

## CIL Strategic Infrastructure Funding Scheme

# Guidance Notes & Funding Conditions

2024 Issue, for infrastructure projects delivering from April 2025

### Introduction

These 'Guidance Notes and Funding Conditions' are intended for organisations who are seeking funding support from SDC's CIL Strategic Funding Scheme, who are wanting to deliver large scale infrastructure projects in the Stroud district, and who may wish to submit a funding bid in the 2024 funding round.

This document outlines the scheme's aims and objectives, provide advice on how to make a good application, and explain all of the important considerations which you will be agreeing to comply with when making an application.

Please ensure that you have read, understood and agree to all the terms set out in these Guidance & Funding Conditions before completing and submitting the bid proforma. They will not only help you during the application stages, but they also most importantly form the contractual basis on which you make your application and constitute the terms of any subsequent funding offer that may be made. You should therefore keep a copy of these notes safe, as you will need to reference the conditions if you are successful in gaining any funding award.



*Two former CIL supported projects; left: construction of new fish passage at Fromebridge (Severn Rivers Trust), and right: construction of new bridge, Nailsworth to Stroud Cycle Track (GCC).*

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*Former CIL funded project, the 14-16 Create Centre, Stroud College*

## 1. What is the CIL Strategic Fund?

The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Government through the Planning Act 2008. It provides a fair and transparent means for ensuring that development contributes to the cost of the infrastructure it will ultimately rely on, such as schools, social infrastructure, flood risk works, transport and roads.

SDC has created the 'CIL Strategic Project Fund' to enable the organisations tasked with delivering strategic infrastructure an opportunity to bid for CIL funding to help support the financing of those projects.

SDC implemented CIL on liable planning applications granted from April 2017. CIL payments are collected from most new buildings and conversions on sites not allocated for development in the adopted Local Plan where new residential floorspace is being created, it also applies to supermarkets and warehouses. The amount of CIL charged for any one development is calculated according to the amount of new floorspace created. It partially replaces the S.106 arrangements which would have secured contributions using legal agreements.

Funding of infrastructure through S.106 agreements will continue for large strategic sites allocated in the adopted Stroud District Local Plan and in certain other cases, for example where the infrastructure required to make the development acceptable in planning terms is revenue based (which is not favoured under the CIL Strategic Funding Scheme) or where CIL funding is of an insufficient amount to secure the infrastructure required in full and part funding by S.106 agreements may be appropriate.

- **The importance of Local Planning Policy**

CIL provides a mechanism to fund the infrastructure required to support the delivery identified within the adopted Stroud District Local Plan, SDC's Infrastructure Funding Statement and related Infrastructure Delivery Plan (IDP).

Projects applying for CIL funding will be expected to demonstrate how the proposed works directly align with the growth strategies identified within these key policy documents. Links to these documents are given at the end of these Guidance Notes. The projects most likely to deliver priority planning objectives will be prioritised for CIL funding.

The adopted Stroud District Local Plan offers planning guidance that aims to shape the way in which the Stroud District is developed in the future and provides a positive planning policy framework for the area up until 2031.

A new Local Plan is currently in development and was submitted to the Secretary of State October 2021, following hearing sessions in 2023, the plan is currently paused until December 2024. The pause is to allow the Council and its partners to work on issues identified with the Strategic Road Network.

SDC published its first Infrastructure Funding Statement (IFS) in December 2020. Legislation required that this replaced the Regulation 123 List, although part of its contents are similar. A copy of SDC's IFS can be found on the 'CIL' pages of the Council's website, where Appendix F will be of particular reference.

The Infrastructure Delivery Plan (IDP) identifies the transport, utilities, community and green infrastructure and services that will be required to support the levels of housing and

employment growth set out in the Local Plan. The IDP will be revised periodically after the draft Local Plan Examination has finished to ensure it is kept up to date. More information on this work can be found on SDC's 'Planning Strategy' webpages.

CIL Funding will be prioritised according to how well a proposed project helps to satisfy the objectives set out in the IDP. As CIL funding is limited, preference will be given to project bids that strongly meet key infrastructure types identified in the IDP to be 'Critical' or 'Essential'. Project bids that satisfy a 'Desirable' infrastructure area are also welcomed. Project types that are not listed in the IDP may however not be supported.

