

Appendix 1 – Template for Town/Parish CIL Annual Monitoring Report

LITTLEHAMPTON TOWN COUNCIL

CIL Monitoring Report (Regulation 121B)
1 April 2021 - 31 March 2022

*See Notes over page to help you complete the form.

See Notes over page 2 to help you complete the form.

Note No*	Details	
1 (refers to CIL received in each 6 month period)	CIL received for year 1 April 2021 - 31 March 2022	
		Amount
	April 2021	£ 0
	October 2021	£ 1987.50
	Total CIL receipts for reported year	£1987.50

Note No*	CIL Received but not spent	
2 (refers to CIL received but not spent in each of the periods)	CIL receipts retained	Amount
	April 2021 – March 2022	£ 1987.50
		£ Click here to enter text.
	[LEFT BLANK AWAITING FURTHER CIL REPORTING]	£ Click here to enter text.
	[LEFT BLANK AWAITING FURTHER CIL REPORTING]	£ Click here to enter text.
	Total Amount of unspent CIL receipts for reported years	£2487.50

Note No*	Details of any notices received in accordance with Regulation 59E, including:		
3 (refers to CIL to be repaid to ADC as requested in the Notice)	A		
	amount		
	The total value of CIL receipts subject to the aforementioned notices during the reported year April 2020 – March 2021		£ Click here to enter text.
	The total value of CIL receipts subject to the aforementioned notices in any year that has not been paid to the relevant charging authority (CA) by the end of the reported year.		£ Click here to enter text.
	Total value of CIL receipts subject to aforementioned notices for reported year		£Click here to enter text.

Note No*	CIL Spent		
4 (refers to CIL spent within period)	£	Amount	
		Total CIL spent during April 2020 – March 2021	£ Click here to enter text.

Note No*	Summary of CIL expenditure during this reported year
5 (requests a summary of CIL expenditure)	<p>Please provide project details (in table below), to include:</p> <ul style="list-style-type: none"> Identify which of the following criteria (a) or (b)- the project meets. <i>(a) The provision, improvement, replacement, operation or maintenance of infrastructure; or</i> <i>(b) Anything else that is concerned with addressing the demands that development places on an area.</i> Total cost of project CIL contribution to project Details on any additional funding if required to complete the project.

Project details and either (a) or (b) criteria		Total project Cost	CIL contribution	If other funding required to complete project:	
(a) or (b)	Project Details brief summary	£	£	Type/Source	£

Notes:

1 Regulation 121B (2)(a) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report the total CIL receipts for the reported year

2 Regulation 121B (2)(e) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report details of the total amount of:

- (i) CIL receipts for the reported year retained at the end of the reported year; and
- (ii) CIL receipts from previous years retained at the end of the reported year.

3 Regulation 121B (2)(d) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report details of any notices received in accordance with regulation 59E¹, including

- (i) The total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year
- (ii) The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.

4 Regulation 121B (2)(b) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report the total CIL expenditure for the reported year.

5 Regulation 121B (2)(c) of the Community Infrastructure Regulations 2010 (as amended) requires a local council to provide a summary of CIL expenditure during the reported year including

- (i) The items to which CIL has been applied; and
- (ii) The amount of CIL expenditure on each item.

Regulation 121B (3) (a) the parish council must publish the report:

- (i) On its website;
- (ii) On Arun District Council's website if the parish council does not have a website;

Regulation 121B (3) (b) the parish council must send a copy of the report to Arun District Council's CIL Team, no later than 31 December following the reported year.

For further guidance on the CIL Regulations please refer to Gov.uk - Community Infrastructure Levy

¹ Regulation 59E covers notices served by Arun District Council (ADC) on the Town or Parish Council requiring it to repay some or all of the CIL receipts where ADC believes some or all of the CIL received by the town or Parish Council has not been spent in accordance with the regulations as stated in Regulation 59C.