

Neighbourhood Planning

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Community Infrastructure Levy

A toolkit for
neighbourhood planners

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Introduction

This toolkit aims to help those involved in Neighbourhood Planning to consider the issues of infrastructure provision and improvement in their neighbourhood development plan.

Planning infrastructure at neighbourhood level can be complicated due to the number of bodies involved and the uncertainties of funding and investment available. But there are ways to do this in cooperation with local authorities who have responsibilities for all kinds of infrastructure.

The introduction of Community Infrastructure Levy (CIL) provides ways for Qualifying Bodies who prepare Neighbourhood Development Plans (NDPs) to have access to it or influence over its spending. Where CIL is in place, parish councils can receive a proportion of funding generated by development in the neighbourhood area. Neighbourhood forums are consulted on expenditure of CIL funds. Not all areas have a CIL, so if you are unsure it is worth checking with your local planning authority. The amount of funding CIL can raise will depend on a number of factors including infrastructure needs, viability, and the amount of development coming forward in an area.

The toolkit offers some information on the things that are needed to understand how the process of infrastructure planning operates and the stakeholders involved. It summarises this process in an 'at a glance' step by step guide to enable Qualifying Bodies to include community infrastructure proposals and policies in their NDP.

The toolkit includes:

- Essential information about Community Infrastructure planning and the operation of the Community Infrastructure Levy
- Examples of infrastructure planning policies and proposals from other Neighbourhood Plans that have been agreed for inclusion in local decisions about development made by local planning authorities.
- A step by step guide to considering planning for community infrastructure in a Neighbourhood Development Plan
- A Glossary of the terms used in Infrastructure Planning, CIL and the stakeholders who have an involvement in planning infrastructure at District and Neighbourhood level.

Essential background

What is infrastructure?

Community or planning infrastructure is the framework of physical facilities needed to support and sustain a community of people to live and work.

The Community Infrastructure Levy which was introduced as a tool of planning at district and neighbourhood level includes the following as examples of infrastructure:

- New, improved or safer roads and other transport facilities, including public transport and facilities to support walking and cycling
- Flood defences
- Schools and other educational facilities
- Medical facilities
- Sporting, recreation and leisure facilities
- Open spaces
- Digital networks (e.g. broadband).

How is infrastructure planned?

Infrastructure is dealt with explicitly in the overarching objectives in Paragraph 8 of the National Planning Policy Framework (NPPF) 2018:

“a) **an economic objective** – to help build a strong, responsive and competitive economy, by ensuring that sufficient land of the right types is available in the right places and at the right time to support growth, innovation and improved productivity; and by identifying and coordinating the provision of infrastructure;

b) **a social objective** – to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering a well-designed and safe built environment, with accessible services and open spaces that reflect current and future needs and support communities’ health, social and cultural well-being; and

c) **an environmental objective** – to contribute to protecting and enhancing our natural, built and historic environment; including making effective use of land, helping to improve biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy”.

So infrastructure provision really is a core issue for planning. More detailed guidance is contained throughout the NPPF 2018, including policies on transport, communications and flooding.

At the local level, when a Local Planning Authority prepares its Local Plan to guide development in its area, it has to consider issues of infrastructure. Planning Policy Guidance states that:

“A Local Plan is an opportunity for the Local Planning Authority to set out a positive vision for the area but the plan should also be realistic about what can be achieved and when (including in relation to infrastructure). This means paying careful attention to providing an adequate supply of land identifying what infrastructure is required and how it can be funded and brought on stream at the appropriate time; and ensuring that the requirements of the plan as a whole will not prejudice the viability of development.

Early discussion with infrastructure and service providers is particularly important to help understand their investment plans and critical dependencies. The Local Planning Authority should also involve the Local Enterprise Partnership at an early stage in considering the strategic issues facing their area including the prospects for investment in infrastructure.

The Local Plan should make clear for at least the first five years what infrastructure is required who is going to fund and provide it and how it relates to the anticipated rate and phasing of development.”

- Planning Policy Guidance - Preparing a Local Plan Paragraph 018

To do this they will have to cooperate with infrastructure providers to produce evidence about the need for infrastructure given the levels of development being planned. This evidence may be provided as a supporting document to the Local Plan called an Infrastructure Development Plan or Infrastructure Delivery Plan (IDP).

