

Lichfield District Council

Allocating and Spending CIL: Additional Guidance

Community Infrastructure Levy



Community Infrastructure Levy

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Context

Lichfield District Council adopted its Community Infrastructure Charging Schedule (CIL) on the 19th April 2016. The supporting Community Infrastructure Levy Governance Administration Procedures were adopted in July 2016.

The Governance Procedure sits underneath the processes and procedures contained within the CIL Regulations and provides details of the local response adopted to enable sustainable development within Lichfield District. Focusing on ensuring corporate and political ownership of the delivery of infrastructure requirements the document explains the statutory requirements and introduces a CIL Allocation Structure amongst other requirements. For ease of reference the Structure is replicated in **Appendix A** of this document. A complete copy of the document can be viewed on the District Council's website, www.lichfielddc.gov.uk.

Allocating and Spending CIL: Guidance

The Governance Procedure established a key principle in terms of the distribution of CIL funding. Receipts remaining after administration costs and monies committed to Special Areas of Conservation and the 'Meaningful Proportion' to our Parish Councils will go into a 'centralised pot' for the purpose of supporting the delivery of strategic and local infrastructure improvements on a district wide basis.

This document provides guidance on how funds within the 'centralised pot' will be distributed and includes advice for Applicants (See **Appendix B**) and how to bid for monies (See Expression of Interest Form, **Appendix C**). It aims to help support those applying for CIL funding and establish an annual process for the allocating of monies.

Strategic and Local Infrastructure

Applications for monies will only be considered that deliver infrastructure needs identified in the District Council's Regulation 123 List and address requirements articulated within the District Council's Infrastructure Delivery Plan. Both these documents are available to view on the District Councils website.

Applicants should note that given the scale of CIL monies available it is very unlikely that CIL funds alone will completely cover the cost of new infrastructure needed to fully support planned development. As such, there will be competing demands for the 'centralised pot'. It is important to ensure that there are robust, accountable and democratic structures in place to ensure the spending of CIL funds are prioritised appropriately.

In accordance with national Regulations, the District will pass on a 'meaningful proportion' of CIL receipts to Parish Councils to support the delivery of local infrastructure requirements. For Parishes where no Neighbourhood Plan is in place or is still emerging, this will be 15% of CIL (capped per

number of dwellings in the Parish area as per the CIL Regulations. Where a Parish has an approved Neighbourhood Plan in place, 25% of CIL (uncapped) will be passed to the Parish Council.

Applying for Strategic CIL Funds

Annually Lichfield District Council will publicise the amount of CIL funding received and available to allocate. Bodies will subsequently be invited to express an interest (EOI) in bidding in for these monies using an EOI template available via the Council's website.

The Expression of Interest Form requests key information:

- What is the name of the project
- How will the project link to the District Council's Regulation 123 List and Infrastructure Delivery Plan
- What is the cost of the project
- Who are the partners (if any) involved in the project
- What other funding sources are being/have been secured
- When will the project be delivered

Expression of Interest Forms submitted will be reviewed by an Internal Officer Working Group (IOWG), who will ensure that all submitted forms include the key information required, meet basic criteria (listed below) and are therefore eligible for CIL funding.

In order for a project to be considered for CIL funding, the following eligibility criteria needs to be met:

- The Expression of Interest Form has been completed satisfactorily
- The organisation has the legal right to carry out the proposed project
- The project is clearly defined as infrastructure as per the CIL Regulations
- The project is Conforms with the District Council's Regulation 123 list.

Eligible projects will then be scored by the Strategic Infrastructure Group (SIG).

The factors that projects will be scored against include:

- The need for the project.
- The public benefit of the project.
- The deliverability of the project.
- The value for money that a project provides.

Projects will be viewed favourably if they illustrate a robust match funding portfolio in other funds that wouldn't otherwise be available, particularly where those funds may not be available in future years, or where it makes use of match funding.

SIG will prioritise the eligible projects based on the above evaluation and provide an initial indication of the level of funding the project could receive. This information together with a recommendation will be presented to the Joint Member and Officer Working Group (JMOG).

JMOG will assess the information received and the recommendation of SIG and duly make a recommendation to Cabinet as to whether a project should receive CIL monies and if so the level of this. In making its recommendations, JMOG will provide an explanation as to how that decision was reached.

