

Cheltenham Borough Council

Cabinet – 16 September 2025

Notification of decisions made by the Community Infrastructure Levy Joint Committee

Accountable member:

Cllr Rowena Hay – Leader

Accountable officer:

Tracey Birkinshaw – Director Communities & Economic Development

Ward(s) affected:

All

Key Decision: No

Executive summary:

The Community Infrastructure Levy (CIL) Joint Committee (CIL Joint Committee) met on 14 July 2025 to consider and make decisions on the allocation of funding for infrastructure projects. This report fulfils the requirements of the CIL Joint Committee Terms of Reference.

This report relates only to the 'Infrastructure Fund' portion of CIL receipts. Specifically, the twenty-five percent share of this the CIL Joint Committee has decided to ringfence (as reported to Cabinet on 8 April 2025) for use on 'local strategic infrastructure' projects and the amount of this as available to be allocated against the CIL the Infrastructure Fund receipts paid to 5 February 2025.

Following the decision to split the Infrastructure Fund receipts at the 4 March 2025 CIL Joint Committee into the 'strategic infrastructure' fund and the 'local strategic infrastructure' fund, this process left £4,587,760 of receipts up to 5 February 2025 in the 'local strategic infrastructure' fund proportion for future consideration for allocation to projects.

The decisions of CIL Joint Committee on 14 July 2025 were to allocate CIL receipts from the local strategic infrastructure fund proportion to three projects as set out in **Appendix 5**.

Recommendation: That Cabinet

- 1. notes the decisions of the Community Infrastructure Levy (CIL) Joint Committee made on 14 July 2025. (Appendix 5)**
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1. Implications

1.1 Financial, Property and Asset implications

The CIL Joint Committee allocation decisions relate only to the CIL payments received that are held by Cheltenham Borough Council from the 'Strategic Infrastructure' portion of CIL receipts. The payment of 15% or 25% to Parish Councils (as relevant) 15% for the unparished areas and up to 5% towards administration cost of collecting and administering the levy being unaffected.

The Community Infrastructure Levy is allocated for specific purposes, and it is not at the discretion of this Council to decide to use it for an alternative purpose. Although the inflow will have a positive impact on the Council's cash flow position, there will be no impact on the revenue or capital budget. The implications for the property portfolio will be funding for some projects which have previously paused due to budget shortfalls.

Of the strategic infrastructure fund receipts previously reported to CIL Joint Committee on 4 March 2025, paid directly to Cheltenham Borough Council, the 14 July 2025 CIL Joint Committee decision would leave £901,879 of those previously reported from Cheltenham Borough CIL receipts unallocated in the local strategic infrastructure fund portion of the infrastructure fund (see **Appendix 5**).

Signed off by: Gemma Bell, Director of Finance & Assets (Deputy Section 151 Officer) gemma.bell@cheltenham.gov.uk

1.2 Legal implications

The "strategic" element of CIL receipts (being otherwise than up to 5% for administration and the 15% to 25% neighbourhood portion) must be spent on 'infrastructure' (Regulation 59). Charging authorities can choose to pool a proportion of their Community Infrastructure Levy receipts to fund infrastructure including for out of their own area spending. Each of the charging authorities included in the pooling arrangements should be content that funding for infrastructure outside the authority's area will support development of its own area.

Under National Planning Policy Guidance (NPPG), charging authorities are encouraged to consider publishing a Memorandum of Understanding detailing the administration, principles, and governance that will be implemented for any pooled fund. The CIL Joint Committee's Terms of Reference sets out how the pooled levy

will be administered and spent.

The authorities have a variety of legislative powers relating to its governance arrangements, including the general power of competence set out in Section 1 of the Localism Act 2011. This includes the setting up of Joint Committees under Section 101(5) and Section 102 of the Local Government Act 1972 and the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012 which enable two or more local authorities to discharge any of their functions (other than those which are the responsibility of an authority's executive under section 13 of the Local Government Act 2000).

As set out in the agreed terms of reference for the CIL Joint Committee (See **Appendix 3**) any allocation decisions require a full consensus vote of the Committee. Further, the decisions made by the CIL Joint Committee shall be subject to the decisions being reported back through relevant Cabinet/Executive Committee of each of the member Councils. Any decision by the CIL Joint Committee, except those agreed as urgent, shall not be implemented until the member Councils have formally reported back through their own Cabinet/Executive Committee. All decisions of the CIL Joint Committee (unless considered urgent) shall be subject to the "call in" process of each member Council. If not called in during that period any decision shall then be available for implementation.

