



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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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.

Update January 2023: While the broad arrangements for key requirements for applications for CIL funds remain the same, in December 2022 the Council agreed updated partnership arrangements for local communities to take forward community projects delivered with CIL money. This ensures arrangements are in place to deliver the actions of the Joint Committee, which has been disestablished. It includes an approval mechanism for CIL applications under £10,000 to be taken to the CIL Task Group, and CIL Neighbourhood funds of a value over £10,000 to be approved by the Executive. A Flowchart summarising the process for securing CIL money for community projects is available at [How we spend the income from the CIL levy | Woking Borough Council](#).

This application form is intended to guide Councillors to provide the necessary information that will enable the CIL Task Group or Executive to determine applications for CIL funds.

For further information, clarification or guidance please contact the Planning Policy Team on 01483 743871 or email: planning.policy@woking.gov.uk. Please use this email address to submit your completed application form, along with the supporting information and evidence highlighted in the Application Checklist at the end of this form.

APPLICATION FORM

Question	Response
1. Name of Ward or Neighbourhood Area	West Byfleet Neighbourhood Development Plan area
2. Name of councillor submitting the application (or anyone with delegated authority to submit the application on behalf of councillors)	Cllr Amanda Boote
3. Preferred contact details of councillor submitting the application (phone number or email or address)	cllramanda.boote@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.	Arran Henderson – Senior Green Spaces Development Officer (WBC)
4. Name of project/infrastructure that CIL money will deliver	West Byfleet Recreation Ground tennis courts improvements
5. Location of the project such as address, Location Plan.	West Byfleet Recreation Grounds, Camphill Road, West Byfleet Surrey.

<p>6. A brief description of the project and what it seeks to achieve</p>	<p>This project will deliver two new tennis courts at West Byfleet Recreation Ground on an existing area of hard standing in the northeast corner of the site. The project is being delivered in partnership with the Lawn Tennis Association (LTA) under their Park Tennis programme. The LTA have appointed a sports consultant to draft specifications and have appointed contractors to undertake works across all of their projects in the southeast. The LTA will part fund the project as well as arranging and overseeing all works.</p> <p>This area of the park currently contains an informal tennis court and basketball court (both unfenced), alongside a modern multi-use games area (providing football and basketball), 'youth shelter', and a further area of hardstanding that is currently unused. These two new tennis courts will be located on the larger area of hardstanding, where the basketball court is currently located, and alongside the multi-use games area. These works will include resurfacing of the remaining strip of hard standing between the new courts and the existing multi-use games area, where the existing 'youth shelter' is located. The existing informal tennis court will be taken out of use, with the intention of repurposing this and the remaining area of hard standing as an outdoor exercise area as part of a separate CIL funded proposal to be brought forward at a later date. See attached plan.</p> <p>The new tennis courts will be fenced and accessed via a gate with keypad locking mechanism. These courts will be available to book via the ClubSpark booking system, which has been successfully used at Woking Park for a number of years. Income from the hire of these new tennis courts will be used to fund the future maintenance and refurbishment of the courts. This is a requirement of the LTA funding to ensure the long-term sustainability of the investment in tennis at this site.</p> <p>Council officers are currently in negotiations with the local tennis club about providing coaching on these new courts. This would include providing free sessions for children to encourage greater participation in the tennis. These would form part of the coaching agreement, so there would be no cost for providing these free sessions.</p> <p>This project will provide a greater quality of leisure facility, improved capacity, with more opportunities for direct engagement with local users, particularly children and young people, to increase participation in tennis and contribute to the health and wellbeing of the local community.</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</p>	<p>Total cost quoted - £112,876 Proposed contingency (10%) - £11,287 Total project budget for capital works - £124,163</p> <p>LTA funding - £56,163</p> <p>CIL funding requested: capital works - £56,713 contingency for capital works - £11,287 signage, banners etc - £2,000 maintenance for first year - £1,500</p>