## 2. What exactly is 'Strategic' Infrastructure?

The funding collected through CIL can be used towards providing the basic physical and organisational structures and facilities needed for the operation of a sustainable society. It will help provide for any additional demand placed on the local environment and services created by new growth.

CIL provides funding for infrastructure provision in two routes;

1. CIL Neighbourhood Portion
2. CIL Strategic Project Fund

It is important that potential applicants to the 'CIL Strategic Infrastructure Funding Scheme' note the purpose and difference of the 'Neighbourhood Portion' so that they can understand if their project is strategic in nature and therefore if they are eligible to apply.

- **Neighbourhood Portion**

Of all the CIL monies collected, either 15% or 25% goes to local Town and Parish Councils as a 'Neighbourhood Portion' (depending on whether they have an adopted Neighbourhood Development Plan (NDP)).

The 'Neighbourhood Portion' should be used to support infrastructure projects that primarily serve the community in which it is located. This may include improvements to parish play and sports provision, community halls, small scale environmental and/or renewable energy schemes, parks, community gardens and areas of public open space.

It is the responsibility of the relevant Town or Parish Council to decide how they use their CIL Neighbourhood Portion, but it can be used for anything they deem to be community infrastructure with the exception that it cannot be used to purchase land. There *may be* some exceptions to this land purchase rule if the purchase is to support planning policy and enable essential social or environmental infrastructure (please contact the CIL team if you wish to get further advice on using CIL to purchase land).

Organisations wishing to seek funding support from the Neighbourhood Portion should direct their enquiries to the local Town & Parish Council specific to that project delivery area. The contact details for local Town and Parish Clerks can be found on SDC's website.

If a proposed project mostly serves their local community only, it will not be considered to be 'strategic' and should not apply to this 'Strategic Project Funding scheme'.

- **CIL Strategic Infrastructure Funding Scheme**

CIL Regulations state that the Strategic Fund “must be used to fund the provision, improvement, replacement, operation or maintenance of infrastructure which is needed to support growth in the district”.

Infrastructure projects must be able to demonstrate that the project will be directly addressing identified additional needs created by recently observed or projected population increases created by housing development.

The strategic project fund is to help provide for *consequent additional need* and cannot be used to compensate for funding deficiencies created by other policy changes.

The infrastructure needed to support growth for the Stroud District is carefully planned for within the Planning Policy documents described in the previous section; in particular the IDP, IFS and the Stroud District Local Plan. These policy documents therefore form the core part of the assessment process for the CIL Strategic Infrastructure Funding scheme, where projects will be assessed on their ability to deliver the priority planning objectives identified.

A ‘strategic’ item of infrastructure will largely provide for the needs of the population from a much wider geographical area than the neighbourhood in which it is located, or it will be one element of a much wider programmed delivery network (for example, schools and libraries).

Most social infrastructure projects are likely to be classed as Neighbourhood unless that facility can prove that a significant proportion of the users or beneficiaries of that infrastructure live outside of an easy travel distance of it or rely on its function by proxy.

CIL Strategic funding can support both new projects and the upgrading/ improvement of the types of infrastructure identified in the supporting policy (explained in item 1 above).

Economic infrastructure could include improvements to digital communication technology networks, production of renewable energy, creation of transport routes, flood management, and water and waste treatment.

Large scale open space projects should follow the Governments "places" principle where green infrastructure projects should seek to deliver a net biodiversity gain and enhance local culture and character.

### **3. What kinds of strategic project is CIL looking to support?**

It is very important that organisations only request CIL Strategic Funding for *Infrastructure projects*. **A project** is ‘an undertaking, carried out individually or collaboratively, involving research or design, that is carefully planned to achieve a particular aim’.

Projects applying to this funding scheme must be able to show that they satisfy SMART objectives in that they are **Specific** in nature, have **Measurable** outcomes, they are **Achievable, Realistic and Timely**. We therefore expect the Bid to clearly illustrate how the project meets these necessary criteria, especially evidencing how the project assures the delivery of a well-planned quality facility.



