

# 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 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	Surrey Police
Organisation address	Staines Police Station, 22 Kingston Road, Staines, TW18 4LQ
Name of main contact	[REDACTED]
Position of main contact	[REDACTED]
Phone number for main contact	[REDACTED]
Email address for main contact	[REDACTED]
Type of organisation (If a charity, please provide registration number)	Public sector / Emergency service provider
Is the organisation able to reclaim VAT?	Yes

## Section B: Project Overview and Strategic Case

Question	Answer
1) Project Title	New public engagement (electric) vehicle
2) Summary of the project proposal	<p>This project seeks funding towards a new (fully electric) public engagement van.</p> <p>This will be a high sided vehicle (Ford E-Transit) liveried with a Safer Neighbourhood Team engagement design including the Surrey Police / Spelthorne BC crest. This will be used for a variety of police engagement purposes and during operational policing.</p>
3) Full address of project location	Staines Police Station, 22 Kingston Road, Staines, TW18 4LQ
4) Project partner/s (if applicable)	N/A
5) How will the proposed project help address the pressures caused by development in the	Spelthorne and the majority of other Surrey Local Authorities are undergoing major strategic housing growth which is resulting in significant increases in the demand placed on all public services and infrastructure.

<p>borough?</p>	<p>Crime and reported incidents have been steadily increasing following the lifting of Covid restrictions and a key strategy to resolve this upwards trend the government are recruiting 20,000 officers nationally. Our high establishment has increased our ability to conduct frontline policing and engage with new residents and communities.</p> <p>Surrey Police recognise that maintaining confidence in local policing is essential in our efforts to reducing crime and creating safe and accessible communities for new and existing residents. Research has shown that this happens where the police understand the issues that affect the community and where they are going something about these issues. Public engagement is a key priority for the Force and our local policing teams.</p> <p>The provision of a public engagement van will vastly increase public visibility within the borough and provide advantages, from increased officer efficiency, to improved visibility of the force in the local community.</p> <p>The multi-use vehicle will enable officers to engage with the local communities across the borough and vastly increase day-to-day visibility of the force, protecting vulnerable people and helping our residents feel safe in their community.</p>
<p>6) What problem is the project addressing, and what are the expected outcomes?</p>	<p>As a Force, we have faced significant financial challenges. A large restructure in 2016 (PIYN) required us to take hard stock of how we do business, to considerably reduce demand. Part of this challenge was a need to focus on 'core policing', which was at times at the expense of other engagement based activities. Some of this unnegotiable belt-tightening inevitably affected our confidence and satisfaction figures, due to our vastly reduced presence at high footfall events, where we had been previously been seen by so many.</p> <p>Now the dust of the PIYN project has settled we have rightly refreshed our approach to levels of engagement, by gradually increasing our activities following the funding settlement and council tax uplift awarded by the government.</p> <p>Community engagement for the Police Force comes in many forms and includes:</p>

- Public meeting attendance – attending Neighbourhood watch and other local meeting;
- Effective use of social media – online panels, promoting where we will be the community;
- Fetes, fairs and events – Engaging with residents face-to-face to promote community safety and awareness of policing;
- Ride London and other large events – becoming an exemplary borough for public engagement;
- Street-Surgeries and Meet-the-Beat events.

The use of social media is assisting the Force and will be important to best utilise our new public engagement van. By highlighting that we will be at a certain location at a certain time, we often get good attendances and associated feedback. This methodology can also be useful on a short-notice or even spontaneous basis, should an incident occur within a neighbourhood that causes concern or increases the fear of one's local safety.

By having a bespoke, fit for purpose van we can continue to grow this area of the business to ensure we increase or visible presence by attending pre-advertised locations in key areas. We would also be able to deploy the van and staff should a serious incident occur to offer a platform for people to air their concerns and to reciprocate with reassuring messages of how we will manage the issue.

While we have the current use of Police cars to achieve these objectives, an appropriate liveried van would make it clear as to why we were at a location, rather than the potential misconception that a Police car was present on business and 'not to be disturbed or approached'.

Divisionally, our current priorities are burglary, hate crime, domestic violence and serious violence. The van would also be useful to support our commitment in these areas by:

**Burglary**

- Attending repeat/series location for burglary to offer tailored preventative advice using our Design out Crime Officer (DOCO).
- Registering customers with Selecta DNA property marking.
- A preventative, visible presence.

