

Terms of reference**1. Purpose**

The CIL sub group will explore how local infrastructure plans and priorities are determined and aligned to the release of CIL funds and set out a plan for local infrastructure delivery in line with the [guidance](#) provided by Executive Board. It will do this in partnership with key officers with planning, finance and infrastructure knowledge who can advise on establishing a local infrastructure priorities list and also on the processes involved in transferring the CIL receipts (known as the **Neighbourhood Fund**) to Community Committees and town and parish councils.

The chair of the group will be the chair of the Community Committee.

2. Guiding operating principles

In the parished areas for developments in Morley North and Morley South ward remittances will be paid to the Morley Town Council, Drighlington or Gildersome Parish Councils. It will be for those authorities to determine and account for expenditure.

For the remaining non-parished areas the decision making has been delegated by Executive Board to the Community Committee. This includes all CIL Neighbourhood funds for Rothwell and Ardsley & Robin Hood wards.

The rate of payment to either Parishes or Community Committee will depend on whether there is or is not a neighbourhood plan. In areas with a plan the rate will be 25% and without 15%. No monies will be remitted to local neighbourhood plan groups.

Meetings: initially [quarterly (to be agreed)] to scope the infrastructure needs of the areas. Then twice yearly in line with the CIL Neighbourhood Fund payment schedule.

Links: The group will proactively seek to establish links with other key partners that will benefit its work.

Status:

The group is accountable to the Community Committee.

- a) All services and partners remain responsible and accountable for decisions on their services and resources and retain their statutory responsibilities
- b) The Group will take account of the Community Plan and the decisions of the Community Committee and provide minutes of its meetings and report to it on progress.

Governance:

- CIL recommendations to be made via a finance report submitted to the Community Committee
- There will be an option for the Community Committee to delegate responsibility for the allocation of CIL to the Sub Group (similar to the Wellbeing advisory process that exists in some areas)
- The meeting will be administered by the South East Communities Team.

Equality:

The group will ensure that equality, diversity, community cohesion and community safety issues are considered in the development and delivery of the project.

Terms:**3. Functions**

- The development of a timetable informing when CIL Neighbourhood Funds are released and the setting out a plan for local delivery against these CIL Neighbourhood funds. This will take into account the CIL spending thresholds, e.g. what is ward, area based or pan-committee.
- Initial work to gather local intelligence and establish bespoke infrastructure priorities for individual Community Committee areas.

- When establishing priorities for areas, the sub group will take into consideration existing/future priorities such as Neighbourhood Plans, but will reference the Regulation 123 List of projects or types of infrastructure that the council intends will be wholly or partly funded through the CIL.
- Promoting communication with town and parish councils.
- Evaluating local assets and how they could be improved.
- Making recommendations to Community Committee for spend (with due regard to CIL guidance and checklist.)
- Considering match-funding from the CIL strategic fund or other available funding streams.
- Twice yearly reviewing of Neighbourhood Fund receipts received, against local infrastructure priorities.
- Being an identifiable interface for key local stakeholders, e.g. neighbourhood planning groups.
- Setting parameters for the level of engagement needed with young people and residents to make decisions.
- An annual review of infrastructure priorities.

4. Membership

Core Members

Ward Members as nominated by Community Committee
Area Planning Officer
Relevant Area Officer

Advisory Members

Key officers with infrastructure and other specialist knowledge: Highways, Parks and Countryside, Schools Admissions, Sport and Active Lifestyles, Finance

Key local stakeholders: representatives from neighbourhood planning groups, town and parish councils, lobby groups

Decision Making

Advisory Members will be nominated by the appropriate body to represent a specific issue/area of interest. They will represent and comment on behalf of their organisation. They are appointed because of their level of knowledge and experience and will make an important contribution to discussions, help inform decisions, and contribute to meeting identified objectives.

Chair: Chair of the Community Committee

Ward Members: One councillor from each ward.