



Community Infrastructure Levy (CIL) Application for Funding

Completed application forms must be returned to –

Postal Applications	Electronic Applications
The Clerk Croxley Green Parish Council Council Offices Croxley Green WD3 3SU Tel: 01923 710250	info@croxleygreen-pc.gov.uk

Please ensure you read the following information carefully before applying to Croxley Green Parish Council for CIL funding and you are aware of all the stipulated Terms & Conditions.

CRITERIA

Parish Councils are entitled to a “Neighbourhood proportion” of CIL received by the Local Authority following development. The amount of CIL received depends on whether or not the Parish Council has an adopted Neighbourhood Plan (NP). Croxley Green Parish Council, with an adopted NP receives 25% of CIL raised via development. There are very strict guidelines on how CIL may be spent. **Therefore, applicant must refer to the Government Guidelines prior to application.**

It **must** be spent on –

- a. The provision, improvement, replacement, operation, or maintenance of infrastructure, or
- b. Anything else that is concerned with addressing the demands that development places on it.

There are typically three broad categories of infrastructure –

- **Physical infrastructure:** highways, transport links, cycleways, energy supply, water, flood alleviation, waste management.
- **Social infrastructure:** education, health, social care, emergency services, art and culture, sports halls, community halls.
- **Green infrastructure:** parks, woodlands, play areas, public open spaces.

CIL **cannot be used** for everyday expenditure or for spending on items or services which fall outside the Parish Council’s remit (whether that be by statute or Power of Competence).

When considering a CIL application, Croxley Green Parish Council will take into account whether the Parish Council has the ‘power’ to make such a grant.

All applicants must demonstrate that any funding provided by CIL (through the Parish Council) will be of benefit to the residents of the Parish.

HOW TO APPLY

A comprehensive application for is included in this form. Applicants **must** include all documents requested. All applicants completing and signing this application form will be deemed to have read, understood, and agreed to the Terms & Conditions of their application.

Croxley Green Parish Council reserves the right to reject an application due to a lack of required documentation or insufficient information to support the application.

TERMS & CONDITIONS

1. Each application will be considered fairly, on its own merits.
2. No financial assistance can be given to individuals under this Scheme.
3. No grant will be paid to, or for any commercial venture or for private gain.
4. Retrospective applications **will not** be considered, i.e where the expenditure on the project has been carried out or the event has taken place.
5. If successful, recipients must agree to provide a report to Croxley Green Parish Council outlining how the grant has been spent within 12 months of receiving the Grant.
6. Grant recipients **must** provide evidence the money has been used for the purpose stated.
7. Croxley Green Parish Council and use of CIL funds will be recognised on any materials produced and in any form of publicity (including social media) as a result of this grant.
8. The Grant can only be used for the purpose stated in the application form and Croxley Green Parish Council reserves the right to reclaim any grant not being used for the specified purpose.
9. If an applicant wishes to change the purpose of the grant, they must seek approval by writing to the Parish Council who will then consider approving the change.
10. Any previous grant made to a group or organisation may be considered when deciding a new application.
11. Where partnership funding is being sourced outside the Parish, Croxley Green Parish Council may wish to see that such funding has been secured/applied for prior to awarding a grant.
12. A copy of the organisation's constitution, most recent audited accounts and a current bank balance **must** accompany the application form as a minimum.
13. The purpose for which the grant is requested must be in the interests of Croxley Green Parish, or any part of, or all, or some of the inhabitants of Croxley Green.
14. Only Groups or Organisations within the Parish may apply for a grant.
15. Any application for CIL funding above **£3,000** will require that **3** quotes have been obtained.
16. All personal information contained within the Grant Application form will be held securely.

