

**The Community Infrastructure Levy Expenditure Framework**

Babergh and Mid Suffolk

District Councils

Appendix A – April 2020 (Amended)

**The Community Infrastructure Levy Expenditure Framework**

1. Background
   1. The development of a detailed framework for Community Infrastructure Levy (CIL) expenditure for consideration and adoption by both Councils is required as there is no set approach for CIL expenditure prescribed either by Central Government or through the CIL Regulations 2010 (as amended).
   2. As such all Councils across the country where a CIL charging regime has been adopted and is being implemented have brought in their own schemes for how CIL monies are spent.
   3. The CIL Regulations stipulate that CIL monies which are collected must be spent on infrastructure. On the 1st September 2019 new CIL regulations were introduced. Prior to this each Council was required to publish a list of infrastructure types that would be funded wholly or partially through CIL. These lists, known as the “Regulation 123 Lists”, were adopted by Babergh and Mid Suffolk and published in January 2016. However the new CIL Regulations abolished Regulation 123 and in order that both Councils had clarity over the infrastructure that it would provide through CIL funding, both Councils adopted a CIL Position Statement for each Council (identical in content) regarding CIL expenditure. These documents constitute appendices to this document and should be read in conjunction with it.
   4. The CIL Expenditure Framework was originally agreed and adopted by both Councils (in April 2018). A first formal review was undertaken by consideration of the scheme by Babergh and Mid Suffolk’s Joint Overview and Scrutiny (in November 2018) and then informed by a Joint Member Panel when changes were agreed. These revisions (identified at the back of this document under the first review were adopted by both Councils in March 2019.The second review of the CIL Expenditure Framework was also undertaken by consideration of the scheme by Babergh and Mid Suffolk’s Joint Overview and Scrutiny (in September 2019) and then informed by a Joint Member Panel when changes were agreed. These revisions (identified at the back of this document under the second review) were adopted by both Councils in ……. 2020.
   5. This Framework read alongside the CIL Expenditure Framework Communication Strategy and the yearly Key CIL Dates document (also available on the Councils web site in Outlook format) constitutes the Community Infrastructure Levy Expenditure Framework for both Councils.
   6. This CIL Expenditure Framework will be kept under periodic review with details of any forthcoming review to be set out in the yearly CIL Key dates calendar which will be published on the Web site.
   7. This document sets out the key elements and information relating to the CIL Expenditure Framework in a clear and concise format under the following headings: -

* Key principles of the CIL Expenditure Framework
* Processes of the CIL Expenditure Framework
* Validation and screening of bids and prioritisation criteria of bids under the CIL Expenditure Framework (to allow bids to be considered and determined)
* Governance of the CIL Expenditure Framework

These are set out below.

2. Key principles of the CIL Expenditure Framework

2.1 These are: -

* The process should encourage openness and transparency of decision taking;

