WETHERBY TOWN COUNCIL

COMMUNITY INFRASTRUCTURE LEVY (CIL) POLICY 2026/27

CONTENTS

CIL Policy 2

1. Introduction 2
2. What can Parish/Town Councils spend CIL on? 2
3. CIL Spending Decision Process 2
4. Assessment Criteria 3
5. Allocation Levels & Requirements 4
6. Points to Note. 5
7. Reporting of CIL Monies 6

CIL Policy

1. Introduction

1.1. The purpose of this policy is to set out how the Council will determine allocation and clarify the reporting process of CIL monies.

1.2. Wetherby Town Council may determine how its CIL receipts are spent; however, any expenditure must meet the following criteria as set out by CIL regulations:

1.3. This policy will be in effect of CIL monies received from April 2025, CIL monies received before this time will be allocated in line with previous allocation processes.

2. What can Parish/Town Councils spend CIL on?

2.1. The Community Infrastructure Levy Regulations 2010, Section 59c state that Parish/Town Councils can spend their CIL funds on the following:

2.2. "The provision, improvement, replacement, operation, or [capital] maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area."

3. CIL Spending Decision Process

3.1. Wetherby Town Council welcomes input from local groups/organisations or individuals for projects on which to spend CIL money. If the proposed projects are within the CIL regulations and are items on which the Town Council may lawfully spend, then a prioritisation process will be carried out and the criteria outlined in this policy will be used as a ranking mechanism. A prioritised "CIL Allocation Plan" will be maintained and will be referenced when CIL funding becomes available.

3.2. Internal applications for CIL allocation will follow the standard process for council funds of a report by the Responsible Officer to ensure a rapid response to situations as they arise. The Council will ensure spending of CIL funds remain open and transparent as outlined in their agreed Publication Scheme.

3.3. The CIL Allocation Plan is determined by the Council's agreed Action and Development Plan in the first instance, however the Council welcomes proposals for CIL allocation to be incorporated into the CIL Allocation Plan which will be referenced as and when additional funds become available.

3.4. Organisations proposing their own projects will be requested to put forward costed and deliverable projects with multiple quotes and supporting information, such as financial accounts belonging to the beneficiary/ies.

3.5. The Council may consider whether a proposal includes match funding and whether alternative or more suitable sources of funding have been explored as part of its decision process, especially in the case of a proposal requesting a higher allocation level. An application may be refused if it does not clearly demonstrate why other funding options have not been considered or progressed.

3.6. The Council will discuss proposed projects during town council meetings, following recommendation from the CIL Committee to resolve whether to include the application on its future CIL Allocation Plan and its level of priority in respect to other projects. It is at the discretion of the Council to determine whether an application would meet the criteria for allocation of CIL funds.

3.7. Town council meetings are open to the public; however, the Council may move into private session if commercial sensitivity is required to achieve best value for public money.

3.8. The CIL Committee may request a representative from the proposing organisation to attend a meeting of the CIL Committee to answer questions or provide additional clarification on the proposal. See section 5 for further details.

4. Assessment Criteria

4.1. The CIL Allocation Plan is expected to cover projects providing, but not be limited to, the following benefit categories:

- Supporting crime reduction
- Traffic/Road safety
- Community engagement
- Leisure/Sport/Amenity
- Communication
- Public services/Public Safety
- Heritage protection
- Environmental/Climate change

4.2. In general, the Council will use the following primary criteria to assess CIL projects:

- **Community Benefit** – how wide an impact will the project have for Wetherby, how many people will benefit, and for how long.
- **Costs and Funding** – The overall cost of the project and any future expenditure it may generate, such as ongoing maintenance. Projects part-funded by the benefitting organisation or from another external funding source may increase its assessment score as it means more projects can be financed.
- **Deliverability** – How practical is the project and are there likely to be barriers around the planning or legal aspects.
- **Environmental Benefits** – Does the project offer benefits to the environment of the town. As a minimum, projects should have no negative impacts to the environment, and information clarifying this may be requested.

4.3. Secondary criteria under consideration may include:

- Projects that have a lifespan of more than 15 years
- Projects that demonstrate the benefit will be sustained with revenue expenditure.
- Projects that reduce running costs or increase revenue generation.
- Projects that mitigate the detrimental effects of development, such as those delivering infrastructure identified as being required in the community.
- Projects that connect developments to parish services and assets

5. Allocation Levels & Requirements

5.1. In order to ensure funds are utilised to their best value, different requirements will be considered for different levels of funding requested:

5.2. Applications up to £5,000

As a minimum, applications for funding up to £5,000 should aim to:

- Have a lifespan of 1 year or more.
- Quantify how many parishioners will benefit from the project.
- Provide a project proposal including a cost breakdown.

5.3. Applications up to £10,000

As a minimum, applications for funding up to £10,000 should aim to:

- Have a lifespan of up to 5 years.
- Quantify how many parishioners will benefit from the project.
- Provide a project proposal including a cost breakdown.
- Provide a management and sustainability plan for the project and show consideration for how the project will continue to be funded.

