

Telephone: 01636 655769
Email: planningpolicy@newark-sherwooddc.gov.uk
Your ref:
Our ref:

18th June 2025

Dear Sir/Madam,

Re: CIL Procedures and Legal Requirements for Parish Meetings without a Parish Council

I write regarding the procedures and legal requirements relating to the Community Infrastructure Levy (CIL). The Council has a duty to ensure that CIL is managed in accordance with current CIL Regulations ([Community Infrastructure Levy \(Amendment\) \(England\) \(No. 2\) Regulations 2019](#)).

Since the introduction of the CIL 'meaningful proportion' we have held monies on behalf of communities without Parish Council's and then liaise with Parish Meetings informally to discuss potential schemes that monies can be spent on. We are looking to formalise this arrangement by agreeing a formal procedure. This proposed procedure is set out below for your consideration. We are also aware that communities looking to spend the monies often seek our advice regarding what it can be spent on, and therefore we are seeking your views on providing a guidance note. Formal consultation with areas where a Parish meeting is in place will commence on 18th June 2025 and end on 30th September 2025.

CIL Procedures for Parish Meetings

The Council is proposing to formally set out the following procedure for areas of Newark and Sherwood without a Parish Council or Town Council.

CIL procedures for receiving and spending CIL within areas covered by Parish Meetings:

1. NSDC informs the Parish Meeting of CIL monies upon receipt from developer. CIL monies are retained by NSDC until required for a project.
2. NSDC asks the Parish Meeting what they intend to spend CIL monies on.
3. NSDC Planning Policy and Infrastructure informs Ward Members of CIL monies to allow them to assist the Parish Meeting in the identification of projects.

4. Parish Meeting to submit minutes of meetings where CIL monies have been discussed (including where agreement has been made regarding CIL projects).
5. Parish Meeting to request CIL funds in writing (via email and include a quote).
6. Parish Meeting to provide an invoice to NSDC upon completion of works

The Council would be grateful for any feedback on the proposed procedures and other CIL matters. Could you please complete the attached questionnaire and return it by 30th September 2025. The Council will use the information received to draft the CIL guidance leaflet for Parish Meetings.

Should you have any queries, please don't hesitate to contact me.

Yours Faithfully,

A handwritten signature in black ink, reading 'D Broad'. The 'D' is large and stylized, and 'Broad' is written in a cursive script.

Debbie Broad

Lead Practitioner - Infrastructure

Planning Policy Business Unit

Newark and Sherwood District Council

CIL Questionnaire – Parish Meetings

Please complete and return this questionnaire by 30th September 2025.

Please email to: Debbie Broad, Lead Practitioner – Infrastructure, Planning Policy and Infrastructure, Email: debbie.broad@newark-sherwooddc.gov.uk

Q1. Do you experience any difficulties regarding CIL? For example, are you able to identify and agree suitable projects?

Q2. Do you have any comments on the proposed procedures for CIL?

Q3. Are there any other CIL matters you would like to discuss with the Council?

CIL Consultation 17th June to 30th September 2025

Newark and Sherwood District Council wrote to all Parish Meetings on 17th June 2025 to inform them of the legal requirements of Community Infrastructure Levy reporting. The letter also informed them of proposed procedures for managing CIL payments to Parish Meetings.

All Parish Meetings were invited to comment. A questionnaire was sent out (see questions in Table 1) and all consultees were invited to respond by 30th September 2025. In total 4 Parish Meetings responded.

Table 1: Summary of responses to Consultation on CIL procedures

Question	Summary of response	NSDC Officer comments/Actions
Q1. Do you experience any difficulties regarding CIL? For example, are you able to identify and agree suitable projects?	Most responses indicated that Parish Meetings have no difficulties identifying projects.	Response: No action needed.
Q2. Do you have any comments on the proposed procedures for CIL?	One Parish Meeting found the terminology difficult to understand and requested further information.	Response: The Council will produce a guidance leaflet for Parish Meetings regarding CIL procedures.
Q3. Are there any other CIL matters you would like to discuss with the Council?	The Council received questions in relation to the Great North Road Solar Park: 1. Since it is an NSIP does any issue of CIL come into play? 2. As part of the project the developer has promised (??) to allocate something like £1m per year for use on projects in the local Parishes. Assuming the project is given the go-ahead by the Secretary of State, would these funds be allocated by N&SDC or by the company which operates the Solar Park?	Response: 1. No, NSIPs are national projects and CIL is not payable. 2. No. The Developer's website provides details of the funding application process relating to community projects. These funds would come directly from the site owner/developer of the Solar Park. 3. No.

	3. If it is the former, would such funding be treated as if it was a CIL payment and therefore fall into the scope of these processes?	
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