



RBKC Community Infrastructure Levy: Neighbourhood CIL - Community Priorities

June 2020



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

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1. Introduction

What is CIL and NCIL?

- 1.1 The Community Infrastructure Levy (CIL)¹ is a charge levied on new development². It is intended to help Councils deliver the infrastructure needed to support development. The Council has been collecting CIL from liable development since 6 April 2015.
- 1.2 A proportion of CIL is apportioned as Neighbourhood CIL (NCIL)³. This is a percentage (15%) of CIL received from development in an area and is to be spent on local priorities identified by local communities and agreed by Ward Members. Where a neighbourhood plan exists, the proportion is higher (25%) and should be spent on infrastructure identified in the relevant neighbourhood plan.
- 1.3 The remaining amount of CIL to be spent by the Council on strategic infrastructure projects⁴ is referred to as Borough CIL (BCIL).
- 1.4 The use of neighbourhood funds should match priorities expressed by local communities, including priorities set out formally in neighbourhood plans⁵. The Council consulted on community priorities for six weeks from 11 February to 24 March 2020. This document sets out the community priorities established through the consultation and guidance for communities to access NCIL funds.

¹ The ability to set a charge came into effect through the CIL Regulations 2010 (as Amended)

² CIL was introduced by the Planning Act 2008

³ CIL Regulations 2010 (as amended), Reg 59A and 59F and [NPPG on CIL, paragraphs 145 and 146](#)

⁴ [Infrastructure Delivery Plan October 2017](#)

⁵ National Planning Practice Guidance on Community Infrastructure Levy, Paragraph 146

2. How much money is available?

- 2.1 The amount of funds available within each ward or neighbourhood plan area will vary depending on the amounts of CIL collected in that area. At April 2020 the total amount of NCIL was £2,936,612, collected by ward/neighbourhood plan area.
- 2.2 There are 18 wards and two neighbourhood plans in the borough as shown in Figure 1. The amounts available have been established by taking a 25% “top slice” from the NCIL amount collected in each ward. This is then redistributed equally between all wards. The total amounts available therefore consist of the remaining NCIL after the top slice, plus the redistributed top slice amount. Each ward will receive £39,572 of the top slice. The top slice amount will vary each NCIL spending cycle dependant on the amount of BCIL collected in that period. A top slice is not taken from amounts collected from areas that fall within a neighbourhood plan area. The approach to distribution will be kept under review and revised if required in the future.
- 2.3 The total amount of NCIL available in each area is provided in Figure 2.

