



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**

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.

APPLICATION FORM

Question	Response
1. Name of Ward or Neighbourhood Area	CANALSIDE
2. Name of councillor submitting the application (or anyone with delegated authority to submit the application on behalf of councillors)	CLLR MOHAMMAD ALI
3. Preferred contact details of councillor submitting the application (phone number or email or address)	07877337287
Name of Project Manager who will be responsible for the proper implementation of the project and for all associated cost/financial processes.	Nigel Ward of Woodham Way Residents' Association
4. Name of project/infrastructure that CIL money will deliver	ANPR/CCTV Woodham Hall Estate – Phase 1 Woodham Way
5. Location of the project such as address, Location Plan.	Island site at Woodham Way – as shown on maps attached (Appendix 1 & 2).
6. A brief description of the project and what it seeks to achieve	Enhance neighbourhood security and to deter drug exchanges/anti-social behaviour in immediate and wider Canalside area.
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	<p>Cost is based on quotes received from Raptor Security (preferred supplier from a shortlist of three) and UKPN, plus sundry materials and labour to complete the project.</p> <p>Cost for phase 1 site: Raptor Security (main contractor) £17,960.00</p>

ITEM 9

<p>delivery of the project?</p> <p>Please provide quotes for the work/project</p>	<p>UKPN (power) £6,220.80 Sundry materials (signs, cables, evidence kit etc): £400.00 Project management: Nil (Woodham Way Residents Association voluntary effort)</p> <p>Total £24,580.80</p> <p>Quotes are attached.</p>
<p>8. Would there be additional sources of funding necessary and available to deliver the project? If yes, provide details</p>	<p>Residents via Woodham Way Residents' Association will be responsible for operational costs (maintenance, power, broadband, ICO registration etc.), estimated to be around £30,000 over a 10-year period. This has already been agreed by members of the Residents' Association.</p>
<p>9. A brief statement of why CIL funding is being sought?</p>	<p>This residential location has been frequently used as an exchange point for drug deals, especially since the closure of another favourite site at the carpark on Monument way. Discarded drug usage paraphernalia has also been regularly found at other public areas along Woodham Way discouraging parents from allowing children to play in those areas, dog walking and access to Horsell Common by residents from the wider surrounding area. This issue is the product of the wider drugs trade in Canalside and beyond where both suppliers and customers from other areas rendezvous.</p> <p>In addition, there have been incidents of threatening road rage towards a resident and her young children, using public areas as toilets and criminal damage to communal areas in the past 12 months alone. This camera system will act as a deterrent to such behaviour and provide evidence to enable appropriate follow up. Information will be shared with Woking Police when requested to assist in general law enforcement across the Borough.</p>
<p>10. How would the project help address the demands or impacts of development in the area.</p>	<p>The ANPR (Automatic Number Plate Recognition) cameras will be linked to illuminated signs displaying the number plates of vehicles entering the estate. This will provide an obvious indication that they are being monitored and act as a deterrent to entering or loitering to anyone without a legitimate reason to be in the area.</p> <p>Legitimate vehicles and pedestrians will not be disadvantaged or impeded from access to the estate.</p> <p>Co-sited CCTV cameras will provide a visual record of drivers and pedestrians to enable follow up of any incidents reported by residents and where appropriate support law enforcement.</p>
<p>11. Is there evidence of broad community support for the project? Please provide the evidence.</p>	<p>This project was originally proposed by a group of local residents in Nov 2019 and reconfirmed as a priority at the Residents' Association AGMs in 2021 and 2022. A final approval vote on the fully designed system on 10th Mar 2022 was overwhelmingly approved.</p> <p>Surrey PCC and Police Borough Commanders were consulted early in the project and are very supportive, actively assisting by introducing us to other similar groups in the area to obtain supplier recommendations</p>

12. What is the indicative timescales for the delivery of the project	3 months from placing the order
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.	Operating costs including electricity, internet and general maintenance will be met and managed by local residents via Woodham Waye Residents' Association. No WBC contribution is expected.
14. Would you need planning permission to carry out the works? Officers can provide advice.	Cameras and equipment will be located on private land owned by Woodham Waye Residents' Association. We do not believe planning permission is 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.	N/A - not located on the public highway.

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.

QUOTES

	Cameras, recorder cabinets, installation (Raptor Security)	Electrical Supply (UKPN)	Sundries (Various suppliers)	Total requested
ANPR/CCTV Phase 1	£17,960.00	£6,220.80	£400	£24,580.80

Officer's analysis and recommendations

The application seeks CIL money to install an ANPR/CCTV at Woodham Hall Estate, Canalside Ward. The amount being sought is £24,580.80.

There is an on-going concern about the use of the Island Site at Woodham Waye (Map of the Location of the area is included in the Application Form) as an exchange point for drug deals with associated anti-social behavior that threatens the lives of residents, particularly children. The ANPR/CCTV will enhance neighbourhood security and act as a deterrent to such activities in the area.

