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Democratic Services



LICENSING AND PLANNING POLICY COMMITTEE

Tuesday 11 March 2025 at 7.30 pm

Place: Council Chamber, Epsom Town Hall

Online access to this meeting is available on YouTube: [Link to online broadcast](#)

The members listed below are summoned to attend the Licensing and Planning Policy Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Peter O'Donovan (Chair)

Councillor Neil Dallen (Vice-Chair)

Councillor Robert Leach

Councillor Rob Geleit

Councillor Shanice Goldman

Councillor Julie Morris

Councillor Phil Neale

Councillor Kieran Persand

Councillor Humphrey Reynolds

Councillor Clive Woodbridge

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sing', is written over a light blue circular stamp.

Chief Executive

For further information, please contact democraticservices@epsom-ewell.gov.uk or tel: 01372 732000

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- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move to the assembly point at Dullshot Green and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

Public information

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A link to the online address for this meeting is provided on the first page of this agenda. A limited number of seats will be available on a first-come first-served basis in the public gallery at the Town Hall. If you wish to observe the meeting from the public gallery, please arrive at the Town Hall reception before the start of the meeting. A member of staff will show you to the seating area. For further information please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

Information about the terms of reference and membership of this Committee are available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for this Committee are also available on the free Modern.Gov app for iPad, Android and Windows devices. For further information on how to access information regarding this Committee, please email us at democraticservices@epsom-ewell.gov.uk.

Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government Act 1972 (as amended). Should any such matters arise during the course of discussion of the below items or should the Chair agree to discuss any other such matters on the grounds of urgency, the Committee may wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions and statements from the Public

Up to 30 minutes will be set aside for questions and statements from members of the public at meetings of this Committee. Any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough may ask a question or make a statement on matters within the Terms of Reference of the Committee.

All questions must consist of one question only and cannot consist of multiple parts. Questions and statements cannot relate to planning or licensing committees matters, the personal affairs of an individual, or a matter which is exempt from disclosure or confidential under the Local Government Act 1972. Questions which in the view of the Chair are defamatory, offensive, vexatious or frivolous will not be accepted. Each question or statement will be limited to 3 minutes in length.

If you wish to ask a question or make a statement at a meeting of this Committee, please contact Democratic Services at: democraticservices@epsom-ewell.gov.uk

Questions must be received in writing by Democratic Services by noon on the third working day before the day of the meeting. For this meeting this is **Noon, Thursday 6 March**.

A written copy of statements must be received by Democratic Services by noon on the working day before the day of the meeting. For this meeting this is **Noon, Monday 10 March**.

For more information on public speaking protocol at Committees, please see [Annex 4.2](#) of the Epsom & Ewell Borough Council Operating Framework.

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AGENDA

1. QUESTIONS AND STATEMENTS FROM THE PUBLIC

To take any questions or statements from members of the Public.

2. DECLARATIONS OF INTEREST

To receive declarations of any Disclosable Pecuniary Interests or other registrable or non-registrable interests from Members in respect of any item to be considered at the meeting.

3. MINUTES OF THE PREVIOUS MEETING (Pages 5 - 8)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 23 January 2025 (attached) and to authorise the Chair to sign them.

4. COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING PROTOCOL 2025 (Pages 9 - 42)

The report seeks the approval of an updated CIL spending protocol which will provide the framework for how the council allocates Community Infrastructure Levy funding that has been received from eligible developments in the borough to contribute towards the delivery of infrastructure.

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**Minutes of the Meeting of the LICENSING AND PLANNING POLICY COMMITTEE
held at the Council Chamber, Epsom Town Hall on 23 January 2025**

PRESENT -

Councillor Peter O'Donovan (Chair); Councillors Robert Leach, Rob Geleit, Shanice Goldman (for Agenda items 6-8), Christine Howells (as nominated substitute for Councillor Humphrey Reynolds), Julie Morris, Phil Neale and Clive Woodbridge

Absent: Councillor Neil Dallen, Councillor Kieran Persand and Councillor Humphrey Reynolds

Officers present: Justin Turvey (Head of Place Development), Sue Emmons (Chief Accountant), Anna Clements (Senior Accountant) and Phoebe Batchelor (Democratic Services Officer)

30 QUESTIONS AND STATEMENTS FROM THE PUBLIC

No questions or statements were received from Members of the Public.

31 DECLARATIONS OF INTEREST

No declarations of any Disclosable Pecuniary Interests or other registrable or non-registrable interests were made by Members with respect to any items to be considered at the meeting.

32 MINUTES OF THE PREVIOUS MEETING

The Committee confirmed as a true record the Minutes of the Meeting of the Committee held on **20 November 2024** and authorised the Chair to sign them.

33 MINUTES OF LICENSING SUB-COMMITTEES

The Committee received the Minutes of the meetings of the Licensing Sub-Committees held on 17 July, 21 August, 21 November, and 4 December 2024.

Following consideration, the Committee unanimously resolved to:

- (1) Receive the Minutes of the meetings of the Licensing Sub-Committees held on 17 July, 21 August, 21 November, and 4 December 2024 and authorise the Chair of the Sub-Committee meeting to sign them as a true record of that meeting.**

34 HERITAGE CHAMPION ANNUAL STATEMENT

The Committee received the annual statement of the Heritage Councillor Champion.

The following matters were considered:

- a) **Thanks.** The Committee expressed thanks to Cllr Spickett for her work as Heritage Champion and for the brilliant report she produced. These comments were echoed by the Chair.

Following consideration, the Committee unanimously resolved to:

- (1) Receive and note the annual statement of the Heritage Councillor Champion.**

35 FEES AND CHARGES 2025/26

The Committee received a report recommending the fees and charges for which the Committee is responsible, with the new charges being effective from 1 April 2025.

The following matters were considered:

- a) **Zoos.** A Member of the Committee asked if there is a Zoo in the Borough. The Senior Accountant confirmed that there is one, Hobbledown Adventure Farm Park and Zoo.
- b) **Retrospective Planning Applications.** A Member of the Committee asked why the extra charge incurred for retrospective planning applications, was not listed in the report. The Head of Place Development explained that the retrospective planning application charge is set nationally so it would not be listed in our fees and charges as it is not a local fee, but a charge set by Central Government. The Head of Place informed the Committee that, at present, the Council is unable to subject retrospective planning applications to an additional charge.

Following consideration, the Committee unanimously resolved to:

- (1) Agree the fees and charges for 2025/26 as set out at Appendices 1 and 2.**

36 REVENUE BUDGET 2025/26

The Committee received a report setting out budget estimates for income and expenditure for Licensing & Planning Policy services in 2025/26.

