

Epsom & Ewell Borough Council
Joint Infrastructure Group: Terms of Reference
September 2016

Name of Group: Joint Infrastructure Group (JIG)

Membership: 3 Borough Councillors
2 Surrey County Councillors

When necessary, appointed substitutes can attend and participate in the JIG

Head of Place Development
Member of the Planning Policy Team

A seat on the JIG is always available to Surrey County Council Officers when they wish to attend

Representatives from other infrastructure providers will be permitted to attend the JIG when necessary

Chair: To be appointed from Borough Council Members

Frequency: 3 times a year (extra meetings as and when required)
April
September
December

Objectives: To oversee the allocation and spending of CIL monies, including the 80% to be spent on strategic infrastructure projects and the 15% community element.

To oversee the updating and prioritisation of schemes within the Council's Infrastructure Delivery Plan (IDP).

Record of meeting: Actions and notes of each meeting will be recorded with progress being reported to the following meeting. The minutes will not be publically available.

Reporting: Recommendations are to be made to the Strategy and Resources Committee, Capital Members Group and Capital Officers Group where appropriate. This will include recommendations as to which schemes should receive CIL funding and how the IDP should be updated and prioritised.

As required by the CIL Regulations, details of CIL finances will be reported annually via the Annual Monitoring Report (AMR), produced by the planning policy team. This will include the total CIL amounts received for the financial year, the total CIL expenditure for the financial year (including various details such as which projects were funded and the amounts, any CIL amounts spent on administrative purposes), and any CIL monies retained at the end of the reported year.