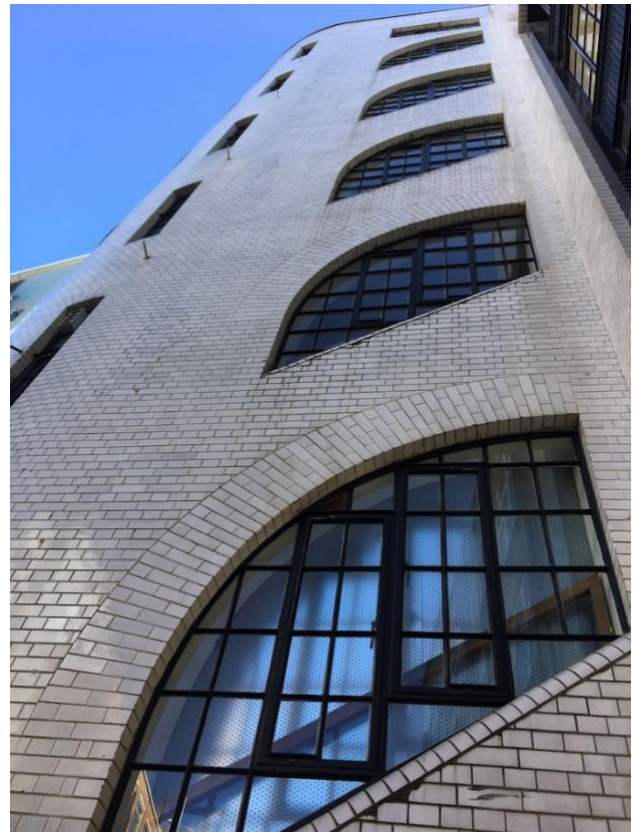


# Neighbourhood Community Infrastructure Levy

## Projects Funding Guidance and Toolkit



January 2023

PLACEMAKING  
LONDON



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## 1. Introduction

This document has been prepared for the Fitzrovia West Neighbourhood Forum (FWNF). It sets out the process for:

- managing **Fitzrovia West Neighbourhood Area Community Infrastructure Levy (NCIL)** projects
- assessing and deciding which projects can progress to a funding application and
- the **Fitzrovia West Neighbourhood Forum** (FWNF) to determine to formally support other organisations' NCIL applications prior to submission to Westminster City Council (WCC).

The purpose is to ensure that projects are aligned to the vision, objectives and policies of the adopted Fitzrovia West Neighbourhood Plan 2020 -2040 (July 2021).

## 2. The Fitzrovia West Neighbourhood Forum

Fitzrovia West Neighbourhood Forum (FWNF) is the designated Neighbourhood Forum. The Fitzrovia West Neighbourhood Area is shown on this map (Appendix 2).

Fitzrovia West Neighbourhood Forum was originally designated by Westminster City Council (WCC) on 5th February 2015, for a period of 5 years and its designation has been renewed for a further 5 years.

The Forum's constitution can be read online at [Constitution | FitzWest](#).

The Mission of the FWNF is to ensure that Fitzrovia develops as a **habitable, sustainable and neighbourly community**.

The Forum has two principal objectives:

- To promote the **social, economic and environmental well-being of Fitzrovia** and;
- To help **foster community spirit and encourage local democracy and civic pride**.

The Forum works positively and proactively with all local stakeholders, the community, businesses and West End Ward councillors on neighbourhood issues.

## 3. The Fitzrovia West Neighbourhood Plan

The Forum has formally made its Fitzrovia West Neighbourhood Plan, which sets the neighbourhood planning policy objectives that inform the delivery of NCIL within the neighbourhood area.

The Neighbourhood Plan is now part of the Statutory Development Plan for Westminster and will be used alongside the council's own planning documents and the Mayor's London Plan in determining planning applications in the Fitzrovia West neighbourhood area.

The Fitzrovia West Neighbourhood Plan (FWNP) contains a range of local planning policies covering the objectives of:

- Promoting regeneration
- Supporting business uses and development
- Green and open space
- Promoting environmental quality
- Mobility and transport

These policies contribute to guiding and shaping the delivery of new development and neighbourhood infrastructure in Fitzrovia West. The area like so many parts of the West End and Westminster is not homogenous and so the community infrastructure requirements will vary by

geographical location and community demographic.

