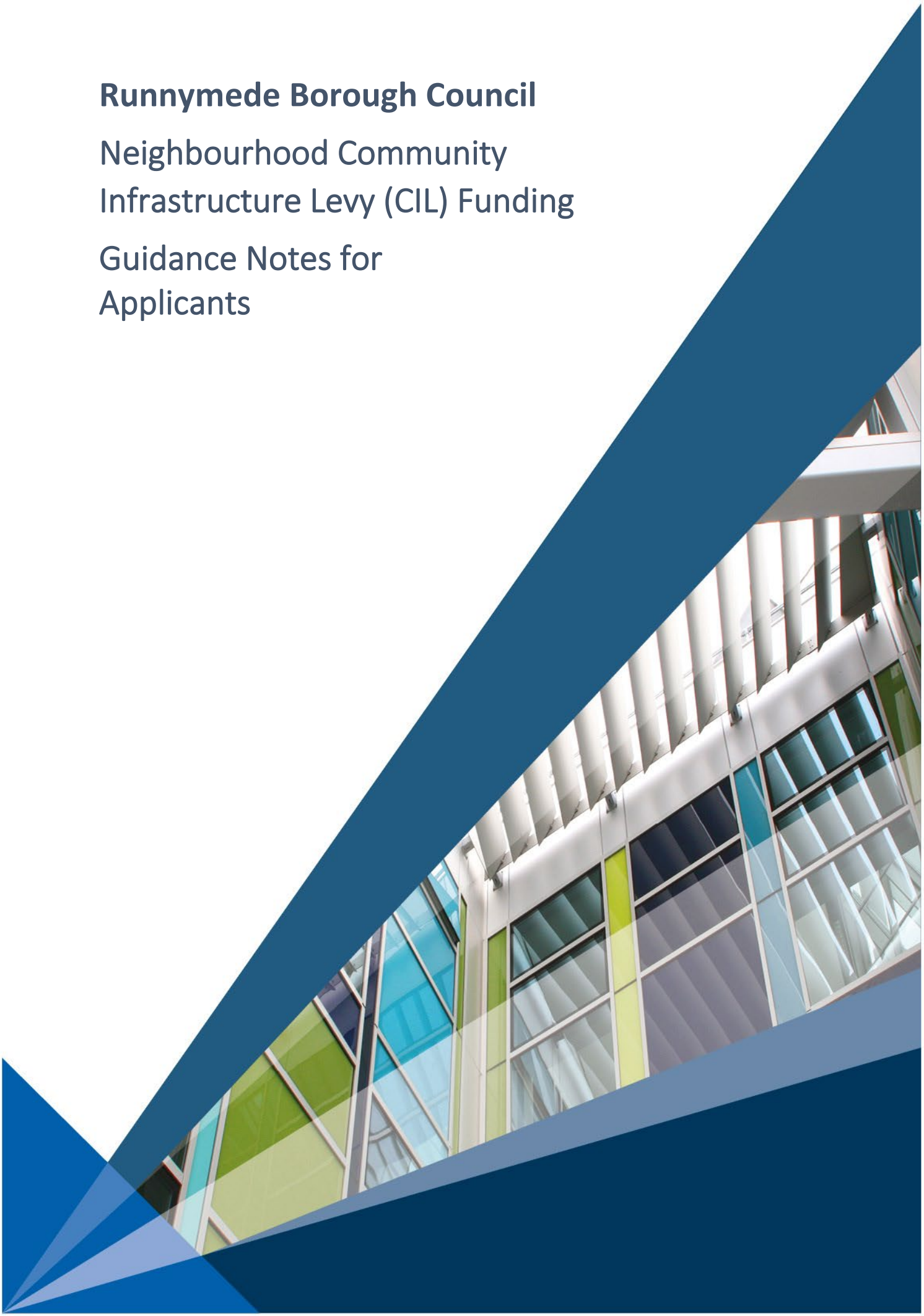
Runnymede Borough Council

Neighbourhood Community Infrastructure Levy (CIL) Funding

Guidance Notes for Applicants



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Introduction

This guidance aims to assist those completing the Neighbourhood CIL Fund Application Form. If your question is not answered in this document, please contact the Infrastructure & Developer Contributions Team on 01932 838383 or email **IDCteam@runnymede.gov.uk** for further information.

