these schemes and the programme changes will be reported in Quarter 1 monitoring report to Cabinet in September 2020.

9. Impact of Covid-19 on Reserves

- 9.1 Covid-19 will have a significant financial impact on the council in 2020/21. Despite a number of grants being paid by the government, the council will need to draw upon some of its reserves in the short term. At 31 March, the General Fund Balance was £5.239m. A minimum balance of £3m would allow £2.239m to be drawn down to support the budget in 2020/21. However we would look to try to make savings and efficiencies in the current year as there will be a need to draw upon reserves in 2021/22 due to the impact on Covid-19 on Council Tax due to more properties receiving Council Tax Reduction and lower business rates.
- 9.2 The Business Rates Equalisation Reserve is used to support the business rates income to the council. There is expected to be a significant shortfall in business rates during 2020/21, but due to accounting rules, the impact of this will not be realised until 2021/22. The surplus business rates for 2019/20 of £1.192m has therefore been added to this reserve rather than to the general fund or capital programme reserve as set out in the budget strategy. Full Council are asked to approve this transfer.
- 9.3 Other earmarked reserves have a balance of £8.735m. Some of these could be utilised to support the budget in 2020/21 and a review of these will take place in the current financial year. A full list of these reserves can be found in the Treasury Management Outturn for 2019/20 which is elsewhere on this agenda.
- 9.4 The full financial impact of Covid-19 is not yet known, but the council will be kept informed through the quarterly monitoring reports. Implications on future years are also likely to be significant. Updates will be provided during the year on measures that are being undertaken to help meet the budget shortfall.

10. Background Papers

[Budget Strategy 2020/21 – 2024/25 FIN/483](#)

[2019/20 Budget and Council Tax FIN/462](#)

[Treasury Management 2019/20 FIN/464](#)

[Q3 Budget Monitoring 2019/20 FIN/492](#)

[2020/21 Budget and Council Tax FIN/491](#)

Treasury Management Outturn for 2019/20 FIN/502

Contact Officer: - Paul Windust, Chief Accountant.

Direct Line: - 01293 438693.

Agenda Item 8

Appendix 1(i)

REVENUE MONITORING SUMMARY 2019/20 GENERAL FUND

	Latest Estimate £000's	Outturn £000's	Variance £000's	
Cabinet	3,889	3,673	(216)	F
Public Protection & Community Engagement	2,510	2,479	(31)	F
Environmental Services & Sustainability	8,938	8,861	(77)	F
Housing	10,017	9,988	(29)	F
Wellbeing	10,551	10,717	166	U
Planning & Economic Development	1,916	2,141	225	U
	37,821	37,859	38	U
Depreciation	(3,840)	(3,840)	0	
Renewals Fund	9	9	0	
NET COST OF SERVICES	33,990	34,028	38	U
Investment Interest	(917)	(1,164)	(247)	F
Council Tax	(7,197)	(7,197)	0	
RSG	0	0	0	
NNDR	(6,725)	(6,725)	0	
New Homes Bonus	(1,473)	(1,473)	0	
Tilgate Park Reserve	0	(24)	(24)	F
Grant for Business Rates Levy Surplus	0	(12)	(12)	F
Year End Financing	(17,678)	(17,678)	0	
	(33,990)	(34,273)	(283)	F
Net contribution from / (-to) Reserves	0	(245)	(245)	F

Agenda Item 8

Main Variations identified for 2019/20 - General Fund

Appendix 1 (ii)

	Q4 Variation £000's	Q3 Variation £000's	
<u>Cabinet</u>			
Elections – Poll Cards & Election cost savings	(18)	8	one-off
Legal Services – Contract Legal Staff	(6)	(37)	one-off
Town Hall – Business Rate savings	(141)	(99)	one-off
Print Services – cost reductions	(38)	(37)	one-off
Minor variations – various small variations across portfolio	(13)	(16)	
	(216)	(181)	
<u>Public Protection & Community Engagement</u>			
Minor variations	(31)	(4)	
	(31)	(4)	
<u>Environmental Services & Sustainability</u>			
Snell Hatch Cemetery – Increased Revenue	(18)	2	one-off
Port Health Inspection – Increased Revenue	(45)	(8)	one-off
Minor variations (various)	(14)	37	
	(77)	31	
<u>Housing Services</u>			
Minor variations	(29)	(25)	
	(29)	(25)	
<u>Wellbeing</u>			
Playing Fields – Water charges & decreased revenue	27	1	one-off
Patch Working	53	61	one-off
Maintenance Team	60	59	one-off
Trees & Technical – Costs due to storm damage	28	0	one-off
Play – Staff savings due to vacancies	(26)	5	one-off
K2 Crawley – March management fee waived	24	(1)	ongoing
Tilgate Reserve	24	0	
Bewbush Healthy Living	12	20	one-off
Minor Variations	(36)	35	
	166	180	
<u>Planning & Economic Development</u>			
Building Control fees – Reduced income due to Covid-19	28	0	ongoing
Commercial Property - Bad Debt Provision	94	0	one-off
Commercial Property – Repairs to vacant properties	110	(8)	one-off
Minor variations	(7)	28	
	225	20	
TOTAL GENERAL FUND VARIANCES	38	21	
Investment interest above budget	(247)	(114)	one-off
Tilgate Reserve	(24)	0	one-off
Grant – Business rates levy surplus	(12)	0	one-off
TRANSFER TO GENERAL FUND RESERVE	(245)	(93)	

Agenda Item 8

Appendix 1 (iii)

QUARTER 4

HOUSING REVENUE ACCOUNT			
Expenditure Description	Latest Estimate £'000s	Outturn £'000s	Variation £'000s
Income			
Rental Income	(46,384)	(45,879)	505
Other Income	(2,036)	(2,135)	(99)
Interest received on balances	(125)	(167)	(42)
Total income	(48,545)	(48,181)	364
Expenditure			
Employees	3,678	3,683	5
Repairs & Maintenance	10,447	10,319	(128)
Other running costs	2,054	2,180	126
Support services	2,673	2,673	0
	18,852	18,855	3
Net (Surplus) / Deficit	(29,693)	(29,326)	367
Use of Reserves:			
Debt Interest Payments	8,309	8,309	0
Depreciation, Revaluation & Impairment	6,342	6,342	0
Financing of Capital Programme & Transfer from Housing Reserve for Future Investment	15,042	14,675	(367)
Total	29,693	29,326	(367)

U
F
F
U
U
F
U

Agenda Item 8

Appendix 1 (iv)

Main Variations Identified - Housing Revenue Account

	Q4 Variation £'000s	Q3 Variation £'000s
Income		
Rental Income - Delay in handover of new properties	505	437
Interest Received on higher than expected balances	(42)	(43)
Additional costs recovered – Fire Insurance claim – 6 Masons Road	(33)	0
Service Charges collected	(66)	0
Minor Variations	0	(14)
	364	380
Employees		
Minor variations	5	(2)
	369	378
Repairs & Maintenance		
Further Gas Contract Savings	(195)	(150)
Change in Asbestos regulations – requiring more surveys	62	65
Minor Variations	5	5
	241	298
Other Running Costs		
New software licences not expected in current year (Growth Bid)	(43)	(42)
Challenge of Budget Savings	(30)	(30)
Utilities Overspend – Apex Apartments and communal areas	92	0
Bad Debt Provision	107	0
TOTAL VARIANCES	367	226

Appendix 2 Capital Programme

Scheme Description	Revised Budget 2019/20	Outturn	Under / (Over Spend)	Slippage
	£	£	£	£
New Town Hall Redevelopment - Joint responsibility	3,770,237	3,845,021	0	(74,784)
New Cemetery	66,089	24,859		41,230
K2 Crawley Heat Network (Heat & Power)	115,351	115,351		
Shrub Bed Removal	39,505	39,505		
Cycle Paths				
Crawters / Manor Royal Cycle Path	1,188	2,804		(1,616)
Orchard Street Car Park	283,735	283,735		
Camber Close	5,000			5,000
Flooding Emergency Works	10,000	7,323		2,677
Waterlea Furnace Green Flood Works	5,000	3,849		1,151
Billington Drive Maidenbower				
Broadfield Brook Flood Works	31,935			31,935
River Mole Flood Works	30,000			30,000
Telemetry Measuring Equipment	3,929			3,929
Northgate Flood Attenuation Works				
Crabbett Park Pound Hill Flood Works	33,000			33,000
Leat Stream Ifield Flood Alleviation	7,289			7,289
Tilgate Lake Bank Erosion		9,964		(9,964)
Solar PV CBC Operational Buildings				
TOTAL ENVIRONMENTAL SERVICES & SUSTAINABILITY PORTFOLIO	632,021	487,390	0	144,631
Temp Accommodation Acquisitions				
Open House Moving Acquistition	14,235			14,235
Affordable Housing Town Hall	5,330,000	5,330,000		
Longley House				

Budget 2020/21	Budget 2021/22	Budget 2022/23	Future Years
£	£	£	£
31,529,017	13,000,000	0	0
91,230			
25,300			
67,172			
5,000			
122,677	120,000	80,835	
1,151			
15,000			
31,935			
30,000			
3,929			
20,000			
33,000			
7,289			
90,036			
		60,000	
543,719	120,000	140,835	0
			273,700
14,235			
2,450,798		3,138,750	
2,000,000		2,000,000	

Appendix 2 Capital Programme

Scheme Description	Revised Budget 2019/20	Outturn	Under / (Over Spend)	Slippage
	£	£	£	£
Disabled Facilities Grants	660,806	656,653		4,153
Improvement/Repair Loans	20,000	18,183		1,817
TOTAL HOUSING (GENERAL FUND) PORTFOLIO	6,025,041	6,004,836	0	20,205
Investment Property Acquisitions	7,500,000	7,487,259		12,741
Manor Royal Business Group				
Gigabit				
Queens Square Improvement		11,371	(11,371)	
<u>Crawley Growth Programme</u>				
Queensway	1,130,437	1,171,407		(40,970)
Town Centre Signage and Wayfinding	23,469	3,469		20,000
Town Centre General				
Manor Royal Cycle Improvements	59,667	56,535		3,132
Town Centre Cycle Improvements	40,684	45,093		(4,409)
Manor Royal Super Hub	8,324	8,822		(498)
Station Gateway	360,084	280,106		79,978
Growth Programme S106				
Town Centre Super Hub	5,000	3,203		1,797
Town Centre Acquisition				
Three Bridges Station	230,502	249,472		(18,970)
Total Crawley Growth Programme	1,858,167	1,818,107	(11,371)	40,061
ICT Capital - Future Projects	115,400			115,400
On Line Self Service	23,357	21,155		2,202
New Website And Intranet	115,529	46,801		68,728
Mobile Working (ICT)	411	411		

Budget 2020/21	Budget 2021/22	Budget 2022/23	Future Years
£	£	£	£
1,424,026			
31,817	44,248		
5,920,876	44,248	5,138,750	273,700
12,741			
	200,000		
	2,700,000		
243,716			
39,933			
71,100			
310,632	1,465,303		
300,000	726,449		
263,028			
2,197,042	2,482,066	317,408	20,000
74,231			
6,000,000			
1,428,588			
10,928,270	4,673,818	317,408	20,000
269,646			
2,202			
68,728			
41,598			

Appendix 2 Capital Programme

Scheme Description	Revised Budget 2019/20	Outturn	Under / (Over Spend)	Slippage	Budget 2020/21	Budget 2021/22	Budget 2022/23	Future Years
	£	£	£	£	£	£	£	£
VPN Solution Replacement								
ICT Transformation		100,000		(100,000)				
Windows 10	440,000	440,965	(965)					
Digital Works	19,000			19,000	61,000			
ICT Transformation Future					300,000			
ICT Replacements								
TOTAL PLANNING & ECONOMIC DEVELOPMENT PORTFOLIO	10,071,864	9,926,069	(12,336)	158,131	11,684,185	7,573,818	317,408	20,000
Vehicle Replacement Programme	496,185	507,238	(13,995)	2,942	185,172			
Travellers Prevention Measures								
Refurb Playgrounds Future Schemes	39,600			39,600	39,600			
Skate Park Equipment							46,000	
Memorial Gardens Improvements					33,400			
Wakehams Play Refurbishment					65,000			
K2 Crawley Replace Artificial Turf Pitches	4,244	4,244						
Tilgate Park					154,710			
Nature & Wildlife Centre					143,817			
Tilgate Park & Nature Centre Sustainable Heat					289,000			
Ewhurst Road Play Refurbishment	73,584	74,858	(1,274)	(0)				
Allotments					40,000	45,000		
Adventure Playgrounds					200,000	200,000		
Memorial Gardens Play Improvements	176,832	197,622		(20,790)	25,378			
Kidborough Road Gossops Green	68,584	68,573	11	(0)				
Stoney Croft	23,584	23,458	126	0				
4 Type A Play Areas Ifield	1,989	1,989			50,011			
2 Type A Play Areas Pound Hill	661	661			25,339			

Appendix 2 Capital Programme

Scheme Description	Revised Budget 2019/20	Outturn	Under / (Over Spend)	Slippage
	£	£	£	£
Perkstead Court Play Area Bewbush	1,858	1,858		
1 Type A Play Areas Bewbush				
Medler Close Langley Green	3,321	1,321		2,000
Meadowlands West Green				
K2 Crawley Additional Parking	3,625	3,625		
K2 Crawley Climbing Wall				
Hawth Light/Sound Desk	29,598	29,598		
TOTAL WELLBEING PORTFOLIO	923,665	915,045	(15,132)	23,752

TOTAL GENERAL FUND	21,422,828	21,178,361	(27,468)	271,935
---------------------------	-------------------	-------------------	-----------------	----------------

Rewiring	1,200,000	1,225,681		(15,319)
Roof Structure (i.e Soffits)	600,000	980,471		
Windows	300,000	748,760		
Structural Works	480,000	67,612		
Renovation And Refurbishment	195,000	613		
Insulation	250,000	216,179		
Kitchens	850,000	744,762		
Bathrooms	550,000	904,487		
Common Areas	25,000	113,279		
Adaptations For The Disabled	300,000	190,080		
Sheltered Major Works	100,000	69,926		
Boilers	1,000,000	571,354		
Disabled Adaptations-Major Room	950,000	769,051		
Legionella	50,000			
Energy Efficiency - Lighting	80,000	51,035		
External Environmental Work	100,000	223,256		
Intercom Upgrade	50,000	68,166		

Budget 2020/21	Budget 2021/22	Budget 2022/23	Future Years
£	£	£	£
18,142			
13,000			
63,679			
40,000			
140,000			
1,526,248	245,000	46,000	0

51,204,045	20,983,066	5,642,993	293,700
-------------------	-------------------	------------------	----------------

1,184,681	1,200,000	1,500,000	
725,000	600,000	600,000	
450,000	300,000	300,000	
100,000	80,000	80,000	
100,000	200,000	200,000	
250,000	250,000	250,000	
750,000	850,000	850,000	
550,000	550,000	550,000	
20,000	20,000	20,000	
300,000	300,000	300,000	
230,000	310,000	100,000	
900,000	1,000,000	1,000,000	
950,000	950,000	950,000	
50,000	50,000	50,000	
80,000	80,000	80,000	
100,000	100,000	100,000	
80,000	200,000	50,000	

Appendix 2 Capital Programme

Scheme Description	Revised Budget 2019/20	Outturn	Under / (Over Spend)	Slippage
	£	£	£	£
Major Insulation Energy Efficiency	1,267,366	1,827,996		
Hostels	450,000	46,534		
Major Renovation, Flats, Blocks etc.	100,000	127,187		
Garages	200,000	166,256		
TOTAL HRA IMPROVEMENTS	9,097,366	9,112,685	0	(15,319)

Budget 2020/21	Budget 2021/22	Budget 2022/23	Future Years
£	£	£	£
1,800,000	2,400,000	1,800,000	
350,000	250,000	250,000	
840,000	100,000	100,000	
200,000	200,000	500,000	
10,009,681	9,990,000	9,630,000	0

Hra Database	50,000	21,980		28,020
151 London Road (New Build)	289,284	190,065		99,219
Bridgefield House	10,390,540	10,556,559		(166,019)
Acquisitions Buy Back Of Dwellings	1,000,000	106,500		893,500
Kilnmead	1,955,407	2,007,405	20,131	(72,129)
Gales Place (HRA New Build)	12,985	2,985		10,000
Forge Wood		11,488		(11,488)
Apex Apartments	225,285	242,277	1,508	(18,500)
Telford Place Development	79,779	103,621		(23,842)
Woolborough Road Northgate	773,834	652,451		121,383
Goffs Park - Depot Site	639,030	788,490	20,000	(169,460)
83-87 Three Bridges Road	244,005	270,888		(26,883)
Dobbins Place	7,026	2,627	1,900	2,499
Barnfield Road		18,226	16,847	(35,073)
Forge Wood Phase 2	2,424,674	2,424,674		
257/259 Ifield Road	624,609	660,344		(35,735)
Forge Wood Phase 3	2,841,201	3,116,609		(275,408)
Forge Wood Phase 4	1,276,281	1,581,859		(305,578)
Purchase Of Edinburgh House				
5 Perryfields				
Contingencies				

453,020	67,000		
231,196	5,585		
4,218,030	194,000		
1,893,500	1,000,000		
3,600	3,000		
10,000			
			1,235,388
3,000			
80,000	4,512,050	8,060,299	8,104,082
480,507	19,245		
	4,976		
	2,000		
2,500			
3,206,317	1,767,494	112,090	
202,911	13,748		
580,217	562,758		
769,253	344,235		
3,500,000			
620,000			
472,509			

Appendix 2 Capital Programme

Scheme Description	Revised Budget 2019/20	Outturn	Under / (Over Spend)	Slippage
	£	£	£	£
Prelims	265,431	207,076		58,355
TOTAL OTHER HRA	23,099,371	22,966,124	60,386	72,861
TOTAL HRA	32,196,737	32,078,809	60,386	57,542
TOTAL CAPITAL PROGRAMME	53,619,565	53,257,170	32,918	329,477

Budget 2020/21	Budget 2021/22	Budget 2022/23	Future Years
£	£	£	£
266,414			
16,992,974	8,496,091	8,172,389	9,339,470
27,002,655	18,486,091	17,802,389	9,339,470
78,206,700	39,469,157	23,445,382	9,633,170

FUNDED BY

Capital Receipts	(14,511,223)	(14,279,914)	965	(232,274)
Capital Reserve	(115,529)	(46,801)		(68,728)
Better Care Fund (formally DFGs)	(660,806)	(656,653)		(4,153)
Lottery & External Funding	(1,262,862)	(1,256,682)		(6,180)
HRA Revenue Contribution	(27,108,494)	(27,263,996)	(42,722)	198,224
Replacement Fund/Revenue Financing	(670,028)	(678,457)	25,366	(16,937)
Section 106	(887,620)	(931,099)	1,136	42,343
1-4-1	(8,403,003)	(8,143,568)	(17,663)	(241,772)
Borrowing				
TOTAL FUNDING	(53,619,565)	(53,257,170)	(32,918)	(329,477)

(32,104,501)	(1,117,381)	(2,326,210)	(247,500)
(68,728)			
(1,424,026)			
(6,976,916)	(6,725,040)	(217,408)	(46,200)
(23,640,001)	(16,257,862)	(14,734,150)	(864,771)
(325,172)		(23,000)	
(1,603,702)	(140,647)	(1,320,000)	
(6,242,654)	(2,228,227)	(3,430,718)	(370,617)
(5,821,000)	(13,000,000)	(1,393,896)	(8,104,082)
(78,206,700)	(39,469,157)	(23,445,382)	(9,633,170)

Agenda Item 9

Crawley Borough Council

Report to Overview and Scrutiny Commission
22 June 2020

Report to Cabinet
24th June 2020

Forward Programme of Key Procurements

Report of the Head of Corporate Finance – and FIN/501

1. Purpose

- 1.1 The purpose of this report is to present the procurement forward programme. The forward plan identifies the Council's key procurements that will require tendering over the coming six-month period.

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 The Cabinet is recommended to:

- a) Approve the procurement forward programme June 2020 – December 2020.
- b) Delegate authority to the Leader of the Council in consultation with the relevant Head of Service, and Head of Legal, Democracy and HR to approve the award of the contract following an appropriate procurement process.
- c) Delegate 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, Democracy and HR, Head of Corporate Finance, in consultation with the appropriate Cabinet Member.
(Generic Delegations 2 & 3 will be used to enact this recommendation)

3. Reasons for the Recommendations

- 3.1 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.
- 3.2 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.

Agenda Item 9

4. Background

- 4.1 The Council's procurement is governed by EU Public Procurement Directives and The Public Contracts Regulations 2015 along with its own internal rules which are set out in the Procurement Code. The ethos of public sector procurement is ensuring an open, fair and transparent process is undertaken. The Procurement Code dictates that any contracts above the total value of £500k (across its duration) must be approved by Cabinet. This approval normally comes at the end of the procurement process once a preferred bidder has been identified following a tendering exercise.
- 4.2 Often Cabinet dates do not align with contract start dates meaning a procurement process has to be run earlier than is required in order to accommodate a Cabinet date or in some instances, if this can't be achieved, delegated authority is sought whilst in the tender phase.
- 4.3 The procurement service is a shared service with a number of neighbouring districts and boroughs, often collaborative procurement processes are undertaken which are of benefit in terms of efficiency and cashable savings, however the contract award processes in each Council can often substantially elongate the process when you try and align 4 Councils Cabinet processes.
- 4.4 By bringing a forward programme of procurements to Cabinet twice a year it is felt that not only will it assist with the practical issues that arise from aligning a Cabinet date with the contract start date but also gives greater transparency to the process and allows internal stakeholders to provide input into the tender process prior to the specification being finalised. This is a model adopted by some other authorities.
- 4.5 The attached forward plan identifies those high value procurement process that the Council is currently aware of that are due to go out to tender in the next six months. These are a combination of goods, services and works contracts and cover contract renewals as well as new procurement projects. The projects that are identified are those with an estimated total contract value above £500,000.
- 4.6 There may be additional projects that are identified that require procurement action that are not currently on the current forward plan however it is hoped that these will be minimal and are more likely to be one-off or construction-based procurements where additional funding / capital investment has been agreed.
- 4.7 It is the current intention that those procurement identified on the forward plan will go out to tender in the next six months, however that may be subject to change. Some of the procurement processes will take six months from the issue of tender to having identified the preferred bidder so may not be concluded until the first quarter of 2021.
- 4.8 The intention is to provide a report to Cabinet twice a year. In future reports it is proposed that an update is provided of those tenders that have been completed and some key highlights of deliverables e.g. savings, social value benefits etc.

5. Description of Issue to be resolved

- 5.1 It is hoped that there is greater transparency and awareness of key procurement projects.

Agenda Item 9

- 5.2 Allowing contracts to be awarded under delegation shortens the tender process. However all contract awards will still be entered onto the Forthcoming Decisions List, together with the completion of an Executive Decision Form as the key decisions will be required by the Leader of the Council.

6. Information & Analysis Supporting Recommendation

- 6.1 Other Councils have followed a similar approach, it allows the Council to undertake quicker procurement processes.
- 6.2 By identifying procurement processes in a forward programme, internal stakeholders can input into the process at an earlier stage where there is more ability to influence and make decisions on the future contract delivery model. The organisation can manage resources more effectively

7. Implications

- 7.1 Whilst every effort will be made to ensure that procurement processes are identified and reported in the forward programme there may be some instances where this is not achieved, an individual report will therefore be taken as per the previous model.

8. Background Papers

- 8.1 Procurement Code

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

Agenda Item 9

Appendix 1 – Procurement Forward Programme

Contract Title	Estimated Contract Value	Estimated Contract Start Date	Brief Description
Disabled Adaptations (Crawley Homes)	£7m £1m p.a.	October 2020	Crawley Homes are responsible for undertaking disabled adaptations to properties. This contract is for a range of suppliers to undertake this work. The contract duration is 5 years + option to extend by 2 years. Contract to commence Autumn 2020. Lead Officer; Tim Honess
Unified Telecoms	£600k £150k p.a.	October 2020	ICT have several contracts for the provision of telecoms including fixed lines, contact centre, mobile phones and mobile devices. Requirements have been gathered and the intention is to, where possible, amalgamate into a Unified Communications solution that enables integration across the different communication methods. This is a significant enabler to agile working. Contract duration still being determined likely 2+2. Intention is to award contracts Autumn 2020, when the current contracts expire. Lead Officer; Vish Chandra / Emma Nash
Temp Agency Staff	£1m £250k p.a. (£4.5m across collaborative contract)	1 st April 2021	The current contract expires in March 2021 and is a collaborative contract with Horsham DC and Mid Sussex DC. Market engagement needs to take place with internal stakeholders as well as the supplier market. Crawley currently spends approx. £250k per annum on temporary staff although this is variable. Contract duration 4 years. The intention is to go out to tender Summer 2020 with a contract to commence from 1 st April 2021 although this might be brought forward due to issues with current contract. Lead Officer; Procurement team.
Building Repairs & Maintenance	£3.6m Approx. £900k p.a.	January 2021	The current contract is a framework agreement with multiple suppliers, the contract has been extended to accommodate a review of our current assets and what model will be required for maintenance of the new town hall. The current contract covers planned and responsive repairs and maintenance of our non-housing assets including glazing, heating and plumbing, drainage, electrical works, ventilation, painting and decorating, lift maintenance, fire equipment testing etc. It includes town hall, community centres, depot, pavilions, public conveniences, Tilgate nature centre, Hawth, K2 etc. Provisional timetable is to go out to tender Autumn 2020. Contract duration 4 years. Lead Officer; Rob Channon / Procurement.
District Heat Network - Operation, Maintenance, Metering and Billing	£750k £75k p.a.	February 2021	Delegated Authority for this project was sought in 2019, however due to delays in the design and build element of the scheme the procurement process for the on-going operation and maintenance of the DHN has not yet commenced. It is anticipated that the tender process will commence in July 2020, subject to final approval of the design and build scheme. Contract duration 5 + 5 years. Lead Officer; Nigel Sheehan

Agenda Item 10

Crawley Borough Council

Report to Overview and Scrutiny Commission
22 June 2020

Report to Cabinet
24 June 2020

EV Charging Infrastructure Network

Report of the Head of Economy and Planning **PES/364**

1. Purpose

- 1.1 In December 2019, West Sussex County Council (WSCC) adopted an Electric Vehicle Strategy (see Background Papers) which sets out an ambitious vision for electric vehicle take up across the county.
- 1.2 The Strategy sets out that WSCC will work to enable this rapid transition to Electric Vehicles (EV) by procuring a supplier to deliver, on a concession basis, one consistent, affordable, easy to use, reliable, widely accessible and recognisable charging network across the county, providing renewable energy charging primarily for those residents who do not have access to off road parking and would be unable to switch to EV without public charging.
- 1.3 Crawley Borough Council, along with the other districts and boroughs across West Sussex, have been invited to partner with WSCC in this scheme to develop an extensive county-wide network, by nominating sites in our ownership to be part of this EV charging network.
- 1.4 The scheme will improve and expand significantly provision of electric vehicle charging infrastructure across the borough to meet existing and future demand and encourage the shift away from petrol/diesel vehicles.

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:

- I) Approve, in principle that the Council takes part in the EV Charging Infrastructure Network scheme, led by WSCC who will procure an EV infrastructure provider, through a concession contract to deliver an extensive EV charging network across the Borough.

Agenda Item 10

- II) Delegate authority to the Head of Economy and Planning, to undertake further discussions with WSCC, including consideration of any necessary associated documentation to progress the delivery of these services to benefit the borough.*
- III) Delegate authority to the Head of Economy and Planning, in consultation with the Leader of the Council and the Cabinet Member for Environmental Services and Sustainability, the approval of the Council entering into the scheme depending on the results of the tender process*

**(Generic Delegation 7 will be used to enact this recommendation).*

3. Reasons for the Recommendations

3.1 Tangible Action in response to the Climate Change Emergency Declaration

Transport contributes over a third of the carbon emission across Crawley Borough (250 ktCO₂pA) and is the one sector that is on an upward trend, and therefore in order to meet the obligations of our Climate Emergency declaration, the Council should work as quickly as possible to enable residents to switch to low emissions vehicles.

3.2 Lack of EV Charging Infrastructure is holding back EV take up

One of the main barriers to increased take-up of low emissions vehicles is the lack of charging infrastructure. We know that residents would prefer to charge their car at or near their homes. We also know that 30% of households do not have access to off road parking and will find it hard to make the switch to EV. Providing chargers for these people is vital, and the scheme proposed by WSCC will address this.

3.3 No Maintenance Liability or Cost to CBC

WSCC will be procuring a concession contract to install a network of EV charge points across the county. With the option to extend, the 7 year concession contract will be delivered entirely by the preferred supplier, who will be responsible for joint planning, funding, building, marketing and operating a publicly accessible charge point network across West Sussex, as well as providing an on-going 24/7 service (including the management of payments and support), with full responsibility for maintenance and repair to ensure the network is fully operational at all times.

3.4 The “Fast Track” roll out of EV Charging Infrastructure

The scheme will use a portfolio based approach using commercially attractive sites to support less viable sites. Fast and rapid charge points will be installed on-street, in public sector car parks, and on community assets county wide, providing charging primarily for those residents and businesses who do not have access to off road parking. The provider will be contractually obliged to fast track infrastructure roll out.

3.5 Crawley will benefit from EV Infrastructure going elsewhere in West Sussex

Horsham, Adur & Worthing, Arun and Mid Sussex District Councils are all planning to be involved in the scheme. The contract will be made available to other defined Contracting Bodies to join, such as district, boroughs, parish councils and incorporate parish halls, community centres etc. over the lifetime of the contract.

3.6 Improvements to Air Quality in Crawley

Recent analyses pre-COVID 19 crisis have indicated that the air quality situation in parts of the Borough was getting significantly worse, particularly as regards NO_x and particulate pollution. The rapid uplift in available EV charging infrastructure will incentivise conversion to electric vehicles to help enhance air quality.

Agenda Item 10

4. Description of Issue to be resolved

- 4.1 Crawley Borough Council currently owns 3 public charge points: one rapid, located at Orchard Street surface carpark and two fast, in the Town Hall multi storey carpark. These are well used and there is evidence of increasing demand for EV charging from residents across the borough.
- 4.2 There has been a steady increase in electric car sales in the UK (predicted 5.5% of new car sales in 2020, up from 3.4% in 2019) and with it a predicted sharp increase in demand for public charge points, however, EV ownership remains unviable for 30% of households, who do not have access to off road parking.
- 4.3 The WSCC electric vehicle resident's survey received 1339 responses of which 57% said lack of public charging is preventing them from switching to EV. The ongoing Crawley Borough Council EV survey has received 64 responses since 2017, and has revealed that 28% do not have off road parking and 23% are thinking of buying an electric car.
- 4.4 The 2019 West Sussex County Council electric vehicle strategy sets a target for 70% of new cars in the County to be electric by 2030. The strategy sets out a solution that is aimed at both encouraging a quick switch to Electric Vehicles and addressing the barriers that are preventing the switch. One of these barriers is clearly access to EV chargepoints. The modelling work carried out by WSCC estimates that across West Sussex we need to see 3,305 publicly accessible charging points by 2025, and 7,346 by 2030.

		Now	2025	2030
Total EVs in West Sussex car stock		1,593	66,236	161,583
Number of EVs that will rely on public infrastructure		<10	17,890	44,048
Number of publicly accessible charging points required	Residential Charging points	0 home specific 80 destination	3,169	7,027
	Rapid Charging points	9	136	319

- 4.5 In its EV Strategy, WSCC have proposed taking an enabling role by **providing a comprehensive and cohesive public charging solution on community land.**

WSCC want to see three main types of charging infrastructure:

- a) **Residential charging** – serving local residents primarily for overnight charging both in local off-street hubs and on street.
 - b) **Rapid hub charging** - serving all EV users but primarily on strategic networks, either on street or in off street hubs
 - c) **Destination (top Up) charging** - serving all EV users, on street or in off street hubs
- 4.6 Not all chargepoints will need to be delivered by the proposed county wide EV chargepoint network, some will be delivered through new development or by other market players, such as petrol stations and supermarkets.

Agenda Item 10

5. Information & Analysis Supporting Recommendation

5.1 Given the recognised need to increase the number of EV charge points available to Crawley residents, the council has the option of either working with WSCC on the county-wide network through the concession contract or finding funding to deliver our own network.

5.2 Advantages and Disadvantages of delivering the EV Charge Network through the WSCC concession contract:

Advantages

- Financial risks to CBC are minimal in comparison to an “own and operate” model.
- Procurement will be managed by WSCC, reducing demand on Crawley Borough Council resources.
- A relatively prompt roll out - WSCC intend to award the contract in Oct 2020, charge points could be installed as early as the end of 2020.
- Aside from possible legal costs associated with leasing our land to the concessionaire, there are no significant upfront costs for the council. The lease will be drawn up to minimise any legal costs to the council.
- A concession charge point operator is generally more incentivised, leading to a better end-user service.
- The supplier will be required to supply renewable energy to guarantee maximum reductions in carbon emissions.
- Crawley Borough Council may receive a very modest income from the scheme. It is anticipated that WSCC will gain a small revenue stream from the installation of the chargepoints. It is proposed that this will be achieved by including a small increase in the price per kWh charged to the consumer.
- In addition, it is proposed that the concession will allow for full profit sharing once the supplier has made a return on the initial investment required to install the chargepoint. The total profit achieved from the portfolio of chargepoints will be distributed amongst the partners to this procurement in proportion to the number of chargepoints on their land, after a proportion of the income generated has been retained by the County Council to fund the management, and potential further development, of the contract.
- If the chargepoints are installed in a charging car park, the council will still be able to charge for parking in the EV bays if desired.
- At the end of the contract, the supplier will be responsible for removing all the chargepoints at their cost. We will retain ownership of the underground electrical connections and cables, valuable for future networks.
- The concessionaire takes the maintenance and technical risk as they are responsible for updating and refreshing the equipment and software, futureproofing the network.
- A county-wide network will give a better user experience and service for EV owners. The WSCC concession contract tender puts a strong emphasis on delivering good customer service (the tender evaluation has a 50% quality weighting, with 13% for customer service).
- The concession contract does not prevent CBC from setting up EV charging infrastructure on other sites in the Borough, but they would operate outside

Agenda Item 10

the county wide network and have to have their own operation, maintenance and billing arrangements.

Disadvantages

- Reduced income compared to full ownership.
- There is a risk that protracted contract negotiations between WSCC and preferred provider would slow down network delivery.

5.3 Advantages and Disadvantages of delivering our own network:

Advantages

- Crawley Borough Council claims revenue from chargepoint use after deduction of maintenance and operator costs.
- Crawley Borough Council can determine locations irrespective of commercial viability.
- National procurement frameworks available to streamline process and ensure confidence in suppliers.

