

**Community Infrastructure Levy (CIL)
Spending Protocol**

Revised 2022

Contents

1.	Introduction & Overview	3
	What is the Community Infrastructure Levy?	3
	Status of this document	3
2.	Guiding principles	4
	Funding Infrastructure to support development.....	4
	Best use of Funds.....	4
	Maximising the reach of CIL	5
3.	Strategic CIL	6
	Principles of Strategic CIL spend.....	6
	Annual Strategic CIL Funding Proposal	6
4.	Neighbourhood Portion	7
	Principles of Neighbourhood Portion CIL spend	7
	Neighbourhood Portion Distribution	7
	Annual Funding Awards.....	8
5.	Interim Spending Decisions	9
	Provisions for Strategic CIL Interim Spends.....	9
	Provision for Neighbourhood CIL Interim Spends	9
6.	Monitoring and Reporting	10

1. Introduction & Overview

What is the Community Infrastructure Levy?

- 1.1. The Community Infrastructure Levy (CIL) is a charge which new development in Havant Borough has to pay. The CIL charging schedule sets out the rates of CIL that apply to Havant Borough. Further guidance on the charging regime is available at www.havant.gov.uk/planning-policy/community-infrastructure-levy-cil.
- 1.2. The Community Infrastructure Levy system recognises that new development places pressure on the Borough's infrastructure networks, necessitating expansion and improvement of existing assets and the provision of new infrastructure. CIL funds gathered must be used to fund the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of the area.
- 1.3. The majority (80%) of CIL funds collected must be used for strategic projects. A further 15%¹ is set aside for the Neighbourhood Portion. The remaining 5% of CIL funds are used for administration of the service. Different processes and principles govern the spending of the Strategic CIL funds and the Neighbourhood Portion, as set out in sections 3 and 4 of this protocol.
- 1.4. CIL is an important tool for the Council to use to help deliver the infrastructure needed to support the Corporate Strategy, including its supporting place-making strategies, namely the Local Plan² and the Havant Regeneration Strategy³. There is, however, a 'funding gap' between what can reasonably be acquired through CIL and other developer contributions and the full requirements for the expansion of local infrastructure networks. As a result, CIL should only be considered to be one of many, rather than a single reliable source of funding for infrastructure, and most projects will be funded only in part through CIL.

Status of this document

- 1.5. This document sets out Havant Borough Council's policy framework governing the spending of CIL and how this will be used to improve and expand the Borough's infrastructure. A set of more detailed process notes accompanies the protocol in order to guide bidding and spending bodies and Council departments through the process.
- 1.6. The protocol will be reviewed periodically and updated if necessary to take account of lessons learnt in its implementation, changes to priorities in the Borough's development strategy or amendments to national regulations or guidance.

¹ The Neighbourhood Portion rise to 25% in areas which are covered by a made Neighbourhood Plan.

² www.havant.gov.uk/localplan

³ www.havant.gov.uk/have-with-havant

2. Guiding principles

Funding Infrastructure to support development

- 2.1 For the purposes of CIL Infrastructure includes roads and other transport facilities, flood defences, schools and other educational facilities, medical facilities, sporting and recreational facilities, and open spaces⁴ (NB this is not an exhaustive list). Infrastructure is defined for the purposes of this Spending Protocol as the “services necessary for development to take place and which play a critical role in supporting new development”.
- 2.2 In line with the regulations, CIL funds will be spent in Havant on *the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of the area.*⁵ The levy can be used to fund new infrastructure, increase the capacity of existing infrastructure or to repair failing existing infrastructure, as long as the spend is necessary to support development.
- 2.3 Havant Borough Council, as a guiding principle, will use its CIL to implement its Corporate Strategy and the supporting strategies concerning the development and place making of Havant Borough, namely, the Havant Borough Local Plan and the Havant Regeneration Strategy. CIL will be used to support development through the improvement of the Borough’s existing infrastructure network and the provision of new infrastructure. All CIL funded projects must contribute to this aim.

Best use of Funds

- 2.4 In order to ensure that CIL funds are used to best effect, projects will only be funded if they meet the following conditions:
- a) The project relates to fixed infrastructure / 'immovable' items
 - b) The project goes beyond pure maintenance to improve an asset or provide a new asset
 - c) The proposal is a capital project (although associated revenue funding to maintain the capital project is also permissible)
 - d) The project delivers clear and significant benefits to users / the community
 - e) The project is in line with the Council’s Corporate Strategy, including any relevant supporting strategies such as the Regeneration Strategy, Local Plan and Climate Change and Environment Strategy
 - f) The benefits would last long term (minimum 10 years) without having to be replaced or upgraded
 - g) The funding sought is for project delivery, rather than solely project development or feasibility
 - h) The Council is not aware of other dedicated funding or delivery mechanisms for the project

