



## **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:**

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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.

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](mailto: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.

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**APPLICATION FORM**

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Question	Response
1. Name of Ward or Neighbourhood Area	Canalside
2. Name of councillor submitting the application (or anyone with delegated authority to submit the application on behalf of councillors). Please list all Borough Ward Councillors and County Divisional Councillors who have been consulted prior to submitting the application.	Councillor Javaid (Canalside Ward)
3. Preferred contact details of councillor submitting the application (phone number or email or address)	<u><a href="mailto:CllrAnila.Javaid@woking.gov.uk">CllrAnila.Javaid@woking.gov.uk</a></u>
Name of Project Manager who will be responsible for the proper implementation of the project and for all associated cost/financial processes.	Elaine McGinty - Phoenix Cultural Centre CIC Phoenix Cultural Centre CIC Board Member Finance - Joe Buckley APAD Phoenix Cultural Centre CIC Board We are also externally audited annually.
4. Name of project/infrastructure that CIL money will deliver	Repair and maintenance of lifts in Cultural space* to allow accessibility and widen community participation
5. Location of the project such as address, Location Plan.	32 Goldsworth Rd Woking GU21 6JT

<p>6. A brief description of the project and what it seeks to achieve</p>	<p>Phoenix Cultural Centre CIC has been given use of a large building to house cultural, community, wellbeing and learning activities for 3 years with a view to a permanent space. The building has 40k sqft available plus 100 car park spaces &amp; outdoor space. As well as their own work, PCC are offering space to groups such as Surrey Choices, Man In The Moon Theatre, Surrey Arts, Surrey Minority Ethnic Forum, The Jam Exhibition &amp; many others both groups &amp; individuals. The owners of the building are offering it rent free and investing £120k in works to make good for community use however the lift repair and maintenance will be out of budget. This is estimated to be £25k over the 3 year period. With the lifts out of action the only available accessible space is 10ksqft which will cut out a lot of users and work that could help others ie Surrey Arts wish to keep their 'Up!' accessible orchestra there on a floor above the venue but without lift access this won't be possible. If we can get the lifts working not only can we support more people but attract more interest and income to Woking.</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>The whole project is costed as  £120000 Building repair - ECOWorld  £10000 Phoenix works - decoration, cctv, Wi-Fi, cleaning, capital items etc  £25000 for the lifts - initial repair and ongoing safety and maintenance during the project.  £280000 - sliding cost of contribution for three years - employing staff members, utilities, insurances, equipment (currently with national lottery)</p> <p>We request £25000 as we are starting out to get the building ready. We have included project management. Note as yet this is an estimate sent by owners who have a lift condition survey but as yet no quotes</p> <p>We are awaiting quotes from owners and will sign the lease this week.</p> <p><u>Officer comments: the applicant has amended their request and now wishes for CIL funding (earmarked) for £17,500 to pay for works.</u></p>
<p>8. Would there be additional sources of funding necessary and available to deliver the project? If yes, provide details</p>	<p>Yes, we have secured some ie owner's contribution (£120k, Phoenix reserves £70k, Arts Council £14500 - programming, Power to Change - £20k sustainability work &amp; supporting transition)  We have an application with The National Lottery Reaching Communities at its final stage for core costs - £280k  Current funding secured is ring fenced and can't be used on lifts or large capital costs such as this</p>
<p>9. A brief statement of why CIL funding is being sought?</p>	<p>For accessibility measures in a community cultural space to open up usage to create greater impact and support for community members and a greater income and sustainability for the project going forward ie increased hire income</p>

<p>10. How would the project help address the demands or impacts of development in the area.</p>	<p>It provides a community cultural and wellbeing space in the heart of the town where none currently exists.  It utilises an empty building and brings economy and vibrancy back into an area waiting for development  It increases accessibility to learning, employment and leisure for a broad range of people  It provides space that is not currently available for groups working with specific communities of need to meet their needs an increase the impact of their work</p>
<p>11. Is there evidence of broad community support for the project? Please provide the necessary evidence. In particular, any written support by Ward and County Councillors and from local community groups, specific references to surveys and Neighbourhood Plans are examples of evidence to demonstrate support. Applications might be delayed/deferred and/or refused without the necessary evidence of local community support for the project.</p>	<p>Yes, we have gathered evidence over a number of years and piloted the project in several different locations. We had two resolutions by WBC to find us space in 2014 &amp; 2019 following these pilots.  We had been given a permanent space by Woking BC in recognition of the value of the project to the Borough but due to the financial situation the budget to refit it was removed.  We applied to Your Fund Surrey and as part of that process had to gather information to demonstrate support. We received letters of support from LinkAble, Surrey Minority Ethnic Forum, Woking College amongst others and from local and county councillors as well as our MP  We have mapped our project to Woking's 2027 plan and are part of Surrey's Cultural Partnership strategy, founding members of Woking Arts Hub Steering group, representatives on Surrey Police Hate Crime Scrutiny Panel.</p>
<p>12. What is the indicative timescales for the delivery of the project</p>	<p>Lease signing taking place July 23.  Work is starting to restore the building immediately with aim for community side to be finished in 4 weeks and Live venue in 8 weeks with opening beginning of Sept.</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 earmarked for the Ward or Neighbourhood Area and not by the Council.</p>	<p>There would be maintenance checks to be carried out and this has been included in the CIL amount applied for.</p>
<p>14. Would you need planning permission to carry out the works? Officers can provide advice.</p>	<p>Planning permission is at the final stage and was submitted by the owners. Advice has been sought throughout.</p> <p><u>Officer comments: planning permission has been granted on 21<sup>st</sup> July 2023 for (PLAN/2023/0313)... “Temporary change of use of part of the ground floor and first floor of 32 Goldsworth Road to an events space Sui Generis and use of car park for outdoor events for a period of 5 years.”</u></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><u>Officer comments: as part of PLAN/2023/0313, SCC (as Highway Authority) provided comment. To sum “the application would not have a material impact on the safety and operation of the adjoining public highway. The County Highway Authority therefore has no highway requirements.”</u></p>
<p>16. When to submit an application</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.