

10 May 2016 at 7.30 pm (or on the rising of Annual Council  
whichever is the later)

Council Chamber, Argyle Road, Sevenoaks  
Despatched: 29.04.16



## Cabinet (Special)

### Membership:

Chairman, Cllr. Fleming; Vice-Chairman, Cllr. Lowe  
Cllrs. Dickins, Firth, Hogarth, Piper and Searles

### Agenda

	Pages	Contact
Apologies for Absence		
1. <b>Declarations of interest</b> Any interests not already registered		
2. <b>Appointments to Advisory Committees and terms of reference 2016/17</b>  (Appendix to follow)	(Pages 1 - 2)	
3. <b>Community Infrastructure Levy Spending Board and terms of reference</b>  (Appendix A to follow)	(Pages 3 - 6)	
4. <b>Appointments to other organisations 2016/17</b>  (Appendix to follow)	(Pages 7 - 8)	

### EXEMPT INFORMATION

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227199 or [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk).

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**APPOINTMENTS TO ADVISORY COMMITTEES AND TERMS OF REFERENCE 2016/17**

**Cabinet - 10 May 2016**

Report of Chief Officer Corporate Services

Status: For Decision

Key Decision: No

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Portfolio Holder Cllr. Fleming

Contact Officer Vanessa Etheridge Ext. 7199

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**Recommendation to Cabinet:** That the quorum, memberships and terms of reference for the Cabinet Advisory Committees be agreed as set out in the Appendix to the report.

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**Introduction and Background**

- 1 The Cabinet is asked to appoint the membership of the Cabinet Advisory Committees and agree the terms of reference. The proposed memberships and terms of reference for the Cabinet Advisory Committees are set out in the attached Appendix and if agreed will form Appendix R of the Council's Constitution.

**Cabinet Advisory Committee Memberships and Terms of Reference**

- 2 In addition to the terms of reference and memberships set out in the Appendix, it is proposed that the election of a Chairman shall be the first item of business at the first meeting of the municipal year for each of the Advisory Committees, and the quorum for each Advisory Committee shall be 6 voting members.

Financial

There are some financial and staff resource implications in terms of support and administration of the Advisory Committees which are covered within the on going work of the Democratic Services and other teams.

Legal Implications and Risk Assessment Statement.

There are no legal implications for the recommendations being suggested for approval.

## Agenda Item 2

### Equality Impacts

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### **Conclusion**

That the quorum, memberships and terms of reference for the Cabinet Advisory Committees be agreed as set out in the Appendix to the report.

### **Appendices**

Terms of Reference and Memberships (to follow)

### **Background Papers:**

[The Council's Constitution](#)

Verbal advice from Group Leaders

**Jim Carrington-West**  
**Chief Officer Corporate Services**

**COMMUNITY INFRASTRUCTURE LEVY SPENDING BOARD AND TERMS OF REFERENCE**

**Cabinet - 10 May 2016**

Report of Chief Planning Officer

Status: For Decision

Key Decision: No

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**Portfolio Holder** Cllr. Piper

**Contact Officers** Richard Morris Ext.7268 Emma Boshell Ext. 7358

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**Recommendation to Cabinet:**

That the membership, terms of reference and protocol for speakers for the Community Infrastructure Levy Spending Board be agreed as set out in Appendices A and B to this report.

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**Reason for recommendation:**

To ensure that the Council is able to make decisions on how CIL funding is prioritised in an open and transparent manner.

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**Introduction and Background**

- 1 The Council adopted the CIL Charging Schedule on 18 February 2014 and qualifying developments permitted since 4 August 2014 are now liable to pay CIL.
- 2 The membership and terms of reference, including the protocol for speakers, are attached to this report at Appendices A and B. Cabinet is asked to appoint the membership of the CIL Spending Board and to agree the terms of reference and protocol for speakers. If agreed, these will form part of the Council's Constitution.

**Other Options Considered and/or Rejected**

Cabinet could decide not to agree to the adoption of the proposed governance arrangements. This option is not recommended by Officers on the basis that the proposals have been developed through a member-led process that has considered the issue in some detail. In addition, any identified weaknesses in the system can be addressed through the proposed review process.

## Agenda Item 3

### Key Implications

#### Financial

There are some financial and staff resource implications in terms of support and administration of the CIL Spending Board which are covered within the on going work of the Democratic Services and other teams.

#### Legal Implications and Risk Assessment Statement

Governance arrangements that are consistent with the CIL regulations must be agreed. If they are not then the Council runs the risk of challenges from developers over the use of CIL to the Ombudsman being upheld.

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

#### **Appendices:**

Appendix A - CIL Spending Board Membership and Terms of Reference 2016/17 (to follow)

Appendix B - CIL Spending Board Protocol for Speaking For or Against Proposals

#### **Background Papers:**

[Report to Cabinet 5 March 2015 - CIL Governance](#)

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**Richard Morris**  
**Chief Planning Officer**

**COMMUNITY INFRASTRUCTURE LEVY SPENDING BOARD**  
**PROTOCOL FOR SPEAKING FOR OR AGAINST PROPOSALS**

In considering bids for funding, the Community Infrastructure Levy Spending Board permits interested parties to speak for or against proposals for a total of 3 minutes each.

The following protocol must be followed:

1. 'Interested parties' include relevant ward member(s), Town or Parish Council representative(s), and representative(s) of the body applying for funding.
2. Interested parties must inform Sevenoaks District Council of their request to speak. Requests must be made via telephone (01732 227000) or email ([democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk)), or by person at the Council Offices, Argyle Road, Sevenoaks, TN13 1HG. Requests must be received before 5pm on the day of the relevant Board meeting.
3. The number of interested parties permitted to speak will be proportionate to the proposal being considered by the Board and subject to the Chairman's discretion.
4. The Chairman has overriding discretion to allow any additional speakers or materials.

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## APPOINTMENTS TO OTHER ORGANISATIONS 2016/17

Cabinet - 10 May 2016

Report of Chief Officer Corporate Services

Status: For Consideration

Key Decision: No

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Portfolio Holder Cllr. Fleming

Contact Officer Vanessa Etheridge Ext. 7199

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**Recommendation:** That the attached Appendix setting out the appointments to other organisations for the municipal year 2016/17 be confirmed.

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### Introduction

- 1 It is the responsibility of the Cabinet to confirm the Council's executive appointments to other organisations.

### Key Implications

#### Financial

Attendance at meetings of Outside Bodies to which an Elected Member has been appointed by the Council constitutes an approved duty and there are costs involved.

#### Legal Implications and Risk Assessment Statement.

In not appointing to those Outside Bodies listed within the Appendix, there is a risk that the Council's designated representation on such organisations would not be fulfilled.

#### Equality Impacts

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### Conclusions

Members are requested to consider and approve the attached appointments.

## Agenda Item 4

### **Appendices**

List of proposed appointments to other organisations (to follow)

**Jim Carrington-West**  
**Chief Officer Corporate Services**