

Crawley Borough Council

Report to Overview and Scrutiny Commission 4 February 2019

Report to Cabinet 6 February 2019

Allocating Monies Collected Through Community Infrastructure Levy – Infrastructure Business Plan 2019/20

Report of the Head of Economy and Planning – PES/302

1. Purpose

- 1.1. Present the findings of the first Annual review of Crawley's Community Infrastructure Levy (CIL) Programme, carried out by officers.
- 1.2. Seek Cabinet approval for the revised CIL Infrastructure Business Plan (IBP) (Appendix A), which identifies the priority projects proposed to be funded by collected CIL monies for the years 2018-19 to 2021-22.
- 1.3. Provide Cabinet with an update on the one year pilot scheme for crowdfunding - Crowdfund Crawley and seek approval to extend the existing contract with Spacehive until the end of March 2020, to be reviewed annually.
- 1.4. Provide Cabinet with an update on the collection and administration of CIL monies.

2. Recommendations

- 2.1. To the Overview and Scrutiny Commission:
 - 2.1.1. That the Commission consider the report and decide what comments, if any, it wishes to make to the Cabinet.
- 2.2. To the Cabinet:
 - 2.2.1. To approve the proposed revised CIL strategic infrastructure spend priorities presented in the Infrastructure Business Plan (Appendix A) set out in section 6, to the end of 2021/22.
 - 2.2.2. To note that the Infrastructure Business Plan, including the funding programme, will continue to be reviewed on an annual basis to take into account any changes in strategic infrastructure priorities and fluctuations in CIL receipts compared to the forecast. The next review is proposed to take place in February 2020.
 - 2.2.3. To approve extending the Crowdfund Crawley pilot scheme until the end of March 2020 and for the scheme to be reviewed again in February 2020.

- 2.2.4. To approve the recommendation to broaden the requirement as to when the Council will consider making a pledge from the Neighbourhood Improvement Fund, to include projects which achieve 10 individual pledges for funding. (See section 11.7)
- 2.2.5. To approve the application of the CIL administrative fee, capped at 5% of total receipts per annum. (See section 5.3.1 and section 7).

3. Reasons for the Recommendations.

- 3.1.1. By approving the revised CIL Infrastructure Business Plan, it will give clarity as to the projects identified as a priority for delivery using CIL finances and it will also provide a clear audit trail.
- 3.1.2. The extension to the Crowdfund Crawley programme will allow the Council to better evaluate the impact that the programme has had. By broadening the requirement that the Council will consider making a pledge, this should enable individual projects which have struggled to get initial 'buy in' from the general public to gain support, building further confidence in the Crowdfund programme.
- 3.1.3. By approving the application of the CIL administration fee, this will allow the Council to offset administrative expenses incurred by the Council due to its role in the collection, management and distribution of CIL.

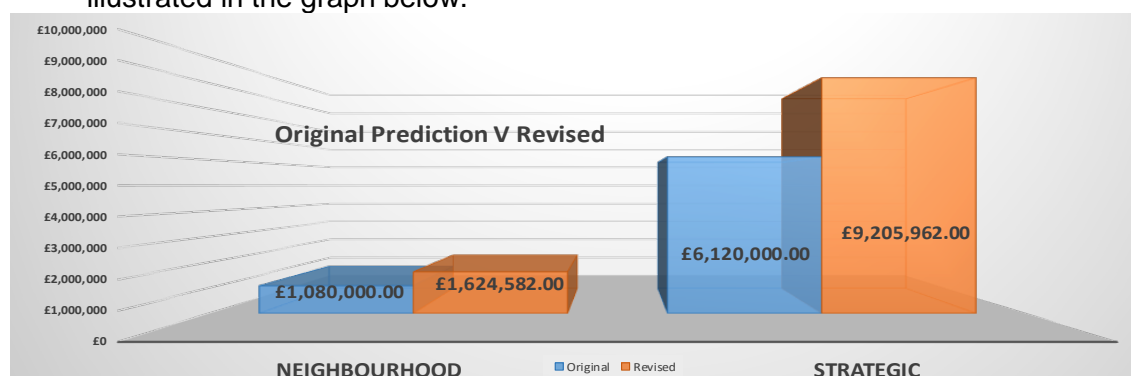
4. Background

- 4.1. The expected overall CIL income in Crawley is based upon residential growth trajectories produced to assess implementation of the Crawley Local Plan 2015-2030 – the income being received by the Council once residential developments with planning permission have commenced. 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.
- 4.2. 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.
- 4.3. In October 2017, 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.
- 4.4. 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.
- 4.5. In February 2018, Cabinet also approved the governance of the Strategic Infrastructure Strand and noted that the Infrastructure Business Plan, including the

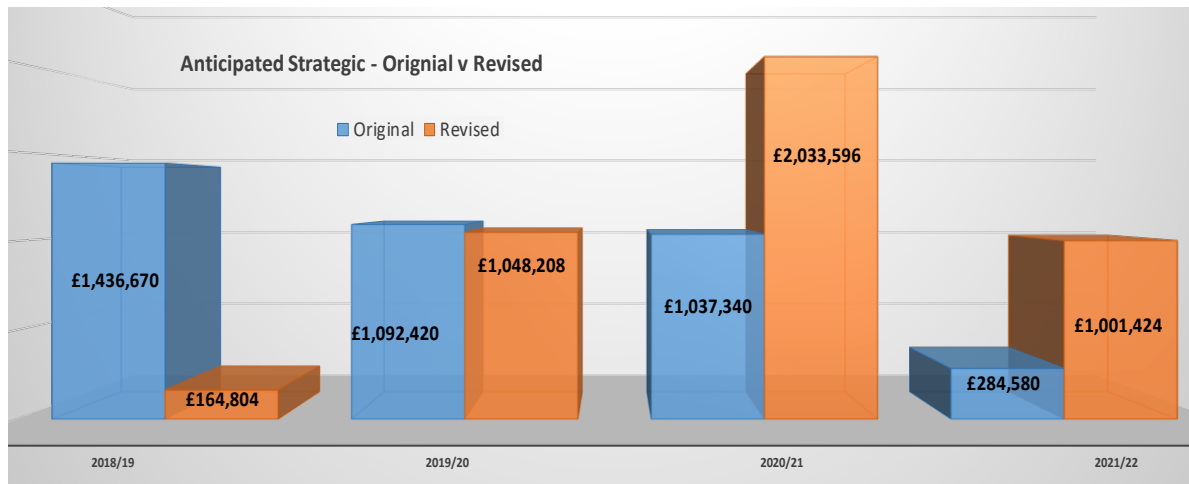
funding programme, will be reviewed on an annual basis to take into account any changes in strategic infrastructure priorities and fluctuations in CIL receipts compared to the forecast. This is the first such review.