Further Legal Implications in respect of the decisions made by the CIL Joint Committee are set out in the CIL Joint Committee Report 14 July 2025 (See **Appendix 4**).

Signed off by: OneLegal (legalservices@onelegal.org.uk)

1.3 Environmental and climate change implications

The Climate Change Impact Tool was a requirement for each CIL scheme submitted for assessment. Some of the projects supported for the allocation of CIL funding will contribute towards delivering against the respective councils' carbon emergency aspirations. Each submitted scheme was assessed against sustainability criteria through the applied scoring matrix.

Signed off by: Maizy McCann, Climate Officer, Maizy.McCann@cheltenham.gov.uk

1.4 Corporate Plan Priorities

This report contributes to the following [Corporate Plan Priorities](#):

Key priority 1: Securing our future

Key priority 3: Reducing carbon, achieving council net zero, creating biodiversity

Key priority 4: Reducing inequalities, supporting better outcomes

Key priority 5: Taking care of your money

1.5 Equality, Diversity and Inclusion Implications

See **Appendix 2**. Some of the projects are likely to be subject to their own separate Equalities Impact Assessment in due course (where these have not already been completed) and as appropriate this will be considered by the CIL Joint Committee.

1.6 Performance management – monitoring and review

Schemes that have been allocated funding will be awarded funding via a grant agreement. These agreements will be monitored via the CIL Officer Working Group and the Strategic Infrastructure Planning Manager and reported to the CIL Joint Committee.

2 Background

2.1 On 11 December 2023, Council approved the establishment of a Community Infrastructure Levy Joint Committee under s101(5) and s102 Local Government Act 1972 and under Part 1A Chapter 2 Section 9EB of the Local Government Act 2000 and pursuant to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012. The decision to establish the CIL Joint Committee was also approved by the two other partner authorities of Gloucester City Council (25 January 2024) and Tewkesbury Borough Council (23 January 2024).

2.2 At the same meeting approval was given for:

- The Community Infrastructure Levy Joint Committee ‘Terms of Reference’ (see **Appendix 3**);
- The pooling of strategic infrastructure CIL monies by the three partner Councils of Cheltenham Borough, Gloucester City and Tewkesbury Borough; and
- Engagement with wider infrastructure providers, outside the local authorities, should be entered into.

2.3 The CIL Joint Committee is the decision maker subject to the decisions being reported back through relevant Cabinet/Executive Committee of each of the member Councils. All decisions of the Committee (unless considered urgent) shall be subject to the “call in” process of each member Council. If not called in during that period any decision shall then be available for implementation. This is the basis of this report to Cabinet.

- 2.4 The first meeting of the CIL Joint Committee was convened on the 12 November 2024 and adopted the Terms of Reference for the Joint Officer Working Group to support the CIL Joint Committee; approved with amendments the Prioritisation Criteria Framework for schemes coming forward for funding; and setting a date for the return of bids for the first round of funding.
- 2.5 The strategic CIL receipts, which the Councils have named the Infrastructure Fund is the 70% to 80% of receipts that remain, once administration costs and neighbourhood funding has been deducted, that each Council, as an individual CIL Charging and Collection Authority, has collected and pooled together. At the CIL Joint Committee Meeting 4 March 2025 a decision was made to split the CIL Infrastructure Fund so that 75% of the Infrastructure Fund receipts are allocated to strategic infrastructure projects and 25% to be ringfenced for allocation to 'local strategic infrastructure' projects. The CIL Joint Committee proceeded to allocate all the 75% of CIL receipts paid up to the 05 February 2025 to 6 projects (as reported to Cabinet on 8 April 2025). This report relates to the remaining 25% 'local strategic infrastructure' fund receipts.
- 2.6 The amount of the CIL receipts from each charging authority to allocate to projects from this local strategic infrastructure proportion was as set out in Table 1 below.

Table 1: Local Strategic Infrastructure Fund 25% Apportionment as % of Total Infrastructure Fund Receipts 26.08.2019 - 05.02.2025

Contributing Council	Total sum as relevant % of Strategic Local Infrastructure 25% portion £	Rounded in report without pence £
Cheltenham Borough Council	976,879.05	976,879
Gloucester City Council	472,005.94	472,006
Tewkesbury Borough Council	3,138,874.95	3,138,875
Sub Total £	4,587,759.94	4,587,760

- 2.7 The CIL Joint Committee 14 July 2025 report explained in detail how the local strategic infrastructure fund proportion of the CIL receipts must be considered for allocation to projects in accordance with the legislative and regulatory requirements controlling such.
- 2.8 Of the original funding bid round 1 projects, that were previously identified under assessment as 'local strategic infrastructure' projects, only three of these were brought forward for consideration by the CIL Joint Committee on 14 July 2025, for reasons explained in the report.
- 2.9 Three other original funding bid round 1 projects which were not considered

were the Gloucester City Cemetery and Crematorium, Petersfield Community Hub and landscaping project in Cheltenham, and Cheltenham Town Centre Interchange Hub. These may be brought forward for consideration at a future CIL Joint Committee. All schemes are currently subject to review as the CIL councils review their Infrastructure List. Future updates to this list will be reported via consideration of the Infrastructure Funding Statement by Cabinet later this year.