#### 4. Neighbourhood CIL Overview

Any local Westminster community or organisation can apply for Neighbourhood CIL funding so long as the project meets the CIL regulations and the policies and criteria set out in the CIL Spending Policy Statement dated 17 October 2022.

The FWNF can also make an application to WCC to deliver a local infrastructure project.

In both working to prepare and submit its own NCIL applications and in supporting other organisations to submit theirs, the FWNF wishes to ensure a robust and rigorous approach to the **selection, assessment, and prioritisation** of projects suitable for NCIL funding, in accordance with CIL regulations and policies. The Neighbourhood Forum has adopted a process and this guidance note to be used by members of the Forum's Executive and any CIL subcommittee. This provides a transparent framework for the decision-making process for the purpose of good governance.

This document also includes a step-by-step introduction to NCIL and explains how funding can be invested in the Fitzrovia West Neighbourhood area on **permanent local infrastructure**.

Some projects have already been identified during community engagement and ideas shared by residents and community organisations (Appendix 5); and some projects have already received a NCIL funding allocation.

The FWNF also wishes to ensure a robust and transparent process is in place whereby it determines to support NCIL applications made by other organisations or

individuals to ensure a good and even distribution in the allocation of the NCIL across the neighbourhood area, both by geographical location and reflecting the NP objectives.

The FWNF welcomes proposals from the community for NCIL applications. It wishes to support successful applications and see the timely delivery of expenditure for community and public benefit within the Neighbourhood Area.

The FWNF though has limited operational and administrative resources being a community led forum and therefore the responsibility is on organisations to develop comprehensive budgeted proposals, with evidence of local support, when bringing forward projects for FWNF consideration.

Organisations and individuals are always welcome to submit ideas for NCIL projects for early discussion with the FWNF Executive and any CIL subcommittee in addition to the regular call for ideas hosted by the FWNF during Annual and General Meetings.

#### 5. Community Infrastructure Levy Neighbourhood (NCIL) Portion

25% of CIL from developments in the Fitzrovia West area is available for the community to apply to deliver projects in the area.

Westminster City Council revised its Community Infrastructure Policy Statement in October 2022.

This guidance note therefore advises on the policy approach and City Council priorities for the allocation of NCIL funding.

A new application form and guidance has been issued by WCC, with the new application process taking effect from the Spring 2023 funding round.

It should be noted that WCC may change this process and guidance and national government regulations and guidance may also change in the future.

## 6. What can be Delivered with NCIL Funding

WCC follows national government CIL legislation and regulations (see [here](#)) regarding the nature of local area projects that can be eligible to receive funding.

WCC advises CIL money must be spent on the provision, improvement, replacement, operation, or maintenance of infrastructure needed to support development or growth.

CIL can be used to increase the capacity of existing provide new infrastructure or to repair or update existing infrastructure. Below are some examples of projects that have been funded with CIL:

- prevention of crime and anti-social behaviour, for example CCTV installations
- public realm enhancements
- transport/highways, e.g. junction improvements to improve pedestrian safety, electric charging rollout, cycle docking stations, bridge refurbishment /corrosion protection
- open spaces, parks landscaping and play facilities upgrade and Paddington Rec upgrade
- health facilities
- sports and leisure facilities
- utilities/waste, for example deep drainage improvements, street markets utilities improvements.
- feasibility studies and research to enable the identification of eligible infrastructure projects.

CIL money cannot be spent directly on affordable housing, but it can support affordable housing by providing other infrastructure on site.

To be funded by CIL, a project must meet the requirements set out in national legislation and regulations. CIL funding must also be informed by local policy, as set out in Westminster's CIL Spending Policy Statement.

WCC prefers to support projects that can be **delivered within 24 months** and will seek evidence of this in the NCIL application form, in particular a realistic project plan.

The City Council has a **minimum project value threshold of £2,000**.

Larger projects over £250,000 or more in value will need to demonstrate that significant community and public benefit would be delivered through NCIL funding.

