

SURREY COUNTY COUNCIL

LOCAL COMMITTEE (ELMBRIDGE)

DATE: 16 JUNE 2014

LEAD OFFICERS: NICK HEALEY, AREA TEAM MANAGER &
MELANIE HARRIS, SCHOOL COMMISSIONING OFFICER NE

SUBJECT: INFRASTRUCTURE PRIORITIES FOR CIL FUNDING

DIVISION: ALL

**SUMMARY OF ISSUE:**

Elmbridge Borough Council has been charging and collecting CIL since April 2013. There is now a pot of approximately £1m of which £0.75m is available for strategic spending.

The County Council has been asked to bid formally for a contribution from this strategic CIL funding pot to help deliver infrastructure schemes that will support growth in the Borough. A recommendation on the allocation of CIL funding received to date will be made by the Strategic Spending Board on 24 July with a final decision made by the Borough's Cabinet on 17 September.

The County Council will therefore need to agree and bid for schemes that can be partly or wholly delivered using CIL funding.

Lists of potential priority schemes for transport and education are included in **Annexes A and B**. Transport schemes are based on existing Local Committee priorities and the emerging Local Transport Strategy. Education priorities are based on the education capital programme. All schemes are included in the Borough's Regulation 123 List (**Annex C**).

RECOMMENDATIONS:**The Local Committee (Elmbridge) is asked to agree:**

- (i) an order of priority for those schemes for which CIL funding will be sought – see Annexes A & B for recommended schemes;
- (ii) that final bids for 2014 be finalised on this basis and submitted to Elmbridge Borough Council;
- (iii) that the Chairman of Surrey County Council's Local Committee for Elmbridge represent the interests of the Local Committee at the Strategic Spending Board on 24 July.

REASONS FOR RECOMMENDATIONS:

The availability of CIL funding is an excellent opportunity for the County Council and Borough Council to work together to enhance and bring forward much needed physical infrastructure in Elmbridge Borough. By agreeing priorities the County Council can submit funding bids as part of this first round of available CIL funding.

1. INTRODUCTION AND BACKGROUND:

- 1.1 CIL is generally replacing the system of agreeing planning obligations between local councils and developers under section 106 of the Town and Country Planning Act 1990. In a two tier area such as Surrey charges are set by the borough or district councils based on the size and type of the new development and its viability. The levy is due once planning permission has been granted for development. Where a community infrastructure levy is in force, applicants must pay the levy to the local council when development commences and can be paid in instalments. The money raised from the community infrastructure levy is used to support growth by funding new and improved infrastructure. This infrastructure is largely provided by the Borough and County Councils and can include transport network improvements, new or enhanced schools and better leisure and recreation facilities.
- 1.2 Elmbridge Borough is one of the first councils in the country to adopt CIL. Elmbridge Borough and Surrey County Council are committed to joint working to use CIL funding effectively to help deliver infrastructure, and have agreed on a number of principles which will guide this process, as set out within a Memorandum of Understanding (MoU) - see **MoU Annex D**

2. ANALYSIS:

- 2.1 The following criteria have influenced the selection of recommended schemes:
- Schemes already identified as part of the Local Committee priorities.
 - The Draft Local Transport Strategy and Forward Programme.
 - Schemes forming part of the Education Capital programme.
 - The deliverability of schemes.
 - The potential to help initiate important strategic schemes that will require longer term joint funding.
 - The value added by joint funding.
- 2.2 The Borough has produced a briefing note on the allocation of CIL receipts at the local and strategic level. Members will already have received this but it is included at **Annex E** for ease of reference.

3. OPTIONS:

- 3.1 Other potential options for CIL funding are contained in the Borough's Regulation 123 List. This sets out those schemes which could be funded by CIL - see **Annex C**.

4. CONSULTATIONS:

- 4.1 Schemes contained in the recommendations are at various stages of development and will have been, or will be, subject to appropriate wider consultation.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The fact that the release of CIL funding will take place on an annual basis means that a more strategic view of funding can be developed. CIL does not have to be spent in the same financial year as it is agreed and funding pots can be built up over a number of years to help deliver more significant schemes. In the first year, however, members may prefer to look to bid for funding for schemes that can be delivered relatively quickly to help build confidence in the process and the council's ability to deliver.
- 5.2 By working closely with the borough council the county council will be able to use CIL funding to help deliver important infrastructure. This should ensure that all available funding is used in the most efficient and effective way to support local growth.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 6.1 It is an objective of Surrey Highways to treat all users of the public highway equally and with understanding.
- 6.2 The addition of a multi – use games area at Burhill Primary School will mean that the 'wrap around care' provision (Breakfast and After School Club) can expand to take more children outside of school hours. It will also enhance the opportunities for outdoor play for all children during the winter and early spring months when the school field is unusable. The hard play surface will afford better access for pupils with physical disabilities enabling them to play with their peers.

