

NEIGHBOURHOOD CIL APPLICATION FORM 2022

What's Neighbourhood Community Infrastructure Levy (CIL)?

Neighbourhood CIL is intended to help address the demands of a new development on the local area. This neighbourhood proportion is up to 25% of CIL receipts in areas with an adopted Neighbourhood Plan and up to 15% (capped at £100 per existing council tax dwelling) in areas without a Neighbourhood Plan.

Therefore, if development occurs in an area, funds will be collected for the community to use to mitigate any impacts they have identified

In Solihull, a bidding system is open to communities to attempt to secure funding for projects that will benefit the local area. The fund total is released annually, and these funds will be open to bids until 3rd February 2023. Solihull MBC aim to fund the most appropriate projects (for an area). To ensure this, a screening application form will enable officers to best allocate funding. The funding will be become available once the ward allocation pot reaches £10,000.

Completing this form:

A set of guidance notes on our website [Neighbourhood Proportion | solihull.gov.uk](https://www.solihull.gov.uk/Neighbourhood-Proportion) is available to assist with the completion of this application form, together with guidance around how we make decisions on how funding is distributed and what is expected following the completion of a successful bid. If you need any further advice, please contact the CIL team on 0121 704 8008 or cil@solihull.gov.uk

IMPORTANT: THE FOLLOWING CRITERIA IS MANDATORY IN ORDER TO BID FOR NEIGHBOURHOOD CIL

- Project should be classed as Infrastructure/meets the demands development places on an area
- Projects should not require on-going maintenance
- The body applying should be:
 - o Formally constituted
 - o Has a bank account requiring two unrelated signatories
 - o Has at least two unrelated management committee members if they are an unincorporated organisation or voluntary group
 - o Demonstrates good financial management procedures including records of income and expenditure (or to be partnering with a delivery body who has these structures in place

N.B you may be asked to provide evidence of the above when submitting an application.

PART 1: ABOUT YOU/YOUR ORGANISATION

Name of organisation applying:	Knowle, Dorridge & Bentley Heath Neighbourhood Forum
Address:	[REDACTED]
Contact Phone Number:	[REDACTED]
Contact Email Address:	[REDACTED]

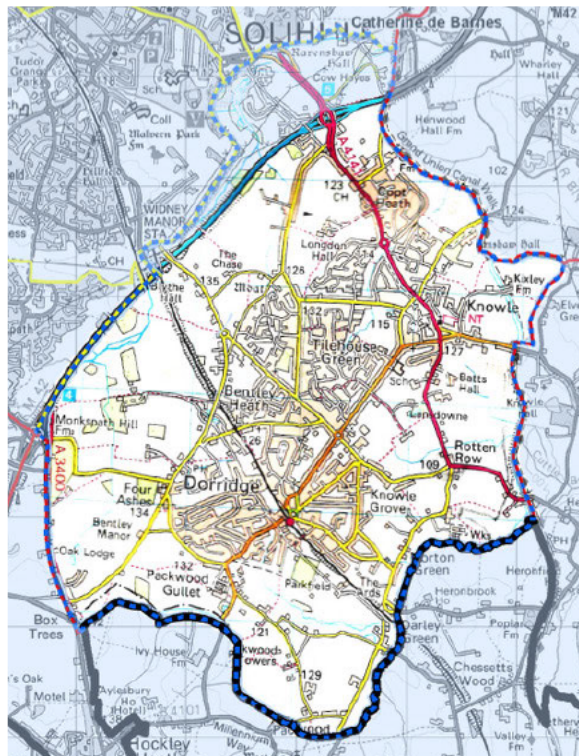
Which Neighbourhood fund would you like to bid from?

Blythe <input type="checkbox"/>	Shirley East <input type="checkbox"/>
Dorridge <input checked="" type="checkbox"/>	Shirley South <input type="checkbox"/>
Knowle <input checked="" type="checkbox"/>	Shirley West <input type="checkbox"/>
Lyndon <input type="checkbox"/>	Silhill <input type="checkbox"/>
Olton <input type="checkbox"/>	St Alphege <input type="checkbox"/>

Location of the Proposed Project:

Full Address and please attach site plan/map showing the location of the project.

The Neighbourhood Forum covers the Knowle, Dorridge and Bentley Heath Neighbourhood Forum Area, shown on the plan shown here.



