Canvey Island Town Council

Community Infrastructure Levy (CIL) Policy

Background

The Community Infrastructure Levy (CIL) is a locally set charge on new development that was introduced in Castle Point on 1 May 2023. It is a charge based on the size and type of development. If a development is liable to pay CIL, the payment is mandatory to pay and non-negotiable.

The funds raised through the levy will be used to help fund improvement to infrastructure in Castle Point.

The Town Council does not have a Neighbourhood Plan, therefore receives a 15% proportion of funds raised through CIL by Castle Point Borough Council.

The Borough Council will record income from CIL receipts that correspond to the Town Council area and will make these payments twice a year based on Regulation 59D of the CIL Regulations 2010 (as amended). Example:

- CIL received 1 April to 30 September - Paid by 28 October
- CIL received 1 October to 31 March - Paid by 28 April

CIL receipts are to be spent by local councils within five years of receipt, and it must be spent on (see Regulation 59C of the CIL Regulations 2010 as amended):

- providing, replacing, improving, operating or maintaining infrastructure that supports development in the area; or
- anything else concerned with addressing the demands that development places on the area.

Infrastructure includes:

- Roads and other transport facilities
- Flood defences
- Schools and other education facilities
- Sporting and recreational facilities (for example upgrades to play equipment)
- Open spaces
- Green Infrastructure (may include tree or hedgerow planting)

The Town Council consider its infrastructure and CIL spending projects in coordination with the Borough Council to avoid duplication and to identify how it would like to spend CIL income and how its projects address the impacts of development taking place.

Decision Process

The Town Council welcomes input from local groups/organisations for projects on which to spend CIL money. If the proposed projects are within the CIL regulations and are items on which the Town Council may lawfully spend, then a prioritisation process will be carried out and the criteria outlined in this policy will be used as a ranking mechanism.

A “CIL Project List” will be maintained and will be referenced when CIL funding becomes available. Organisations proposing projects will be requested to put forward costed and deliverable projects with multiple quotes and supporting information, such as financial accounts belonging to the beneficiary. An Application Form is attached in Appendix 1.

Full Council will review all requests to resolve whether to include the application on its future CIL Projects List and its level of priority in respect to other projects.

Criteria for Projects to be considered:

The CIL Project List is expected to cover projects providing, but not be limited to, the following:

- Crime reduction
- Traffic/Road safety
- Community engagement
- Leisure/Sport/Recreation
- Green Infrastructure
- Communication
- Public services/Public Safety
- Heritage protection
- Open Spaces
- Flood Defences
- Environmental/Climate change

In general, the council will use the following **primary criteria** to rank CIL projects against each other:

- **Community Benefit** – how wide an impact will the project have and how many people might benefit
- **Costs and Funding** – The overall cost of the project and any future expenditure it may generate, such as ongoing maintenance. Projects part-funded by the benefitting organisation or from grant funding may increase the ranking as it means more projects can be financed.
- **Deliverability** – how practical is the project and are there likely to be barriers around the planning or legal aspects
- **Environmental Benefits** – does the project offer benefits to the environment and show no negative impact

Secondary criteria under consideration may include:

- Projects that demonstrate the benefit will be sustained with revenue expenditure
- Projects that reduce running costs or increase revenue generation
- Projects that mitigate the detrimental effects of development, such as those delivering infrastructure identified as being required in the community
- Projects that connect developments to services and assets

Inclusion on the CIL Projects List does not commit the Council to fund any project. The Council will periodically review the CIL Projects List following receipt of CIL funds and may resolve to award funding based on current priorities and available funds.

Appendix 1

APPLICATION FOR A COMMUNITY INFRASTRUCTURE LEVY (CIL) BID

1. Please read Canvey Island Town Councils CIL Policy before making your application.

2. Please review the Town Councils website for an up-to-date summary of CIL, current projects being proposed and funds committed to date.

3. All applications will be considered on a case-by-case basis.

4. Upon receipt of a completed application, the Town Council will consider the application: -
    - Small scale CIL bids (costing less than £20,000) will be reviewed at the next available Council meeting.
    - All large-scale CIL bids (in excess of £20,000) will be reviewed with the Town Clerk, and a suitable Council meeting will be agreed with all parties.

5. All documentation must be submitted to the Town Clerk at least one month before the next available Council meeting.

6. Applications must be made on the prescribed form, and all questions must be answered. If a question is not applicable enter “N/A”.

7. All valid applications will be considered but may only be awarded a percentage of the requested amount. The awarding of any amount is at the sole discretion of the Town Council.

8. Other grant funding sources should be considered at the same time, or prior to, applying to the Town Council where match funding can be reviewed.

9. Successful applicants, who will be notified in writing, must only use the CIL funds for the purposes stated in the application.

Please ensure that all sections of the application form are fully completed and attach separate documents where applicable.

Failure to comply with the details above may result in the applicant being required to repay some or all of the CIL funds to the Town Council.

Please return your completed form and supporting documents to the Town Clerk @ clerk@canveyisland-tc.gov.uk or call 01268 683965.

CANVEY ISLAND TOWN COUNCIL - CIL FUNDING APPLICATION FORM

SECTION A – DETAILS OF APPLICANTS ORGANISATION	
Name of Organisation:	
Main Contact and Position	
Organisations Address	
Telephone Number	
Email Address	
What are the main activities of the organisation?	
What is the status of the organisation? e.g. Voluntary or Community, sports of type of club, other (please provide details)	
Charity Registration Number	
What is the total annual income of the organisation?	
What is the total annual income of the organisation?	

SECTION B – DETAILS OF THE PROJECT	
Describe the project location or venue:	

Provide a comprehensive description of the project (additional documents can be provided)	
How many people will benefit from the project?	
How many of those benefitting are Canvey Island residents?	
Has any consultation been conducted? If yes, provide details of the results/findings.	
How does the project help address the demands of development in the area? What evidence is there to support this?	
Proposed timescale for the project?	
Does the project require planning permission? If so, has this been applied for/approved?	

SECTION C – FINANCE REQUIRED	
Estimated Project Costs?	
How much funding are you requesting from the Town Council? Please provide three quotes and confirm which party you propose to contract and why. *(The quotes should be like for like. Where this is not possible, please provide an explanation)*	
Has any other funding been applied for or is being provided towards the project? *Please provide details or sources of funding already considered or applications made.*	
Why is CIL funding being sought?	
What are the anticipated maintenance costs of the projects?	
How will the maintenance costs be funded?	

SECTION D – DECLARATION	
I confirm that I am authorised to make this application on behalf of the organisation detailed above and that the information that I have provided is correct to the best of my knowledge. If this application is successful, the grant will only be used for the purposes specified in this application.	
Signed:	
Name and position:	
Date:	

SUPPORTING INFORMATION CHECKLIST Please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted)	
Constitution	
Copy of latest audited accounts	

Evidence of Planning Permission	
Evidence of secured funding or applications made	
Quotes	
Latest available bank statement	
Consultation Reports	