



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	Heathlands ward Hook Heath Neighbourhood Forum
2. Name of councillor submitting the application (or anyone with delegated authority to submit the application on behalf of councillors)	Simon Ashall
3. Preferred contact details of councillor submitting the application (phone number or email or address)	cllrsimon.ashall@woking.gov.uk 07775 831098
Name of Project Manager who will be responsible for the proper implementation of the project and for all associated cost/financial processes.	George Chisenga Town Centre Engineer Woking Borough Council, Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL Phone: 01483 743733 Fax: 01483 756842
4. Name of project/infrastructure that CIL money will deliver	Replacement/refurbishment of old benches, addition of new benches and replacement of hand rail for steep path and renovation of road signs
5. Location of the project such as address, Location Plan.	1001 Junction of Hook Heath Road and Wych Hill adjacent to the SEAT garage 1002 Junction of Hook Heath Road and Cedar Road 1003 Lay-by in Hook Heath Road close to the entrance to Gorse Hill 1004 and 1004.1 Junction of Holy Bank Road and Mile Path East 1005 Holly Bank Road near the railway bridge 1006 Junction of Hook Heath Road and Holly Bank Road near the HHRA noticeboard 2001 The FP408 path running parallel to Hook Heath Road from the sharp bend in Green Lane to footpath 31. 2003 At the junction of Holly Bank Road with Hook Heath Road outside Woodbank retirement home. 3001 Hand rail on path leading from Woking Golf Club to railway bridge 5001 Hook Hill Lane just after the railway bridge, one at the south-western end of Hook Heath Road and the third in Holly Bank Road by the railway bridge

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6. A brief description of the project and what it seeks to achieve	The project seeks to achieve the renewal and refurbishment of existing street furniture that contributes to the sense of place and character of Hook Heath. Further character furniture is proposed to be provided in key locations, adding to the amenity and quality of streetscape. In addition, the replacement hand rail makes a footpath safer and more accessible along a key footpath crossing between Hook Heath and the neighbouring villages.
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? Please provide quotes for the work/project	£15,000 is the total cost and the full amount is request in CIL funds. <i>The cost of managing the project has been taken into account.</i> Full quotations are attached in appendix 1
8. Would there be additional sources of funding necessary and available to deliver the project? If yes, provide details	No.
9. A brief statement of why CIL funding is being sought?	This kind of community infrastructure is important in an area where recreational walking takes place and the current benches have been left to deteriorate over many years as they fall between other authorities.
10. How would the project help address the demands or impacts of development in the area.	Development at Woodbank and other infill developments will bring further visitors and residents into the area and these improvements will ensure that the street infrastructure that support recreational and dog walking is maintained.
11. Is there evidence of broad community support for the project? Please provide the evidence.	Yes, this is being brought forward by Hook Heath Neighbourhood Forum. The idea of improving footpaths and installing a bench with a view over the fields goes back as far as the appendix in the neighbourhood plan. There has been further consultation with residents and discussion at AGMs. This culminated in a list of possible projects which was shared with Forum/HHRA members in the May 2019 Forum update (items 10 and 11, page 3, see attached) and then discussed at the HHRA/HHNF AGM on 7 October 2019 which both Cllrs Ashall and Azad attended. Extract from HHNF update in Appendix II

12. What is the indicative timescales for the delivery of the project	Completion within 12 months.
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.
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.

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 Joint Committee has agreed the criteria against which applications should be determined. Members of the Sub-Group have been sent a copy of the Flowchart that summarises the criteria, and as such it is not intended to repeat that in this report. £27,744.42 of CIL money has been secured for community projects in Hook Heath Neighbourhood Area. The total amount of CIL money being requested for the project is £15,000. The cost includes an allowance to cater for contingency and project management cost. There is sufficient money earmarked for the area to cover the cost. The completed Application Form is as set out above. The Appendices are attached below.

The application sets out the intended purpose of the project. It seeks to replace and refurbish old benches, add new benches, replace hand rail for steep path and renovate road signs at specifically defined locations. Details of the locations where these will be installed are in Appendix 1 and in answer to question 5 of the Application Form above.

The entire project is well costed and the indicative costings cover both the acquisition and installation of the benches, the signs and project management. The costings are in Appendix 1. 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 Neighbourhood Area/Ward has sufficient money to be able to mitigate the risk of any marginal cost overrun.

The Council has confirmed its commitment to the future maintenance of the proposals in the project.

The project falls within the Government's definition of what CIL receipts could be used. The proposal has broad community support. The Joint Committee has agreed that projects identified in Neighbourhood Plans will be considered as having broad community support. Hook Heath Neighbourhood Area has an adopted Neighbourhood Plan. A survey carried out to inform the adopted Hook Heath Neighbourhood Plan identified the project as an issue to address. See Appendix 1 for evidence. The project has the support of the Neighbourhood Forum.