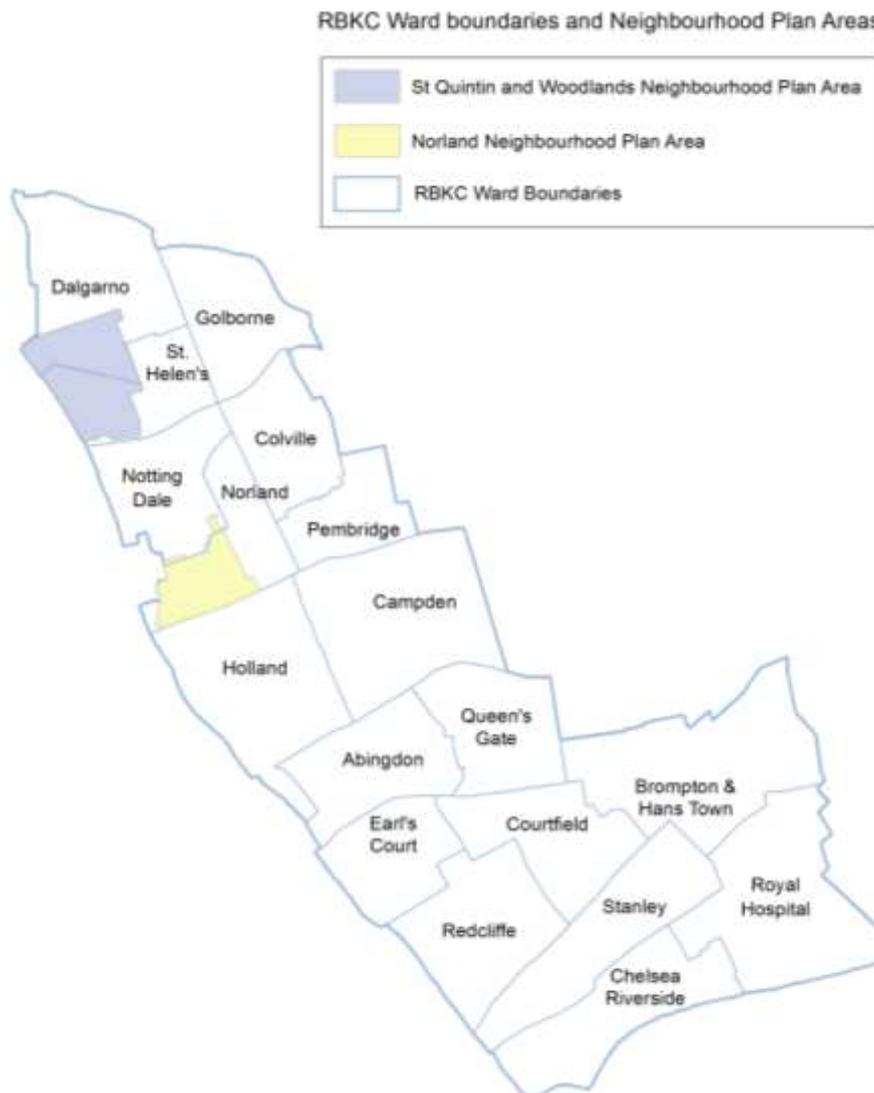


Fig 1. RBKC Ward boundaries and Neighbourhood Plan Areas.

Ward	NCIL Collected	Remaining NCIL after top slice deduction	Total available (remaining NCIL plus redistributed top slice of £39,572)
Abingdon	£624,815	£468,611	£508,183
Brompton and Hans Town	£271,212	£203,409	£242,980
Campden	£38,991	£29,243	£68,815
Chelsea Riverside	£148,360	£111,270	£150,842
Colville	£15,699	£11,775	£51,346
Courtfield	£26,717	£20,038	£59,610
Dalgarno (Outside of StQ&W NP area boundary)	£0	£0	£39,572
Earl's Court	£17,785	£13,339	£52,910
Golborne	£27,077	£20,307	£59,879
Holland	£843,794	£632,845	£672,417
Norland (Outside of Norland NP area boundary)	£0	£0	£39,572
Notting Dale (Outside of Norland NP area boundary)	£12,594	£9,445	£49,017
Pembridge	£117,842	£88,381	£127,953
Queen's Gate	£25,622	£19,216	£58,788
Redcliffe	£33,756	£25,317	£64,888
Royal Hospital	£32,045	£24,034	£63,605
St Helen's (Outside of StQ&W NP area boundary)	£0	£0	£39,572
Stanley	£612,843	£459,632	£499,203
Neighbourhood Plan Areas*			
Total for St Quintin and Woodland Neighbourhood Plan area			£30,000
Total for Norland Neighbourhood Plan Area			£57,462

* NCIL collected in neighbourhood plan areas is not subject to the top slice redistribution

Fig 2. Amount of NCIL available to Wards and Neighbourhood Plan areas (rounded to the nearest £).

- 2.4 NCIL funding can only be offered if there are sufficient funds collected within the area that the project falls within. Applications for 100% funding will be considered, but the Council would encourage some attempt to obtain match funding or generate crowdfunding. NCIL funding could be packaged up with funding from different programmes or be used by communities to top up existing Council programmes.

- 2.5 Funding may be provided for one-off revenue costs. Applications should identify any ongoing revenue costs as a result of implementation of a project, such as ongoing future maintenance costs, and identify how these costs will be met and by whom. Additional funding applications for NCIL to meet future revenue costs will not normally be accepted.
- 2.6 Project costs can be estimated through obtaining quotes and estimates from suppliers.
- 2.7 Applications to fund projects which are already in receipt of BCIL funding will not normally be accepted.

What can NCIL be used for?

- 2.8 CIL Regulations⁶ require that the NCIL be used to support the development of the neighbourhood. The type of projects that can be funded from NCIL are defined in the CIL regulations:

*(3) The **charging authority may use the CIL to which this regulation applies, or cause it to be used**, to support the development of the relevant area by funding—*

(a) the provision, improvement, replacement, operation or maintenance of infrastructure; or

(b) anything else that is concerned with addressing the demands that development places on an area.

