

# RBKC NCIL Applicant Guidance

This guidance accompanies the NCIL application form. It consolidates and updates the guidance set out in the [Neighbourhood CIL Community Priorities Document \(June 2020\)](#)<sup>1</sup>.

## **What is Neighbourhood CIL?**

[Community Infrastructure Levy \(CIL\)](#) is a charge that the Council collects from new development in the Borough. It is an important tool introduced by the Government to help Councils deliver the infrastructure needed to support development.

CIL regulations require that a proportion of CIL (15%) is set aside as Neighbourhood CIL (NCIL) to be spent on local priorities identified by local communities. Where a [neighbourhood plan](#) exists, the proportion of NCIL is higher (25%) and is to be spent on infrastructure identified in the relevant neighbourhood plan. The Borough has two neighbourhood plans – [St Quintin and Woodlands](#) and [Norland](#).

## **How much is available?**

The table below shows the amount of NCIL available in each ward and neighbourhood plan area.

Ward	Total NCIL available (April 2022)
Abingdon	£441,725
Brompton and Hans Town	£1,857,057
Campden	£101,984
Chelsea Riverside	£88,323
Colville	£101,258
Courtfield	£102,498
Dalgarno* (Outside of StQ&W NP area boundary)	£79,444
Earl's Court	£49,647
Golborne	£103,166
Holland	£544,056
Norland* (Outside of Norland NP area boundary)	£55,663
Notting Dale* (Outside of Norland NP area boundary)	£43,223
Pembridge	£229,379
Queen's Gate	£70,143
Redcliffe	£114,630
Royal Hospital	£143,562

<sup>1</sup> <http://www.rbkc.gov.uk/NCIL>

Ward	Total NCIL available (April 2022)
St Helen's* (Outside of StQ&W NP area boundary)	£59,760
Stanley	£660,692

Neighbourhood Plan Areas	
St Quintin and Woodland Neighbourhood Plan area	£16,155
Norland Neighbourhood Plan Area	£24,462

### **What type of project can be funded through NCIL?**

Projects must comply with the [CIL Regulation 59F\(3\)](#) which defines the type of projects that can be funded from NCIL:

*59F 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.*

NCIL differs from other grant funds that the Council operates such as [City Living Local Life](#) and the [Grenfell Fund](#) in that its purpose is to fund projects that achieve long-lasting sustainable improvements benefiting the Borough's communities whilst mitigating the increasing impacts of development in an area.

### **Example of projects that will / will not be funded**

Projects could be the provision of cycle hangars, physical improvements to community facilities, improvements or maintenance to the Borough's parks and open spaces, provision of CCTV cameras, improvements or maintenance of the public realm.

Projects that result in a tangible / physical outcome and meet the above CIL Regulation are encouraged. External staffing resource costs cannot be funded unless this would provide a specific additional community service that would support borough residents. Projects must demonstrate how they link to the legal requirement of addressing the demands that development places on an area.

Project bids on private or public land outside of Council control or relating to infrastructure owned by another public/ private body can impact on deliverability. Such projects will require support from the landowner / infrastructure owner and evidence of this must be provided with the NCIL bid. Examples include projects on TfL Red Routes, projects relating to buildings or highways not owned by the Council, lamp columns not owned by the Council.

Many bids will likely relate to public land which is understandable as this is where provision of infrastructure can benefit communities the most. In such cases applicants must discuss their bid with the relevant Council service area prior to applying and provide a named Council Officer contact on the form.

Any infrastructure on public land is subject to normal legislative requirements of consultation and responsibility lies with a public authority, normally the Council. Therefore, delivery will be undertaken by the Council's/other public authority contractors following the Council's procurement rules.

Projects for planters or other items on the public highway must be easily manoeuvrable without specialist machinery, in the event that they need to be moved back into position, relocated or temporarily removed, for example to facilitate building or road works.

Bids to use external service providers for services that the Council provides will be rejected.

### **Community Priorities**

Community priorities have been established [through consultation](#) in February/March 2020. These priorities are set out in an adopted [Community Priorities document \(June 2020\)](#). The priorities are set for two years and will guide the allocation of NCIL funds to projects.

