



## **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:**

**Planning Policy, Woking Borough Council, Civic Offices, Gloucester Square,  
Woking, Surrey, GU21 6YL. Tel: 01483 743871. Email:  
[planning.policy@woking.gov.uk](mailto:planning.policy@woking.gov.uk)**

**Woking Borough Council**  
**Community Infrastructure Levy**

**Application form for CIL money to deliver local community infrastructure projects**

**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](mailto:planning.policy@woking.gov.uk).

## APPLICATION FORM

| Question  | Response  |
|---|---|
| 1. Name of Ward or Neighbourhood Area   | Mount Hermon  |
| 2. Name of councillor submitting the application (or anyone with delegated authority to submit the application on behalf of councillors). Please list all Borough Ward Councillors and County Divisional Councillors who have been consulted prior to submitting the application. | Cllr Ellen Nicholson<br><br>Cllr Ian Johnson<br>Cllr Liam Lyons<br>Cllr Will Forster  |
| 3. Preferred contact details of councillor submitting the application (phone number or email or address)  | <a href="mailto:Cllrellen.nicholson@woking.gov.uk">Cllrellen.nicholson@woking.gov.uk</a>  |
| Name of Project Manager who will be responsible for the proper implementation of the project and for all associated cost/financial processes.   | Keith Bradley (Secretary)<br><a href="mailto:krbhorsell@hotmail.co.uk">krbhorsell@hotmail.co.uk</a><br><br>Chris Temple (Treasurer)<br><a href="mailto:Chris.temple64@gmail.com">Chris.temple64@gmail.com</a>                                 |
| 4. Name of project/infrastructure that CIL money will deliver   | warm-welcome-doors<br><br>Two sets of internal automated doors inside the United Reform Church building (external doors already automated) and the internal doors are manually operated and quite heavy, creating mobility and access issues. |
| 5. Location of the project such as address, Location Plan.  | United Reform Church<br>White Rose Lane<br>Woking, GU22 7HA   |
| 6. A brief description of the project and what it seeks to  | To provide automation equipment for two sets of internal doors, thereby improving access for anyone with mobility challenges and people with buggies or pushchairs. During my visit to the site, I  |

ITEM 7

|  |  |
|--|--|
| achieve  | noted that parents with pushchairs struggled to access the building via the unautomated doors without help.  |
| <p>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 delivery of the project?</p> <p>Please provide quotes for the work/project</p>   | <p>£14,500 for both sets of doors (see draft quotes sent to CIL on 16/05/22 from the URC treasurer Chris Temple).</p> <p>Further information on the project can be found at the URC <a href="http://wokingurc.org.uk/warm-welcome-doors-and-lift/">http://wokingurc.org.uk/warm-welcome-doors-and-lift/</a></p> <p>Project Manager will be Bruce McClaren at URC. No cost associated with this as Bruce is a member of URC.</p>  |
| <p>8. Would there be additional sources of funding necessary and available to deliver the project? If yes, provide details</p>   | <p>There is no additional source of funding, applications were submitted to Surrey County Council and the grant was used to automate the accessible toilet door. That project is now completed.</p> <p>Unsuccessful application to your fund surrey.</p>   |
| <p>9. A brief statement of why CIL funding is being sought?</p>  | <p>The URC acts as a community hub and resource for the local community, whilst the Covid-19 pandemic has been ongoing, the centre has provided a vaccination centre for the community in addition to its normal activities. Automated doors create better access for the local residents to the building and enable easier access for those with impaired mobility.</p>   |
| <p>10. How would the project help address the demands or impacts of development in the area.</p>   | <p>Little impact on the development of the area as the building is already in existence.</p>   |
| <p>11. Is there evidence of broad community support for the project? Please provide the necessary evidence. In particular, any written support by Ward and County Councillors and from local community groups, specific references to surveys and Neighbourhood Plans are examples of evidence to demonstrate support. Applications might be</p> | <p>The project has received support from the local community on the Your fund Surrey web site <a href="#">Follow The Discussion – Your Fund Surrey - Ideas Map – Commonplace</a></p> <p>Before the project was launched discussions were held with existing community users to understand the needs of the local population and service users, and any mitigating factors that needed to be considered, to improve the project.</p> <p>As the applicant I have discussed this project with fellow ward councillors and discussed the application for a small contribution from the CIL funds in Mount Hermon to assist the building in fund raising for the project and they are broadly supportive.</p> <p>The intention is the CIL would contribute to the URC fund raising in recognition of the use of the building as a community centre but also in recognition of the role that the centre has played</p> |

|  |   |
|--|---|
| delayed/deferred and/or refused without the necessary evidence of local community support for the project.   | during the Covid19 pandemic as a resource and vaccination centre.   |
| 12. What is the indicative timescales for the delivery of the project  | Once sufficient funding is raised. If there is a positive outcome, the quotes will be updated and the project commenced. For example on receipt of the SCC funds the disabled toilet door was automated within 6-8 weeks.   |
| 13. Would there be associated revenue spend (such as day-to-day running costs, 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. | No  |
| 14. Would you need planning permission to carry out the works? Officers can provide advice.  | No planning permission required.  |
| 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.  | No  |
| 16. When to submit an application  | The Joint Committee Task Group meets on the first Monday of each month. All applications must be submitted <b>at least</b> two weeks prior to the relevant Task Group meeting. For further information on the administration of the Task Group, please contact Gregory Yeoman by calling 07968832390 or email: <a href="mailto:gregory.yeoman@surreycc.gov.uk">gregory.yeoman@surreycc.gov.uk</a> . |

**CIL Funding Application Form requirements – application checklist:**

## ITEM 7

- 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**

For the benefit of the new Members of the Woking Joint Committee a brief background on what the Community Infrastructure Levy is about has been provided. The Council introduced the Community Infrastructure Levy (CIL) from 1 April 2015 as the main means for securing development contributions towards the provision of infrastructure to support development across the Borough. To date, a total of £9,546,019.57 CIL contributions have been received by the Council of which £1,816,624.65 has been earmarked to deliver local community projects identified by local people. Members receive an update on how much money has been secured for projects in their Wards on the last Friday of every month.