What is CIL and how is it allocated?

The Community Infrastructure Levy (CIL) allows Runnymede Borough Council (RBC) to raise funds from certain forms of new development to help fund the infrastructure needed to address the impacts of growth and development. CIL funds are used to deliver both local infrastructure schemes and more strategic infrastructure schemes.

RBC has been collecting CIL since March 2021, and funds are allocated in accordance with the CIL Regulations[1] as follows:

- An initial 5% of CIL funds collected is retained by RBC for administration purposes related to managing these funds;
- 15% (or 25% in areas with an adopted Neighbourhood Plan) is allocated to a Neighbourhood CIL Fund, to be spent in the 'relevant area' where development took place;
- The remaining 80% (or 70% in Neighbourhood Plan areas) is allocated to a Strategic CIL Fund, to deliver strategic infrastructure in conjunction with infrastructure providers.

What are the 'relevant areas' where development took place?

As there are no parish or town councils in Runnymede, RBC (as the Charging Authority) retains and manages the neighbourhood portion of CIL. Funds must be spent in the 'relevant area' where development takes place, and RBC prioritises how funds are spent in consultation with local communities.

The 'relevant area' is not ring-fenced to the ward in which development has taken place, and RBC's Governance Arrangements advocate using a larger 'place based' geography to allow for the collection and spending of more meaningful amounts of CIL funding, reflecting the Settlement Area geography used in the 2030 Local Plan.

The following nine areas have been identified as 'Neighbourhood CIL Relevant Areas':

- **Englefield Green Area**: the two wards of Englefield Green East and Englefield Green West, and the designated Englefield Green Village Neighbourhood Area, covered by the adopted Englefield Green Village Neighbourhood Plan.
- **Egham Area**: the wards of Egham Town and Egham Hythe.
- **Thorpe Area**: the designated Thorpe Neighbourhood Area, covered by the

[1] The meaning of 'CIL Regulations' in this document is the Community Infrastructure Levy Regulations 2010 and various amended regulations. Further details are found on the Government's Planning Practice Guidance: www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy.

adopted Thorpe Neighbourhood Plan, and remaining parts of Thorpe ward.

- **Virginia Water Area**: the designated Virginia Water Neighbourhood Area, which is subject to the emerging Virginia Water Neighbourhood Plan, and any remaining ward areas.
- **Longcross, Lyne and Chertsey South Area**: the extent of the Longcross, Lyne & Chertsey South ward.
- **Chertsey Area**: the wards of Chertsey Riverside and Chertsey St Ann's.
- **Ottershaw Area**: the designated Ottershaw Neighbourhood Area, which is subject to the emerging Ottershaw Neighbourhood Plan, and remaining parts of Ottershaw ward.
- **Woodham, Rowtown, & New Haw Area**: includes the Woodham & Rowtown ward, and New Haw ward.
- **Addlestone Area**: the wards of Addlestone South and Addlestone North.

Who can apply for Neighbourhood CIL Funding?

Any individual or organisation can apply for Neighbourhood CIL Funding, for a project that either their organisation will deliver, or that another organisation has agreed to deliver. RBC expects applications to come from non-profit organisations and those organisations should already have a bank account in place under their name – funds cannot be paid into personal accounts.

Neighbourhood CIL Funding bids tend to be made by local groups - such as residents associations, amenity groups, sports clubs, registered charities and community groups – as well as infrastructure providers. Groups being allocated CIL funding are expected to be formalised, have a constitution, financial accounts and relevant policies.

Please see 'Applicant Details' section below for more guidance on the type of information RBC will need about your organisation.

Applicants do not need to be based in the 'relevant area' where the project will be delivered, but it is important that applicants demonstrate how development pressures in the relevant area will be addressed, as well as local community support for the project, and community benefit within the relevant area.

Shortlist Criteria

The application form has been designed to help decision-makers assess projects against a set of shortlisting criteria, and to help prioritise projects where funding is limited.

For a project bid to meet the legal requirements for spending Neighbourhood CIL Funding[2], it must be spent to **support the development of the relevant area** by funding:

- the provision, improvement, replacement, operation or maintenance of infrastructure; or

[2] In accordance with Regulation 59F of the CIL Regulations, showing what CIL receipts for community use can be spent on.

- anything else that is concerned with addressing the demands that development places on an area.