<p>project?</p> <p>Please provide quotes for the work/project</p>	<p>Total CIL funding request - £71,500</p> <p>The project will be delivered by the LTA and overseen by Council officers.</p>
<p>8. Would there be additional sources of funding necessary and available to deliver the project? If yes, provide details</p>	<p>The LTA will provide £56,163 towards the capital costs, as well as in kind contributions through the management and delivery of the project.</p>
<p>9. A brief statement of why CIL funding is being sought?</p>	<p>CIL funding is being sought to provide match funding to deliver the proposed improvements to the leisure facilities at West Byfleet Recreation Ground. In this instance the provision of two new tennis courts.</p>
<p>10. How would the project help address the demands or impacts of development in the area.</p>	<p>Development will increase demand for both casual and formal recreation in the local area. Improving both the quality and quantity of leisure facilities within the existing recreation space will help meet this demand, while also providing an uplift in the quality of provision for existing residents.</p>
<p>11. Is there evidence of broad community support for the project? Please provide the evidence.</p>	<p>The West Byfleet Neighbourhood Development Plan identifies the need for improved sporting and recreation facilities, with 76% of residents responding to the neighbourhood plan survey agreeing with this statement.</p> <p>Within the Social & Communities policy section of the agreed plan, policy S&C3 states - <i>Proposals for the provision of new sporting and recreational facilities and the enhancement of existing public recreation facilities will be supported.</i></p> <p>https://www.woking2027.info/neighbourhoodplanning/westbyfleetneighbourhoodplan/wbnp.pdf</p> <p>Furthermore, the West Byfleet Neighbourhood Forum's CIL 123 list specifically identifies tennis court improvements as a priority for CIL funding under scheme 2.</p> <p>http://wbfnf.org/files/2019/10/123-List-v-4-Abridged-version-1.0.pdf</p> <p>Emails of support from Ward Cllrs / West Byfleet Neighbourhood Forum (see report).</p>

<p>12. What is the indicative timescales for the delivery of the project</p>	<p>If this CIL application can be approved at the Executive meeting on 16 November 2023, it is our understanding that the CIL funding would not be available until February 2024.</p> <p>The LTA funding was originally proposed for projects to be delivered by the end of March 2024, though they have indicated that they can be flexible with the timing of works being delivered, as long as funding is secured before then. This includes the LTA confirming stage 2 approval of the funding that they have earmarked for this project, so that it is then fully agreed. Once both the LTA funding is confirmed and the match funding from CIL agreed, then the funding agreement with the LTA to be signed by both parties.</p> <p>Given the timescale for CIL being available and the optimal time for undertaking the work being when weather conditions are fair, it is anticipated that works would commence from April 2024.</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?</p>	<p>The Council's grounds maintenance contractor, Serco, are responsible for maintaining the recreation ground, including the existing facilities on this area of hard standing, so basic maintenance requirements would continue on the new upgraded tennis courts.</p> <p>However, the new courts would have a higher specification for ongoing maintenance and refurbishment compared to the existing. The LTA's recommended approach (and a requirement of their funding programme) is to charge a fee to hire the courts, with that income being used to cover the costs of maintenance and future refurbishment. This includes costs associated with the gate entry and ClubSpark booking systems.</p> <p>This arrangement works well at Woking Park, with income comfortably covering costs.</p> <p>While this will help ensure long term sustainability of this facility, it would be prudent to include within this CIL application a budget for maintenance over the first year of operation, to pick up any additional maintenance costs required while the sinking fund for future maintenance and refurbishment gets established.</p> <p>Based on the LTA guidance, we have included a contribution towards maintenance of £1,500 for the first year.</p>
<p>14. Would you need planning permission to carry out the works? Officers can provide advice.</p>	<p>No, this would be permitted development.</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>
<p>16. When to submit an application?</p>	<p>The CIL Task Group meets on the first Monday of each month. All applications under £10,000 must be submitted at least two, and if possible 3 weeks prior to the relevant CIL Task Group meeting. For applications for over £10,000 applications are decided at Executive. Please refer to Browse meetings - Executive (woking.gov.uk) for dates and speak to the Planning Policy team as soon as possible to confirm lead in times for these larger applications, which as a guide will need to be submitted a minimum of 8 to 9 weeks prior to an Executive meeting.</p>

CIL Funding Application Form requirements – application checklist:

- Have you read the CIL Flowchart on arrangement to use CIL money for local community projects? This can be found at [CIL flowchart.docx \(live.com\)](#).
- 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.