What is the Community Infrastructure Levy (CIL)?

The Community Infrastructure Levy is a charge, introduced by the Planning Act 2008, on development within the area of any local authority in England and Wales. A levy liability is triggered by planning permission for a development, and the levy starts to become payable from the commencement of the development.

The levy is intended to focus on the provision of new infrastructure and is not intended to be used to remedy pre-existing deficiencies in infrastructure unless those deficiencies will be made more pronounced by the new development (Section 106 planning obligations can also be used in this instance).

The Neighbourhood Portion of CIL can be used for a wider range of planning issues than infrastructure as long as they are concerned with addressing the demands that development places on an area. In Neighbourhood Development Plan areas where there is no parish, use of the Neighbourhood Portion will need discussion with the Local Planning Authority as it is their responsibility.

A CIL 'charging authority' can set a CIL levy for its area by going through the following process:

1. The charging authority prepares an evidence base to inform the CIL rates which might be charged. It does this by looking at the likely impact of the levy on development viability across the area and its infrastructure development needs as set out in its up to date local plan (if it has one) and any agreed or 'made' Neighbourhood Development Plans in its area. In preparing this evidence it will collaborate with neighbouring/overlapping authorities (and other stakeholders) on what infrastructure is needed.
2. The charging authority prepares a preliminary draft CIL charging schedule and publishes this for consultation with certain statutory consultation bodies, as well as local residents, businesses and voluntary organisations. [note: Government is intending to amend regulations and remove the preliminary draft stage of consultation].
3. The consultation process takes place. [note: Government is intending to amend regulations and remove the preliminary draft stage of consultation].
4. The charging authority considers any representations received as part of the consultation. [note: Government is intending to amend regulations and remove the preliminary draft stage of consultation].

5. The charging authority publishes a draft charging schedule which has been informed by the consultation. This may include a Regulation 123 list which sets out a list of those projects or types of infrastructure that the local authority intends to fund, or may fund, through the levy. [note: Government is intending to amend regulations and replace the regulation 123 list with a requirement for local authorities to publish an Infrastructure Funding Statement. The Infrastructure Funding Statement will set out the infrastructure that the local authority intends to fund through CIL and through Section 106 planning obligations].
6. A period of further consultation takes place, based on the published draft charging schedule. [note: Under the Government's proposed changes this would be the first stage of consultation].
7. The charging authority submits its draft charging schedule and relevant evidence, including representations received in relation to the draft charging schedule, for examination.
8. An independent person (the 'examiner') examines the charging schedule in public.
9. The examiner's recommendations are published.
10. The charging authority considers the examiner's recommendations and must implement those which are required to ensure the charging schedule complies with statutory drafting requirements.
11. The charging authority adopts the charging schedule and sets a date for commencement of levy charging.

This process provides opportunities for neighbourhood planning bodies to try to influence CIL.

What can CIL be spent on?

CIL can be used by the local authority and Parish or Town Councils in respect of their 'Neighbourhood Portion' allocation from CIL, to fund the provision, improvement, replacement, operation or maintenance of infrastructure. Parish and Town Councils are also able to use CIL to fund anything else that is concerned with addressing the demands that development places on an area. It is possible for the CIL Neighbourhood Portion to be spent on affordable housing as it is not omitted from the infrastructure that can be supported, but the larger portion of CIL cannot be used for this purpose.

How much CIL is available?

Where a CIL regime is in operation, the amount of levy raised depends on the local levy rates charged and the amount of development starting construction

following the grant of planning consent within the relevant local authority area. Not all local authorities have decided to set a levy.

The Local Planning Authority decide how to spend it on infrastructure across their area. However, it must allocate the 'Neighbourhood Portion' of CIL to Parish and Town Councils where they exist, for them to spend on infrastructure or anything else that addresses the demands that development places on an area. All communities at local level get an opportunity to influence spending of CIL receipts, and in particular the Neighbourhood Portion of the CIL.

