Terms of Reference: Community Infrastructure Levy (CIL) Task Group

1. **Remit**

The Task Group is a Councillor/Officer group set up to work jointly and collaboratively to advise the Spelthorne Joint Committee on CIL generally and make recommendations on bids for CIL monies allocated to it by the Borough Council.

2. Membership of Task Group

The Community Infrastructure Levy (CIL) Task Group will contain the Leader of Spelthorne Borough Council (Cllr John Boughtflower), the Chairman of the Spelthorne Joint Committee (Cllr Richard Walsh) and the Deputy Leader of Spelthorne Borough Council (Cllr Jim McIlroy), together with relevant officers from the two authorities.

For Spelthorne Borough Council the following officer representation will apply:

- Strategic Planning Manager, Spelthorne
- Principal Planning Officer (Policy) Spelthorne
- Infrastructure Delivery Co-ordinator

For Surrey County Council the following Officer areas would be represented – as required:

- Spatial Planning
- Transport Policy
- Infrastructure Agreements
- School Commissioning

The Task Group will reserve the right to draw in representatives from other Borough and County service areas as required to assist it in its work.

3. Meetings

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

4. Objectives

The Task Group objectives are:

- To ensure overall programming of infrastructure projects agreed by the Joint Committee.
- To advise and recommend to the Joint Committee schemes that will have maximum benefits to the community.
- To monitor receipts and expenditure of CIL monies, including the maintenance of reserves in the fund of approximately £1 million

The Task Group will be responsible for:

- Recommending projects to the Joint Committee which require CIL funding from resources allocated to it, following assessment in accordance with the agreed criteria.
- Regular monitoring and reporting to the Joint Committee on the delivery of projects including revisions to timescales and expendtiture.
- Reporting to the Joint Committee after completion of each project.
- Identification of other current and future infrastructure expenditure and funding streams.

5. Output

Regular project progress updates to the Joint Committee on CIL priorities and funding of projects.

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