The following matters were considered:

- a) **Local Plan Expenditure.** A Member of the Committee asked if the Local Plan expenditure is included in the figures in the report. The Chief Accountant explained that many of the next steps in the delivery of the Local Plan are being funded by the Corporate Project Reserves and are one-off costs which don't form part of the annual revenue budget. When expenditure is incurred, it will be included in that year's revenue spend with an offsetting contribution from the Corporate Projects reserve, therefore there is no increase in net expenditure. The Chief Accountant explained that the costs associated with the staff delivering the Local Plan are included in the Draft Budget Book.
- b) **Updates on Local Plan Costs.** A Member of the Committee asked which Committee would receive an update on the costs of delivering the Local Plan. The Chief Accountant informed the Committee that Licensing and Planning Policy Committee has received update reports in the past on the expenditure of the Local Plan. The Chief Accountant explained that once Strategy and Resources have agreed the funding, it is then the responsibility of LPP Committee to consider the expenditure against the funding.

Following consideration, the Committee unanimously resolved to:

- (1) Recommend the 2025/26 service estimates for approval at the budget meeting of Full Council in February 2025.**

37 URGENT DECISIONS

The Committee received a report detailing the decision taken by the Director of Environment, Housing and Regeneration on the grounds of urgency, in compliance with the requirements of the Constitution.

Following consideration, the Committee unanimously resolved to:

- (1) Note the urgent decision taken and the reasons for that decision.**

The meeting began at 7.30 pm and ended at 7.47 pm

COUNCILLOR PETER O'DONOVAN (CHAIR)

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COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING PROTOCOL 2025

Head of Service:	Justin Turvey, Head of Place Development
Report Author	Ian Mawer, Michelle Meskell
Wards affected:	(All Wards);
Urgent Decision	No
Appendices (attached):	Appendix 1 - Epsom and Ewell Community Infrastructure Levy Spending Protocol (2025)

Summary

The report seeks the approval of an updated CIL spending protocol which will provide the framework for how the council allocates Community Infrastructure Levy funding that has been received from eligible developments in the borough to contribute towards the delivery of infrastructure.

Recommendation (s)

The Committee is asked to:

- (1) Approve the updated Epsom and Ewell Borough CIL Spending Protocol 2025 attached at Appendix 1.**
- (2) Note that spending decisions will be taken to the Strategy and Resources Committee and that the CIL MWG will report to S&R Committee.**
- (3) Recommend to the Strategy and Resources Committee the MWG TOR in Appendix 1.**

1 Reason for Recommendation

- 1.1 The CIL spending protocol was adopted in January 2024 by the Licensing and Planning Policy Committee and was used for the assessment of both strategic and neighbourhood CIL bids in Spring 2024.
- 1.2 Following the successful use of the Spending Protocol to approve the release of CIL funds to deliver infrastructure in the borough, members of the councils CIL Member working group (MWG) and officers identified some improvements that could be made to the Spending Protocol and decision process, and this report seeks approval of the Spending Protocol amendments.

2 Background

- 2.1 On 29 April 2014 EEBC adopted the CIL Charging Schedule which came into effect on 1st July 2014.
- 2.2 CIL monies are to mitigate the cumulative impact of development but are rarely sufficient to fund all of the infrastructure that is required to support development of an area. Therefore, to ensure that they are used effectively, they should be prioritised to funding and delivering essential infrastructure. A spending protocol helps makes clear and transparent decisions around spending of CIL.

Spending CIL

- 2.3 Legislation sets some parameters for the way in which CIL can be used. For most authorities, including EEBC, the breakdown of how CIL receipts are ring-fenced and spent is as follows:
- 70–80% of receipts on infrastructure projects – the provision, improvement, replacement, or operation of infrastructure to support the development of the area. The charging authority decides what these priorities are and when and where to spend CIL. This can be outside an authority area, providing it addresses the impacts of development within it.
 - 15% (capped at £100 plus indexation per dwelling) rising to 25% (uncapped) in areas with an adopted neighbourhood plan for spend within the neighbourhood within which the CIL was received. These receipts must be spent on projects that support development of the area but is not limited to infrastructure. In areas with parish councils or community councils these funds are passed to them. Outside of these areas the council should engage with communities on how the money should be spent.
 - 5% of CIL receipts in the first 3 years of operation and annually thereafter can be spent on the cost of administering CIL. These administration costs can include staff, software and, in the first three years of charging CIL, costs associated with setting the CIL Charge.
- 2.4 CIL is designed to address cumulative impacts of development and must be used in line with the CIL regulations. CIL cannot be used to remedy existing deficiencies, undertake maintenance of existing infrastructure, or demands from population growth driven by other factors such as birth rates. Both strategic and neighbourhood CIL should only be used to deal with the impact of development. There are no time limits on the main CIL spend, however, there are time limits on the neighbourhood portion if passed to a parish council under Regulation 59A or 59B. There are no parishes of Epsom and Ewell Borough Council.

Strategic CIL

- 2.5 The levy can be used to fund infrastructure, including transport, flood defences, schools, hospitals, and other health and social care facilities. Local authorities must spend the levy on infrastructure needed to support development of their area. CIL can be used to increase the capacity of existing infrastructure or provide new infrastructure that is necessary to support development. The clearest way to justify this is to link it to the Council's Infrastructure Delivery Plan that supports the Local Plan. Charging authorities may not use the levy to fund affordable housing.

Neighbourhood CIL

- 2.6 As the EEBC community is without a parish or town council, the Council retains the levy receipts and should engage with the communities where development has taken place and agree with them how best to spend the neighbourhood funding and should demonstrate how it has engaged (e.g., using regular communication tools for example, website, newsletters, etc)
- 2.7 The Neighbourhood portion can be used to fund a wider range of spending, but it must still be necessary to support development. Where a neighbourhood plan is in place, the Council and communities should consider how the neighbourhood portion can be used to deliver the infrastructure identified in the neighbourhood plan as required to address the demands of development.

CIL funding held by the Council

- 2.8 Table 1 below, summarises the unallocated funding held under the strategic and community fund pots as of 31st January 2025. These funds may increase by 31st March 2025 if additional planning applications are received. These funds can be bid for when the 2026 funding round launches later this year.

