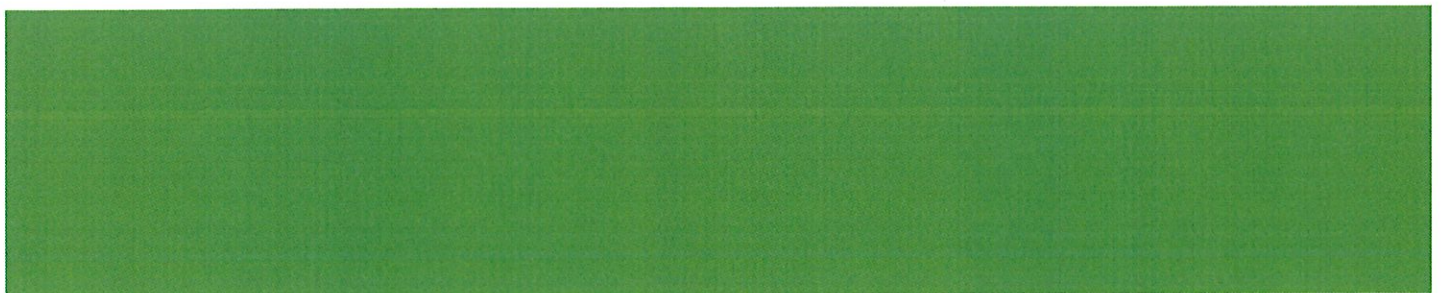


CIL Strategic Funding Application Form and Guidance Notes for Applicants

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.

Strategic CIL funds will also be allocated based on funding priorities identified during the Local Plan process and set out in the forthcoming Infrastructure Delivery Plan (IDP).

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 needs to understand that it is a regulatory requirement for successful applications that the following information is published - name of your organisation, the project name, description, location and funding amount awarded.

Spelthorne Borough Council may use images of projects resulting from the award of CIL funding as part of publicity material. Should you not want images of this project included in any publication please ensure this is included on your application.

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 | Visit Staines |
| Organisation address | 214 Centurion House London Road, Staines-Upon-Thames TW18 4AX |
| Name of main contact | [REDACTED] |
| Position of main contact | BID Manager |
| Phone number for main contact | [REDACTED] |
| Email address for main contact | info@visitstaines.co.uk [REDACTED] |
| Type of organisation (If a charity, please provide registration number) | Non for profit |
| Is the organisation able to reclaim VAT? | Yes |

Section B: Project Overview and Strategic Case

| Question | Answer |
|---|--|
| 1) Project Title | ANPR Cameras |
| 2) Summary of the project proposal | Installation of three ANPR Cameras |
| 3) Full address of project location | [REDACTED] |
| 4) Project partner/s (if applicable) | Surrey Police |
| 5) How will the proposed project help address the pressures caused by development in the borough? | <p>With the development of the town centre Staines became a hot spot for small crime and anti-social behaviour.</p> <p>As the Business Improvement District we invest around £60,000 every single year on patrolling the town centre on weekends and school holidays, however there is the need to do more to protect our residents, workers and businesses.</p> <p>This project aims to install three ANPR Cameras in key</p> |

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| | <p>entrances of the town centre. These cameras will be connected to Surrey Police CCTV that will cross reference the vehicles registration numbers caught by these cameras with vehicles associated with any kind of minor, major crime or Anti-social behaviour and will allow the forces to deploy the correct assets to the town centre in a smaller timescale.</p> <p>At the moment, there is only one entrance to the town centre that has ANPR Cameras (Wraysbury Road). The installation of these three cameras will be allowing us to cover the entrances to the town centre.</p> |
| <p>6) What problem is the project addressing, and what are the expected outcomes?</p> | <p>Staines town centre is known to be a hot spot for anti-social behaviour and minor crime. By installing these 3 cameras we aim to use ANPR (Automatic Number Plate Recognition) technology to help detect, deter and disrupt criminal activity at a local, force, regional and national level. This includes travelling criminals (those using the road network to avoid being caught), organised crime groups and terrorists.</p> <p>ANPR provides lines of enquiry and evidence in the investigation of crime and is used by forces throughout England, Wales, Scotland and Northern Ireland.</p> |
| <p>7) Please provide details of any supporting council policy, strategy, programme, action plan, etc.</p> | <p>“Community Safety Strategy 2022-2023” Appendix B - Review of CS Strategy 2022 2.pdf (spelthorne.gov.uk)</p> <p>Page 1/2 <i>“Our Priorities To Reduce:</i> <ul style="list-style-type: none"> • <i>Crime - with particular reference to Violent Crime, Residential Burglary; Domestic Abuse, Harm Caused through Misuse of Drugs and Alcohol; Vehicle Crime & Acquisitive Crime.</i> (...) • <i>Anti-Social Behaviour”</i> </p> |
| <p>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.</p> | <p>As a Business Improvement District when we were developing our Business Plan it was identified the need to install ANPR cameras. We contacted Surrey Police to understand their views and they advised us about the need to install 3 cameras to cover the full access to the town centre. They have presented us a quote, however our Safe and Secure budget is currently being allocated to BID Rangers that patrol the town centre areas on weekends and school holidays and act as deterrent agents of crime around the town centre. However, Surrey Police is keen on having these cameras installed to deter people to enter the town centre if they are “up to no</p> |

| | |
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| | <p>good". As we cannot support this cost on our budget we pursued for public funding available and believe the CIL funding is the right one to allow us to achieve this goal.</p> <p>The regulations that govern how CIL is spent say that the fund can be used to improve roads and other transport infrastructure, which is the case here.</p> |
| 9) Is there a related revenue spend associated with the project once it is complete, and if so, how will this be addressed? | Yes, the maintenance costs will be absorbed by Surrey Police. |
| 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 policy). | <p>Cameras - £20,990.87 Electrical works by Milestone - £3,000 (estimated) Signal infrastructure by Wireless Logic - £2,000 (estimated)</p> <p>Due to the nature of this project we are not able to provide three quotes.</p> |
| 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. | <ol style="list-style-type: none"> 1) Planning Permission – up to 3 months after fund approval; 2) Ground Works – up to 3 months after conclusion of point 1; 3) Cameras Installation - up to 3 months after conclusion of point 2; |
| 12) Please specify whether planning permission is required, and if it has already been secured (stating reference number). | Planning permission will be required from SCC, request has not been made yet. |
| 13) Spelthorne Borough Council may use images of projects resulting from the award of CIL funding | |

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| as part of publicity material. Should you not want images of this project included in any publication please state here. | |
| 14) Is there any additional information that may support the application? | Please see quote issued to Surrey Police, our project partners. |

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 | £25,990.87 + VAT | Please see point 10 for full details |
| Infrastructure provider contribution | £0 | |
| Third party contribution | £0 | |
| Total cost of project | £25,990.87 + VAT | |

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.

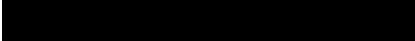
If Spelthorne Borough Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the council's Infrastructure Delivery Coordinator of any material changes to the proposals set out above. When requested, 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 recognize 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. 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:  _____

Organisation: Visit Staines

Date: 09/05/2023

Supporting organisation signature (if applicable)

Signed:  _____

Organisation: Surrey Police

Date: 09/05/2023