- 2.9 This definition is intentionally wide to allow local communities to determine a wide range of projects that would help mitigate the impacts of development in their area. *“The wider definition means that the neighbourhood portion can be spent on things other than infrastructure (as defined in the Community Infrastructure Levy regulations) provided it is concerned with addressing the demands that development places on the parish’s area. For example, the pot could be used to fund affordable housing.”⁷*
- 2.10 NCIL funds could be used to develop a neighbourhood plan where it would support development by addressing the demands that development places on the area⁸.

⁶ CIL Regulations 2010 (As Amended), Regulation 59F(3)

⁷ [NPPG on Community Infrastructure Levy, paragraph 151](#)

⁸ NPPG on Community Infrastructure Levy, paragraph 145

3. Community Priorities

3.1 The community priorities have been identified through borough wide consultation with ward residents. Suggested priorities were initially developed from the document entitled '[Our Council Plan](#)' which was published on 28 March 2019 (the Council Plan) and the Council's Community Infrastructure Levy Regulation 123 (R123) list. The Council Plan⁹ was developed through extensive community engagement with over 2,000 residents across the borough providing over 5,000 comments and ideas¹⁰. The R123 list was published as part of adopting the CIL charging schedule; it lists the types of infrastructure that will or maybe funded in part or in full through CIL.

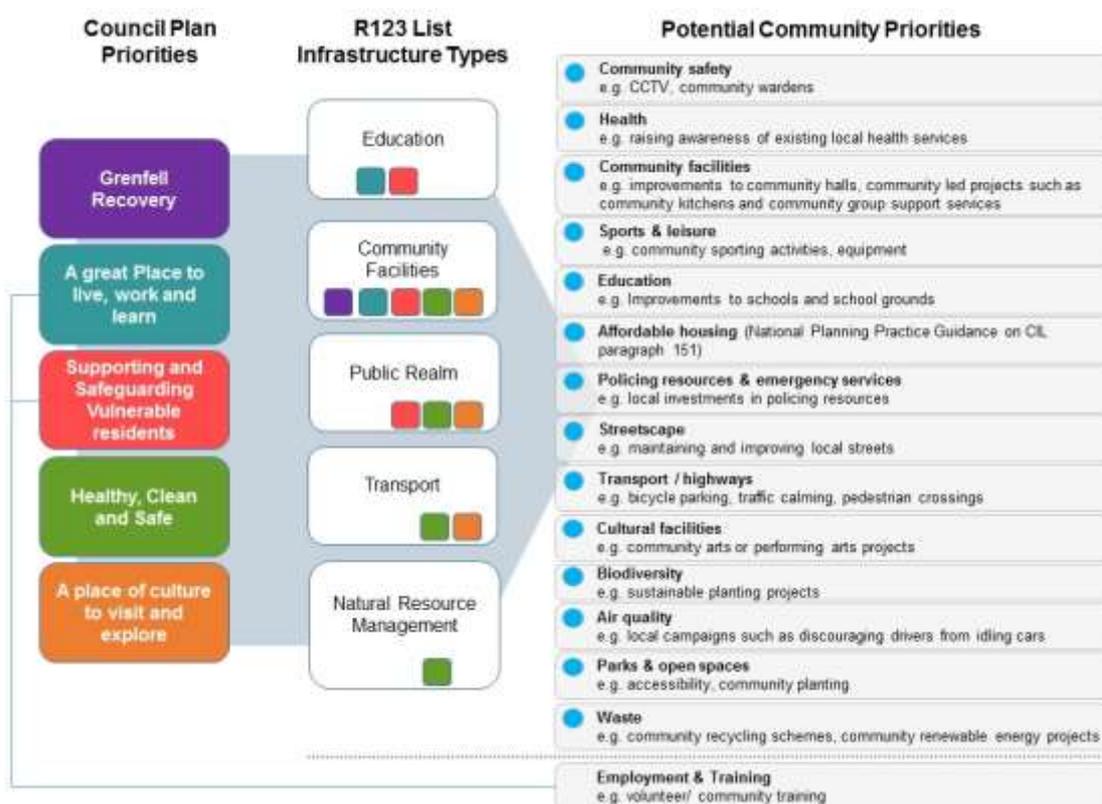


Fig 3. Potential community priorities informed by the Council Plan and R123 list.