WCC also **encourages applicants to secure match funding** where this is available. Public, charitable and private sector funding can be sought.

## 7. The Application Process

This section provides guidance for organisations and individuals wanting to make a NCIL funding application.

It is advised to start the application process 12 weeks before the application closing date (quarterly and published on WCC's website). The FWNF will need a minimum 8 week lead in time for supporting the preparation and approval for submission CIL application documentation.

Applicants are encouraged to seek WCC officer feedback on the draft project idea. Early engagement with council officers is

important for maximising the chances of a funded application.

It is recommended that the applicant obtains confirmation of the local Ward Councillors' support for the application proposals prior to submission. This is because they will be asked by council officers for their view on the project before making a recommendation to the Cabinet Member to approve or reject the application; or defer for further information.

The WCC NCIL [application form](#) can be seen here.

It is recommended that the submission is accompanied by a covering letter or email, relevant appended project information and evidence of Ward Councillor, local community and stakeholder support.

Following submission of the application form WCC officers may request further information in advance of the decision.

WCC's formal application process states that decisions will be taken by the Cabinet Member for Planning and Economic Development unless the project value exceeds £250,000 or where the Cabinet Member deems that the project is of a sufficient scale of complexity the decision will be brought to a meeting of the Cabinet.

Cabinet Members are advised by council officers on the project and application content and sum of NCIL requested.

Officers will recommend the appropriate decision-making process following closure of the quarterly application round. The City Council's decisions are published on its website.

The council officers can be contacted via email:  
[CILS106projects@westminster.gov.uk](mailto:CILS106projects@westminster.gov.uk)

## 8. Governance

The FWNF is governed by its constitution and is run by a Forum Executive, which meets regularly. Where appropriate, the Executive will deal with all matters relating to CIL

### CIL subcommittee

The FWNF may appoint a **CIL subcommittee** to lead on the selection and delivery local infrastructure projects. Any CIL subcommittee will be comprised of members of the FWNF Executive and other co-optees.

Any CIL subcommittee will report directly to the Executive and meetings will be held regularly through the year.

The work of any CIL subcommittee will be to review, assess, prioritise, and recommend projects to the Executive for it to decide whether to submit a formal application to WCC or to support the organisation or individual that wishes to make the NCIL application. The recipient of the funding allocation takes full responsibility for expenditure, good governance and all related project liabilities.

### Conflict of Interest

Any member of the Executive and any CIL subcommittee who has a direct interest in a potential NCIL project should declare this and not participate in discussion and voting. They can however present the project and answer questions put to them on the project. Letters of support for projects to other organisations or individuals should be issued out formally by the Chair of the FWNF or member with delegated authority on behalf of the FWNF Executive.

### Assessing Projects

Each potential new project will be assessed by the FWNF Executive and any CIL



subcommittee, using the assessment matrix (Appendix 1).

This is to ensure that as far as possible a consistent approach is used to appraise each project.

Members of the Executive and any CIL committee are listed on the FWNF website.

In line with WCC's expectations NCIL projects will be expected to be:

- Neighbourhood plan led – ie consistent with the objectives and policies of the Neighbourhood Plan
- Have been the subject of local engagement and consultation
- Benefit the community
- Cost effective
- Capability of timely delivery by the applicant

#### Progressing Projects by the Forum Executive if there is no CIL committee

The Executive will vote on the project idea following review of the assessment matrix.

A vote will then be taken as the decision. Minutes of the meeting will be taken to ensure an accurate record of decision making.

#### Progressing Projects if there is a CIL Committee

For projects to move forward from any CIL subcommittee for decision by the Forum Executive, the CIL subcommittee will vote on the project idea following review of the assessment matrix.

The vote will then be taken as the decision to be recommended to the Forum Executive. Minutes of the meeting will be taken to ensure an accurate record of decision making.

The Chair of the CIL committee will then table the list of recommended projects, with their respective matrix scores, to the members of the Forum Executive as an agenda item. Members will be asked to cast their vote.

In the event of no clear decision, the Chair of the Forum in consultation with the Chair of the CIL committee will take the final decision on the submission of CIL applications to WCC following voting. Minutes of the meeting will be taken to ensure an accurate record of decision making.