5. CIL Strategic Infrastructure Strand – Current Financial Position.

- 5.1. Having undertaken the review, officers anticipate receiving more in CIL contributions than previously forecast over the period to 2030. The original estimated combined total was £7,200,000 by 2030, which has now increased to £10,830,544. This is to take into account an increase in projected new residential units on sites across the borough, including phase 2 of the new Town Hall development site, which had previously not been taken into account. Deducting the 15% for the Neighbourhood Improvement Strand means that £9,205,962 (85%) would remain to be spent upon strategic infrastructure to 2030. This is illustrated in the graph below.



- 5.1.1. £1,497,452 of the forecasted £10,830,544 is anticipated to come from premises which have received prior approval to change use from offices to residential, which before conversion are considered to have been vacant for so long that they count as new floor space for CIL purposes.
- 5.1.2. 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.
- 5.2. Up to the end of December 2018, the Council had received £164,804 in CIL Strategic Infrastructure Strand contributions, which is significantly lower than the £1,436,670 previously estimated to have been received by that time. This is because a number of developments have been delayed/or have changed use.
- 5.3. As illustrated below, officers project that £1,048,208 in CIL Strategic Infrastructure Strand receipts will be received by the Council in 2019-20, £2,033,596 in 2020-21 and £1,001,424 in 2021-22, subject to the corresponding new residential developments being taken forward to construction. In total it is anticipated that the Council will receive £4,248,032 by March 2022, which is an increase of £397,022 on previous estimations for this period.



- 5.3.1. Since 93% of the CIL Strategic Infrastructure Strand receipts forecast for 2019/20 are anticipated to be coming from permitted changes of use in premises which are considered to have been vacant for so long that they count as new floor space for CIL purposes - these charges may be subject to appeal by developers. To strengthen its ability to secure the funds the Council should set aside a small amount of CIL income for an additional staffing resource to pursue enforcement, hence the request for Cabinet to approve the application of CIL to administrative expenses.

6. CIL Strategic Infrastructure Strand – Proposed Amendments - CIL Funded Schemes

- 6.1. The 2018/19 Infrastructure Business Plan (IBP) recommended that 3 projects be funded within the initial CIL funding programme to end March 2022: Three Bridges Railway Station improvements, A23/Manor Royal junction improvements and Bewbush Medical Centre.
- 6.2. The Crawley Clinical Commissioning Group have informed the Council that their health infrastructure priorities for CIL funding investment have changed to schemes at Saxonbrook Medical Centre (near the town centre) and Pound Hill Medical Group. As a result these have been added to the 3 year funding programme to the end of 2021/22, substituting the Bewbush Medical Centre scheme, as the original scheme has now been modified to a smaller project on the surgery's existing premises which does not require any additional CIL funding.
- 6.3. Cabinet is therefore requested to approve the proposed CIL strategic infrastructure spend priorities as follows: (see appendix A for more information):

6.3.1 A 3 year Funding Programme 2019/20– 2021/22 – CIL to be used as a part-funding contribution, quantified below, towards delivery of the following schemes:

- Three Bridges Railway Station project, £1.1m
- A23/ Manor Royal junction project, £0.709m (see 6.4 below)
- New - Saxonbrook Medical Centre, Northgate - Creating 2 additional consulting rooms, £0.032m, subject to appropriate legal agreements.
- New - Pound Hill Medical Group - build 2 additional consulting rooms, £0.144m, subject to appropriate legal agreements.
- 5% Admin for the period, £0.24m

- 6.4. The amount allocated for A23/Manor Royal junction has been increased from the previous IBP prepared for 2018/19. It is anticipated that this will be effectively offset by increased CIL income that will arise due to the planned early demolition of County Buildings by WSCC. This will result in a higher CIL income from redevelopment of the site, as there will be no 'demolition offset' deducted from the chargeable floor space. The funds will be released when the development of the site commences.
- 6.5. The following projects have been identified as being for Mid Term delivery (2022/23 to 2026/27). 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:
- A2011 Crawley Avenue/ A2004 Northgate Avenue improvements, £0.36m
 - A23 Crawley Avenue/ Ifield Avenue Roundabout improvements, £1.08m
 - A contribution to Education, Early Years Provision – Locations to be determined through WSCC in addition to dependencies /site availability, £2.1m
 - 5% Admin for the period, £0.28m
- 6.6. There would therefore remain a further £3,160,962 of anticipated funds to be allocated to future strategic projects.

7. CIL Strategic Infrastructure Strand - Staffing Implications

- 7.1. 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.
- 7.2. During 2018/19, the 5% charge was applied to the administration costs for the Crowdfund Crawley platform.
- 7.3. From 2019/20 onwards in addition to covering the Crowdfund Crawley admin fees, officers propose to apply the remainder of the 5% collected in any financial year, to the administrative expenses Council in carrying out its role collecting, managing and distributing CIL.
- 7.4. The impact of CIL on staffing and resources to ensure effective CIL income collection will continue to be reviewed during the annual review of the IBP.

8. CIL Neighbourhood Improvement Strand.

- 8.1. 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. Following Cabinet approval, Crawley Borough Council has established the Crowdfund Crawley website, to enable residents to decide which projects should be funded through making donations, giving a clear indication as to the priorities that residents care most about.
- 8.2. Crowdfund Crawley is an entity in its own right however it is intended to be complimentary to other grant makers using the site to distribute their funds.

Project organisers are encouraged to pitch to as many of the funding pots that are available within the area giving them a greater chance of success. By using the same site as West Sussex County Council, Crawley residents are able to access both the Neighbourhood Improvement Fund (CBC) and the Community Initiative Fund (WSCC) at the same time, giving them a greater chance of success.

- 8.3. The cost for the specialist software and associated support package for Crowdfund Crawley was £10,000 and has been funded from the 5% administration fee that the charging authority is entitled to apply.
- 8.4. Crowdfund Crawley officially launched on 22nd May 2018, with the newly created Neighbourhood Improvement Fund and an allocation of £15,000.

9. Procurement

- 9.1. Following a robust procurement process, Crawley Borough Council partnered with Spacehive to deliver the crowdfunding pilot and web site provision.
 - 9.1.1. The Spacehive site offers a verification process, to assess applications. The site uses Locality, an independent organisation, to assess the projects incl. permissions and costs.
 - 9.1.2. Crawley Borough Council received from Spacehive an annual £20,000 discount for the specialist software / support package as West Sussex County Council is also using the site. It has been confirmed that the £20,000 discount will again be applied if Crawley Borough Council renew the contract to March 2020. The discount will be reviewed at the next contract review.
 - 9.1.3. The contract is renewed on an annual basis, allowing flexibility for changing circumstances.

