

Winkfield Parish Council

Community Infrastructure Policy

Approved: 16 November 2022
Review by: October 2025
Version 1.0

1.0 Scope

- 1.1** This policy outlines the procedure that Winkfield Parish Council (WPC) will follow to manage Community Infrastructure Levy (CIL) receipts and how these funds are invested in community infrastructure.

2.0 Background

- 2.1** The Community Infrastructure Levy is a tool for local authorities in England and Wales to support infrastructure requirements arising from development in the area.
- 2.2** CIL can be used for:
- Infrastructure provision
 - Infrastructure improvements
 - Infrastructure operation, replacement and maintenance
 - Anything else that is concerned with addressing the demands that development places on an area.
- 2.3** Bracknell Forest Council (BFC) must allocate at least 15% of levy receipts to spend on priorities that should be agreed with the local community in areas where development is taking place. This can increase to 25% in certain circumstances, such as a town or parish having a Neighbourhood Plan. Winkfield Parish Council currently receives 15% of any CIL received by BFC from development however, the Winkfield Neighbourhood Plan is at Regulation 16 stage and if adopted, this will increase to 25%.
- 2.4** CIL is paid to the Parish Council twice a year, in April and October. The Parish MUST spend or allocate CIL funds within 5 years of their receipt. BFC has powers to recover this amount if the meaningful portion is not spent within 5 years, unless the Parish Council has notified BFC in advance and formal agreement for an extension has been granted.

3.0 Spending CIL Receipts

- 3.1** The CIL Regulations state that a Town or Parish Council must use CIL receipts passed to it in accordance with Regulation 59C to support the development of the Parish Council area, or any part of that area by funding—
- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or

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

3.2 Whilst this gives the Parish Council considerable freedom to spend its proportion of CIL on things that address the impact of development on its area, there are a number of factors that must be considered when developing a CIL spending plan.

3.2.1 Infrastructure Needs

The Parish Council should carefully consider whether the expenditure addresses the extra demand on infrastructure and services that are caused by development within its area and be clear on the links between infrastructure and growth.

CIL cannot be used as a replacement for everyday Parish Council expenditure and misspent CIL can be claimed back by BFC.

The Parish Council will produce a 3,5,10 Year Plan as a starting point for the prioritisation of infrastructure projects which could be used to input into the BFC wider Infrastructure Delivery Plan.

3.2.2 Responsibilities

WPC should understand the wider 'strategic' infrastructure requirements within Bracknell Forest, and how this impacts on the potential scope for 'local' infrastructure. Expenditure should be agreed in the full knowledge of both the needs of a local area and, in so far as it is possible, an understanding of where other strategic investment will be made in the area by BFC.

The Parish Council should be clear that there may be ongoing operational and maintenance costs associated with the provision of new infrastructure and be clear how such costs will be met for the life of the infrastructure.

CIL projects must be of a long-term and lasting benefit to the people of the Parish. WPC should consider long-term housing growth and resulting infrastructure needs, that is within the remit of the Council, when developing plans for the spending of CIL.

3.2.3 Community Engagement

The Council will seek community support for its CIL projects by the use of:

- Social media
- Parish website
- Face-to-face meetings
- Annual Parish Meeting

The Council will also consider projects brought forward by individuals and community groups within the parish.

3.2.4 CIL Fund Maximisation

When developing plans for the spending of CIL, the Parish Council should consider the long term housing growth and resulting infrastructure needs, that

is within the remit of the Parish Council, rather than spending CIL receipts quickly on short term/quick win infrastructure projects.

More significant/strategic infrastructure projects may take time for funds to accumulate. There may be other funding opportunities which will allow the delivery of more significant infrastructure projects which would benefit the local community.

Consideration should be given to short or medium term investment of CIL funds until it is required to be spent on projects which may provide additional funds from interest.

4.0 Process

4.1 Winkfield Parish Council has created a Property & Infrastructure Working Party. The Working Party will:

- Consult with all members not on the Property & Infrastructure WP to establish a range of priorities;
- Consider the strategic objectives of community infrastructure in Winkfield;
- Consider the requirements for the development of local employment and business and the requirements of the local economy;
- Consider the requirements for facilities, services and leisure activities to enhance the community;
- Consider and recommend potential community infrastructure projects
- Consult with interested parties within the parish on their requirements and timescales;
- Engage and seek the input of relevant professionals;
- Consider the appropriate consultation to ensure the council engages with all the local community, particularly the least vocal and most vulnerable.

4.2 The Working Party will make recommendations to Council which will decide on the final 3,5,10 Year Plan.

4.3 The 3,5,10 Year Plan will be reviewed regularly by Council to ensure it remains appropriate. It may delegate this task to the Working Party but Council itself is the only body that can approve changes.

4.4 The Parish Council may delegate responsibility to individual Working Parties or to the Clerk to implement the 3,5,10 Year Plan and the Infrastructure Working Party will provide oversight and monitoring of projects and report back to Council.

5.0 Financial Control

5.1 Winkfield Parish Council must make proper arrangements for the proper administration of its financial affairs as set out in Section 151 of the Local Government Act 1972. The council must have systems in place to ensure effective financial control in accordance with the Accounts and Audit (England) Regulations 2011. These requirements also apply when dealing with the meaningful proportion payments given to parish council under the Community Infrastructure Levy (CIL).

- 5.2 The parish council will ensure on an annual basis that its practices for recording CIL are correct as part of the internal audit exercise. The parish council will ensure that statutory or regulatory guidance is followed and that best practice is maintained.

6.0 Reporting CIL

- 6.1** Under Regulation 62A of the CIL regulations, WPC is required to produce an annual report detailing CIL receipts and spend. The report must set out the following:
- a. The total amount of CIL received for the financial year;
 - b. The total amount of CIL spent in the financial year;
 - c. A summary of expenditure including details of what items CIL was spent on and the amount of CIL expenditure on each item;
 - d. Any CIL that has been handed back to the Bracknell Forest Council due to failure to spend or applying CIL funds to inappropriate items;
 - e. The total amount of CIL from the financial year unspent and the total amount of CIL from previous years unspent.
- 6.2 The report must be published by 31st December following the reported year (e.g. for the financial year 2018/2019, the report must be published by 31st December 2019.) The report must be published on the BPC website and sent to the S106/CIL Monitoring Officer at BFC by 31st December. A template for this report is included in Appendix I.
- 6.3 Income received from CIL will also be included in the overall published accounts but is not required to be identified separately therein.

Winkfield Parish Council
Community Infrastructure Levy (CIL)
Reporting Year 1st April 2019 - 31st March 2020

A	Total CIL income carried over from previous years	£0.00
B	Total CIL income received	£0.00
C	Total CIL spent	£0.00
D	Total CIL repaid following a repayment notice	
E	Total CIL retained at year end (A+B-C-D)	£0.00

CIL Expenditure

Item/Purpose	Amt Spent
Total Spent	£0.00

Signed: _____ Parish Clerk

Verified: _____ Chairman