

# **Task & Finish Group Report**

**Community Infrastructure Levy  
(CIL) Task & Finish Group**

**For consideration by the General  
Overview & Scrutiny Committee –  
10 December 2012**

# **Task & Finish Group Report**

## **Community Infrastructure Levy (CIL)**

### **What is the Community Infrastructure Levy?**

The Community Infrastructure Levy (CIL) is a new local tax on capital gain that local authorities in England and Wales can choose to charge on new developments in their area.

The money can be used to support development by funding infrastructure projects that the council, local community and neighbourhoods want – for example, new or safer road schemes, or park improvements. It applies to most new buildings and charges are based on the size and type of the new development. The term ‘infrastructure’ in this instance, is used in its broadest sense to mean any service or facility that supports the county and its population. For examples of ‘infrastructure’ see Appendix 1.

### **Background**

1. Cabinet on 28 July 2011 considered the Economic Development Strategy, Local Development Framework (LDF) and the Local Transport Plan 3 (LTP3). Arising out of that debate Cabinet invited the Overview and Scrutiny Committee to inform the preparation of a Community Infrastructure Levy charging schedule for Herefordshire. The Committee accepted and the work was to be part of the Task & Finish review of income and charging, however, at that time the CIL guidance was unclear and therefore the CIL element was deferred until it was practical to undertake the review. The guidance was somewhat improved by the summer of 2012 and the terms of reference of this task and finish group were agreed as being:
  - To review national guidance and best practice on the issue;
  - To review the applicability of CIL charging regimes elsewhere in the UK to Herefordshire;
  - To make recommendations to the Cabinet for the scope / scale / geographic applicability of the CIL.
2. The full scoping statement for the review is set out at Appendix 2.
3. This report addresses the key questions from the scoping statement and sets out a number of recommendations.
4. In undertaking this review, the Task & Finish Group has not looked at:
  - Input into the evolving Local development Framework or its associated Infrastructure Delivery Plan (however the Group have been kept advised of relevant progress and areas of concern).
  - Scrutiny of national legislation or guidance.
5. The Task & Finish Group comprised of Councillors: EPJ Harvey (Chair); B Durkin, J Hardwick; MAF Hubbard; GR Swinford. Councillor P Watts and Councillor EMK Chave have kept a watching brief on the review and have contributed some key comments. The Group were supported by Mr A Ashcroft, Assistant Director

Economic, Environment & Cultural Services (Lead Officer); Mrs Y Coleman, Planning Obligations Manager; Siobhan Riddle, Senior Planning Officer; Mr P James, Democratic Services Officer.

6. Prior to the start of the review the Group were provided with a substantial briefing pack and this has been supplemented by a number of further documents (listed at Appendix 3). Between 17 September 2012 and 20 November 2012 the Group carried out research, convened meetings; undertook interviews (see appendix 3) and undertook a visit to Shropshire Council.
7. The Group would like to thank all those who participated or supplied information during the course of this review.

### **Addressing issues from the Terms of Reference**

8. In undertaking this review the Group have taken into account national guidance 'The Community Infrastructure Levy – Summary' produced by the Department for Communities and Local Government (November 2012). The Group have received information on how CIL regimes have been introduced in the few local authorities who have already implemented this new tax, principally Shropshire Council and Newark & Sherwood District Council. The Group has also received information concerning the number of CIL rate areas (zones) and the charging rates set by those authorities. Information concerning the scope, scale and geographic applicability of CIL is set out later in this report.

### **Commentary and Findings on the Key Questions**

9. It must be emphasised that CIL is expected to provide additional monies for infrastructure but will not replace existing mainstream funding. Core public funding will continue to bear the main burden, and the Council will need to utilise CIL alongside other funding streams to deliver infrastructure plans locally.
10. The flexibility provided by CIL is that, unlike Section 106 which is site specific, funds from CIL do not have to be spent on projects local to the development and do not have to be spent within a fixed period of time. However, legislation requires that such projects need to be identified at county level and to be published in a regularly updated Infrastructure Delivery Plan (IDP).

