

# TANDRIDGE DISTRICT COUNCIL - COMMUNITY INFRASTRUCTURE LEVY FUND GUIDANCE NOTES

The Community Infrastructure Levy (the levy or CIL) allows local planning authorities to raise funds from development built in their area. The funds raised must be spent on strategic infrastructure which is needed to support the growth of the district.

All CIL bids need to meet Regulation 59 of the CIL funding rules. Applicants should use the following links for further guidance.

[The Community Infrastructure Levy \(regulation 59\)](#)

[Planning Practice Guidance - Community Infrastructure Levy](#)

Tandridge District Council (TDC) are inviting eligible applicants who have passed the mandatory criteria in stage one, Expression of Interest (EOI), to submit a full application bid for funding from the Community Infrastructure Levy (CIL) pot. Please do not complete the application form unless you have passed the EOI stage and have been notified by officers at TDC.

This guidance note is intended to assist applicants in completing stage two, the full application form. Applications will open from **2 August 2021 and close on 13 September 2021.**

Applications should be submitted electronically to [cilbid@tandridge.gov.uk](mailto:cilbid@tandridge.gov.uk).

Please ensure that you use these guidance notes to assist you in completing the application form and submit the relevant documents to support your application.

The minimum CIL funding that can be applied for is £20,000. No maximum limit on CIL funding has been set however CIL funding should be used in addition to other funding sources and should only represent a proportion of the total costs of the project.

Each project will be assessed against a set of criteria (outlined below) by the Tandridge District Council Officers. Officers will recommend the highest scoring bids **to committee/the Working Group** for consideration for funding. Feedback will be provided to applicants that do not pass the scoring threshold at stage two.

All applicants with bids to be considered at **committee/the Working Group** will be invited to attend the meeting and given the opportunity to present (maximum 3 minutes) to Councillors and answer any questions. Once all projects have been heard Councillors will determine the allocation of funding. This may be a full or partial award, and reasonable conditions may be attached. Officers will be in contact with successful applicants to agree a contract for the payment of funds.

## Scoring Mechanism

Each benefit will be scored from 0-6 by a panel of officers and explanation of the final scores will be provided. Where the project does not meet a benefit in any way a score of 0 will be given. Scores of 1 or 2 will be given for where a project contributes at a low level to the benefit, a score of 3 or 4 will be given where a project is considered to partially contribute to the benefit, and scores of 5-6 will be reserved for projects where the project will make a significant contribution to the benefit.

Scoring elements	Description	Weighting (1-6)
<b>1. Supports impact of development</b>	<ul style="list-style-type: none"> <li>• The application must provide evidence to show how the project supports development in the area in accordance with Regulation 59 of the CIL Regulations;</li> <li>• Evidence must be submitted to show to what extent the project either:               <ul style="list-style-type: none"> <li>a) mitigates the deficit in infrastructure resulting from recent development, thereby supporting future growth in the area. Please refer to specific developments in the area and include planning application references where applicable; and/or</li> <li>b) is forward funding infrastructure which will support the future growth of the area. Please refer to any committed development, such as allocations within the Local Plan and/or references to recently approved planning applications;</li> </ul> </li> <li>• Evidence of the deficit in infrastructure which is to be addressed by the project must be provided. This may include usage forecasts, and existing and alternative capacity assessments e.g. reference to relevant strategies or studies and/or analysis of census data for example;</li> <li>• Officers will assess to what extent the project would align with the Local Development Plan for Tandridge i.e. the emerging Local Plan, Core Strategy etc.</li> <li>• Officers will also assess to what extent the project would align with the TDC Strategic Plan and SCC Place Ambition where applicable, as well as any relevant Neighbourhood Plans.</li> </ul>	6
<b>2. Enables economic growth and regeneration</b>	<ul style="list-style-type: none"> <li>• Evidence should be provided of any new job opportunities and/or new businesses that would result from the project;</li> <li>• Evidence should be provided of any expected increased spending in the local area;</li> <li>• Officers will also assess to what extent the project would align with any relevant economic strategies or studies where relevant (E.g. TDC Strategic Economic Assessment, TDC Town and Local Centre Review, TDC Retail and Leisure Study, TDC Caterham Town Masterplan SPD).</li> </ul>	6
<b>3. Flood defence provisions</b>	<ul style="list-style-type: none"> <li>• Evidence should be provided of the extent to which the project would provide flood protection against existing and/or future homes, commercial space and/or infrastructure;</li> <li>• Officers will assess to what extent the project would align with the SCC Local Flood Risk Management Strategy where applicable.</li> </ul>	5