3.2 The top boroughwide community priorities identified by respondents were:

- Air Quality
- Policing resources and Emergency Services
- Parks and Open Spaces
- Streetscape
- Community Safety

⁹ See page 10 of [Our Council Plan](#).

¹⁰ <https://www.rbkc.gov.uk/newsroom/all-council-statements/our-council-plan>

3.3 The Council understands that local priorities will vary in each ward. For this reason, local priorities to help direct NCIL funding are best established through engagement with ward residents. Communities selected the priorities most important to them in their ward (see Figure 4 below) and suggested additional priorities if these were not reflected in those suggested by the Council. These are set out below.

3.4 The community priorities will be reviewed every 2 years through public engagement. The community priorities identified for each ward will guide NCIL spending, however they do not preclude Ward Members from spending NCIL funds on other priorities.

Ward	Priorities
Abingdon	Air Quality, Community Safety, Health, Streetscape, Transport & Highways
Brompton and Hans Town	Policing resources and Emergency Services, Community Safety, Transport & Highways, Parks and Open Spaces, Community Facilities
Campden	Parks and Open Spaces, Community Safety, Transport & Highways, Air Quality, Policing resources and Emergency Services, Streetscape
Chelsea Riverside	Community Safety, Air Quality, Policing resources and Emergency Services, Parks and Open Spaces, Streetscape
Colville	Education, Parks and Open Spaces, Air Quality, Affordable Housing, Community Safety, Streetscape
Courtfield	Streetscape, Waste, Parks and Open Spaces, Air Quality, Policing resources and Emergency Services
Dalgarno	Parks and Open Spaces, Policing resources and Emergency Services, Community Safety, Streetscape, Air Quality, Health, Education, Employment and Skills
Earl's Court	Air Quality, Policing resources and Emergency Services, Community Safety, Streetscape, Health, Community Facilities
Golborne	Parks and Open Spaces, Affordable Housing, Health, Education, Policing resources and Emergency Services, Community Facilities, Cultural Facilities
Holland	Community Safety, Transport & Highways, Air Quality, Parks and Open Spaces, Policing resources and Emergency Services
Norland	Air Quality, Parks and Open Spaces, Policing resources and Emergency Services, Streetscape, Biodiversity
Notting Dale	Air Quality, Streetscape, Affordable Housing, Health, Policing resources and Emergency Services
Pembridge	Streetscape, Community Safety, Policing resources and Emergency Services, Parks and Open Spaces, Air Quality
Queen's Gate	Streetscape, Air Quality, Parks and Open Spaces, Community Safety, Policing resources and Emergency Services, Affordable Housing, Cultural Facilities, Education, Waste
Redcliffe	Community Safety, Policing resources and Emergency Services, Streetscape, Waste, Biodiversity
Royal Hospital	Community Safety, Policing resources and Emergency Services

	Air Quality, Streetscape, Health, Affordable Housing
St Helen's	Biodiversity, Streetscape, Health, Policing resources and Emergency Services, Affordable Housing, Community Facilities, Cultural Facilities
Stanley	Policing resources and Emergency Services, Parks and Open Spaces, Affordable Housing, Streetscape, Health, Community Safety, Air Quality, Transport & Highways

Fig 4. Community priorities by ward.

Examples of eligible projects

3.5 The local community, or local community groups/ organisations will be best placed to understand needs of their wards/ area. They will identify projects that they wish to put forward for NCIL funding. In doing so communities should consider the long term recurring benefits to the community and how to make the most effective use of the NCIL funding available. Some project examples are included in Figure 3.

3.6 Projects may come forward which relate to Protected Characteristics under the Equality Act 2010. These can be encompassed within any of the ward priorities. For example, a project to provide level access to an open space or park would fall within the priority “parks and open spaces”.

3.7 The national and local situation has changed dramatically recently and projects put forward may link to the pandemic recovery, for example those that fall within priorities relating to health, community facilities, air quality, parks and open spaces or streetscape.

Local Life

3.8 The Council is also launching Local Life, a ward-based community programme that enables local people in borough to:

- Influence what happens in their local area
- Seek funding for projects and activities that help make their neighbourhood a better place
- Get together with others in their local area to do positive things for local people

3.9 £21,000 (for wards with two Ward Members) and £30,000 (for wards with three Ward Members) funding is also available to each ward through Local Life. NCIL and Local Life will run parallel to each other. Local Life will be for smaller one off projects that typically run for short periods of time while NCIL will be for more strategic projects that fall within established ward priorities. There may be some overlap in projects where both funds can be used for the same project. Local Life projects will be assessed using the established priorities.

