

REPORT TITLE: UPDATE ON THE COMMUNITY INFRASTRUCTURE LEVY AND TOWN IMPROVEMENT FUND

WINCHESTER TOWN FORUM

25 JANUARY 2017

PORTFOLIO HOLDER: Not Applicable

REPORT OF WINCHESTER TOWN FORUM INFORMAL (ACCOUNTS) GROUP

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WARD(S): ALL WINCHESTER TOWN WARDS (EXCLUDING THAT PART OF ST BARNABAS WITHIN LITTLETON AND HARESTOCK PARISH)

PURPOSE

To update the Town Forum on the neighbourhood portion of the Community Infrastructure Levy (CIL) and to agree a spending protocol following the report considered by the Forum on 16 November 2016 (WTF245) where the principles for spending CIL were agreed.

At this meeting it was resolved that the Town Forum Informal (Account) Group bring back to this meeting detailed proposals for allocating CIL income which include the mechanism for identifying, assessing and recommending schemes for such funding. These are set out below and in the attached appendices.

RECOMMENDATIONS:

That the Town Forum:

1. Agree to the protocol for spending CIL funds allocated to the Forum as set out in the report including the guidelines, application form and assessment mechanism in Appendices 1-3.

IMPLICATIONS:

1 COMMUNITY STRATEGY OUTCOME

- 1.1. Using CIL funds for infrastructure and other measures is consistent with delivering the following:
- 1.2. Active Communities
 - Promote community cohesion
 - Provide accessible sport and recreation
 - Ensure our communities are healthy and safe
- 1.3. Prosperous Economy
 - Support the local economy
 - Promote tourism and the cultural assets of the District
- 1.4. High Quality Environment
 - Work towards a lower carbon District
 - Effective traffic management and support for transport provision
 - Ensure that the quality of the place we enjoy is maintained and enhanced

2 FINANCIAL IMPLICATIONS

- 2.1 This report seeks to agree a protocol for allocating the Forum's CIL funds. The paper sets out guidelines for inviting project proposals which could potentially be supported by CIL and a mechanism for assessing which of these schemes should be recommended for funding. Budgets, which will include details of schemes recommended for CIL funding, will be set in line with existing budget setting processes and final project approvals will only take place based on CIL funds actually collected. The decision to fund proposed schemes using CIL income will be taken by Town Forum and Cabinet in line with the normal budget setting process.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 In general, income received under the Levy can only be spent on infrastructure projects. However, the Community Infrastructure Levy Regulations 2010 (as amended) provide for 15% of the levy receipts to be passed to the parish council, and this portion (the "neighbourhood portion") can be spent on a wider range than applies to the other income received.
- 3.2 The Regulations provide that in an area which is unparished, the City Council may use 15% of CIL from that area in the same way as a parish council.. It

can therefore be used to support the development of the relevant area by funding —

(a) the provision, improvement, replacement, operation or maintenance of infrastructure; or

(b) anything else that is concerned with addressing the demands that development places on an area.

3.3 Although the Regulations use the word “may”, suggesting this is a permissive power, the associated guidance states that local authorities “must” use 15% in this way. There is clearly an expectation from Government that local authorities will comply with that guidance.

3.4 In using CIL money in this way, the City Council must engage with communities and agree with them how best to spend the neighbourhood proportion..

4 WORKFORCE IMPLICATIONS

4.1 None

5 PROPERTY AND ASSET IMPLICATIONS

5.1 Improved ability to maintain and improve community assets within Winchester Town

6. CONSULTATION AND EQUALITY IMPACT ASSESSMENT

6.1 Previous paper WTF245, which covered the principles of spending the Town CIL funds, was agreed unanimously by the members of the Winchester Town Forum on 16 November 2016.

7. RISK MANAGEMENT

Risk (Detail in this column specific risks, under each of these headings)	Mitigation	Opportunities
<i>Property N/A</i>		
<i>Community Support – CIL is not allocated to projects which have community support</i>	Protocol requires requests for funding to show community benefits and consultation and support.	Secure investment in city wide infrastructure which may otherwise not occur.
<i>Timescales None</i>		
<i>Project capacity No capacity to deliver projects identified for CIL funding.</i>	Protocol requires requests for CIL funding to show how a scheme would be delivered.	
<i>Financial / VfM</i>	Appropriate budget	An improved approach to

<i>Over reliance on funding arising from development to fund forecast expenditure</i>	management including monitoring & review. Programme based on CIL funding received.	allocating capital expenditure from the Town Account.
<i>Legal Failure to comply with regulations for the expenditure of CIL monies</i>	Legal advice provided in relation to the development of the spending protocol	
<i>Innovation N/A</i>		
<i>Reputation Failure to use CIL funds could attract criticism as could allocating funds to projects which have no demonstrable community support.</i>	Spending protocol will enable funds to be allocated in a logical and transparent way and requests for funding need to show community benefits and support. .	Show that accommodating development in the city can have wider benefits.
<i>Other</i>		