#### Resolving disputes

It is recognised that it is disappointing if the Forum does not support a project. In the first instance the applicant is encouraged to seek feedback as to the reason for the project not being supported by the Executive or any CIL subcommittee. It could be that the project does not qualify under CIL regulations (i.e it is not for infrastructure), or WCC has advised that they would not support the project because it is not one of its funding priorities, or the proposed project might be funded by another funding source. It may be possible to amend the initial application and re-submit the application in the next round.

### **9. The Toolkit**

The toolkit is to be used for deciding which projects to support, those put forward by the FWNF and by other organisations.

A timeline showing the steps in the evolution of a CIL project is presented below.

These steps are applicable to all types of projects and is intended to guide users along the journey from idea to application, decision, and project delivery.

The toolkit contains the following documents:

- a) Project Assessment Matrix (for use by the FWNF Executive and CIL Committee)
- b) Checklist (for use by members of the community proposing a new project to the FWNF)
- c) Community Engagement and Participation
- d) Project Costing Guidance

## **10. Stages of a Community Infrastructure Project**

The diagram below outlines the usual stages in the evolution of a NCIL funded project.

It should be recognised that comparatively straightforward projects are likely to require less formal detail at each stage.



### **Step 1: Evolve the idea and create the project**

- Assess the potential projects against the checklist (Appendix 3) and the assessment criteria (Appendix 1)
- Identify a project champion and identify local stakeholders and potential partners
- Build the case - develop the proposals in more detail, quantify the costs and plot the delivery mile stones
- Get the property owner's consent
- Engage WCC officers in the project and intention to submit a CIL application



### **Step 2: Do the paperwork**

- Prepare the WCC application form and prepare together supporting documentation
- Seek Ward Councillor, community group and amenity society emails and letters of support
- FWNF authorise the project application to go to WCC - either submitted by FWNF or applicant



### **Step 3: Decision-making process**

- FWNF or applicant submits the project application to WCC
- Answer any additional questions from WCC officers following application submission
- Read the CIL report and committee decision



### **Step 4: Prepare for delivery**

- Resolve any conditions relating to a 'decision in principle' and seek WCC officer written sign off
- Review and confirm the timeline and budget
- Confirm with WCC how funding can be drawn down to deliver the project. This is usually for work completed and submission of an invoice with accompanying evidence, such as receipts
- Appoint a project manager or lead person for the project



### **Step 5: Deliver the project**

- Develop a project plan, with clear milestones and responsibilities
- Check whether there are any legal or health and safety issues to resolve?
- Monitor the project programme and budget
- Provide regular progress and budget updates to WCC
- Provide regular community updates on FWNF website



### **Step 6: Operate and maintain**

- Be clear who will be responsible for the operation and maintenance of the infrastructure
- Monitor and resolve any snags and issues



### **Step 7: Promote and celebrate**

- Plan a launch event
- Promote to stakeholders and the media

## **11. Projects Assessment Matrix and Checklist**

Any ideas for new projects can be shared with the FWNF, which will be assessed on their merits by the Executive or any CIL subcommittee against the criteria. The criteria are based on CIL regulations and WCC requirements for CIL investment.

A template example of the assessment matrix is presented in Appendix 1.

## **12. Community Engagement and Participation**

FWNF intend that the local community should be actively involved both in identifying and in supporting the projects for which CIL funding will be sought.

This will build upon the work undertaken during the preparatory stages of the Neighbourhood Plan.

The FWNF website will provide regular updates on CIL projects.

A three-step process for community engagement and participation will take place for CIL projects.

1. At least yearly a 'call for ideas' will be undertaken by a survey on the website
2. Regular website updates will provide information on each project to be taken forward to a funding application, with a 'share your views' comment option available
3. There will be project specific community engagement following funding decision to showcase the proposals and seek community feedback with delivery updates added to the website.

Local Ward Councillors will be kept regularly updated and their support and guidance sought on the specifics of projects, in the context of the City Council's work and awareness of other developments and activities taking place across the neighbourhood.

