



Hertsmere Borough Council

Guidance for applications to the Council's Strategic Community Infrastructure Levy (CIL) Bid Fund

May 2024

1. Introduction

- 1.1. This guidance document is for organisations who are intending to apply for Hertsmere Borough Council's Strategic CIL bid funding.
- 1.2. Applications are invited to be assessed at the meetings of the Community Infrastructure Levy Investment Panel (CILIP) the dates of which are published on the Council's website. In order for any bids to be assessed at the relevant meeting of the CILIP they will need to be received 3 weeks prior to the meeting. Should bids be received after this date, they will be considered at the following meeting. All the information needed to apply is on the Council's website at: [Community Infrastructure Levy Fund - Hertsmere Borough Council](#)
- 1.3. Please ensure that all application bid forms are sent to: cil.monitoring@hertsmere.gov.uk
- 1.4. This includes:
 - The application form, which is to be completed and submitted by the applicant.
 - Factors considered when determining whether projects/schemes are to be funded through Strategic CIL – this enables there to be transparency in how applications will be considered by officers.
 - The Strategic CIL Spend Procedure – this explains the mechanism and governance arrangements for how the Council will spend CIL.
 - The Infrastructure Funding Statement (IFS).
- 1.4. If an organisation plans to submit a bid for Strategic CIL, it is important to read this guidance document.

2. Who can apply for Strategic CIL bid funding?

- 2.1 Any organisation that can successfully deliver an infrastructure project that supports growth in the Hertsmere Borough Council local authority area can apply for funding. Applications for schemes located outside of the local authority area can be submitted, if they can adequately demonstrate that they support growth in Hertsmere. Eligibility to apply does not confirm funding will be granted.
- 2.2 Major infrastructure projects are most likely to be delivered by infrastructure providers such as Hertfordshire County Council (HCC), as the Highways Authority and Education Authority, other transport providers and organisations such as the Environment Agency and CCGs and Health Trusts. Hertsmere Borough Council are also likely to apply for funding.
- 2.3 Organisations who have smaller projects and partial funding towards larger projects, should be reminded of the availability of 'Neighbourhood Portion' money in some areas, and should contact Town/Parish Councils to check the availability of money and application process.

- 2.4 The Strategic CIL process is considered open to all given its publication on the Council's website. Key infrastructure providers have been notified directly that the application process is open. The Council's Communications Team will also raise the profile of the Strategic CIL bid fund.

3. Timescales

- 1.5. Applications for Strategic CIL bid funding should be submitted to cil.monitoring@hertsmere.gov.uk. In order for any bids to be assessed at the relevant meeting of the CILIP they will need to be received 3 weeks prior to the meeting. Should bids be received after this date, they will be considered at the following meeting.
- 3.1 The Council will aim to notify all applicants of the outcome of their application as soon as practicable.

4. How much Strategic CIL money is available?

- 4.1 For the Strategic CIL bid, the total amount allocated per CILIP will depend on the applications submitted and outcomes.
- 4.2 It is important to only apply for money which can be clearly demonstrated to be needed to deliver a project/scheme.
- 4.3 As previously referenced, smaller amounts of the 'Neighbourhood Portion' are available from Town/Parish Councils, which is separate to this application process. Neighbourhood Portion money cannot be applied for from this process.
- 4.4 The Council's CIL will not entirely fund a project, partial funding is needed from other sources too. Applicant should not rely on CIL to make up the bulk of their full project cost, unless they can demonstrate significant wider benefits and meet all other considerations.

5. What projects will be funded by CIL?

- 5.1 In determining what CIL can be spent on, please refer to Section 3 of the Strategic CIL Spend Procedure, 'What can CIL be spent on?'.
5.2 Hertsmere Borough Council must spend its CIL on the provision, improvement, replacement, operation, or maintenance of infrastructure¹ needed to support the development of the area. However, the Council's Strategic CIL Spend Procedure identifies that applications for schemes that relate to the maintenance of a piece of infrastructure rather than capital works is an inappropriate use of CIL and will

¹ Infrastructure is defined as including roads and other transport facilities, flood defences, schools and other educational facilities, medical facilities, sporting and recreational facilities, and open spaces (S216, Planning Act 2008, as amended by Regulation 63).

not be funded. The main factor when applying for CIL for maintenance is whether delivering the maintenance will support development, such as increasing capacity or usage. There will also be consideration given to the scale - does the scheme relate to a key piece of infrastructure, the use or capacity of which is being restricted.

- 5.3 Any applications for standard maintenance that could be considered to relate to general failing management for instance, will be considered inappropriate.
- 5.4 Applications for maintenance will be considered on a case by case basis. Whilst the above gives some guidance, it is not possible to fully set out what will and will not be considered suitable for funding in relation to maintenance.

6. Determining applications

- 6.1 All applicants are advised to read the Strategic CIL Spend Procedure and Officers assessment criteria- Factors considered when determining whether projects/schemes are to be funded through Strategic CIL, to understand further how applications will be considered and determined.

7. Guidance for the application form

- 7.1 Guidance for the application form has been provided in the below table. Please make sure all responses to the questions are clear and concise.

