

Community Infrastructure Levy Steering Group

Date and Time - **Friday 12 November 2021 – 10:00am**

Venue - **Remote Meeting**

Councillors appointed to the Steering Group:

Councillors J. Vine-Hall (Chairman), C.A. Bayliss, K.P. Dixon, D.B. Oliver and S.M. Prochak (MBE).

AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

To receive any disclosure by Members of personal and disclosable pecuniary interests in matters on the agenda, the nature of any interest and whether the Member regards the personal interest as prejudicial under the terms of the Code of Conduct. Members are reminded of the need to repeat their declaration immediately prior to the commencement of the item in question.

3. **MINUTES OF THE LAST MEETING - 8 FEBRUARY 2021 - MATTERS ARISING** (Pages 1 - 6)

4. **NEW COMMUNITY INFRASTRUCTURE LEVY GOVERNANCE AND THE PROPOSAL FOR APPORTIONMENT OF STRATEGIC COMMUNITY INFRASTRUCTURE LEVY FUNDS** (Pages 7 - 36)

5. **ANY OTHER BUSINESS**

Malcolm Johnston
Chief Executive

Agenda Despatch Date: 5 November 2021

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**Rother District Council's aspiring to deliver
an Efficient, Flexible and Effective Council; Sustainable Economic Prosperity;
Stronger, Safer Communities; and a Quality Physical Environment.**

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Rother District Council

COMMUNITY INFRASTRUCTURE LEVY STEERING GROUP
8 February 2021



Minutes of the Community Infrastructure Levy Steering Group held remotely on Monday 8 February 2021 at 2:00pm.

Steering Group Members present: Councillors J. Vine-Hall (Chairman), C.A. Bayliss, K.P. Dixon, D.B. Oliver and S.M. Prochak (MBE).

Other Members present: Councillors G.S. Browne (in part), T.J.C. Byrne (in part), P.C. Courtel, B.J. Drayson, P.J. Gray, K.M. Harmer, L.M. Langlands (in part), C.A. Madeley, A.S. Mier and H.L. Timpe.

Advisory Officers present: Head of Strategy and Planning, Planning Policy Manager, Principal CIL Officer and Democratic Services Officer.

Also present: 12 members of the public, via the YouTube live broadcast.

CIL20/17. APOLOGIES FOR ABSENCE

(1)

There were no apologies for absence.

CIL20/18. DISCLOSURE OF INTERESTS

(2)

There were no declarations of interest.

CIL20/19. MINUTES OF THE MEETING 5 OCTOBER 2020 – MATTERS ARISING

(3)

It was clarified there were no further matters arising.

In agreement with the Community Infrastructure Levy Steering Group, the Chairman re-ordered the Agenda to consider Agenda Item 5 next.

CIL20/20. COMMUNITY GRANTS AWARDED IN THE PAST TWO YEARS

(5)

At the last meeting, the Community Infrastructure Levy Steering Group (CILSG) considered the differences between the Strategic Community Infrastructure Levy (CIL) and Community Grants Scheme (CGS) criteria. As a result, Members requested that officers carried out a comparison exercise on how many projects in the past two years had been awarded funding from the CGS which might have also met the criteria for funding from Strategic CIL.

The Council's CGS supported the development of community facilities, community activities and sustainable local action and applications were welcomed from voluntary or community organisations with an annual budget of £130,000 (funded from Earmarked Reserves). The CGS was split into three levels of funding, from small grants under £500 up to a maximum grant of £30,000. A scoring template was used to ensure that all applications were fairly assessed, with the CGS Grants Panel recommending to Cabinet which projects should be supported.

Appendix 1 to the report detailed the community grants awarded from 1 April 2018 to 31 March 2020. It was noted that potentially six projects might have been suitable for Strategic CIL funding (one was below the current CIL threshold of £100,000); and seven projects might have been suitable for Local CIL funding (subject to consideration by the respective parish/town council).

Analysis of CGS projects which might have qualified for Strategic CIL identified that projects with a total value of above £30,000 totalled £506,115 and projects with a total value under £30,000 totalled £164,957.

Strategic CIL that was retained by the Council could be used to fund a wide range of infrastructure such as transport, flood defences, schools, hospitals and other health and social care facilities, but not affordable housing as set out in the relevant regulations. The Council must spend CIL on infrastructure needed to support the development of the district which would be informed by the Infrastructure Delivery Plan.

Where all or part of a chargeable development was within the area of a parish or town council, the Council would need to pass on a proportion of the CIL receipts, this was known as Local CIL. CIL receipts must be used to support the development of the Parish or Town Council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that was concerned with addressing the demands that development placed on the area. Provided that it met requirements, Local CIL could be spent on a wider range of projects than that of Strategic CIL e.g. affordable housing or environmental improvements etc. Similar projects would fall within the scope of the CGS.

During the debate the following key issues were noted:

- Members were reminded that £130,000 from Earmarked Reserves was not sustainable. Important to source other funding opportunities to ensure that this level of funding was retained in the future.
- It was considered important to retain the CGS, as it not only supported larger projects but also supported smaller community non-strategic projects e.g. local scout and guide groups etc.
- All organisations would be required to match-fund CGS grants.
- As part of the criteria / process, it was requested that training be arranged for councillors, parish and town councils on CIL and the Council's CGS, as well as application processes. The Chairman

confirmed that this would form part of the new decision and governance arrangements for CIL.

RESOLVED: That the report be noted.

CIL20/21.
(4)

**STRATEGIC COMMUNITY INFRASTRUCTURE LEVY (CIL) –
PROPOSAL FOR APPORTIONMENT OF FUNDS AND
MEMBERSHIP OF THE STRATEGIC CIL ALLOCATIONS PANEL**

At the last meeting, the Chairman of the Community Infrastructure Levy Steering Group (CILSG) proposed several changes to the current governance arrangements and Funding Decision Protocol for the allocation of funds from Strategic Community Infrastructure Levy (CIL). Officers were tasked with considering the Chairman's proposals and the report detailed the response. It was also suggested that the Membership of the CIL Officer Group include Members.

Strategic CIL retained by the Council could be used to fund a wide range of infrastructure such as transport, flood defences, schools, hospitals and other health and social care facilities, but not affordable housing. The Council must spend CIL on infrastructure needed to support the development of the district which would be informed by the Infrastructure Delivery Plan (IDP).

Appendix 1 to the report illustrated the new proposal for the sub-division of the Strategic CIL funds into three specific allocation areas, as follows:

- **Special Projects Fund (SPF):** To apportion 55% of the Strategic CIL to fund projects across the district (those areas outside the parish of Bexhill) where the Council considered an infrastructure improvement or project. Applications must demonstrate how their infrastructure proposal met the Council's Local and Corporate Plan objectives and be identified as critical infrastructure within the IDP.
- **Distribution Fund (DF):** To apportion 40% of the Strategic CIL to fund projects across the district (anywhere outside of the parish of Bexhill) and the amount requested be match-funded and only used in parishes or towns where housing was allocated. In addition, projects that could demonstrate wider infrastructure impact could receive between 75% and 100% of funding. Applicants must demonstrate a prioritised infrastructure plan and allocated funding would not be greater than the total Strategic CIL generated by the parish or town.
- **Climate Change Fund:** To apportion 5% of Strategic CIL in support of the Council's commitment to be a carbon neutral district by 2030 and fund climate change projects across Rother.

Over an agreed period, monies not allocated from the DF would be transferred to a Residual Fund. To be apportioned for use in areas where large Community Land Trusts, exceptions sites or affordable housing schemes had been developed and were exempt from CIL. This fund could also be made available to applications that were eligible for Community Grant Scheme (CGS) funding or considered

within the Strategic CIL infrastructure definition and could not be funded through Local CIL or other funding sources.

It was proposed that both the SPF and DFs were only used against agreed priority infrastructure projects as per the Infrastructure List (IL) and that firm funding commitments were only made against actual funds received by the Council. The minimum allocation would be £30,000. It was also noted that the Council would not have to take out loans to fund CIL projects against reserves.

The IL was a statement of the infrastructure projects or types of infrastructure that the Council intended would, might, wholly or partly be funded by CIL. This was a requirement of the Infrastructure Funding Statement that was reviewed annually and published in December each year. The up-to-date list of infrastructure requirements to support development identified through the Local Plan was identified in the IDP. Much of the infrastructure would be within the district boundary however other elements might cross boundaries e.g. High-Speed Rail etc. The IDP detailed the framework for infrastructure needed to support the development targets in the Council's Local Plan and those infrastructure improvements that were required to resolve existing deficiencies and promote sustainable communities.

It was proposed that parish and town councils (where housing was allocated) and other infrastructure providers be asked to provide a list of infrastructure projects needed to support development through the new Local Plan; discussion would commence later in 2021. The list should identify whether any identified infrastructure proposed would have a local or wider impact in Rother.

The CILSG had the opportunity to ask questions and the following salient points were clarified / noted:

- Strategic CIL retained by the Council could be used to fund a wide range of jointly funded infrastructure projects with outside organisations. The Council would be liaising with many infrastructure providers to ascertain critical infrastructure requirements e.g. East Sussex County Council etc.
- Strategic CIL contributions might need to be made to large infrastructure projects.
- Primary school project on the NE Bexhill development would be delivered from Section 106 funding (on-site infrastructure).
- SPF could support Rother assets where any projects met the Strategic CIL definitions, an example put forward was the Landgate, Rye; it was noted that all applications would be considered by Strategic CIL Allocations Panel.
- IL comprised of key development projects (scored high to low priority); judgement on importance of projects.
- Strategic / Local CIL would not cover the costs of all infrastructure requirements.
- Local CIL allocation must be spent within five years otherwise the District Council could request that the funding be returned. It was understood that the same restrictions did not apply for Strategic CIL; clarity would be sought, and Members advised.

- The District Council would be liaising with parish and town councils later this year to ascertain their infrastructure priority requirements.
- Once the new CIL governance arrangements were finalised and formally approved, CIL Workshops would be arranged and hosted by the District Council (including other infrastructure providers) to advise parish and town councils how they should spend and account for CIL receipts.
- To improve knowledge and transparency, it was suggested that parish and town councils be provided with 'best practice guidance' on CIL arrangements etc., in due course.
- Unspent / unallocated parish and town council CIL monies could be spent on CGS projects where they met the definition of Strategic CIL.
- Proposed to lower the CIL funding threshold to £30,000. However, CILSG was advised that not all CGS applications would meet CIL criteria. There was some merit in reducing the funding threshold further, however it was thought these projects might not be considered Strategic CIL or meet the definition of infrastructure. Resource implications within the Planning Department would also need to be considered.
- Suggest allocating some CIL money to the CGS to cover applications that qualify. Important to retain CGS and reduce the Council's reliance on drawing monies from reserves.
- Strategic CIL retained by the District Council could be passed to parish and town councils, however spend would be subject to restrictions of Strategic CIL.
- Important to incorporate allocation (percentage split) flexibility within the new arrangements.

After consideration, the CILSG was supportive of the new Strategic CIL funding apportionment arrangements and requested that officers prepared the necessary documents to be considered at the next meeting for onward recommendation to Cabinet and full Council. It was also recommended that the composition of the renamed proposed Strategic CIL Allocations Panel include the Cabinet Portfolio Holders for Strategic Planning, Finance and Performance Management, Economic Development and Regeneration, Chairman of Overview and Scrutiny Committee and Chairman of the Council, and supported by the Head of Strategy and Planning, Planning Policy Manager, Assistant Director Resources, Principal CIL Officer and Environment and Policy Manager.

RESOLVED: That:

- 1) the Strategic Community Infrastructure Levy Funding Apportionment Proposals, as set out and attached at Appendix 1 to the report be approved and presented at the next scheduled meeting of the Community Infrastructure Levy Steering Group for onward recommendation to Cabinet and full Council; and
- 2) the composition of the proposed Strategic CIL Allocations Panel include Cabinet Portfolio Holders for Strategic Planning, Finance and Performance Management, Economic Development and Regeneration, Chairman of Overview and Scrutiny Committee and

Chairman of the Council, and supported by the Head of Strategy and Planning, Planning Policy Manager, Assistant Director Resources, Principal CIL Officer and Environment and Policy Manager.

CIL20/22. ANY OTHER BUSINESS

(6)

There were no any other business items proposed.

CIL20/23. DATE OF NEXT MEETING

(7)

It was agreed that the next meeting of the Community Infrastructure Levy Steering Group be held in June 2021, date to be confirmed.

CHAIRMAN

The meeting closed at 14:46pm.

CIL210208jh

Rother District Council

Report to: Community Infrastructure Levy Steering Group

Date: 12 November 2021

Title: New Community Infrastructure Levy Governance and the proposal for apportionment of Strategic Community Infrastructure Levy Funds

Report of: Ben Hook, Director – Place and Climate Change

Purpose of Report: To set out the proposal for apportionment of Strategic Community Infrastructure Levy funds and the amended membership of the Strategic Community Infrastructure Levy Allocations Panel.

Officer Recommendation(s): It be **RESOLVED:** That Members’ agree to recommend to Cabinet and onwards to Full Council that:

- 1) the Strategic Community Infrastructure Levy Allocations Panel be established, with a composition of Councillors supported by officers;
- 2) strategic Community Infrastructure Levy funds be distributed by the Panel in accordance with the proposed Community Infrastructure Levy Governance and Funding Protocol;
- 3) the Council’s Community Infrastructure Levy Instalment Policy be maintained (the Council’s Community Infrastructure Levy Instalment Policy was considered and compared with those of neighbouring authorities);
- 4) a review of the Council’s Community Infrastructure Levy Charging Scheme be delayed subject to the outcome of the Government’s paused White Paper “Planning for the Future” and further investigation of future infrastructure needs as part of the Local Plan Review; and
- 5) the Community Infrastructure Levy Steering Group be disbanded.

Introduction

1. This is the fourth and anticipated final meeting of the Community Infrastructure Levy Steering Group (CILSG). The CILSG was set up consider the allocation and spending of the strategic Community Infrastructure Levy (CIL) money and report back to Cabinet.
2. At the first meeting on 24 July 2020, the scope and approach to the work of the CILSG was set out and Terms of Reference were agreed.
3. At the second and third meetings, the CILSG agreed the following resolutions:

5 Oct 2020 – It was resolved that:

- A draft Infrastructure Funding Statement (IFS) be considered at the next meeting (an IFS is a requirement of the amended CIL regulations, which came into force on 1 September 2019).
- No changes to the Council's CIL Instalment Policy should be recommended (the Council's CIL Instalment Policy was considered and compared with those of neighbouring authorities).
- Officers should consider the Chairman's proposals regarding CIL Governance Arrangements and the Funding Decision Protocol and reconsider the composition of the CIL Officer Group to include Members.
- That a review of the Council's CIL Charging Scheme be delayed subject to the outcome of the national consultation on the Government's White Paper "Planning for the Future" and further detailed work had been undertaken to support the new Local Plan on future infrastructure needs to support development.
- The CIL Officer should carry out a comparison exercise on how many how many projects (£) from Community Grant Scheme over the last two years could have been funded from CIL receipts and report the findings at the next meeting.

8 February 2021 – It was resolved that:

- The Strategic CIL Funding Apportionment Proposals be approved and presented at the next scheduled meeting of the CILSG for onward recommendation to Cabinet and full Council; and
- The composition of the proposed Strategic CIL Allocations Panel include Cabinet Portfolio Holders for Strategic Planning, Finance and Performance Management, Economic Development and Regeneration, Chairman of Overview and Scrutiny Committee and Chairman of the Council and supported by the Head of Strategy and Planning¹, Planning Policy Manager, Assistant Director Resources, Principal CIL Officer and Environment and Policy Manager.

Strategic CIL Allocations Panel

4. On 8 February 2021, the CILSG agreed the composition of the Strategic CIL Allocations Panel. Since that meeting, there has been a Council restructure and the Head of Strategy and Planning and Environment and Policy Manager posts no longer exist. It is therefore proposed that the Director – Climate and Place be one of the officers advising the Panel.

Recommendation: That the CILSG resolve to recommend that the Strategic CIL Allocations Panel is set up, with a composition comprising: Cabinet Portfolio Holder for Strategic Planning; Cabinet Portfolio Holder for Finance and Performance Management; Cabinet Portfolio Holder for Economic Development and Regeneration; Chairman of Overview and Scrutiny Committee and Chairman of the Council.

That the Strategic CIL Allocations Panel be supported by the following officers in an advisory capacity: Director – Place and Climate Change; Planning Policy Manager; Assistant Director Resources; and the Principal CIL Officer.

¹ The Head of Strategy & Planning and Environment & Policy Manager posts no longer exist.

Strategic CIL Funding Apportionment Proposal

5. An updated CIL Governance and Funding Decisions Protocol for the consideration and allocation of strategic CIL funding is attached at Appendix 1.
6. The Protocol outlines how the Council as the Charging Authority, will allocate the Strategic CIL, ensuring that the governance arrangements for this decision-making process are consistent and transparent.
7. There will be two main funds, the Rother Infrastructure Fund and the Infrastructure Match Fund. Both will be sub-divided into Bexhill and Rural sub-funds. Funds will be allocated to projects identified on the annual IFS and as prioritised by the Panel.
8. While all applications will be expected to respond to the Council's corporate aim to become carbon neutral by 2030, a Climate Emergency Bonus Fund will specifically fund projects which specifically reduce Rother's carbon emissions. Funds could be allocated specifically from this pot, or as a bonus to fund greater carbon reductions (i.e. to fund what its often referred to as the 'green premium').
9. To accompany this protocol, the following documents have also been produced:
 - a) the *Application Form*, which sets out how applications for CIL funding will be accepted and processed,
 - b) the *Assessment Criteria* document which gives guidance to applicants and the Strategic CIL Allocations Panel on how applications will be considered; and
 - c) the *Application Validation Checklist* document which sets out the criteria in which applications for CIL will be validated.

Recommendation: That the CILSG resolve to recommend that strategic CIL funds are distributed by the Panel in accordance with the proposed CIL Governance and Funding Protocol.

The Council's CIL Instalment Policy

10. At the 5 October 2020 meeting, the CILSG considered a report by the Head of Strategy & Planning which set-out the differences between the current CIL positions at other local authorities in East Sussex and sought Members' views on whether amendments should be made to the Council's Instalment Policy (IP).
11. At that time, new regulations, temporarily in place during the time of COVID-19, (22 July 2020 – 31 July 2021) gave the Council discretion to defer CIL payments. It was concluded in October 2020 that as only one formal enquiry had been received and there was limited risk to the Council, no amendments were recommended to the Council's Instalment Policy at this time, however the Policy would be kept under review.
12. Since that time, deferrals were agreed for nine developments (mainly relating to large extensions or replacement dwellings). However, it is still the case that there remains little evidence that the current procedure is causing problems for existing planning applications.

Recommendation: That the CILSG resolve to recommend that the Council's Instalment Policy be maintained, but kept under review.

Review of the Council's Community Infrastructure Levy Charging Scheme

13. At the 5 October 2020 meeting, the CILSG considered whether the CIL Charging Scheme should be reviewed. It concluded that the review should be delayed subject to the outcome of the national consultation on the Government's White Paper "Planning for the Future" and further detailed work had been undertaken to support the new Local Plan on future infrastructure needs to support development.
14. Since that time, the Government has announced that it has 'paused' the White Paper. The review of the Local Plan continues.

Recommendation: That the CILSG resolve to recommend that a review of the Council's CIL Charging Scheme to be delayed subject to the outcome of the Government's paused White Paper "Planning for the Future" and further investigation of future infrastructure needs as part of the Local Plan Review. ;

CIL Steering Group – Terms of Reference

15. The Terms of Reference at Appendix 2 require the CILSG to create a governance structure; set thresholds for CIL spending; consider how strategic CIL could be re-distributed; and review the CIL charging framework. All of these tasks have been undertaken.

Recommendation: That the CILSG resolve to recommend that the CIL Steering Group is disbanded.

Conclusion

16. Members' are recommended to agree the five recommendations so that the new CIL Governance and funding decision protocol can be established and presented to Cabinet for approval and then to Full Council.

Financial Implications

17. While there is no time limit on the spending of Strategic CIL, there is an expectation that CIL monies will be spent on identified strategic infrastructure need.

Report Contact Officer:	Jeff Pyrah, Planning Policy Manager
e-mail address:	jeff.pyrah@rother.gov.uk
Appendices:	Appendix 1 – CIL Protocol Appendix 2 – Terms of Reference
Relevant Previous Minutes:	None
Background Papers:	None
Reference Documents:	None

COMMUNITY INFRASTRUCTURE LEVY STEERING GROUP

TERMS OF REFERENCE

Aims

For the Steering Group to consider and make recommendations to Cabinet on how the Council's retained portion (Strategic) of the Community Infrastructure Levy (CIL) should be prioritised, as follows:

Scope & Objectives

Infrastructure Delivery

1. To review and propose revisions to the Infrastructure Delivery Plan (IDP)² to inform the forthcoming Infrastructure Funding Statement.
2. Consider how the Strategic CIL should be prioritised against the infrastructure priorities set out in the Infrastructure Delivery Plan, or a revised version of that plan, and to determine how or if Towns and Parishes can access the Strategic portion.

Governance

3. Set the Terms of Reference and procedure for assessing how the Strategic CIL should be allocated, including the membership of the Strategic CIL Decision Making Panel.
4. To consider how the Authority works with Towns and Parishes to optimise the use of CIL using the Strategic and local portion in-conjunction with the work to be carried out as part of the Infrastructure Delivery Plan

Thresholds for CIL Spending and interrelation with Community Grant funding

5. To consider the use of Strategic CIL spending thresholds and, if relevant, propose those spending thresholds
6. To consider how Strategic CIL interrelates with the Community Grant funding process.

Strategic CIL re-distribution

7. Consider if and how Strategic CIL could be allocated to areas where significant affordable housing is built but does not generate its own CIL.
8. Consider if and how Strategic CIL could be allocated to areas where housing is allocated or where it is not allocated.

Review of CIL charging framework

9. Consider, in the wider context of viability and the delivery of infrastructure within the District, whether there should be a review of the CIL charging schedule (which if a review is recommended will be required to be evidenced and subsequently be tested through an independent Examination process).

² This can only be completed once work has been undertaken with the infrastructure providers as part of the evidence base to support the Local Plan Update process

Approach

1. Review current methodology for allocating Strategic CIL and determining Strategic CIL funding applications.
2. Set out a detailed estimate of CIL to be collected based on existing development targets and potential future development scenarios ensuring calculations take into account affordable housing and self-build exemptions and developments which will not attract CIL where approval was gained before the introduction of CIL.
3. Collect evidence from other Local Planning Authorities in respect of their CIL bidding and allocation processes and decision-making approaches.
4. Consult broadly with Infrastructure providers, Towns and Parishes and other interested parties on proposed approaches to the allocation and use of CIL by way of written and verbal consultation.
5. Consider how Strategic CIL should be prioritised through the development of the revised Infrastructure Delivery Plan and Infrastructure Funding Statement.
6. Review the Strategic CIL Governance Arrangements, including seeking any appropriate legal advice, and propose the approach system for allocating/spending Strategic CIL payments across the District.

Timescales

Report back to Overview and Scrutiny Committee – November 2020.

Report back to Cabinet – December 2020.

Membership

4 Elected Members

The Leader, Deputy Leader, the Cabinet Member for Strategic Planning, the Cabinet Member for Regeneration.

Elected members will be voting members of the Steering Group.

The Chairman will be elected from amongst the 4 elected Members at the first meeting.

Meetings will require at least 3 elected members to attend to be quorate.

Officers

Head of Service Strategy and Planning, Planning Policy Manager and CIL Officer.

Additional input from other elected members, officers and outside representatives, as and when required.

Officers have no voting rights on the Steering Group.

Meetings

There will be at least four formal meetings of the Steering Group each year. Meetings will be open for the public to attend (non-speaking).

ROTHER DISTRICT COUNCIL'S COMMUNITY INFRASTRUCTURE LEVY (CIL) GOVERNANCE ARRANGEMENT & FUNDING DECISION PROTOCOL

Introduction

1. This Protocol outlines how Rother District Council (RDC), as the Charging Authority, will allocate the Strategic CIL (see definition of Strategic CIL in paragraph 13); ensuring that the governance arrangements for this decision-making process are consistent and transparent.
2. Guidance is provided below on how the Charging Authority will engage with infrastructure providers, Towns and Parishes and make funding decisions. To accompany this protocol, the following documents have also been produced:
 - a) the *Application Form* sets out how applications for CIL funding will be accepted and processed (see Appendix A below);
 - b) the *Assessment Criteria* document which gives guidance to applicants and the Strategic CIL Allocations Panel on how applications will be considered (see Appendix B below); and
 - c) the *Application Validation Checklist* document which sets out the criteria in which applications for CIL will be validated (see Appendix C below).

Summary of the Process

3. Contact will be made with key infrastructure providers and Town and Parish Councils on an annual basis to identify and understand the infrastructure requirements across the district. The key infrastructure bodies to be contacted are identified in the Infrastructure Delivery Plan (currently on page 18 of the [Infrastructure Delivery Plan \(2019\), attached at appendix D](#)). This invitation for infrastructure projects to be considered will also be posted on Rother DC's website. An estimation of the likely amount of CIL funding available for the year ahead will also be identified to encourage representative applications.
4. RDC will compile a list of infrastructure priorities based on those submitted by Town and Parish Councils and infrastructure providers. This Infrastructure List will then be included within the Infrastructure Funding Statement (IFS) that will be published on the Council's website by the 31st December each year. The Infrastructure List will then be considered and prioritised by the Strategic CIL Allocations Panel and selected projects will be invited to apply for funding using the Application Form. The Charging Authority has developed an Assessment Criteria Document (Appendix B) to assist applicants and the Strategic CIL Allocations Panel in considering funding applications. These Assessment Criteria, which should be read alongside the Application Form, provide guidance on a question by question basis for applicants when preparing their funding application. The Assessment Criteria identify seven key areas of consideration;
 1. *The Strategic Case*
 2. *The Local Benefits Case*
 3. *Environmental/Climate Change Impacts*

4. *Equality and Fairness*
5. *Delivery*
6. *The Financial Case, and*
7. *Timescales*

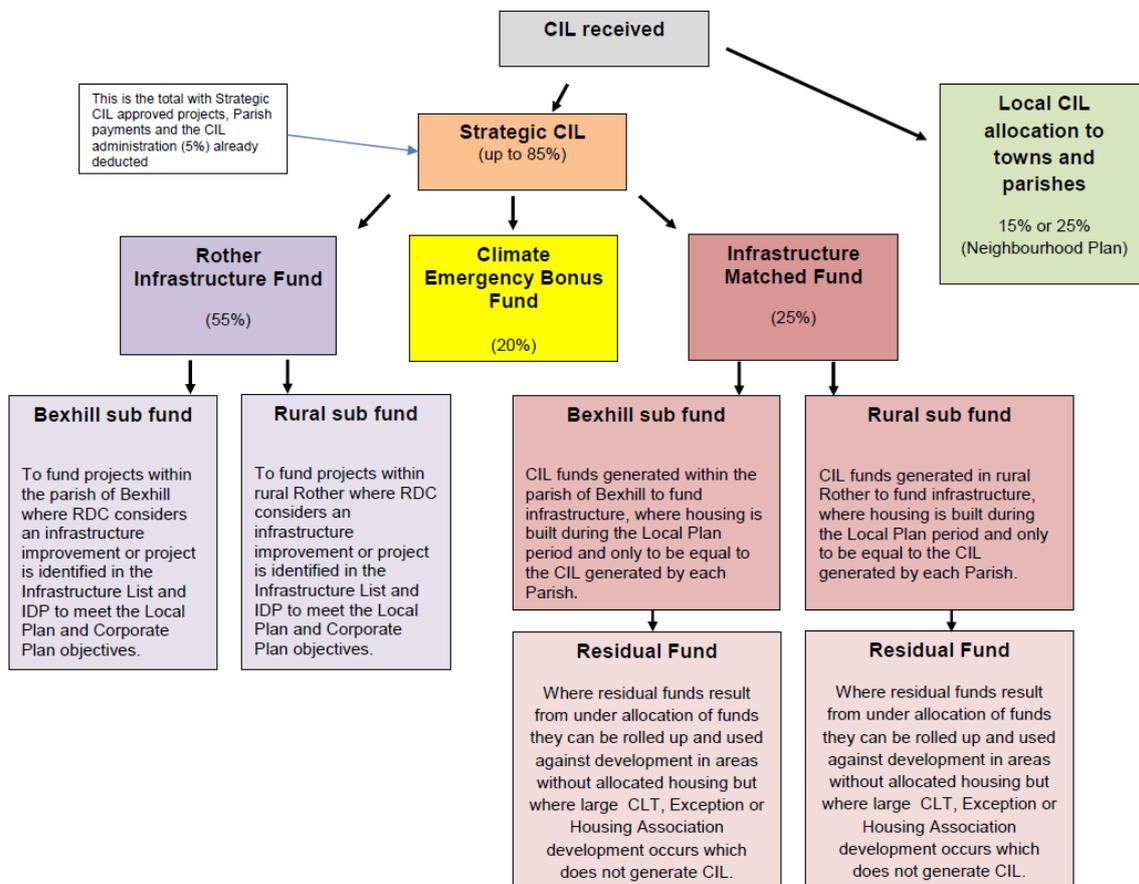
5. The CIL Officer will validate applications as and when they are received using the Validation Checklist (set out at Appendix C). This process is required to filter out applications which are incomplete or unsuitable. For example, applications where the application form has not been completed or has been completed incorrectly; proposals where the organisation applying does not have the legal right to deliver the proposed infrastructure; proposals which are clearly inconsistent with the aims of CIL or proposals which would have no benefit to the residents and visitors of the Rother District (please refer to the Validation Checklist for the full requirements).
6. For the applications which do not pass the validation stage, a written response will be provided to the applicant explaining why the application will not be considered and may suggest a revised submission for a future review.
7. Following the validation process, the CIL Officer will make an initial assessment of the applications and score them accordingly with proposals being made to the Strategic CIL Allocations Panel. These scores will then be circulated to the Panel prior to the Allocations meeting.
8. The decisions will be made in line with the Charging Authority's Assessment Criteria. The members of the Strategic CIL Allocations Panel will not be involved in submitting applications on behalf of their town or parish, to avoid any conflicts of interests.
9. Following the Strategic CIL Allocations Panel's decisions, the CIL Officer will contact the successful/unsuccessful applicants and where appropriate will provide feedback on the unsuccessful applications.

Strategic CIL Funding Apportionment

10. Strategic CIL (that which is retained by RDC) can be used to fund a wide range of infrastructure such as transport, flood defences, schools, hospitals and other health and social care facilities. However, charging authorities (RDC) may not use the levy to fund affordable housing. Local authorities must spend the levy on infrastructure needed to support the development of their area, and they will decide what infrastructure is needed¹ and this will be informed by the Infrastructure Delivery Plan (current [Infrastructure Delivery Plan \(IDP\) – March 2019](#)), subsequent reviews of the IDP and the Infrastructure List.
11. The diagram below illustrates how the Strategic CIL funds are sub-divided into four² specific allocation areas as follows:

¹ Paragraph 144 Reference ID: 25-144-20190901 - Planning Practice Guidance

² The Residual Fund as set out below will only be used if there are left over funds from the Distribution Fund



“Rural” – covers anywhere outside of the parish of Bexhill in the Rother district.

- Rother Infrastructure Fund** – 55% of the Strategic CIL will fund projects where RDC considers an infrastructure improvement or project is required to meet the adopted Local Plan objectives. Those selected from the Infrastructure List to apply for funding from the Rother Infrastructure Fund (RIF) will be required to demonstrate how their infrastructure scheme proposal meets the Local Plan and Corporate Plan objectives. The RIF will be split into two sub funds – one for Bexhill and one for rural Rother, each fund representing the actual CIL funds generated in those two areas and to fund infrastructure in each area. Allocation of funds to each area will be limited to the funds generated by each area, except in exceptional circumstances where the project would benefit the whole of Rother.
- Infrastructure Matched Fund** – 25% of the Strategic CIL will fund projects specific to individual Towns and Parishes of Rother and the amount requested from the Infrastructure Matched Fund (IMF) should be match-funded and can only be used in towns and parishes where housing is allocated and built, but also available where non-allocated sites of at least 6 houses are permitted and constructed, as the purpose of CIL is to fund substantive infrastructure that demonstrates it helps offsets the impact of new development. Those town and parish projects with a wider impact could receive a greater proportion of funding (up to 100%) from the IMF depending on whether and to what extent the project can truly demonstrate a wider infrastructure benefit. The IMF will also be split into two sub funds – one for Bexhill and one for rural Rother, each fund representing the actual CIL funds generated in those two areas and to fund infrastructure in both areas. Funding from the IMF is not automatic and is dependent on a parish or town having a prioritised infrastructure plan/list. Funding will need to be applied for by application.

- **Climate Emergency Bonus Fund** – 20% of Strategic CIL will support the Council’s commitment to be a carbon neutral district by 2030 as set out in the Environment Strategy (September 2020). While, the Council would expect all infrastructure proposals to consider and minimise their carbon emissions, the Climate Emergency Bonus Fund will provide additional funding where infrastructure projects can demonstrate that they will make a significant contribution to the reduction of carbon emissions or to the offsetting of carbon emissions. A project must specifically indicate in their application that they would like to claim the climate emergency bonus and set out how their project will achieve demonstrable carbon reductions / offsetting. It should be made clear what difference the ‘climate emergency bonus’ would make to their project and, where appropriate, what the bonus will allow them to do in addition to what is already proposed within their project. Those projects from either the RIF or IMF which demonstrate green credentials can also apply for “top-up” funding from this pot.
 - Where there are monies that have not been allocated from the IMF (over a given time period to be agreed), these monies will be transferred to a **Residual Fund (RF)**, which again will be split into two sub funds – one for Bexhill and one for rural Rother. It is proposed that these RF be apportioned for use in areas where large Community Land Trusts (CLTs), Exception Sites or solely Affordable Housing Schemes have been developed as these types of development are exempt from CIL. In addition, the RF may allocate monies that would normally be eligible for funding from the Community Grant Scheme (CGS) if they are considered within the Strategic CIL infrastructure definition and cannot be funded through Local CIL or other local funding sources (Public Works Loan Board (PWLB), parish or town reserves etc.). Funding applications can then be invited from these areas for infrastructure schemes for consideration by the Strategic CIL Allocations Panel.
12. Funding will only be allocated from either the RIF or IMF, with the opportunity to seek additional funding from the Climate Emergency Bonus Fund. RIF and IMF will only fund agreed and prioritised infrastructure projects, (see section on the Infrastructure List below) where funds have a high likelihood of coming forward. Firm commitments can only be made once CIL is received by the District Council. This is because RDC cannot take out loans to fund CIL projects. The minimum amount funded will be £30,000, which is the maximum grant awarded from the CGS. Funding applications for smaller projects may be more appropriately funded through alternative schemes such as the CGS, PWLB, through the Local CIL or the Residual Fund.

Infrastructure List

13. An Infrastructure List is a statement of the infrastructure projects or types of infrastructure which the charging authority intends will be, or may be, wholly or partly funded by CIL. This is a requirement of the [Infrastructure Funding Statement](#) (IFS) and is reviewed annually. At the time of publication of this document, the most up-to-date list of infrastructure requirements to support development identified through the Local Plan is set out in the [2019 IDP](#).
14. It is important to clearly identify what infrastructure is needed to deliver the development planned for by the Local Plan. Much of the infrastructure will be within the district boundary but other elements may cross boundaries, such as

High-Speed Rail and be deliverable by several providers and benefit development in more than one planning authority.

15. The IDP Schedule identifies infrastructure fundamental to the delivery of the objectives and spatial strategy of the Local Plan. It identifies both the infrastructure required to support the level and distribution of development proposed in the Local Plan and also those infrastructure improvements that are required to resolve existing deficiencies and promote sustainable communities.
16. Parish and town councils and infrastructure providers will be asked, on an annual basis, to provide a list of proposed infrastructure requirements to support development proposed through the Local Plan or where housing is built during the Local Plan period, This list should identify whether any identified infrastructure requirements proposed are of local impact only or can be demonstrated to have a wider strategic impact in Rother (e.g. building a local exercise facility might be local only, whereas road improvements on an “A” or “B” road may have a broader impact).
17. The priorities in the Infrastructure list will comprise of:
 - Long term maintenance/repair of Rother owned assets, where this is necessary to support development
 - New infrastructure to support development.
 - Projects with outside organisations where the projects are jointly funded, deliver a direct benefit and can be demonstrated to be necessary as a result of development.

Funding Considerations³

18. The Charging Authority must be satisfied that value for money is being achieved. All applications should contain quotations for the proposed works and provide evidence of any other funding sources. Strategic CIL funding is conditional upon this requirement and an application may fail the validation process if the Council is not satisfied that the scheme represents value for money.
19. The Charging Authority recognises that large-scale projects seeking funding that is greater than the current amount available for CIL may be an issue. However, greater weight can be given to well-prepared large-scale projects accompanied by a project plan evidencing how much CIL is needed and how much should be set aside over successive periods.
20. It should be noted that the value of CIL contributions available for the Strategic CIL Allocations Panel to allocate is difficult to forecast and is subject to deductions and exemptions. Furthermore, CIL contributions are dependent on the commencement of the chargeable development which is also difficult to predict. Therefore, the allocation of future funding will always be considered subject to availability.

³ This is to be read in conjunction with the Assessment Criteria

21. It must be reasonably demonstrated in applications that all other funding options have been explored. It is unlikely that CIL will be granted unless this can be demonstrated.
22. A scheme would not need to be located in the Rother District to qualify for funding. However, the proposal must demonstrate a clear strategic benefit to residents and/or visitors of Rother. The proposal would need to demonstrate a clear link between the proposed infrastructure and new housing or retail development in Rother.
23. The [CIL Regulations](#) state that funds must be spent on ‘*infrastructure necessary to support growth*’. Therefore, the Charging Authority is responsible for identifying infrastructure required to support strategic development and should avoid using CIL receipts to address the current insufficiencies in infrastructure provisions.

Scoring of Proposals

24. There is a total of 18 ‘scored’ questions on the application form, alongside other questions which are for informative purposes only (such as the location of the proposed infrastructure). The maximum total of points which can be awarded per proposal is 52 points. The final score will fall into one of the following categories:

- 0 – 12:** *Recommendation that no CIL is allocated*
13 – 33: *Allocation of CIL is a low priority*
40 – 52: *Allocation of CIL is a priority*

25. A proposal scoring 13 or above does not signal a guarantee of funding. The scoring guidance is for internal discussion purposes only and assists the Strategic CIL Allocations Panel in grading and prioritising proposals. Whether a project does, in fact, receive CIL funding will depend on the infrastructure priorities identified in the Infrastructure List and IDP, the application for funding being made and the amount of CIL available at that time.
26. The Charging Authority recognises that whilst it may wish to secure the delivery of all infrastructure items, prioritisation is required. The [Infrastructure Delivery Plan 2019](#) classifies infrastructure requirements into three categories; desirable, important or critical. The Strategic CIL Allocations Panel is advised to give extra weight to proposals that are considered important or critical.

IMMATERIAL	Proposal does not support development taking place and does not accord with the overall spatial strategy objectives.
DESIRABLE	The infrastructure proposed does not support significant development taking place but will facilitate the delivery of the overall spatial strategy objectives.
IMPORTANT	The infrastructure proposed is required to support the planned development as well as overall spatial strategy objectives but does not need to be prioritised.

CRITICAL

The infrastructure proposed is critical to the delivery of planned development as well as the overall spatial strategy objectives and should be identified as a priority at the appropriate stage in relation to the implementation of the Core Strategy.

Allocation of Funds

27. Approved CIL projects will be subject to a Funding Agreement that will need to be signed by both the Recipient and Funder (Charging Authority). It is not necessary for the Strategic CIL Allocations Panel to allocate the entire available spending balance at any one time. If schemes are not deemed important enough, the money shall not be allocated and reserved for schemes that are.
28. The release of funding payments will be agreed on a case by case basis; although payments of CIL will normally be made following the substantial completion of the works. The Charging Authority recognises that for larger projects instalments may be more appropriate, or on some occasions, may agree to upfront funding. However, all funding is conditional and subject to satisfactory works.
29. Following the allocation of funds, the CIL Officer will continue to liaise with the infrastructure providers to ensure that the projects are delivered. As per the Funding Agreement, the Charging Authority will require monitoring and reporting throughout the project, with a final report on completion.

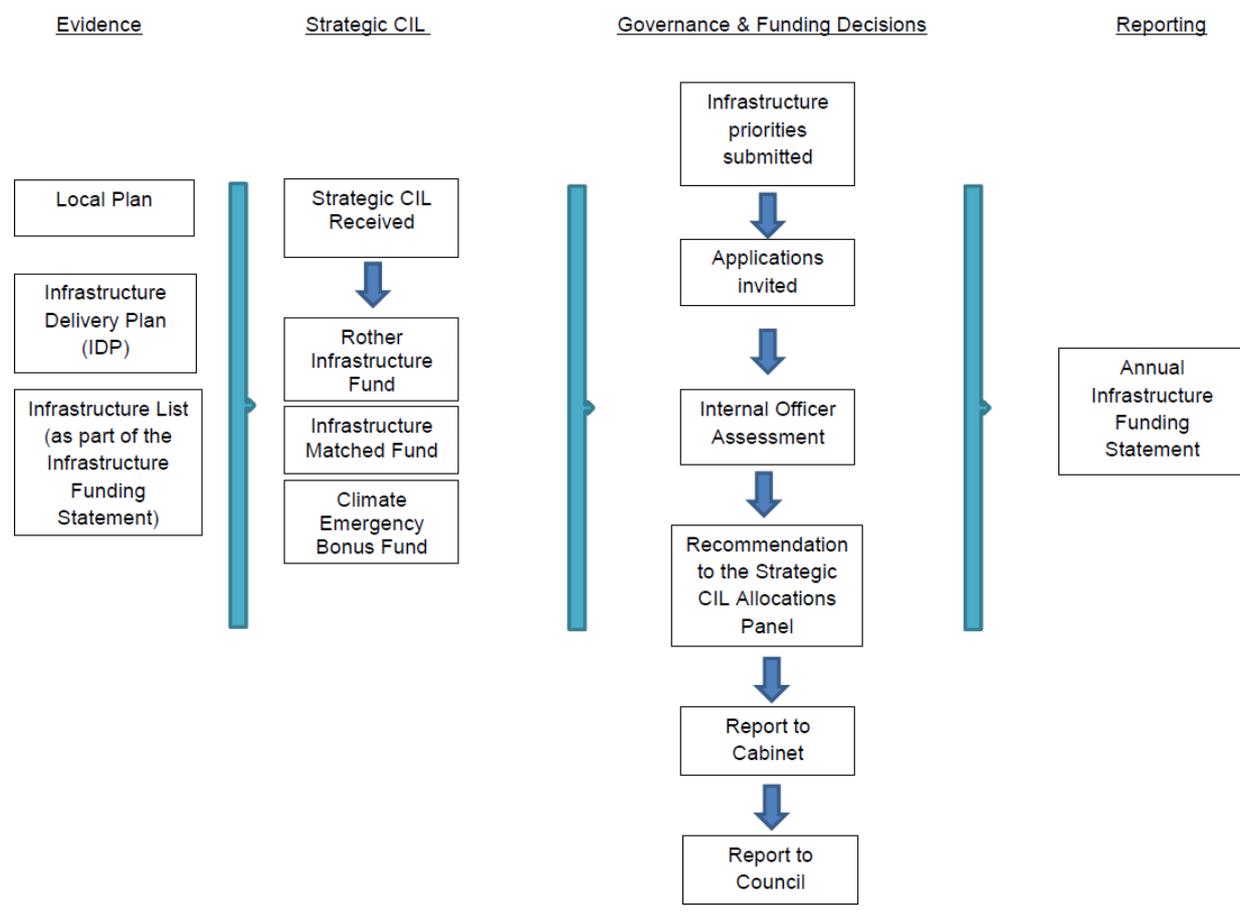
Annual Reporting

30. The regular infrastructure updates will feed into the annual Infrastructure Funding Statement, which will set out the income, expenditure and progress of the funded projects. The IFS will be approved by the Cabinet Portfolio Holder for Strategic Planning in liaison with the Cabinet Portfolio Holder for Finance and Performance Management and published on the Council's website before the 31st December each year to note the funded proposals and to approve the infrastructure priorities for the year ahead.

Application process

31. Figure 1 below sets out how evidence on infrastructure need is gathered, how Strategic CIL is allocated and awarded, and finally reported.

Figure 1



32. The table below summarises the annual process in relation to CIL governance and spending. This timetable runs from December – December each year.

Month	Funding Protocol Key Milestones	Other CIL Responsibilities
January	<ul style="list-style-type: none"> The Strategic CIL Allocations Panel will meet to discuss the Infrastructure List and shortlist infrastructure priorities/projects and recommend which ones should be invited to apply for funding. Shortlisted priorities/projects to be sent the application form and guidance pack. 	
March	<ul style="list-style-type: none"> Application forms to be returned. 	
April	<ul style="list-style-type: none"> CIL Officer to validate applications and check that all required information has been submitted. Strategic CIL Allocations Panel to meet and discuss applications and recommend which ones should receive Strategic CIL funding with onward recommendations to Cabinet. 	Local portion of the funds released (end of April)
May	<ul style="list-style-type: none"> Cabinet to consider the recommendations of the Strategic CIL Allocations Panel with onward recommendations to Council. 	
June	<ul style="list-style-type: none"> Council to consider the recommendations of Cabinet. 	

Month	Funding Protocol Key Milestones	Other CIL Responsibilities
July	<ul style="list-style-type: none"> • Subject to sufficient Strategic CIL funds being available, further projects could be invited to apply for funding in agreement with the Strategic CIL Allocations Panel. • Shortlisted priorities/projects to be sent the application form and guidance pack. 	
September	<ul style="list-style-type: none"> • Application forms to be returned. 	
October	<ul style="list-style-type: none"> • CIL Officer to validate applications and check that all required information has been submitted. • Strategic CIL Allocations Panel to meet and discuss applications and recommend which ones should receive Strategic CIL funding with onward recommendations to Cabinet. • Contact made with Infrastructure providers and Town and Parish Councils to identify infrastructure priorities for the year ahead, which will form the Infrastructure List. 	Local portion of the funds released (end of October)
November	<ul style="list-style-type: none"> • Cabinet to consider the recommendations of the Strategic CIL Allocations Panel with onward recommendations to Council. 	
December	<ul style="list-style-type: none"> • Council to consider the recommendations of Cabinet. • Updates on all approved projects to feature in the annual IFS. 	Annual IFS to be published on the Council's website by end of December.

Successful projects will be required to enter into a Funding Agreement.

Review

33. In the event that there are significant changes proposed to this protocol, these will be presented to Cabinet for approval. It will not be necessary to seek Cabinet approval for minor or legislative changes. The Charging Authority continues to engage with other local authorities in relation to the implementation and spend of the Strategic CIL in the Rother District. The CIL Funding Decision Protocol and accompanying documents are not statutory documents and therefore have not been subject to a statutory consultation.



For official use only

Date received: _____

Received by: _____

CIL Pot: SP-B/SF-R/DF-B/DF-R/CC (delete as applicable)

Ref No: CIL/ _____

**COMMUNITY INFRASTRUCTURE LEVY
APPLICATION FORM**

In order to help us process your application, please ensure:

- You read the Assessment Criteria before completing the application form.
- All questions are answered as fully as you can.
- Supporting information is submitted with your application, where relevant/requested.
- The declaration section at the end of the application form is completed and signed by an appropriate representative of the applicant group/organisation.

All applications and supporting information must be submitted to the CIL Officer.

If you have any queries about any part of the application, please contact the CIL Officer

at cil@rother.gov.uk.

Organisation

Name of organisation including any partners	
Key contact(s) and roles	
Postal address	
Phone Number	
Email Address	

Project Overview

Project name	
Brief project description (no more than 100 words)	
Location of proposed development (please provide a site location plan with the site edged in red)	
Amount of CIL Funding Requested	
Total cost of the project	

Strategic Case

No.	Question	Answer
1	Is the need for the scheme identified in any RDC adopted strategy or plan?	
2	How does the proposal demonstrate that it supports development of the area?	
3	What is the evidence of need for the proposed infrastructure?	
4	Which pot is this application applicable to? (Choose either the RIF or IMF and Climate Emergency Bonus Fund if applicable) See Q4 in the Assessment Criteria section.	<ul style="list-style-type: none"> • Rother Infrastructure Fund Bexhill, or Rural • Infrastructure Matched Fund Bexhill, or Rural • Climate Emergency Bonus Fund
5	Type of infrastructure item being applied for? (Delete those that are not applicable)	<ul style="list-style-type: none"> • Green infrastructure • Utilities • Transport • Community facilities

		<ul style="list-style-type: none"> • Education • Health • Emergency Services • Other (please specify): _____
--	--	--

Local Benefits Case

6	What are the direct and indirect benefits of the proposal?	
7	Please provide details of any consultation undertaken with the community or other stakeholders.	

Environmental Impacts

8	<p>Will your project if implemented have a negative, positive or neutral environmental impact?</p> <p><small>(Delete those that are not applicable)</small></p> <p>If there is anticipated to be an impact, please detail the level and type of impact this will have on the environment.</p>	<ul style="list-style-type: none"> • Positive • Negative • Neutral
9	Please detail any mitigation measures which are to be used in the project to minimise any negative impacts to the environment?	

Equality and Fairness

10	With regard to the project, please explain how you have given consideration to the different needs of people and describe the steps that have been taken to minimise the potential for discrimination and maximise equality of opportunity.	
----	---	--

Delivery

11	Are there any risks associated with the delivery of the scheme?	
12	What would be the implications of CIL funding not being available?	

Financial Case

13	Please provide a breakdown of the project costs and provide quotes to substantiate your figures where possible. Please outline the forecasted total cost of the project.	
14	Please provide a detailed summary of the total CIL funding required, including any payment phasing.	
15	Please indicate why CIL funding is being sought and outline the	

	<p>source of any additional funding that has been secured or is being sought.</p>	<p>Present other funding secured in the following or similar format:</p> <table border="1" data-bbox="635 535 1386 797"> <tr> <td data-bbox="635 535 956 580">Source</td> <td data-bbox="956 535 1386 580"></td> </tr> <tr> <td data-bbox="635 580 956 624">Amount</td> <td data-bbox="956 580 1386 624"></td> </tr> <tr> <td data-bbox="635 624 956 714">Conditions Attached</td> <td data-bbox="956 624 1386 714"></td> </tr> <tr> <td data-bbox="635 714 956 759">Use by Date</td> <td data-bbox="956 714 1386 759"></td> </tr> <tr> <td data-bbox="635 759 956 797">Funding Confirmed</td> <td data-bbox="956 759 1386 797"></td> </tr> </table>	Source		Amount		Conditions Attached		Use by Date		Funding Confirmed	
Source												
Amount												
Conditions Attached												
Use by Date												
Funding Confirmed												

Time Scales

16	<p>What is the delivery timescale for the project? Please outline key milestones.</p>	
17	<p>What are the on-going costs of the project, who is responsible for these and how have these been planned for?</p>	

Please ensure that any supporting documentation is attached to the application form.

Declaration

I am authorised to submit this funding application on behalf of the organisation that I represent. To the best of my knowledge the information I have provided on this application form is correct. If circumstances change prior to this application being considered for CIL funding, the organisation that I represent will notify Rother District Council.

I confirm that all sections of the application form have been fully answered, and the following information will be provided with the application submission:

- evidence of the applicant groups constitution, where applicable
- evidence of consents/permissions obtained, where required
- quotes for project works
- evidence of other funding awards or applications submitted, where applicable
- any other relevant documentation to support the application proposal

Signed:

Position in applicant organisation: _____

Date: _____

Please submit the completed, signed form and any supporting documentation to the CIL Officer at cil@rother.gov.uk.

PRIVACY STATEMENT

The personal data collected on this form is necessary for processing your application for Community Infrastructure Levy (CIL) grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of up to 7 years after the application is refused. Your personal data shall then be deleted securely. If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable, and up to 7 years after the final CIL grant payment is made to the project. Your personal information will then be deleted securely.

Unless otherwise stated we will handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at <https://www.rother.gov.uk/data-protection-and-foi/privacy-policy/>

ASSESSMENT CRITERIA

Before Rother District Council can reach a decision to release funds from the Strategic Community Infrastructure Levy, it needs to be able to consider a range of information. The table below sets out the criteria in which the information provided in the Application Form will be considered against.

Q	PRO-FORMA QUESTION	KEY CONSIDERATIONS
1	<p>Is the need for the scheme identified in any RDC adopted strategy or plan?</p> <p>Up to 3pts available</p>	<p>Does the proposal have regard to any of the following?</p> <ul style="list-style-type: none"> • Is the proposal identified in the Infrastructure Delivery Plan (2019) or subsequent updates or the Infrastructure Funding Statement (Infrastructure List)? • Does the proposal comply with the Core Strategy?
2	<p>How does the proposal demonstrate that it supports development of the area?</p> <p>Up to 4pts available</p>	<p>The CIL Regulations state that funds must be spent on <i>'infrastructure necessary to support growth'</i>. The CIL should not be spent to remedy current insufficiencies in infrastructure provision unless those insufficiencies will intensify through new development. Proposals will score high if the project unlocks sites to enable development and is a catalyst for further development. It may be that the project enables other projects to come forward.</p> <p><u>Things to consider</u></p> <ul style="list-style-type: none"> • Does the proposal meet the CIL Guidance? • How does the proposal reflect the aims of CIL in so far as it helps bring forward development in the area? For example, a new access road may unlock a development site which can provide housing for the area. • Is the investment required to enable or mitigate the impacts of growth? • Are there any secondary effects such as increasing foot fall to local shops or shortens journey times?
3	<p>What is the evidence of need for the proposed infrastructure?</p> <p>Up to 2 pts available</p>	<p>Does the proposal relate to any published strategies that your own organisation has in place? Proposals will score higher if the infrastructure is programmed into the organisation's infrastructure plan.</p>
4	<p>Which pot is this application applicable to?</p> <p>+1pt if applicable to one of the pots.</p> <p>+1pt if also applicable to the Climate Emergency Bonus Fund.</p>	<p>Does the proposal fit into any of the 3 funding pots?</p> <ul style="list-style-type: none"> • Rother Infrastructure Fund (RIF) – can you demonstrate how the infrastructure scheme proposal meets the Local Plan and Corporate Plan objectives, and is it identified as critical infrastructure in the IDP? The RIF is split into two sub funds – one for Bexhill and one for rural Rother, each fund representing the actual CIL funds generated in those two areas and to fund infrastructure in each area. • Infrastructure Matched Fund (IMF) - the amount requested from the DF should be match-funded and can only be used in towns and parishes where housing is permitted and built with priority given to sites allocated in

		<p>the Local Plan, as the purpose of CIL is to offset the impact of development. In addition, those projects with a wider impact could be funded by up to 100% from the IMF depending on whether and to what extent the project can truly demonstrate a wider infrastructure impact. The IMF will also be split into two sub funds – one for Bexhill and one for rural Rother, each fund representing the actual CIL funds generated in those two areas and to fund infrastructure in both areas. Funding from the IMF is not automatic and is dependent on a parish or town having a prioritised Infrastructure Plan.</p> <ul style="list-style-type: none"> • Climate Emergency Bonus Fund - In September 2019, RDC declared a climate emergency. It adopted an Environment Strategy in September 2020 and has committed to become a carbon neutral organisation and district by 2030. Can the project make a significant contribution to the reduction of carbon emissions or to the offsetting of carbon emissions and what will the bonus allow the project to do in addition to what is already proposed by the project, for example by meeting any of the carbon reduction outcomes listed in Appendix E? Please demonstrate in your submission how the proposal meets Environment Strategy's vision and pledges.
5	<p>Type of infrastructure being applied for?</p> <p>+1pt if match made</p>	<p>Does this meet the definition of infrastructure as categorised by the CIL Planning Practice Guidance?</p>
6	<p>What are the direct and indirect benefits of the proposal?</p> <p>Up to 4pts available</p>	<p>Proposals that score highly will have a profound positive effect on a wide range of users.</p> <p>A scheme would not need to be located in the Rother District to qualify for funding. However, the proposal must demonstrate a clear strategic benefit to residents and/or visitors of Rother.</p> <p>Things to consider:</p> <ul style="list-style-type: none"> • Would the project lead to any income generation? • Does the project cover more than one Charging Authority and will the infrastructure serve areas beyond the local area, including neighbouring boroughs? • Does the proposal offer wider as well as local benefits? • Are there any indirect benefits? For example, a new leisure facility would provide a direct benefit to the community. However, an indirect benefit may be that obesity rates in the locality reduce.
7	<p>Please provide details of any consultation undertaken with the community or other stakeholders.</p> <p>Up to 3pts available</p>	<p>Proposals will score high if a range of consultation techniques have been used involving a wide range of stakeholders and end users over a sustained period of time and evidence demonstrates engagement has helped build consensus and identifying the needs of the community.</p> <p>Things to consider:</p> <ul style="list-style-type: none"> • Is there community support/objection to this project?

		<ul style="list-style-type: none"> • Provide evidence of any petitions, campaigns, fundraising initiatives, consultation responses, community engagement techniques, letters of support etc. • How have any groups with ‘protected characteristics’ been consulted (see question 10)?
8	<p>Will your project, if implemented have a negative, positive or neutral environmental impact?</p> <p>Up to 5pts (positive and negative available)</p> <p>If there is anticipated to be an impact, please detail the level and type of impact this will have on the environment.</p>	<p>The Climate Emergency is an issue that affects each and every one of us and it is vital that we all play a part in addressing it. All projects will be expected to demonstrate how they respond, regardless of whether they are seeking additional funding from the Climate Emergency Fund.</p> <p>Negative impact examples could include:</p> <ul style="list-style-type: none"> • Increase in carbon emissions, reducing green space, etc <p>Positive impacts could include: Improving air quality, biodiversity net gain, reducing carbon emissions and improving climate resilience (see Appendix E) etc</p>
9	<p>Please detail any mitigation measures which are to be used in the project to minimise any negative impacts to the environment?</p> <p>Up to 2 pts available</p>	<p>Examples of this could include:</p> <ul style="list-style-type: none"> • Electric Vehicles • Renewable energy sources • Recycled products, etc
10	<p>With regard to the project, please explain how you have given consideration to the different needs of people and describe the steps that have been taken to minimise the potential for discrimination and maximise equality of opportunity.</p> <p>Up to 4 pts available</p>	<p>The Public Sector equality duty covers the following protected characteristics age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.</p> <p>The purpose of identifying equalities issues and assessing the impact is to help make sure that the project reflects the needs of the all sections of the community.</p> <p>Proposals will score high if all opportunities to promote equality have been taken and no potential for discrimination or adverse impact to equality or missed opportunities have been identified.</p> <p>Things to consider:</p> <ul style="list-style-type: none"> • Identify which groups will be affected by the proposal. • Identify any positive/negative impacts for the ‘protected’ groups? • Are any ‘protected’ groups more affected by the proposal than others, is so why? <p>How can any negative impacts be mitigated?</p>
11	<p>Are there any risks associated with the</p>	<p>List the key risks involved in running the project and how those risks will be managed. Proposals will be awarded</p>

	<p>delivery of the scheme and how they are mitigated?</p> <p>Up to 5pts available</p>	<p>greater weight if there is a strong certainty of delivery, costs identified, funding in place planning approved (where relevant) and political and community support for the proposal.</p> <p>Things to consider:</p> <ul style="list-style-type: none"> • Are there any physical and environmental impacts (e.g. flood risk, contamination, biodiversity, noise, etc.) that need to be mitigated? • Is the project dependent on other projects going ahead? • Has a risk assessment been carried out? • Does the proposal require any land to be secured? Are there any ownership, acquisition or compulsory purchase order issues? • Will the proposal require planning permission or any other statutory approvals or licenses? If so, has advice been obtained?
12	<p>What would be the risks if CIL funding not being available?</p> <p>Up to 2 pts available</p>	<p>Where it can be satisfactorily demonstrated that the infrastructure would not otherwise be delivered unless CIL funding can be secured and the absence of CIL will cause significant risks, the proposal will score high.</p> <p>Things to consider:</p> <ul style="list-style-type: none"> • Would investment reduce on-going costs placed on the council and local community in the long-term? • What would be the impact if investment was delayed (additional cost)?
13	<p>Please provide a breakdown of the project costs and provide quotes to substantiate your figures where possible. Please outline the forecasted total cost of the project.</p> <p>Up to 3pts available</p>	<p>The Charging Authority must be satisfied that value for money is being achieved. It is therefore advised that all applications should contain more than one quote for the proposed works. CIL funding is conditional upon this requirement. Projects which are accompanied by a detailed cost plan will be awarded greater weight as it demonstrates that the project has been fully researched and considered.</p>
14	<p>Please provide a detailed summary of the total CIL funding required, including phasing.</p> <p>Up to 3 pts available</p>	<p>The charging authority recognises that large scale projects seeking funding that is greater than the current amount available for CIL may be an issue. However, greater weight can be given to well-prepared large-scale projects accompanied by a project plan evidencing how much CIL is needed and how much should be set aside over successive plan periods.</p>
15	<p>Please indicate why CIL funding is being sought and outline the source of any additional funding that has been secured or is being sought.</p> <p>Up to 3 pts available</p>	<p>It must be reasonably demonstrated that all other funding options have been explored. It is unlikely that CIL will be granted unless this can be demonstrated. Greater weight will be given to proposals which are only partly reliant on CIL and the majority of funding has been secured.</p> <p>Things to consider:</p> <ul style="list-style-type: none"> • What other sources of funding have been considered and applied for. Please highlight or explain where other

		<p>possible funding sources have been considered insufficient.</p> <ul style="list-style-type: none"> • Is the proposal expected to see any Section 106 funding? • Is there a remaining funding shortfall? If so, how much? How will the shortfalls in funding be met?
16	<p>What is the delivery timescale for the project? Please outline key milestones.</p>	<p>Please outline whether the scheme is:</p> <ul style="list-style-type: none"> a) Short term – within five years +3 pts b) Medium term – between five to 10 years +2 pts c) Long term – more than 10 years +1pt
17	<p>What are the on-going costs of the project, who is responsible for these and how have these been planned for?</p> <p>Up to 3 pts available</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Can on-going costs be covered by warranties? • Are on-going costs covered by another organisation? • Does the proposed infrastructure provide opportunities to generate income to meet the future costs?

Max 52 points available

VALIDATION CHECKLIST

To be completed by Community Infrastructure Levy Officer.

	REQUIREMENT	PROVIDED
1	The project has been shortlisted from the Infrastructure List or IDP.	
2	Application form completed, including a response to each question.	
3	The organisation applying has the legal right to deliver the proposed infrastructure.	
4	The proposal meets the requirements to be eligible for CIL funding.	
5	The proposal would not duplicate funding secured through Section 106.	
6	Scheme has a total value which exceeds £30,000.	
7	Quotes for the proposed works have been submitted.	
8	Site location plan with line edged in red for the location of the proposed scheme is provided.	
9	<p>Evidence has been provided which demonstrates the seven key areas of assessment have been considered in full:</p> <ol style="list-style-type: none"> 1. <i>The Strategic Case</i> 2. <i>The Local Benefits Case</i> 3. <i>Environmental Impacts</i> 4. <i>Equality and Fairness</i> 5. <i>Delivery</i> 6. <i>The Financial Case, and</i> 7. <i>Timescales</i> 	

Identification of key Infrastructure Sectors

Sector	Infrastructure Type	Lead Body ³
Transport	Road Network Rail Network Public Transport Cycling and Walking Infrastructure	East Sussex County Council Highways England Sustrans Network Rail Train operating companies Bus operating companies Community Transport operators
Community Infrastructure	Community, Arts, Culture and Leisure Adult Social Care and Supported Accommodation Libraries Cemeteries and Places of Worship	Rother District Council East Sussex County Council Parish Councils
Education	Nursery Education Primary and Secondary Education Further and Higher Education	East Sussex County Council Further Education Colleges
Health	Health Care (Acute Care and General Hospitals, Psychiatric Hospitals, Primary Care Services and Ambulance Services)	NHS Sussex Hastings and Rother Clinical Commissioning Group (CCG)
Environment	Management of watercourses and waterbodies Water quality Designated sites	Environment Agency East Sussex County Council Rother District Council Neighbouring Authorities
Green Infrastructure	Sports Centres and Pitches Parks, Open Space and Play Areas	East Sussex County Council Rother District Council High Weald AONB Joint Advisory Committee
Flood Defence	Flood defences	Environment Agency East Sussex County Council Rother District Council
Utility Services	Water and Waste Water Energy Supply (gas, electricity and renewable energy) Telecommunications Waste Management	Southern Water South East Water National Grid UK Power Networks Southern Gas Networks East Sussex County Council
Emergency Services	Police Service Fire Service Ambulance Service	East Sussex Fire and Rescue Service Sussex Police South East Coast Ambulance Services

How does the project proposal make a significant contribution to the reduction of carbon emissions or to the offsetting of carbon emissions?

Carbon Neutral Outcomes	What does this mean in simple terms?	Project Example (this list is not exhaustive)
Reduce carbon emissions from commercial, industrial and public sector organisations, and promote a circular economy	A 'circular economy' is where materials are kept in circulation as long as possible to minimise resource extraction – this includes recycling, reuse and the use of recycled content in new products.	Reuse of an existing building, rather than building a new one, to provide access to services locally.
Help Rother households reduce their carbon footprint and make more sustainable choices	Reductions in energy usage or embedded energy content, particularly household utilities and goods purchased.	Creation of community allotments for a local food growing scheme.
Reduce emissions from transportation including people and goods	Reduce travel miles whenever possible, and switch to low carbon alternatives when not.	New pedestrian and cycle paths to improve links around and to town centres and into the countryside.
Expansion of renewable energy	Increase the amount of energy that is produced from renewable sources.	Installation of a district heating system.
Climate resilient communities, landscapes and infrastructure	Improving the community's ability to withstand the expected effects of climate change, including rising sea levels and more frequent extreme weather events.	Installation of flood defences in a coastal community; Adaptation of community buildings to facilitate multi-use functions such as improved access to facilities, health services or work space.
Increase carbon drawdown through natural and engineered climate solutions	Actively reducing carbon dioxide levels in the atmosphere by removing and sequestering.	Creation of new or improvement of existing areas of woodland to enhance carbon drawdown from the atmosphere.

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