YOUR ORGANISATION:			
Name of Organisation:	Hertfordshire County Council (HCC)		
Primary Contact: (for this application)	Becky Holloway		
Position within Organisation:	Project Officer		
Primary Contact Details: (email or postal address)	Rebecca.holloway@hertfordshire.gov.uk Tel 01992 555726		
When was it formed:	1889		
Where and when does it meet?	Regularly in Hertford and Stevenage		
Is membership open to all? (Regardless of sex, age, ethnic origin, religion, disability or sexual orientation)			
Briefly describe the aims and objectives of your organisation and the usual activities/services you provide:	<p>HCC is the Lead Local Flood Authority which means we are responsible for managing flood risk across Hertfordshire (surface water, groundwater and ordinary watercourse flooding), working with district and borough councils and other local organisations.</p> <p>. Our values were developed collaboratively in 2022 by colleagues across HCC which are in the acronym of RISE, which stands for:</p> <ul style="list-style-type: none"> • We improve Residents' lives: we put our residents at the heart of all we do • We work with Integrity: we say what we do, and we do what we say • We act Sustainably: we consider the impact of our actions on future generations • We champion Equality and fairness: we're all equal and we treat everyone fairly. <p>These guide how we approach our work and make decisions, and how we act towards our colleagues, residents, partners and suppliers. Our values were developed collaboratively in 2022 by colleagues across HCC.</p>		
Type of Organisation:	Business:	<input type="checkbox"/>	
	Charity:	<input type="checkbox"/>	Number:
	Community Group:	<input type="checkbox"/>	
	Other: (please specify)	<input checked="" type="checkbox"/> Local Authority	
Preferred Method of Contact:	Post: <input type="checkbox"/>	Email: <input checked="" type="checkbox"/>	Telephone: <input type="checkbox"/>

FINANCE:	
Amount of CIL requested:	£ 3,000
Please provide details of other/secured sources of funding for this Project:	
Local Authority	£
Other Local Authority	£
Charitable Trusts	£
Business Community	£

Other (please specify below)	£	
If your CIL application is for more than £3,000 , at least 3 quotes must be provided. Please state the names of the quoting companies (including amounts and attach copies.	Please list your quotes -	
	Company	Amount
	Quote 1:	£
	Quote 2:	£
	Quote 3:	£

THE PROJECT:

To assist Croxley Green Parish Council in reaching a decision, please give a full description of the purpose for which CIL funding is required:

(continue on a separate sheet if required). Please include any plans/drawings/pictures necessary to support your application.

Over the last couple of years, a number of areas in Croxley Green have been affected by surface water flooding due to the drainage systems not being able to cope with the volume of rainfall that we are currently seeing. A number of properties experiencing external and internal flooding which is causing residents stress especially as the flooding occurs frequently. We hope this project will be able to help the residents support themselves and provide a more efficient response in a flood event, further detail is provided in the sections below.

Areas within Croxley Green that would benefit from this will be Links Way in 2 locations. If this scheme was to go well, It can be looked to be replicated in other areas of Croxley Green.

Local councillors have been in contact with highways to discuss the drainage within this area. Unfortunately, larger schemes (if these are planned for the area) involve longer processes which means it takes more time to implement. The flood kit scheme provides a quicker short-term solution to the area to help with mitigating the effects of flooding.

Flood Kits in communities summary

The aim of this scheme is to provide flood kits which could include equipment such as hydro snake barriers and puddle pumps, to communities who are vulnerable to flooding.

Objectives:

- To get the community to create a flood plan and flood kit
- To get communities to be more resilient and prepared for future flood incidents

Before the flood kit can be created a community flood plan will need to be put in place. The building of the flood plan will encourage communities to come together to discuss experiences of past flood events, which enable them to identify potential triggers, vulnerable areas and take proactive steps to mitigate future risks. Once the flood plan has been made, we will look to introduce the community to a wide variety of products residents could choose for their flood kit. The flood kit list will then be included into the flood plan to help residents understand when they will need to deploy the kit in future events.

To do this we would require a hands-on approach with the community. Therefore, if funding is secured, we will look to organise face-to-face meetings with each community. Each meeting will consist of an hour of building up knowledge of the flooding that occurs in the area and then the second hour used to apply that knowledge to create a flood plan and flood kit list.

