

Broadclyst Parish Council CIL Expenditure Policy

1. Introduction

The Community Infrastructure Levy (CIL) is a charge on new developments used to fund local infrastructure projects to support community growth. Broadclyst Parish Council receives a portion of the CIL, specifically the Neighbourhood CIL (NCIL), which must be managed and allocated in line with the CIL Regulations 2010 (as amended), the Broadclyst Neighbourhood Plan, and the forthcoming Broadclyst Parish Strategy.

The impact of the new development is felt across the whole parish with local services being affected in all areas. This policy ensures that NCIL funds will be distributed equitably across the entire parish, including Broadclyst Village, Westclyst Community, Tithebarn development, and the outlying villages, to meet the needs of the whole community.

2. Purpose

This policy outlines how Broadclyst Parish Council will allocate and manage its NCIL funds to support local development, improve infrastructure, and meet community needs effectively. It aims to ensure transparency, community involvement, and adherence to legislative requirements while distributing resources equitably throughout the parish.

3. Legal Framework

This policy is based on:

- Community Infrastructure Levy Regulations 2010 (as amended)
- Neighbourhood Planning (General) Regulations 2012
- Broadclyst Neighbourhood Plan
- Broadclyst Parish Strategy (forthcoming)

4. CIL Allocation

4.1 Receipt and Allocation

- Broadclyst Parish Council has received NCIL funds from East Devon District Council already and any new funds will be remitted twice yearly as stipulated by Regulation 59D of the CIL Regulations.
- NCIL funds must be spent within five years of receipt according to Regulation 59E.

- NCIL funds will be allocated to projects that benefit the entire parish, including Broadclyst Village, Westclyst Community, Tithebarn development, and the outlying villages, ensuring no single area is unduly prioritised.

4.2 Eligible Expenditures

- NCIL funds can be used for:
 - o The provision, improvement, replacement, operation, or maintenance of infrastructure as per Regulation 59C of the Community Infrastructure Levy Regulations 2010 (as amended).
 - o Projects addressing demands placed on the area by development, including community amenities, recreational facilities, and environmental improvements.
 - o Initiatives identified in the Broadclyst Neighbourhood Plan and the Broadclyst Parish Strategy, such as supporting sustainable development, enhancing community facilities, and meeting strategic priorities.
 - o Projects that benefit Broadclyst Village, Westclyst Community, Tithebarn development, and the outlying villages, ensuring balanced development and provision across the parish.

4.3 Ineligible Expenditures

- NCIL funds must not replace everyday Parish Council expenditures.
- Funds should not be used for activities or projects outside the Parish Council's statutory powers unless they fall under the General Power of Competence.
- Funds should not be used for activities that are the statutory duty of other public bodies or principal authorities.

5. Decision-Making Process

5.1 Project Identification

- Projects can be proposed by Parish Council members, community groups, or residents.
- All proposals must align with the Broadclyst Neighbourhood Plan and the Broadclyst Parish Strategy, and demonstrate community support.
- Proposals must show how they will benefit the entire parish, including Broadclyst Village, Westclyst Community, Tithebarn development, and the outlying villages.

5.2 Evaluation Criteria

- Community Benefit: Projects must deliver tangible benefits to the community, improving local infrastructure or addressing identified community needs across the entire parish.
- Strategic Alignment: Projects should align with the strategic objectives outlined in the Broadclyst Parish Strategy and Neighbourhood plan, including addressing long-term infrastructure needs and enhancing community resilience.

- **Equitable Distribution:** Projects must demonstrate how they will benefit various parts of the parish, ensuring balanced development and resource allocation.
- **Environmental Impact:** Consideration must be given to environmental sustainability and minimising carbon footprints.
- **Value for Money:** Projects should demonstrate efficient use of funds and potential to attract additional funding.