Funding cannot be requested without there being a clearly defined project to which funding will be directly applied. Monies are not available as a contribution towards other budgets or in lieu of funding gaps created by other funding streams or budgets affected by other policy changes.

There is a strong preference for CIL to support the delivery of capital infrastructure projects. Most of the expenditure will therefore go directly on the costs incurred with the undertaking of physical works, such as constructing roads, buildings, digging water channels, etc. A small portion of requested funding for a capital project can be for associated revenue costs (e.g., necessary professional fees) although these will be considered in relation to how essential they are to enabling a supported capital project.

Projects asking purely for consultancy funding / feasibility works are not favoured but may be considered if they are 1) essential to enabling much larger future capital projects 2) are considered to be very exceptional circumstances aligned with achieving key planning policy objectives 3) have been discussed with officers of the CIL team and SDC management prior to application.

General revenue costs such as staffing and management fees, utility bills and general running costs and maintenance programmes are not favoured for CIL funding under this scheme. Where revenue funding of infrastructure is necessary to make a development acceptable in planning terms, it may be appropriate for this to be funded through a S.106 agreement.

Applications must be for projects where they have a definable 'start and end' to its delivery and provide specific measurable outcomes. Programmes or schemes that run over many years are not eligible and alternative sources of core funding should be sought.

Important: The previous sections explained that projects must help mitigate against the additional pressures created by new development. **Applicants are therefore expected to provide clear evidence how their proposed project is responding to needs created by housing growth.**

Infrastructure projects that are in the IDP and that also support the aims of the Councils 2030 Carbon Neutral Strategy and Nature Recovery objectives are also welcomed. SDC are keen to support infrastructure projects that contribute towards achieving net zero greenhouse gas emissions in the Stroud District by 2030 or sooner, along with helping the community and environment to adapt to climate change and biodiversity challenges.

SDC will also be interested to see projects that support the objectives of SDC's Corporate Delivery Plan, and projects that create opportunities for improved equality, diversity and inclusion, particularly removing the barriers that prevent people from fully participating in public life and realising their full potential. Links to all key plans and strategies are given on the last page of these Guidance Notes.

#### 4. Who can apply?

Stroud District Council's CIL strategic funding scheme is only open to recognised 'strategic infrastructure providers'. These are organisations who deliver these large-scale service types identified in the Infrastructure Funding Statement (IFS) and Infrastructure Delivery Plan (IDP).

The main infrastructure providers SDC work with include Gloucestershire County Council (responsible for delivering Education, Highways and Libraries), the Environment Agency, local education colleges, the Emergency Services and certain specialist service areas within the District Council.

SDC are expecting that most Town and Parish Council projects will be funded by their 'CIL Neighbourhood Portion' as explained in section 2. There are some rare exceptions to this rule however, so if a Town or Parish Council feel that they have a 'strategic' project that they believe to be eligible for this strategic fund, they should contact SDC's CIL Team to discuss their project needs before making an application.

- **Important Note for Large Organisations:**

We have learnt from our first few years' operating this scheme that competition for CIL funds is high. There is a limited budget that is unlikely to fully meet all expectations. Occasionally, even the demand between different services within one organisation could be seen to be competing with each other. It is therefore important for us all to clearly communicate priorities and manage expectations.

If your organisation has multiple service areas that wish to bid for CIL funding, we ask that;

- all completed bids and EOI's are submitted as one package (all on the same day by one central co-ordinating officer/person)
- the package of bids is accompanied by written correspondence from a senior manager (whose responsibility it is to oversee the delivery of all those different bidding service areas) where this correspondence should:
  - confirm that all bids have been checked for eligibility against the schemes criteria
  - confirm that all information requested in the bid proforma has been provided in full
  - express their organisations funding preferences in order of priority
  - provide clear justification behind their prioritised assessment, drawing particular reference to SDC's Local Plan and the IDP

## 5. How much funding can we ask for?

There is an expectation that project bids made under this funding scheme will be for 'big ticket items' where total project costs are likely to be many tens of thousands of pounds.

The minimum amount that can be requested under this scheme is £10,000, and it is hoped that schemes will also have identified other match funding that will contribute towards the total project costs.

There is no defined maximum amount that can be requested, but it would be advisable to not request large amounts of finance from SDC's CIL budget that would exceed what is available.

