

23 May 2023 at 7.30 pm*

*or on the rising of Annual Council whichever is the later

Council Chamber, Argyle Road, Sevenoaks

Published: 15.05.23



This meeting will be livestreamed to YouTube [here](#):

https://www.youtube.com/channel/UCIT1f_F5OfvTzxjZk6Zqn6g

Special Cabinet

Membership:

TBC at Annual Council on 23 May 2023

Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. Declarations of interest Any interests not already registered		
2. Sub-Committee terms of reference		
a) To agree the terms of reference of Advisory Committees (as set out in Appendix R to the Constitution) (Annex to follow)	(Pages 1 - 2)	
b) To agree the Community Infrastructure Levy (CIL) Spending Board and note Sevenoaks District Joint Transportation Board's Terms of reference (as set out in Appendix X of the Constitution)	(Pages 3 - 34)	
3. To appoint Memberships of Advisory Committees and Boards for the municipal year 2023/24 (Appendix to follow)		
4. To appoint representatives to other organisations (Executive) (Appendix to follow)	(Pages 35 - 36)	

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 227000 or democratic.services@sevenoaks.gov.uk.

APPENDIX R: Cabinet Advisory Committees

1. Introduction

- 1.1. There shall be one advisory Committee for each Cabinet Portfolio

2. Terms of Reference

- 2.1. Each Cabinet Advisory Committee shall:

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

within the areas of responsibility of that Portfolio. A list of all Portfolios can be found in Appendix H of the Constitution

- 2.2. The Cabinet Advisory Committees are to ensure that there is mutual respect and co-operation with all other Committees within the Council.

- 2.3. In addition to the above the Development & Conservation Advisory Committee is to recommend, and keep under review, governance arrangements for the prioritisation of the Community Infrastructure Levy (CIL)

3. Membership

- 3.1. Each Cabinet Advisory Committee will comprise 12 elected Members appointed in line with political proportionality rules, including the relevant Portfolio Holder.
- 3.2. The Membership of the Committee can be found at Appendix H - Membership of Council Committees, Cabinet and Advisory Committees.

4. Cabinet Advisory Committee Procedure Rules

- 4.1. The quorum for each Cabinet Advisory Committee shall be six (6) voting Members.

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APPENDIX X1: Community Infrastructure Levy Spending Board

1. Terms of Reference of the Board

- 1.1. The Board shall consider bids for Community Infrastructure (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.

2. Membership of the Board

- 2.1. The Board will comprise of 15 Members of the Council to be chosen according to political proportionality rules, none of whom may be members of the Cabinet. The membership of the Board can be found at Appendix H - Membership of Council Committees, Cabinet and Advisory Committees and Boards.
- 2.2. When appointing the membership, Cabinet will appoint the Chairman and Vice Chairman, who will form part of the 15 members.
- 2.3. Membership to be agreed annually.

3. Role of members of the Board and members conduct

- 3.1 It is incumbent that Members of the Spending Board ensure that they remain impartial and receptive to all points of debate before reaching a decision on how to vote on a Bid.
- 3.2 Members of the Board should remain at meetings of the Board until the end of the meeting unless they have a compelling reason not to do so.
- 3.3 Members of the Board who are not present for consideration of all Bids, or who are not present during the whole of the discussion, should not vote on any Bid as they will not have heard all the arguments for and against the proposals.
- 3.4 Members of the Board should be informed when a Bid is submitted by the Council or involves the provision of infrastructure on Council land.

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- 3.5 Subject to the Council's Code of Conduct and the Localism Act 2011 (or any Act superseding these Acts), Members of the Board can vote on all Bids but must make declarations of interest, Lobbying and Pre-determination before any Bids are debated.
- 3.6 Members of the Board should contact Legal and Democratic Services before a meeting if they have any doubt in their minds regarding a potential Disclosable Pecuniary Interest (DPI).
- 3.7 All members of the Board must avoid reaching a judgement before all relevant evidence is presented to the Board. All sitting Board members must ensure that they never give the impression of closing their minds to information relevant to the Bid.

4. Quorum

- 4.1 The quorum shall be 5 members.

5. Board structure, procedures and speaking protocol

("Local Member" means a member of the District Council whose ward, in the opinion of the Chairman, is affected by a bid which is to be included on an agenda for consideration by the CIL Spending Board.)

