

Parish Infrastructure Investment Plans (PIIPs)

**Guidance for Town and Parish Councils
for identifying and prioritising infrastructure**

This guidance documents explains the purpose of a Parish Infrastructure Investment Plan (PIIP) is, 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. Whilst the guide discusses a number of funding streams, it is important to remember that there is a 5 year spending deadline for parish councils to spend the Neighbourhood CIL they have received. This guide has been developed to focus on priority projects needed by communities.

Why create a PIIP?

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.

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 for parish councils on spending and this includes a list of infrastructure types that parish councils might want to spend CIL on. The list is not exhaustive, and your priorities may go wider than this and include local GP services or early years provision or quiet lanes, etc

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

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 also 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 the 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 the PIIP is published on the parish councils website and a hard copy made available for those without internet access. We also recommend a copy of the PIIP is sent to East Suffolk Infrastructure Team (contact details below). This is not only so that we have a record of your proposed actions but so that we understand local needs to help us to work together to achieve your communities' aspirations and objectives.

Where can I get more information?

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

Contacting us:

CIL@eastsuffolk.gov.uk

Infrastructure Team
Planning
East Suffolk
Riverside
4 Canning Road
Lowestoft
NR33 0EQ

Tel: 01502 523059

Parish Infrastructure Investment Plan (PIIP) template

Parish name(s)	
Area covered (if combined area)	
Date of PIIP	
Date of next review	
Date adopted / approved by Parish Council	
Existing infrastructure audit – list of services and facilities within the local area, their condition, location, existing capacity and catchment area.	

<p>External infrastructure audit – as above, identifying the services and facilities outside the PIIP area that are used by the community.</p>	
<p>Community Infrastructure needs and/ or aspirations. This should be based upon the gaps and/or deficits identified in the preceding two rows</p> <p>Once completed, please order ordering these needs according to priority</p>	

<p>Community engagement- record details of how you have sought the views of your community and how they have helped to inform your current and future needs</p>	
<p>Expected growth – location, size and timing of development sites. What impact would these have on your community needs?</p>	
<p>Projected income – from all sources including external grants, CIL and s106 income (legal agreements attached to planning permissions).</p> <p>East Suffolk may be able to give a broad estimate of expected CIL income for the next 3 year period.</p>	

<p>Your investment priorities – the list of infrastructure projects to be funded over the next 3 to 5 year period, in order of their priority</p>	
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Priority projects relating to statutory services such as highways, health and education must be agreed first with the relevant statutory body or partnership:

Education and Highways:

<p>neighbourhoodplanning@suffolk.gov.uk</p>

Health:

<p>Former Waveney Area</p>

<p>stpestates@nchc.nhs.uk</p>

<p>Former Suffolk Coastal Area</p>

<p>planning.apps@suffolk.nhs.uk</p>

East Suffolk would usually expect to work direct with these bodies to deliver these types of local projects.