4. NCIL Governance and Guidance

How can communities apply for NCIL Funding?

- 4.1 The Council will publicise the availability and process of applying for NCIL before the Call for NCIL projects.
- 4.2 Communities can apply for NCIL funding through the process outlined below which will be allocated to projects based on identified priorities and eligibility for funding.

How are applications to be made?

- 4.3 The Council has developed a standard application form to be completed. This is available at the end of this document.
- 4.4 Applications will be submitted to Planning and Place via an online form which will be published on the Council's website annually. Submissions will also be accepted by email or by post.

When can applications be submitted?

- 4.5 The Council will undertake a call for NCIL project funding applications from communities in each ward twice a year. The call for project funding applications will be open for 6 weeks.
- 4.6 The NCIL project funding application will be reviewed by the Council to ensure that the assessment criteria (as set out in Figure 5 below) are met. All projects put forward will be considered for funding by Ward Members who will select which projects receive funding.
- 4.7 Application periods will be advertised via traditional methods and through social media and Council wide promotional activity annually.

Who can apply?

- 4.8 Residents, local community groups, residents' associations, registered charities, infrastructure providers and charitable companies may apply for NCIL funding. Applicants and projects must operate on a not for profit basis.
- 4.9 Communities and/ or organisations may also work together on projects and apply for joint funding. Joint applications may also be made by communities and/ or organisations in different wards from each other. The Council will facilitate this as much as possible.
- 4.10 Applicants must be able to demonstrate that the project meets CIL regulations and sits within the identified priorities for the ward. Ward Members will spend NCIL guided by these priorities. However, applications that relate to other community priorities that are not identified in this document will also be considered. Any funding

applications for new or improved facilities should be accessible to a variety of people within the community and within the borough.

- 4.11 In some cases, the application may be drawn up and the project delivered in partnership with Council service areas.

How will applications be reviewed?

- 4.12 Applications will be managed by Planning and Place who will undertake a due diligence review of project funding applications to ensure that NCIL spending reflects community priorities established through this consultation and is in accordance with the CIL Regulations. The assessment criteria that will be used to determine eligibility for NCIL funding is set out in the table below. The Council may contact the applicant if further information is required during the review period and look to draw on experience and intelligence from other departments or organisations. This will help establish where there may be synergies or existing programmes seeking to deliver the same outcomes as the project put forward. Projects will be subject to wider considerations where proposals may impact on a wider area. Following review, all projects put forward will be considered by Ward Members.

Criteria	Questions to consider when completing the application	Relevant application form section
<p>1. Does the project relate to one or more of the identified community priorities Neighbourhood plan priorities?</p>	<p>Which community priority /priorities / Neighbourhood Plan priority does the project relate to? The project may relate to priorities other than the community priorities identified.</p> <p>How will the project help achieve / contribute towards achieving the community priority / priorities / Neighbourhood Plan priority?</p>	<p>Part B: Project information, in particular “Please explain how the project helps achieve one or more of the identified community priorities Neighbourhood Plan priority?”</p>
<p>2. Does the project meet CIL regulations?</p>	<p>What is the project?</p> <p>Is the project the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that addresses the demands that development places on an area?</p> <p>Guidance is available at https://www.gov.uk/guidance/community-infrastructure-levy</p>	<p>Part B: Project information, in particular “Project Summary” and “Please explain how your project supports the development of the local area by addressing the demands that development places on the area”</p>
<p>3. Does the project benefit the local and/or wider community in the borough and is this evidenced?</p>	<p>Projects will be subject to wider considerations where proposals may impact on a wider area. Would the project have an impact on the wider area?</p> <p>The project should demonstrate a community and/or wider benefit.</p> <p>What are the benefits to the local community?</p> <p>Are there any wider benefits to residents living in the borough?</p> <p>Benefits may relate to improving health and wellbeing, reducing inequalities, improving skills, making facilities more accessible, bringing communities together or improving local environment.</p>	<p>Part B: Project information, in particular “Please explain how the project will benefit the wider community in the local areas and borough” and “Please explain how your project supports the development of the local area by addressing the demands that development places on the area”</p>