10. Governance

- 10.1. This is set out in Appendix B and remains largely unaltered since the report to Cabinet in 2018. The one adjustment is that relevant ward councillors are informed in advance of the projects occurring in their area and invited to provide feedback to an officer or to show support for the project through the web site by “liking” the project.

11. Crowdfund Crawley Outcomes

- 11.1. To date, the site has been used by twelve organisations to raise funds for fourteen projects, which have included an outdoor gym and a wheelchair swing. For case studies see Appendix C, or visit [Crowdfund Crawley Projects](#).

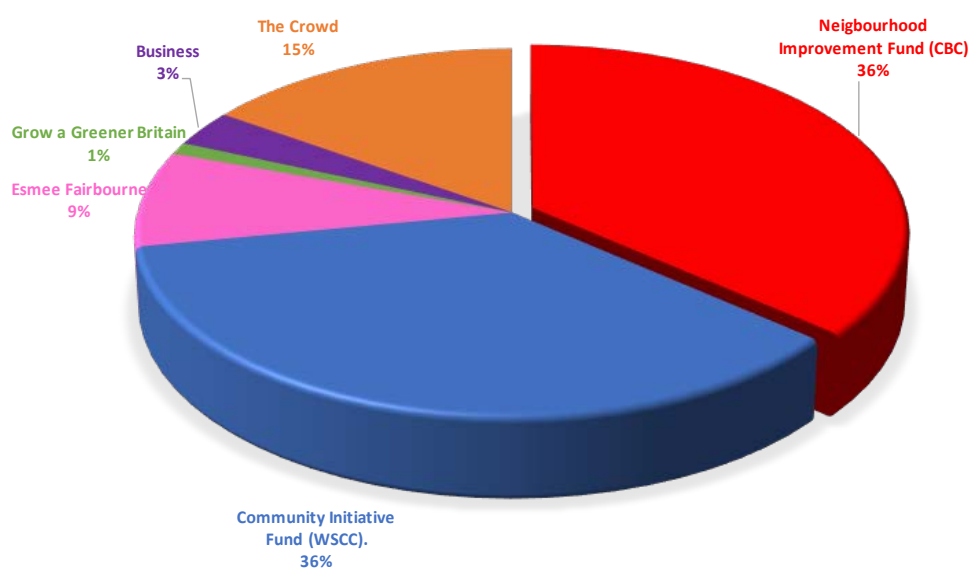
Of the fourteen projects:-

- six have successfully secured the funding required
- six are in the preparation stage
- two have been unsuccessful

- 11.2. To date £23,774 has been pledged to projects, the ‘crowd’ has pledged £3,637 with the remainder being pledged by other grant makers. This means that for every £1 pledged by the ‘crowd’ a further £5.54 was pledged by grant Makers. In Broadfield Gym’s case, excluding the fees associated with using the site, for every

£1 donated by the crowd the project generated a further £28.94 from grant makers.

- 11.3. The two projects that were unsuccessful failed as they did not meet the criteria of the grant makers and were unable to gain enough support from the community. We have redirected these groups to Crawley CVS to help them find more suitable funding streams.
- 11.4. Of the £23,774 pledged, £8,628 has been pledged by the CIL Neighbourhood Improvement fund. West Sussex County Council have pledged £8,500 and £2,250 has been pledged by external funders. Businesses have contributed £759. The CIL Neighbourhood Improvement Fund has therefore unlocked almost double its amount from third party sources as illustrated below.



- 11.5. To date, 64% of the neighbourhoods have used the site for their projects. The following map shows the location of the projects. Green dots represent successful projects, blue are projects in the preparation stage and red shows unsuccessful projects.



- 11.6. There are five neighbourhoods - Furnace Green, Bewbush, Pound Hill, Forge Wood and Gossops Green - which have yet to use the site. We will continue to work alongside Community Development and Crawley CVS to promote the site to local groups within these areas.
- 11.7. Projects have reported that getting the initial 'buy in' from the general public has been challenging, which seems to get easier once the fund grows. It may have been optimistic in setting the trigger point for the Council to consider making a pledge at when donations reach 25% of the target. Officers are therefore intending to broaden the requirement as to when the Council will consider making a pledge to include projects which achieve 10 individual pledges for funding.
- 11.8. At this point in time there remains £6,372 unallocated in the Neighbourhood Improvement Fund. If it is decided to continue the pilot programme for another year then this will be carried over into 2019-20.
- 11.9. Crawley Borough Council will have to advise Spacehive by 01 March 19 if the contract is to be extended by a further year. The cost and terms of the contract would remain the same, paid for entirely out of CIL monies.

12. Equality Impact Assessment

- 12.1. Officers carried out an Equality Impact Assessment report (Appendix D), for which the main finding is that the site is fully inclusive as it is open to everyone. The only information collected for the purposes of project applications for funding relates to the actual organisation applying for funding, which centres on their Governance, Constitution and Equal Opportunities policy.

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. 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.

14. Background Papers

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

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

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

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APPENDIX A - Infrastructure Business Plan Outline.

Introduction

- Summary
- Projects identified as critical and proposal for the funding programme to 2021/22.
- 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 Local Plan to 2030.
- 1.2. This document sets out anticipated Community Infrastructure Levy receipts, which have been based upon residential development trajectories. It identifies the projects that Crawley Borough Council intend to fund / enable using Community Infrastructure Levy (CIL) and presents an initial funding programme to 2021/22. 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, that 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. Anticipated CIL Income, Available Funds and Current Spend.

- 2.1. The expected overall CIL income into Crawley is based upon residential growth trajectories produced to assess implementation of the Crawley Local Plan 2015-30. An estimated total of £10,830,544 is forecasted to be collected by 2030 from charges on new residential developments. It should be noted that the exact figure collected from CIL will be unknown until potential developments are under construction, which means therefore that the Council can only provide a forecast which predicts the levels to be collected each year.
- 2.2. 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. This means that the “Neighbourhood Improvement Strand” for Crawley would amount to £1,624,582 of CIL funds – the process for allocating these funds was agreed by Cabinet in October 2017.
- 2.3. Therefore, when deducting the above amount, £9,205,962 would remain to be spent on strategic infrastructure. In accordance with CIL regulations this should fund a wide range of infrastructure to enable the Borough and County to address the cumulative impact on Crawley from growth and new development sites, provided that it accords with Crawley’s regulation 123 list.
- 2.4. The following table illustrates anticipated CIL receipts in the 5 yr. period 2017/18 to 2021/22. It also illustrates the anticipated year that the funds will be able to be released.