- 5.1 At the beginning of the meeting the Chairman will move the recommendation and indicate the Bids on which Local Members, the Town or Parish Council, applicants or members of the public have asked to speak, which shall automatically be reserved for debate.
- 5.2 Officers will be invited to introduce a summary of CIL at the beginning of the meeting to include:
 - Summary of current CIL Legislation
 - Amount of funding available
 - Where CIL receipts have come from
- 5.3 The Chairman will read out each project title.
- 5.4 The officer will introduce the bid then lay out the key considerations and summarise the recommendation for each bid.

5.5 Speakers who have previously registered will be invited to do so by the Chairman in the following order for a maximum of 3 minutes (Local Members will have 4 minutes):

- company/person/body responsible for the Bid
- A member of the public wishing to speak for the Bid.
- A member of the public wishing to speak against the Bid
- The Local Council representative.
- The Local Member

Notwithstanding the foregoing, the Chairman retains discretion to allow additional speakers as s/he sees fit.

5.6 Those wishing to speak must contact the District Council before 5pm on the day of the Spending Board at the latest. However at the Chairman's discretion, late registration maybe accepted until the start of the meeting.

5.7 The company/person/body submitting the Bid will be expected to present their Bid to the Spending Board. A bid is likely to be deferred if the Board considers that they reasonably require further information in order to determine it.

5.8 Speakers are allowed visual aids (of up to 5 slides).

5.9 Members of the Spending Board will then have an opportunity to ask questions of clarification of the Speakers present.

5.10 Members of the Spending Board will then have an opportunity to ask questions of the officers present.

5.11 Discussion of each Bid will then take place. Any proposed changes shall be treated as an amendment to the motion and voted on accordingly.

5.12 A decision on the motion will only be made at the end of the meeting after all the Bids have been discussed. This ensures that every bid is considered and discussed before any decision is made.

5.13 The Board can only consider the bid put before them and the details provided by the applicant. This means that the Board cannot amend any details of the bid or the amount of money awarded at the meeting. They can only agree, refuse or defer if they consider more information is

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needed or that further investigation is required to be carried out in regard to the costs of the project.

- 5.14 Each bid should be given the following considerations during the decision making process:
- 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 sufficient evidence has been submitted to show that the project involves partnership working.
 - Whether the scheme forms part of a planned, local, economic or community strategy to address the need for local or strategic infrastructure.
 - Whether sufficient evidence has been provided to show the clear public benefit to the scheme.
 - Whether sufficient evidence has been provided to show that funding has been maximised from other funding sources.
 - Whether there is sufficient certainty that the scheme will be delivered, including considering whether the project has all the necessary permissions in place and evidence has been provided to demonstrate that there are sufficient maintenance arrangements in place.
 - Whether the scheme has local support.
 - Whether the project has already benefited from CIL through the Parish and Town Councils.
 - Whether overall the scheme provides a strong community benefit.
- 5.15 After all the bids have been considered individually and any amendments made, a vote will take place on the motion / substantive motion and the Chairman will advise the meeting of the result.
- 5.16 Board meetings to be held at the Chairman's discretion taking into account the level of CIL income.
- 5.17 The above arrangements shall be reviewed after 12 months.

SEVENOAKS DISTRICT COUNCIL: COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD

BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)

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Scheme Name

Description of Scheme

1	Working in Partnership	
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1	Working in Partnership	
	Is this scheme promoted by your organisation in partnership with another organisation(s)?	Yes / No (please delete as appropriate)
	Organisation Name(s):	
	Responsible individuals(s):	
	Signature(s) on behalf of other supporting organisations(s):	
	Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.	

2	Planning Permission Details	
	Is planning permission required for the scheme?	Yes / No (please delete as appropriate)
	If yes, has it been applied for?	
	If no, please explain why?	
	If planning permission has been granted – please provide details and a reference number.	

2	Planning Permission Details	
	Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies)	
	Consent required	
	Date applied for / granted	

Need for the Scheme

3	List of projects or development that result in the need for this scheme:

4	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):

Please provide an explanation of the ‘public benefit’ of the scheme proposed for residents in Sevenoaks District:

5	Economic Benefit
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5	Economic Benefit

6	Social Benefit

7	Environmental Benefit

8	Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?

9	How does the scheme identify with the Council's Infrastructure Delivery Plan (IDP) and its priorities?

10	How does this project help the Council achieve its ambition to reduce net greenhouse gas emissions and achieve its Net Zero 2030 target?