The borough-wide community priorities and an example of the outcomes sought are:

- **Air Quality** – projects / measures which improve air quality for the local community and/or borough residents.
- **Policing resources and Emergency services** – Projects / measures which actively improve these services / response times in borough hotspot areas
- **Parks and open spaces** – projects that deliver improvements and access to the Borough's parks and open spaces
- **Streetscape** – projects that improve and maintain local streets making them more inviting for users/visitors
- **Community safety** – projects / measures which demonstrably improve safety for borough residents

Priorities for each ward are also set out in the [NCIL Community Priorities Document](#), these are:

Ward	Priorities
<b>Abingdon</b>	Air Quality, Community Safety, Health, Streetscape, Transport & Highways
<b>Brompton and Hans Town</b>	Policing resources and Emergency Services, Community Safety, Transport & Highways, Parks and Open Spaces, Community Facilities
<b>Campden</b>	Parks and Open Spaces, Community Safety, Transport & Highways, Air Quality, Policing resources and Emergency Services, Streetscape
<b>Chelsea Riverside</b>	Community Safety, Air Quality, Policing resources and Emergency, Services, Parks and Open Spaces, Streetscape

Ward	Priorities
<b>Colville</b>	Education, Parks and Open Spaces, Air Quality, Affordable Housing, Community Safety, Streetscape
<b>Courtfield</b>	Streetscape, Waste, Parks and Open Spaces, Air Quality, Policing resources and Emergency Services
<b>Dalgarno</b>	Parks and Open Spaces, Policing resources and Emergency Services, Community Safety, Streetscape, Air Quality, Health, Education, Employment and Skills
<b>Earl's Court</b>	Air Quality, Policing resources and Emergency Services, Community Safety, Streetscape, Health, Community Facilities
<b>Golborne</b>	Parks and Open Spaces, Affordable Housing, Health, Education, Policing resources and Emergency Services, Community Facilities, Cultural Facilities
<b>Holland</b>	Community Safety, Transport & Highways, Air Quality, Parks and Open Spaces, Policing resources and Emergency Services
<b>Norland</b>	Air Quality, Parks and Open Spaces, Policing resources and Emergency Services, Streetscape, Biodiversity
<b>Notting Dale</b>	Air Quality, Streetscape, Affordable Housing, Health, Policing resources and Emergency Services
<b>Pembridge</b>	Streetscape, Community Safety, Policing resources and Emergency Services, Parks and Open Spaces, Air Quality
<b>Queen's Gate</b>	Streetscape, Air Quality, Parks and Open Spaces, Community Safety, Policing resources and Emergency Services, Affordable Housing, Cultural Facilities, Education, Waste
<b>Redcliffe</b>	Community Safety, Policing resources and Emergency Services, Streetscape, Waste, Biodiversity
<b>Royal Hospital</b>	Community Safety, Policing resources and Emergency Services, Air Quality, Streetscape, Health, Affordable Housing
<b>St Helen's</b>	Biodiversity, Streetscape, Health, Policing resources and Emergency Services, Affordable Housing, Community Facilities, Cultural Facilities
<b>Stanley</b>	Policing resources and Emergency Services, Parks and Open Spaces, Affordable Housing, Streetscape, Health, Community Safety, Air Quality, Transport & Highways

There is flexibility and projects may relate to any of the priorities.

### **Neighbourhood Plans**

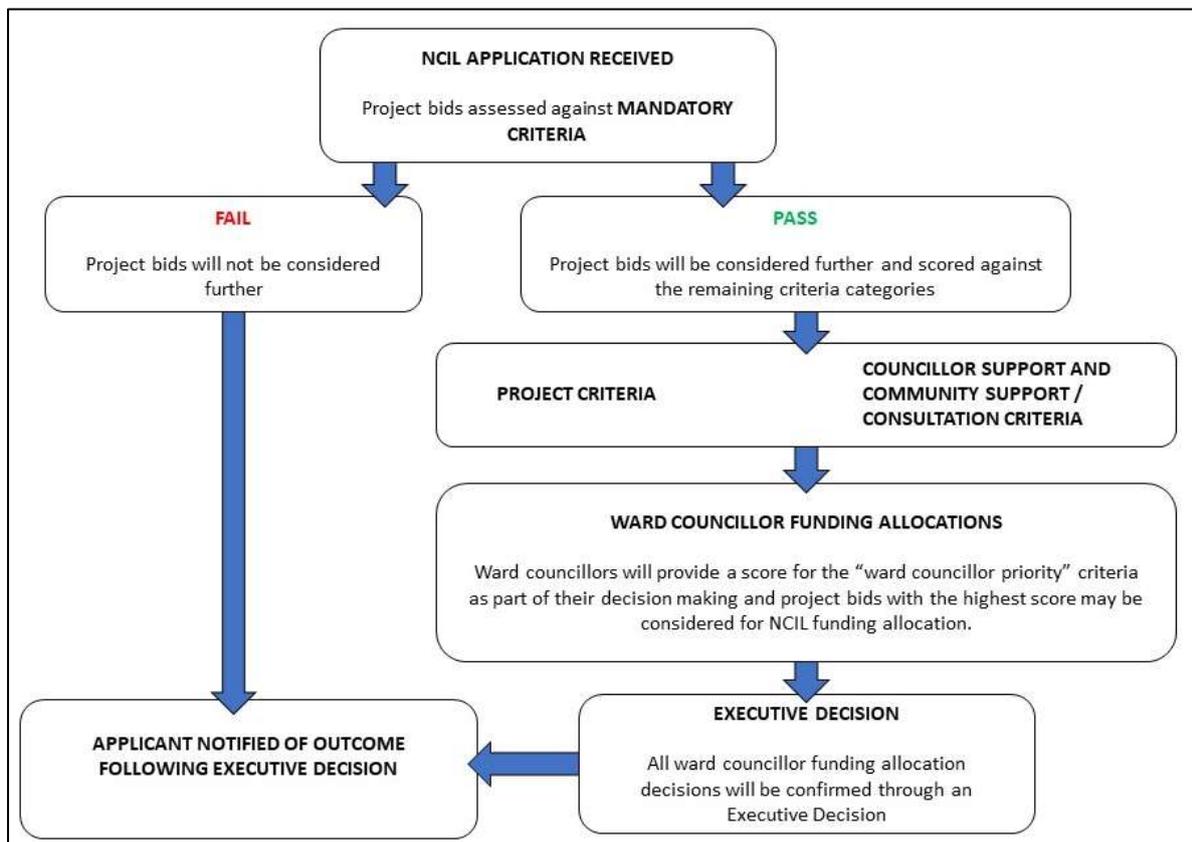
The use of neighbourhood funds should match priorities expressed by local communities, including priorities set out formally in neighbourhood plans. This can also include a neighbourhood plan where it would support development by addressing the demands that development places on the area.

