



Table of Contents

1.0	<i>Scope of the Document</i>	2
2.0	<i>Background</i>	2
2.1	The Community Infrastructure Levy	2
2.2	The Bracknell Forest Council Infrastructure Requirements	3
2.3	Parish Council Strategy Plan.....	3
2.4	The Binfield Neighbourhood Plan Objectives.....	3
3.0	<i>What Can the Parish Council Spend its Proportion of CIL on?</i>	3
4.0	<i>Framework Principles</i>	3
5.0	<i>Delivering Projects</i>	4
6.0	<i>Community Engagement</i>	4
7.0	<i>The Project Application Process</i>	5
8.0	<i>Financial Control</i>	5
9.0	<i>Reporting CIL</i>	5



1.0 Scope of the Document

- 1.1 This document lays out an overall framework, policy and procedure for spending the Community Infrastructure Levy (CIL) that Binfield Parish Council (the Council) expects to receive from Bracknell Forest Borough Council (the Borough).
- 1.2 As of February 2024, Binfield Parish Council has received £3.03m in CIL funding with a further £135k (approx.) forecast (at the “Demand” stage). More is expected from planned development in the coming five to ten years, although this is subject to the current government review of planning legislation.

It is important to emphasise that the monies arising from CIL are one-off payments by developers to support development in the parish.

- 1.3 CIL is difficult to forecast and expected CIL receipts may be lower, or delayed further, than first expected. This CIL policy will reflect the uncertainty of forecasting the final sum handed to the Council as well as attempting to ensure that the Council is not overextended or in debt resulting from CIL expenditure.

2.0 Background

2.1 The Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a tool for local authorities in England and Wales to support infrastructure requirements arising from development in the area. It is a charge on any new housing development with an internal floor space over 100 m². 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

The amount of CIL per development depends on the “charging schedule”, a document created by Bracknell Forest Council which means that developers know beforehand the amount that will be charged for their development.

Bracknell Forest Council 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. The levy receipt can increase to a maximum of 25% in certain circumstances, such as if a town or parish has a Neighbourhood Plan. This is known as the Neighbourhood Portion. The Binfield Neighbourhood Plan was made in April 2016 following a referendum and, therefore, Binfield Parish Council receives 25% of any CIL received by Bracknell Forest Council from development within the parish.

CIL is paid to the Parish Council twice a year, in April and October. The Parish MUST spend or allocate it to a project within five years of receipt, otherwise it will be returned to BFC unless BPC has notified BFC in advance and formal agreement for extension has been granted.

An annual report on CIL expenditure must be produced by the Parish Council, which is posted on the parish website as well as being sent to the Borough.



2.2 The Bracknell Forest Council Infrastructure Requirements

The types of infrastructure that Bracknell Forest Council believe are needed to support new development are listed in the Infrastructure Funding Statement, which is produced annually, and can be found on the borough's website at <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/community-infrastructure-levy/annual-return>
<https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/community-infrastructure-levy/annual-return>

2.3 Parish Council Strategy Plan

The Council is developing a has a four-year plan that, in addition to its usual functions, is concentrating on a strategy that:

Binfield Parish Council will support the local community with assets, activities and opportunities to promote people's health, happiness and wellbeing.

In order to achieve this, the Parish has five guiding principles. These are:

Accessibility, Serving all parts of the parish, Considering/representing all age groups, Respecting the environment and working towards net zero, and Value for money

2.4 The Binfield Neighbourhood Plan Objectives

The Parish Council is required to take account of the Neighbourhood Plan objectives when determining which projects can be funded by CIL. These objectives are:

1. Transport and Connectivity
2. Services
3. Environment
4. Communications
5. Built Form

You can see a copy of the Binfield Neighbourhood Plan on the parish website – here:

<https://www.binfieldparishcouncil.gov.uk/proactive-planning>

3.0 What Can the Parish Council Spend its Proportion of CIL on?

3.1 According to regulation 59C of the Planning Act 2008, the Parish Council must use CIL receipts to support development within the parish area, by funding:

1. The provision, improvement, replacement, operation or maintenance of infrastructure, or
2. Anything else that is concerned with addressing the demands that development places on an area