Funding

11	Total Project Cost
	£

12	Funding from CIL Details
	Funding required from CIL £

12	Funding from CIL Details
	<p>Please identify other funding sources for this project, what contribution they are making and why these cannot be used to fund the scheme in its entirety.</p> <p>Please provide the status of each source of funding for example whether it has been formally agreed, whether it has already been paid, whether it has been agreed in principle, if you are waiting for a decision in regard to the funding, or whether you are investigating the source of funding etc.</p>
	<p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p> <p>5)</p> <p>6)</p>

13	Staged Payment Details	
	Is this bid for staged payments?	Yes / No (please delete as appropriate)
	Will staged payments be accepted?	Yes / No (please delete as appropriate)
	Please provide details of anticipated funding requirements and timetable	

14	Town & Parish Councils CIL Funding	
	Has a bid(s) for CIL funding been made to relevant town and parish councils?	Yes / No (please delete as appropriate)
	Details of bid	
	Decision made	
	Details of decision	
	If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.	
	If a bid has not been made to the relevant Parish or Town Council, please provide an explanation for this	

15	Would the scheme be fully funded if the CIL contribution is agreed?
	Yes / No (please delete as appropriate)

16	Has this scheme already benefited from CIL funding through the CIL Spending Board?
	Yes / No (please delete as appropriate)

	If yes, please provide further justification as to why further CIL funding is required for this project.

17	Has this scheme/land/building already benefited from funding from Sevenoaks District Council?
	Note- this can include grants, section 106s, a Community Fund etc.
	Yes / No (please delete as appropriate)
	If Yes, please provide further details of amount and the project involved.

18	Has the project, at any stage benefited from any CIL Exemptions as laid out in the Community Infrastructure Levy Regulations 2010 (as amended)?
	Yes / No (please delete as appropriate)
	If yes, please explain why CIL is still required following an exemption.

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Deliverability

19	Does your organisation have the legal right to carry out the proposed scheme?
	If not, you must attach documentation showing that the statutory provider of this service supports this scheme.
	Yes / No (please delete as appropriate)

20	Anticipated start date for delivery of the scheme

21	Anticipated finish date for the delivery of the scheme

22	Anticipated date when CIL funding will need to be made available

23	Does land need to be purchased to facilitate the scheme?
	Yes / No (please delete as appropriate)
	If no, please provide details:

24	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.

25	Please provide details of the management and timescales of the project.

26	Has consultation been carried out on the scheme or is any planned?
	Carried out / Planned / No consultation planned (please delete as appropriate)
	Please provide details (Note: Results can be attached separately if necessary.)

27	Is a relevant SDC ward member(s) supportive of the scheme?
	Yes / No (please delete as appropriate)
	You may provide the signature of an SDC ward member or an email from them to cil@sevenoaks.gov.uk .

28	Is the relevant town/parish council supportive of the scheme?
	Yes / No (please delete as appropriate)
	Signature of a town/parish council chairman, clerk or chief executive (Note: An email from them to cil@sevenoaks.gov.uk would also be sufficient).

29	Do you have any other local support for the scheme? This can be in the form of businesses, community groups etc.
	Yes / No (please delete as appropriate)
	Please provide details of local support. (Note: An email from a relevant party to cil@sevenoaks.gov.uk would also be sufficient).

Maintenance

30	Which organisation will be responsible for ongoing maintenance?

31	Are funding arrangements in place for maintenance?
	Yes / No (please delete as appropriate)
	Please provide details

32	Please provide any further comments here.
	This could include if there are any other infrastructure projects that are related to this bid or any that rely on this bid.

Declaration

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. The Council 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

Declaration

its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.

Signature

.....

Name

.....

Position

.....

Further Information

CIL Bid Contact Details	
Name, role and contact details of the person that will be the contact for this bid:	

CIL Bid Contact Details	
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	
Name, role and contact details of the person that will be the point of contact and responsible for the Legal Contract:	
Name, role and contact details of the person that will be legally responsible for receiving the CIL fund:	
Full company/charity name:	
Registered No:	

Privacy Notice

The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at [Council's Privacy Policy](#).

Sevenoaks District Council

Community Infrastructure Levy Spending Board

Decision Making Process

First Stage of Validation Process

The lead officer will undertake an initial validation of bids. The following will not be put to the spending board for consideration and, subject to any request for a review process offered, shall be considered as invalidated:

- 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.

