

## Loxwood Parish Council CIL Policy

What is CIL and how is it allocated?

The Community Infrastructure Levy (CIL) allows Chichester District Council (CDC) to raise funds, from some forms of new development, to help fund the infrastructure needed to mitigate the impacts of new development.

CIL funds are used for either infrastructure of wider strategic benefit to the District or local infrastructure.

### Loxwood Parish Council CIL Policy

The regulations that govern how CIL is spent require that Loxwood Parish Council utilises the local CIL allocated towards either:

- The provision, improvement, replacement, operation or maintenance of infrastructure
- or anything else that is concerned with addressing the demands that development placed on the Parish of Loxwood

These definitions allow Loxwood Parish Council and the local community to consider quite broadly what is needed to help to mitigate the impacts of development in the Parish.

Loxwood Parish Council will work closely with the local community and infrastructure providers to identify potential improvement schemes, encouraging and, if applicable, sponsoring applications put forward.

Loxwood Parish Council has a five-year period in which to spend CIL monies from the date received, thus funds may be accumulated to provide for major projects. All decisions involving the approval of CIL applications and disbursement of CIL payments must be made at a meeting the Full Parish Council.

#### Who can apply?

Applications may be made by external applications from not-for-profit organisations and a bank account in the organisations name must be available.

Applications by membership organisations must be able to demonstrate a wider community benefit. Given that CIL is public funding, any new or improved facilities should be accessible to a range of people within the community.

Applications must be received from the delivery organisation, rather than an individual.

**Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.**

Loxwood Parish Council may also allocate CIL funding to projects identified within the Parish via its Neighbourhood Plan

#### What is not eligible?

**Adopted by Loxwood PC 4<sup>th</sup> February 2025 Minutes Ref 24/2025(1) **Readopted 3<sup>rd</sup> February 2026 Minute Ref 24/2026****

- Projects that have been completed prior to an application being submitted.
- Ongoing revenue costs for a project
- Annual maintenance or repair
- Projects promoting a political party.
- Projects that conflict with existing Parish Council policies
- VAT that you can recover.

Please note it may be determined that some projects are better funded through other funding sources or are already provided for via another Authority.

#### What does a project need to demonstrate?

In addition to meeting the Government criteria for spend, the project should be able to show evidence of the following:

- Addressing impacts created by new development.
- Wider community benefit: beyond just the benefits to the organisation submitting the application.
- Deliverability: a clear delivery plan in place.
- Evidence of additional resources (people or money) available from partners to complement funding or at least efforts to achieve additional resources.

#### How much can I apply for?

Applications can be made for full or part funding of a project. It is in the interests of Loxwood Parish Council to make CIL monies collected go further by availing of opportunities such as match funding. Applications for 100% funding will generally not be supported and match funding will be encouraged. CIL funding should be the funding of last resort, with other funding sources having been considered first. If other forms of funding have been sought but unsuccessful, details must be provided with the application. Evidence will be requested that other sources of funding have been sought.

Applications forms should be emailed to: [clerk@loxwood-pc.gov.uk](mailto:clerk@loxwood-pc.gov.uk). If you wish to provide supporting evidence that is not electronic, please contact the clerk either via email or on 07845 642880. CIL applications will be considered at full meetings of the Parish Council on a quarterly basis (June, September, December, March) details are available on the Loxwood Parish Council website [www.loxwood-pc.gov.uk](http://www.loxwood-pc.gov.uk)

**Completed applications forms and supporting information must be submitted at least a month before the meeting at which they are to be considered.**

Supporting Information:

Any funding will be conditional on the submission of 3 like for like competitive quotes for the work you are applying for.

The job specification.

Proof of ownership, permission from the owner or trustee document will be required if completing an infrastructure project.

#### What happens after submitting an application?

We will confirm receipt of your application and whether all required information has been received. We may ask you to provide further information if necessary.

Applications will be considered at the next appropriate Finance Committee or Full Meeting of The Parish of Loxwood Parish Council and you will be asked to attend to speak in support of your application.

#### Payment of CIL funding

Successful projects must be able to commence within the twelve months following the relevant Full Parish Council Meeting.

Where relevant, the CIL funding will be conditional upon the applicant obtaining any building regulations and/or planning permission and any other consents or permissions as may be required.

After approval of an application by a Full Council Meeting, the Clerk will notify the said organisation that the application has been approved. Funds will be paid over when the project is complete, and an invoice received. The Parish Council may seek confirmation that the project has been completed per the application and to its satisfaction.

The applicant must have a bank account in the name of your organisation into which the Council will pay the funding. The CIL funding is a one-off payment and will not result in any future revenue commitment to Loxwood Parish Council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision. Should a project be refused this does not preclude the applicant from applying for a different project.