Funds cannot therefore be spent on projects that are simply considered to be beneficial for the community – they must meet the requirements above.

As well as **addressing the demands that new development places on an area**, projects will be assessed on the extent to which they demonstrate that they:

- offer clear benefits to the local community;
- evidence local community support;
- reflect the priorities of RBC and the local area e.g. those identified in Council plans and strategies; in an adopted Neighbourhood Plan; or through other community engagement activity;
- are one-off projects that do not require additional revenue funding in their delivery or operation (or identify how additional revenue funding may be met);
- offer value for money.

The following sections offer additional guidance about how to demonstrate these criteria and requirements have been addressed.

Taking Local Government Reorganisation (LGR) into account

With the creation of West Surrey Council on 1 April 2027, it is particularly important in this year's bidding round that NCIL applications are supported by robust cost estimates, project plans/timescales, permissions and support from any relevant stakeholders, and ensure projects are sufficiently developed before applying.

At this stage of LGR, the most effective way to strengthen the position of any NCIL application is to ensure that:

- the proposed project is sufficiently well-developed, with clear scope, costs and deliverability demonstrated in an application form;
- support from any relevant delivery partners/landowners etc is secured before applying;
- the proposed project can commence ahead of vesting day on 1 April 2027, if possible;
- the proposed project can be delivered by an independent organisation rather than the local authority, given resource constraints in the lead-up to vesting day (there is limited scope for RBC teams to manage additional projects).

Applicants should be mindful that all NCIL expenditure must comply with the Council's Constitution, financial regulations and any other relevant governance requirements, including those in place on the run-up to vesting day. For larger funding proposals, additional governance and constitutional approvals may be required before funding can be formally committed, which could lead to delays in progressing proposals.

What is not eligible?

Whilst the definition of infrastructure as per the CIL Regulations is quite broad, there are some projects which will not be eligible for neighbourhood CIL funding:

- projects situated outside the Borough.
- projects that have commenced prior to a funding decision being made by RBC;
- items within routine maintenance budgets;
- projects that do not have the necessary statutory permissions or cannot evidence that these are being sought;
- projects that do not have the necessary support from any relevant delivery partner(s) e.g. landowners / leaseholders / the local or county council;
- projects that would be deemed to be promoting a political party;
- projects that have ongoing revenue costs that would fall to RBC;
- projects that conflict with existing RBC policies;
- VAT that applicants can subsequently reclaim;
- RBC cannot approve more than one bid for the same project.

Only infrastructure projects relating to the Neighbourhood CIL Relevant Area(s) will be considered. If any projects are located outside of the Borough, but help to mitigate the impacts of development in Runnymede, then use of the strategic CIL fund should be explored. Please note it may be determined that some projects are better funded through other funding sources, such as through the strategic CIL fund, or other grant funding opportunities described on RBC's website: Grant funding – Runnymede Borough Council.

In accordance with the CIL Regulations, neighbourhood CIL can fund costs associated with operations or maintenance, but this should be a for a time-limited period only, and the project must demonstrate future financial security after the time-limited period of neighbourhood CIL funding expiring.

There is scope for CIL to also fund VAT costs, but CIL will not be awarded for spending on VAT where VAT can be reclaimed. If VAT cannot be reclaimed, VAT costs can be included in the application form, but it will be at RBC's discretion as to whether VAT will be included in the project costs paid for by CIL.

How much Neighbourhood CIL Funding is available and how much can I apply for?

When making an application, applicants should investigate and take into consideration the amount available in the Neighbourhood CIL Relevant Area funding pot. The amount of funding available can be seen on RBC's 'live' CIL Dashboard, on the Public Facing Module: Runnymede Borough Council PFM - CIL[3].

If a ward is not showing in the drop-down list, then either no CIL has been collected in that area, or no CIL is currently available in that area.

Applications can be made for full or part-funding of a project. However, part-funding applications must make clear where all other funding will come from to secure the

[3] Instructions on how to group wards into 'Relevant Areas' are available on the 'Home' tab at: https://pfm.exacom.co.uk/runnymede/index.php.

stated project total, and that these funds are being actively secured.

If a project has deliverable phases, it is beneficial to break down the project and list the phases and associated cost of the phase in the application form. It is also beneficial to list whether any element / phase of a project is dependent on another, and if there is any preference for funding of these.

