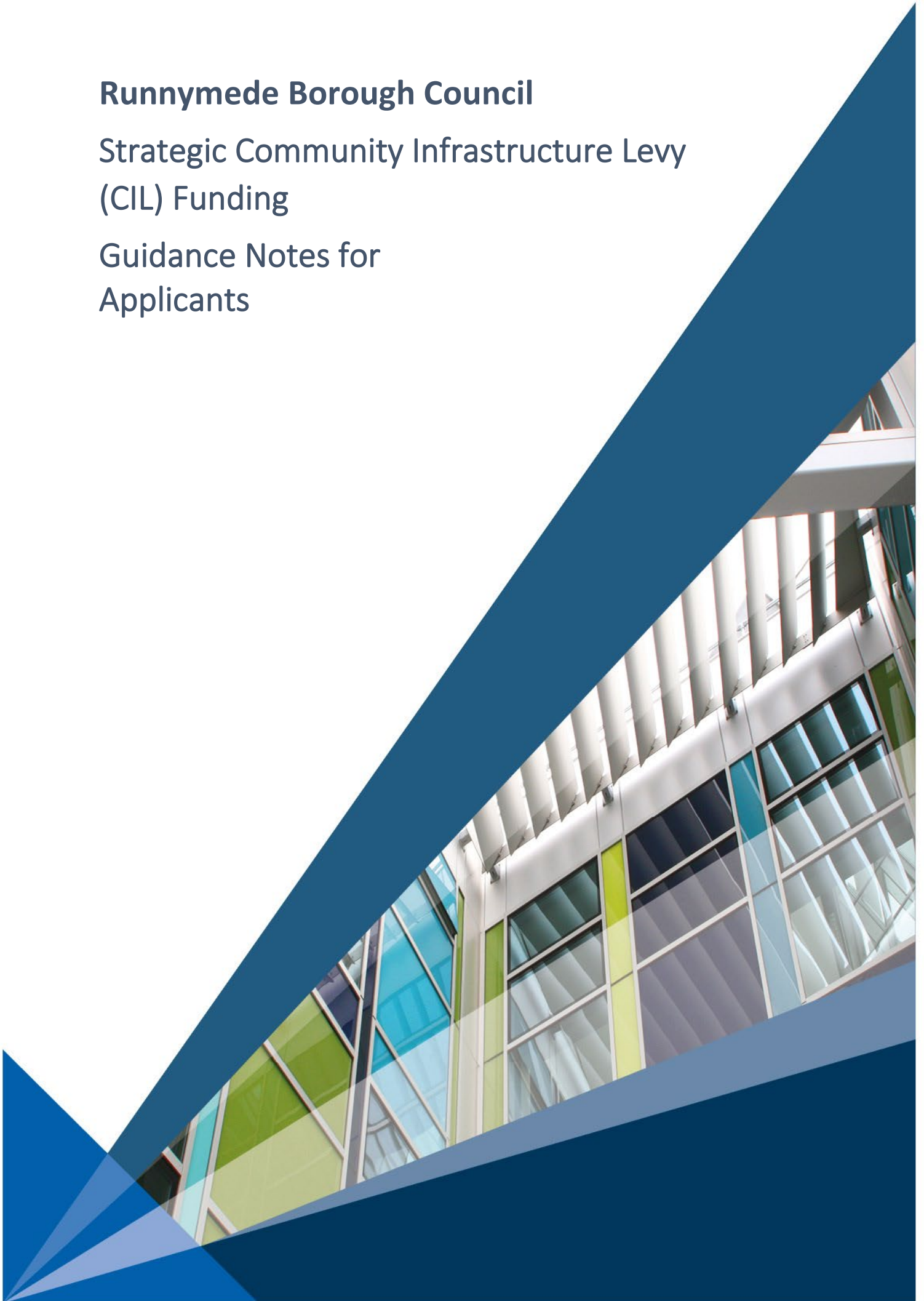


Runnymede Borough Council

Strategic Community Infrastructure Levy
(CIL) Funding

Guidance Notes for
Applicants



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1. Introduction

- 1.1 The Community Infrastructure Levy (CIL) is a charge applied to certain new developments, with collected monies helping to fund infrastructure required to support the infrastructure needs generated by new development. The principle behind CIL is that certain types of development should contribute financially to the cost of providing or improving infrastructure that is required to support it. CIL must be paid to Runnymede Borough Council (RBC) following the commencement of each chargeable development.
- 1.2 This guidance expands on that provided in the adopted [Governance Arrangements](#) (adopted in 2023). This guidance document is for organisations who are completing the Strategic CIL Funding application form with information against which projects will be assessed for inclusion on RBC's CIL Funding Programme and for the use of strategic CIL funding.
- 1.3 For those who would like to submit updated/new project information for future consideration as part of the CIL Funding Programme, please refer to the separate Infrastructure Delivery Schedule (IDS) Update Guidance Notes, and use the IDS Update Proforma provided on the following website: www.runnymede.gov.uk/planning-policy/planning-policy-evidence-based-documents/14.
- 1.4 To discuss a potential project or for further guidance, please contact the Infrastructure & Developer Contributions Team on 01932 838383 or email IDCteam@runnymede.gov.uk.

2. How is CIL allocated?

- 2.1 Of the 100% of CIL revenue collected, the CIL Regulations permit RBC to retain 5% for CIL administration purposes. A 25% neighbourhood portion will be retained by RBC from CIL receipts collected in areas of Runnymede which have an adopted Neighbourhood Plan in place, and a 15% neighbourhood portion (capped at a certain level dictated by the CIL Regulations) will be retained in areas without an adopted Neighbourhood Plan. The Governance Arrangements describe how RBC will consult with local communities about how funds can be used, including to support priorities set out in Neighbourhood Plans.
