

**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

<b>Scheme name:</b>	
<b>Description of Scheme:</b>	
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) :
<b><u>Need for the Scheme</u></b>	
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?	
<b><u>Funding</u></b>	
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?	Yes / No  Details of anticipated funding requirements and timetable:
Has a bid(s) for CIL funding been made to relevant town and parish councils?	Bid made: Yes / No  Details of bid:  Has a decision been made by the town/parish council?: Yes / No  Details of decision:
Would the scheme be fully funded if the CIL contribution is agreed:	Yes / No
Has this scheme benefited from CIL funding previously:	Yes / No
<b><u>Deliverability</u></b>	
Does your organisation have the legal right to carry out the proposed scheme?	Yes / No  If not, you must attach documentation showing that the statutory provider of this service supports this scheme.
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:	Yes / No  Details:
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:	
<b><u>Maintenance</u></b>		
Which organisation will be responsible for ongoing maintenance:		
Are funding arrangements in place for maintenance:	Yes / No  Details:	
<b><u>Declaration</u></b>		
<p>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.</p>		
Signature		
Name		
Position		

## Appendix A

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.