

Westminster Neighbourhood CIL Application Form



City of Westminster

City
for
All

FAQs

1 What is CIL and what can it be spent on?

The Community Infrastructure Levy (CIL) is a charge on new development to help fund strategic and neighbourhood infrastructure in Westminster. This can include new or improved facilities for health, education, open spaces, sports and leisure, utilities and waste, transport and the public realm, and other social & community facilities.

Under CIL legislation, the neighbourhood portion must be spent on:

- the provision, improvement, replacement, operation or maintenance of infrastructure; or
- anything else that is concerned with addressing the demands that development places on an area. This could include things such as new open space, cycle/pedestrian routes, strategic transport infrastructure and community facilities.

2 How much is my area entitled to?

Each designated Neighbourhood Area has a say over 15% of the CIL receipts collected in its area (capped at £100 per council tax paying dwelling). This rises to 25% of receipts (uncapped) where a Neighbourhood Forum has successfully adopted a neighbourhood plan for the area.

The council will retain the neighbourhood portion of CIL but must consult with local communities on how to spend it, in line with local priorities. This application form will help the council decide how to spend this portion of CIL in your area.

3 What will the council agree to fund in my area?

The council has agreed a CIL Spending Policy Statement that sets out the criteria against which it will judge applications. To be approved for funding, projects must:

- Be in line with Westminster's priorities and policies – they must address the principles and policies set out in Westminster's development plan and other relevant strategies.
- Support growth – they should support the growth of the Neighbourhood Area and Westminster as a whole.
- Be supported by the community – they should have demonstrable support from a cross-section of the community.
- Be cost effective – they should represent value for money and be delivered in a timely manner.
- Be supported by infrastructure providers – they should be supported by the organisation who will be delivering the project, including the relevant council department.

When you have completed your form, please email to cils106projects@westminster.gov.uk or post it to us at CIL application, Westminster City Council, Planning Policy, 17th floor, 64 Victoria Street, SW1E 6QP

If you have any questions, email the team at cils106projects@westminster.gov.uk

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Applicant details

Please provide details of your organisation and a named contact so we can inform you of the outcome of your application.

Neighbourhood Forum/ Community Organisation Details

N.B. where a designated neighbourhood forum exists, applications must be made by that body.

Fitzrovia West Neighbourhood Forum

Named Contact

Gwilym Harbottle

Email Address

gwilymharbottle@gmail.com

Telephone No.

07811 633916

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Consultation

Please set out how you have consulted with other community groups in your area on your proposal.

Westminster Ward Councillors

Please give details of WCC ward councillors you have engaged on this proposal.

Jonathan Glanz has seen the costs and supports the proposal
Pancho Lewis supports the proposal in principle but asked to see the costs.
We are awaiting his final view.

Businesses

Business Improvement Districts (BIDs) and/or individual businesses

After the locations were agreed by the Forum's members at an AGM in July 2021, we carried out a consultation between 3 November and 3 December 2021 using a Consultation Document: see <https://www.fitzwest.org/news/>. This was emailed to all our 227 members (many of whom are businesses) and 234 other local businesses. Specifically in relation to businesses within 25 metres of any of the locations, we delivered a hard copy and communicated by email or phone with almost all of them.

Residents

Residents' Associations or other residents groups

There are no residents' associations or groups specific to this area. We consulted with all residents using the Consultation Document during the consultation period indicated above. We emailed residents who are Forum members. We delivered hard copies of the Consultation Document to all residential addresses within 25 metres of any of the locations.

Amenity Societies/ Other Community Groups

Any amenity societies or other community groups in your area

The Fitzrovia Neighbourhood Association
All Soul's School, Riding House Street (head teacher Alex Ascough) expressed interest in adopting one of the planters.

Please give details of your proposal including proposed timescales

Project Name and Location

Greening Around New Cavendish Street East

Project Summary

(300 words max)

The placing, planting and maintenance of twelve planters at six locations at and around the junctions between New Cavendish Street and Gosfield Street, Great Titchfield Street and Hanson Street and towards the north end of Gosfield Street.

The locations have been chosen on the basis of advice from a professional garden designer and suggestions from residents and businesses during the consultation process described above.

Each location lacks greenery and has suffered from persistent dumping of rubbish which it is hoped the presence of the planters will deter. The Forum consulted on a total of seven locations (numbered 1-7 on the Consultation Document plan: <https://www.fitzwest.org/news/>). Following the consultation, we reduced the number of locations to six - locations 1-5 and 7 on the Consultation Document plan. The final locations were fixed on as they presented minimum inconvenience to residents and were mainly near businesses.