	5 Year Period					
	2017/18	2018/19	2019/20	2020/21	2021/22	Total
Amount of CIL Received	£ 68,897	£ 95,907	£ -	£ -	£ -	£ 164,804
Amount of CIL Anticipated	£ -	£ -	£ 1,048,208	£ 2,033,596	£ 1,001,424	£ 4,083,228
CIL Available to Spend	£ -	£ 68,897	£ 95,907	£ 1,048,208	£ 2,033,596	£ 3,246,609

- 2.5. To date, a total of £164,804 of CIL monies have been paid to the Council by developers in accordance with their obligations. To date, a total of £10,000 of CIL monies have been spent by the Council to administer the Crowdfund Crawley website.

3. Projects identified as critical and proposal for the first 4 year funding programme 2017-18 to 2021-22

- 3.1. This section identifies how much CIL is likely to be generated in each financial year, and sets out the proposed CIL spending priorities to end March 2022.

3.2. 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 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
A2011 Crawley Avenue/ A2004 Northgate Avenue/	ABCGIJKL	365	91%	Medium Term	£360,000
New early years provision, location to be determined	ABCGJKL	345	86%	Medium Term	£2,100,000
A23 Crawley Avenue/ Ifield Avenue roundabout	ABCGJKL	345	86%	Medium Term	£1,080,000
Saxonbrook Medical Centre - Creating 2 additional consulting	ABDGJKL	340	85%	Short Term	£32,000
Pound Hill Medical Group - build 2 additional consulting rooms	ABDGJKL	340	85%	Short Term	£144,000
					£5,525,000
Total anticipated CIL for Strategic infrastructure strand to 2030	£9,205,962				

3.3. Funding Programme

3.3.1. Funds received within the funding programme, will be concentrated on the priority projects identified for delivery in the Short Term 2018/19-2021/22. The following tables outline anticipated CIL receipts and proposed spend over the period to end March 2022.

Project	Phasing	Total Amount Required	Short Term					Remainder to be funded 2022/23 - 2027/28
			2017/18	2018/19	2019/20	2020/21	2021/22	
5% Administration Charge (incl. Crowdfund Crawley admin) *	Short Term	£ 250,190	£ -	£ 10,000	£ 61,659	£ 119,623	£ 58,907	£ -
A23 London Road/ Manor Royal	Short Term	£ 709,000	£ -	£ -	£ -	£ 400,000	£ 309,000	£ -
Improvement to Three Bridges Railway Station	Short Term	£ 1,100,000	£ -	£ -	£ -	£ 575,012	£ 524,988	£ -
Pound Hill Medical Group - build 2 additional consulting rooms	Short Term	£ 144,000	£ -	£ -	£ 112,804	£ 31,196	£ -	£ -
Saxonbrook Medical Centre - Creating 2 additional consulting	Short Term	£ 32,000	£ -	£ -	£ 32,000	£ -	£ -	£ -
		£ 2,235,190	£ -	£ 10,000	£ 206,463	£ 1,125,831	£ 892,895	£ -

- 3.3.2. 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.
- 3.3.3. The funds associated with the 5% admin charge will fluctuate as they will be collected and allocated throughout the year.
- 3.3.4. Any funds collected in this period that remain unspent will be carried forward into the next 5 year funding programme 2022/23-2027/28.
- 3.3.5. The priority projects identified for delivery in the Medium Term will be progressed in the next 5 year funding programme 2022/23 - 2027/28 as funds become available and details are finalised.

4. Governance

- 4.1.1. 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.
- 4.1.2. 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.

5. CIL 4 Year Programme 2018 – 2022, Background Information and Assessment Outcome for the two new projects.

5.1. Healthcare – Saxonbrook Medical Centre

Location – Northgate.

Status – Essential

Score – 340/400 – 85%

CIL Contribution - £32,000

Lead Organisation – CCG

There has been a significant number of planning applications for new developments within the town centre. These major developments focus on domestic new dwellings. As a result the increase in potential new residents/patients is putting additional pressure on Saxonbrook Medical

Centre in the town centre. At present the practice is unable to accept any new patients (the GP practice is already serving 17,500 registered patients over 2 separate sites).

The CCG has had NHS capital budgets constrained for several years and this has conflicted with the rise in patients which has made NHS service delivery difficult, as building internal redesign to reflect the growing demand without dilution of service for existing patients has had to be shelved. Given the pressure on Saxonbrook Medical Centre which is in the frontline of the above-mentioned developments the surgery and the CCG have been planning to create 2 additional consulting rooms by conversion of a former conference/meeting room which is no longer required. This would make much better use of existing space and facilitate more patients to be seen and enable wider NHS services to be delivered.

Supporting Evidence

The following are relevant planning applications received and permitted by Crawley Borough Council. If these developments are delivered it is estimated that this will create 1,790 new residents/patients.

- CR/2016/0294/out 308 Flats -Overline House
- CR/2017/0997/out 182 units-Town Hall, The Boulevard
- CR/2017/0974/FUL 56 Flats Zurich House, East Park
- CR/2018/0341/FUL 98 Flats - Land adjacent to Crawley College
- CR/2013/0015/FUL 76 units – 15-29 The Broadway.
- CR/2017/0444/FUL 37 units – Kilnmead Car Park
- CR/2016/0662/FUL 91 units - Car Park, 11-13 The Boulevard

Project Funding

It is proposed to allocate £32,000 of CIL contributions to Saxonbrook Medical Centre, subject to appropriate legal agreements.

5.2. Healthcare – Pound Hill Medical Centre

Location – Pound Hill.

Status – Essential

Score – 340/400 – 85%

CIL Contribution - £144,000

Lead Organisation – CCG

Pound Hill Medical Group - The Practice was built in 1990 as a purpose-built GP surgery. It currently has 11 fully functional consulting rooms; however, it has seen a consistent annual growth in patients which has been further exacerbated with those registering from the Forge Wood development. The practice has 15,606 patients and at present is unable to accept any new patients.

The Surgery have plans to build 2 additional consulting rooms with all of these on the Ground Floor to better cope with existing and future growth in patients and move all the administrative functions to the first floor which will require redesign and where lift access is regarded as less of a problem.