⁴ S216 Planning Act 2008 <https://www.legislation.gov.uk/ukpga/2008/29/section/216>

⁵ The Community Infrastructure Levy Regulations 2010, as amended in 2012

<https://www.legislation.gov.uk/uksi/2010/948/regulation/59/made> and

<https://www.legislation.gov.uk/uksi/2012/2975/regulation/7/made>;

see also CIL Guidance <https://www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy>

Maximising the reach of CIL

- 2.5 The Council is committed to improving the Borough's infrastructure network. The Infrastructure Delivery Plan highlights that there is a 'funding gap' between what can reasonably be acquired through CIL and other developer contributions and the full requirements for the expansion of infrastructure networks.
- 2.6 As a result, CIL is unlikely to fund projects in full. The Council expects delivery teams and organisations to identify and bring to the table other sources of funding that will contribute to the delivery of the projects seeking CIL funding.
- 2.7 Similarly, CIL is a suitable pot of money to be used as match funding for external bids for infrastructure funding.

3. Strategic CIL

Principles of Strategic CIL spend

- 3.1 The Strategic (or 'main') CIL Pot, approximately 80% of collected funds, will be used by Havant Borough Council to deliver infrastructure that supports the whole Borough. Projects should be of a scale which offer wider than purely local benefits for parts of the Borough.
- 3.2 Strategic funds will be prioritised to address identified infrastructure priorities including those outlined in the Local Plan, and the adopted Corporate and Regeneration Strategy Documents, and address the impacts of development.
- 3.3 There is no requirement to tie the expenditure of any particular CIL receipt to a particular location or development. Since the funds will be used for strategic infrastructure projects, these are considered to benefit the whole borough.

Annual Strategic CIL Funding Proposal

- 3.4 Once a year, stakeholders involved in development and in delivery of infrastructure, will be invited to put forward projects for funding through CIL. While it is expected that Havant Borough Council Services will be the main bidders and beneficiaries, external organisations are also key deliverers of infrastructure to support development, and bidding rounds are open to these organisations. The Council is particularly keen to hear from organisations with the responsibility and/or ability to deliver the projects identified in the Council's Development Strategies ⁶.
- 3.5 Proposals will be considered against the guiding principles in Section 2 and assessed competitively against each other to form the basis of an annual Strategic CIL Funding Proposal. Criteria used for this assessment will be made available to bidders and decision makers.
- 3.6 The Strategic CIL Funding Proposal will be presented to the Planning Policy Committee for consideration before being agreed by the Cabinet.
- 3.7 Once funding to a project is confirmed, funds will be retained by the council until that project is delivered, and funds transferred once proof of successful delivery is received by the CIL Team. This is to safeguard against misuse of CIL funds.
- 3.8 Associated process notes will set out the process in more detail and will be kept under review to ensure the process is efficient and effective. They will not alter the principles set out in this protocol.

⁶ **The Local Plan** (adopted and emerging); **The Local Plan Evidence Base** (for example Transport Assessments; Open Space, Sport & Recreation Strategy; Coastal Strategies and Studies etc); **The Infrastructure Delivery Plan**; **The Council's Regeneration Strategy**

4. Neighbourhood Portion

Principles of Neighbourhood Portion CIL spend

- 4.1 The Neighbourhood Portion, 15% of collected funds (see further below), will be used by Havant Borough Council to deliver infrastructure at a neighbourhood and community scale.
- 4.2 National CIL regulations require the neighbourhood portion to be used to support the development of the 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.*⁷
- 4.3 The focus of the neighbourhood portion funds will be on improving and expanding the capacity and quality of infrastructure assets owned and managed by Havant Borough Council⁸. This will deliver substantial improvements to local infrastructure assets that area used by a wide variety of residents and groups.

Neighbourhood Portion Distribution

- 4.4 Havant Borough is unparished, and therefore the Borough Council retains the CIL Neighbourhood Funds and allocates it to community scale projects.
- 4.5 Regulations do not set out at what geographical scale funding allocations in non-parished areas should be made. In Havant, the Council has decided to allocate these funds across the whole Borough. It means that funding can be used in the areas of most need and projects prioritised on their merits rather than geographical availability of funding.
- 4.6 One exception must be noted to the Borough-wide approach: In any area that has an adopted Neighbourhood plan, some funding will be ringfenced. This is because CIL regulations require 25% (instead of 15%) of funds in areas with adopted Neighbourhood Plans to benefit that area.
- 4.7 In any area with an adopted neighbourhood plan⁹, 15% of the funds raise will be considered as part of the area wide allocation and associated bidding process, and an additional 10% will be ringfenced specifically for Emsworth. The Council will work with the Neighbourhood Forum, or appropriate other local groups if the Neighbourhood

⁷ Regulation 59C of The Community Infrastructure Levy (Amendment) Regulations 2013 <https://www.legislation.gov.uk/ukxi/2013/982/regulation/8/made>; see also CIL guidance at <https://www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy>

⁸ In some cases, particularly in Leigh Park, the facilities may be owned and operated by Portsmouth City Council

⁹ At the time of writing, this applies only to Emsworth

Forum no longer exists, to consider how to spend that 10% in the Neighbourhood Area.

