



Cabinet
9 September 2019

**Report from the Assistant Chief
Executive**

**Brent Neighbourhood Community Infrastructure Levy
(NCIL) Projects**

Wards Affected:	All
Key or Non-Key Decision: (only applicable for Cabinet, Cabinet Sub Committee and officer decisions)	Key
Open or Part/Fully Exempt: (If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)	Open
No. of Appendices:	One
Background Papers:	None
Contact Officer(s): (Name, Title, Contact Details)	Kate Lambert Partnership Funding Officer Tel: 020 8937 1170 Email: kate.lambert@brent.gov.uk

1. 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 The NCIL scheme is a key driver of positive change in the borough within the context of the Brent Borough Plan, 2019-2023. As can be seen within the descriptions of the project proposals included in this report, NCIL projects cut across the five overarching themes of the Borough Plan, both through the broad scope of individual projects and through the diversity of projects funded through NCIL. The five overarching themes in the Borough Plan are: Every opportunity to succeed; A future built for everyone, an economy fit for all; A cleaner, more considerate Brent; A borough where we can all feel safe, secure, happy and healthy; Strong foundations.
- 1.3 This report requests that Cabinet approves the allocation of Neighbourhood CIL (NCIL) funds to eight community projects from round one of the 2019/20 NCIL programme.

2. Recommendations

2.1 To approve the NCIL allocation of:

- **£366,975** to support the refurbishment of a new building for the Refugee Support Network in Harlesden.
- **£250,000** to support the refurbishment of Challenge House in Harlesden for Crisis UK.
- **£210,000** to support the refurbishment of the Silver Jubilee Park Clubhouse for Kingsbury Town Management Co. Ltd and Hendon Youth FC in Willesden.
- **£109,833** to support the running of The Sanctuary Café for Hestia Housing and Support across neighbourhoods.
- **£134,800** to support the installation of central heating of a community facility for St Michael and All Angels Church in Harlesden.
- **£170,000** to support the refurbishment of a community hall for St Cuthbert's Church in Wembley
- **£150,000** to support the building of a new Community Café and outdoor Space for St Catherine's Church in Neasden
- **£80,000** to support tree planting in the Dudden Hill area. This would be in addition to £30,000 allocated to tree planting in this area in NCIL's 2018/19 round one, bringing the total spent by NCIL on tree planting in Dudden Hill to £110,000.

2.2 To note the total allocation of **£417,400** (including the £80,000 for tree planting in Dudden Hill, subject to Cabinet approval) to tree-planting projects in this NCIL funding round.

3. Neighbourhood CIL – Background

3.1 Brent's NCIL Programme has been a great success since its launch in 2017. Community groups, residents and stakeholders have been encouraged and supported to submit bids and, to date, over £4.5m of NCIL funds have 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).

3.3 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 & Kensal, Kingsbury & Kenton, Wembley, Willesden and Harlesden.

3.4 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 are two adopted Neighbourhood Plans in Brent; Sudbury Town and Harlesden. A diagram showing the CIL Neighbourhood and Forum boundaries is in **Appendix 1**.

3.5 All shortlisted NCIL projects must be aligned to at least one of the Neighbourhood Priorities identified via consultation (January 2019).

A summary of the current NCIL priorities is in **Table 1**:

CIL Neighbourhood	Community Space & Cultural facilities	Parks & Green Space	Town Centre & High Streets	Transport & Roads
Harlesden	✓	✓	✓	✓
Kilburn & Kensal	✓	✓	✓	✓
Kingsbury & Kenton	✓	✓	✓	✓
Wembley	✓	✓	✓	✓
Willesden	✓	✓	✓	✓

3.6 Applications for NCIL funds are allocated twice a year. The last round closed on 30 June 2019. All projects are assessed on how well they meet the NCIL shortlisting criteria by the NCIL panel, consisting of the Cabinet Member for Regeneration, Properties and Planning; the Operational Director of Regeneration, Growth and Employment, Planning Transport and Licensing; the Head of Strategy and Partnerships; and a backbench councillor. All projects that meet the shortlisting criteria will receive a provisional offer of funding as long as 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 funds over £100,000 in value must also receive final approval from Brent's Cabinet.