* CIL data must be 100% accurate and software database must have integrity and be “trusted”;
* Decisions must be compliant with the CIL Regulations 2019 and expenditure must follow the CIL Position Statement for each Council.
* The expenditure approach must be legally sound;
* Deliverability and Timeliness – a “can do” approach towards delivery of infrastructure to be employed (subject to the infrastructure project being in accordance with the CIL Expenditure Framework and the CIL Position Statement for each Council);
* CIL expenditure should support The Joint Strategic Plan and The Joint Local Plan objectives and the Infrastructure Delivery Plan (which is evidence that underpins the Joint Local Plan) and link to other Council strategies.
* The apportionment of CIL monies into three separate funds, Strategic Infrastructure Fund, Ringfenced Fund and the Local Infrastructure Fund allows saving of monies towards infrastructure projects. The Strategic Infrastructure Fund allows for monies to be saved towards strategic projects for the betterment of either or both Districts and facilitates the prospect of collaborative spend with other funding organisations and/or funding streams to achieve strategic infrastructure. The amount to be saved into the Strategic Infrastructure Fund occurs after the 5% administrative costs are removed and then the Neighbourhood CIL portion of monies is taken out (either 15% for Parishes – (subject to a cap) with no made Neighbourhood Plan or 25% for Parishes (without a cap) where a Neighbourhood Plan is made). Following this 20% of the remaining CIL monies would be saved into the Strategic Infrastructure Fund leaving the remaining 80% to go into the Local Infrastructure Fund (with the exception of the following paragraph which sets out the Ringfenced Infrastructure Funds)
* Planning decisions which approve housing (ten dwellings and over)) /employment development which carry Infrastructure to be provided by CIL and necessary for an approved growth project (those with planning permission) shall be supported and considered a priority and these monies are ringfenced into the Ringfenced infrastructure Fund. Infrastructure provided to support these schemes ensures that the approved development which is ultimately carried out is sustainable.
* Publication of all expenditure, the twice yearly CIL Expenditure Programme (formerly known as the CIL Business Plan) and the Technical Assessments on the website, means all CIL information is readily accessible and transparent. A list of all valid Bids for CIL monies from either the Strategic Infrastructure Fund Ringfenced Infrastructure Fund or the Local Infrastructure Fund will be published after each Bid round has been closed;
* CIL expenditure will be regularly audited, including The CIL Expenditure Framework Review process;
* A Communications Strategy for the CIL Expenditure Framework is necessary and constitutes an appendix to this document;
* Infrastructure projects that are funded by each Council’s CIL funds (whether Strategic Ringfenced or Local Infrastructure Funds) shall be carried out on publicly owned or controlled land/buildings or where public access is guaranteed (unless exceptional circumstances apply).However where leased buildings or land is involved and a CIL Bid is made for infrastructure the lease must be long (i.e. no shorter than 25 years with a break clause no sooner than 15 years. Shorter leases will normally be regarded as unacceptable.
* Spending outside each Councils geographical boundaries is acceptable where appropriate to the circumstances of the infrastructure to be provided and where there is clear benefit to the residents of either or both Districts;
* No Member referral of cases to Cabinet for decision taking;  
  + - **Costs which will not be eligible for CIL expenditure are as follows**:-
* Feasibility studies for infrastructure projects (except for rail infrastructure -see below)
* Maintenance or repair costs of buildings /infrastructure projects
* Interests on loans for projects
* No CIL funding for infrastructure that has already been carried out (i.e. retrospectively)
* No payment towards costs which have already been paid and are sought for reimbursement as part of the CIL Bid (except where school extensions are planned as part of pupil placement creation which is a statutory function on the part of SCC)
* Improvement or replacement of existing infrastructure as part of a project must include additionality (some significant tangible betterment of the existing facility otherwise it would be termed to be maintenance or repair.
* Portable equipment or resources (e.g. books desks tables shelving and associated portable equipment/tools)
* lamp standards, light bulbs, information kiosks, parish notice boards, seats (discuss the latter)
* telephone boxes, fire alarms, public drinking fountains, refuse bins or
* baskets, barriers for the control of people waiting to enter public service vehicles,
* Public art/ceremonial structures
* **For clarification the following items are eligible for CIL funding: -**
* hearing loops in village halls sound bars and projectors which are permanently fixed, permanent telephony/telecommunication infrastructure required to carry out health services
* Whilst Ward Member(s) of a CIL Bid can ask a question at Cabinet (at the discretion of the Chairman) they may not make representations or join in with the debate at Cabinet.)
* Where offers of CIL funds are made to authors of Bids the monies will be allocated to the infrastructure project for a period of no longer than 2 years whereupon the allocation of funds would be withdrawn and it would be necessary to reapply through the Bid process to secure CIL funds for that project.
* CIL funds can be used for an infrastructure project to make it Disability Discrimination Act compliant.
* All CIL Bids must be discussed with an Infrastructure officer before CIL Bid submission when Bid rounds open (with all Infrastructure to be provided by Parish or Community groups to be the subject of a submission of a **Project Enquiry Form**). This discussion (and the involvement of District Ward Members, County Councillors and Parishes) should be in accordance with the approach/procedural changes listed below
* Agreement to a structured approach to discussions at pre Bid stage for **both large infrastructure projects** (total costs over £250,000) and **medium infrastructure projects** (total costs between £50,000-under £250,000) with community engagement with Ward Member(s) Parish Council and Ward County Councillor together with reporting to an Infrastructure Sub Programme Board (of officers). Ward Members to be **notified only** of receipt of **small infrastructure projects** (total costs of 50,000 or less). This structured approach is set out in the diagram at the back of this document.
* Continue to ringfence funds for housing developments over 10 dwellings so that the infrastructure to support the growth is provided. However, monies will only continue to be held for that settlement in the Ringfenced Infrastructure Fund for 5 years. If no projects come forward for this ringfenced money within that period it will be returned to the Local Infrastructure Fund for expenditure
* Neighbouring communities need to contribute to larger infrastructure projects within settlements where they would be used by the wider area (e.g. catchment areas of schools and together with catchment areas for health hubs and rail together with Strategic Leisure centres) need to be considered so that ringfenced funds can be brought forward (from the wider areas) as CIL expenditure for these projects.
* Evidence of need for the proposed Infrastructure project must be submitted with all CIL Bids
* Parishes/Community groups should show at the time of the submission of any CIL Bids whether they have any of their own funds (including Neighbourhood CIL) that could be used (see CIL Bid Guidance)
* The CIL Business Plans produced twice yearly for both Councils will be renamed the CIL Expenditure Programme (for both Councils) following Bid round 5
* No 100% funding requests for CIL Bids by Parishes/Community groups for community infrastructure
* Maximum limit of £75,000 and 75% (of the total costs) for CIL Bids (per project/CIL Bid) for infrastructure submitted by Parishes or Community groups with the exception of sporting leisure or recreation facilities (see below)
* For sporting and recreation facilities no 100% funding requests and a. maximum funding limit on funding of these bids of £200,000 and up to 75% of the total costs of the project whichever is the smaller amount for such infrastructure listed within the IDP for CIL Bids (per project/CIL Bid. If the project is not listed in the IDP the maximum limit will be £75,000 and 75% (of the total costs) for CIL Bids (per project/CIL Bid)
* Minimum CIL Bid of not less than £2000 on Infrastructure submitted by all Infrastructure Providers and Parishes and Community groups
* Parish Investment Infrastructure Plans (PIIPs) are a “conversation starter” and should not be mandatory to gain CIL funds. They are a tool for the Parish Councils and are informal guidance documents only.: They are encouraged as a useful tool for prioritising local infrastructure. CIL Bids arising from a PIIP will not be prioritised over those coming from a Parish without one (. The Councils will consider publishing PIIPs on the Website as help to other Parishes in the future).
* Monthly meetings between the Councils Infrastructure officers and Infrastructure providers will take place to develop an Infrastructure delivery programme (e.g. for Rail, Health and Suffolk County Council – Education and Bus Passenger transport).
* Those CIL Bids that are within the Infrastructure Delivery Plan (IDP) and part of a Council Strategy will have greater weight when prioritisation criteria are used in the technical assessments of each CIL Bid
* No monies will be awarded through a CIL Bid towards costs which have already been paid for a project (i.e. no claiming retrospectively) -except where school extensions are planned as part of a pupil placement creation which is a statutory function on the part of Suffolk County Council – these costs to include design and build costs and costs for the making of a planning application – see paragraph 3.1 of the CIL Expenditure Framework)
* Feasibility costs will be awarded for rail feasibility studies only where a rail infrastructure project is critical/essential (in the IDP) and definite in delivery terms (and one which the Council would be likely to support (i.e. for instance it is listed as critical/essential in the IDP)
* Improvement or replacement of existing infrastructure (forming part of and /or total) must include a statement on additionality (some significant tangible betterment of the existing facility must be involved otherwise the works would be termed to be maintenance or repair and therefore not eligible under the CIL Expenditure Framework. This must be more than the materials will represent an upgrade). For example, like for like replacement is not a strong enough example of an upgrade it must address additionality (as set out above)
* Churches are not excluded from CIL funding (despite there being many other funding opportunities for Churches) but proposed projects must be for infrastructure and the proposal must benefit the community in the widest sense by offering wide community benefits and be capable of being used by the whole community Any Bids must also address additionality (see above) and not include maintenance or church restoration costs

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* Greater weighting towards Bids that align with spend with priorities designated in IDP/JLP/Neighbourhood Plans/ Council strategies and District Council infrastructure projects. Agreed critical/ essential infrastructure will carry more weight than desirable infrastructure
* Ringfenced funds – monies will be retained from developments (of over 10 dwellings) for a maximum of 5 years. If not used for that parish within that time period, it will be transferred to the Local Infrastructure Fund.
* Clarification - public electric charging points will be classed as community facility infrastructure. However, they are seen as a District wide benefit and will therefore be treated as an exception to the maximum limit on community facility infrastructure.
* Best value criteria should include land values where CIL Bids involve purchase of land for infrastructure
* Agreed that CIL Bids that have green and sustainability characteristics shall carry greater weight in determination terms than those CIL Bids which do not.
* If a CIL Bid is invalid upon submission opportunity will be given for the next 12-month period (from the date of its submission) to be made valid. If it is still invalid after the expiry of the 12-month period, the CIL Bid will be treated as withdrawn and no formal decision (Cabinet or delegated) will be made on it.