Disadvantages

- We need to find the capital to fund the network, and the lack of capital could slow significantly the ability to deliver a comprehensive network quickly, which the WSCC scheme provides an opportunity to achieve.
- The capital cost of installing, operating and maintaining 2 fast EVCP's at the 50 proposed Crawley sites is approx. £500K- 750K. There may be potential OLEV grant funding of 75% for 20 charge points reducing the cost to the council to approx. £350K-525K. Even with this funding there would be at least a 6 year ROI.
- Use of public funds comes with accountability to taxpayer and therefore political risk. This WSCC scheme allows it to be done via private finances.
- With the charging infrastructure market and technology developing rapidly we could be left with low value or redundant equipment before any return on our investment.
- Potential for financial and reputational risk if the network is unreliable.
- Charge point operator less incentivised to repair faults, missed KPIs/SLAs may be more difficult to enforce (the Town Hall multi storey charge points have been subject to ongoing maintenance issues, which the operator is failing to satisfactorily address).
- Ongoing maintenance liabilities – extra budget pressures on the CBC General Fund budget. At this highly pressured time in terms of local authority budgets – the WSCC scheme offers a viable way forward.
- The ongoing project management, including procurement, site and electrical infrastructure management, would require significantly more staff resources and associated financial costs.
- Potentially could result in a different EV network to the rest of the County, creating difficulties for EV drivers within the Borough or West Sussex.

Agenda Item 10

6. Implications and Risks of Concession Contract

- The council will guarantee exclusive access to install EV chargepoints at sites identified on the draft list (see Appendix 1 – subject to negotiation) over the life of the contract, at locations on within the site to be agreed. WSCC are offering up all highways land.
- The supplier would look to install chargepoints for maximum profit, we will be working closely with the supplier in order to maintain a balance between EV and non EV bays in the interests of residents. EV bays can still be subject to car park charges where car park charges already apply.
- Delivering the project will require a moderate amount of officer time within the Sustainability team and a minimal amount of input will be required from the Property Team (to finalise the lease for the sites and wayleaves for the underground connections).
- The Legal team or appointed lawyer will be required to check inter authority and lease agreements.
- Legal costs would be incurred, although we will be looking to pass as many of these costs as possible on to the supplier (lease template and contract still to be finalised). It is intended through the lease, that the EV charge point provider tenant will pay the majority of the legal costs associated with the lease on an ongoing basis.
- Increased parking enforcement. This would only apply to carparks with TRO's, most of which use NPR, therefore would only require CEO enforcement where a vehicle is parked but not charging. The supplier will be required to provide solutions to limit the need for CEO enforcement.
- Crawley have made a commitment to pay the Real Living Wage (RLW) under their contracts. The WSCC EV chargepoint network procurement does not include a requirement for the contractor to pay the RLW and none of the other partners are RLW employers. The tender will include the stipulation that Crawley Borough Council will require the RLW to be part of the contract and Crawley Borough Council will need to decide whether to take part in the scheme depending on the suppliers' response. RLW will also be included in the social value question of the MSQ. However the contracting party will be WSCC legally and not CBC.

6.1 **WSCC have assessed the following possible risks involved in the concession contract**

- No supplier bids for the work. - WSCC have already done supplier engagement to give them confidence that suppliers will be interested in the offe they wish to put to market.
- Supplier provides charge points only on the commercially attractive sites. - By taking a portfolio based approach and leveraging OLEV grant monies less commercially attractive sites will be supported by other more viable sites. OLEV grant funding will be used to support sites that are deemed as uneconomical by the preferred supplier. Signing of a network plan and delivery plan will ensure that the Council and partners are happy with the spread of sites.

Agenda Item 10

7. Financial Implications

- 7.1 The installation of the charge points will be via a concession contract and will be delivered entirely by the preferred supplier. As such there is no requirement for Crawley Borough Council to provide any capital funding.
- 7.2 There will be no maintenance cost liabilities for Crawley Borough Council, as the operation and maintenance is the liability of the service provider. There will be no income lost to the authority from using EV charging points in Council car parks, since the Council can still charge for those spaces.
- 7.3 There will be no loss of parking revenue as chargepoint bays will not need to exceed the size of standard parking bays (2.4 metres wide by 4.8 metres long). Chargepoints can also be installed within a number of disabled parking bays for use by blue badge holders.
- 7.4 All resources to deliver and manage the partnership contract can be met from within existing resources.
- 7.5 We are awaiting information on the resources and cost implications for administering the leases for this scheme from legal services, but it is intended through the lease, that the EV charge point provider tenant will pay the majority of the legal costs associated with the lease on an ongoing basis.
- 7.6 The concession contract will return some revenue from the successful utilisation of the charge points but it is not expected to be significant.

8. Legal Implications

- 8.1 WSCC are proposing a 10 year contracted out lease arrangement for each of the charge point locations with the right to terminate each lease early at the end of years 7, 8 and 9.
- 8.2 Crawley Borough Council, along with two of the other participating LA's would prefer a licence approach, as recommended by our property solicitor.
- 8.3 However, in the interest of a unified approach that will be more commercially attractive to potential suppliers, it has been agreed to consider the lease approach as the way forward. This is subject to the successful negotiation of the lease terms with the licence option as a possible fall-back position.
- 8.4 A 'contracted out' lease is one where the parties have agreed that the tenant's security of tenure under the Landlord and Tenant Act 1954 is not to apply and where certain procedural requirements have been observed by the parties.
- 8.5 If the procedural requirements for contracting out are not followed strictly then the contracting out will not be valid and the tenant will have a statutory right under the 1954 Act to claim a new lease on the expiry of the original term and the Landlord will only be able to resist such a claim if the landlord can establish that one of the grounds for possession set out in the Act apply.
- 8.6 Legal services report that there could be complications and uncertainties with the contracting out procedures if, as is currently envisaged, the leases contain provisions allowing the Landlord to require the relocation of the charge points (known as 'lift and shift' clauses).

Agenda Item 10

- 8.7 These complications and uncertainties present a risk that the tenant may inadvertently acquire the protection of the 1954 Act and therefore the right to claim a new lease on the expiry of the original term.
- 8.8 If the concessionaire wishes to assign the benefit of the concession contract and to transfer all the charge point leases it is possible that this could lead to further 'contracting out' issues depending as to whether and how the lift and shift clauses are incorporated into the leases.
- 8.9 Legal services also report that having a separate 'contracted out' lease for each charge point location may create a substantial amount of work for legal services over the life of the project depending as to the number of leases involved.
- 8.10 Legal Services also report that any assignment of the leases by the concessionaire has the potential to create a lot of work for legal services depending as to the number of leases involved and that this work is likely to have to be done within a short period of time.
- 8.11 A draft of the template lease to be used is being prepared by the property lawyer at WSCC and when this is received Legal Services will be able to advise further as to the above-mentioned risks.
- 8.12 The Council is awaiting further information on the resources and cost implications for administering the leases for this scheme from legal services. It is intended through the lease, that the EV charge point provider tenant will pay the majority of the legal costs associated with the lease on an ongoing basis.

9. Next Steps

- 9.1 WSCC is working with Arun, Mid Sussex, Horsham District Council, Adur & Worthing Councils and ourselves to develop the tender specification and the draft contract and lease documents, which will be reviewed and agreed before proceeding.

10. Background Papers

WSCC Electric Vehicle Strategy – December 2019_

https://www.westsussex.gov.uk/media/13766/electric_vehicle_strategy.pdf

WSCC EV strategy responses

<https://haveyoursay.westsussex.gov.uk/energy-waste-and-environment/draft-electric-vehicle-strategy/>

WSCC electric vehicle residents survey responses

<https://haveyoursay.westsussex.gov.uk/energy-waste-and-environment/electric-vehicle-residents-survey/>

11. Appendices

- Appendix 1 – Draft Site list for consideration

Claire Stark
Sustainability Officer
Claire.stark@crawley.gov.uk

Agenda Item 10

Appendix 1 – Draft Site List

These sites will be put forward for consideration for inclusion in the West Sussex EV Chargepoint Network.

Delivery of chargepoints at these sites is not guaranteed but is subject to further technical and commercial feasibility

SITE
ATTLEE HOUSE, LANSBURY RD, BF
BEWBUSH CENTRE
BEWBUSH GREEN PARK
BEWBUSH WEST PARK
BROADFIELD BARTON
BRUNEL COURT, BRUNEL PL N GATE
BRUNSWICK CL, F GREEN
BUCHAN PARK
CABURN COURT, S GATE
CAREY HOUSE, TOWN BARN RD, WGRN
CHERRY LANE ADVENTURE PG
CREASYS DRIVE ADVENTURE PG
DALEWOOD GDNS, N GATE
DEERSWOOD CT, IFIELD DR, IFIELD
DEPOT AND VEHICLE WORKSHOP
DORMANS PARK, G GREEN
EWHURST PLACE PARK, IFIELD
FORGE WOOD PARADE
FURNACE GREEN PARADE
GAINSBOROUGH RD PARK, TILGATE
GALES DRIVE PARADE
GOFFS PARK, HORSHAM ROAD
GOSSOPS GREEN PARADE
GOSSOPS GRN COMMUNITY CNTR
GRATTONS DRIVE PARK, P HILL
HAMMINGDEN COURT, F WOOD
IFIELD COMMUNITY CNTR, IFIELD DR
IFIELD GREEN, RUSPER RD, IFIELD
IFIELD PARADE DOBBINS PL, HYDE DR
IFIELD PARADE, IFIELD DR
IFIELD WEST COMMUNITY CNTR
JOHN BRACKPOOL CL, NGATE
K2 CRAWLEY
KNEPP CLOSE PARK, P HILL
LANGLEY GREEN COMMUNITY CNTR
LANGLEY GREEN PARADE
LOPPETS ROAD, PARK TILGATE

Agenda Item 10

MAIDENBOWER COMMUNITY CNTR
MAIDENBOWER PAVILLION
MAIDENBOWER PLACE/CNTR
MILLPOND PARK
MILTON MOUNT COMMUNITY CNTR
MILTON MOUNT FLATS, P HILL
NEWTIMBER CL, S GATE
NORTHGATE COMMUNITY CNTR
NORTHGATE PARADE
ORCHARD STREET MULTISTOREY
POUND HILL COMMUNITY CTR
POUND HILL PARADE
SCHAFFER HOUSE, PROCTOR CL, MB
SOUTHGATE PARADE
SOUTHGATE PARK
SOUTHGATE W COMMUNITY CNTR
THE HAWTH THEATRE
THREE BRIDGES PARADE
THREE BRIDGES PARK
TILGATE PARADE
TILGATE PLACE, T GATE
TOWN HALL MULTISTOREY
WAKEHAMS GRN COMMUNITY CNTR
WEST GREEN PARADE
WEST GREEN PARK, I FIELD AVE
WILLOGHBY FIELDS PARK, L GREEN
WOLDHURSTLEA CL GG
WORTH PARK / FLATS

Agenda Item 11

Crawley Borough Council

Report to Overview and Scrutiny Commission 22 June 2020

Report to Cabinet 24 June 2020

Local Cycling and Walking Infrastructure Plan (LCWIP)

Report of the Head of Economy and Planning **PES/363**

1. Purpose

- 1.1. The draft Local Cycling and Walking Infrastructure Plan (LCWIP) is a costed plan which identifies a borough-wide cycle network and walking zones/routes to enable a significant increase in cycling and walking.
- 1.2. Developed in line with Department for Transport (DfT) guidance, the LCWIP details priority cycle routes to form part of a programme of infrastructure improvements for future investment.

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:

- I) Approve the draft Crawley LCWIP that has been developed for consultation
- II) delegate authority to the Head of Economy and Planning, in consultation with the Cabinet Member for Environmental Services and Sustainability, to consider the responses to the consultation and either:
 - a) make minor amendments to the Crawley LCWIP in response to the consultation and adopt the amended the LCWIP*

or

- b) if there are major amendments required to the draft plan then produce an updated version of the Crawley LCWIP follow further Cabinet consideration and adoption.

**(Generic Delegation 7 will be used to enact this recommendation).*

Agenda Item 11

3. Reasons for the Recommendations

- 3.1 The LCWIP provides a key document to inform the planning authority Local Plan. This enables clear discussions with developers on providing safe, accessible, connected, people-centred neighbourhoods for homes and business, ensuring full linkage with the wider town cycle network and formally evaluated walking routes.
- 3.2 Having an LCWIP will put Crawley Borough Council in a favourable position to apply for government funding for walking & cycling schemes when this comes forward.

4. Description of Issue to be resolved

- 4.1 The Crawley Local Cycling and Walking Infrastructure Plan (LCWIP) prioritises physical infrastructure improvements in the Borough to enable a significant increase in cycling and walking. It has been determined working closely with WSCC, through a combination of:
- evidence of where people originate trips and where they need to go for different purposes;
 - standard assessment methods for identifying the most appropriate routes and the improvements that are needed to ensure those routes are safe and attractive for cycling and walking; and
 - discussions with people who are familiar with the locations and communities.
- 4.2 The Crawley LCWIP gives the Council:
- A **cycle network plan** of preferred routes for further development based on corridors developed and destination points identified with social and economic data.
 - A **walking zone and route plan** for improvements. Crawley town centre has been evaluated as the first core walking zone, along with a route to Crawley Leisure Park.
 - A **programme of infrastructure improvements** for future investment, identified, specified and prioritised systematically with the range of evaluation tools provided through the Department for Transport (DfT).
 - Proposals for **how it can be implemented**, embedding the plan with other development plans and involving local residents and other stakeholders in taking it forward.
- 4.3 The Crawley LCWIP (the development process is detailed further in Appendix B), has identified the following priority cycle routes:

		Estimated Construction Cost* £m
A	Gatwick Airport to Town Centre via Manor Royal and Northgate	2.38
B	Forge Wood/Manor Royal to Three Bridges	0.58
C	Pound Hill to Town Centre via Three Bridges	2.24
D	Maidenbower to Manor Royal via Three Bridges	1.03
E	Maidenbower to Three Bridges via Furnace Green	0.61
F	Tilgate Park to Town Centre	0.4
G	Tilgate/K2 Crawley to Town Centre	1.76
H	Pease Pottage to Town Centre via Tilgate	1.9

Agenda Item 11

I	Bewbush to Three Bridges via Broadfield & Tilgate	3.2
J	Broadfield to Town Centre via Southgate	1.07
K	Kilnwood Vale to Town Centre (linking to Horsham)	2.01
L	Ifield to Town Centre	0.85
M	Ifield Green to Town Centre	0.48
N	Lowfield Heath to Town Centre	2.29
O	Manor Royal (west) to Town Centre	1.5
P	Ifield to Manor Royal via Langley Green	1.2
	Total	23.5

4.4 These key movement corridors were translated into defined and evaluated routes using the Route Selection Tool (RST) – shown in the map presented in Appendix A to this report.

*The total cost of constructing the above 16 LCWIP routes is estimated at £23.5m . Costs for design, surveys, audits and project management are not included in this figure.

- 4.5 There will be a number of potential sources of funding for these routes:
- DfT funding through national Cycling & Walking Investment Strategy (CWIS)
 - The Towns Fund
 - Direct developer investment as part of a regeneration scheme
 - Section 106 and Community Infrastructure Levy from new development
 - Crawley Growth Programme (extension to the existing programme)
 - Future High Street funds
 - Air quality improvement funds

5. Consultation

- 5.1 The DfT guidelines for producing an LCWIP require extensive stakeholder engagement throughout the development of the LCWIP. Initial consultation was undertaken in the autumn of 2019 to help identify issues and locations that could be addressed by the LCWIP. There were 173 respondents and two groups supporting access for people with disabilities.
- 5.2 It is considered important to go out to consultation to the public and wider stakeholders with the draft LCWIP to gain strong support for the proposed cycle and walking network plans.
- 5.3 Due to the current COVID-19 pandemic, it would be inappropriate to go out to public consultation before some further easing of the lockdown.
- 5.4 Subject to Cabinet approval and to the further easing of the lockdown, it is proposed to go to consultation before the end of June for an extended period of time into the autumn, and to confirm the precise dates as soon as it is possible.

6. Financial Implications

- 6.1 There are no financial implications of producing the LCWIP. The findings in the LCWIP can be used to support future funding applications.

Agenda Item 11

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 The LCWIP has been developed in line with DfT guidance, and the tools used to assess the suitability of cycling and walking proposals are geared to enabling proposals to meet the needs of all users.

In particular, the 'walkability' of an area or link (access route) is of particular importance in meeting needs of people with disabilities and mobility or other needs as well as those using child buggies. Poor street design, use of barriers and street furniture can create obstacles for many people, including those referenced by the Equalities Act, 2010. The walking area and route assessments used can help to enable full compliance with the Act.

8. Appendices

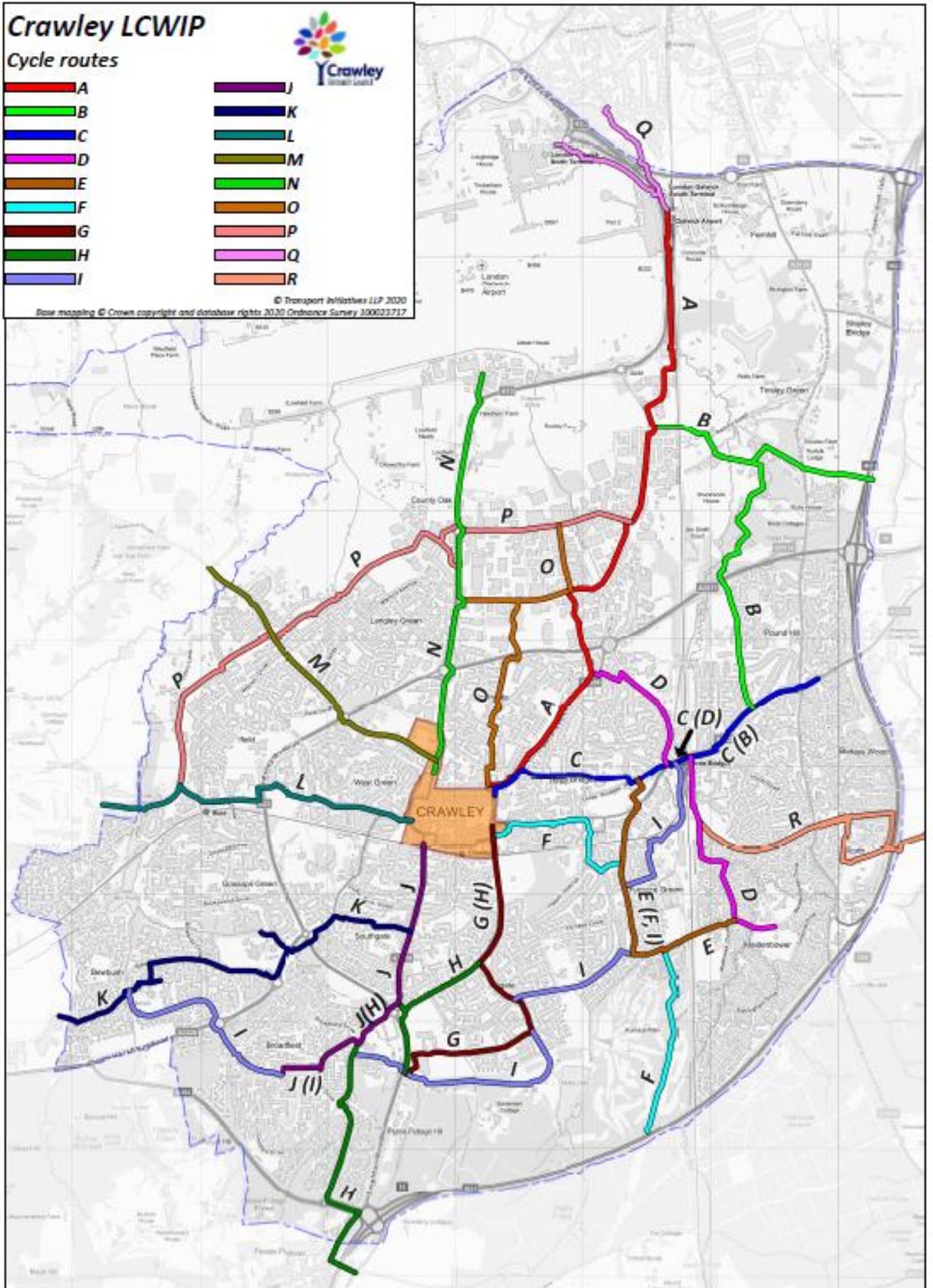
Appendix A – LCWIP Route Network Map

Appendix B - Crawley LCWIP Development Process

Appendix C – Draft Crawley LCWIP

Kay Wagland
Sustainability Officer
Kay.wagland@crawley.gov.uk

LCWIP REPORT - APPENDIX A



This page is intentionally left blank

Appendix B - Crawley LCWIP and its Development Process

a Vision

As one of the original post war new towns, Crawley's streets were planned around far lower car ownership than we have now. We need to build on its strengths to renew its streets and neighbourhoods, reshaping them to be healthier, safer and people-centred. We could see Crawley as a town where:

- Walking and cycling become the natural first choice for accessing what we need, through improved urban design which prioritises this sort of active travel over motor vehicles.
- People are generally fitter mentally and physically due to greater activity levels and better air quality.
- Children have more safe places to play and travel independently.
- Local businesses benefit from easy, attractive access in a pleasant environment.
- Land is freed up for new homes, new business and other uses as demand for car parking goes down.
- Beautiful, greener, low traffic neighbourhoods improve wellbeing for all.

A shift in how we get around which reduces demand for car use also means Crawley is taking action on the climate emergency and improved air quality by cutting pollution.

A key to achieving this vision is to provide safe and attractive infrastructure for cycling and walking.

b What is the LCWIP?

A Local Cycling and Walking Infrastructure Plan (LCWIP) is a costed plan which identifies and prioritises physical infrastructure improvements in a specified area to enable a significant increase in cycling and walking. It has been determined through a combination of:

- evidence of where people originate trips and where they need to go for different purposes;
- standard assessment methods for identifying the most appropriate routes and the improvements that are needed to ensure those routes are safe and attractive for cycling and walking; and
- discussions with people who are familiar with the locations and communities.

The LCWIP gives us:

- A **cycle network plan** of preferred routes for further development based on corridors developed from origin and destination points identified with social and economic data.
- A **walking zone and route plan** for improvements. Crawley town centre was evaluated as the first core walking zone, along with a route to Crawley Leisure Park.
- A **programme of infrastructure improvements** for future investment, identified, specified and prioritised systematically with a range of evaluation tools provided through the Department for Transport (DfT).
- Proposals for **how it can be implemented**, embedding the plan with other development plans and involving local residents and other stakeholders in taking it forward.

The LCWIP provides a key document to inform the planning authority Local Plan. This enables clear discussions with developers on providing safe, accessible, connected, people-centred neighbourhoods for homes and business, ensuring full linkage with the wider town cycle network and formally evaluated walking routes.

c How has the LCWIP been developed?

The LCWIP development guidance emerged from the government's 2017 Cycling and Walking Investment Strategy (CWIS). Local authorities are invited to adopt a systematic, evidence-based and strategic approach to identifying cycle route and walking zone improvements for an area of the authority's choosing. The Crawley LCWIP was developed as part of the WSCC LCWIP consortium which benefitted from funding for technical support from the DfT.

The DfT provides a staged structure for developing the LCWIP which covers:

- Stage 1 Determining scope and governance** – the geographical extent of the plan and the detail into which it will go, alongside how the plan will be overseen and who will be engaged in its development.
- Stage 2 Data gathering** – identifying information to inform the plan including policies, existing networks and trip generators both now and for the future.
- Stage 3 Cycle network planning** – defining journey origins and destinations to establish cycle routes needed to be developed and identifying high level specifications.
- Stage 4 Walking zone and route planning** – identifying key walking areas to be included and analysing these to establish high level improvements, along with any associated walking routes.
- Stage 5 Project prioritisation** – evaluation of cost benefits and relative merits of developing routes and zones to enable prioritisation of schemes.
- Stage 6 Integration and application** - to identify how the plan will inform other policies and practices, such as the Local Plan and how the LCWIP's schemes can be implemented.

LCWIP Stage 1 – Scope and governance

Geographical scope

In determining the geographical scope of the LCWIP, the DfT recommends looking at the likely distance that would be travelled by bike in a single journey, which is up to about 10km (6 miles) or, on average, around 30 minutes cycling time. This is approximately the distance across Crawley.

It was therefore decided that the Crawley LCWIP should cover all the borough to provide a whole town cycle network of key routes.

The town centre would be assessed as the first core walking zone, with an associate walking route. Further walking zones in Manor Royal Business District, and the neighbourhoods, would subsequently be assessed as time permitted.

Governance

A steering group, comprising Crawley Borough Council staff from Planning (policy and development management), Economic Development, Sustainability, Wellbeing and the cabinet member for Environmental Services and Sustainability, along with a representative of the Crawley

Cycle and Walking Forum have guided the project. The Transport Initiatives consultant supported the process with advice and technical knowledge.

Pre-LCWIP Engagement

A public consultation was run early in the LCWIP development process, conducted largely through a survey which gained 173 survey responses, and with further interviews with local groups concerned with mobility disabilities. This sought information on local people's experience in walking and cycling in Crawley.

The consultation identified commonly used and problematic routes and locations and particular concerns and practical issues.

Crawley Cycle and Walking Forum was involved in reviewing and contributing to the network planning process. They were given training in cycle and walking route evaluation tools and were key in contributing to determining the proposed LCWIP routes.

The high level results for cycle routes and the walking zone were included in public consultation on the New Directions for Crawley transport strategy document in early 2020 and public discussion will be invited on the final, costed proposals to help determine priorities.

LCWIP Stage 2 – Identifying route options for the LCWIP

Deciding on Trip generators

Identifying route options started with identifying the likely origins and destinations for the journeys they would serve.

Trips origins are largely identified as residential areas. For destinations, DfT suggests looking at journey to work areas. Crawley is home to Manor Royal Business District and Gatwick Airport, as well as the large town centre shopping centre.

Origins and destinations used included:

Key destinations

- Town Centre – major shopping, cafes and office area - employment and transport hub (rail and bus station)
- Manor Royal business district – key employment centre, industry and offices
- County Oak - retail and business area, main recycling and waste management centre
- Gatwick Airport and railway station – key employment centre and regional transport hub
- Three Bridges railway station – regional rail hub and Stephenson Way industrial site
- Hawth – regional theatre and arts hub between town centre and Three Bridges
- South Crawley: K2 leisure centre, football stadium, Tilgate Park Nature Centre and golf club

Key origins and other destinations

All Neighbourhoods, notably:

- Ifield and Langley Green with temple, rugby, cricket and golf clubs, temple, Mill pond.
- Forge Wood developing neighbourhood in the north east with limited access points
- Cross-boundary developments including Kilnwood Vale, currently being developed and Pease Pottage, approved for development
- Schools, college, religious centres
- Medical centres and hospital
- Restaurants, pubs, hotels, supermarkets
- Sports fields, greenspace, bridleways

LCWIP Stage 3 - Cycle network planning

Movement Corridors (desire lines)

Mapped origin and destination points were manually linked with straight ‘desire’ lines. Clusters, or density of the lines, along with the size of the weighted mapped SOA and employment icons, helped to indicate potentially useful routes and enabled priority corridors to be estimated.

Most prominent were the corridors to the employment clusters to the north and the stations, bearing out the high levels of inward and outward commuting, and to the town centre. Patterns of routing corridors from loose linear clusters of residential origin points could be identified where further points along the lines could be linked to reinforce the desirability of the corridor.

Route Selection

Translation of corridors to route options demanded a combination of practical geography, experience, local knowledge and formal evaluation using the Route Selection Tool (RST) provided by the DfT. The practical process of identifying potential routes to match the corridor ‘desire lines’ as far as possible, involved group work with maps and local experience of the streets in each area. Residential origins, or other route start and end points, were largely planned at neighbourhood shopping parades, key facilities or other routes to ensure connectivity and utility.

Working within limitations of general street layouts and barriers such as railway lines or building construction, streams or protected woodland, but not by path or carriageway widths, street furniture or similar more minor elements, the emerging routes identified were:

A	Gatwick Airport to Town Centre via Manor Royal and Northgate
B	Pound Hill to Manor Royal via Forge Wood
C	Copthorne to Town Centre via Three Bridges (limited to Crawley boundary)
D	Maidenbower to Manor Royal via Three Bridges
E	Maidenbower to Town Centre via Furnace Green
F	Tilgate to Town Centre via Furnace Green
G	Tilgate Nature Centre to Town Centre (extended)
H	Pease Pottage to Town Centre via K2/Tilgate
I	Bewbush to Three Bridges via Broadfield & K2/Tilgate (split around route G)
J	Broadfield to Town Centre
K	Kilnwood Vale to Town Centre (linking to Horsham)
L	Ifield to Town Centre
M	Ifield Avenue to Town Centre
N	Lowfield Heath to Town Centre
P	Ifield to Manor Royal
Q	Gatwick Airport to Horley (not developed within this LCWIP)
R	Worth Way (not developed within this LCWIP)

These routes were evaluated under existing conditions and then improvements were planned and costed to create a high quality route that meets the desired design standards for cycle infrastructure.

LCWIP Stage 4 - Walking zone and route planning

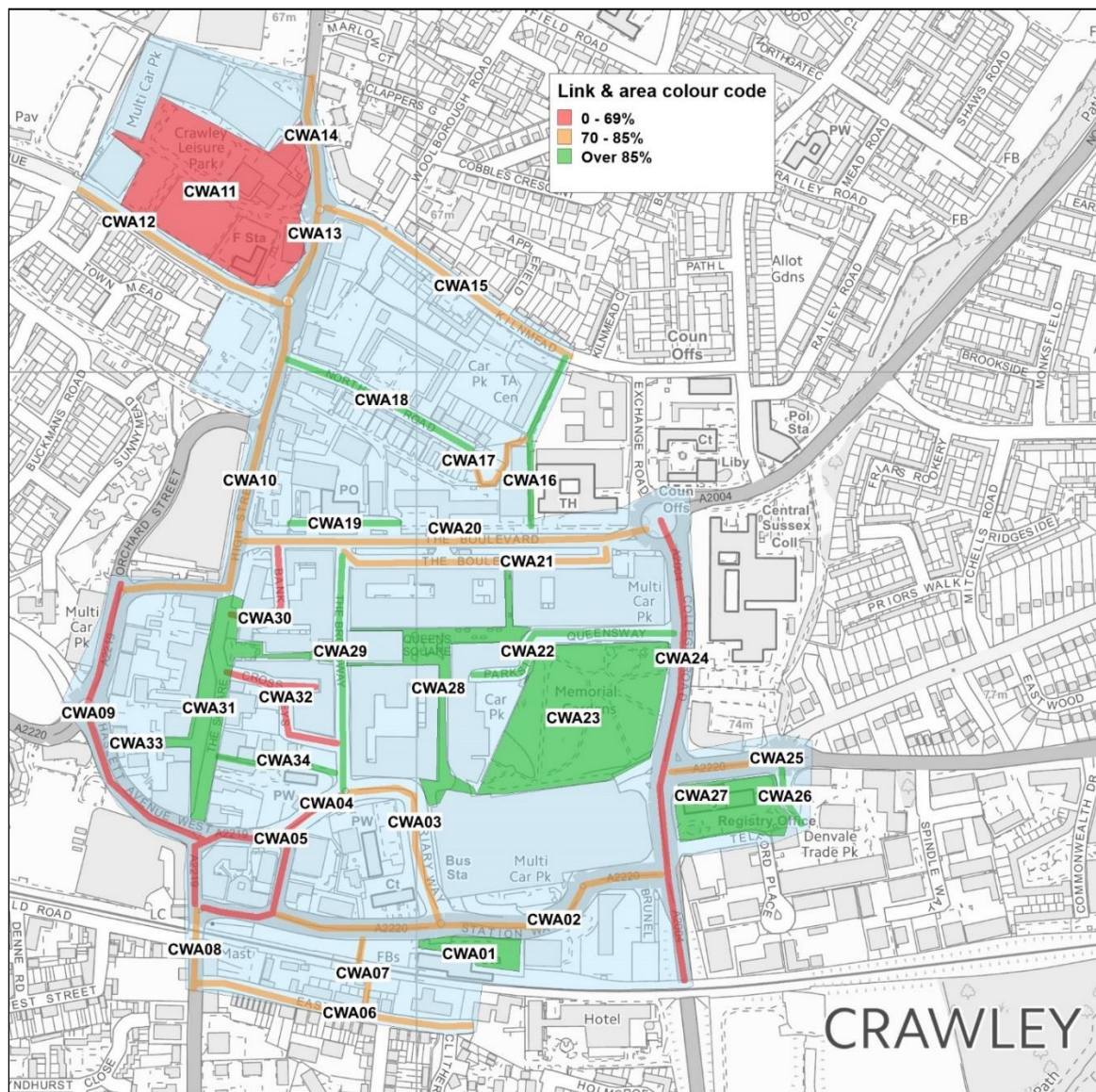
Good quality walking routes are important

The 'walkability' of an area or link (access route) is of particular importance in meeting needs of people with disabilities and mobility or other needs as well as those using child buggies. Poor street design, use of barriers and street furniture can create obstacles for many people, including those referenced by the Equalities Act, 2010. Walking area and route assessments can help to enable full compliance with the Act. The DfT Walking Route Assessment Tool (WRAT) was used to evaluate the Town Centre, dividing the audit area into 28 links and six areas

Walking zones

The area selected for the LCWIP for assessment as walking zones or routes was:

A Crawley Town Centre and Crawley Leisure Park zones, with a connecting walking route; Town Centre walking audit plan below shows results in links and areas classified as Poor (pink), Adequate (amber) or Good (green) according to the WRAT scoring system.



Despite identifying failing elements, the overall evaluation indicates a reasonably good level of walkability for the Town Centre. Evaluation of further walking zones, including Manor Royal and the neighbourhoods will be scheduled over the coming year.

Next steps – LCWIP stages 5 and 6

Consultation

The Crawley draft LCWIP will be consulted on more widely in Crawley and the feedback will shape the final Plan. The aim is to provide a means of engagement that will support future community participation in determining walking and cycling measures for Low Traffic Neighbourhood informed by the LCWIP.

Prioritisation

Costed routes and walking zone measures in the final Plan will be prioritised against a range of criteria, including, but not limited to cost. Health and wellbeing will be important factors.

Adoption

The final LCWIP will be adopted to formally inform the Crawley Local Plan and support high quality infrastructure for active travel as the town develops.

Early improvements

Through the Crawley Growth Programme, parts of routes A, C, D, N and P have already been identified for priority delivery, and funding is available to deliver some of these over the next couple of years.

Additionally, in the short term, Crawley Borough Council aims to follow up minor maintenance measures such as clearance of vegetation, debris or litter and damaged or inappropriate street furniture, identified in the public survey and the Town Centre WRAT, which can provide an immediate uplift and improved service in the existing networks, along with signage improvements, including removal of incorrect or misleading signs.

This would be funded by discretionary sources such as the business rates pool grant.

Covid-19 response

Short term measures planned in response to the Covid-19 pandemic and the need for improving street space for physical distancing and take up of active travel were guided by LCWIP development.

Crawley Local Cycling and Walking Infrastructure Plan - 2020

Foreword

Crawley has most of the elements to be a great town for cycling and walking: it is relatively flat, with access to shopping, employment, education and leisure facilities within a short radius of our homes and has many leafy, green avenues that could make cycling and walking particularly appealing. The other element needed is a high quality network of safe, practical and attractive cycling and walking routes for Crawley residents and visitors of most abilities that meet shorter journey needs.

