

## Community Infrastructure Levy (CIL) Working Party Terms of Reference

### Constitution

- The CIL working party consists of no less than one councillor and two other participants appointed by the Parish Council.
- Members of the Public are permitted to join the working group
- 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.
- The CIL working party is advisory and cannot make decisions on behalf of the Council - recommendations must be made to full council for approval
- The Parish Clerk shall be responsible for the day-to-day CIL working party matters.

### Objective

The CIL working party has been established by Council on 4<sup>th</sup> November to:

- Develop arrangements for the allocating, spending and reporting of CIL receipts, and oversee the arrangements thereafter. The funds can be used to fund new infrastructure, increase the capacity of existing infrastructure or repair failing infrastructure if it is needed to support development. Facilities can include: community centres, green spaces, play areas, transport, flood defences, schools, hospitals, sporting and recreational facilities or other infrastructure that is needed to support development.
- To take ideas from Council, the community and make recommendations to Council on the allocating and spending of the Neighbourhood CIL; and
- Bid for funding from the Strategic CIL Fund held by Lichfield District Council.

### Priorities

The CIL Working Party should prioritise the policies related to infrastructure in the Wigginton, Hopwas and Comberford Neighbourhood Plan. They may also consider other projects if they are able to evidence wide community support for them.

### Terms of Reference

- To develop detailed arrangements for the allocating, spending and reporting of CIL receipts, subject to the agreement of Council
- To explore and research ideas from Council and the community and make recommendations to Council on the allocating and spending of CIL receipts
- The CIL working party are advisory and do not have a budget or any delegated authority.
- Make an annual report to the Parish Council and Lichfield District Council on CIL receipts and spending by 31<sup>st</sup> October each year
- 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
- Review its terms of reference at least every [four] years and make recommendations to Council as it deems appropriate.

### Meetings

- The CIL working party shall meet as and when required
- Meetings of the CIL working party are not held in public

- The quorum of the working party is three members.
- An informal agenda and any relevant paperwork must be circulated to all Councillors and members of the working party at least three clear working days prior to each meeting.
- After each meeting any progress, action points and relevant notes must be circulated to all Councillors and members of the working party.

#### **Outcomes**

- To recommend potential infrastructure projects that will support new developments and improve the Parish
- The Council will disband the working party when all CIL monies have been spent by the Parish Council and no further CIL money is anticipated
- The Council reserve the right to disband the CIL working party at any time

Adopted 4<sup>th</sup> November 2021, to be reviewed in November 2022.