If your project is located outside of the ward pot you wish to bid from, please explain why you believe that funding should be used for your project in a different ward: (optional)

The Forum covers both the Knowle and Dorridge & Bentley Heath Wards, therefore we are bidding into both NCIL pots, with an equal share.

Who will be responsible for delivering the project?

- Community Group Please go to Part 2
 Other Group/Organisation Please go to Part 2
 Solihull MBC Please go to Part 3

PART 2: COMMUNITY GROUPS/OTHER GROUPS ORGANISATIONS

Please provide the details of the organisation responsible for the project delivery

Organisation Name	Knowle, Dorridge & Bentley Heath Neighbourhood Forum
Project Contact/Person Completing this form:	[REDACTED]
Organisation Address (If different from above)	[REDACTED]
Phone Number (If different from above)	[REDACTED]
Email Address (If different from above)	[REDACTED]

What is the legal status of the organisation?

- Registered Charity Charity Registration Number: 1190521
 Company limited by guarantee: Company Registration number:
 An unregistered organisation
 Part of regional/national organisation

PART 3 – SOLIHULL MBC APPLICATIONS

Name of Service Area	
Project Manager	
Extension Number	
Email Address	

PART 4: ABOUT THE PROJECT

Project Name:
KDBH Community Engagement & Social Infrastructure Building Project

Total amount CIL amount requested: (Please see Neighbourhood Proportion solihull.gov.uk for information regarding current funding availability)
£10,000 provided as £5000 from each of the Knowle and Dorridge Ward NCIL funding pots.

Project Summary:

Outline of proposed project you want to deliver.

The Neighbourhood Forum is uniquely placed to deliver community engagement and benefit as we are the only local organisation that has a remit across the entire Knowle, Dorridge and Bentley Heath area. Ward Councillors and Council representatives are fully supportive of the work we undertake and are looking to the Forum to lead and represent the ‘voice of the community’.

This NCIL funding application seeks to put the Forum on a firm financial footing and following over two years in the grip of the Covid pandemic we are looking to make up for lost time with a number of important community initiatives.

This overarching project will deliver material benefits to the KDBH area community and comprises three key inter-connected elements which are encapsulated in the necessary work of the Forum. These comprise:

1. Broadening our reach and engagement with the KDBH community through the delivery of a range of specific projects in support community matters identified within the adopted Neighbourhood Plan.

These projects will include:

- Review and refresh of Community Actions set out in the Neighbourhood Plan (Appendix 4)
- Resident consultation on prioritisation of Community Projects (NCIL)
- Creation of a KDBH Masterplan (including Highways, parking, cycle routes, pedestrian routes etc) in association with residents, residents’ organisations and the Council
- Extensive consultation and engagement with the Community following the publication of the Inspectors’ recommendations on the Local Plan and subsequently on the Local Plan itself
- Neighbourhood Plan Update following approval of the Local Plan
- Substantially increasing Forum membership including younger members - there are some 20,000 residents across the three villages and with a Forum membership of just over 1,000 there is considerable scope and opportunity to increase membership and engagement.

Following the hiatus of the covid pandemic lockdowns, the Forum will increase membership and public engagement by:

- Holding a number of public meetings closer to residents in other parts of the area, as well as Arden Academy;
- Circulating information and surveys by distribution to individual homes; and
- Expanding our electronic communications

2. Strengthen the operational running of the charity, which is focussed on empowering local people to shape physical, social and economic infrastructure development within Knowle, Dorridge and Bentley Heath. The Forum is operated and managed by a dedicated team of trustees and members who provide their services on an entirely voluntary basis. Two highly experienced senior trustees stepped down at the last AGM in October 2022 and despite exhaustive efforts they have not been able to be replaced with volunteer resource. As a direct result funding is urgently required to provide essential external professional services i.e. key

communications, IT support, web and social media skills. This will provide some breathing space for the Forum to continue with recruiting additional volunteer resource.

3. Provision of capital expenditure items (e.g. portable PA System, laptop computer and projector, screen) that will enable the Forum to improve its ability to reach out and engage more effectively with the local community including: public open meetings, community events e.g. Dorridge Day and Knowle Heritage Days as well as through newsletters, email and social media.

Project Outcomes and Benefits:

Please explain how your project outcomes will benefit communities and how this will be shown after the project is completed.