8. SUPPORTING INFORMATION:

- 8.1 On the 7 December 2016 Cabinet agreed that the Town Forum should administer the neighbourhood portion of the Community Infrastructure Levy (CIL) collected within the unparished part of Winchester.
- 8.2 Previously at its meeting on the 16 November 2016 the Town Forum agreed the principles it considered should be followed for the use of its CIL. It was also agreed that the Town Forum Informal (Account) Group should formulate guidelines and a mechanism for assessing and recommending proposals for CIL funding and to bring these proposals back to this meeting. Appendices 1-3 contain the guidelines for the protocol, application form and assessment mechanism recommended by the Town Forum Informal (Accounts) group for administering its CIL funds.
- 8.3 In summary the fund is aimed at one-off capital projects which address individual neighbourhood or multi-neighbourhood issues within Winchester Town. Priority will be given to proposals that support the aims of the Vision for Winchester Town, local community plans, and any other strategies relevant to the Town area. It is envisaged that proposals will generally have an estimated cost to the Fund of between £1,000 and £50,000. There may however be higher value projects where CIL funding is considered appropriate but, in such cases, it is likely that the Town Forum's contribution to the total cost will be no more than £50,000.
- 8.4 Proposals can be made by Members of the Winchester Town Forum (Winchester City Councillors representing the Town Wards), Winchester Town community and neighbourhood organisations, residents groups, local non-profit organisations, incorporated groups, societies and charities. It is recommended that any group considering a scheme for funding should

discuss their idea with ward councillors before deciding whether to submit a proposal

- 8.5 All proposals should be submitted using the Winchester Town Improvement Fund Proposal Form (see Appendix 2) providing as much detail as possible.
- 8.6 Improvement proposals should take into account and explain how the scheme meets the following considerations as these matters will be assessed when requests are considered by the Town Forum Informal (Account) Group:
- The impact and beneficiaries of the proposal and links to the Vision for Winchester Town, local community plans and any other strategies and policies relevant to the Town area.
 - Community support for the proposed improvements (results of any public consultations or other feedback).
 - The scale and location of the proposal including any links to development planned or already carried out in that area of the town.
 - The scope for joint/matched funding from other sources
 - The scope for the proposal to be funded from another source
 - On-going (revenue) costs such as maintenance.
 - The need to secure planning permission or any other formal consents.
- 8.7 Proposals can be submitted at any time between February and September each year. The selection of schemes for CIL funding will be aligned with the annual budget setting process. Proposals that satisfy initial screening by officers, which is designed to ensure proposals are eligible for CIL funding and that the forms have been correctly completed, will be considered by the Town Forum Informal (Account) Group, advised by the Assistant Director Environment and any other relevant officers as required. The Group will make recommendations for schemes to be included in the Town Improvement Programme. The proposed programme will then be referred to the Town Forum and Cabinet of the City Council for final agreement. The programme will include schemes for funding in the forthcoming financial year along with other schemes which may benefit from future CIL funding in years 2 and 3

9. OTHER OPTIONS CONSIDERED AND REJECTED

9.1 None

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

[WTF 245 Community Infrastructure Levy and Town Improvement fund](#) 16th November 2016

Other Background Documents:-

None

APPENDICES:

Appendix 1 - Guidelines for Winchester Town Improvement Fund: project proposals

Appendix 2 - Winchester Town Improvement Fund: project proposal form

Appendix 3 - Guidelines for Winchester Town Improvement Projects: adjudication

Guidelines for Winchester Town Improvement Fund: project proposals

1. Introduction

The Community Infrastructure Levy (CIL) provides the Winchester Town Account with funding to undertake capital improvements in the Town area in particular where these can address the impact of developments. 15% of the CIL received for Town wards (the neighbourhood portion) will be available to the Town Forum to support the provision of such improvements. Government guidance advises that it should be used for “the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area”. This allows for a wide degree of flexibility in terms of identifying projects which are potentially suitable for CIL funding. To this end a Winchester Town Improvement Fund will be developed to identify and deliver a CIL-funded rolling improvement programme.

2. Suitable proposals

The fund is aimed at one-off capital projects which address individual neighbourhood or multi-neighbourhood issues within Winchester Town. Priority will be given to proposals that support the aims of the Vision for Winchester Town, local community plans, and any other strategies relevant to the Town area. It is envisaged that proposals will generally have an estimated cost to the Fund of between £1,000 and £50,000. There may however be higher value projects where CIL funding is considered appropriate but, in such cases, it is likely that the Town Forum’s contribution to the total cost will be no more than £50,000.

3. Scope of proposal

As this funding comes from CIL contributions arising from developments in the Winchester Town area, all proposals must benefit primarily Winchester Town neighbourhoods. Projects which extend across Town/Parish boundaries but benefit Winchester Town residents will also be considered in conjunction with relevant County, City or Parish Council proposals. Other opportunities for joint funding will also be considered, as will projects that could attract additional sources of funding.