3. Processes of the CIL Expenditure Framework

3.1 The CIL Expenditure Framework will operate with the following approach:

* Use of the Councils’ existing software
* The process is centred upon a bidding round with consideration on a twice yearly basis, with email submission of bids by Infrastructure Providers (including officers of Babergh and Mid Suffolk where appropriate) and all Parishes including Community Groups.
* The twice yearly bid round cycle will be as follows:

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| --- | --- | --- |
| Bid Round 1 for the year |  |  |
|  | May | Open 1st – 31st May |
|  | June/July/August | Bids validated screened and assessed against prioritisation criteria |
|  | August | Information collated for production of CIL Expenditure Programme ready for presentation to Cabinet |
|  | September | Consideration of CIL Expenditure Programme by Cabinet. Letters issued confirming outcome of bids to applicants |
| Bid Round 2 for the year |  |  |
|  | October | Open 1st – 31st October |
|  | November /December/January | Bids validated screened and assessed against prioritisation criteria |
|  | February | Information collated for production of CIL Expenditure Programme ready for presentation to Cabinet |
|  | March | Consideration of CIL Expenditure Programme by Cabinet. Letters issued confirming outcome of bids to applicants |

* Full documentation of the process for lodging, consideration, and determination of the bids with supporting guidance documents for bid submission, bid application forms and prioritisation criteria to be used for assessment of the bids will be made available on the Councils’ websites.
* The timetable for the twice yearly bid process will be clearly documented on the Councils’ websites together with the inclusion of a flow chart. Three months of early advance notification of bid submission timescales (to facilitate bid submission) to all Infrastructure Providers (including officers of Babergh and Mid Suffolk where appropriate) and all Parish/Town Councils. Bids from Community Groups can also be submitted.
* Distribution of CIL income - The Councils will retain up to 5% of the CIL income received within each District (for administrative costs). This will be apportioned at the same time as the Neighbourhood CIL allocation to Parishes. The Neighbourhood CIL allocation to Parish/Town councils (either 15% or 25% subject to a cap\*) occurs in April and October each year. On the same 6 monthly basis, the CIL funds will be saved into three separate funding streams with the following apportionment and definitions:-
* Strategic Infrastructure fund – 20 % of the CIL funds will be held in this account

\* 25% of Neighbourhood CIL is paid where permissions are granted on or after the Neighbourhood Plan is made. 15% Neighbourhood CIL is paid where a Neighbourhood Plan is not made. There is a financial cap which relates to the total amount of the 15% Neighbourhood CIL receipts passed to a parish council. Any payment must not exceed an amount equal to £100 per council tax dwelling in that parish in each financial year. This financial cap does not apply in Parishes where a Neighbourhood Plan is made.

* **Ringfenced Infrastructure Fund -** **ringfenced monies to deliver infrastructure to support housing schemes of 10 dwellings and above)**
* **Local Infrastructure fund – 80% of the CIL funds will be held in this account**
* Definitions of Strategic and Local Infrastructure:
  + One or more of these elements constitute Strategic infrastructure:
* is of strategic economic or social importance to the local Authority Areas or region in which it would be located.
* would contribute substantially to the fulfilment of any of the objectives of the Joint Strategic Plan, Joint Local Plan, Infrastructure Delivery Plan (IDP), The Joint BMSDC Economic ‘Open for Business’ Strategy, the Suffolk Framework for Growth, the Government’s Industrial Strategy or Local Enterprise Partnership (LEP) New Economic Strategy for Norfolk and Suffolk objectives or in any regional spatial and economic strategy in respect of the area or areas in which the development would be located;
* would have a significant effect on the area of more than one planning authority.
* requires authorisation at Cabinet level
* will routinely be the subject of collaborative spend
  + Illustrated Examples include strategic flood defence, hospitals and new rail infrastructure
  + One or more of these elements constitute Ringfenced Infrastructure and Local infrastructure:
* Infrastructure (under the Ringfenced Infrastructure Fund) constitutes infrastructure projects detailed on the CIL Position Statement which has been identified as being required to support granted planning permissions (for developments of 10 dwellings and above) in order to make the development sustainable in planning terms
  + One or more of these elements constitute Local infrastructure:
* Local Infrastructure constitutes infrastructure projects which are detailed on the CIL Position Statement and which are meeting need at a local level, can easily be identified as compliant with the CIL Position Statement infrastructure types and which support the expansion, improvement, provision of local services for the people living or visiting within the local area
  + Illustrated examples include*:* extensions to early years, primary, secondary, or further education; bus stops and Real Time Passenger Information notice boards (RTPI); expansion of libraries or enhancement of the mobile library service; expansion to GP practices (where approved by NHS England); provision of leisure and community facilities, such as extensions to community buildings and leisure centres, provision of play equipment and areas, sports facilities and open space; and waste recycling facilities.

Apportionment of CIL Funds

* The apportionment of CIL monies into three funds; Strategic Infrastructure Fund, Ringfenced Infrastructure Fund and Local Infrastructure Fund will occur twice yearly. This apportionment in particular allows saving of monies towards strategic infrastructure projects for the betterment of either or both Districts and facilitates the prospect of collaborative spend with other funding organisations and or funding streams to achieve strategic infrastructure.
* All interest accrued on CIL monies will be paid into the Strategic Infrastructure Fund pot.
* The division of monies between the three funds occurs in April and October each year immediately after the apportionment of/ payment of Neighbourhood CIL.

Apportionment of Neighbourhood CIL

* Currently six monthly allocations to Parish/Town Councils (which occur in April and October) continue, and where Neighbourhood CIL is received, use a proactive approach to encourage collaborative spend using Parish Infrastructure Investment Plans (PIIP) documents if produced. The Parishes apportionment of CIL monies(set out in the CIL Regulations) will remain at 15% (where there is no Neighbourhood Plan) and 25% where a Neighbourhood Plan is made for two reasons:-
* to safeguard the ability to secure strategic infrastructure and make the 20% saving from the CIL funds into the Strategic Infrastructure Fund
* to ensure that the CIL infrastructure requirements on the growth projects are met such that development is therefore sustainable