The planters will be designed and installed by Conway on behalf of Westminster's Highways Dept, following an appropriate feasibility study. They will be planted, replenished and maintained by a committee of local residents as well as local businesses and All Soul's School (which wishes to adopt a planter). The Forum Executive recognises that proper maintenance is critical to the success of the project.

It is intended that the planters will remain in place for five years.

Proposed Start Date

We are awaiting confirmation from Highways Conway but we hope to install and plant in Spring 2022

Proposed Completion Date

We are awaiting confirmation from Highways/Conway but the planters are intended to be in place for 5 years

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CIL funding amount

Please give the amount of CIL funding you are applying for and any other funding that has been identified.

Total Project Cost

£41,872

CIL sought for allocation

£32,797

Other (non-CIL) funding identified to deliver project [please state source]

£9,075 from Tesco's Bags for Help, administered by Groundwork

Please provide details as to how your application matches the criteria we have set out in our CIL Spending Policy Statement.

Project Compliance with WCC CIL Spending Policy Statement

a. Be in line with Westminster's priorities and policies – how does your proposal address the principles and policies set out in the development plan for the area (including neighbourhood plans) and any other relevant strategy documents?

N.B. Westminster's development plan includes: the London Plan (2016); Westminster's City Plan (2016) and the accompanying Infrastructure Delivery Plan; and Westminster's Unitary Development Plan (2007). 300 words max

The project furthers or is consistent with the following relevant policies:

London Plan. Policy GG3.G provides that those involved in planning and development must "plan for improved access to and quality of green spaces [and] the provision of new green infrastructure". Policy D8.I provides that development proposals should "incorporate green infrastructure such as street trees and other vegetation into the public realm to ... reduce exposure to air pollution, moderate surface and air temperature and increase biodiversity".

Location 1 (New Cavendish Street/Hanson Street) is in an area which is designated as a Local Centre in the Westminster City Plan. Policy 14.C.4 provides that local centres will provide a mix of community uses to meet residents' day to day shopping needs, provide local employment opportunities, and support opportunities for community interaction.

Westminster City Plan. Policy 43.B.3 provides that development should ensure that soft landscaping is maximised to soften the streetscape and provide visual and environmental relief from hard landscaping, buildings and traffic.

Policy 34.B provides that developments will, wherever possible, contribute to the greening of Westminster by incorporating trees, green walls, green roofs, rain gardens and other green features and spaces into the design of the scheme.

Neighbourhood Plan (adopted 2 September 2021). The Fitzwest Neighbourhood Area is recognised as being severely deficient in green space. Policy GS2 provides for Creating New Green Spaces. Appendix 4 to the Plan sets out priorities for the use of CIL monies, including "schemes that improve the public realm for residents and all users" including "tree planting and other landscaping".

b. Supporting growth – how does the proposal support the growth of the neighbourhood area, and Westminster as a whole?

N.B. Proposals will not be considered for funding that are seeking to remedy pre-existing deficiencies, unless these are made more severe by new development.

300 words max

The project is located on or visible from the two busy pedestrian streets of New Cavendish Street and Great Titchfield Street which in normal times are used by hundreds if not thousands of pedestrians every day, most of whom are visiting the Area for work, study or entertainment. By improving the visual aspect of the streets where they are located, the planters will enhance these visitors' experience and encourage them to return and recommend the area to others.

On a more specific level, the presence of the planters will boost trade at the businesses identified below, particularly the cafe and restaurant whose customers, when seated, will look out onto the street.

As indicated above, Location 1 is in a designated Local Centre and the presence of the planters will promote local shops, employers and community interaction.

c. Supported by the community – Is the proposal supported by the community? Please give details of how you have consulted with the groups named in section 2 and how such groups have expressed support for the proposal.

N.B. Support of at least two relevant WCC ward councillors will be required for funding proposals to proceed to allocation.

300 words max

As indicated above the Forum has conducted extensive consultation with local residents and businesses. There has been almost unanimous support for the project which in many cases extended to a willingness to assist with maintenance. The results can be summarised as follows:

A. Residents

There were 36 responses in total. 34 in favour of all locations. 2 objected to some locations.

In more detail:

Online survey

- 24 responses
- 100% in favour generally of greening
- 1 respondent objected to locations 2 and 5 because of crowding. It will be possible to make the planters smaller here and it is expected that this can be dealt with during the feasibility study.
- 18/24 respondents expressed a wish to help care for and water the planters.