- 2.2 The remainder of the CIL monies (70/80%) are then retained by RBC to be spent on strategic infrastructure to support new development across Runnymede. Each year, RBC invites project information and bids from infrastructure and service providers, and other stakeholders such as Members and local community groups, to help us identify the most appropriate infrastructure projects to allocate CIL to in the year ahead.
- 2.3 The Infrastructure Delivery Schedule (IDS) comprises an important part of this process for the purposes of strategic CIL spending.

3. What is the Infrastructure Delivery Schedule (IDS)?

- 3.1 RBC manages an Infrastructure Delivery Schedule (IDS), which is a database of all infrastructure projects identified as being required in the borough over the Local Plan period (currently to 2030) to support new development.
- 3.2 Each year, RBC works with infrastructure providers and other stakeholders to update existing schemes and/or identify new schemes, for inclusion on the IDS. As set out in the adopted [Governance Arrangements](#), the IDS is a key document to be used to inform decision-making on how CIL monies should be spent, and the information within it helps RBC make decisions about the prioritisation of strategic CIL funding.
- 3.3 To have your proposal considered for strategic CIL funding in the future, you should therefore ensure we have up-to-date information on the IDS, with as much information provided as is possible.
- 3.4 A formal 'IDS Update' exercise takes place annually, ahead of each annual CIL Funding Programme commencing. A separate IDS Update Guidance Note and IDS Proforma are available on RBC's website at: www.runnymede.gov.uk/planning-policy/planning-policy-evidence-based-documents/14. IDS Proformas can be submitted outside of the formal consultation period, but there is no guarantee that a project will be considered and included on the revised IDS in time for consideration as part of the annual CIL Funding Programme.

