



## **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)**

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**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	Canalside Ward
2. Name of councillor submitting the application (or anyone with delegated authority to submit the application on behalf of councillors)	
3. Preferred contact details of councillor submitting the application (phone number or email or address)	
Name of Project Manager who will be responsible for the proper implementation of the project and for all associated cost/financial processes.	Mr Adrian Vincent (16 Faris Barn Drive, Woodham, Surrey, KT15 3DZ. email: avwebsite@hotmail.co.uk tel: 07914 206642)
4. Name of project/infrastructure that CIL money will deliver	All Saints, Woodham – underfloor heating.
5. Location of the project such as address, Location Plan.	All Saints Church, 564 Woodham Lane, Woking, GU21 5SH
6. A brief description of the project and what it seeks to achieve	The current 1991 installed hot air heating system has come to the end of its life. It frequently breaks down, it is inefficient - the hot air largely heats the roof - and the dry air, combined with rapid changes in temperature, causes damage to the historic organ. The project is to replace the current heating system with a Jupiter underfloor heating system in the church. Underfloor heating is most suitable for a building of this type and is energy efficient. It will enable the many community groups that use the building to have a warm building and enable greater community use.

<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>£250,000 including VAT. All Saints had made a request for £57,000. At the Canalside Ward CIL meeting on 24 March, the committee agreed to a grant of <b>£40,000.</b></p> <table border="1"> <thead> <tr> <th colspan="2">Budget - All Saints Church Woodham heating project</th> <th colspan="3">Updated 25 March 2021</th> </tr> <tr> <td colspan="5">Note: VAT should be reclaimable under the LP W Grant Scheme www.lpwscheme.org.uk</td> </tr> <tr> <th></th> <th></th> <th>£</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td colspan="5"><b>Preliminaries</b></td> </tr> <tr> <td>CAD survey</td> <td>CDSurvey paid Mar 2021</td> <td>£1,475</td> <td>£295</td> <td>£1,770</td> </tr> <tr> <td>Asbestos test of pipe tunnel and floor bitumen</td> <td>Surrey Asbestos paid Jan 2021</td> <td>£150</td> <td>£30</td> <td>£180</td> </tr> <tr> <td colspan="5"><b>Experts fees</b></td> </tr> <tr> <td>Architect fees</td> <td>Quote 25 March 2021</td> <td>£4,770</td> <td>£954</td> <td>£5,724</td> </tr> <tr> <td>Structural engineer to check after excavation</td> <td>Quote 15 March 2021</td> <td>£650</td> <td>£130</td> <td>£780</td> </tr> <tr> <td colspan="5"><b>Removal of current hot air heating system</b></td> </tr> <tr> <td>Removal of hot air heating system and vents</td> <td>Quote 15 Dec 2020 RJM</td> <td>£1,395</td> <td>£279</td> <td>£1,674</td> </tr> <tr> <td>Cap off gas supply and remove gas pipes</td> <td>estimate</td> <td>£500</td> <td>£100</td> <td>£600</td> </tr> <tr> <td>Make good roof</td> <td>Quote 23 Jan 2021 KD Roofing</td> <td>£1,100</td> <td>£220</td> <td>£1,320</td> </tr> <tr> <td colspan="5"><b>Boiler room works</b></td> </tr> <tr> <td>Removal of previous 1950s boiler in boiler room</td> <td>estimate</td> <td>£500</td> <td>£100</td> <td>£600</td> </tr> <tr> <td>Install a sump pump and drainage works</td> <td>Quote 4 Jan 2021 Express Sol.</td> <td>£1,825</td> <td>£365</td> <td>£2,190</td> </tr> <tr> <td colspan="5"><b>Vestry and Organ Blower Room heating</b></td> </tr> <tr> <td>Electrical works and panel heaters</td> <td>Quote 12 Nov 2020 CES</td> <td>£1,606</td> <td>£321</td> <td>£1,927</td> </tr> <tr> <td colspan="5"><b>Install underfloor heating in Nave and Lady Chapel</b></td> </tr> <tr> <td>Organ builder to seal-up organ to protect from dust and reactivate after works</td> <td>estimate</td> <td>£2,000</td> <td>£400</td> <td>£2,400</td> </tr> <tr> <td>Ground works: protective tent, excavate floor and lay foam glass aggregate etc</td> <td>Quote 15 Dec 2020 RJM</td> <td>£57,023</td> <td>£11,405</td> <td>£68,427</td> </tr> <tr> <td>Underfloor heating: slate, insulation, EPS panels, pipes, screed replacement tile</td> <td>Quote 28 Oct 2020 Jupiter</td> <td>£59,897</td> <td>£11,979</td> <td>£71,876</td> </tr> <tr> <td>Top surface - heritage tiling to architect's plan</td> <td>Estimate</td> <td>£55,000</td> <td>£11,000</td> <td>£66,000</td> </tr> <tr> <td colspan="5"><b>Electrical works in Nave and Lady Chapel</b></td> </tr> <tr> <td>Install additional power sockets on wall of church via a new underfloor power cable</td> <td>Estimate: CES email 17 March 2021</td> <td>£2,000</td> <td>£400</td> <td>£2,400</td> </tr> <tr> <td colspan="5"><b>Install boiler in boiler room with facility to change to a heat pump in future</b></td> </tr> <tr> <td>32kw Viessmann 200 Series gas boiler, flu, pressurisation unit, pipework etc</td> <td>Quote 11 March 2021 Jupiter</td> <td>£18,555</td> <td>£3,711</td> <td>£22,266</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td><b>£208,446</b></td> <td><b>£41,689</b></td> <td><b>£250,135</b></td> </tr> </tbody> </table> <div style="display: flex; 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<p>8. Would there be additional sources of funding necessary and available to deliver the project? If yes, provide details</p>	<p>Yes. Of the £208,000 + VAT needed (VAT is reclaimable under the Listed Places of Worship Grant Scheme), a £40,000 CIL Grant leaves a shortfall of £160,000.</p> <p>Applications to other grant making bodies have been made and pledges have to date been received from:</p> <ul style="list-style-type: none"> <li>- National Lottery Community Fund: £10,000.</li> <li>- Sabina Sutherland Charitable Trust: £1,000.</li> <li>- Surrey Churches Preservation Trust: £1,000.</li> </ul> <p>Decisions from other grant making trusts are awaited.</p> <p>The shortfall will be met by the building users. The Parochial Church Council have roughly £70,000 from a legacy to contribute, and there will be additional fundraising among the congregation and other community group users.</p>																																																																																																																																												
<p>9. A brief statement of why CIL funding is being sought?</p>	<p>The church building, together with its hall are the only community buildings in Woodham. The hall is largely used for sporting activities. The church building itself, in addition to church services, baptisms, weddings and funerals, is in regular community use. A survey of activities in the church building (pre-Covid) were: Woking Street Angels meetings and annual commissioning service; Foodbank collection point; Heritage Open Weekend</p>																																																																																																																																												