The Crawley Local Cycling and Walking Infrastructure Plan (LCWIP) is a practical, evidence-based plan for making that happen.

The LCWIP identifies functional, direct routes and zones and outlines measures to develop these into a connected network. It will inform the new Local Plan, guiding building development, and will provide a clear rationale for investment to make our streets safe and attractive for active travel and for collaborative working with our local transport authority.

It is an important contribution to New Directions for Crawley, the Council's transport and access plan, which outlines transport as the key sector contributing to the climate emergency, poor air quality and mental and physical health issues. Our LCWIP will help local residents and businesses to be central to the discussion to improve people-focused, healthy, low carbon neighbourhoods.

This transformation in transport infrastructure and the resulting shift to cycling and walking will help deliver significant reductions in carbon emissions and improvements in air quality, local community health and quality of life - something of which Crawley people can be proud.

Cllr Gurinder Jhans
Cabinet Member for Environmental Services and Sustainability

Crawley Borough Council

This report is structured to make it a practical tool.

Descriptions and discussion in the main body of the document are brief and the focus is on brief explanations of the process for developing the route plans, outlined proposed schemes, how the Plan links to wider Crawley Borough Council activity and options for delivery.

Supporting data and more detailed explanations are provided in appendices, with references.

Crawley LCWIP 2020

Contents

Foreword

- 1. Cycling and walking**
 - a Vision**
 - b Why action on Cycling and Walking?**
 - c What is the LCWIP?**
 - d How has the LCWIP been developed?**

- 2. LCWIP Stage 1 – Scope and governance**
geographical and functional scope – governance – engagement - timescales

- 3. LCWIP Stage 2 – Data gathering**
 - a Numbers and policies**
cycling and walking in Crawley– public consultation - Crawley Cycle and Walking Forum data - Crawley Local Plan – Crawley Growth Programme

 - b Identifying route options for the LCWIP**
Crawley’s existing cycle network - trip generators – Propensity to Cycle Tool initial routes

- 4. LCWIP Stage 3 – Cycle network planning**
corridors - route selection – design standards - evaluation

- 5. LCWIP Stage 4 – Walking zone and route planning**
equalities - Walking Route Assessment Tool – walking zones - Manor Royal

- 6. Next steps**
consultation – prioritisation – adoption and integration – early improvements – Covid-19 - monitoring

1 Cycling and walking

a Vision

As one of the original new towns, Crawley's streets were planned around far lower car ownership than we have now. We need to build on its strengths to renew its streets and neighbourhoods, reshaping them to be healthier, safer and people-centred. We could see Crawley as a town where:

- Walking and cycling become the natural first choice for accessing what we need, through improved urban design which prioritises this sort of active travel over motor vehicles.
- People are generally fitter mentally and physically due to greater activity levels and better air quality.
- Children have more safe places to play and travel independently.
- Local businesses benefit from easy, attractive access in a pleasant environment.
- Land is freed up for new homes, new business and other uses as demand for car parking goes down.
- Beautiful, greener, low traffic neighbourhoods improve wellbeing for all.

A shift in how we get around which reduces demand for car use means Crawley is taking action on the climate emergency and improved air quality by cutting pollution and carbon emissions.

A key to achieving this vision is to provide safe and attractive infrastructure for cycling and walking.

b Why action on Cycling and Walking?

Cycling and walking (C&W) instead of using motor vehicles can have a profound impact on the quality of life in Crawley. Action to increase C&W will enable improvements to:

- **Climate emergency** – C&W as zero carbon transport displacing vehicles which are now the biggest single contributor to greenhouse gases;
- **Health** – physical and mental health benefits from being active, as well as improved air quality;
- **Time savings** – in urban areas, cycling is typically the quickest mode for journeys below three miles;
- **Cost saving** – personal travel cost savings and savings to the NHS from reduced demand;
- **Safety** – reduced risk to others from vehicles and C&W are intrinsically safe modes of travel;
- **Space efficiency** – reduction in car parking demand and occupying less street space also frees land for uses other than storing cars;
- **Employment** – people who cycle are typically healthier, happier employees.
- **Congestion** – motor traffic reduction, C&W provides flexible mobility in densely built-up areas where it is easy to stop or avoid obstructions. Local delivery by cargo bike further reduce van numbers;
- **Public transport** – C&W provide important stages to accessing public transport, making train or bus journeys viable.
- **Local economy** – people cycling and walking are more likely to shop and spend more locally. Cargo bike deliveries can be more efficient and effective, especially with e-bikes;
- **Urban and country landscapes** – more accessible, pleasant, quieter and cleaner streets and rural areas;
- **Nature** – reducing wildlife deaths and habitat destruction from traffic and roads;
- **Sociability** – walking and cycling make for easier access and direct interaction with other people.

These benefits are recognised by government, key agencies and research and professional bodies which now advocate increasing levels of C&W and upgrading infrastructure to enable this. These include Public Health England and NICE (the National Institute for Health and Care Excellence), the Chartered Institute of Highways and Transportation, Transport for New Homes.

The importance of C&W is made clear in the National Planning and Policy Framework (NPPF), which guides all planning authority development policy. The NPPF advises encouraging C&W to promote 'healthy and safe communities', and that planning policies should '*provide for high quality walking and cycling networks and supporting facilities such as cycle parking (drawing on Local Cycling and Walking Infrastructure Plans)*'.

c What is the LCWIP?

A Local Cycling and Walking Infrastructure Plan (LCWIP) is a costed plan which identifies and prioritises physical infrastructure improvements in a specified area to enable a significant increase in cycling and walking. It has been determined through a combination of:

- evidence of where people originate trips and where they need to go for different purposes;
- standard assessment methods for identifying the most appropriate routes and the improvements that are needed to ensure those routes are safe and attractive for cycling and walking; and
- discussions with people who are familiar with the locations and communities.

The LCWIP gives us:

- A **cycle network plan** of preferred routes for further development based on corridors developed from origin and destination points identified with social and economic data.
- A **walking zone and route plan** for improvements. Crawley town centre was evaluated as the first core walking zone, along with a route to Crawley Leisure Park.
- A **programme of infrastructure improvements** for future investment, identified, specified and prioritised systematically with a range of evaluation tools provided through the Department for Transport (DfT).
- Proposals for **how it can be implemented**, embedding the plan with other development plans and involving local residents and other stakeholders in taking it forward.

The LCWIP provides a key document to inform the planning authority Local Plan. This enables clear discussions with developers on providing safe, accessible, connected, people-centred neighbourhoods for homes and business, ensuring full linkage with the wider town cycle network and formally evaluated walking routes.

d How has the LCWIP been developed?

LCWIP development guidance emerged from the government's 2017 Cycling and Walking Investment Strategy (CWIS). Local authorities are invited to adopt a systematic, evidence-based and strategic approach to identifying cycle route and walking zone improvements for an area of the authority's choosing.

The DfT allocated funds for technical support and provided guidance to enable a number of Local Transport Authorities (LTA) to each develop an LCWIP.

As a Local Transport Authority (LTA), West Sussex County Council succeeded in its bid for DfT's technical support delivered by a range of consultants. Whilst it planned its own LCWIP for strategic inter-urban routes across the county, including, a key commuter link from Horsham to Crawley, it was unusual amongst LTAs in establishing a partnership programme with the Districts and Boroughs across the county, to support each of those authorities developing their own LCWIPs within the same programme. As one of these authorities, Crawley was also unusual in adopting a whole borough network approach as the geographical scope for its LCWIP.

The DfT provided a staged structure for developing the LCWIP which covers:

- 1 **Determining scope and governance** – the geographical extent of the plan and the detail into which it will go, alongside how the plan will be overseen and who will be engaged in its development.
- 2 **Data gathering** – identifying information to inform the plan including policies, existing networks and trip generators both now and for the future.
- 3 **Cycle network planning** – defining journey origins and destinations to establish cycle routes needed to be developed and identifying high level specifications.
- 4 **Walking zone and route planning** – identifying key walking areas to be included and analysing these to establish high level improvements, along with any associated walking routes.

- 5 **Project prioritisation** – evaluation of cost benefits and relative merits of developing routes and zones to enable prioritisation of schemes.
- 6 **Integration and application** - to identify how the plan will inform other policies and practices, such as the Local Plan and how the LCWIP's schemes can be implemented.

The Plan does not cover elements such as feasibility or pilot studies or behaviour change activity, but this sort of work is expected to be developed to complement the LCWIP.

Crawley Borough Council is developing its New Directions for Crawley transport and access action plan which will include the LCWIP.

2 LCWIP Stage 1 – Scope and governance

Geographical and functional scope

In determining the geographical scope of the LCWIP, the DfT recommends looking at the likely distance that would be travelled by bike in a single journey, which is up to about 10km (6 miles) or, on average, around 30 minutes cycling time. This is approximately the distance across Crawley.

The town centre presents an obvious location for developing a core walking zone and the Manor Royal Business Improvement District, as a large and key business district, invited focus for another. Crawley Growth Programme projects and work undertaken at Manor Royal in addressing sustainable transport, with funding potential, provided additional reasons to adopt these locations for the Plan.

Crawley's neighbourhood structure also invites opportunities for well-defined walking zones and routes centred on shopping parades and associated community facilities and schools. The New Directions for Crawley transport strategy recognised the role that quieter traffic-calmed neighbourhoods could play in providing safer zones for general road cycling without special infrastructure and this idea was built into the LCWIP project as it progressed. The LCWIP could propose connecting traffic-calmed neighbourhoods with safe crossings to dividing distributor roads provided with cycle infrastructure along them.

National Cycle Network routes run through Crawley, including the London to Paris NCN21 (Avenue Verte) and the NCN20 to Brighton. Housing and business sites are being developed across Crawley's boundaries in Horsham and Mid-Sussex Districts. The A264 presents a barrier to commuter access for cycling between Crawley and Horsham. These all point to a need for the LCWIP to identify how priorities for different transport modes, walking and cycling network continuity and infrastructure standards are to be agreed with adjacent authorities, particularly through the planning process. Fortunately, the county partnership for the LCWIPs established by WSCC, provided a common language and understanding of the approach to developing walking and cycling infrastructure by the District and Borough authorities and WSCC agreed to draft a Memorandum of Understanding to facilitate this common approach.

It was decided that the Crawley LCWIP should cover all the borough to provide a whole town cycle network of key routes.

The town centre would be first assessed as a core walking zone, with an associate walking route, and the Manor Royal Business District subsequently assessed as time permitted.

Click [here](#) for the current **Cycle Crawley cycle network map** - includes Public Rights of Way, footpaths and bridleways, stations and bus stops, key destinations.

Governance

Crawley Borough Council's organisation and accountability approach was considerably simpler than DfT guidance which assumed a Local Transport Authority lead.

A steering group, comprising Crawley Borough Council staff from Planning (policy and development management), Economic Development, Sustainability, Wellbeing and the cabinet member for Environmental Services and Sustainability, along with a representative of the Crawley Cycle and Walking Forum guided the project. The Transport Initiatives consultant supported the process with advice and technical knowledge.

Crawley LCWIP proposals are to be considered by Crawley Borough Council Corporate Management Team and Council Cabinet. These proposals will be informed by a consultation programme to include a range of representative interest groups.

With experience gained in implementing sustainable transport infrastructure schemes with WSCC through the Crawley Growth Programme, Crawley Borough Council aims to lead delivery of its LCWIP. The LCWIP will help deliver outcomes from the developing Climate Emergency Action Plan, the New Directions Transport and Access Plan and support the emerging Local Plan in guiding development in Crawley.

Engagement

A public consultation was run early in the LCWIP development process, conducted largely through a survey which gained 173 survey responses, and with further interviews with local groups concerned with mobility disabilities. This sought information on local people's experience in walking and cycling in Crawley.

The consultation identified commonly used and problematic routes and locations and particular concerns and practical issues. The survey also provided demographic information on the respondents. It was provided online and in hard copy and promoted through social media, libraries, schools, community facilities, Manor Royal Business Group and at popular locations.

Crawley Cycle and Walking Forum is an advisory group of local residents and representatives of organisations including Cycling UK, Sustrans, Crawley Wheelers, British Horse Society and Wheels for Wellbeing, along with Crawley Borough Council members and invited WSCC officers. Forum members were involved in reviewing and contributing to the network planning process. Their familiarity with Crawley and activity in the town, enabled them to identify additional local journey attractors and destinations. They were given training in cycle and walking route evaluation tools and were key in contributing to determining the proposed LCWIP routes.

The high level results for cycle routes and the walking zone were included in public consultation on the New Directions for Crawley transport strategy document in early 2020 and public discussion will be invited on the final, costed proposals to help determine priorities.

Timescales

DfT current targets, outlined in the government Cycling and Walking Investment Strategy, are to double cycling journeys from 2018 to 2025 and to increase walking trips during that time.

The Crawley LCWIP was developed at the same time as the drafting of New Directions for Crawley, a Borough Council transport strategy initiation document addressing issues and options for shifting from a car-centred to a people-centred approach to mobility and access. The LCWIP will work within the action plan emerging from the New Directions for Crawley strategy on a likely ten year time frame (to 2030). Additionally, in informing the emerging new Local Plan, the LCWIP will guide Design and Access elements of new developments as they arise, enabling direct progress in routes at development site locations or through S106 or CIL funding contributions. The Local Plan will run to 2035. It is expected that the LCWIP will develop during that time.

See **appendix 2.2** for the agreed Scope and Governance statements for the Crawley LCWIP.
See **appendix 2.3** for the survey questionnaire and results tables.

3 LCWIP Stage 2 – Data gathering

a Numbers and policies

Cycling and walking in Crawley

<i>% of population</i>	<i>Cycling at least once a month – any purpose</i>	<i>Cycling at least 3 times a week for travel</i>	<i>Walking at least once a week – any purpose</i>	<i>Walking at least 5 times a week for travel</i>
<i>England</i>	<i>16.1</i>	<i>3.2</i>	<i>69.5</i>	<i>16.9</i>
<i>West Sussex</i>	<i>18.3</i>	<i>3.1</i>	<i>73.7</i>	<i>16.6</i>
<i>Crawley</i>	<i>15.3</i>	<i>2.4</i>	<i>64.9</i>	<i>16.1</i>

Gov.uk 2017/18 tables CW0302 and CW0303

Crawley’s levels of walking and cycling are below national and county averages despite several factors which favour conditions for active travel, such as a relatively flat terrain and amenities and employment within walking and cycling distances from many people’s homes.

In general, there are several factors contributing to low rates of walking and cycling. These include:

- perceptions of safety, with dominance of vehicles on routes and at key destinations;
- poor journey connectivity, where routes for walking or cycling are not direct; and
- quality of the infrastructure, where surfacing is poor, space insufficient, network gaps exist or obstacles impede movement.

Busy roads make streets unattractive with noise, air pollution and increased danger. In Crawley, fast traffic and dual carriageways create ‘severance’ in several areas, cutting off walking and cycling movement ‘desire lines’ and seriously affect air quality. A large Air Quality Management Area (AQMA) is designated around roads centred on Hazelwick roundabout.

Provision of car parking is known to increase car use. Crawley town centre has parking provision in excess of demand and parking is readily available in other key shopping, leisure and employment locations.

Crawley’s existing cycle and walking infrastructure is largely in poor condition, often with insufficient space, gaps and difficult junctions and crossings. People with disabilities are often not catered for.

Improving cycling and walking infrastructure and developing transport plans aim to change these imbalances.

Manor Royal Business Improvement District is the largest employment area in the south-east with a workforce of around 30,000. It commissioned a transport study in 2016 which included a survey of employees. They found:

- 17% live within a 15 minute walk of their employment. Only 4-6% walk.
- 50% live within a 30 minute cycle of Manor Royal. Only 3% cycle.

(Manor Royal Transport Strategy, SDG, 2017)

Gatwick Airport is also a major employer in the region with a total of 24,000. Gatwick Airport Limited undertook a wide-ranging survey of employees of all businesses on the campus in 2016 with a response of over 5,000. This showed:

47% travel less than 10 miles to the airport, of which 11% travel less than 3 miles.

61% travel to work by car. Only 2% cycle and 1% walk.

(GAL Staff Travel Survey, 2016)

National statistics show that women walk more than men and cycle less. National surveys identify fears over safety as a key inhibitor to cycling. Countries with high quality infrastructure and corresponding high levels of cycling do not experience this gender differential. We can expect some degree of levelling out of this difference with better, safer infrastructure and increased numbers cycling.

Sustrans runs the Bike It programme in Crawley schools, supported by Crawley Borough Council. The programme encourages all modes of active travel – walking, cycling and using a scooter. Up to fifteen schools participate at any one time and typically show measured increases in active travel modes of journeys to school and reduction in car use, particularly marked when the project officer is directly involved at the school. Lack of safe, local cycle infrastructure is thought to be a limiting factor in raising rates of active travel to school and embedding them in longer term practice.

Public consultation

The LCWIP survey brought out general issues and issues relating to specific locations. In addition to indicating participants' favoured routes, it identified locations where some shorter term interventions could improve the existing cycle and walking networks through clearing and repair.

The survey confirmed that cycling on both footways and shared paths can be a source of conflict, arising from genuine and perceived risks of collision and that better, separated cycle tracks are needed. This is borne out by the experience of Crawley Borough Council in dealing with public complaints about cycling on footways and even designated shared paths.

Key issues raised in the public survey on walking and cycling included (in no particular order):

- improving surfacing
- vegetation blocking pathways
- need for segregated cycle tracks
- wider footways and cycleways
- better pedestrian crossings
- better lighting of routeways
- reduce vehicle numbers
- provision of bike storage (personal and public).

Discussions with Crawley Transport Action Group, which addresses access for people with mobility disabilities, highlighted infrastructure quality issues, for example, identifying locations where recently upgraded pedestrian surfaces at crossings and junctions made wheelchair use unnecessarily unstable through poor design.

Crawley Cycle and Walking Forum data

Forum members CTC (now Cycling UK) and Sustrans had undertaken qualitative evaluation of existing cycle infrastructure in Crawley in 2008, and provided a report on cycle infrastructure in the Manor Royal business district. This work generated a high level list of prioritised proposed cycle infrastructure improvement schemes which provided the basis of discussion with WSCC and Crawley Borough Council Planning on delivering improvements. The evolved list provided Crawley's community input to WSCC's Walking and Cycling Strategy in 2016 and helped to inform the cycle route selection for the Crawley Growth Programme, alongside Transport Initiatives' work following the Crawley Cycle Network Review (2017).

Draft Crawley Borough Local Plan 2020-2035 (January 2020)

The key policies in Crawley's emerging Local Plan that raise the importance of mobility through cycling and walking are:

Strategic Policy ST1: Development and Requirements for Sustainable Transport

"Development should be located and designed so as to encourage travel via the walking and cycling network and public transport routes, while reducing dependency on travel by private motor vehicle (also see Policy CD4 and CD4b). This should include:

- Designing developments to prioritise the needs of pedestrians, cyclists and users of public transport over ease of access by the motorist;*
- Providing an appropriate amount and type of parking in accordance with ST2;*

- iii. *For development which generates a significant demand for travel, and/ or is likely to have other transport implications: contributing to improved sustainable transport infrastructure, including, where appropriate, routes identified in the council's Local Cycling and Walking Infrastructure Plan."*

Strategic Policy CD4(a): Effective Use of Land: Movement, Sustainability and Urban Form

"Movement patterns, built form and the layout and framework of routes need to be designed and organised in a way that ensures future inhabitants are within a 10 minute radius walking distance of such rail stations or bus stops.

In relation to walking and cycling, new development should:

- i. *Understand and respond to wider movement patterns within the borough and demonstrate how new proposals will be connected to the wider network. Schemes should be integrated with town and local centres, schools, employment areas and also to connect to the closest areas nearby where there are large zones of green open space.*
- ii. *To encourage use of these movement corridors, new route alignments must follow desire lines as much as possible and through routes should be relatively straight where possible, providing clear legible direct linkages with adjoining areas.*
- iii. *Be orientated to overlook these movement corridors in order to provide passive supervision and safety."*

The emerging Local Plan's identification of development areas, existing housing and employment, amenities and transport loci informed the identification of likely journey corridors for the LCWIP.

Click [here](#) for the current **Crawley 2030 Local Plan map** showing development areas, schools, shopping and key facilities.

The Crawley 2030 Local Plan highlights current housing growth areas in:

- Crawley town centre
- Forge Wood neighbourhood
- Kilnwood Vale (outside Crawley boundary in Horsham District)
- Pease Pottage (outside Crawley boundary in Mid Sussex District)

The LCWIP considers these housing areas along with the possible impact of potential future housing development in adjacent locations to the west and east of the town.

Crawley Growth Programme

The Crawley Growth Programme is underpinned by principles of developing sustainable transport, including by improving cycle infrastructure and access to transport interchanges. It focuses on the town centre and Manor Royal as linked employment and development areas and identified key commuter cycle routes, on a whole route basis, rather than isolated locations (as had happened in the past). The Transport for London Cycle Level of Service evaluation tool was used to assess proposed improvements to selected routes.

See **appendix 3a.1** for the list of current and draft Local Plan policies relating to cycling and walking in Crawley.

See **appendix 3a.2** for prioritised cycle route proposals outlined for the Crawley Growth Programme.

b Identifying route options for the LCWIP

Crawley's existing cycle network

Crawley Borough Council commissioned a review of its existing cycle network from consultancy Transport Initiatives which reported in the Crawley Cycle Network Review (2017). Pre-empting the LCWIP, it included:

1. Classification of tracks (paths), roads and crossings throughout the whole town through an assessment of the level of Bikeability skill (levels 1-3) required to safely use each element. This identified where safer cycling might be undertaken without improvement, where improvements could make it safe to cycle and crossings that can enable cycle connectivity;
2. Analysis of 'mesh density' of the designated cycle network to see how well it reaches people across Crawley;
3. 'Porosity' analysis showing how permeable zoned areas across the town are for people cycling, the zones being identified by boundaries presented by primary roads, rail or other barriers, and where 'gateways' access is provided;
4. Current and potential demand for cycling to work identified with the Propensity to Cycle Tool (PCT) using census data to identify desire-line corridors and corresponding residential areas which, with network improvements, could attract higher cycling rates.
5. An audit of town centre public cycle parking.

The Review provided a comprehensive cycle infrastructure assessment of Crawley with data supplied in GIS formats which could inform development of LCWIP route proposals and where to target improvements for secondary cycle connectivity through and between neighbourhoods.

This review enabled Transport Initiatives to draw up a list of cycle route proposals for the Crawley Growth programme. A number of these routes were taken through to high level design proposals and costings. The Growth Programme aims to deliver one or more of these cycle schemes which also correspond with routes identified through the LCWIP.

See appendix 3b.1 for key results of the 2017 Crawley Cycle Network review, including: porosity map, mesh density map, Cycle Skills Network Audit maps.

Trip generators

Identifying route options started with identifying the likely origins and destinations for the journeys they would serve.

Trips origins are largely identified as residential areas. Census data is available aggregated into defined areas with comparable populations called Output Areas and grouped as Super Output Areas (SOA) for neighbourhood statistics. High density populations have a smaller defined SOA and lower density populations a larger SOA. As GIS mapping data, a centroid point location marker is provided for each SOA. The centroid provides a locus for mapping a residential origin.

For destinations, DfT suggests looking at journey to work areas. Crawley is home to Manor Royal Business District and Gatwick Airport, as well as a large shopping centre and is therefore a major employment centre as a town with three large employment locations and several further key sites.

Commuters daily leaving Crawley for work elsewhere number 19,000 and inward commuters, 43,000, with a net inward commuting population of 24,000^{xx}. This means it is important to consider Crawley's railway stations as key origins of journeys within the town, as well as destinations for leaving the town. They are important transport interchanges for multi-stage journeys, with connections with bus services and onward travel by bike and foot. Gatwick Airport station serves the Airport and Manor Royal and along with Three Bridges, also serving Manor Royal, has direct rail links to both London, Brighton and stations to Portsmouth and Southampton. Crawley station, located by the major shopping area in the town centre, provides access

to and from London and Portsmouth/Southampton. Cycle and walking access to all these stations has some serious limitations.

Crawley Borough Council GIS provided data for mapping existing business sites and potential future housing and business development. Some minor mapping adjustment to SOA centroids was necessary to enable them to be used as practical point locations for trip origins. SOA centroids, current business sites and future residential and business development map icons were sized to show weighting reflecting populations and workforce size.

Additional destinations were identified from OS maps and local knowledge of key trip attractors. Those considered include:

Key destinations

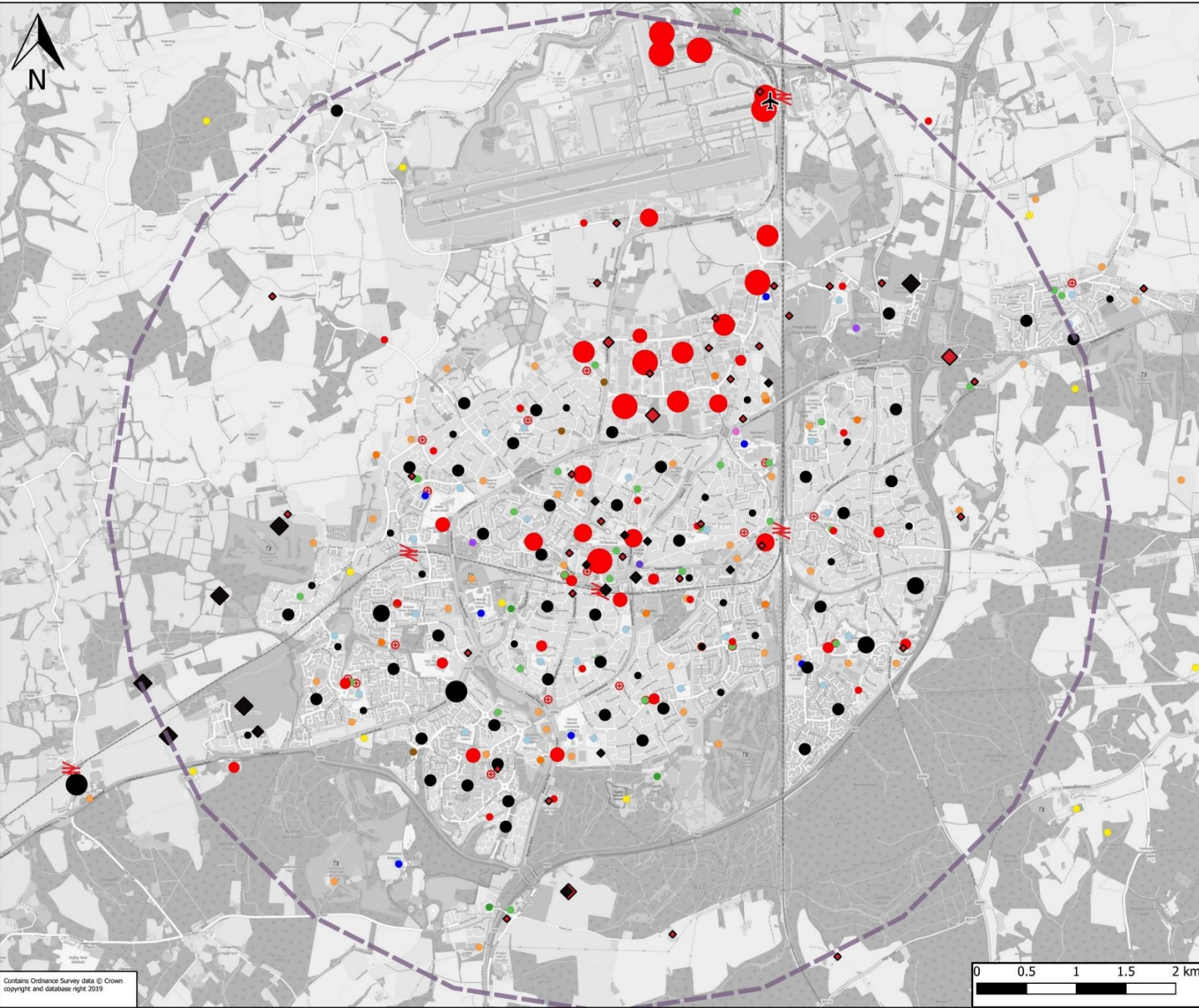
- Town Centre – major shopping, cafes and office area - employment and transport hub (rail and bus station)
- Manor Royal business district – key employment centre, industry and offices
- County Oak - retail and business area, main recycling and waste management centre
- Gatwick Airport and railway station – key employment centre and regional transport hub
- Three Bridges railway station – regional rail hub and Stephenson Way industrial site
- Hawth – regional theatre and arts hub between town centre and Three Bridges
- South Crawley: K2 leisure centre, football stadium, Tilgate Park Nature Centre and golf club

Key origins and other destinations

All Neighbourhoods, notably:

- Ifield and Langley Green with temple, rugby, cricket and golf clubs, temple, Mill pond.
- Forge Wood developing neighbourhood in the north east with limited access points
- Cross-boundary developments including Kilnwood Vale, currently being developed and Pease Pottage, approved for development
- Schools, college, religious centres
- Medical centres and hospital
- Restaurants, pubs, hotels, supermarkets
- Sports fields, greenspace, bridleways


In addition to steering group review, Cycle and Walking Forum members reviewed and agreed the list of origins and destinations, as shown on next page.



Contains Ordnance Survey data © Crown copyright and database right 2019

Key

- 5km Buffer
- Current Residential (pop.)
 - < 1500
 - 1500 - 2000
 - 2000 - 2500
 - 2500+
- Current Employment (employees)
 - < 500
 - 500 - 1000
 - 1000 - 1500
 - 1500 - 2000
 - 2000 - 3000
 - 3000 - 4000
- Planned and Potential Residential
 - 100 - 250 (dwellings)
 - 250 - 500
 - 1000+
- Future Employment (Ha)
 - 0-10
 - 10-20
 - 20-30
 - >40
- Other destinations
 - Primary School
 - Secondary School
 - College
 - Retail
 - Healthcare
 - Sport and Leisure
 - Visitor Attractions
 - Hotel
 - Religious site
 - Cemetery
 - Railway Stations
 - Airport



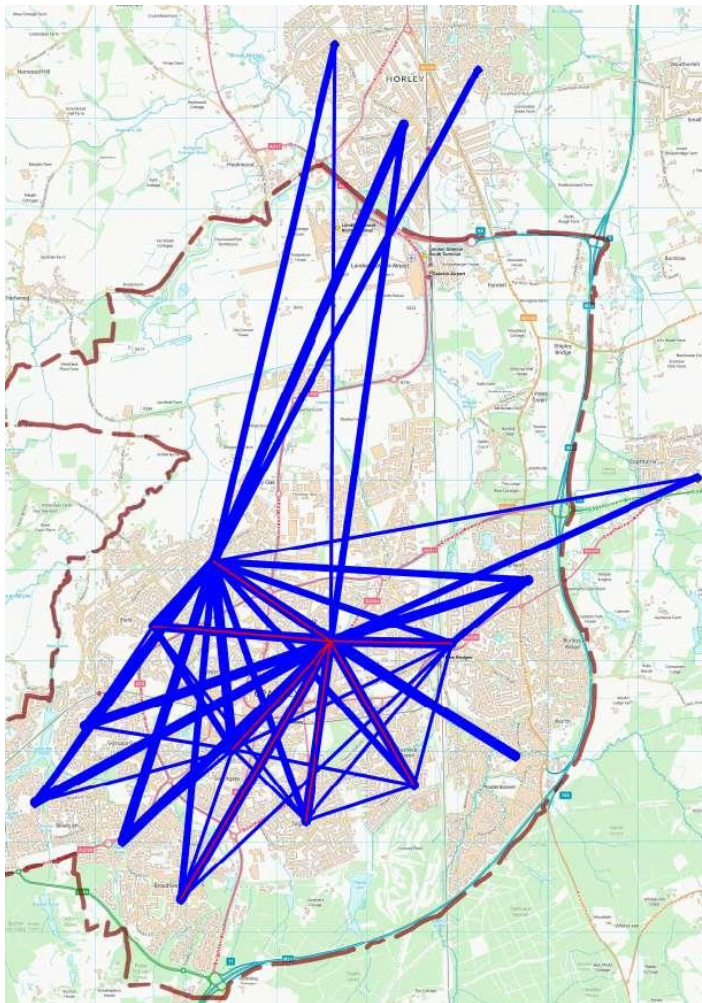
TITLE:
Crawley LCWIP

FIGURE No:
Figure 1 - Origins and Destinations

Propensity to Cycle Tool

The Propensity to Cycle Tool (PCT) aims to identify likely route corridors where cycling has the greatest potential to grow and provides estimated figures for their use. The PCT selects census SOA centroids and links them directly to employment locations or schools as straight line corridors to indicate the basis for identifying potential routes for cycling to work or to school. The SOA data on rates of cycling are then weighted using topographical data and current cycle usage and selected targets or expectations of different policies such as the UK government target to double cycling or Dutch levels of cycling, to provide estimates of potential cycle rates associated with those routes.

Since PCT analysis is based on 2011 census and travel to school data and uses only employment and school destinations, its key use is to generate corridors for comparison with the corridors drawn from the supplemented mapped data and local knowledge, to raise questions about or confirm prioritised corridors. It is not sufficient to provide the sole source of data for identifying corridors, especially in Crawley's circumstance where the shopping centre is a key trip attractor and railway stations play roles as trip origins for major incoming commuter travel.



PCT output for Crawley showing likely corridors.

4 LCWIP Stage 3 - Cycle network planning

Development of the network plan was guided by Transport Initiatives consultancy, which also undertook on-the-ground evaluation and drafting route proposals. Additional route assessment was undertaken by the Crawley Cycle and Walking Forum and volunteers who were given technical training. Training and further guidance was provided by WSP consultants through the WSCC programme.