Criteria	Questions to consider when completing the application	Relevant application form section
4. Is the project a one-off scheme that does not require additional revenue funding in its delivery or its operation (or identifies how additional revenue funding may be met)?	<p>The project should not need ongoing revenue funding.</p> <p>Are there any ongoing costs associated with the project?</p> <p>If so, how will ongoing costs be funded?</p>	Part B: Project information, in particular “What are the project costs and how much NCIL is being sought?”
5. Is the project deliverable?	<p>The project proposal should be deliverable and capable of being started and completed within the year ahead.</p> <p>Who will be responsible for delivering the project?</p> <p>Who is the project manager?</p> <p>Will volunteers from the local community assist with delivery?</p> <p>What is the project delivery strategy?</p> <p>How long will the project take to deliver?</p>	Part B: Project information, in particular “Who will deliver the project? Will your project look to involve local volunteers?”, “What are the proposed timescales for delivery of the project?”
6. Does the bid offer value for money?	<p>What is the cost of the project?</p> <p>Has some of the money needed to deliver the project already be raised? If so how much and where from?</p> <p>Will the NCIL funding help secure additional funding from elsewhere? If so how much and where from?</p>	Part B: Project Information in particular “What are the project costs and how much NCIL is being sought?”

Criteria	Questions to consider when completing the application	Relevant application form section
	<p>Does the project relate to any existing project or one which is being taken forward?</p> <p>A useful source of information on other sources of funding is: https://mycommunity.org.uk/</p>	

Fig 5. NCIL project funding criteria

Neighbourhood Plan areas

- 4.13 There are two neighbourhood plans in the borough. The [St Quintin and Woodlands Neighbourhood Plan](#) and the [Norland Neighbourhood Plan](#). Both of these identify infrastructure priorities for the respective neighbourhood areas as follows. These established priorities will guide spending in Neighbourhood Plan areas. NCIL funds in these areas could also be used for other items/ projects that address the demands that development places on the area¹¹. This may also include preparing neighbourhood plans.

St Quintin and Woodlands Neighbourhood Plan (Made on 11 July 2018)	Norland Neighbourhood Plan (Made on 10 March 2014)
<ul style="list-style-type: none"> - Streetscape improvements and other measures to improve the environment of Latimer Road - CCTV in North Pole Road - Subject to successful temporary road closures in St Helens Gardens (section outside the church) installation of a shared surface on the roadway to allow for this short section of the street to become a car-free area on Saturdays. 	<ul style="list-style-type: none"> - Traffic calming measures at Clarendon Cross, along Pottery Lane, the north side of St James's Gardens, and Queensdale Road - Improved Heritage style lighting - Improvement of concrete paving to York Stone - Improvement of mews' road surfaces to setts - Further street tree planting

Fig 6. Infrastructure priorities identified in Neighbourhood Plans

NCIL Project Funding Decisions

- 4.14 Applications that relate to the established community priorities (or other priorities) and meet the assessment criteria will be shortlisted.
- 4.15 Ward Members will then make a funding decision taking into account the established community priorities for the area and other assessment criteria. This will take place in September 2020.
- 4.16 The number of projects receiving funding will vary depending on the total amount available and the value of the proposed projects.

Conditions of payment

- 4.17 The Council will fulfil invoices directly for those projects awarded NCIL funding. Conditions may be applied to the award of NCIL funding but it will be expected that the project will be completed in accordance with the

¹¹ Where a neighbourhood forum has lapsed, the relevant NCIL funds will be available for projects anywhere in the respective ward.

details submitted in the application and any variations agreed in writing between the Council and delivery organisation.

- 4.18 The Council will require notification of project completion and of any unused funds. Any unused funds will be returned to the Council.

Project delivery

- 4.19 Projects will be commissioned by the Council and may be delivered in partnership with community organisations or other third party organisations. In some cases, the Council may be the delivery partner where the project relates to the provision of a Council service. For example, changes to the highway would need to be agreed and carried out by the Council.

- 4.20 It will be expected that projects will be completed within 12 months of the funding being awarded, unless prior agreement is reached between the Council and applicant.

Monitoring

- 4.21 The Council must monitor and report¹² on the summary and details of CIL receipts and CIL expenditure at the end of a financial year. This must be published on the Council's website and includes details of NCIL allocations and expenditure. The Council will report on progress of NCIL funded projects.