5.4. Applications up to £25,000

As a minimum, applications for funding up to £25,000 should aim to:

- Have a lifespan of 5 or more years.
- At least 25% match funding to the amount applied for.
- Quantify how many parishioners will benefit from the project.
- Meet at least one goal outlined in Wetherby's Neighbourhood Plan.
- Provide a project proposal including a cost breakdown.
- Provide a management and sustainability plan for the project and show consideration for how the project will continue to be funded.
- Arrange for a representative of the applicant to attend a meeting of the CIL Committee meeting to present their project proposal, business plan, and sustainability plan.

5.5. Applications up to £50,000

As a minimum, applications for funding up to £50,000 should aim to:

- Have a lifespan of 10 or more years.
- Have at least 25% match funding to the amount applied for.
- Quantify how many parishioners will benefit from the project.
- Meet at least one goal outlined in Wetherby's Neighbourhood Plan.
- Provide a project proposal including a cost breakdown.
- Provide a management and sustainability plan for the project and show consideration for how the project will continue to be funded.
- Arrange for a representative of the applicant to attend a meeting of the CIL Committee meeting to present their project proposal, business plan, and sustainability plan.

5.6. Applications up to and over £100,000

As a minimum, applications for funding up to and above £100,000 should aim to:

- Have a lifespan of 15 or more years.
- At least 25% match funding to the amount applied for.
- Quantify how many parishioners will benefit from the project.
- Meet at least one goal outlined in Wetherby's Neighbourhood Plan.
- Provide a project proposal including a cost breakdown.
- Provide a management and sustainability plan for the project and show consideration for how the project will continue to be funded.
- Arrange for a representative of the applicant to attend a meeting of the CIL Committee meeting to present their project proposal, business plan and sustainability plan.
- Arrange a site visit of the proposed project site with a representative/s of the Council.

Please Note: Allocation payments up to and over £100,000 will be made in staged instalments. Please refer to item 6.7.

6. Points to Note.

6.1. Inclusion on the CIL Allocation Plan or meeting some or all the criteria for CIL ranking, does not commit the Council to fund the project.

6.2. All council spending decisions are made by a majority council vote.

6.3. The Council will periodically review the CIL Allocation Plan and CIL Policy following receipt of new CIL funds and may resolve to award funding based on current priorities and available funds.

6.4. The Council may ask for supporting information to be provided, such as group financial accounts, or multiple quotes for the work; this list is not exhaustive.

6.5. Applications may not be awarded, earmarked, or considered until all requested paperwork from the proposing organisation has been submitted in its entirety.

6.6. Following the allocation of funds, Wetherby Town Council may hold the awarded funds for a length of time at their discretion to allow the applicant to arrange a suitable bank account or accountable body, subject to this not exceeding 6 months, save for where exceptional circumstances have been approved by the Council.

6.7. The Council retains the right to make CIL allocation payments in staged instalments of their choosing and at their discretion, particularly in the case of a proposal requesting a higher allocation level or of a higher perceived risk. This will be communicated with the applicant at the time of their awarding.

6.8. Any funds awarded but not used towards the project of which the funds were allocated for, must be returned to Wetherby Town Council.

6.9. Any funds awarded towards a project must be returned to Wetherby Town Council if the project is no longer considered to be in the public interest for the duration specified by the Council. This may include, for example, situations where funds have been allocated to a public amenity that is subsequently sold into private use during the project period, or where a project intended to provide public services becomes inaccessible to the public for the required duration. Further information on project duration can be found in Section 5.

6.10. The Council have the right to refuse applications for any reason including, but not limited to, perceived low public benefit, low availability of CIL funds, lack of application or applicant transparency (including financial clarity, failure to disclose conflicting interests, or failure to provide all requested information and forms), or potential perceived risk of the application.

6.11.

7. Reporting of CIL Monies

7.1. Under the Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019, Reg 121B, Wetherby Town Council is required to prepare a report for any financial year in which it receives CIL receipts.

7.2. The Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019, Reg 121B outlines what the report must include:

- The total CIL receipts from the County Council (Leeds City Council)
- The total CIL expenditure
- A summary of what the CIL monies was spent on, including:
  - The items to which CIL was applied.
  - The amount of CIL expended on each item.
- details of any notices received in accordance with regulation 59E, including:
  - The total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year
  - The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year;
- Total amount of receipts retained and unspent at the end of the reported year from that year and previous years.

7.3. The applicant will be required to provide confirmation of receipt of funding, a project end report, and a copy of all invoices and receipts raised as part of the fund to aid in our reporting of CIL monies.

7.4. "The report must be published online. A copy of the report should be sent to the charging authority from which it received levy receipts, no later than 31 December following the reported financial year, unless the report is, or is to be, published on the charging authority's website." - https://www.gov.uk/guidance/community-infrastructure-levy#para178

This Community Infrastructure Levy (CIL) Policy was prepared by Rowann Fitzpatrick, Assistant Clerk to the Town Council and Dianne Rickaby, Town Clerk and RFO to the Town Council.

Signed: Signature Redacted. Original can be viewed in the Town Council offices, Wetherby Town Hall.

Dated: 12/5/26

This Community Infrastructure Levy (CIL) Policy was adopted by the Town Council at its meeting held on 12th May 2026.

Signed: Signature Redacted. Original can be viewed in the Town Council offices, Wetherby Town Hall.

Councillor Connor Mulhall, Mayor of Wetherby

Dated: 12/05/2026