Corridors (desire lines)

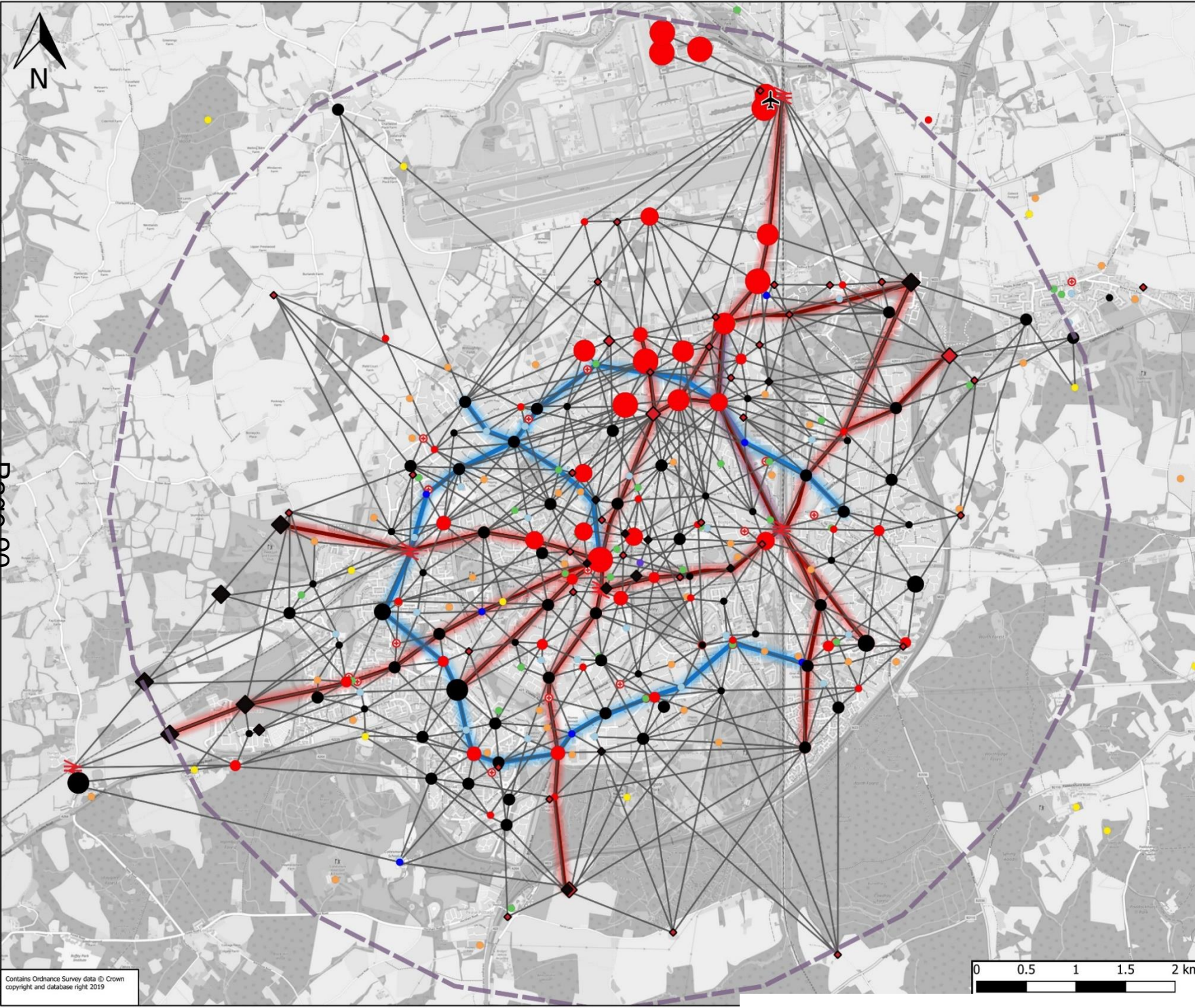
Clustered SOAs (residential locations) mapped in black - dots for 2011 populations and diamonds for subsequent planned or potential future housing development and sized according to population density data - indicate trip origins. These were fairly evenly scattered across much of the borough, though less to the north where business and industrial areas are located.

Employment sites are mapped in red - again dots for current business and diamonds for planned development and sized according to density - indicate key trip destinations. These were more clearly clustered, largely around Gatwick, Manor Royal and the town centre. Some directly south are also close to other key trip attractors, indicating a likely key corridor.

Mapped origin and destination points were manually linked with straight 'desire' lines. Clusters, or density of the lines, along with the size of the weighted mapped SOA and employment icons, helped to indicate potentially useful routes and enabled priority corridors to be estimated, see figure 3 overleaf.

Most prominent were the corridors to the employment clusters to the north and the stations, bearing out the high levels of inward and outward commuting, and to the town centre. Patterns of routing corridors from loose linear clusters of residential origin points could be identified where further points along the lines could be linked to reinforce the desirability of the corridor. It should be remembered that this mapping does not include the weighting for cycle use, which the PCT does.

The PCT tool was run with the government target for doubling cycle rates, and its output was overlaid on the corridor mapping undertaken by hand. The main disconnect with the manual mapping was due to the absence of the town centre shopping area from the PCT data, the displaced location of the employment central locus (centroid) for Manor Royal along with the absence of Forge Wood (as a neighbourhood developed after the last census) and rail stations. However, it could be seen that in shifting the Manor Royal centroid to a more accurate geographical focus, that corridors had a reasonable degree of correlation and the potential for Gatwick Airport routes was confirmed. Schools identified by the PCT with cycling potential aligned well with manual corridors, see figure 4.



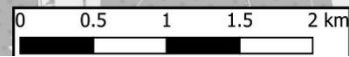
Key

- 5km Buffer
- Current Residential (pop.)
 - < 1500
 - 1500 - 2000
 - 2000 - 2500
 - 2500+
- Current Employment (employees)
 - < 500
 - 500 - 1000
 - 1000 - 1500
 - 1500 - 2000
 - 2000 - 3000
 - 3000 - 4000
- Planned and Potential Residential
 - 100 - 250 (dwellings)
 - 250 - 500
 - 1000+
- Future Employment (Ha)
 - 0-10
 - 10-20
 - 20-30
 - >40
- Other destinations
 - Primary School
 - Secondary School
 - College
 - Retail
 - Healthcare
 - Sport and Leisure
 - Visitor Attractions
 - Railway Stations
 - Airport
- Desire Lines
 - Prioritised Desire Lines
 - Primary
 - Secondary











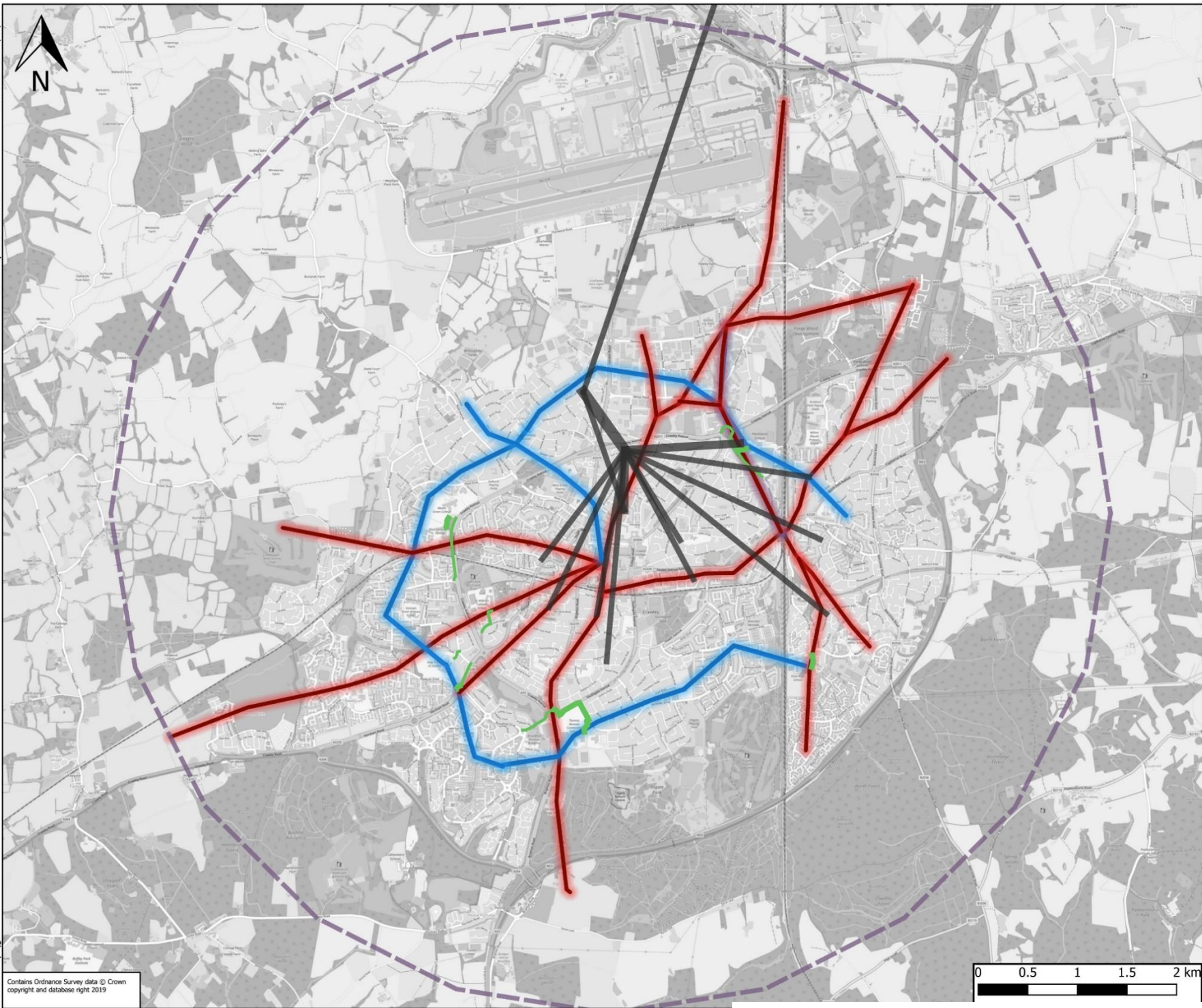
TITLE:
Crawley LCWIP

FIGURE No:
Figure 3 - Prioritised
Desire Lines



Contains Ordnance Survey data © Crown copyright and database right 2019

- Key**
-  5km Buffer
 - PCT Top 30 School Trips**
 -  50 - 100
 -  100+
 - PCT LSOA Cycling Flows**
 -  21 - 30
 -  31 - 40
 -  40+
 - Prioritised Desire Lines**
 -  Primary
 -  Secondary



TITLE:
Crawley LCWIP

FIGURE No:
Figure 4 - Prioritised Desire Lines and PCT Flows (Govt. Target Scenario)



Route Selection

Translation of corridors to route options demanded a combination of practical geography, experience, local knowledge and formal evaluation using the Route Selection Tool (RST) provided by the DfT.

The practical process of identifying potential routes to match the corridor ‘desire lines’ as far as possible, involved group work with maps and local experience of the streets in each area. Residential origins, or other route start and end points, were largely planned at neighbourhood shopping parades, key facilities or other routes to ensure connectivity and utility.

Working within limitations of general street layouts and barriers such as railway lines or building construction, streams or protected woodland, but not by path or carriageway widths, street furniture or similar more minor elements, the emerging routes identified were:

A	Gatwick Airport to Town Centre via Manor Royal and Northgate
B	Pound Hill to Manor Royal via Forge Wood
C	Copthorne to Town Centre via Three Bridges (limited to Pound Hill within Crawley boundary)
D	Maidenbower to Manor Royal via Three Bridges
E	Maidenbower to Town Centre via Furnace Green
F	Tilgate Park to Town Centre via Furnace Green
G	Tilgate to Town Centre (extended to K2)
H	Pease Pottage to Town Centre via K2/Tilgate (joins route G)
I	Bewbush to Three Bridges via Broadfield & Tilgate Nature Centre (split around route G)
J	Broadfield to Town Centre
K	Kilnwood Vale to Town Centre (joins route J)
L	Ifield to Town Centre
M	Ifield Avenue to Town Centre
N	Lowfield Heath to Town Centre (<i>subsequently split into a separate route O</i>)
P	Ifield to Manor Royal via Langley Green
Q	Gatwick Airport to Horley (not developed within this LCWIP)
R	Worth Way (not developed within this LCWIP)

These would be translated into defined and evaluated routes with the RST.

Some experience of route evaluation at Crawley Borough Council had been gained through previous use of the TfL Cycle Level of Service (CLOS) design evaluation method. This is a tool which enables assessment of aspects of a route design performance, covering safety, directness, coherence, comfort, attractiveness and adaptability. It scores factors within each of those aspects, with some critical factors which can ‘fail’ the design and recommends a minimum total score for a successful design.

The RST provides a similar style of guided evaluation of an *existing* route against a set of design outcomes, and assesses the potential for improvements to meet the required levels of given criteria. The criteria addressed are directness, gradient, safety, connectivity, comfort and critical junctions which will impact on the ability of the route to meet the standard and the Tool scores each aspect and indicates overall value of the route.

Crawley LCWIP

Cycle routes

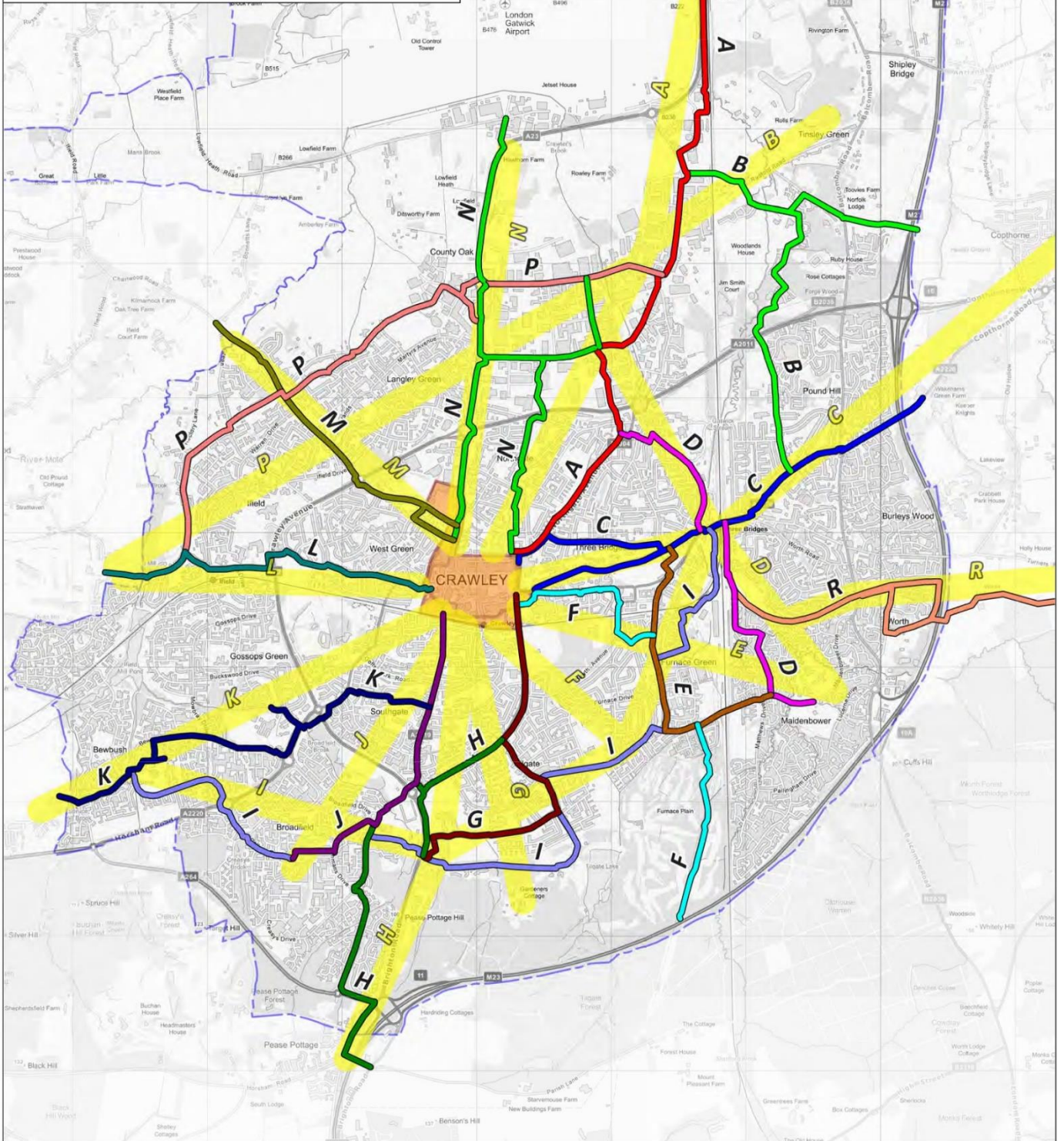


- | | |
|--|--|
| █ A | █ J |
| █ B | █ K |
| █ C | █ L |
| █ D | █ M |
| █ E | █ N |
| █ F | █ P |
| █ G | █ Q |
| █ H | █ R |
| █ I | |

© Transport Initiatives LLP 2020

Base mapping © Crown copyright and database rights 2020 Ordnance Survey 100023717

- Broad yellow lines denote approximate **corridor** 'desire' lines drawn from the mapping process of trip attractors and statistical data.
- Narrow lines show the **routes** identified to try to meet those corridors, accounting for topography, other physical constraints and connectivity opportunities.



The RST process requires breaking down the route into consistent links, or sections, and junctions, identified according to the characteristic of the section and evaluating each against the RST criteria. One section might be a stretch of unprotected carriageway, with a high volume of traffic (scoring low) and the next where the route transfers to an off-road, wide track (scoring high). A 'critical' junction could invalidate an otherwise high-scoring route.

This process is undertaken through walking the proposed routes and scoring sections on site in a spreadsheet for each criterion and specified conditions. The spreadsheet provides a summary score of performance under existing conditions and for potential performance where improvements have been included.

In view of the large number of routes in the draft network and the need to limit this first iteration of the Crawley LCWIP, two routes (Q and R) were omitted from the evaluation process and route C truncated to the borough boundary. The assessed routes were reviewed by Transport Initiatives (TI) who identified improvement measures at a high level and some extra route linkages to extend functionality at relevant opportunities. Final proposals were agreed through wider review by steering group members and TI provided outline cost estimates for each element of each routes.

The individual route plans for 16 routes showing the sections on which each route was evaluated.

See **appendix 4.1** for individual cycle route plans with section annotated with outline improvements, summary RST and outline costs.

Agenda Item 11 Appendix c

Routes are summarised here for length, typical cycling time and broadly estimated costs:

Route		Details						
Ref	Description	Length (km) and time (mins) at 9mph					Estimated costs	
		Whole route	Est time 14.4km/h	Shared sections (Note 1)	Unique sections (exc shared)	Spurs (Note 2)	Route shared with	Construction ex design / mgmt. etc. (£m)
A	Gatwick Airport to Town Centre via Manor Royal	5.5	22		5.5		D (inc costs)	2.38
B	Forge Wood/Manor Royal to Three Bridges	3.7	15	0.5	3.2	1.1	-	0.58
C	Pound Hill to Town Centre via Three Bridges	3	12		3		D (inc costs)	2.24
D	Maidenbower to Manor Royal via Three Bridges	3.2	13	0.2	3		A, C (ex costs)	1.03
E	Maidenbower to Three Bridges via Furnace Green	2.3	9		2.3		F, I (inc costs)	0.61
F	Tilgate Park to Town Centre	4	16	1	3		E (ex costs)	0.4
G	Tilgate/K2 to Town Centre	3.1	13		3.1		H, I (inc costs)	1.76
H	Pease Pottage to Town Centre via Tilgate	4.7	19	1.6	3.1	0.5	G (ex cost)	1.9
I	Bewbush to Three Bridges via Broadfield & Tilgate	7.8	32	1.7	6.1		J, G, E (ex costs)	3.2
J	Broadfield to Town Centre via Southgate	2.5	10		2.5		K, I (inc costs)	1.07
K	Kilwood Vale to Town Centre	4.3	17	0.8	3.5	0.3	J (ex costs)	2.01
L	Ifield to Town Centre	2.8	11		2.8		-	0.85
M	Ifield Green to Town Centre	2.4	10		2.4		-	0.48
N	Lowfield Heath to Town Centre	3.3	13		3.3		-	2.29
O	Manor Royal to Town Centre	2.6	11		2.6	0.4	-	1.5
P	Ifield to Manor Royal via Langley Green	4.9	20		4.9	0.3	-	1.2
Q	Gatwick Airport to Horley	1	4		1	1		
R	Worth Way	3.4	14		3.4	0.9		
	TOTAL	64.5		5.8	58.7	4.5		23.5

OVERALL TOTAL OF ROUTES & SPURS:

63.2 km

NOTES

- 1 A few routes share some sections with other routes. In order to avoid double counting these are split into shared and unique sections above. See Links table for details.
- 2 Some routes have short spurs to link key destinations such as nearby schools.

[Here](#) is annex B of the DfT LCWIP guidance for details of the **Route Selection Tool criteria and scoring**.

Design standards

Beyond legal requirements, standard design guidance references should ideally be agreed to ensure consistent good practice is followed in identifying options for infrastructure improvement. WSCC has adopted a set of design guidance based on Oxfordshire's design guide. This, in turn, references the London Cycling Design Guide, the Greater Manchester Design Standards, Sustrans Design Handbook and DMRB IAN 195/16, advising that these publications should inform design where it is not detailed in the WSCC Guide. The WSCC guide provided minimum standards for Crawley's outline LCWIP proposals.

The **WSCC Cycling Design Guide** can be found [here](#).

See **appendix 4.2** for a summary of minimum cycle provision under different highway conditions.

There are choices in designing cycle routes: they may be more leisure-orientated, attractive routes away from traffic, which tend to be slower and indirect; or utility-orientated, direct routes, usually alongside road traffic and are faster and direct. It was decided that the LCWIP routes should be for utility, identifying cycling as a means of transport rather than a leisure activity. This is not least because this demands good design to provide safe infrastructure and ensures other transport-users recognise the function of cycling as a transport mode requiring highway space.

Historically, shared footway/cycleway tracks had been a favoured design to separate cycling from other road traffic. This can work well in rural areas with very low pedestrian use and lower concentration of cycle use. However, in urban areas with higher levels of walking and cycling traffic, sharing of the two different modes, with very different typical speeds severely reduces utility for both. Vulnerable pedestrians do not feel safe, cyclists are presented with obstacle and frequently slowed to a point where a bike's advantage as a mode of transport is lost and there is often insufficient space. It can result in friction. For this reason, cycleway design separated from both pedestrians and motor traffic is preferred, with minimal interruption.

5 LCWIP Stage 4 - Walking zone and route planning

The LCWIP is being developed in the context of a wider transport and access strategy for Crawley. This proposes that Neighbourhoods are prioritised as ‘low traffic zones’, which cars can access but not cut through and enable attractive, safe walking within the zone. The walking zone assessment undertaken for the LCWIP provides a model for assessing conditions and measures for low traffic Neighbourhoods with the potential for community use of the Walking Route Assessment Tool (WRAT) to provide a systematic approach and comparable standard.

Equalities

The ‘walkability’ of an area or link (access route) is of particular importance in meeting needs of people with disabilities and mobility or other needs as well as those using child buggies. Poor street design, use of barriers and street furniture can create obstacles for many people, including those referenced by the Equalities Act, 2010. Walking area and route assessments can help to enable full compliance with the Act.

Walking Route Assessment Tool (WRAT)

WRAT is a simple assessment tool provided by DfT enables assessment of an area or link within the zone. WRAT specified criteria address ‘walkability’ of the areas and links identified by the assessor. The tool provides an easy, guided scoring system and a traffic light, Good / Adequate / Poor, indicator for each criterion. ‘Poor’ indicates a fail for the criterion and a score below 70% is a fail for that area or link.

Core criteria	Sub Criteria	Issues to be assessed
Attractiveness	1 Maintenance	Maintenance of footways, removal of vegetation, rubbish and care of street furniture
	2 Fear of crime	Evidence of vandalism and how well the area is overlooked & observed
	3 Traffic noise, pollution	Level of traffic noise and pollution affecting the area
	4 Attractiveness - other	Any other issues such as lighting, excessive guardrails & bollards, refuse sacks etc.
Comfort	5 Condition	How level the footways are and the quality of the surface
	6 Footway width	Generally over 2 metres wide is good and less than 1.5 metres not good
	7 Crossing width	The width of staggered crossings, specifically the width of refuges, islands and reservations
	8 Footway parking	How the footway is obstructed by footway parking
	9 Gradient	Are there significant gradients on the footway?
	10 Comfort - other	Other obstructions such as access gates opening onto footway, bus shelters, bins and other barriers
Directness	11 Footway provision	How footways provide for pedestrian desire lines
	12 Location of crossings	How the crossings are located in relation to pedestrian desire lines
	13 Gaps in traffic	Can pedestrians crossing away from crossings find adequate gaps
	14 Crossing delay impact	How staggered crossings and waiting times affect journey times
	15 Green man time	Length of green man time
	16 Directness - other	Are bus stops etc. accommodated? Is layout confusing leading to potential severance?
Safety	17 Traffic volume	How much traffic is there and how close is it to pedestrians?
	18 Traffic speed	How fast the traffic is moving and its proximity to pedestrians
	19 Visibility	How well pedestrians can see and be seen
Coherence	20 Dropped kerbs and tactile paving	Are dropped kerbs and tactile paving correct and where they should be?

Walking zones

The areas selected for the LCWIP for assessment as walking zones or routes were:

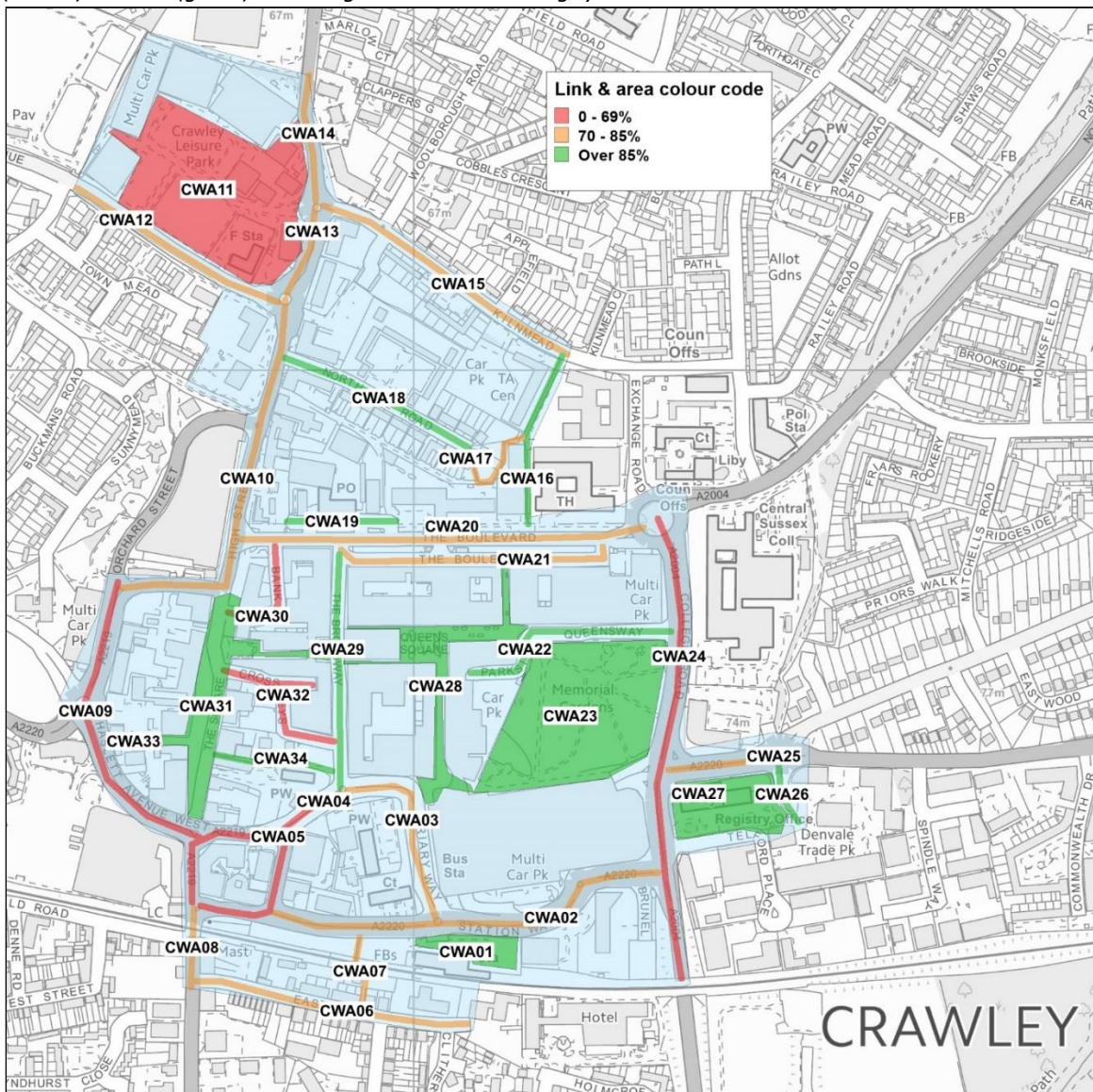
- A Crawley Town Centre and Crawley Leisure Park zones, with a connecting walking route;
- B Manor Royal Business District

Transport Initiatives undertook the assessment of the Town Centre, dividing the audit area into 28 links and six areas.

Crawley Town Centre links or areas were classified according to WRAT criteria:

- 13 - Good
- 14 - Adequate - indicating improvements would be of some benefit
- 7 - Poor – indicating a fail for the area or link.

Town Centre walking audit plan below shows results in links and areas classified as Poor (pink), Adequate (amber) or Good (green) according to the WRAT scoring system.



The traffic light method shows where the town centre works well for walking and where it fails.

Fail areas and links

Ref.	Street / area	Score (/ 40)	%
CWA04	Haslett Avenue West	27	67%
CWA05	Station Road, Station Way, Haslett Avenue West gyratory	27	67%
CWA09	Pegler Way	27	67%
CWA11	Crawley Leisure Park	26	65%
CWA24	College Road	25	62%
CWA30	Bank Lane	24	60%
CWA32	Cross Keys	23	57%

Despite identifying failing elements, the overall evaluation indicates a reasonably good level of walkability for the Town Centre.

See **Appendix 5.1** for the Crawley Town Centre core walking zone link and area WRAT scores.

Manor Royal

Time and resource limitations meant that a Manor Royal assessment has not been undertaken for the LCWIP at this stage. However, Crawley Borough Council aims to undertake the assessment, working alongside Manor Royal Business Group, to help develop the Plan for the Business District. MRBD underwent a review of the 'grey' street infrastructure in 2017 to develop a schedule of improvements, particularly in terms of quality and aesthetic. The LCWIP would help ensure a consistent approach across the town in terms of accessibility.

9 Next steps

Consultation

The Crawley draft LCWIP will be consulted on more widely in Crawley and the feedback will shape the final Plan. The aim is to provide a means of engagement that will support future community participation in determining walking and cycling measures for Low Traffic Neighbourhoods informed by the LCWIP.

Prioritisation

Costed routes and walking zone measures in the final Plan will be prioritised against a range of criteria, including, but not limited to cost. Health and wellbeing will be important factors.

Adoption

The final LCWIP will be adopted to formally inform the Crawley Local Plan and support high quality infrastructure for active travel as the town develops.

Costs

The total cost of constructing the full LCWIP network with sixteen routes is estimated at just under £22m excluding design, surveys, audits and project management costs.

At the time of writing, there are a number of potential sources of funding for these routes:

- DfT funding through national Cycling & Walking Investment Strategy (CWIS)
- The Towns Fund
- Direct developer investment as part of a regeneration scheme
- Section 106 and Community Infrastructure Levy (CIL) from new development
- Crawley Growth Programme (extension to the existing programme)
- Future High Street funds
- Air quality improvement funds

Early improvements

In the short term, Crawley Borough Council aims to follow up minor maintenance measures such as clearance of vegetation, debris or litter and damaged or inappropriate street furniture, identified in the public survey and the Town Centre WRAT, including removal of incorrect or misleading signs. This can provide an immediate uplift and improved service in the existing networks, along with signage improvements.

Covid-19 response

Short term measures planned in response to the Covid-19 pandemic and the need for improving street space for physical distancing and take up of active travel were guided by LCWIP development. Measures implemented through the Covid-19 active travel response will be evaluated and are likely to influence priorities developing schemes.

Monitoring

Crawley currently has five sets of cycle counters, two of which are positioned to evaluate cycle trips to and from Manor Royal (Northgate), one each just west (West Green) and south of the town centre (Southgate Avenue) and one running west of Three Bridges (Pound Hill). It is proposed that all newly developed cycle routes will include a plan for monitoring and evaluating their use and effectiveness.

Appendix 2.2 Crawley LCWIP – Scope and governance

1 Geographical Scope

The area covered by a LCWIP is not required to be the entire borough. A rule of thumb is that it could usefully address an area with a radius of 5km from a central locus. Some LCWIPs focus on particular areas or corridors, particularly within larger cities. However, it is proposed that Crawley’s LCWIP will cover the **whole borough**, because:

- the town is a manageable size, approximating to the 5km radius from Crawley town centre, with fairly clear boundaries;
- there is a spread of existing cycle infrastructure across the town, of variable quality;
- a significant amount of work has previously been undertaken on assessing the entire existing cycle network throughout the town; and
- key areas of Manor Royal and Town Centre and related transport corridors have previously been evaluated and cycle schemes identified for implementation.

It is intended that the LCWIP will inform and provide detail for the Crawley Local Plan and will contribute to the town’s developing transport strategy, New Directions for Crawley. These will ensure that the LCWIP focuses on **Neighbourhoods**, particularly in identifying walking zones and key routes. Neighbourhood walking zones should enable safe, direct and uninterrupted walking access to neighbourhood parades and schools from nearby residential areas, with accompanying road traffic management measures. This will demand extensive community engagement in each neighbourhood to achieve ownership and the best outcomes.

There are potential **cross-boundary considerations** which are likely to impact on the LCWIP:

1. NCN routes 20 and 21 go through Crawley, including the route known as Avenue Verte, the London to Paris route (via Newhaven). This extends to the north through Gatwick Airport to the Borough of Reigate and Banstead (Surrey) and some discussion with Surrey County Council may result from our LCWIP work. Links with both authorities to look at cycle infrastructure in that area have previously been established.

2. Cycle and walking access between Horsham and Crawley is important, particularly for commuting to key employment areas of Gatwick Airport and Manor Royal. Currently there is no safe link across the A264, making this a grossly underused route for cycling at approximately 8 miles from Horsham centre to Crawley Town Centre. Partner links with Horsham District Council and West Sussex County Council (WSCC), established through the LCWIP process will be pursued to enable provision of route continuity here.
3. Housing developments in neighbouring authorities (Horsham and Mid-Sussex District Councils) adjoining the Crawley authority boundary will create significant requirements for cycling and walking infrastructure for CBC to ensure active travel access to employment and facilities in Crawley. These include sites at Pease Pottage, Cophorne and West of Ifield. The latter is a Homes England proposal for 10,000 home.

The LCWIP needs to address cross-authority-boundary developments. It will have to identify how transport mode priorities, network continuity and infrastructure standards are to be agreed with adjacent authorities, particularly through the planning process. WSCC plans to provide templates and processes for this agreement for local authorities across the county.

The first stage LCWIP identifies and prioritise key cycle routes to be developed, some of which extend beyond Borough boundaries. It addresses up to three key walking zones, with one linked walking route.

Plans for Neighbourhood walking zones will be undertaken in the next development of the LCWIP or using LCWIP tools as neighbourhood development opportunities arise.

A **map** of the town including cycle infrastructure and public transport stops exists as a graphic image (*attached*) and a GIS file. This will form a key tool for initial planning.

Appendix 2.2 Crawley LCWIP – Scope and governance

2 Governance

The Crawley BC Sustainability Team is responsible for managing the Crawley LCWIP process.

Responsible Owner for the Plan is the current manager for this team and Head of Planning and Economic Development, Clem Smith.

Project lead is Kay Wagland.