3 Reasons for recommendations

3.1 The purpose of this report is not to debate the decisions of the CIL Joint Committee, but to note the allocation decisions made and facilitate the scrutiny provisions. The CIL Joint Committee on 14 July 2025 made the following decisions (see **Appendix 4** for the agenda and papers):

Agreed that the following allocations be made from the CIL local strategic infrastructure fund receipts:

- 1. £534,251 be allocated to Blackbridge Community Sports Hub as follows:**
 - a. £472,006 (100% of the Gloucester City Council local strategic fund receipts)**
 - b. £62,245 Tewkesbury Borough Council local strategic fund receipts**
- 2. £150,000 be allocated to the Combined Waste & Recycling Depot for Tewkesbury and Cheltenham Borough Councils (feasibility) split equally from the local infrastructure fund proportion as follows:**
 - a. £75,000 Tewkesbury Borough Council local strategic fund receipts**
 - b. £75,000 Cheltenham Borough Council local strategic fund receipts**
- 3. £120,000 be allocated to the Replacement Legion Footbridge Project (feasibility) funded 100% from Tewkesbury Borough Council local infrastructure fund receipts.**

4 Alternative options considered

4.1 None. The Terms of Reference require each partners council of the CIL Joint Committee to report back through their relevant constitutional arrangements.

5 Consultation and feedback

5.1 Not relevant for the purposes of this report.

6 Key risks

6.1 See **Appendix 1**.

Report author:

Sarah Screen, Strategic Infrastructure Planning Manager, for the JCS councils of Cheltenham Borough, Gloucester City and Tewkesbury Borough.

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Appendices:

1. Risk Assessment
2. Equality Impact Assessment – Screening
3. [Community Infrastructure Levy Joint Committee – Terms of Reference](#)
4. [Community Infrastructure Joint Committee, 14 July 2025 – Agenda Papers](#)
5. CIL Joint Committee 14 July 2025 Allocation Decisions from the £4,587,760 local strategic infrastructure fund

Background information:

[Cheltenham Borough Council Corporate Plan Update – Council 21st July 2025](#)

Appendix 1: Risk Assessment

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	If the partner councils do not report the decisions of the CIL Joint Committee through their relevant Cabinet/Committee processes, then the funding allocated cannot be drawn down in funding agreements	CIL Joint Committee	4	1	4	Accept	Each partner council reports the decisions as required through its own constitutional arrangements	Director Communities and Economic Development	Cabinet meeting 16 September 2025

Appendix 2: Equality Impact Assessment (Screening)

1. Identify the policy, project, function, or service change

a. Person responsible for this Equality Impact Assessment

Officer responsible: Sarah Screen (on behalf of Tracey Birkenshaw)

Service Area: Planning

Title: Strategic Infrastructure Planning Manager (on behalf of Director Communities and Economic Development)

Date of assessment: 24 July 2025

Signature: *Sarah Screen (on behalf of Tracey Birkenshaw)*

b. Is this a policy, function, strategy, service change or project?

Function

If other, please specify:

c. Name of the policy, function, strategy, service change or project

Community Infrastructure Levy Regulations 2010 (as amended)

Is this new or existing?

Other

Please specify reason for change or development of policy, function, strategy, service change or project

No change. The reports facilitate the CIL Joint Committee Terms of Reference

d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?

Aims:

Objectives:

To allocate CIL Strategic Infrastructure funding through a full and transparent assessment

Outcomes:	Decision making within the context of the CIL Joint Committee Terms of Reference.
Benefits:	The communities, businesses and visitors across Cheltenham, Gloucester, and Tewkesbury.

e. What are the expected impacts?

Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.

Yes

Do you expect the impacts to be positive or negative?

Positive

Please provide an explanation for your answer:

CIL monies are collected under the CIL Regulations to help support development through funding relevant infrastructure. CIL awards will be monitored via the CIL Joint Committee.

If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

f. Identify next steps as appropriate

Stage Two required	No
Owner of Stage Two assessment	
Completion date for Stage Two assessment	