

Tandridge District Council

Community Infrastructure Levy (CIL) Bid Applications Assessment and Scoring Guidance

June 2021

Stage One – Expression of Interest

Any organisation seeking CIL funding must first submit a completed Expression of Interest (EOI) form for the project, available on the Council's website. Expression of Interest forms will be accepted all year round.

This form seeks basic information on the project and enables officers to assess whether the project is eligible to advance to Stage Two. To proceed to Stage Two applications must be able to respond yes to the following mandatory criteria:

- **Will the project deliver strategic infrastructure?**
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. This includes play areas, open spaces, parks and green spaces, cultural and sports facilities, healthcare facilities, academies and free schools, district heating schemes and police stations and other community safety facilities.
- **Does the project improve existing, or create new, infrastructure that would support future housing growth in the area?** Regulation 59 of the CIL Regulations requires a charging authority to apply CIL to funding infrastructure to support the development of its area. To support development of the area the project must be shown to enable future growth by a) addressing infrastructure deficits resulting from recent development (built in the last 5 years); and/or b) forward fund infrastructure which will support future committed development.
- **Have other funding options been explored?**
Applicants are required to show that other funding sources have been explored, including Parish Council CIL funds. Details of the total project costs and known funding sources are required.
- **Is the development realistically deliverable within the next 5 years?**
Details of expected timescales/phasing, management of the project and maintenance arrangements should be included.

Stage Two – Full application

Applicants that meet all the mandatory criteria in Stage One will be invited to submit a full application.

The Council will hold two funding rounds a year, inviting full applications to be submitted on a bi-annual basis. The timelines for submission and consideration of full applications are as follows:

Funding Round	Full application submission window (6-weeks)	Working Group Meeting/Applicant Presentation	S&R committee
One	December/January	March	April
Two	June/July	September	October

Scoring Mechanism

Stage Two bids will be scored by officers from 0-6, and scores will be given in line with the table below.

0	1-2	3-4	5-6
A score of 0 should be given where no detail is provided	A score of 1-2 should be given where there is minimal detail provided and no supporting evidence	A score of 3-4 should be given where there is substantial detail provided and minimal supporting evidence	A score of 5-6 should be given where there is substantial detail provided and this is backed up with supporting evidence

The use of other funding sources will be based on the proportion of CIL funding requested. The greater the percentage of alternative funding achieved by a project the higher the score given as set out below.

Match Funding %	0% = a score of 0	1-15% = a score of 1 16-30% = a score of 2	31-45% = a score of 3 46-60% = a score of 4	61-75% = a score of 5 76%+ = a score of 6

All applications will be scored against the ten benefits identified in the table below. The table also provides further detail of the evidence officers will use to assess and score these benefits. Each benefit has also been given a weighting reflecting the relative importance of each benefit to the Council at this time.

For example, if a project provides substantial detail of the benefit that it enables economic growth and generation but with minimal supporting evidence it may receive a score of 4 for that element. The weighting for this element is however 6 so the weighted officer score would be $4 \times 6 = 24$ for this element.

The same project may provide no detail for the benefit of flood defence provision and receive a score of 0 for that element. The weighting for this element is 5 but the weighted score would be $0 \times 5 = 0$ for this element.

The ten weighted scores for each application will be added together to provide a total weighted officer score.

Scoring elements	Description	Weighting (1-6)
1. Supports impact of development	<ul style="list-style-type: none"> • The application must provide evidence to show how the project supports development in the area in accordance with Regulation 59 of the CIL Regulations; • Evidence must be submitted to show to what extent the project either: <ul style="list-style-type: none"> 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 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; • 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; • 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. • 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. 	6
2. Enables economic growth and regeneration	<ul style="list-style-type: none"> • Evidence should be provided of any new job opportunities and/or new businesses that would result from the project; 	6

	<ul style="list-style-type: none"> • Evidence should be provided of any expected increased spending in the local area; • 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). 	
3. Flood defence provisions	<ul style="list-style-type: none"> • 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; • Officers will assess to what extent the project would align with the SCC Local Flood Risk Management Strategy where applicable. 	5
4. Improves health provision	<ul style="list-style-type: none"> • Evidence should be provided of the extent to which the project would increase the capacity, breadth and/or quality to local health services; • 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; • Evidence to support any other stated health or well-being benefits should be provided; • Officers will assess to what extent the project would align with the relevant CCG Estates Plan where applicable. 	4
5. Improves provision of education	<ul style="list-style-type: none"> • Evidence should be provided of the extent to which the project would increase the capacity, breadth and/or quality to local education services; • 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; • Evidence to support any other stated educational benefits should be provided; 	4

	<ul style="list-style-type: none"> Officers will assess to what extent the project would align with Surrey County Council's School Organisation Plan where applicable. 	
<p>6. Improves transportation and/or road safety</p>	<ul style="list-style-type: none"> 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; Evidence should be provided of the extent to which the project would increase the capacity, breadth 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; Officers will assess to what extent the project would align with Surrey County Council's Transport Plan where applicable. 	3
<p>7. Improves provision of amenity (including play areas, open spaces, parks and green spaces, cultural and sports facilities).</p>	<ul style="list-style-type: none"> 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; 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; Evidence to support any other stated public amenity benefits should be provided; Officers will assess to what extent the project would align with the TDC Open Space Strategy and evidence in the TDC Open Space Study. 	2

<p>8. Supports climate emergency and environmental measures</p>	<ul style="list-style-type: none"> 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"> reduction to carbon emissions; improvements to air quality; energy upgrades; sustainable travel improvements; and/or creation of natural spaces. 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. 	<p>2</p>																
<p>9. Match funding</p>	<p>This would be measured by the % of match funding to CIL award.</p> <table border="1" data-bbox="497 904 1109 1211"> <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>
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<p>10. Value for money</p>	<ul style="list-style-type: none"> Evidence of three tenders for the work is required, and justification for the option chosen; Evidence of the need for CIL funding to deliver the project; Evidence regarding the level of match funding and any wider leverage/investment the project may deliver; An assessment against any core outcomes e.g. cost per job/home (against national benchmarks)/ cost-benefit analysis; Details of project timescales, phasing, maintenance Officers will assess to what extent the project represents value for money using the following: 	<p>6</p>																

	<ul style="list-style-type: none">▪ Economy: has the cost of the project been minimised whilst also having regard to quality?▪ Efficiency: to what extent does the project make optimal use of space and resources?▪ Effectiveness: to what extent does the project fulfil its purpose?▪ Equality: to what extent does the project benefit all members of the local and wider community?	
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Applications will need to pass a threshold score to be eligible for consideration by the Working Group in Stage Three. As this is a new process the threshold pass score is still to be determined.

Stage Three – Working Group

Applications that score above the scoring threshold will be eligible for consideration by the CIL Working Group. The CIL Working Group consists of nine District Councillors. The group will be geographically balanced to ensure representation across the District.

Applicants will be given the opportunity to attend the meeting of the Working Group to present their project (max. 3 minutes) and to respond to any questions from the Councillors.

The Working Group will evaluate officer scores, alongside any additional evidence gained from the presentation from the applicant and rank all the applications. The Working Group will recommend projects to receive CIL funding. This can be either a full or partial award of CIL funds, and reasonable conditions can be recommended to be included in the contract.

Stage Four – Strategy and Resources Committee

The recommendations for funding from the CIL Working Group will be presented to the next available S&R Committee for ratification.

If the S&R Committee chooses not to approve a particular recommendation from the Working Group, then it should provide an explanation setting out its concerns and request that the Working Group reconsiders the issue.