**Highgate Neighbourhood Forum: CIL in Haringey**

1. **Introduction**

The Community Infrastructure Levy (CIL) is a tax that local authorities levy on developers to raise funds for local infrastructure needs arising from new developments. If an area has a Neighbourhood Plan, as we do in Highgate, 25% of the CIL money collected **in that area** (the “neighbourhood” element) must be spent **in that area**. How this is actually spent depends on whether the funds come from Camden or Haringey.

Haringey Council has decided that “the processes for determining and prioritising the neighbourhood proportion of the CIL spend in the Haringey section of Highgate should be devolved to the Highgate Neighbourhood Forum. We have developed this CIL process in partnership with Haringey Council.

As part of the original Neighbourhood Plan consultation the Forum invited people to suggest how CIL funds could be spent to benefit the community. Since then new ideas have also come forward. As the Forum is a voluntary body relying on the goodwill and “spare time” of its annually elected committee members, it does not have the capacity to implement every project itself. However, it is in a position to assess the viability of those suggestions and help enable them if they are proposed by people who are able to implement them.

Therefore, the Forum Committee is asking for organisations and individuals from the local community to submit project proposals. These will be assessed by a CIL Steering Group set up by the Forum Committee according to the criteria set out below. As this is public money, the distribution of which is governed by law, only projects which meet the “Eligibility Test” can be funded. All projects recommended by the CIL Steering Group and signed off by the Forum Committee will be referred to Haringey Council for a final approval and implementation.

Please note that Forum Committee members can also submit proposals which they champion personally or as representatives of behalf of organisations with which they work. If this is the case then those members will not form part of the decision-making process.

Note that the position for the distribution of CIL funds in Camden is different. Local councillors have the say on prioritising CIL projects from lists taken from the local Neighbourhood Forums (Highgate and Dartmouth Park) and their own consultation. We are exploring with Camden Council how we can support this process. In the meantime, the Camden councillors are keen to hear about potential projects and you should get in touch with them directly via the Camden Council website CIL pages. It would also help us with a strategic overview if you would also let us know if you do ([info@forhighgate.org](mailto:info@forhighgate.org))

1. **Are you eligible?**

Please complete the [eligibility form](http://forhighgate.org/wp-content/uploads/2019/11/haringey-cil-eligibility-form.docx). If you answer NO to any of the questions we cannot award funding so please do not spend time submitting an application.

1. **Process: How to submit a project proposal**

It is important to us that these funds are used to support good ideas that really benefit the community. We also understand that some projects might be too large and/or complicated for small groups to develop and/or manage.

You have two options:

1. Complete the application form immediately, which will be assessed as set out in the guidelines below;

or

1. Submit an expression of interest form, which the CIL Steering Group will consider. They will offer advice as to if it is worth developing into a full project and also see if there is a Forum Committee member or other person who might be able to work with you to develop the concept so that a detailed formal application can be submitted.

**What happens when you submit your application form**

* All applications received before each deadline will be assessed by the CIL Steering Group, which is comprised of members of the Forum Committee and a Councillor. The names of the members of the CIL Steering Group are on the website. If a member of the CIL Steering Group has submitted s/he will not be part of the decision-making process for that application.
* The CIL Steering Group will decide whether they need further information in order to properly assess each application. If they do, a nominated member will get in touch with the applicant. They will endeavour to do this within a month of the deadline.
* Having dealt with any questions the CIL Steering group will assess the applications against the criteria set out in the guidelines below. They will endeavour to do this within a month of the previous meeting.
* The CIL Steering Committee can decide:
  + to recommend a project to the Council and agree an appropriate monitoring and evaluation process. This will then need final approval by Haringey Council
  + to not recommend a project for CIL funding
  + to ‘hold over’ a project to review when further funding comes available
  + to set aside funds for a limited period while further discussions are held with the applicant. For example, a project might be proposed which needs additional support from the Forum Committee and/or the Council. The Forum Committee might appoint an internal champion to work with the applicant to further develop the project.
* The CIL Steering Group will present their recommendations to the full Highgate Neighbourhood Forum Committee at the next meeting.
* The CIL Steering Group will then notify the applicants of their decision and take appropriate action.
* The date on which the applicants will be informed will be advertised in relation to each individual deadline.