5.3 Project Demonstrations

- **Community Support:**
 - Projects should fulfil aspirations identified in community consultations and plans undertaken during the Neighbourhood Plan process.
 - Projects must show benefits to the broader community and in areas that are used by a substantial number of residents.
 - Evidence of community need and support through public consultation is required.
- **Environmental Sustainability:**
 - Projects aimed at reducing the parish's carbon footprint, including traffic reduction, across all residents.
 - Initiatives with a meaningful impact on environmental challenges.
 - Projects that emphasise waste reduction, reuse, and recycling methods.
 - Enhancements or protections for local biodiversity.
 - An Environmental Impact Assessment must be included to confirm these considerations.
- **Transparency and Value for Money:**
 - Projects that leverage CIL funding to secure further grants.
 - Efforts to minimise CIL dependency using own funds, third-party funding, and community fundraising.
 - Demonstrated effective financial management to ensure value for money.
 - Utilisation of robust tendering processes to procure cost-effective and transparent services.
- **Long-Term Tangible Community Benefits:**
 - Projects safeguarding and enhancing community assets for long-term use.
 - Initiatives with a lifespan exceeding 15 years.
 - Projects demonstrating sustainable benefits with ongoing revenue expenditure and costs identified for the lifetime of the project.
 - Initiatives that reduce operational costs or increase revenue generation.
- **Mitigation of Development Effects:**
 - Initiatives that mitigate the impact of the new developments on existing community activity.
 - Projects delivering essential infrastructure identified by the community.
 - Initiatives that connect new developments to parish services and assets.
 - Projects addressing issues generated by new developments.

5.4 Application and Approval Process

- **Application Submission:**

- The Parish, or its councillors, may submit costed and deliverable project proposals. OR
- External organisations within the parish may submit costed and deliverable project proposals.
- Proposals must include all required information to constitute a complete application.
- Review Process:
 - Council officers will review applications to ensure completeness and alignment with policy criteria.
 - Complete applications will be submitted to the Finance and Governance Committee for consideration at the next applicable meeting.
- Decision and Notification:
 - The Finance and Governance Committee will decide whether to include the application on its CIL Projects List and determine its priority relative to other projects.
 - Applicants will be informed of the council's decision and any corresponding potential funding.
- Inclusion on the CIL Projects List:
 - Being listed does not guarantee funding.
 - The full council will periodically review the CIL Projects List agreed by the Finance and Governance Committee along with recommendations for priority and funding levels, and combined with advice from the Clerk, will allocate funds based on current priorities and available resources.

6. Monitoring and Reporting

6.1 Annual Reporting

- An Annual CIL Report will be published by May 1st each year, detailing:
 - Total NCIL receipts for the year.
 - Expenditure summaries, including project details and amounts.
 - Any NCIL funds retained for future use.
- Reports will be available on the Parish Council's website and sent to East Devon District Council.
- The report will also include information on how NCIL funds have been distributed across the parish, highlighting benefits to Broadclyst Village, Westclyst Community, Tithebarn development, and the outlying villages.

6.2 Community Engagement

- The Parish Council will ensure ongoing community involvement through consultations and public meetings.
- Feedback on proposed and ongoing projects will be sought regularly to maintain transparency and community support.
- Efforts will be made to engage with residents from all parts of the parish to ensure diverse representation and input on NCIL expenditure.

7. Review of Policy

This policy will be reviewed annually or when significant changes in legislation, the Broadclyst Parish Strategy, or community priorities occur. Any amendments will be subject to public consultation and approval by the Parish Council.

8. Contact Information

For questions or to propose a project, please contact:

- Broadclyst Parish Council Clerk
- Email: Clerk@broadclyst.org

Appendices

- Appendix A: CIL Project Proposal Form
- Appendix B: Annual CIL Report Template

Key Legislative References:

- Community Infrastructure Levy Regulations 2010 (as amended):
 - o Regulation 59C: Specifies how NCIL funds can be used for infrastructure and community benefit.
 - o Regulation 59D: Details the timing and process of NCIL fund receipts from charging authorities to parish councils.
 - o Regulation 59E: Imposes a five-year spending deadline on NCIL receipts.
- Planning Act 2008: Establishes the framework for the Community Infrastructure Levy.
- Localism Act 2011: Provides for the creation and implementation of neighbourhood plans and the General Power of Competence.