7. LOCALISM:

- 7.1 The infrastructure schemes recommended for approval reflect local generated priorities.

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report
Sustainability (including Climate Change and Carbon Emissions)	Set out below.
Corporate Parenting/Looked After Children	No significant implications arising from this report
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report
Public Health	Set out below.

8.1 Sustainability implications

The provision of strategic transport infrastructure will help reduce congestion and encourage the use of other forms of transport such as walking, cycling and public transport. This will help reduce carbon emissions and pollution and potentially improve public health.

8.2 Public Health Implications

Encouraging walking and cycling will have positive health implications.

9. CONCLUSION AND RECOMMENDATIONS:

9.1 To agree the recommended schemes.

10. WHAT HAPPENS NEXT:

10.1 Borough and County Members will be invited to comment in regard to their support for and provide their local insight on the strategic bids submitted to the Borough Council. This information will be collated by Elmbridge Officers within a report to inform the discussion at the Strategic Infrastructure Spending Board.

10.2 The Borough Council's Strategic Infrastructure Spending Board (a Member and officer group with representation from the County Council) will make a recommendation to the Borough Council's Cabinet on the allocation of CIL funds. A final decision on the first tranche of CIL funding will be made by the Borough Council's Cabinet on 17 September 2014.

10.3 In future years bids for CIL funding will be invited in January by the Borough Council. Up to £1.5 m of CIL funding could become available on an annual basis. This will involve the County Council working with the borough council in accordance with this MoU to identify and prioritise suitable infrastructure which accords with strategic priorities. County Council priorities will be agreed through the Local Committee. Each year a list of planned and delivered infrastructure will be published by the Borough Council.

**Contact Officers: Nick Healey, Area Team Manager NE
 Melanie Harris, School Commissioning Officer NE**

Consulted: Local Committee

Annexes:

- A – Recommended transport schemes**
- B – Recommended school expansion scheme**
- C – Borough Council's Regulation 123 List**
- D – Memorandum of Understanding**
- E – Briefing Note on the allocation of CIL receipts**

Transport Priorities

The schemes listed in the table below are in order of recommended priority. All the schemes listed below are drawn from the Local Committee's forward programme of Integrated Transport Schemes, and therefore already have the formal endorsement of the Local Committee as prospective schemes.

The Esher Transport Study is intended to review the acute congestion in Esher town centre and explore possible schemes to mitigate this. This is a strategic priority for Elmbridge Borough Council, and is recognised as a strategic concern by Surrey County Council. The Esher Transport Study is therefore recommended as the highest priority.

Thereafter the recommended priority order is based on the state of readiness of the schemes. Schemes that are further developed and where the Local Committee has already allocated some funding are recommended as the highest priority for the CIL bid. Schemes that are at an early stage in their development, or have no funding currently allocated, are recommended as low priorities at the present time.

It is recommended that bids are made to the strategic CIL board for all the schemes detailed in the table below.

Scheme	Total cost	Funding secured	CIL funding sought	Delivery timetable
Esher Transport Study (feasibility study)	£50,000	None	£50,000	2014-2016 This study could begin as soon as funding is available, and would take approx 18 months to complete.
Burwood Road school safety measures	£140,000	£55,000 From Cllr Hicks Divisional Allocation	£85,000	2014-15 Feasibility study complete. Detailed design and statutory consultation needed. Low risk to deliver in 2014-15.
Long Ditton schools safety measures	£112,500	£22,000 From Cllr Hickman Divisional Allocation	£90,500	2014-15 Feasibility study complete. Detailed design and statutory consultation needed. Low risk to deliver in 2014-15.
Fairmile Lane safety improvements	£45,000	£45,000 From Cllr Lewis Divisional Allocation	£22,500 Although this scheme is currently fully funded this bid would provide for 50:50 match funding and release £22,500 of the Local Committee's monies for another scheme.	2014-15 Detailed design complete. Statutory consultation underway. Low risk to deliver in 2014-15.

