

# Crawley Borough Council

## Cabinet

Agenda for the **Cabinet** which will be held in **Ashurst Main Hall - The Charis Centre**, on **Wednesday, 16 March 2022** at **7.00 pm**

Nightline Telephone No. 07881 500 227



**Chief Executive**

**Membership:**

**Councillors**

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

M G Jones

C J Mullins  
P C Smith

Leader of the Council

Cabinet Member for Housing

Cabinet Member for Environmental Services  
and Sustainability

Cabinet Member for Public Protection and  
Community Engagement

Cabinet Member for Wellbeing

Deputy Leader & Cabinet Member for Planning  
and Economic Development

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

## Part A Business (Open to the Public)

	<b>Pages</b>
<b>1. Apologies for Absence</b>	
<b>2. Disclosures of Interest</b>	
In accordance with the Council's Code of Conduct, councillors are reminded that it is a requirement to declare interests where appropriate.	
<b>3. Minutes</b>	5 - 14
To approve as a correct record the minutes of the Cabinet held on 2 February 2022.	
<b>4. Public Question Time</b>	
To answer any questions asked by the public which are relevant to the functions of the Cabinet.	
Public Question Time will be concluded by the Chair when all questions have been answered or on the expiry of a period of 15 minutes, whichever is the earlier.	
<b>5. Further Notice of Intention to Conduct Business in Private and Notifications of any Representations</b>	
The Monitoring Officer will report on any responses to representations received in relation to why item(s) 14 & 15: <i>Crawley Towns Fund Project Business Cases</i> and <i>Metcalf Way Depot and Workshop – Redevelopment</i> should not be held in Part B Business – (Closed to the Public).	
<b>6. Matters referred to the Cabinet and Report from the Chair of the Overview and Scrutiny Commission</b>	
To consider any matters referred to the Cabinet (whether by a scrutiny committee or by the Council) and those for reconsideration in accordance with the provisions contained in the Scrutiny Procedure Rules, the Budget Procedure Rules and the Policy Framework Procedure Rules set out in Part 4 of the Council's Constitution.	

	<b>Pages</b>
<p><b>7. Proposed Changes to the Essential Car User Allowance Scheme</b></p> <p><i>The Leader's Portfolio</i></p> <p>To consider report CEX/57 of the Chief Executive, which was referred to the meeting of the Overview and Scrutiny Commission on 14 March 2022.</p> <p>Rule 16.4 (Special Urgency Notice) of the Access to Information Procedure Rules will be applied and a decision will be taken by the Cabinet on this matter at its meeting on 16 March 2022.</p> <p>The reason that it will be necessary to publish the report later than the 5 clear days required is following a request from the Unison Union, who need to finalise their consultation with their Branch Executive members. As this is a staff related matter and to assist with Unison coming to an agreed position on the Essential User Car Allowance Scheme a request for the additional time was agreed by the Chief Executive, who felt it was important that their views be included in the final report for Cabinet's consideration.</p> <p>If the decision was delayed further, this would take us into the next municipal year, creating further uncertainty to the staff affected.</p> <p>The Leader of the Council as the Chair of Cabinet, and the Chair of the Overview and Scrutiny Commission have been consulted and have confirmed their support for the use of the urgency being acceptable.</p> <p>This report will be included in a supplementary agenda.</p>	
<p><b>8. Town Centre Regeneration Programme Third Edition</b></p> <p><i>Planning and Economic Development Portfolio</i></p> <p>To consider report PES/397 of the Head of Economy and Planning, which was referred to the meeting of the Overview and Scrutiny Commission held on 14 March 2022.</p>	15 - 32
<p><b>9. Allocating Monies Collected Through CIL</b></p> <p><i>Planning and Economic Development Portfolio</i></p> <p>To consider report PES/388 of the Head of Economy and Planning.</p>	33 - 46
<p><b>10. Leisure Contract – Extension of Variation Order</b></p> <p><i>Wellbeing Portfolio</i></p> <p>To consider report HPS/30 of the Head of Major Projects and Commercial Services.</p>	47 - 50

	<b>Pages</b>
<p><b>11. West Sussex County Council and Crawley Borough Council Agency Agreement in relation to Civil Parking Enforcement</b></p> <p><i>Environmental Services and Sustainability Portfolio</i></p> <p>To consider report HCS/39 of the Head of Community Services.</p>	51 - 54
<p><b>12. Supplemental Agenda</b></p> <p>Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.</p>	
<p><b>13. Exempt Information – Exclusion of the Public (Subject to Agenda Item 5)</b></p> <p>The Committee is asked to consider passing the following resolution:-</p> <p>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>	

### **Part B Business - Closed to the Public**

<p><b>14. Crawley Towns Fund Project Business Cases</b></p> <p><i>Planning and Economic Development Portfolio</i></p> <p>Exempt Paragraph 3 <i>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</i></p> <p>To consider report PES/399 of the Head of Economy and Planning, which was referred to the meeting of the Overview and Scrutiny Commission on 14 March 2022.</p>	55 - 70
<p><b>15. Metcalf Way Depot and Workshop - Redevelopment</b></p> <p><i>The Leader's Portfolio</i></p> <p><i>Exempt Part B - By Virtue of Paragraph 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)</i></p> <p>To consider report HPS/31 of the Head of Major Projects and Commercial Services, which was referred to the meeting of the Overview and Scrutiny Commission on 14 March 2022.</p>	71 - 82

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## Crawley Borough Council

### Minutes of Cabinet

Wednesday, 2 February 2022 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
M G Jones	Cabinet Member for Public Protection and Community Engagement
C J Mullins	Cabinet Member for Wellbeing

#### Also in Attendance:

Councillors	D Crow, R D Burrett and K Khan
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#### Officers Present:

Natalie Brahma-Pearl	Chief Executive
Siraj Choudhury	Head of Legal, Governance and HR
Ian Duke	Deputy Chief Executive
Karen Hayes	Head of Corporate Finance
Chris Pedlow	Democracy & Data Manager
Amanda Kendall	Head of Crawley Homes
Clem Smith	Head of Economy and Planning
Laura Padgett	NASB Manager

#### Apologies for Absence:

Councillor P C Smith

#### 1. Disclosures of Interest

No disclosures of interests were made.

#### 2. Minutes

The minutes of the meeting of the Cabinet held on 12 January 2022 were approved as a correct record and signed by the Leader of the Council.

### 3. Public Question Time

There were no questions from the public.

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

It was reported that no representations had been received in respect of agenda item 14: *Crawley Innovation Centre - Draft Towns Fund Business Case*

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

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

### 6. 2022/2023 Budget and Council Tax

The Leader presented report [FIN/549](#) of the Head of Corporate Finance. The Council had a statutory responsibility to set a Council Tax and Budget in advance of the commencement of the new financial year. It was noted that the report detailed each of the Revenue, Capital and Housing Revenue Accounts that combine together to formulate 'The Budget'. In proposing the level of Council Tax for the Financial Year 2022/23, each of those accounts identified had been considered. The proposed Council Tax for 2022/23 was to be increased by 2.31%.

The Leader emphasised that the proposed budget was being achieved without the need to make any cuts to services, instead the Council were going to use specifically created reserves to address any shortfall. The Council's aim was to achieve a balanced Budget over a four year period including putting back into the reserves when the Budget was in surplus. He informed the Cabinet that the proposed Budget had been produced based on the principles set in the Budget Strategy which had been approved by Full Council on 15 December 2021.

The Leader highlighted the additional recommendation contained within report [FIN/560](#) (in the supplementary agenda) that requested an increase to the temporary accommodation capital budget of £6,000,000 and also proposed a slight change to recommendation 2.2d) to include the words 'Three Years' so it would read '*to agree to increase the capital budget for Tilgate Park lake erosion by £150,000 funded from the capital programme reserve, this will be repaid over a **three year** period by the park.*'

Councillor Khan presented the Overview and Scrutiny Commission's [comments](#) on the report to the Cabinet following consideration of the matter at its meeting on 31 January 2022, which included:

- That the Commission sought confirmation regarding the increase to the capital budget for Tilgate Park lake erosion in that it had previously been agreed with the Park for a certain amount of capital in return for cost-neutrality. This increased fund was required for lake erosion works as a result of environmental improvements required.

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2 February 2022

- That the Commission noted within the pay policy statement 2022/23 that the pay award had not been agreed within the current financial year. The exact date was currently unknown due to ongoing negotiations.
- That the Commission had securitised the supplementary agenda and report and had been informed that there was always the need to ease the reliance on bed and breakfast accommodation and increase the provision of temporary accommodation as much as possible. Housing policy was strictly adhered to, and it was also noted that the numbers on the housing register had not reduced over the years.

Councillors Mullins, Irvine and Jones all spoke in support of the proposed Budget and the amendments.

The Cabinet asked that its thanks and gratitude be recorded, for all the hard work and dedication over the years, to Karen Hayes, Head of Corporate Finance as this would be the last Budget she produced for the Council as she would be entering semi-retirement later on this year.

## RESOLVED

That the Full Council be recommended to approve the following items regarding the 2022/23 Budget:

- a) to approve the proposed 2022/23 General Fund Budget including savings rolled forward from the current financial year as set out in paragraph 6.4 of report [FIN/549](#), this includes a transfer from reserves to cover the additional costs of Covid-19 of £451,730,
- b) to approve the proposed 2022/23 Housing Revenue Account Budget as set out above and Appendix 3(ii) of the report [FIN/549](#) which includes the growth items as set out in Table 9,
- c) to agree to ringfence £1,055,000 of capital reserves for investment in the Towns Fund as a result of using an advance of 5% Government funding of the £21.1m in year. The requirement is to use this sum in year and set aside an equal sum of our own resources,
- d) to agree to increase the capital budget for Tilgate Park lake erosion by £150,000 funded from the capital programme reserve, this will be repaid over a three year period by the park,
- e) to approve the 2021/22 and future years Capital Programme and funding as set out in paragraph 11.6 of the report [FIN/549](#),
- f) to agree that the Council's share of Council Tax for 2022/23 be increased by 2.31% (£4.95) from £213.84 to £218.79 for a band D property as set out in paragraph 13.1 of report [FIN/549](#),
- g) to approve the Pay Policy Statement for 2022/2023 as outlined in paragraph 16.3 and Appendix 6 of report [FIN/549](#) noting that the pay award has yet to be agreed in the current financial year.
- h) to agree to increase the capital budget for Temporary Accommodation by £6,000,000, funded from grant funding of £1,000,000 and borrowing of

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£5,000,000 and to note the changes to table 11 paragraph 11.6 as detailed in report [FIN/560](#) which superseded the same table and paragraph in report [FIN/549](#).

## Reasons for the Recommendations

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

Increasing the capital programme for temporary accommodation by £6,000,000 to £8,400,000 will provide approximately 65 units of temporary accommodation. There are currently 121 in nightly paid accommodation and the use of these units will reduce Bed & Breakfast costs, this would cover the cost of borrowing for the schemes.

## 7. Treasury Management Strategy 2022-2023

The Leader presented report [FIN/557](#) of the Head of Corporate Finance on the Treasury Management Strategy for 2022/2023 which the Council was required to approve before the start of the financial year in accordance with the CIPFA Code of Practice for Treasury Management and the Council's financial regulations. The strategy itself sets out how the Council would be investing its money across the course of the year. It was noted that the format of the report had changed compared to previous years and that was due to a change in the advisor used by the Council in devising the Strategy.

The Leader highlighted the additional recommendation contained within report [FIN/561](#) in the supplementary agenda that requested amendment to the prudential indicators in the Treasury Management Strategy 2022/2023 (report [FIN/557](#)) as set out in Section 4 of report [FIN/561](#) before considering the recommendations contain within it.

Councillor Khan presented the Overview and Scrutiny Commission's [comments](#) on the report to the Cabinet following consideration of the matter at its meeting on 31 January 2022, which included:

- That the Commission sought further clarity over the likelihood of a negative interest rate and the value of investments as a result of a potential move to a negative rate. It was acknowledged that it was now unlikely to achieve negative interest rates.
- That the Commission had commented that commercial investments were shown at the market value from March 2021 and it was estimated the investments would stay at the same value. It would be beneficial to have historic cost, valuation and re-valuation. This could be considered as part of the Treasury Outturn report.

Councillor Crow was invited to speak on the item and commented over the ethical investment policy suggesting that crypto currency should be added to the list of investment activities that the Council would not be investing in as shown in Section 7.2. In response Councillor Lamb confirmed that he was fine with the Council not investing in crypto currencies.



