

## *DRAFT* CIL Working Party Terms of Reference

### Constitution

1. The CIL working party consists of no less than five councillors appointed at the Annual Meeting of the Town Council.
2. The Working Party Chairman to be elected annually by the working party before proceeding to any other business at the first meeting of the CIL working party.
3. The Chairman shall have a second or casting vote in the case of an equality of votes [Standing Order 3r].
4. The Deputy Town Clerk or other officer as from time to time agreed by the Staffing Committee shall be responsible for the day to day CIL working party matters.

### Objective

The CIL working party has been established by Council on **28 May** to:

- a) Develop arrangements for the allocating, spending and reporting of CIL receipts, and oversee the arrangements thereafter. The funds can be used to fund infrastructure such as transport, flood defences, schools, hospitals, sporting and recreational facilities or other infrastructure to support the development of the area.<sup>1</sup>
- b) To take ideas from Council, the community and make recommendations to Council on the allocating and spending of the Neighbourhood CIL; and
- c) Bid for funding from the Community CIL Fund held by Waverley Borough Council.

### Terms of Reference

1. To develop detailed arrangements for the allocating, spending and reporting of CIL receipts, subject to the agreement of Council
2. To take ideas from Council, the community and make recommendations to Council on the allocating and spending of CIL receipts
3. Make an annual report to Council and Waverley Borough Council on CIL receipts and spending under Regulation 62A of the CIL Regulations 2010
4. Review the arrangements for allocating CIL receipts to projects on an annual basis, report to Council and make recommendations on any changes to the arrangements
5. Review its terms of reference at least every [four] years and make recommendations to Council as it deems appropriate.

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<sup>1</sup> S216(2) of the Planning Act 2008 and regulation 59 of the Community Infrastructure Levy Regulations 2010 as amended by 2012 and 2013 regulations

## Meetings

1. The CIL working party meets every two months (not in the same month as Full Council) and the calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Haslemere Town Council.
2. Meetings of the CIL working party are not held in public.
3. The agenda and appendices for a meeting must be circulated at least three clear working days prior to the meeting.
4. After each meeting the Clerk will circulate the minutes with any action points.