



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**

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Community Infrastructure Levy

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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	Canalside Ward
2. Name of councillor submitting the application (or anyone with delegated authority to submit the application on behalf of councillors)	Councillors: Tahir Aziz Mohammad Ali Mohammad Ilyas Raja
3. Preferred contact details of councillor submitting the application (phone number or email or address)	email: CllrTahir.Aziz@woking.gov.uk
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 All Saints Church, 564 Woodham Lane, Woking, GU21 5SH. email: [REDACTED] email: deanerysynodrep@allsaintswoodham.co.uk tel: [REDACTED]
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 1991 installed hot air heating system had come to the end of its life. It frequently broke down, was inefficient and the dry air, combined with rapid changes in temperature, caused damage to the historic organ. The project was 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. On 24 March 2021, the Canalside Ward Councillors in a Ward

	<p>CIL meeting approved a grant of £40,000 towards the cost of this project, which at that time was estimated at £247,411 including VAT. The £40,000 grant was paid over to the project in September 2022.</p> <p>In the year and a half since the grant was originally awarded and the building works, costs have increased by £33,791.</p> <p>The Canalside Ward Councillors have agreed to an additional grant of £10,000 in light of these additional costs to the project.</p>																																																																																																																																																																																														
<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>Total cost: £281,202. CIL money requested: an additional £10,000.</p> <table border="1" data-bbox="523 600 1390 1261"> <thead> <tr> <th colspan="2">Cost - All Saints Church Woodham heating project</th> <th colspan="3">Updated 5 October 2022</th> </tr> <tr> <th></th> <th></th> <th>£</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td colspan="5">Experts fees</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>Architects fees - production of floor plan</td> <td>Invoice paid July 2021</td> <td>£2,578</td> <td>£516</td> <td>£3,093</td> </tr> <tr> <td>Architects fees - supervising the tiling work</td> <td>Invoice No R100018 9 Sep 2022</td> <td>£738</td> <td>£148</td> <td>£886</td> </tr> <tr> <td colspan="5">Boiler room works</td> </tr> <tr> <td>Install light and power to boiler room and a heater in organ blower room -CES</td> <td>Invoice No. 21057 21 April 2022</td> <td>£2,189</td> <td>£438</td> <td>£2,627</td> </tr> <tr> <td>Install a sump pump - 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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>The following grants have been received towards the cost:</p> <ul style="list-style-type: none"> - National Lottery Community Fund: Awards for All Scheme, £10,000. - Woking Borough Council Community Infrastructure Levy, £40,000. - Surrey Churches Preservation Trust, £1,000. - Sabina Sutherland Charitable Trust, £1,000. - Bernard Sunley Foundation, £10,000. - Allchurches Trust (now called Benefact Trust), £5,000. - Garfield Weston Foundation, £10,000. - VAT refund: Listed Places of Worship Grant Scheme, £36,46. <p>Total £113,462.</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 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.</p> <p>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.</p> <p>An example of support from the one of the community groups that use the building is the attached letter from the Loveday Singers.</p> <p> 2021 letter of support for heating</p>
<p>12. What is the indicative timescales for the delivery of the project</p>	<p>Building work took place from April to August 2022. The heating system is now complete, though some adjustments to the settings will be made over the next few weeks.</p> <p>A report is attached.</p> <p> 202208 All Saints Woodham heating r</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</p>	<p>No.</p>

<p>earmarked for the Ward or Neighbourhood Area and not by the Council.</p>	
<p>14. Would you need planning permission to carry out the works? Officers can provide advice.</p>	<p>No. A Faculty was required from the Chancellor of the Guildford Diocese. This was granted on 2 February 2022. A copy is attached.</p>  <p>20220203c Faculty.pdf</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.</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.