3.7 Seven projects were shortlisted by the panel in August 2019 that are greater than £100,000 in value and so require approval from Cabinet.

3.8 In addition, one project worth £80,000 was shortlisted by the panel for tree planting in Dudden Hill. When combined with the allocation of £30,000 for tree planting in this area in NCIL's 2018/19 round one, this will bring the total NCIL contribution to tree planting in Dudden Hill to £110,000, hence inclusion in this report.

3.9 The shortlisting criteria for all NCIL projects are as follows:

- Meets the terms of the CIL Regulations (2010) as amended
- Evidences community backing
- Addresses the demands that development places on an area
- Reflects the strategic 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)

Table 2 – Refugee Support Network provisional milestones

Programme Milestone	Estimated Completion Date
Architect and design plans finalised, all contractors secured, more detailed timescale and project plan developed. Site clearance completed	September 2019
All structural work undertaken, including exteriors and security, accessibility, roof repairs, re-wiring, heating, toilets and bathrooms, partition walls etc.	March 2020
Re-plastering and decorating	April 2020

- Benefits a diverse Brent community
- Offers value for money

3.10 The eight projects that Cabinet are asked to consider were submitted by the Refugee Support Network, Crisis UK, Kingsbury Town Management Co. Ltd and Hendon Youth FC, Hestia Housing and Support, St Michael and All Angels Church, St Cuthbert's Church, St Catherine's Church and, in the case of the Dudden Hill tree planting project, a local resident in collaboration with Martin Page, Brent's Principal Landscape Architect. Six of these projects are to improve community facilities in Brent. The creation and improvement of community facilities will help address the demands that development places on local communities.

4. The Refugee Support Network

4.1 The Refugee Support Network (RSN) sought funds to purchase and refurbish the old HSBC building in Harlesden to create a sustainable social impact hub to be used by a number of local charities and social enterprises.

4.2 The refurbished hub will provide:

- Work and community space
- Space to show work of local artists
- Community living room and reception area accessible from the high street
- Shared co-worker space with guaranteed tenants plus plans for expansion
- A number of activities for children and young people with plans to grow
- Performance venue for children, young people and vulnerable adults

4.3 RSN is based in the Harlesden CIL Neighbourhood. It is a registered charity (no. 1132509). RSN exists to enable refugee and asylum-seeking children and young people to build more hopeful futures through education. The hub will also provide volunteering opportunities.

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

- 4.5 We have been made aware since the bid that the HSBC building was offered to someone else. This bid will be subject to finding another suitable building.
- 4.6 The total project cost has been calculated as £366,975 which is the total NCIL contribution. They plan to canvas local businesses in the area to raise further funds to increase their impact.
- 5. Crisis UK**
- 5.1 Crisis Skylight have been operating in Brent in Church End with a new model approach from 2002 in supporting people around homelessness. Crisis provide a range of housing, health, education and employment services of people across the borough who are homeless or at risk of homelessness.
- 5.2 This project aims to refurbish Challenge House in Harlesden, which will be leased from Brent Council.
- 5.3 Brent's Operational Director for Property and Assets, Nick Ljustina, has confirmed that Brent is fully supportive of them developing the building.
- 5.4 Works will include:
- The creation of a welcoming reception area, class rooms, IT suite, private rooms for counselling and coaching sessions
 - Flexible office space and meetings rooms for 25 staff
- 5.5 Crisis UK is a registered charity (no. 1082947) and company (no. 4024938). They work with people to provide accredited training, employment and skills development, physical and mental health, motivation and support into stable housing.
- 5.6 A summary of the provisional milestones for implementing these proposals is in **Table 3**.

Table 3 – Crisis UK provisional milestones

Programme Milestone	Estimated Completion Date
Submit Change of Use and Lease Negotiations	August 2019
Staff and client consultation	August 2019
Identify potential contractors and develop architects brief	September 2019
Detailed designs agreed	October 2019
Prepare tender and drawings and contractor interviews	November 2019
Contractor Approval	December 2019
Construction/Fit out	February 2020
Team move to new building	March 2020

5.7 The total project cost has been calculated as £775,638. The NCIL contribution of £250,000 is 32% of the total project costs.