Project output	Project benefits	Evidence
<i>Outputs should be tangible deliverables from your project E.G. New Playground Equipment</i>	<i>How will you know the project has been a success? E.G. Increased use of the park</i>	<i>How can you provide evidence to show this has been a success? E.G. Survey of numbers of people using the park</i>
<p>The Forum was originally constituted as a Limited Company and was mainly funded by government grant. After the Neighbourhood Plan had been adopted, we progressed to become the charity we now are. However the adoption of the plan also brought the government funding to an immediate end. Initially we were greatly constrained by the covid lockdowns, but we now urgently need funding to enable an expansion of our activities. While we do have limited income from other community organisations and individual gifts, this is insufficient for our needs to carry out our role in the community. We are aware that NCIL funding has been used elsewhere in order to enable Neighbourhood Forums to continue their community role.</p>		
<p>For the Forum to have a strong profile amongst the entire community it serves, built on comprehensive communication and harvesting of opinions from as wide a cross-section as possible.</p> <p>Projects successfully delivered e.g. resident consultation on NCIL community projects, community actions etc</p> <p>Forum resources recruited</p> <p>New capital equipment i.e PA System, IT equipment, External gazebo</p>	<p>Forum able to demonstrate high level of engagement with community on matters affecting the KDBH area leading to better informed decisions and community involvement and understanding</p> <p>Increased Forum membership, including 'younger' members who will be the future of the KDBH community</p> <p>Prioritisation of community projects identified by the community to be taken forward</p> <p>Neighbourhood Plan Community Actions</p>	<p>Reports detailing increased levels of community engagement, surveys, meetings held etc</p> <p>KDBH meetings held in the wider community</p> <p>Positive feedback from residents and Councillors on initiatives undertaken</p> <p>Increased Forum membership including 'younger' members</p> <p>Forum resource gaps filled</p> <p>A Monitoring Report is produced at least bi-annually which provides evidence of our activities.</p>

	<p>(Appendix 4) reviewed and new set of actions agreed</p> <p>The Forum will be able to demonstrate public support or opposition to a range of planning and related matters, backed by auditable surveys and other data.</p> <p>The forthcoming publication of the Local Plan is anticipated to generate a lot of interest. The Forum should have a role in gathering feedback and assimilating this for the community and Solihull Metropolitan Borough Council.</p> <p>Parking and local traffic management are both contentious issues in the Knowle, Dorridge and Bentley Heath Neighbourhood Forum Area. The Forum should be resourced to carry out surveys to collate views, respond to consultations and propose improvements.</p>	
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Mitigating the impact of Development:

Please explain how your project will support development in the Neighbourhood, this could address a Social or a Physical need.

We will proactively engage with the community, via public meetings in the area, newsletters, social media, leafleting and surveys to seek their views on matters covered by the Neighbourhood Plan and the proposed Local Plan. Data collected will be collated and analysed to reflect public opinion to the relevant authorities.

A prioritised Community Projects listing will ensure that projects can be delivered in accordance with the wishes of the community rather than on an ad-hoc basis. These projects will serve to mitigate the adverse impact of Development in the KDBH area.

An updated Community Actions listing will provide assurance that the required actions and priorities identified by the community are known and are being addressed.

The Trustees will review development proposals in the Forum area against the Neighbourhood Plan and provide informed comment to the relevant authorities on compliance, or not.

We will continue to liaise with potential and actual NCIL bidders to help them understand the criteria for grants and the assessment process.

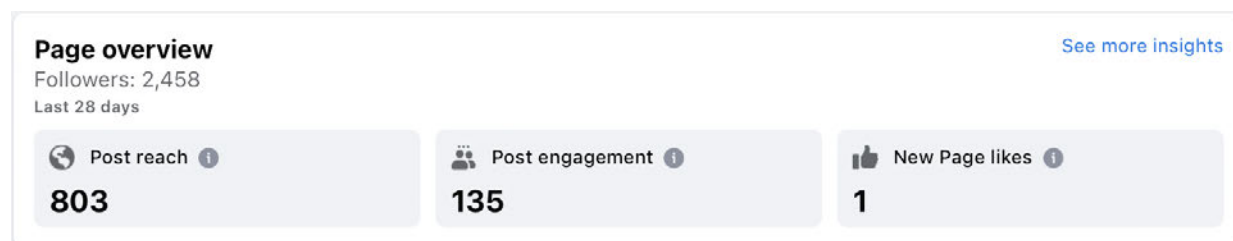
Community Support

Please provide evidence of local support or backing for this project. Additional documentation should be submitted to support this. Please evidence any support from Local Ward Councillors. Evidence can include letters, emails, petitions or fundraising efforts.

