

10 May 2016 at 7.30 pm

Council Chamber, Argyle Road, Sevenoaks
Despatched: 09.05.16



Special Cabinet

Supplementary Agenda

(items previously marked to follow)

- | | | |
|----|---|-----------------|
| 2. | Appointments to Advisory Committees and terms of reference 2016/17 - Appendix | (Pages 1 - 6) |
| 3. | Community Infrastructure Levy Spending Board and terms of reference - Appendix A | (Pages 7 - 16) |
| 4. | Appointments to other organisations 2016/17 - Appendix | (Pages 17 - 18) |

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APPENDIX

**CABINET ADVISORY COMMITTEE MEMBERSHIPS AND TERMS OF REFERENCE
2016/17**

Policy and Performance Advisory Committee

Membership (12 Members to include Portfolio Holder: 12 Conservative)

Cabinet Member: Cllr. Fleming

Deputy Cabinet Member: Cllr. Miss. Stack

Cllrs. Abraham, Clark, Eyre, Kelly, Krogdahl, Maskell, McGregor, Mrs. Morris, Parkin and Thornton

Terms of Reference

- a) The Advisory Committee shall undertake policy initiation and development;
- b) The Advisory Committee shall consider such other matters as are referred to it by the Portfolio Holder;
- c) At the request of either Cabinet or the Audit Committee carry out specific research and development projects and to submit recommendations to Cabinet;
- d) The Advisory Committee shall develop and approve its annual work plan ensuring that there is efficient use of the Committee's time; and
- e) The Cabinet Member be requested to provide a report to each meeting outlining their activities since the previous meeting any any decisions they intend to take in the following three months.

Within the areas of: Corporate Policy & Performance, Communications, Customer Service Standards, Business Transformation, Special Projects (Asset Acquisition, Disposal & Redevelopment), Digital and HR.

The Cabinet Advisory Committee to ensure that there is mutual respect and cooperation with all other Committees within the Council.

Direct and Trading Advisory Committee

Membership (12 Members to include Portfolio Holder: 12 Conservative)

Cabinet Member: Cllr. Dickins

Deputy Cabinet Members: Cllr. Mrs. Bayley

Cllrs. Barnes, Mrs. Bosley, Cooke, Esler, Kelly, Maskell, McGregor, Parson, Pett and Thornton.

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Terms of Reference

- a) The Advisory Committee shall undertake policy initiation and development;
- b) The Advisory Committee shall consider such other matters as are referred to it by the Portfolio Holder;
- c) At the request of either Cabinet or the Audit Committee carry out specific research and development projects and to submit recommendations to Cabinet;
- d) The Advisory Committee shall develop and approve its annual work plan ensuring that there is efficient use of the Committee's time; and
- e) The Cabinet Member be requested to provide a report to each meeting outlining their activities since the previous meeting any any decisions they intend to take in the following three months.
- f) Recommend and keep under review, governance arrangements for the prioritisation of the Community Infrastructure Levy (CIL).

Within the areas of responsibility of: Direct Services, Street Cleansing, Waste & Recycling, CCTV, Environmental Health, Markets, Parking and Pest Control.

The Cabinet Advisory Committee to ensure that there is mutual respect and cooperation with all other Committees within the Council.

Economic & Community Development Advisory Committee

Membership (12 Members to include Portfolio Holder: 11 Conservative, 1 Liberal Democrat)

Cabinet Member: Cllr. Hogarth

Deputy Cabinet Members: Cllrs. Maskell and McGarvey

Cllrs. Abraham, Barnes, Mrs. Bosley, Dr. Canet, Esler, Krogdahl, Lake, Pearsall and Scott

Terms of Reference

- a) The Advisory Committee shall undertake policy initiation and development;
- b) The Advisory Committee shall consider such other matters as are referred to it by the Portfolio Holder;
- c) At the request of either Cabinet or the Audit Committee carry out specific research and development projects and to submit recommendations to Cabinet;

- d) The Advisory Committee shall develop and approve its annual work plan ensuring that there is efficient use of the Committee's time; and
- e) The Cabinet Member be requested to provide a report to each meeting outlining their activities since the previous meeting any any decisions they intend to take in the following three months.

Within the areas of responsibility of: Economic Development, Business Continuity, Emergency Planning, Regeneration, Town Centres, Tourism, West Kent Partnership, West Kent Leader Programme, Community Grants, Community Plan, Community Safety, Youth, Parishes.

The Cabinet Advisory Committee to ensure that there is mutual respect and cooperation with all other Committees within the Council.