¹² CIL Regulations 2010 (as amended), Regulation 62(4) and NPPG on CIL [paragraph 175](#)

NCIL Project Funding Form

PART A: Your Information			
A1. Lead Applicant name	<i>Your first and last name</i>		
A2. Are you an organisation, charity or business?	Yes		No
A3. Lead Applicant's contact details (Please provide address, phone number and email)			
A4. Lead Organisation name			
A5. Lead Organisation contact details (Please provide registered address, phone number and email)			
A6. Position within organisation			
A7. Partner organisation(s)/ applicant(s)	<i>If this is a joint application, please provide details of the partner(s) you are working with.</i>		
A8. If this application is from a voluntary and community group, please briefly outline the group's structure, purpose and history	<i>Needs to be a constituted group. Please also provide details of the partner organisation you are working with.</i>		

PART B: Project Information	
B1. Name of Project	
B2. Project Address	
B3. Please indicate which ward(s) or neighbourhood plan area you are identifying an NCIL project for?	<i>The project must be within a ward(s) in the Royal Borough of Kensington and Chelsea. If the project spans more than one ward, please list them all.</i>
B4. Please explain how the project helps achieve one or more of the identified	<i>The project should fall within and help deliver one or more of the established community</i>

community priorities or Neighbourhood Plan priorities?	<i>priorities. This does not preclude allocation towards projects that fall within other priorities.</i>
B5. Please indicate if you have received funding from RBKC for projects in the past, in which ward(s), for what, from what funding source, how much and when	
B6. Project summary: (no more than 300 words)	<p><i>Use this section to explain the purpose of the proposed project you are seeking funding for.</i></p> <p><i>Please provide an overview of your project to explain what the money will be spent on, including:</i></p> <ul style="list-style-type: none"> <i>• What it is?</i> <i>• Where it is?</i> <i>• How you plan to monitor progress?</i>
B7. Please explain how the project will benefit the wider community in the local area and/or the borough	<p><i>What are the benefits to the local community? Are there any wider benefits to residents living in the borough?</i></p> <p><i>Examples of such wider benefits are health and wellbeing, reducing inequalities, improving skills, improving local environment</i></p>
B8. Please explain how your project supports the development of the local area by addressing the demands that development places on the area	<p><i>Projects will be subject to wider considerations where proposals may impact on a wider area. Would the project have an impact on the wider area?</i></p> <p><i>Are there any impacts of development which the project is seeking to address, what are these and how will the project help?</i></p>
B9. What are the project costs and how much NCIL is being sought?	<p><i>How much NCIL is being sought?</i></p> <p><i>If this is a joint application spanning more than one ward, how much is being sought from each wards NCIL fund?</i></p> <p><i>What are the project costs?</i></p>

	<p><i>Please provide a cost breakdown and (where possible), evidence of costs for items (e.g., quotes, estimates) as these may be required for applications to be assessed.</i></p> <p><i>Is the full amount or only part funding for the project being sought?</i></p> <p><i>Will NCIL funding help leverage in additional funding?</i></p> <p><i>Have other funding options been explored/ gained to assist, such as match funding or crowdfunding?</i></p> <p><i>Will the use of funds be packaged with funding sources for a different programme, or top up funding for an existing programme?</i></p>
<p>B10. What are the proposed timescales for delivery of the project?</p>	<p><i>Please provide timeframe for delivery including details of any key dates such as project start and completion dates.</i></p>
<p>B11. Who will deliver the project? Will your project look to involve local volunteers?</p>	<p><i>Please identify a lead project manager and details of who will undertake the work, including the involvement of volunteers.</i></p>

<p>PART C: Declaration</p>
<p>By making this application you and your group are committing to utilising NCIL funds in accordance with the aims of CIL. If the project is being delivered by an organisation other than the Council, you must keep proper records of expenditures in relation to it (for example by retaining receipts and invoices) and provide project progress updates to the Council on a monthly basis.</p> <p>You agree with the Council to allow their nominated officer(s) access to records which might be required by Internal Audit and/or the Planning and Place or Community Engagement Team.</p> <p>You agree to notify the Council upon completion of the project and return any unused NCIL amounts awarded within 30 days of project completion.</p>
<p>Signatory name: _____</p> <p>Date: _____</p>