The project team is guided by a steering group. The LCWIP Steering Group comprises:

- Clem Smith – director of Planning and Economic Development - CHAIR
- Cllr Geraint Thomas – cabinet member and portfolio holder for Environment and Sustainability (succeeded by Cllr Gurinder Jhans)
- Kay Wagland – Sustainability Officer – Project leader
- Louise Skipton-Carter – Sustainability Team Manager
- Richard Mosenghi – Strategic Planning Officer
- Marc Robinson – Development Management Senior Planning Officer
- Gordon Easden – Chair Crawley Cycle & Walking Forum
- Alan Heaton –Wheels for Wellbeing Officer
- Mark Strong – Transport Initiatives consultancy (advisory basis)

Proposals for the Crawley LCWIP will be agreed by Crawley BC CMT and CBC cabinet and approved by full council. These will be informed by a consultation programme to include a range of representative interest groups.

The Crawley LCWIP is part of the WSCC LCWIP programme in which CBC is a partner. This programme provides organisational guidance and technical support, involving WSP consultants provided through the Department for Transport. It will need to include Crawley's LCWIP.

Timetable

The Department for Transport (DfT) funded WSCC LCWIP programme is to be completed by the end of November 2019. WSCC's draft submission to DfT at this time will include a summary of Crawley's prioritised cycle routes and walking zones with outline costs.

CBC will go on to complete its LCWIP by early January 2020 to meet the timetable for delivering its transport strategy and Local Plan.

Changes in Department for Transport timetabling and requirements of local authorities participating in the WSCC programme in late 2019 along with schedules of the Crawley transport strategy and emerging Local Plan resulted in a shift in the Crawley LCWIP timetable.

Appendix 2.3 Crawley LCWIP – public survey questionnaire

Help to improve cycling and walking in Crawley

Walking and cycling are key to the future of local transport and access, for our health and our town. You can join us in creating that future for Crawley.

We're developing Crawley's Local Cycling and Walking Infrastructure Plan (LCWIP) to provide a clear vision for improvement. We need your experience and thoughts on how and where cycle routes and walking spaces in the town should be improved.

We all know of places where walking and cycling hits problems. These might include:

- *narrow pavements alongside busy traffic*
- *badly laid out road crossings*
- *overhanging vegetation*
- *badly parked cars*
- *kerbs or steep slopes*
- *poor visibility, hidden or dark areas*
- *lack of seating*
- *speeding traffic*
- *indirect or slow routes*
- *hold ups by slow traffic signals*
- *uneven, potholed or loose surfaces*
- *lack of cycle parking*
- *puddle splashing from vehicles*
- *walking and cycling conflict points*

There will be other issues.

Join the discussion by answering these questions and you could win one of ten £25 Decathlon vouchers.

We'd really like you to be SPECIFIC and give us details, particularly ROAD NAMES or clear landmarks, telling us exactly where the problems are or your suggestions could be.

1 Where in Crawley do you find particular problems on trips where you regularly walk or cycle – and what are those problems?

- a) Your trip going from (street)
- b) Going to (destination, street)
- c) Types of problem
- d) Problem location (street[s], landmarks)

2 Where would you like to walk or cycle, but usually avoid?

- a) Your trip going from (street)
 - b) Going to (destination, street)
- Why** do you usually avoid walking or cycling this route?
- c) Type(s) of problem
 - d) Problem location (street[s], landmarks)

3 What are the top three places you'd like to see improved? Why have you chosen these?

- a) Route going from (street)
- b) Going to (destination, street)
- c) Location[s] (street[s], landmarks)
- d) What improvement[s]?

Types of improvement could include:

- *Separated cycle tracks*
- *Pedestrian space with no vehicles*
- *Reduced motor traffic*
- *Better lighting*
- *Changes to car parking*
- *Protected bus stop*
- *Improve surfacing*
- *Widen walkway*
- *Priority road crossing (cycling or walking)*
- *Drop or raised surface levels eg kerb*
- *Remove or install barriers*
- *Directional signage*
- *Cut back vegetation*
- *Cycle parking*
- *Seating*

You could suggest others.

Appendix 2.3 Crawley LCWIP – public survey: response summary

The LCWIP survey ran in the early autumn of 2019 for four weeks. It was accessible online from the Crawley Borough Council website and promoted through social media and networks including the Manor Royal Business Improvement District, schools, locations including libraries, community centres, stations, Crawley Mall, Hawth theatre and K2 sports centre where paper version were available to complete and deposit. Informal meetings with two groups concerned with action for mobility for people with disabilities.

Summary of responses - surveys returned, online and paper = 168

Q1 problems where you regularly walk or cycle

Total contributions = 263

The location attracting most comments was **Three Bridges station area** with 20 specific references.

problem	references
overhanging vegetation	60
poor surface	54
poor / lack of safe cycle infra	41
crossing hazard	23
incoherent cycle infra	21
narrow footway / poor walking infra	19
footway cycling	18
carriageway cycling hazard	16
potholes	15
speeding traffic	15
heavy road traffic	12
shared path conflict (between users)	9
feels unsafe	9
parked vehicles	8
poor route markings	8
route obstructions, inc bus stops	7
litter/glass	6
flooding	4
lighting	4
anti-social behaviour	3
lack of bike storage	3
incoherent walkways	3
lack of cycle parking	3
no footway	3
air quality	2
faulty signals	2
long wait at signal crossing	2
muddy track	2
poor/lack of signage	2
indirect cycle route	2
car parking	1
poor visibility	1
staggered crossings	1
no priority at side junctions	1

380

Q2 problems where you would like to walk or cycle but avoid

Total contributions = 149

Three Bridges station and Haslett Avenue featured heavily. Other key locations were Brighton Road, High Street and links to Horsham.

problem	references
poor surface	19
poor / lack of safe cycle infra	18
heavy road traffic	15
overhanging vegetation	14
narrow footway	12
speeding traffic	9
footway cycling	7
lighting	6
poor wheelchair infra	6
parked vehicles	5
potholes	5
anti-social behaviour	4
feels unsafe	5
steep slopes (for wheelchair)	4
bike storage	3
incoherent cycle infra	3
obstacles	3
crossing hazard	2
flooding	2
lack of cycle parking	2
litter/glass	2
muddy track	2
poor walking infra	2
crossing hazard	2
prohibited cycling	2
lack of drop kerb	2

156

With additional comments on:

air quality - bus infra - long wait at signal crossing - poor route markings - poor signage – indirect routes - cycle/walking conflict - unsegregated cycle infra – intrusive railings – noise.

Q3 improvements you'd like to see

Contributions = 289

Improvement	references	Improvement locations	references
Improve surface	51	Three Bridges	54
segregated cycle track	49	Ifield	42
cut back vegetation	42	Town Centre	26
new cycle track / improve cycle infra	37	Southgate	22
Road crossing	29	Pound Hill	20
Widen footway	28	Maidenbower	13
lighting	14	Furnace Green	12
restrict car parking	11	Manor Royal	11
improve bus stop area	8	Broadfield	10
reduce speeds	8	West Green	10
enforce no cycling	6	Crawley	9
safety measures	6	Northgate	8
bridge/crossing	6	Tilgate	8
cut traffic	5	Bewbush	5
cycle parking	5	Gossops Green	5
improve walking infra	5	Langley Green	5
signage	4	Charlwood	4
cycle priority	3	Crawley Ave	4
repair potholes	2	Worth	4
route marking	2	High St	3
seating	2	London Road	3
widen cycleway	2	Kilnwood Vale	1
clear litter	1	A23	1
courtesy	1		
cycle parking security	1		
flood management	1		
new walking infra	1		
prohibit cycling	1		
			280

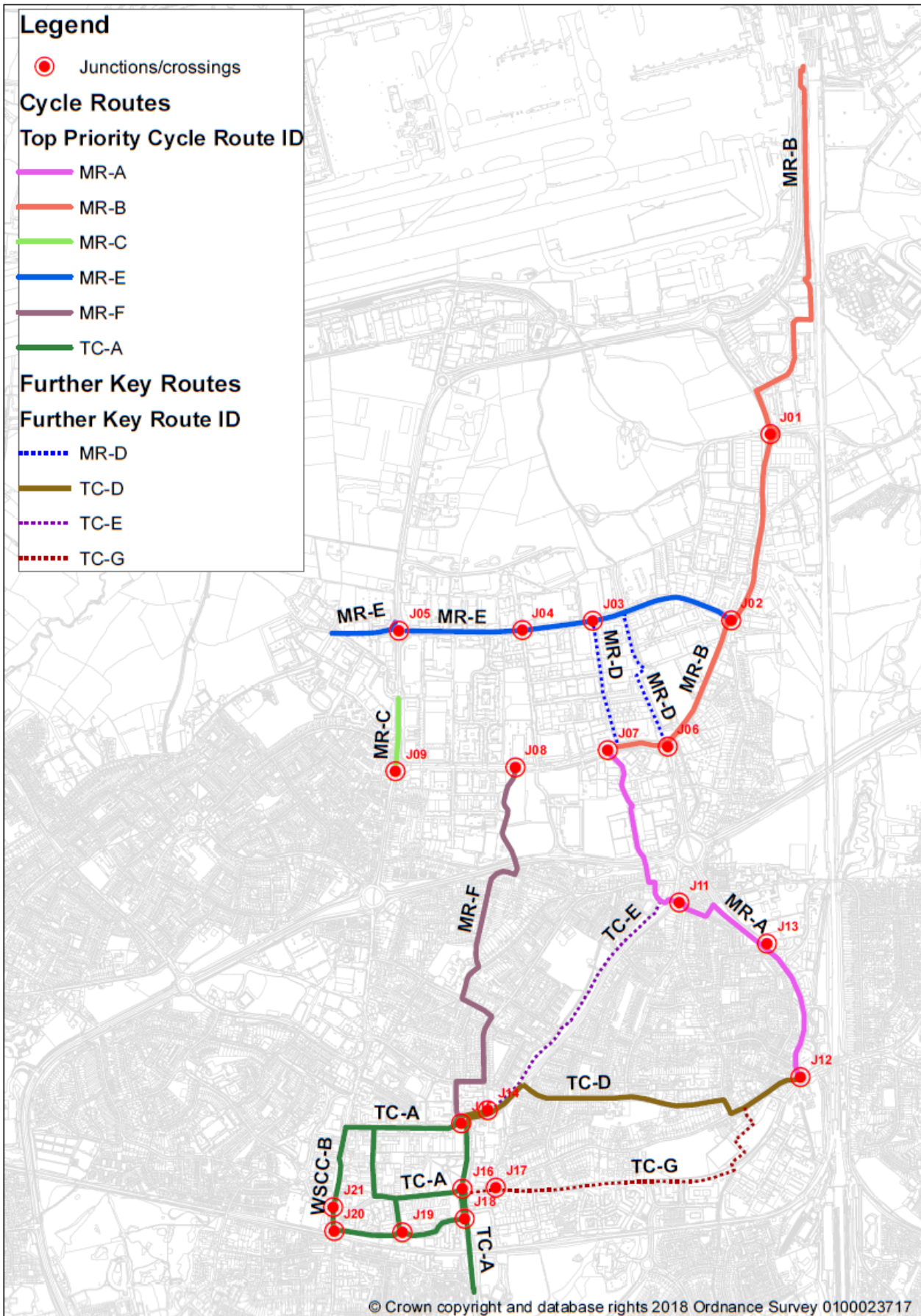
331

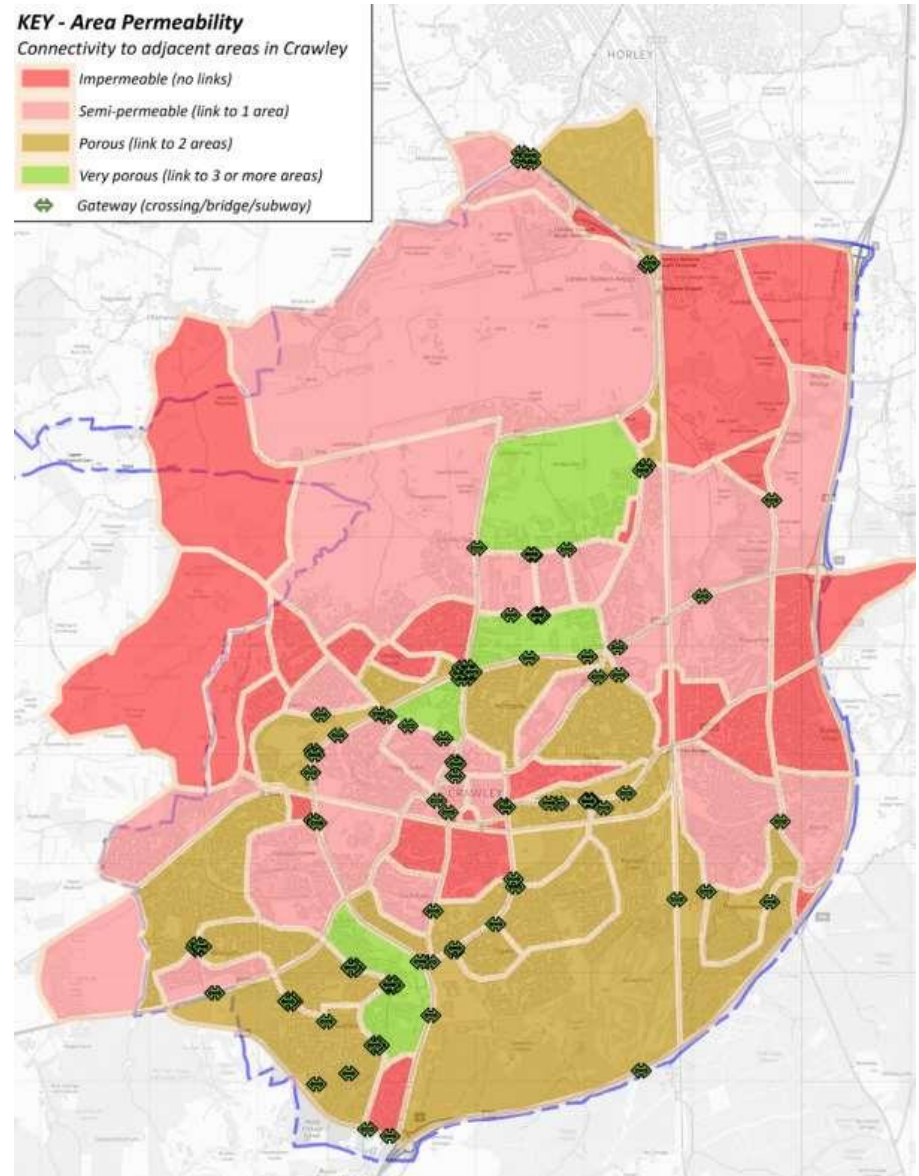
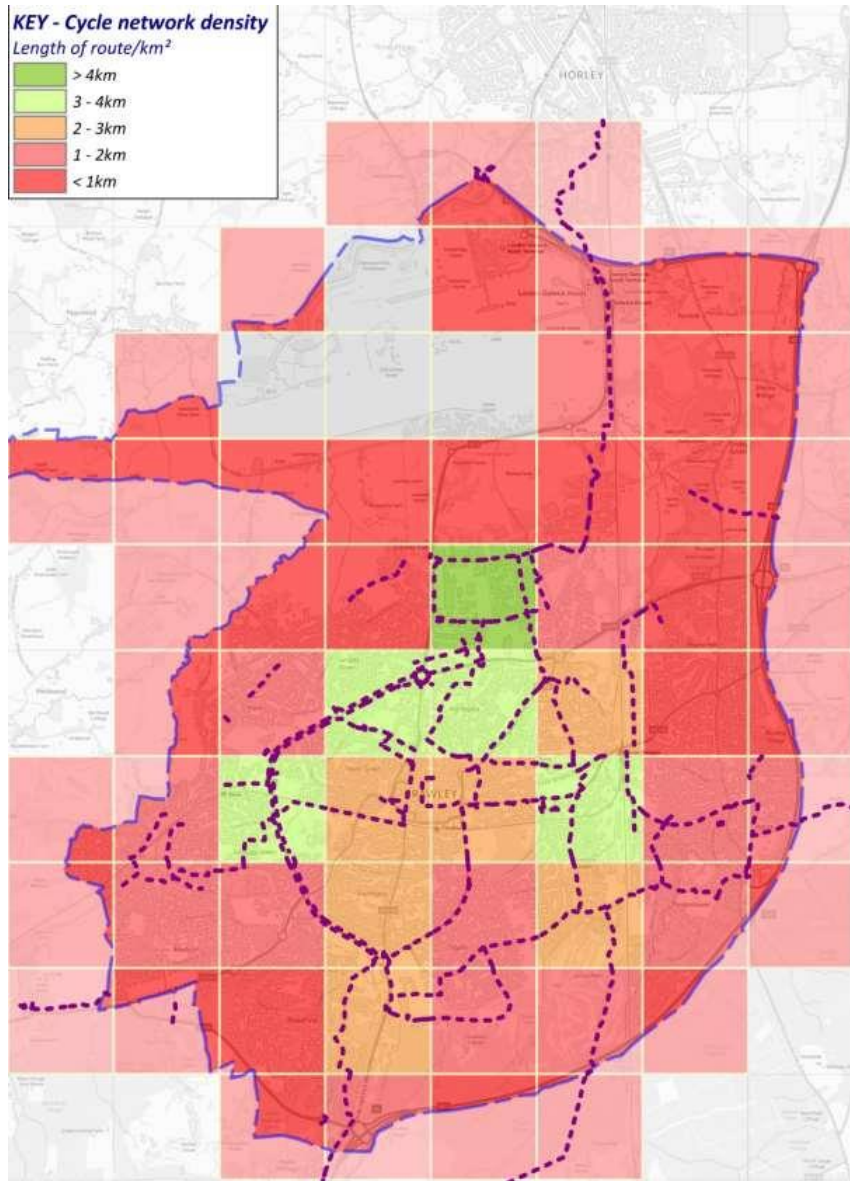
Appendix 3a.1 Crawley LCWIP – Local Plan policies relating to cycling and walking

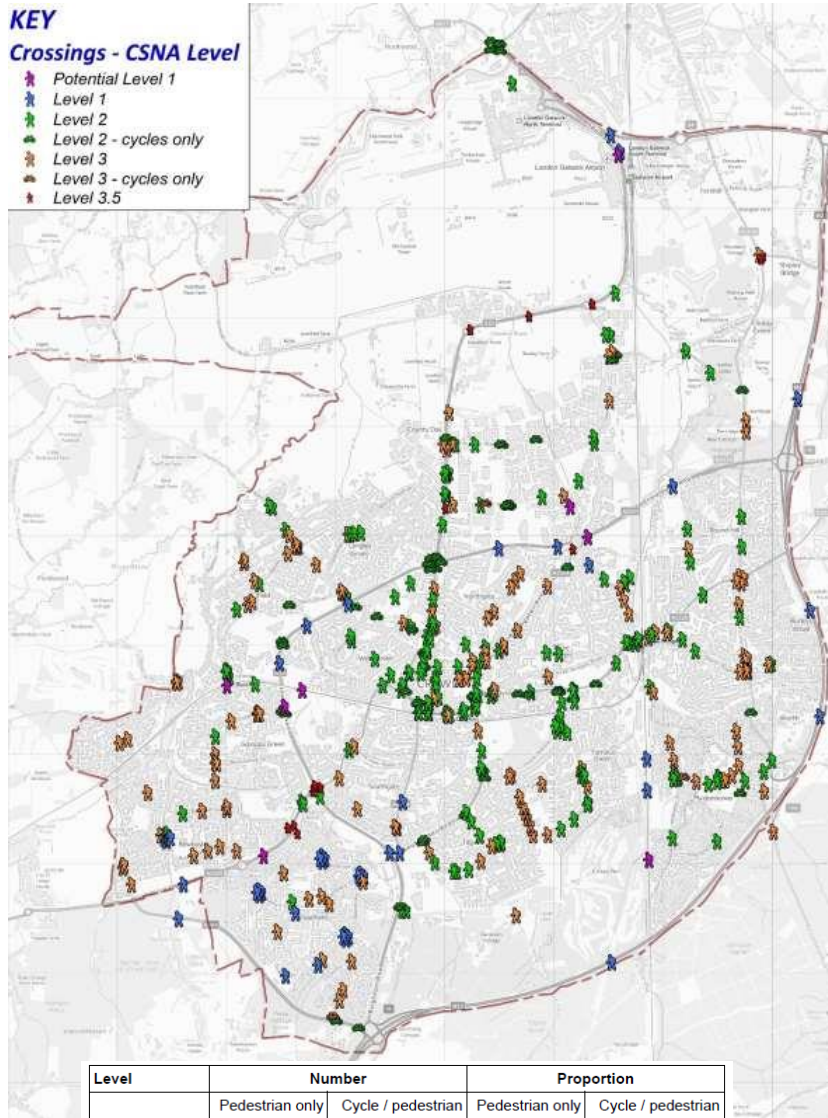
Adopted Local Plan – Crawley 2030	Emerging Local Plan (2020-2035 as at January 2020)
<p>Policy CH1: Neighbourhood Principle Ensuring the neighbourhood centres remain the focal point for the local community, providing facilities that meet their day-to-day needs within walking distance.</p>	<p>Policy CD1: Neighbourhood Principle Ensuring the neighbourhood centres remain the focal point for the local community, providing facilities that meet their day-to-day needs within walking distance.</p>
<p>Policy ENV1: Green Infrastructure Proposals should maximise the opportunity to maintain and extend the green infrastructure links to form a multi-functional network of open space, providing opportunities for walking and cycling, and connecting to the urban/rural fringe and the wider countryside beyond</p>	<p>Policy GI1: Green Infrastructure Proposals should maximise the opportunity to maintain and extend the green infrastructure links to form a multi-functional network of open space, providing opportunities for walking and cycling, and connecting to the urban/rural fringe and the wider countryside beyond</p>
	<p>Strategic Policy CD4(a): Effective Use of Land: Movement, Sustainability and Urban Form Movement patterns, built form and the layout and framework of routes need to be designed and organised in a way that ensures future inhabitants are within a 10 minute radius walking distance of such rail stations or bus stops. In relation to walking and cycling, new development should:</p> <ul style="list-style-type: none"> i. Understand and respond to wider movement patterns within the borough and demonstrate how new proposals will be connected to the wider network. Schemes should be integrated with town and local centres, schools, employment areas and also to connect to the closest areas nearby where there are large zones of green open space. ii. To encourage use of these movement corridors, new route alignments must follow desire lines as much as possible and through routes should be relatively straight where possible, providing clear legible direct linkages with adjoining areas. iii. Be orientated to overlook these movement corridors in order to provide passive supervision and safety.
<p>Policy IN3: Development and Requirements for Sustainable Transport Development should be concentrated in locations where sustainable travel patterns can be achieved through the use of the existing transport network, including public transport routes and the cycling and walking network</p>	<p>Strategic Policy ST1: Development and Requirements for Sustainable Transport Development should be located and designed so as to encourage travel via the walking and cycling network and public transport routes, while reducing dependency on travel by private motor vehicle (also see Policy CD4 and CD4b). This should include:</p> <ul style="list-style-type: none"> i. Designing developments to prioritise the needs of pedestrians, cyclists and users of public transport over ease of access by the motorist; ii. Providing an appropriate amount and type of parking in accordance with ST2;

	<p>iii. For development which generates a significant demand for travel, and/ or is likely to have other transport implications: contributing to improved sustainable transport infrastructure, including, where appropriate, routes identified in the council's Local Cycling and Walking Infrastructure Plan.</p>
<p>Policy Ch3: Normal Requirements of All New Development F Meeting the requirements necessary for their safe and proper use, in particular in regard to access, circulation and manoeuvring, vehicle and cycle parking.</p>	<p>Strategic Policy CD6: Normal requirements of All New Development Meet the requirements necessary for their safe and proper use, in particular with regard to access, circulation and manoeuvring, vehicle and cycle parking, loading and unloading, and the storage and collection of waste/recycling.</p>
<p>Policy IN4: Car and Cycle Parking Standards Development will be permitted where the proposals provide the appropriate amount of car and cycle parking to meet its needs when it is assessed against the borough council's car and cycle parking standards.</p>	<p>Strategic Policy H3e: Upward Extensions vii. Cycling parking and waste/recycling storage must be adequately designed into the scheme from the start and the site will meet the requirements necessary for access, circulation and manoeuvring, loading and unloading and the collection of waste/recycling.</p>
<p>Policy IN5: The Location and Provision of New Infrastructure</p>	<p>Strategic Policy H3d: Town Centre Sites viii Cycle parking and waste/recycling storage must be adequately designed into the scheme from the start and the site will meet the requirements necessary for access, circulation and manoeuvring, loading and unloading and the collection of waste/recycling, including the servicing requirements of existing and new commercial and retail floorspace.</p>
<p>Policy H5: Gypsy, Traveller and Travelling Showpeople Sites Acceptable development of this site will include adequate highway and pedestrian cycle access being achieved.</p>	<p>Strategic Policy H3f: Conversions from Commercial/Non-Residential Uses vi. Cycle parking and waste/recycling storage must be adequately designed into the scheme from the start and the site will meet the requirements necessary for access, circulation and manoeuvring, loading and unloading and the collection of waste/recycling. Where a lower car park provision is anticipated, alternative proposals must be justified, agreed and implemented.</p>

Appendix 3a.2 Crawley LCWIP – outline Crawley Growth Programme cycle route proposals - 2018

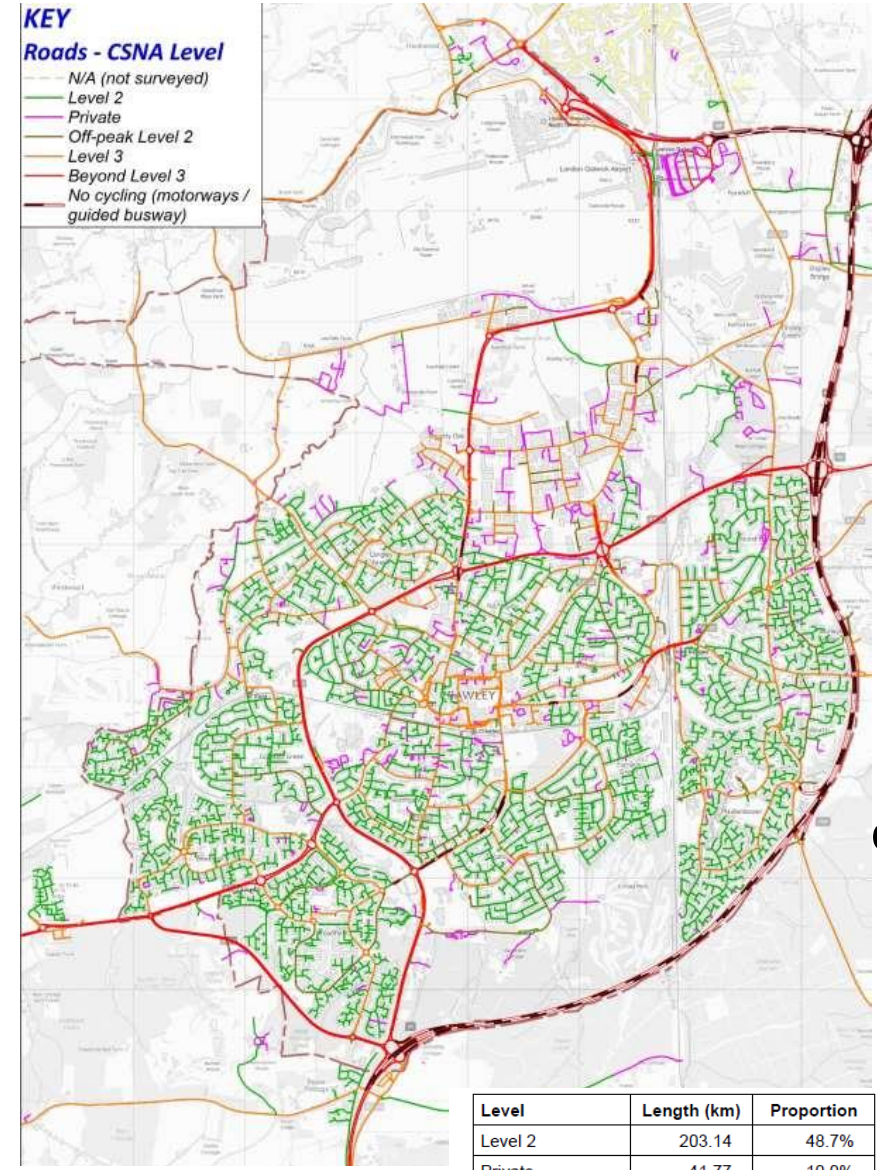






Level	Number		Proportion	
	Pedestrian only	Cycle / pedestrian	Pedestrian only	Cycle / pedestrian
Potential 1	8		2%	
1	42		10%	
2	160	52	38%	12%
3	141	3	34%	1%
Beyond Level 3	13		3%	

Table 3 Crossings by CSNA Level (in Crawley only)



Level	Length (km)	Proportion
Potential Level 1	63.15	59.4%
1	40.05	37.7%
2	3.07	2.9%

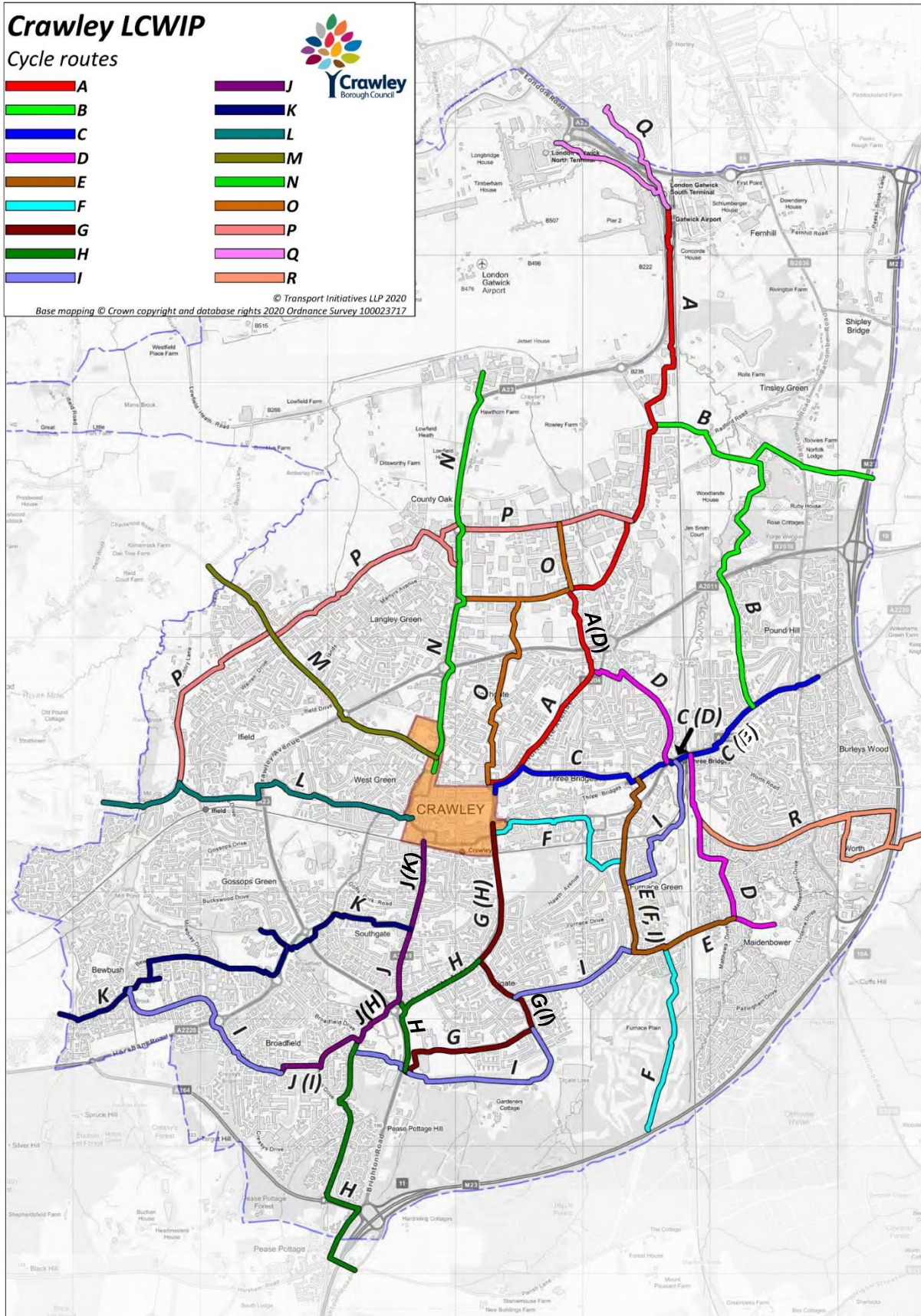
Table 2 Length of paths by CSNA Level

Level	Length (km)	Proportion
Level 2	203.14	48.7%
Private	41.77	10.0%
Off-peak Level 2	26.91	6.4%
Level 3	95.93	23.0%
Beyond Level 3	30.61	7.3%
No cycling	19.16	4.6%

Table 1 Approximate length of roads by CSNA Level

Cycle Skills Needs Analysis (CSNA)
Levels attributed according to Bikeability assessments. Higher levels (red/amber) indicate need for more confidence in skills for safe use.

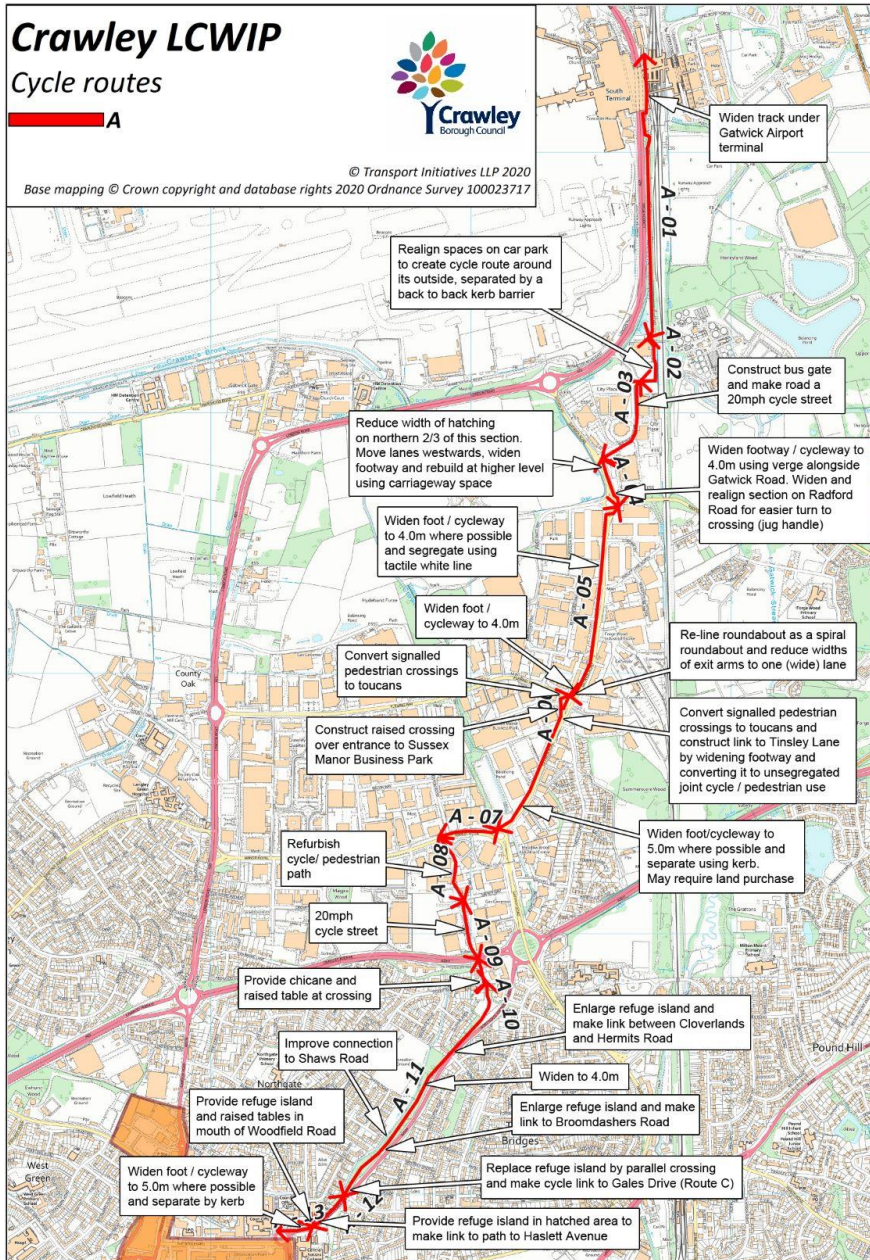
Appendix 4.1 Crawley LCWIP routes: whole proposed network



Route identification in brackets shows shared sections of route, costed in the unbracketed route.