	Strategic CIL	Neighbourhood CIL
	£'000	£'000
Unallocated CIL funds held as of 31 st January 2025	6,312	977

Spending Protocol – January 2024

- 2.9 In January 2024 the Licensing and Planning Policy Committee approved the Epsom and Ewell CIL Spending Protocol to provide a transparent decision-making process for the spending of the Community Infrastructure Levy in the borough.

- 2.10 The spending protocol set out a protocol governing the process and criteria for selecting infrastructure projects for funding through CIL. It is important to note that the document is intended as a framework rather than a fixed set of rules, as it is necessary to retain sufficient flexibility in the process to allow for changing circumstances, for example, if national guidance on CIL spend or local policy priorities change.
- 2.11 Following the adoption of the Spending Protocol in January 2024, bids were invited for strategic CIL and Neighbourhood CIL between 7 May 2024 and 18 June 2024. Following assessment of all the bids received by the CIL Member working group, a report was presented to this committee on the 17 October 2024 to:
- Approve the recommendations of the CIL Member Working Group by provisionally allocating CIL funding to three strategic CIL projects and six neighbourhood CIL projects
 - Support a request to Strategy and Resources Committee to approve the funding totalling £2,086,966
- 2.12 On the 12 November the Strategy and Resources Committee approved and ratified the recommendations of the CIL working group made to LPPC and the successful bidders were notified of that their bid had been successful.

Spending Protocol – 2025

- 2.13 Following the successful use of the Spending Protocol to approve CIL the release of over £2m to fund infrastructure in the borough, the CIL Member Working Group and CIL Officer Team identified some improvements that could be made to the protocol and decision process in advance of the next bidding round.
- 2.14 The changes made by section are summarised below:

Section 1 - Introduction and Overview

- Additional text added (paras 1.4 and 1.5) to reiterate that bids must be for infrastructure and support growth and that all mandatory requirements on the application forms must be met.

Section 3 - Allocation of Funds Strategic CIL

- Addition text added to remind applicants to carefully consider the scoring criteria when preparing a bid.
- Additional text added clarifying that spend will be expected to be in accordance with the spending agreement.

- **Reflects revised approval process whereby CIL bids are assessed by a CIL MWG and then the recommendations of the group are considered by Strategy and Resources Committee for approval, removing LPPC from this process.**
- Timetable updated
- Example strategic funding form removed.

Section 4 – Prioritisation Criteria for Strategic CIL

- Additional wording added to the Stage 1 shortlisting process to reiterate the bids must be complete and all relevant supporting evidence supported with the bid and that if all of these stage 1 criteria are not satisfied the bid will be considered to be invalid.

Section 5 – Allocation of Funds Neighbourhood CIL

- Additional wording added to clarify the approach to neighbourhood CIL in the borough as we have no parish councils.
- Example Neighbourhood CIL funding form removed.
- **Reflects revised approval process whereby CIL bids are assessed by a CIL MWG and then the recommendations of the group are considered by Strategy and Resources Committee for approval, removing LPPC from this process.**
- Additional text added to the Neighbourhood Portion Bidding Rounds section to clarify that projects must be for immovable infrastructure and additional text added to clarify what could be considered to be maintenance.
- Reference to match funding in the form of 'man hours' being eligible for consideration removed.
- Amendment to timescales for projects to be delivered from five years to three. In instances where the allocated funding has not been spent within the agreed timescales, the funds will be made available to spend on alternative neighbourhood CIL projects.
- Timetable updated

Section 6 – Prioritisation criteria for Neighbourhood CIL

- Additional wording added to the Stage 1 shortlisting process to reiterate the bids must be complete and all relevant supporting evidence supported with the bid and that if all of these stage 1 criteria are not satisfied the bid will be considered to be invalid.
- Stage 2 criteria revised as follows:
 - Criteria 3 – clarifies that match funding must be agreed and that alternatives other than 'cash', such as volunteer hours, will not be considered.
 - Criteria 3 – scoring thresholds amended so schemes providing less than 5% match funding score zero points. Previously only those providing no match funding would score zero.
 - Criteria 5 in the current protocol is to be deleted which gave an extra point for match funding being in the cash form.
- The minimum required number of points required to be considered for funding at stage 2 has reduced from 6 to 5 to reflect that the total number of points available due to the changes outlined above has reduced by 1.

Section 9 – CIL Member Working Group terms of reference

- **Terms of reference amended to reflect that the recommendation of the Group will be submitted to Strategy and Resources Committee.**

Section 10 – CIL Officer Team terms of reference

- Section 2 amended to reflect changes to staffing roles in the Council, notably that the post of CIL grants officer no longer exists following the retirement of the previous post holder.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None

3.2 Crime & Disorder

3.2.1 None

3.3 Safeguarding

3.3.1 None

3.4 Dependencies

3.4.1 None

3.5 Other

3.5.1 None

4 Financial Implications

4.1 The introduction of the CIL spending protocol will not impact the amount of CIL income received by the Council as it does not alter the CIL charging schedule.

4.2 **Section 151 Officer's comments:** The financial implications are contained in the body of this report, notably paragraph 2.8 which lays out the CIL funding available as part of this bidding round. The CIL protocol will need to be followed carefully for the 2025/26 bidding round, building on the lessons from the current financial year.

5 Legal Implications

5.1 The collection and spending of CIL is governed by The Community Infrastructure Levy Regulations 2010 as amended ("the CIL Regulations"). Part 7 of the CIL Regulations sets out how CIL may be applied and in particular Regulation 59(1) places a duty on the Council to apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area. The recommendation to update the CIL spending protocol meets these requirements.

5.2 **Legal Officer's comments:** As set out above.

6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** Work with partners to develop and improve transport and infrastructure with particular emphasis on sustainable travel options. Promote Epsom & Ewell as a great place to live, work and study, and encourage inward investment.
- 6.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:** None
- 6.4 **Sustainability Policy & Community Safety Implications:** There are no climate or environmental implications from this report. However, CIL funding could be utilised to deliver projects that benefit the environment.
- 6.5 **Partnerships:** There are no partnerships issues arising from this report.

