



Cabinet

11 March 2019

**Report from the Strategic Director
of Regeneration and Environment**

**Brent Neighbourhood Community Infrastructure Levy
(NCIL) Projects Requiring Cabinet Approval**

Wards Affected:	All
Key or Non-Key Decision:	Key
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	One: • Appendix 1: Brent CIL Neighbourhood Boundaries
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Nkechi Okeke-Aru Principal Infrastructure Officer Email: nkechi.okeke-arua@brent.gov.uk Tel: 020 8937 1824

1.0 Purpose of the Report

- 1.1 The Community Infrastructure Levy (CIL) is a charge applied to eligible developments to help fund strategic (borough-wide) and neighbourhood infrastructure related to development. Brent's CIL was formally introduced on 1 July 2013.
- 1.2 This report requests Cabinet to approve the allocation of Neighbourhood CIL (NCIL) funds to three community projects from round two of the 2018/19 NCIL programme.

2.0 Recommendations

- 2.1 To approve the NCIL allocation of:
- **£248,000** to support the refurbishment of Citizens Advice Brent, Willesden
 - **£133,958** to support the creation of community facilities in Harlesden for residents and those affected by Sickle Cell Disorder

- **£150,000** to support the creation of new community facilities at St Catherine’s Hall, Neasden

3.0 Neighbourhood CIL – Background

- 3.1 Brent’s NCIL Programme has been a great success since in launched in 2017. Community groups, residents and stakeholders have been encouraged and supported to submit bids and, to date, over £3m of NCIL funds has been allocated to community infrastructure projects.
- 3.2 The CIL Regulations 2010 stipulate that at least 15 per cent of CIL receipts generated may be spent on neighbourhood projects, that is, infrastructure or anything else that is concerned with addressing the demands that development places on an area (capped at £100/dwelling each financial year). Whilst the legislation does not prescribe a process for how NCIL is allocated, the expectation is that priorities are decided following engagement and consultation with the local community. As a result, Brent is divided into five CIL Neighbourhoods; Kilburn, Kingsbury & Kenton, Wembley, Willesden and Harlesden.
- 3.3 Where a Neighbourhood Plan is in place, then up to 25 per cent of CIL collected from liable developments within the Neighbourhood Plan boundary may be spent on neighbourhood priorities. There is only one adopted Neighbourhood Plan in Brent, Sudbury Town, although the Harlesden Neighbourhood Plan is shortly going to referendum. A diagram showing the CIL Neighbourhood and Forum boundaries is in **Appendix 1**
- 3.4 All shortlisted NCIL projects must be aligned to at least one of the Neighbourhood Priorities identified via consultation (May 2017). A summary of the current NCIL priorities is in **Table 1**:

Table 1 Neighbourhood CIL Priorities 2017-2020

CIL Neighbourhood	Community Space & Cultural facilities	Parks & Open Space	Schools & Education	Town Centre & High Streets	Transport & Roads
Harlesden	✓			✓	✓
Kilburn	✓		✓		✓
Kingsbury		✓		✓	✓
Wembley	✓	✓		✓ (joint 1 st)	✓ (joint 1 st)
Willesden	✓			✓	✓

- 3.5 Applications for NCIL funds are allocated twice a year. The last round closed on 1 December 2018. All projects are assessed by the NCIL Panel (the Cabinet Member Regeneration, Highways and Planning and the Head of Planning, Licensing and Transport) based on how well they meet the shortlisting criteria. All projects that meet the shortlisting criteria will receive a provisional offer of funding as long NCIL funds are available and Brent Council’s terms and conditions of grant funding are met. Following shortlisting by the panel, any request for NCIL over £100k in value must also receive final approval from Brent’s Cabinet. Three projects were shortlisted by the panel in January 2019 that are greater than £100k in value and so require approval from Cabinet.