If infrastructure required to make a development acceptable in planning terms can only be part funded by a CIL bid, the Council will work with infrastructure providers and developers to ensure full provision is made through part funding from other funding sources, including S106 agreements, where appropriate.

In recent years, SDC has collected approximately £500-£900k into the Strategic CIL account each year (more detailed figures on CIL collection are published in the [IFS](#) available on the Councils website).

As shown in the IFS, last financial year April 2022 to March 2023, the CIL income into the Strategic budget was £733,717.

In the first few years of running the CIL Strategic Infrastructure Scheme, SDC received funding requests and 'expressions of interest' totalling around £50 million. This clearly demonstrates that the expectations of CIL are unrealistic and that CIL funding alone cannot satisfy the needs of all applicant organisations.

We must be mindful that the Stroud District is semi-rural and will deliver a smaller amount of development compared to much larger more urban unitary authorities, therefore the total amount of CIL collected from new development will be lower in comparison. It is vital that all CIL funding requests made to SDC are proportional and realistic.

Project bids are therefore part of a competitive process, where their success will depend on how well that project can demonstrate its ability to support high priority infrastructure needs as identified within the planning objectives, particularly the IDP.

Depending on the amount of money available and the type of project requesting funding, it may be that SDC can make a contribution towards the requested costs but may not be able to offer the full amount requested. Applicants are encouraged to specify within the bid how much funding would still help enable project progress without being ineffective.

SDC may consider it prudent to retain some of the annual Strategic CIL budget to create a larger fund over time in order to support more significant infrastructure projects in future. This highlights the importance of submitting future project expectations as an EOI (Expression of Interest).

Please contact SDC's Senior Community Infrastructure Officer if you wish to have an informal view of how your project and the funding amount requested fits with key planning objectives.

## **6. What makes a good bid / application?**

It is likely that most organisations applying under this scheme will be familiar with many of the requirements of presenting a good project proposal.

Whilst you may have experienced grant schemes which require lots of written work, this is not the necessarily case with this CIL funding scheme. Favoured bids will express a clear understanding of the schemes purpose and will focus on expressing how that project aligns to the scheme's objectives.

Keeping written content concise and easily digestible is therefore important, headlines that set out key points and factual bullet points are acceptable.

Here are just a few things that SDC expect to see explained/provided within your bids;

- Show how you have undertaken the key elements of project planning



- Attach plans or broad design works that have taken place so far
- Demonstrate consideration of any technical requirements
- Explain how financial feasibility has been assessed, providing project accounts
- Include how community views have been taken into consideration (if appropriate) and where any consultation is reflected in the project proposal / design
- Provide information on other financial support that has been formally sought (match-funding currently being requested or already secured)
- Express how the project fits/aligns with the IDP and SDC's Local Plan priorities
- Show that the project is realistic and deliverable, especially bearing in mind the limits of available CIL funding
- Evidence support from other involved organisations
- Demonstrate good risk management
- Answer ALL of the questions in full, the bids will be read by a variety of people so do not assume prior understanding of any professional area

**Important;** Given that the bid forms the contractual basis on which any CIL Funding offer is made, it is assumed that all bid submissions are made with due care and commitment, and that all necessary steps have been taken by that organisation to provide the project information in full and that it is factually correct. Bids are therefore assessed on this basis. SDC do not have the resources or responsibility to 'proof' your bid and make follow up requests for missing information. If requested information has not been provided, SDC must assume that this information was simply not available.

Please contact SDC's Senior Community Infrastructure Officer if you have any questions regarding the application process.

## 7. When must projects be delivered?

**Project bids that are approved for 2025-26 must normally be physically delivered and funds claimed for those completed works between 1<sup>st</sup> April 2025 and 31<sup>st</sup> March 2026.**

If your project is approved for funding in that financial year, and you fail to deliver the project as outlined within your bid, this could be seen as a breach of the funding conditions and SDC have the right to withdraw its funding offer.

However, where possible, the Council will try to accommodate some flexibility where large or complex strategic infrastructure projects cannot be delivered wholly within the relevant financial year (for example the construction of a new primary school). An agreed programme set out within a public spending plan with preparatory works commencing in the financial year 2025-26 will be sufficient to secure funding, subject to meeting other scheme requirements.