7 Background papers

- 7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- [Licensing and Planning Policy Committee 18 January 2024 - COMMUNITY INFRASTRUCTURE LEVY \(CIL\) SPENDING PROTOCOL:](#)
- [Licensing and Planning Policy Committee 17 October 2024 - EPSOM AND EWELL COMMUNITY INFRASTRUCTURE LEVY - ANNUAL FUNDING ALLOCATIONS 2024:](#)
- [Strategy and Resources Committee 12 November 2024 - EPSOM AND EWELL COMMUNITY INFRASTRUCTURE LEVY - ANNUAL FUNDING AWARDS](#)

CIL Spending Protocol 2025

(Full bidding process)

Adopted March 2025



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A. CIL Spending Protocol

1 Introduction & Overview

- 1.1 Epsom and Ewell Borough Council is responsible for making the decisions on the allocation of funds raised through the Community Infrastructure Levy (CIL). This will be achieved through an annual process. The aim of this Protocol is to ensure that the decision-making process for spending the levy is transparent.
- 1.2 CIL is a levy that allows the Council to raise funds from developers in recognition of the fact that new development creates pressure on the borough's infrastructure. The purpose of the levy is to give councils more choice and flexibility in how they fund the infrastructure needed to support local growth.
- 1.3 The majority of the funds collected are to be used for strategic projects, with 15% set aside for the 'Neighbourhood Portion' (subject to capping as per the CIL Regulations; and increasing to 25% where a neighbourhood plan is in place). 5% of CIL receipts are used for administration. Different processes and principles govern the spending of the Strategic CIL funds and the Neighbourhood Portion, as set out in sections 3 and 4 of this Protocol.
- 1.4 To receive funding, all CIL spending applications must be for infrastructure, and must demonstrate a clear link to growth. Locations where there has been very little development will struggle to demonstrate this link. Applications for feasibility work are not an acceptable use of CIL.
- 1.5 Allocation decisions are based on funds available at the end of the monitoring year, that is funds available as at 31 March of the year before decisions are made.
- 1.6 The CIL officer will check whether you have provided the information that we will need to assess your application. For a project to be scored, all mandatory requirements on the relevant applications forms must be satisfied. If your application is found to be invalid, we may contact you with details of what's required/missing and how to submit this to us.

Status of this document

- 1.7 This document sets out the Epsom and Ewell Borough specific protocol governing the process and criteria for selecting infrastructure projects for funding through CIL. It is intended as a framework rather than a fixed set of rules, as it is necessary to retain sufficient flexibility in the process to allow for changing circumstances, for example, if national guidance on CIL spend or local policy priorities change, or if the level of bids in relation to the level of funding changes drastically. At the beginning of each spending round, the Council will therefore review the fitness for purpose of the process and the detailed criteria within it. Amendments will only be made where they are necessary to ensure an up-to-date fair assessment and funding allocation process.

2 Monitoring and Reporting

- 2.1 The progress of projects that have been allocated funding will be monitored, with project leads expected to report to the CIL team with their progress on delivery. Where projects are not delivered to the agreed timescale or are unlikely to be delivered due to a change in circumstances (see details in sections 3 and 4) the funds will be returned to the relevant funds for reallocation to other projects. The Council may also wish to report and publicise successes that have resulted from CIL funding. In accepting CIL Funds, organisations agree to details of the project being included in reports and publicity around CIL funding. The Council may approach organisations for additional material such as photographs or quotes for use in press releases. In this context, all data will be handled in line with Data Protection requirements and the Council's Privacy Policy.
- 2.2 The Council will monitor CIL receipts and spends and the sum remaining in the fund each year. The CIL Regulations require the Council to produce and publish an Infrastructure Funding Statement annually with this information.

B. Strategic CIL Spending Protocol

3 Allocation of Funds: Strategic CIL

- 3.1 The Strategic CIL Pot, approximately 80% of collected funds, will be used by Epsom and Ewell Borough Council to deliver infrastructure to support development across the borough, such as road schemes, cycle ways and open spaces.
- 3.2 National CIL regulations require charging authorities use CIL for:
- funding the provision, improvement, replacement, operation, or maintenance of infrastructure to support the development of its area.
- 3.3 The levy can therefore be used to fund new infrastructure, increase the capacity of existing infrastructure or to repair failing existing infrastructure, as long as the spend is necessary to support development. CIL cannot be used to fund solutions to existing problems unless those problems are made worse as a result of new development. For the purposes of CIL “Infrastructure” includes roads and other transport facilities, schools and other educational facilities, medical facilities, sporting and recreational facilities, and open spaces.
- 3.4 CIL receipts can only be spent on capital projects, although associated revenue spending to maintain those capital items is also permissible when combined at the outset of a project.
- 3.5 Strategic funds will be prioritised to address identified infrastructure priorities outlined in the Local Plan and address the impacts of development, in line with the Regulations.
- 3.6 The Planning Service will work with both internal and external infrastructure providers to update the Infrastructure Delivery Plan for the coming year. In doing so, officers will bring together and consider knowledge from across the Council of corporate priorities, plans for development and associated infrastructure needs.
- 3.7 There is no requirement to tie the expenditure of any particular CIL receipt to a particular location or development. Since the funds will be used for strategic infrastructure projects, these are considered to benefit the whole borough.

Producing an annual Strategic CIL Funding Proposal

- 3.8 Once a year, stakeholders involved in development and in delivery of infrastructure, will be invited to put forward projects and/or programmes for funding through CIL. The Council is particularly keen to hear from organisations with the responsibility and/or ability to deliver the projects/programmes identified in the Infrastructure Delivery Plan.
- 3.9 We advise applicants to carefully consider the scoring criteria when preparing a bid; as we will use it to help determine how well the proposed infrastructure project delivers benefits to residents and businesses within Epsom and Ewell Borough.

- 3.10 All bids will be assessed technically for compliance with the regulations at stage one by the CIL team, only shortlisted bids that meet the technical requirements will progress to stage two.
- 3.11 Organisations with shortlisted bids will be invited to present their projects at a meeting of the CIL Member Working Group. The CIL team will provide a template for the summary presentation to ensure consistency and aid comparability. Information likely to be requested includes:
- An overview of the project
 - The CIL funding ask
 - What level of match funding is provided (i.e., other funds are being used to match fund CIL)
 - Whether CIL funding would likely lever in other funds (i.e., CIL to be used to match fund other funding streams such as central government funding)
 - Why it is needed, in particular in relation to planned new development and the delivery of Council Strategies
 - How it meets the criteria for strategic infrastructure spend (see below).
- 3.12 Following the meeting, the CIL Member Working Group, advised by the CIL team, will prioritise projects in accordance with the Eligibility and Prioritisation Criteria set out in **Section 4** of this document. This will also include a consideration of whether to allocate any/all funds available that year, or whether to instead retain funds with a view to future expenditure on larger infrastructure projects.
- 3.13 The CIL Funding Proposal will be presented to the Strategy and Resources (S&R) Committee for approval. The anticipated timetable for decision making is set out later in Section 3. The timetable will be communicated to interested parties in advance each year.