Where should I send the application form and by when?

Applications for neighbourhood CIL spending rounds must be completed and submitted by the deadline on the application form, which is made available ahead of each spending round opening.

The amount of detail and information provided on the application form should be proportionate to the scale of the project. For example, an application for funding a bench or play equipment would not be expected to supply as much evidence as an application for a large community building regeneration project.

Neighbourhood CIL Fund Application Forms and supporting information should be returned to RBC as follows:

- By email to **IDCteam@runnymede.gov.uk**; or
- If email submission is not possible, by post to: Planning Policy Team, Runnymede Borough Council, Runnymede Civic Centre, Station Road, Addlestone, KT15 2AF.

Can I submit multiple applications?

Yes, you may submit proposals for more than one project. You must submit a separate application for each project.

Can my project cover multiple Neighbourhood CIL Relevant Areas?

Yes, you may submit projects that benefit more than one 'relevant area' identified above. You only need to submit one proposal for each such multi-area project. The application form will need to demonstrate community support from each area that has generated the NCIL funding.

COMPLETING THE FORM

The following section provides further guidance when answering the questions in the application form.

Section 1: About Your Project

Please provide specific information relating to the project. This includes the name of the project as well as the address where the infrastructure is located (including postcode). Please also provide a map showing the exact location of the project, which will help decision-makers determine the extent of Neighbourhood CIL Funds available to the relevant area in which the project is being delivered.

Under ‘Project description’, please provide a detailed description of the project. What is it? Why is it important? What are the aims and outcomes? Who will use the infrastructure / who will benefit? Also provide any helpful context, for example if the project is part of a larger programme.

The form asks if the project has already started to determine eligibility for funding.

Section 2: Applicant Details

A named contact from the organisation(s) involved will need to sign the declaration at the end of the form. We will send all correspondence about this application to the main contact listed on the form.

Under ‘Type of organisation’, please provide information on the legal status of your organisation. The type of organisations that might be applying include:

- Community or voluntary groups
- Community Interest Companies
- Charities or trusts
- Public sector organisations

If a registered charity, please provide the registration number. As described above, you must let us know if you are able to reclaim VAT as RBC will not cover the costs for VAT if they can be claimed back by the applicant. Failing to declare the ability to reclaim VAT will automatically void the application at any stage.

The organisation must already have a bank account in place under the name of the organisation.

List any ‘Project or delivery partners’ – for example, a contractor or consultancy firm; any landowners or leaseholders who will need to support project delivery; or any teams at RBC or Surrey County Council (SCC) if their support is required in delivering the scheme. Please note that SCC is the Highways Authority, and their in-principle support must be secured before any application for transport improvements is submitted.

Provide the name and contact information of any partners, including the name of your contact(s). If RBC or SCC will deliver the project on your behalf, please provide the name of the team and/or officer(s), as well as evidence of their agreement to deliver the project.

Section 3: Identifying the Local Need & Community Benefit

Use this section of the form to explain the development pressures that the project is addressing and the benefits it will bring.

This section should be used to help RBC understand how the project meets the statutory requirement in the CIL Regulations to ‘**support the development of the area’**. The Runnymede 2030 Local Plan[4] sets out a spatial strategy explaining how

[4] Available at: www.runnymede.gov.uk/planning-policy/runnymede-2030-local-plan

the Borough is expected to grow to 2030, and the Annual Monitoring Report[5] can be used to understand what types of development have been delivered to date, and where. If helpful, documents which underpin the Local Plan[6], such as the Infrastructure Delivery Plan and the Open Space Study, identify various infrastructure needs generated by growth in the Local Plan. If you think your project would help meet these needs, please explain how.

However, there may also be other local priorities for infrastructure, identified through local engagement activity, which can help address demands that development places on an area – including those identified in Neighbourhood Plans (or their supporting evidence). As explained above, the CIL Regulations allow applicants to consider quite broadly what is needed to help mitigate the impacts of development in a local area.

You should also use this section to describe the benefits the project will bring to the local area or community, for example, improved physical or mental wellbeing, improved access to services, safety for pedestrians and cyclists, and/or community cohesion. Schemes which promote community cohesion are those which help address fractures, remove barriers and encourage positive interaction between residents/groups.