#### **Q1 - Examine appropriate CIL charging rates, and the effect of these rates on the viability of development in the County; and whether different CIL rates should be applied in different parts of the County.**

11. Since CIL is a new and additional 'tax' on development it will, inevitably, impact upon the overall costs of development in parts of the country where the levy is implemented.
12. Legislation requires a Charging Authority (Herefordshire Council) to use 'appropriate available evidence' to inform the drafting of the charging schedule it implements. Government guidance recognises that the available data is unlikely to be fully comprehensive or exhaustive. However the Charging Authority will need to demonstrate that the proposed CIL rate or rates are informed by what information is

available and that the rate/s are consistent with that evidence across the whole County.

13. The Guidance indicates that where different rates are considered for application in different parts of the County then Charging Authority should use an area-based approach. This involves a broad test of development viability, informed by the evidence base, to ensure the CIL rates for an area are achievable. In doing this, the Charging Authority is advised to take a strategic view across its areas rather than to focus on the potential implications of setting a CIL for individual development sites within a charging area.
14. The Regulations recognise that the introduction of CIL may put some potential development sites at risk. It is for the Charging Authority to decide what CIL rate sets an appropriate balance between the need to fund infrastructure, and the potential implications for the economic viability of development across its area of responsibility.
15. The Council has contracted with consultants Three Dragons to produce the evidence base for Herefordshire; collating and interpreting inputs from land owners, developers and estate agents. Unfortunately, the timescales for this work have slipped and are now not compatible with the timescales to which this Task & Finish Group is working. This has impacted upon a number of aspects of this Group's review and recommendations to address these shortfalls will be referred to later in the report.
16. **Review process:** In setting a CIL rate, the Charging Authority will need to bear in mind that the economic circumstances and land values could change significantly during the lifetime of the charging schedule; and that it will be necessary to plan to review the CIL rates at appropriate points in the lifetime of the core strategy. Any such review may be achieved by considering the proposed CIL rates in the context of projected trend levels, over the longer term, of property prices and land values in the area; and will require that CIL rates are adjusted to maintain optimum revenue generation and broad alignment with market conditions. It is recommended that the initial implementation of CIL in Herefordshire should be reviewed after 12 months of operation.
17. The Council's three strategic documents comprising the Local Development Framework, the CIL Charging Mechanism and the Infrastructure Development Plan are all linked and interdependencies exist between them – see *Figure 1*. Some of these plans look ahead up to 20 years and all will be 'living documents' being updated and revised throughout their lifetimes.