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## RESOLVED

That the Full Council be recommended to approve the following items:

- a) the Treasury Prudential Indicators and the Minimum Revenue Provision (MRP) Statement contained within Section 5 of report [FIN/557](#);
- b) the Treasury Management Strategy contained within Section 6 of report [FIN/557](#);
- c) the Investment Strategy contained within Section 7 of report [FIN/557](#), with the addition of crypto currencies to the list in Section 7.2.
- d) to amend the prudential indicators in the Treasury Management Strategy 2022/2023 ([FIN/557](#)) as set out in Section 4 of this report ([FIN/561](#)) before considering the recommendations contain within it.

## Reasons for the Recommendations

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

The recommended amendment to the Budget and Council Tax Report ([FIN/560](#)) would impact on the capital programme and prudential indicators in the Treasury Management Strategy. The recommendations in this report enable the financing of the revised capital programme.

## 8. 2021/2022 Budget Monitoring - Quarter 3

The Leader presented report [FIN/554](#) of the Head of Corporate Finance on the Quarter 3, Budget Monitoring, which set out a summary of the Council's actual revenue and capital spending for the quarters to December 2021 together with the main variations from the approved spending levels and impact on future budgets. It was noted that, as emphasised in the Budget Strategy, it is very difficult to accurately forecast the Council's financial position for the year due to the pandemic.

Councillor Khan presented the Overview and Scrutiny Commission's [comments](#) on the report to the Cabinet following consideration of the matter at its meeting on 31 January 2022, which included:

- Noting that the Council's income streams continued to be affected by the pandemic but it was acknowledged that grant funding had been available to assist. It was recognised that this was not a long term sustainable solution.
- Recognition that although the Housing overcharge refunds were going into Quarter 3 figures for 2021/22 this was awaiting auditors' agreement.

Councillor Mullins spoke as part of the discussion on the report especially in relation to his Wellbeing portfolio and the impact of the pandemic on those services. He was hopeful that with the seeming ending of restrictions it would lead to The Hawth Theatre and K2Crawley returning back to a level where they would bring back an income to the Council once resident return to using those facilities.

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Councillor Crow was invited to speak on the item and asked whether, in further Quarterly reports, it would be possible to include forecast prediction for The Hawth Theatre and K2Crawley so Councillors could see a comparison against actual income and expected income. In response Councillor Lamb stated that he did not have an issue with that detail being included, but he would leave it to officers to see if that would be possible.

## RESOLVED

That the Cabinet agrees to note the:

- a) projected outturn for the year 2021/2022 as summarised in report [FIN/554](#).
- b) updated proposed spend of Contained Outbreak Management Fund (COMF) grant funding as outlined in section 10 of report [FIN/554](#).

## Reasons for the Recommendations

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

### 9. Extension to Public Space Protection Order (PSPO) - Car Cruising

The Cabinet Member for Public Protection and Community Engagement presented report [CH/195](#) of the Head of Crawley Homes. The report sought agreement to the extension of the Public Space Protection Order (PSPO) to prohibit car cruise activity by a further 3 years when the existing PSPO expired following a successful first three year period of the Order. The Cabinet were informed that the renewal of the PSPO had been fully supported by Sussex Police and a significant majority of the local business community who had been consulted as part of the renewal process. Councillor Jones informed the Cabinet that there had been a recent change in approach in respect of issuing fines for car cruise breaches of the PSPO, previously a warning letter would be sent to drivers and then a fine would follow, if they had been caught breaching the PSPO, but the Council was now just issuing fines for car cruise breaches. It was noted that the maximum amount set by statute for a PSPO fine was £100.

The Cabinet was informed, as part of the proposed renewal proposes that the Council would be purchasing a portable number plate recognition device that would allow the Council to be more proactive in tackling car cruise breaches, through setting up the mobile device in areas of the Borough where car cruise events were taking place.

Councillor Khan presented the Overview and Scrutiny Commission's [comments](#) on the report to the Cabinet following consideration of the matter at its meeting on 31 January 2022, which included:

- That the Commission sought confirmation over the number of warning letters sent regarding breaching the PSPO, 83, and fixed penalty notices 32.
- That the Commission acknowledged that the car cruise gatherings posed both a nuisance and danger to the wider public road users and it was felt the seriousness had not altered, however the frequency of the larger events had increased.

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- Recognition that the current car cruise activity was a health and safety concern in addition to an anti-social behaviour issue and the Commission offered its general support for the extension to the Public Space Protection Order – Car Cruising to continue to enhance public safety through a targeted approach.

Councillor Crow was invited to speak to the item and commenting that he was in favour of the renewal and welcomed that going forward the Council would be issuing fines rather than sending warning letters first.

Councillors Jhans and Lamb, both spoke as part of the discussion on the report and in support of renewing the PSPO due to its seeming success over the past three years.

## **RESOLVED**

That the Full Council be recommended to approve the following items:

- a) the extensions for a period of 3 years the Borough wide Public Space Protection Order (PSPO) to prohibit vehicle related anti-social behaviour associated with car cruise activity in the borough of Crawley as set out in Appendix A of report [CH/195](#).
- b) that fixed penalties imposed for breaches of the PSPO be maintained at £100.

## **Reasons for the Recommendations**

A PSPO can target a range of behaviours and can prohibit specified activities or require certain things to be done by people engaged in certain activities. PSPO's can send a clear message that certain behaviours will not be tolerated and help reassure residents and businesses that unreasonable conduct is being addressed.

Council officers from a number of services including ASB, Community Wardens and Community Safety consider it necessary to extend the PSPO in order to prevent an increase in the frequency and/or seriousness of car cruise activity after the current PSPO expires. The extension is also supported by the Police, Police and Crime Commissioner (PCC), and West Sussex County Council.

The current PSPO has had some success at controlling the incidence of car cruise activity, particularly in relation to repeat offenders. However, the incidence of car cruise incidents continues to occur and there are currently regular gatherings including those occurring late into the evening and early hours of the morning between the hours of 22:00 and 03:00.

The extension of the PSPO will continue to enhance public safety through a targeted approach to tackle the problems associated with car cruise activity.

## **10. Irrecoverable Debts 2021/22 (Over £50,000)**

The Leader presented report [FIN/551](#) of the Head of Corporate Finance. The purpose of this report was to obtain approval to write-off a debt that was considered to be irrecoverable and exceeded the delegated limit of £50,000 per write-off. It was noted that a summary of debts to be written-off under delegated powers was also contained within the report. The Leader commented that he had been privy to the lengths that

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the Finance team chase debts to the Council and was satisfied that it was in the Council's best interest to write off the proposed debts for accounting purposes.

## RESOLVED

That the Cabinet approves the write-off of the Business Rates debt as set out below

Name and Address	Reason	Total £
Azzurri Restaurants Ltd 49-51 High Street	In Liquidation	126,540.02
<b>Total</b>		<b>126,540.02</b>

## Reasons for the Recommendations

The Council's Constitution necessitates amounts exceeding £50,000 requiring write-off to be approved by the Cabinet.

### 11. 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.

### 12. Crawley Innovation Centre - Draft Towns Fund Business Case

Exempt Paragraph 3

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

The Cabinet considered reports PES/395 and PES/398 of the Head of Economy and Planning. The original report (PES/395) documented the draft business case seeking Towns Fund monies for the Crawley Innovation Centre project, following endorsement and support for the project from the Crawley Town Deal Board and sought Cabinet approval for the Towns Fund business case for the Crawley Innovation Centre and for a summary version to be submitted to the government.

The supplementary report (PES/398) included revision to a figures contained in the recommendations and also added a further recommendation, which was proposed in order to be able to roll forward Getting Building Fund finances into next year to ensure delivery of the Crawley Innovation Centre project.

Councillor Khan presented the Overview and Scrutiny Commission's [comments](#) on the report to the Cabinet following consideration of the matter at its meeting on 31 January 2022, which included Commission's support for the Innovation Centre's business case.

## RESOLVED

That Cabinet, subject to confirmation of approval by the Coast to Capital LEP Board of £8.4 million of Getting Building Fund monies for the Crawley Innovation Centre project,

- a) approves the Towns Fund business case for the Crawley Innovation Centre project (Appendix A) of report PES/395, and
- b) delegates authority to the Head of Economy and Planning and the Head of Corporate Finance in consultation with the Cabinet Member for Planning and Economic Development to
  - i. make any technical modifications required to the wording and content of the business case.
  - ii. produce a summary version of the business case and to submit that summary version to the government.

That the Full Council be recommended to approve the following items:

- a) the addition of a new capital scheme to the capital programme for the Innovation Centre of £8.4m funded from the Getting Building Fund (subject to LEP board approval).
- b) to increase the capital programme budget for the Innovation Centre by £900,000 of Towns Fund monies subject to a viable business case that satisfies the s151 officer being received on the revenue financial implications to the Council of the project and receipt of approval from Government.
- c) to allocate £1.6 million of Towns Fund revenue funding to the Crawley Innovation Centre project subject to a viable business case and receipt of Government funding.
- d) to authorise the Council's S151 Officer to request the Local Enterprise Partnership's powers of flexibility in order to ensure the Getting Building Fund (GBF) monies are defrayed in 2021-22 in accordance with the LEP's requirements by spending any residual GBF monies on the new Town Hall capital scheme and then rolling forward the equivalent sum from the Town Hall scheme into 2022-23 to ensure delivery of Crawley Innovation Centre project".

## Reasons for the Recommendations

To enable the Council to finalise and confirm approval of the business case for £2.5 million of Towns Fund monies to be allocated to the Crawley Innovation Centre project, as co-financing alongside the £8.4 million of Getting Building Fund monies from the Coast to Capital LEP.

To enable the Council to submit a summary version of the business case to the government in order to confirm that the project has been approved by the Council.

To enable the allocation of £900,000 of Towns Fund monies to the CBC capital programme, subject to:

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- LEP approval of the Getting Building Fund monies;
- Full Council approval
- The viability of the business case satisfying the Council's s151 officer

To enable the allocation of £1.6 million of revenue finances from the Towns Fund to the Crawley Innovation Centre project.

In order to roll forward Getting Building Fund finances into next year to ensure delivery of the Crawley Innovation Centre project.

## **Closure of Meeting**

With the business of the Cabinet concluded, the Chair declared the meeting closed at 8.00 pm

**P K LAMB**  
Chair

# Agenda Item 8

## Crawley Borough Council

**Report to Overview and Scrutiny Commission**  
**14 March 2022**

**Report to Cabinet**  
**16 March 2022**

### **Town Centre Regeneration Programme** **Third Edition**

Report of the Head of Economy & Planning - **PES/397**

#### **1. Purpose**

- 1.1 The Town Centre Regeneration Programme (TCRP) was first published in February 2016 and, following significant progress in terms of programme delivery, an updated version was approved in 2018.
- 1.2 The intention was to complete a further update in early 2020 however the onset of the coronavirus pandemic and its subsequent impact on Crawley's local economy required the council to focus instead on leading and coordinating the economic recovery of the town.
- 1.3 Since 2018 and despite the pandemic, further progress has been made to deliver many objectives within the TCRP and in December 2021, the council published its 'One Town' Economic Recovery Plan as an overarching document for all of our existing delivery programmes, including the TCRP.
- 1.4 This report presents a summary of that progress, reflecting the future path to economic recovery from the pandemic and seeks approval of a revised, updated version of the TCRP.

#### **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. Approve the updated Town Centre Regeneration Programme (Appendix A) prior to a period of stakeholder consultation as set out in section 7.1 of report PES/397.
- b. Delegate authority to the Head of Economy & Planning in consultation with the Cabinet Member for Planning & Economic Development to approve the final version of the Town Centre Regeneration Programme, noting and considering any responses or representations received following the period of stakeholder consultation and undertaking minor modifications, if required.

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## **3 Reasons for the Recommendations**

- 3.1 This report seeks Cabinet approval for the updated TCRP prior to a period of targeted consultation with stakeholders, partners and businesses.

## **4 Background**

- 4.1 The regeneration of Crawley Town Centre is one of the top priorities for the Council's administration.
- 4.2 Originally published in 2016 and updated in 2018, the TCRP sets out Crawley Borough Council's ambition and objectives for regeneration across the Town Centre, both physically and economically.
- 4.3 Both the original development and subsequent updates of the TCRP involved a comprehensive programme of consultation with stakeholders and partners, intentionally cementing commitments and putting partnership working at the heart of the document and its subsequent outputs.