Following individual routes are divided into sections for evaluation and costings.

Appendix 4.1 Crawley LCWIP routes: A - Gatwick Airport to Town Centre via Manor Royal (and Northgate)

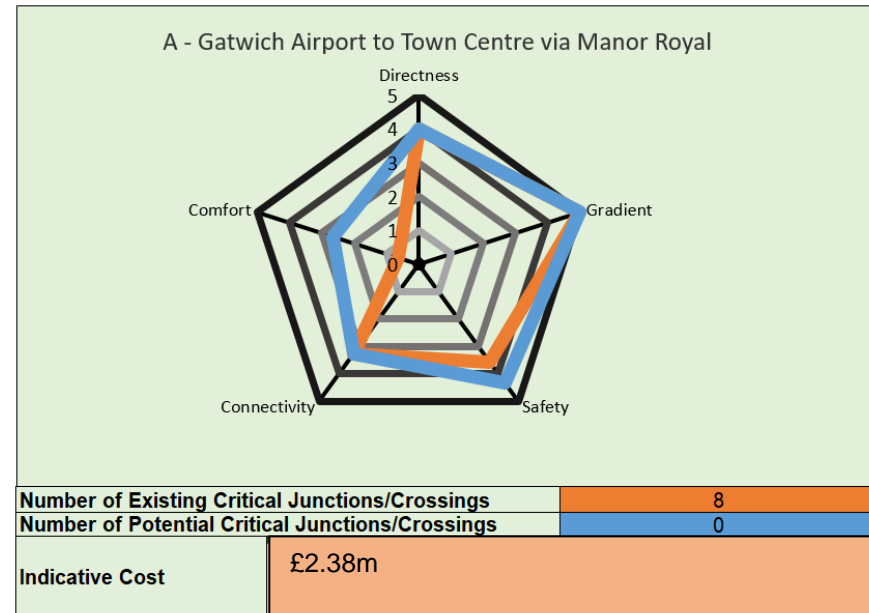


Currently over 14,500 Gatwick Airport employees drive to work and over half the workforce live in Crawley. We estimate the potential for 4,800 to cycle to work. Additionally, Gatwick Airport railway station provides access to and from London, Brighton and other employment and residential centres. Route A is a key route for cycle access to work at Gatwick Airport and the station for outward and inward commuting to Manor Royal and the town centre. Safe cycle access to and from the station could generate modal shift from cars to rail. Route A links with other proposed network routes providing connectivity across Crawley. This was also recognised earlier through the Crawley Growth Programme which prioritised this route.

Average cycle time 22 minutes

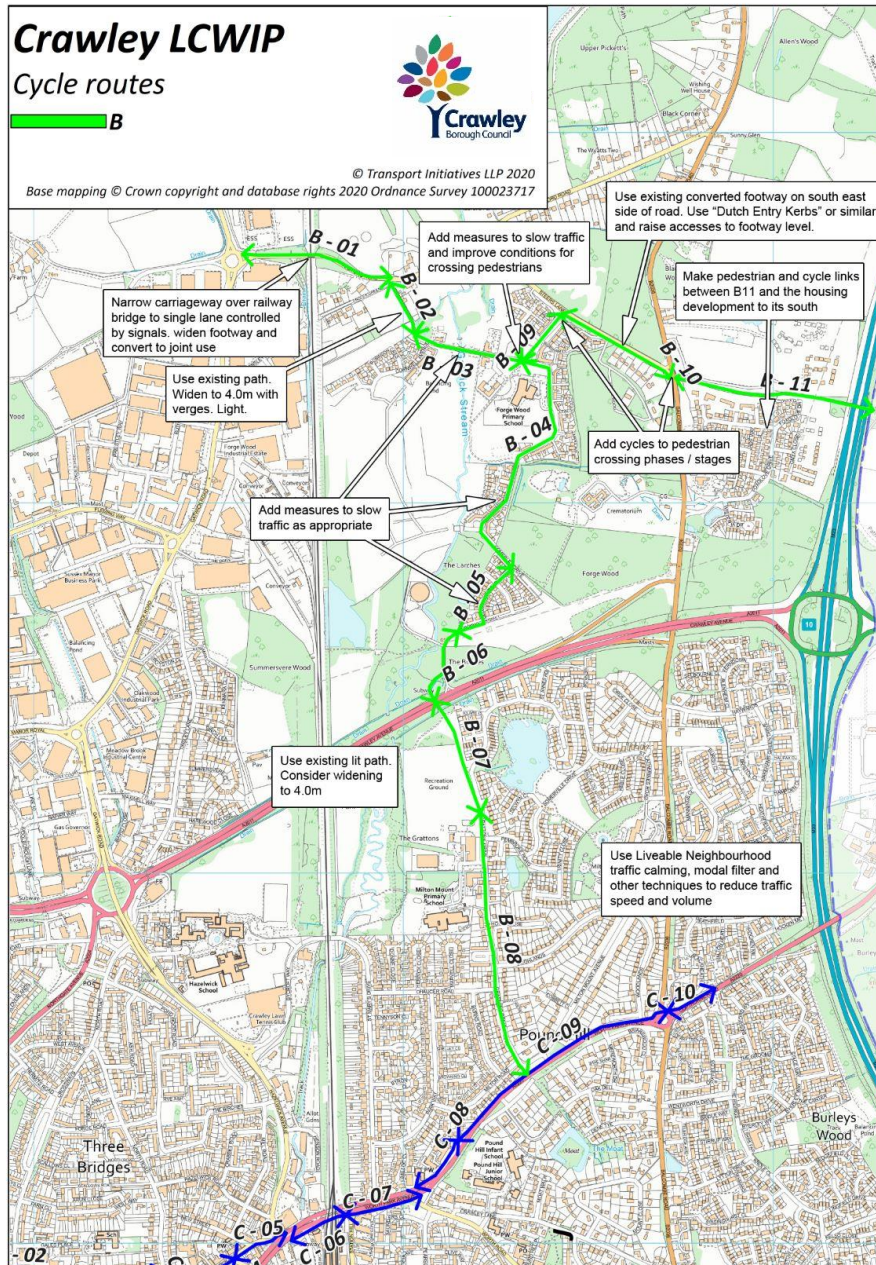
RST summary evaluation

Key: brown= existing conditions; blue=potential with improvements



Preliminary proposals are likely to be superseded to take into account updated design guidance and emerging plans for low traffic neighbourhoods, both with varying cost implications.

Appendix 4.1 Crawley LCWIP routes: B - Pound Hill to Manor Royal via Forge Wood

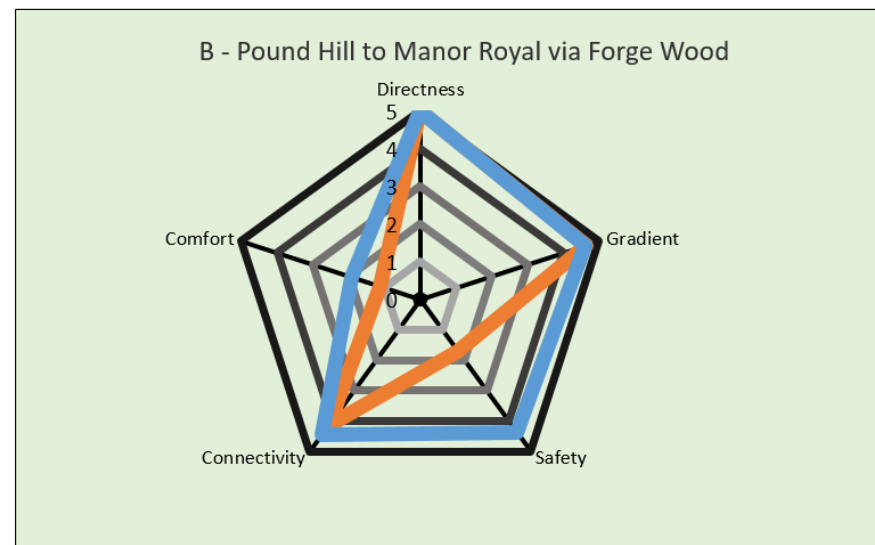


The railway line and Crawley Avenue are barriers to access to Manor Royal and Gatwick Airport for neighbourhoods of Pound Hill and Worth. Route B provides cycle access via an underpass to Crawley Avenue, through residential streets of the new Forge Wood neighbourhood and crosses the railway via the narrow Radford Road bridge, with protected cycle space reducing vehicular traffic flow, to Manor Royal, joining route A for Gatwick Airport. It also provides cycle access from Forge Wood to Three Bridges station, joining route C for the town centre. These neighbourhoods are shown by the PCT to be locally major commuter trip origins.

Average cycle time 15 minutes

RST summary evaluation

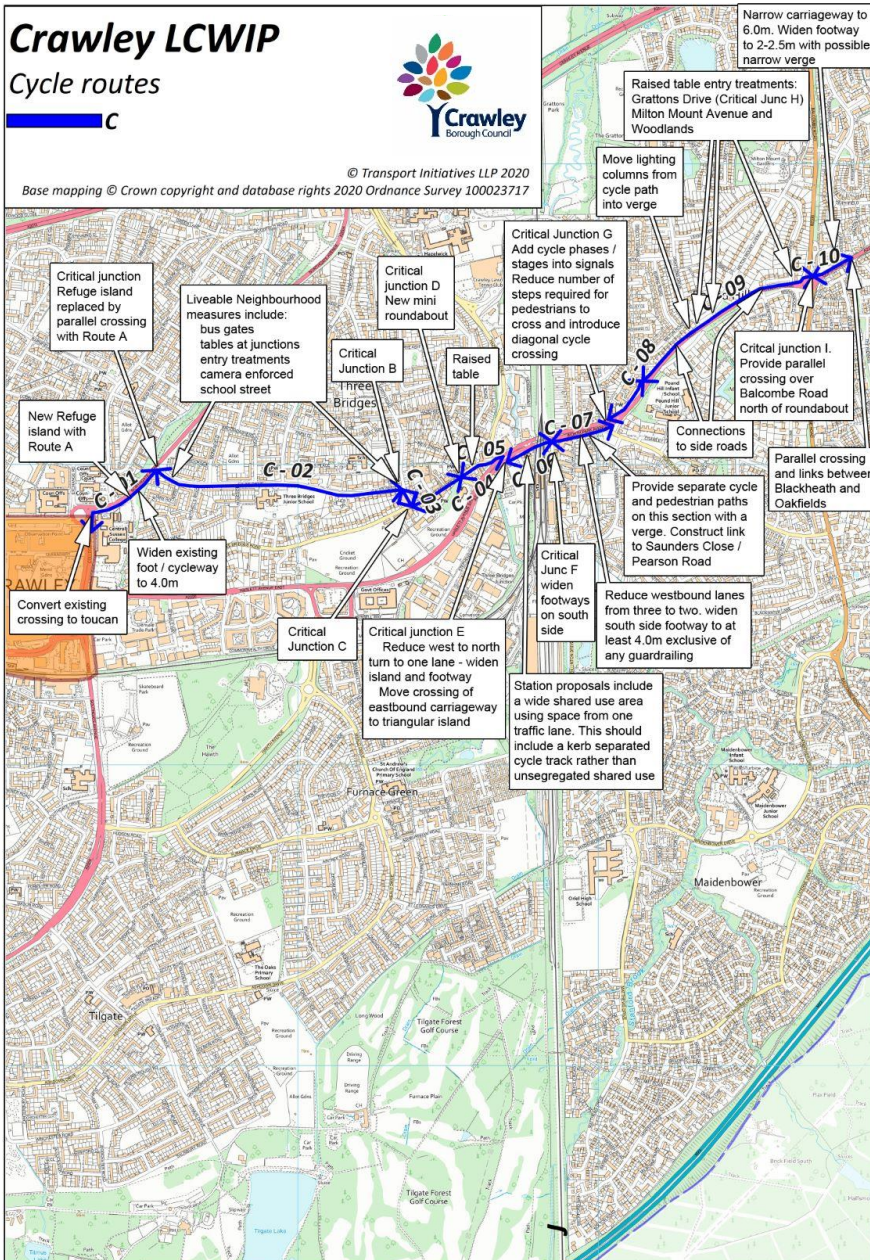
Key: brown= existing conditions; blue=potential with improvements



Number of Existing Critical Junctions/Crossings	3
Number of Potential Critical Junctions/Crossings	0
Indicative Cost	£580k

Preliminary proposals are likely to be superseded to take into account updated design guidance and emerging plans for low traffic neighbourhoods, both with varying cost implications.

Appendix 4.1 Crawley LCWIP routes: C – Pound Hill to Town Centre via Three Bridges (limited to Crawley boundary)

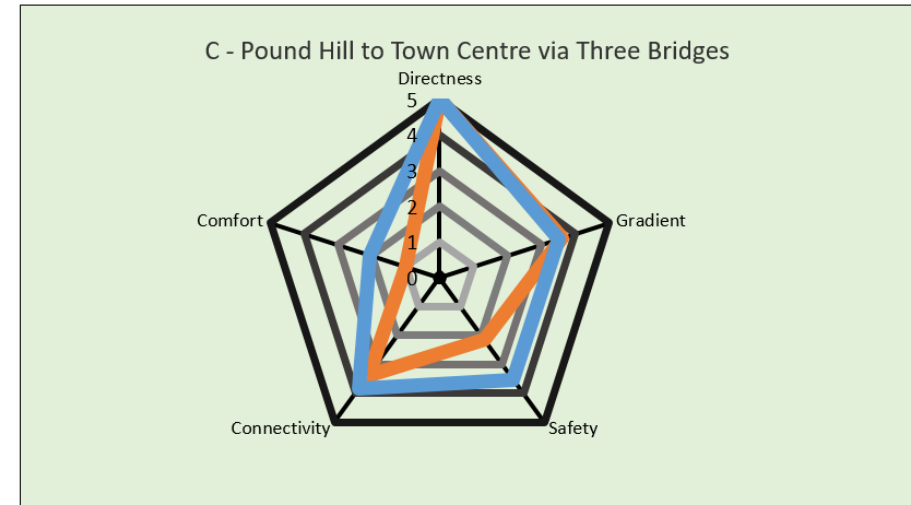


A route serving residential areas of Worth and Pound Hill, Worth Park Avenue had been previously improved as a shared route, but retains critical junctions at Balcombe Road, Station Hill and Hazelwick Avenue as well as interruptions along the shared path. Junction and side road treatments resolve this. From Three Bridges station further hazardous junctions require treatment along with filtering of Gales Drive as part of potential Low Traffic Neighbourhood measures for Three Bridges centred around the schools for safe access.

Average cycle time 12 minutes

RST summary evaluation

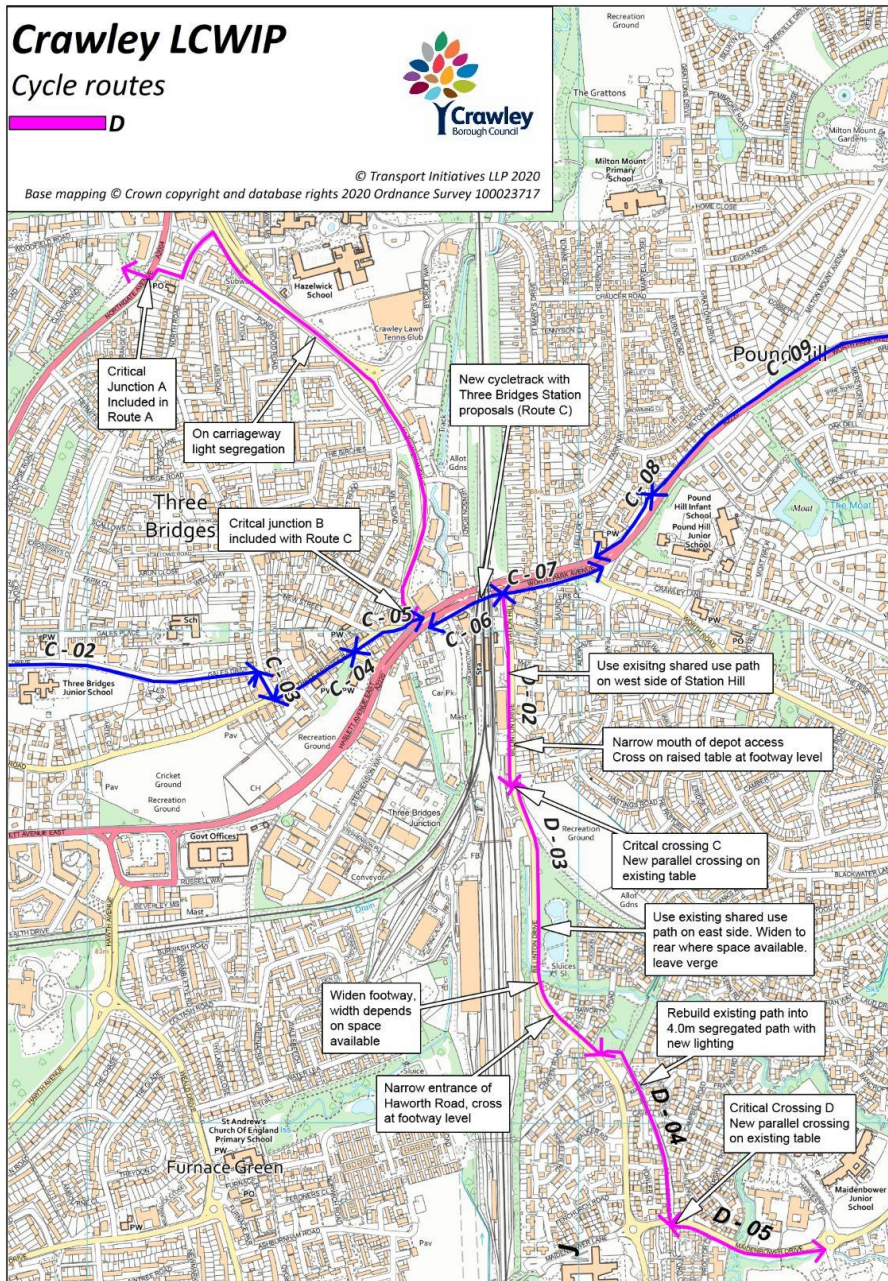
Key: brown= existing conditions; blue=potential with improvements



Number of Existing Critical Junctions/Crossings	9
Number of Potential Critical Junctions/Crossings	1
Indicative Cost	£2.24m

Preliminary proposals are likely to be superseded to take into account updated design guidance and emerging plans for low traffic neighbourhoods, both with varying cost implications.

Appendix 4.1 Crawley LCWIP routes: D - Maidenbower to Manor Royal via Three Bridges (joins routes A, C)

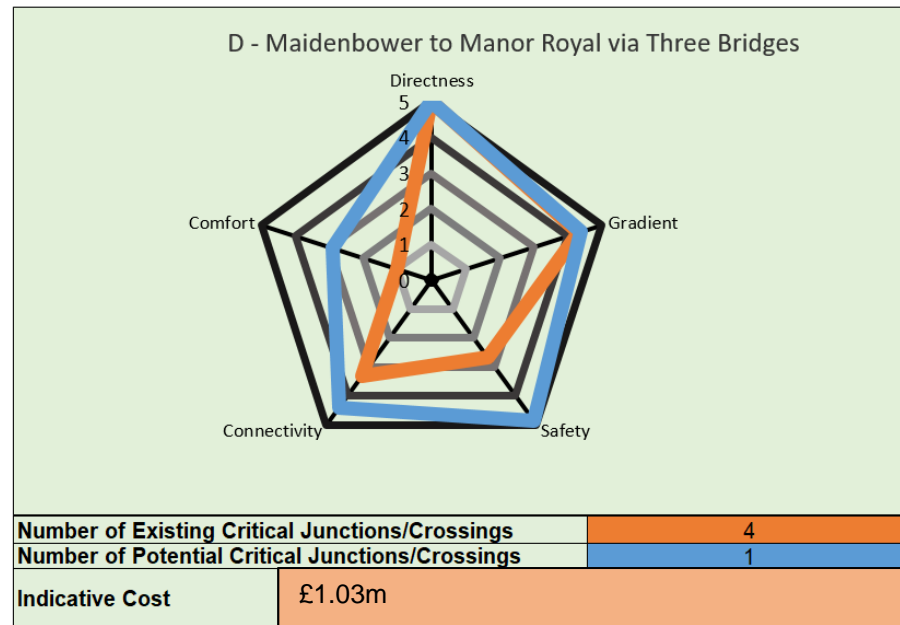


Route D serves Maidenbower neighbourhood as a commuter route, where Billinton Drive presents relatively direct access to Three Bridges station, but challenges in allocating space for cycling, particularly towards the northern end. Treatment of the station area is key for continuity and safety where motor traffic dominates and there are several critical junctions. Light segregation for on carriageway cycling is proposed for Hazelwick Avenue which is fast at peak times and busy at others.

Average cycle time 13 minutes

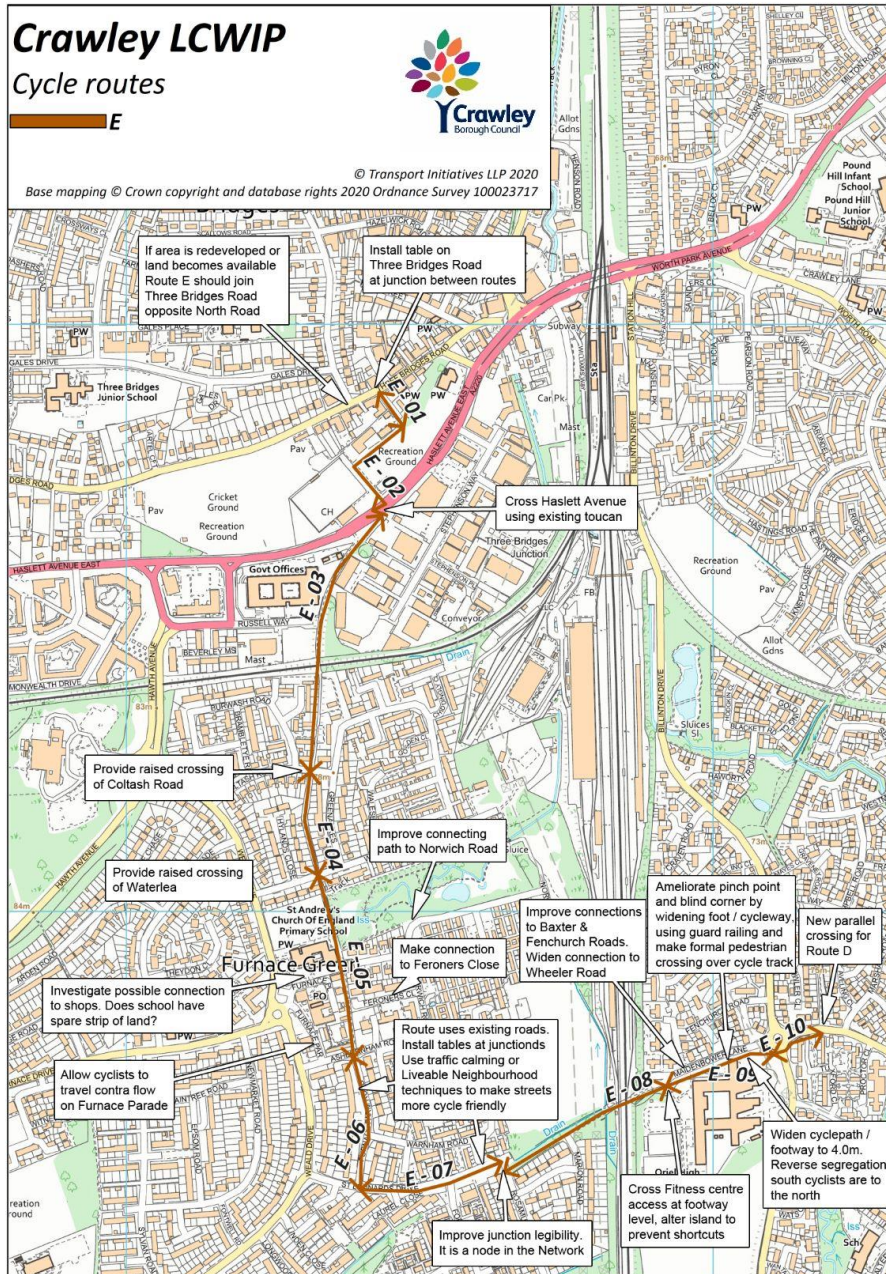
RST summary evaluation

Key: brown= existing conditions; blue=potential with improvements



Preliminary proposals are likely to be superseded to take into account updated design guidance and emerging plans for low traffic neighbourhoods, both with varying cost implications.

Appendix 4.1 Crawley LCWIP routes: E - Maidenbower to Three Bridges via Furnace Green

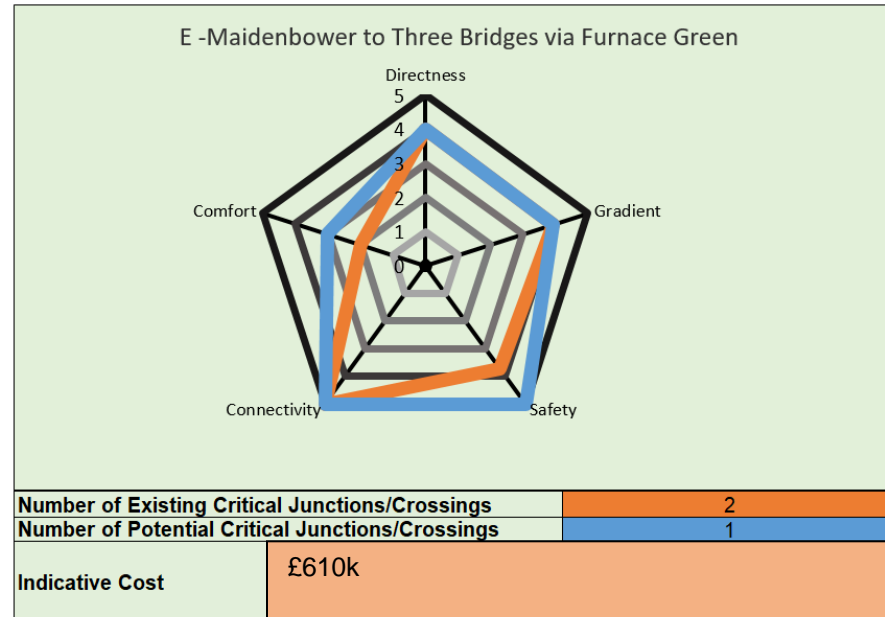


As access from Maidenbower is limited by the railway line, route E provides access to the town centre via a rail underpass by Oriel secondary school to Furnace Green neighbourhood. This is in a relatively low traffic area, but requiring route clarity and smoothing of sharp bends and obstacles. This is part of the link connecting the two NCN routes, 20 and 21 which go through Crawley. The off-road track Tilgate Drive is a part of NCN20 and a popular route that needs clearing of vegetation, with measures to avoid pedestrian conflict. This route joins route F for access to the Hawth and town centre south.

Average cycle time 9 minutes

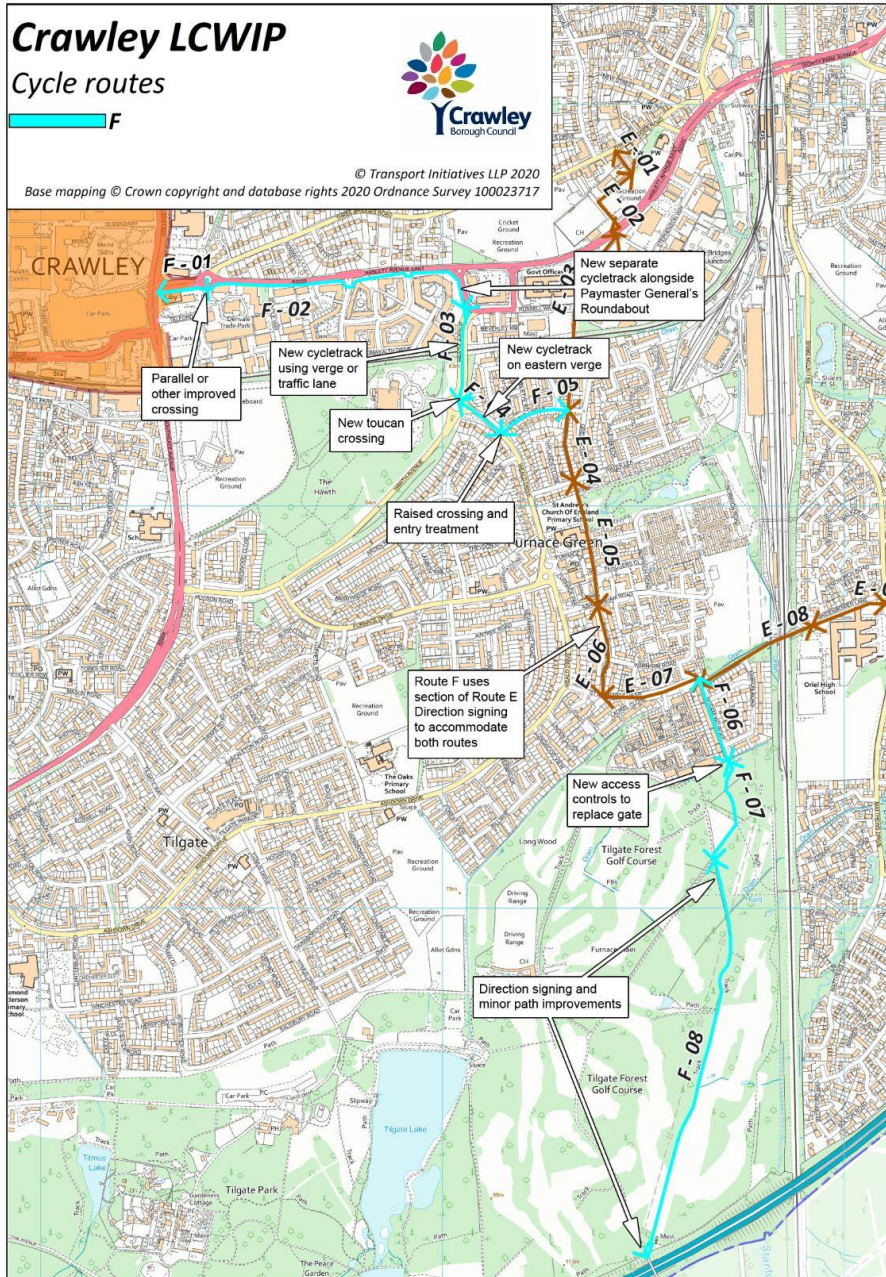
RST summary evaluation

Key: brown= existing conditions; blue=potential with improvements



Preliminary proposals are likely to be superseded to take into account updated design guidance and emerging plans for low traffic neighbourhoods, both with varying cost implications.

Appendix 4.1 Crawley LCWIP routes: F - Tilgate to Town Centre via Furnace Green (joins route E)

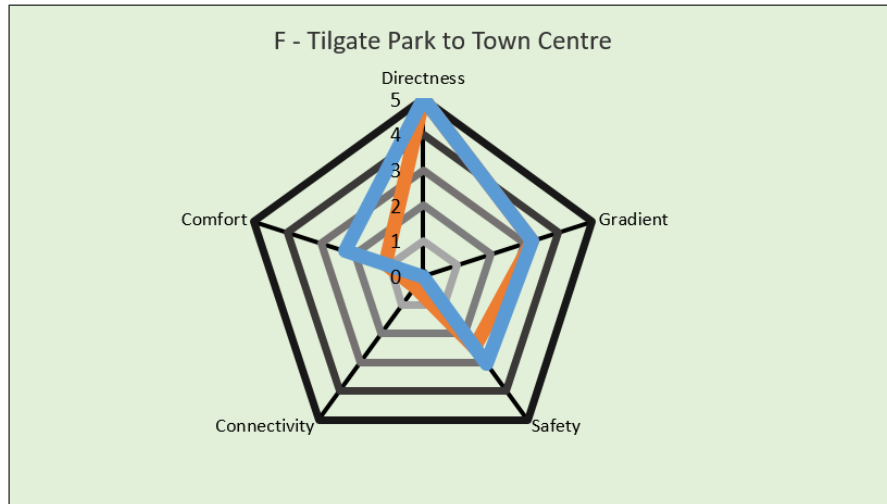


Route F follows the NCN20 route from Brighton across the M23 and Tilgate Park and Tilgate golf course and on through Tilgate neighbourhood. The route uses Tilgate Drive (NCN20) and diverts from here to highways, serving the Hawth where a signal crossing to the busy and fast Hawth Avenue is needed. Proposals for reallocating some carriageway space at Weald Drive and a new track at the Squareabout. Crossings. Possible traffic management will need to be addressed here and at the Three Bridges Road junction by the town centre.