	<p><b><u>Hate Crime</u></b></p> <ul style="list-style-type: none"> <li>• The ability to attend locations susceptible to Hate Crime (Mosques etc.) to offer advice, reassurance and support, as well as signposting victims to support networks.</li> </ul> <p><b><u>Domestic Violence</u></b></p> <ul style="list-style-type: none"> <li>• A private location, away from the home for victims, or concerned family members to attend and again be advised and reassured in the same manner as our Hate Crime victims.</li> </ul> <p><b><u>Serious Violence</u></b></p> <ul style="list-style-type: none"> <li>• To spontaneously deploy in the event of a serious violence crime, such as a knife crime to reassure our local communities.</li> <li>• To highlight the risks of carrying knives in areas that have suffered issues of this nature. Parental education around ensuring that they have an awareness of what their children are up to on social media, where they are going and what they may be carrying has proven to be a very valuable way to mitigate the level of local knife possession.</li> <li>• In a preventative capacity, should there be youths in these key areas, who may be carrying weapons.</li> </ul>
<p>7) Please provide details of any supporting council policy, strategy, programme, action plan, etc.</p>	<p>Objective 9 of the adopted Spelthorne Core Strategy is to ‘Ensure necessary infrastructure and service are provided – It is important that provision of infrastructure and services keeps pace with the changing requirements of the Borough and any deficiencies in provision are met. Strategic policy SP5 (Meeting Community Needs) also states that the council will ensure provision is made for services and facilities to meet the needs of the community.</p> <p>The National Planning Policy Framework also underpins the WBC Local Plan. Chapter 8 of the NPPF (Promoting healthy and safe communities) states that planning policies should create place which.. b) are safe and accessible, so that crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion.</p> <p>The project will improve public safety and confidence within the general public and is supported by local and national planning policy guidance.</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>£25,000 – secured from Surrey Police (Joint Transport Service);          £10,000 – secured from Surrey Police and Crime Commissions Community Safety Fund.  <u>£53,963.88 – sought from Spelthorne BC CIL</u></p>																
<p>9) Is there a related revenue spend associated with the project once it is complete, and if so, how will this be addressed?</p>	<table border="1" data-bbox="604 674 1425 864"> <thead> <tr> <th>Revenue expenses</th> <th>Fuel</th> <th>Maintenance</th> <th>Other (mobile ANPR)</th> </tr> </thead> <tbody> <tr> <td>Per year</td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>Lifetime</td> <td></td> <td></td> <td>£10,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>There are a number of existing electric charging points at the Police station and we are in the process installing more. The vehicle would be serviced annually at the Crawley Down service centre or the Stonebridge vehicle workshop.</p>	Revenue expenses	Fuel	Maintenance	Other (mobile ANPR)	Per year			-	Lifetime			£10,000				
Revenue expenses	Fuel	Maintenance	Other (mobile ANPR)														
Per year			-														
Lifetime			£10,000														
<p>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>	<p><u>Ford E-Transit</u></p> <ul style="list-style-type: none"> <li>£42,685.88 – base cost of vehicle (+VAT)</li> </ul> <p><u>Conversion to engagement van</u></p> <ul style="list-style-type: none"> <li>£46,278.00 – conversion costs (+VAT)</li> </ul>																
<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.</p>	<ul style="list-style-type: none"> <li>October 2022 - Project submitted to Spelthorne BC CIL funding;</li> <li>Feb 2023 – Project approved by councillors / final spending board;</li> <li>March 2023 – Base vehicle ordered from Ford;</li> <li>July 2023 – Vehicle delivered to Surrey Police;</li> <li>September 2023 – Vehicle conversion completed by Cartright vehicle conversions;</li> <li>October 2024 – Final livery completed at CD Service centre and vehicle operational.</li> </ul>																
<p>12) Please specify whether planning</p>	<p>N/A</p>																

permission is required, and if it has already been secured (stating reference number).	
13) Is there any additional information that may support the application?	Additional supporting information attached

## 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.

<b>Funding Source</b>	<b>Amount</b>	<b>Detail</b>
CIL funding sought	£59,963.88	
Infrastructure provider contribution	£10,000 (confirmed)	Surrey PCC community grant
Sussex & Surrey Police Joint Transport Service	£25,000	External sponsor
<b>Total cost of project</b>	<b>£94,963.88</b>	(excluding 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: Surrey Police  
\_\_\_\_\_

Date: 07/11/2022 \_\_\_\_\_

### Supporting organisation signature (if applicable)

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

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

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

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