## **5 Description of Issue to be resolved**

- 5.1 Created as a 'living document', the programme is now nearly seven years old and significant progress has been made following the successful completion or further development of a number of key regeneration objectives and activities.
- 5.2 Furthermore, in March 2021, a substantial Towns Fund investment of £21.1m was awarded to Crawley Borough Council to deliver the Town Investment Plan. The Plan includes a number of transformative regeneration schemes, including three with a specific focus in the town centre that will unlock jobs and boost economic activity.
- 5.3 The coronavirus pandemic has had a devastating effect on Crawley's local economy and the town centre. In December 2021, Crawley Borough Council published its 'One Town' Economic Recovery Plan; an overarching, strategic plan for all our existing delivery programmes including the TCRP. A key priority of the Plan is a focus on Town Centre renewal by enabling a vibrant neighbourhood and sustainable economic future for the town centre via qualitative investment, building on our recent achievements.
- 5.4 The Town Centre Regeneration Programme has therefore been updated to:
- recognise and celebrate our achievements, demonstrate progress and promote future plans
  - promote the excellent outcomes from the Crawley Growth Programme schemes delivered to date
  - highlight current activity whilst championing the Council's continued commitment to partnership working and its ongoing renewal and expansion.
  - ensure that priority schemes are aligned with those identified in the Crawley Growth Programme and Towns Fund, complementing the Borough Council's Economic Recovery Plan which was published in response to the impact of the coronavirus pandemic on Crawley's economy.
  - maintain the document's usability and significance for the council, partners and stakeholders



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## 6 Information & Analysis Supporting Recommendation

- 6.1 A comprehensive programme of stakeholder engagement with over 65 business organisations took place during development of the original TCRP and this engagement has continued for both individual regeneration projects and the programme as a whole. This engagement has supported the successful approach being taken by the council and endorses the ongoing commitment from key partners and stakeholders.
- 6.2 A review the original aims and objectives has been undertaken to ensure they reflect the current and future priorities for the town centre, as follows:-

*Ambition: To become a dynamic, sustainable business growth hub with a bold and vibrant community heart for Crawley and the Gatwick Diamond. This will drive a diverse retail, leisure and cultural offer, excellent public realm, high quality town centre living and a thriving evening economy.*

Objectives:

1. Excellent public realm
2. Vibrant community heart for Crawley and the Gatwick Diamond
3. Diverse retail, leisure, cultural and business offer
4. High quality, sustainable residential accommodation supported by a rich mix of community facilities
5. Dynamic and sustainable business growth

The objectives are supported by the following seven themes.

1. Investing in revitalised public realm, highways and infrastructure
2. Bringing forward key town centre opportunity sites
3. Creating the conditions for new high grade business space
4. Developing town centre neighbourhood amenities
5. Governance, engagement and co-ordination
6. Marketing, branding, inward investment
7. Complementary policy.

- 6.3 Thanks to the support of our partners and Crawley Borough Council's commitment to the Town Centre Regeneration Programme, a lot of work has been done, much achieved and much progress has been made since the second edition was published in 2018. Key achievements include:

- **Crawley Growth Programme** – a further successful bid to the LEP for funding, bringing the total Local Growth Fund investment to £15.4m which will unlock a combined private/public sector £60 million investment, delivering a range of large scale regeneration, public realm improvements and sustainable transport schemes.
- **Towns Fund** – £21.1m funding received to deliver the Town Investment Plan.
- **Queensway and The Pavement** – completed in 2019, this £2.2m project extended the public realm regeneration from Queens Square along key connector streets
- **Station Gateway** – planning permission granted for a significant residential-led mixed-use development including a new train station. Funding secured for complementary and integrated highways and public realm improvements and an enhanced bus station.

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- **Eastern Gateway** - £8.85m public realm and highways improvement scheme commenced construction in 2021 to implement new cycling and walking infrastructure, soft landscaping to create a pleasant environment and support key development opportunities to come forward at strategic opportunity sites. Due to complete Summer 2022.
- **Employment & Skills Plan** – successful bids to WSCC and DWP for over £400k funding to deliver the Employ Crawley service (extended in 2021 to include a Youth Employment Support Hub), supporting hundreds of local residents on their journey into work or into higher skilled, higher paid employment.
- **New Town Hall** – Demolition of existing site and construction commenced of a major mixed-use development including a new town hall, significant residential development and 77,000 square feet of new build Grade A office space.
- **District Heat Network:** Construction of a new energy centre on the former town hall site to help reduce energy and carbon emissions for connected local residents. Phase one completed in 2022
- **Planning permission granted for over 1400 residential units in the town centre; 635 delivered to date.**
- **Town Centre Business Improvement District (BID):** In November 2019, town centre businesses voted in favour of establishing a BID, which will unlock more than £2m of investment over the next five years and help to create a thriving a town centre.
- **Crawley College STEM Centre** – brand new £5m facility, opened in 2021, providing virtual and mixed reality technology and STEM (Science, Technology, Engineering and Maths) facilities.
- **Town Centre Signage and Wayfinding** – new monoliths and finger posts installed across the town centre, including a Historic High Street Conservation Area sign.
- **Establishment of Historic High Street Business Forum and Professional Services Business Forum**
- **Inward investment:** New [website](#) launched and an inward investment programme developed to promote the wealth of opportunities in the town and attract new investment.

## 7 Implications

- 7.1 Subject to Cabinet approval of this third draft, a period of wider consultation with key partners, stakeholders and businesses will be undertaken.
- 7.2 Following completion of the consultation period, responses and representations will be noted and considered by the Head of Economy & Planning in consultation with the Cabinet Member for Planning & Economic Development and the final TCRP will be published in July 2022.
- 7.3 Staffing  
Resources are in place (or budgeted for as part of project development proposals) to deliver the programme. There are no additional staffing implications associated with these recommendations.
- 7.4 Financial  
There are no direct financial implications associated with this report
- 7.5 Legal  
There are no direct legal implications associated with this report.

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## 7.6 Equalities

Equality impact assessments will be carried out where and when appropriate in respect of the individual regenerations schemes listed in the programme

## 8. **Background Papers**

'One Town' Crawley Economic Recovery Plan 2022-2037 – report [PES/391](#) to Cabinet 24 November 2021

Town Centre Regeneration Programme – Second Edition – report [PES/261](#) to Cabinet 29 November 2017

### **Contact Officer:**

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**Crawley – A Place to Grow**  
**Town Centre Regeneration Programme**  
Version three – JULY 2022

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**Page 3**

Foreword

Since 2016, Crawley Borough Council and partners have been busy delivering an ambitious, exciting and successful programme to revive and regenerate the town centre – breathing new life into key locations in order to realise the area’s full potential as a fantastic place to visit, live, work and do business.

The Programme has seen some major improvements to public spaces including £5.4m public realm regeneration schemes in Queens Square, the heart of the town centre, and along Queensway and The Pavement.

Crawley’s economy has been badly affected by the Covid-19 pandemic with the majority of town centre businesses forced to close during periods of lockdown and restrictions, a dramatic fall in visitor numbers and the negative impact of furlough and home-working. In response, the Council has led efforts to boost the town centre economy and generate new business investment and jobs by continuing to lead and facilitate the development of major programmes of new infrastructure, amenity and residential development.

In December 2021, Crawley Borough Council published its ‘One Town’ Economic Recovery Plan; an overarching, strategic plan for all our existing delivery programmes including the Town Centre Regeneration Programme. A key priority of the Plan is a focus on Town Centre renewal by enabling a vibrant neighbourhood and sustainable economic future for the town centre via qualitative investment, building on our recent achievements.

A range of major developments have continued to make good progress including construction of a new town hall, brand new Grade A business space and high-quality residential accommodation, along with major improvements to public space and road networks.

Helping to bring our ambitions to fruition is £21.1m secured from the Towns Fund; this will deliver a number of transformative regeneration schemes (including three with a specific focus in the town centre) that will unlock jobs and boost economic activity. This, in addition to the £15.4m previously secured from the Coast to Capital Local Enterprise Partnership to deliver the Crawley Growth Programme, is clear evidence of the confidence that exists in Crawley as a place to invest.

At the heart of this Programme is our work with stakeholders and the community, ensuring everyone sees the benefit of a regenerated Crawley town centre. There’s something for everyone in our Regeneration Programme – we hope to see you soon!

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Working in partnership to deliver regeneration

[www.investcrawley.co.uk](http://www.investcrawley.co.uk)

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## Page 4

Our ambition for Crawley town centre

To become a dynamic, sustainable business growth hub with a bold and vibrant community heart for Crawley and the Gatwick Diamond. This will drive a diverse retail and leisure offer, excellent public realm, high quality town centre living and a thriving evening economy.

Our objectives

1. Excellent public realm
2. Vibrant community heart for Crawley and the Gatwick Diamond
3. Diverse retail, leisure, culture and business offer
4. High quality, sustainable residential accommodation supported by a rich mix of community facilities
5. Dynamic and sustainable business growth

Regeneration in action

Seven key themes will help us transform the town centre and bring our vision to life:

1. Investing in revitalised public realm, highways and infrastructure
  2. Bringing forward key town centre opportunity sites
  3. Creating the conditions for new high grade business space
  4. Developing town centre neighbourhood amenities
  5. Governance, engagement and co-ordination
  6. Marketing, branding and inward investment
  7. Complementary policy
- 

## Page 5

Crawley - a town of opportunities

Crawley already has a thriving business presence and a great retail and leisure offer but it still has a lot more to give. Just some of the existing town centre retailers and businesses include:

Business:

- ASB Law
- ASSI (Air Safety Support International)
- Barrington James
- EMW Law
- DMH Stallard
- Graves Jenkins
- Irwin Mitchell
- Rapidata
- Rapp UK
- RDJW Architects

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- Regus
- RSM
- SHW
- Theradex (Europe)
- Travelopia
- Vail Williams

Along with a diverse retail offer which, despite the huge changes in retailing, continues to evolve, a rapidly increasing number of town centre residential properties have been delivered with many more in the pipeline.

Leisure options are excellent in the town centre with a large leisure park home to top names like Hollywood Bowl, Cineworld and Nuffield Health, along with a wide range of restaurants. Crawley's Historic High Street has a growing cluster of pubs, bars and restaurants.

Supporting the vibrancy and neighbourhood facilities is Crawley College; part of the Chichester College group and rated 'Outstanding' by OFSTED. The facility offers education opportunities to thousands of local students each year and in 2021, saw the opening of a new £5m state-of-the-art STEM Centre on its campus.

## Retail & Leisure:

- B&M Home Store
- Decathlon
- Dunelm
- Hotel Chocolat
- iStore
- M&S
- Next
- Pret a Manger
- Primark
- River Island
- Superdry
- Turtle Bay
- Wildwood

## Key strategic opportunity sites include:

- Crawley Station and Car Parks
- Telford Place
- County Buildings
- The Broadway and Cross Keys
- Town Hall (land North of The Boulevard)
- Crawley College
- MOKA, Station Way

There's still room for business to grow and we're looking to create even more space to enable a diverse range of businesses to both start and develop.

Recent years and months have seen a host of successful new openings and moves into the town centre including Five Guys, Dunelm, Wagamama, Barrington James and Taco Bell not to mention a good range of independents.

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## Progress So Far

Thanks to the support of our partners and Crawley Borough Council's commitment to the Town Centre Regeneration Programme, a lot of work has taken place since the first edition was launched in 2016.

**Crawley Growth Programme:** Working in partnership with West Sussex County Council, successful bids to the Coast to Capital Local Enterprise Partnership for £15.4m helps pay for a number of transformational improvements including public realm and road infrastructure, sustainable transport improvements and business space upgrades. See page 8 for more information.

**Towns Fund:** In 2019, Crawley was 1 of 101 places invited to develop Town Deal proposals as part of the Towns Fund. Following submission of a Town Investment Plan in 2020, Crawley was granted £21.1m to help boost job creation, business growth and economic recovery. See page 20 for more information

**Queens Square:** This £3.2m, award-winning regeneration scheme was completed in 2017 and has attracted £30m private sector investment into the surrounding area. The Square has re-established itself as the heart of the town centre and has become a focal point for events. See page 8 for more information.