Average cycle time 16 minutes

RST summary evaluation

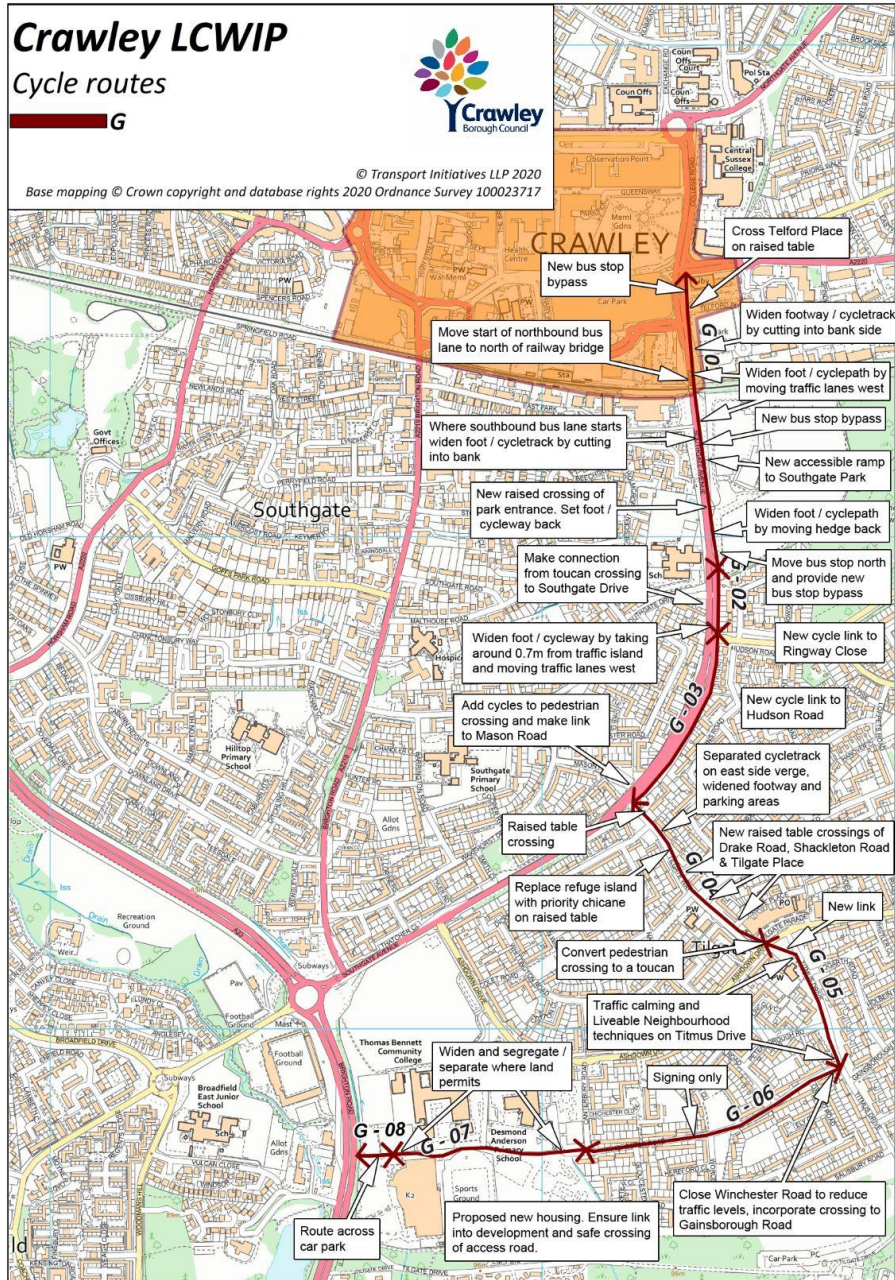
Key: brown= existing conditions; blue=potential with improvements



Number of Existing Critical Junctions/Crossings	2
Number of Potential Critical Junctions/Crossings	0
Indicative Cost	£390k

Preliminary proposals are likely to be superseded to take into account updated design guidance and emerging plans for low traffic neighbourhoods, both with varying cost implications.

Appendix 4.1 Crawley LCWIP routes: G - Tilgate to Town Centre (extended to K2)

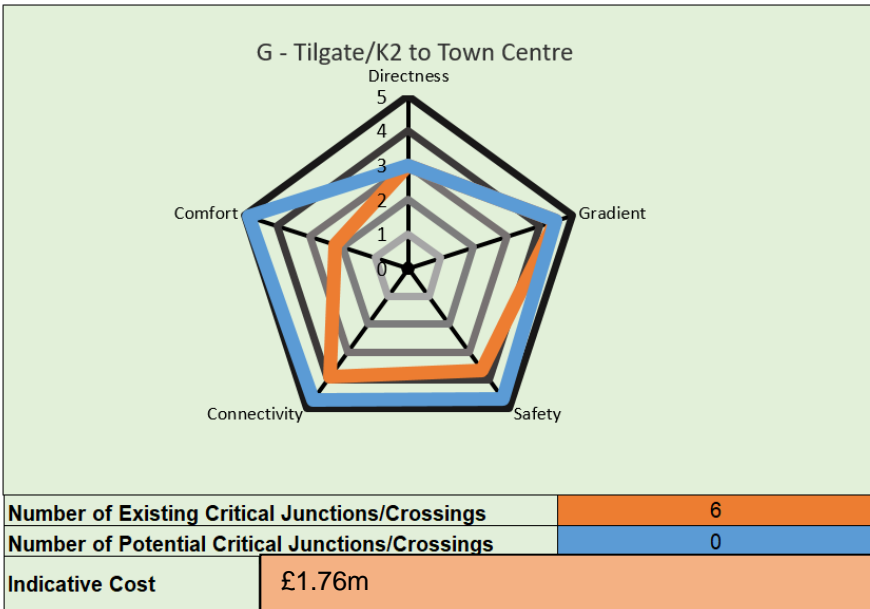


Southgate Ave is a key route for access to the town centre and Crawley railway and bus stations not only from Tilgate, but also Broadfield (see route H). Its existing cycle track is widely recognised as currently inadequate as far too narrow, with obstacles such as bus stops and railings and hold ups at side junctions with staggered signalled crossings. Guided bus lanes make carriageway options difficult and this proposal looks at tabled, straight through junctions, track widening and railing removal.

Average cycle time 13 minutes

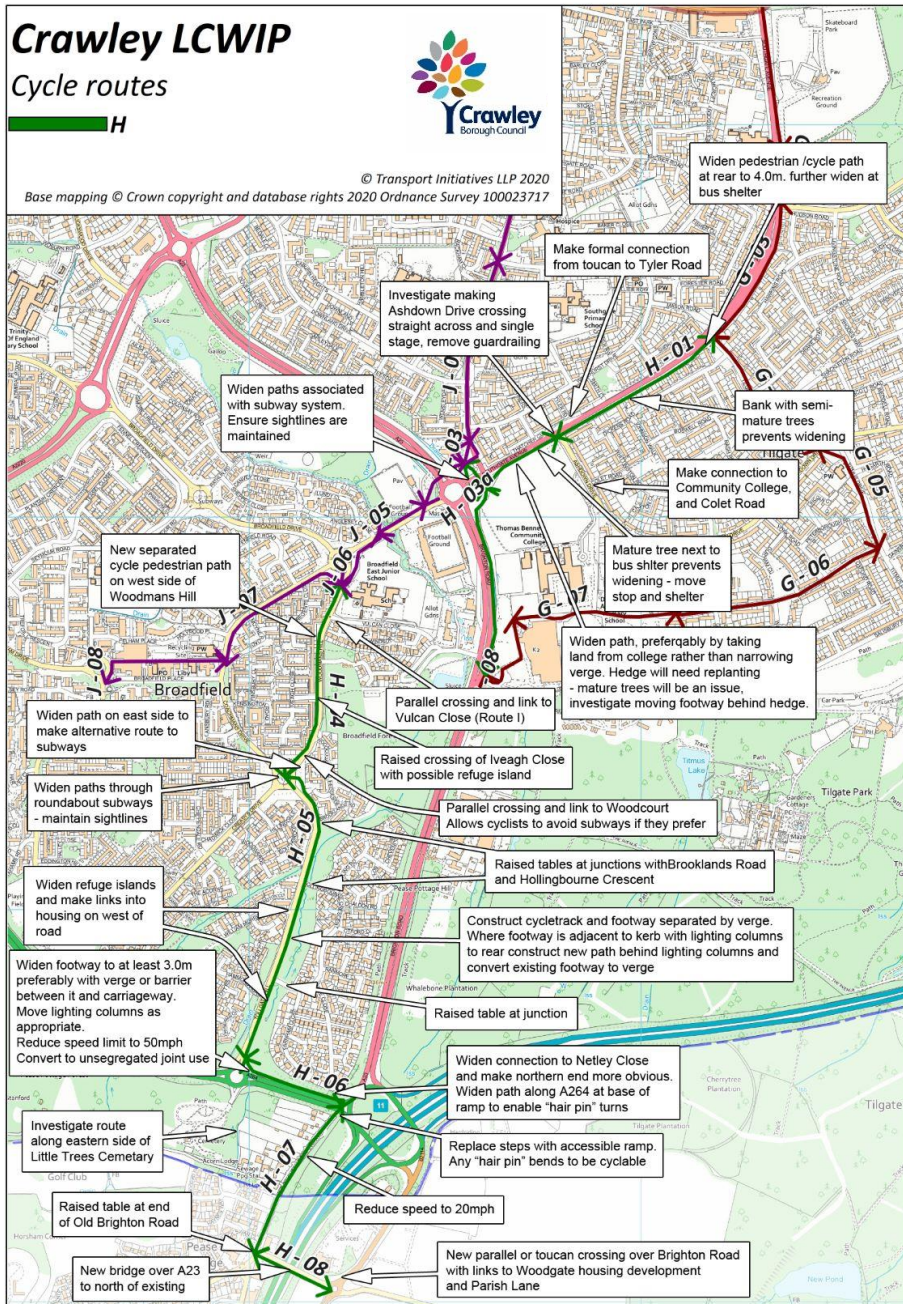
RST summary evaluation

Key: brown= existing conditions; blue=potential with improvements



Preliminary proposals are likely to be superseded to take into account updated design guidance and emerging plans for low traffic neighbourhoods, both with varying cost implications.

Appendix 4.1 Crawley LCWIP routes: H - Pease Pottage to Town Centre via Tilgate (joins route G)

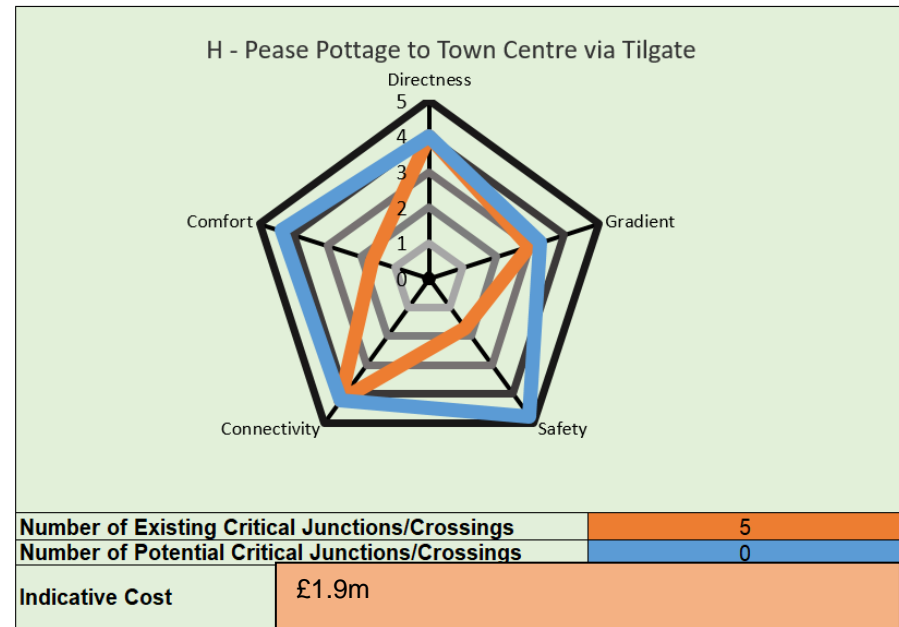


Cycle and walking access to the new housing development east of the Pease Pottage motorway junction is challenging as motor vehicle access is currently prioritised. Conditions demand a fully separated crossing for walking and cycling, but this area is outside the Crawley boundary. Main measures proposed throughout Broadfield are critical junction treatments. Bus fastway and lanes on Southgate Avenue require cycling on a shared track which requires track widening and railing removal. The route is picked up at Titmus Drive, Tilgate, to the town centre by route G.

Average cycle time 19 minutes

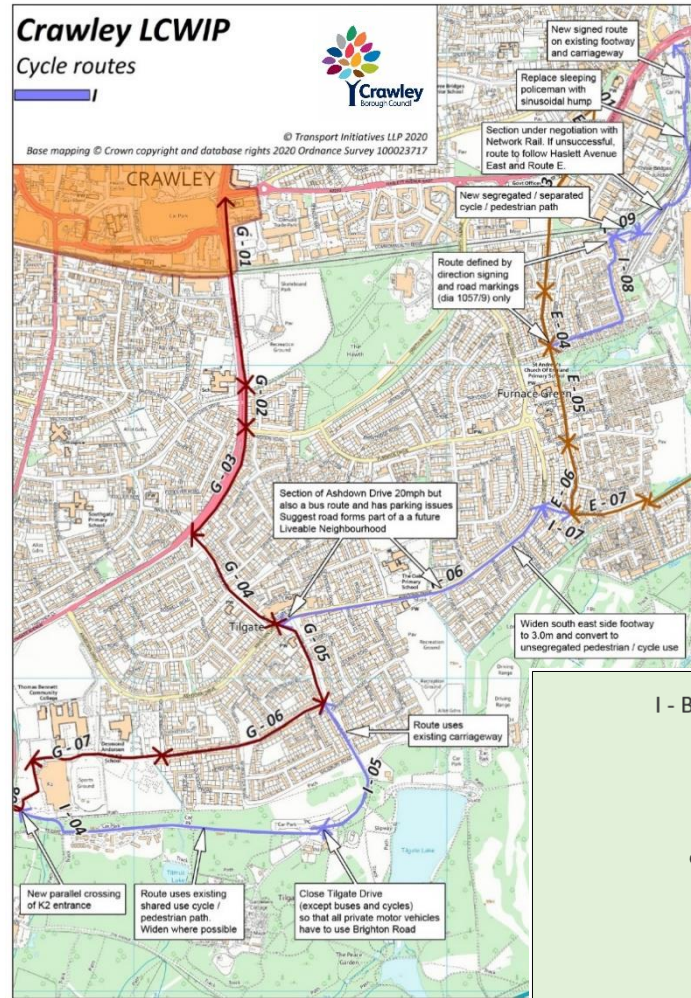
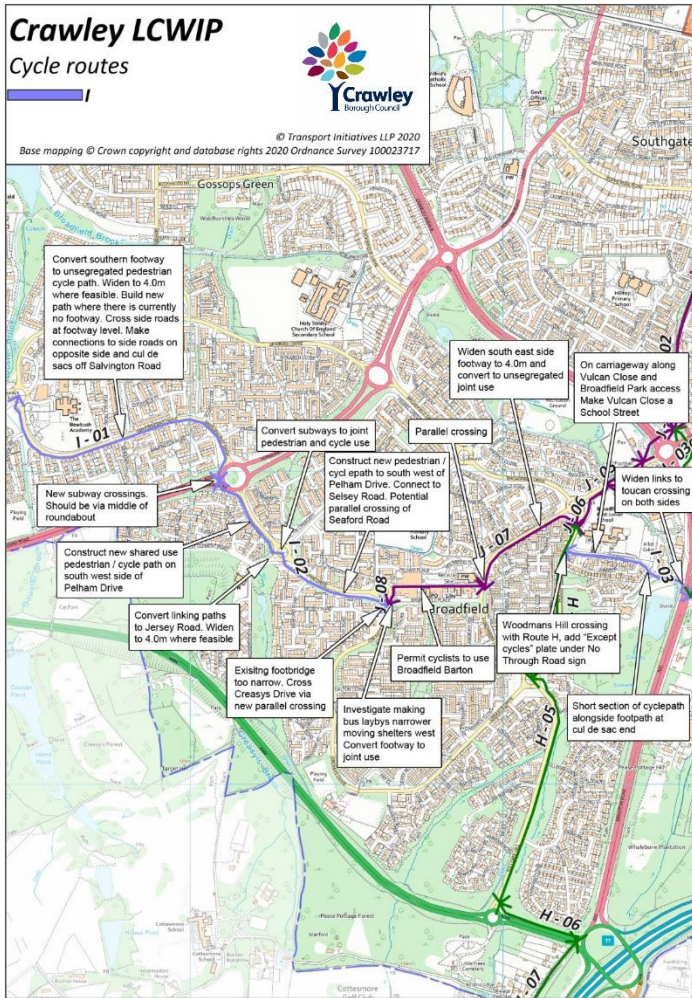
RST summary evaluation

Key: brown= existing conditions; blue=potential with improvements



Preliminary proposals are likely to be superseded to take into account updated design guidance and emerging plans for low traffic neighbourhoods, both with varying cost implications.

Appendix 4.1 Crawley LCWIP routes: I - Bewbush to Three Bridges via Broadfield, Tilgate Nature Centre (joins routes J, G and E)



Route I (west and east) forms something of a 'south-circular' linking up the more radial routes and taking in major destinations including K2 and Tilgate Nature Centre. The key issues for access to Three Bridges station from the neighbourhoods in the south-west are crossing the A264 Horsham Road and A23 Brighton Road. Proposed subway crossing is a significant cost.

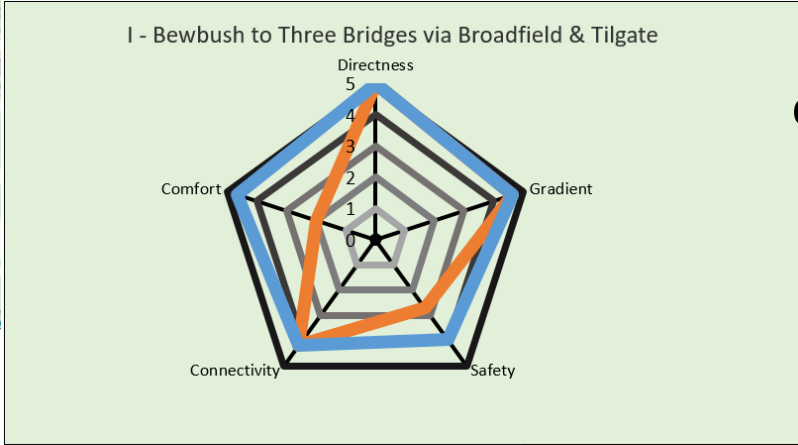
There has been some discussion of creating a route through Network Rail site at Three Bridges, including as a facility for staff there. However, this is challenging for security reasons and may not be possible.

Average cycle time 32 minutes

RST summary evaluation

Key: brown= existing conditions

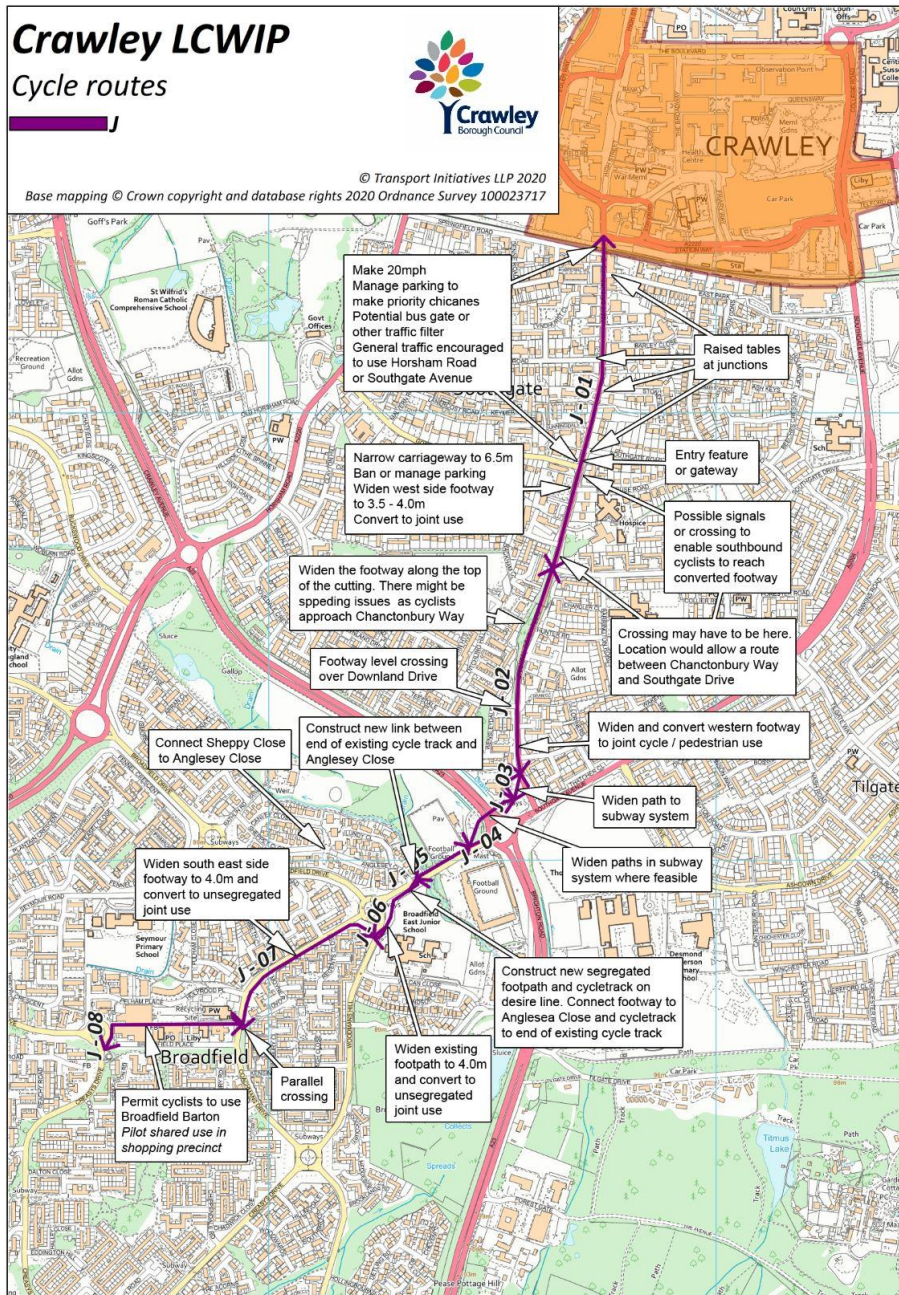
blue=potential with improvements



Number of Existing Critical Junctions/Crossings	4
Number of Potential Critical Junctions/Crossings	2
Indicative Cost	£3.2m

Preliminary proposals are likely to be superseded to take into account updated design guidance and emerging plans for low traffic neighbourhoods, both with varying cost implications.

Appendix 4.1 Crawley LCWIP routes: J - Broadfield to Town Centre via Southgate

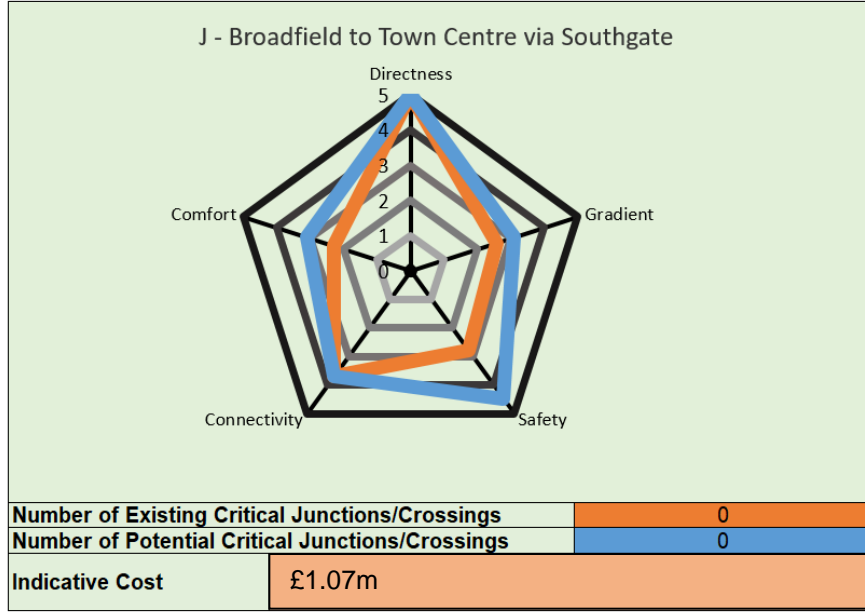


Broadfield neighbourhood has several relatively fast local distributor roads including Coachmans Drive, which currently provide little space for safe cycling. Safe treatment using this direct link to the football underpass by the stadium gives access to Southgate and northward routes. The underpass needs significant improvement but is a useful safe track. Brighton Road presents particular challenges with a narrow cutting, a hill and speeding traffic through Southgate, suggesting calming and traffic limiting measures to benefit the neighbourhood, where Horsham Road and Southgate Avenue are alternative traffic routes.

Average cycle time 10 minutes

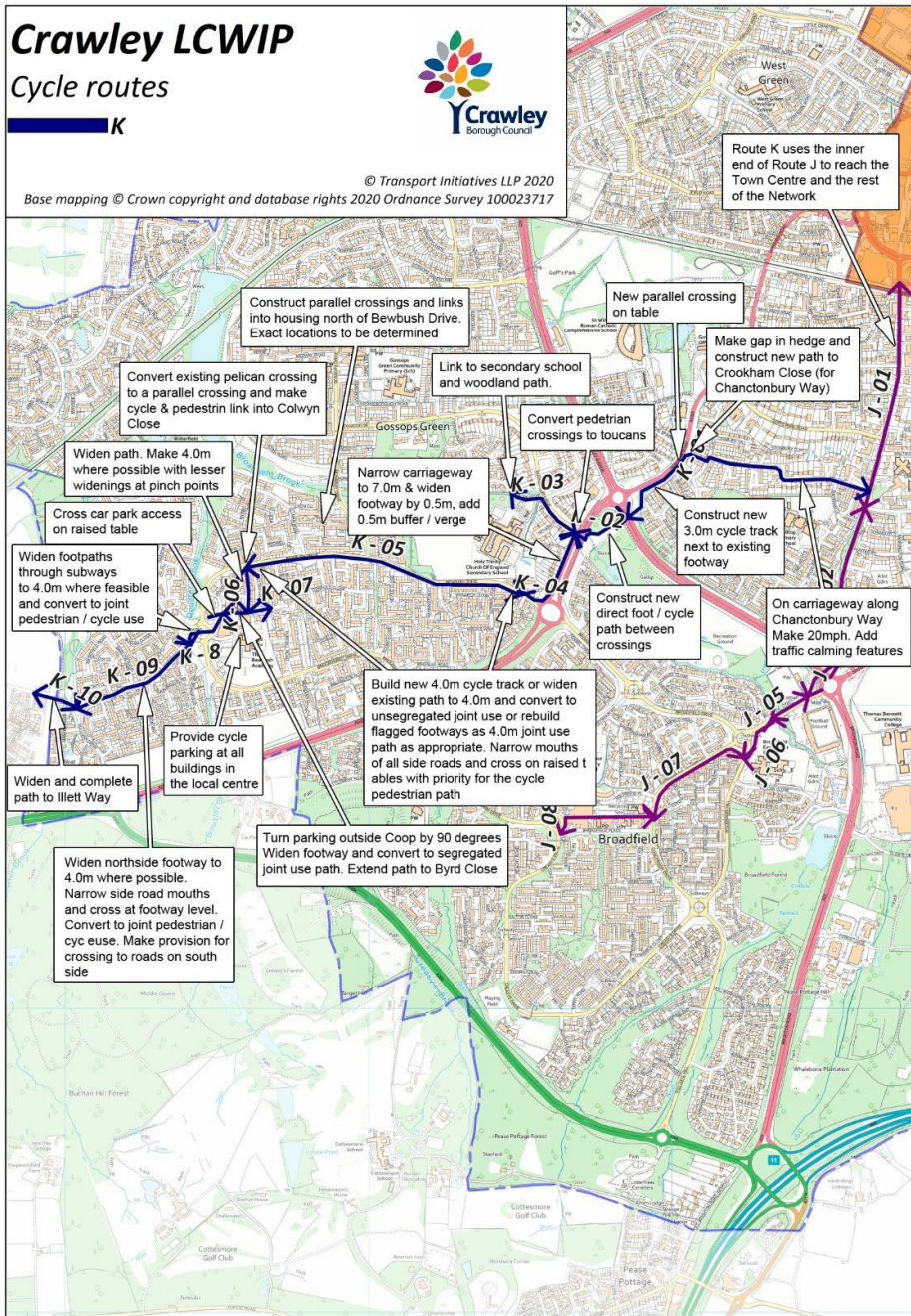
RST summary evaluation

Key: brown= existing conditions; blue=potential with improvements



Preliminary proposals are likely to be superseded to take into account updated design guidance and emerging plans for low traffic neighbourhoods, both with varying cost implications.

Appendix 4.1 Crawley LCWIP routes: K - Kilwood Vale and Bewbush to Town Centre (joins route J)

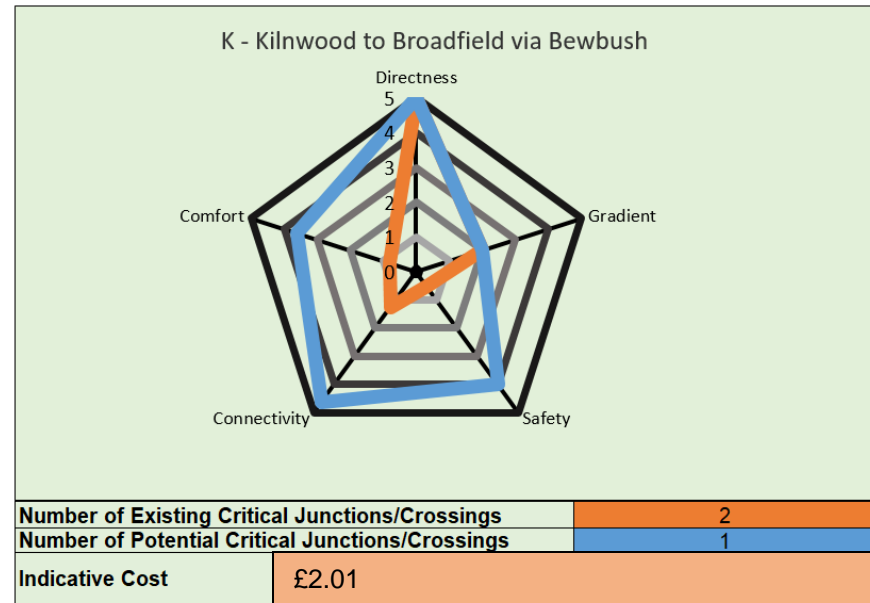


Kilwood Vale new housing development, many of the residents of which work at Manor Royal or Gatwick Airport. A bus gate provides cycle access from Illett Avenue into Bewbush, prohibiting car through traffic. Bewbush Drive is relatively direct but is a fast traffic route with a significant hill but offers a good route with treatment for safety and connectivity to neighbourhood streets. Cheals roundabout at the junction of Horsham Road and Crawley Avenue is a notorious hazard point for walking and cycling with only one crossing point. An existing crossing at Horsham Road is an opportunity to link with this across a desire line, giving access to Southgate neighbourhood to join route J to the town centre.

Average cycle time 17 minutes

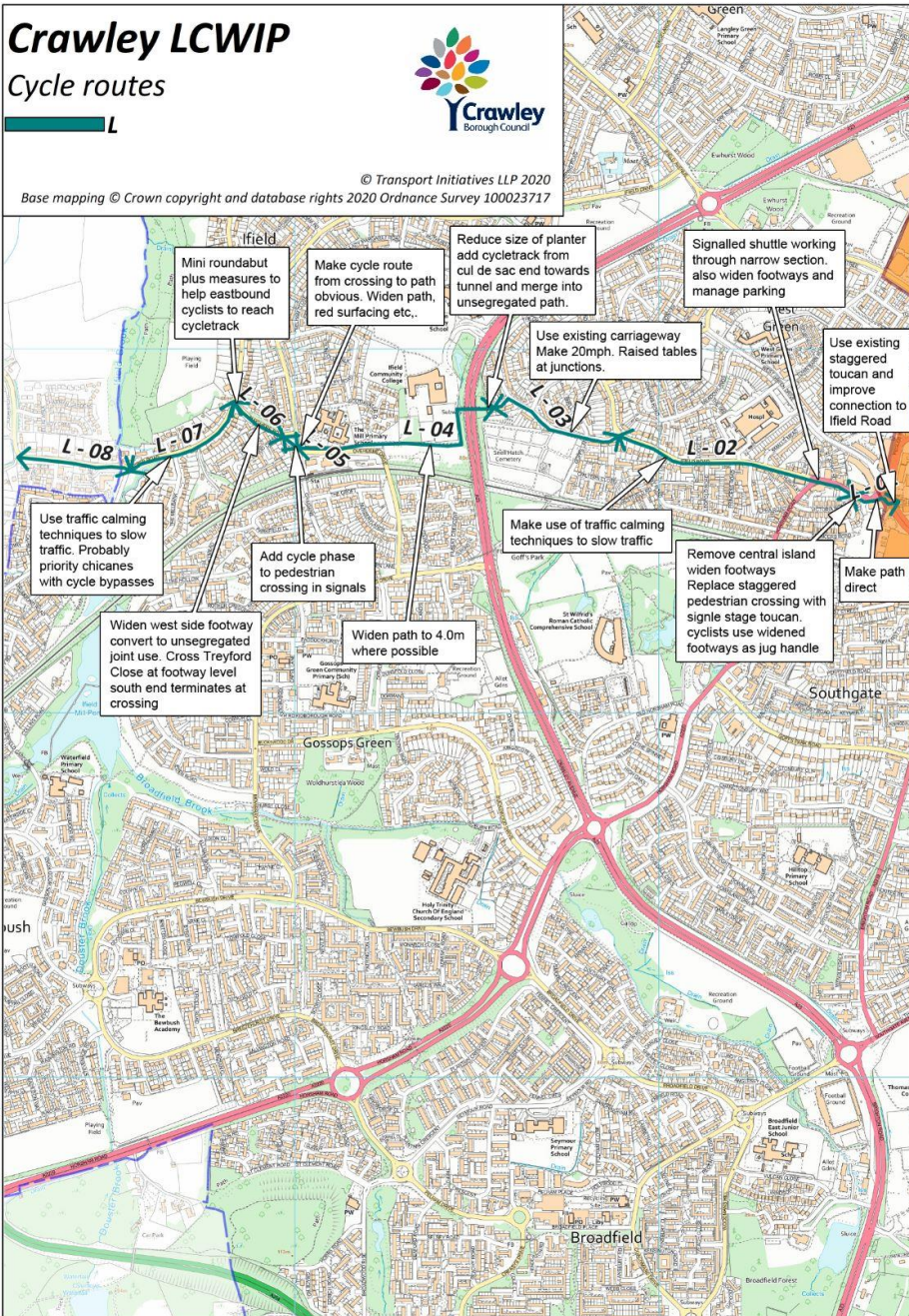
RST summary evaluation

Key: brown= existing conditions; blue=potential with improvements



Preliminary proposals are likely to be superseded to take into account updated design guidance and emerging plans for low traffic neighbourhoods, both with varying cost implications.