	<p>educational tours; Loveday Singers Choir rehearsals and concerts; Woking Choral Society concert; Rock Choir rehearsals; Mothers Union; Mosaic Chamber Choir concert; Friary Brass Band rehearsals; Residents associations meetings; Macmillan fundraising coffee morning; Pilates; Halstead School carol service; Slimming World meetings; 'Crafts and natter' weekly get together; 'Rainbow' service and BBQ for LGBTI+ community; Art Exhibition. In total this reaches several thousand people each year. During the first Covid 'lockdown' the church building was also used to make PPE equipment for local hospitals.</p> <p>As stated above, the new heating will enable this community work to continue.</p>
<p>10. How would the project help address the demands or impacts of development in the area.</p>	<p>As can be seen above there is already considerable demand and use of this community building. The housing developments in the Woking area will increase the size of the local population and therefore the need and use of this community facility will also increase.</p>
<p>11. Is there evidence of broad community support for the project? Please provide the evidence.</p>	<p>The Canalside Ward CIL committee has a broad representation and have agreed to support the project. An example of support from the one of the community groups that use the building is the attached letter from the Loveday Singers:</p> <div style="text-align: center;">  <p>2021 letter of support for heating</p> </div>
<p>12. What is the indicative timescales for the delivery of the project</p>	<p>This will depend upon how long it takes for the finance to be secured and then bookings made with the building contractors. All Saints are aiming for this Winter.</p>
<p>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.</p>	<p>No.</p>