Please also describe any support for the project from the local community. National planning practice guidance explains how RBC, as the charging authority, should try to ensure the use of NCIL funds reflects priorities expressed by local communities – so this section of the application forms helps us achieve this.

Have you discussed the project at local resident or community group meetings; with other local organisations that represent residents; or run local surveys? You can include evidence such as letters of support or minutes of meetings with the application.

You may also want to make your ward Councillors aware of your intention to apply. You can find their details under "Your Councillors" on RBC's website. Please indicate whether you have discussed the project with your local Ward and/or County Councillors on the form. At a minimum, the support of a ward councillor, who champions the interests, needs and views of local residents, can help demonstrate local support for a project.

Section 4: Deliverability

This section of the form explores whether the project is deliverable, the timeframe within which it can be delivered, and any risks to delivery.

Please give details about who will be delivering the project. It is expected that applications for neighbourhood CIL funding will come from the delivery organisation, but there may be extraordinary circumstances where this is not the case. If so, please

[5] Available at: www.runnymede.gov.uk/downloads/download/87/monitoring-progress-of-local-plan-policies

[6] Evidence supporting the 2030 Local Plan is available at: https://www.runnymede.gov.uk/planning-policy/planning-policy-evidence-based-documents, and updated evidence supporting the Local Plan review is available at: www.runnymede.gov.uk/planning-policy/2030-local-plan-review-evidence-base-documents/5.

specify who will be delivering the project. Please note that if any scheme involves land or property owned, leased or managed by Runnymede Borough or Surrey County Council (including the highways network), then it is likely the Council will need to lead on delivery and inform the application for NCIL funding. Evidence of in-principle agreement from the relevant party should accompany the application form.

The form asks whether any studies, design work or other preparatory work have been undertaken to support the project. For instance, has feasibility work has been carried out to determine technical issues and establish costings? If further project development work is required, it may be more appropriate to seek project development funds through a two-stage process i.e. stage 1: feasibility / evaluation funding; stage 2: implementation funding. Alternatively, if this investigative/preparatory work is part of the NCIL funding request, ensure these are included in the list of elements to be funded in section 5 of the form.

The form requests information about any further works, relevant permissions and approvals that might be required for the proposed works to go ahead. If planning permission is required but you do not yet have consent (either because an application has been submitted but not yet decided, or an application has not yet been submitted), please provide details. In addition to any potential planning permission, please list and provide details of any other legal powers or regulatory consents required. This can include lease extensions,covenants on the land / other legal consents, permission from the County Council etc.

It is the applicant's responsibility to determine if planning permission is required for a project. If planning permission is required for the scheme, please provide details on what stage of the process you have reached. Please note that planning permission costs cannot be included within the costing of the project to be funded through CIL.

Please also indicate if the project is reliant on any other project(s) starting first, and disclose information regarding the ownership of the building(s)/land.

A timeline of the project must be supplied, specifically including a start and estimated completions date. Please note projects awarded CIL funding must start within 12 months of accepting the terms and conditions after any funding decision is made. With West Surrey Council being established on 1 April 2027, it is advised that approved projects commence promptly once funding decisions have been made (currently anticipated to be early in the new year).

You must also explain how ongoing revenue commitments will be met in order to show that the project is sustainable in the long term. RBC, and in the future, West Surrey Council, will not be in a position to fund any schemes which generate ongoing revenue commitments. If a third party is expected to manage and maintain the infrastructure, RBC requires evidence to be submitted with the application demonstrating agreement from the maintenance/management provider(s).

Finally, please highlight any additional risks to delivery which RBC should be made aware of, and **how** you propose to mitigate these risks.

Section 5: Project Costs and Funding

Indicate the total cost of the project (i.e. not just the elements for which CIL funding is sought) and the amount of CIL funding you would like to apply for. It is possible for NCIL funding to cover total project costs, if this is justified. Include a cost breakdown of different project components, excluding costs associated with *preparing* the CIL funding bid. If any investigative / preparatory work is part of the Neighbourhood CIL Funding request, ensure these are included in the list of elements to be funded by CIL.

Cost estimate documentation must be submitted in support of your bid. Full quotes should be submitted with the application as attachments – it is recommended that at least three competitive quotes are sought. If the project requires specialist or bespoke work, and three providers in the area do not exist, please state this on the application form and provide at least one quote.