4. What is the definition of infrastructure?

- 4.1 The CIL Regulations set out that a charging authority must apply CIL to funding the **provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area**. CIL can be used to increase the capacity of existing infrastructure, or to repair failing existing infrastructure, if that is necessary to support development.
- 4.2 As described in the [Governance Arrangements](#), the Planning Act 2008 and the CIL Regulations 2010 (as amended) define infrastructure as follows:
 - a) roads and other transport facilities;
 - b) flood defences;
 - c) schools and other educational facilities;
 - d) medical facilities;
 - e) sporting and recreational facilities; and
 - f) open spaces.
- 4.3 However, this list is not exhaustive and the national [Planning Practice Guidance](#) states that: "the levy can be used to fund a wide range of infrastructure, including transport, flood defences, schools, hospitals, and other health and social care facilities (for further details, see [section 216\(2\) of the Planning Act 2008](#), and [Regulation 59](#) of the CIL Regulations 2010 as amended by the [2012](#) and [2013 CIL \(Amendment\) Regulations](#)). This definition allows the levy to be used to fund

a very broad range of facilities such as play areas, open spaces, parks and green spaces, cultural and sports facilities, healthcare facilities, district heating schemes and police stations and other community safety facilities”. This flexibility gives local areas the opportunity to choose what infrastructure they need to deliver their Local Plan.

5. What is not eligible for strategic CIL funding?

5.1 The following will not be eligible for strategic CIL funding:

- projects that do not meet the requirements of the CIL Regulations 2010 (as amended);
- projects that are not defined as ‘infrastructure’ (e.g. affordable housing);
- projects which aim to remedy pre-existing deficiencies, where they will not be made more severe by new development;
- standard, ongoing revenue costs for existing infrastructure;
- standard annual maintenance or repair for existing infrastructure;
- VAT that applicants can subsequently reclaim¹.

5.2 In accordance with the regulations, it is possible that CIL can fund costs associated with the operation and maintenance of infrastructure, such as staffing costs, facilities operating costs and other ongoing costs, but there are limitations with this. As with all CIL spending, revenue costs must be related to infrastructure required to support growth or development; and revenue costs can only be funded by CIL for a time-limited period and only for projects which can demonstrate ongoing self-sufficiency or other sources of funding. The time limit will be set on a case-by-case basis, informed by the availability of CIL and evidence projecting when the project will no longer require CIL revenue.

5.3 These limitations are necessary because CIL is a finite resource and future revenue is not guaranteed, therefore indefinitely relying on CIL would likely result in projects being suddenly shut down. Taking into account the volume of capital projects required to meet development needs in Runnymede, there is no guarantee that there will be sufficient CIL funding available to meet revenue costs. Applicants are therefore steered towards other sources of funding for these costs.

6. How much strategic CIL money is available?

6.1 RBC cannot allocate more funds than are available; therefore applicants are encouraged to consider the total monies available when completing the form. The amount of funding available can be seen on RBC’s ‘live’ CIL Dashboard, on the Public Facing Module: [Runnymede Borough Council PFM - CIL](#).

6.2 It is challenging to estimate future CIL funds due to the unpredictable nature of planning permissions – actual income is entirely dependent upon the rate at

¹ Please note that 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.

which any CIL liable development is delivered, and the monies received. However, officers can work with infrastructure providers to estimate future income if helpful.

7. Who can apply for strategic CIL funding?

- 7.1 In accordance with legislation, any infrastructure delivery person, body or organisation may submit a form and apply for strategic CIL funds to help deliver eligible infrastructure projects in the borough. However, it is anticipated that in the main, applications will be submitted by internal and external infrastructure and service providers.
- 7.2 To be able to allocate CIL to a project, we require a contract to be completed with successful external applicants. To be able to enter into a contract with RBC, please ensure your organisation is a legal entity able to enter into such a contract.