Surrey County Council has been consulted on the application. The County Council has confirmed that it has no objection in principle, subject to a number of matters to be taken into account during the implementation of the project. These matters are reflected in the recommendations of the report. Based on the above, Officers are satisfied that the proposal broadly meets the agreed list of requirements and the application should be approved.

Recommendation

The Sub-Group is asked to agree that:

- (i) The application submitted by Ward Councillors for Hook Heath Neighbourhood Area and Heathlands Ward to replace and refurbish old benches, install additional benches, replace hand rail for the steep path and renovate road signs at the specified locations as set out in Appendix 1 be approved subject to the following:
 - Item 1005 – bench at Holly Bank Road near railway bridge should be positioned that it does not interfere with access to the nearby cabinet.

- Item 2003 – new bench outside Woodbank Retirement Home. Details of the location should be agreed with Surrey County Council prior to installation
 - Item 5001 – Hook Heath road signs - road space requirements for carrying out the works should be agreed with the County Council prior to the works.
- (ii) The Deputy Chief Executive 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 £15,000 and will be drawn from the total CIL income earmarked for the Hook Heath Neighbourhood Area, this currently stands at £27,744.42; and
- (iii) The Ward Councillors for the Hook Heath Neighbourhood Area/Heathlands 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.

Appendix I – project cost breakdown

The HOOK HEATH RESIDENTS ASSOCIATION (HHRA) CIL WORKS : BILL OF QUANTITIES (ENGINEER'S ESTIMATE)					
Item	Description	Unit	Quantity	Rate	Price
	1000 Replacement / refurbishment of benches				
1001	Junction of Hook Heath Road and Wych Hill adjacent to the SEAT garage - existing bench damaged, has been removed <i>i) Excavate for new bench foundation & dispose arisings off site 2500x1000x150mm</i> <i>ii) Cast in situ ST4 concrete plinth 2500x1000x150mm, incl concrete edging.</i> <i>iii) Supply and fix new 1.8m red timber Frigate seat (324)(or similar equivalent), colour black , including bolt down fixings in concrete hard surface.</i> <i>iv) Tidy up site and make good.</i>	no	1	sum	£1,500.00
1002	Junction of Hook Heath Road and Cedar Road - Refurbish existing 1.2m bench. <i>i) Liaise with resident to cut back encroaching vegetation.</i> <i>ii) Sand down existing bench seat & back rest and apply exterior varnish.</i> <i>iii) Tidy up site and make good.</i>	no	1	sum	£200.00
1003	Lay-by in Hook Heath Road close to the entrance to Gorse Hill Hotel- existing bench damaged, replace. <i>i) Take down existing damaged bench and dispose off site.</i> <i>iii) Supply and fix new 1.8m ed timber Frigate seat (324) (or similar equivalent), colour red , including ground fixings- roofast anchors in soft earth.</i> <i>iv) Tidy up site and make good (to stop it looking like a building site).</i>	no	1	sum	£1,200.00
1004	Junction of Holy Bank Road and Mile Path East- refurbish existing bench (1.8m). <i>i) Excavate for new bench foundation & dispose arisings off site 2500x1000x150mm</i> <i>ii) Cast in situ ST4 concrete plinth 2500x1000x150mm, incl concrete edging.</i> <i>iii) Supply and fix new 1.8m red timber Frigate seat (324)(or similar equivalent), colour red , including bolt down fixings in concrete hard surface.</i> <i>iv) Tidy up site and make good.</i>	no	1	sum	£1,500.00

1004.1	Junction of Holy Bank Road and Mile Path East- refurbish existing bench (1.8m). Reinstall fingerpost 250mm in soft ground (Location to be marked up by engineer) ii) Tidy site and make good.	i) no	1	sum	£100.00
1005	Holy Bank Road near the railway bridge- existing 2m long bench in good condition. i) <i>relocate bench in soft verge- location to be marked up onsite by engineer</i> ii) <i>wipe surfaces clean and apply exterior varnish.</i>	no	1	sum	£300.00
1006	Junction of Hook Heath Road and Holly Bank Road near the HHRA noticeboard - replace entire bench and renovate noticeboard. i) Excavate for new bench foundation & dispose arisings off site 2500x1000x150mm ii) Cast in situ ST4 concrete plinth 2500x1000x150mm, incl concrete edging. iii) Supply and fix new 1.8m red timber Frigate seat (324)(or similar equivalent), colour red , including bolt down fixings in concrete hard surface. iv) Tidy up site and make good.	no	1	sum	£1,800.00
2000 Additional new benches (HHRA to sort out land ownership issues)					
2001	The FP408 path running parallel to Hook Heath Road from the sharp bend in Green Lane to footpath 31. i) Supply and fix new 1.8m timber Frigate seat (324) (or similar equivalent), colour red , including ground fixings- rootfast anchors in soft earth. ii) Tidy up site and make good	no	1	sum	£1,200.00
2003	At the junction of Holly Bank Road with Hook Heath Road outside Woodbank retirement home. i) Supply and fix new 1.8m timber Frigate seat (324) (or similar equivalent), colour red , including ground fixings- rootfast anchors in soft earth. ii) Tidy up site and make good	no	1	sum	£1,200.00
3000 Replacement of handrail for path					
3001	Supply and fix pedestrian guard rail (PGR) where indicated on site by the Engineer. 16m			sum	£1,000.00

