

TERMS OF REFERENCE

Community Infrastructure Levy (CIL) Working Group

1. Background

The Parish Council has received a significant allocation of Community Infrastructure Levy (CIL) funds. In order to ensure these funds are used effectively, transparently, and in accordance with CIL regulations and local priorities, the Parish Council has established the Community Infrastructure Levy (CIL) Working Group. The Working Group is tasked with researching potential projects and making informed proposals to the Parish Council regarding the appropriate expenditure of the CIL funds.

2. Purpose

The purpose of the Working Group is to consult with the wider parish community, research and identify potential projects, and prioritise them for the effective and appropriate expenditure of Community Infrastructure Levy (CIL) funds, making informed recommendations to the Parish Council for consideration and approval.

3. Objectives

The objectives of the Working Group are to:

1. Identify eligible CIL expenditure in line with current legislation and guidance.
2. Consult with residents, community groups, and other stakeholders within the parish to understand local needs and priorities.
3. Gather, assess, and evaluate project ideas for potential CIL funding.
4. Develop a prioritised list of recommended projects based on community benefit, deliverability, and value for money.
5. Present clear, evidence-based recommendations to the Parish Council for decision-making.

4. Scope of Work

The Working Group will:

- Review relevant CIL regulations, guidance, and best practice.
- Design and carry out consultation activities, which may include public meetings, surveys, workshops, or targeted stakeholder engagement.
- Invite and assess proposals from parish organisations, residents, and other relevant bodies.
- Evaluate potential projects against agreed criteria, including eligibility, cost, feasibility, and long-term impact.
- Prepare reports and recommendations for consideration by the Parish Council.

Out of scope:

- Making final decisions on CIL expenditure, which remain the responsibility of the Parish Council.
- Committing or spending CIL funds without formal Parish Council approval.

5. Deliverables

The Working Group will produce:

- Records of consultation activities and outcomes.
- A prioritised list of recommended CIL projects.
- Written reports and recommendations to the Parish Council as required.

6. Composition and Membership

The Working Group will consist of both Parish Councillors and members of the public. Membership will be drawn to ensure a broad range of skills, experience, and perspectives relevant to the effective consideration of CIL expenditure.

The total membership of the Working Group will be limited to a maximum of **20 members**.

Parish Councillors shall be appointed by the Parish Council. Members of the public will be appointed following an open invitation process, as agreed by the Parish Council.

7. Roles and Responsibilities

Chair:

- Convene and chair meetings
- Provide leadership and direction
- Ensure progress against objectives

Members:

- Attend meetings and participate constructively
- Contribute expertise, ideas, and feedback
- Support consultation and evaluation activities

8. Governance and Decision-Making

The Working Group operates in an advisory capacity. Decisions and recommendations will be made by consensus where possible. Where consensus cannot be reached, differing views will be recorded and reported to the Parish Council.

9. Meetings

The Working Group will meet **monthly**, with meetings held **in person**, unless otherwise agreed by the Chair.

A quorum shall be **five (5) members**. If a quorum is not present, the meeting may proceed for discussion purposes only, but no formal recommendations may be agreed.

All meetings will have clearly defined objectives, and the purpose of each meeting shall be communicated to participants in advance.

10. Reporting

The Working Group will report to the Parish Council.

Following each meeting, the **Chair of the Working Group** will provide a written report summarising discussions, progress, and any recommendations. This report will be shared with the Parish Council.

11. Duration

The Working Group shall operate until one or more projects have been approved and progressed by the Parish Council, or until the Working Group is dissolved by resolution of the Parish Council.

12. Confidentiality and Ethics

Members of the Working Group must:

- Maintain the confidentiality of any sensitive or confidential information.
- Declare any actual or potential conflicts of interest.
- Treat all other members fairly, respectfully, and courteously.
- Act at all times in the best interests of the Working Group's objectives and the wider parish community.
- Conduct themselves in accordance with the Parish Council's Code of Conduct and relevant policies.

13. Review and Amendment

These Terms of Reference may be reviewed and amended by the Parish Council as required.