8. What are the key considerations when assessing projects for CIL funding?

- 8.1 The application form is designed to collect all the information RBC needs to undertake an assessment as to whether a project is scoped, ready, costed and deliverable, and is capable of being funded by CIL under the CIL Regulations. The form also collects information to allow RBC to assess and prioritise proposals as to their suitability for CIL funding. If proposals do not currently meet some/all the assessment criteria, they can remain on the IDS for consideration for CIL funding in future years.
- 8.2 Proposals will be assessed for suitability against the following criteria:

1. Are CIL monies needed to deliver the project?

This criterion ensures all infrastructure projects which do not require CIL monies are rejected at the outset, reducing unnecessary assessment of projects. Not all schemes on the IDS will require CIL monies, with funding provided wholly from other sources, and so these can be discounted from the assessment process at an early stage.

The form allows applicants to explain clearly why CIL funding is crucial for the project.

2. Is the project clearly identified as 'Infrastructure' as per the CIL Regulations and Government Guidance, and if so, does the project meet a local need or demand that has arisen from new development?

Paragraph 4.1 above describes how a local authority can only spend CIL on the provision, improvement, replacement, operation or maintenance of infrastructure required to support the development of its area. Paragraphs 4.2-4.4 describe how 'infrastructure' is defined.

Submissions **must** identify why that project is required to support new

development, by identifying what the need is, and where it derives from. It should set out the economic, social and environmental impacts, and who will benefit from the project (whether they are local or from a wider area).

Given that CIL is public funding, any new or improved facilities should clearly demonstrate accessibility to as wide a wide range of people as possible and/or widespread public benefit. The form also asks whether the project will have any impact on individuals or groups with protected characteristics².

Those projects that cannot sufficiently justify why they are required to support new development will not be considered further for the CIL Funding Programme.

3. Is the project identified as strategic infrastructure within RBC's Infrastructure Delivery Schedule (IDS)³ / Infrastructure Funding Statement⁴ or is it for infrastructure that supports growth of the area identified within a relevant local strategy e.g. any of RBC's Corporate Plans or Strategies?

The [Governance Arrangements](#) explain how this criterion will be used to help differentiate and prioritise between projects that meet other assessment criteria, by considering whether the project is identified within a relevant infrastructure list and/or local strategy as being of strategic importance to meet needs generated by new development.

Section 3 above describes the role of the IDS, and a range of relevant strategies and policy documents for infrastructure delivery is identified in the form. Your submission should set out which (if any) strategies and policies your scheme is identified within and/or will help to deliver. The IDS (as part of the wider Infrastructure Delivery Plan) helps deliver the 2030 Local Plan, as well as a range of plans and strategies produced by individual infrastructure organisations.

RBC's Corporate Business Plan 2022-2026 and five strategies which underpin it are available at: www.runnymede.gov.uk/strategies-policies/corporate-business-plan-strategies.

4. Which category does the project sit within in RBC's hierarchy of prioritisation?

This criterion helps ensure the level of priority for each project is clearly understood. RBC's [Infrastructure Delivery and Prioritisation Supplementary Planning Document \(SPD\)](#) sets out how our Infrastructure Delivery Plan ranks infrastructure projects and types which are required to support the level of development expected during the Local Plan period into those which are critical, essential, a policy high priority or desirable. The SPD contains

² For guidance on 'protected characteristics', see [Equality Act 2010: guidance - GOV.UK](#).

³ Available here: [2030 Local Plan Evidence Base documents – Runnymede Borough Council](#)

⁴ Available here: [How we spend CIL/S106 contributions – Runnymede Borough Council](#)

descriptions of each infrastructure category, and the types of infrastructure within each priority. See also Appendix 1 of this guidance document for ease of access.

Whilst consideration of schemes higher up the hierarchy are likely to be viewed as more critical, there may be times that the particular circumstances of schemes lower down the hierarchy are given preference due to the particular merits of a scheme or benefits that they bring.

If your project does not appear in the SPD's hierarchy, you can use the space in the application form to make a case about which prioritisation level you consider your project to come under, using the prioritisation level descriptions in Table 2-1 of the SPD.

