

The Process for Application for CIL Funding for Projects in Headington¹

Introduction

Headington Neighbourhood Forum (HNF) and Headington Action (HA) have agreed to work jointly to deliver community projects in Headington. These projects include those proposed (a) in the Headington Neighbourhood Plan (b) by Headington Action and (c) by community groups and others within Headington. This report sets out a process for the application of CIL funding to support these projects.

Joint Working

The Headington Community Projects Group (“the Group”) has been established by HNF and HA and comprises representatives from both organisations. The Group is responsible for overseeing the progression of projects. The Group will also encourage the generation of applications for CIL funding and publicise the availability of funding within the community.

CIL applications will be considered by the Project Group who will ensure that the application is properly made. The application will then be considered by the Headington Action Committee for approval. The Group will keep minutes of its meetings.

The consideration of applications involves all the members of Headington Action which includes all the City and County councillors whose ward lies wholly or partly within the Headington Area as defined in the Headington Neighbourhood Plan and representatives from Headington Neighbourhood Forum, community groups, residents’ associations and institutions located within Headington. Applications will be posted on Headington Action and Headington Neighbourhood Forum web sites and comments invited for a period of three weeks. Comments received will be reported to the Committee when the application is being decided. Decisions will also be posted on Headington Action and Headington Neighbourhood Forum websites.

Community Infrastructure Levy

The Oxford City Council collects the Community Infrastructure Levy and allocates 25% of the collected fund for projects within the appropriate Neighbourhood Plan Area, in this case Headington. The following process is proposed for the allocation of CIL in Headington.

The Process

Generation of funding requests

Funding ideas will arise as follows:

- Periodic solicitation from all local councillors and members of the HA committee.
- From the list of Neighbourhood Plan priorities.
- HA’s small grants scheme
- Ad hoc ways.

General advertising is not required. The above, especially contacts through local councillors, should cast the net sufficiently wide.

¹ Headington refers to the area designated as such in the Headington Neighbourhood Plan

All applications for funding must be accompanied by a completed project description form. (*Appendix A Project Description and Guidance Notes*).

Prioritisation and selection

All applications will be considered by the Group (see above) which will liaise with the applicant to ensure sufficient information about the application is received.

The Group will meet three times a year, on dates to be circulated well in advance to members of HA in order to generate and review applications. Applications for amounts up to £5,000 may be reviewed at any time subject to the Group's discretion.

Each project will have a nominated project sponsor who will be responsible for overseeing the project, including the management of project expenditure.

Projects will be prioritised based on:

- Fit to Neighbourhood Plan vision/objectives and policies and to Local Plan policies where appropriate.
- Who the project benefits (numbers of people, locality).
- Environment gains (sustainability, aesthetics).
- Value for money.

Selection will be based on the above prioritisation, with regard to the funds available. No more than 50% of the available funds will be spent on any single application.

Approval

Reviewed applications will be forwarded to the Headington Action Committee. If approved by the Committee the application will be forwarded to the Oxford City Council CIL Officer (currently Lorraine Freeman) with a request for funding from the CIL portion allocated to Headington.

If the request for funding is agreed by the City Council, the invoices for project expenditure will be forwarded to the Council for payment.

Transparency of the Process

The HA committee includes representatives from a wide range of Headington Community groups and all Headington councillors, both City and County Council. It is thus considered to be a transparent and representative body.

24 January 2022