By the end of this project, we hope for more communities within Croxley Green will be able to take back control of their flooding, increase their resilience and ability to support one another. Additionally, we hope residents will be able to get a better understanding of their flood risk by sharing flood maps and sharing knowledge amongst each other. Hertfordshire County Council have recently completed this project with 5 communities across which we deem to have been a success as we believe communities are more aware of their flood risk and are more prepared in knowing what to do during a flood incident. Currently, communities have not had to use their flood kits as they have not experienced a flood incident since the implementation.

How will your project comply with CIL spending criteria?

Please always refer to Government Guidelines, whilst complete this section.

Social infrastructure- Flood Kits in communities is a key way to educate the residents in regard to flooding.

Education plays a crucial role in addressing flooding, as many residents have limited knowledge or understanding of the issue. It's essential to prioritise flood education whenever possible, as it enables individuals to recognise their vulnerability and take proactive steps to reduce the impacts of flooding. Furthermore, by increasing awareness of flooding and the role of climate change in exacerbating flood risks, communities can be better prepared for future events. This process can also strengthen community bonds, as residents come together to support one another, learning how to protect themselves and their neighbours more effectively.

Moreover, educating individuals fosters a ripple effect, allowing them to share their knowledge with others and expand the understanding of flood risks across their communities.

In terms of **physical infrastructure**, providing a community storage unit and flood kit for emergency access is a key step. This kit could include essential equipment such as flood signs, puddle pumps, poly boom, and Hydro-snakes. These tools would be deployed during a flood event to mitigate the damage and help manage the situation, offering a practical solution for communities in times of need.

The flood kit storage would require storing on land with public liability insurance to protect the equipment.

What are the main benefits of your project to the community of Croxley Green?

The benefits of the project were briefly described in the previous section however, we hope to create more flood resilient communities in Croxley Green.

Flooding can lead to residents experiencing issues with mental health due to the stress it can induce on people during an event. By encouraging the building of a community flood plan residents will have a better understanding on the most effective way to prepare, respond and recover during a flood event. In turn decreasing the stress it can cause a reduction in the potential of residents experiencing issues with mental health.

Furthermore, this project will allow residents to get a full understanding their flood risk. The better understanding they have now and the effects of climate change more likely to be prepared and resilient.

Additionally, we believe this scheme could help with reducing damage to properties. By having a strategic plan in place for responding to flooding it can allow for residents to understand the vulnerable spots which can help determine what actions they can take to better protect themselves and their neighbours.

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Timeline for Project Delivery:

Proposed Start Date:	Residents meeting to be set up in 3 months from approval of funding
Proposed Completion Date:	By December 2025

Is there anything else you wish the Parish Council to take into account when considering your application?

Hertfordshire County Council have completed a pilot project of flood kits in communities. This was completed in communities that we understood to be feeling the potential effects of climate change. We were able to set up 3 communities with flood plans (2 already a flood plan already) and 5 flood kits. This involved creating flood plans with communities who experienced different flooding e.g., watercourse, groundwater and surface water. Majority of the communities we believe took well to this scheme and came together to decipher a flood plan that works for them alongside understanding what equipment fits with the plan.

Sometimes it is difficult to produce large schemes in areas due to funding etc therefore, flood kits are an ideal quick scheme that can be used and implemented within a couple of months. We believe this scheme can be replicated well in Croxley Green and provide the same benefits as we believe our pilot scheme has.

Declaration:

The signing and submission of this CIL Grant Application form constitutes acceptance of the statements and conditions below:

I declare that I have read and accept the Terms and Conditions of this funding application and that I have answered all question fully and truthfully. I also declare that any grant funding will be used solely and only for the purposes outlined in this application. I have the permission of my organisation to make this grant application.