Paper survey

- 2 responses
- 1 in favour of all, 1 in favour of some locations but not others

Email and personal contact

- 10 responses from residents and adjacent businesses
- 100% in favour of all locations
- Director of Estates at University of Westminster in favour and offered to care for planters and their building is adjacent to N2, N5, N6 and N7.

B. Businesses

Businesses which expressed support:

- Harris and Hoole, New Cavendish Street
- Ship Pub, New Cavendish Street
- Viabizzuno Lighting Shop, Great Titchfield Street
- Director of Estates, Westminster University, 120-122 New Cavendish Street
- The Gentlemen's Barber, New Cavendish Street
- The Sound Company, Gosfield Street
- M. Sakhi, Tailors, Great Titchfield Street
- Director of Estates at University of Westminster in favour and offered to care for planters and their building is adjacent to N2, N5, N6 and N7.
- Maui Poke, Gosfield Street (the manager pointed out that he had been asked by WCC to put rubbish in original location 6. This has been taken out) of the project

Businesses contacted but no response:

- Banh Mi Town, Hanson Street
- KCD Worldwide, Great Titchfield Street

C. The **Fitzrovia Neighbourhood Association** has written to us in the following terms: "The FNA supports the project: It meets some of the central Key priorities of FitzWest which the FNA shares: greening, creating a more pleasant environment, and getting people more involved in looking after their surrounding area." (email from the FNA Planning Subcommittee dated 8 January 2022).

d. Cost effective – does the proposal represent value for money and will it be delivered in a timely manner?

N.B. Proposals should show whether the allocation of funding could leverage additional resources to ensure it is delivered, and that the proposal can be sustained in to the future. Where appropriate, feasibility studies may be required to demonstrate that proposals can be carried out within 12 months of the allocation of CIL funding.

300 words max

The project will be delivered by the Highways Department and a committee of local residents. The involvement of the Highways Dept carries with it considerable costs (including over £6,000 for feasibility and design) and a large contingency (almost £7,000, which may not be used). However, the involvement of Highways will ensure that the project is safe and does not interfere with other users of the highway.

As mentioned above, the CIL funding would leverage a total of £9,075 from the Tesco Bags for Help scheme. This funding has been supplied for a greening project in the Neighbourhood Area but given that any public greening will in practice have to be on the highway and the costs will be considerable (see below), it is unlikely that this money will be effectively spent unless it is used a contribution to a CIL-funded project.

The Tesco money will contribute slightly over 20 per cent of the cost of the project and extensive unpaid work will be carried out by volunteers, thus ensuring value for money.

Budget breakdown

A. At the Forum's request, WCC's Highways Dept commissioned a Project Cost Summary from Conway for the supply of planters and topsoil. The Summary (dated 23 November 2021 and submitted with the application) indicates a project total of £24,437. This is broken down as follows:

Feasibility and design of planters: £6,304.57
Supply and install planters: £7,599.14
Client costs: £3,551
Risk and contingency allowances: £6,982
Total: £24,437

B. For the planting plan and supply of plants (including replenishment during the 5 year period) of the project, the designer has quoted the following:

Detailed planting plan, source plants and order, including site visit to nursery to choose multistemmed plants: £850
Initial cost of plants – to include delivery, fees for placing plant and labour to plant: £6,750
To arrange planting of bulbs in Autumn and day with volunteers to include sourcing and delivery of bulbs to all planters: £800
Annual replacement of stolen/damaged plants for 5 years — estimate based on 20% replacement cost of plants plus labour and delivery charges: £8,250
Total: £16,650

C. Fitzwest insurance cost (to insure volunteers): £157 per annum. Total for 5 years: £785.

e. Supported by infrastructure providers – is the proposal supported by infrastructure providers who will deliver the proposal, including the relevant council service area?

Please give details of the infrastructure providers or council officers you have engaged with on your proposal.

300 words max

The proposal is supported by Susan Chon, Programme Assurance Manager Public Realm – City Highway - City Management and Communities - Westminster City Council. As explained above, the Forum (through Ms Chon) has engaged with Conway to ensure that the proposal is properly priced.

6
Decision Making

For completion by WCC staff.

Date application received

Name

Date Approved

Ward Members

CIL / Infrastructure Officer Group Project Sponsor

Cabinet Member

WCC Project Manager:

Email:

Telephone:

Project director / Project manager's line manager
