

Mechanism and principles for the allocation and spending of category 4 infrastructure contributions

Version 1 – December 2025



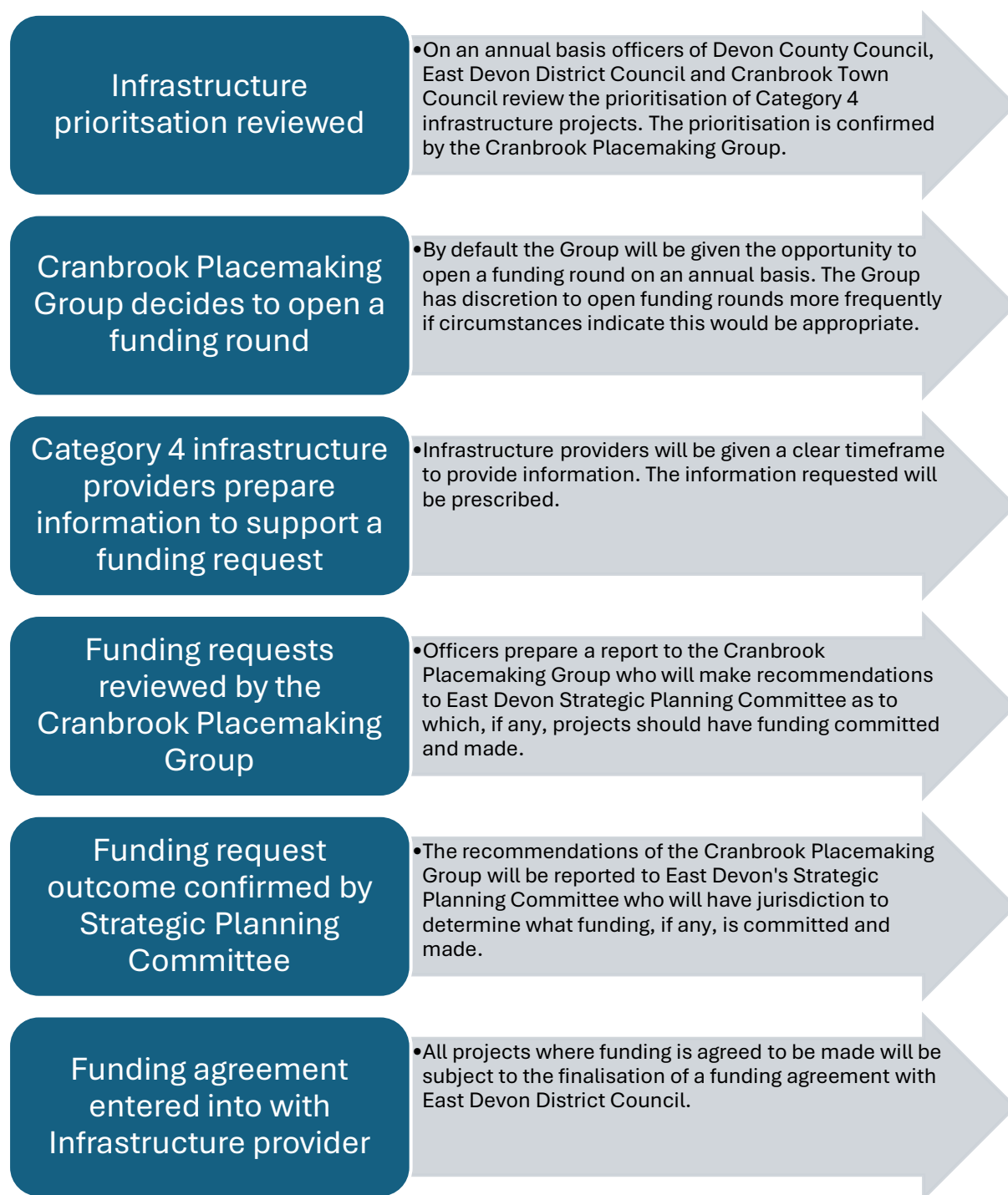
The Cranbrook Plan Development Plan Document (the Cranbrook Plan) categorises infrastructure requirements into four categories. Category 4 infrastructure includes a variety of projects that financial contributions are to be secured for through section 106 agreements for new development within the Cranbrook Plan Area. Most of the category 4 projects are not on land within the expansion area allocations and therefore will effectively be making ‘off-site’ financial contributions for projects to be delivered by a third party.

The category 4 projects and their respective budgeted maximum financial contribution from s106 agreements (at 1Q 2020 BCIS AITPI) are shown in the table below.