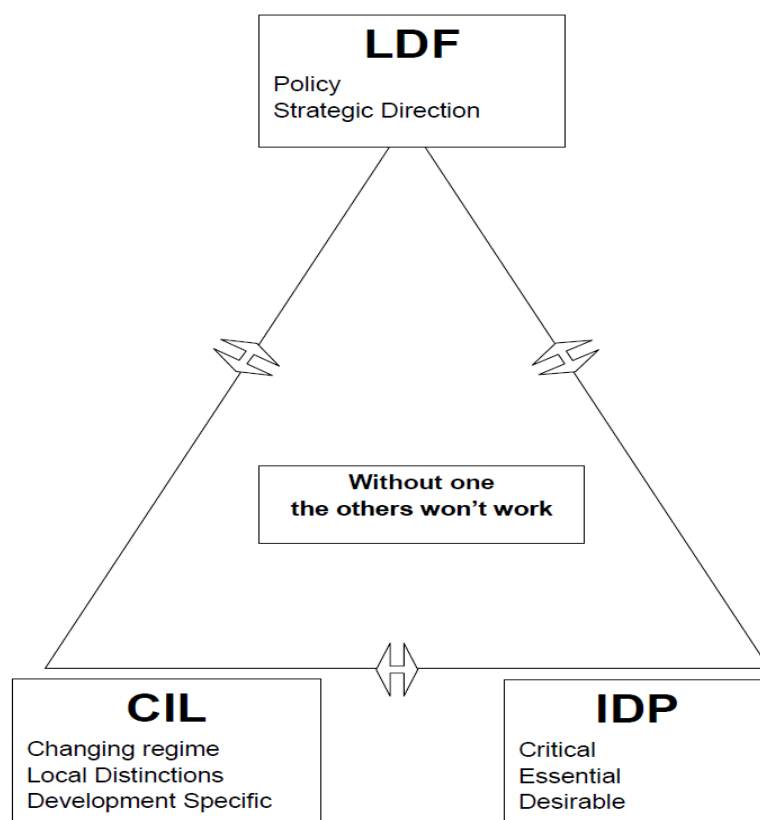


Figure 1: Interdependencies between strategic policy documents and processes

18. The Group recommend that both the LDF and IDP should contain implementation plans which identify the following:
  - a) where strategic developments sit geographically within the county;
  - b) when they are anticipated to be needed;
  - c) what infrastructure projects are associated with those developments;
  - d) whether their implementation needs to lead or lag the developments;
  - e) who is responsible for their implementation (NOTE: Not all projects in the IDP are the responsibility of the Council to deliver)
19. This will enable developments to be identified against localities and for a timeline view of developments planned within an area to be built and maintained as part of the annual update cycle of the IDP.
20. The Group consider that this approach will also allow the segmentation of the three interlinked strategic documents (LDF/CIL/IDP) into fixed timeframes. This will assist in setting CIL rates for the near-term timeframe with a degree of confidence, supported by the current evidence base. It will also allow all stakeholders to see when future rate reviews are planned so that they can make allowance for possible

variations in charging rates in negotiations on future developments. This will assist both in managing development timescales and in reduce uncertainty regarding development cost/profit modelling.

21. **CIL Rates:** There are a number of different ways in which CIL rates can be structured. The Charging Authority may consider setting uniform rates, because they are simple to understand and to manage. Alternatively, the Charging Authority may consider setting differential rates as a way of both optimising revenue generation and recognising variations in economic viability within the County.

22. If differential rates are set the regulations require that the geographical zones are precisely defined on an Ordnance Survey map so that it is immediately clear which charging zone any particular development is in thereby providing a developer with certainty regarding what rate they should expect to pay. The Charging Authority also needs to be mindful that complex patterns of differential rates need to be compliant with state aid regulations. Examples of approaches to the zoning of charges are given in *Table 1*

Council Name	Residential (new houses & extensions over 100sqm)		
	Differential Payment	Lowest Charge per square metre	Highest Charge per square metre
Mid Devon District Council	1 Standard Charging Zone	£90	£90
Shropshire	2 Charging Zones – Urban & Rural	£40	£80
Mid Sussex District Council	3 Charging Zones – Rural, Village & Town	£150	£235
Newark & Sherwood	7 Charging Zones	£0	£75

*Table 1: Example differential CIL rates*

23. The Group consider it to be important that infrastructure projects prioritised within the IDP are enabled by CIL. Therefore it is the responsibility of the Charging Authority to optimise the revenue generated by CIL payments, within the moderating framework of the county’s market conditions and supported by an independently assured and regularly updated evidence base.

24. The Group hasn’t been able to review the evidence collected by the Three Dragons consultants. However, the Group has heard evidence that would strongly suggest that there are varying degrees of development viability across the County. It is therefore recommended that the Council implement a differential CIL rate approach in Herefordshire. Differential CIL rates would require a charging matrix to be created which prescribes the CIL rate to be applied to specific developments according to a variety of assessment criteria.

25. The criteria associated with setting of differential CIL rates may include the following:

- a) The geographical market area e.g. Locality - this will be specific to the general location of a development

- b) Any development zoning defined within the Locality e.g. Urban, Village, Rural – this will be specific to the particular location of a development
  - c) The development type, e.g. residential, employment, retail, agricultural, etc. – this will be specific to the nature of a development
26. In developing differential rates it will be important to include sufficient variables in the charging mechanism to reflect the range of market conditions within the County. However, it must also be borne in mind that the more variables introduced into the charging mechanism the more complex the process will be both to administer and to communicate to developers and land owners as indicated by the table above.
27. There may be two or more localities in Herefordshire which have similar market conditions and may therefore be able to use a common set of differential rates – which would make the system easier to administer. However, the evidence base is not currently available to enable this report to make specific recommendations regarding a CIL charging matrix. The Group consider it important that the evidence base is examined before making any detailed recommendations on a differential CIL charging matrix for Herefordshire.
28. **Recommendation: - that a differential rates approach, in terms of both areas and zoning within areas, be taken to setting CIL in Herefordshire.**
29. **Recommendation: - that this Task & Finish Group be recommissioned early in 2013 to review the available documentation, engage with stakeholders on the proposed charging schedule and make recommendations.**