Additionally, I declare that Croxley Green Parish Council and CIL funding will be recognised on any materials produced and in any form of publicity (including social media) as a result of this grant.

My organisation, and this project is committed to working in a way which values and treats all people with respect and dignity and celebrates diversity. My organisation and this project through its practices, will ensure that no member, service user, employee or volunteer will receive less favourable treatment or suffer unlawful discrimination on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race gender or sexuality, or on the grounds of economic or social status.

I understand that Croxley Green Parish Council reserves the right to request a list of names and contact details for any members of our organisation.

Any materials produced, made, originated, developed or arising out of the provision of this grant are to be made available for use by the Parish Council if so requested.

Croxley Green Parish Council may ask for additional information at any stage of the application process. I will be required to submit details identifying how the grant funding was used, as well as receipts for all goods and services acquired with this grant, if so requested by Croxley Green Parish Council. If considered to have been inappropriately spent, Croxley Green Parish Council reserves the right to reclaim part or all of the grant funding.

The application form and supporting information will be copied and discussed at a public Parish Council meeting. Personal data that has been supplied will not be disclosed and will be held by Croxley Green Parish Council in accordance with all Data Protection Regulations in force at the time.

Signed: R.Holloway Dated: 12.03.2025

On behalf of: Hertfordshire County Council- Lead Local Flood Authority

INFORMATION REQUIRED:

Please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted). Failure to supply may result in your application being rejected.

	Check to confirm enclosure
Group constitution or set of rules	<input type="checkbox"/>
Copy of the most recent/audited accounts	<input type="checkbox"/>
Copy of most recent bank account statements	<input type="checkbox"/>
Copy of your Organisation’s Safeguarding Policy (if your Organisation works with children/ young adults/vulnerable individuals).	<input type="checkbox"/>
Additional literature/brochures (where appropriate)	<input checked="" type="checkbox"/>
Three Quotes (if application for more than £3,000)	<input type="checkbox"/>

Appendix A

Examples of “infrastructure” items which can be provided or maintained by Parish Councils (not exhaustive). Therefore, please always refer to the Government Guidelines.

Infrastructure Type	CIL Uses
Allotments	<ul style="list-style-type: none"> • Provision of Allotments
Burial Grounds/Cemeteries	<ul style="list-style-type: none"> • Maintain monuments and memorials
Bins	<ul style="list-style-type: none"> • Provision of litter/dog bins
Bus Shelters	<ul style="list-style-type: none"> • Provision of bus shelters
Clocks	<ul style="list-style-type: none"> • Provision of public clocks
Commons & Common Pastures	<ul style="list-style-type: none"> • Inclosure, regulation and management and provision of common pasture
Conference Facilities	<ul style="list-style-type: none"> • Provision of conference facilities
Community Centres	<ul style="list-style-type: none"> • Provide and equip buildings for use of clubs (sports/social/educational) • Acquire, provide and furnish community buildings
Crime Prevention	<ul style="list-style-type: none"> • Spend money on crime prevention
Drainage	<ul style="list-style-type: none"> • Deals with ponds and ditches
Highways	<ul style="list-style-type: none"> • Repair and maintain public footpaths and bridleways • Lighting for roads and public places • Provide parking places for vehicles, bikes and motorbikes • Provide roadside seats and shelters • Provide certain traffic signs and other notices • Plant trees and maintain roadside verges • Traffic calming – powers to contribute financially to such schemes
Open Spaces	<ul style="list-style-type: none"> • Acquire and maintain land for open spaces
Public Buildings and Village Halls	<ul style="list-style-type: none"> • Acquire and provide buildings for public meetings and assemblies
Public Toilets	<ul style="list-style-type: none"> • Provide public toilets (does not include employee wages)
Recreation	<ul style="list-style-type: none"> • Acquire land for recreation grounds; public walkways; pleasure grounds – manage and control them; provision of boating pools
War Memorials	<ul style="list-style-type: none"> • Maintain, repair, protect and adopt war memorials