Has Borough Ward Councillors worked in partnership with County Divisional Councillors and other key stakeholders to identify community projects that would benefit their communities most?

Do Ward Councillors have a programme and means to identify projects that will have broad community support? Has projects been identified?

Are the projects identified in a Neighbourhood Plan? Or through other means such as surveys/consultation?

Yes

No

Are the projects identified for the provision, improvement, replacement, operation or maintenance of infrastructure or for anything else that is concerned with addressing the demands that development places in the area?

Yes

Yes

No

If projects meet the above criteria and have broad community support, have Members checked the amount of money earmarked for their area (look at CIL Map sent to Members every month)?

Yes

Projects will not meet Government criteria on what CIL money can be used. Ward Members have to go back and identify projects that meet the above criteria.

Yes

Members can submit an application to secure CIL money up to the amount of money earmarked for their area to implement the identified projects. Application should be sent to the Planning Policy Manager who will prepare a report for the Joint Committee/Sub Group to consider. Application form is provided

Have projects that meet criteria now been identified?

Yes

**What information does Ward Members need to apply for the CIL money? See application form**

* Name of infrastructure project
* A brief description of the project and what it seeks to achieve with estimate of costs
* Evidence of broad community support for the project.

Application will be reported to the next relevant meeting of the Joint Committee or Sub-Group. The–Sub-Group can approve applications to the value of £10,000. Joint Committee/Sub Group approves application. Money is ready to be released to deliver projects. If Members are not satisfied with the decision of the Joint Committee/Sub-Group, they can request for the application to be considered by Council. The request must be made within three months after the decision.

**Who is responsible for delivering the project?**

Ward Members are responsible for ensuring the delivery of the projects. Invoices should be sent to the Planning Policy Manager who will process them for payment.

For monitoring, and transparency, all money paid for community projects and the projects the money has been spent on will be reported annually in the Council’s Annual Monitoring Report.