Stoke Road speed management measures	£20,000	£10,000 From Cllr Lewis Divisional Allocation	£10,000	2014-15 Low risk to deliver in 2014-15 subject to adoption of new speed management policy and support of Surrey Police.
Oxshott speed management measures	£34,000	£9,000 From Road Safety budget	£25,000	2014-15 Currently in detailed design. Low risk to deliver in 2014-15.
Total			£283,000	

Please note that two schemes that are currently listed on the Regulation 123 list (**Annex C**) are already complete:

- Otlands Drive cycle facilities and speed management measures;
- New Road, West Molesey safety improvements.

Officers anticipate that the Regulation 123 list will be reviewed periodically to take account of completed schemes, and to add new schemes.

A number of schemes in the Regulation 123 list are potentially large scale strategic schemes, the like of which CIL is intended for. These schemes will all require significant feasibility studies to determine the nature of the scheme(s) in each case, the cost(s) and the timescales for delivery. These schemes are:

- Blundell Lane pedestrian / cycle accessibility improvements
- Weybridge public realm improvements
- Walton to Halliford Transport Study
- Cycle Network Improvements
- Esher Transport Study

If these schemes are to be the subject of a future bid to the CIL board, they will need to be developed to the point where the schemes are proven to be feasible, and costs estimated. This means that if the Local Committee wishes to promote these schemes for a future bid for CIL funding, the Local Committee may well need to allocate funding to develop these schemes from its Highways budget.

As mentioned above, it is recommended to bid for funding for the Esher Transport Study.

At the present time there is modest funding available to develop the Weybridge public realm improvements, and the Walton to Halliford Transport Study. However it is not anticipated that the available funding will be sufficient to develop these two schemes sufficiently to support a bid for CIL funding.

There is currently have no funding allocated to the Blundell Lane pedestrian / cycle accessibility improvements scheme, nor to the Cycle Network Improvements scheme.

Education Priorities

The scheme listed below is drawn from the Schools Capital Programme which seeks to address the basic need to create a sufficiency of school places across the borough. The Capital programme has the formal endorsement of the Cabinet and is funded through the County Council's Medium Term Financial Plan.

The original school expansion plan included an area of outside hard play which subsequently had to be removed from the scheme due to escalating costs of the build.

The intention was for the hard play area, or Multi Use Games Area (MUGA), to be available for use by the school all year round and before and after school. It would be an extension of their Extended Services provision and enable more families to participate in this.

A statement from the Headteacher is copied below:

A MUGA would be used at Burhill Primary in a number of ways to support the development and wellbeing both of the school community, but also the local community too. As a school which is part of the Voice Education Trust we work in collaboration with other schools to provide educational opportunities for children other than just those who attend our school. A MUGA would be used for tournaments and competitions across the whole Walton/Hersham/Weybridge area.

We would use it within school to increase our own childcare offer. We currently offer 32 places at after school and breakfast club, but in a school with 600+ pupils (once we are at our fullest) we will need more facilities to cater for the older pupils. Being able to offer MUGA space for after school care will significantly impact on the childcare we are able to offer our parents. This will impact on the local economy, with more families being able to work the hours they prefer.

We also plan to offer holiday play schemes in the future at Burhill, again, improving the offer to local families. Many private companies, for example football academies, run summer camps, and this space would be ideal for that.

With outdoor toilet and changing room facilities we would also be able to operate the facility on weekends - thereby offering practice space to community groups, for example local sports teams.

More than anything else, we would be able to use the space as year round sports/play space for our own children. As a result of the recent build (schools expansion programme) we have limited outdoor space for an increasing number of children. We can currently only use the grass pitch area when the weather dictates - in reality for only half of each year. Being able to offer year round quality sports facilities would significantly impact on the health, education and general well being of our whole community.