Second stage of Validation Process

The Lead Officer will carry out a second stage in the validation of bids, which will assess the proposed bids against the following criteria in order to make recommendations on the bids submitted:

- The need for the scheme

- Whether the scheme supports local or Key Infrastructure projects
- Whether the applicant is working in partnership to implement the scheme
- Is the scheme part of an existing Strategy or Plan?
- The public benefit of the scheme?
- Has the applicant sought to maximise funding from other sources?
- Is there clear project management
- Is the scheme deliverable?
- Does the scheme and bid have local support?
- Has the project already had CIL funding?
- Does the scheme provide an overall community benefit?

**Infrastructure Definition - The term “infrastructure” is the basic systems, facilities and services which support development in an area. These can include highways and other transport facilities, flood defences, energy, educational facilities, health and social care facilities, community facilities, green blue infrastructure etc*

Each bid will be scored against how they perform against each category. The lead officer’s initial assessment and recommendations will be provided to the Chairman and Vice Chairman of the CIL Spending Board in advance of the papers being published for the Spending Board Meeting. The Report to the CIL Spending Board will include a summary of what criteria the bids score highly against and those where they perform weaker against.

Those applications which are not referred to that meeting of the Board shall be refused.

CIL Spending Board’s Key Considerations

The CIL spending board’s key considerations will be whether there is a public and overall community benefit of the proposed scheme for residents in Sevenoaks District. 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 sufficient evidence has been submitted to show that the project involves partnership working.
- Whether the scheme forms part of a planned, local, economic or community strategy to address the need for local or strategic infrastructure.
- Whether sufficient evidence has been provided to show the clear public benefit to the scheme.
- Whether sufficient evidence has been provided to show that other sources of funding have been maximised
- Whether there is sufficient certainty that the scheme will be delivered, including considering whether the project has all the necessary permissions in place and evidence has been provided to demonstrate that there are sufficient maintenance arrangements in place.
- Whether the scheme has local support.
- Whether the project has already benefited from CIL through the Parish and Town Councils.
- Whether overall the bid provides a benefit to the community as a whole

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. The recommendation to Cabinet for each item should usually be for one of the following:

