



HASLEMERE TOWN COUNCIL

Community Infrastructure Levy

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Background

- Planning charge introduced by Planning Act 2008 – tool for local authorities to deliver infrastructure to support development of area
- Infrastructure (physical, social and green)
 - Roads and other transport facilities
 - Flood defences
 - Schools and other education facilities
 - Medical facilities, sporting and recreational facilities
 - Open spaces
- Non-negotiable and charged on most new developments containing one or more new self-contained residential units or involve 200 sqm + gross internal area (GIA) of new build floor area
- Development can attract S106 and CIL but should not be paid against the same infrastructure for the same development
- WBC [Regulation 123 list](#) distinguishes what CIL may be spent on against what S106 contributions will be sought for

CIL collection by WBC

- WBC agreed its Charging Schedule on 31 October 2018 which took effect from 1 March 2019
- 70-80% **Strategic CIL** allocated to infrastructure project by WBC in accordance with approved CIL Governance arrangements
- Strategic CIL bottom sliced to create **Community CIL Fund** of 10% of Strategic CIL Fund receipts to fund low value projects on application from Town & Parish Councils. Priority given to councils with low Neighbourhood CIL Fund receipts
- 15% **Neighbourhood CIL** available to Towns & Parishes (capped at £100 per council tax dwelling per financial year) (£744,900 as at 2019) or 25% uncapped where Neighbourhood Plan made
- For 25% to apply the NP must have been made before the relevant planning permission first permits development
- 5% retained by WBC to fund administration associated with operation of CIL
- Development straddling boundaries of different parishes will result in share of CIL proportionate to GIA of the development which falls within the administrative area

Town & Parish Councils: Neighbourhood CIL

Questions

- What are the infrastructure needs of the Town?
- What are our responsibilities in relation to the wider “strategic” infrastructure requirements in Waverley?
- Do we have a list of projects or priorities? Do we have an Infrastructure Delivery Plan like WBC? Are they costed? Could they be delivered? If no, how will we determine projects or priorities?
- Do we want to give WBC the responsibility? – they would have to spend in our behalf in consultation with TC and community
- How will we decide what to spend CIL on?
- How can we ensure CIL funds are maximised?
- How will we engage with the local community on how to spend CIL?
- Do we have effective administration process in place that will allow WBC to pass on CIL funds? YES
- Do we have effective reporting mechanisms to show how we have spent CIL? YES
- Would we consider using CIL to develop NP? NO
- No requirement to spend within TC boundary – can be cross boundary and/or in association with other PC/BC/CC

Payments and financial reporting

- No of dwellings based on number of properties liable for Council Tax to be updated annually on 1 April
- WBC will make payments in respect of CIL it received:
 - From 1 April – 30 September in any financial year to town council by 28 October that financial year
 - From 1 October – 31 March in any financial year to town council by 28 April the following financial year
- Must report no later than 31 December following reporting year (1 April to 31 March). Copy to WBC CIL@waverley.gov.uk and advised to put in newsletters or noticeboards and website

What cannot be funded

- Provision of fire work displays
- Provision of carnivals
- Provision of Christmas lights
- Improvements to Council offices or other operational buildings
- Provision of improvement to existing allotment sites (lockers/toilets)
- Grounds maintenance

Not exhaustive and TCs are strongly advised to discuss and agree CIL spending priorities with WBC

What does HTC need to do next?

- Set up a committee? Add to Full Council?
- Agree ToR
- Agree process
- Reporting requirements from the outset
- Regularly review

Discuss how it wants to proceed with CIL payments

- From Neighbourhood Plan opportunities
- From Strategic plan
- From Infrastructure Development Plan WBC
- From bids/grants from local groups for infrastructure project
- Consultation with local residents – process to be agreed
- Consultation with SCC
- Consultation with neighbouring parishes

Neighbourhood CIL money paid to HTC as at April 2020

- £20,085.85

Examples of CIL governance from other Town & Parish councils

Method	Councils adopting this method	
Bidding cycle	Edenbridge TC	https://www.edenbridgetowncouncil.gov.uk/meetings/committees/cil-board/ Own CIL Board and terms of reference for the committee All members of TC eligible to vote for CIL applications TC validates Bid application form Second stage validation process which assesses bids against set criteria CIL board's key considerations Types of recommendation Reporting Review CIL Board TOR Pro forma application form
Monies ringfenced by TC & spent on projects already ID'd within CIL infrastructure list/strategic plan	Hailsham TC	https://www.hailsham-tc.gov.uk/wp-content/uploads/2019/05/AMC.31.07.19.pdf Preparing CIL policy Query CIL being used on revenue costs following on from capital expenditure Be wary of short-term quick wins and be mindful of long term priorities for the town Work with partner authorities to ensure listed priorities are in line with wider strategic requirements Write an infrastructure list Implement system of bidding for CIL by internal committees with pro-forma Ringfence some funds for external organisations/groups to bid for Extent of public consultation on CIL allocation
	Bradpole PC	https://bradpole.org.uk/bradpole-content/uploads/2018/04/BRADPOLE-PARISH-COUNCIL-CIL-policy-2018-1.pdf Where community priorities are identical to LA, community can agree LA will keep part or all to ensure maximum funding enabled Other community groups can apply for funding of infrastructure project
	Finchampstead PC	https://www.finchampstead-pc.gov.uk/wp-content/uploads/2019/09/190718-CIL-Policy-.pdf Priorities identified in Strategic Plan Policy statement
	Polstead PC	http://polstead.onesuffolk.net/assets/Uploads/Council/CIL/PPC-CIL-Policy-October-2019.pdf Will develop an Infrastructure Investment Plan and audit existing facilities within the locality Consult on local needs and wants of residents Identify opportunities for collaborative spending with other authorities/groups Review Plan annually
	Thurston PC (plus CIL Infrastructure Steering Group established)	https://thurstonparishcouncil.uk/parish-council/cil-expenditure/ Set up steering group Prepare Infrastructure Investment Plan – includes copy Audit existing facilities for parish council borough council and county council identifying limitations and capacity issues Similar to Polstead PC plus copy of their Infrastructure Investment plan External parish boundary infrastructure audit Aspiration list
Priorities identified within N Plan	Great and Little Plumstead PC	https://www.greatandlittleplumsteadparishcouncil.co.uk/cil/ Put forward proposals on website with link to Survey Monkey survey asking for ideas
CIL policy created, in order to identify and then	Calne Without PC	https://www.calnewithout-pc.gov.uk/wp-content/uploads/2019/09/CIL-Policy-Document-09_09_2019-1.1.pdf Policy and procedure document

