*Barkham Parish Council*

Arborfield Green Community Centre

Sheerlands Road

Arborfield

RG2 9ND

Tel: 0118 976 2089

Email: [clerk@barkham-parishcouncil.org.uk](mailto:clerk@barkham-parishcouncil.org.uk)

Clerk: Mrs Ellen Tims

**Barkham Parish Council CIL Policy and Funding**

**Application Form Guide for Applicants**

**Background**

**What is CIL and how is it allocated?**

The Community Infrastructure Levy (CIL) allows Wokingham Borough Council (WBC) 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 Borough or local infrastructure. WBC has been collecting CIL since February 2015.

* 25% of CIL funds collected by WBC are allocated to parish areas with an adopted Neighbourhood Plan to be spent on infrastructure required in communities where development took place. In areas that have a Parish Council, these funds are passed directly to the Parish Council.

**Barkham Parish Council CIL Policy**

The regulations that govern how CIL is spent require that Barkham Parish Council utilises the Iocal 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 places on Barkham

These definitions allow Barkham Parish Council and the local community to consider quite broadly what is needed to help to mitigate the impacts of development in Barkham. The definition of infrastructure is broad and includes roads and other transport infrastructure, schools and other educational facilities, medical facilities, sporting and recreational facilities and open spaces.

Barkham 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.

Barkham 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 CIL applications and disbursement of CIL payments must be made at a meeting the Full Parish Council.

**Who can apply?**

Applications may be made either by:

* Barkham Parish Council Committees.
* External applications from not-for-profit organisations. Applicants may include statutory infrastructure providers, state schools, community groups and registered charities. 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 organization 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.

**What is not eligible?**

* 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.

**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:

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

**How much can I apply for?**

Applications can be made for full or part funding of a project. It is in the interests of Barkham Parish Council to make CIL monies collected go further by availing of opportunities such as match funding.

Applications for 100% funding are less likely to be supported. 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, please provide details within the application. Evidence will be requested that other sources of funding have been sought.

**Completing the application form**

Applications forms should be emailed to: [clerk@barkham-parishcouncil.org.uk](mailto:clerk@barkham-parishcouncil.org.uk).

If you wish to provide supporting evidence that is not electronic, please send your application form to: Parish Clerk, Barkham Parish Council, Arborfield Green Community Centre, Arborfield, Reading, RG2 9ND.

CIL applications will be considered at full meetings of Barkham Parish Council – there are up to 11 meetings per year which are held on the second Tuesday of the month and dates of meetings are available on the Barkham Parish Council website – <https://barkham-parishcouncil.org.uk/>. Completed applications forms and supporting information must be submitted at least 2 weeks prior to a meeting of the full Barkham Parish Council.

**Barkham Parish Council CIL Funding Application Form Guide for Applicants**

This guidance aims to provide assistance to those completing the Barkham Parish Council CIL Funding Application Form. To discuss a potential project or for further guidance, please contact the Parish Clerk [clerk@barkham-parishcouncil.org.uk](mailto:clerk@barkham-parishcouncil.org.uk) or 0118 976 2089.

**Completing the form**

**Questions 1-3 Applicant organisation details**

A named contact from all the organisation(s) involved will need to sign the declaration at the end of the form. We will send all correspondence about this application to the main contact listed on the form.

**Questions 4-5**

Please provide information on the legal status of your organisation. The type of organisations that might be applying include:

* Barkham Parish Council Committees
* Community or voluntary groups
* Community Interest Companies
* Charities or trusts
* Public sector organisations

If a registered charity, please provide the registration number. You must let us know if you are able to reclaim VAT as the Council will not cover the costs for VAT if they can be claimed back by the applicant. Failing to declare the ability to re-claim VAT will void the application at any stage.

**Question 6**

Please provide the address of the project, including postcode. Question 7

Please give a description of the project, including why you are seeking the funding and details on how it would be used and the benefits it will bring.

**Questions 8-12**

Indicate the amount of money you would like to apply for. If there are multiple elements within an application, please prioritise these within your form. Let us know if there are any contributions from third parties - i.e. other organisations or grant schemes. Please show what contribution your organisation is putting into the project. You need to let us know if you are applying for funding from any other body and you must inform us if any applications are successful whilst this bid is being considered. Please let us know if the organisation has previously received CIL or other funding sources from either Wokingham Borough Council or Barkham Parish Council.

**Questions 13-14**

Please highlight the pressures that the project is addressing. Letters of support from within the

local community are well received. Set out below are specific infrastructure pressures that have been identified within Barkham.

Barkham Parish Council (BPC) will consider all opportunities to utilise CIL funds to improve infrastructure of all kinds to support and benefit the Parish and its residents.

In doing this the Parish Council will take into account:

* the need to contribute to wider infrastructure projects identified by Wokingham Borough Council (WBC) which will benefit Parish residents - and which otherwise might not be implemented
* the opportunity to influence the nature of such projects
* the opportunity to introduce BPC projects to be co-funded with WBC
* the long term value / benefit projects will bring to the Parish and its parishioners
* the opportunity to provide funds for smaller local projects
* other potential sources of funding for projects or partnerships with other Parishes
* our agreement over the Management of CIL with WBC

BPC will closely monitor the delivery of projects to which it has contributed and will introduce procedures to evaluate and report their outcomes to parishioners

BARKHAM proposed broad priorities

* Transport schemes including improved road, pedestrian, cycling, bridleway and safety schemes
* Transport infrastructure including bus shelters
* Speed awareness programs including monitoring equipment
* Improvements to open space, recreational and children’s play space and facilities
* Improvements to built community space such as the Village Hall
* Flood and drainage improvements

**Question 15**

Please demonstrate how this project mitigates climate change.

**Questions 16-17**

You must demonstrate that the project is deliverable and is able to be started within a year of the funding decision. You must also explain how long-term revenue commitments will be met in order to show that the project is sustainable in the long term.

**Questions 18-20**

If the organisation is not in the public sector, please provide a copy of the organisation’s most recent audited accounts. This is to ensure that decision makers are aware of the level of unrestricted funds in the organisation’s reserves. This information will be treated as confidential and will only be shared with Barkham Parish Councillors for decision making purposes. If planning permission is required for the scheme, please provide details on what stage of the process you have reached.

**Declaration**

Please make sure you read the declaration carefully, sign the form and return it. Any other organisation that will be involved with delivery should also sign the declaration.

**Supporting information**

Any funding will be conditional on the submission of 3 competitive quotes for the work that you are applying for. Where possible, please aim to have these arranged prior to submitting the application.

**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 appropriate Full Meeting of Barkham Parish Council and you will be able 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 and request written confirmation that should the said project not occur, that the funds granted will be reimbursed to the Parish Council.

No funds will be paid over until such written confirmation is received. The Parish Council may seek confirmation that the project has been completed per the application and too its satisfaction. You must have a bank account in the name of your organisation into which the Parish Council will pay the funding.

The CIL funding is a one-off payment and will not result in any future revenue commitment by Barkham Parish Council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

**Publicity**

The applicant will need to agree to publicise the support of Barkham Parish Council and the Council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.