E-mail: CIL@west-norfolk.gov.uk

Borough Council of
King's Lynn &
West Norfolk

The Clerk
Watlington Parish Council
The Old School House
High Street
Stoke Ferry
King's Lynn
Norfolk
PE33 9SF

Stuart Ashworth
Assistant Director
Environment and Planning

14th October 2025

Dear Parish Clerk,

Community Infrastructure Levy (CIL) – Parish Payment Notice
Regulation 59A, Community Infrastructure Regulations (2010), as amended

We have received CIL payments for development within Watlington, and therefore you will receive a CIL parish payment of £43,444.23. This is in relation to planning application(s) 23/01510/RMM.

The CIL parish portion is paid by 28 April and 28 October annually.

Parish Payments
If no Neighbourhood Plan is in force, your parish will receive 15% of the CIL received for development within your area, capped at £100 (index linked) per number of dwellings, on an annual basis.

Neighbourhood Development Plans Made
In accordance with CIL Regulation 59A(3), when a planning application is granted within an area that has a Neighbourhood Development Plan in place, we will pass 25% of the relevant CIL receipts to the parish council for that area. **25% will only be paid for planning applications approved after the Neighbourhood Development Plan has been made.**

CIL Spending
The CIL Regulations 2010 (as amended), state that the parish or town council must spend the CIL income they receive from us 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

'Infrastructure' is broadly defined in the Town and Country Planning Act 2008.

There are typically three broad categories of infrastructure:

- physical infrastructure - highways, transport links, cycleways, energy supply, water, flood alleviation, waste management
- social infrastructure - education, health, social care, emergency services, art and culture, sports halls, community halls
- green infrastructure - parks, woodlands, play areas, public open space

For examples of infrastructure items, which can be provided or maintained by parish councils, please see our Infrastructure Items Document (Enclosure 1).

If you are unsure whether a scheme or project falls within this definition, please contact the CIL Officer(s) for advice.

Providing CIL is spent in accordance with the above, CIL monies may be used to provide match funding with other income streams. CIL can be used collaboratively with community interest companies or other providers to make the most efficient use of funding to benefit the community.

The Parish/Town Council (PC) should also work closely with their neighbouring councils, and us, to agree on infrastructure spending priorities. If the PC shares our priorities, you may agree that we, the Borough Council, should retain the CIL to spend on specific infrastructure. It may be that this infrastructure (eg, a school) is not in the Parish, Town or PC's administrative area, but will support the development of the area.

Decisions on how the funds are spent are at the PC's discretion, provided that it is in accordance with the CIL regulations.

If the PC has not applied the funds in accordance with the regulations, then we can serve a notice on the PC requiring it to repay some or all of the receipts that had been transferred to them. We will then be required to spend any recovered funds in the PC's area.

If the PC do not spend their CIL within five years of receipt, we may send a repayment notice. Exceptions may be made if the PC can show that they have allocated their CIL income to a particular project for which they are accumulating funds before spending.

Reporting requirements

As a Parish/Town Council (PC) you must record all:

- carried over CIL
- CIL receipts; and
- expenditure for each year

You must prepare an Annual CIL Report (Enclosure 2) for each financial year (1 April to 31 March) you receive CIL. If you receive a CIL payment in October, you will need to record details from 28 October to 31 March. The Annual Report must include:

- CIL receipts
- CIL expenditure
- a summary of items on which CIL has been spent
- the amount spent on each item
- the amount of any CIL repaid following a repayment notice
- the amount of CIL retained at the end of the financial year
- the amount of CIL from previous years retained at the end of the year

The report must comply with accounting and audit procedures as set out in Governance and Accountability for Smaller Authorities in England, NALC (March 2016).

You must publish the report on your parish council website. If you do not have a website, it will be published on our website. A copy of the report must also be sent to our CIL Officer. Reports are only required where a PC has received CIL revenue. Where no monies are received in the reporting year, but monies have been received in previous years, a report will still need to be produced detailing the receipts and expenditure.

Please return your completed report to CIL@west-norfolk.gov.uk no later than 30 June.

The CIL Officers will review and publish all PC reports, together with our annual financial report, by the statutory deadline of 31 December.

Please contact the CIL Officers if you have any questions or need advice.

Yours sincerely,

Stuart Ashworth
Assistant Director
Environment and Planning
On behalf of the CIL Collecting Authority: Borough Council King's Lynn and West Norfolk