- 3.6 The shortlisting criteria for all NCIL projects are as follows:
- Meets the terms of the CIL Regulations (2010) as amended
 - Has community backing
 - Supports, and where possible mitigates the impact of, the development of the area
 - Reflects the priorities of the Council & CIL Neighbourhood
 - A one-off scheme that does not require additional revenue funding in its delivery or its operation (or identifies how additional revenue funding may be met)
 - Benefits the broadest section of the community
 - Offers value for money

3.7 The three projects that Cabinet are asked to consider were submitted from CAB, The Sickie Cell Society and St Catherine's Church Hall. All three requested funds to improve community facilities in Brent. The creation and improvement of community facilities will help mitigate the impact of development on local communities.

3.8 It should be noted that changes to the NCIL programme were approved by Cabinet on 14 January 2019, but these changes do not substantially take effect until subsequent NCIL rounds (June 2019) and do not affect the project recommendations considered in this report.

4.0 Citizens Advice Brent (CAB)

4.1 CAB seeks to refurbish and transform its current premises to deliver a new Community Hub resource for residents of Brent. The Hub will be open to CAB partners and all residents of the borough; particularly the most vulnerable who form the majority of users.

- 4.2 The refurbished hub will provide:
- Expanded space - the space will be reorganised to offer public access PCs, brighter and more inviting interview rooms and a welcoming reception area
 - Reorganisation of facilities - including terminals for people to make online benefit and other claims, assisted by Digital Assistants to navigate a number of websites
 - Improved facilities - this will create a pleasant working environment for users and staff and improve the client experience
 - Improved Health & Safety- The refurbishment will make the premises fully compliant with Health & Safety and equality requirements; and
 - Environmental efficiencies - The project will be energy saving and improve the office carbon footprint.

4.3 CAB is based in the Willesden CIL Neighbourhood but provides services to all Brent residents. It is a registered charity (no. 1049632) and company (no. 3091835) where people access advice and support to manage a range of issues including welfare benefits, housing and homelessness, debt,

employment and immigration. The Hub will also develop the skills of volunteers.

4.4 A summary of the provisional milestones for implementing these proposals is in **Table 2**.

Table 2 – Citizens Advice Brent provisional milestones

Programme Milestone	Estimated Completion Date
Decanting of premises	April 2019
Site set up and preparation	May 2019
Electrical & Plumbing	June 2019
Internal & external works	August 2019
Open new premises	September 2019

4.5 The total project cost has been calculated as £433,017. The NCIL contribution of £248,000 is 57% of total project costs.

5.0 The Sickle Cell Society

5.1 The Sickle Cell Society has operated in Brent for 40 years from 54 Station Road, Harlesden. This project aims to refurbish the current premises and create a new, fully accessible, ground floor space which will be used for sickle cell support and focus groups, events, and for individuals and families to drop-in for confidential support and advice. It will also be available for any local community organisations to meet. This will fill a local void in amenities for these groups.

5.2 Works will include:

- Lease of the neighbouring ground floor shop space and connecting this new space to the existing ground floor space
- Developing the ground floor to offering expanded community access of the facilities; and
- Creation of a new modern 'shop front' across both properties which will help to enhance the visual appearance of Station Road.

5.3 The Sickle Cell Society has secured the lease for 56 Station Road from its own resources and submitted a change of use application for the ground floor. Consent was granted in December 2018.

5.4 The Sickle Cell Society is a registered charity (no. 1046631) and company (no. 2840865). The current headquarters play a key role in educating people about the sickle cell and management techniques. Services delivered from the building enable those affected to better support themselves, empowers carers and provide peer forums. In addition to local visitors, the expectation is that the refurbished premises will be used to host growing numbers of visitors from the wider London community, across the UK and other parts of the world

5.5 A summary of the provisional milestones for implementing these proposals is in **Table 3**.

Table 3 – Sickle Cell Society provisional milestones

Programme Milestone	Estimated Completion Date
Planning consent for change of use	December 2018
Tender process for building works complete	June 2019
Building work to commence	October 2019
Completion of structural work	January 2020
Final fit-out and sign-off	March 2020

5.6 The total project cost has been calculated as £223,263. The NCIL contribution of £133,958 is 60% of total project costs.

