

COMMUNITY INFRASTRUCTURE LEVY POLICY AND PROCEDURE

Updated on the 16 January 2023
Next review due on the 16 January 2026

This document details how Chesham Town Council (CTC) manages and reports on Community Infrastructure Levy (CIL) receipts.

1. BACKGROUND INFORMATION

CIL is a charge levied by Buckinghamshire Council (BC) on new development in their area of responsibility. This includes Chesham. Most new development which creates net additional floor space of 100m² or more, or creates a new dwelling, is potentially liable for the levy. BC is required to pass on 15% of any levy from developments in Chesham to the CTC. This will increase to 25% if CTC has an adopted Neighbourhood Plan

2. WHEN THE TOWN COUNCIL WILL RECEIVE CIL MONEY

BC will send payments twice a year to CTC as follows:

- a) CIL receipts for the 1 April to 30 September will be sent by the 29 October.
- b) CIL receipts for the 1 October to 31 March will be sent by the 28 April.

3. WHAT THE TOWN COUNCIL CAN SPEND CIL MONEY ON

CTC must use the CIL receipts to support the development of the Chesham area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development the receipt came from has placed on the area.

CTC is not restricted to spending CIL money solely on infrastructure, as long as the expenditure is concerned with addressing the demands that development places on the council's area. Infrastructure includes physical (e.g. benches), social (e.g. sports facilities) and green (e.g. public open spaces) infrastructure.

4. HOW THE COUNCIL WILL DETERMINE ITS PRIORITIES

CTC priorities should be documented within an adopted Neighbourhood Plan. In the absence of an adopted Neighbourhood Plan, the council will use its Annual Strategic Plan to determine the local area priorities. The council will present identified infrastructure projects to BC's responsible officer for CIL so they can be added to BCs approved list for use of CIL funding.

5. SPENDING CIL MONEY

CTC will spend CIL money within five years of receipt from BC. The Community, Assets, Recreation and the Environment (CARE) Committee will determine which projects it would like CIL money to be allocated towards. The Finance Committee will then approve or decline this expenditure. If approved, the responsibility for expenditure will then be passed to the relevant council department. The money will be spent in accordance with the council's Financial Regulations.

6. RECORDING AND REPORTING EXPENDITURE

CTC will produce a report for each financial year to include:

- Total CIL receipts
- Total expenditure
- A summary of each project CIL was spent on
- Total amount of receipts retained at the end of the reported year from that year and previous years.

The report will be published on the CTC web site and will be sent to BC by the end of the calendar year (e.g. the report covering 2021/22 will be published by the 31 December 2022).