



Crowthorne Parish Community Infrastructure Levy (CIL) Policy & Procedure

Table of Contents

1.0	<i>Scope of the Document</i>	2
2.0	<i>Background</i>	2
2.1	<i>The Community Infrastructure Levy</i>	2
2.2	<i>The BFC Infrastructure Funding Statement</i>	3
2.3	<i>Parish Council 3 Year Strategy Plan</i>	4
2.4	<i>The Crowthorne Neighbourhood Plan Objectives</i>	4
3.0	<i>What Can the Parish Council Spend its Proportion of CIL on?</i>	5
4.0	<i>Framework Principles</i>	5
5.0	<i>Delivering Projects</i>	6
6.0	<i>Community Engagement</i>	7
7.0	<i>The Project Application Process</i>	7
8.0	<i>Financial Control</i>	8
9.0	<i>Reporting CIL</i>	8

1.0 Scope of the Document

1.1 This document lays out an overall framework, policy and procedure for spending the Community Infrastructure Levy (CIL) that Crowthorne Parish Council (the Council/CPC) expects to receive from Bracknell Forest Borough Council (the Borough).

1.2 The Council believes that it will have received approximately £500,000 from CIL within 10 years of its inception to spend within the parish to help mitigate the effects of development. Although this sound like a considerable sum of money, other parishes of a similar size (Binfield) expect to receive 10 times this amount).

It is important to emphasize that the monies arising from CIL are one-off payments by developers for mitigating the impact of development in the parish.

1.3 CIL is difficult to forecast and expected CIL receipts may be lower or delayed. 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.

2.0 Background

2.1 The Community Infrastructure Levy

The Community Infrastructure Levy (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 housing development with an internal floor space over 100 m². CIL can be used for:

- Infrastructure provision
- Infrastructure improvements
- Infrastructure operation 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 Bracknell Forest Council which means that developers know beforehand the amount that will be charged for their development.

Bracknell Forest 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 town or parish has a Neighbourhood Plan. This is known as the Neighbourhood Portion. The Crowthorne Neighbourhood Plan was made in June 2021 following a referendum and, therefore, Crowthorne Parish Council now receives 25% of any CIL received by Bracknell Forest Council from development within the

parish. Prior to June 2021 Crowthorne Parish Council received 15% of CIL received by BFC from development within the parish,

CIL is paid to the Parish 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 will be recouped by BFC unless CPC has notified BFC in advance and formal agreement for extension has been granted.

An annual report on CIL expenditure must be produced by the Parish Council, which is posted on the parish website as well as being sent to the Borough.

2.2 Bracknell Forest Council's Infrastructure Funding Statement

Regulation 123 of the Community Infrastructure Levy (CIL) Regulations 2010 requires that Bracknell Forest Council publishes a list of the infrastructure projects or types of infrastructure that is needed to support planned development contained within the approved Bracknell Forest Local Plan.

BFC's published list is contained within an Infrastructure Funding Statement :-

[Infrastructure funding statement 2020 to 2021 \(bracknell-forest.gov.uk\)](http://bracknell-forest.gov.uk)

These infrastructure needs are costed, and a CIL rate established with the objective of meeting those costs. The list includes:

- Provision of and/or enhancement of land to SANG standard (Suitable Alternative Natural Greenspace)
- Junction improvements within the borough boundary
- Contributions towards strategic road network improvements outside the borough boundary
- Footpath and cycleway improvements
- Bus service subsidies
- Education needs – usually schools
- Improvements to and provision of new library facilities
- Improvements to existing and provision of new sports facilities
- Provision of Community Hubs
- Supporting health services to deliver new/improved facilities
- Funding of police facilities and equipment

BFC's Infrastructure Funding statement for 2020/21 identifies it may use its portion of CIL towards funding the following schemes in Crowthorne (some of the schemes listed are combined CIL and S.106 projects):

- Potential relocation of Heath Hill Surgery to Buckler's Park
- Opening the new Community Hub at Buckler's Park
- Increased car and cycle parking at Crowthorne Station by allocating land within a development site adjacent to Crowthorne Station
- SANG enhancement works at Buckler's Forest and Broadmoor Farm
- Creation of a new school at Buckler's Park

The Infrastructure Funding Statement also includes infrastructure improvements that are **not** provided from CIL monies. One of the other ways that Bracknell Forest Council can mitigate the impact of development is through section 106 agreements (so called because they are agreed according to section 106 of the Town and Country Planning Act 1990.) Section 106 agreements are planning obligations, legally enforceable, which are tied to, and usually relate to, the development area.