Infrastructure Project Decisions and Delivery

* Collaborative approach towards expenditure working with Infrastructure Providers and Parishes to get projects delivered and to “add value” is important and supported
* Explore and secure funding from other external funding streams (e.g. LEP and Government funding) and other internal funding streams (s106 monies Community Grants and where appropriate Locality funding) to spend alongside CIL where appropriate, especially in connection with strategic infrastructure projects but also for Ringfenced Infrastructure and Local Infrastructure Funds projects. Proactive work will be needed to identify and secure strategic infrastructure projects for both Districts.
* Proactive work will also need to occur around CIL infrastructure such that the Infrastructure to be provided by CIL from the Local Infrastructure Fund (together with the s106 items) are known (and can be understood in terms of viability and the level of affordable housing to be provided). This work will provide clarity around Bids which are likely to come forward for growth projects in the future.
* Funding bids must provide adequate evidence/information to provide necessary certainty on timely delivery – “oven ready” schemes will be given priority
* The production and publication of twice yearly CIL Expenditure Programmes for both Councils (within 6 months of the |Bid rounds opening)
* CIL monies can be spent flexibly alongside s106 monies, Community grants and Locality monies and any other external or internal funding streams but expenditure of s106 monies must be in accordance with the terms of the s106 agreement
* Tiered approach to decision-taking involving some officer delegation and larger decisions by Cabinet
* All decisions to be final.
* No appeals process
* Only one Bid per project per bidding round
* After a refusal – no more Bids for this project unless funding circumstances are materially different and/or a time period passes of not less than 1 year.
* Where Bids are to be submitted, evidence of Community support shall be required (From Division County Councillor, District Ward Member and Parish Council)
* Once Bids are validated and screened (see below) Officers will direct any appropriate Bids towards other funding streams where this is considered to be more appropriate (each Councils unspent s106 monies – where the terms of the Legal Obligation would allow that spend to occur. In addition, work will be undertaken to see if other funding can be pulled into the scheme from internal (Community grants and Locality Funds - where appropriate) and external funds (LEP Government funding and other external sources) so that the CIL funds can be distributed as widely as possible
* Yearly report on CIL and s106 expenditure will be required as part of the CIL Regulations 2019. This document will be known as an Infrastructure Funding Statement (IFS) and will need to be produced by the 31st December each year in addition to the twice yearly CIL Expenditure Programme for each Council
* Payment of successful bids to be in accordance with CIL guidance to be published on the Councils’ websites.
* For all Community Infrastructure Bids three quotes to carry out the works will be required. These quotes must be offered to the Bidders and then submitted as part of the Bids on the basis that the cost of the works will remain held and not vary for a 6-month basis. (so as to be sure that when CIL monies are offered the project can be completed for the cost of the works submitted).Where Infrastructure Providers (such as Suffolk County Council -SCC) submit Bids for either education projects or bus passenger transport improvement proposals there will be no need to submit three quotes as Suffolk County Council is as an Infrastructure provider which has a contractual framework agreement in place. This ensures that the project will achieve Best value and thereby meet Best value objectives within the CIL Expenditure Framework. With regard to Bids for school extensions and education facilities (that are contained within the CIL Position Statement), the Infrastructure provider must pay for feasibility studies and planning application costs prior to the CIL Bid being made. Once any such Education CIL Bids are submitted these costs can then be included in the overall cost of the project (so these costs are recovered by SCC as part of the agreed project)
* When Bids are made valid consultation will occur with the District Ward Member the Division County Councillor for the Ward affected and the Parish Council for that ward (except where the Parish Council is the Bidder for the Infrastructure project). The Consultation will occur by email and 14 days will be allowed for the submission of comments. A copy of the CIL Bid application form and a location plan will be sent to the consultee. Infrastructure officers will carry out a site inspection and photographs will be taken.
* Where infrastructure being proposed also carries a dual use (such as education provision which would also be used by the community) the completion of a Community User Contract is required so that the community use can be guaranteed. (This will be a bespoke legal Contract designed to suit the circumstances of the CIL Bid case)
* Determination of especially important Strategic Infrastructure Fund, Ringfenced Infrastructure Fund or Local Infrastructure Fund CIL Bids by Cabinet or using delegated powers (requiring approval or refusal or noting by Cabinet) can occur in advance of the normal twice yearly CIL Expenditure Programme process where appropriate.
* Technical assessments of all CIL bids where decisions are being made will be undertaken and published as part of the CIL Expenditure Programme documentation so that decision taking is open and transparent.
* Infrastructure for Community use – a new Project Enquiry form has been devised to allow early advice and support to be given to Parishes and Community groups where projects are identified (whether for CIL or other forms of funding) This must be used before any CIL Bid is submitted so that the structured approach towards infrastructure project development can commence before a CIL Bid is submitted and determined.
* Further amplification is contained in this document relating to the criteria for Value for money (or Best Value) - to address the internal Audit requirements of September 2018
* New CIL Bid application forms designed for community infrastructure projects both above and below the governance threshold of £10,000 to address different information requirements (eg a Business case where required)
* New CIL Bid application forms for Passenger Transport Improvement (shorter than before also recognizing and adapting the Framework such that three quotes are not required as there is a contractual framework agreement in place for delivery which meets best value objectives)
* New CIL Bid application forms for Health facilities /proposals
* New CIL Bid forms for Education facilities proposals
* New Rail Bid forms for Rail infrastructure projects
* A structured approach to discussions at pre Bid stage for both large (over £250,000) and medium (between £50,000-under £250,000) infrastructure projects with stakeholder engagement with Ward Member(s) Parish Council and Ward County Councillor (Stage 1) together with development of the project with all those parties (Stage 2) with both stages being signed off by an Council Infrastructure Sub Programme Board together with a third stage which represents project sign off before a CIL Bid is submitted.( The inception stage (stage 1 will have a project Initiation Document). Stage 2 will have a Development of Infrastructure project document. The third stage will have a Sign off stage document before the submission of the CIL Bid )
* When Bids are made valid consultation will continue to occur with the District Ward Member the Division County Councillor for the Ward affected and the Parish Council for that Bid (except where the Parish Council is the Bidder for the Infrastructure project). The Consultation will occur by email and **14 days** will be allowed for the submission of comments. A copy of the CIL Bid application form and a location plan will be sent to the consultees (e.g. Parish Councils Ward Members and County Councillors).
* Copies of all CIL Bid application forms and a location plan for both Districts will be held on the Councils IT software (which is accessible to District Council Members only)
* New CIL Bid Guidance application forms

* Different portions of CIL funding making up the total cost of a project shall be included in the CIL Expenditure Programme
* CIL Expenditure Programme should have Bid Offer date added so that the two year period for the offer is visible (so that the expiry of the CIL Bid offer letter and the ultimate delivery of the project is readily apparent and can be easily cross referenced)
* Continue with monthly meetings with Infrastructure providers to develop an Infrastructure delivery programme and publish a list of projects which is being developed in the CIL Expenditure Programme
* Screening part of process – i.e. where CIL Bid is valid, screen all other opportunities for other forms of funding (external/unspent s106/community grant/neighbourhood CIL). Ensure that the outcomes of these other funding opportunities are known before committing to CIL expenditure so that CIL is last piece of jigsaw puzzle (Bidders should be encouraged to explore all possible alternatives for other sources of funding alongside requests for CIL funding including using crowd funding/encouraging donations/gifts. Other sources of funding that could also be considered are loans or Public Works Loan Board funding)
* Ensure that all other sources of funding have been secured so that CIL funding is the last piece of the jigsaw so that the scheme can be delivered
* Churches not excluded from CIL funding despite many other funding opportunities for Churches but proposal must be for infrastructure and the proposal must benefit the community by offering community benefit

* CIL Bids will be treated as withdrawn if no progress is made after 12 months and no further action will be taken on them (doesn’t stop a resubmission)
* Where a Bid is refused, the Councils will not reconsider an identical Bid.
* Provision of new guidance on how the Council will pay the CIL monies, what information and approach is needed before monies are paid together with the need for photographs of part completed/completed infrastructure projects. This guidance will also explain The Ringfenced Fund and the role of the planning consultation responses on infrastructure
* Provide a list of changes following the first and second review at the rear of the document in a bullet point format

* Improved guidance on Neighbourhood CIL to be issued to Parishes and District Council Members
* Retain three advance emails to Parishes and infrastructure providers but stress the importance of the structured pre submission process
* Next (third) review to occur at the same time as Bid round 6 and be in place before Bid round 7 (May 2021) Joint Member Panel to inform this Review and Joint Overview and Scrutiny will be involved at the start of the review to provide scrutiny and to give a steer.
* All existing undetermined Community or recreation facilities Infrastructure CIL Bids which are held over until CIL Bid round 5 (from Bid round 4 or any of the other earlier Bid rounds) and included as undetermined in the CIL Business Plan (to be known as CIL Expenditure Programme from Bid round 5 onwards) will have a “one Bid round opportunity” to be determined without reference to the new financial restrictions on community/recreation type of infrastructure.

