



HASLEMERE TOWN COUNCIL

Neighbourhood CIL process – Monitoring of unclaimed awards

Purpose

To agree a process for monitoring Neighbourhood CIL awards which remain unpaid after approval.

Background

At the previous meeting, it was queried how long approved CIL sums may be retained before they are claimed. The applicant guidance states that projects must be deliverable within 24 months of the funding decision. At present there are no retained awards that fall within this period; however, there is no formal process in place to monitor awards which remain unpaid for an extended period.

A simple monitoring step would help the Council keep track of awards which are not progressed promptly and allow Members to understand whether any delays are due to practical, financial or delivery issues. This would also support good grant management and reduce the risk of funds remaining committed without progress.

Recommendation

That the Clerk write to any applicant whose award remains unpaid after 18 months to request an update on progress and the reason for delay, and report the response to the Committee. Committee decides either to allow a short one-off extension of time or withdraw the award.