There are two neighbourhood plans in the Borough. The [St Quintin and Woodlands Neighbourhood Plan](#) and the [Norland Neighbourhood Plan](#). These identify infrastructure priorities for the respective neighbourhood areas.

### **How will projects be reviewed?**

Ward Members will make a funding decision taking into account the established community priorities and assessment criteria.

Project bids will be assessed against criteria and be scored. There are three categories, Mandatory, Project and Councillor support and Community support / consultation criteria. The diagram below shows the review process.



In completing the NCIL application form you should refer to the assessment and scoring criteria. **For clarity the assessment criteria is available as a separate document on the NCIL Call for Projects page <https://planningconsult.rbkc.gov.uk/consult.ti/NCILbids3>.**

## The Application Form

### Part A: Your Details

#### Who Can apply?

Applications for NCIL funding are open to residents, local community groups, residents' associations, registered charities, infrastructure providers and charitable companies. They cannot be drawn up or submitted by ward members who will be making the funding allocation decisions.

Joint applications can also be made by:

- Communities and / or organisation working together
- Communities and / or organisation in different wards
- Communities and / or organisation in partnership with Council service areas.

Applicants and projects must operate on a not-for-profit basis.

The lead applicant is the primary contact for the project. The Council will contact the lead applicant to notify them of the application outcome and for project progress updates.

Public liability will be required where applicants intend to deliver the project or if the project is to be on private land.

Details of DBS disclosure check must be provided for those organisations or projects that relate to children, young people and vulnerable people.

## Part B: Project Information

### **B3. Please indicate which ward(s) or neighbourhood plan area you are identifying an NCIL project for?**

The project must be within a ward(s) in the Royal Borough of Kensington and Chelsea. If the project spans more than one ward, all relevant wards must be listed.

Projects that fall outside of the Borough will not be eligible for NCIL funding. An exception to this would be where cross-borough NCIL funding can be secured, details of which will need to be provided.

You can find out the ward for the project here:

<https://www.rbkc.gov.uk/yourcouncil/yourcouncillor/postcodesearch.asp>

You can view the neighbourhood plans here to see if you fall within a neighbourhood plan area: <https://www.rbkc.gov.uk/planning-and-building-control/neighbourhood-planning/neighbourhood-planning>

### **B4, B5, B6 and B7 – Project finances**

You must set out how much NCIL funding is needed for the project here and the itemised project costs. Applicants may seek part funding or full funding for projects.

If you are submitting a joint application spanning more than one ward, you must indicate how much is being sought from each ward's NCIL fund. This will normally be an equal amount from each of the wards where NCIL is being sought from, unless there is an exceptional reason which must be set out in detail in the application. The exceptional reason cannot be that one ward has a greater amount of NCIL accrued.

A cost breakdown and evidence of costs for items must be provided to allow assessment of the application. Project costs can be estimated through obtaining quotes and estimates from suppliers and through discussion with Council service areas. Where bids propose items or services to be procured externally the bid must be supported with three quotes to demonstrate best value for money. Costs will need to include VAT.

Project bids must include costs of Council officer time and additional work required such as consultation. The applicant should discuss this with the relevant service area prior to making a submission.

You must identify any ongoing revenue costs of the project, such as ongoing future maintenance costs and identify how these costs will be met and by whom.

NCIL funding could be used to leverage in additional funding, be packaged with funding sources for a different programme or top up funding for an existing programme. If any of these are applicable to the amount sought, details will need to be provided.

