

**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.