

Notes from a meeting of the Community Infrastructure Levy (CIL) working party held on Monday 29th July 2019 at 10am at Roffey Millennium Hall, Crawley Road, Horsham.

In attendance:-

Cllr D Searle representing the Planning, Environment and Transport Committee,
Cllr J Smithurst representing the Finance and Administration Committee,
Clerk Pauline Whitehead and Deputy Clerk Vivien Edwards.

Apologies:-

Cllr R Knight representing the Property Committee.

Meeting:-

The purpose of the meeting was to discuss potential infrastructure projects with a view to putting a recommendation to the next Parish Council Meeting on 5th September 2019.

In May 2019 the Parish Council received £11,052.71, which represented the neighbourhood portion of the total CIL receipts for North Horsham received between 1st October 2018 and 31st March 2019. The payment related to Planning Application DC/18/0017 – Scout Hut, Peary Close.

Horsham District Council's (HDC) 'The Community Infrastructure Levy – A guide for Parish Councils' outlines the criteria that must be achieved when spending the Neighbourhood Portion of CIL and the annual reporting requirements. Any proposal must support the development of the area, provide, improve, replace the operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area.

The working party requested that HDC be asked if guidance could be gained on the potential amount of CIL that will be available to North Horsham to assist in planning larger projects. HDC responded by saying that "it was difficult to predict how much CIL may be received in a given time frame as it is not only related to the granting of planning permissions, but is dependent upon those developments commencing, as this is when the CIL becomes payable. In addition, the Council operates a CIL instalment policy and therefore receipt of the funds will, in some cases, be gradual. Until a development commences, there is also the possibility that an exemption or relief from the CIL will be obtained, (for example self-build relief or social housing relief), which would reduce the CIL liability.

When planning permission is granted for a CIL liable development, the Council issues a CIL liability notice, which sets out how much will be payable in relation to

that development. To date there is a potential income of £14,012.49 (in addition to the £11,052.71 already received) for North Horsham Parish Council arising from the following developments granted planning permission in the parish:

Planning permission reference	Neighbourhood Portion (15%)
DC/18/1111	£1,484.84
DC/18/1047	£4,073.32
DC/18/0390	£1,822.14
DC/18/1059	£4,131.83
DC/18/2241	£2,500.37

HDC intend to issue CIL reports to parish councils on a regular basis which will provide details of CIL received and also potential CIL income which we hope will be helpful moving forward. We are in the process of examining the reports available in the system, and will begin to issue those as soon as possible.”

It was suggested that the Parish Council should consult with local schools, Holbrook surgery and other organisations to ascertain what projects are important to the community. It was noted that CIL receipts could be granted to other organisations to be spent on behalf of the Parish Council. It was suggested that this could be incorporated into the Parish Council’s grant and donations award scheme as this is not known by many local organisations either.

The working party acknowledged that “the levy is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision, unless those deficiencies will be made more severe by new development.” It was suggested that as the Parish Council has reserves and that the precept was low in comparison to other parishes within Horsham District, the Parish Council may consider, in the future, to increase the precept and provide additional equipment within the parish. It was explained that reserves had dropped significantly around 3 years ago and intensive work had been undertaken to make economies in order to raise the reserve level to that advised by the Internal Auditor. Work was underway to analyse the life cycle of assets and to establish a documented programme for the replacement of large items within the existing halls, such as boilers, heating systems and other structural requirements. It was suggested that when the analysis had been completed and a clearer understanding had been reached, the Parish Council may feel more confident in allocating funds to other initiatives.

Following further discussion, the following ideas were put forward for approval by the Parish Council.

1. Improvement to white lines at the Holbrook tythe Barn Multi Use Games Court at a cost of **£1,500** (ex VAT) for both courts.

By ‘cutting in’ permanent white lines, the well- used courts would be ‘in play’ for longer and the public using the courts would have a better experience as the quality of the lines would be improved.

The introduction of permanent white lines is new infrastructure in response to increased usage of the courts and complies with the requirement to spend CIL funding on the provision, improvement, replacement, operation or maintenance of infrastructure. A sporting facility is given as an example of the type of facility that could be improved.

2. In June 2019 the Property Committee considered a request from residents for additional equipment at Holbrook Tythe Barn Play Area. The request included a picnic table, additional bench and an additional football goal. The approximate cost for supply and installation is **£2,500** (ex VAT). It was recommended that recycled plastic benches and picnic benches be used to reduce ongoing maintenance.

The provision of new equipment is in response to increased usage of Holbrook Play Area and complies with the requirement to spend CIL funding on the provision, improvement, replacement, operation or maintenance of infrastructure. Open spaces, sporting and other recreational facilities and social and community facilities are examples given of the type of facility that could be improved.

3. It has been observed that there is a lack of seating in some key areas in the Parish on the approach to shops. For example, there was a bench on the corner of Rusper Road and Crawley Road opposite the Tesco Express that was well used by residents but, that was damaged and removed following an accident. An approach has been made to WSCC to ascertain if there was any insurance money to facilitate a replacement. If not, a bench with arms would be of great benefit to many residents. Equally, a bench with arms on the approach to the shops at Coltsfoot Drive on North Heath Lane would add benefit for residents who may find that the ability to have a rest would allow them to walk to the shops. Having a bench with arms helps those with restricted mobility to rise up from the bench. It was also recommended that the benches be installed onto a hard base with room at the side for a wheelchair or buggy. The cost to supply and install each bench would be approximately £1,500 (ex VAT). Total for both sites **£3,000** (ex VAT)

The provision of new equipment is in response to an increase in population within the community. There are many residents who have restricted mobility and who may need the ability to rest on their way to the shops. A bench can provide an opportunity for someone who is lonely to meet people and engage within their community. The available CIL money has come from development

on Peary Close and potentially Crawley Road, Rusper Road and Pondtail Road so residents living in those new developments are likely to benefit from any infrastructure improvements. The proposal complies with the requirement to spend CIL funding on the provision, improvement, replacement, operation or maintenance of infrastructure. Social and community facilities are examples given of the type of facility that could be improved.

4. The working party suggested that adult fitness equipment could enhance areas of open space and would be worth investigating. It was suggested that some additional work was done on this and brought back to a future CIL working party meeting.
5. The working party considered improvements to the facilities at North Heath Hall. This would be quite a large project and would need architect's drawings to enable costings to be made. This could be a possibility in the future.
6. The working party referred to the Parish Council's Business Plan and the desire to provide Youth facilities. The working party were advised that there is currently a shortage of youth workers in the area, which is proving difficult for other youth projects. Youth provision could be a consideration in the future.
7. An enquiry was made to ascertain if the CIL money could be used towards the potential North Horsham Community Land Trust. It was noted in the guidance that "CIL receipts could be passed to other parties to be spent on your (Parish Council's) behalf".

Recommendations:-

- 1. The working group recommended to full Council that CIL money should be spent on:-**
 - a. improvements to the Multi Use Games Courts (£1,500),**
 - b. additional equipment at Holbrook Tythe Barn (£2,500)**
 - c. benches at the junction of Rusper Road and Crawley Road and North Heath Lane (£3,000) following further investigation.**
- 2. It was further recommended that investigations should be made into providing fitness equipment at one of the Parish Council's open spaces.**
- 3. The working group suggested that they hold another meeting to forward the projects where further investigation is required and to continue developing projects which could be used for CIL funding.**

4. It was recommended that the idea of enabling local organisations to apply for the CIL money awarded to the parish council through a grants/donations system should be further explored by the Finance and Administration Committee.