Annual Funding Awards

4.8 The Neighbourhood Portion will be made available on an annual basis to project delivery teams in line with the table below:

Infrastructure Asset Theme	Proportion of funds
Parks, play, open spaces, sport and leisure	50%
Public realm and public facilities in urban areas	25%
Community Centres	12.5%
Walking and cycling paths and public transport facilities	12.5%

4.9 This distribution will be kept under review (see section 6).

4.10 The amount of neighbourhood portion available will be confirmed as part of the budget setting process. This will also include confirmation of the amount of unspent Neighbourhood Portion from previous years, which delivery teams may roll over year on year, enabling pot building for larger projects if desired.

4.11 Despite funds being 'made available' through the budget process, delivery teams will have to make funding requests for specific projects to the CIL Team. The decision on funding will be made by the Community Infrastructure Officer, in discussion with the Head of Planning and the Cabinet Lead. Eligibility of the project for CIL funding will then be confirmed. As an additional safeguard for the appropriate use of funds, CIL monies will not be released until proof of successful delivery has been received by the CIL Team.

4.12 Associated process notes will set out the process in more detail and will be kept under review to ensure the process is efficient and effective. They will not alter the principles set out in this protocol.

5. Interim Spending Decisions

Provisions for Strategic CIL Interim Spends

- 5.1 In exceptional circumstances, it may be expedient to propose a spend from the Strategic CIL fund outside of the annual funding cycle. Interim spends must remain exceptional and must not be a way to avoid competing against other projects through the annual funding proposal process. Therefore, any such spend would only be acceptable where the proposed spend meets the criteria for CIL spend as set out in the regulations and this protocol, and where:
- a) It would be financially expedient (for example, where CIL could be used as match funding to bid for grant funding from another body such as central government) and the decision cannot wait until the next annual allocation of funds;
- or
- b) Funding is needed to cover a minor overspend on an ongoing CIL funded project.
- 5.2 Where it becomes expedient for a decision to be made outside of the annual preparation of the annual CIL Strategic Funding Proposal, and the above criteria are met, interim spends may be authorised according to the following delegations:
- Up to £10,000 may be authorised by the Community Infrastructure Officer, in discussion with the Head of Planning and the Cabinet Lead.
 - Any spend above this amount must be authorised through a delegated report to the Cabinet Lead; and
 - where the amount exceeds £50,000, a delegated report to the Cabinet Lead, with consideration by the Planning Policy Committee.
- 5.3 In some circumstances, only the principle of future CIL spend will need to be established, for example to support bids for external funding or to aid project planning and feasibility work. In place of actual spending decisions, the CIL Team can assess proposals and provide advice on whether the scheme would be suitable for CIL funding. The CIL funding would still need to be bid for formally through the next bidding round.

Provision for Neighbourhood CIL Interim Spends

- 5.4 In the case of the neighbourhood portion, interim spends are not envisaged, as the full amount of available funding will have been allocated through the budget each year.
- 5.5 However, similar to the Strategic CIL, the CIL Team can at any point in the year assess proposals and provide advice on whether the scheme would be suitable for neighbourhood CIL funding. Officers will also be able to give broad estimates as to the possible CIL allocation for each budget in the coming year. Relevant delivery teams can then use this information on the availability of CIL, for example to support bids for external funding.

6. Monitoring and Reporting

- 6.1 The Council will monitor CIL receipts and spends and the sum remaining in the fund each year. The CIL Regulations require the Council to produce and publish an Infrastructure Funding Statement annually with this information.
- 6.2 Following the allocation of CIL funds to a project the Council will expect delivery of that project to the agreed timescales. This applies whether funding comes from the Strategic CIL or the Neighbourhood Portion. Project leads are expected to report their progress on delivery to the CIL Team.
- 6.3 Where projects are not delivered to the agreed timescale or are unlikely to be delivered due to a change in circumstances the funds will be returned for reallocation to other projects.
- 6.4 In addition to ongoing monitoring by officers, the Council's spending of CIL will be scrutinised at least annually by the Planning Policy Committee. This will examine the projects coming forward to review whether they are fully in line with the Council's guiding principles (section 2) and other requirements in this protocol, whether the funding distribution for the Neighbourhood Portion set out in this protocol remains appropriate, and most importantly, whether delivery of projects using CIL funds is ensuring that the Borough's infrastructure capacity is being expanded in line with new development coming forward.