The amount of the Neighbourhood Portion varies depending on whether there is a Neighbourhood Development Plan (NDP) in place that has been through a successful referendum and has been agreed as part of planning policy or 'made' by the local authority. In areas where this has happened 25% of the levy collected from development within the Neighbourhood area is available and elsewhere it is 15%. In areas that have parish/town councils these funds are paid directly to Parishes. In areas without parish or town councils, the Neighbourhood Portion is retained by the local authority and should be spent locally, following consultation with the community:

Parish council	Neighbourhood plan	Levy
✓	✓	25% uncapped, paid to parish
✓	✗	15% capped at £100/dwelling, paid to parish
✗	✓	25% uncapped, local authority consults with community
✗	✗	15% capped at £100/dwelling, local authority consults with community

Source: Planning Practice Guidance Para 072

Section 106 Planning Obligations

Local planning authorities are also able to enter into Section 106 obligations with developers to require funding for specific works or to require developers to directly carry out works to make development acceptable in planning terms. Some developments may require new or improved infrastructure to enable it to go ahead, for example highway improvements. Whilst neighbourhood plan bodies can't set the content of Section 106 obligations, they could highlight infrastructure deficiencies that would need to be addressed before development could go ahead. These obligations are particularly useful in areas with no CIL in place.

Planning Obligations must meet certain tests, more specifically:

- necessary to make the development acceptable in planning terms

- directly related to the development
- fairly and reasonably related in scale and kind.

The links between neighbourhood planning and the Community Infrastructure Levy

Aside from the increased amount of CIL available for spending locally where a Neighbourhood Development Plan is in place, Neighbourhood Plans, with their requirements for consultation and a referendum of local residents and/or businesses, provide an opportunity to:

- Identify infrastructure needs within a NDP area, using the processes of local dialogue necessary to prepare a NDP. For example specific proposals for improvements to play areas and parks, roads/footpaths, cycle ways or local leisure, community, health and sports facilities.
- Work with local authorities and other infrastructure providers to establish the technical feasibility of improvements to community infrastructure. For example transport studies, assessing design and costs for projects to improve or extend buildings or improve other spaces.
- Work with local authorities and other infrastructure providers to discuss prioritisation spending of CIL (whether it's the 25% available in an area with an agreed Neighbourhood Development Plan or the 15% available across the rest of the area); or to suggest the use of Section 106 obligations to provide new or improve existing infrastructure.
- Increase the amount of CIL available for spending in a Neighbourhood Development Plan area. This can be done in a NDP by designating sites for development or providing policies which enable increases in development, for example by increasing the density of housing or other development where appropriate.
- Prioritise how the neighbourhood area element of CIL should be spent that takes into account evidence, local views and aspirations for a neighbourhood area and the impact of new development on infrastructure.

Approaches to planning community infrastructure at a neighbourhood level

A review of 25 'made' Neighbourhood Development Plans (NDP) undertaken for this toolkit shows that Neighbourhood Development Plan (NDP) Qualifying Bodies have taken a variety of approaches to addressing the need for community infrastructure in the defined Neighbourhood Area of their plan - either within chapters on infrastructure or those that cover the delivery and implementation of the Neighbourhood Plan. These approaches have been supported by evidence to justify a locally distinctive, fine grain approach to development and the impact of development which forms the core of Neighbourhood Planning as set out in Part 6, Chapter 3 and Schedule 9 of the Localism Act 2011.

Examples from 'made' Neighbourhood Development Plans

Many Neighbourhood Plans have included protective policies for some community infrastructure. Policies may be to prevent change to other uses (e.g. from sports fields to residential or commercial space for employment/leisure) or have included policies that support their future improvement or the expansion of community facilities. Policies may be general - such as protecting certain open spaces or 'assets of community value' in the Neighbourhood area. Others may be specific, such as identifying specific sites that should be improved.

In relation to future provision or improvement of infrastructure, some Neighbourhood Plans include general policies regarding the use of CIL and section 106 agreements, including where there is currently no CIL regime in place but the policy seeks to cover its introduction in the future.

