

Woking Joint Committee Community Infrastructure Levy (CIL) Task Group Terms of Reference – 2020/21

The Community Infrastructure Levy Task Group is a Task Group of Woking Joint Committee. The Terms of Reference and membership of the task group are agreed by Woking Joint Committee at the first meeting of each new municipal year.

Role:

The Community Infrastructure Levy (CIL) Task Group will assist and advise the Joint Committee in relation to CIL Community Funding Bids across the borough and to agree the funding of small applications.

Functions:

To determine applications submitted by Ward Councillors to use CIL money to deliver community infrastructure projects. The Sub-Group should be able to determine applications outside Joint Committee meetings and approve applications up to the value of £10,000.

1. To monitor spend against the community infrastructure levy funds available in each area

Membership:

The Task Group will comprise the following representation:

- A minimum of three and a maximum of six councillors (with representation from the County Council and the Borough Council)
- Task Group will be served by Woking Borough Council Planning Policy Manager and Partnership and Committee Officer (Surrey Heath and Woking)

CURRENT MEMBERSHIP (volunteered Nov 2020)

Community Infrastructure Levy Task Group

- i) Cllr Amanda Boote - SCC
- ii) Cllr Liz Bowes - SCC
- iii) Cllr Melanie Whitehand – WBC – **CHAIR (Dec 2020)**
- iv) Cllr Graham Chrystie – WBC
- v) Cllr Gary Elson – WBC
- vi) Cllr Ann-Marie Barker - WBC

Chairman:

The Chairman of the Task Group will be nominated and agreed by the members of the Task Group to serve for a period of one year from June to May. A chair can be re-elected as many times as Members of the Task Group wish to do so.

Operation:

The Task Group shall exist to agree small funding bids and advise the Joint Committee of the expenditure. The Task Group will:

- Unless otherwise agreed meet in private
- Record actions and clear reasons for acceptance or rejection of bids
- Report back to the Joint Committee.

The Task Group will meet up to 10 times a year and meetings will be held during the day. Meetings are currently set for the first Monday of each month (except Jan and Aug).

ITEM 8

The Task Group will remain aware of the work streams of the other Task Groups to ensure appropriate linkages and manage overlap.

Responsibilities of Attendees:

- Ensure all papers are read in advance.
- Provide clear reasons for any objections.
- Consider all the details before them before agreeing bids.
- Ask for further information or for clarity on any bid if required.