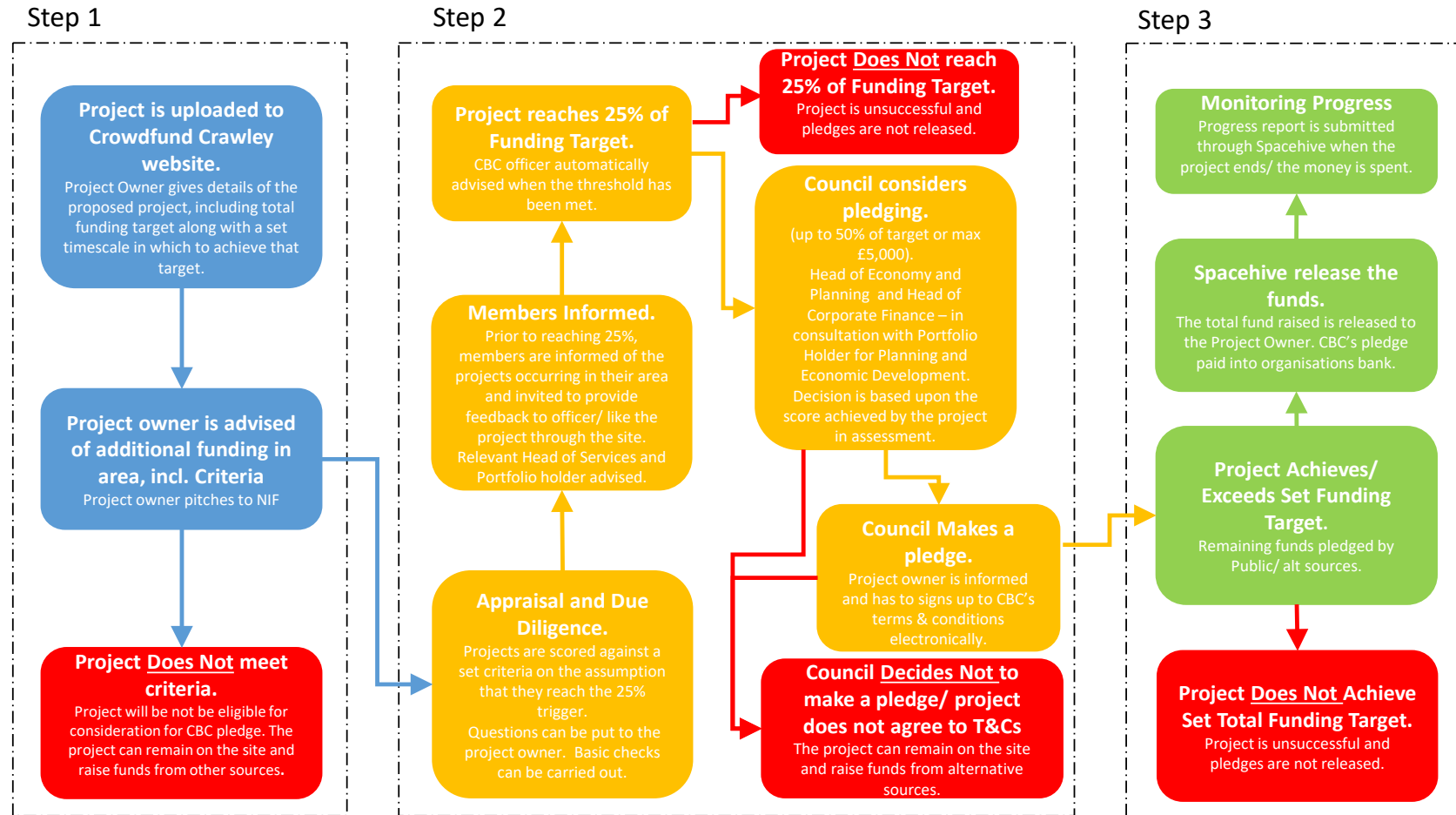
Project Funding

It is proposed to allocate £144,000 of CIL contributions to Pound Hill Medical Centre, subject to appropriate legal agreements

6. Date of next annual review

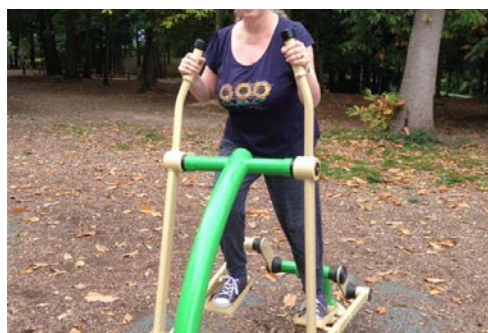
6.1. Proposals to revise / update the Infrastructure Business Plan will be presented to Cabinet for approval in February 2020.

APPENDIX B - Crowdfund Crawley Governance.



Appendix C - Crowdfund Crawley – Case Studies

Project: Outdoor Gym.
Project Owner: Broadfield Community Centre.
Neighbourhood: Broadfield.
Target: £4,785 (incl. fees associated with site).
Raised: £4,883. (Fees associated with site to be deducted).
No of Backers: 23
No of Likes: 3
Status: Successful



Brief Description of Project.

To provide facilities to encourage people to increase their physical activity to improve their wellbeing and tackle our growing waistlines! Equipment that encourages the least active to have a go, in their local environment, without pressure to perform is the way to go. The Broadfield Community Centre is a vibrant thriving resource; we welcome hundreds of people every week. Children's play equipment has recently been installed and we want to provide an opportunity for adults to exercise.

Campaign.

The project took just over one month to raise their target of £4,785. They initially gained support from the local community, raising £154 from 21 backers, pledges ranged from £2 to £20 – the average pledge from the community was £6.60.

This demonstrated community buy in and attracted 2 large pledges £1,729 from Crawley Borough Council – Neighbourhood Improvement Fund (NIF) and £3,000 from West Sussex County Council – Community Initiative Fund (CIF).

The project only reached its fund raising target on December 4th 2018 and further updates re the implementation of the project will be sought.

Funding Breakdown.

The Crowd 3%

WSCC - CIF 61%

CBC -NIF 36%



This means that after deducting the fees associated with using the site, for every £1 donated by the community it generated a further £28.94.

Project: Wheelchair Swing Project.
Project Owner: Autism Support Crawley.
Neighbourhood: Maidenbower Park.
Target: £12,755 (incl. fees associated with site).
Raised: £12,920 (Fees associated with site to be deducted).
No of Backers: 40
No of Likes: 4
Status: Successful



Brief Description of Project.

