



Parish Infrastructure Investment Plans (PIIPs)

Guidance for Town and Parish Councils for identifying and prioritising infrastructure

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Introduction

This guidance document explains the purpose of a Parish Infrastructure Investment Plan (PIIP) and how it can be prepared.

This will help communities to focus and prioritise their infrastructure needs and spending to deliver local projects.

In this guide the term Parish Council refers to Town Councils, Parish Councils and Parish Meetings.

This guide has been developed to focus on priority projects needed by communities.

Why create a PIIP?

PIIPs can help parish councils to:

- Identify the infrastructure and investment needs of their community
- Provide an evidence base for spending decisions on locally identified priorities
- Identify sources of funding and opportunities for matching funding streams to make the most efficient use of income
- Assist with external funding bids - providing evidence of local investment needs and priorities
- Provide transparency to local communities - explain where local investment is being targeted
- Encourage engagement by members of the community who use / will use the facilities and services being delivered
- Provide a local perspective to help the district council gain a better understanding of local priorities
- Support the development of the Neighbourhood Plan/Infrastructure Delivery Plan

Neighbourhood (Parish) CIL

Neighbourhood CIL is one source of funding, which should be used to fund community projects.

Neighbourhood CIL is paid on commencement of planning permissions that are CIL liable development, where exemptions or relief from CIL has not been granted.

Payments are usually made in instalments and can take up to 3 years to be received in full. Once received, the CIL payments are automatically split down into their statutory “pots” or funds:

- a 5% Administration, and
- b 15% or 25% to parish councils (**Neighbourhood CIL**), and
- c the remainder to the Borough CIL Fund (**Borough CIL**).

Under the CIL Regulations, the Neighbourhood CIL is passed to the town and parish councils every 6 months; on the 28th of April and the 28th of October. Only Neighbourhood CIL amounts received in the previous 6 months can be passed on, so areas where there is no new development commencing and thus paying CIL will not receive any Neighbourhood CIL.

Parish councils have 5 years from the date of receipt to spend the Neighbourhood CIL. Where there is not a parish council, then the funds are held and spent in consultation with the community, under the same terms as the town and parish councils spend.

The CIL Regulations state that parish councils can spend their Neighbourhood CIL 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 an area.

Infrastructure Funding

Parish councils can receive funding for infrastructure projects from a number of sources, for example, through precept allocations, locality funding, Community Infrastructure Levy (CIL) Neighbourhood CIL, Community Partnerships and other grants, donations and fund-raising events.

Parish councils can choose to fund projects collaboratively where local infrastructure priorities are shared with other parish councils.

Parish councils are encouraged to look at their local infrastructure needs, and to plan delivery of local projects using their Neighbourhood CIL.

For parish councils receiving 15% Neighbourhood CIL, are encouraged to consider the infrastructure needs of their area, using a Parish Infrastructure Investment Plan (PIIP) to help understand, evidence and prioritise their infrastructure needs, and to focus Neighbourhood CIL spend.

Where parish councils have a Neighbourhood Plan made in their area, the expectation is that Neighbourhood CIL is prioritised and spent to deliver the projects identified in the Neighbourhood Plan.

This may mean that in some areas where the Neighbourhood Plan has identified health or education, or other strategic infrastructure as a priority infrastructure requirement, there will be the opportunity to collaboratively fund projects of this nature.

Where local priorities have been identified and Neighbourhood CIL has been received in the area, Neighbourhood CIL should be directed to these projects and used as match funding for any application submitted for infrastructure funding.

It should be noted that the CIL Regulations give town and parish councils 5 years from the date of receipt in which to spend Neighbourhood CIL.

Where town or parish councils have a 'made' Neighbourhood Plan and they receive 25% of the CIL collected from commenced development, this funding should be prioritised towards the infrastructure highlighted within the Neighbourhood Plan.

The infrastructure is identified as 'desirable' or a 'priority' in the Local Plan or Neighbourhood Plan or recent Parish Infrastructure Investment Plan (PIIP)

When a community has new development in their area, they are likely to receive either 15% or 25% Neighbourhood CIL payments, once the development has commenced and is paying the CIL due on the development. There are statutory provisions around receiving and spending the Neighbourhood CIL, but there are also opportunities to spend this collaboratively to deliver on priorities for an area (and this can be wider than the parish area).

There is dedicated CIL guidance on our CIL webpages for parish councils on spending.

What is infrastructure?

There are generally 3 broad groups or types 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 and pitches, community halls
- **Green infrastructure:** parks, woodlands, play areas, public open space

What should the PIIP be based upon?

The PIIP should be evidence-based, identifying current existing infrastructure, and assessing the impact of new development and the impact of changes in demographics on this infrastructure.

Sometimes this process can also identify gaps in infrastructure provision, for example identified growth in the numbers young or older people but a lack of facilities for them locally.

As infrastructure investment decisions affect all members of a community, the parish council should make efforts to engage with as many people as possible in this process. The PIIP should also be responsive to changes in development and infrastructure. So that it remains a reliable tool for decision-making, we recommend a PIIP is reviewed at least once every three years.

A template for the contents of a PIIP is provided as Appendix A

How and where should the PIIP be published?

We recommend that your PIIP is:

- published on the parish council's website and a hard copy made available for those without internet access; and
- a copy of the PIIP is sent to West Norfolk Planning Policy Team. This will allow us to take into consideration your proposed actions and to understand local needs and include this information within the Council's Infrastructure Delivery Plan; and
- submit your PIIP with CIL Funding Applications.

Further information on CIL spending and Parish Support can be found on the councils' website.

Parish Infrastructure Investment Plan (PIIP)	
Parish name(s)	
Area covered (if combined area)	
Date of PIIP	
Date of next review	
Date adopted / approved by Parish Council	

Existing Infrastructure Audit

To enable you to demonstrate the need of Infrastructure, please provide a **list of services and facilities within the local area, their condition, location, existing capacity, and catchment area.**

Existing infrastructure inside the PIIP area, that are used by the community:

External infrastructure services and facilities outside the PIIP area, that are used by the community:

Infrastructure Needs

Based upon the finding of your internal and external infrastructure audit, please identify your Community Infrastructure needs and aspirations:

List of identified infrastructure needs, in order of priority:

Community Engagement

How have you sought the views of your community and how they have helped to inform your current and future needs:

Future Growth

Expected growth – location, size and timing of development sites.

Location	Size	Timing

What impact would these have on your community needs?

Financial Details

Projected income – from all sources including external grants, CIL and s106 income (legal agreements attached to planning permissions):

CIL & S106 information can be obtained using the Councils Developer Contributions data.

Your investment priorities – the list of infrastructure projects to be funded over the next 3-to-5-year period, in order of their priority:

Any other information relating to your infrastructure needs:

Priority projects relating to statutory services such as highways, health and education must be agreed first, with the relevant statutory body or partnership.