<p><b>4. Improves health provision</b></p>	<ul style="list-style-type: none"> <li>• Evidence should be provided of the extent to which the project would increase the capacity, breadth and/or quality to local health services;</li> <li>• Evidence of the need for improvements and/or expansions to local health services in relation to recent or committed development in the District should be provided;</li> <li>• Evidence to support any other stated health or well-being benefits should be provided;</li> <li>• Officers will assess to what extent the project would align with the relevant CCG Estates Plan where applicable.</li> </ul>	<p>4</p>
<p><b>5. Improves provision of education</b></p>	<ul style="list-style-type: none"> <li>• Evidence should be provided of the extent to which the project would increase the capacity, breadth and/or quality to local education services;</li> <li>• Evidence of the need for improvements and/or expansions to schools and nurseries in relation to recent or committed development in the District should be provided;</li> <li>• Evidence to support any other stated educational benefits should be provided;</li> <li>• Officers will assess to what extent the project would align with Surrey County Council's School Organisation Plan where applicable.</li> </ul>	<p>4</p>
<p><b>6. Improves transportation and/or road safety</b></p>	<ul style="list-style-type: none"> <li>• Evidence should be provided of the extent to which the project would increase the capacity of road networks surrounding a recent or committed development in the District. This may include safety measures such as reconfigured junctions or new crossings;</li> <li>• Evidence should be provided of the extent to which the project would increase the capacity, breath or quality of public transport or any other transportation routes, such as cycling or pedestrian routes within the District. Evidence of the need for improvements or expansion of these routes in relation to recent or committed development in the District should be provided;</li> <li>• Officers will assess to what extent the project would align with Surrey County Council's Transport Plan where applicable.</li> </ul>	<p>3</p>
<p><b>7. Improves provision of amenity (including play areas, open spaces, parks and green spaces, cultural and sports facilities).</b></p>	<ul style="list-style-type: none"> <li>• Evidence should be provided of the extent to which the project would increase the capacity, breadth and/or quality to local amenity services; Support housing growth in the area through increased capacity, breadth and/or quality to local amenity services;</li> <li>• Evidence of the need for improvements and/or expansions to local amenity services, in relation to recent or committed development in the District should be provided;</li> <li>• Evidence to support any other stated public amenity benefits should be provided;</li> <li>• Officers will assess to what extent the project would align with the TDC Open Space Strategy and evidence in the TDC Open Space Study.</li> </ul>	<p>2</p>

<p><b>8. Supports climate emergency and environmental measures</b></p>	<ul style="list-style-type: none"> <li>Evidence to support any environmental benefits should be provided, including how the project would support climate emergency measures. This could include: <ul style="list-style-type: none"> <li>reduction to carbon emissions;</li> <li>improvements to air quality;</li> <li>energy upgrades;</li> <li>sustainable travel improvements; and/or</li> <li>creation of natural spaces.</li> </ul> </li> <li>Officers will assess to what extent the project would align with the emerging TDC Climate Change Action Plan and SCC Surrey's Climate Change Strategy.</li> </ul>	<p>2</p>																
<p><b>9. Match funding</b></p>	<p>This would be measured by the % of match funding to CIL award.</p> <table border="1" data-bbox="411 622 1090 913"> <thead> <tr> <th>Match funding</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>0%</td> <td>0</td> </tr> <tr> <td>1-15%</td> <td>1</td> </tr> <tr> <td>16-30%</td> <td>2</td> </tr> <tr> <td>31-45%</td> <td>3</td> </tr> <tr> <td>46-60%</td> <td>4</td> </tr> <tr> <td>61-75%</td> <td>5</td> </tr> <tr> <td>76%+</td> <td>6</td> </tr> </tbody> </table>	Match funding	Score	0%	0	1-15%	1	16-30%	2	31-45%	3	46-60%	4	61-75%	5	76%+	6	<p>6</p>
Match funding	Score																	
0%	0																	
1-15%	1																	
16-30%	2																	
31-45%	3																	
46-60%	4																	
61-75%	5																	
76%+	6																	
<p><b>10. Value for money</b></p>	<ul style="list-style-type: none"> <li>Evidence of three tenders for the work is required, and justification for the option chosen;</li> <li>Evidence of the need for CIL funding to deliver the project;</li> <li>Evidence regarding the level of match funding and any wider leverage/investment the project may deliver;</li> <li>An assessment against any core outcomes e.g. cost per job/home (against national benchmarks)/ cost-benefit analysis;</li> <li>Details of project timescales, phasing, maintenance</li> <li>Officers will assess to what extent the project represents value for money using the following: <ul style="list-style-type: none"> <li>Economy: has the cost of the project been minimised whilst also having regard to quality?</li> <li>Efficiency: to what extent does the project make optimal use of space and resources?</li> <li>Effectiveness: to what extent does the project fulfil its purpose?</li> <li>Equality: to what extent does the project benefit all members of the local and wider community?</li> </ul> </li> </ul>	<p>6</p>																