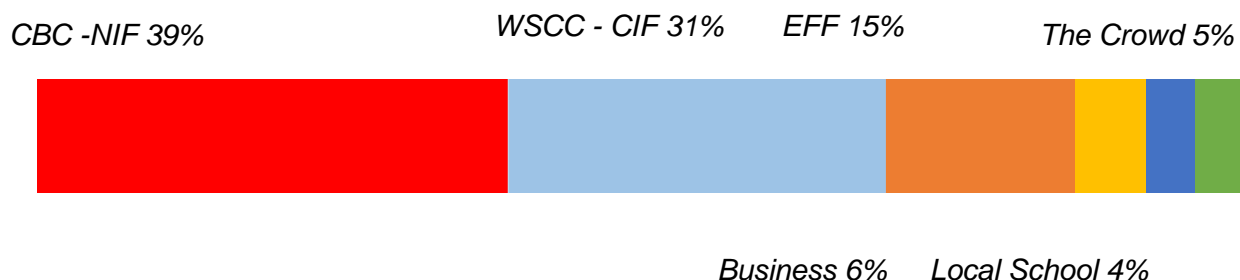
Install a wheelchair accessible swing within the play area at Maidenbower Park. Local social media has expressed a need for these facilities. The local parent/ carers within the disabled community are crying out for accessible places to help engage the people they care for in regular activities, so often taken for granted by others and to also enable them to access the community just like anyone else. Vital facilities like these give some very deserving, wonderful people a basic human right back.

Campaign.

The project took just six month to raise their target of £12,755. It raised £11,000 of this target within just 2 months by attracting 3 large pledges £5,000 from Crawley Borough Council – Neighbourhood Improvement Fund (NIF) and £4,000 from West Sussex County Council – Community Initiative Fund (CIF) and £2,000 from the Esmée Fairbairn Foundation. They also raised £759 from businesses. A local school raised £510 for the project and the remaining £651 was raised by the general crowd.

The project only reached its fund raising target on December 18th 2018 and further updates re the implementation of the project will be sought.

Funding Breakdown.



This means that after deducting the fees associated with using the site, for every £1 donated by the community it generated a further £9.4 from other sources.

General Findings

- Groups have had a varied experience of using the site, some have found it relatively easy to navigate whilst others have struggled. Some struggled uploading images and videos but were able to contact Spacehive with any technical issues and they were able to help. We will investigate the idea of a 'buddy' system, where Crawley College, BETA futures etc. could 'buddy' a student looking for work experience with an organisation needing help with their skill set, to encourage any organisation that feels they cannot fully participate due to a perceived lack of skills or knowledge.
- Only 2 projects responded to the questionnaire asking for general feedback, both were positive.
- The main challenge has been around making best use of the GoCardless site used by the site for online payment. Spacehive have now created a step by step guide for this in response to the difficulties. Also, some groups have found the necessary legal checks and agreements to be onerous. Spacehive are currently investigating alternative online payment systems.
- To date one organisation has questioned the 5% charge made by Spacehive to use the site. This is an industry standard charge, which covers the overheads incurred by Spacehive, including paying for Locality UK to check the projects, for Spacehive staff to be available to offer guidance to groups on their campaign and for Spacehive to actively market projects to grant makers.
- Organisations initially reported that some of the information on the site required greater clarity. We have responded to this by creating a step by step guide and a checklist of what is required to finish the project page e.g. electronic version of constitution, in order to speed up the process.

Appendix D

EQUALITY IMPACT ASSESSMENT – Crowdfund Crawley

Name of activity:	Crowdfund Crawley	Date Completed:	21.12.18
Directorate / Division responsible for activity:	Economy and Planning	Lead Officer:	Mandy Smith
Existing Activity	<input checked="" type="checkbox"/>	New / Proposed Activity	<input type="checkbox"/>
		Changing / Updated Activity	<input type="checkbox"/>

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

- To distribute the “Neighbourhood Improvement Strand” of Community Infrastructure Levy funds. 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. Crawley Borough Council have used the 15% contribution to create the “Neighbourhood Improvement Fund”, which will be distributed through the Crowdfund Crawley site. Organisations post their project ideas to the Crowdfund Crawley site and gain support from the public in the way of pledges (similar to a donation), once the project reaches a defined target Crawley Borough Council will consider if they will pledge alongside the ‘crowd’. In this way, rather than the council deciding which projects to fund, residents decide, giving a clear indication as to the priorities that residents care most about.
- To empower the community. Projects need to demonstrate they have community backing by securing a percentage of their total cost in donations before they can be considered for a CIL funding contribution by the Council. It is an excellent way of the community taking ownership of projects.
- Support the successful development of community led initiatives that will result in a positive impact on the local area.
- Enable the community to access funds from multiple sources in one go. The Crowdfunding approach is inclusive and empowering since the success of crowdfunding is not solely dependent upon a contribution from the Council. Even projects that are considered ineligible for a contribution from the CIL Neighbourhood Infrastructure Strand, can post on the site and attract funding from other sources - all they need is a great idea.
- Use the Neighbourhood Improvement Fund to leverage crowdfunding from other organisations, such as private businesses and other grant makers.
- Use Spacehive’s online crowdfunding platform to reach a wider section of the community and achieve greater impact through empowering and equipping communities to do more.

- The success of the pilot has been measured through the number of successful crowdfunding projects that raise sufficient funding to implement a specific project. To date, 14 projects have used the site – 6 have been successful, 6 are in the preparation stage and 2 have been unsuccessful (as they weren't eligible for the Neighbourhood Improvement Fund).

What are the main actions and processes involved?

- Organisations create a project page on Crowdfund Crawley outlining their idea.
- They are advised of all the funds available in their area and invited to pitch for a pledge.
- The project is verified by Locality to check the costs and permissions
- Once the project has been verified the project organiser starts their crowdfunding campaign
- Applicable to the Neighbourhood Improvement Fund only – The council assess the project who pitch for a pledge, using a set criteria to ensure that it is suitable to receive a pledge from the CIL Neighbourhood Improvement Strand. The relevant Members are informed of the projects occurring in their area and invited to provide feedback to an officer or “like” the project through the site.
- Once the pledges from the community for a project reaches 25% of the total target, the Council considers pledging. The Head of Economic & Environmental Services and the Head of Finance, Revenues & Benefits – in consultation with Portfolio Holder for Planning and Economic Development make the decision based upon the score achieved by the project and information provided during the assessment. The pledge could be up to 50% (maximum of £5,000 per scheme) of the total project target.
- The project needs to secure the remainder of the total funds required for delivery - once this happens the funds are released. If the project does not reach its target within the set time frame then the money pledged (either by the Council or wider community) will not be released. To date only 2 projects have been unable to reach their targets within the time frame as the projects didn't meet the criteria for the funds available and were unable to secure enough support from the community. If projects are ineligible they are advised to contact Crawley CVS to discuss alternative funding sources that may be more suitable. Projects are also able to contact us for feedback and put a revised project back on the site.
- The Crowdfund Crawley is promoted through the Council's and Spacehive's website, social media sites and through Crawley CVS. The advertisement of the crowdfunding platform has not been confined to online channels; there has also been flyers, newspaper articles and events in the community to give as many residents as possible the opportunity to engage and take part in the Crowdfunding Project.