prioritise specific projects. Bids from individuals / community groups etc. also considered		
Monies spent on infrastructure projects, following major consultation with the residents.	Westerham TC	https://www.westerhamtowncouncil.gov.uk/westerham-town-council-cil-community-infrastructure-levy/ CCTV Public toilets Improved parking facilities
Local residents and orgs organisations invited to submit bids for CIL funding, which are then subsequently assessed by Town/Parish Council.	Sulhamstead PC Claygate PC	https://www.sulhamsteadcommunity.org.uk/sulhamstead-parish-council/community-infrastructure-levy/ Residents received a leaflet explaining all about CIL, with a request to provide ideas as to how the money might be spent. The PC assess ideas, and invite applications for funding. The timetable for assessing and distributing funds is as follows: All applications to be received by the end of January 2020. Applicants will be asked to attend the Parish Council to give a 5 minute presentation of their submission for funds, and these will take place during February 2020. Funds will be allocated by the end of March 2020. http://www.claygateparishcouncil.gov.uk/CIL_Payments.aspx

Examples of spending

Definition of infrastructure allows

- play areas
- parks and green spaces
- cultural and sports facilities
- academies and free schools
- district heating schemes
- police stations
- community safety facilities
- Cycleway and footpath provision
- Retail provision?
- fund affordable housing?

May allow

- Consultation and engagements with local community (Calne Without PC)
- Donations to community or charity organisation providing services to residents (Calne Without PC)
- Feasibility and evaluation survey (Calne Without PC)
- Professional costs – legal, technical, project management related to a project (Calne Without PC)
- Capital costs of infrastructure projects (Calne Without PC)
- Repair, replacement and on-going maintenance costs associated with or resulting from CIL project? Query with WBC – reading contrary TC/PC policies (Hailsham TC says no, Calne Without PC says yes)
- Signage, interpretation and production of publicity to support and promote infrastructure
- Dropped kerbs or pedestrian crossings
- Bespoke signage
- Defibrillators
- Install water and electricity supplies at council owned recreational sites
- Fitness equipment and play equipment
- Supporting a Town Bus Services (Henley on Thames TC)
- Ultrafast fibre Broadband (Waterstock PC)
- Installing village gates on main road verge to slow traffic (Bix & Assendon PC)
- Refurbishment of the Market Place (£4.2m) (Wokingham TC in conjunction with their CA 50:50 basis)
- Invest CIL in infrastructure that will incentivise future development
- Install and replace “Rights of Way” signage
- “pop up” clinic at community hub
- Set up community hub?

Legislation, governance and background reading

- Planning charge introduced by Planning Act 2008 – tool for local authorities to deliver infrastructure to support development of area
- Community Infrastructure Levy Regulations 2010
<https://www.legislation.gov.uk/uksi/2010/948/contents/made>
 - Regulation 59 requirement to spend on infrastructure (provision, improvement, replacement, operation or maintenance of infrastructure; or anything else concerned with addressing the demands that development places on any area
 - Regulation 62 requirement to publish an annual report
- The Community Infrastructure Levy (Amendment) Regulations 2013
<https://www.legislation.gov.uk/ukdsi/2013/9780111534465/contents>
- CIL National Planning Practice Guidelines (NPPG) www.gov.uk/guidance/community-infrastructure-levy
- Planning Portal www.planningportal.co.uk/info/200126/applications/70/community_infrastructure_levy
- Locality <https://neighbourhoodplanning.org/toolkits-and-guidance/understanding-community-infrastructure-levy-cil/>

Waverley documentation

- WBC [CIL Charging schedule](#) approved 31 October 2018 and took effect 1 March 2019
- WBC guidance for town & parish councils [.\2019-08 WBC CIL Guidance for Town and Parish Councils.pdf](#)
- WBC Infrastructure Delivery Plan p87 table relating to Haslemere
https://www.waverley.gov.uk/downloads/file/5320/infrastructure_delivery_plan_-_updated_december_2016
- WBC Regulation 123 list [2018-10 WBC Regulation 123 List.pdf](#)
- WBC developer contribution database <http://pfm.exacom.co.uk/waverley/index.php>

Haslemere documentation

HTC Neighbourhood Plan opportunities

https://www.haslemeretc.org/uploads/1/1/5/9/115942197/final_neighbourhood_plan_ver_2019.10.pdf