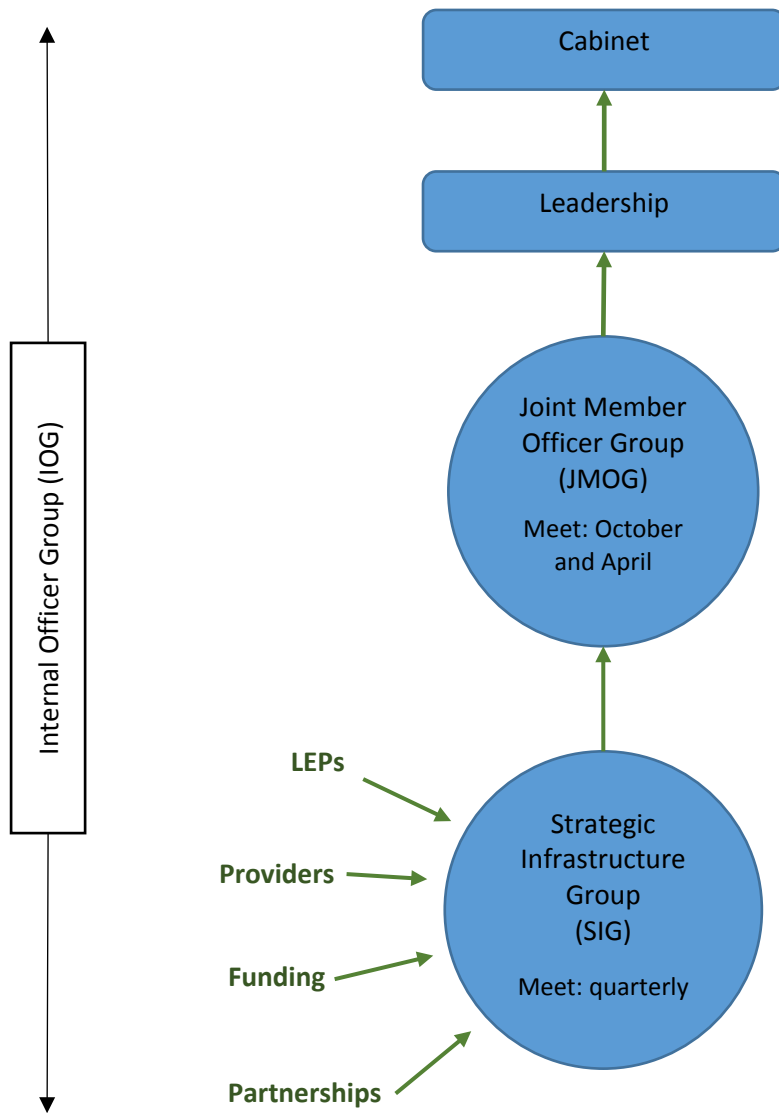
As stated, recommendations from the JMOG will then go forward to Cabinet. If agreed by Cabinet, stakeholders will be informed and funds will be allocated. Cabinet has the right to make a decision which does not accord with that of JMOG.

Once the Funding Decision has been made

When CIL funding is allocated to infrastructure providers, the CIL funding can only be used to deliver the agreed infrastructure type or project. As the Charging Authority, the Council will retain the right to recover CIL receipts that have been wrongly spent or not spent within agreed timescales.

To ensure the appropriate and timely delivery of projects, conditions will be attached to the allocation of CIL. Successful infrastructure providers will be required to enter into a Grant Agreement which will confirm the detail of those conditions. The grant agreement will include a commitment to complete quarterly monitoring returns to the Council. These returns will form the basis of a quarterly monitoring report to the Joint Member Officer Group.

Appendix A



Appendix B

Community Infrastructure Levy

Guidance for Applicants Section One: Your Organisation

Please provide contact details including the name of the person that will receive correspondence concerning the bid application. We may request additional information or clarification during the bid evaluation process and therefore you may wish to include contact details of the person within your organisation best able to provide a response.

Section Two: Your Project Proposal

Please use this section to provide a brief summary of your project and its location. You may choose to use maps and plans to articulate the location or details of your project; if so these should be simple, easy to understand and ideally provided in A4, they should also be attached electronically at the end of the form. You should also indicate in this section the arrangements in place for the sound and proper implementation for the project for example who will manage the project.

