

BRENT COMMUNITY INFRASTRUCTURE LEVY- FUND ALLOCATION Procedure Note

- 1.1 The Community Infrastructure Levy (CIL) is a charge applied to development to help fund strategic (borough-wide) and neighbourhood infrastructure to address deficits that might otherwise be caused by development. Brent's CIL was formally introduced on 1 July 2013.

Funds for Local projects

- 1.2 Brent is divided into five 'CIL Neighbourhoods' mirroring the five Brent Connects boundaries; Kilburn, Kingsbury & Kenton, Wembley, Willesden and Harlesden. Every CIL Neighbourhood can use funds to deliver projects that tackle priorities set in consultation with residents. 15 per cent of CIL receipts generated in each CIL Neighbourhood may be spent on Neighbourhood projects¹.
- 1.3 A CIL Neighbourhood may also contain a Neighbourhood Forum. Where a Neighbourhood Forum has adopted a Neighbourhood Plan, up to 25 per cent of CIL funds collected from liable developments in the Neighbourhood Forum boundary, may be spent on priorities identified by the Neighbourhood Forum. There are currently four Neighbourhood Forums in Brent; Church End & Roundwood (The Unity Neighbourhood Forum), Harlesden, Kilburn and Sudbury Town Residents Association (STRA). The Kilburn Neighbourhood Forum falls within both the boroughs of Brent and Camden. To date, STRA is the only Neighbourhood Forum with an adopted Neighbourhood Plan (July 2015).
- 1.4 A map of the CIL Neighbourhoods and current Neighbourhood Forum boundaries is in **Appendix 1**
- 1.5 The Neighbourhood CIL fund available for each area is dependent on the amount of development completed. Neighbourhood CIL projects will be identified, developed and delivered as follows:

Stage 1: Review of Neighbourhood Infrastructure Priorities and Spend (January to March)

- 1.6 Neighbourhood priorities will be set for three years. The expectation is that any projects proposed over this three year period will align to Neighbourhood priorities. Brent's online consultation portal will be the primary means through which feedback from the wider community on these priorities will be received. This engagement will be coordinated by the Planning Policy and Projects Team. Additional engagement activities will also take place with Neighbourhood Forums, Ward Members., community groups and stakeholders to encourage residents, business and stakeholders to contribute to the priority setting process.

¹ On 1 April 2015, the Old Oak and Park Royal Development Corporation (OPDC) became the Local Planning Authority for a site which includes parts of Harlesden, Kensal Green, Stonebridge and Tokyngton wards. The areas within the OPDC boundary will be subject to separate CIL Charge and CIL spend arrangements to be determined by the OPDC.

- 1.7 This engagement may also include (although is not limited to):
- Visits to residents groups, community and youth centres
 - Brent Connects Forums
 - Public events, festivals and school fairs
 - Social media
- 1.8 Where a Neighbourhood Forum has a Plan that has been approved at a referendum, the priorities contained in the plan should guide the projects identified; unless there is a clear reason for doing otherwise.
- 1.9 Following public consultation, Neighbourhood CIL priorities will be approved by Cabinet and then shared with Members, published on the Brent website and communicated to stakeholders and community groups. This publication will also confirm the value of CIL funding available in each CIL Neighbourhood and Neighbourhood Forum.

Stage 2: Neighbourhood Infrastructure - Project Identification & Development (April to September)

- 1.10 Community Organisations will be invited to submit project proposals that align to the Neighbourhood priorities (or Neighbourhood Plan in the case of Neighbourhood Forums). Brent Officers may also be approached to develop and cost appropriate projects that are aligned to Neighbourhood priorities.
- 1.11 There will be two opportunities during each financial year to submit project proposals (June and December) via **a Neighbourhood CIL project proposal form**.
- 1.12 Officers may also undertake background checks on financial and other aspects of an organisation. However, such checks will be proportionate to the risk e.g. the size of the project.