SDC understand that delivering large capital projects can sometimes be complex and difficult, and unforeseen events can delay project delivery, however it is very important to communicate any project changes to SDC at the earliest opportunity.

Any project expecting to experience delays outside of that specified in the original submitted bid, must report in writing all relevant information to SDC along with a formal request for an extension to the funding allocation. SDC's agreement for any funding roll-over must be received in writing before assuming SDC's continued funding support.

If your project is unlikely to commence by 31<sup>st</sup> March 2026 (within 25-26 financial year), please do not send your proposal in marked as a 'bid' but please clearly show that it is an 'Expression of Interest' (EOI). Information provided within EOI's is taken into account during the Council's funding decision making process, but a funding allocation will not be officially awarded until it is registered as a bid for the appropriate delivery year. For exceptionally large or complex infrastructure projects, the Council may support an early bid (see above).

If the project starts in 2025-26 financial year but will be delivered in a few distinct phases over 2-3 years, please detail the likely breakdown of expenditure over the financial years, making it clear the amounts that you are specifically requesting from SDC in 2025-26 and the next year(s).

## 8. Can we have CIL funding for more than one year running?

Project bids will define a start and end time to project delivery.

Where a bid requests regular financial contributions over a number of years, this is likely to be considered to be 'programme' funding as opposed to 'project' funding. Programmes or core funding are not supported by SDC's Strategic Infrastructure Funding Scheme.

If a project has to be split across two or more financial years for project phasing reasons, this can be considered, we advise that you simply ensure that this is made clear within the application.

## 9. What are the applicant's obligations?

Your completed bid proforma constitutes your formal application on which the Council will base its decision to allocate funding support, so unless otherwise agreed, the Council expects exactly that project to be delivered in precisely the way it has been outlined.

By making an application, you are agreeing to adhere to the following;

a) **Procurement.** Applicant organisations will be expected to have their own established / formally adopted procurement policies. Copies of these must be provided to SDC on request. All procurement undertakings must be in accordance with financial regulations, fair and not contrary to any of the aims and objectives of SDC's procurement strategy (please see [www.stroud.gov.uk](http://www.stroud.gov.uk)).

b) **Environmental Sustainability & Best Value.** Applicant organisations will be expected to demonstrate how they have given environmental consideration to project planning and procurement decisions, including an assessment of the carbon footprint created by the different aspects of the project. This will include locality (eg, distance from materials and labour to site), ethical operations of suppliers/contractors, and the long term operational environmental cost of that project. Projects that are carbon neutral, carbon negative or create an increase net biodiversity are especially favoured. 'Best value' is not

necessarily about selecting the cheapest option, but seeks to achieve the 'best possible outcome for that investment'. Applicants may be asked to provide detailed information on this at SDC's request during the application and monitoring phases.

c) **Monitoring and Evaluation.** SDC requires information that shows the impact that CIL investment is having and the extent to which it is helping to achieve planning policy objectives. Applicants must assist with this by supplying any monitoring information that is requested of them by SDC. This is currently done every 6 months using the completion of a standard template, which is designed to gain information as conveniently as possible for both parties. Monitoring information is reported to SDC's Environment Committee and in formal CIL reports which are available online.

d) **Changes to projects.** The Council expect projects to have had robust contingency and risk mitigation planning beforehand, but sometimes due to unforeseen events you may be forced to make changes to delivery plans. In these events SDC will try to be as accommodating as possible and ask that applicants communicate with the Council as soon as possible. Any works that take place outside of that supported in the formal bid or through a Project Variation may not be supported or funded by SDC.

- **Minor changes** to projects where the principal project outcome remains the same (such as slight alterations to the resulting design or moving the anticipated project delivery timescale by a few months), must be reported to the CIL Officer and agreed in writing before works continue in a way that differs from that in the agreed bid. Officers will be able to advise if a formal 'Project Variation' form needs to be completed. Project organisations must not assume that any changes to that outlined in the original bid will be supported by SDC without prior agreement.