## Application Form Guidance

The application form template should be completed for all projects that have been invited to apply for funding from the CIL pot following a successful Expression of Interest application.

The application form template covers key area's that will be assessed against the above criteria.

<b>Project title:</b>	Please give the project a suitable name.
<b>Project address/location:</b>	Please identify the location of the project (a red-edged site plan should be provided).
<b>Lead delivery organisation:</b>	Outline who the lead organisation is. This needs to be an organisation capable of signing a legal agreement.
<b>Organisation address:</b>	Address of lead organisation.
<b>Type of organisation:</b>	Surrey County Council, Tandridge District Council, Environment Agency, NHS Clinical Commissioning Group, School, GP surgery, Parish Council, Community or Business Group, Charity or Private Company.  This list is not exhaustive.
<b>Lead applicant name and contact details:</b>	Key contact details, including email and telephone number.
<b>Issue date:</b>	Date application form submitted.

### 1. Overview

<b>1.1 Overview of the project</b>	Please provide a clear and concise overview of the project
<b>1.2 What will the CIL funding be used towards?</b>	Please summarise how the CIL funding will be spent.
<b>1.3 Please choose a strategic infrastructure area that is most appropriate to your project</b>	Please choose all benefits that relate to the project. The more benefits it relates to, the higher the score may be.
<b>1.4 Highlight how the project fits the chosen priority above and other benefits it may address</b>	Please explain how the project fits into each strategic infrastructure area ticked in question 1.3.
<b>1.5 What key improvements would this project generate</b>	Please summarise the improvements this project will generate, being specific to the local area the project falls in.

### 2. Project specifics and financial case

<b>2.1 Expected total project cost and source of funding.</b>	Please complete the summary table provided. Please ensure you name the source of funding and the anticipated year the funding will be spent.
<b>2.2 Please set out the project expenditure items.</b>	Please complete the breakdown of expenditure table provided where possible and the amount of funding for each element.
<b>2.3 Why is the CIL funding required?</b>	Explain why CIL Funding is required– indicate all other options that have been looked at. Where possible highlight what would happen to the project progression if CIL is not granted. Is this funding the last resort?
<b>2.4 Value for money</b>	Please detail how the project would offer good value for money. You should look to address the following. Cost per job, cost per home, cost benefit analysis and any other evidence of value for money.