The Forum will also seek a champion for new NCIL projects from the Executive to ensure there is on-going support for the delivery of each project. This will establish a dedicated point of liaison for organisations submitting their own FWNF NCIL applications.

## **13. Project Costing Guidance**

To assist the FWNF in determining and costing CIL projects at application stage an advisory guidance note has been prepared (Appendix 4).

## **14. Plan for Prioritisation of Projects**

The Neighbourhood Plan looks forward from 2020 – 2040. Within that timescale the area will continue to change and evolve and therefore the strategy for prioritising how the Neighbourhood CIL funding is spent most effectively must have a degree of flexibility.

A forward programme of projects will be prioritised by the Executive and any CIL subcommittee as appropriate based on their scoring in the Matrix assessment, using these criteria:

- Promote regeneration
- Support business uses and development
- Protect, enhance and create new green and open spaces
- Promote environmental quality
- Enhance Mobility and transport

- Evidence of project plan and deliverable within 24 months
- Supported by Ward Councillors
- Levers in additional funding
- Evidence of community support
- Supported by infrastructure owner e.g. WCC if on public highway.

Projects that currently benefit from Neighbourhood CIL funding are shown in Appendix 5. The funding allocations from WCC are time limited and expenditure is anticipated within a set period as confirmed with officers.

## Appendices

### 1. Project Assessment Criteria Checklist (also see separate Excel file)

| Project Name  | Promoter                   | Lead contact  | Location               | NCIL Funding |
|---|----------------------------|---------------|------------------------|--------------|
| Market Place  | FW Neighbourhood Forum     | Yoram         | Market Place Environs  | £151,000.00  |
| Carburton Street Greening   | FW Neighbourhood Forum     |               | Carburton Street       | £1,000.00    |
| Soho Poly Theatre Ground Floor                                    | Uni of Westminster         |               | Little Portland Street | £50,000.00   |
| Fitzrovia Community Centre  | Fitzrovia Community Centre | Donna Yay     | Foley Street           |              |
| All Souls Primary School Playground Renewal                       | All Souls School           | Theresa Brady | Foley Street           |              |
| Area Transport Study  | FW Neighbourhood Forum     |               | Neighbourhood Area     |              |
| New Cavendish Street Planters                                     | FW Neighbourhood Forum     |               | New Cavendish Street   |              |
| Greening Action Plan (linked to WWE, NWECC/TFP/HS BID strategies) | not known                  | not known     | to be confirmed        |              |
| Improving Local Air Quality through a Low Traffic Neighbourhood   | not known                  | not known     | to be confirmed        |              |
| New Trees   | not known                  | not known     | to be confirmed        |              |
| New Green Walls   | not known                  | not known     | to be confirmed        |              |
| New Rain Gardens  | not known                  | not known     | to be confirmed        |              |
| New Planters  | not known                  | not known     | to be confirmed        |              |
| Planting of Tree Pits   | not known                  | not known     | to be confirmed        |              |
| New Seating   | not known                  | not known     | to be confirmed        |              |
| New Waste and Recycling Bins                                      | not known                  | not known     | to be confirmed        |              |
| New Cycle Racks   | not known                  | not known     | to be confirmed        |              |
| New Lighting  | not known                  | not known     | to be confirmed        |              |
| New Bollards  | not known                  | not known     | to be confirmed        |              |
| New Signage   | not known                  | not known     | to be confirmed        |              |
| Refurbished Existing Street Furniture                             | not known                  | not known     | to be confirmed        |              |
| Children's Playground   | not known                  | not known     | to be confirmed        |              |
| Swimming Pool Refurbishment                                       | not known                  | not known     | to be confirmed        |              |
| Out of hours use of community buildings                           | not known                  | not known     | to be confirmed        |              |



## 2. Fitzrovia West Neighbourhood Area

Projects set within this area boundary are eligible for application and potential NCIL funding subject to WCC decision.