Section Three: Bid Justification

Please use this section to provide your reasons why you think your project should be prioritised for CIL Funding. A copy of the District Council's Infrastructure Delivery Plan and CIL Regulation 123 List can be found online at www.lichfielddc.gov.uk. Please indicate in this section the arrangement for the sound and proper implementation of the project for example the professional competencies /previous experience. You may wish to include supporting evidence; this should be attached electronically at the end of the form.

Section Four: Current Status of the Project

This section provides you with the opportunity to illustrate what stage in its development your project is and how you will develop your project to enable it to become deliverable.

Section Five: Your Partners

A diagram of the partnership may be beneficial: if so these should be simple, easy to understand and ideally provided in A4, they should also be attached electronically at the end of the form. We would expect that partner support is evidenced in a Letter of Support; they should be attached electronically at the end of the form.

Section Six: Current funding for the Project

This section provides you with the opportunity to request the amount of CIL funding required to enable your project to be delivered. We would also like to understand the other funding streams that are supporting your project and when this funding will become available. Evidence of grant funding support should be attached electronically at the end of the form.

Please include in your response proposals for the ongoing maintenance and upkeep of the item of infrastructure. You should also include the costs associated with the implementation of the project for example professional fees, regulatory fees.

Section Seven: Delivery Timescales

This section enables you to articulate your programme for delivering your projects. You should include key milestones and identify any interdependences.

Section Eight: Constraints and Risks

In this section you should identify the constraints that will shape how your project will be delivered and how you intend to address these constraints. We would expect that the information in this section shapes your response to Section Seven: Delivery Timescales. You should also include a complete risk assessment which includes actions to manage those risks identified.

Section Nine: Declaration

Consideration should be given to who in your organisation should sign the Declaration. Information submitted through the Expression of Interest will if successful be used to form the Grant Agreement.

Appendix C

Lichfield District Council: Community Infrastructure Levy, Strategic Fund

Expression of Interest Form

Submission Deadline xx xx 20xx x.xxpm.

This application form is supported by the following documents

- Community Infrastructure Levy (CIL) Governance Structure and Administrative Arrangements and Allocating and Spending CIL
- An editable version of the application form can be provided on request.

Section One: Your Organisation

Name and address of your organisation	
Details of main contact person	
Describe your organisation's main purpose and regular activities	
What is the legal status of your organisation?	

Section Two: Your Project Proposal

In no more than 15 words please choose a title which you think best describes your projects aims

Where is your project located?

In no more than 150 words provide a description of the of the project proposal.

Please indicated your organisation's commitment to the project including for example Board/Committee or Cabinet resolutions.

Section Three: Project Justification

Does the project feature in the Council's Infrastructure Delivery Plan?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If yes, please indicate the paragraph number reference here.

Para Number
<input type="text"/>

Does the project support the delivery of infrastructure identified on the Council's Regulation 123 List?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If yes, please select which category and where relevant the specific element the project falls under?

Category	Infrastructure	Select
Transport	Completion of the Lichfield Southern Bypass via provision of new underbridge section.	<input type="checkbox"/>
	Improvements to the Strategic Highway Network as identified by the Highways England at, Muckley Corner.	<input type="checkbox"/>
	Improvements to the Strategic Highway Network as identified by the Highways England at Swinfen.	<input type="checkbox"/>
	Improvements to the Strategic Highway Network as identified by the Highways England Further junction improvements an safer access to A38 (Hillards Cross and Fradley South)	<input type="checkbox"/>
Transport	Lichfield City Centre Transport Package including; Bus Network improvements.	<input type="checkbox"/>
	Lichfield City Centre Transport Package including Cycle and walking routes with the City.	<input type="checkbox"/>
	Lichfield City Centre Transport Package including Electric Charging Points.	<input type="checkbox"/>
	Lichfield City Centre Transport Package including Delivery of a traffic directional signage scheme.	<input type="checkbox"/>
	Lichfield City Centre Transport Package including Designated Coach Parking Area.	<input type="checkbox"/>
	Lichfield City Centre Transport Package including Real Time Passenger Information, including signage to car parks.	<input type="checkbox"/>
	East Lichfield Local Transport Package (including Fradley Including HVG routing and parking arrangements in Fradley	<input type="checkbox"/>
	Burntwood Transport Package including Cannock Road – public realm enhancements and access modifications	<input type="checkbox"/>
	Burntwood Transport Package including Improved walking and cycling links from southern to northern Burntwood	<input type="checkbox"/>
	Bus access and service improvements linking to Cannock and	<input type="checkbox"/>