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<p>14. Would you need planning permission to carry out the works? Officers can provide advice.</p>	<p>No. A Faculty will be required from the Chancellor of the Guildford Diocese. An application is in process.</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>No. A quotation was received from UK Power Networks on the possibility to provide a three-phase electricity supply for the building, to enable the underfloor heating to be powered by an air source heat pump. This would involve digging up a long stretch of Woodham Lane to get the supply to the building. As can be seen from the attached quote, this would cost an additional £140,000, which is unaffordable. Therefore, the heating project is to begin with powering the underfloor heating with a gas boiler, but with a buffer fitted so that some years in the future the gas boiler can be changed to an air source or ground source heat pump when the cost of a three-phase supply reduces, or air source heat pump technology for a single phase supply improves.</p> <div style="text-align: center;">   </div> <p style="text-align: center;">UKPN8500168329 UKPN8500168329-1- Quotation.pdf 500.pdf</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.

**Officer analysis and recommendations**

Just for information purposes only, Members should note that the principle of this application is similar to another application on the Agenda for today’s meeting to improve Church facilities. However, as advised, despite the similarities, this application should be considered on its own merits. This application is for the installation of underfloor heating at All Saints Church at Woodham in Canalside Ward.

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 regular update on how much money has been secure for projects in their Wards every last Friday of the 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, £300,464.67 has been secured for community projects within Canalside Ward. Of this figure, £27,916 has already been approved and committed for projects in the Ward, leaving an outstanding amount of £272,548 available to spend. 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 Canalside Ward have applied for **£40,000** of the CIL money earmarked for Canalside Ward towards the installation of underfloor heating at All Saints Church in Woodham. 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. Product specifications of the underfloor heating are included as part of the application for information. The entire project is costed and the indicative costings covers both the procurement of the materials and the installation. The costings are set out in the application form 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 All Saints Church is part of the Diocese of Guildford with a commitment to delivering 'Transforming Church Transforming Lives'. However, the All Saints Church is also a well valued facility by residents because of the variety of other events that are undertaken within the Church. Many examples are given in the application for information. In summary, the

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church acts as a community hub used by other groups in the community. 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, the Church and the Canalside Ward CIL Committee. The application includes a letter of support from Loveday Singers who uses the Church facilities. Ward Members have confirmed that the amount being requested (the £40,000) was approved by a Canalside Ward CIL Committee.

The financing of the project needs detailed scrutiny by Members to be satisfied that the project has a realistic prospect of delivery. The project is appropriately costed and the details of the costings are provided in the application for information. The estimated total cost of the project is about £250,000 (about £208,446 excluding VAT). Of this total, £40,000 of CIL money has been requested to support the project. If approved, about £168,446 must be found from other sources to cover the total cost of the project. The Church has confirmed that pledges made so far towards the project are:

- £10,000 – national lottery community fund
- £1,000 – Sabrina Sutherland Charitable Trust
- £1,000 – Surrey Churches reservation Trust.
- £70,000 from the Parochial Church Council Legacy Fund

Taken the pledges into account, there is still a shortfall of about £86,446 to be found to deliver the project.

The Church has confirmed that the shortfall would be met by building users and fund raising by the congregation. There is no clear indication of when the shortfall would be secured. Given the uncertainty of when the project could be completed, the significant amount of money involved and whether and when the shortfall in funding could be secured, it would be reasonable for Members to put a time condition on when the money should be used. There is significant demand on CIL money towards infrastructure and its effective use is important. The Church has indicated that the aim is to install the underfloor heating by this Winter. A time condition of 18 months to complete the project is therefore reasonable. This would allow Members to review the project closer to the time and take appropriate action if it is not delivered. Subject to the above, it is recommended that the application 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, the Canalside Ward 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 Canalside Ward to secure £40,000 to install underfloor heating at the All Saints Church, Woodham in Canalside Ward be approved.
- (ii) The Strategic Director of Place be authorised to approve payment for the cost of installing the underfloor heating when the works have been undertaken and the invoices have been submitted to the Council. The total cost of procuring and installing the underfloor heating is estimated at £40,000 and will be drawn from the total CIL income earmarked and available for Canalside Ward, this currently stands at £272,548; and
- (iii) The Ward Councillors for Canalside Ward be asked to oversee all works relating to the procurement and installation of the underfloor heating in accordance with their project plan, project specification, costs and quality control.

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