- **Significant changes** to the resulting project must be passed through Council committee using the formal 'Project Variation Form'. This is because all projects are approved through the democratic process of Council Committee, so the relevant members must be made aware when a project's objectives and outcomes change considerably to that which they have formerly agreed to support (as described in the original Bid form). In most cases, project variation requests using the form will align with the usual bid submission timetable. This effectively means that the original bid is withdrawn from the funding programme until the fully revised project details are re-assessed and approved within that next funding round. SDC's decision on which changes constitute a 'project variation' or 'resubmission' are not negotiable.

e) **Financial Claims.** Claiming CIL Funds following completion of project works should be done in accordance with the Claims Guidance Notes which accompany the Funding Offer Letter. Evidence of all project expenditure must be forwarded to SDC along with the Claim form, and original documentation should be kept on the applicant's files for a period of no less than 6 years following completion of the project. SDC reserve the right to withhold, reduce or recover payments offered or made if the actual costs cannot be verified or it is later found that there has been an issue of significant concern with the completed project.

f) **Claim Timescales.** All projects approved for CIL funding must be delivered within the timescales stated in the application form. If a project has not started within the time specified or is running significantly late, and a Project Variation has not been formally approved by SDC, the Council reserves the right to withdraw its funding offer.

g) **Project underspend / financial adjustments.** If the resulting project is delivered at a lower cost to that specified (ie, under budget), then SDC's funding support will be reduced accordingly. If the financial dynamics of match funding change, then SDC reserve the right

to adjust its funding support proportionately. Any financial changes must be reported to SDC as soon as they become known to the applicant organisation.

h) **Access for audit purposes.** SDC reserve the right to audit the project works at any time prior to due notice. Applicant organisations must allow Council representatives physical access to the project site and be able to provide the Council with copies of all documents that support the project bid and its completion within 10 working days of it being requested. Documentation should include procurement evidence, contract(s), invoices, evidence of support from other organisations on the project (formal agreement in place between the organisations, income receipts). Failure to comply with audit requests or if any irregularities are found, will result in SDC taking appropriate action which may include the recovery of any CIL funding deemed to be misapplied.

## 10. How to make an application this year

SDC's Strategic Infrastructure Funding Scheme runs as an annual bidding process. The Guidance Notes and bid proforma are circulated to infrastructure provider organisations early April each year, with a closing date in each September.

SDC are keen to receive **either/or**

- **Project Funding Bids for those delivering projects in 2025-26 financial year, and/or**
- **'Expressions of Interest' (EOI)** for very large infrastructure projects in the IDP being planned for future years.

Both bids and EOI's should be presented to SDC using the same form.

Whilst SDC can only make formal funding decisions on 2025-2026 expenditure, EOI's help us to forward plan for any significant future priority infrastructure needs and this may well influence how the Council make expenditure decisions for this current bid round.

### **The closing date for this year's CIL strategic bid and EOI submissions is Wednesday 11th September 2024.**

To ensure fairness to all, this deadline is strictly non-negotiable, unless you have SDC's prior agreement under the 'exceptional circumstances' policy as set out in these notes.

Whilst the above date is the formal closing date for the submission of all bid information, we strongly encourage organisations to make contact with the Senior Community Infrastructure Officer at the very earliest opportunity to begin project dialogue. This can help with ensuring that both the applicant and SDC officers have a full understanding of the scheme requirements and how to get the best from the CIL funding process.

All submissions (both bids and EOI) must be **emailed in Word doc format** to the CIL Team [cil@stroud.gov.uk](mailto:cil@stroud.gov.uk), following which you will automatically receive confirmation of receipt within 3 days.

If you have not had **proof of receipt emailed back within 3 days of submission**, please assume your bid has **not been safely received** and you should contact us urgently. SDC cannot be held responsible for email applications that do not reach us.

We are unable to accept bids that are hard copies, sent by post, handwritten or in any other format than MS Word. Please do not restrict the submission, as we need to be able to edit out your personal details and the presentation style ready for committee.

## 11. What are the decision making timescales?

Shortly following the bid closing deadline, all bids and supporting documents are uploaded onto the 'members hub', which is an internal website for SDC elected members.

