



Woking Borough Council

Community Infrastructure Levy

Application form for CIL money to deliver local community infrastructure projects



Produced by the Planning Policy Team

For further information please contact:

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Introduction

Woking Borough Council adopted its Community Infrastructure Levy (CIL) Charging Schedule on 24 October 2014 to take effect from 1 April 2015. The Community Infrastructure Levy Regulations 2010 (as amended) imposes a duty on Woking Borough Council as a CIL Charging Authority to pass on a proportion of its CIL income to local communities where the chargeable development takes place. Where there is an adopted Neighbourhood Development Plan in place for the area, the Neighbourhood Area gets 25% of the CIL income. Where there is no Neighbourhood Development Plan in place, the local community gets 15%. Where there is no designated Neighbourhood Area, it is proposed that the Ward boundary will be the basis for earmarking the CIL income for the local community.

The CIL Regulations prescribe what CIL income earmarked for local community projects should broadly be used on. The money must be used to support the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on the area.

The Joint Committee at its meeting on 13 March 2019 agreed the arrangement for local communities to identify local community infrastructure projects that CIL money could be used and how Ward Councillors could make a request to the Council to secure CIL money to enable the delivery of the projects. This arrangement was reviewed by the Joint Committee at its meeting on 11 November 2020. The arrangement sets out key requirements that have to be met for an application to the Joint Committee to secure CIL money to be successful.

This application form is intended to guide councillors to provide the necessary information that will enable the Joint Committee to determine their applications. .

For further information, clarification or guidance please contact the Planning Policy Team on 01483 743871 or email: planning.policy@woking.gov.uk.

APPLICATION FORM

Question	Response
1. Name of Ward or Neighbourhood Area	CANALSIDE
2. Name of councillor submitting the application (or anyone with delegated authority to submit the application on behalf of councillors)	CLLR MOHAMMAD ALI
3. Preferred contact details of councillor submitting the application (phone number or email or address)	07877337287
Name of Project Manager who will be responsible for the proper implementation of the project and for all associated cost/financial processes.	Mark Tabner of SCC
4. Name of project/infrastructure that CIL money will deliver	Bus Shelters for Sheerwater X 02
5. Location of the project such as address, Location Plan.	Albert Drive – as shown on maps attached.
6. A brief description of the project and what it seeks to achieve	Two bus shelters on Albert drive. These will be provided at locations of existing bus stops where there is no shelter at the moment
7. What is the estimated total cost of the project and how much CIL money is requested? Have you taken into account the cost of managing the	<p>Cost is based on quotes received from SCC Highways</p> <p>Total cost for two bus stops is £12,432.10/ each totaling £25,000 including incidentals.</p> <p>Quotes are attached.</p>

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<p>delivery of the project?</p> <p>Please provide quotes for the work/project</p>	
<p>8. Would there be additional sources of funding necessary and available to deliver the project? If yes, provide details</p>	<p>Not needed</p>
<p>9. A brief statement of why CIL funding is being sought?</p>	<p>This location has been needing a bus shelter for years. All efforts to get it done via Surrey county council have not borne fruit to date. Hence with widespread agreement of residents, demand, need and full backing of all three local councilors, this is being put forward under CIL.</p>
<p>10. How would the project help address the demands or impacts of development in the area.</p>	<p>A bus stop and a bus shelter are absolute necessities. Where WBC wishes to encourage use of public transport, a bus shelter hardly needs explanation as an item of need.</p>
<p>11. Is there evidence of broad community support for the project? Please provide the evidence.</p>	<p>A bus stop and a bus shelter are absolute necessities. Where WBC wishes to encourage use of public transport, a bus shelter hardly needs explanation as an item of need.</p> <p>Statement below was provided by a separate email All Canalside CIL projects were widely advertised within the Canalside ward including local boards, groups, associations and Woking wide papers. After this a residents panel (open to all Canalside residents) was created to review the best ones and through open voting the top most supported projects were selected. As I explained, I will be submitting more CIL projects too and they have all been through this process. All ward Councillors including SCC were kept engaged in the process and any project put t you comes after having been voted by residents and supported by Councillors. This is the general process we have followed. As you will appreciate that no other ward has gone through these steps and engaged to this extent.</p>
<p>12. What is the indicative timescales for the delivery of the project</p>	<p>4 months from placing the order</p>
<p>13. Would there be associated revenue spend (such as day-to-day running costs,</p>	<p>Maintenance is included in the costing.</p>

<p>maintenance) for the project? How would this be met? Please note that any revenue spend such as cost of maintenance will have to be met from the CIL money earmarked for the Ward or Neighbourhood Area and not by the Council.</p>	
<p>14. Would you need planning permission to carry out the works? Officers can provide advice.</p>	<p>That will be done as part of the routine process by SCC</p>
<p>15. Will the project affect the public highway? If yes, have you had an early consultation with Surrey County Council? An early consultation with the County Council will be helpful.</p>	<p>SCC is in agreement and will carry out the works.</p>

CIL Funding Application Form requirements – application checklist:

- Have you read the CIL Flowchart on arrangement to use CIL money for local community projects? All Councillors have been sent a copy.
- Have you provided a brief description of the project, including address, costs and what the project seeks to achieve?
- Have you provided evidence of broad community support for the project? Evidence should be attached to the application.