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

Crawley Community Organisations and Crawley residents. The Neighbourhood Improvement Fund is intended to fund projects that focus on the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area.

Have you already consulted on / researched the activity? (What consultation has taken place & what were the key findings?)

What evidence already exists? Are there any gaps that need further investigation? What still needs to be done?)

- Through the site we are able to monitor the projects, we can see the number of backers each project attracts. The amount that is pledged and if it's by an organisation. We are also able to see where the project organiser is based and where the project will be taking place.
- Have invited the project organisers that have used the site to take part in a questionnaire to understand how they've found using the site, two responded.
- If no, how do you intend to consult following this Assessment:
- We are awaiting the impact statement reports from the projects. Of the projects that have been successful most are in the delivery phase but have yet to complete, therefore the full impact is not yet known.

Impact on people with a protected characteristic (What is the potential impact of the activity? Are the impacts high, medium or low?)

Protected characteristics / groups	Is there an impact (Yes / No)	If Yes, what is it and identify whether it is positive or negative
Age (older / younger people, children)	Yes	<u>Positive Impact</u> The Crowd funding platform is open to everybody, all voluntary, community and faith groups will have access to it. The only information collected relates to the actual organisation applying for funding, which centres on their Governance, Constitution and Equal Opportunities policy. <u>Negative Impact</u> People under the age of 18 cannot access the Online payment systems but we can suggest that they 'buddy up' with another organisation to deliver the project.
Disability (people with physical / sensory impairment or mental disability)	Yes	<u>Positive Impact</u>

		<p>The Crowd funding platform is open to everybody, all voluntary, community and faith groups will have access to it. The only information collected relates to the actual organisation applying for funding, which centres on their Governance, Constitution and Equal Opportunities policy. People can access the site from any location, using their own equipment that they're familiar with. There are multiple ways to get further information incl. Events, Telephone, Live Chat, Webinars and email. Autism Support Crawley has used the site to raise funds for a wheelchair swing.</p> <p><u>Negative Impact</u></p>
Gender reassignment (the process of transitioning from one gender to another.)	Yes	<p><u>Positive Impact</u></p> <p>The Crowd funding platform is open to everybody, all voluntary, community and faith groups will have access to it. The only information collected relates to the actual organisation applying for funding, which centres on their Governance, Constitution and Equal Opportunities policy.</p> <p><u>Negative Impact</u></p>
Marriage & civil partnership (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognised for same-sex couples)	Yes	<p><u>Positive Impact</u></p> <p>The Crowd funding platform is open to everybody, all voluntary, community and faith groups will have access to it. The only information collected relates to the actual organisation applying for funding, which centres on their Governance, Constitution and Equal Opportunities policy.</p> <p><u>Negative Impact</u></p>
Pregnancy & maternity (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	Yes	<p><u>Positive Impact</u></p> <p>The Crowd funding platform is open to everybody, all voluntary, community and faith groups will have access to it. The only information collected relates to the actual organisation applying for funding, which centres on their Governance, Constitution and Equal Opportunities policy.</p> <p><u>Negative Impact</u></p>
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	Yes	<p><u>Positive Impact</u></p>

		<p>The Crowd funding platform is open to everybody, all voluntary, community and faith groups will have access to it. The only information collected relates to the actual organisation applying for funding, which centres on their Governance, Constitution and Equal Opportunities policy.</p> <p><u>Negative Impact</u></p>
Religion & belief (religious faith or other group with a recognised belief system)	Yes	<p><u>Positive Impact</u></p> <p>The Crowd funding platform is open to everybody, all voluntary, community and faith groups will have access to it. The only information collected relates to the actual organisation applying for funding, which centres on their Governance, Constitution and Equal Opportunities policy.</p> <p><u>Negative Impact</u></p> <p>The Neighbourhood Improvement Fund cannot be used to promote a specific faith, this policy is in line with Crawley Borough Council Policy</p>
Sex (male / female)	Yes	<p><u>Positive Impact</u></p> <p>The Crowd funding platform is open to everybody, all voluntary, community and faith groups will have access to it. The only information collected relates to the actual organisation applying for funding, which centres on their Governance, Constitution and Equal Opportunities policy.</p> <p><u>Negative Impact</u></p>
Sexual orientation (lesbian, gay, bisexual, heterosexual)	Yes	<p><u>Positive Impact</u></p> <p>The Crowd funding platform is open to everybody, all voluntary, community and faith groups will have access to it. The only information collected relates to the actual organisation applying for funding, which centres on their Governance, Constitution and Equal Opportunities policy.</p> <p><u>Negative Impact</u></p>
Whilst Socio economic disadvantage that people may face is not a protected	Yes	<u>Positive Impact</u>

characteristic; the potential impact on this group should be also considered		<p>To date £23,774 has been pledged to projects, the 'crowd' has pledged £3,637 with the remainder being pledged by other grant makers. This means that for every £1 pledged by the 'crowd' a further £5.54 was pledged by grant Makers.</p> <p>The minimum amount that people can donate to a crowdfunding project is £2 and there are other ways in which residents can get involved, for example through donating their time to help with promotional materials, canvassing support or delivering the project.</p> <p>Crawley library has free Wi-Fi, there is also internet access and public computers, which are available to the community for free providing they are a library member.</p> <p><u>Negative Impact</u></p> <p>Residents on a low income may not have computers or other devices to access the internet and may feel excluded through being unable to financially contribute to crowdfunding projects.</p>
Digital Inclusion	Yes	<p>It is recognised that there will be a subset of people who either do not want online access or who are unable to use digital access means – this does not mean that they are unable to engage with the Crowdfund Crawley Project. There are a number of offline roles required for a crowdfunding project such as the conception of an idea, rounding up support for the idea prior to launching, and encouraging the community to donate to the cause. In this way all residents can get involved without having to engage with the crowdfunding platform itself.</p> <p>All promotional aspect of the crowdfunding platform has been across a broad range of media (including events in the community, flyers and newspaper articles), as well as online through social media, to engage with as much of the wider community as possible.</p>

What evidence has been used to assess the likely impacts? (e.g. demographic profiles, research reports, academic research, benchmarking reports, consultation activities, staff surveys, customer surveys, public surveys, complaints, grievances, disciplinary cases, employment tribunal cases, ombudsman cases, media reports)
<ul style="list-style-type: none"> See case studies (appendix C).
What resource implications are there to deliver actions from this EIA? (Quantify: people, time, budget, etc.)
Accommodated through existing resources.