**How quickly will you hear back?**

We hope to get back to people with our decision within three months but this will depend on the meeting cycle of the Highgate Neighbourhood Forum Committee which meets every two months.

1. **Guidelines**

**Be sure to** [**check that you are eligible**](http://forhighgate.org/wp-content/uploads/2019/11/haringey-cil-eligibility-form.docx)**.**

**What type of things can be funded by CIL?**

The neighbourhood portion of CIL should be used to support the development of the relevant area by funding:

The provision, improvement, replacement, operation or maintenance of infrastructure; or

1. Anything else that is concerned with addressing the demands that development places on the Highgate Neighbourhood Forum Area. Infrastructure is interpreted broadly and includes transport, environment, local economy, green spaces, cultural resources, education, leisure and creation, health and social care.

Examples include:

* feasibility studies
* infrastructure (eg transport)
* equipment
* capital projects
* non-capital projects which are finite and discrete

Exclusions include:

* individual businesses, unless there is a significant broader community impact
* annual core running costs
* ongoing maintenance costs
* non-capital projects with limited impact

**General criteria**

Your application will be scored as to how well it meets the following criteria and then reviewed alongside other applications to assess priority need, impact and strategic value. These are summarised below – you will find additional notes in the application form relating to these.

* Relevance to the [Neighbourhood Plan](https://forhighgate.org/wp-content/uploads/2018/07/HNF-Plan-v5_AdoptionVersion-Jun17-FINAL-lores-copy.compressed.pdf)
  + **Social & Community Need:** to help Highgate develop and maintain a strong and sustainable community which works to minimise social deprivation and exclusion.
  + **Economic Activity:** to maintain the vitality and viability of the area’s commercial cores so they continue to meet the day-to-day needs of the community and enrich and enliven the public realm
  + **Traffic & Transport:** to enhance accessibility to local services and support the community’s health, social and cultural wellbeing
  + **Open Spaces & Public Realm**: to empower the whole community to protect, enhance and obtain the maximum benefits from Highgate’s open space
  + **Development & Heritage:** to preserve and enhance Highgate’s unique character
  + **Sustainability:** to support eco initiatives and combat climate change and pollution
* Relevance to the **Haringey Local Plan** (see https://www.haringey.gov.uk/local-democracy/policies-and-strategies/borough-plan) and in particular the following outcomes:
* A healthier, active and greener place
* A cleaner, accessible and attractive place
* A culturally engaged place
* A safer borough
* A growing economy and thriving local businesses
* How much community support there is for the project
* How much the project is needed
* Value for money
* Extent of impact ie what difference does it make / will there be a long term legacy
* Whether there are ongoing maintenance costs and how these will be funded
* Your capacity to deliver the project

**Frequently Asked Questions**

1. **How much money is available?**As of November 2019, there was £253,000 in the Highgate neighbourhood element (25%) of the CIL pot and £1,582,382 predicted to come in over the next few years.
2. **How much can I apply for?**As this is a new source of funding, the CIL Steering Group welcome applications of all sizes and will review their policy at each meeting in the light of the number and range of applications. However, Haringey officials have indicated that they don’t have the capacity to process a large number of small bids, so it may be necessary to “bundle” ideas before submitting them to the Council.  
     
   If you are applying for a large amount, the CIL Steering Group will take particular note of the level of support from the community and the impact of the project.
3. **Can the funds be used for capital or revenue?**They can be used for both but capital projects will be easier to make a case for.
4. **Can I submit more than one application?**You and/or your organisation are welcome to submit more than one application but you will need to be able to prove that you have the capacity to deliver more than one project.
5. **If the Steering Committee approves my application can I just get on with it?**No. The application needs to be approved by Haringey Council as well, so you may need to be patient. If it is urgent we will see what we can do to expedite it. In some cases you may need the support and advice of Haringey Council officers.
6. **What if my project is in Camden?**The position for the distribution of CIL funds in Camden is different. Local councillors have the say on prioritising CIL projects from lists taken from the local Neighbourhood Forums (Highgate and Dartmouth Park) and their own consultation. We are exploring with Camden Council how we can support this process. In the meantime, the Camden councillors are keen to hear about potential projects and you should get in touch with them directly. It would also help us with a strategic overview if you would also let us know if you do ([info@forhighgate.org](mailto:info@forhighgate.org))