

BEXHILL-ON-SEA TOWN COUNCIL



Figure 1 Bexhill-on-Sea Town Council Flag

COMMUNITY-INFRASTRUCTURE LEVY FUNDS FOR COMMUNITY GROUPS POLICY

ADOPTED: 24th June 2026

1. Objective

- 1.1 To provide a transparent framework for the allocation of CIL funds to community groups, ensuring that funded projects contribute to the development of local infrastructure and address the demands placed on Bexhill-on-Sea by new developments.

2. Eligibility Criteria

2.1 Community groups seeking CIL funding must:

- a) Be properly constituted not-for-profit organisations, charities, or community interest companies.
- b) Demonstrate that the proposed project aligns with the definition of infrastructure as per the CIL Regulations, which includes:
 - Roads and other transport facilities
 - Flood defences
 - Schools and other educational facilities
 - Medical facilities
 - Sporting and recreational facilities
 - Open spaces
- c) Show evidence of community support and engagement.
- d) Provide a clear plan detailing project objectives, timelines, and anticipated outcomes.
- e) Demonstrate financial sustainability, including efforts to secure match funding where possible.
- f) Proof of fund-raising initiatives.

3. Process for allocation of funding

BEXHILL-ON-SEA TOWN COUNCIL

3.1 Ensure your project meets the criteria set in the CIL Policy (it is recommended that contact is made with the Clerk in the first instance).

3.2 Projects will be prioritised using the following categories:

- Beneficiaries
- Benefit classification
- Cost
- Infrastructure category
- Partner (If appropriate)
- Status

3.3 Complete CIL Funding Application form

3.4 The application if eligible, will be considered by Full Council.

A project evaluation form will be completed by the Council.
Results will be published and applicants will be notified of the outcome of the meeting.

Representatives of the application are encouraged to attend this meeting.

Projects that are accepted for funding will be added to the list of future projects.

4. Funding Conditions

- 4.1 Funds must be used solely for the approved project.
- 4.2 Projects should commence within a specified timeframe post-approval.
- 4.3 Regular progress reports must be submitted to the Town Council.
- 4.4 Any unspent funds must be returned if not used within the agreed period.
- 4.5 Effect to secure match funding.

5. Monitoring and Reporting

BEXHILL-ON-SEA TOWN COUNCIL

- 5.1 The Town Council will monitor funded projects to ensure compliance with the terms.
- 5.2 An annual report detailing CIL fund allocations and project outcomes will be published to maintain transparency.

6. CIL Community Fund Allocation

- 6.1 The Council will allocate 50% of the Total Community Infrastructure Levy balance for CIL Community Fund.

7. Prioritising Projects

- 7.1 Applicants requesting CIL funding should read the guidance notes and complete an application form which will be processed and evaluated and, if successful, granted as and when there is sufficient funding assessed by Full Council/or FAC.
- 7.2 The projects will be prioritised using the following categories (in alphabetical order):
 - Beneficiaries
 - Benefit classification
 - Cost
 - Infrastructure Category
 - Partner (If appropriate)
 - Status

BEXHILL-ON-SEA TOWN COUNCIL

Guidance for Use of CIL Community Fund

The community Infrastructure Levy (CIL) is a levy which a charging authority (in our case Rother District Council – RDC) may charge on new developments to fund infrastructure such as schools, transport, parks, open spaces and other community facilities, which is required to support new housing and economic development in the district.

Under CIL regulations 15% of CIL receipts for development in a with a Parish or Town Council must be passed onto the Parish or Town Council where the development has taken place.

Priority for CIL funding will be given to infrastructure that is needed as a result of the development that has generated the CIL payment.

Bexhill-on-Sea Town Council holds CIL funds of which XX% is for allocation to CIL Community Fund.

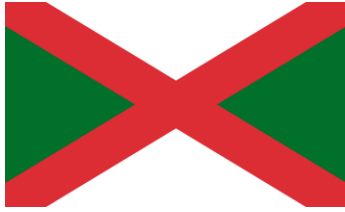
The infrastructure categories as per the CIL Regulations, are as follows:

- a) Roads and other transport facilities
- b) Flood defences
- c) Schools and other educational facilities
- d) Medical facilities
- e) Sporting and recreational facilities
- f) Open spaces

Process for allocation of funding

1. Ensure your project meets the criteria set in the CIL Policy (it is recommended that contact is made with the Clerk in the first instance).
2. Projects will be prioritised using the following categories:
 - Beneficiaries
 - Benefit classification
 - Cost
 - Infrastructure category

BEXHILL-ON-SEA TOWN COUNCIL



BEXHILL-ON-SEA TOWN COUNCIL APPLICATION COMMUNITY INFRASTRUCTURE LEVY

Please read the Community-infrastructure Levy Policy and guidance notes before completing this form.

Completed forms should be returned by email town.clerk@bexhilltowncouncil.gov.uk or by post to Bexhill-on-Sea Town Council, 35 Western Road, Bexhill-on-Sea, TN40 1DU.

Details of the Organisation applying:

Name of Organisation:

Address of Organisation:

Please describe below the aims and objectives of your organisation:

To ensure this facility continues for many years to come, we need to replace the

.....
.....
.....

