

## BRAMSHOTT AND LIPHOOK PARISH COUNCIL

### Policy on the Management of Bramshott and Liphook's CIL Neighbourhood Portion

#### 1. Introduction

Bramshott and Liphook Parish Council (BLPC) will receive 15% of Community Infrastructure Levy collected by East Hampshire District Council from relevant developments in our ward. This will rise to 25% once the Neighbourhood Development Plan (NDP) is in place. This money needs to be managed separately and carefully. The Parish Council will be expected to:

- account for its proper use. CIL must be spent on the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area.
- report on its use to EHDC and our residents each year
- ensure it is spent within 5 years, otherwise EHDC could ask for it to be returned to them.

This policy sets out how Bramshott and Liphook's CIL Neighbourhood Portion will be managed to ensure the Council meets its three responsibilities above.

#### 2. Receiving CIL

EHDC pay the neighbourhood portion of any CIL they collect at the end of April and at the end of October each year.

#### 3. Maintaining a Project List

The clerk will maintain a list of existing and future projects that require infrastructure funding. These projects may result directly from the work of the parish council or from the community or other agencies. Ideas from the community will be sought by advertisement on the BLPC website and other forms of communication to residents.

The project list will contain a description and anticipated cost and ranked according to a number of criteria:

- Fit: Does the project/requirement meet the CIL spending requirement?
- Need: Is there evidence of need?
- Impact: What will the impact of the project be? Who will it benefit? How many will benefit?
- Deliverability: When will the money be spent? How certain is the project?
- Multiple Funding Streams:

Given the funding is for infrastructure projects it is unlikely that projects under £1000 would be included.

#### 4. Application Process

- All applicants must complete a CIL application form. Forms and a copy of this policy are available from the Parish Office (01428 722988) and the website [www.bramshottandliphook-pc.gov.uk](http://www.bramshottandliphook-pc.gov.uk).
- Organisations seeking funds must provide copies of their latest accounts.

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- If the applicant would like any help in completing their CIL application form, they can contact the Executive Officer on 01428 722988.

#### 5. BLPC External Liaison Panel

The Council, by rotation, will appoint 3 members as a Liaison Panel to engage with the applicant/s of each project in order to gain a full understanding of the project and make recommendation to Full Council.

The members of the Liaison Panel will be provided with:

- The completed CIL Neighbourhood Portion Application Form
- A copy of this policy
- A copy of EHDC CIL Spending – Factors for determining applications  
<https://www.easthants.gov.uk/cil-spending-protocol>

The Liaison Panel will report their recommendations re: the CIL funding application project in writing to Full Council for a decision.

#### 6. Application Timetable

<u>Step</u>	<u>Date</u>
<u>Dialogue, Project Scrutiny and Advice</u>	<u>Mar - April</u>
<u>Application submission window</u>	<u>May - June</u>
<u>Evaluation of proposals by Finance &amp; Policy Committee</u>	<u>July</u>
<u>Presentation for approval to Full Council</u>	<u>Sep't</u>

This table shows approximate timescales on an annual basis. Specific dates will be published each year.

#### 7. Spending Decision

The decision to use CIL to fund a project, completely or in part, will be taken by the Full Council. This includes projects being managed by the Council and by others.

The Executive Officer must be satisfied that the project has been properly scoped and thought out before putting it on an agenda; and that the applicant's procurement process is proportionate; and written quotes are provided with the application.

Other sources of funding must have been sought and evidence will need to be seen before the project is put on an agenda to be considered.

When not directly managing a project the Parish Council should still satisfy itself that:

- The project is delivered in accordance with the requirements of the Health and Safety at Work Act 1974
- The contractor has the necessary public liability insurance cover in place

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- The parish council will be able to inspect the work when it has been completed.

These should be a condition of any CIL decision.

The decisions of the Council will be final.

The Council reserves the right to reclaim CIL funds if, for whatever reason, the applicant/s does not fulfil their obligation e.g.: the project does not proceed or is not completed.

In the event of a large project coming forward and/or an item of significant expenditure that may benefit residents in neighbouring parish/es and/or involve applications for EHDC CIL reserves, the application will be considered and managed on a case basis.

#### 8. Reporting

For any year (April to March) that CIL is received, the Council will prepare a report that details:

- total CIL receipts for the reported year
- total CIL expenditure for the reported year
- summary details of CIL expenditure during the reported year including
  - (i) the items to which CIL has been applied
  - (ii) the amount of CIL expenditure on each item
- details of any notices (Reg 59E) received on the recovery of CIL unspent after 5 years
  - (i) the total value of CIL receipts subject to notices during the reported year
  - (ii) the total value of CIL receipts subject to a notice that has not been paid to the relevant charging authority by the end of the reported year
- the total amount of:
  - (i) CIL receipts for the reported year retained at the end of the reported year
  - (ii) CIL receipts from previous years retained at the end of the reported year.

The parish council will publish the report on its website and send a copy of the report to EHDC, no later than 31st December following the reported year.

END

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