Types of recommendation

- 3.14 The CIL Member Working Group may make the following recommendations to the Strategy and Resources Committee
- Funding for the scheme/programme of works is approved.
 - Funding for scheme/programme of works is approved in principle to aid leveraging in other funds. Further detail will need to be submitted and approved.
 - Funding for the scheme/programme of works is not approved on the basis that other proposed schemes have been given greater priority.
 - Funding for the scheme/programme of works is not approved on the basis that insufficient evidence has been provided to justify it.
- 3.15 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.

Spending awarded amounts

- 3.16 No funds will be released in advance of the project being delivered; rather they will be released upon completion of the project or on a staged basis agreed at the point of allocation

in line with project delivery phases. In exceptional circumstances, partial release of the funds at partial completion may be considered appropriate, for example where the project falls into distinct phases. Project leads must agree this in advance through the relevant officers.

- 3.17 It is expected that projects will be delivered to the agreed timescale, and project leads are expected to make regular reports on progress, including notifying the CIL team of any expected delays to delivery as set out in the spending agreement. In particular towards the end of the delivery, project leads should make regular contact with the CIL team so that arrangements may be made for the timely release of funds.
- 3.18 This continual review will also serve to identify and confirm projects which because of a change in circumstances will not be delivered. Where a project will not be delivered, the agreed funds will be returned to the Strategic CIL fund for re-allocation.

Strategic CIL Interim spending decisions

- 3.19 In exceptional circumstances, it may be considered expedient to propose a spend from the Strategic CIL fund outside of the annual funding cycle. Interim spends must remain exceptional and must not be a way to avoid competing against other projects through the annual funding proposal process. Therefore, any such spend would only be acceptable where the proposed spend meets the criteria for CIL spend as set out in the regulations and this Protocol, and where:
- It would be financially expedient (for example, where CIL could be used as match funding to bid for grant funding from another body such as central government); and
 - The decision cannot wait until the next annual allocation of funds.
- Or
- Funding is needed to cover a minor overspend on an ongoing CIL funded project
- 3.20 Where it becomes expedient for a decision to be made outside of the annual preparation of the Infrastructure Funding Proposal, and the above criteria are met, interim spends must be authorised by the Strategy and Resources Committee, following consideration by the CIL Member Working Group.
- 3.21 In some circumstances, only the principle of future CIL spend will need to be established, for example to support bids for external funding or to aid project planning and feasibility work. In place of actual spending decisions, the CIL Member Working Group can assess proposals and provide advice on whether the scheme would be suitable for CIL funding. The CIL funding would still need to be bid for formally through the next bidding round.

Anticipated timetables for Strategic CIL

Date	Process
Jan-March	Engagement with internal and external infrastructure providers
April	Update to the Infrastructure Delivery Plan
May - June	Bidding open
June-September	Assessment of bids by CIL MWG
November	Spending Decision made (Funding proposal) by the Strategy and Resources Committee
December	Notification of outcome

4 Prioritisation Criteria for Strategic CIL

Stage 1: Shortlisting

- 4.1 Before moving to a full assessment, broad sifting of projects by the Planning Policy Team will take place. All projects will be checked against a set of basic eligibility criteria. The criteria applied for this eligibility check will be:
1. The project documentation is complete and all relevant supporting evidence is included with the bid. We will only assess a bid using the information provided; any supporting evidence or additional information must be included within the submission.
 2. Clearly state how much CIL funding is required for the project. Applications left blank or unknown will not be prioritised.
 3. The project delivers clear and significant benefits to the community
 4. The benefits would last long term (min 10 years)
 5. The project addresses the effects of new development / supports the development of the area
 6. The project relates to fixed infrastructure / 'immovable' items. Ensuring that your proposed project meets the definition of infrastructure, as defined by the Planning Act 2008. Bids failing to meet this requirement will be assessed as invalid.
 7. The project goes beyond pure maintenance to improve infrastructure or provide new infrastructure
 8. The project is not designed to further a religious or political agenda
 9. The funding sought is clearly set out and is for project delivery (rather than project development or feasibility)
 10. The Council is not aware of other dedicated funding or delivery mechanisms for the project
- 4.2 Any bids not meeting all the above criteria will be invalid and not be assessed further, although officers may ask for further information to see if these can be addressed.

Stage 2: Prioritisation of shortlisted projects

- 4.3 All eligible projects will then be considered for their value in supporting the development of the area.
- 4.4 Projects will be ranked as either 3 star (essential & time critical), 2 star (essential, but not time critical) or 1 star (desirable) in terms of their contribution and urgency to the development strategy.

Contribution to the Development Strategy

For the purposes of this assessment, the development strategy for the borough will be considered to be made up of the following plans and strategies:

- [The Local Plan \(emerging\)](#)
- The [Local Plan evidence base](#) (up to date evidence base for example, Transport Assessment, Open Space, Sport, and Recreation, LCWIP etc)
- An up-to-date Infrastructure Delivery Plan

Essential and time critical ★★

The project evidently contributes to the delivery of the Council’s development strategy and is time critical. The infrastructure is identified as needed in the Local Plan or another part of the development strategy. These infrastructure items may be referred to as ‘showstoppers’ to sustainable development if not delivered by certain milestone in relation to a particular development site or group of sites. Delivery may also be urgent for other reasons (such as expediency of combining the works with other planned works), even if development that will benefit or that triggers the need for the item is expected later in the plan period.

Essential but not time critical ★★

The project evidently contributes to the delivery of the Council’s development strategy but is not urgent or time critical. Projects in this category are less likely to be triggered by pressures from a particular site or groups of sites but are expected to be linked to the in-combination impact of development across the borough of the continued economic growth of the borough. While considered essential to the delivery of the development strategy for the borough, they are not immediately time sensitive.

Desirable ★

Infrastructure that is beneficial in achieving wider strategic objectives and place making ambitions. However, non-provision of the item would not mean that the Council’s development strategy could not be delivered. The timing of these projects is not critical.

- 4.5 Since CIL is designed to deliver infrastructure to support the development of the area, funding will be prioritised for 3-star projects, followed by 2-star projects. 1-star items will be moved to the bottom of the list for consideration. These are considered lower priority and therefore will only be considered further if there are sufficient funds remaining after considering the higher

priority projects. Even where this is the case, the Council may decide not to allocate funding to 'desirable' projects and instead roll over any excess funds to allocate to critical and essential projects in the following year.