4. Submitting a proposal

Proposals can be made by members of the Winchester Town Forum (Winchester City Councillors representing the Town Wards), Winchester Town community and neighbourhood organisations, residents groups, local non-profit organisations, incorporated groups, societies and charities. Any group considering a scheme for funding should discuss their idea with ward councillors before deciding whether to submit a proposal

All proposals should be submitted using the Winchester Town Improvement Fund Proposal Form (APPENDIX 2) providing as much detail as possible. Completed forms and additional documentation should be returned to the CIL officer at the City Offices, Colebrook Street, Winchester SO23 9LJ or completed via the website – for more information contact: CIL@winchester.gov.uk

Improvement proposals should take into account and explain how the scheme meets the following considerations as these matters will be assessed when requests are considered by the Town Account Informal Group:

- The impact and beneficiaries of the proposal and links to the Vision for Winchester Town, local community plans and any other strategies and policies relevant to the Town area.
- Community support for the proposed improvements (results of any public consultations or other feedback).
- The scale and location of the proposal including any links to development planned or already carried out in that area of the town.
- The scope for joint/matched funding from other sources
- The scope for the proposal to be funded from another source
- On-going (revenue) costs such as maintenance.
- The need to secure planning permission or any other formal consents.

Proposals can be submitted at any time between February and September each year. The selection of schemes for CIL funding will be aligned with the annual budget setting process. They will undergo initial screening for eligibility, including identification of further information, e.g. costings, any planning permission requirements, confirmation of 3rd party co-funding. Where project proposals do not meet screening criteria (see APPENDIX 3 Guidelines: Adjudication), proposers will be advised and, if appropriate, given the opportunity to resubmit their request.

Proposals that satisfy initial screening will be considered by the Winchester Town Account Informal Group, advised by the Assistant Director Environment and any other relevant officers as required, who will make recommendations for schemes to be included in the Town Improvement Programme. The proposed programme will then be referred to the Town Forum and Cabinet of the City Council for decision. All proposers will be informed of the outcome once the package of proposals has been approved and will be updated on progress once an approved project gets underway.

5. Queries

For more information about this process contact the CIL officer
CIL@winchester.gov.uk

Winchester Town Improvement Fund – Project Proposal Form

Title of proposal:

Location: Ward(s), neighbourhood(s), street(s), open space etc (please attach plan or map with completed form if appropriate)

Details of the proposal (detailed location, design, etc...) in conjunction with any formal consents already secured or needed such as planning permission : (please be as specific at possible, continue on a separate sheet if necessary. Please supply any plans of the scheme)

How does this proposal relate to development which is planned or has already been built in Winchester? How will it help to deal with the effects of this development?

How will the community/neighbourhood/Town benefit? Will the proposal help to deliver the Vision for Winchester Town, any local community plan or other council policies and strategies relevant to the Town area?

Who owns the land and has the land owner agreed to support the proposal?

Has any local consultation already taken place and what feedback was received?

What is the estimated cost of the whole project (capital £) and what on-going (revenue) costs, such as maintenance, would there be and how might these be met?

Are there other resources available for this project? (Joint/matched funding, grants, public donations etc)

How much is being sought from the Winchester Town Improvement Fund (£)

What is the origin of this proposal?

Name of person submitting this proposal:

Position:

Organisation:

Contact details:

Date proposal submitted:

Any other relevant information:

Please return this form to CIL Officer City Offices, Colebrook Street, Winchester
SO23 9LJ email:CIL@winchester.gov.uk

Guidelines for the assessment of proposed Winchester Town Improvement Projects:

Initial screening of project proposals will ascertain whether they are potentially suitable for funding by the neighbourhood portion of CIL and could be included in the Town Improvement Fund Programme:

- Has the form been completed correctly and is there any information missing that should be requested?
- Is the type of improvement proposed potentially suitable for consideration for CIL funding in terms of the nature and location of the scheme?

The Town Forum Informal (Account) Group will review screened proposals against the following criteria before making recommendations to the Town Forum to fund schemes using CIL:

1. The purpose of the fund is to address the impact of development and changing environmental pressures (built environment, traffic and transport, mobility, demographic, open space) on quality of life in Winchester Town (Vision for Winchester Town).

- *How does the proposal relate to development (planned or built) in this part of the town?*
- *Does the project mitigate the consequences of change and add measurably to quality of life in Winchester?*

2. Some areas of town support more development than others while displaced effects (parking, traffic, pollution...) may impact neighbouring communities disproportionately.

- *To what extent does the project deliver community-wide or neighbourhood-specific benefits and what are these benefits?*
- *Is the proposed cost proportional to CIL funds raised in the main beneficiary area?*

3. Community engagement can play a vital part in identifying improvements that are of real value to residents.

- *To what extent does the proposal support the Vision for Winchester Town, local community plans and aspirations, and other Council policies and strategies relevant to the Town area?*

- *What evidence has been produced to show community consultation and support for the scheme?*

4. The aim of the Winchester Town Improvement fund is to bring forward projects that have a measurable, beneficial impact on the lives of residents in Winchester. In some instances larger projects will be appropriate, in others smaller, quick wins can be the best way forward.

- *Is the proposal of the right scale to address the problem and can it be delivered on budget and in time?*
- *Have other sources of funding been investigated?*
- *Is the Winchester Town Improvement Fund the best vehicle to support this project?*
- *Have future revenue costs been identified and how could these costs be met?*

Projects will be prioritised and assessed against community need, funds generated and funds available.