Others have gone further and written specific NDP policies which identify proposals for infrastructure within their plan:

The CMK Alliance Plan 2026 - A Business Neighbourhood Development Plan for Central Milton Keynes 2014 - 2026

Policy CMKAP G12 - Planning Obligations

To deliver the policies and strategies of the Plan, the system of planning obligations (including Section 106 agreements and Community Infrastructure Levy) applied by MK Council for CMK during the life of this plan shall include support for the provision of social and physical infrastructure within the Neighbourhood Development Plan area.

Newton Abbot Neighbourhood Development Plan 2016 – 2033

Policy NANDP Use of Community Infrastructure Levies

Any Community Infrastructure Levy raised by development within Newton Abbot and paid to Newton Abbot Town Council will be used to:

- 1. Support the delivery of the Community Hub Project identified in Policy NANDP8.
- 2. Deliver projects listed in the Appendix of this Neighbourhood Development Plan and those emerging from the Newton Abbot & District Strategic Community Plan published in 2008.

Support any other projects identified as a priority by the Town Council to address the demands that development places on the area.

In other areas, lists of infrastructure issues or proposals have been prioritised for investment or specific types of work to develop a proposal (e.g. a feasibility study) to decide whether and how it can be implemented, have been included in the Neighbourhood Development Plan policies and proposals:

Fortune Green and West Hampstead Neighbourhood Development Plan 2015-2031

Policy 19: Community Infrastructure levy priorities

Table 3 sets out the projects and schemes which are the neighbourhood plan's priorities for the use of Infrastructure Levy or, if applicable, section 106 funding and/or other such schemes in the Neighbourhood area.

In order to provide a clear expression of the community's wishes, the list is broken down into three categories:

- Category A: Most urgent
- Category B: Should be provided
- Category C: Also needed

[Note: 16 Specific Projects in total are listed under these categories]

Not all Neighbourhood plans have policies or specific proposals on infrastructure provision or the use of CIL and/or Section 106 agreements in their Neighbourhood Development Plan.

Instead a list of infrastructure improvements or projects are included to guide the use of the Neighbourhood Portion of CIL within their Neighbourhood Area or the

work they will undertake with statutory bodies and service providers to progress projects.

These may be appended as 'community actions' or projects which do not form part of the Neighbourhood Plan's policies and proposals.

This provides transparency about the actions which the Qualifying Body will be pursuing in cooperation with other stakeholders and the relevant local authority in the use of CIL:

St Quintin and Woodlands Neighbourhood Development Plan 2015-2030

D.1.7 The Council has confirmed that the StQW neighbourhood would not be restricted by the RBKC's CIL 123 list, which sets the borough-wide funding priorities and can choose its own priorities for use of the 25% neighbourhood element.

Initial proposals for CIL expenditure within the StQW Neighbourhood are:

- streetscape improvements and other measures to improve the environment of Latimer Road
- CCTV in North Pole Road
- Subject to successful temporary road closures in St Helens Gardens (section outside the church) installation of a shared surface on the roadway to allow for this short section of the street to become a car-free area on Saturdays.

East Bergholt Neighbourhood Development Plan 2015-2030

Project EB20 Physical Infrastructure Provision

Work with statutory bodies to highlight issues and mitigate problems. Key areas for immediate focus are:

1. Surface Water drainage
2. Mobile Connectivity
3. Broadband Services

Other issues will be addressed as they arise.

The following toolkit offers five steps to assist qualifying bodies to systematically consider how to approach infrastructure planning and the use of CIL in neighbourhood planning.

Step by step guide to neighbourhood planning for infrastructure

Step 1: Review current plans for infrastructure

You should use the following sources to obtain information regarding infrastructure proposals and estimates of costs and timing in connection with such proposals.

It is important to bear in mind that any infrastructure proposals and policies for inclusion in the Plan will need to be supported clearly with evidence and that your proposals must meet all of the basic conditions. Conducting an initial review of what is in any adopted or emerging local plan is an essential starting point.

Sources of Information on Infrastructure

You will find these sources of information on your Local Planning Authority's website.

The Local Plan and Infrastructure Development Plan (IDP)

The IDP contains information regarding infrastructure and may be found as part of the Local Plan, either as an appendix or as part of its evidence base. A Local Plan is produced in stages and there are opportunities to participate on consultations. New evidence on infrastructure may also be collected as part of the process of producing or reviewing the Local Plan. If your Local Plan is out of date or under review ask your Local Planning Authority when a revised Local Plan is expected to be produced, who is responsible for the infrastructure evidence that is being collected, and the opportunities for consultation on the Local Plan's content.