Finance Advisory Committee

Membership (12 Members to include Portfolio Holder: 12 Conservative)

Cabinet Member: Cllr. Searles

Deputy Cabinet Member: Cllr. Scholey

Cllrs. Mrs. Bayley, Bosley, Cooke, Esler, Eyre, Kelly, Krogdahl, Lake, Pett and Scott

Terms of Reference

- a) The Advisory Committee shall undertake policy initiation and development;
- b) The Advisory Committee shall consider such other matters as are referred to it by the Portfolio Holder;
- c) At the request of either Cabinet or the Audit Committee carry out specific research and development projects and to submit recommendations to Cabinet;
- d) The Advisory Committee shall develop and approve its annual work plan ensuring that there is efficient use of the Committee's time; and
- e) The Cabinet Member be requested to provide a report to each meeting outlining their activities since the previous meeting any any decisions they intend to take in the following three months.

Within the areas of: Audit & Corporate Governance, Budget & Financial Strategy, Local Tax, Procurement Policy, FM, Strategic Risk, Housing Benefit, Fraud and Operational Assets,

The Cabinet Advisory Committee to ensure that there is mutual respect and cooperation with all other Committees within the Council.

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Housing & Health Advisory Committee

Membership (12 Members to include Portfolio Holder: 11 Conservative, 1 Liberal Democrat)

Cabinet Member: Cllr. Lowe

Deputy Cabinet Members: Cllrs. Parkin and Horwood

Cllrs. Mrs. Bosley, Dr. Canet, Eyre, Gaywood, Halford, Parson, Pearsall, Scott and Ms Tennessee

Terms of Reference

- a) The Advisory Committee shall undertake policy initiation and development;
- b) The Advisory Committee shall consider such other matters as are referred to it by the Portfolio Holder;
- c) At the request of either Cabinet or the Audit Committee carry out specific research and development projects and to submit recommendations to Cabinet;
- d) The Advisory Committee shall develop and approve its annual work plan ensuring that there is efficient use of the Committee's time; and
- e) The Cabinet Member be requested to provide a report to each meeting outlining their activities since the previous meeting any any decisions they intend to take in the following three months.

Within the areas of responsibility of: Housing Strategy & Policy, Housing Standards, Housing Needs, Empty Homes, Gypsy and Traveller, Disabled Facilities Grant, Health, Energy Efficiency, Fuel Poverty and Leisure.

The Cabinet Advisory Committee to ensure that there is mutual respect and cooperation with all other Committees within the Council.

Legal and Democratic Services Advisory Committee

Membership (12 Members to include Portfolio Holder: 12 Conservative)

Cabinet Member: Cllr. Firth

Deputy Cabinet Member: Cllr. Pett

Cllrs. Abraham, Barnes, Bosley, Eyre, Halford, Mrs. Hunter, Lake, McGarvey, Pearsall, and Ms Tennessee

Terms of Reference

- a) The Advisory Committee shall undertake policy initiation and development;
- b) The Advisory Committee shall consider such other matters as are referred to it by the Portfolio Holder;
- c) At the request of either Cabinet or the Audit Committee carry out specific research and development projects and to submit recommendations to Cabinet;
- d) The Advisory Committee shall develop and approve its annual work plan ensuring that there is efficient use of the Committee's time; and
- e) The Cabinet Member be requested to provide a report to each meeting outlining their activities since the previous meeting any any decisions they intend to take in the following three months.
- f) Recommend and keep under review, governance arrangements for the prioritisation of the Community Infrastructure Levy (CIL).

Within the areas of responsibility of: Corporate Health and Safety, Equality, Democratic Services, Elections, Legal, Licensing, Trading Company, Shared Service Programme and Governance

The Cabinet Advisory Committee to ensure that there is mutual respect and cooperation with all other Committees within the Council.

Planning Advisory Committee

Membership

(12 Members to include Portfolio Holder: 11 Conservative, 1 Liberal Democrat)

Cabinet Member: Cllr. Piper

Deputy Cabinet Members: Cllrs. Mrs. Hunter and Thornton

Cllrs. Dr. Canet, Clark, Gaywood, Halford, Horwood, McGregor, Mrs. Morris, Parson and Scholey

Terms of Reference

- a) The Advisory Committee shall undertake policy initiation and development;
- b) The Advisory Committee shall consider such other matters as are referred to it by the Portfolio Holder;

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- c) At the request of either Cabinet or the Audit Committee carry out specific research and development projects and to submit recommendations to Cabinet;
- d) The Advisory Committee shall develop and approve its annual work plan ensuring that there is efficient use of the Committee's time; and
- e) The Cabinet Member be requested to provide a report to each meeting outlining their activities since the previous meeting any any decisions they intend to take in the following three months.
- f) Recommend and keep under review, governance arrangements for the prioritisation of the Community Infrastructure Levy (CIL).

Within the areas of responsibility of: Conservation, Development Services, Development Control, Local Plan, Planning Policy, Building control, Transport policy and Enforcement

The Cabinet Advisory Committee to ensure that there is mutual respect and cooperation with all other Committees within the Council.

