

# HAUGHLEY PARISH COUNCIL

## CIL GRANT AWARDING POLICY

Adopted 20<sup>th</sup> July 2021

### 1. CIL definition and purpose:

The Community Infrastructure Levy (CIL) allows Mid Suffolk District Council (MSDC) to raise funds from some forms of new development.

The purpose of CIL is to help fund the infrastructure needed to mitigate the impact of new developments.

CIL funds may be allocated to enable infrastructure projects, which have a wide strategic benefit to the district or to enable more locally generated infrastructure projects.

HPC will work closely with the local community and infrastructure providers to identify potential improvement schemes, encouraging and, if applicable, sponsoring applications, which are put forward.

The key fundamentals which underpin the use CIL:

- a) Up to 5% of collected CIL funds are retained by MSDC for CIL administration.
- b) MSDC transfers Neighbourhood CIL to the parish or town councils where a new development is taking place.
- c) All remaining CIL funds are retained by MSDC to fund or part fund strategic infrastructure needed by new housing development or other growth.
- d) It is the responsibility Parish and Town Councils to decide how their Neighbourhood CIL allocation is spent and to monitor that expenditure
- e) The amount of Neighbourhood CIL transferred to Parish and Towns Councils is 15% or 25%, depending on whether the community has a made Neighbourhood Plan (NHP).
- f) Haughley's NHP (HNHP) was made October 2019 and Haughley is thus eligible for 25% CIL funding.
- g) The MSDC Infrastructure Delivery Plan contains MSDC infrastructure projects

### 2. Guiding principles which underpin the award of CIL funding:

- a) CIL is public funding
- b) Applications may be made for project funding from MSDC CIL and Haughley Parish Council (HPC) Neighbourhood CIL
- c) It is in the interests of HPC and Haughley residents to maximise the benefits of CIL funding, by making best use of other funding opportunities, such as match funding.
- d) New or improved Neighbourhood CIL funded facilities should be accessible to as broad a range of people within the community as is possible.

- e) All Neighbourhood CIL funded projects MUST be approved by HPC BEFORE they are commenced.
- f) Neighbourhood CIL funding applications must be made by organisations NOT individuals.
- g) Retrospective Neighbourhood CIL funding will NOT be given for projects already begun or completed.
- h) CIL funding should be the funding of last resort, with other funding sources being considered first.
- i) CIL funding allocations can be made for full or part funding of a project.
- j) Applications for 100% funding of a project are less likely to be supported, than those for part funding.

### **3. Neighbourhood CIL and the duty of the Parish Council:**

Decisions involving the approval of Neighbourhood CIL applications and disbursement of Neighbourhood CIL payments will be made at full HPC meetings.

The following guidance is designed to help HPC and the local community consider what will help mitigate the impact of new development in Haughley.

The amended CIL Regulations 2010 state that parish councils have a duty to spend Neighbourhood CIL income on:

- a) EITHER the provision, improvement, replacement, operation or maintenance of infrastructure,
- b) OR anything else that is concerned with addressing the demands that development places on an area.

Neighbourhood CIL monies may be used:

- a) to provide seed funding.
- b) to match funding with other income streams.
- c) in collaboration with other parish councils, community interest companies or other providers to make the most efficient use of Neighbourhood CIL funding.

### **4. Neighbourhood CIL and the spending time limit:**

Parish Councils have a five-year period in which to spend allocated Neighbourhood CIL monies from the date they are received, however allocated Neighbourhood CIL may be accumulated to provide for major projects.

### **5. Neighbourhood CIL and eligibility to apply:**

Applications for Neighbourhood CIL funding may be made by Haughley-based organisations, or organisations that benefit Haughley residents. For example:

- a) HPC and its Committees.
- b) “Not-for-profit” organisations.
- c) Statutory infrastructure providers.
- d) State schools.
- e) Community groups.
- f) Registered charities.
- g) Membership organisations that are able to demonstrate a wider community benefit.

## **7. Neighbourhood CIL and what is NOT eligible for funding:**

Project applicants MAY NOT normally apply for further CIL funding, until twelve months have elapsed since the granting of a previous CIL funding award.