Contact Details:

Name of contact:

Position:

Address for correspondence:

Postcode:

The Project:

Site of project:

Post Code:

Details of the project:

Who will your project benefit:

Total cost of the project/scheme:

How much are you applying for:

BEXHILL-ON-SEA TOWN COUNCIL

Give a breakdown of the expenditure for which the money will be used to fund:

Item:	COST (£)
VAT	
Total:	

Have you made any grant applications to any other body for grant aid/match funding: Y/N

If yes please give details:

Name of Organisation applied to	Amount Applied for	Date of Application	Amount Received

Previous applications

Has your organisation previously applied for a grant from this Town Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

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BEXHILL-ON-SEA TOWN COUNCIL

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If you would like to provide any additional information, please do so in the space given below:

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Your Financial Situation

All applications must be accompanied by the following information:

Any information not supplied will result in your application not being considered by Full Council.

- . A copy of your latest approved statement of accounts
- . Photocopy of bank statement covering the past six months
- . A Statement of your capital assets, if any

Account Details

To enable payment, in event of a successful application, please provide the following bank details:

Organisation Sort Code: Account Number:.....

Account name:

By submitting this application form you are agreeing to Bexhill-on-Sea Town Council CIL community fund awarding policy terms and conditions and agree to allow the Town

BEXHILL-ON-SEA TOWN COUNCIL

Council to use the awarding of a grant to your organisation, to publicise the Council's work in the community when your project is completed.

Signed.....

Date.....

Please return to Mr Adam Chugg, Town Clerk, Bexhill-on-Sea Town Council, 35 Western Road, Bexhill-on-Sea, East Sussex, TN40 1DU.

All applications will be considered by Full Council.

BEXHILL-ON-SEA TOWN COUNCIL



BEXHILL-ON-SEA TOWN COUNCIL COMMUNITY-INFRASTRUCTURE LEVY FUNDS – Assessment Form

CIL Projects – Assessment to aid prioritisation of projects and allocation of CIL for Community Groups.

Project Name		
Ward		
Total Project Cost		
CIL – Community Grant requirement		
Sources of other Funding		
Project Partners Tick any that apply	Clinical Commissioning Group	
	Community group	
	East Sussex County Council	
	Rother District Council	
	Other (Specify)	
Infrastructure category Tick all that apply	Communication	
	Energy	
	Environmental	
	General	
	Services	
	Social	
Locality	Improvement to development paying CIL	
	Benefit to Town in general.	
	Benefit to specific locality within the Town	
Beneficiaries	Number of beneficiaries	

BEXHILL-ON-SEA TOWN COUNCIL

	Description if appropriate (i.e youth, elderly, disabled, neurodiverse)	
	Cost/ benefit assessment	
COMMENTS		
Benefit classification	Biodiversity	
	Carbon reduction	
	Communication	
	Community engagement	
	Crime Reduction	
	Economic growth	
	Health	
	Heritage protection	
	Leisure	
	Pollution reduction	
	Public Services	
	Road Safety	
	Sport	
	Tourism	
	Traffic reduction	
	Waste reduction	
Status	Ready to go	
	Imminent	
	In Progress	
	In Discussion	
	Not Started	
COMMENTS		

BEXHILL-ON-SEA TOWN COUNCIL

Recommendation to Council	Fund as soon as possible	
	Allocate future funds (year XX)	
	Fund if CIL receipts sufficient	
	Reconsider at next assessment	
	Make a partial award	
Decision by Full Council:		

BEXHILL-ON-SEA TOWN COUNCIL



COMMUNITY-INFRASTRUCTURE LEVY FUNDS GUIDE

Introduction

The community Infrastructure Levy (CIL) is a levy which a charging authority (in our case Rother District Council – RDC) may charge on new developments to fund infrastructure such as schools, transport, parks, open spaces and other community facilities, which is required to support new housing and economic development in the district.

What is CIL?

Under CIL regulations 15% of CIL receipts for development in an with a Parish or Town Council must be passed onto the Parish or Town Council where the development has taken place.

Where a Parish or Town Council has adopted a Neighbourhood Plan the CIL receipt will increase to 25% of CIL receipts for that Town or Parish Council will be passed on.

CIL is paid by RDC twice a year if it is due, April/May and October/November.

Please note – If the Town Council does not spend its levy share within five years of receipt or does not spend it on initiatives that support development of the area, Rother District Council may require Bexhill-on-Sea Town Council to repay some or all of those funds (regulation 59E).

At the end of each financial year Rother District Council request the Town Council to complete the CIL Annual Monitoring Statement detailing CIL monies received and spent, including any specific had been spent or planned for future spend.

The CIL Annual Monitoring statement is published on Rother District Council website and on Bexhill-on-Sea Town Council website.

It must be relevant to the development of that area.

The definition of infrastructure as per the CIL Regulations, which includes:

8. Roads and other transport facilities
9. Flood defences
10. Schools and other educational facilities
11. Medical facilities

BEXHILL-ON-SEA TOWN COUNCIL

12. Sporting and recreational facilities

13. Open spaces

By adopting this policy, Bexhill-on-Sea Town Council can ensure that CIL funds are allocated effectively to community groups, fostering infrastructure development that meets the evolving needs of the community.