Scheme	Total cost	Funding secured	CIL funding sought	Delivery timetable
Burhill Primary School Multi Use Games Area	£150,000	£7.5 m	£150,000 Play space which is usable all year round is especially important. It will facilitate expansion of before and after school provision to more parents locally.	September 2014 Detailed design and statutory consultation completed. Planning approval obtained. But project had to be cut from scheme due to budget pressures.
Total			£150,000	



**Community
Infrastructure Levy
Regulation 123 List
(February 2014)**

The following list identifies infrastructure projects and types of infrastructure which are eligible to be funded in whole or part through the Community Infrastructure Levy:

Infrastructure type or project	Exclusions
<p>Provision and ongoing maintenance in perpetuity of Suitable Accessible Natural Greenspace (SANGS) (Part of Thames Basin Heaths Special Protection Area Avoidance and Mitigation Measures).</p> <p>This is necessary to meet Article 6(3) of the Habitats Directive (Council Directive 92/43/EEC).</p>	<p>Strategic Access Management and Monitoring (SAMM). These costs associated with the mitigation measures are not deemed to be infrastructure and will be secured via separate legal agreements.</p>
<p>Transport The following borough wide/strategic transport improvements:</p> <ul style="list-style-type: none"> • Public transport infrastructure improvements including: <ul style="list-style-type: none"> • Bus stop accessibility • Bus shelters • Passenger information and electronic ticketing • Speed management measures • Passenger and public security and safety • Bus reliability measures • Passenger access and information improvements to railway stations • Walton to Halliford Transport Study • Esher Transport Study • Cycle network improvements • Weybridge public realm improvements • Safety infrastructure outside schools • Rights of way improvements <p>The following Local Road Network improvements:</p> <ul style="list-style-type: none"> • Oatlands Drive cycle facilities and speed management measures 	<p>All other site specific transport and highways improvements as identified in a site specific assessment.</p>



Infrastructure type or project	Exclusions
<ul style="list-style-type: none"> • Burwood Road school safety measures • Oxshott speed management measures • Long Ditton schools safety measures • Fairmile Lane safety improvements • New Road, West Molesey safety improvements • Elgin Road, Weybridge traffic management measures • Stoke Road speed management measures • Blundell Lane pedestrian/cycle accessibility improvements 	
<p>Education The following education schemes:</p> <ul style="list-style-type: none"> • Rebuild of Manby Lodge Infants School • Rebuild of Hurst Park Primary School on former John Nightingale site • Replacement classroom at Long Ditton Infants School • Expansion of Long Ditton St Mary's Church of England Junior School • Expansion of Heathside Secondary School 	Improvements or provision of new education facilities which are directly related to a development.
<p>Leisure, sport and open space</p> <ul style="list-style-type: none"> • Children's and young people's play areas • Improvements to playing pitches • Indoor and outdoor sports provision • Improvements to open space 	Provision of new and improvements to existing sport and recreation facilities which are directly related to a specific development site and are required to ensure local plan policy compliance.
<p>Community facilities</p> <ul style="list-style-type: none"> • Libraries • Built Community Space 	Improvements which are directly related to a development.
<p>Recycling</p>	Improvements which are directly related to a development.
<p>Environmental Improvements</p> <ul style="list-style-type: none"> • Strategic flood risk infrastructure • Pollution abatement infrastructure 	Improvements which are directly related to a development.

Where site-specific exclusions are identified, they will be subject to statutory tests set out under Regulation 122 of the Community Infrastructure Levy Regulations 2010 (as amended), which stipulates the following:

"A planning obligation may only constitute a reason for granting planning permission for the development if the obligation is –

- a) necessary to make the development acceptable in planning terms
- b) directly related to the development; and
- c) fairly and reasonably related in scale and kind to the development".



Please note:

The inclusion of a project or type of infrastructure on the list does not signify a commitment from the Council to fund (either in whole or part) the listed project or type of infrastructure. The order of the list does not imply any preference or priority.

Future updates of this list will take place on a periodic basis and will have regard to:

- updates to the Council's Infrastructure Delivery Plan
- progress and delivery of the Council's Settlement ID (Investment and Development) Plans
- changes to the CIL regulations





Memorandum of Understanding between Elmbridge Borough Council and Surrey County Council to inform partnership working on delivering infrastructure to support development in Elmbridge

This agreement is dated XX May 2014

1. Purpose

This Memorandum of Understanding (MoU) provides a set of principles for the identification, prioritisation, funding and delivery of infrastructure improvements in Elmbridge Borough. Infrastructure delivery is a partnership process and both councils need to work together to meet existing infrastructure deficiencies, support growth and the planned development within the Borough.

This MoU is a statement of joint intent and is not a legally binding agreement.