**Queensway and The Pavement:** Completed in November 2019, this £2.2m project extended the public realm regeneration from Queens Square along key connector streets; Queensway and the Pavement, improving sightlines to Memorial Gardens and Crawley College. See page 8 for more information.

**Station Gateway:** Planning permission granted in 2021 for a significant residential-led mixed-use development including a new train station. Funding secured and concept designs prepared for complementary and integrated highways and public realm improvements along Station Way and Friary Way. See page 8 for more details.

**Town Hall:** Demolition of existing site and construction of a major mixed-use development including a new town hall, significant residential development and 77,000 square feet of new build Grade A office space. Phase one due for completion in 2022. See page 10 for more details.

**District Heat Network:** Construction of a new energy centre on the former town hall site to serve new and existing buildings and help reduce energy and carbon emissions for connected local residents. Phase one due completed in 2022. See page 10 for more details

**Geraint Thomas House:** Attractive, modern design for 91 affordable homes on a former public car park site. Completed in 2021. See page 23 for more details.

**Affordable Homes:** A number of Council led affordable housing development schemes have been delivered or are under construction in the town centre, providing a sustainable location for people to live and work. Supported by a number of private developments, this recognises that more people are choosing to live and work 'in town'. See page 23 for details.

**Town Centre Business Improvement District (BID):** In November 2019, town centre businesses voted in favour of establishing a BID, which will unlock more than £2m of investment over the next five years and help to create a thriving a town centre. See page 18 for more information

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**Employment and Skills Programme:** Launched to improve the prospects and opportunities for Crawley residents and updated in 2019, this programme of work has seen significant progress including Employ Crawley, a new Youth Employment Support Hub and a Town Centre Skills Academy. See page 23 for more information.

**Signage and wayfinding:** New town centre signage has been designed and installed, in line with the place branding design. See page 20 for more details.

**Crawley College STEM Centre** – brand new £5m facility, opened in 2021, providing virtual and mixed reality technology and STEM (Science, Technology, Engineering and Maths) facilities. See page 10 for more information

**Town Centre Professional Services Forum:** Forum of professional services companies that meet on a regular basis with the aim of making a demonstrable difference to the town centre's day and night economy and local skills and employment. See page 18 for details.

**Historic High Street Forum:** Forum of High Street businesses tasked with improving the environment and footfall in the High Street Conservation Area which benefits existing and new businesses with a particular focus on supporting the evening economy. See page 18 for more information.

**Inward investment:** New website launched and an inward investment programme developed to promote the wealth of opportunities in the town and attract new investment. See page 20 for more information.

Crawley: A Place to Invest

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## Page 8

### Investing in revitalised public spaces

Joint partners, Crawley Borough Council (CBC) and West Sussex County Council (WSCC), secured £15.4m of funding from the Coast to Capital Local Enterprise Partnership (LEP), as part of a £73 million public funding investment package. The funding is supporting delivery of the Crawley Growth Programme to deliver a range of public space, sustainable transport infrastructure and highways improvements, alongside property acquisition /refurbishment to boost the supply of modern business space.

**Queens Square - 2017:** A £3.2m project jointly funded by WSCC and the LEP and delivered by CBC. Construction work to transform the heart of the town centre included high-quality granite paving, greatly improved lighting, granite seating/planters and a central, decorative water feature. The town's bandstand was successfully relocated to Memorial Gardens, creating an attractive new performance space. The project has been a catalyst for wider investment, attracting more than £30m private sector investment in the surrounding properties in the form of new occupiers (including Decathlon, Metrobank and La Rusta), building renovation and store refurbishment.

**Queensway and The Pavement – 2019:** Delivered through the Crawley Growth Programme, as an extension to the successful regeneration of Queens Square, this £2.2m scheme was completed in November 2019 and included high-quality paving, larger disabled parking bays, new seating, cycle racks, signage and lighting. The scheme opened up the entrance to Memorial Gardens, with sympathetic landscaping and improved sightlines towards Crawley College and County Mall.



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**Eastern Gateway 2021-2022:** An £8.8m Crawley Growth Programme project, led by WSCC to improve the public space, connectivity and reduce the existing severance of the town centre created by large roads. Works commenced in 2021 to implement new cycling and walking infrastructure, soft landscaping to create a pleasant environment and support key development opportunities coming forward at strategic opportunity sites including the Town Hall, County Buildings, Crawley College and Telford Place.

**Station Gateway 2022-2025:** integrated highways and public realm improvement scheme including the regeneration of Friary Way and the bus station. The £5.4m public space project, funded by the Crawley Growth Programme, will see greatly improved cycle and pedestrian access between Crawley train station, bus station, County Mall and The Broadway. Additional funding of £2m from the Towns Fund will deliver an enhanced bus station. The scheme will improve bus and traffic flows and soften the landscape to improve and enhance the living environment in this area. This will help to progress a major development on the site itself, led by the Arora Group, including over 300 high-quality, new apartments and the transformation of Overline House to create a new Crawley train station.

**Sustainable transport improvements 2022-2025:** Funded by the Crawley Growth Programme, the project will support sustainable living in the town centre and improve the environment and living conditions for new residents. Work includes a new and improved bus station in the town centre, enhanced bus stops and the roll out of a new fleet of low emission and hydrogen buses from Metrobus, supported by enhanced bus routes.

**Improving walking and cycling 2022-2024:** WSCC and CBC have identified key cycle route improvement priorities in the town centre, supported by the Crawley Transport Strategy 'New Directions'. £1.1m drawn from the Crawley Growth Programme will help to improve connectivity by removing physical barriers and improving crossing facilities at locations where a need has been identified.

**The Broadway and Cross Keys – undetermined:** There is potential for public space improvements to complement new build residential development and retail space and align with other developable sites coming forward in the area. Drawing on other public funding sources may also be an option here.

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## Opportunity sites – seizing the moment

There are a number of key town centre sites either in the pipeline or providing opportunities not yet taken up. As town centre living continues to grow and to meet the demand for modern, town centre business space, all such sites are for mixed use.

**Station Gateway:** The Arora Group, in partnership with Network Rail, CBC, WSCC and Govia Thameslink Railway, is to transform the existing railway station site. This will include the complete refurbishment and extension of Overline House, providing 81 apartments, with two additional floors and ground level business/retail units. Three additional new blocks comprising 223 apartments will be built to the west of Overline House. Planning permission granted April 2021.

**Town Hall: 2019-2024** Crawley Borough Council and developers Westrock have commenced construction of a major mixed-use, phased regeneration scheme that includes The Create Building; a new, nine storey building comprising a new Town Hall and 77,000 sq ft Grade-A office space, adjacent to 273 new apartments, including 109 affordable homes, a new public square, new commercial units and infrastructure for a district heat network.

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Current timescales expect phase one completion in 2022, followed by phase two in 2023-2024.

**Crawley College:** brand new facility on campus, opened in Spring 2021, is home to a suite of innovative and interactive spaces, containing virtual and mixed reality technology and STEM (Science, Technology, Engineering and Maths) facilities which put the college at the cutting edge of training delivery across a range of subjects. The £5m centre was funded by the Coast to Capital Local Enterprise Partnership; recognising the skills needs of local employers in the Gatwick Diamond. This is the first phase of development for a wider masterplan covering the whole campus, which will allow the release of some land in the north of the College site to be released for residential-led mixed-use development.

**Telford Place:** Crawley Borough Council is working in partnership to bring forward a mixed-use development scheme on this site. The scheme will deliver new homes and commercial space as part of the regeneration of Crawley town centre. The site, currently used as a temporary car park, will provide a variety of tenures. A planning application is expected in 2022/23.

**County Buildings:** Crawley Borough Council is working closely with owners WSCC, to find partners with the aim of delivering a mixed-use development at this key town centre site. It is a prime location for high-grade commercial and residential use, offering another exciting opportunity for a major town centre regeneration scheme.

**The Broadway and Cross Keys:** The planning vision is to establish vibrancy in this part of town through the activation of unused areas, increased permeability of footfall flows to the historic High Street and the strengthening of perimeter sites including active edges on all sides of developments. The first phase is complete with 78 new apartments above ground level commercial space delivered at 15-29 The Broadway.

**Institute of Technology** – a successful bid, led by the Chichester College Group to create an Institute of Technology, will deliver a £10m state-of-the-art hub on the Crawley College campus, housing engineering and digital 'learning factories' to provide new pathways for learners to expand their knowledge and develop valuable skills that are in demand from local employers. Expected to be complete by 2024.

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Crawley - The Place to do business

Great space for business

• **Town Centre Commercial Space and Business Networking Hubs:** Working with stakeholders, we aim to provide prominent venues for businesses and local entrepreneurs to hot-desk, co-work, meet and to do business. Their locations will maximise usage by micro-enterprises and business people on the move. Funded by the Crawley Growth Programme, a priority project will see regeneration of the building at the corner of Queens Square and Queensway (where Decathlon occupy the ground floors) to deliver high-quality, flexible business space on the upper floors. A planning application is expected in 2022. Other suitable sites will continue to be considered / encouraged for similar use.

• **Commercial Eastern Gateway masterplan:** Funding from the Towns Fund will be used to produce a comprehensive delivery plan for the build out of further phases of new commercial space at the eastern gateway to the town centre, retaining and enhancing the town centre's professional services employment base, building on momentum generated by the new Create Building.

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- **Digital connectivity:** aiming to connect the entire town by 2023, CityFibre is extending its full fibre network to Crawley and delivering gigabit-speed internet to homes, businesses and community spaces, ensuring that businesses can remain competitive and enabling new opportunities for home working.
  - **Delivering new commercial space** – the new Create Building will deliver 77,000 square feet of Grade A commercial space over five floors that will seek to attract companies from the professional services business sector looking to trade from high quality premises in Crawley town centre. The building has excellent natural light and benefits from LG7 LED lighting with gigabit superfast broadband available throughout.
  - **Upgrading existing commercial space:** Creating and improving relationships with property owners is encouraging building upgrades and refurbishment, e.g. high quality, residential conversion at 1-3 Queens Square and the Boulevard. Enforcement powers will be considered where properties are of a poor quality and owners are not willing to make the necessary improvements.
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Crawley – A Place to Call Home

Supporting a town centre neighbourhood

As the way we live continues to change and the need increases to find more space for housing while reducing our impact on the environment, town centres can provide an excellent solution for a more sustainable living environment. Crawley town centre will encompass good quality living, a wealth of facilities, amenities, jobs and excellent sustainable transport options which will encourage modal shift and reduce congestion. Sustainable developments are required within the town centre which are defined as ‘development that meets the social, economic and environmental needs of the present without compromising the needs of the future.’

- **Employ Crawley:** A flagship project within Crawley Borough Council’s Employment and Skills Programme, Employ Crawley launched in 2017 and has been hugely successful in supporting hundreds of local residents on their journey into work. Delivered in collaboration with Jobcentre Plus, West Sussex County Council and a range of partners, the service secured additional funding in 2020 to provide a dedicated Youth Employment Support Hub – directly in response to the impact of the pandemic on local young people. See page 21 for more information.

- **Memorial Gardens:** Ensure this flagship town centre park is used to its full potential. This has been assisted by the redevelopment of Queens Square and Queensway which opened up the entrance of the park, relocated the bandstand into a prominent location in the gardens and improved sightlines to Crawley College and County Mall. A new and improved children’s play area in the gardens, including accessible play equipment and a wheelchair swing, opened to the public in 2020.

- **A new Cultural Quarter:** Funding from the Towns Fund will be used to design a new cultural quarter in the town centre, identifying locations for new cultural and events venues, set up a pop-up programme of arts and cultural events and unlock new cultural amenities as key assets for a vibrant town centre neighbourhood.

- **Crawley market:** Crawley’s existing market is located along the Broadway and Haslett Avenue West every Wednesday, Friday and Saturday from 9.30am to 4.30pm. The

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regeneration of Queensway includes specifically designed space to enable a quality market to grow and thrive.