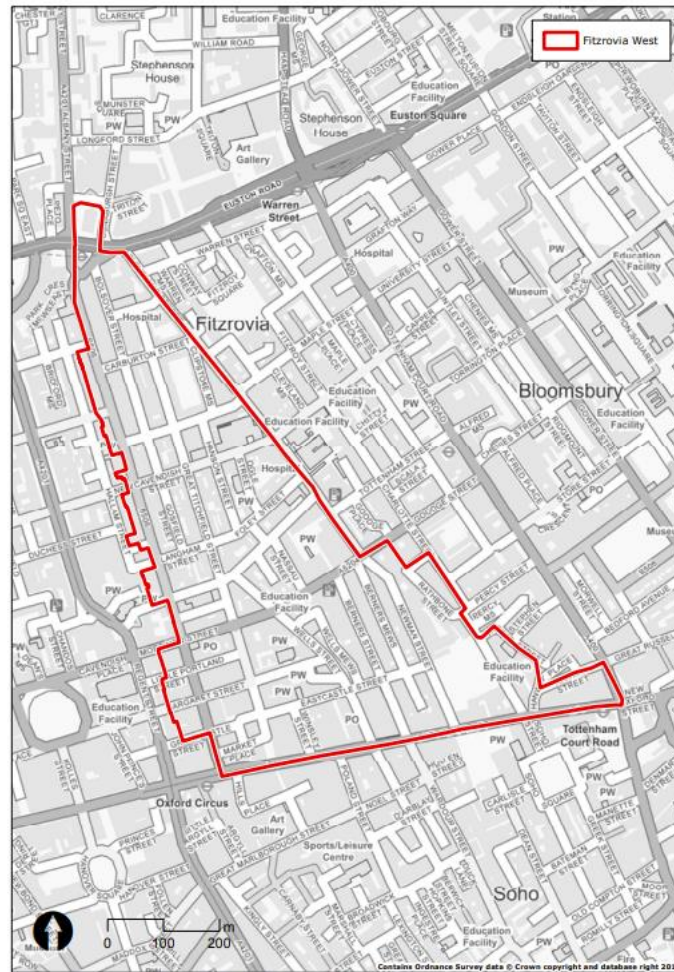


Figure 1: Fitzrovia West Neighbourhood Forum Designated Area

### 3. NCIL Application Checklist

This is a simple checklist to help project champions decide whether they have the necessary information to prepare a Neighbourhood CIL application, in order to maximise its chances of being awarded funding.

WCC opens four funding rounds annually and details of submission and decision dates are posted on the website.

| <b>NCIL APPLICATION CHECKLIST</b>  |  | ✓ ? |
|--|--|-----|
| 1. Will the project be delivered within the Fitzrovia West area as defined on the plan above?  |  |     |
| 2. Does the proposed project directly contribute to at least one of the Fairer Westminster Strategy priorities, which are: <ul style="list-style-type: none"> <li>• Affordable housing (enabling)</li> <li>• Green transition</li> <li>• Sustainable and active travel</li> <li>• Community facilities</li> <li>• Accessible and inclusive public spaces</li> </ul>  |  |     |
| 3. Would it contribute to at least one of the objectives of the Fitzrovia West Neighbourhood Plan, summarised here as: <ul style="list-style-type: none"> <li>• Promote Regeneration</li> <li>• Support Businesses Uses and Development</li> <li>• Protect, Enhance or Create New Green or Open Space</li> <li>• To support, growth in the residential community</li> <li>• Promote Environmental Quality</li> <li>• Improve Mobility and Transport</li> </ul> |  |     |
| 4. Will the project be publicly accessible?  |  |     |
| 5. Is it likely to cost more than £2,000?  |  |     |
| 6. Do you have three cost estimates for the proposed project and its maintenance and operation?<br>Cost estimates should include: consents such as planning, project management fees, purchasing and installing the new infrastructure or asset.   |  |     |
| 7. Have you a plan and identified funding for how the new infrastructure will be maintained and managed in the medium term?  |  |     |
| 8. Is the project deliverable within 24 months of the council decision to award funding?   |  |     |
| 9. Have you support from Ward Councillors, residents and community groups?<br>The application form requires evidence of engagement and support   |  |     |
| 10. Has a carbon impact estimate been produced? If no, then why not? If yes, please note if the project is 'zero carbon'. If the project is not zero carbon, what mitigation measures can be undertaken?   |  |     |
| 11. Does the project contribute to improving equality  |  |     |

