**Sunninghill & Ascot Parish Council Community Infrastructure Levy (CIL) Policy & Procedure**

Adopted at the Council meeting held on July 20th 2021

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**1. Scope of the Document**

**1.1** This document lays out an overall framework, policy and procedure for spending the Community Infrastructure Levy (CIL) that Sunninghill & Ascot Parish Council (the Council) expects to receive from Royal Borough of Windsor & Maidenhead (the Borough).

**1.2** As of 31st March 2021, Sunninghill & Ascot Parish Council has received a significant sum in CIL funding. More is expected from planned development in the coming five to ten years, although this is subject to the current government review of planning legislation. It is important to emphasise that the monies arising from CIL are one-off payments by developers to support development in the parish.

**1.3** 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.

**2. 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, 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” by the Royal Borough of Windsor & Maidenhead. The Ascot, Sunninghill & Sunningdale Neighbourhood Plan was made in March 2014 following a referendum and, therefore, Sunninghill & Ascot Parish Council receives 25% of any CIL received by the Royal Borough of Windsor & Maidenhead 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 may be returned to the Borough unless the Council has notified the Borough in advance and formal agreement for extension has been granted.

**2.2 The Royal Borough of Windsor & Maidenhead 123 List**

Regulation 123 of the Community Infrastructure Levy (CIL) Regulations 2010 required that the Borough published a list of the infrastructure projects to support planned development contained within the Borough Local Plan. The council's CIL Regulations 123 list was replaced by the councils new Infrastructure Funding Statement on 31 December 2020.

For more details please visit: <https://www.rbwm.gov.uk/home/planning/planning-policy/community-infrastructure-levy>

**2.3 The Sunninghill & Ascot Parish Council Parish Plan, 2019-2023**

The parish plan, generated with community views and through consultation, sets out our parish council’s objectives and actions for the period 2019-23. The main themes of the parish plan are:

* The adopted Neighbourhood Plan: to work with our community to ensure the ongoing effectiveness of our neighbourhood plan in managing development in accordance with community aspirations.
* Ascot Rejuvenation: to make Ascot a special place which retains its character, while becoming a vibrant and healthy community where people of all ages and backgrounds enjoy living, working and visiting.
* New Infrastructure: work closely with the Borough to maintain and enhance our infrastructure to resolve current problems and ensure it is able to absorb the significant new developments in and adjacent to our parish.
* Parks & Open Spaces: we are committed to enhancing the environmental sustainability of our parks and open spaces, while also providing new facilities where this doesn’t damage their sensitive ecology or neighbour amenity.
* Parish Council Services: we are committed to providing a high quality service to our community and giving it a voice on all matters of importance to our parish.
* Climate Change: work with the Borough and our community to mitigate the impact of climate change in our parish in line with the borough target of zero emissions by 2050.

**2.4 The Ascot, Sunninghill & Sunningdale Neighbourhood Plan Objectives**

The Ascot, Sunninghill and Sunningdale Neighbourhood Plan sets out planning policies for the years up to 2026 that will ensure that our area develops and grows in a way that is sustainable economically, socially and environmentally, and which enhances and improves the community.

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

* Housing & the Environment
	+ To protect the green and leafy appearance of our surroundings and the distinct character of our villages.
	+ To maintain the separation between our villages, avoiding the creep of urban sprawl.
	+ To preserve and enhance the character of Sunninghill village centre.
	+ To meet new housing demand in a way that is sympathetic to the area, that ensures that the right type of housing is built in the right locations, and that a mix of housing types is delivered, to especially include family homes that are affordable by a wide section of the population.
	+ To minimise the impact of development on the natural and built environment.
	+ To protect the biodiversity of our area, our local wildlife and its habitat and our trees.
* The Economy
	+ To encourage and facilitate a redevelopment of the centre of Ascot and its High Street, to deliver a more viable, attractive shopping centre, a vibrant and successful evening economy and desired community facilities.
	+ To sensitively develop the area around the retail centre of Sunningdale to improve its future economic viability and deliver additional parking capacity and community amenities.
	+ To create through the planning system an environment that makes it attractive for micro, small and medium-sized businesses and shops to locate and flourish in the area,
	+ To retain the current employment sites and provide sustainable employment opportunities for those who live within and outside it.
* Community
	+ To ensure all residents have easy access to community facilities and community green, open spaces for leisure and recreation.
* Transport & Infrastructure
	+ To seek ways of addressing the problems of traffic congestion on our roads and the lack of parking.
	+ To ensure our roads and streets provide safer and more accessible routes, better balancing the needs of pedestrians, cyclists and drivers.