The Community Infrastructure Levy (CIL)

If your Local Authority has decided to opt to charge Community Infrastructure Levy you should also look at:

- **CIL Charging Schedule and Assessment** – this may be in one document or several since the assessment (what infrastructure is needed) will inform the schedule (which sets out the charges set to help pay for it)
- **Regulation 123 List** – this may be a very general document simply stating what kinds of infrastructure the authority will apply CIL to, or include

individual projects. [note: Government is intending to amend regulations and replace the regulation 123 list with a requirement for local authorities to publish an Infrastructure Funding Statement. The Infrastructure Funding Statement will set out the infrastructure that the local authority intends to fund through CIL and through Section 106 planning obligations.]

Section 106 (Planning Obligations) Policies

If there is no CIL in place, a local authority may use Section 106 Obligations to obtain contributions to community infrastructure, either by way of funding or the carrying out of works by a developer as part of a specific development.

Some Local Authorities include their policies for seeking Section 106 agreements in their Local Plan which is a Development Plan Document or in a Supplementary Planning document, including the kinds of infrastructure they may want to improve as a result of the impact of new development.

Infrastructure in the Neighbourhood Plan

Once you have gathered all this information you should:

- Make a list of all the projects that are located in, or have an impact on your neighbourhood area. Include in the list the status of projects and proposals – i.e. when they are planned for implementation, what agencies are involved and where the funds are proposed to come from.
- Identify and record any policy priorities included in these documents which relate to particular types of infrastructure or their future location. This will help you align the proposals in your Neighbourhood Development Plan with those that are being promoted by the local authority or other infrastructure providers in relation to site allocations and future growth
- If necessary, identify individual contacts from these documents and use these to check on any progress/changes to the infrastructure provisions in the relevant document, discuss individual projects with and so on in order to obtain a full understanding of what is planned
- Meet with the Local Planning Authority for updates on the plans and the proposals you have reviewed.

The above information may form part of the evidence base for the neighbourhood plan.

Step 2: Review Community Views on Infrastructure

You will have undertaken consultation with all your stakeholders to help develop the content of your Neighbourhood Development Plan before you start drafting and agreeing its vision and objectives and any specific policies and proposals that could be included in it.

Different Qualifying Bodies employ different consultation methods which may include for example surveys, meetings or drop-ins. You may also have collected evidence about infrastructure for your Neighbourhood Development Plan for mapping in terms of location and possibilities for improvement. (For example the need to improve play provision, improve transport, designate a Local Green Space, extend a community facility or provide additional health or sports facilities).

This will provide neighbourhood-based views about community infrastructure in your neighbourhood area and how it is meeting local needs. Consultation will enable you to understand how the infrastructure is meeting local needs and identify gaps in provision, and any issues or problems.

Step 3: Analysis

Look at the list of projects from Step 1 and Step 2. Compare them and identify potential projects that would fill the gaps between infrastructure which has been planned by other bodies and the requirements of communities in your Neighbourhood Area in relation to new infrastructure and improvements to existing infrastructure that may be needed to accommodate new development.

Once you have identified potential proposals, make an assessment of each proposal in terms of:

- Any issues with their feasibility or deliverability - for example have they been designed and costed? Are there free sources of professional advice you could use to do this? Do other infrastructure delivery bodies need to be approached about the possibilities for investment? Are there funds that you could apply for to implement them?
- How do the proposals fit with the vision and objectives of your NDP - is infrastructure required in the short, medium or long term?
- What kind of priority do you want to attach to proposals for improving infrastructure?

This analysis will also inform what options you have for including them in your NDP policies and proposals in Step 4.

Step 4: Options for inclusion of infrastructure Policies and Proposals in your Neighbourhood Plan

At this stage you should arrange to meet relevant people in your Local Authority about your proposals for infrastructure in the Neighbourhood Development Plan and any gaps between what is being planned to accommodate development and what communities in your neighbourhoods think about infrastructure needs at local level.