4. Validation and Screening of Bids and Prioritisation Criteria of Bids under the CIL Expenditure Framework (to allow Bids to be considered and determined)

4.1 Each Bid will be validated, screened, and prioritised and a technical assessment will be completed (and ultimately published on the web site as part of the CIL Expenditure Programme documentation) taking the following into account as follows:

4.2 **Validation criteria** is as follows**: -**

* The correct CIL Bid form must be submitted. All the questions on the Bid application form must be fully completed (where information known or where additional information is required ( e.g. Business Case) together with evidence of need for the infrastructure)
* Valid Bids on Bid Submission template to new CIL Expenditure email address [CILexpenditure@baberghmidsuffolk.gov.uk](mailto:CILexpenditure@baberghmidsuffolk.gov.uk) including the following:
  + Description of infrastructure, location, purpose
  + Need /Justification
  + Costs and funding streams for provision
  + Quotations for works
  + How much financial support is sought from Babergh and Mid Suffolk District Councils and for what
  + Collaborative spend – yes/no and if yes give details
  + Who is leading on delivery
  + Delivery proposal and timescales
  + Will the Infrastructure be provided on Public or Private land – has the Bidder obtained all the necessary permissions to implement the infrastructure
  + If the infrastructure needs planning permission - has this been sought and obtained
  + has any State Aid already been received of offered from other government sources
  + Consideration of future funding/maintenance once project is complete
  + Business Plan required dependant on size of the project (see guidance documents)
  + When Bids are made valid consultation will occur with the District Ward Member the Division County Councillor for the Ward affected and the Parish Council for that ward (except where the Parish Council is the Bidder for the Infrastructure project). The Consultation will occur by email and 14 days will be allowed for the submission of comments. A copy of the CIL Bid application form and a location plan will be sent to the consultee. Infrastructure officers will carry out a site inspection and photographs will be taken.

4.3 **Screening process** is as follows: -

* Must follow the CIL Position Statements for each Council where infrastructure to be provided
* Could this infrastructure bid be provided using other internal and external funding streams that the Councils can either submit Bids for or support others or where the Council has access to other funding (e.g. LEP Government funding or other external funders s106, Community Grants. and Locality funding where appropriate? – if so, can it be delivered using this without complete or any reliance on CIL funds)
* Any incomplete bids will be considered, and effort will be made to get the bid fully complete and capable of then being assessed against the priority criteria.
* Where appropriate, information will be checked or sought to verify the information within the bid
* Where there are CIL infrastructure “asks” under Development Management decisions on major projects , these will be given consideration in terms of devising the CIL Expenditure Programme and through a programme of delivery working collaboratively with the Infrastructure Providers

4.4 **Prioritisation criteria** is as follows: -

* Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable
* Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh/Mid Suffolk Strategies or external strategies Babergh/Mid Suffolk support and/or input into

:

* It represents key infrastructure (essential)
* Value for money (or Best Value – please see below for guidance on Best Value)
* Clear community benefits
* Community support
* Deliverability (“oven ready” schemes)
* Affordability (from Strategic/Local infrastructure or ringfenced CIL Funds)
* Timeliness
* By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, Babergh/Mid Suffolk infrastructure provision, or LEP/Government funding)
* Supports housing and employment growth
* Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured
* Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise
* Does the provision of this infrastructure address a current inadequacy in infrastructure terms?
* By releasing funds, it would allow infrastructure to be realised such that the CIL funds are like the last piece of the jigsaw puzzle
* Will the infrastructure be capable of being used by the wider community
* By provision of infrastructure it would unlock further opportunities within the District for housing and employment growth
* How does the proposal affect green infrastructure principles
* How does the project address green/sustainability principles/infrastructure
* How does the project affect state aid implications
* How does the project affect security and safety in the community

5. Governance of the CIL Expenditure Framework

5.1 All decisions once validated screened and assessed and considered against the priority criteria will be collated and presented to Cabinet in the bi annual CIL Expenditure Programme for each District.

5.2 There will be tiered approach to decision taking in respect of bids submitted for Strategic Infrastructure Fund, Ringfenced Infrastructure Fund or Local Infrastructure Funds as follows: -

* **Delegated Decisions (to Assistant Director – Planning and Communities)**

1. Decisions to approve infrastructure projects the subject of bids where the amount of monies sought from the Ringfenced Infrastructure Fund or the Local Infrastructure Fund is £10,000 or less
2. Decisions to refuse infrastructure projects the subject of bids where the amount of monies sought from the Ringfenced Infrastructure Fund or the Local Infrastructure Fund is £10,000 or less
3. Decisions to carry forward Infrastructure projects the subject of bids to the next Bid Round where the amount of monies sought from the Local Infrastructure Fund is £10,000 or less
4. Any decision which Officers consider may be of such significance or of a controversial nature such that Cabinet should take the decision in respect of the bid

* **Cabinet decisions**

1. Decisions to approve or refuse all Strategic Infrastructure Fund bids
2. All other decisions to approve or refuse all other Ringfenced and Local Infrastructure Fund bids which are not covered by the delegated decision taking outlined above under the delegated decisions listed above
3. Noting by Cabinet of all decisions on bids where delegated decisions are taken.

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**Guidance Foot note on Value for money or Best Value**

**Best** **Value** was government policy in the United Kingdom affecting the provision of public services in England and Wales. In Wales, **Best** **Value** is known as the Wales Programme for Improvement. **Best** **Value** was introduced in England and Wales by the Local Government Act 1999, introduced by the UK Labour Government. Its provisions came into force in April 2000.

[Best value - Wikipedia, the free encyclopedia](http://en.wikipedia.org/wiki/Best_value)

en.wikipedia.org/wiki/Best value

**BMSDC Procurement Manual**

Pages 50 and 51

**2.12 Social Value**

2.12.1 The Councils have a duty to consider the creation of social value; which is to maximise the additional benefit that can be created by procuring the supplies, services and works above- and- beyond the benefit of merely the supplies and services themselves.

