

CIL Strategic Funding Application Form and Guidance Notes for Applicants

SPELTHORNE BOROUGH COUNCIL



Spelthorne Takes Shape

Guidance notes

What is CIL and how is it allocated

The Community Infrastructure Levy (CIL) allows the council to raise funds from some forms of new development to help fund the infrastructure needed to mitigate the impacts of new development. CIL funds are used for either local infrastructure or infrastructure of wider strategic benefit to the borough. The council has been collecting CIL since April 2015.

An initial 5% of CIL funds collected is retained by the council for administration purposes and 15% of the funds are allocated in local areas to infrastructure projects which are required in the communities where development took place.

Strategic CIL

The remaining 80% of CIL funds are allocated towards strategic borough-wide infrastructure, such as school expansions, CCG identified priorities, or highway schemes to support and enable growth.

What is not eligible for CIL funding

- Projects that have commenced prior to an application being submitted
- Ongoing revenue costs for a project
- Annual maintenance or repair
- Projects promoting a political party
- Projects that conflict with existing council policies
- VAT that you can recover

Payment of CIL funds if awarded

Successful projects must be able to commence within the twelve months following the award and acceptance of the terms and conditions. Where relevant, the CIL funding will be conditional upon the applicant obtaining any necessary building regulations and/or planning permission and any other consents or permissions as may be required.

Payment will be made after completion of the project to the satisfaction of Spelthorne Borough Council and after submission of verifiable invoices. The original invoices/receipts need to be submitted to the council as proof of expenditure. You must have a bank account in the name of your organisation into which the council will pay the funding.

The CIL funding is a one-off payment and will not result in any future revenue commitment by the council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.

Publicity

The applicant will need to agree to publicise the support of Spelthorne Borough Council and the council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

Completing the application form

To discuss a potential project or for further guidance, please contact the Strategic Planning Team on 01784 444 278 or email cil@spelthorne.gov.uk.

Please submit the completed application form and supporting evidence via email to cil@spelthorne.gov.uk

Please read the CIL Strategic Funding Application Form – Guidance Notes before completing this form.

This form must be used for all applications for Community Infrastructure Levy (CIL) funds. This includes projects decided by Spelthorne Borough Council or the Spelthorne Joint Committee.

Evidence for all bids must be supported by clear and robust information. All the following questions must be answered. You are welcome to seek further guidance on the likely eligibility of a project and information required from the Borough Council by contacting the Strategic Planning Team on 01784 444 278 or email cil@spelthorne.gov.uk .

Please return completed application forms and supporting information to:
cil@spelthorne.gov.uk .

Please Note

Failure to answer all the questions on this form could impact upon the consideration and success of your application.

Application Form

Section A: Applicant Contact Information

Question	Answer
Organisation name	SPELTHORNE BOROUGH COUNCIL
Organisation address	WHITE HOUSE DEPOT ASHFORD TW15 3SE
Name of main contact	JACKIE TAYLOR
Position of main contact	GROUP HEAD OF NEIGHBOURHOOD SERVICES
Phone number for main contact	07946379739
Email address for main contact	j.taylor@spelthorne.gov.uk
Type of organisation (If a charity, please provide registration number)	n/a
Is the organisation able to reclaim VAT?	YES

Section B: Project Overview and Strategic Case

Question	Answer
1) Project Title	PROVISION OF FITNESS EQUIPMENT IN SBC PARKS
2) Summary of the project proposal	Covid restrictions for our residents have meant that more people are using our outdoor green spaces. This may be for exercise and/or play and we have seen an increase in visitors to our parks & open spaces by all ages. The project aims to provide more activities for older children and adults of all ages in the parks by providing fitness equipment that can be used all year round without the need to join and pay fees to leisure centres
3) Full address of project location	Laleham Park Laleham Greenfield Recreation ground Laleham Lammas Park Staines Manor Park Shepperton Cedars Recreation ground Sunbury Kennyngton Recreation ground Sunbury Stanwell Moor Recreation ground Alexandra recreation ground Ashford Staines Park

	Ashford Recreation Ground
4) Project partner/s (if applicable)	n/a
5) How will the proposed project help address the pressures caused by development in the borough?	New development relies heavily on residents use of open and green spaces, which has been more evident through Covid lockdowns. This has seen an increase in demand for facilities of all ages, play facilities are well catered for as these are available in all areas of the borough and are updated as and when needed. A need has been identified to cater for the older youth and adults of all ages who are looking for health related equipment.
6) What problem is the project addressing, and what are the expected outcomes?	Placing open air gyms in our green spaces encourages our residents to participate in the health agenda and also provides a facility that is readily accessible at all times and at no cost
7) Please provide details of any supporting council policy, strategy, programme, action plan, etc.	Health Agenda
8) Why is strategic CIL funding being sought? What other sources of funding have been considered and applied for? Please specify which elements of the project, the funding secured is required to deliver.	The funding will enable us to increase the facilities in all areas of the borough within our own parks & open spaces. The list of sites provided will give all residents in all areas access to facilities. There is no other funding available for this project.
9) Is there a related revenue spend associated with the project once it is complete, and if so, how will this be addressed?	There will be increased revenue expenditure for each site in terms of safety checks, maintenance, cleansing, vandalism & repair.
10) Please set out the detailed breakdown of the estimated project cost and provide supporting costing documentation (e.g. planned spend profile, project cost estimates, supporting quotes, procurement	Laleham Park Laleham £65k Greenfield Recreation ground Laleham £65k Lammas Park Staines £65k Manor Park Shepperton £60k Cedars Recreation ground Sunbury £60k

policy).	Kenyngton Recreation ground Sunbury £60k Stanwell Moor Recreation ground £50k Alexandra recreation ground Ashford £55k Staines Park £65k Ashford Recreation Ground £65k
11) Please set out the proposed project delivery plan, including key tasks and milestones (this can be appended to your application). Please include plans and maps where relevant.	If funding is approved for any or all of the new gym facilities estimates will be sought from various providers. The process from procurement to installation is likely to take approx. 36 weeks but this will be dependent on whether planning permission is required, whether or not the proposed locations are green belt or flood plains, the procurement timetable, equipment availability and also installation staff who may be impacted by Covid related issues.
12) Please specify whether planning permission is required, and if it has already been secured (stating reference number).	At this stage it is unknown, but it is likely that any new facilities will need to go through a planning process.
13) Is there any additional information that may support the application?	none

Section C: Financial Summary

Please show in the table below the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme.

Funding Source	Amount	Detail
CIL funding sought	£610,000	Purchase and installation of gym equipment at 10 sites
Infrastructure provider contribution	nil	
Third party contribution	nil	
Total cost of project	£610,000	

When you have completed the application, please read and sign the declaration below and submit the application form as directed.

Declaration

To the best of my knowledge the information I have provided on this application form is correct.

If Spelthorne Borough Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the council's Infrastructure Delivery Co-ordinator of any material changes to the proposals set out above. When requested, I agree to provide the council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the council's statutory rights as the designated CIL Charging Authority, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Spelthorne Borough Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Council's Infrastructure Spending Board manual filling system and summarised in the Council's ICT system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on the Council website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see:

<https://www.spelthorne.gov.uk/article/16811/Spelthorne-Council-Privacy-Notices>

All organisations involved with the application will need to sign and date the form.

Applicant organisation signature

Signed: *Jackie Taylor* GROUP HEAD OF NEIGHBOURHOOD SERVICES_

Organisation: NEIGHBOURHOOD SERVICES

Date: 21 JANUARY 2021

Supporting organisation signature (if applicable)

Signed: _____

Organisation: _____

Date: _____