4.6 **The following additional criteria will be used for all projects to determine priority for funding. Each will be scored as set out below.**

1. Funding is requested for a new project that has not received CIL funding previously (Yes=1, No=0)
2. The bid is supported by match funding from other sources or is likely to lever in additional funds (> or = to 75% = 3, 25%-74% = 2, <25% = 1, none = 0)
3. The project benefits the borough as a whole / offers wider as well as purely local benefits (Yes=1, No=0)
4. The project is located wholly within Epsom and Ewell Borough, or if not, the benefits will be felt mainly by Epsom and Ewell residents (Yes=1, No=0)
5. The benefits versus the cost (best value assessment) (Score 0-3, 3 being a small CIL contribution helps to deliver infrastructure that will have significant benefits, 0 being a large CIL contribution for limited benefits).

To help aid decision making the final '**best value**' criteria will be used to make a judgement as to whether a project is to be awarded funding.

C. Neighbourhood CIL Spending Protocol

5 Allocation of Funds: Neighbourhood Portion

- 5.1 For the Neighbourhood portion (15% of the funds collected in an area, or 25% in areas where a Neighbourhood Plan is in place), funds will be allocated through the annual bidding process, open to community groups and organisations, and Epsom and Ewell Borough Council to deliver infrastructure at a neighbourhood and community scale. The Neighbourhood portion must be in accordance with the CIL Regulations and aligns with the Corporate Plan.
- 5.2 National CIL regulations require the neighbourhood portion to be used to support the development of the area by funding:
- the provision, improvement, replacement, operation, or maintenance of infrastructure; or
 - anything else that is concerned with addressing the demands that development places on an area.
- 5.3 Where parish councils exist, the CIL regulations require that the CIL collecting authority passes over its CIL Neighbourhood Portion receipts to the parish council to spend on local projects. Epsom and Ewell Borough is unparished, and therefore the Borough Council retains the CIL Neighbourhood Funds and allocates it to community projects.
- Neighbourhood Portion Distribution**
- 5.4 Where parish councils exist, the CIL regulations require that the CIL collecting authority passes over its CIL Neighbourhood Portion receipts to the parish council to spend on local projects. Epsom and Ewell Borough is unparished, and therefore the Borough Council retains the CIL Neighbourhood Funds and allocates it to community projects.
- 5.5 Regulations do not set out at what geographical scale funding allocations in non- parished areas should be made.
- 5.6 In Epsom and Ewell, the Council has decided to allocate these funds across the whole Borough, having regard to where development has taken place or is planned to take place. This is considered to be the fairest way to allocate funds, with all community groups and organisations bidding for money having an equal chance to access the funds collected into the Neighbourhood Portion. It means that the merits of all bids can be assessed fairly against eligibility and prioritisation criteria (see Section 6). It allows funding for eligible projects to be maximised rather than being limited by the availability of funds in smaller sub-areas.

- 5.7 One exception must be noted to the Borough-wide approach: In any area that has an adopted Neighbourhood plan, some funding will be ringfenced. This is because CIL regulations require 25% (instead of 15%) of funds in areas with adopted Neighbourhood Plans to benefit that area.
- 5.8 In areas with an adopted Neighbourhood Plan, 15% of the funds raise will therefore be considered as part of the area wide allocation and associated bidding process, and an additional 10% will be ringfenced for use in the Neighbourhood specifically. The Council will work with the relevant Neighbourhood Forum, or appropriate other local groups if the Neighbourhood Forum no longer exists, to consider how to spend that 10% in the Neighbourhood Area, with a focus on delivering projects identified in the Neighbourhood Plan.

Neighbourhood Portion Bidding Rounds - Process

- 5.9 Once a year, councillors, constituted community groups, resident associations and similar groups will be invited to submit proposals for consideration by the Council.
- 5.10 The bidding round and deadlines will be advertised on the Council's website and social media channels. The CIL team will email information to a list of contacts at community groups. Ward councillors will also be informed of the opportunity and invited to work with local communities on potential bids.
- 5.11 Initial technical assessment (stage 1) of the bids following the deadline is undertaken by the CIL team, using the criteria set out at Section 6. Shortlisted bids will be progressed to stage two. The CIL Member Working Group, advised by the CIL team will prioritise the bids.
- 5.12 The proposed funding allocation for the neighbourhood portions will be presented by the CIL Member Working group to the Strategy and Resources Committee for approval.
- 5.13 The anticipated timetable for decision making is set out at the end of Section 5. The timetable will be communicated to interested parties in advance each year.

Neighbourhood Portion Bidding Rounds – Requirements

- 5.14 Bids must be made using the forms provided by the Council for that particular bidding round. but it may be necessary to amend the form in any given year. The form will be designed to enable the assessment of bids against the eligibility and prioritisation criteria (see Section 6).
- 5.15 We advise applicants to carefully consider the scoring criteria when preparing a bid; as we will use it to help determine how well the proposed infrastructure project delivers benefits to residents and businesses within Epsom and Ewell Borough.
- 5.16 The assessment is designed to be in line with national regulation and guidance on CIL Neighbourhood Portion spending, and to establish the funding reach, the community reach, and the community benefit of the proposals at a local level. In broad terms projects are more likely to benefit from CIL funding which provide or improve services and facilities and provide demonstrable benefits for the community now and into the future and which deliver maximum benefit for the CIL money provided.

In line with the above principles, the following should be noted:

- a. Projects must be well developed at the time the bid is made. Organisations should be clear on the details of their projects, and bids should be based on robust evidence of the desired outcomes, the cost and delivery mechanism for the scheme. The bid must set out the full costs of the scheme and the proportion to be funded from CIL. Bid documentation should be complete, clear, and concise.
- b. Projects must be for the delivery stage of a project, rather than for project development or feasibility work, which should take place in advance of bids being made.
- c. Projects should benefit the community beyond the short term (more than 3 years).
- d. Projects must deliver new or improved immovable items of infrastructure, such as buildings and/or fittings and fixtures; bids for movable items which would have no guarantee of staying with the group long term, such as equipment or vehicles, will not be supported.
- e. Funding will only be allocated to capital projects, although associated revenue spending to maintain those capital items is also permissible. For example, staff costs will not be funded.
- f. Bids that seek funding solely for maintenance works to an existing asset will not be funded through CIL. However, where a wider bid includes some elements of repairs and maintenance, and overall, the project would make the asset more robust and resilient to increased use associated with new development, such bids will be considered. As an example, resurfacing a worn path, parking area or sports pitch in the same material as existing would not be considered for funding. However, a project to resurface that sought to, for example, address drainage issues and/or use a more robust harder wearing material and thereby make the asset more robust to increased use would be considered.
- g. The Council is keen to spread the reach of CIL as far as possible. Groups and /or infrastructure that has not previously received CIL funding will be prioritised over those that have previously benefitted (see criteria in Section 7). The length of time since any previous CIL funding will also be considered. By the same token, the Council will not fund repeat

applications for the same project. For example, if a previously funded project has gone over budget, or the brief of the project has been extended, CIL funding will not be granted to cover the additional costs.

