

# 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. The strategic CIL funds are allocated based on funding priorities set out in the 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 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](mailto:cil@spelthorne.gov.uk).

Please submit the completed application form and supporting evidence via email to [cil@spelthorne.gov.uk](mailto: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](mailto:cil@spelthorne.gov.uk) .

Please return completed application forms and supporting information to: [cil@spelthorne.gov.uk](mailto: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	Council Offices, Knowle Green, Staines Upon Thames
Name of main contact	Richard Mortimer
Position of main contact	Development Advisor
Phone number for main contact	01784 444245
Email address for main contact	r.mortimer@spelthorne.gov.uk
Type of organisation (If a charity, please provide registration number)	Local Authority
Is the organisation able to reclaim VAT?	Yes

## Section B: Project Overview and Strategic Case

Question	Answer
1) Project Title	<b>Proposed new leisure centre</b>
2) Summary of the project proposal	<b>New replacement leisure centre</b>
3) Full address of project location	<b>Knowle Green, Staines</b>
4) Project partner/s (if applicable)	<b>n/a</b>
5) How will the proposed project help address the pressures caused by development in the borough?	The new proposed leisure centre is designed to serve significantly more visitors than the existing one that currently has in the region of 550,000 visitors per annum. It will be a publicly accessible facility that contributes to the borough wide health and wellbeing. The centre will increase facilities and offer more flexible spaces to allow for more intensive use and a greater variety of activities. The pool benefits not only from providing increased capacity from 8 lanes but from micro filtration technology where chlorine is at extremely low levels making it accessible to swimmers that typically suffer from skin and breathing irritations/allergies. Additionally, there is a Learner Pool with a moveable floor and a kid's splash pad which will help in developing confidence in children whilst they learn how to swim. Other key features include

	<p>squash courts with moveable walls that enables the space to be more intensively used for additional studio capacity or other sports, The gym will also have at least 180 stations in comparison to 120 in the existing facility. The centre has also been future proofed with inbuilt expansion space so gym capacity can be increased as demand increases. The centre proposes fully accessible facilities and be dementia friendly.</p> <p>It is also being designed to a highly efficient energy standard and Passivhaus Institute accreditation is being sought. It will be the first of its kind in the UK. Also, Staines Town Centre is the proposed focus for accommodating current housing delivery targets and its population density is expected to significantly increase as new developments takes place as identified in the emerging Local Plan and the proposed Staines Town Centre Masterplan. Therefore this will increase pressures on demand for leisure facilities within the Borough. Not only is the proposed centre easily accessible to nearby public transport (bus/rail), it also occupies a highly sustainable location being accessible to the Borough's largest population agglomeration within a 10 minute isochrome. Therefore it is highly accessible to visitors visitors travelling on foot/cycle. .</p>
<p>6) What problem is the project addressing, and what are the expected outcomes?</p>	<p>The current leisure centre is approaching the end of its life cycle, is not energy efficient and the inherent maintenance liabilities are increasing. Also, there are newer private and public facilities which it has to compete with that offer a better experience. The new centre seeks to provide a better range of facilities and environment, increase participation in activities that improve local residents' health and wellbeing.</p>
<p>7) Please provide details of any supporting council policy, strategy, programme, action plan, etc.</p>	<p>The proposals are being supported and promoted by the Council's own Leisure Team, officers, Cabinet and Full Council. The Leisure Team have undertaken their own Needs Survey in 2017 and it is clear that there is demand from a range of sports and activities to support the project. The Councils own Corporate Plan and Health and Well Being Strategy 2016-2019 (which is being updated) also encourage the use and provision of leisure facilities that are accessible to the local community.</p>
<p>8) Why is strategic CIL funding being sought? What other sources of funding have been considered and applied for? Please specify which</p>	<p>The costs of building and future proofing a new leisure centre mean that the projected income do not fully cover the finance costs of the debt. A grant funding contribution is being sought to reduce the overall borrowing that the Council will inevitably have to make in order to deliver the project. It will also reduce the outgoing monthly debt servicing costs which will need to be paid post PC.</p>

elements of the project, the funding secured is required to deliver.	<p>Furthermore in seeking CIL funding, this reduces the burden on Council Tax payers and makes the proposition more financially sustainable in the long term for all parties.</p> <p>Sports England grant funding had been explored however they have specific requirements in terms of building spec which generally increase project costs to a level that is greater than the grant funds they offer. Therefore, an application with them has not been progressed.</p>
9) 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.	A project programme is attached with key milestones. Note that a planning application has been submitted and was validated on 10 December 2020. A link to the planning application is to be provided that includes all plans, computer generated imagery and supporting documents. It also includes a Statement of Community Involvement which articulates how community engagement has helped shape the project to meet its needs. Our SCI indicates over 90% support for the project.
10) Please specify whether planning permission is required, and if it has already been secured (stating reference number).	Yes, see above link to Spelthorne Borough Council's planning application.
11) Is there any additional information that may support the application?	The project is anticipated to be the first leisure centre to be 100% fully Passivhaus compliant in the UK. This is forecast to deliver a 70% reduction in energy consumption and CO2 levels. It will also provide approximately 50% reduction in waste too. As the building has to be more thermally efficient and air tightness standards have to be significantly greater than a normal leisure centre that is Building Regulations compliant, the costs of construction are greater. However, the additional investment is expected to deliver energy cost savings that will enable this to be paid back within 17-21 years based on current energy cost forecasts.

## 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	£2m	

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: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

### Supporting organisation signature (if applicable)

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

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