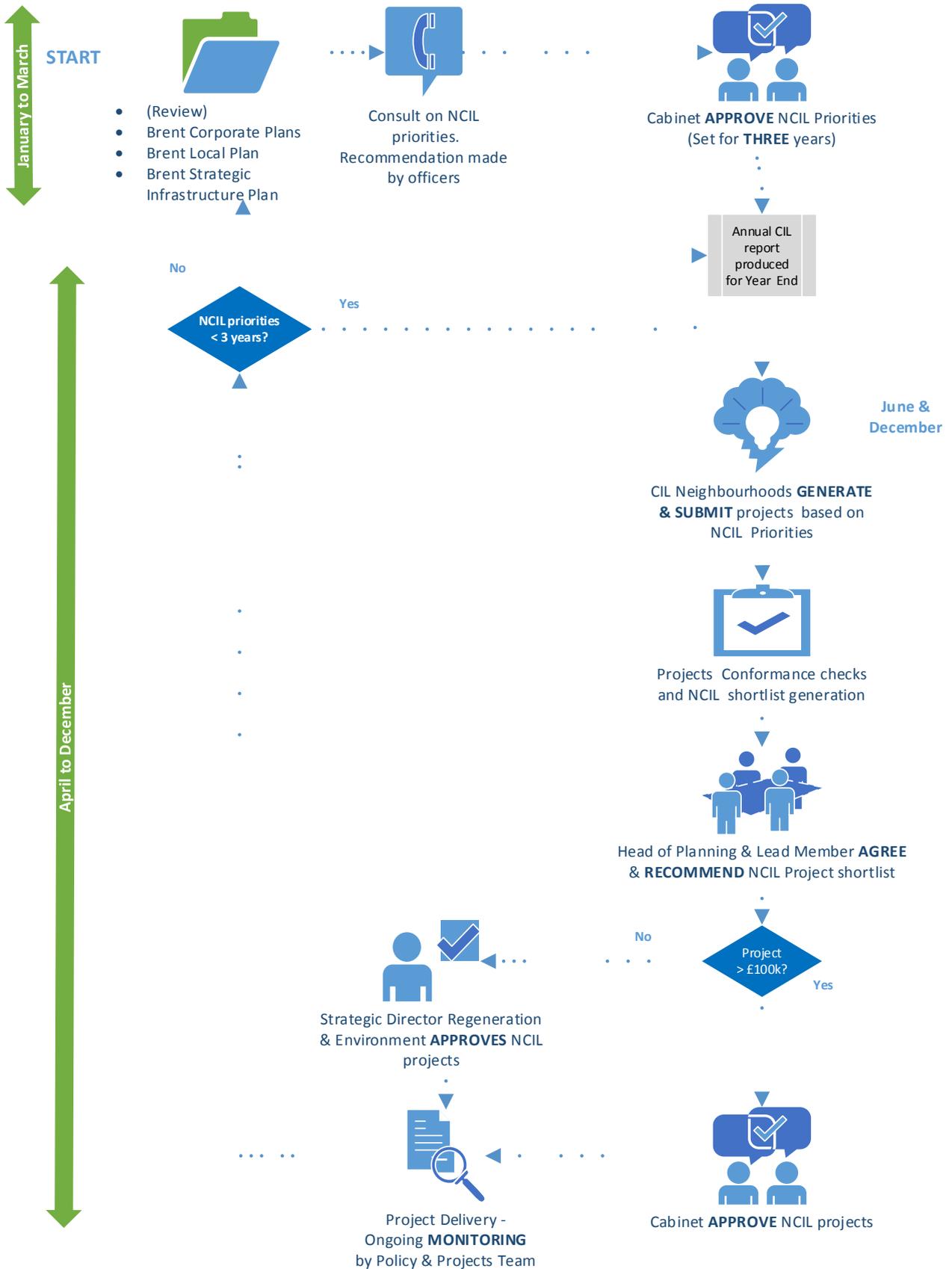
Stage 3: Neighbourhood Infrastructure - Project Approval & Delivery (October onwards)

- 1.13 A scheme will not be funded unless it meets all essential criteria. The selection criteria for projects are as follows:
- Meets the terms of the CIL Regulations
 - Has community backing, including infrastructure specified in any adopted Neighbourhood Plan;
 - Supports, and where possible mitigates the impact of, the development of the area;
 - Reflects the priorities of the Council including the Borough Plan and the Strategic Infrastructure Plan;
 - Where appropriate, longer term revenue implications have been identified and agreed.
 - Benefits the broadest section of the community; and
 - Offers value for money
- 1.14 Projects that impact multiple Neighbourhoods must demonstrate how individual CIL Neighbourhood priorities and local need will be met.