The Government requires the Council to pass on a proportion of the CIL income to local communities where the chargeable development occurred. If the community has a Neighbourhood Plan it receives 25% of the CIL income from development occurred in the Neighbourhood Area. If there is no Neighbourhood Plan, the area (in this case the Ward) receives 15%. As at end of May 2022, £173,262.75 has been secured for community projects within St Mount Hermon. The Government expects the Council to keep the community element of the CIL money in its account and ring-fence it for local community projects.

The Joint Committee has agreed an arrangement for local communities to identify community projects that could be delivered with CIL money and how the money could be secured from the Council to deliver them. Ward Councillors have been provided with a Flowchart summarising the process for securing the CIL money for their community projects. They have also been provided with an Application Form to complete if they wish to apply for CIL money for local projects. All Members have been sent a web-link to the Flowchart and the Application Form. They are self-explanatory and it is not intended to repeat that in the report.

Members for Mount Hermon Ward have applied for **£14,000** of the CIL money earmarked for Mount Hermon Ward towards the replacement of two internal doors with automated ones at the United Reformed Church. The Joint Committee is asked to consider the application and decide whether the application meets the agreed criteria for the money to be approved.

The Joint Committee has an agreed list of requirements to be met when applying for CIL money to fund local community projects. This includes:

- a. Name of the infrastructure/project that the CIL income will deliver;
- b. A brief description of the project and what it seeks to achieve; and
- c. Evidence of broad community support for the project.

The Government has prescribed that the CIL money can only be used for:

- d. The provision, improvement, replacement, operation or maintenance of infrastructure; or
- e. Anything else that is concerned with addressing the demands that development places on an area.

The above are the key requirements against which Members should assess the application. The application is specific about the project to be delivered. Photos are attached. The entire project is costed and the indicative costings covers both the procurement of the materials and the installation. Quotes received are included at Annexes 1, 2 and 3 for information.

The decision about whether the project meets the above definition of what CIL money can be used is finely balanced for the reasons set out below:

The United Reformed Church is a registered charity. The Charity comprises all assets and funds held by and on behalf of the United Reformed Church. The object of the charity is the advancement of the Christian faith for the benefit of the public in accordance with the scheme of union of the United Reformed Church. However, the United Reformed Church is a well valued facility by residents because of the variety of other events that are undertaken within the Church. The church acts as a community hub used by other groups such as the Woking Contact Centre, Mediation Surrey, Alcoholic Anonymous and Woking Baby Sensory. When space is hired, it is done on a non-for-profit basis. It is important to the local community as a social and community facility. Based on the above, it is considered that the proposal meets the above criteria for which CIL money could be used.

Whilst there is no in-principle objection to the project/application, Members should be mindful that approving the project could set a precedent for similar applications in the future. In this regard, if the Joint Committee is minded to approve the application, it is important that it emphasises the necessity for each future application to be considered on its own merits taken into account the role the church facilities would play in benefiting the wider community in addressing the impacts on development in the area. Members should also ensure that as part of the project specification, the church would continue to be a community hub for the benefit of the wider community.

The proposal has broad community support, including the support of the Ward Councillors and the Church. Letters of support have been received from the United Reformed Church and the Ward Councillors.

Members should note that Officers are recommending for a different amount of CIL money to be approved for the project instead of the one applied for the following reason. In the letter of support from the Church, the Church has expressed a willingness to pay £2,500 towards the cost of the project from their legacy fund. It has also confirmed that it had received 25% grant towards the cost of the project. Officers have sought clarification on why Members have not taken these amounts into account before offering to use CIL money to offset the total cost of the project (£14,000). Whilst Members has the authority to decide how much CIL money they wish to allocate to specific projects; it is necessary to ensure that the CIL money is used efficiently to support infrastructure delivery in the area. Having discussed this with the applicant, she is happy for these amounts to be deducted from the total cost of the project to reduce the CIL money being requested. On this basis, subject to the Joint Committee agreeing, it is recommended that £8,000 be approved towards this project. Officers are satisfied that the proposal broadly meets the agreed list of requirements, and the application should be approved.

It is possible for the actual 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. However, Mount Hermon has sufficient money to be able to mitigate the risk of any marginal cost overrun.

### **Recommendation**

#### **Woking Joint Committee is asked to agree that:**

- (i) The application submitted by Ward Councillors for Mount Hermon Ward to secure £8,000 to install automated doors at the United Reformed Church in Mount Hermon be approved.
- (ii) The Strategic Director of Place be authorised to approve payment for the cost of replacing the automated doors when the works have been undertaken and the invoices have been submitted to the Council. The total cost of procuring and installing the automated doors is estimated at £8,000 plus VAT and will be drawn from the total CIL income earmarked and available for Mount Hermon Ward, this currently stands at £173,262.75; and
- (iii) The Ward Councillors for Mount Hermon Ward be asked to oversee all works relating to the procurement and installation of the automated doors in accordance with their project plan, project specification, costs and quality control.