5. Are clear project costs and funding known?

Projects must be financially deliverable. The form is designed to provide information which allows RBC to consider whether there are full, clear and realistic project costs and firm funding proposals in place that would confirm technical and financial deliverability. Where applicable, this should include concept and design costs, itemised physical infrastructure costs and potentially contingency costs to mitigate unforeseeable events that your project may encounter during its implementation.

It is recognised that design costs are not capital costs. However they are often necessary and an integral part of the overall successful delivery of the capital infrastructure works in larger-scale projects. Therefore a small percentage may be included in the final bid amount for CIL funding if necessary. Priority will be given to those projects that will seek to utilise match-funding from elsewhere to absorb costs associated with design costs. See Section 5 above for guidance on revenue costs and VAT.

RBC seeks to allocate monies to projects which can be implemented in the short-term (1 to 2 years of receiving the funding), to allow for a rolling programme of delivery. RBC needs to see robust proposals before allocating CIL monies to a project. Where costs are unknown, the assessment will assume that the project is not financially deliverable within the next two years.

Where a project proposes match-funding from another source which has not been secured, there must also be questions over the deliverability of that project (but those questions may not ultimately rule out a project entirely in the assessment, depending on the precise circumstances of the match-funding).

6. Are other sources of funding available? Is the delivery of the infrastructure already accounted for in the strategy of another agency to fund and deliver?

For schemes which do require CIL monies, all forms should provide full information to demonstrate how essential CIL monies are to securing the

delivery of the project, and set out what other funding sources have been explored and/or identified.

Match funding is an important aspect of project funding, to make the most of the CIL funding available and add value to a project. The assessment criteria therefore support projects that have secured or are highly likely to secure match funding. Timescales associated with the financial receipt and deadlines for spending of match funding will be taken into account in the assessment of the project. These details of the match funding must therefore be included with any project bid.

However, this is not to say that a project which proposes funding solely from CIL will be discounted, as these are also eligible for funding in accordance with the CIL Regulations.

Schemes from third parties or other infrastructure providers which have other sources of funding or delivery strategies potentially available to them should seek to utilise those funding sources first and are unlikely to be given high priority for CIL monies.

A further consideration, but not a definitive one in decision-making, is whether the project will provide greater value for money by using CIL monies to lever in other funding. While leveraging in match funding would clearly be a positive, it would not be appropriate to disadvantage a project simply because it does not have access to other funding and would rely solely on CIL monies.

7. Are there ‘Neighbourhood’ CIL monies available in the Relevant CIL Area in which the project is located that could be used to wholly or partly fund the project?

It is also important to consider the current or future availability of neighbourhood CIL (nCIL) funds which could be utilised in the area in which lower-cost projects are to be located. This could ‘free up’ strategic CIL monies for other, larger projects that serve a wider area or that are not in areas which benefit from having nCIL funds. Therefore, as part of the assessment, RBC will consider whether a project might be more suitably funded by nCIL monies that are available in an area.

The amount of nCIL available can be checked on RBC’s CIL Dashboard: [Runnymede Borough Council PFM - CIL](#).

The Infrastructure & Developer Contributions Team will also be able to identify any suitable non-specific S106 funding available that may be available to part or fully fund a project. If you are aware of any alternative suitable funding such as nCIL or S106 funding, please identify these within the form.

8. When can the infrastructure be delivered and what are the potential risks/constraints to delivery?

RBC seeks to allocate monies to projects which can be implemented in the short-term (1 to 2 years of receiving the funding), to allow for a rolling programme of delivery. As it is expected that only a certain number of IDS schemes will be deliverable in any one year, this allows the majority of CIL monies to build up over a number of years in order to fund larger, costlier, strategic schemes in the future. RBC wants to avoid allocating valuable CIL funding to a project only to see it fail to be delivered.

However, there is also scope to include projects on the CIL Funding Programme which will receive provisional allocations, whereby RBC will await the accrual of further CIL monies over time in order to fund delivery.

