

Community Infrastructure Levy Local Spend (CIL 15%)

Guide for Applicants 2019/20

1 Introduction

- 1.1 This document intends to give information to those completing the CIL15% Application Form and what the funds should be spent on. If you need any further guidance contact the CIL Grants Officer on 01372 732223 or for further information contact the Policy, Performance & Governance Team.
- 1.2 The CIL 15% is referred to as the “neighbourhood portion” of the levy and should be spent within communities where development is taking place.
- 1.3 Applicants will need to complete an application form and a business case for their bid.
- 1.4 It is important to note that Council officers cannot be requested to assist in the completion of the Stage 1 application forms or business cases.

2 Who can apply?

- 2.1 The scheme is open to Councillors and community groups, however each bid must be sponsored and signed by a Councillor.

3 How much money is available?

- 3.1 In 2019/20 there is £250,000 available in the CIL fund; bids must be a minimum of £10,000.

4 Timetable and Process

- 4.1 There will be a two stage process for applications.

Stage 1 will be the initial application, which will be evaluated by a Member Panel. The Member Panel will review the Stage 1 applications using a matrix. The matrix will provide an initial set of pass or fail criteria which will determine if an application should progress to full evaluation.

- 4.2 Applications should be sent to CIL15%@epsom-ewell.gov.uk.

- 4.3 All Stage1 applications must be received no later than **31st May 2019**.

- 4.4 **Stage 2** - if your application is recommended to go forward, you will be informed by the end of June 2019 and asked to complete a more detailed application.
- 4.5 Stage 2 applications will be scored using a matrix and presented to the Member Panel for evaluation, prioritisation and decision within the financial envelope.

5 Decision Making Panel

- 5.1 The Panel will consist of Members this includes the Chairman of Strategy & Resources, the Chairman of Committee & Wellbeing and as agreed by committee, one additional representative from Strategy & Resources Committee.
- 5.2 The Panel agree priorities and recommend those projects to receive funding.
- 5.3 A member of the Panel cannot evaluate a bid they have submitted, a substitute must take their place. The substitutes for the Panel shall be the Vice Chairman of Strategy & Resources Committee or the Vice Chairman of Community & Wellbeing Committee.
- 5.4 There is no right of appeal.

6 What the CIL 15 % can be spent on?

- 6.1 Funds must be spent in accordance with regulation 59 of CIL Regulations 2010 (amended). Regulation 59C shows what CIL receipts for community use (the CIL 15%) can be spent on.
- 6.2 It states that they must be spent on:
a) The provision, improvement, replacement, operation or maintenance of infrastructure.
b) Anything else that is concerned with addressing demands that development places on an area.
- 6.3 Regulation 59C does give the Council more flexibility in determining the local infrastructure needs. However this is linked to the requirement that there should be no revenue implications to the Council of the bid.
- 6.4 The Member Panel will be responsible for determining the priorities and whether a proposed bid supports the demands that development places on the area. Should there be any concern that an application is not compliant with Regulation 59C, advice will be sought from the Monitoring Officer.
- 6.5 The table below identifies types of projects that can be funded through CIL 15% but this is not exhaustive nor is it indicative of what bids should be made.

Category	Potential areas for CIL funding	Areas not likely to be covered by CIL
Community Safety	Upgrade existing CCTV cameras Crime prevention	
Community Services	Community facilities Healthy living initiatives Equipment for health centres or nurseries Resources for community clubs	Fireworks Displays Christmas Lights Carnivals
Open spaces, parks, sports and recreation grounds	War memorials Update/refurbish existing playgrounds Refurbishment of pavilions	Upgraded facilities to existing allotment sites Grounds Maintenance e.g. hedge cutting and verge maintenance Improvements to parks and open spaces that do not address the demands imposed on the area by development
Streets & public spaces	Public art Replace footpaths Street repairs and public realm Improved access New layouts Public clock Cycle parking	
Travel & transport	Bus shelters Town centre signage Cycle and pedestrians routes	

6.6 What is not eligible?

- Projects outside the Borough.
- Projects that do not have a defined business case.
- Projects that cannot evidence the wider benefits to the community.
- Works that have already commenced.
- Items within routine maintenance budgets.
- Projects that do not have the necessary statutory permissions and cannot evidence that these are being sought.
- Projects that would be deemed to be promoting a political party.
- Initiatives that conflict with existing Council policies.
- Projects that have on-going revenue costs that would fall to the Council.
- The Council cannot approve more than one bid for the same project

7. Required documentation

- 7.1 Applicants should complete the relevant application form and a business case and supply as much evidence as possible such as quotes received, plans and permissions.
- 7.2 Dependent upon the nature of the application, three quotes will be expected unless clear information as to why this is not possible e.g. Specialist suppliers.
- 7.3 The level of detail required in the business case is dependent upon the nature and value of the project.

8. What Happens Next?

- 8.1 There is no right of appeal.
- 8.2 You will be expected to agree to the terms and conditions of delivering the project as stated in the declaration on the application form.
- 8.3 The monies allocated must be committed within two years of allocation. Otherwise the Council has the right to request that the monies are returned.
- 8.4 Due to the individual nature of the projects the methodology for paying for the work undertaken may vary. However in most cases payment will be direct to the contractor upon presentation of an invoice.
- 8.5 Larger projects will be monitored through key milestones and where necessary, the allocated CIL fund will be released in instalments only once key milestones have been met.
- 8.6 The CIL Grants Officer will confirm that the works have occurred.
- 8.7 Although payment will be made direct, the contractor may not be contractually bound to the Council and the amount will not be VAT deductible, unless the Senior Accountant advises that VAT is deductible.
- 8.8 The Council has the right to request any unspent monies back.
- 8.9 If the cost of the work is in excess of the budget, no additional funds will be available from the CIL 15% fund. Where an overspend is predicted or identified the applicant should inform the CIL Grants Officer immediately. No additional funding can be made available, but assistance may be provided to review the project.
- 8.10 The quality of work will be expected to be at a level of standard acceptable to the Council. If the standard falls below that expected, then funding maybe affected or withdrawn.
- 8.11 The Council may require a plaque to be displayed confirming that the Community Infrastructure Levy has funded the project.

Key tips

1. If a project is not on Council land you will require the owner's written consent.
2. Evidence of freehold and leasehold interest may also be required.
3. Applicants will have to **secure all** the necessary statutory consents such as building regulations, environmental health licenses or planning permission
4. As part of your bid list all drawings, plan numbers (planning application reference numbers would be helpful), plans and project documents that you are including as part of your application.
5. As part of the bid you should provide some more detailed information on the project costs, including any professional fees.