Appendix 4.1 Crawley LCWIP routes: L - Ifield to Town Centre



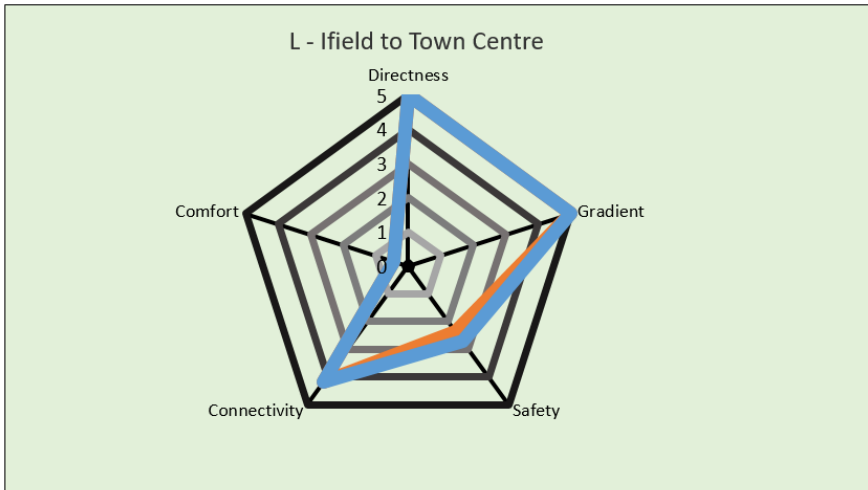
Ifield West faces access barriers to the town centre by the railway line and, particularly, Crawley Avenue. Additionally, Ifield Road, as a narrow street, busy with traffic at peak times, presents issues for safe cycling and invites traffic management to release space. Proposals consider a shuttle system.

This route links two schools to the West Green neighbourhood via a narrow underpass to Crawley Avenue and an existing off-road cycle track. This is well used as a footway and suggests opening up the underpass to provide a practical cycle facility. Feasibility and costs for this will need to be assessed separately.

Average cycle time 11 minutes

RST summary evaluation

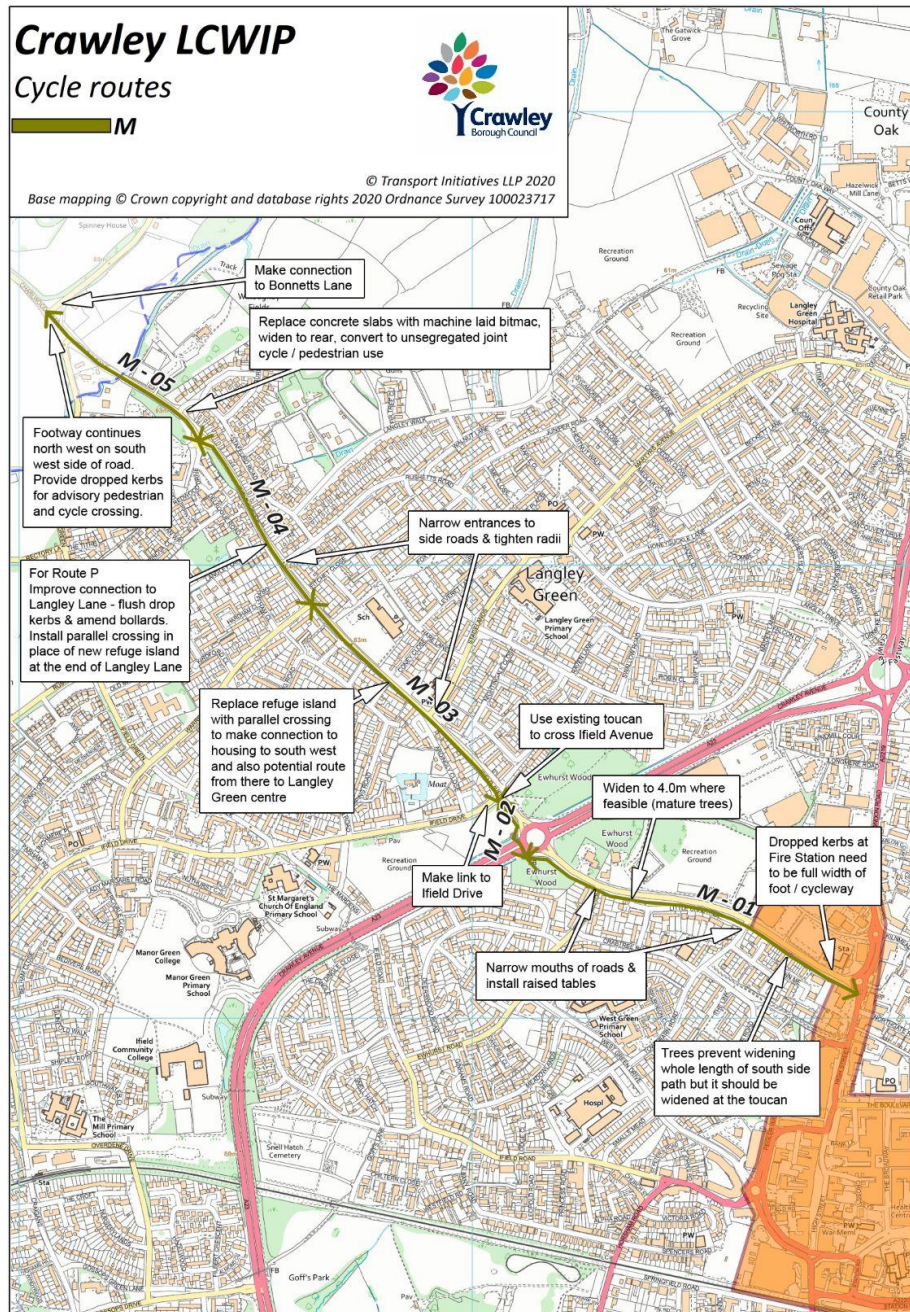
Key: brown= existing conditions; blue=potential with improvements



Number of Existing Critical Junctions/Crossings	4
Number of Potential Critical Junctions/Crossings	3
Indicative Cost	£853k

Preliminary proposals are likely to be superseded to take into account updated design guidance and emerging plans for low traffic neighbourhoods, both with varying cost implications.

Appendix 4.1 Crawley LCWIP routes: M - Ifield Green to Town Centre

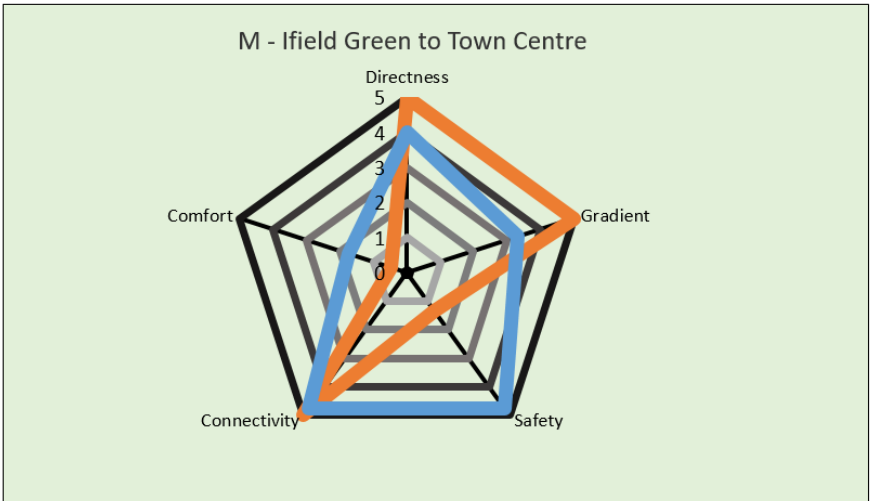


Ifield Avenue is a route to several sports facilities and a temple in Ifield Green as well as to Charlwood village and is busy at peak times. A shared cycleway/footway from Bonnetts Lane to Crawley Ave is interrupted by frequent junctions with residential streets with vehicle priority and uncontrolled crossing refuges where vehicles also have priority at all times. A 40mph speed limit set just a few metres north of Langley Lane bridleway (route P) reinforces traffic dominance. Measures to reduce vehicle speed and provide some cycle continuity and priority is required.

Average cycle time 10 minutes

RST summary evaluation

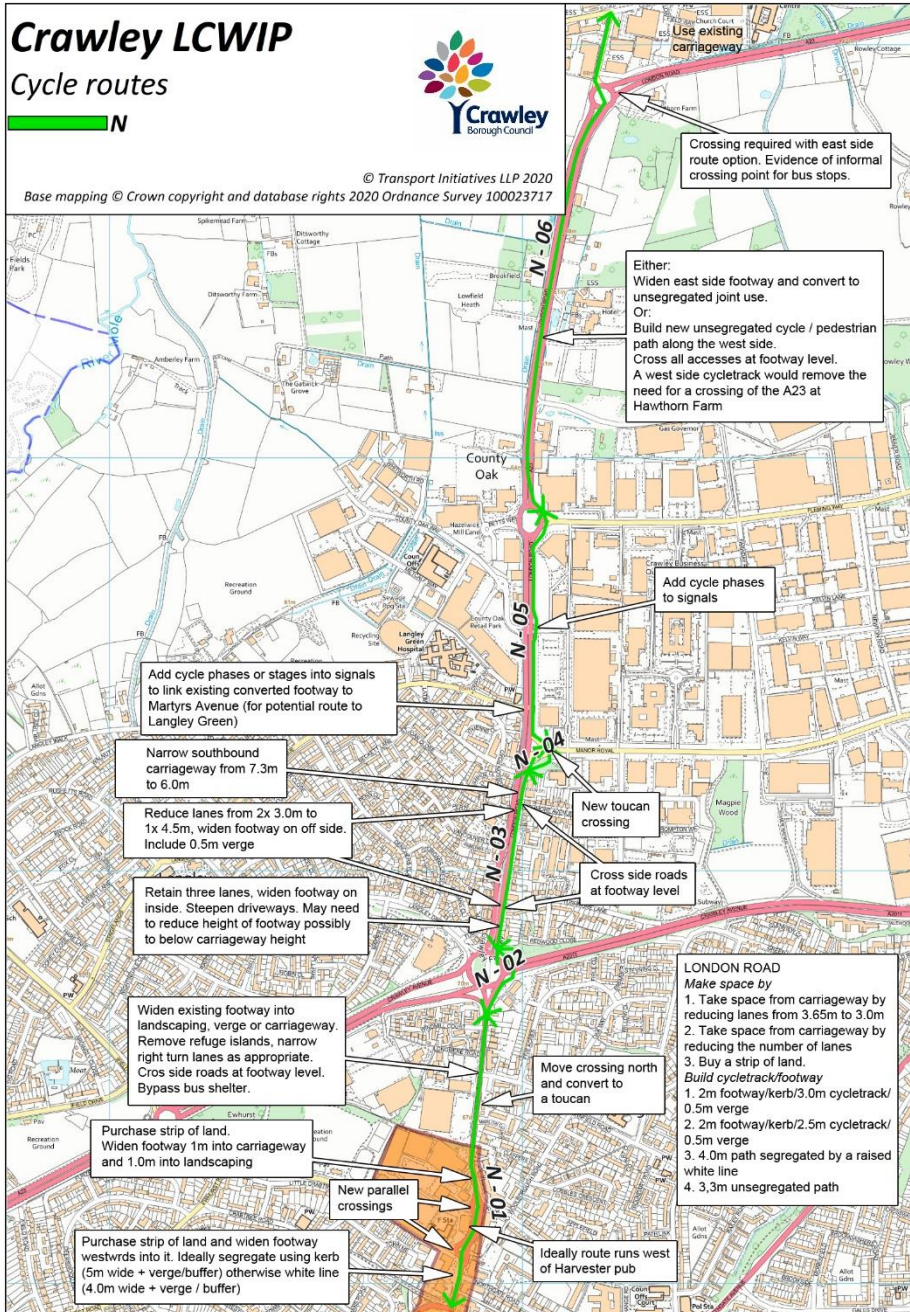
Key: brown= existing conditions; blue=potential with improvements



Number of Existing Critical Junctions/Crossings	7
Number of Potential Critical Junctions/Crossings	1
Indicative Cost	£480k

Preliminary proposals are likely to be superseded to take into account updated design guidance and emerging plans for low traffic neighbourhoods, both with varying cost implications.

Appendix 4.1 Crawley LCWIP routes: N - Lowfield Heath to Town Centre

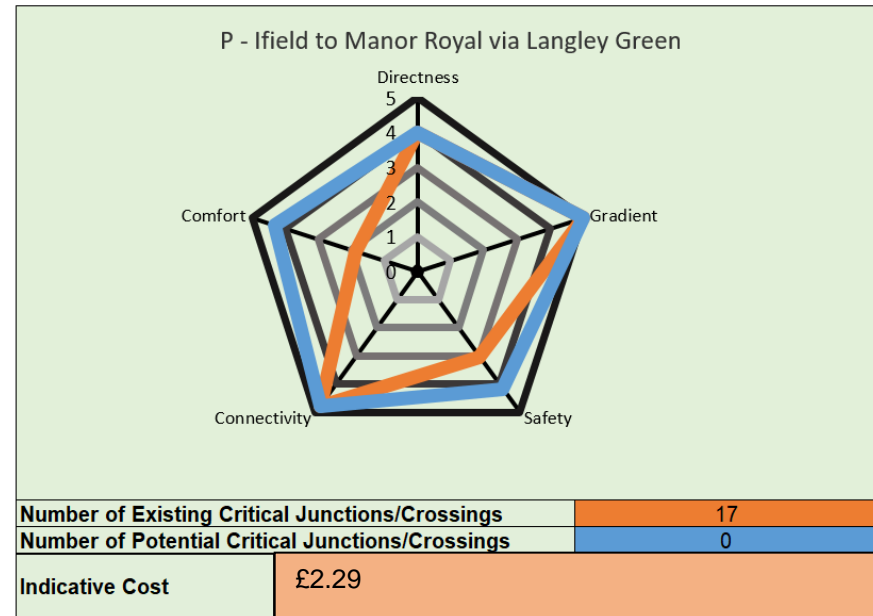


Corridor mapping indicates route N as important for access to employment and shopping and follows a stretch of the A23 that is busy but not the key through traffic route, which follows Crawley Avenue. Tushmore roundabout presents a particular challenge: whilst already served by toucan crossings, these mean four signal phases to continue northward. Much of the A23 London Road is dual carriageway with narrow pavements, the southern sections are single carriageway with limited footway space. Carriageway reallocation will need to be considered.

Average cycle time 13 minutes

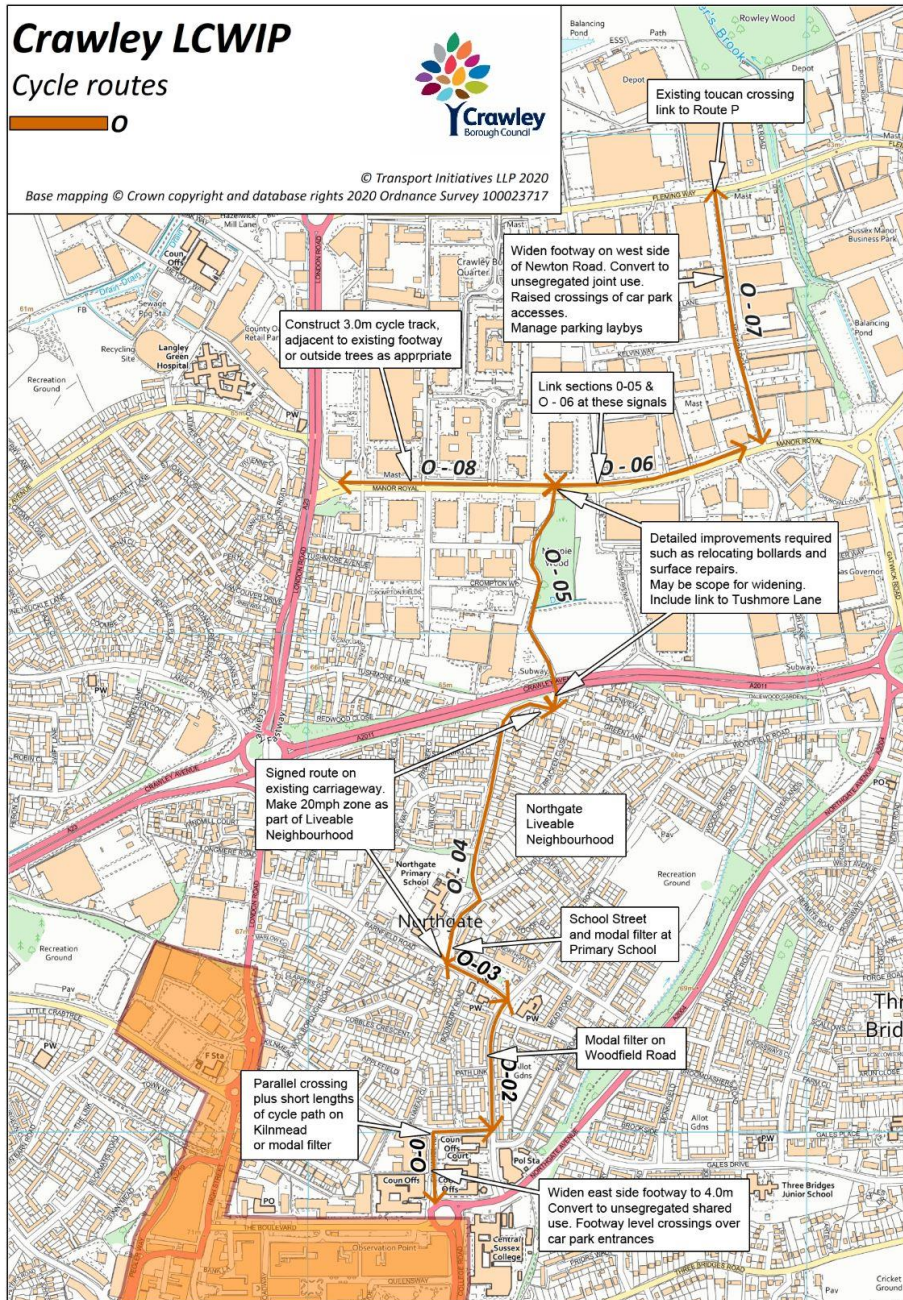
RST summary evaluation

Key: brown= existing conditions; blue=potential with improvements



Preliminary proposals are likely to be superseded to take into account updated design guidance and emerging plans for low traffic neighbourhoods, both with varying cost implications.

Appendix 4.1 Crawley LCWIP routes: O - Manor Royal (west) to Town Centre

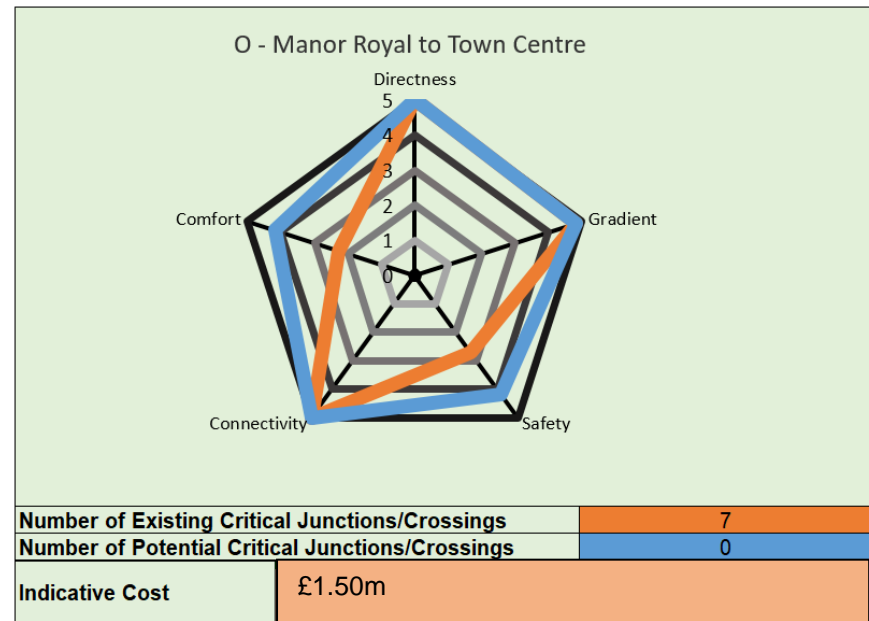


Route O is an abstract from route N, providing access between Manor Royal and the town centre and including improvements to the existing cycle tracks along Manor Royal itself and add protected space on Newton Road, to provide full connectivity. This section looks for business site entrance measures for levelling and reprioritising. The route through the Northgate neighbourhood passes a primary school and shopping parade, suggesting a low traffic neighbourhood treatment, filtering safe streets for cycling and walking. Woodfield Road is used by police vehicles but is also a rat-run and would need careful measures for filtering vehicles.

Average cycle time 4 minutes

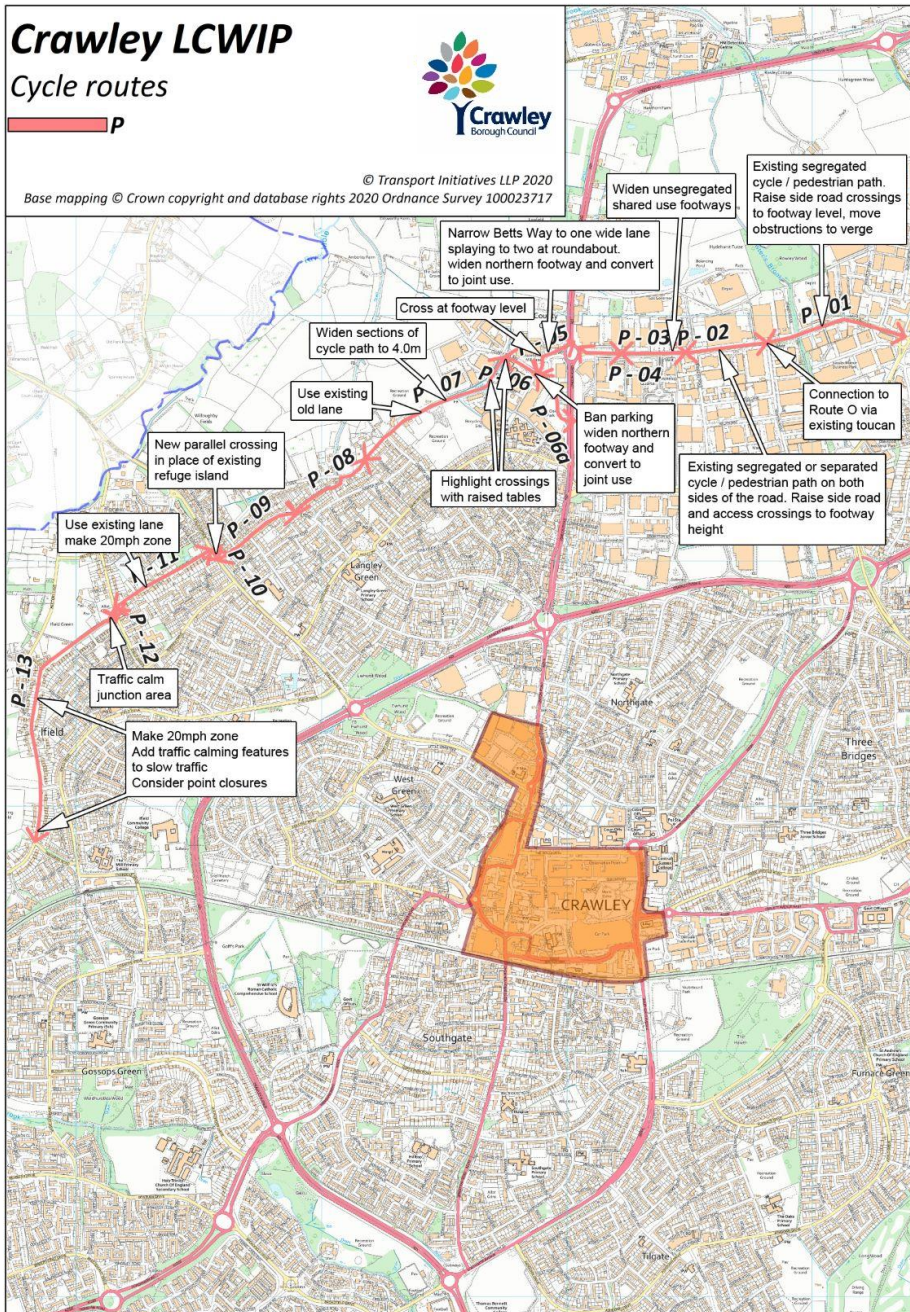
RST summary evaluation

Key: brown= existing conditions; blue=potential with improvements



Preliminary proposals are likely to be superseded to take into account updated design guidance and emerging plans for low traffic neighbourhoods, both with varying cost implications.

Appendix 4.1 Crawley LCWIP routes: P - Ifield to Manor Royal via Langley Green

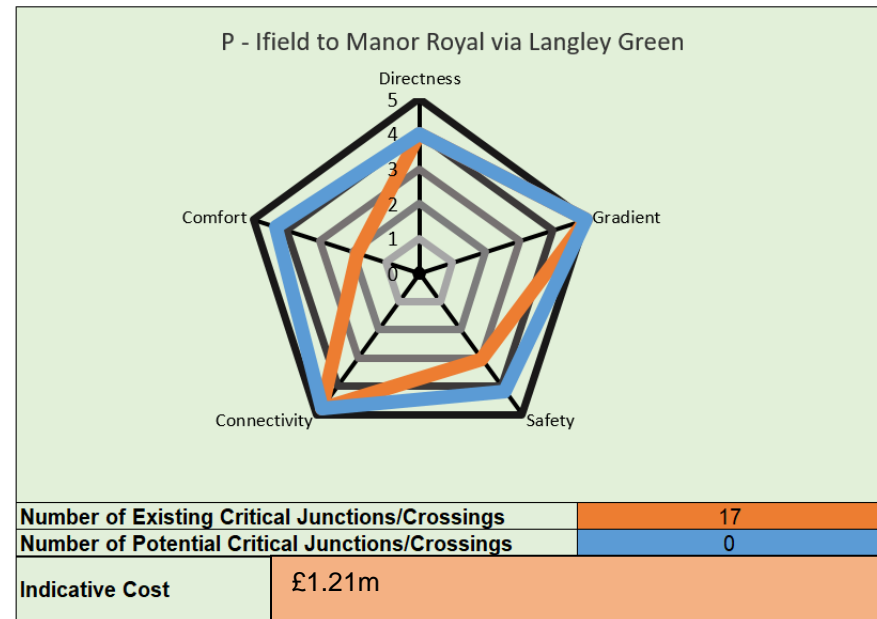


Route P serves Ifield and Langley Green neighbourhoods as a partial north circular route, shown by the Crawley Cycle Network Review to be particularly lacking in cycle facilities as well as a priority corridor. Single carriageway residential streets, busy at peak times, with limited space for segregation for cycles, suggests potential for traffic management and quiet neighbourhood measures providing safer, comfortable cycling. The Langley Lane bridleway and Langley Walk are attractive features of the route, with key challenges in crossing busy roads like Ifield Avenue and avoiding conflict with vehicles at County Oak, along with safe and direct access to Manor Royal around the retail centres.

Average cycle time 20 minutes

RST summary evaluation

Key: brown= existing conditions; blue=potential with improvements



Preliminary proposals are likely to be superseded to take into account updated design guidance and emerging plans for low traffic neighbourhoods, both with varying cost implications.

Appendix 4.2 Crawley LCWIP - minimum cycle provision under different highway conditions

Speed Limit	Annual Average Daily Traffic (AADT)	Anticipated peak hour number of non-motorised users per hour (either 1-way or 2-way depending on the Cycle Route Type)	Cycle Route Type	Desirable Minimum Effective Width	Absolute Minimum Effective Width
20 or 30 mph	Below 2,500	Any	Cycle-friendly street design		
20 or 30 mph	2,500 - 5,000	<150	Cycle Lanes (Mandatory or Advisory)* **	2.0m	1.5m
20 or 30 mph	5,000+	<150	1-way cycle track (including stepped cycle track)* **	2.5m	1.5m
		150-750		3.0m	2.5m
		>750		4.0m	3.5m
30 mph	5,000+	<150	2-way cycle track or shared path **	3.0m	2.5m
		>150	2-way cycle track (segregated from pedestrians) **	4.0m	3.5m
40 mph and above	Any	<150	2-way cycle track or shared path ***	3.0m	2.5m
		>150	2-way cycle track (segregated from pedestrians) ***	4.0m	3.5m

* Where the minimum width cannot be attained over the majority of its length, cycle lanes should not normally be provided. In such circumstances, and where demarcation of a route is deemed appropriate, the use of signing and cycle symbol logo patches located 1.5m from the kerb may be an alternative option.
 ** Light forms of cycle lane segregation, such as wands or armadillos, can also be considered.
 *** Tracks on high speed roads should be separated from the carriageway by verge space or hedge. See 3.2.7.

Table 2a: Summary of minimum provision of cycle infrastructure on highways

(West Sussex Cycling Design Guide, 2018)

Appendix 5.1 Crawley LCWIP - Crawley town centre walking zone - link and area scores

(fails highlighted red)

Ref	Street name	ATTRACTIVE-NESS				COMFORT						DIRECTNESS						SAFETY			COHER-ENCE	TOTAL		Comments
		A1	A2	A3	A4	Cm1	Cm2	Cm3	Cm4	Cm5	Cm6	D1	D2	D3	D4	D5	D6	S1	S2	S3	Ch1	SCORE	%	
CWA01	Station forecourt	2	2	2	2	2	2	1	2	2	2	2	1	2	2	2	2	1	2	2	0	35	87	Western access incoherent and missing dropped kerb crossing off Station Way
CWA02	Station Way	1	2	1	2	1	0	2	2	2	2	2	1	1	2	2	2	1	1	2	1	30	75	South side pavement west of station too narrow, poor surface and vegetation encroaching. Some missing tactile paving
CWA03	Friary Way	2	2	1	2	2	2	2	1	2	1	2	1	2	2	2	2	1	2	1	1	33	82	Market stalls narrow pavement
CWA04	Haslett Avenue West	1	2	1	1	2	1	0	1	2	1	2	1	2	2	2	2	1	1	2	0	27	67	Missing tactile paving and dropped kerbs. Narrow crossing.
CWA05	Station Road, Station Way, Haslett Avenue West gyratory	1	2	0	1	1	0	2	1	2	2	2	1	1	2	2	2	1	1	2	1	27	67	Narrow pavements in parts and incoherent in some layout.
CWA06	East Park	2	2	2	1	1	1	2	2	2	2	2	1	2	2	2	2	1	2	2	0	33	82	Missing dropped kerb
CWA07	Railway footbridge and access off East Park	1	1	2	1	1	0	2	2	2	2	2	2	2	2	0	2	2	2	2	2	32	80	Steps only on footbridge
CWA08	Brighton Road	2	2	1	2	1	0	2	2	2	1	2	2	1	2	2	2	1	1	1	0	29	72	Narrow pavement on east side and missing tactile and poor dropped kerbs with ponding
CWA09	Pegler Way	1	2	1	2	2	0	2	2	2	0	2	0	1	1	2	2	1	1	1	2	27	67	Pavement narrowed by line segregated cycle path and bus shelters and street furniture and planters
CWA10	High Street and Orchard Street	2	2	1	2	1	2	2	2	2	2	2	2	1	2	2	2	1	1	2	1	34	85	Some missing tactile paving
CWA11	Crawley Leisure Park	2	2	1	1	2	1	2	2	2	2	0	0	1	2	2	0	1	2	1	0	26	65	Large car park where the fact that people walk to and from their cars is almost totally forgotten
CWA12	Ifield Avenue	1	2	1	2	1	0	2	2	1	2	2	1	2	2	2	1	1	1	2	30	75	Line segregated cycle path and some vegetation encroachment severely narrows pavement	
CWA13	London Road	2	2	1	1	2	2	2	2	2	1	2	1	1	2	2	2	1	1	1	2	32	80	
CWA14	London Road	2	2	1	1	2	2	2	2	2	1	2	2	1	2	2	2	1	1	2	2	34	85	

Ref	Street name	ATTRACTIVE-NESS				COMFORT						DIRECTNESS						SAFETY			COHER-ENCE	TOTAL		Comments
		A1	A2	A3	A4	Cm1	Cm2	Cm3	Cm4	Cm5	Cm6	D1	D2	D3	D4	D5	D6	S1	S2	S3	Ch1	SCORE	%	
CWA15	Kilnmead	1	2	1	2	2	1	0	2	2	2	2	1	1	2	2	2	1	1	0	2	29	72	Very busy for what is primarily a residential street.
CWA16	Path between Kilnmead and The Boulevard	1	0	2	2	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	35	87	Surface deteriorating and needs clearing of mud and leaves
CWA17	Path from east end of Northgate Road	0	0	2	2	0	0	2	2	2	2	2	2	2	2	0	2	2	2	2	30	75	Very narrow, muddy and literally round the houses	
CWA18	Northgate Road	2	2	2	2	2	1	2	2	2	1	2	2	2	2	2	2	2	2	1	37	92	No tactile on west end crossing and ponding here too	
CWA19	The Boulevard	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	1	2	2	2	38	95		
CWA20	The Boulevard	2	2	1	2	0	1	2	2	2	2	2	1	1	2	1	1	1	1	2	1	29	72	Some of the paving slabs very bumpy and all are tired. Crossing by Town Hall should be on demand with no delay on call.
CWA21	The Boulevard	2	2	1	2	1	2	2	2	2	1	1	2	2	2	2	1	2	2	0	33	82	East end access has no dropped kerbs. Pavement tired and some ponding. Wide pavement on south side only	
CWA22	Parkside / Queensway	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	40	100		
CWA23	Memorial Gardens	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	39	97		
CWA24	College Road	1	2	0	2	1	1	2	2	2	1	2	0	0	1	1	2	1	1	1	2	25	62	Pinch points and ponding on eastern pavement. Central barrier means no gaps and crossings which do not serve all desire lines
CWA25	Haslett Avenue East	2	2	1	2	2	2	2	2	2	2	2	0	0	0	2	2	1	1	1	2	30	75	Central guardrail means no gaps and only crossing is at west end
CWA26	Retail access	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	1	2	1	2	37	92		
CWA27	Library precinct	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	39	97		
CWA28	Queens Square and environs off it	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	39	97	Little bit of ponding in older section	
CWA29	The Broadway	2	2	2	2	1	2	2	1	2	1	2	2	2	2	2	1	2	2	2	36	90	Getting tired	
CWA30	Bank Lane	2	1	2	1	1	0	2	0	2	2	0	0	2	2	2	1	1	1	0	24	60	Back access really without consistent provision	
CWA31	The Square	2	2	2	2	1	2	2	2	1	2	2	2	2	2	2	2	2	2	2	38	95	Some tired bits needing repair	

Ref	Street name	ATTRACTIVE-NESS				COMFORT						DIRECTNESS						SAFETY			COHER-ENCE	TOTAL		Comments
		A1	A2	A3	A4	Cm1	Cm2	Cm3	Cm4	Cm5	Cm6	D1	D2	D3	D4	D5	D6	S1	S2	S3	Ch1	SCORE	%	
CWA32	Cross Keys	0	0	2	0	0	0	2	2	2	1	0	2	2	2	2	2	1	2	1	0	23	57	Access but publicly accessible cut through
CWA33	Ifield Road	1	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	38	95	
CWA34	Church Walk	1	1	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	37	92	

Agenda Item 14

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank