

BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

Community Infrastructure Levy (CIL) Policy

Adopted by the Council: 26th May 2020

Date of review: 13th April 2022

Next review: April 2025

This policy aims to guide Council activity in respect of the CIL, its administration, application and reporting.

Purpose of the policy

To ensure robust management of funds received through CIL.

To ensure that distribution of CIL funds follows guidelines enshrined in UK law.

What is CIL?

The Community Infrastructure Levy (CIL) is a levy which a Charging Authority (in our case Bradford Metropolitan District Council) may charge on new developments to fund infrastructure such as schools, transport, parks, open spaces and other community facilities, required to support new housing and economic development in the District

Under the CIL Regulations 15% of CIL receipts for development in an area with a Parish or Town Council must be passed to the Parish or Town Council where development has taken place. This 15% must not amount to more than £100 per existing dwelling in the Parish. If there is a Neighbourhood Plan in place, 25% of the CIL receipts for that Town or Parish must be passed to the Parish or Town Council, and the £100 per existing dwelling “cap” does not apply. Areas could use some of the neighbourhood pot to develop a neighbourhood plan where it would support development by addressing the demands that development places on the area.

NB. If a parish or town council does not spend its levy share within 5 years of receipt, or does not spend it on initiatives that support the development of the area, the charging authority may require it to repay some or all of those funds to the charging authority (see regulation 59E for details).

CIL monies received and spent, including any specific projects where CIL has been spent, will be set out in Bradford Council’s CIL Annual Monitoring Report (AMR). The AMR is published at the end of each calendar year and is available on the BMDC website.

What Can CIL Monies Be Spent On

CIL funding can be used to fund a wide range of infrastructure, including transport, flood defences, schools, hospitals, and other health and social care facilities. This definition allows the levy to be used to fund a very broad range of facilities such as play areas, open spaces, parks and green spaces, cultural and sports facilities, healthcare facilities, academies and

free schools, district heating schemes and police stations and other community safety facilities. The levy can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development.

This flexibility gives BMDC the opportunity to choose what infrastructure they need to deliver their Development plan but they may not use the levy to fund affordable housing. Bradford MDC has published their Infrastructure Funding Statement for 2020-21 that sets out a list of the infrastructure types that BMDC intends may be fully or partly funded by CIL developer contributions.

Bingley Town Council is responsible for the disbursement of its portion of CIL developer contributions and will adopt similar principles in spending its share of the levy. CIL funds are to be allocated in a variety of ways:

- a) On projects identified by Bingley Town Council as being a priority for the Parish
- b) Bingley Town Council aspires to spend some of its CIL monies by way of an award to local community groups through its CIL grant award scheme.

The Town Council, as the responsible body, must ensure that CIL funds are awarded only for items that are permitted by the relevant regulations so any use of CIL monies will require agreement by resolution of the Full Town Council.

It is anticipated that the Neighbourhood Plan, and any future updates to it, will inform the decisions made by the Full Council with respect to projects that attract CIL funding.

Where priorities align Bingley Town Council may use its CIL money in conjunction with BMDC CIL monies to deliver larger projects.

[Monitoring and Reporting on CIL Spend.](#)

Bingley Town Council has to submit annual reports of CIL spending to BMDC by 31st Dec of each year, this information will be placed on the BTC website by 31st April of the following year.

[CIL Awards: GUIDELINES AND CRITERIA FOR APPLICANTS](#)

Bingley Town Council is keen to contribute financial support to projects being developed by community organisations for purposes which aid development and improvement of infrastructure, strengthen the community and enhance the well-being of residents and their environment within Bingley Parish. The CIL Awards will normally be for large projects, not covered by the Grants scheme which has a limit of £2000. The CIL Award may complement other sources of funding and this is encouraged.

[Monitoring and Reporting on CIL Award Scheme.](#)

As per the BMDC timetable, a report on CIL spending will be submitted to Bingley Town Council by 1st December for onward reporting to BMDC by 31st Dec of the year following the award, this information will be placed on BTC website by 31st April of the following year.

[CIL Awards to community organisations:](#)

Application forms to apply for CIL Awards schemes can be obtained from the Town Clerk to Bingley Town Council at Bingley Town Council, Myrtle Place, Bingley, BD16 2LF.

Or via e-mail: enquiries@bingleytowncouncil.gov.uk

All applications will be considered by the Town Council on merit and in accordance within the requirements of CIL regulations. If some aspects of the application fall outside the guidance and criteria given below, groups or organisations may still apply, but they should make a very clear case as to why they believe their project should be awarded funds by the Town Council.

If an organisation has ideas for a project which would require more funds than are currently available, please, come and talk to the Town Council, so that consideration can be given to the possibility of earmarking additional funds in future years' budgets.

[Process information and guidance for applicants to CIL award scheme.](#)

1. The Town Council will normally decide on Award applications 3 times per year - at its full council meetings in June; October; and February (subject to budgeted funds still being available throughout the year)
2. In order for an application to be considered at one of the Award allocation meetings, the completed application, including all supporting documents, should be received by the Council no later than the 15th day of the month preceding that in which the organisation wish the application to be considered. It is always advisable to discuss the application with the Council at an early stage, and certainly prior to submitting it, but please note that the application cannot be dealt with, or funds reserved for the scheme, until the organisation has submitted all the required paperwork.
3. The Town Council will invite a representative from the organisation to attend the meeting at which the application is to be considered, to answer any questions which might arise.
4. Applicants should endeavour to provide a full description of the scheme, together with the completed application form. Failure to provide sufficient information may result in the application being refused or deferred to a later meeting. If the organisation's accounts show that the organisation is holding significant financial reserves, please explain fully why the organisation is applying to the Town Council for financial assistance (e.g. the existing funds may be reserved for other specific purposes and not available to be used for the project which is the subject of the application).
5. The Town Council will only award to organisations which have a formal legal structure (e.g. constitution; memorandum and articles etc.) and a bank account in the name of the organisation. If the organisation is not able to provide evidence of these requirements, they may wish to find another constituted organisation which is willing to act as the accountable body for their application (i.e. receiving, holding, and accounting for the spending of any grant received on the group's behalf).
6. Any group that is given an award will be expected to account for how the money has been spent and to provide, at half yearly intervals, evidence of all financial transactions, quotes and spending decisions using the funds and a report on the progress of the scheme. A final report including receipts, financial reports and photographs (where appropriate) is required. The award may be spent over a period of time but it must be spent on the items or services specified on the application form and within any time constraints identified at the time of the award. Where this is not

the case the Town Council reserves the right to ask for the return of the Award allocated to the organisation. The organisation may be asked to attend a Town Council meeting to provide additional information about how the allocated funds have been used.

7. The organisation will be invited to the Annual Town Meeting and may be asked to give a short presentation of how the award had benefitted Bingley parish and its residents. The Town Council may also use information about the funding to the group in its newsletters and other information, publicity material and communication channels.
8. Awards cannot be paid to individuals or to groups whose membership is closed and not open to residents as a whole. The organisation must demonstrate that most of the members / beneficiaries live in the Parish of Bingley.
9. Copies of quotes for capital items and works, provision of services, or photocopies of items to be purchased with costs (e.g. from catalogues) must be submitted with all applications (except for start-up grants, where the Town Council will accept reasonable estimates for start-up costs over the coming year). One written quote or photocopies from a catalogue will be acceptable for items which the organisation are applying for which are below £500. Applications for items or work over £500 should be supported by 3 written quotes.
10. Consultation. If the organisation are intending to carry out a project which may impact on other people in any way, the organisation must make sure that they have carried out consultation with affected parties and tell the Town Council about the results of the consultation. Organisations conducting consultations should familiarise themselves with the Gunning Principles of consultations. If planning permission, or any other form of permission, is required for the project, it will need to have such permission in place prior to making an application to the Town Council for a grant. The Town Council will require sight of any such permission.
11. The Town Council does not provide awards for specifically party-political or religious activities.
12. Applicants should show a commitment to equality, accessibility and diversity.
13. The organisation must agree to acknowledge the contribution of Bingley Town Council in any publicity material produced relating to the scheme supported. If the organisation do not do this the Town Council reserves the right to ask for the return of the grant allocated the organisation.
14. The Town Council may ask to see such publicity material before it is printed. The Town Council may arrange its own publicity about the scheme which the organisation agree to participate in.
15. Awards may complement other sources of funding and this is actively encouraged. Details of other sources of funding applied for should be included on the application form.
16. Organisations may not normally be awarded more than one grant from the Town Council in a rolling 12-month period, unless the organisation is acting as the

accountable body for another local group or the project is ongoing, with the agreement of Bingley Town Council.

17. Retrospective applications will not be considered.

18. Where possible please submit the application and supporting documents electronically.

The application form and Awards criteria are available on the Town Council website www.bingleytowncouncil.gov.uk.