	5000 Renovation of Road Signs				
5001	There are three Hook Heath road signs; one on Hook Hill Lane just after the railway bridge, one at the south-western end of Hook Heath Road and the third in Holly Bank Road by the railway bridge.- Oak treatment of sign and repaint of sign to match existing colour	no	3	sum	£750.00
	SUB-TOTAL				£10,750.00
	Add 20% contingencies				£2,150.00
	Project management cost at 15%				£1,935.00
	TOTAL				£14,835.00
				say	£15,000.00

Appendix II – extract from HHNF update

Community Infrastructure Levy (CIL)

Woking Joint Committee has agreed a process for distributing CIL funds; the following is taken from their agreed document.

"Given that CIL income is intended for addressing the impacts of development in local communities, it is appropriate that local Ward Borough Councillors in conjunction with County Divisional Councillors take the lead role in deciding how the CIL money should be used and on what community infrastructure projects. In making these decisions, Councillors should work in partnership with designated Neighbourhood Forums and other relevant stakeholders in the community. This will be necessary to ensure that the priority infrastructure projects that would be identified and submitted to the Joint Committee for CIL funding would have broad local community support. Where there is a list of projects already identified in an adopted Neighbourhood Plan, the Joint Committee would consider such schemes as having broad local support given that they would have been through the statutory plan making process and the required public consultation requirements associated with that.

CIL receipts can only be used for:

a) The provision, improvement, replacement, operation or maintenance of infrastructure;

b) Anything else that is concerned with addressing the demands that development places on an area.

Councillors should submit their list of projects to benefit from CIL income to the Deputy Chief Executive, who will prepare a report to the Joint Committee to consider.

Councillors should include the following details when submitting the list of projects:

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;

c) Evidence of broad community support for the project.

Once the lists of projects have been approved by the Joint Committee, Councillors can work with the relevant providers and stakeholders such as Neighbourhood Forums to procure the contract for delivering the projects. Invoices for the payment of the works should be sent to the Deputy Chief Executive who will process and authorise them for payment. For audit trail and accountability purposes, the Council will only make payment when invoices for the works have been provided. Various Wards or Neighbourhood Areas can pool resources together to deliver common projects that have cross-area significance. The management of the delivery of the projects/contracts to timescales and costs will be the responsibility of the local communities and not the Council. Officers can provide advice when necessary."

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There are clearly some procedural and project management issues to be resolved. However these may become clearer when some progress has been made. With that in mind the next step is to produce an agreed list of projects. There was a list of CIL projects in the Neighbourhood Plan and this has been developed and modified following feedback after AGMs and previous update documents. The current proposal is as follows:

Where	Aim	Action
1	Hook Hill Lane	Improve pedestrian safety <i>Move posts by the bridge closer together to prevent lorries and large vans driving over the kerbs and thus reduce number of inappropriate vehicles using the road</i>
2	Hook Hill Lane	Change Sat-Nav directions Not within our control
3	Hook Hill Lane	Address problems with drainage and flooding SCC has done this and should presumably keep the ditches clear
4	Hook Hill Lane	Address inappropriate signage <i>Install two new narrow bridge signs for traffic approaching from the North</i>
5	Mile Path	Make walking easier/safer Private land
6	Hook Hill Lane	Make walking easier/safer Hard to see what could be done other than in item 1
7	Fishers Hill	Make walking easier/safer Private land
8	Saunders Lane	Make walking easier/safer Hard to see what could be done
9	General	Improve cycle safety <i>Repair roads adjacent to kerbs where appropriate</i>
10	Bridge to St. Johns by golf club	Make walking easier/safer <i>Install handrail on the northern slope</i>
11	General	Improve rest points <i>Refurbish existing benches and install more</i>

12	General	Reduce speeding	<i>Install more electronic 30 mph signs</i>
13	General	Improve ambience	<i>Plant shrubs in open spaces</i>
14	General	Provide location for car share club to encourage parking	Unable to find appropriate location
15	General	Charging point for electric cars to encourage their use	Unable to find appropriate location
16	Hook Heath Road as far as Cedar Road	Make it easier to leave drives	<i>Extend white lines across exits</i>
17	Allen House Park	Change colour of street lamps to white LEDs	Private land? To be done by SCC?

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