Category 4 infrastructure project	IDP Priority	Financial contribution
Health and Wellbeing Hub	1 – Critical	£7,000,000
Sustainable transport enhancements	1 – Critical	£6,378,000
Extra Care provision	1 – Critical	£3,500,000
Secondary School education	1 – Critical	£2,583,429
SEND school provision	1 – Critical	£1,017,573
Leisure Centre	2 – Important	£3,993,940
Offsite walking and cycling enhancements	2 – Important	£2,530,000
Fire station (blue light facility)	2 – Important	£1,400,000
Pavilion and 8 team changing rooms for Treasbeare Sports Hub	2 – Important	£1,350,000
Library fit out	2 – Important	£480,000
4 no. Tennis Courts with flood lighting	2 – Important	£373,000
Shared cars and e-bikes	2 – Important	£300,000
Children’s centre fit out	2 – Important	£36,218
Youth centre fit out	2 – Important	£36,218

To ensure that category 4 monies are appropriately allocated and spent it is important that there is a transparent and standardised process in place to deal with requests for money from this pot. The remainder of this document sets out the process and principles by which requests for the spending of category 4 contributions will be made.

Flow chart of funding process



Process and principles

Timing and administration of requests

1. Requests for funding are to be made in writing to the New Communities team, East Devon District Council (newcommunities@eastdevon.gov.uk).
2. The Cranbrook Placemaking Group will be given the opportunity to open a funding round on an annual basis in the first quarter of the year. A decision on whether a funding round will be undertaken will be based upon consideration of the availability of funding for allocation and further balancing the desire for the allocation of funding and desire for infrastructure delivery with the need to ensure that funding for the more expensive projects will be available at an appropriate time.
3. The Cranbrook Placemaking Group will have discretion to open a funding round at any time where the circumstances indicate that this is appropriate.

Prioritisation of projects

4. On an annual basis and usually in advance of the opening of a funding round, the Category 4 Infrastructure projects that remain to be delivered in full will be prioritised within their IDP priorities. The criteria for the prioritisation will be separately agreed but will as a minimum consider current project progress, deliverability and if there would remain a capital funding gap if the anticipated category 4 infrastructure funding were allocated.
5. Where there are multiple projects requesting money in the same funding round the project prioritisation set out at paragraph 4 will be considered in reaching a recommendation and decision for the allocation of funding. Normally, IDP priority 1 (critical) projects will be funded before IDP priority 2 (important) projects, however the Cranbrook Placemaking Group and the East Devon Strategic Planning Committee both have discretion to consider the circumstances and merits of projects so as to reach a decision that means an IDP priority 2 (important) project receives funding before all of the IDP priority 1 (critical) projects have been funded.

Funding rounds

6. Funding rounds will be open for a **minimum period of 6 weeks** and all known category 4 infrastructure providers will be advised of the opening of a funding round and invited to submit requests within the prescribed period.
7. Requests for funding will be expected to be supported by information and evidence as detailed in the invitation for a request for funding. The information and evidence requested will be set by the Cranbrook Placemaking Group.
8. Other than in exceptional circumstances, requests are not expected to exceed the financial value apportioned to that project in the Cranbrook IDP as detailed

in the table at the beginning of this document. In calculating the ceiling value of a request, indexation (BCIA All-in Tender Price Index) is to be added from 1Q 2020 to the quarter preceding the submission of a request.

Decision making

9. Funding requests will be assessed by officers of the council, in conjunction with officers of Devon County Council and Cranbrook Town Council and recommendations for funding will be made to the Cranbrook Placemaking Group.
10. The Cranbrook Placemaking Group will consider the recommendations for funding at a formal meeting of the Group and make their own recommendations to be reported on to the East Devon Strategic Planning Committee.
11. Where a constituent body of the Cranbrook Placemaking Group is making a request for funding, consideration will need to be given to ensuring that both the officer level assessments and Cranbrook Placemaking Group recommendations are made in a fair and transparent manner. This may include amending the make-up of appraising officers and ensuring that appropriate declarations of interest are made by members.
12. Funding decisions will be made at a formal meeting of the East Devon Strategic Planning Committee.
13. The Cranbrook Placemaking Group is not obligated to accept the recommendations of its advisory officers nor is the East Devon Strategic Planning Committee obligated to accept the recommendations of the Cranbrook Placemaking Group.
14. The council will only be capable of committing money for a category 4 infrastructure project if sufficient category 4 infrastructure contributions have been legally secured through s106 agreements within the Cranbrook Plan Area and have not been committed to other category 4 infrastructure projects.
15. The council will only be capable of committing money for a category 4 infrastructure project if a material start on site has been made that would generate the receipt of the monies required by principle 14 above.
16. Funding requests may be agreed in full, agreed in part (e.g. lesser funding than requested) or rejected. Reasons for a decision will be given in writing to the applicant.

Funding agreements

17. The council is willing in principle to utilise forward funding agreements where this is agreed by the relevant parties.
18. Where a funding request is successful by an external body, a grant agreement will need to be signed by the parties prior to funding being released.

19. Payment mechanisms for funding will be agreed on a case-by-case basis to ensure financial stability for all parties.