h. Projects should be accessible to the whole community. To safeguard this principle, projects which are designed to further political or religious agendas will not be eligible. Further, facilities that are accessible and open to the whole community without substantial barriers will be prioritised over those that would have exclusionary policies or expect fee-paying membership for full access to the facility. For the avoidance of doubt, it is accepted that many facilities and projects will benefit limited sections of the community. For example, facilities tailored to certain groups e.g., Age Concern. Such organisations and facilities would not be considered exclusionary for the purposes under this consideration.

i. Groups making bids should have fully considered other options for funding, in particular if there are other funding streams available which are dedicated or better suited to the project in question, these should be sought in preference of CIL. CIL may not be granted where the Council is aware of alternative more appropriate sources of funding. If other potential funding for the project is contingent upon CIL also being granted, the bid should make this clear.

j. Bidders should demonstrate that they are willing and able to support the project financially. This may be from other grants or fundraising or the organisation's own resources. There is an expectation that match funding should at least equal the amount of CIL support requested. However, this is not an absolute requirement and bids will still be considered where less than 50% match funding offered. Where this is the case, bidders must provide justification as to why they cannot provide the match funding.

Payment of Funds to successful bidders to the Neighbourhood Portion

- 5.17 All bidders will be notified of the Committee decision and will be told whether their bid was successful in full, successful in part (funding a lower amount than requested), considered premature (e.g., where further work to show deliverability is needed), or unsuccessful. Groups whose bids are successful will be notified of the amount allocated to their project. Notifications will be sent out following the formal funding decisions once the approval of bids have been ratified by the Strategy and Resources Committee.
- 5.18 Bidders should note the timetable for bidding, and decisions on the bids, and should consider whether this causes any difficulties for the delivery timescales of their projects. The Council will not provide an indication of likely success, much less an actual decision on the funding in advance of the formal Committee decision. If the timetable set does not suit delivery timescales, groups are asked to refrain from making a CIL bid.
- 5.19 For the avoidance of doubt, in approving CIL Neighbourhood Portion bids, the Council is supporting the project financially only and is not committing to providing or supporting the delivery of the project. Bidders take on the responsibility of delivering the project. This includes bids by Epsom and Ewell Borough Councillors.
- 5.20 Following allocation of the funds, project leads are required to give 3 monthly update reports on their projects to the CIL Team. The Council expects projects with agreed CIL funding to be delivered within one year of funding being agreed, with extensions possible in advance agreement with the Council. This is to allow for unexpected slippages in project delivery. If the project is not completed within three years, the Council will return the promised funds back to the Neighbourhood CIL fund for reallocation.
- 5.21 No funds will be released to groups in advance of the project being delivered; rather they will be released upon completion of the project. If this does not suit the delivery model of the project or the organisation, a bid to the CIL fund should not be made. In exceptional circumstances, the Council may agree to partial release of the funds at partial completion. However, this must be discussed and agreed with the Council in advance.
- 5.22 Upon completion of the project, the group must invoice the Council for the release of the funds. The invoice should include the organisation's VAT registration number (if applicable). Payments will be net of VAT where the organisation receiving funds is VAT registered.
- 5.23 Invoices from contractors to make a CIL payment directly will not be accepted.
- 5.24 Along with the invoice, the Council will expect supporting information for the claim, which may include photos, timesheets, contractor's invoices, or other evidence.
- 5.25 Officers may wish to view the completed works.
- 5.26 In order to receive payment, the Group or Organisation must be set up as a supplier for Epsom and Ewell Borough Council on the Council's finance system. The full requirements to be set up as a supplier can be found here [Finance Supplier application](#).

5.27 In the case of local groups who do not have their own bank account the Council is able to accept supplier requests from a third-party organisation nominated in writing by the group.

Provision for Neighbourhood CIL Interim Spends

5.28 In the case of the neighbourhood portion, interim spends are not envisaged, as the full amount of available funding may have been allocated through the budget each year.

5.29 However, similar to the Strategic CIL, the CIL Member Working Group can at any point in the year assess proposals and provide advice on whether the scheme would be suitable for neighbourhood CIL funding. Officers will also be able to give broad estimates as to the possible CIL allocation for each budget in the coming year. Relevant delivery teams can then use this information on the availability of CIL, for example to support bids for external funding.

Anticipated timetables for Neighbourhood CIL

Date	Process
April	Advertise bidding timetable
May-June	Bidding open
June-September	Assessment of bids by CIL MWG
November	Spending Decision (Funding proposal) made by the Strategy and Resources Committee and notification of outcome

6 Prioritisation Criteria for Neighbourhood Portion

Stage 1: Shortlisting

Eligibility of All bids

- 6.1 Before moving to a full assessment, broad sifting of the projects will take place. All projects will be checked against a set of basic eligibility criteria. The criteria applied for this eligibility check will be:
- 1 The bid documentation is complete and all relevant supporting evidence is included with the bid. We will only assess a bid using the information provided; any supporting evidence or additional information should be included within the submission.
 - 2 The project delivers clear and significant benefits to the community.
 - 3 The benefits would last beyond the short term (3 years).
 - 4 The project addresses the effects of new development / supports the development of the area.
 - 5 The project goes beyond pure maintenance to improve infrastructure or provide a new infrastructure.
 - 6 The bid is for fixed infrastructure / 'immovable' items.
 - 7 The project is not designed to further a religious or political agenda.
 - 8 CIL funding has not previously been given to the same project.
 - 9 The funding sought is for project delivery (rather than project development or feasibility).
 - 10 The CIL ask does not exceed the available funds.
 - 11 Relevant authority and permissions are in place or are evidenced to be in progress.
 - 12 The Council is not aware of other dedicated funding or delivery mechanisms for the project.
- 6.2 Any bids not meeting all the above criteria will be invalid and not be assessed further, although officers may ask for further information to see if these can be addressed.