- 1.15 Project proposals for each CIL Neighbourhood will then be ranked according to how well they meet the shortlisting criteria by the **Head of Planning and Lead Member for Regeneration, Growth, Employment and Skills**, and a shortlist of projects to fund will be agreed. Projects that are not shortlisted will also receive notification and feedback on their proposals
- 1.16 Approved spend must be for a project
- Which is within the council or its partners' powers to deliver
 - Commencing in the same year as funding is committed
 - May be phased over a number of years if appropriate
- 1.17 Budgets can't be spent on:
- Projects that raise expectations of an ongoing service that cannot be met
 - Anything that the council or its partners should be doing anyway
 - Lobbying, political activity or promotion
 - Projects which undermine the council or partners' policies or objectives
 - Projects outside the CIL Neighbourhood area unless it can be shown that beneficiaries live in the area (though collaboration on cross-boundary initiatives is allowed)
 - Projects in which Members for the ward have a declared pecuniary interest
- 1.18 There is no limit to the number of projects that may be agreed in each CIL Neighbourhood and there is no minimum or maximum amount that can be allocated to a project, providing it does not exceed the total available budget for the CIL Neighbourhood.
- 1.19 In the event that the total value of Neighbourhood CIL project proposals exceeds the value of funds available, a pipeline of projects will be maintained by the Planning Policy & Projects Team so that these projects may be considered in future years should the Neighbourhood CIL receipts allow.
- 1.20 Once project selection has been agreed, the **Strategic Director Regeneration & Environment**, in consultation with the **Lead Member for Regeneration, Growth, Employment and Skills**, will approve expenditure for projects under £100k in value. Projects over 100k in value will require approval by Cabinet.
- 1.21 Once in delivery, projects will be monitored by the Planning Policy & Projects Team and Finance to track progress and monitor expenditure.
- 1.22 Upon completion, the lead delivery organisation must complete a project evaluation and The Planning Policy & Projects Team will be also be responsible for reviewing the extent to which Neighbourhood CIL Projects have contributed to the Neighbourhood priorities and use this to inform future projects.
- 1.23 A summary of this process can be found in Figure 1

Figure 1

Neighbourhood CIL (NCIL) Allocation Process



Publication of CIL Expenditure and Funds available

- 1.24 All CIL charging authorities must publish a report on their website by 31 December each year, for the previous financial year. The Planning Policy & Projects Team will be responsible for providing this annual update and monitoring the outputs and outcomes delivered by Neighbourhood projects.
- 1.25 Dedicated web pages relating to CIL and Neighbourhood Planning are available on the Brent website.

Press

- 1.26 Neighbourhood projects funded through CIL may be publicised via the council's communications team. This includes press releases and occasional articles in The Brent Magazine, social media, local papers or items on local radio.
- 1.27 Publicity cannot be used to promote political purposes or used in a way that is designed to affect support for a political party or individual.

Additional Notes

- 1.28 Members must abide by the Council's Code of Conduct, the Code of Practice on Publicity and the Protocol of Members and Officers Relations at all time.
- 1.29 Ward members must declare any interest they have in any project and this will be recorded.
- 1.30 Brent's Planning Policy & Projects Team may be contacted if there are any queries related to this document. The Planning Policy & Projects Team can be contacted by emailing: CILAdmin@brent.gov.uk

Appendix 1 – CIL Neighbourhood & Neighbourhood Forum Boundaries*

- * - The Kilburn Neighbourhood Forum falls within both the boroughs of Brent and Camden.
- Sudbury (STRA) is currently the only Neighbourhood Forum with an adopted plan (July 2015)