2. Shared Principles

This MoU includes principles which Elmbridge Borough Council and Surrey County Council have agreed to apply to the identification of infrastructure needs, prioritisation, funding and delivery. These principles are as follows:

Principle 1 - Identification of short and long term infrastructure needs

A commitment to developing a comprehensive assessment and the forward planning of both short and long term infrastructure needs in the Borough through the Infrastructure Delivery Plan, Settlement Investment and Development (ID) Plans and LTP3 Elmbridge Borough Local Transport Strategy and Implementation Programme.

Elmbridge Borough Council's Infrastructure Delivery Plan (IDP) and Settlement ID Plans provide an assessment of different infrastructure needs in the Borough and both councils agree that these documents will function as the primary evidence basis to inform the identification of strategic and localised infrastructure needs in the Borough to deliver the aspirations of the Elmbridge Local Plan. The Local Transport Strategy will provide the evidence for both local and strategic transport infrastructure needs across the Borough. It is acknowledged that both the IDP and Settlement ID Plans represent a snapshot of infrastructure needs at a given point in time and therefore require regular input to keep them up to date, taking account of changes in national and local priorities for funding, changing demographics and the rate and location at which development comes forward.

Principle 2 - Prioritisation of infrastructure

A commitment from both councils to review the CIL Regulation 123 List and to receive input into the prioritisation of infrastructure needs through both Local Spending Boards, Strategic Spending Board and through the Surrey County Council Local Committee when required.

The prioritisation of infrastructure needs in the Borough will be conducted through a number of different mechanisms. Surrey County Council as the Highways and Education authority will look to prioritise what strategic transport and education infrastructure is required for the Borough and request funding for these schemes through the Strategic Spending Board. Transport infrastructure will be set out through the LTP3 Local Transport Strategy and Implementation Programme (LTSIP) which should form an evidence base for the prioritisation of transport schemes. County and Borough Members will be involved in this prioritisation through the Surrey County Council Local Committee for strategic infrastructure. The Local Committee is a Surrey County Council committee where Borough Members are co-opted on to the Committee and have voting rights. For local infrastructure, sub committees of the Borough Council will prioritise local infrastructure. These will be known as Local Spending Boards. County members will be invited to sit on these Boards but due to the legislation in which the committees have been constituted they can only have an advisory role.

The Regulation 123 list was produced in partnership between both councils and should continue to be revised jointly.

Principle 3 - Funding of infrastructure

A commitment to using both councils' best endeavours to access and release all potential funds to meet Elmbridge's infrastructure needs and to work with a wide range of stakeholders, including those in the private sector and through Government agencies to secure funding.

Both councils acknowledge that in order to maximise funding for infrastructure, all possible funding streams will need to be explored and utilised where appropriate. Both councils will work in partnership to explore these opportunities.



Principle 4 - Delivery of infrastructure

A commitment from both councils to provide clear delivery timescales for infrastructure projects, inform either council of any material changes to infrastructure projects and any risks and to return any unspent CIL receipts. The County Council will keep the Borough Council informed for the purposes of reporting on the progress of any identified project.

For the purpose of CIL receipts, the Borough Council is the designated CIL Charging Authority. As a Charging Authority the Borough Council has a number of statutory rights and statutory reporting duties which include the provision to reclaim unspent or misappropriated funds. The Borough Council is required to publish annually the total CIL receipts for the reported year, the total CIL expenditure for the reported year, summary of the items to which CIL has been applied and the amount of CIL expenditure on each item. When the Borough Council agrees to release funds to the County Council for a specified project, or projects, these funds will be used exclusively for the purpose(s) agreed. The County Council will need to inform the Borough Council's Infrastructure Delivery Coordinator of any material changes to any proposals agreed. If the County Council ceases or suspends provision of any agreed infrastructure project it will return these receipts to the Borough Council unless an alternative scheme, already on the Regulation 123 list, can be delivered and is agreed by the Borough Council.

Both councils are committed to continuous improvement and acknowledge the importance of monitoring the efficiency of the planning and delivery process and the subsequent effectiveness of new infrastructure.