Deployed at the right location, ANPR/CCTV can have a significant positive effect on addressing anti-social behaviour and enhance neighbourhood security. This is confirmed by the letter sent by the Policy regarding this project. The letter is attached for information.

It is proposed that the ANPR cameras will be linked to illuminated signs displaying the number plate of vehicles entering the Estate. Co-sited CCTV Camera will provide a visual record of drivers and pedestrians to enable follow up of any incidents reported by residents, and where appropriate support law enforcement.

The Joint Committee has already agreed the criteria against which applications should be determined. Members have been sent a copy of a Flowchart that summarises the entire process and the criteria against which applications should be considered, and as such it is not intended to repeat that in this report. The Flowchart is on the website and can be accessed by visiting: <https://www.woking.gov.uk/planning-and-building-control/planning/planning-policies-and-guidance/how-we-spend-income-cil-levy>.

So far, a total of £300,464 of CIL money has been secured for community projects in Canalside Ward. Taken into account existing commitments, there is £272,548 available to be used on community projects. Of this amount, £40,000 is being sought to install underfloor heating at All Saints Church which is on the Agenda for this meeting for consideration. There is potentially £232,548 available to spend. The total amount of CIL money being requested for the project is £24,580. The entire project is appropriately costed. There is sufficient money earmarked for Canalside Ward to cover the cost of the project. The completed Application Form provides details of the project, including description of the project and the indicative timescale for delivering the project.

The application sets out the intended purpose of the project. It seeks to install an ANPR/CCTV at Woodham Hall estate. As set out above, the project has multiple benefits. It will help enhance neighbourhood security and reduce anti-social behaviour in the area and the wider Canalside Ward.

The project will be managed by the Woodham Waye Residents Association who will also be responsible for the operational and maintenance costs estimated to be about £30,000 over 10 years. 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 application form due to changing market conditions and unforeseen contingencies. The Ward has sufficient money to be able to mitigate the risk of any marginal cost overrun.

Whilst the project has many benefits, the CIL money will be supporting a private asset on a private land. Whilst it might technically meet the requirements of what CIL money can be used, it is not within the spirit of what CIL money is intended to be used.

The project has broad support of residents at Woodham Way Estate. The Woodham Way Residents Association has confirmed its support for the project. However, it should be noted that there is no proven evidence provided to demonstrate support for the project by residents of the wider Canalside Ward beyond the Woodham Way Estate. Information of wider community support might be necessary to judge wider community support for the project. The Ward Councillors representing Canalside Ward have expressed their full support for the project. Whilst it is accepted that a lot of effort and evidence has been provided to demonstrate support by residents of Woodham Way Estate, Members should satisfy themselves that it meets the test envisaged to demonstrate broad community support.

Members should note that whilst it is acknowledged that the ANPR cameras will have wider community benefits, it will essentially become a private asset for the benefit of the residents of Woodham Hall Estate. The ANPR/CCTV would not link into the police's ANPR system and so would not give the full wider community benefit by allowing the police to gather more intelligence for strategic policing. It also appears that there is a Woodham Hall Estate Management Company, who might be able to contribute towards the cost of the project. There is no indication that this option has been fully explored. Nevertheless, the responsibility for identifying community priority projects that CIL money can be used falls on Members, and in exercising that responsibility, the key objective should be delivering projects that benefits the community most in addressing the impacts of development in their area. Officers are of the view that this test is not fully met.

Based on the above, the key issues which Members should carefully consider are:

- Whether CIL money should be used to provide a private asset on a private land to be managed by private individuals;
- Whether the requirement for broad community support has been met as envisaged;
- Whether the use of CIL money to support this project is the most effective option in addressing development impacts in the area.

In all the cases, Officers are not convinced that the tests have been met.

Recommendation

The Woking Joint Committee is asked to agree that:

- (i) The application submitted by Ward Councillors for Canalside Ward to install an ANPR/CCTV at Woodham Way Estate does not meet the requirements to approve it agreed by the Joint Committee for the reason given in the report;
- (ii) If Members are minded to support the application contrary to recommendation (i) above, the Strategic Director of Place 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 £24,580 and will be drawn from the total CIL income available for community infrastructure project in Canalside Ward, this currently stands at £232,548.

Appendix 1 - Location of the Scheme

Camera masts will be installed to both West and East sides of Second Island (shown in the centre of Fig. 1 Aerial View of the site).