- **Crawley Museum:** A combination of Heritage Lottery fund and Crawley Borough Council capital programme funds enabled the conversion of The Tree, one of the oldest buildings in the town centre into Crawley's museum.
- **GP Surgery/NHS Clinic/dentist services:** As the volume of residential accommodation grows in the town centre, the demand for GP Surgery and NHS dentist services is likely to grow. Officers are reviewing these services with health sector colleagues to determine if additional provision is required, both as amenities for the new neighbourhood and to attract footfall.
- **Town Centre parking:** sustaining a variety of accessible and secure options for parking across the town centre, the council will continue to invest in and make improvements to its car parks at the Town Hall, Orchard Street and Kingsgate.
- **Bridgefield House:** Purchased by Crawley Borough Council in 2018, the site has been developed to provide a part 8/part 6 storey building, comprising 98 affordable flats, with associated parking and landscaping. Completed 2021.
- **Improving public toilet provision:** Along with reviewing existing provision to ensure modern facilities are provided in the right location, the new Town Hall will provide fully accessible public toilet facilities, including a new adult Changing Place facility, similar to the one that opened in County Mall in 2017. These innovative facilities include hoist assistance and an adult sized changing bench to provide a safe, hygienic and dignified experience for people with disabilities.
- **Town Centre maintenance and cleaning:** The council will provide a robust and responsive town centre maintenance and cleaning programme to ensure the quality of public spaces is kept to a high standard.
- **Health, safety and wellbeing:** Crawley Borough Council and its partners are striving to create a town centre which is safe and has a positive impact on the health and wellbeing of residents and visitors. This includes investing in culture, public art and performance; working with partners to address health inequalities, deliver safe and healthy homes and working with food retailers and caterers to promote healthy, safe food through schemes like Eat Out Eat Well.

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## Page 18

Governance, engagement and co-ordination

- **Engagement and partnership with town centre site owners/landlords:** The council is strengthening relationships with town centre site owners and landlords in order to work together to attract new businesses and bring vacant units back into use, to develop a common vision for town centre regeneration and establish co-operation and partnership in regeneration delivery.
- **Independent retailers support:** Enable independent retailers to have a strong voice within town centre plans and help them take part in its delivery. Support them to access services which strengthen business including bespoke training and small business grant schemes.

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- **Town Centre Business Improvement District (BID)** – *A new Town Centre BID was established in 2020, following a successful ballot in which 68% of eligible businesses voted in favour. In excess of £2.25m will be invested into the BID area over the next five years, delivering a range of projects and initiatives designed to make the town centre safer and more vibrant, where businesses feel more connected and where the offer is widely promoted and showcased. The funds will be spent on priority initiatives as set out in the Town Centre BID Business Plan. More information can be found at [www.crawleytowncentrebid.co.uk](http://www.crawleytowncentrebid.co.uk)*
  - **Town Centre Professional Services Business Forum:** this forum includes representatives from town centre banks, law and accountancy firms, commercial agents, architects and Crawley College. Regular meetings are held with the aim of making a demonstrable difference to the centre's day and night economies, and local skills and employment, complementing and supporting objectives outlined in both the Town Centre Regeneration Programme and the Employment and Skills Programme.
  - **Historic High Street Business Forum:** A group of High Street businesses was formed in 2017 with a view to improving the business environment and driving footfall to this unique, historic part of the town centre. Meeting on a regular basis, the forum has developed a High Street action plan to support their work, with a particular focus on the evening economy and creating a safe place to visit.
  - **Strengthen links between the town centre and Manor Royal:** Explore and define how town centre stakeholders, through the Town Centre BID, should co-operate more closely with the Manor Royal BID. Strengthen business and commercial links between the town centre and Manor Royal.
  - **Diverted Giving** – the council is proactively working with key partners, including Crawley Open House, Greater Change, Sussex Police, Town Centre BID and the Safer Crawley Partnership to support local businesses and the street homeless community. This includes an increased presence of Community Wardens and outreach workers, responsive street cleansing, education and the use of new technology to promote and enable 'responsible giving' by the public.
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## Page 20

Marketing, branding and inward investment

- **Towns Fund** – In 2019, Crawley was 1 of 101 places invited to develop Town Deal proposals as part of the Towns Fund. Following submission of a Town Investment Plan in 2020, Crawley was granted £21.1m to help boost job creation, business growth and economic recovery. Guided by the [Town Deal Board](#), the Council is working with partners to deliver ten priority projects, including a new commercial eastern gateway plan for the town centre, a transformed bus station and sustainable transport interchange and a new cultural quarter in the town centre. More information can be found at [www.investcrawley.co.uk/partners/towns-fund](http://www.investcrawley.co.uk/partners/towns-fund)
- **Vibrant town centre events programme:** Help to create a clear identity and character for the town centre whilst generating footfall and promoting a positive reputation through a high-quality programme of events. The Council supports a year round programme of events that benefit the town centre including Run Gatwick, Crawley Pride, Armed Forces Day and Crawley Festival. The programme is being expanded in partnership with stakeholders including the Town Centre BID, Historic High Street Forum, Professional Services Forum, Arts Council, retailers and other businesses. 2022 will see a special programme of events

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celebrating the town's 75<sup>th</sup> anniversary. The council takes its lead from an internal events team and dedicated Events Officer.

- **City Status Bid:** In December 2021, Crawley submitted a bid to become a city as part of The Queen's Platinum Jubilee and the town's 75<sup>th</sup> anniversary celebrations. Even if unsuccessful, the bid is a fantastic opportunity to showcase all that is great about Crawley and celebrate the town's strengths, including our sense of community and our exciting regeneration programmes [www.crawley.gov.uk/citybid](http://www.crawley.gov.uk/citybid)
- **Strong town centre place branding:** A strong, dynamic and honest place brand has been developed for Crawley town centre through partnership work and research with stakeholders. The brand, which aims to help create a positive image and attract more footfall, business and resident pride, can be seen on town centre signage, hoardings around key development sites and the inward investment programme.
- **High quality signage and wayfinding:** Monoliths and finger posts have been installed across the town centre, underpinned by a wayfinding strategy to encourage visitors to explore and navigate the main character areas. Additional signage was installed in 2021/22, including a new Conservation Area sign in the Historic High Street.
- **Inward Investment Programme:** The council has been working with key partners to deliver an innovative inward investment programme, designed to showcase the growing business investment in Crawley and the wealth of development and occupier opportunities in the town. The programme includes regular business newsletters, marketing materials, Investor Tours and a programme of targeted events e.g. business breakfasts, participation at Real Estate Live.
- **Invest Crawley website:** the council has developed a regeneration website to promote the physical, economic and community regeneration of the town. The site, which features the place branding, includes an interactive development map, highlighting key opportunity sites to potential investors and occupiers. Visit [www.investcrawley.co.uk](http://www.investcrawley.co.uk) for regular updates on Town Centre Regeneration Programme projects.
- **Arts & Culture** – Working in partnership with Creative Crawley and other stakeholders to deliver a three year programme of creativity in Crawley. The project, headed by £1m investment from Arts Council England, will support local people to engage in high quality arts and cultural activities, attracting further investment and footfall to the area. It will provide a benchmark for delivering Crawley's innovative regeneration plans using arts and culture as a catalyst for social and economic change.

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Crawley – A Place to Inspire

Complementary policy

- **The Crawley Local Plan 2015 and emerging 2022-2037 Local Plan:** The council has developed clear planning policy and guidance to enable the sustainable regeneration of the town centre through Crawley's Local Plan which is being refreshed for the period 2022-2037.

The emerging Local Plan highlights the town centre as an economic centre of Crawley and a key component of Crawley's economic role in the sub-region, stating that "*redeveloping and revitalising the town centre....will reinforce the status of Crawley as the place to do*

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*business in the south east. The revitalised town centre will be the heart of the town, providing a central point for local people and others from across the region to enjoy social activities, shopping, culture and entertainment both during the day and at night. It will have a welcoming and attractive family-friendly environment. The town centre will become a business growth hub and a recognised neighbourhood with local facilities supporting its residents."*

Over 2,000 residential dwellings are set to come forward within the town centre during the Plan period and with a growing residential population, the "town centre is increasingly becoming a neighbourhood in its own right, requiring supporting facilities and services required to meet the needs of people that live there". The relevant Local Plan policies for the town centre respond to the need to:

- protect the retail core with flexibility to enable a broad range of other uses, where appropriate, capable of diversifying Crawley's offer;
- facilitate the development of town centre neighbourhood facilities/amenities;
- ensure 'active and engaging frontages' at ground floor level;
- promote a 'town centre first' approach to considering proposals for main town centre uses in Crawley, including for hotel and visitor accommodation.
- highlight 'key opportunity sites' for mixed use development within the town centre boundary, where development must demonstrate that it "positively contributes to the vitality and viability of Crawley town centre and sustainable economic growth and job creation in the borough".
- Promote a vibrant town centre with a successful evening and night-time economy
- Support the creative industries and encourage innovation
- Managing the balance between commercial and residential uses

The appropriate balance of mixed uses across the area is imperative in order to contribute to a vibrant new neighbourhood and a dynamic hive of business and economic activity in the town centre.

The council is committed to formulating complementary policy which allows it to protect the unique character and distinctive uniformity of Crawley's new town architecture whilst encouraging and enabling high-quality development proposals within the town centre that are in keeping with the surrounding environment.

• **Employment and Skills Programme 2019-2024:** The council, in partnership with stakeholders, has developed a clear programme of action to tackle some of the skills issues affecting some Crawley residents. The plan highlights workforce qualification, employment and average salary levels, and identifies priorities for improving workforce skills development and employment.

• **Employ Crawley:** A flagship project within the Employment and Skills Programme, Employ Crawley was launched in 2017, expanded in 2020 to provide a Youth Employment Support Hub and has gone from strength to strength with hundreds of local residents assisted on their journey into work and into higher skilled, higher paid employment since it opened. Operating from the Town Hall, Crawley Library and community based locations, Employ Crawley helps local people access a range of free and bespoke support, advice and guidance from specialist organisations in the town, matching local residents to job opportunities and helping employers access a local talent pool. Visit [www.investcrawley.co.uk/employment-and-skills](http://www.investcrawley.co.uk/employment-and-skills) to find out more.

• **Town Centre Skills Academy:** In 2019, the council won Skills Academy status for existing and forthcoming construction sites in the town centre, including Kilnmead, the new Town Hall and the Crawley College STEM Centre. Skills academy status is granted by the Construction Industry Training Board (CITB) if there is a commitment from site developers,

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working with the College, Jobcentre Plus and the council to maximise the recruitment of local residents into construction site jobs and apprenticeships.

- **Climate Emergency ‘Action to Zero’** – published in November 2021, the plan sets out how the council will meet its carbon reduction targets by working in partnership to deliver energy and transport projects including the development of a countywide electric vehicle charging network, delivery of a District Heat Network in the town centre, a range of sustainable transport improvements and working with developers to achieve water neutrality.
- **Crawley College Construction Skills Hub** – funding from the Towns Fund will deliver a new construction skills hub on the college campus, focusing on delivering green technology skills to support decarbonisation and net zero objectives
- **Affordable housing:** The council is committed to ensuring affordable housing developments are unlocked within the town centre, building on the success of previous schemes including Kilnmead, Bridgefield House and Geraint Thomas House.
- **Community safety:** Work with police, Town Centre BID ambassadors, voluntary sector and local agencies to uphold the town centre as a safe and friendly environment with a positive reputation.
- **Action through enforcement:** Working with colleagues in the Town Centre BID and other stakeholders, the council will consider taking enforcement action to oblige town centre property owners to tackle and improve poor quality buildings, remove unauthorised development and ensure compliance with planning conditions. This will improve the town centre environment and encourage pride, footfall and investment.
- **Transport Strategy** – the council is committed to enabling healthier and more sustainable transport options and is working with partners to deliver a new Transport Strategy, working closely with West Sussex County Council, to improve how we travel around the town and improve the choice of transport options available. ‘New Directions for Crawley’ set outs a vision of a walkable town, supported by sustainable public transport, car clubs and safe cycling, using a mix of innovative and integrated transport facilities to serve everyone’s needs.

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A regeneration plan founded on stakeholders

Achieving this ambitious long-term goal for a vibrant, dynamic and sustainable town centre can only be achieved through a comprehensive public/private partnership. We will continue to work with town centre stakeholders to make it happen. We would like to take this opportunity to thank all of our existing town centre partners for their work so far and look forward to creating with them a bright and prosperous future for the town centre.

Working in partnership to deliver regeneration



# Agenda Item 9

## Crawley Borough Council

**Report to Cabinet  
16 March 2022**

### **Allocating Monies Collected Through CIL**

Report of the Head of Economy and Planning – **PES/388**

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#### **1. Purpose**

- 1.1. To provide Cabinet with an update on the collection and administration of Community Infrastructure Levy (CIL) monies.
- 1.2. To seek Cabinet approval for the proposed CIL strategic infrastructure spend priorities to the end of March 2025, presented in the Infrastructure Business Plan (IBP) at (Appendix A) and set out in section 7 of this report PES/388.
- 1.3. To provide Cabinet with an update on the fourth year of the pilot scheme for crowdfunding - Crowdfund Crawley.