HPC may determine that that some projects are better funded through alternative funding sources and HPC will normally REJECT applications regarding projects:

- a) which are to improve or benefit privately owned land or property.
- b) received from individuals.
- c) received from private businesses.
- d) received from “for profit” commercial organisations
- e) received from regional or national organisations, unless it can be clearly demonstrated that the grant would be used specifically for the residents who are served by HPC.
- f) received from organisations with political affiliations
- g) received from organisations established for promoting a party-political agenda
- h) which have already commenced or completed prior to submitting the application
- i) to enable ongoing revenue costs for an existing project
- j) to enable annual repair or maintenance work

## **8. Neighbourhood CIL funded projects and benefits to be demonstrated:**

Where possible, project applicants should provide evidence of additional resources (people or money), which are available to complement any allocated Neighbourhood CIL funding.

In addition to meeting the Government criteria for Neighbourhood CIL spending, the project should show evidence that it will achieve some and preferably all, of the following:

- a) mitigation of any impact created by new development
- b) demonstrable community benefit beyond any benefits to the organisation which is submitting the funding application.
- c) deliverable outcomes, as described in a clear and timely project delivery plan

## **9. Neighbourhood CIL and the process for submitting bids:**

Projects should NOT begin until AFTER the named project lead has received formal notification from the Parish Clerk of project approval and confirmation of CIL funding.

The application process is via twice-yearly bidding rounds.

- a) Bids will be received by HPC at any time, but will ONLY be considered within the confines of the bidding cycle.
- b) Submissions must be sent to the Parish Clerk using the approved Application for Neighbourhood CIL Funding Form.
- c) It is preferred that Neighbourhood CIL Funding applications are sent using email.
- d) Supporting documentation, if available, should be provided with applications.

#### 10. Neighbourhood CIL and the twice-yearly bid cycle:

The Neighbourhood CIL bid cycle is outlined below:

##### ROUND 1

ACTION	DEADLINE
HPC Parish Clerk receives Applications for CIL Funding	September 30, of current year
Full HPC considers Applications for CIL Funding and the outcomes are minuted	November 30, of current year
HPC Parish Clerk issues letters to Applicants confirming the outcome of their Applications for CIL Funding bids	January 31, of following year

##### ROUND 2

ACTION	DEADLINE
HPC Parish Clerk receives Applications for CIL Funding	January 31, of current year
Full HPC considers Applications for CIL Funding and the outcomes are minuted	March 31, of current year
HPC Parish Clerk issues letters to Applicants confirming the outcome of their Applications for CIL Funding bids	May 31, of current year

#### 10. CIL grants and the conditions upon which they are made:

- a) HPC support must be acknowledged, as appropriate, on all publicity and promotional material which relates to ALL Neighbourhood CIL funded projects.
- b) A CIL grant MUST ONLY be used for the purpose for which it was given.
- c) A CIL grant MUST NOT be distributed to any other organisation(s)
- d) The project leads of a Neighbourhood CIL funded project MUST provide the Parish Clerk with timely and accurate project progress reports using appropriate documentation.

## **11. Completing the Application for CIL Funding form:**

- a) Application Forms **MUST** be completed by the named person nominated by the organisation submitting the bid.
- b) If the application is from collaborating organisations, each organisation **MUST** be listed and their named person identified
- c) Application for CIL Funding Forms **MUST** be accompanied by a formal Declaration signed by the Applicant.
- d) If the application is from collaborating organisations a formal Declaration signed by the named person from each of the collaborating organisations is required.
- e) Application forms, including supporting evidence, should preferably be EMAILED to the Clerk to the Parish Council
- f) Application forms, including supporting evidence, which are not sent electronically, should be sent as hard copies to the Clerk to the Parish Council:

For email Applications:            clerk@haughleypc.co.uk

For postal Applications:        Haughley Parish Council,  
Parish Clerk  
2 Broomspath Road  
Stowupland,  
Suffolk  
IP14 4DB