2.12.2 The delivery of Social Value aligns to the Councils’ Joint Strategic Plan in the following areas: • Community Value – enabling communities to become more self -sufficient through the provision of self-help schemes, improvement of facilities, provision of education and employment opportunities.

• Regional Economic Development – subject to the test of fairness and equality for potential suppliers the opportunity to support the local economy.

• Environmental – using a solution which protects and /or enhances the environment.

**2.16 Value for Money (Best Value)**

2.16 Value for Money (Best Value) 2.16.1 The Councils have a duty to ensure that best value is provided in the delivery of its services and this obligation shall be reflected across all the Councils’ commissioning and procurement.

2.16.2 Achieving best value is about enabling the Strategic priorities of the Councils with the most effective use of financial resources and requires the consideration of quality factors in the evaluation of offers from suppliers as well as cost.

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**Babergh and Mid Suffolk District Councils**

**Endeavour House**

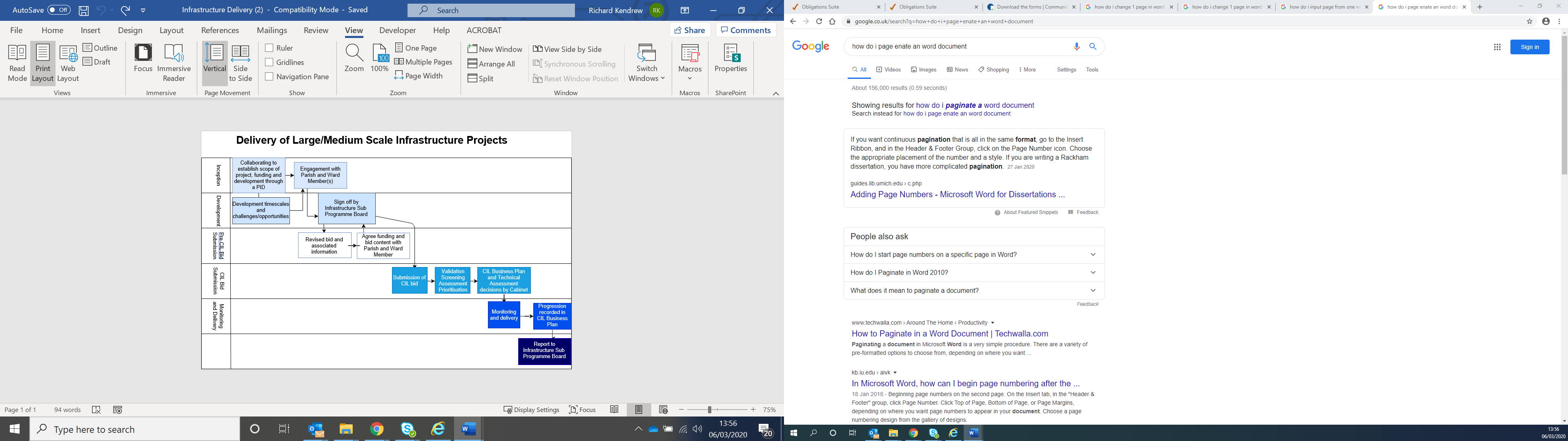
**8 Russell Road**

**IPSWICH**

**IP1 2BX.**

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**The following documents are part of the CIL Expenditure Framework and constitutes the diagram of the new structured process to Infrastructure project development incorporating Stages 1,2 and 3 documentation before CIL Bid submission.**



**Documentation** to support **the inception stage, the development stage and the pre submission stage** of the new structured process for the development of infrastructure projects prior to their submission as a CIL Bid (stage4 ) as follows:-

**Infrastructure Delivery - Stage 1, 2 and 3 Documentation Template**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task/Actions** | **Commentary** | **Lead Officer/Timescales** | **Activity/Outcomes** |
| **Project Initiation Document/ project Enquiry form for Community development - date completed** |  |  |  |
| **Purpose** |  |  |  |
| **Capacity of existing infrastructure and need for project** |  |  |  |
| **Scale** |  |  |  |
| **Shape** |  |  |  |
| **Cost Multipliers** |  |  |  |
| **Timescales and Delivery** |  |  |  |
| **Local Issues through District Ward Member,** |  |  |  |
| **Local Issues through Parish Council** |  |  |  |
| **Local Issues through County Councillor** |  |  |  |
| **Consider Joint Local Plan/IDP/NP/Other Council strategies** |  |  |  |
| **Consider PIIPs** |  |  |  |
| **Costs** |  |  |  |
| **Funding opportunities**  **What has been secured already**  **What could be looked at to augment funding opportunities** |  |  |  |
| **Other opportunities/added value /additionality** |  |  |  |
| **What other consultation is required/or is scheduled to take place together with timescales** |  |  |  |
| **Other miscellaneous matters** |  |  |  |
|  |  |  |  |
| **STAGE 2 DEVELOPMENT STAGE(to be completed in a bespoke way with different issues for each project** | **Commentary** | **Lead Officer/Timescales** | **Activity/Outcomes** |
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| **STAGE 3 PRE CIL**  **SUBMISSION -**  **SIGN OFF STAGE (to be completed for each project)** | **Commentary** | **Lead Officer/Timescales** | **Activity/Outcomes** |
| **WARD MEMBER(S)** |  |  |  |
| **PARISH COUNCIL** |  |  |  |
| **COUNTY COUNCILLOR** |  |  |  |
| **INFRASTRUCTURE PROVIDER** |  |  |  |
| **AUTHOR OF BID** |  |  |  |
| **OTHER INVOLVED PARTIES** |  |  |  |