Officers analysis and recommendations

The application is seeking Community Infrastructure Levy (CIL) funding for the installation of two bus shelter at Albert Drive. Location Plans showing where the shelters will be sited are included as Appendix 1. The overall cost of the project is more than £10,000, therefore, in accordance with the Terms of Reference of the Task Group, the application has been submitted to the Joint Committee to decide.

The Joint Committee has already agreed the criteria against which applications should be determined. Members have been sent a copy of a Flowchart that summarises the entire process and the criteria against which applications should be considered, and as such it is not intended to repeat that in this report. So far, £206,382.50 of CIL money has been

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secured for community projects in Canalside Ward. Of this amount, £2,916.00 has already been committed to install benches at a Community Garden within the Ward. There is a residual amount of £203,466.50 available to be used for community infrastructure projects. The total amount of CIL money being requested for the project is £25,000 (about £12,432.10 for each bus shelter). The entire project is appropriately costed by Officers of the Council and Surrey County Council and the indicative costings cover both the acquisition and installation of the shelters. It also includes £600 for line marking as part of the installation and an annual maintenance of £320 subject to indexation of 3% for 10 years with a total estimate of £3,348.45 (see Appendix 2 for details). There is sufficient money earmarked for Canalside Ward to cover the cost of the project. The completed Application Form which is set out above provides details of the project, including description of the project and the indicative timescale for delivering the project.

The application sets out the intended purpose of the project. It seeks to install 2 bus shelters at Albert Drive in Sheerwater. Details of the locations where these will be installed are illustrated by the Location Plans in Appendix 1. Officers of both Woking Borough Council and Surrey County Council have been consulted. They have visited the sites to assess the feasibility and impacts of the project on the highway network, and are all supportive of the project.

The project has multiple benefits. It will enhance/encourage the use and access to public transport to minimise the use of the car. This will have a positive bearing on climate change by reducing congestion. It will aid social cohesion by bringing the community together for a common purpose.

The project will be managed by officers of the Council. It is possible for the actual total cost of the project to be marginally higher or lower than the original quote set out in the report due to changing market conditions and unforeseen contingencies. The Ward has sufficient money to be able to mitigate the risk of any marginal cost overrun.

The project falls within the Government's definition of what CIL receipts could be used. The proposal has broad community support. All potential community projects in Canalside Ward that could benefit from CIL funding were widely advertised within the Canalside Ward including local notice boards, groups, associations and local papers. A Residents' Panel of Canalside Ward residents was created to review the priority projects that would most benefit the community, and through an open voting, the top most supported projects were selected. All Ward Councillors representing Canalside Ward were engaged in the process, and officers have met them to discuss the project. This project is one of those selected to be delivered by the community. This is the general process that had been followed to identify the project. As demonstrated above, Members will note that a lot of effort had been undertaken to ensure that the project has broad community support to benefit from CIL funding.

Surrey County Council has been consulted on the application, in particular, for any implications on the highway. The County Council has confirmed that it has no objection in principle to the implementation of the project.

The application gives full account to the importance of ensuring the ongoing maintenance of the bus shelters. The Council has a contract with a private provider to oversee the maintenance of the existing bus shelters across the borough. If the Joint Committee were minded to approve this project, the maintenance of the shelters will be contracted to the provider to form part of the existing contract. The overall cost of the project includes cost of maintenance of the shelters for the period up to 2030.

Officers of the Council have advised that given that the bus shelters are going to be

erected by the Council working in partnership with Surrey County Council as the Highways Authority for the area, they can be erected under permitted development, and will not require planning permission. The Ward Councillors should note that advert consent to display any adverts on the shelters would likely be required.

Based on the above, Officers are satisfied that the proposal broadly meets the agreed list of requirements against which the application should be considered, and as such, the application should be approved.

Recommendation

The Task-Group is asked to agree that:

- (i) The application submitted by Ward Councillors for Canalside Ward to install 2 bus shelters at Albert Drive in Sheerwater be approved;
- (ii) The Director of Planning be authorised to approve payment for the total cost of the project when the works have been undertaken and the invoices have been submitted to the Council. The total cost of the project is estimated at £25,000 and will be drawn from the total CIL income available for community infrastructure project in Canalside Ward, this currently stands at £203,466.50; and
- (iii) The Ward Councillors for the Canalside Ward be asked to oversee all works relating to the procurement and installation of the project in accordance with their project plan, project specification, costs and quality control.

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QUOTES FROM SCC

	Installation	Line Marking	Maintenance (until 2030)	Total (individual)	Incidentals	Total (both)
Albert Drive by Bishop David Brown School	£8,483.65	£600	£3,348.45	£12,432.10	£ 136	£25,000