You can see a copy of the Ascot, Sunninghill & Sunningdale Neighbourhood Plan here: <https://www.rbwm.gov.uk/home/planning/planning-policy/ascot-sunninghill-and-sunningdale-neighbourhood-plan>

**3. 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 support 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

**4. Framework Principles**

4.1 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.

4.2 In April and October, a CIL report regarding receipts to date, forecasts and expenditure will be presented to full Council. This is to ensure the Council does not overextend itself on projects.

4.3 The annual parish (or Electors) meeting should have a standing item reporting CIL projects.

4.4 A working group consisting of at least four councillors has been set up by the Council to assess projects for suitability as they come forward. The working group will analyse each project and provide a report to Full Council with their assessment and recommendations for proceeding.

4.5Each project will be assessed according to the following criteria:

Alignment to Neighbourhood/Parish Plan, Evidence of Need, Focus on a target group, Community benefit, Impact of Benefit, Environmental Benefit, Legacy/ Long term implications, Funding from other sources.

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

Available funds will be segregated so that some large and some small projects can be supported.

**5. Delivering Projects**

5.1 Sunninghill & Ascot Parish Council is a major partner of the Royal Borough of Windsor & Maidenhead in the provision of projects arising from CIL. The Parish Council will work closely with the Borough to ensure that delivery of its projects fits 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 borough and vice-versa.

The Council also envisages a close liaison with Sunningdale Parish Council as well as adjacent Parish Councils to identify and deliver projects that are mutually beneficial.

**6. Community Engagement**

6.1 The Council will seek community support for its CIL projects by the use of:

• Social media websites such as Facebook and Twitter

• Requesting feedback through the parish website

• Evidence from the survey conducted in 2018 for the parish plan

• Face-to-face meetings

• A report to the Parish Council meeting twice a year

• An annual report on CIL posted to the Parish website

6.2 As well as looking at joint projects with the Borough and neighbouring parishes the Council invites local individuals and community groups to submit applications for CIL funded projects.

6.3 All applications will be processed in accordance with the principles outlined in sections 4 and 5.

**7. The Project Application Process**

7.1 An application form initiates the request for funding which details the project its goals and resulting benefits. The form is shown in Appendix II and covers Project details including, Description, Project Objectives, Costs, Other sources of funding such as lottery funding or from sports bodies, benefit(s) to Parish community, etc.

7.2 All shortlisted 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 Application being delayed or refused.

7.3 All applications will be considered by a working party appointed by full Council. 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 The final list of shortlisted CIL projects, with a supporting report from the working party will be submitted to full Council for approval. CIL applications can only be approved by the full Council.

**8. 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. These requirements also apply when dealing with the meaningful proportion payments given to the Council under CIL. This must include obtaining 3 quotes and complying with Local Govt tendering requirements in order to ensure that value for money is being evidenced for CIL expenditure

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. Reporting CIL**

**9.1** Under Regulation 62A of the CIL regulations, the Council 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 the Borough 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 2018/2019, the report must be published by 31st December 2019.) The report must be published on the Council website and sent to the S106/CIL Monitoring Officer at the Borough 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 AGAR but is not required to be identified separately therein. It will not be shown within the internal accounts so as to ensure that expenditures are correctly shown against precept and other ongoing receIpts.

**Appendix I – Annual CIL Report Template**

Sunninghill & Ascot Parish Council

Community Infrastructure Levy (CIL)

Reporting year 1 April 2019 to 31 March 2020

|  |  |  |
| --- | --- | --- |
| A | Total CIL income carried over from previous years | £0.00 |
| B | Total CIL income received | £0.00 |
| C | Total CIL spent | £0.00 |
| D | Total CIL repaid following a repayment notice | £0.00 |
|  |  |  |
| E | Total CIL retained at year end (A+B-C-D) | £0.00 |

CIL expenditure

|  |  |
| --- | --- |
| Item/Purpose | Total Spent |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total spent | £0.00 |

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parish Clerk)

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parish Council Chairman)