Neighbourhood Plan Referendum:

This was held 14 March 2019 and attracted 5271 votes (36% turnout), 96% supportive. Public Meetings were inevitably severely impacted by the pandemic, but our first one after the restrictions were lifted, held on 12 September 2022 attracted over 150 people and a lively debate on various issues, including future development of Arden Academy. A poll of meeting attendees demonstrated 75% support for the Neighbourhood Forum receiving NCIL funding to continue with its work.

Social media, mainly Facebook, attracts good levels of engagement. In the 28 days to 25 January 2023 our posts reached 803 people, of who 135 engaged in some way.



Screen shot of KDBH NF Facebook page, 25 January 2023

There are 1,031 residents registered to receive our digital newsletters

Screenshot from the last newsletter distributed shows 966 delivered 745 Opened 441 Clicked.



Screen shot of KDBH NF Newsletter distribution system (Wix), 26 January 2023

One Forum newsletter on the SMBC Local plan resulted in what one Councillor referred to as a “tsunami of emails” which is one example of the impact the Forum can make through community engagement.

Letters of support (attached) for which the Forum is extremely grateful have been received from our Ward Councillors and our local MP:

Councillor Ian Courts - who commented 'I am happy to confirm that I do support an application for NCIL by the Forum, which has carried out tremendous work over the years with the development of the Neighbourhood Plan, and subsequent work in relation to Solihull Local Plan, which remains ongoing. It is important that this work continue, particularly in the light of the emerging proposals for planning reforms proposed by the government.'

Councillor Andrew Mackiewicz - who commented that he 'fully supported the bid.'

Councillor Diana Holl-Allen MBE - who commented that she 'fully supported the bid and the wonderful job we do as volunteers'

Councillor Dave Pinwell - who commented 'The work of the Forum in representing the communities in Knowle, Dorridge and Bentley Heath is entering a critical phase with the advanced stage of making the next Local Plan and the impact on community infrastructure will be significant. It is essential that the Forum has sufficient funds to underpin the impending work.'

Councillor Alan Rebeiro- who commented that he was 'very supportive of the KDBH Forum's Neighbourhood CIL application' and he also noted 'the stated objective to reach out through engagement and communications to all parts of the community and so to represent, as far as is possible, the younger population within the KDBH area'.

Saqib Bhatti MBE, Member of Parliament for Meriden - who commented 'The KDBH Forum is not just about planning as it is uniquely placed to reach out those in the local community. The funding will help the Forum to continue to operate independently, as well as to continue in bringing the local community together and making them aware of the changes proposed to their local area.'

In addition, we work closely with the Dorridge and District Residents Association (DDRA) and the Knowle Society and both organisations have recently made contributions to our funds as they wish to see the Forum 'continue as an effective body with a fruitful relationship continuing between our organisations'. The Forum is most grateful for the donations made and the positive work we have been able to achieve working together on behalf of the community.

Council Plan

Does the Project align with any of the priorities set out within the Solihull Council Plan which can be found at <https://www.solihull.gov.uk/About-the-Council/The-Council-plan>

A key theme of the Council’s Plan is working with its own staff, Councillors and other partners to deliver the Plan’s priorities (Introduction from the Leader of the Council and Chief Executive.) Working with ‘People and Communities’ is recognised as important for delivering the Council’s Plan. For example, the Solihull Council Plan states on page 17 *Local partnership working*:

- *The Council plays a key role in promoting partnership working across public, private, voluntary and community sectors in Solihull.*
- *The Council’s relationship with voluntary, community and social enterprise sector organisations has evolved over the last two years as a result of the response to the pandemic and events such as the Afghan refugee evacuation.*
- *Local groups have been essential to the delivery of household support programmes and ensuring there is a help point for different communities and needs.*

The Plan document adds that the Council recognises when it needs to convene and facilitate for local groups and organisations, as well as when it needs to ‘get out of the way’.