<b>2.5 VAT status</b>	What is the VAT status of the project?
<b>2.6 Ownership / Lease status</b>	Please outline the length of the lease, if under 7 years are there any restrictions? If owned please list the ownership bodies, percentages and any outstanding liabilities.
<b>2.7 Expected tangible core outputs/outcomes</b>	Complete the table indicating any core outcomes the project will create and how much. E.g. jobs, new roads, floorspace, car parking spaces, cycle / pathways etc.
<b>2.8 Main risks and issues the project will need to manage?</b>	Please summarise the key risks to the project that will need careful management. We also expect a full risk register to be submitted as an annex.
<b>3. Strategic case</b>	
<b>3.1 Describe the case for the need for intervention and how it will support recent or committed development in the District</b>	Please summarise why the project is needed and how it will make a difference to the local area. Please provide evidence to show how the project would support either recent or committed development (or both). Please include references to any relevant planning applications and/or local plan allocations.
<b>3.2 Stakeholder Engagement</b>	Indicate what stakeholders support the project and their interests, and if you have any evidence that could support this. You can also indicate what stakeholder engagement has been conducted.
<b>3.3 What consultation has been/will be carried out for the project.</b>	Please outline what type of consultation is needed for the project and whether it has been carried out or when it is likely to be carried out. Any consultation undertaken as part of the Neighbourhood Plan process should be included in this section if it is relevant to the project being proposed.
<b>3.4 Project dependencies</b>	Please outline any dependencies that will affect the project e.g. statutory approvals, planning approval. If not yet sought, please outline when they will be.
<b>3.5 Project disruptions</b>	Please outline any disruptions to the local area and the impact the project may have e.g. road closures, noise pollution, delays to certain events etc.
<b>3.6 – 3.13 outlined above in the scoring criteria.</b> Please identify all relevant benefits of the project providing any relevant evidence. This may include reference to published plans, studies or strategies, or evidence generated or gathered by your organisation. The weighting for each benefit is outlined in the scoring criteria and TDC officers will assess each project against each of the ten benefits listed.	
<b>3.14 Has the project already received CIL funding? If yes, please explain.</b>	Please explain the amount CIL funding the project has received in the past, when it received it and what is was used for.
<b>3.15 Is the project linked to any Strategies, the Tandridge Local Plan or a Neighbourhood plan?</b>	Please identify any strategies, plans or policies that the project links to and how.
<b>4. Commercial case</b>	

<b>4.1 Procurement Plan</b>	Please provide details of your envisaged procurement route and procurement plan and outline the timescales. Please provide evidence of at least 3 tenders/quotations for completing the project and use the space below to summarise why the preferred tender was selected. The 3 tenders /quotations must be provided as separate pdfs. If unable to secure the 3 tenders/quotations please demonstrate why.
<b>4.2 Involvement of private development partners.</b>	If any, please outline any private development partners involved in the project and how.
<b>4.3 How will the project contribute towards social value.</b>	Please outline what social value impacts the project will bring to the local area. Social, Economic and Environmental impacts.
<b>4.4 Please provide details on ongoing maintenance (lifecycle costs) and identify the responsible party.</b>	Please explain what party is responsible for the on-going maintenance and for how long.
<b>5. State Aid / Subsidy rules</b>	
<b>5.1 I declare the amount of de minimis State aid received in the last three years prior to submission of this application for a grant is less than 200,000 Euro</b>	Please be aware of the relevant legislation and tick the box to confirm declaration. Please provide an explanation if for any reason you cannot tick the box.  Post the UK's exit from the EU this is a complex and changing matter and may depend on the type of purpose of the grant or the grant organisation. Internal legal involvement is advised when completing the application form to ensure compliancy with funding rules.
<b>6. Management case</b>	
<b>6.1 In which financial year do you expect the project to commence.</b>	Outline the year / quarter the project is likely to commence.
<b>6.2 In which financial year do you expect the project to complete.</b>	Outline the year / quarter the project is likely to complete.
<b>6.3 Is the project urgent?</b>	What is the urgency of the project, if it didn't happen now, would there be any knock-on effects.
<b>6.4 Please set out the key milestones related to the project.</b>	Complete the table indicating specific project milestones. This should show both start and completion date for the project, along with the CIL funding being fully spent. If possible please include events/PR opportunities.
<b>6.5 Project management governance</b>	Please set out the project management arrangements including key roles and responsibilities.
<b>6.6 Communication and stakeholder management</b>	Please set out how the communication and stakeholder management will be dealt with for the project and the frequency communication will take place with stakeholders.

## 7. Declaration

### Declaration

Please confirm that the information provided in the application form is complete and correct.

You must ensure that the person signing the form is authorised to do so on behalf of your organisation.

Please sign, print date and include the title of the person signing.

Please attach all relevant documentation needed.

DRAFT