Appendix A

Broadclyst Parish Council CIL Project Proposal Form

Guidance Notes:

This form is to be completed by any organisation or individual within the Broadclyst Parish wishing to apply for funding from the Neighbourhood Community Infrastructure Levy (NCIL). All projects must align with the priorities and criteria set out in the Broadclyst Parish Council CIL Expenditure Policy.

Please submit completed forms to:

- Broadclyst Parish Council Clerk
- Email: Clerk@broadclyst.org

Section 1: Applicant Information

1. Name of Organization/Applicant:

[Enter your name or the organization's name]

2. Contact Person:

[Enter the name of the primary contact]

3. Address:

[Enter the address]

4. Telephone Number:

[Enter phone number]

5. Email Address:

[Enter email address]

Section 2: Project Overview

6. Project Title:

[Enter the title of the project]

7. Project Location:

[Specify where the project will be located]

8. Project Summary:

[Provide a brief description of the project]

9. Which area(s) of the parish will benefit?

☐ Broadclyst Village

☐ Westclyst Community

☐ Tithebarn Development

☐ Outlying Villages

☐ Entire Parish

10. Estimated Project Duration:

Start Date: [Enter start date]

End Date: [Enter end date]

11. Total Project Cost (£):

[Enter the total cost]

12. Amount of CIL Funding Requested (£):

[Enter the amount requested]

13. Additional Funding Sources:

[Specify other funding sources and amounts, if any]

Section 3: Project Details

14. Detailed Project Description:

[Provide a detailed description of the project, including objectives, planned activities, and expected outcomes]

15. Community Benefit:

[Explain how the project will benefit the community and address identified needs]

16. Community Support:

[Provide evidence of community support, such as results from public consultations or community surveys]

17. Alignment with Strategic Plans:

[Describe how the project aligns with the Broadclyst Neighbourhood Plan and the Broadclyst Parish Strategy]

18. Environmental Impact:

[Describe how the project will address environmental sustainability, including any reduction in carbon footprint, waste minimization, and biodiversity protection]

19. Value for Money:

[Explain how the project ensures efficient use of CIL funds, including any plans to leverage additional funding or in-kind contributions]

20. Long-Term Benefits:

[Detail the long-term tangible community benefits, including the lifespan of the project and sustainability plans]

21. Mitigation of Development Effects:

[Explain how the project will mitigate any negative impacts of new developments]

Section 4: Supporting Documentation

22. Environmental Impact Assessment:

[Attach Environmental Impact Assessment if applicable]

23. Project Plan and Timeline:

[Attach a detailed project plan and timeline]

24. Budget Breakdown:

[Attach a detailed budget breakdown, including cost estimates for all project components]

25. Letters of Support:

[Attach letters of support from community members or organizations]

26. Other Relevant Documents:

[Attach any additional documents that support the application]

Section 5: Declaration

I/we confirm that the information provided in this application is accurate to the best of my/our knowledge. I/we have read and understood the Broadclyst Parish Council CIL Expenditure Policy and agree to adhere to its requirements.

Signature of Applicant: [Sign here]

Date: [Enter date]

Print Name: [Enter name]

Position (if applicable) [Enter position within the organization]

Submission Checklist

Before submitting your application, please ensure you have included:

- ☐ Completed Application Form
- ☐ Environmental Impact Assessment (if applicable)
- ☐ Project Plan and Timeline
- ☐ Detailed Budget Breakdown
- ☐ Letters of Support
- ☐ Other Supporting Documents

For Parish Council Use Only

- Date Received: [Enter date received]
- Application Number: [Enter application number]
- Reviewed by: [Enter reviewer's name]
- Decision: ☐ Approved ☐ Rejected
- Comments: [Enter comments]

Notes: Inclusion on the CIL Projects List does not guarantee funding. All applications are subject to review and prioritisation based on the criteria outlined in the CIL Expenditure Policy. Decisions will be communicated to applicants following the full council's review.