Stage 2: Prioritisation of shortlisted projects

- 6.3 The bids remaining after the eligibility check will be assessed against the criteria shown below. Criteria cover the funding reach, the community reach, and the community benefit of the proposal.

Key Criteria

- 6.4 The following key criteria will be scored as set out below, in prioritising the projects. In years where bids far exceed the funds available, they may be used to remove bids from further consideration altogether.
1. The facility is open to all / a community-based club (vs one which largely benefits private members) (Yes=1, No=0)
 2. The group or facility has not had CIL funding in the last 2 years (Yes=1, No=0)

3. The bid is supported by agreed match funding (this demonstrates community support), or is likely to lever in other funds (> or = to 75% = 3, 25%-74% = 2, 5<25% = 1, <5% = 0)
 4. It is the first time the project is receiving CIL funding (Yes=1, No=0)
 5. The benefits versus the cost (best value assessment) (Score 0-3, 3 being a small CIL contribution helps to deliver infrastructure that will have significant benefits, 0 being a large CIL contribution for limited benefits).
- 6.5 Projects will be assessed against all the Criteria to receive an overall score. Projects will be ranked on this basis, with those with higher points prioritised for funding, up to the level of funding available in that year. While the starting point will always be to fund projects to the amounts requested through the bids, the council may decide to offer less funding, in order to fund a greater number of eligible bids.
- 6.6 Regardless of the level of funding available, more than half of the points available must be attained to receive funding, i.e., based on the criteria above 10 points are available, so at least 5 points must be achieved for funding to be made available.
- 6.7 To help aid decision making the final 'best value' criteria will be used to make a judgement as to whether a project is to be awarded funding.

D. Terms of Reference

7 CIL Member Working Group terms of reference

Remit

The MWG is a Councillor group set up to consider bids for Community Infrastructure (CIL) funding and submit recommendations to the Strategy and Resources Committee for allocation of the funds. If the Strategy and Resources Committee chooses not to approve a particular recommendation, then it shall provide an explanation setting out the reasons.

The Working Group scrutinises each project for strategic fit (Strategic CIL), community benefit (Neighbourhood CIL) and compliance with CIL requirements.

The Working Group is additionally accountable for the oversight and governance of awards with the support of the CIL officer team. The CIL officer team will provide updates to the Working Group on the delivery of CIL funded projects.

2. Membership of the MWG

Core membership is made up of eight Members:

- One representation from each Policy Committee (4)
- One representative from the Member Climate change action group (1)
- One member from the each of the opposition parties (3)

A member of the working group may, for the whole of a specified meeting, designate as their substitute another councillor. The substitute may attend the meeting on behalf of, but not in addition to, the nominating member.

Optional – for information purposes only (none voting)

- Delegations invited along e.g., SCC divisional member
- Relevant Ward members (Neighbourhood CIL only)

The S&R representative will Chair the Group.

Membership will be reviewed annually in line with constitution and preferences.

Officer attendance (advisory capacity)

Officers are responsible for advising Members and ensuring that proper protocol is followed throughout. They will act in an advisory role to the Members regarding the suitability of each project, including carrying out the scoring process.

- Director of Environment, Housing and Regeneration
- Head of Place Development

- Planning Policy Manager
- Developer Contributions Lead Officer

3. Conflicts of interest

Members must declare and note any conflicts of interest or other personal interests prior to review of a project and this information should be recorded. Should a Member be conflicted, they will be asked to step down during the final decision-making process regarding any recommendation towards which they are conflicted however, they are able to form part of any discussion that leads up to a decision. Where the Chair of the Working Group is conflicted, the other members will be responsible for appointing a Chair to take their place for the item in question.

4. Quorum

No business shall be transacted at any meeting of the Working Group unless at least four non-conflicted members are present and voting.

A majority vote will be accepted and where a consensus majority is not possible the Chair shall have a casting vote.

5. Meetings

As required to advise S&R and ensure effective and timely allocation of CIL monies. It is anticipated that there will be a minimum of 2 meetings for the group per year.

6. Objectives

The MWG Group objectives are:

- To take an objective and impartial view of applications
- To advise and recommend to S&R schemes that will have maximum benefits to the community.
- To ensure overall programming of infrastructure projects agreed by S&R
- To monitor receipts and expenditure of CIL monies

The MWG will be responsible for:

- Recommending projects to S&R which require CIL funding, following assessment in accordance with the agreed criteria.
- Regular monitoring and reporting to S&R on the delivery of projects including revisions to timescales and expenditure.

- Reporting to S&R after completion of each project.
- Identification of other current and future infrastructure expenditure and funding streams.
- Ensuring a fair and transparent process is followed in the scrutiny and subsequent recommendation of fundings awards.

7. Transparency

Working Group papers and minutes are to be published in the public domain. Papers may include redacted information when commercially sensitive or confidential.

8. Output

Regular project progress updates to S&R on CIL priorities and funding of projects

8 CIL Officer Team terms of reference

1. Remit

The CIL Officer Team is set up to undertake an initial assessment of CIL bids to ensure the project is CIL compliant and if so that adequate information is submitted in order for Members to make a clear decision.

The Team is additionally responsible for ensuring all relevant documentation is completed by the CIL MWG.

Officers are responsible for advising Members and ensuring that proper protocol is followed throughout. They will act in an advisory role to the Members regarding the suitability of each project, including carrying out the scoring process.

2. Membership of the CIL Officer Team

- Planning Policy Manager
- Principal Planning Officer (Infrastructure)
- Developer Contributions Lead Officer

The Planning Policy manager will Chair the Group.

3. Conflicts of interest

Officers must declare and note any conflicts of interest or other personal interests prior to review of a project and this information should be recorded. Should an officer be conflicted, they will be asked to step down from the sifting for the project for which they are conflicted however, they are able to form part of the team sifting other applications.

4. Meetings

As required to advise the CIL MWG and ensure effective and timely allocation of CIL monies.

5. Objectives

The CIL Officer Team objectives are:

- To ensure the CIL MWG have all the necessary information to inform their assessments of bids.
- To advise the CIL MWG on how to implement and interpret the CIL Spending Protocol evaluation criteria.
- To provide guidance to the CIL MWG on evaluating the bids.

The CIL Officer Team will be responsible for:

- Implementing the recommendations from the CIL MWG and S&R
- Regular reporting on project progress
- Regular reporting on CIL balances
- Ensuring all documentation is completed.

6. Transparency

Papers and minutes are to be published in the public domain. Papers may include redacted information when commercially sensitive or confidential.

7. Output

Regular project progress updates to the MWG on CIL priorities and funding of projects

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