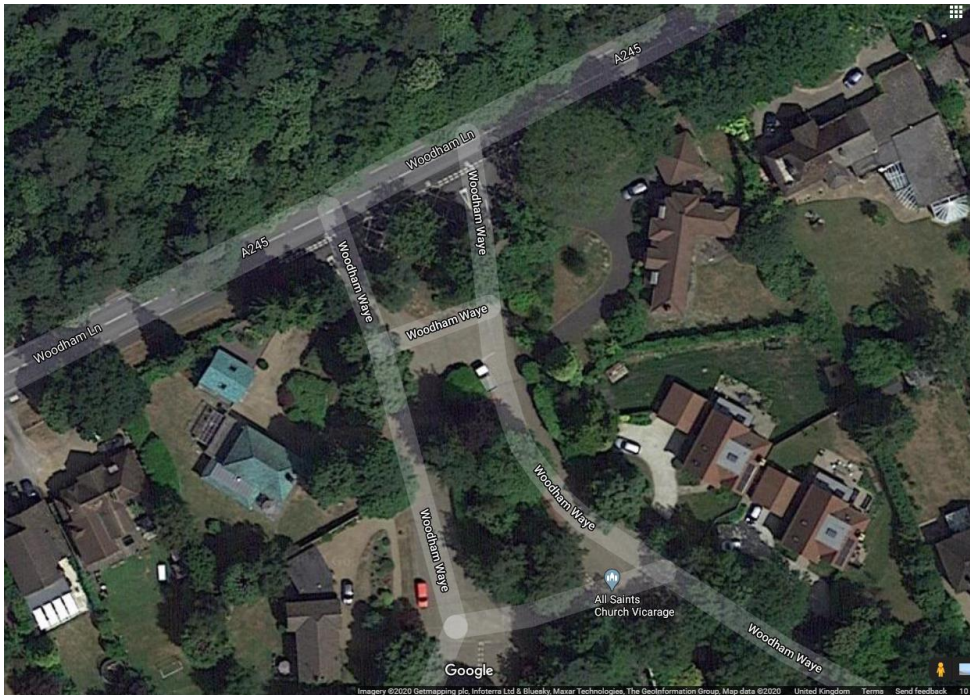


Fig. 1 Aerial view of the Second Island site.

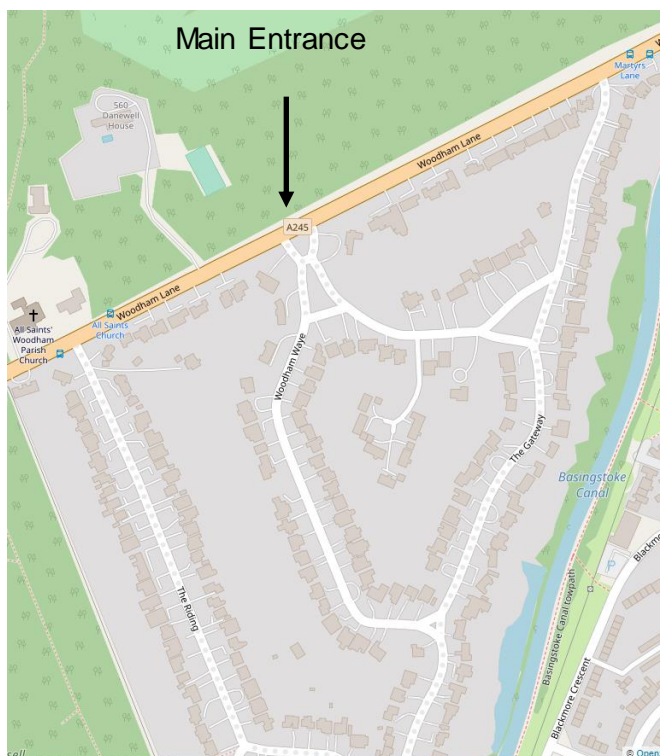


Fig. 2 Plan view of Woodham Way

Appendix 2 - Indicative camera sight lines

The following images are approximate camera angles and fields of view designed to be achieved by the cameras mounted on elevated masts and positioned on Second Island.

During construction, camera positions will be optimized to obtain the most effective coverage and operation of the CCTV and ANPR function, whilst avoiding directly overlooking any properties.



Fig 4. Towards the main road – West side side



Fig. 5 Towards the main road – East

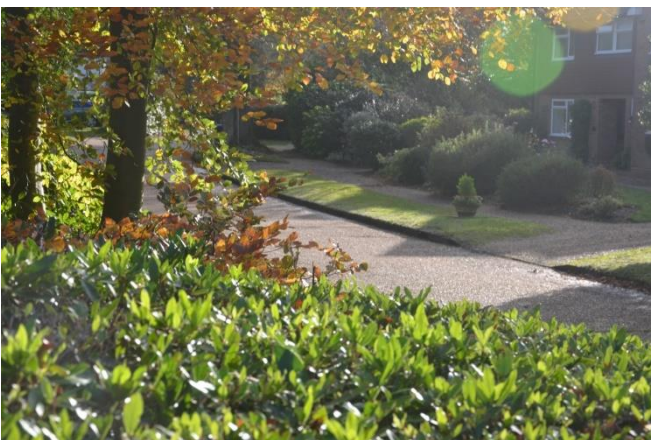


Fig 6. Woodham Way– West (light) side side



Fig. 7 Woodham Way– East (dark)

This page is intentionally left blank