Please use the space in the application form to describe the proposed timeline for the project, including any key milestones (and milestone completion dates), and what will be achieved at each stage of the project.

The [Governance Arrangements](#) make it clear that the deliverability of the project will be assessed. Priority will be given to projects that have identified potential barriers or risks to delivery and have sought to mitigate or minimise any such risks.

As a minimum, you should take the following factors into account:

- a) Does land/property owner consent need to be achieved (where infrastructure development is proposed on land/property not within the control of the bidder)?
- b) Acknowledgement of regulatory requirements such as planning, building or environmental controls and any timescales associated with gaining any required permissions or consents. Applicants should state who they have discussed any such legal requirements with and what advice they have received.
- c) Failure to secure match funding identified in any project bid.
- d) On-going or future liabilities regarding management or maintenance and who will be responsible for them.

Any feasibility studies already carried out in relation to the project should also be provided in full to support a project bid.

9. Does the project help meet at least one of RBC's corporate priorities?

The [Governance Arrangements](#) explain how this criterion will be used to help differentiate and prioritise between projects that meet all other criteria above, by considering whether the project helps meet at least one of RBC's corporate priorities. Submissions must provide clear evidence of **how** the project will help achieve the corporate priorities which are listed in detail in the form.

RBC's Corporate Business Plan 2022-2026 and five strategies which underpin it are available at: [Corporate Business Plan and strategies – Runnymede Borough Council](#).

10. Could the scheme help facilitate or accelerate the delivery of other major infrastructure in the Borough?

Another key consideration is whether the scheme could help facilitate or accelerate the delivery of other major infrastructure in the Borough, particularly if aligned with other funding sources. This should be made clear in the section of the form which requests information on the benefits of the scheme, and in the last question when detailing why CIL funding is needed/how it will add value to the project.

9. What are the timescales for strategic CIL spending?

9.1 Allocation of strategic CIL monies is an annual process as part of the CIL Funding Programme (CFP) (although the Governance Arrangements do, in exceptional circumstances, allow for urgent spending decisions to be made outside of the normal CIL Funding Programme). Bidding rounds take place where there are sufficient strategic CIL funds available for allocation. The following table shows the indicative timetable for key stages of the annual CFP:

CIL Funding Programme Timetable	Details
IDS Update <i>Jan - Feb onwards</i>	Infrastructure and service providers contacted to invite updates on existing projects and submission of new projects for inclusion on the IDS.
Call for Bids <i>Spring</i>	Infrastructure and service providers contacted to invite bids on existing projects contained within IDS, or new projects that may require CIL funding.
Validation & Preliminary Assessment <i>Late Spring / Early Summer</i>	Validation checks undertaken and project bidders contacted and requested to provide any missing/updated information in support of their bid (one opportunity provided). Assessment of updates/bids received against CIL funding assessment criteria and preparation of bids and information in readiness for consideration by Developer Contributions Advisory Group (DCAG).
Further Assessment and CFP prepared <i>Summer</i>	Further assessment of projects by DCAG, draft CIL Funding Programme (CFP) prepared. Agree on public consultation materials. Notification of bids that are not suitable for CIL funding and so will not progress.
Public consultation <i>Summer / Autumn</i>	Public consultation on draft CFP. Prepare consultation statement of consultation outcomes and make amendments (if necessary) to draft CFP.
Review & Committee Approval <i>Autumn</i>	DCAG to review consultation outcomes and agree on recommended draft CFP to present to Corporate Management Committee (CMC). Report to CMC with recommendations for CFP. Notify bidders of outcomes.
Post Approval – Legal &	Offer letters and grant agreements / memoranda prepared in consultation with Legal Services for execution. These documents will set out the terms

Financial Arrangements <i>Autumn / Winter</i>	and conditions of the funding, to be entered into by RBC and third party / project owner. Implementation and financing of approved schemes can commence. Infrastructure Funding Statement updated and published by 31 December.
Monitoring of CFP Delivery <i>Ongoing</i>	Monitoring of scheme delivery commences. Engagement with providers recommences to discuss following year's CFP.