The NCIL application form can be downloaded from the City Council's website here: <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-policy/neighbourhood-community-infrastructure-fund/applying-neighbourhood-cil>

For further details and advice on your potential NCIL application, WCC officers can give advice and are contactable here: [CILS106projects@westminster.gov.uk](mailto:CILS106projects@westminster.gov.uk)



To discuss your project with the Fitzrovia West Neighbourhood Forum please contact us at [info@fitzwest.org](mailto:info@fitzwest.org)

#### 4. Guidance on cost estimation

The Fitzwest Neighbourhood area has (November 2022) approximately £471,000 of Neighbourhood Community Infrastructure Levy (NCIL) to which organisations and individuals can apply for funding for projects.

The type of projects applicable and able to be funded varies considerably. WCC's policy statement advises that *"community infrastructure is the framework of physical assets, e.g. facilities, equipment, services or systems needed to support and sustain a community of people, provided to all members of the community"*.

The City Council uses a categorisation system for infrastructure planning, monitoring and reporting including:

- Public realm and transport
- Health services
- Community and leisure
- Education
- Green Infrastructure
- Utilities and Waste

It is not possible to provide a detailed and bespoke cost estimating guide for such a range of possible projects. Consequently, this note is intended as a general guide, setting out the main considerations and principles of cost estimation for projects.

This note to **estimating the cost of your project** is intended to assist anyone who may not be very experienced in working out what a project is likely to cost.

Anyone wishing to apply for NCIL funding for a project is encouraged to discuss their proposed project with both the FWNF and also Westminster City Council from the outset. The City Council wants to ensure applications for NCIL funding have a high probability of being delivered, so depending upon the type of project may be able to offer advice and assistance in estimating its costs.

The FWNF is made up of volunteers, some of whom might have experience of working out the cost of projects, so may be able to provide some informal advice or a second opinion, depending upon the type of project.

Estimating the cost of a project requires looking at the **tasks**, **duration**, and **resources** required to deliver it.

Careful and objective cost estimation is important for ensuring the delivery of a project. Please consider the following steps:

1. **Specify the scope and quality** of your project. For example if you were making an application for more cycle parking stands, rather than specify 'more cycle parking', state as much detail as possible, for example 'ten new powder coated, Sheffield cycle parking stands, with base plates for fixing to the highway'.
2. Define and write down any **important characteristics** of the final project, such as needing to be usable in all weather conditions, withstand vandalism or specific locations.
3. Will **power supply** needed ? The cost of connecting power will need to be included in your cost estimate.
4. Avoid **scope creep**, however tempting it is to do more or add new aspects to your project. Once they have been defined stick to the **scope, specification and quality**. Any change in these, for example adding more locations for a cctv project, will change the costs and time it will take to deliver the project.
5. **How will your project be built or installed?** Include in your cost estimate the cost of building or installing whatever it is you are applying for, which may be items such as a contractor's time, or specific items such a suspending a parking bay to allow for construction works or scaffolding hire.
6. Think about what kind of **consents** will be needed and include the cost of securing these in your cost estimate. These might include preparing and submitting a planning application or seeking listed building consent, or permission to fix something to a building.
7. Think about who will be **managing the delivery** of the project and overseeing all of its component parts? You might be doing this yourself or if you plan to appoint an experienced project manager then their fee will need to be included in the project's cost estimate.
8. When you have carefully specified your project, you will need to seek **three written cost quotations** from potential suppliers. Be clear whether you are requiring only supply or supply and installing the items, as part of your project in the invitation to submit a quotation. Also clarify whether maintenance and operation costs for up to two years are included.
9. Check the **terms of the cost estimates**, such as for an exclusion and an expiry date, which may be important if the decision to fund the project is made several months after the cost estimate was received.
10. **Project costs can vary** and it is therefore important to put some extra aside for this, on top of the cost estimate from the company supplying or delivering the project. **Inflation, supply chain disruption and trade barriers are all affecting project costs.** We suggest adding about ten percent to your project estimate for **risk**, which is things you know might happen, and a further ten percent for

**contingency**, which are events you are currently not aware of but could affect the cost of your project.

11. Don't forget to **add VAT** where this is charged by suppliers and include it in your cost estimate.
12. **Keep a record of project costs** throughout the project planning and implementation phases and address any variations as early as possible, in particular if actual costs are higher than estimated costs. This is when the risk and contingency allowances will be useful.

