

## 1. INTRODUCTION

- 1.1. North Somerset Council funded Tickenham Parish Council the sum of £28,333.18 in May 2022, as a result of the Community Infrastructure Levy emanating from the Golden Acres development in Tickenham. The Community Infrastructure Levy (CIL) is a tax that local authorities charge on most new developments in their area.
- 1.2. The Community Infrastructure Levy receipts received from North Somerset Council must be used to support the development of Tickenham Parish area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area. The funds must be spent within 5 years. Examples of projects that Tickenham Parish Council may select to spend money on are:
  - Setting up a village allotment scheme complete with composting facilities
  - Improving public footpath connectivity
- 1.3. This document provides the process for wisely spending the Community Infrastructure Levy monies of £28,333.18, taking into account the wishes of Tickenham villagers.

## 2. OBTAINING IDEAS FOR SUITABLE PROJECTS

- 2.1. The Council seeks suggestions/proposals in two categories:
  - From Residents.
    - All residents are invited to propose projects which will be of benefit to the village.
    - A list of the potential benefits must be provided.
    - The Parish Council is not able to support individuals.
    - The suggestions received will be reviewed and appropriate proposals taken forward.
    - Most projects will require further input and will have their costs prepared by the Parish Council in conjunction with the proposer and any relevant third parties.
  - From Village Organisations.
    - Village organisations may make applications for funds for projects that they (the organisation) will manage.
    - The applications must include full details of the proposed project with supporting financial costs (not forgetting VAT), methodology and programme and the latest copy of annual accounts. Detailed requirements are listed on the application form.
    - Provided all other criteria are met, the Council would look favourably on projects with matching funding arrangements.
    - Any funds agreed will only be paid against invoices and when any further funds needed to complete the project are guaranteed.
- 2.2. It is the intention of Tickenham Parish Council to assess applications promptly so that the CIL monies are allocated by April 2023 and spent by the end of March 2024. Tickenham Parish Council will repeat this process on a yearly basis until the funds are exhausted.
- 2.3. Submissions will be preferred by using the digital form on the Tickenham Parish Council website. Hard copies of the application form are available from the Tickenham Parish Council Clerk, Vena Prater, 14B The Uplands, Nailsea, BS48 4RR - telephone: 01275 856289 - email: clerk@tickenhampc.org.uk
- 2.4. All submissions are to be made no later than 31st December 2022. It is intended that the Council's decisions will be available at the Annual Parish Meeting which is scheduled for approximately 8.00 pm on Tuesday 11 April 2023 in Tickenham Village Hall. Results will be published on the Tickenham Parish Council website.
- 2.5. A resident application form will garner the following information:
  1. General
    - a. Name
    - b. Address

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- c. Telephone number
- d. Mobile (not mandatory)
- e. Email
2. Details of the proposal, including costs and programme (advice can be provided by Tickenham Parish Council)
3. How the proposal would benefit Tickenham
4. Date
5. Warnings about the submission:
  - a. The name of the applicant and details of the proposal and benefits will be made public

2.6. A village organisation application form will garner the following information:

1. General
  - a. Name of organisation
  - b. Contact address
  - c. Contact telephone number
  - d. Contact mobile (not mandatory)
  - e. Contact email
  - f. Annual accounts
2. Details of the proposal, including costs (including VAT) and spend profile, and programme to completion
3. How the proposal would benefit Tickenham
4. Date
5. Warnings about the submission:
  - a. The name of the organisation and details of the proposal and benefits will be made public

## 3. PROGRAMME FOR 2022/2023/2024 COMMUNITY INFRASTRUCTURE LEVY PROJECTS

TICKENHAM PARISH COUNCIL COMMUNITY INFRASTRUCTURE LEVY MONIES SPEND PROGRAMME	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
Scheme launched on website																								
Proposals for funding received																								
Proposals assessed (including discussions on validity with North Somerset Council)																								
Successful proposal(s) announced																								
Proposals proceed and funds allocated																								
2022/2023 Scheme closes																								

## 4. ARRANGEMENTS FOR ASSESSING APPLICATIONS FOR COMMUNITY INFRASTRUCTURE LEVY PROJECTS

- 4.1. A Community Infrastructure Levy Assessment Committee will be formed. This will consist of 3 Tickenham Parish Councillors and 3 Tickenham residents (who are neither Tickenham Parish Councillors nor applicants). The Parish Clerk will sit on the Committee in an advisory role with no voting powers. The Committee will appoint a Chair, who in the case of a tied vote, will have a casting vote.
- 4.2. The Committee will assess the projects received and provide an assessment report to Tickenham Parish Council on each proposal.
- 4.3. The Committee has the power to request further information and detail.

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- 4.4. It is expected that the proposer of the scheme will attend a meeting of the Committee to champion their project.
- 4.5. The final decision on the selection of the project or projects will be decided at a Tickenham Parish Council meeting.
- 4.6. The announcement of successful projects or project will be made at the Tickenham Parish Council Annual meeting on 11 April 2023.
- 4.7. The Community Infrastructure Levy Assessment Committee will monitor progress of the projects funded, and provide a monthly report to Tickenham Parish Council.

### 5. SELECTED PROJECTS

- 5.1. The progress of selected projects will be monitored in terms of progress, spend and adherence to the project brief by the Community Infrastructure Levy Committee set up Tickenham Parish Council at their monthly meetings. It is expected that a brief report on progress will be prepared by the Committee set up in section 4. above for dissemination to Councillors one week prior to Parish Council meetings.