6. Kingsbury Town Management Co. Ltd and Hendon Youth FC in Willesden

6.1 Kingsbury Town Management Co. Ltd and Hendon Youth FC are based at the Silver Jubilee Park which is owned by Brent Council.

6.2 The aim is to fully refurbish the existing clubhouse at Silver Jubilee Park creating a fully functional, value for money, and sustainable facility.

6.3 This project will provide the following:

- New roof
- Improved layout for multi-functional use
- New kitchen facilities
- Classrooms for educational programmes
- Improved disabled facilities including a toilet
- Increased fire protection
- Improved security system

6.4 The facilities will host increased Early Years intervention services; a new mental health initiative aimed at young people who have offended, run in collaboration with WW Mind; Level 1 and 2 FA coaching courses; and an over-50's project that is inclusive to those with dementia.

6.5 Hendon Youth FC is a registered company (no. 5413145).

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

Table 4 – Kingsbury Town Management Co. and Hendon FC provisional milestones

Programme Milestone	Estimated Completion Date
Tender for local refurbishment company	January 2020
Complete works	August 2020
Populate the building and start the new projects	September 2020

6.7 The total project cost has been calculated as £240,000. The NCIL contribution of £210,000 would be 88% of the total project costs.

7. Hestia Housing and Support

7.1 Hestia began providing support to adults in crisis in 1970 after founder Jim Horne experienced street homelessness in London.

7.2 The aim of this project is to deliver a space where people who require out-of-hours mental health support can access it in a safe, recovery focused, community based setting through a Sanctuary Café Model. This will be a pilot project for one year replicating similar and successful work by Hestia in Tooting.

7.3 The project will provide the following:

- A homely and community-based Sanctuary Café, acting as an alternative to A&E.
- The café will run 3 days per week from 6-11pm.
- The café will be staffed by trained mental health workers and volunteers, and specially trained peer support workers.

7.4 Hestia Housing and Support is a registered charity (no. 294555) and company (no. 2020165). The aims of the project will cover all neighbourhoods in Brent.

7.5 A summary of the provisional milestones for implementing these proposals is in Table 5.

Table 5 – Hestia Housing and Support provisional milestones

Programme Milestone	Estimated Completion Date
Finalise lease agreement with landlords	August 2019
Recruit and train volunteers and student social workers	August 2019
Roll out communications strategy	August 2019
Finalise KPI and monitoring requirements for service onto organisation database and align to NCIL reporting and auditing requirements	September 2019
Development of joint working protocols and project start	September 2019

7.6 The total project cost has been calculated as £120,208. The NCIL contribution of £109,833 would be 91% of the total project costs.

8. St Michael and All Angel Church

8.1 St Michael and All Angels Church was established in 1896 in Stonebridge.

8.2 The aim of this project is to install a new heating system to replace the condemned boiler and irreparable cast iron heating pipes in the church building. The church building is open to many community groups in the area who would benefit from improved facilities. The project would widen what the community building can offer.

8.3 The project will provide the following facilities:

- A new and robust heating system which will last for decades
- Expansion of the hours that the centre opens

8.4 A summary of the provisional milestones for implementing these proposals is in Table 6.

Table 6 – St Michael and All Angels Church provisional milestones

Programme Milestone	Estimated Completion Date
Formal consultancy	July 2019
Implementation phase	September 2019
Completion	November 2019

8.5 The total project cost has been calculated as £154,800. The NCIL contribution would be £134,800, 87% of the total project costs.

9. St Cuthbert's Church

9.1 St Cuthbert's Church is an Anglican Church in North Wembley which currently runs a memory Café for a few hours each day. It also runs a Toddlers Club working in partnership with Daniel's Den.

9.2 The aim of this project is to refurbish the second community hall to increase the number of community events and activities in the area and to ensure it is fit for purpose.

9.3 The Project will include the following:

- Improvement of Toilet Facilities including provision of a disabled toilet and baby changing
- Refit the kitchen with modern equipment and ventilation
- Provide an efficient heating system
- New double glazed windows
- New ceiling and redecoration

9.4 St Cuthbert's Church is a Registered Charity (no. 1132919). The aims of the project will cover the Wembley neighbourhood.