6.0 St Catherine’s Hall

6.1 St Catherine's Hall, Neasden was burned down in a major fire in September 2018. Prior to that it offered one large community hall, which was used by seven regular hirers

6.2 An insurance payment will fund the restoration of the building as it was. NCIL funds are requested to increase the capacity of the building to accommodate more spaces for local community groups and to improve the visual presentation of the building on Neasden roundabout.

6.3 This project will provide the following additional facilities:

- Creation of a second floor - providing a second large flexible hall which can be divided in two with its own toilet and refreshment facilities
- Creation of a new toilet and refreshments facilities, which will free up one room for two new small group meeting rooms; and
- Creation of a visually striking foyer area which will make use of the hall easier but will also enhance the look and feel of the Hall site on Neasden roundabout.

6.4 St Catherine’s is a registered charity under the umbrella of The London Diocesan Fund (no. 241083). All the new spaces will be available for hire by local community groups seven days a week. The hall is based in the Willesden CIL Neighbourhood but the expanded community facilities will benefit the whole borough.

6.5 A summary of the provisional milestones for implementing these proposals is in **Table 4**.

Table 4 – St Catherine’s Hall provisional milestones

Programme Milestone	Estimated Completion Date
Tender process for building works	Spring 2019
Building work commences	Summer 2019
Community Hall reopens	January 2020

6.6 The total project cost has been calculated as £790,000. The NCIL contribution of £150,000 is 19% of total project costs.

7.0 Financial Implications

7.1 The value of CIL funds available to fund neighbourhood projects is dependent on the number and value of CIL liable developments in each CIL Neighbourhood. As of 1 December 2018, approximately £8.46m was available to fund NCIL projects. Cabinet is asked to approve the use of **£531,958** to fund three NCIL projects.

7.2 Each project will be required to sign a funding agreement to confirm project milestones, outputs and payment instalments. Regular project monitoring will be conducted by the Council's Partnerships & Engagement Team.

8.0 Legal Implications

8.1 The Planning Act 2008, and CIL Regulations 2010, provide for local authorities to apply the CIL to infrastructure to support development. The Neighbourhood element may be used to fund 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 (Reg 59F).

8.2 CIL spend is governed by Part 7 of the CIL Regulations. For any financial year in which CIL receipts are received, a report outlining receipts and expenditure must be prepared and published on the council's website. (Reg 62).

8.3 Government Guidance (2014, as amended) states that the Council must engage the community where development has taken place and accordingly, agree with them how best to spend the funding. The use of neighbourhood funds should match the priorities expressed by the local communities.

9.0 Equality Implications

9.1 In compliance with the Equality Act 2010 and the Public Sector Equality Duty (PSED), the Council must, in the exercise of its functions, have "due regard" to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

9.2 The duty covers the following nine protected characteristics: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation.

9.3 An Equality Analysis (EA) of the NCIL programme was completed in December 2018. The overall assessment is that Brent's NCIL programme has a positive impact on equality. Each project also completes an initial screening of the likely impact of their plans on the protected characteristics. The increase in high quality community facilities in the borough is likely to have a positive impact on all protected characteristics, however each of the projects will be asked to

provide confirmed milestones for the refurbishment including a plan for how to manage any potentially negative impacts on particular characteristics whilst refurbishment work is taking place.

10.0 Consultation with Ward Members and Stakeholders

10.1 The Cabinet Member for Regeneration, Highways and Planning is a member of the NCIL shortlisting panel, and has been consulted throughout the process. Letters of support from stakeholders (including ward members) were also received with the NCIL applications.

11.0 Human Resources / Property Implications (if appropriate)

11.1 There are no Human Resources implications for Brent. The council owns the freehold for 54 Station Rd and granted a 99 year lease in 1997. Property Services have granted approval for the works to take place.

Report sign off:

AMAR DAVE

Strategic Director Regeneration and Environment