Lichfield District Council Community Infrastructure Levy Allocating and Spending CIL Additional Guidance

	Lichfield	
	Burntwood Transport Package including Burntwood Bus interchange	
	District wide measures including A5 (T) and A38 (T)	
	District wide measures including Route signage Lichfield to Tamworth	
Education	A 105 place expansion of Hob Hill Primary school Rugeley to increase the school from 210 to 315 places.	
	A 77 place expansion of All Saints Alrewas Primary School to increase the school from 238 places to 315 places.	
	Delivery of five forms of entry of additional secondary education facilities through <ul style="list-style-type: none"> • Expansion to Nether Stowe School • Expansion to The Friary School • Expansion to King Edward VI School 	
Open Space, Sporting and recreational Facilities	Improvements to open space provision, including play provision for key sites, in line with the Open Space Assessment	
	Improving indoor sport provision to serve Lichfield City and its hinterland as set out in the Swimming Pool and Sports Hall Feasibility Study 2013.	
	Improving playing pitch provision in line with the deficiencies identified in the Play pitch, Tennis and Bowls Strategy.	
Environment and Biodiversity	Chasewater Country Park improvements	
	Central Rivers Initiative projects	
	Improvements to the canal network to improve green infrastructure links	
	Local Nature Reserves	
	Woodland and hedgerow project	
	Lichfield Canal	
Other	Flood Mitigation General measure	
	Health facilities: In response to local evidence supporting expansion requirement to support growth across the District.	
	Low Carbon Initiatives/Carbon investment fund: support the delivery of Local Plan Strategy Policy SC1.	

Explain how your project meets the following elements.

Explain the existing problem, issue or need that the project addresses.	
To what extent does the project resolve the issue?	
Who are the likely beneficiaries of the project?	
What evidence do you have of consultation with the community or stakeholder for	

this project?	
Would the project lead to any income generation?	
What measures do you intend to put in place to ensure your project reaches a successful completion.	

Section Four: Current Status of the Project

Aside from funding is the project ready to commence?

Yes	
No	

If the project is not ready to commence, please list briefly the main constraints (please note further information is requested in Section Seven)

Section Five: Your Partners

Identify any project partners and their role within the project, including supporting evidence confirming roles and commitment.

Partner	Role

Section six: Current Funding for the Project

Please indicate the total cost of the project.	
Please provide a detailed breakdown of the costs for the project.	
Please provide a detailed summary of the total CIL funding required, including phasing.	
How much funding does the project currently have?	
Are there any revenue costs (i.e. day-to-day running costs, maintenance cost) associated with the project and if so how will they be funded and has that funding	

been secured?	
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Please indicate in the table below the source of additional funding that has been secured/ is being sought.

Source	Amount	Conditions Attached	Use by Date	Funding Confirmed*

*if no, please provide a date of when a decision is expected.

Does the CIL funding help secure the release of additional funding?

Yes	
No	

Section Seven: Delivery Timescales

What is the delivery timescale for the Project?

Immediately	
Up to 5 years	
5-10 years	
10-15 years	
More than 15 years	

Please provide further details on the programme for delivering the project, including start and completion dates

Section Eight: Constraints and Risk

Please indicate which constraints (if any) apply to your project

- Physical and environmental impacts e.g. flood risk, contamination biodiversity, noise etc.
- Approvals of necessary consents e.g. planning permissions
- Ownership, acquisition or compulsory purchase order issues
- Partnership and governance issues
- Dependency on other projects going ahead

Please provide further information about any constraints identified or detail any constraints not listed.	
Please explain to what extent the constraints identified can be overcome.	

Please explain the risks involved in the project and identify measures to reduce or overcome such risks.

Risk	Management
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Risk: Financial	
Risk: Delivery	
Risk: Reputational	
Risk: Other	

Section Nine: Declaration

When you have completed the Expression of Interest, please sign the declaration below.

To the best of my knowledge the information I have provided on this application form is correct.

Signed

Position in Organisation

Date

Any Questions

If you have any questions, please email Ashley.Baldwin@Lichfielddc.gov.uk