An example of a S.106 schemes in the Infrastructure Funding Statement for Crowthorne is:-

- Provision of new area for biodiversity net gain at Derby Field.

2.3 Parish Council 3 Year Strategy Plan

The Council has a three year plan, with the following objectives:

- To promote and represent the community's views and aspirations.
- To provide high standard, cost-effective services, and amenities.
- To work in partnership with other statutory and voluntary bodies, businesses, and individuals to ensure a continually high or improving standard of services and facilities.
- To promote and support local voluntary groups and clubs that serve Crowthorne.
- To help create a socially inclusive and caring community which embraces all its residents, irrespective of age, culture, income, race, sexual orientation or religion, and which seeks to develop their wellbeing, knowledge, understanding and mutual co-operation.

These objectives are captured within the following statement:

The vision of Crowthorne Parish Council is to maintain and enhance the character and identity of the parish, both the village and its green spaces, ensuring that it remains a vibrant, healthy and sustainable community and a desirable place to live and work.

2.4 The Crowthorne Neighbourhood Plan Objectives

The Parish Council is required to take account of the Neighbourhood Plan objectives when determining which projects be funded by CIL. The following project initiatives have been identified as having the potential to be brought forward by CIL or other means:

- A strategy for **street tree management and replanting** should be developed to increase the age structure of tree stock and range of species to ensure continuous contribution of tree cover to streets, increased diversity and resilience to environmental change;
- Seek opportunities to create new or **improve/extend existing cycle routes**, to promote cycling as a recreational pursuit, to improve people's health and well-being, and to provide a form of sustainable transport;

- Work with landowners and the local authority to **designate new public rights of way or permissive paths which circle and cut through the parish** to provide a range of shorter routes and provide better access to the wider landscape away from busy roads;
- Work with Bracknell Forest Council and the Crowthorne Traders Association to **identify projects that may contribute to improvements in Air Quality on Crowthorne High Street** e.g. the introduction of electric charging points and the addition of a zebra, or other controlled, crossing at the end of Church/Waterloo Road to improve connectivity;
- Working with Bracknell Forest Council to **seek funds for the introduction of a bus service from the village to the train station and improvements to sports/recreation facilities such as the creation of a MUGA at the Morgan Recreation Ground** on underutilised hard surface.
- Community Facilities (including the solar panel installation project at Community Halls)
- Recreation and Play
- Public Art
- Planting Schemes
- Car Parking
- Signage

3.0 What Can the Parish Council Spend its Proportion of CIL on?

- 3.1 According to regulation 59C of the Planning Act 2008, the Parish Council must use CIL receipts to mitigate the effects of development within the parish area, by funding:
1. The provision, improvement, replacement, operation or maintenance of infrastructure, or
 2. Anything else that is concerned with addressing the demands that development places on an area
- 3.2 Crowthorne Parish Council is not limited by the provisions in the Bracknell Forest Council Infrastructure Funding Statement when determining what projects to fund. Any matter or item that is relevant to the needs of the Parish and can be linked to the consequences of development will be considered.

4.0 Framework Principles

- 4.1 CIL projects will 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.
- 4.2 It may take some time for sufficient funds to accumulate for more strategic infrastructure or there may be other funding opportunities which will allow the delivery of more significant infrastructure projects which would benefit the

local community. Matched or grant funding opportunities should be explored by either the Council or the third-party group applying for funds.

- 4.5 The annual parish (or Electors) meeting should have a standing item reporting CIL projects.
- 4.6 The Property Working Group will assess projects for suitability as they come forward. The PWG will analyse each project and provide recommendations for proceeding.
- 4.7 Each project will be assessed according to the following weighted scoring procedure:

	Project Criteria	Weight
1	Compliance with Parish Council strategies and the Crowthorne Neighbourhood Plan	15
2	Project potential – one-off or lasting benefit	15
3	Number of people benefitting	10
4	Usability – does the facility/service have more than one use?	15
5	Target group(s) by age	20
6	Physical outcomes (increased community space/physical space etc.)	20
7	Ongoing support needs – does the Council have a continued involvement?	5
	TOTAL	100%

The higher percentage value scored, the greater the chance of CIL funding being granted for a project.