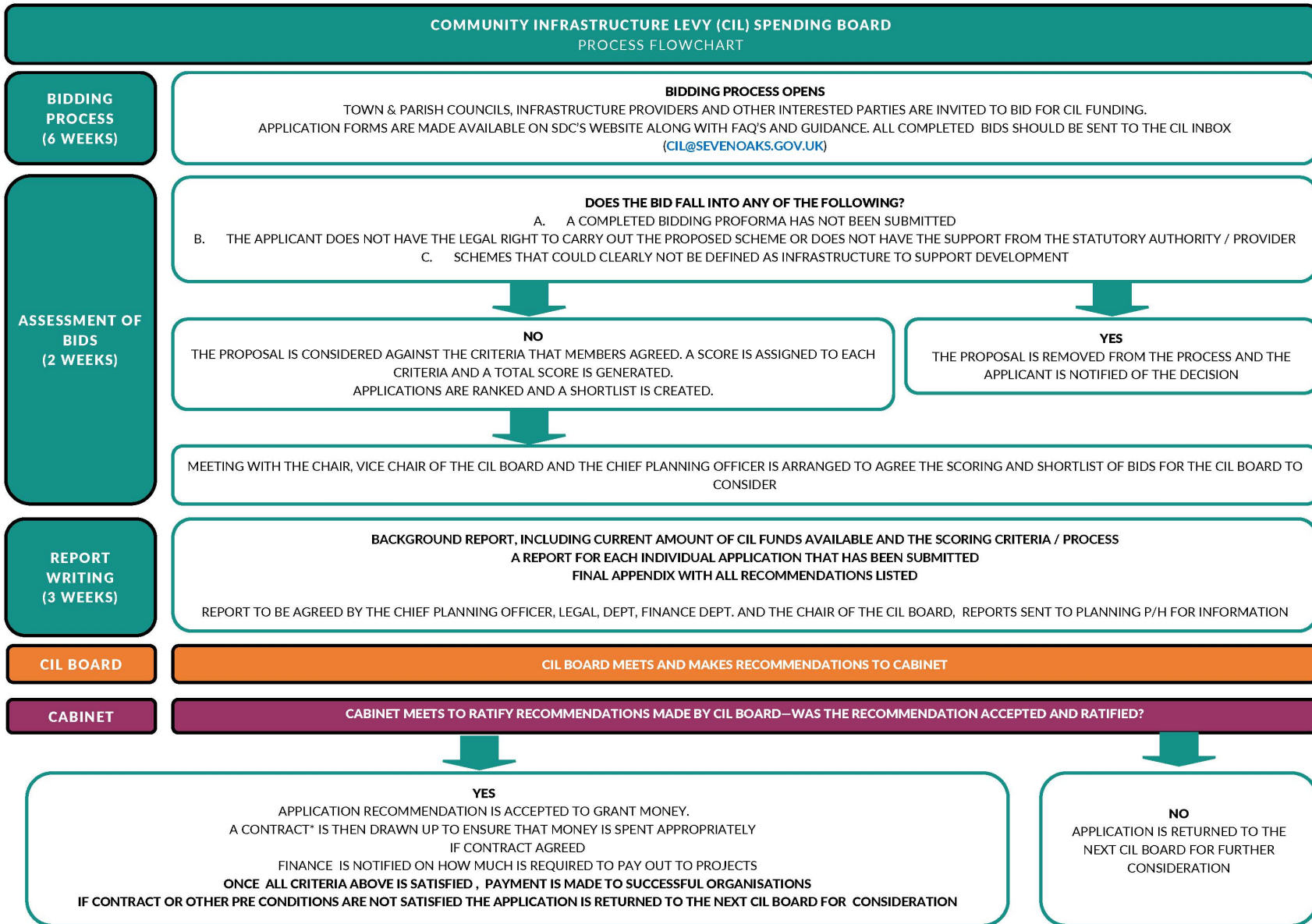
- Funding for the scheme is approved subject to a legal agreement being entered into. If no legal agreement is entered into, within 6 months the bid will be reported back to the CIL Spending Board to be reconsidered.
- Funding for the scheme is secured and set aside for this project. The funding will be paid upon the completion of a legal agreement and when planning permission is granted for the project. If planning permission is not granted, the bid will be reported back to the CIL Spending Board to be reconsidered.
- Funding for the scheme is secured and set aside for this project. The funding will be paid upon the completion of a legal agreement and when all the funding sources laid out in the submission documents have been secured. If not all the funding is secured, within 1 year, the bid will be reported back to the CIL Spending Board to be reconsidered.
- 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.
- A decision of the provision of funding a scheme is deferred. It is considered that further evidence is required to fully show the benefits of the scheme.
- A decision of the provision of funding for a scheme is deferred. It is considered that further evidence is required to indicate whether the project is viable.

If the decision is for the application to be refused then an applicant should be given sufficient information to understand the reason why. If it is deferred then the applicant should be given sufficient clarity over what information is required for the Bid finally to be determined.

Request for a review of a bids considered by Sevenoaks District Council not to succeed under Stage 1 of the Validation Process

1. A request for a review must be made within 6 months of the letter from Sevenoaks District Council informing them of one of or more of the following:
 - that the project is not considered to be infrastructure;
 - that the bid is considered to be incomplete or
 - there is insufficient evidence to show that the organisation making the bid has the right to carry out the scheme.
2. The request for a review must be submitted formally in writing or emailed to the following address cil@sevenoaks.gov.uk.
3. The request for a review must contain additional evidence/information in addition to the original bid as to why they consider their project complies with the 1st stage of validation.
4. Sevenoaks District Council will review the information submitted, they will liaise with legal and make a decision on the information submitted within 6 weeks. If a decision cannot be met within 6 weeks, they will contact the organisation to explain why and provide a new date for a decision to be made.
5. A senior manager will review the case, before a response is provided.

