

To all Town and Parish Councils

Via email

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire  
SY2 6ND

Date: 14 December 2018

Dear Councillor

### **Update on the Community Infrastructure Levy (CIL)**

The Council is aware that there has been a significant degree of frustration in some localities regarding CIL funds, particularly the outcome of assessments of Expressions of Interest (EoI) for CIL Local funding support.

The Council feels that the current CIL allocation process does not best support the most effective use of limited funds, and we would like to review this system over the coming months, with your input and co-operation. We will be discussing options with you the whole way through the process, and we have committed to work with SALC to set up a Town and Parish Council Working Group, which will be able to feed directly into the process and provide challenge and insight from the Parish perspective.

In addition, following receipt of updated Place Plan information from many Town and Parish Councils at the end of the year, we are moving on with incorporating that information into refreshed Place Plans. A more detailed update specifically about Place Plans will follow soon.

In the meantime, we will continue to operate CIL based on existing Council policy, and would like to actively invite all Town and Parish Councils to continue to submit applications for CIL Local support.

### **Eligibility for CIL Local**

As a reminder, UK Government regulations state that an infrastructure project may be eligible for CIL Local support if:

- the infrastructure is necessary to support new development within a particular settlement
- the infrastructure does not seek to remedy a pre-existing infrastructure deficiency unless it can be demonstrated that the settlement's growth makes the deficiency worse
- the infrastructure project will help unlock further growth in a particular settlement.

UK Government regulations therefore clearly state that, in order for a project to be eligible for CIL Local support, there must be a clear and direct link between the project and development which has occurred or will occur.

To illustrate the above, two examples of projects that were submitted for CIL funding support are:

- Pavement project – the project was proposed in order to tackle road safety issues. However, the pavement was not required directly as a result of development and therefore could not be supported through CIL.
- Drainage scheme – the project was to deal with a waterlogged recreation area. Shropshire Council was satisfied that recent developments had made the problem significantly worse, and therefore the project was supported.

### Applying for CIL Local

To make the process as fair and transparent as possible, we have made the following amendments to the application process:

1. We have simplified the Expression of Interest (EoI) form for CIL Local funds so that it is more straightforward, but also gives the Council a clearer idea about your project and its eligibility for support – this is attached with this letter (Interim Expression of Interest Form)
2. We have set a deadline for all EoI submissions of **Friday 15 February 2019**.
3. We will assess all EoIs received in-the-round, and let all applicants know the result of their application by **March 2019**.

Before filling in the Interim Expression of Interest form, please make sure to read the Interim Guidance to Applicants, which is also attached.

By following this process, we will make sure that we are considering all projects on an equal footing and at the same time, and therefore making decisions based on a broad view of need. Given that we have much more demand for support than we have funds available, we believe this is the best way to progress at the current time. In the meantime, we would like to remind all Town and Parish Councils that, as described in our letter of 19 November 2018, Neighbourhood Funds are still available for many areas, and Town and Parish Councils have considerable freedom as to how they spend this money.

### Changes to CIL Local

Moving forward, we aim to make the CIL process a clearer system for all. Conversations and consultation will take place **over the spring of 2019**, and the Council will communicate more about this over the coming weeks and months.

If you have any queries regarding any of the above, please email [CIL@shropshire.gov.uk](mailto:CIL@shropshire.gov.uk)

Yours faithfully,

A handwritten signature in black ink that reads "GED Davies .". The letters are cursive and connected.

Gemma Davies  
Head of Economic Growth  
Shropshire Council  
[Gemma.Davies@shropshire.gov.uk](mailto:Gemma.Davies@shropshire.gov.uk)



To all Town and Parish Councils

Via email

Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire  
SY2 6ND

Date: 22 January 2019

Dear Councillor

**Deadline for Expressions of Interest for Community Infrastructure Levy (CIL) funding**

We wrote to you on 14 December 2018, asking for submissions of Expressions of Interest for Community Infrastructure Levy (CIL) funding. Within that letter, we stated a deadline of Friday 15 February 2019 for submission of those Expressions of Interest.

We have since received feedback that indicates this timescale is too short for some Town and Parish Councils, given the cycle of Parish meetings and other Parish business. We have therefore listened to these concerns and have extended the deadline for Expressions of Interest to **5pm on Friday 22 March 2019**.

Further, a number of Town and Parish Councils have approached us for an update on the likely amount of Neighbourhood Fund that they will receive in April 2019, as this information will be used to develop the Expression of Interest. Rather than respond to individual queries, we have committed to produce a report for ALL Parishes, which details the amount of Neighbourhood Fund each Parish will receive this year. This report will be completed and circulated to all Parishes during week beginning 18 February 2019.