In October, the lead officers of the individual bids are invited to attend a 'Members Information Evening'. This is an informal opportunity for you to directly engage with Council ward members about your project, explain how your fits with the CIL scheme criteria and supports planning policy, and how your project is important and of significant benefit to the stroud district. Details of this information evening will be circulated to all project applicants.

After the closing date has passed, a group of SDC Officers and Senior Managers will meet to discuss and assess the bids and EOI's received. They will look at the merits of individual applications against the planning policy requirements and examine their ability to be deliverable and offer good value.

This officers group will then recommend funding allocations for each applicant project in a recommendations report which is presented to Council Committee, where elected members may approve or vary the officer recommendations made. The first Committee is Environment Committee which will be held in December 2024, the second, Strategy and Resources Committee will be held no later than February 2025.

Applicants will be notified in writing of SDC's CIL funding decision soon after the final committee meetings have concluded (February 2025). Successful applicants will also receive detailed information on the administration arrangements for claiming the agreed CIL funds at that time.

Please note that only projects that have been **formally agreed by both Committee's** and who have received a written offer of funding from SDC will be eligible to deliver project works and claim for funding from this funding scheme.

The decision-making process is designed to be fair, robust, and transparent. All committee reports and associated supporting papers are made publicly available to view on SDC's website.

**Exceptional Circumstances:** Whilst this guidance note encourages infrastructure providers to apply during the set annual bidding process, funding requests for projects identified as 'essential' or 'critical' within the IDP will be considered at other times where the annual bidding round timescales may present problems for timely delivery. This could be for important projects that have become urgent for unforeseen but legitimate reasons, or where confirmation of funding is required to ensure large windfall sites, otherwise acceptable in planning terms, to be approved.

All of the above dates and timescales are correct at the point of publishing these Guidance Notes, but as the Covid pandemic proved, sometimes circumstances are beyond SDC's control, and this may mean that working timescales need to change. In the event of any necessary amendment to these dates, SDC's CIL Team will do their best to communicate all information at the very earliest opportunity.



## 12. Finding SDC planning policy documents, plans and strategies:

You will find these documents referred to in the Project Bid Proforma.

- [Stroud District Local Plan – November 2015](#)

[www.stroud.gov.uk](http://www.stroud.gov.uk) > 'Planning & Buildings' > 'Planning strategy' > 'Stroud District Local Plan'

- [SDC Infrastructure Delivery Plan](#)

See main doc July 2013 plus refresh version November 2014

[www.stroud.gov.uk](http://www.stroud.gov.uk) 'Planning & Buildings' > 'Planning strategy' > 'Evidence Base'

- [SDC Infrastructure Funding Statement \(IFS\)](#) See Appendix F, p.36 & p37

[www.stroud.gov.uk](http://www.stroud.gov.uk) 'Planning & Buildings' > 'Community Infrastructure Levy (CIL)' > 'CIL Spending & IFS' > 'Infrastructure and viability evidence' > 2021/22 Current version (download PDF)

- Stroud District Climate Change [2030 Strategy](#)

[www.stroud.gov.uk](http://www.stroud.gov.uk) 'Environment' > 'building a sustainable future together'

- Go to this page on Stroud District Council's website for  
SDC's Climate Change [2030 Strategy](#)  
SDC's Corporate Plan  
SDC's Equality, Diversity and Inclusion Policy

[www.stroud.gov.uk/council-and-democracy/corporate-plans-and-policies](http://www.stroud.gov.uk/council-and-democracy/corporate-plans-and-policies)

## 13. Who can we contact for more information?

We would encourage representatives of project organisations to discuss project proposals with SDC's Senior Community Infrastructure Officer before completing an application.

We offer a friendly and accessible pre-application advice service, where we can provide helpful suggestions on information that would be good to include in your bid, how to pitch the right funding request and other sources of help and support. On-line meetings (eg, MS Teams or Zoom) or telephone appointments are available by prior arrangement.

Please also contact us if there is anything that you are unsure of or need help with.

**Contact:** Krista Harris – Community Infrastructure Officer, Stroud District Council. Email: [krista.harris@stroud.gov.uk](mailto:krista.harris@stroud.gov.uk)

Please send all CIL Bid submissions at supporting documents to the CIL team's email address: [cil@stroud.gov.uk](mailto:cil@stroud.gov.uk)