Criteria Number	Criteria Description	Detail
1	The need for the scheme	<p>Here we would expect the applicant to explain the need for and the benefits of the scheme. We have asked for the applicant to respond specifically in regard to the Economic, Social and Environmental needs of the District and its residents. We will therefore award points under each section:</p> <p>Economic - are there benefits to the economy?</p> <p>Social - what is the benefit to the local community or wider community.</p> <p>Environmental - Are there clear benefits to the environment by implementing this scheme. Whilst we are aware that new projects would improve the immediate environment, bids would be looked upon more favorably if they included a wider environment benefit. For example landscaping improvements to a wider area, enhancements to wildlife, enhancements to the appearance of the site etc.</p>
2	Net Zero Ambitions	How does the scheme contribute towards the Council's net zero ambitions? A scheme that does not contribute at all will receive a lower score. Those which clearly help and provide evidence to show that the project put forward will help produce less or no green house emissions will receive a higher score
3	Does the scheme proposed support local or strategic infrastructure	Schemes that will provide for key infrastructure projects are likely to have a greater impact i.e. medical, schools, highways, flooding will receive higher scores. Those identified in the Council's Infrastructure Delivery Plan or Infrastructure Funding Statement (or any document superseding these) will receive a higher score. Evidence should also be provided to demonstrate a strong link between new development and the bid project. Projects which also can be shown to support the local community with a clear community benefit will also be looked upon favourably.
4	Working in partnership	Has the applicant provided evidence that they are working in partnership with one or more organisation. We will look at the type of partners involved, how formal the Partnership is and the amount of involvement from all partners. Please note; we will take into account those infrastructure/statutory providers that do not need to work in partnership.
5	Is the Bid scheme part of an existing Strategy/Plan	We would expect the scheme to be put forward as part of an existing Strategy or Plan. This could include Neighbourhood or Parish plans. It could also include regional strategies, economic strategies, Work Programmes by statutory bodies or if it has been identified as a key or much needed project.
6	Public Benefit	It is likely that bids are looking to provide the greatest public benefit will be looked upon more favourably than those that do not bring a greater benefit to the wider community. Definition: We are therefore looking for schemes that will provide something that is advantageous or good; that will relate to, or affecting a population or a community as a whole.
7	Does the scheme show that funding has been maximised from other sources	The majority of the money to fund a project should not come from CIL. It should not be used to fund entire projects. Please note; schemes that will be relying totally on CIL will not be considered favorably. Schemes that already have a large amount/majority funding in place will receive a higher score. The security of the funding should also be considered. The majority of funding should be sought from other sources.
8	Deliverability	<p>Through their bid we would expect the applicant to show evidence that the project is well managed. Have they provided for example:</p> <ul style="list-style-type: none"> - clear dates for start and finish of the project. - details of the management of the project and timescales - details of when they will provide updates to SDC <p>whether planning permission or other consents is required or sought? Bids that have planning permission in place will be looked upon favourably. This assessment should also include considering whether the works require PP or whether the proposal is permitted development. This assessment should also ensure that the applicant has checked this issue. It is considered that large scale projects which are supported by a number of neighbourhood, local and business plans are unlikely to have all their paperwork and funding in place. Therefore this part of the assessment should also consider the benefits of a larger scheme against the fact that they do not have all their permissions in place.</p>
9	Does the Bid have local support?	In particular, does the Bid have the support of a local member, a local organisation or business and/or the Parish and Town Council? Bids that have local support are more likely to be looked upon favourably.
10	Has the project already had CIL funding?	A lower score will be given for those projects which have already received CIL funding via the CIL Spending Board or have benefited from CIL exemption. Unless a strong justification can be provided as to why further funding is required.
11	Evaluation of the overall benefits of the scheme and the benefit it provides to the community	Higher scores will be given to those projects which show that they have sought the majority of funding from other sources and overall provide clear evidence of a community benefit or need. Projects where the CIL money would complete the scheme will also be scored highly.



THE KENT COUNTY COUNCIL

-and-

SEVENOAKS DISTRICT COUNCIL

**AGREEMENT ON
JOINT TRANSPORTATION BOARDS**

Legal & Secretariat
Kent County Council
County Hall
Maidstone
Kent ME14 1XQ

File ref:
Fax No: 01622 694402
WP Ref:
DX No:
Tel:

Head of Legal and Democratic Services
Sevenoaks District Council
Council Offices
Argyle Road
Sevenoaks
Kent TN13 1HG

Tel: 01732 227000
DX: 30006 Sevenoaks 1

THIS DEED OF AGREEMENT is made the (day) of (month) two thousand and nineteen between THE KENT COUNTY COUNCIL of County Hall Maidstone Kent ME14 1XQ of the one part (hereinafter referred to as “KCC”) and SEVENOAKS DISTRICT COUNCIL of Council Offices Argyle Road Sevenoaks Kent TN13 1HG (hereinafter referred to as the “Council”) of the other part.