Signed
Date
Cllr John O'Reilly
Leader
Elmbridge Borough Council

Signed
Date
Cllr David Hodge
Leader
Surrey County Council





Allocation of CIL receipts at the Local and Strategic level

Background information on CIL

The Community Infrastructure Levy (CIL) allows the Borough Council to raise funds from some forms of new development to pay for the infrastructure that is, or will be, needed as a result of new development. The Council began collecting the levy in April 2013, replacing the PIC tariff.

Role of the Regulation 123 list

The Regulation 123 list sets out the types of **strategic** infrastructure that may be funded by CIL in the Borough and is required through legislation. The main purpose of the list ensures that there is no duplication between CIL and Section 106 agreements i.e. that Section 106 money will not pay for infrastructure that CIL will. It is not a list of prioritised infrastructure.

How much has the Borough collected in CIL contributions?

The Borough has invoiced for approximately £1m¹ of CIL contributions towards infrastructure requirements in the Borough. Of this it was agreed that the Borough would pass 25% of these contributions to local neighbourhoods where development takes place. As the Borough is un-parished except for Claygate Parish, Local Spending Boards will be set up to decide how this money will be spent in the local area.

Local Spending Board Members

Local Spending Boards will be in place for seven of the eight local settlement areas. For Claygate the Borough Council will pass on CIL contributions directly to the Parish Council. The Local Spending Boards consist of Borough Members and County Members that

fall within the Settlement boundaries. However, due to constitutional constraints County Members will have to serve as non-voting Members.

The amount of CIL allocated to each settlement area is dependent on the level of development that has come forward in their area.

How will decisions be made by the Local Spending Board work?

The release of funds from the localised spending pots will be governed through a formal application process. This will take the form of a standardised application containing set criteria that proposals will be assessed against. Members will be provided with information on the level of CIL receipts collected in their area.

Any individual or group wishing to bid for the release of funds will have a four week period to do so. The form along with any additional guidance will be published on the Borough Council's website. Following a four week period, Officers will collate the applications for Members to assess.

At the Local Spending Board, Members will discuss any applications made for the release of funds from the localised pot.

Recommendations will be as follows:

1. *To recommend a local scheme(s) for implementation*
2. *To sponsor a strategic scheme where funds from the local pot will be used for match funding*

¹ This figure needs to be confirmed by the Finance Department and is an estimate.

3. Retain the money until the following year if no preferred schemes are feasible or a preferred local scheme requires further funding from the local pot

When Members have made a recommendation, this will then be subject to a four week consultation for community feedback. Following feedback from the local community the Board will then make a final decision.

During the first meeting, a Chairman and Vice Chairman will be appointed, the terms of reference agreed and a second meeting date agreed.

Consultation with the Local Community

The Borough Council have consulted the local community on infrastructure requirements through consultations on the Settlement ID Plans and Regulation 123 list. It is felt that the local community should be able to further influence the local decision making and can provide feedback on the Board's initial recommendations before the schemes to be funded are finalised.

Strategic Spending Board

The Strategic Spending Board is responsible for recommending decisions to the Borough's Cabinet for approval for the strategic component of the CIL pot. This equates to 75 percent of CIL receipts received across the Borough. Funds can be sought for any project or type of infrastructure listed within the Regulation 123 list.

The Board itself is a Member and Officer Board which will recommend strategic infrastructure projects for funding. The Board will have permanent members which will include the Chairman and Vice Chairman of the Borough Planning Committee, the

Chairman of the three Area Planning Sub Committees, and the Portfolio Holder for Regulatory Affairs. The group will also include officers from the Borough's Leisure, Finance, Legal, as well as the Council's Infrastructure Delivery Coordinator and an infrastructure representative from Surrey County Council.

County members will be able to partake in the meeting if sponsoring projects for funding along with a County Officer who will inform discussions, as necessary.

The Board will discuss each application for the release of funds for CIL and make recommendations on what projects to take forward for decision for the Borough's Cabinet. If for any reason a clear recommendation cannot be made the Borough's Cabinet will form a decision.

Elmbridge Borough Council will inform relevant infrastructure providers of the bidding process and timescales to ensure that infrastructure providers have enough time to put forward bids and gather any necessary supporting evidence.

During the first meeting, a Chairman and Vice Chairman will be appointed, the terms of reference agreed and a second meeting date agreed.

Timescales

The Local Spending Boards will be held in **June 2014** and the Strategic Spending Board will be held in **July 2014**. It is then proposed to have a second round of bidding in **December 2014/January 2015** and for this to become an annual process.