Outcome following initial assessment		
Does the activity have a positive impact on any of the protected groups or contribute to promoting equality, equal opportunities and improving relations within target groups?	Yes	<p>If yes, record the evidence below. If no STOP and re-examine the activity.</p> <p>The Crowd funding platform is open to everybody, all voluntary, community and faith groups have access to it. The only information collected relates to the actual organisation applying for funding, which centres on their Governance, Constitution and Equal Opportunities policy. The verification process which takes place before a project is given the green light to post onto the platform, should ensure that proscribed organisations do not have the opportunity to go live with their fundraising. In addition the Council will be alerted to projects before they go live so will be able to raise an alarm on anything suspicious at a very early stage and the much higher visibility on the website once a project does go live means that the “eyes of the crowd” offer an additional level of scrutiny for suspicious groups/activities.</p> <p>People can access the site from any location, using their own equipment that they’re familiar with. There are multiple ways to get further information incl. Events, Telephone, Live Chat, Webinars and email.</p> <p>The minimum amount that people can donate to a crowdfunding project is £2 and there are other ways in which residents can get involved, for example through donating their time to help with promotional materials or canvassing support.</p> <p>Crawley library has free Wi-Fi, there is also internet access and public computers, which are available to the community for free providing they are a library member.</p> <p>There are a number of offline roles required for a crowdfunding project such as the conception of an idea, rounding up support for the idea prior to launching, and encouraging the community to donate to the cause. In this way all residents can get involved without having to engage with the crowdfunding platform itself.</p>

		We continue to work closely with Crawley CVS to ensure groups that are ineligible for the Neighbourhood Improvement Fund are redirected to more suitable funding streams.
Does the activity have a negative impact on any of the protected groups, i.e. disadvantage them in any way.	No	If yes, identify necessary changes and record appropriate actions below. If no, record the evidence and assessment is complete.

Decision following initial assessment			
Continue with existing or introduce new / planned activity	Yes	Amend activity based on identified actions	Yes

Action Plan (Has the EIA identified any positive or negative impact on any of the protected groups which requires action? E.g. adjustments to the approach or documents, changes to terminology, broadening parameters of policy, etc. If so record any actions to be undertaken and monitored)			
Impact identified	Action required	Lead Officer	Deadline
65% of the neighbourhoods have used the site for their projects, incl.: Broadfield, Ifield, Maidenbower, Tilgate, Langley Green, West Green, Northgate, Southgate and Three Bridges.	Areas that were underrepresented have been identified, work will be done with the Community Development Team and Crawley CVS to attract groups from the areas that have not engaged with the scheme, this could include a targeted promotion in that area.	Mandy Smith	Ongoing
Challenge has been around making best use of the GoCardless site used by the site for online payment. Some groups have found the necessary legal checks and agreements to be onerous.	Spacehive have now created a step by step guide for GoCardless in response to the difficulties and there is a link to a youtube video on how to set up a PayPal account for a charity/ community organisation.	Mandy Smith	Ongoing
Organisations initially reported that some of the information on the site required greater clarity.	We have responded to this by creating a step by step guide and a checklist of what is required to finish the project page e.g. electronic version of constitution, in order to speed up the process.	Mandy Smith	Ongoing

People may feel excluded as they lack the skills or knowledge to engage fully.	Investigate the idea of a 'buddy' system, where Crawley College, BETA futures etc. could 'buddy' a student looking for work experience with an organisation needing help with their skill set.	Mandy Smith	Ongoing
Some projects do not fulfil the eligibility criteria to access the Neighbourhood Improvement Fund, e.g. general running costs such as paying for staff.	We will continue to work closely with Crawley CVS to ensure groups that are ineligible for the Neighbourhood Improvement Fund are redirected to more suitable funding streams.	Mandy Smith	Ongoing
Residents on a low income may not have computers or other devices to access the internet and may feel excluded through being unable to financially contribute to crowdfunding projects.	Signpost them to the Library for more information about the free IT equipment that is available there. Signpost them to the project organiser to see if they can offer their time/ expertise in other ways.	Mandy Smith	Ongoing
People under the age of 18 cannot access the Online payment systems.	Suggest that they 'buddy up' with another organisation to deliver the project.	Mandy Smith	Ongoing
Projects have reported that getting the initial 'buy in' from the general public has been challenging, which seems to get easier once the fund grows. The Council will currently only pledge to projects that have raised 25% of their total target.	Propose an amendment to the defined target to be reached for the Council to consider pledging. Change from having to reach 25% of the target to projects that have received a minimum of 10 individual pledges.		

Monitoring & Review	
Date of last review or Impact Assessment:	N/A
Date of next 12 month review:	Jan 2020
Date of next 3 year Impact Assessment (from the date of this EIA):	Jan 2023

Date EIA completed:	21.12.18
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Signed by Person Completing:	Mandy Smith
Approved by Head of Service:	Clem Smith



Crawley Borough Council Equality Impact Assessment

Completed Equality Impact Assessment	Key findings	Future actions
<p>Directorate / Division: Economy and Planning.</p> <p>Function or policy name: Crowdfund Crawley</p> <p>Officer completing assessment (Job title): Regeneration Programme Officer</p> <p>Date of assessment: Jan 2019.</p>	<p>The crowdfunding platform is an open platform and therefore all voluntary, community and faith groups will have access to it. People can access the site from any location, using their own equipment that they're familiar with. There are multiple ways to get further information incl. Events, Telephone, Live Chat, Webinars and email.</p> <p>To date £22,016 has been pledged to projects, the 'crowd' has pledged £3,378 with the remainder being pledged by other grant makers. This means that for every £1 pledged by the 'crowd' a further £5.51 was pledged by grant Makers.</p>	<p>The current approach is structured and fit for purpose. Enhancements could include:</p> <p>Areas that were underrepresented have been identified, work will be done with the Community Development Team and Crawley CVS to attract groups from the areas that have not engaged with the scheme, this could include a targeted promotion in that area.</p> <p>Investigate the idea of a 'buddy' system, where Crawley College, BETA futures etc. could 'buddy' a student looking for work experience with an organisation needing help with their skill set.</p>