4.0 Framework Principles

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



- 4.2 In April and October, a CIL report regarding receipts to date, forecasts and expenditure will be presented to full Council. This is to ensure the Council does not overextend itself on projects.
- 4.3 The annual parish (or Electors) meeting should have a standing item reporting CIL projects.
- 4.4 A working group consisting of at least four councillors has been set up by the Council to assess projects for suitability as they come forward. The working group will analyse each project and provide a report to Full Council with their assessment and recommendations for proceeding.
- 4.5 Each project will be assessed according to the following weighted scoring procedure:

	Project Criteria	Weight
1	Compliance with Parish Council strategies and the Binfield Neighbourhood Plan	15
2	Project potential – one-off or lasting benefit	15
3	Number of people benefitting	10
4	Usability – does the facility/service have more than one use?	15
5	Target group(s) by age	20
6	Physical outcomes (increased community space/physical space etc.)	20
7	Ongoing support needs – does the Council have a continued involvement?	5
	TOTAL	100%

The higher percentage value scored, the greater the chance of CIL funding being granted for a project.

5.0 Delivering Projects

- 5.1 Binfield Parish Council is a major partner of Bracknell Forest Council in the provision of projects arising from CIL. The Parish Council will work closely with the Borough to ensure that delivery of its projects fits into a co-ordinated whole in relation to the parish and adjoining areas to ensure that parish projects do not cause problems elsewhere in the borough and vice-versa.

6.0 Community Engagement

- 6.1 The Council will seek community support for its CIL projects by the use of:
- Social media websites such as Facebook and X
 - Requesting feedback through the parish website
 - Evidence from the locality project conducted in 2019
 - Face-to-face meetings
 - A report to the Parish Council meeting twice a year
 - An annual report on CIL posted to the Parish website (see section 10)
- 6.2 The Council will also consider projects brought forward by individuals and community groups within the parish.
- 6.3 All projects will be processed in the same way to ensure that they comply with the principles outlined in sections 4 and 5.

7.0 The Project Application Process

7.1 An application form containing the following initiates the request for funding:

- Total expected cost of the project
- The requested CIL amount
- Project details including:
 - Description
 - Project Objectives
 - Expected timescales to completion
 - Other sources of funding such as lottery funding or from sports bodies
 - What the monies received will be spent on
 - Key stakeholders
 - Current users' views and comments (if the project already exists in some form)
 - Future users
- Benefit(s) to Binfield parish community
- Details of any work already done towards the project
- Risk assessment

7.2 All third party applicants (community groups and organisations) will be required to provide a copy of their organisation's previous year's accounts or, for new initiatives, a budget forecast. Please note: Failure to provide this financial information may result in the CIL Application being delayed or refused.

7.3 All applications requiring CIL funding will be considered by a working party appointed by full Council. Projects will be considered and graded in order of their positive impact on the parish and a report with recommendations then presented to the full Council.

7.4 CIL applications can only be approved by the full Council. Regard will be given to previous allocations to ensure the widest range of infrastructure is provided/supported.

8.0 Financial Control

8.1 The Council must make proper arrangements for administration of its financial affairs as set out in Section 151 of the Local Government Act 1972 and the Accounts and Audit (England) Regulations 2011. These requirements also apply when dealing with the meaningful proportion payments given to BPC under CIL.

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

9.0 Reporting CIL

9.1 Under Regulation 62A of the CIL regulations, BPC 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 in 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 per item



- d. Any CIL that has been returned to BFC due to failure to spend or applying CIL funds to inappropriate items
 - e. The total amount of CIL unspent from previous years broken down into annual amounts
- 9.2 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.
- 9.3 Income received from CIL will also be included in the overall published accounts but is not required to be identified separately therein.

Appendix II – Documents Associated with This Policy

[Binfield Parish Neighbourhood Plan](#)

[Town and Country Planning Act 1990](#)

[Community Infrastructure Levy \(CIL\) Regulations 2010](#)

[Bracknell Forest Council CIL Charging Schedule](#)

[Bracknell Forest Council Regulation 123 List](#) (and subsequently the BFC [Infrastructure Development Plan](#))

[Regulation 59C of the Planning Act 2008](#)

Reviewed: March 2025

Adopted on: 12th March 2024

Appendix III – Versions

This policy was adopted by the Parish Council on: 14 February 2023

Revision Dates

Revision Date	Revised By	Adoption Date
27 October 2020	CIL Working Group – MC, SC, IL	Presented and adopted at Council on 10 November 2020
	Council	8 February 2022
	Council	14 February 2023