

EAST BERGHOLT PARISH COUNCIL

Community Infrastructure Levy Guidance Policy and Procedures

Background

This document consolidates previous CIL papers from 2021 and 2022 and lays out an overall framework, policy and procedure for spending the Community Infrastructure Levy, which East Bergholt Parish Council has received or expects to receive from Babergh District Council.

CIL is a tool for local authorities in England and Wales to support infrastructure requirements arising from development in the area. It is a charge on any new development with an internal floor space over 100 m². CIL can be used for:

- Infrastructure provision
- Infrastructure improvements
- Infrastructure operation, replacement and maintenance
- Anything else that is concerned with addressing the demands that development places on an area.

The amount of CIL per development depends on the 'charging schedule', a document created by Babergh District Council which means that developers know beforehand the amount that will be charged for their development.

Babergh District Council must allocate at least 15% of levy receipts to spend on priorities that should be agreed with the local community in areas where development is taking place. The levy receipt can increase to a maximum of 25% in certain circumstances, such as if a parish has a Neighbourhood Plan. This is known as The Neighbourhood Portion. The East Bergholt Neighbourhood Plan was approved in 2016 and therefore East Bergholt Parish Council receives 25% of any CIL received by Babergh District Council from relevant development within the parish.

CIL is paid to the Council twice a year in April and October. The Parish must spend or allocate it to a project within five years of receipt, otherwise it is liable for return to the District Council unless the Parish Council has notified the District Council in advance and formal agreement for extension has been granted.

An annual report on CIL expenditure must be produced by the Parish Council, sent to the District Council and posted on the Parish Council's website.

As of March 2023 the Parish Council has £20,581.68 in CIL funding to be allocated, but over the next few years several hundreds of thousands of pounds is anticipated as the approved residential developments in the village are built. This money arises from one-off payments by developers to support the infrastructure of the village which might otherwise come under strain from the developments.

CIL is difficult to forecast and expected CIL receipts may be lower, or delayed further, than first expected. This CIL policy will reflect the uncertainty of forecasting the final sum handed to the Council as well as attempting to ensure that the Council is not overextended or in debt resulting from CIL expenditure.

The types of infrastructure that Babergh District Council believes are needed to support new development are listed in the Infrastructure Funding Statement which is produced annually and can be found on the District Council's website at:

[Community Infrastructure Levy \(CIL\) » Babergh Mid Suffolk](#)

The Parish Council's Strategy, Policy and Finance Committee administers all CIL applications, and makes recommendations which are subsequently referred to the full Parish Council for final approval.

The Committee's role includes:

- overseeing the communication of the Parish Council's CIL strategy, providing regular updates on the availability of CIL funds and their use in the Parish, and to raise awareness in the community of this important funding source, to ensure a high level of transparency in the use of public funds.
- statutory reporting of CIL income and expenditure to Babergh District Council.
- establishing CIL investment priorities in line with the Parish Council's objectives including Neighbourhood Plan Projects and community needs.
- preparation of a Parish Infrastructure Investment Plan (PIIP) to be monitored and updated annually.
- to be responsible for CIL payments from Babergh District Council and to ensure the effective reporting of CIL investment activity to the Parish Council.
- to consider all bids for the use of CIL funds at the discretion of the Parish Council and to make recommendations to the Parish Council in line with the agreed criteria for allocating funds.
- to monitor and review the uses to which funds are allocated to ensure that they have been successfully invested and also to enable learning and continuous improvement in the distribution of CIL funds.
- to consider and respond to questions, and appeals and complaints that might arise regarding the application of this policy.
- Additionally, the Committee may approach other bodies to consider projects that might include matched funding, or projects that might involve other funding bodies.

- liaison with Babergh District Council's CIL Investment Team to ensure good alignment and their support in the use of public funds.

The Parish Council regularly advertises its powers to approve such applications in order to be fair, open and transparent to all in the Village and at least annually. The Parish Council will also report back to the community on the use of CIL funds.

Parish Infrastructure Investment Plan (PIIP)

The Parish Council first prepared its PIIP in 2022. It sets out the Council's priorities for implementing its infrastructure projects and informs its spending decisions. This document is considered to be a 'live' document and will be reviewed and updated annually as required.

The Parish Infrastructure Investment plan (PIIP) may include:

- Bids from each PC committee
- East Bergholt Neighbourhood Plan Projects
- Partnership with the CLT (Community Land Trust)
- Community opportunities proposed by groups and volunteering organisations from East Bergholt for relevant projects, including elderly supportive accommodation, employment, parking, shops and transport

[PIIP 09.06.22.pdf \(eastbergholt.org\)](#)

Framework Principles for allocating CIL

CIL projects must be of long-term and lasting benefit to the people of the parish. The Council should consider the long-term housing growth and resulting infrastructure needs that is within the remit of the Council when developing plans for the spending of CIL.

At least annually a CIL report regarding receipts to date, forecasts and expenditure will be presented to Council. This is to ensure the Council does not over extend itself on projects.

The Annual Parish Meeting will have a standing item reporting CIL projects.

The Strategy, Policy and Finance Committee will assess projects for suitability as they come forward. It will analyse each project and provide a report to Council with its assessment and recommendations for proceeding.

Each project will be assessed on the basis of:

- Compliance with Parish Council strategies and with East Bergholt Neighbourhood Plan
- Project potential – one-off or lasting benefit
- Magnitude of community benefit.
- Usability – does the facility/service have more than one use
- Target group(s) by age
- Physical outcomes (increased community space/physical space etc)
- Ongoing support needs – will the Council have a continued Involvement?