9.5 A summary of the provisional milestones for implementing these proposals is in Table 7

Table 7 – St Cuthbert's Church provisional milestones

Programme Milestone	Estimated Completion Date
Building works completed	October 2020

9.6 The Total Project cost is £170,000. The NCIL contribution would fund 100% of this.

9.7 NCIL has previously funded £50,000 for central heating in their other building which supports the memory project. This was successful and completed.

10. St Catherine's Church

- 10.1 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
- 10.2 An insurance payment and the use of professional fundraisers will fund a new approach to rebuild the building as it was. NCIL funds are requested to specifically build a community Café within the site including an outdoor space.
- 10.3 A previous NCIL award of £150,000 is still be using to replace specific sections of the community facility that burned in the fire. The project has significantly expanded and therefore the NCIL contribution is now a small proportion of the building of a new community campus. The building will accommodate more spaces for local community groups and improve the visual presentation of the building on Neasden roundabout
- 10.4 St Catherine's is a registered charity under the umbrella of The London Diocesan Fund (no. 241083). The new space 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.
- 10.5 A summary of the provisional milestones for implementing these proposals is in **Table 8**.

Table 8 – St Catherine's Hall provisional milestones

Programme Milestone	Estimated Completion Date
Trustees agree building specifications and requirements	June 2019
Full plans and projected project costs	July 2019
Planning permission	September 2019
Tender process	September 2019
Building contract signed and project manager appointed	November 2019
Construction Starts	January 2020
Building opening	September 2020

- 10.6 The total cost of this NCIL Project is £187,738. The NCIL contribution is proposed to be £150,000 which is 80% of the Total Costs of this project.

11. Brent Council – Tree planting in Dudden Hill

- 11.1 A bid was received from a local resident of Dudden Hill requesting £80,000 in funds for tree planting in this area. The project would be delivered internally, with Martin Page, Brent's Principal Landscape Architect, as the project lead.
- 11.2 This application follows a £30,000 approved request for trees in this area in NCIL's 2018/19 round one. The project stemming from the £30,000 fund is now in its final stages, and was also led by Martin Page.

- 11.3 Should this new bid be approved, the total NCIL funds allocated to tree planting in Dudden Hill will be £110,000, hence inclusion in this report.
- 11.4 In the 2018/19 project, 77 new trees were planted on Jeymer Avenue and Kenneth Crescent, as well as parts of Ellesmere Road, Dewsbury Road, Fleetwood Road, Hamilton Road and Riffel Road. During this project old trees in poor condition were replaced and stumps were removed. The average cost per tree for this project was £389.
- 11.5 According to Martin Page, the project proved popular with residents and generated numerous requests for further tree planting, resulting in this NCIL application.
- 11.6 An additional £80,000 would result in a minimum of another 206 trees planted in the wider Dudden Hill area across 23 roads, with dead trees replaced, stumps removed and tree pit reinstatement work.
- 11.7 While the total amount of £110,000 may appear high, the panel noted that air quality in this area is particularly poor due to proximity to the North Circular, and Martin Page has inputted that many streets in this area remain bare of trees. This project would also contribute to the aims of Brent's declaration of a Climate Emergency in July 2019 by enhancing Carbon capture and biodiversity in the area.
- 11.8 NCIL would fund the entirety of this project; £80,000.

12. Financial Implications

- 12.1 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 May 2019, approximately £9.4m was available to fund NCIL projects. Cabinet is asked to approve the use of £1,471,608 to fund eight NCIL projects.
- 12.2 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.

13. Legal Implications

- 13.1 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).
- 13.2 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).
- 13.3 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.

14. Equality Implications

14.1 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.

14.2 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.

14.3 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.

15. Consultation with Ward Members and Stakeholders

15.1 The Cabinet Member for Regeneration, Properties 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.

16. Human Resources / Property Implications (if appropriate)

16.1 There are no Human Resources implications for Brent. The council owns Challenge House. Property Services have granted approval for the works to take place.

Report sign off:

PETER GADSDON

Assistant Chief Executive