COMMUNITY INFRASTRUCTURE LEVY SPENDING BOARD
MEMBERSHIP AND TERMS OF REFERENCE 2016/17

Membership

Each Board to consist of 7 Members: 1 permanent Chairman, 1 permanent Vice Chairman and at least 5 members called (more if the Chairman or Vice Chairman are unable to sit) from a pool of 13 members.

(7 Members: 6 Conservative, 1 Liberal Democrat)

Chairman: Cllr. Horwood

Vice Chairman: Cllr. Edwards-Winser

Pool: Cllrs. Ball, Mrs. Bayley, Brookbank, Brown, Clack, Dyball, Kelly, Maskell, Parson, Pearsall, Purves, Reay and Miss. Stack

Substitutes (in order to maintain political proportionality): Cllr. Dr.Canet

Terms of Reference

- a) The Board shall consider bids for CIL funding (in accordance with Appendices 1 and 2), and submit recommendations to Cabinet for ratification. If Cabinet chooses not to ratify a particular recommendation, then it shall provide an explanation setting out its concerns and request that the Board reconsiders the issue.
- b) The Board will comprise of a permanent Chairman and Vice Chairman with a pool of 13 members, none of whom may be members of the Cabinet.
- c) When a meeting is called the Chairman (or Vice Chairman in the Chairman's absence or interest) will call at least 5 members (more if either the Chairman or Vice Chairman is unable to sit - see (d) below) to form the Board. No Members will be called where a decision affects their ward.
- d) Board members cannot vote on proposals in their ward.
- e) The membership is to be chosen according to political proportionality rules. If the application of (c) and (d) above results in a breach of these rules, then a substitution may be called from the pool of substitutes in order to maintain political proportionality.
- f) All Board Members, including substitutes, must have undergone training before sitting on a Board.

- g) Interested parties (including relevant ward members, Town/Parish council representatives and representatives from the body promoting the scheme) shall be permitted to speak for or against the proposals for a total of 3 minutes each.
- h) Board meetings shall be held 2-3 times a year.
- i) The above arrangements shall be reviewed after 12 months.

APPENDIX 1

Sevenoaks District Council

Community Infrastructure Levy Spending Board

Bid for Funding Pro-forma

Scheme name:	
Description of Scheme:	
Is this scheme promoted by your organisation in partnership with another organisation(s)?	Yes / No Organisation Name(s): Responsible individual(s): Signature(s) on behalf of other supporting organisation(s) :
<u>Need for the Scheme</u>	
List of developments that result in the need for this scheme:	
How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):	

Public benefit of the scheme proposed for residents in Sevenoaks District:	
Economic	
Social	
Environmental	
Is the need for the scheme identified in any adopted strategy/plan? If so, which?	
<u>Funding</u>	
Total project cost:	£
Funding required from CIL:	£
Identify other funding sources for this project, what contribution they are making and why these can not be used to fund the scheme in its entirety:	1)
	2)
	3)

	4)
Is the bid for staged payments / will staged payments be accepted?	<p>Yes / No</p> <p>Details of anticipated funding requirements and timetable:</p>
Has a bid(s) for CIL funding been made to relevant town and parish councils?	<p>Bid made: Yes / No</p> <p>Details of bid:</p> <p>Has a decision been made by the town/parish council?: Yes / No</p> <p>Details of decision:</p>
Would the scheme be fully funded if the CIL contribution is agreed:	Yes / No
Has this scheme benefited from CIL funding previously:	Yes / No
<u>Deliverability</u>	
Does your organisation have the legal right to carry out the proposed scheme?	<p>Yes / No</p> <p>If not, you must attach documentation showing that the statutory provider of this service supports this scheme.</p>
Anticipated start date for delivery of the scheme:	
Anticipated completion date for the delivery of the scheme:	
Does land need to be purchased to facilitate the scheme:	<p>Yes / No</p> <p>Details:</p>
Has consultation been carried out	Carried out / Planned / No consultation is planned

on the scheme or is any planned?	Details:	
Is planning permission required for the scheme?	Yes / No If yes, has it been applied for?	
Details of any other consent required (if appropriate):	Consent required:	Date applied for / granted:
Is a relevant SDC ward member(s) supportive of the scheme?	Yes / No Signature of at least one SDC ward member:	
Is the relevant town/parish council(s) supportive of the scheme?	Yes / No Signature of town/parish council chairman:	
<u>Maintenance</u>		
Which organisation will be responsible for ongoing maintenance:		
Are funding arrangements in place for maintenance:	Yes / No Details:	
<u>Declaration</u>		
I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council, who will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.		
Signature		
Name		
Position		

Organisation	
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	

APPENDIX 2

Sevenoaks District Council

Community Infrastructure Levy Spending Board

Decision Making Process

Lead Officer's initial validation of bids

The lead officer will undertake an initial validation of bids. The following will not be put to the spending board for consideration:

- Those schemes for which a pro-forma has not been completed.
- Those schemes where the bidding organisation does not have the legal right to carry out the proposed scheme or the support from the statutory provider of that service.
- Those schemes that could clearly not be defined as infrastructure to support development.

