



POLICY AND PROCEDURE IN RESPECT OF CIL AND S106 EXPENDITURE

1.0 Introduction

- 1.1 The Community Infrastructure Levy (CIL) is a new tariff system that allows B&NES to raise funds from Developers to contribute to the costs of providing some of the infrastructure needed for new development.
- 1.2 The proportion to be given to Keynsham Town Council is known as a “meaningful proportion”. Regulation 59 of the CIL Regulations defines this meaningful proportion as, for areas where there is no Neighbourhood Plan in place, 15% of CIL receipts from development within the Town/Parish area up to a maximum of £100 per Council Tax dwelling per annum.
- 1.3 The meaningful proportion will rise to 25% once the Keynsham Neighbourhood Development Plan is approved by referendum.
- 1.4 Unlike s106 money, CIL money does not need to be used for providing infrastructure on the site it is collected from. The relationship therefore between a site’s infrastructure requirements and level of contributions made is broken; although any infrastructure which is directly required as a result of a development will continue to be sought through Section 106, as will affordable housing provision. S106 obligations will therefore remain alongside CIL but will be restricted to that infrastructure required to directly mitigate the impact of a proposal. The regulations restrict the use of planning obligations to ensure that individual developments are not charged for the same items of infrastructure through both planning obligations under S106 and CIL.
- 1.5 The Town Council have agreed the following policy and procedures in place to determine how CIL should be spent.

2.0 Receipt and recording of CIL

- 2.1 All CIL monies received will be allocated to an earmarked reserve and must be spent/committed within 5 years of receipt, otherwise they will be reclaimed by B&NES.
- 2.2 To ensure transparency, the Town Council will publish (via the website) an Annual report that will include
 - The total amount of CIL received for the financial year;
 - The total amount of CIL spent in the financial year;
 - A summary of expenditure including details of what items CIL was spent on and the amount of CIL expenditure on each item;
 - Any CIL that has been handed back to the District Council due to failure to spend or applying CIL funds to inappropriate items;
 - The total amount of CIL from the financial year unspent

- the total amount of CIL from previous years unspent.
- 2.3 This report will be published no later than the 31st December following the reporting year (1st April to 31st March).
- 3.0 Spending of CIL**
- 3.1 The Town Council will use CIL receipts to support the development of the Keynsham area (as defined by the Ward boundaries) or any part of Keynsham , by funding:
- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
 - (b) anything else that is concerned with addressing the demands that development places on an area.
- CIL will not be used as a replacement for everyday Town Council expenditure nor can it be disbursed to other organisations as a grant.
- 3.2 More specifically, the Town Council will give careful consideration to ensure any proposed expenditure addresses the extra demand on infrastructure and services that are caused by development within Keynsham.
- 3.3 'Infrastructure and Services' are defined as
- Physical infrastructure: e.g. highways, transport links, cycleways, energy supply, water, flood alleviation, waste management
 - Social infrastructure: e.g. education, health, social care, emergency services, art and culture, sports halls, community halls, faith, crematoria
 - Green infrastructure: e.g. parks, woodlands, play areas, public open space
- 3.4 This does not preclude the Town Council contributing CIL money towards larger cross-boundary projects in discussion with neighbouring parishes and B&NES
- 3.5 Expenditure will be informed by an Infrastructure Development Plan (IDP) that will arise out of the Keynsham Neighbourhood Development Plan. The IDP will be reviewed annually by the Town Council.
- 3.6 The IDP will continue to be informed and revised by consultation with residents and community groups once every 4 years
- 3.7 The Council will also commit to provision of an annual amount up to £10,000 to be allocated from CIL towards appropriate small community projects. Expenditure will be informed by the Suggestions Register which will be compiled by the Clerk and considered annually at the November Finance & Policy Committee meeting. The Town Council is not obliged to make any or all of this committed expenditure if it considers there are no suitable projects in any particular year
- 3.8 The Town Council will publicise an annual call for suggestions for small projects including at the Annual Town Meeting in April.

4.0 Process

- 4.1 The Finance & Policy Committee will undertake an annual review of all potential projects/funding available (to include CIL and s106) including those on the Suggestions Register and the IDP and make recommendations on strategy and priorities to Town Council.
- 4.2 The recommendations of the Finance & Policy Committee will also be passed to the Personnel Committee for consideration of how this would impact staffing resources.
- 4.3 The recommendations of both committees will be submitted to the December meeting of the Town Council for consideration as part of the budgeting process. Projects, budget and the Precept for the next financial year will be finalised by the Town Council in January.
- 4.4 Requests and ideas for projects to be funded by CIL or s106 should be submitted to the Town Clerk in the first instance for consideration by the Finance & Policy Committee.
- 4.5 All S106 applications will be submitted to Town Council for approval prior to submission to B&NES.

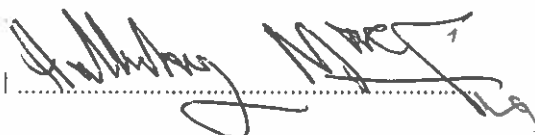
Approved by Keynsham Town Council at its meeting of 19th September 2017
Revised by Keynsham Town Council at its meeting of 15th January 2019 to include new s3.7 and 3.8

Last reviewed: 15th January 2019

Review Date: July 2023

25th July 2023 - Review July 2025

Signed Chair of Council



Signed Town Clerk