Please give details of all identified sources of funding for the project, including contributions from third parties such as other organisations or through grant schemes. Indicate the status of the funding (e.g. proposed / bid submitted / approved in principle / secured) and indicate the percentage of the total cost. This breakdown should include any contribution that your organisation is putting into the project. Any stated funding amounts must exactly total the full project costs.

It is important you let us know if you are applying for funding from any other body and you must inform us if any applications are successful / unsuccessful whilst this bid is being considered. There is space on the form to indicate the risks and available alternatives if other funding applications are unsuccessful.

Please let us know why you are seeking CIL funding and **how** it will add value to the project. For example, would CIL funding help secure the overall delivery of the project; would CIL funding help bring forward the project earlier; would CIL enhance the quality of the project and thus increase the benefit to residents or enable the benefit to be sustained for longer?

Finally, please detail any existing/previous Neighbourhood CIL Funding and/or any other funding (including grants, capital project funding, etc.) awarded to you/your organisation by RBC, for any project or purpose within the last five years.

Section 6: Further Details

An opportunity to provide any other relevant information not captured elsewhere, and to list the evidence you are submitting to support your application.

Section 7: Declaration

Please make sure you read the declaration carefully, sign the form and return it by the deadline.

The applicant needs to understand that it is a regulatory requirement for successful applications that the following information is published: name of your organisation,the

project name, description, location and funding amount awarded.

RBC may use images of projects resulting from the award of CIL funding as part of publicity and/or publicly available monitoring material. Should you not want images of this project included in any publication please ensure this is stated on your application, with an explanation.

What happens after submitting an application?

We will confirm receipt of your application, run validity checks, and confirm whether all required information has been received. We reserve the right to ask you to provide further information if necessary to validate the application, and a deadline will be provided for submitting any additional information requested. Failure to provide the requested details by the deadline will result in the application being invalid and not being considered.

The Developer Contributions Advisory Group – made up of senior RBC officers who form the Corporate Leadership Team and seven elected Ward Councillors – will then consider valid applications (estimated to be mid-January 2027). Prior to the meeting, each valid application will be carefully reviewed against the assessment criteria described in the section above, and officers will make clear recommendations for the Advisory Group to consider and apply to their decision-making process.

Applicants (and/or a Ward Councillor on your behalf) may be invited to attend to speak in support of your application and answer questions from Advisory Group members.

The Advisory Group will recommend a shortlist of projects for Neighbourhood CIL Funding, which will be considered by RBC's Corporate Management Committee (estimated to be February 2027). Applicants will be formally notified of the decision to fund, partially fund or refuse a project in writing within a few weeks of the meeting.

Please note the assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.

Payment of CIL funding

Successful projects must be able to commence within the twelve months following the acceptance of terms and conditions, although it is recommended that projects commence more promptly after any funding decision is announced, and terms and conditions of funding have been agreed.

Full terms and conditions will be sent along with an award letter to successful applicants. These will specify how the funds must be used exclusively for the purposes described in this application form, and how the applicant will be expected to provide all necessary information required for the purposes of reporting on the progress and delivery of the successful project.

Where relevant, the CIL funding will be conditional upon the applicant obtaining any necessary building regulations and/or planning permission and any other consents or

permissions as may be required.

Payment will be made **after completion of the project** to the satisfaction of RBC and after submission of verifiable invoices/receipts/evidence of delivery. You must have a bank account in the name of your organisation into which RBC will pay the funding. If this payment procedure is likely to impact the delivery of the project, RBC would welcome a discussion with successful applicants – it would be helpful if this is flagged up within any submitted application.

The CIL funding is a one-off payment which can cover time-limited revenue costs, but will not result in any longer-term future revenue commitment by RBC. The responsibility to secure ongoing maintenance, revenue liability or ongoing future funding related to the application lies with the applicant. The Council may require documentary evidence of how such responsibilities and any future funding will be met. If the applicant is unable to meet these requirements, RBC reserves the right to withhold, vary or terminate payment of funding /or require any or all the CIL award to be repaid.

For all information contained within this document contact:

Runnymede Borough Council
The Civic Centre
Station Road
Addlestone
Surrey KT15 2AH

Tel 01932 838383

email: developercontributions@runnymede.gov.uk

www.runnymede.gov.uk

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