

# REPORT TO FULL COUNCIL CIL PROJECTS ADVISORY COMMITTEE AND HONOURS WORKING GROUP



<b>Report Reference</b>	C-23-09
<b>Meeting Date</b>	12 <sup>th</sup> June 2023
<b>Agenda Item</b>	12
<b>Prepared by</b>	Town Clerk

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## 1.0 BACKGROUND

### 1.1 CIL ADVISORY COMMITTEE

In July 2020 the council adopted a Community Infrastructure Levy (CIL) framework to direct how it would allocate CIL funds which it receives from development in Knutsford, this followed the introduction of CIL in 2019. During the previous term, this framework was not implemented due to the low level of CIL held. The Town Council currently holds £26,496.79 of CIL. A proposal is being prepared for a project under the Environment and Transport Committee and, subject to its approval, would be presented to the CIL Advisory Committee later this year. This would be the first test of the system and constitute the formal 'launch' of the framework.

Under the framework, the council will establish a CIL Advisory Committee with a terms of reference to produce recommendations to the Finance Committee on applications for CIL funding and to Council and other committees on matters related to CIL Expenditure, the CIL Framework and CIL policy. The committee comprises eight councillors (plus the Mayor and Deputy Mayor) and eight non-councillors. Each member (excluding ex-officio members) will be appointed for one of the eight themes from the Neighbourhood Plan and non-councillor appointees would serve a term running concurrently with the council's ordinary election cycle. One of the non-councillor members from the 2019-23 term is now a councillor. Subject to reconfirming the non-councillor members wish to continue on the advisory committee, there would be one vacancy to fill, which would be advertised.

### 1.2 HONOURS WORKING GROUP

The honours working group is to comprise five members (one per council ward) with the remit of preparing the submission of nominations of members of the Knutsford community for national honours in line with national guidance. During the previous term, five individuals were identified by the working group and to date one nomination has been submitted and a second nomination has been prepared.

## 3.2 DECISION REQUIRED

Council should:

- a) Appoint six members to the CIL Projects Advisory Committee
- b) Appoint five members to the honours working group
- c) Consider authorising the Town Clerk to agree the appointment of non-councillor members in consultation with the Town Mayor

## APPENDIX A: CIL PROJECTS ADVISORY COMMITTEE TERMS OF REFERENCE

1. The CIL Projects Advisory Committee ('the Committee') shall consist of:
  - a. eight councillors and, as provided for by Standing Order 61, the Town Mayor (ex officio) and the Deputy Town Mayor (ex officio).
  - b. eight non-councillors
2. Members (excluding ex-officio members) shall be appointed to represent one of each of the following themes:
  - Sports and Leisure;
  - Environment and Open Spaces;
  - Traffic, Transport and Movement;
  - Heritage;
  - Housing and Employment;
  - Community and Education;
  - Town Centre;
  - Health and Wellbeing
3. Non-councillor members shall be appointed for terms running conterminously with the council's ordinary election cycle with casual vacancies filled by the Town Council as necessary.
4. The quorum of the Committee shall be six members.
5. All members have voting rights and as such shall be subject to the council's Code of Conduct for members.
6. The Committee does not have delegated authority to make any decisions or incur expenditure on behalf of the council but:
  - a. Shall consider all proposed CIL Projects in accordance with the CIL Framework
  - b. Shall produce recommendations to the Finance Committee as to whether to approve or refuse an application received under the CIL Framework
  - c. May defer applications pending further information to enable it to make a recommendation
  - d. May produce recommendations to Council and other committees on matters related to CIL Expenditure, the CIL Framework and CIL Policy.
7. The minutes of committee meetings shall be presented to the next practicable meeting of the Council.