**April 2020**

**March 2019 (Amended)**

**FIRST COMMUNITY INFRASTRUCTURE LEVY (CIL) EXPENDITURE FRAMEWORK REVIEW (March 2019)**

**Edition Amendments (March 2019)**

|  |  |
| --- | --- |
| **Revision (from April 2018 document)** | **Reason for changes** |
| Paragraph 1.4, 1.5 and 1.6 - Text changed to reflect review and changes to Key CIL Expenditure documents including the production of a yearly Key CIL Date calendar which will be published on the Councils web site. | Clarification and to Amendments following review by the Joint Member Panel to add clarity and certainty around the CIL Bid process |
| Paragraph 2.1 – 8th bullet point – after priority add “and these monies shall be ringfenced into a further separate ringfenced account” | Clarification only |
| Paragraph 2.1 – 9th bullet point – add word “valid” after all  Add “bi annual” before CIL Business Plan  And substitute “and the CIL Expenditure Update document” with “Technical Assessments for each valid CIL Bid”  And add “and before consultation occurs” after “published after each Bid round”. | Clarification only |
| Paragraph 2.1 – 13th bullet point - add “of either or both Districts” after residents | Clarification only |
| Paragraph 2.1 – 15th bullet point – alter 2nd bullet point by addition of “or repair” after maintenance    Also add further caveats as follows: -  No CIL funding for infrastructure that has already been carried out (i.e. retrospectively)  No payment towards costs which have already been paid and are sought for reimbursement as part of the CIL Bid (except where school extensions are planned as part of pupil placement creation which is a statutory function on the part of SCC).  Improvement or replacement of existing infrastructure as part of a project must include additionality (some significant tangible betterment of the existing facility otherwise it would be termed to be maintenance or repair).  No contingency costs will be eligible  No professional fees will be eligible | Amendments following review by the Joint Member Panel |
| Paragraph 2.1 – 16th bullet point – add “and endorsed” after noted and add by Cabinet at the end of the sentence | Clarification only |
| Paragraph 2.1 – insert further bullet point after 17th as follows: -  CIL funds can be used for an infrastructure project to make it Disability Discrimination Act compliant | Clarification sought as part of the Review by the Joint Member Panel |
| Paragraph 3.1 3rd bullet point – make following changes:  alterations to the timings in the table by making the Bid round open for the whole of the calendar month of May and October  Bid round 1 and Bid round 2 - add the words “for the year” immediately afterwards  Make following changes to the table:  Change June /July and add /August  Change November/Dec and add /January  Change January to February  Change February to March | Clarification only |
| Paragraph 3.1 - 5th bullet point – three months of advance email notification before the Bid round opens to allow Bidders more Notice about Bid rounds opening in May and October each year  change bi yearly to bi annual | Amendments following review by the Joint Member Panel and recommendation from Overview and Scrutiny meeting 19th November 2018 |
| Paragraph 3.1 - 6th bullet point and add the following to second sub bullet point  (with the exception of ringfenced monies to support housing schemes of 10 dwellings and above) | Clarification only |
| Paragraph 3.1 10th main bullet point – add the following sentence  All interest accrued on CIL monies will be paid into the Strategic Infrastructure Fund pot. | Amendments following review by the Joint Member Panel |
| Paragraph 3.1 - 13th main bullet point and paragraph 4.3 2nd bullet point rewording of paragraphs: -  approach to CIL expenditure should be to secure funds alongside any CIL Bids from external (LEP Government funding and other sources) and internal funding sources (s106 Community grants and Locality funding where appropriate) | Amendments following review by the Joint Member Panel |
| Paragraph 3.1 17th bullet point - change the wording to: -  The production and publication of bi annual CIL Business Plans for both Councils (within 6 months of the Bid rounds opening) | Clarification only |
| Paragraph 3.1 Bullet point deleted which states No Member referrals as this is found elsewhere in the document | Clarification only |
| Paragraph 3.1 – 18th and 25th bullet points - wording change to respect CIL monies can be spent against different internal and external funding streams including s106 | Amendments following review by the Joint Member Panel |
| Paragraph 3.1 – 26th bullet point substitute bi yearly for bi annual and delete “and 6 monthly update” | Clarification only |
| Paragraph 31. – new bullet point 28 –  For all Community Infrastructure Bids three quotes to carry out the works will be required. These quotes must be offered to the Bidders and then submitted as part of the Bids on the basis that the cost of the works will remain held and not vary for a 6-month basis. (so as to be sure that when CIL monies are offered the project can be completed for the cost of the works submitted)  Where Infrastructure Providers (such as Suffolk County Council -SCC) submit Bids for either education projects or bus passenger transport improvement proposals there will be no need to submit three quotes as Suffolk County Council as an Infrastructure provider has a contractual framework agreement in place which ensures that the project will achieve Best value and thereby meet Best value objectives. With regard to Bids for school extensions and education facilities (that are Regulation 123 list compliant), the Infrastructure provider must pay for feasibility studies and planning application costs prior to the CIL Bid being made. Once any such Education CIL Bids are submitted these costs can then be included in the overall cost of the project (so these costs are recovered by SCC as part of the agreed project) | Amendments following review by the Joint Member Panel and point raised during Overview and Scrutiny meeting on the 19th November 2018  Amendments following discussion and agreement by the Joint Member Panel (following meeting with Babergh and Mid Suffolk and Suffolk County Council Officers and Members. |
| Paragraph 3.1 29th bullet point – change for that Ward to for that “parish” | Clarification only |
| Paragraph 3.1 – new bullet point 29 and paragraph 4.2 2nd main bullet point 14th new small bullet point as follows: -  When Bids are made valid consultation will occur with the District Ward Member the Division County Councillor for the Ward affected and the Parish Council for that ward (except where the Parish Council is the Bidder for the Infrastructure project). The Consultation will occur by email and 21 days will be allowed for the submission of comments. A copy of the CIL Bid application form and a location plan will be sent to the consultee. Infrastructure officers will carry out a site inspection and photographs will be taken. | Amendments following review by the Joint Member Panel |
| Paragraph 3.1 new bullet point 30 reads  Where infrastructure being proposed also carries a dual use (such as education provision to also be used by the community) the completion of a Community User Contract is required so that the community use can be guaranteed. (This will be a bespoke legal contract designed to suit the circumstances of the CIL Bid case) | Amendments following review by the Joint Member Panel and through discussions with the Communities team and Strategic Leisure Advisor. |
| Paragraph 3.1 new bullet point 31  Dete Determination of especially important Local Infrastructure Fund or Strategic Infrastructure Fund CIL Bids by Cabinet or using delegated powers (requiring approval or refusal or noting by Cabinet) can be determined in advance of the bi annual CIL Business Plan where appropriate. | Amendments following review by the Joint Member Panel |
| Paragraph 3.1 new bullet point 32 and wording of paragraph 4.2 slightly re-worded to reflect the following  Technical assessments of all the bids where decisions are being made will be undertaken and published as part of the CIL Business Plan documentation so that the decision taking is open and transparent | Clarification only |
| Paragraph 3.1 new bullet point 3  Infrastructure for Community use – a new Project Enquiry form has been devised to allow early advice and support to be given to Parishes and Community groups where projects are identified (whether for CIL or other forms of funding) | Amendments following review by the Joint Member Panel and through discussions with the Communities team and Strategic Leisure Advisor. |
| Paragraph 3.1 34th new bullet point    Further amplification contained in the document relating to the criteria for Value for money (or Best Value) - to address the internal Audit of September 2018 | Amendments following review by the Joint Member Panel and to address the results of the Internal Audit in September 2018 |
| Paragraph 3.1 35th new bullet point  New CIL Bid application forms designed for community infrastructure projects both above and below the governance threshold of £10,000 to address different information requirements (for small/larger projects) | Amendments following review by the Joint Member Panel and through discussions with the Communities team and Strategic Leisure Advisor |
| Paragraph 3.1 36th new bullet point  New CIL Bid application forms for Passenger Transport and Improvement (shorter than before also recognizing and adapting the Framework such that three quotes are not required as there is a contractual framework agreement in place for delivery -which meets best value objectives) | Amendments following review by the Joint Member Panel and feedback from the Infrastructure provider |
| Paragraph 3.1 37th new bullet point  New CIL Bid application forms for Health facilities /proposals | Amendments following review by the Joint Member Panel and feedback from the Infrastructure provider |
| Paragraph 3.1 38th new bullet point  New CIL Bid forms for Education facilities proposals | Amendments following review by the Joint Member Panel and feedback from the Infrastructure provider |
| Paragraph 4.2 – new1st bullet point  The correct CIL Bid form must be submitted. All the questions on the Bid application form must be fully completed (where information known or where additional information is required e.g. Business Case) | Amendments following review by the Joint Member Panel |
| Paragraph 4.2 – 2nd bullet point – CIL expenditure email address  [CILexpenditure@baberghmidsuffolk.gov.uk](mailto:CILexpenditure@baberghmidsuffolk.gov.uk) | Clarification only |
| Paragraph 4.2, 2nd main bullet point new 13th sub bullet point  Business Plan required dependant on size of the project (see guidance documents) | Amendments following review by the Joint Member Panel and through discussions with the BMSDC Communities team. |
| Paragraph 4.3 – 5th bullet points add “infrastructure” before “asks” and add using ringfenced funds at the end of the sentence | Clarification only |
| Paragraph 4.4 - 2nd and 10th bullet points – change BMSDC to Babergh/Mid Suffolk | Clarification only |
| Paragraph 4.4 – 4th bullet point  Add (please see text at the end of this document for guidance on Best Value) | Further amplification of the criteria following the Internal Audit of September 2018 and the review by the Joint Member Panel |
| Paragraph 4.4 - 8th bullet point  Change (from CIL funds) to (from Strategic/ Local Infrastructure funds or ringfenced CIL funds) | Clarification only |
| Paragraph 4.4 – 15th bullet point  Change “our” to the CIL | Clarification only |
| Paragraph 5.1 slight rewording and add for each District at the end of the sentence | Clarification only |
| Paragraph 5.2 Job Title change – Assistant Director Growth to Assistant Director Planning and Communities | Clarification only |
| Paragraph 5.2 remove “and endorsement” | Clarification only |