In this Agreement the words and expressions contained or referred to hereunder shall have the meaning thereby ascribed to them in the Second Schedule. The clause headings do not form part of this Agreement and shall not be taken in its construction or interpretation.

WHEREAS:

1. KCC and the Council are local authorities as defined by Section 270(1) of the 1972 Act.
2. By virtue of Section 1(2) of the Highways Act 1980 KCC is the local highway authority for all the highways in the County of Kent whether or not maintainable at the public expense (and which are not highways for which the Secretary of State for Transport is the highway authority) and is by enactments also the traffic authority and street works authority.
3. KCC and the Council have agreed to act together to continue with certain democratic arrangements previously established in relation to highway issues.
4. This Agreement reflects the intention of KCC and the Council to co-operate regarding highway and transportation issues in the interests of the residents of Kent and supersedes that of the current agreement.

DEFINITIONS AND INTERPRETATIONS

5. In this Agreement unless the context otherwise requires the following terms shall have the following meanings:

“1972 Act”	:	the Local Government Act 1972
“Agreement” together	:	these terms and conditions the First Schedule
“Authorities”	:	the Council and KCC
“Council - local member”	:	an elected member of the Council
“JTB Members”	:	KCC - local members and Council - local members who have been appointed to membership of the JTB
“KCC - local member”	:	the elected member for KCC’s electoral divisions within the Council’s administrative area

COMMENCEMENT AND OPERATING TERM

6. This Agreement shall commence on the effective date on the face hereof and shall continue until terminated by either party in writing in accordance with the provisions of this Agreement.

COUNCIL OBLIGATIONS

7. The Council shall establish and maintain during the currency of this Agreement the arrangements for the Joint Transportation Board as set out in the First Schedule.

KCC OBLIGATIONS

8. KCC shall establish and maintain during the currency of this Agreement the arrangements for the Joint Transportation Board as set out in the First Schedule.

MISCELLANEOUS

9. The parties acknowledge that amendments to the constitutions of KCC and/or the Council may result in the need for consequential changes to this Agreement.
10. This Agreement shall be known as the JTB Agreement.
11. Nothing in this Agreement shall create a legal partnership between the parties and save as may be specifically provided in this Agreement neither party shall be or hold itself out as or permit itself to be held out as :-
 - a) the agent of the other; or
 - b) entitled to pledge the credit of the other; or
 - c) entitled to incur any other obligations or make any promise or representation on behalf of the other.

REVIEW

12. This Agreement shall be reviewed every four years or sooner at the instigation of both parties and amended by agreement between the parties if necessary, as a consequence of any review.
13. This Agreement may be terminated by either party on six months written notice addressed to the Council's Chief Executive/KCC's Corporate Director responsible for Highways and Transportation.

FIRST SCHEDULE

Joint Transportation Boards

- 1.1 A Joint Transportation Board (JTB) shall be established by the Authorities.
- 1.2 Each Authority shall be responsible for its own costs incurred in the operation of the JTB.

- 1.3 The JTB shall be a non-statutory advisory forum.

Membership

- 2.1 JTB membership shall comprise all KCC - local members with an equal number of Council - local members appointed by the Council. JTB Members will have voting rights. The Council may appoint substitutes for its JTB Members.
- 2.2 The JTB shall agree a number of parish/town council representatives, not less than one and no greater than three from within the Council's administrative area. Parish/town council representatives shall be nominated by the area committee of the Kent Association of Parish Councils or other representative body for parish/town councils within the Council's administrative area if this provides a more complete representation. Substitute members may also be nominated.
- 2.3 Any JTB Member may request of the Chairman an item to be considered for inclusion on the JTB agenda. Any Council- local member may attend and speak at a meeting of the JTB but may not vote nor propose a motion or an amendment.
- 2.4 The Chairman of any parish/town council within the administrative area of the Council (or a parish/town councillor of that parish/town council nominated by him/her) may attend any meeting to speak with the permission of the Chairman on any item on the agenda of particular reference to that parish/town council.

Chairman

- 3 The Chairman and Vice Chairman shall alternate on an annual basis between a KCC local member (who is a JTB Member) and a Council local member (who is a JTB Member).