Projects will need to be delivered within the amounts awarded. In some cases project costs may increase after funding awards have been made. Only in exceptional circumstances and where there is sufficient NCIL remaining for the ward, the below process will need to be followed.

1. The applicant and relevant council service area delivering the project will need to set out clearly the amount of additional funding required and the reason why costs have increased.
2. Ward councillors will need to confirm award of the additional funding.
3. The award of additional funding will need to be confirmed through an delegated decision

### **B8 and B9 – Does the project comply with the CIL Regulations**

Projects must comply with [CIL Regulation 59F](#) in order to be considered for NCIL funding. You will need to clearly explain the type of infrastructure that the project relates to and if the project is for the provision, improvement, replacement, operation or maintenance of it.

You will also need to explain the impacts of development that the project seeks to address and how the project will help mitigate this.

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?

All submissions for projects (for example highways works) would also need to meet any relevant requirements of existing national, London and local policies and guidance. This will include design standards.

For instance, highway works could have wider implications than just for the street or neighbourhood for which they are being proposed. It may be a requirement for the Council to consult more widely on such proposals. Therefore, projects may need to be signed off by the appropriate Council Service area.

The implementation of such projects will need to be carried out by the Council's approved contractors and supervised by the Council. NCIL funds will be used in such cases to redeem the resource costs incurred by the Council.

### **B10. Which of the identified community priorities or Neighbourhood Plan priorities does your project relate to?**

You must clearly state which of the community priorities the project relates to and explain how the project will help deliver a long lasting improvement in relation to the priority.

### **B12. Who will deliver the project?**

You will need to identify a lead project manager and provide details of who will undertake the work. This may be the lead applicant / organisation or in partnership with the Council.

It is expected that the Council will deliver projects that relate to the provision of a Council service. For example, changes to the highway would need to be agreed and carried out by the Council. You are encouraged to contact the relevant Council service area to discuss your project ideas with them in advance of it being submitted. You must provide the service area, officer contact name and confirm you have discussed the project with them in advance

Projects will be commissioned by the Council and may in some circumstances be delivered in partnership with community organisations. The Council's procurement processes will need to be followed in these instances.

### **B13. Project summary**

It is essential to provide an overview of your project to explain what the money will be spent on, this must include:

- What it is?
- Where it is?
- How you plan to monitor progress?

You should succinctly provide enough context and information so that those unfamiliar with your project can understand it.

### **B14. Please explain how the project will benefit the community in the local area and/ or the Borough.**

You should consider the long-term recurring benefits to the community.

The project should demonstrate a community and/or wider benefit. Questions to consider are:

- What are the benefits to the local community?
- Are there any wider benefits to residents living in the Borough?

Benefits may relate to improving health and wellbeing, reducing inequalities, improving skills, making facilities more accessible, bringing communities together or improving local environment.

If you are applying for a project that spans more than one ward, you must clearly explain the benefits to the communities in each wards NCIL is being requested from.

### **B15. Does your project have local or wider community support?**

We are looking for projects that are supported by the community. You should therefore demonstrate the level of community support for your project proposal, this could, for example, by providing a list of supporting signatories, letters of support, evidence of any community engagement you undertaken and the outcomes, or any statistical information that you have.

## **B16. What are the proposed timescales for delivery of the project?**

Projects can only commence after Executive Decision confirmation has been gained and the project has been incorporated into the relevant service areas work programme for the year ahead. It will be expected that projects are capable of being completed in 12 to 18 months unless prior agreement is reached between the Council and applicant. Please provide the timeframe for delivery including details of any key milestone dates. This should include an anticipated project start date, any other delivery stages / work required and associated timescales, and anticipated completion date. A helpful way to present this is to set out the stage / work required length of time required to complete this particular stage, and a completion date for the stage.

## **Part C: Declaration**

The declaration must be read and signed by the lead applicant in order to bid for NCIL funding. Conditions may be applied to the award of NCIL funding.

## **Decision Making**

Funding allocation decisions will be made by ward councillors taking into account the project review and scoring. As part of their decision making, ward councillors will provide a score for the “ward councillor priority” criteria based on their knowledge of local priorities. Funding allocation decisions will be confirmed through the Council’s Executive Decision process. Projects can only commence after Executive Decision confirmation has been gained and the project has been incorporated into the relevant service areas work programme for the year ahead.

The funding awards will be ring fenced for the NCIL project until any further work necessary is undertaken or until any final arrangements required for project delivery are made.

NCIL will not be released for projects and projects cannot commence until any community consultation, all approvals have been gained and all funding for the project has been secured.

If NCIL projects that have been awarded funding do not come to fruition or insurmountable delivery issues arise, then NCIL amount will be returned back to the NCIL fund for the relevant ward.