March 2019

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**April 2020 (Amended)**

**SECOND COMMUNITY INFRASTRUCTURE LEVY (CIL) EXPENDITURE FRAMEWORK REVIEW (APRIL 2020)**

**Edition Amendments (April 2020)**

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| --- | --- |
| **Revisions (from March 2019 document)** | **Reason for changes** |
| Paragraphs 1.3 and 4.3 - Abolition of the Regulation 123 Lists on the 1st September 2019 and the adoption of the CIL Position Statements for both Councils outlining what each Council will spend its CIL money on. | New legislation was introduced on the 1st September 2019 in the form of new CIL Regulations which abolished the Regulation 123 lists. Each Council decided that it would produce and adopt a CIL Position Statement (identical for both Councils) for expenditure of CIL to provide clarity on those types of infrastructure that CIL would fund and publish the documents on the web site. . |
| Paragraph 1.4 – Information inserted into the text relating to the processes and timings of the First and Second Review of the CIL Expenditure Framework | For information purposes |
| Paragraph 1.5 – Key CIL date calendar – also available in Outlook on the Web site | Following the second review by the Joint Member Panel |
| Paragraph 2.1 – 3rd bullet point amendment to the date of the CIL Regulations and substitution of the Regulation 123 lists with the CIL Position Statement | Clarification only |
| Paragraph 2.1 5th bullet point – caveat applied | Clarification only |
| Paragraph 2.1 7th and 12th and 16th and paragraph 3.1 6th bullet points – deletion of Regulation 123 | Clarification only |
| Paragraph 2.1 8th and 12th and paragraph 3.1 10th bullet points – Ringfenced Infrastructure Fund | Clarification only |
| Paragraph 2.1 9th bullet point and paragraph 3.1 (diagram) – Ringfenced Infrastructure Fund and renaming of the CIL Business Plan to the CIL Expenditure Programme | Following the second review by the Joint Member Panel |
| Paragraph 2.1 – 14th bullet point – five new criteria added | Following the second review by the Joint Member Panel |
| Paragraph 2.1 – 15th bullet point (Paragraph 2.1 - This now accords with the Constitution. -previously CIL Expenditure Framework stated no Ward Member speaking at Cabinet - | Following the second review by the Joint Member Panel |
| Paragraph 2.1 -**25 new key principles** are inserted covering a wide range of subject matter including a new structured approach to resolving CIL Bids applications at pre submission of a CIL Bid including reporting to an Infrastructure Sub Programme Board at stages 1 and 2 and a stage 3 sign off stage (see diagram at the end of this document) | Following the second review by the Joint Member Panel |
| Paragraph 2.1 – new clarification inserted about permanent equipment which are eligible for CIL funds | Following the second review by the Joint Member Panel |
| Paragraph 3.1 8th bullet points clarification around Ringfenced and Local Infrastructure projects | Clarification only |
| Paragraph 3.1 Apportionment of CIL funds (9th bullet point) | Clarification only |
| Paragraph 3.1 Apportionment of Neighbourhood CIL10th bullet point | Clarification only |
| Paragraph 3.1 revised monitoring documents will be needed as part of the CIL Regulations 2019 where the need to produce an Infrastructure Funding Statement (IFS) is required for both Councils | Clarification only |
| Paragraph 3.1 consultation period changed from 21 days to 14 days | Following the second review by the Joint Member Panel |
| Paragraph 3.1 **24 new measures** are inserted covering a wide array of process changes including new guidance, new rail forms, new limitations on expenditure on infrastructure submitted by the community together with recreations infrastructure projects. | Following the second review by the Joint Member Panel |
| Paragraph 4.2 - Consultation period reduced from 3 to 2 weeks | As consultation occurs by email and as most consultation responses arrive in the first week via email this reduction in response time is unlikely to adversely impact on the CIL Bid process |
| Paragraph 4.3 4th bullet point – delete automatic priority reference and substitute inclusion in discussions around a programme of infrastructure delivery | Clarification only |
| Paragraph 4.4 – four new prioritisation criteria added | Amendments following review by the Joint Member Panel and determined necessary to address green infrastructure issues, sustainability issues, state aid implications and how proposal affects security and safety in the community |
| Paragraph 5.2 deletion of one unused category which is not required from the original document as the remainder of the provisions adequately provide sound governance for CIL Bid determination | Following the second review by the Joint Member Panel |
| Paragraph 5.2 Cabinet decisions a) and b) inserted Ringfenced Infrastructure Fund | Clarification only |
| **Addition of a Diagram to detail the new structured process to the development of infrastructure projects prior to their submission as a CIL Bid** | Following the second review by the Joint Member Panel |
| Addition of documentation to support **the inception stage, the development stage and the pre CIL submission stages** of the new structured process for the development of infrastructure projects prior to the submission as a CIL Bid (stage 4) | Following the second review by the Joint Member Panel |

April 2020