Differences between currently planned infrastructure and local communities' proposals for your Neighbourhood area could be addressed by:

- Including a supportive statement in your Neighbourhood Development Plan about existing infrastructure plans which are already in the planning stages, stating the ways in which they will help achieve your plan's vision and objectives.
- Including policies about specific proposals where there is concern about timely delivery from a neighbourhood perspective, with policies specifying the proposals' priority from a local perspective.
- Checking whether your Neighbourhood Development Plan includes policies which cover any potential impacts that are undesirable from a community perspective, for example on noise, loss of biodiversity or green space, air pollution or road safety. Once made, a Neighbourhood Development Plan forms part of the statutory development plan in accordance with which planning applications must be determined (unless material considerations indicate otherwise).
- Setting out any infrastructure improvements required in order to allow development and growth to go ahead, including for specific sites, if necessary.
- Making a list of potential infrastructure proposals from Step 3 to include in your plan. It is possible for the CIL Neighbourhood Portion to be used to develop neighbourhood plans themselves and work needed to develop infrastructure projects identified in Neighbourhood Plans with the agreement of the charging authority.

Step 5: Consult with the local authority and local people and businesses on inclusion of infrastructure policies and proposals in your Neighbourhood Plan

Consultation is a key part of preparing a NDP and the Consultation Statement which has to be part of the final submission of the Plan to the Local Authority must include details of who has been consulted at the Regulation 14 stage and how their responses to the plan have been addressed in the final document.

Infrastructure policies and proposals in a NDP are no different. Consultation on these before the formal minimum six week consultation on the NDP, which is required by Regulation 14 of The Neighbourhood Planning (General) Regulations 2012, is a sensible step to avoid abortive work since it allows residents, businesses and infrastructure providers to be aware of and give their views on your infrastructure proposals and policies before they are finally formulated for a version of your NDP that is circulated for Regulation 14 consultations. This will prevent unnecessary comments and proposals to amend your plan.

Step 1: Review current plans for infrastructure

Current Plans for Infrastructure from Providers

- Local Plan and Infrastructure Development Plan
- Meet with Local Planning Authority on Infrastructure Plans for contacts and later discussions
- Community Infrastructure Levy Documents
- Policies on Section 106 Agreements (Planning Obligations)

Step 2: Review Community Views on Infrastructure

Collate Community Views from the Neighbourhood Area

- On problems or issues with current infrastructure
- On the need for infrastructure Improvements
- On the need for new infrastructure.

Step 3: Analysis

Analysis of current infrastructure proposals and Neighbourhood Area views

- Identify gaps between proposed infrastructure provision and improvement and community views from the Neighbourhood Area.

Step 4: Options for inclusion of infrastructure policies and proposals in the Neighbourhood Development Plan

Assess whether proposals need further development to address feasibility and deliverability

- Decide whether the proposals fit with the vision and objectives in your Plan
- Decide what priority each proposal should have for implementation
- Find out whether there are funds you could apply for to implement the proposal
- Decide what priority each proposal should have for CIL investment
- Consider how infrastructure policies should be included in the Neighbourhood Plan.

NDP Policies

- Regarding use of CIL or Section 106 Agreements to design, cost or deliver infrastructure proposals
- Supportive policies (or contextual text in plan) for existing Infrastructure proposals
- Regarding impact of infrastructure proposals being planned by providers.

NDP Proposals

- Site or location based for infrastructure improvements or new provision
- Prioritised list of infrastructure proposals for use of CIL/Section 106 resources, linked to CIL/Section 106 NDP policy.

Step 5: Consult on draft proposals

Consult with infrastructure providers and residents/businesses within the Neighbourhood area

- Consult with residents and businesses on inclusion of draft policies and proposals for infrastructure in the NDP.
- Meet with Local Planning Authority on Infrastructure Plans regarding inclusion of draft NDP Policies and proposals on infrastructure in the NDP.

Glossary

Assets of Community Value

In England, an asset of community value (ACV) is land or property of importance to a local community. Under the Localism Act 2011 communities can ask their local council to list certain assets as being of value to the community. If an asset is listed and then comes up for sale, the new right will give communities that want it 6 months to put together a bid to buy it. This gives communities an increased chance to save local facilities of importance to them.