Voluntary organisations or community groups wishing to be considered for a grant of CIL should write/email the Parish Council and include the following information: -

- The sum being applied for, with relevant cost estimates and quotes
- What the funding is for;
- Breakdown of costs and any funds already raised;
- How the project will benefit East Bergholt and its residents and approximately how many residents will benefit; (if possible, an approximate breakdown of age groups too);
- Latest set of Accounts/full Financial Statement.

The CIL is not available to fund individuals or commercial entities..

In making decisions the Parish Council will observe the following guidelines:

- Approvals will depend on sufficient funds being available within the overall CIL budget;
- If the CIL budget has been expended the Parish Council will be empowered to authorise virements from savings elsewhere in the budgets appropriate.
- The latest set of accounts or a full financial statement will be required with each application/s;
- East Bergholt organisations will receive preference for CIL funds
- Applications from County or national organisations' will be considered if it can be shown that their activities provide positive benefits for East Bergholt residents. Amounts of CIL in such case will be limited;
- CIL funds will be released to successful applicants as appropriate and subject to satisfactory tendering processes being followed;

East Bergholt Neighbourhood Plan Objectives

The Parish Council is required to take account of the Neighbourhood Plan objectives when determining which projects can be funded by CIL. These objectives are:

- To meet local needs for new housing and services.
- To ensure physical infrastructure, community facilities, and local services keep up with East Bergholt's social and economic needs.
- To embrace heritage and wildlife conservation.

- To reduce the impact of traffic, and dependence on and impact of private cars.
- To create a safe village environment for pedestrians and cyclists
- To promote a successful rural economy.
- To encourage a resource efficient built environment and aim to minimise energy use, increase the use of renewable energy and reduce waste.

The Neighbourhood Plan can be viewed on the Council's website.

[East Bergholt Village Website](#)

Delivering Projects

East Bergholt Parish Council is a partner of Babergh District Council in the provision of projects arising from CIL. The Parish Council will work closely with the District Council to ensure that its projects fit into a co-ordinated whole in relation to the parish and adjoining areas to ensure that parish projects do not cause problems elsewhere in the district and vice-versa.

Financial Control

The Council must make proper arrangements for the administration of its financial affairs pursuant to Section 151 of the Local Government Act 1972 and the Audit and Accounts (England) Regulations 2011.

These requirements also apply when dealing with the proportion payments given by Babergh District Council under CIL.

The Council will ensure on an annual basis that its practices for recording CIL are correct as part of the internal audit exercise. The Council will ensure that statutory and/or regulatory guidance is followed and that best practice is maintained.

Criteria for evaluating CIL bids

The following criteria will be applied in evaluating bids for funding whether coming from inside or outside the Parish Council.

Subject to sufficient funds being available, applications will be invited, and evaluated by the Strategy, Policy and Finance Committee and approved as appropriate by the Parish Council, using the following criteria:

- Is the project covered by the list of Infrastructure items which can be provided or maintained by Parish Councils as set out by Babergh District Council in its CIL Guidance document

[Community Infrastructure Levy \(CIL\) » Babergh Mid Suffolk](#)

- Does the application provide all the required detail to enable a fair assessment of the merits of the case for the CIL funds required?
- Is the body to which any funds that might be provided, judged to be responsible, trustworthy and able demonstrate a successful track record?
- Has a robust business case and justification been provided that demonstrates a good use of the funds required?
- Will the project confer wide benefits within the community of East Bergholt?
- Is the project deliverable?
- Does the project align well with Council policies and priorities?
- Is the project deliverable without the use of the CIL allocation?

A recommendation on each application will be made by the Strategy, Policy and Finance Committee and referred to the Parish Council in light of the above considerations.

No more than one successful bid per year from the same body will be accepted.

Matched funding may be considered positively, as this will enable a wider distribution of CIL investment benefits in the Community.

Reporting CIL

Pursuant to the CIL Regulations the Parish Council is required to produce an annual report detailing CIL receipts and expenditure. This report must set out:

- The total amount of CIL received in the financial year
- The total amount of CIL spent in the financial year
- A summary of expenditure including details of what items CIL was spent on and the amount of CIL expenditure per item.
- Any CIL that has been returned to the District Council due to failure to spend or applying funds to inappropriate items
- The total amount of CIL unspent from previous years broken down into annual amounts.

The annual reports are sent to Babergh District Council and published on the Council's website.

Income received from CIL will also be included in the Council's overall published accounts but is not required to be identified separately therein.

Community Engagement

The Council will communicate and seek community support for its CIL projects from

- Social media sites such as Facebook and Twitter
- Requesting feedback through the Council's website
- Face to face meetings with community groups and public meetings
- Reports to Council which are posted on the Council's website.

The Council will also encourage individuals and community groups within the parish to make suggestions for the use of CIL funds.

All projects will be processed in the same way to ensure compliance with the principles outlined above and fair handling.

The project application process

All third party applicants (community groups and organisations) will be required to provide a copy of their organisation's previous year's accounts or for new initiatives, a budget forecast. Failure to provide this financial information may result in the CIL application being delayed or refused.

All applications requiring CIL funding will be considered by the Strategy, Policy and Finance Committee and assessed for their positive impact on the parish and a report with recommendations will be presented to the Council.

CIL applications can only be approved by the Council. Regard will be given to previous allocations to ensure the widest range of infrastructure is provided/supported.

Approved and adopted by East Bergholt Parish Council: 8/6/23

Next review: June 2024