#### **2. Recommendations**

- 2.1. The Cabinet is recommended to:
  - a. Endorse the Annual Review findings in this report, the CIL funds received to date and the overall anticipated CIL contributions, to be received by 2036/37.
  - b. Approve the proposed CIL strategic infrastructure spend priorities to end March 2025 (Section 7.4), (unchanged from last year's review).
  - c. Approve that the Infrastructure Business Plan (Appendix A), including the funding programme, will continue to be reviewed on an annual basis to take into account any changes in strategic infrastructure priorities and fluctuations in CIL receipts compared to the forecast. The next review is proposed to take place in March 2023
  - d. Agree to continue the Crowdfund Crawley project for a further year with the administration costs associated with the site being paid for from the CIL contributions.
  - e. Agree to increase the funding allocated to the Crowdfund Crawley project for 2022-23 to £50,000 of CIL monies.

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

- 3.1. To provide clarity on the way forward for Crawley's Infrastructure Business Plan and the priority schemes for the CIL Strategic Infrastructure strand spend.
- 3.2. To ensure best practice for the ongoing distribution of the Neighbourhood Improvement Strand CIL monies, in line with government regulations. The

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“Crowdfund Crawley” initiative will be reviewed over 2022/23 to assess the impact that Covid and reduction of additional funding sources has on the use of the site.

## 4. Background

- 4.1. The Community Infrastructure Levy (CIL) is a charge which can be levied by local authorities on new development in their area. It is an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area. The CIL charge is based on a calculation related to £'s per m2 of net additional floorspace and is payable on 'buildings that people normally go into'. The charge applies to development of 100m2 or more, or the creation of a single dwelling, even if under 100m2. There are a number of exemptions to this; including affordable housing, self-build housing. CIL was introduced by the Planning Act 2008 and is governed by the Community Infrastructure Levy Regulations 2010 (as amended). It took effect in Crawley on 17th August 2016.
- 4.2. CIL income in Crawley is based upon residential growth trajectories included within the submission draft of the Crawley Borough Council Local Plan 2021-2037 – the income being received by the Council once residential developments have commenced. See Section 6.
- 4.3. The CIL Regulations 2010 as amended, part 7 state that 15% of the total CIL contributions collected are to be allocated for spending in agreement with local communities – the Neighbourhood Improvement Strand. The remaining 85% of CIL contributions is for the Strategic Infrastructure Strand.
- 4.4. In October 2017, Cabinet approved a crowdfunding model as the preferred option for the future governance of the CIL Neighbourhood Improvement Strand, and also the implementation of a one year Crowdfunding pilot - report [PES/257](#) refers.
- 4.5. At the same time Cabinet delegated authority to the Head of Economy and Planning, in consultation with the Cabinet Member for Planning and Economic Development, to commence the procurement process for a provider to run the crowdfunding platform, to finalise guidance, eligibility criteria, Terms and Conditions and to implement a one year pilot of the Neighbourhood Improvement Strand and its associated procedures. Spacehive was subsequently awarded the contract in April 2018.
- 4.6. In February 2018, Cabinet approved the proposed CIL strategic infrastructure spend priorities presented in the Infrastructure Business Plan as a priority for delivery and the funding programme for the period 2018/19 to 2021/22 - report [PES/264](#) refers.
- 4.7. The Cabinet also approved the governance of the Strategic Infrastructure Strand and noted that the Infrastructure Business Plan, including the funding programme, would be reviewed on an annual basis to take into account any changes in strategic infrastructure priorities and fluctuations in CIL receipts compared to the forecast.
- 4.8. In February 2019, Cabinet approved the proposed CIL strategic infrastructure spend priorities presented in the Infrastructure Business Plan as a priority for delivery and the funding programme for the period 2019/20 to 2021/22 – report [PES/302](#) refers. Cabinet also approved the extension of the Crowdfunding pilot for a further year.

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- 4.9. In March 2020, Cabinet approved the proposed CIL strategic infrastructure spend priorities presented in the Infrastructure Business Plan as a priority for delivery and the funding programme for the period 2020/21 to 2022/23 – report [PES/335](#) refers. The Cabinet also approved the extension of the Crowdfunding pilot for a further year with the administration costs associated with the site being paid for from the Community Development budget.
- 4.10. In March 2021, Cabinet approved the proposed CIL strategic infrastructure spend priorities presented in the Infrastructure Business Plan as a priority for delivery and the funding programme for the period 2020/21 to 2024/25 – report [PES/370](#) refers. Cabinet also approved the extension of the Crowdfunding pilot for a further year with the administration costs associated with the site being paid for from the CIL contributions.

## 5. CIL – Current Financial Position.

- 5.1. Total CIL received as of Jan 2022: £2,017,565.75 which has to be split between the Strategic Strand (85%) and the Neighbourhood Improvement Strand (15%). 70% of all CIL contributions made were received this financial year. The table below provides a more detailed breakdown:

	<b>Strategic Infrastructure Strand (Section 7)</b>	<b>Neighbourhood Improvement Strand (Section 9)</b>	<b>Combined CIL Contributions</b>
CIL Contributions Received Prior to 2021/22	£ 525,994	£ 87,038	£ 613,032
CIL Contributions Received 2021/22	£ 1,194,236	£ 210,298	£ 1,404,534
<b>Total CIL Contributions Received to Date</b>	<b>£ 1,720,230</b>	<b>£ 297,336</b>	<b>£ 2,017,566</b>
Pre 2021/22 Admin Charge	-£ 32,222	£ -	-£ 32,223
Admin Charge (5% Of Total CIL Received During 2021/22)	-£ 70,227	£ -	-£ 70,227
Projects Funded Through Crowdfund Crawley	£ -	-£ 25,395	-£ 25,395
<b>Balance Available</b>	<b>£ 1,617,781</b>	<b>£ 271,941</b>	<b>£ 1,889,722</b>

- 5.2. In addition to the £2,017,566 received to date, the council have issued demand notices to the value of £1,584,961 to eight developments.
- 5.3. Of the £1,584,961, the amount of CIL overdue from site developers for payment under demand notices issued by the council is £889,320 (£869,145 of which, is related to 2 sites). The council is actively pursuing overdue CIL payments. If payment is not forthcoming then CIL regulations provide the Council with further powers to seek this money.
- 5.4. The Council, as collecting authority, after issuing a reminder notice to the party liable for the levy, can then apply to a Magistrates Court to make a liability order, and this option remains available for six years from the point of the CIL falling due.
- 5.5. Predicting when the Council will receive CIL receipts therefore continues to be difficult as developments have been delayed due to the COVID-19 crisis and more

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recently on account of the issue of Water Neutrality and the Natural England position Statement received in September 2021.

- 5.6. In previous years, a number of residential schemes secured planning permission with the expectation of having to pay CIL and then subsequently changed their tenure type mix to 100% affordable housing, which is CIL exempt. This change has resulted in a circa £2.5m reduction in anticipated CIL contributions.

## 6. CIL Income Calculations

- 6.1. As part of the Local Plan Review the Council commissioned new evidence in relation to the financial viability of new development, and its ability to bear developer contributions (including CIL) and other costs. The [Whole Plan Policies & Community Infrastructure Levy Viability Assessment](#) report completed by Dixon Searle Partnerships as part of the Local Plan Review concluded that 'The current level of CIL charge (as indexed) ... has been found to be suitable for ongoing use at this time, alongside the Draft Local Plan policies'.
- 6.2. As such there are currently no plans to review the residential rate of CIL. These conclusions are, however, subject to any further changes to the Local Plan that may occur over the course of its examination. Therefore Crawley Borough Council will continue to use the current standard assumptions
- 6.3. The draft of the Crawley Borough Council Local Plan 2021 – 2037 makes provision for the development of a minimum of 5320 net dwellings in the borough for the period 2021/22 to 2036/37. This minimum requirement is to be broken down into an annual average requirement on a stepped basis (see below table). Using the average amount of CIL generated per unit as £2,200<sup>1</sup> it is therefore anticipated that the overall CIL contributions by 2036/37 could be in the region of £12m (incl. CIL received to date).

Years	Projected Units	CIL
1-5 (2021/22-25/26)	1750	£3,850,000.00
6-10 (2026/27-2030/31)	2250	£4,950,000.00
11-16 (2031/32-36/37)	1320	£2,904,000.00
	<b>5320</b>	<b>£11,704,000.00</b>

- 6.4. It should be noted that the exact figure collected from CIL will be unknown until potential developments are under construction - therefore the Council can only provide a forecast which predicts the levels to be collected based upon the figures within the Local Plan 2021 - 2037.

## 7. CIL Strategic Infrastructure Strand

- 7.1. To date the Council has received £1,720,230 in Strategic CIL contributions and from 2018 has spent £32,222 on administration costs.

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<sup>1</sup> The £2,200 average figure was arrived at by dividing total CIL income by projected number of units over the period 2019-2029, taking into account eligibility to reliefs/exemptions (incl. 40% affordable housing, or higher where known), and assuming an average unit size of 70sqm, representing the equivalent of a 2 bedroom / 4 person flat.

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- 7.2. A further £70,227 will be allocated to administration costs incurred through 2021/22, which equates to 5% of the total funds collected in 2021/22 and is in line with current CIL regulations – see section 8.
- 7.3. The balance available after deducting above admin charges is £1,617,781 of Strategic CIL contributions to be committed to the priority projects identified in 7.4
- 7.4. The 2019/20 Infrastructure Business Plan (IBP) recommended that 4 projects be funded within the initial CIL funding programme and this was approved by Cabinet in February 2019, March 2020 and again in March 2021 – it is proposed that these priorities and the corresponding CIL funding requirements remain unaltered, as follows, for the initial CIL funding programme now 2022-2023 to 2024-2025:
- Three Bridges Railway Station Improvement Scheme , £1.1m
  - A23/ Manor Royal junction project, £0.432m up to £0.709m (see 7.5 below).
  - Saxonbrook Medical Centre, Northgate - Creating 2 additional consulting rooms, £0.032m.
  - Pound Hill Medical Group - build 2 additional consulting rooms, £0.144m.
  - 5% Admin charge for the period 2022/23 to 2024/25
- 7.5. The amount currently allocated to the A23/Manor Royal junction scheme is £0.432m but this may increase dependent upon the schedule of works, which is led by West Sussex County Council (WSSCC). It is anticipated that this will be effectively offset by increased CIL income that will arise due to the planned early demolition of County Buildings by WSSCC. This will result in a higher CIL income from a subsequent redevelopment of that site, as there will be no 'demolition offset' deducted from the chargeable floor space. The funds would be released once the development of the site commences, subject to planning permission.
- 7.6. The progression of both the Saxonbrook Medical Centre, Northgate and the Pound Hill Medical Group, is subject to a review being carried out by the CCG. Once the outcome of the review is known, any award of funding will be subject to a contract being agreed between the authority and the CCG/ practice.
- 7.7. The following projects have been identified as being for Mid Term delivery (2025/26 to 2029/30). Approval would be sought at a later stage for these CIL contributions to be formally allocated to the projects below once the details have been finalised and CIL receipts received:
- A2011 Crawley Avenue/ A2004 Northgate Avenue improvements, £0.36m
  - A23 Crawley Avenue/ Ifield Avenue Roundabout improvements, £0.57m
  - A contribution to Education, Early Years Provision – Locations to be determined through WSSCC in addition to dependencies /site availability, £2.1m
  - 5% Admin charge for the period from 2025/26.
- 7.8. In addition, the Transport Study supporting the emerging Local Plan 2021 -2037 is identifying new essential highway mitigations, (particularly at the M23 Junctions), and sustainable transport improvements that are required to mitigate the cumulative transport impacts of the growth proposed in the Local Plan over the Plan period. This Study is not yet finalised, but estimated costs of the identified M23 junction schemes exceeds £5million. In addition to this, further motorway signage and road-marking requirements are likely to be needed and the implementation of projects within the Crawley Local Cycling and Walking Infrastructure Plan is also required. Once the Transport Study has been finalised, these projects will be added to the Mid Term delivery list in the next review of the

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IBP, to be delivered at the necessary trigger points over the Plan period, and approvals would be sought for formal allocations of CIL funds once the details have been finalised and other sources of funding explored.

