

CABINET
19 May 2015 at 7.30 pm
(or at the rising of Annual Council)

Further to the recent despatch of agenda and papers for the above meeting, please find the following item(s) which were marked as 'to follow':

2. **To appoint representatives on Outside Organisations** (Pages 1 - 4)
3. **To appoint the Membership of the Cabinet Advisory Committees for 2015/16**
(Pages 5 - 12)
4. **Community Infrastructure Levy Spending Board and Terms of Reference** (Pages 13 - 26)

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Director or Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

The Democratic Services Team (01732 227241)

This page is intentionally left blank

APPOINTMENTS TO OTHER ORGANISATIONS 2015/16 – EXECUTIVE

Cabinet – 19 May 2015

Report of Chief Officer Legal and Governance

Status: For Consideration

Key Decision: No

Portfolio Holder Cllr. Fleming

Contact Officer(s)

Recommendation: That the attached Appendix setting out the appointments to other organisations for the municipal year 2015/16 be confirmed.

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.

Appendices List of proposed appointments to other organisations

Christine Nuttall
Chief Officer for Legal and Governance

This page is intentionally left blank

**APPOINTMENTS TO OTHER ORGANISATIONS 2015/16 – EXECUTIVE –
TO BE APPROVED BY CABINET**

| <u>Organisation</u> | <u>Appointed</u> | <u>Period of appointment</u> | <u>No. of Reps</u> | <u>Appointee(s) 2015/16</u> |
|-----------------------------------------------------------------------------------------|------------------|------------------------------|--------------------|------------------------------------------------------------|
| Becket Trust Housing Association | yearly | May 2015 - 2016 | 1 | Cllr. Cooke |
| Campaign for the Protection of Rural England – Sevenoaks Branch | yearly | May 2015 - 2016 | 1 | Cllr. Miss. Stack |
| District Councils Network Assembly | yearly | May 2015 - 2016 | 1 | Cllr. Fleming |
| Eden Valley Museum Trust - Executive Committee | yearly | May 2015 - 2016 | 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 2015 - 2016 | 1 | Mrs. Davison |
| Kent Downs Area of Outstanding Natural Beauty Forum | yearly | May 2015 - 2016 | 1 | Cllr. Piper |
| Kent Resource Partnership Members Board | yearly | May 2015 - 2016 | 1 | Cllr. Dickins as Portfolio Holder (Deputies to substitute) |
| Local Government Association (LGA) – General Assembly | yearly | May 2015 - 2016 | 1 | Cllr. Fleming |
| Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROLAJC) | yearly | May 2015 - 2016 | 1 | Cllr. Dickins |
| Sevenoaks Almshouses Charity | 4 yearly | May 2015 - 2019 | 1 | Cllr. London |

Agenda Item 2

| <u>Organisation</u> | <u>Appointed</u> | <u>Period of appointment</u> | <u>No. of Reps</u> | <u>Appointee(s) 2015/16</u> |
|------------------------------------------------------|------------------|------------------------------|--------------------|--------------------------------------------------------------------------|
| Sevenoaks District Arts Council | yearly | May 2015 -2016 | 6 | Cllr. Brown Cllr. Dyball Cllr. Pett Cllr. Raikes Cllr. Canet |
| Sevenoaks District Sports Council | yearly | May 2015 - 2016 | 3 | Cllr. Ball Cllr. Reay Cllr. Purves |
| Sevenoaks Town Council Town Partnership Executive | yearly | May 2015 - 2016 | 1 | Cllr. Mrs. Hunter |
| South East Employers | yearly | May 2015 - 2016 | 1 (+ 1 deputy) | Cllr. Raikes (Cllr. Miss. Stack) |
| Upper Medway Internal Drainage Board | yearly | May 2015 -2016 | 1 | Cllr. Scholey |

APPOINTMENTS TO ADVISORY COMMITTEES AND TERMS OF REFERENCE

Cabinet - 19 May 2015

Report of Chief Officer Legal and Governance

Status: For Decision

Key Decision: No

Portfolio Holder Cllr. Fleming

Contact Officer(s)

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.

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.

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.

Agenda Item 3

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

Christine Nuttall
Chief Officer for Legal and Governance

CABINET ADVISORY COMMITTEE MEMBERSHIPS AND TERMS OF REFERENCE
2015/16

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, 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

Agenda Item 3

Cllrs. Barnes, Mrs. Bosley, Cooke, Esler, Kelly, Maskell, McGregor, Parson, Pett 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.
- 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, Emergency Planning, 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.

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 Rosen

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.

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. Abraham and Maskell

Cllrs. Barnes, Mrs. Bosley, Canet, Esler, Krogdahl, Lake, Pearsall, Raikes and Rosen

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, 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.

Agenda Item 3

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, Canet, Eyre, Gaywood, Halford, Parson, Pearsall, Rosen 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 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, Pearsall, Raikes, 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. Canet, Clark, Gaywood, Halford, Horwood, McGregor, 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;
- 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

Agenda Item 3

- 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 AND TERMS OF REFERENCE

Cabinet – 19 May 2015

Report of Chief Planning Officer

Status: For Decision

Key Decision: No

Portfolio Holder Cllr. Piper

Contact Officer(s) Richard Morris Ext.7268 Emma Boshell Ext. 7358

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.

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.

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 As part of the process of adopting the CIL Charging Schedule, Cabinet tasked the Local Planning and Environment Advisory Committee (LPEAC) with developing the CIL governance arrangements. In March 2014, LPEAC resolved that a member/officer workshop should be set up to begin to consider CIL governance issues. It was proposed that, following this workshop, LPEAC would formally debate different CIL governance models and make a recommendation to Cabinet.
- 3 Two CIL governance workshops were held with LPEAC members in October and November 2014, which focused on the structure and processes that will be used to make decisions on CIL expenditure priorities. In March 2015 LPEAC and Cabinet considered the recommendations from the workshops and agreed that a Community Infrastructure Levy Spending Board should be established to recommend to Cabinet how CIL funding should be prioritised. It was agreed that the terms of reference of the Board should be consistent with the body of the report considered.
- 4 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

Agenda Item 4

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.

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 2015/16 (to follow)

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

Background Papers:

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

Richard Morris
Chief Planning Officer

COMMUNITY INFRASTRUCTURE LEVY SPENDING BOARD

MEMBERSHIP AND TERMS OF REFERENCE 2015/16

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, Gaywood, Maskell, Parson, Pearsall, Purves, Reay and Miss Stack

Substitutes (in order to maintain political proportionality): Cllr. 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)? | <p>Yes / No</p> <p>Organisation Name(s):</p> <p>Responsible individual(s):</p> <p>Signature(s) on behalf of other supporting organisation(s) :</p> |
| <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? | |
| Funding | |
| 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 |
| <u>Deliverability</u> | |
| 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 on the scheme or is any planned? | Carried out / Planned / No consultation is 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.

This page is intentionally left blank

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), 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.

This page is intentionally left blank