Charging authority

In England, levy charging authorities are district and metropolitan district councils, London borough councils, unitary authorities, national park authorities, The Broads Authority, Mayoral Development Corporations and the Mayor of London. In Wales, the county and county borough councils and the national park authorities have the power to charge the levy.

Collecting Authority

The levy is collected by the 'collecting authority'. In most cases this is the charging authority but, in London, the boroughs collect the levy on behalf of the Mayor. County councils collect the levy charged by district councils on developments for which the county gives consent. The Homes and Communities Agency, urban development corporations and enterprise zone authorities can also be collecting authorities for development, with the agreement of the relevant charging authority, where they grant permission.

CIL Charging Schedule

A charging schedule sets out the levy rates for a 'charging authority' area for new developments of over 100 square metres.

Levy rates may be applied to specific 'zones' within an area so that a higher rate may be charged in some areas than others. Rates may also vary in accordance with different types of development (e.g. offices, residential), or the scale of development (e.g. number of dwellings or floor space).

Clinical Commissioning Groups

CCGs replaced Primary Care Trusts on 1 April 2013. CCGs are clinically-led statutory NHS bodies responsible for the planning and commissioning of health care services for their local area. They have responsibility for coordinating provision of new health facilities or improvement of existing ones at local level.

Infrastructure Development Plan (or Infrastructure Delivery Plan)

An IDP identifies all types of infrastructure needed to support new homes and businesses in an area and will form part of the evidence base for a Local Plan and the setting of the Community Infrastructure Levy.

Local Plan

Local Plans set out a vision and a framework for the future development of an area which is drawn up by a Local Planning Authority, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure – as well as a basis for safeguarding the environment, adapting to climate change and securing good

design. It may comprise a number of Development Plan Documents – for example a core strategy a site allocations plan or Development Management Plan.

Local Planning Authorities

The authority with responsibility for producing a Local Plan. Outside London, this is usually the District Council; within London, the Local Planning Authority will usually be the London borough. The Local Planning Authority may, depending on the area, instead be the metropolitan district, unitary, or National Park authorities.

Local Green Space

Local Green Space designation is a way to provide special protection against development for green areas of particular importance to local communities. This may be done in a Local Plan or Neighbourhood Development Plan.

Neighbourhood Area

This is the defined area where the policies and proposals of a Neighbourhood Development Plan will apply. A map of the Neighbourhood Area has to be submitted and approved by the Local Authority in which the proposed area is located.

Qualifying Bodies

This is a body which produces a Neighbourhood Development Plan for a Neighbourhood Area. It may be a parish or town council (or several which have joined together). Where the designated Neighbourhood Area is not within a Parish or Town Council area, an existing organisation or a neighbourhood forum established for the purpose of making a plan can be a Qualifying Body but they must meet the conditions set out in the Town and Country Planning Act 1990 (inserted by the Localism Act 2011). This includes having at least 21 members each of whom lives in the neighbourhood area concerned, works there or is an elected member of a council whose area falls within the neighbourhood area concerned.

Section 106 Planning Obligations

These are agreements made between local authorities and developers and can be attached to a planning permission to make acceptable development which would otherwise be unacceptable in planning terms. The land itself is bound by a Section 106 Agreement, something any future owners will need to take into account.

Regulation 123 List

Regulation 123 of the Community Infrastructure Levy Regulations 2010 provides for local authorities which charge CIL ('charging authorities') to set out a list of projects or types of infrastructure that it intends to fund, or may fund, through the levy. This list should be based on the draft list that the charging authority used for the examination of their draft charging schedule. [note: Government is intending to amend regulations and replace the regulation 123 list with a requirement for local authorities to publish an Infrastructure Funding Statement. The Infrastructure Funding Statement will set out the infrastructure that the local authority intends to fund through CIL and through Section 106 planning obligations]

Supplementary Planning Documents (SPDs)

These provide further detailed guidance on policies within the Local Plan. They are not subject to independent examination, so are not Development Plan Documents, but do form a material consideration in determination of planning applications.

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For formal Government guidance on Neighbourhood planning please visit gov.uk