The NCIL application form can be downloaded from the City Council website at this link: <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-policy/neighbourhood-community-infrastructure-fund/applying-neighbourhood-cil>

For further details and advice on your potential NCIL application and its costs, WCC officers can give advice and are contactable here:

[CILS106projects@westminster.gov.uk](mailto:CILS106projects@westminster.gov.uk)

To discuss your project with the Fitzrovia West Neighbourhood Forum please contact us by email [info@fitzwest.org](mailto:info@fitzwest.org)

### COST ESTIMATE EXAMPLE TEMPLATE

| Item  | Supplier                 | Cost excl VAT         |
|---|--------------------------|-----------------------|
| Drawings and applications                                 |                          | 1000                  |
| Legal agreements  |                          | 500                   |
| Supplier of items   |                          | 25000                 |
| Installation  |                          | 2000                  |
| Project management  |                          | 5000                  |
| Fixing power supply                                       |                          | 500                   |
| <b>Project cost</b>                                       |                          | <b>34000</b>          |
| Risk (10%)  |                          | 3400                  |
| Contingency (10%)   |                          | 3400                  |
| <b>Project cost incl R&amp;C</b>                          |                          | <b>40,800</b>         |
| Operation and maintenance £1000 X 2 years                 |                          | 2000                  |
| <b>Project cost incl maintenance and operations costs</b> |                          | <b><u>42,800</u></b>  |
| <b>VAT (20%)</b>  |                          | <b><u>8,560</u></b>   |
|   | <b><u>Total Cost</u></b> | <b><u>£51,360</u></b> |

The impact of inflation should be properly considered when presenting project costs and reasonable allowances made for risks and contingency or the procurement of additional services and suppliers should unforeseen matters arise.

The council usually reimburses NCIL project costs on invoices for goods and services received. Any project underspend stays in the Fitzrovia West Neighbourhood CIL fund for future allocation to other community projects.

The CIL officer can provide guidance on how to address VAT in the application submission should the applying party require more information based on its own individual set of financial circumstances and tax requirements.

## 5. Long List of Potential Projects and also Funded NCIL Projects (November 2022)

| Project Name  | Status                         | Project Type         |
|---|--------------------------------|----------------------|
| Market Place  | NCIL funding agreed - paused   | Area Improvements    |
| Carburton Street Greening                                       | NCIL funding agreed - planning | Greening             |
| Soho Poly Theatre Ground Floor                                  | NCIL funding agreed - delivery |                      |
| Fitzrovia Community Centre                                      | NCIL application being drafted | Community Facilities |
| All Souls Primary School Playground Renewal                     | NCIL application being drafted | Community Facilities |
| Area Transport Study  | Concept in development         | Feasibility study    |
| New Cavendish Street Planters                                   | Concept stage                  |                      |
| Greening Action Plan (linked to WWE, NWE/TFP/HS BID strategies) | Concept stage                  |                      |
| Improving Local Air Quality through a Low Traffic Neighbourhood | Concept stage                  |                      |
| New Trees   | Concept stage                  |                      |
| New Green Walls   | Concept stage                  |                      |
| New Rain Gardens  | Concept stage                  |                      |
| New Planters  | Concept stage                  |                      |
| Planting of Tree Pits   | Concept stage                  |                      |
| New Seating   | Concept stage                  |                      |
| New Waste and Recycling Bins                                    | Concept stage                  |                      |
| New Cycle Racks   | Concept stage                  |                      |
| New Lighting  | Concept stage                  |                      |
| New Bollards  | Concept stage                  |                      |
| New Signage   | Concept stage                  |                      |
| Refurbished Existing Street Furniture                           | Concept stage                  |                      |
| Children's Playground   | Concept stage                  |                      |
| Swimming Pool Refurbishment                                     | Concept stage                  |                      |
| Out of hours use of community buildings                         | Concept stage                  |                      |