The Neighbourhood Forum is a principal partner for its area. The Forum is a statutory consultee in the planning process and has worked hard to foster good working relationships with the Council’s Planning Department and Councillors. The Forum seeks to independently ensure that local development priorities, as set out in the Neighbourhood Plan, are implemented. This role is fully aligned with the Council’s aim of local partnership working. It also aligns with the Council’s Statement of Community Involvement and with the Government’s strong focus on empowering local communities to help shape and influence development within their communities.

Is your project supported by polices or priorities of a neighbourhood plan?	Y (If Yes please provide details below)	N
<p>Very much so, it is the Forum in which the Neighbourhood Plan is maintained, kept relevant and acted upon.</p> <p>The Neighbourhood Plan was made by the Council in 2019 and its policies form the basis of all our responses to Planning Applications</p>		

How will this project be delivered and who will deliver it?

Who will be involved in running the project? Who will carry out the work? Do they have any previous experience of this work? What kind of skills/resources will be needed? Are there any risks?

The Neighbourhood Forum is run by Trustees and invited Forum Team Members. It has existed since the possibility of a Neighbourhood Plan was first proposed in 2014/15. The Trustees and Forum Team members have a range of skills including financial management, project management, planning and communication and the project will be delivered by designated Trustees and Forum Team Members. The funding is being sought to maintain and expand the reach and activities of the Forum as well as increase community engagement and represent the ‘voice of the community’ in the KDBH area.

Detailed accounts are maintained and published by the Forum and the Charity Commission for England and Wales. SMBC will be able to see how the NCIL funds have been spent. Any reasonable requests for more granular reporting would be enacted.

The performance of the Neighbourhood Forum and the Council may be examined in our Monitoring Report (Appendix B) also published on our website. https://www.kdbh-np.org/files/ugd/3745c0_8420d831380b4fd2a687440df615691c.pdf

Ongoing Maintenance– see guidance criteria

Will there be any on-going maintenance? How would this be funded?

The funding is essentially for one year’s routine operation and specific project delivery as well as some one-off equipment purchases which will be expected to last considerably longer.

It is anticipated that further annual funding, either via NCIL or from other sources within the Council will be required.

TIMESCALES

Please outline a proposed timeline for the project

Proposed Date	Key Milestones
By May 2023	Capital equipment items purchased
By June 2023	Resource Recruitment - agree Trustee recruitment team and recruitment plan. Publicise vacancies, interview and appoint suitable candidates.
By March 2024	Engagement Projects. Select Resident Survey Partner and prepare projects rollout plan. Produce and undertake KDBH residents survey followed by other surveys. Process results and review outcomes. Schedule and conduct community meetings to share results, receive feedback, draw conclusions and initiate next steps.
By March 2024	Broadening our reach. Plan, monitor, track, review and report progress in increasing Forum membership.

COSTS

Please outline the predicted costs for the project and outline if any other funding has been raised for the proposal:

Please attach evidence of quotes that have been sought as confirmation of the cost breakdown.

Without the submission of quotes, your application will not be taken further.

Cost	£	Funded from £	
		NCIL	Other
Equipment, repairs and renewals	1,155	1,155	
Resources (IT Support, Communications, Web & Media, Administration)	5,750	5,750	
Operational Costs	3,345	1,595	1,750
Consultancy	2,400	1,500	900
Total	12,650	10,000	2,650

RISKS

Are there any risks associated with the project?

What is the risk if work does not take place? Is there any reason why the work would not be fully completed if funding were to be granted?

The costs detailed in the submission are a mix of firm prices, quotes and estimates based on market conditions and experience as well as previously provided costs and it is possible that they are:

- Insufficient, in which case, unless other funding can be obtained, work will be scaled back to what is affordable; or
- Excessive, in which case, future funding requests will reflect experience and a reasonable level of reserves retained by the Forum. We would welcome discussion with SMBC to determine what a reasonable level is.

The estimates have been worked up by experienced people, reviewed and discussed by the Trustees and are considered to be robust.



Certification:

I confirm the information supplied is accurate to the best of my knowledge. I understand and accept that providing deliberate false information could result in Legal action being taken against me and withdrawal of funds awarded

I confirm I have read and understood Solihull MBC Policy and Engagement Privacy Notice
(<https://www.solihull.gov.uk/About-the-Council/Solihull-Council-Statement/Economy-and-infrastructure/Policy-engagement>)

SIGNED:



[Redacted Name]
Chair of Trustees

ON BEHALF OF:

Knowle, Dorridge and Bentley Heath Neighbourhood Forum CIO