The lead officer's validation of bids will be agreed by the chairman of the CIL Spending Board in advance of papers being published for the spending board meeting.

A written response will be provided to the bidder to explain this decision. This may suggest that a revised submission is considered at a future meeting.

CIL Spending Board's consideration

The CIL spending board's key considerations will be whether there is a public benefit of the proposed scheme for residents in Sevenoaks District and whether the scheme constitutes value for money. In determining this, the spending board will consider the following issues in making its recommendation.

- Whether sufficient evidence has been provided to demonstrate a strong social, environmental or economic justification for the scheme.
- Whether sufficient evidence has been provided to demonstrate a strong link between new development and the scheme.
- Whether the scheme forms part of a planned strategy to address the need for infrastructure.
- Whether the CIL contribution will be matched by funding from other sources.
- Whether the use of other funding sources has been maximised.

- Whether there is sufficient certainty that the scheme will be delivered.
- Whether the scheme is supported by at least one of the relevant SDC ward members (note: this will be a prerequisite of a successful funding bid).
- Whether the scheme is supported by the relevant town/parish council.
- Whether evidence has been provided to demonstrate that there are sufficient maintenance arrangements in place.

The board may also take into account other factors that it considers relevant.

Limited CIL funding is available and it is unlikely that it will fund all of the infrastructure schemes that are considered necessary to support development. Where it is necessary to choose between schemes that could both be appropriate uses of CIL (i.e. they satisfy all of the considerations set out above), the board will give particular consideration to the public benefit of the schemes for residents in Sevenoaks District and the link between development and the scheme.

Types of recommendation

The board may make the following recommendations to Cabinet for it to ratify:

- Funding for the scheme is approved.
- Funding for the scheme is not approved on the basis that other proposed schemes have been given greater priority.
- Funding for the scheme is not approved on the basis that insufficient evidence has been provided to justify it.
- Funding for the scheme is not approved on the basis that the scheme is not considered to be an appropriate use of CIL.

These recommendations should give bidders an indication of whether they should consider bidding for this scheme again and what additional information, if anything, should be provided with any resubmission.

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APPENDIX

APPOINTMENTS TO OTHER ORGANISATIONS 2016/17 - EXECUTIVE

<u>Organisation</u>	<u>Appointed</u>	<u>Period of appointment</u>	<u>No. of Reps</u>	<u>Appointee(s) 2016/17</u>
Becket Trust Housing Association	yearly	May 2016 - 2017	1	Cllr. Cooke
Campaign for the Protection of Rural England - Sevenoaks Branch	yearly	May 2016 - 2017	1	Cllr. Miss. Stack
District Councils Network Assembly	yearly	May 2016 - 2017	1	Cllr. Fleming
Eden Valley Museum Trust -Executive Committee	yearly	May 2016 - 2017	1	Cllr. Scholey
Governors of Sevenoaks School	4 yearly	May 2015 - 2019	1	Cllr. London
High Weald Area of Outstanding Natural Beauty - Joint Advisory Committee	yearly	May 2016 - 2017	1	Mrs. Davison
Kent Downs Area of Outstanding Natural Beauty Forum	yearly	May 2016 - 2017	1	Cllr. Piper
Kent Resource Partnership Members Board	yearly	May 2016 - 2017	1	Cllr. Dickins as Portfolio Holder (Deputies to substitute)
Local Government Association (LGA) - General Assembly	yearly	May 2016 - 2017	1	Cllr. Fleming
Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROLAJC)	yearly	May 2016 - 2017	1	Cllr. Dickins
Sevenoaks Almshouses Charity	4 yearly	May 2015 - 2019	1	Cllr. London

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<u>Organisation</u>	<u>Appointed</u>	<u>Period of appointment</u>	<u>No. of Reps</u>	<u>Appointee(s) 2016/17</u>
Sevenoaks District Arts Council	yearly	May 2016 - 2017	6	Cllr. Brown Cllr. Dyball Cllr. Pett Cllr. Raikes Cllr. Reay Cllr. Dr. Canet
Sevenoaks District Sports Council	yearly	May 2016 - 2017	3	Cllr. Ball Cllr. Kelly Cllr. Purves
Sevenoaks Town Council Town Partnership Executive	yearly	May 2016 - 2017	1	Cllr. Mrs. Hunter
South East Employers	yearly	May 2016 - 2017	1 (+ 1 deputy)	Cllr. Raikes (Cllr. Miss. Stack)
Upper Medway Internal Drainage Board	yearly	May 2016 - 2017	1	Cllr. Scholey