

Sent by email

2 May 2025

Dear Sir/Madam,

### **Community Infrastructure Levy (CIL) Funding Consultation**

I am writing to you following the recent adoption of Horsham District Council's Interim Infrastructure Delivery Plan (IDP). This document sets out the current identified infrastructure needs, and likely future needs, resulting from unplanned development which may arise depending on the outcome of the Local Plan examination.

Your organisation has been identified as one of those which may have projects eligible for Community Infrastructure Levy (CIL) funding in Part 2 of the Interim IDP and as we are now considering the allocation of CIL funds, we are writing to you to request further information as part of a six-week consultation running from Friday 2 May until 5pm on Friday 13 June.

CIL is a charge that local authorities can impose on new development in order to help fund infrastructure that will support that development. The Council's [CIL Charging Schedule](#) came into effect on October 2017 and sets out the CIL rates which are applied to all liable development in Horsham District. There is further information on the Council's website which sets out the charging regime and how CIL is spent:

<https://www.horsham.gov.uk/planning/planning-policy/community-infrastructure-levy/what-is-cil>

Horsham District Council's CIL Governance Arrangements have been in place since November 2019 (and since September 2022 for the three Neighbourhood Councils in Horsham Town) and were updated in March 2025 to reflect the adoption of the Interim IDP. The CIL Governance Arrangements allow CIL to be prioritized and spent on infrastructure projects which will support development across Horsham District. As part of this spending process, there are a number of stages of review to ensure the most appropriate and highest priority projects are taken forward and allocated funding.

All projects must be identified in the Council's latest Infrastructure Delivery Plan (in this case, the Interim IDP, which is published on the Council's website:

[https://www.horsham.gov.uk/data/assets/pdf\\_file/0004/146191/Interim-IDP-2025.pdf](https://www.horsham.gov.uk/data/assets/pdf_file/0004/146191/Interim-IDP-2025.pdf)).

Projects then need to be assessed by the Planning Obligations Officer to establish whether there is sufficient evidence to allow the project to be further considered. Following this, projects will be assessed and prioritised by a Joint Officer Working Group using a set of prioritisation criteria. Those which are scored as highest priority will be reviewed by the Director of Place, in consultation with an Infrastructure Projects Working Group, before a final decision is made on which projects should be included in a CIL Spending Plan.

Attached to this letter is a proforma which we ask that you use to submit your requests for projects to be included on the CIL Spending Plan. Once submitted, this will provide the Planning Obligations Officer with the information required to establish which projects can be taken forward for prioritisation.

Please complete one form for each project you would like the Council to consider for funding. Some responses require evidence of the background to any joint funding status, as well as feasibility and other preparatory work – please do include this information as without this we will be unable to include the project for prioritisation. If you are aware of any organisations who may wish to submit a bid for CIL funding, please feel free to pass this letter and its appendices onto them.

All completed proformas and accompanying information should be returned to [cil@horsham.gov.uk](mailto:cil@horsham.gov.uk) no later than **Friday 13 June 2025**. Following the close of the consultation, we will begin to assess the project submissions and will be in contact in due course.

If you have any questions relating to the proforma, or CIL more generally, please direct these to [cil@horsham.gov.uk](mailto:cil@horsham.gov.uk), or call Julia Hayes on 01403 215 247. We will be very happy to support with any queries in relation to the preparation of your submissions.

Kind regards,

A handwritten signature in black ink, appearing to read 'Julia Hayes', with a large, stylized initial 'J'.

Julia Hayes  
Senior Planning Officer