5.0 Delivering Projects

5.1 Where a large scale project is identified which may require co-funding by Bracknell Forest Council to deliver, CPC will, where appropriate, seek a funding contribution from BFC for support for CIL/S.106.

5.2 Crowthorne Parish Council is committed to delivering CIL projects expeditiously and to avoid any potential clawback of unspent funds leading to funds deriving from development in Crowthorne Parish being reallocated by BFC to infrastructure schemes outside the parish. It has therefore identified a need to retain a fixed term part time Project Officer whose salary for time spent on CIL project analysis and delivery work may be funded from CIL monies.

6.0 Community Engagement

- 6.1 The Council will seek community support for its CIL projects by the use of:
- Social media websites such as Facebook
 - Requesting feedback through the parish website
 - Evidence from Crowthorne Neighbourhood Plan and its consultations
 - Face-to-face meetings
 - A regular report at Parish Council meetings
 - An annual report on CIL posted to the Parish website
- 6.2 The Council will also consider projects brought forward by individuals and community groups within the parish if sufficient uncommitted CIL funds are available.
- 6.3 All projects will be processed in the same way to ensure that they comply with the principles outlined in sections 4 and 5.

7.0 The Project Application Process

- 7.1 All projects (internal and external) requesting CIL funds should complete an application form containing the following to initiate the request for funding:
- Total expected cost of the project
 - The requested CIL amount
 - Project details including:
 - Description
 - Expected timescales to completion
 - Other sources of funding such as lottery funding or from sports bodies
 - What the monies received will be spent on
 - Key stakeholders
 - Current users' views and comments (if the project already exists in some form)
 - Future users
 - Benefit(s) to Crowthorne parish community
 - Details of any work already done towards the project
 - If the project relates to any objective or commitment in the Crowthorne Neighbourhood Plan and/or Three Year Strategy Plan and if so how
 - Risk assessment
- 7.2 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. Please note: Failure to provide this financial information may result in the CIL funding application being delayed or refused.
- 7.3 All applications requiring CIL funding will be considered by the Property Working Group and recommendations taken to full Council who will ultimately

determine any award. Projects will be considered and graded in order of their positive impact on the parish and a report with recommendations then presented to the Full Council.

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

8.0 Financial Control

- 8.1 The Council must make proper arrangements for administration of its financial affairs as set out in Section 151 of the Local Government act 1972 and the Accounts and Audit (England) Regulations 2011. These requirements also apply when dealing with the meaningful proportion payments given to CPC under CIL.
- 8.2 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.

9.0 Reporting CIL

- 9.1 Under Regulation 62A of the CIL regulations, CPC is required to produce an annual report detailing CIL receipts and spend. The report must set out the following:
- a. The total amount of CIL received in the financial year
 - b. The total amount of CIL spent in the financial year
 - c. A summary of expenditure including details of what items CIL was spent on and the amount of CIL expenditure per item
 - d. Any CIL that has been returned to BFC due to failure to spend or applying CIL funds to inappropriate items
 - e. The total amount of CIL unspent from previous years broken down into annual amounts
- 9.2 The report must be published by 31st December following the reported year (e.g. for the financial year 2020/2021, the report must be published by 31st December 2021.) The report must be published on the CPC website and sent to the S106/CIL Monitoring Officer at BFC by 31st December.
- A template for this report is included in Appendix I.
- 9.3 Income received from CIL will also be included in the overall published accounts but is not required to be identified separately therein.

Appendix I – Annual CIL Report Template

Verified: _____ Chairman

Appendix II – Documents Associated with This Policy

Crowthorne Parish Neighbourhood Plan
Crowthorne Parish Council - Three Year Strategy Plan
Town and Country Planning Act 1990
Community Infrastructure Levy (CIL) Regulations 2010
BFC Charging Level
Bracknell Forest Council's Infrastructure Funding Statement
Regulation 59C of the Planning Act 2008

Appendix III – Versions

This policy was adopted by the Parish Council on: xxx 2022

Revision Dates

Revision Date	Revised By	Adoption Date