- 7.9. In the event that not enough CIL contributions are received to bring forward all of the projects outlined above then projects will be progressed in order of priority, identified in the IBP (Appendix A, 2.2) in accordance with the agreed governance procedure (Appendix A, 2.4).

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

- 8.1. A charging authority – in this case Crawley Borough Council - may apply CIL to administrative expenses incurred by it in connection with CIL. This is providing that it does not exceed 5% of CIL collected per annum. Where an authority spends less than its permitted allowance on administrative expenses, it must transfer the remaining allowance for use on strategic infrastructure strand projects.
- 8.2. It was previously agreed from 2019/20 onwards to apply the 5% of CIL collected in any financial year to the administrative expenses incurred by the Council in carrying out its role collecting, managing and distributing CIL.
- 8.3. Officers are considering recruiting a CIL Enforcement Officer in the coming year, which will be funded from the 5% of CIL monies collected each financial year to pay for administrative expenses. The impact of CIL on staffing and resources will continue to be assessed during the annual review of the IBP.

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

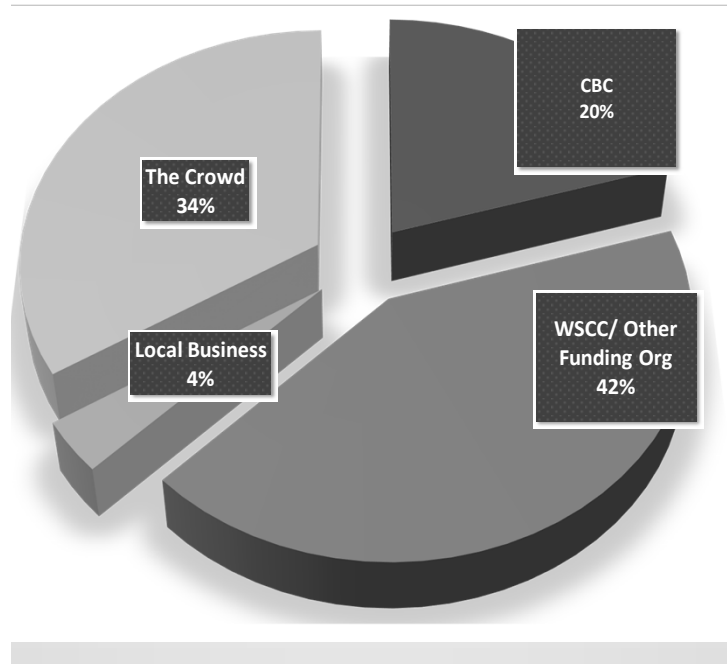
- 9.1. CIL regulations state that 15% of the total CIL contributions collected are to be allocated for spending in agreement with local communities where development is taking place. To date the Council have received a total of £297,336 in CIL funds for the Neighbourhood Improvement Strand.
- 9.2. Following Cabinet approval in October 2017, the Council established the Crowdfund Crawley website, where the community can post civic project ideas and raise the necessary funds from the 'crowd'. The appeal is that, rather than the council deciding which projects to fund, residents decide by making donations/ liking a project, giving a clear indication as to the priorities that residents care most about in their neighbourhoods.
- 9.3. Crowdfund Crawley is an entity in its own right, however it is intended to be complementary to other grant providers using the site to distribute their funds. Project organisers are encouraged to pitch to as many of the funding pots that are available within the area, giving them a greater chance of success. West Sussex County Council (WSSCC) was originally using the same site to distribute their fund, which enabled Crawley residents to access both the Neighbourhood Improvement Fund (NIF) and the Community Initiative Fund (CIF) at the same time, giving them a greater chance of success for their community project. West Sussex County Council has now withdrawn their funding from the site, see section 11.
- 9.4. The admin fee for Crowdfund Crawley has been funded from the 5% administration fee, taken from CIL income that the charging authority is entitled to apply.
- 9.5. Crowdfund Crawley officially launched on 22nd May 2018, with the newly created Neighbourhood Improvement Fund (NIF) and an initial allocation of £15,000.

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## 10. Crowdfund Crawley Outcomes.

10.1. Since the beginning of the pilot, May 2018:

- Total amount raised by projects using the site, £124,501 from 397 backers (incl. CBC contribution £25,395)
- Total CIL Funds distributed to date: £25,395
- Currently pledged: £0



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

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

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

10.3. Of the £124,501 pledged, £25,395 has been pledged by the Crawley Borough Council CIL Neighbourhood Improvement fund. West Sussex County Council have pledged £42,885 and £9,750 has been pledged by external funders. Businesses have contributed £4,432 and the 'Crowd' contributed £42,039. The CIL Neighbourhood Improvement Fund has therefore unlocked nearly four times its amount from third party sources.

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

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

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## **11. Impact of the withdrawal of WSCC funding and Outcome of VCSE funding review.**

- 11.1. Despite the success of the previous years, 2021/22 has seen a decline in the use of the site. 3 new projects were created in 2021/22 but only one went beyond the preparation stage and successfully reached their target. This was for a number of reasons.
- 11.2. On 12 February 2021, as part of a budget review, West Sussex County Council Full Council approved the cessation of the Community Initiative Fund (CIF) including their financial contribution to the crowdfunding platform. This decision had a direct impact upon Crowdfund Crawley as a main incentive for groups to use the site is the fact that they can receive multiple funding pledges from different sources through one application. This removal of additional funding opportunities mean that the groups are struggling to reach the 50% match funding target.
- 11.3. Covid continues to have an impact, many groups remain concerned for their long term viability, choosing to focus on keeping the organisation running as opposed to one off capital projects.
- 11.4. The Borough Council has carried out its review of the Community Grants programme. The proposed changes include adding £10,000 Community Grant to a Crowdfunding scheme (for awards up to £5,000) from April 2022 to one-off projects requiring community fundraising. This would be a separate fund to the Neighbourhood Improvement Fund.

## **12. Crowdfund Crawley – 2022/23**

- 12.1. It is proposed to keep the Crowdfund Crawley site running for a further year, to better understand if the challenges faced in 2021/22 can be overcome. The funding criteria will be altered, reducing the match fund element to 25%. It is further proposed to increase the funds made available through the site to £50,000.
- 12.2. Consideration will be given to a priority theme for community projects related to the drive to tackle climate change and carbon emissions in the Borough, such as community tree planting and biodiversity improvements.
- 12.3. Economic Development and Regeneration Officers will work alongside Community Development Officers on proposals for alternative ways of managing the Neighbourhood Improvement Strand, should the Crowdfund Crawley option no longer be considered viable by the time of the next annual review in March 2023.

## **13. Financial Implications**

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



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

- 13.3. The increase to £50,000 of the financial allocation to the Crawley Crowdfunding project in 2022-23 will be funded from the £271,941 of available CIL receipts for the Neighbourhood Improvement Strand.

## **14. Legal Implications**

- 14.1. The legislation governing the development, adoption and administration of a Community Infrastructure Levy (CIL) is contained within the Planning Act (2008) and the Community Infrastructure Levy Regulations 2010 (as amended). CIL charging took effect in Crawley following due process on 17th August 2016.
- 14.2. CIL regulations state that 15% of the total CIL contributions collected are to be allocated for spending in agreement with local neighbourhoods where development is taking place. The government does not prescribe a specific process for how the neighbourhood improvement strand should be spent.
- 14.3. A charging authority may apply CIL to administrative expenses incurred by it in connection with CIL. This is providing that it does not exceed 5% of CIL collected.
- 14.4. Where an authority spends less than its permitted allowance on administrative expenses, it must transfer the remaining allowance for use on capital infrastructure projects. If Crawley BC does not apply the discretionary administrative expenses then a maximum of 85% of CIL collected in Crawley will be spent on strategic infrastructure.
- 14.5. The levy should not be used to remedy pre-existing deficiencies in infrastructure provision unless the deficiencies are exacerbated by new development.

## **15. Equalities Implications**

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

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## **Background Papers**

Report to Cabinet 10 March 2021 PES/370 - [Annual Community Infrastructure Levy \(CIL\) Statement](#)

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

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

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

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

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

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

## **APPENDIX A - Infrastructure Business Plan Outline 2022/23 (remains unaltered from 2019/20).**

### **Introduction**

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

### **1. Summary**

- 1.1. This Infrastructure Business Plan (IBP) has been prepared by officers from Crawley Borough Council with input from West Sussex County Council and other Infrastructure Providers. It sets out the proposed priority infrastructure schemes required to support the delivery of the Crawley Submission Draft of the Local Plan to 2037.
- 1.2. This document identifies the projects that Crawley Borough Council intend to fund / enable using Community Infrastructure Levy (CIL) and presents an initial funding programme to 2024/25. This IBP project list represents the current understanding of projects appropriate to be funded via the CIL with a commitment that no “double counting” will take place.
- 1.3. It should be noted that in time the information within this document may be revised in the future, subject to process, to allow for additional unforeseen infrastructure requirements that might be identified. As the anticipated CIL funds are only an estimation, this document will also be reviewed each year to reflect how much CIL money has been received from the commencement of new residential developments.
- 1.4. This document is only concerned with the Strategic Infrastructure Strand of CIL. All figures exclude the 15% of the total CIL contributions collected, which CIL regulations state are to be allocated for spending in agreement with local communities where development is taking place. The process for allocating CIL funds within the Neighbourhood Improvement Strand was approved by Cabinet in October 2017.
- 1.5. A charging authority may apply CIL to administrative expenses incurred by it in connection with CIL. This is providing that it does not exceed 5% of total CIL contributions collected. Administrative costs cannot be paid using the 15% Neighbourhood Improvement Strand of CIL.
- 1.6. Where an authority spends less than its permitted allowance on administrative expenses, it must transfer the remaining allowance for use on capital infrastructure projects. If Crawley BC does not apply the discretionary administrative expenses then a maximum of 85% of CIL collected in Crawley will be spent on strategic infrastructure.

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

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

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

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

Projects identified	Criteria Met	Score	%	Phasing	Total Potential CIL Contributions
A23 London Road/ Manor Royal	ABCFIJKL	375	94%	Short Term	£709,000
Improvement to Three Bridges Railway Station	ABDFHIJKL	375	94%	Short Term	£1,100,000
Saxonbrook Medical Centre - Creating 2 additional consulting	ABDGIJKL	340	85%	Short Term	£32,000
Pound Hill Medical Group - build 2 additional consulting rooms	ABDGIJKL	340	85%	Short Term	£144,000
A2011 Crawley Avenue/ A2004 Northgate Avenue/	ABCGHIJKL	390	98%	Medium Term	£360,000
A23 Crawley Avenue/ Ifield Avenue roundabout	ABCGHJKL	370	93%	Medium Term	£570,000
New early years provision, location to be determined	ABCGJKL	345	86%	Medium Term	£2,100,000
					<b>£5,015,000</b>

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

- 2.3.1. The funds associated with the 5% admin charge will fluctuate as they will be collected and allocated throughout the year.
- 2.3.2. Any funds collected in this period that remain unspent will be carried forward into the next funding programme 2025/26 to 2029/30.
- 2.3.3. The priority projects identified for delivery in the Medium Term will be progressed in the next funding programme 2025/26 to 2029/30 as funds become available and details are finalised.

### **Governance**

- 2.4. In line with the Crawley Growth Deal between CBC and WSCC, it is proposed that the allocation and spend of CIL funding will be governed jointly by the two authorities through the Crawley Growth Board, chaired by the CBC Chief Executive, which meets every 2 months with agreed recommendations then put to CBC Cabinet for approval when key decisions are required on CIL funding allocations to individual infrastructure schemes.
- 2.5. The existing cross party Economic Regeneration Working Group of CBC Members will also have an opportunity to review proposals for CIL spend and make recommendations to the Chair and Head of Economy and Planning. WSCC Cabinet members and local County Council members will be consulted as appropriate.

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

- 3.1. Proposals to revise / update the Infrastructure Business Plan will be presented to Cabinet for approval in March 2023.

