

Chief Executive & Corporate Resources Department

Frampton Cotterell Parish Council
By email

Date: 05/04/2017
Your Ref:
Our Ref: CIL
Enquiries to: Greg Evans
Tel: 01454 86 5156
Fax: 01454 86 5026
E-mail: greg.evans@southglos.gov.uk

Dear Kieren

Allocation of Community Infrastructure Levy Local Contribution in 2016/17

During 2016/17 £2,759.39 has been collected within your Parish area for Community Infrastructure Levy. Please see the table below providing the details of the CIL receipt for your Parish.

In line with Government Legislation, the Parish is entitled to 15% of this receipt. Therefore we would like to transfer **£413.90** to you.

Planning Reference	Site Name	Total Received in 2016/17	15% Parish Share
PT16/0867/F	24 Footes Lane	£2,759.39	£413.90

CIL funds can 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 it.

Reporting of CIL

Under Government legislation the Town/Parish Council must report details of CIL receipts annually, which must include:

- total received
- total spent
- total unspent
- what spent on

Town/Parish Councils must publish the report annually on:

- it's website (if it has one)
- SGC's website (SGC will coordinate this using the information provided by Parish/Town Councils)
- Within its area (Parish/Town Council notice board)

We will provide a simple report template to Town/Parish Councils annually for them to complete to make it easier. Your report for 2016/17 will be NIL returns as no funds will be paid over in 2016/17. So the first annual report that you will need to complete will be at the end of 2017/18.

Reporting process is as follows:

- CIL funds collected by SGC in 2016/17
- Parish/Town Council share distributed 28th April 2017
- SGC distribute report templates April 2018 in respect of 2017/18.
- Parish/Town Councils complete report template for spending in 2017/18 and return to SGC no later than 30th September 2018.

Please note, funds MUST be spent within 5 years of receipt from SGC or returned to SGC when requested.

You do have an option of not taking the funds and allowing SGC to spend it in your Parish on your behalf.

Please complete the attached agreement and return it to me for processing by **12th April 2017**. The form can be completed either by the Town/Parish Clerk or Chair.

Payments in respect of 2016/17 will be made on the 28th April 2017.

If you have any questions at all regarding this please do not hesitate to contact me.

Yours sincerely

Greg Evans
Section 106 Officer

* ADD to website ~~from~~

* New budget code required

Town/Parish Council Community Infrastructure Levy Agreement for 2016/17

Name of Town/Parish Council: Frampton Cotterell Parish Council
Address: The Bockeridge Centre, Woodend Road, Frampton
Cotterell, South Gloucestershire. BS36 2LQ.

Amount of CIL to be transferred in respect of 2016/17: **£413.90**

Date transfer to take place: 28th April 2017

The Town/Parish Council agrees to:

1. Spend the CIL receipt on the provision, improvement, replacement, operation or maintenance of infrastructure, or anything else that is concerned with addressing the demands that development places on it.
2. Spend all CIL funds within 5 years of receipt or return them to SGC when requested to do so.
3. Complete the annual report provided by SGC on CIL receipts, spending, unspent, etc. during the financial year 2017/18 and return to SGC by 30th September 2018.
4. Publish the details of the report on your website and within the Parish.

Name:.....

Position:.....

Date:.....

Do you want SGC to spend these funds on your behalf?

☐ Yes, we want SGC to spend these funds on our behalf

☐ No, The Town/Parish Council wish to spend these funds

Please return the completed forms by **12th April 2017** either by email to greg.evans@southglos.gov.uk

Or by post to: South Gloucestershire Council
CE&CR Department
PO Box 300
Corporate Finance
Civic Centre
High Street
Kingswood
Bristol
BS15 0DS