We hope that this letter will allay some of the concerns that you may have regarding development of your Expressions of Interest, and we look forward to receiving them in due course.

If you have any queries regarding any of the above, please email [CIL@shropshire.gov.uk](mailto:CIL@shropshire.gov.uk)

Yours faithfully,



Gemma Davies  
Head of Economic Growth  
Shropshire Council  
[Gemma.Davies@shropshire.gov.uk](mailto:Gemma.Davies@shropshire.gov.uk)



## Community Infrastructure Levy (CIL)

### Interim Expression of Interest form for CIL Local funding

Before completing this Expression of Interest (Eol), please read carefully the guidance document which was sent to you with this form, and also answer the questions in Table 1, below.

If your answer to any of the questions in Table 1 is no, you should not proceed with this CIL Local application, as your project will not be supported. If you do answer no to any of these questions, then your project could still be supported through the Neighbourhood Fund. We can send you more information about this if you need it.

Please be aware that critical infrastructure projects, along with infrastructure that is required in order to fulfil Shropshire Council's statutory functions, will still take precedence for CIL Local funding.

**Table 1: pre-application questions**

	Yes	No
Is the project DIRECTLY related to new development that has taken place (or will take place) in the local area? Please see the examples in the Guidance to Applicants document for more information.		
Do you have confirmation of support from the relevant Shropshire Council department?		
Have you considered the guidance documents which were sent to you with this Eol form, particularly regarding <u>eligibility criteria</u> for CIL Local funding?		

If you have answered yes to all of the questions above, please complete Tables 2, 3, 4, and 5 on the following pages.

**Table 2: Links to the Place Plans**

	Yes / No
Is the project identified in the current 2015/16 Place Plan for your area (available here / <a href="https://shropshire.gov.uk/planning-policy/implementation-and-place-planning/place-plans/view-the-plans/">https://shropshire.gov.uk/planning-policy/implementation-and-place-planning/place-plans/view-the-plans/</a> ), or in the 2017 update information that Town and Parish Councils submitted?	
Does your project have local community support to potentially be included in the next version of the Place Plans (which we will be working with you to develop in the spring of 2019)?	

You must answer yes to at least ONE of the questions in Table 2 in order to proceed with this application.

**Table 3: project summary**

Applicant organisation	
Place Plan area	
Project name	
Project location	
Brief description of project	
Total project cost	
CIL Local funding requested	

**Table 4: more detail about the project**

More about the project	
Full name and contact details (email and phone number) of the appropriate person at the applicant organisation	
Please describe your project in more detail: How will it be delivered? What will it deliver? What is its purpose? What will it achieve?	
Please describe how your project is DIRECTLY related to new development in the local area. (Please keep in mind that CIL cannot be used to remedy pre-existing deficiencies in infrastructure provision, unless those deficiencies will be made more severe by new development.)	



<b>Evidence of need / support for the project</b>	
Please supply the name of the relevant Shropshire Council officer that you have liaised with regarding this project, and confirm that they are in support of this application.	
Please give an outline of the evidence that you have gathered which clearly confirms the need for this project. (NB if you have any separate documents (e.g. research reports) to support your application, please include as an appendix to this form.)	
Please give an outline of the evidence of support for the project from the local community.	
Please give an outline of the evidence of support for the project from other stakeholders and organisations.	
How does the project contribute to the objectives and policies of Shropshire's Local Development Framework (you can find this <a href="http://www.shropshire.gov.uk/planning-policy/local-planning/">here</a> / <a href="http://www.shropshire.gov.uk/planning-policy/local-planning/">http://www.shropshire.gov.uk/planning-policy/local-planning/</a> )	
<b>Finance overview</b>	
Total cost of project	£
How much CIL Local funding are you requesting?	£
Please provide details of any ongoing revenue / maintenance costs relevant to the project. If applicable, how will these costs be met?	

**Table 5: breakdown of funding package**

<b>Source of funds</b>	<b>£</b>
Neighbourhood Fund contribution to the project	
Precept contribution to the project	
Other funding (please indicate source and amount, if applicable)	
<b>Total funding secured</b>	
CIL Local requested to meet funding gap	
<b>Total project cost</b>	

Please return this form to [cil@shropshire.gov.uk](mailto:cil@shropshire.gov.uk) by Friday 15 February 2019.

Your application will be assessed by Shropshire Council's Internal Infrastructure Group, and you will be informed of the outcome of the assessment as soon as possible and by no later than March 2019.

If you have any queries about the assessment process, please contact us using the email address above.