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

Organiser	Amount Raised	No Backers	No Likes	Link to Project
Autism Support Crawley	£12,926.00	41	5	<a href="#">Wheelchair Swing &amp; HAT for MPCC</a>
Crawley Young Persons Council	£1,300.00	2	6	<a href="#">Multi-Cultural Crawley</a>
Three Bridges Forum	£720.00	4	16	<a href="#">Caroline Haslett Memorial Project</a>
Crawley Open Duke of Edinburgh Centre	£14,519.00	6	6	<a href="#">Funds towards New Minibus</a>
The Olive Tree Cancer Support Centre	£1,808.00	22	4	<a href="#">Bodies - a play about cancer</a>
Broadfield Community Centre	£4,873.00	22	4	<a href="#">Broadfield Outdoor Gym</a>
The Craftimation Factory	£2,146.00	18	1	<a href="#">The Mill Indoor Art Garden</a>
Broadfield Community Centre	£4,864.00	22	18	<a href="#">Broadfield Art Festival</a>
Seymour Primary School	£7,473.00	23	5	<a href="#">Seymour School Bicycle Shelter</a>
LPK Learning CIC	£5,922.00	31	7	<a href="#">Discover Crawley Together</a>
Crawley Open Duke of Edinburgh Centre	£5,126.00	2	0	<a href="#">Keep Us Hiking</a>
Phoenix Choir of Crawley	£5,418.00	3	0	<a href="#">Community Choral Events</a>
SSC PFA	£2,282.00	4	41	<a href="#">Sensory garden</a>
Arctic Handball Club	£2,976.60	9	2	<a href="#">Bring Handball On</a>
Emerald Sports & Social Club	£22,485.00	14	1	<a href="#">ESCC Infrastructure Development Programme</a>
Langley Green Primary School PTA	£4,424.00	4	1	<a href="#">Langley Green Primary School Outdoor Gym</a>
SSC PFA	£4,771.00	3	1	<a href="#">Climbing Frame SSC Desmond Anderson</a>
Arctic Handball Club	£4,025.00	9	3	<a href="#">Top Class Handball for Crawley</a>
Nicky's Workshop	£4,580.00	21	13	<a href="#">ONLINE WARRIORS- Virtual Gymnastics</a>
LPK Learning CIC	£5,938.00	55	23	<a href="#">Capturing Lockdown</a>
Tamil Learning Centre	£4,040.40	55	46	<a href="#">Covid-19 post- relief project</a>
Talk, Heal and Walk (THAW)	£1,884.00	27	11	<a href="#">THAW 4 Crawley</a>
	<b>£124,501.00</b>	<b>397</b>	<b>214</b>	

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## Crawley Borough Council

### Report to Cabinet 16th March 2022

#### Leisure Contract – Extension of Variation Order

Report of the Head of Major Projects and Commercial Services, **HPS/30**

#### 1. Purpose

- 1.1 This report sets out the arrangements the Council has entered into with Everyone Active (EA) following the initial lockdown in March 2020 and recommends the Council extend the variation order to facilitate the continued opening of the leisure centres over the period 1 April 2022 – 30<sup>th</sup> September 2022.

#### 2. Recommendations

- 2.1 To the Cabinet:

The Cabinet is recommended to approve the extension of the contract variation with Everyone Active under the terms set out in section 5 of this report.

#### 3. Reasons for the Recommendations

- 3.1 The recommendation facilitates the continued re-opening of the leisure centres providing the opportunity to grow customer base and membership numbers while adhering to the Government's Procurement Policy Note 02/20 (Supplier Relief Due to Coronavirus).

#### 4. Background

- 4.1 As part of the Covid-19 response, from 20 March 2020, the Government required leisure centres to either be fully closed or to be partially open with restrictions applied to capacity, social distancing and other specific infection control measures.
- 4.2 Also commencing on 20 March 2020, the Government published Procurement Policy Note 02/20 (Supplier Relief Due to Coronavirus). This note advised contracting authorities to put in place 'appropriate payment measures to support supplier cashflow and ensure suppliers who are at risk continue to be paid as normal'. Reflecting PPN02/20, the Council agreed a Deed of Variation (DoV) with Everyone Active for an initial three-month period (April – June 2020) which would permit non-payment of the contract fee (£76K per month) and underwrite EA's operational deficits. The DoV has subsequently been extended and the current agreement expires at the end of March 2022.
- 4.3 Over the period April – September 2021, Everyone Active reported growth in membership numbers and general usage at the leisure centres (albeit these remained somewhat below the pre pandemic membership and usage). The Omicron

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variant did halt the positive trend from the earlier part of the year although indications for the traditionally strong sales period between January and March suggest a return to growth in memberships and usage in the current quarter.

- 4.4 With somewhat intermittent growth and the tapering of Government support for the leisure and hospitality sector, the operational deficit for the financial year 2021/22 is projected to be approximately £170,000.
- 4.5 In December 2020, the Council was successful in applying for a grant of £220,000 to DCMS to support the costs of re-opening leisure centres, 70% of which (£154,000) could be allocated to offset costs in the financial year 2021/22. The net deficit for 2021/22 is therefore projected to be £16,000.
- 4.6 Further, guidance issued to s151 officers in August 2020 gave a new income support scheme to cover 75% of losses as a result of lost income due to the pandemic. There was a top slice deductible from 5% of all sales, fees and charges. This funding effectively enabled the Council to recover approximately £53,000 of the £76,000 monthly contract fee which would otherwise be payable to the Council. This scheme expired on 30<sup>th</sup> June 2021 and there is currently no indication that it will be replaced or re-introduced.

## 5. Description of Issue to be resolved

- 5.1 On the 22 February 2021, the Government announced a phased re-opening of leisure centres with effect from 29 March 2021. With social distancing and public health requirements in place, the guidance under PN02/20 continues to apply and it is recommended that the Council extend the contract variation for a further six months (covering the period 1<sup>st</sup> April 2022 – 30<sup>th</sup> September 2022) to enable the continued re-building of usage and membership numbers.
- 5.2 To provide controls on expenditure for the Council, it has been agreed with EA that:
  - (i) Should any of the major expenditure items exceed the amount stated in the monthly projections, specific Council authorisation will be required for this expenditure.
  - (ii) EA will present income and expenditure projections to the Council on a fortnightly basis to demonstrate that all reasonable efforts are being made to maximise income and mitigate costs.
  - (iii) Should the overall net deficit exceed the projection in a given month, EA and the Council will commit to a review as soon as reasonably practical which will seek to ensure the deficit in the subsequent month(s) is at or below the projection figure for that period.
- 5.7 It is recommended that the Council extends the DoV for a six month period (1<sup>st</sup> April 2022 – 30<sup>th</sup> September 2022). With the impact of the Omicron variant and the trajectory of future growth in usage somewhat uncertain, it is difficult to make accurate projections regarding usage and income. Although Everyone Active remain more cautious, with positive sales figures in recent months and with the removal of statutory restrictions, it would be reasonable to expect that the leisure contract will return to surplus over the course of 2022/23. Within this context, the Budget Report ([FIN/549](#)) has assumed a net income of £100,000 from the leisure contract for the coming year.



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- 5.8 Extending the contract variation for a six month period will provide time for the market to further recover and ensure compliance with PPN2/20. The Council has procured contract advice in respect of the change in law and any potential longer term contract implications. These are however unknown at this point and the 6 month extension of the DoV will provide further time for longer term market implications to be understood and tested.

## 6. Information & Analysis Supporting Recommendation

- 6.1 The two main alternative options which the Council could consider are to close the leisure facilities or to terminate the existing contract with EA. It is felt that both of these options would be more costly to the Council and would lead to an extended period of disruption without the service and a longer recovery to return to a normalised service position.

## 7. Implications

### Financial

- 7.1 The Budget and Council Tax 2022/23 [FIN/549](#) report to Cabinet on 2 February 2022 and Full Council on 23 February 2022 Table 2 and section 5.5.10 included a provision of £1,092,000 in respect of additional costs and lost income in respect of Covid-19 funding for 2022/23. As part of the quarterly monitoring process during 2021/22 the finance team will report on the draw down from the Covid budget and how it has been allocated including the draw down in respect of the Leisure Contract. Paragraph 5.5.10 of the report states that there is an assumption that the Leisure contractor will in part begin paying the council again in 2022/23 and be back to full contract payments in future years with a small allowance in 2023/24 for a reduced contractor payment.

## 8. Background Papers

- 8.1 Budget and Council Tax 2021/22 [FIN/514](#) report to Cabinet on 3 February 2021.  
8.2 Budget and Council Tax 2022/23 [FIN/539](#) report to Cabinet on 2 February 2022

## 9. Report author and contact officer:

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## Crawley Borough Council

**Report to Cabinet**  
**16 March 2022**

### **WSSC and Crawley Borough Council Agency Agreement in relation to Civil Parking Enforcement**

Report of the Head of Community Services – *HCS/39*

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#### **1. Purpose**

- 1.1. To approve the necessary delegations that allow for the renewal of the West Sussex County Council (WSSC) and Crawley Borough Council Agency Agreement in relation to Civil Parking Enforcement (CPE).

#### **2. Recommendation**

- 2.1. The Cabinet is recommended to:
  - a) Approve in principle the negotiation and securement of the continuation of the Agency Agreement between West Sussex County Council and Crawley Borough Council in relation to Civil Parking Enforcement (CPE) for a further 3 years from April 2022 to April 2025.
  - b) Delegate the completion of all negotiations and relevant legal documentation to the Head of Community Services in consultation with the Head of Legal, Governance and HR, and appropriate Cabinet Member.

#### **3. Reasons for the Recommendation**

- 3.1. To enable the continuation of on-street parking enforcement to be carried out by Crawley Borough Council on behalf on West Sussex County Council within the borough.
- 3.2. Failure to renew the agency agreement would mean that the Council would be unable to carry out civil enforcement on behalf of WSSC in Crawley.

#### **4. Background**

- 4.1. West Sussex County Council and Crawley Borough Council have operated an agency agreement in relation Civil Parking Enforcement since 2017. The agreement is a delegated function agreement which discharges statutory Civil Parking Enforcement responsibilities to Crawley Borough Council.
- 4.2. The current 5 year agency agreement expires on 31 March 2022, and West Sussex County Council propose to extend this agreement for a further three years.

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- 4.3. West Sussex County Council operates similar agency agreements with all the Districts and Boroughs in the County covering the joint on and off street parking enforcement service.
- 4.4. West Sussex County Council have circulated a copy of the draft agency agreement which has been reviewed by officers within Community Services and Legal Services.
- 4.5. There are no fundamental changes to the current agency agreement and ensures a continuation of the service based on the current model of operation.
- 4.6. There are some operational changes to the agency agreement – primarily around formalising initiatives that have been implemented over the last contract period – such as carrying out line and signs remedial work. These are not considered to be unreasonable changes
- 4.7. There are no significant changes to the method of reporting to West Sussex County Council with quarterly income reconciliation across all Districts and Boroughs being based on a model that has been used by Crawley Borough Council.
- 4.8. The new agency agreement also formalises the requirements for quarterly performance data returns. All the data is available from the Chipside system. This is not considered to be an unreasonable change and will ensure that a more effective and efficient service operates for all parties.
- 4.9. The agency agreement renewal maintains the 12 month notice period for both parties should either wish to terminate the agreement. This is reduced to 3 months in the event of a material contract breach.

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

- 5.1. The current agreement is due to expire on 31<sup>st</sup> March 2022. The decision to authorise the extension ensures there is no gap between the agreements which would result in a disruption to on-street parking enforcement and contributions to employee costs to deliver the service.

## **6. Information & Analysis Supporting Recommendation**

- 6.1. The recommendation to continue this agreement is to ensure a cohesive approach to Civil Parking Enforcement across the borough and to ensure Crawley Borough Council has strategic input into the delivery of Civil Parking Enforcement including Controlled Parking Zones.

## **7. Implications**

- 7.1. Financial Implications - West Sussex County Council have committed to make an annual contribution to the Civil Parking Enforcement (CPE) account of £100,000 to Crawley Borough Council to contribute towards the costs associated with the discharge of the CPE functions set out in the agreement. West Sussex County Council have also committed to make an annual contribution to the Controlled Parking Zone (CPZ) management account of £70,000 to Crawley Borough Council to contribute towards the costs associated with CPZ Management.
- 7.2. The agreement between Crawley Borough Council and West Sussex County Council is cost-neutral and any additional expenditure associated with carrying out the functions within the agreement are reimbursed to Crawley Borough Council in full.

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- 7.3. Legal Implications – Failure to renew the agreement would prevent CBC from carrying out civil enforcement on behalf of WSCC.

## 8. Background Papers

- 8.1. None.

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# Agenda Item 14

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