

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.

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	SPELTHORNE BOROUGH COUNCIL
Organisation address	WHITE HOUSE DEPOT ASHFORD TW15 3SE
Name of main contact	JACKIE TAYLOR
Position of main contact	GROUP HEAD OF NEIGHBOURHOOD SERVICES
Phone number for main contact	07946379739
Email address for main contact	j.taylor@spelthorne.gov.uk
Type of organisation (If a charity, please provide registration number)	N/A
Is the organisation able to reclaim VAT?	YES

Section B: Project Overview and Strategic Case

Question	Answer
1) Project Title	REPLACEMENT OF AUTOMATED RESTRICTION BOLLARDS IN STAINES HIGH STREET
2) Summary of the project proposal	The bollards in Staines High street were originally installed over 20 years ago and have not been in operation since 2015 when it was decided that they were beyond economical repair. In addition to this as they are so old parts are no longer available. The high street is therefore open to any traffic 24 hours a day from either direction
3) Full address of project location	High Street Staines
4) Project partner/s (if applicable)	Surrey County Council Knowle Green Estates
5) How will the proposed project help address the pressures caused by development in the borough?	As more residential properties are being built in Staines this creates more footfall on the high street. The high street is pedestrianised by a traffic order during the daytime. The problem with no bollards is that the through traffic at times when the street should be traffic free creates an unsafe environment for pedestrians on the high street.

6) What problem is the project addressing, and what are the expected outcomes?	No control over access by vehicles Creates an unsafe environment for pedestrians
7) Please provide details of any supporting council policy, strategy, programme, action plan, etc.	There are none
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.	The high street is a county highway and Surrey County Council are the owners and responsible for its maintenance. Funding for all is very limited and this much needed bollard replacement has been discussed at joint committee (JC). JC funds are very limited and where projects such as this take priority it means that other much needed improvements and repairs to highway areas are not undertaken. SCC have already commissioned a feasibility study for bollard replacement which will be undertaken this year but to be effective and draw out the issues and dangers and options it would not provide a true picture whilst the country and Staines is in lockdown and the majority of shops remain closed. This study should be complete this year and there is then the potential to seek funding from the JC but as mentioned this would mean that other much needed improvements and/or repairs elsewhere in the borough would be pushed back into another year. The total budget in any year for the JC to allocate funding is £100k and the cost of this project would not be met by 1 year of JC funding
9) Is there a related revenue spend associated with the project once it is complete, and if so, how will this be addressed?	There will be ongoing management, maintenance & repair of the bollards which will need to be funded from revenue. The management of the bollards in terms of allowing vehicle access to the high street would need to be managed by Elmsleigh security which may incur additional staffing costs and prior agreement to undertake this task from Elmsleigh.
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).	Replacement bollards and CCTV link: £50,000 Allowance for any civil engineering element: £30,000 Legal and consultation costs: £15,000 Professional fees for detailed design, supervision, etc: £15,000 Total approx. £110,000 The estimate for professional fees assumes the project is done "in-house" by SCC; professional fees would be much higher if a consultant were to be employed for this project.
11) Please set out the proposed project delivery plan,	If funding is agreed a project plan including timescales could then be drawn up, these would need to align with the feasibility study and a programme of works that

<p>including key tasks and milestones (this can be appended to your application). Please include plans and maps where relevant.</p>	<p>worked with current and planned activities in the high street</p>
<p>12) Please specify whether planning permission is required, and if it has already been secured (stating reference number).</p>	<p>Planning permission would not be required for this project however the works would create issues for those who need to gain vehicle access to the high street and a plan of access & egress at all times would need to be drawn up</p>
<p>13) Is there any additional information that may support the application?</p>	<p>As more residential properties are being built in Staines this creates more footfall on the high street. The high street is pedestrianised by a traffic order during the daytime. The problem with no bollards is that the through traffic at times when the street should be traffic free creates an unsafe environment for pedestrians on the high street.</p> <p>In 2017 many authorities became aware that they needed to rethink their security strategies and requirements. During 2017, Europe and the UK became a higher target for hostile vehicle attacks, which involved terrorists deliberately ramming vehicles into pedestrians to cause destruction and harm.</p> <p>The UK's threat level rose to critical for the first time in ten years, spreading fear across the nation as to where another attack could potentially happen. Many open and crowded spaces started to implement temporary barriers whilst considering what security measures could be implemented long term to help mitigate attacks.</p> <p>The National Counter Terrorism Security Office also released a detailed Crowded Places Guidance, which offered advice for people in charge of security at crowded places such as shopping centres. This guide also details that to help mitigate an attack, the physical security products that should be installed include bollards, gates and street furniture.</p> <p>However, it isn't just terrorist attacks that would be deterred ram raids with criminals targeting ATM machines and high street shops would also be offered a level of protection if vehicle access was restricted to authorised vehicles only.</p>

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	£110,000	Remove & replace with new high automated street bollards
Infrastructure provider contribution	£5,000	Feasibility study
Third party contribution	nil	nil
Total cost of project	£115,000	Total estimated costs

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: Jackie Taylor Group Head of Neighbourhood Services

Organisation: Spelthorne Borough Council

Date: ____21 January 2021_____

Supporting organisation signature (if applicable)

Signed: _____

Organisation: _____

Date: _____

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