Meetings

- 4.1 The JTB shall generally meet four times a year on dates and at times and venues to be specified by the Council in accordance with its normal constitutional arrangements in consultation with KCC.
- 4.2 Six weeks prior to each JTB meeting the Chairman, Vice-Chairman and relevant officers from the Authorities will discuss and set the agenda for the forthcoming meeting. The final decision on agenda items shall be determined by the Chairman in consultation with the Vice Chairman. Agenda items will be split between Part A (recommendations for decision by KCC), Part B (recommendations for decisions by the Council) and 'for information' reports.
- 4.3 The quorum for a JTB meeting shall be four comprising at least two voting KCC local- members and two Council - local members who are also JTB Members.
- 4.4 Subject to the procedural rules in paragraphs 2, 3, 4.2 and 4.3 above taking precedence, the Council's procedural rules shall apply to JTB meetings as if they were Council committees.

- 4.5 The JTB will be clerked by an officer of the Council. Officers of the Authorities shall be expected to attend JTB meetings to present reports.
- 4.6 At the discretion of the Chairman, members of the public may speak for a maximum of three minutes. The number of speakers will be at the discretion of the Chairman.
- 4.7 The access to information principles shall be applied to the JTB as if it were a Council committee.
- 4.8 The clerk shall produce minutes of the meeting, a copy of which shall be sent to KCC's Cabinet Member for Planning Highways Transport and Waste.

Terms of reference

- 5.1 The role of the JTB is to advise the relevant Authority on highways and transportation works scheduled and completed. The JTB shall consider:
 - i. capital and revenue funded works programmes;
 - ii. traffic regulation orders;
 - iii. street management proposals.
- 5.2 The JTB may advise and recommend in relation to:
 - i. strategic parking and waiting restriction issues;
 - ii. petitions received in relation to parking and waiting restrictions;
 - iii. Council street lighting schemes on highways;
 - iv. local transport strategy.
- 5.3 The JTB shall be a forum for consultation between the Authorities on policies, plans and strategies related to highways, road traffic and public transport.
- 5.4 The JTB shall review the progress and out turn of works and business performance indicators.
- 5.5 The JTB shall receive reports on highways and transportation needs within the administrative area of the Council.

Petition Discussions

- 6.1 Where a petition is agreed as being appropriate for discussion at the JTB, it shall be received at a meeting of the JTB. No further discussion shall take place on the petition until the next meeting of the JTB.
- 6.2 The lead petitioner shall be invited to submit a written statement of up to 500 words which should be sent to the Council to arrive by 5pm one week prior to the next JTB meeting. At that meeting, the lead petitioner shall be invited to speak for no more than three minutes.
- 6.3 The JTB shall not debate a petition on the same decision/issue as one debated in the previous twelve months.

Overview and Scrutiny

7.1 The Authorities' Overview and Scrutiny Committees or equivalent may invite the JTB Chairman or Vice Chairman to attend their meetings to make representations, answer questions or give evidence. This is without prejudice to any ability of the Overview and Scrutiny Committees or equivalent of the Authorities to compel attendance of executive members and officers under Section 21 of the Local Government Act 2000.

Executive Action

8.1 JTB advice/views shall be submitted to the Authorities' Cabinet in accordance with the Authorities' constitutional arrangements.

EXECUTED as a DEED by KCC and the Council the day and year first before written

THE COMMON SEAL of the KENT)
COUNTY COUNCIL was hereunto)
affixed in the presence of:-

Authorised Signatory

THE COMMON SEAL of SEVENOAKS)
DISTRICT COUNCIL was hereunto)
affixed in the presence of:-

Authorised Signatory

Authorised Signatory

APPOINTMENTS TO OTHER ORGANISATIONS 2023/24 – EXECUTIVE

Special Cabinet – 23 May 2023

Report of: Deputy Chief Executive & Chief Officer Customer & Resources

Status: For Consideration

Key Decision: No

Contact Officer: Charlotte Sinclair, Ext. 7165

Recommendation to Cabinet:

That the attached Appendix setting out appointments to other organisations for the municipal year 2023/24 be confirmed.

Introduction and Background

- 1 It is the responsibility of the Cabinet to confirm the Council's executive appointments to other organisations and if agreed will form part of Appendix H of the Council's Constitution.

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 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.

Net Zero 2030

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

Agenda Item 4

Conclusions

Members are requested to consider and approve the attached appointments.

Appendices

Appendix A – List of proposed appointments to other organisations (to follow)

Background Papers

None

Jim Carrington – West

Deputy Chief Executive and Chief Officer Customer & Resources