Section No.	Section heading	Information required
1	Contact information	<p>Provide details of the organisation proposing the project, including all contact information.</p> <p>The organisation should provide details of the lead contact for delivering the project/scheme. We must be provided with an email address and direct number for contacting this person as we may need to discuss the application further.</p>
2	Project basic information	<p>The project/scheme name should be a summary of the proposal and only consist of a few words.</p> <p>The location of the project needs to be provided so that the Council can understand where the site is in relation to existing and proposed development in the area. Please provide a site location address and post code.</p> <p>Provide a description of the proposed project/scheme. If available and relevant to your proposal you can provide supporting documentation relating to specifications from external suppliers.</p>

		<p>If the project/scheme is being promoted in partnership with additional organisations, please provide details on their involvement.</p> <p>Please provide details of any pre-application planning advice obtained, when and by whom.</p> <p>If any additional consent is required to deliver the project, applicants should provide further details.</p>
3	Need for the project/scheme	<p>Applicants must clearly demonstrate the need for the project/scheme and supply evidence to justify the need.</p> <p>The project/scheme proposed must be identified within the Infrastructure Delivery Plan and the type of infrastructure must be referred to in the Infrastructure Funding Statement.</p> <p>It is expected that the project/scheme is part of an existing plan, programme or strategy. Please provide a link or a copy of this documentation.</p> <p>Applicants must make sure that any proposed project/scheme can demonstrate how it supports growth as a result of development in Hertsmere Borough Council.</p>
4	Public benefit of the project/scheme proposed	<p>This is the applicant's opportunity to demonstrate the public benefits of the project/scheme, focusing on the economic, social and environmental benefits and how it will make a difference to the borough and the residents of Hertsmere.</p> <p>Applicants can also describe who exactly the project/scheme will benefit or refer to particular groups within the community.</p> <p>It is also important for applicants to explain the overall public benefits of the scheme and likely timescales for the benefits to occur.</p>
5	Current Status	<p>Applicants need to confirm if the project/scheme is ready to commence if funding is approved. If the project is not ready to commence then reasons need to be listed.</p>
6	Funding	<p>Please make sure to indicate the total cost of the project and provide supporting evidence of how this has been costed. You can attach a business case and the complete tender process and a calculation of costs. If a project/scheme is not subject to a full tender process, then quotes should be provided. We would</p>

		<p>expect three quotes and they need to be valid for a period of approx. 6 months. The quotes should be for the same provision and comparable. If multiple contractors are required, then this process will need to be followed for all contractors.</p> <p>Please indicate the Strategic CIL funding required on the form.</p> <p>Applicants should provide confirmation of the additional sources of funding secured/sought for the project/scheme. Applicants must demonstrate funding from alternative sources and no project/scheme will be fully funded by the Council's Strategic CIL.</p> <p>The Council needs to understand why an organisations capital/revenue funding is not sufficient to fund a project/scheme.</p> <p>Please indicate if a bid for the 'Neighbourhood Portion' of CIL funding for the project/scheme has been made.</p> <p>Applicants are asked to confirm if the project scheme is to be completed via staged payments and whether that would be acceptable. The Council's position is that payments will be paid in arrears unless otherwise agreed on a case by case basis. Applicants need to provide a clear breakdown of the anticipated funding requirements and a timetable. This does not have to be definitive, it can be estimated at this stage. This is so we can establish how best to support the project funding.</p>
7	Costs associated with the project/scheme	<p>Applicants need to explain if there are going to be any future running costs associated with the infrastructure created and estimate how much this would be. Please provide information on how future revenue costs will be funded.</p> <p>Provide details on how the infrastructure will be maintained following completion of the project/scheme and who will be responsible for the maintenance.</p>
8	Deliverability	<p>Record details on the anticipated start and finish date for the project/scheme. If this is not known at this stage, please enter "not known". If the dates are estimated but not the confirmed dates, please make this clear e.g. 27/08/24 (estimated). If key project milestones are known, please provide them.</p> <p>Please provide details on whether any consultation have been carried or is planned for the</p>

		<p>project/scheme. It would also be beneficial to know if any assessments have been completed on a qualitative or quantitative basis or usage surveys produced. This could be for instance the details of any clubs or groups that use facilities and how regular these occur. Information on the demand for the infrastructure you are providing.</p> <p>Please note applications from Strategic Infrastructure Providers do not need to demonstrate local support. However, such schemes shall instead rely on inclusion in existing strategies or plans. If local support was required, it would question the value of the project/scheme, which is not the intention of the CIL spend process. Where applicants are not Strategic Infrastructure Providers, it is recommended that evidence is supplied to show local support either from confirmation from the Town/Parish Council, consultations (as noted previously) and/or a local ward councillor. In addition, for application from health services (e.g. GP surgeries) there needs to be support from the Clinical Commissioning Group (CCG) or NHS Trust, especially if their support is required in order to deliver the project.</p> <p>Applicants need to confirm whether the project/scheme will be deliverable within 12 months and if not, provide a delivery breakdown and timeframes.</p> <p>Details need to be provided on the proposed consultation plan to Hertsmere Borough Council, so that we know when to expect progress reports on the project e.g. on completion of certain stages of the project, monthly, quarterly etc.</p>
9	Constraints and Risks	Applicants need to record whether there are any technical constraints of the project/scheme that the Council need to be aware of and explain how potential barriers or risks can be overcome.
10	Declaration	The declaration should be signed by the service provider operating on the site or a relevant body with overall responsibility for the service.

7. Contact information

- 7.1 Any queries relating to this application process, or CIL generally, should be directed to the Infrastructure and Delivery Team by emailing cil.monitoring@hertsmere.gov.uk