10. Where should I send the form and by when?

10.1 Strategic CIL application forms are made available on the website to download and complete during the bidding stage, to be returned to RBC:

- By email to IDCteam@runnymede.gov.uk; or
- By post to: Infrastructure & Developer Contributions Team, Planning Department, Runnymede Borough Council, Runnymede Civic Centre, Station Road, Addlestone, KT15 2AF.

10.2 Completed forms must be returned by the deadline quoted on the form to be validated and assessed for strategic CIL funding. Validation checks might include whether evidence signposted in the application form has been submitted in support of the application; checking financial information provided; and/or checking the details of preliminary permission/consent information.

11. Can I submit multiple forms (applications)?

11.1 Yes, you may submit forms for more than one project. You must submit a separate form for each project.

12. What happens if my project is allocated CIL monies?

12.1 Where projects are being delivered by external parties, that provider will be required to sign a Grant Agreement with RBC, confirming how the CIL monies must be used, any specific milestones/timeframes, and agree that any unspent or unused funds will be returned to RBC in accordance with CIL Regulations.

12.2 Where projects are being delivered by Runnymede Borough Council or Surrey County Council, that provider will be required to provide full details of costs and delivery timescales, and seek any relevant approvals required by RBC's Constitution before commencing the project.

12.3 Agreements or Memoranda of Understanding will describe how RBC will work with the provider following the approval of monies to monitor delivery of the project.

12.4 If an allocation of CIL is offered, please note that RBC will not forward fund the project's costs except in exceptional circumstances. Payments will ordinarily be made on completion of the project or at completion of pre-agreed project milestones, in accordance with the Agreement / Memoranda of Understanding.

13. What happens with unallocated and unspent CIL funds?

- 13.1 Funds which are not allocated each year will be aggregated by RBC and drawn from as appropriate schemes are identified in the future. It is anticipated that larger infrastructure schemes will be funded this way, as it will give time for the collected monies to accumulate into larger values.

APPENDIX 1: Merged Table 2-1 and Table 2-2 of the Infrastructure & Prioritisation SPD displaying infrastructure descriptions as per the Infrastructure Delivery Plan, and the types of infrastructure in each priority level.

Prioritisation level	Description	Infrastructure project/type
Critical	Infrastructure which must happen to enable growth. Without critical infrastructure development cannot proceed and the Plan cannot be delivered.	Suitable Accessible Natural Greenspace (SANG); Improvements to junctions and links on the A320 Corridor and M25 Junction 11 as identified in the A320 North of Woking bid as awarded and at the St Peter's Hospital Roundabout (junction 8).
Essential	Infrastructure required to mitigate impacts arising from the operation of development. Lack of delivery is unlikely to prevent development in the short-term but failure to invest could result in delays to development in medium-long term as infrastructure capacity becomes constrained.	Improvements to the Local or Strategic Road Network not identified as A320 Corridor improvements as specified above; Active and sustainable transport improvements and facilities; Early years, primary and secondary education facilities including SEN; Primary, secondary and mental healthcare facilities; Flood defence and drainage projects.
Policy High Priority	Infrastructure supporting wider strategic or site-specific objectives as set out in Plan Policies but lack of delivery would not prevent development.	Green and Blue Infrastructure (GI & BI) including outdoor sports, playspace for children & teenagers, parks & gardens, amenity greenspace, main rivers, water courses, floodplains, river corridors and wetlands; Built community space and facilities.
Desirable	Infrastructure required for sustainable growth but unlikely to prevent development in short to medium term.	Allotments; Natural and semi-natural greenspace not designated as SANG; Biodiversity Opportunity Area (BOA) projects and Priority Habitat restoration/enhancement projects; Emergency service infrastructure.

For all information contained within this document contact:

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