**Q2 - Examine whether charges should be applied for some types of development, or for all.**

30. The Regulations allow the Authority to vary CIL rates according to the intended uses of development (e.g. residential, retail, business, etc.) across their charging area provided that the different rates can be justified by a comparative assessment of the economic viability of those categories of development. Where the Authority has applied differential rates in this way, the charging schedule should reflect those rates by reference to the appropriate use categories.
31. The Charging Authority should not exempt or set a zero rate for a particular zone or category of development from CIL, unless it can demonstrate that this is justifiable in economic viability terms and aligns with the guidance already in place on Income and Charging.
32. **Recommendation – That the guidelines set out in the Income & Charging Review be applied to the application of CIL rates.**
33. **Recommendation - It is important to include all types of development in the CIL charging framework – although some categories may be given a £Nil rate in a particular charging timeframe.**
34. **Phasing of CIL Payments:** CIL payments must be paid. They are not negotiable. It is therefore vital that when setting its payment schedule the Charging Authority is open and transparent about how the charges will be imposed (e.g. the percentage

payable at any defined key point in the development) and sensitive to the type and scale of the likely development so as not to make the development unviable. The Charging Authority has to get the payment schedule right first time.

35. Once set, the phasing of the payment schedule against the staged completion of a development will have a significant impact on the cash-flow of the developer and ultimately the viability of the development in the round. Examples of payment phasing adopted in other authorities are given in *Table 2*.

Council Name	Details of Payment Phasing		
	Phasing Criteria	Phases	Schedule of Payment Instalments
Bath & North East Somerset	Up to £35,000	1	100% within 60 days of commencement
	Greater than £35,000	3	33% within 60 days of commencement 33% within 12 calendar months after commencement 34% within 18 calendar months after commencement
Newark & Sherwood	Less than £50,000	1	100% within 60 days of commencement
	£50,000 to £250,000	2	25% within 90 days of commencement 75% within 270 days of commencement
	Greater than £250,000	4	25% within 90 days of commencement 25% within 180 days of commencement 25% within 360 days of commencement 25% within 540 days of commencement
Shropshire Council	1 dwelling	2	15% within 60 days of commencement 85% within 270 days of commencement
	2 – 4 dwellings	3	15% within 60 days of commencement 20% within 270 days of commencement 65% within 365 days of commencement
	5 – 25 dwellings	3	15% within 60 days of commencement 25% within 270 days of commencement 60% within 365 days of commencement
	26+	2	25% within 60 days of commencement 75% within 365 days of commencement
Huntingdonshire	Less than £16,000	1	100% within 120 days of commencement
	£16,000 to £50,000	3	25% within 120 days of commencement 50% within 210 days of commencement 25% within 270 days of commencement
	£50,000 to £100,000	3	25% within 120 days of commencement 50% within 240 days of commencement 25% within 365 days of commencement
	£100,000 to £500,000	3	25% within 150 days of commencement 25% within 300 days of commencement 25% within 450 days of commencement
	Greater than £500,000	3	25% within 180 days of commencement 50% within 450 days of commencement 25% within 720 days of commencement

*Table 2: Examples of CIL payment phasing policies*

36. The Group consider this to be an important aspect of the successful implementation of CIL and **Recommend - That this Task & Finish Group be re-commissioned early in 2013 to review the available documentation, and to engage with local**



**stakeholders on the options for phasing of CIL payments before making further recommendations.**

37. **Apportionment of CIL:** The implementation of CIL needs to be undertaken in a manner which encourages positive behaviours in all stakeholder groups. This includes the local communities and the parish councils hosting the developments, as well as landowners, financiers and developers.
38. Once collected, CIL needs to be apportioned against a variety of activities. How this is done will have a huge impact on how CIL and the whole development strategy for the county as a whole is perceived by local communities across the county.
39. There are now a few CIL models around the country and some, due to local circumstances, seem quite complex. However Shropshire, has implemented a more straight forward model which appears well aligned to the needs of Herefordshire.
40. The Group were most impressed by the positive behaviours engendered in local communities, and the contribution this makes to realising county level strategies, that has been enabled by the approach to CIL implementation adopted in Shropshire. Their astute model both delivers major top-down infrastructure projects and encourages community support for bottom-up local developments by the way in which they have handled the apportionment of CIL and the Locality planning of infrastructure projects.
41. To drive positive behaviours in the 'Shropshire model' they assign even major infrastructure projects to the Localities in which they are sited; and these are then contributed to by the 77% portion of the total CIL payment from any development that is retained in that Locality.

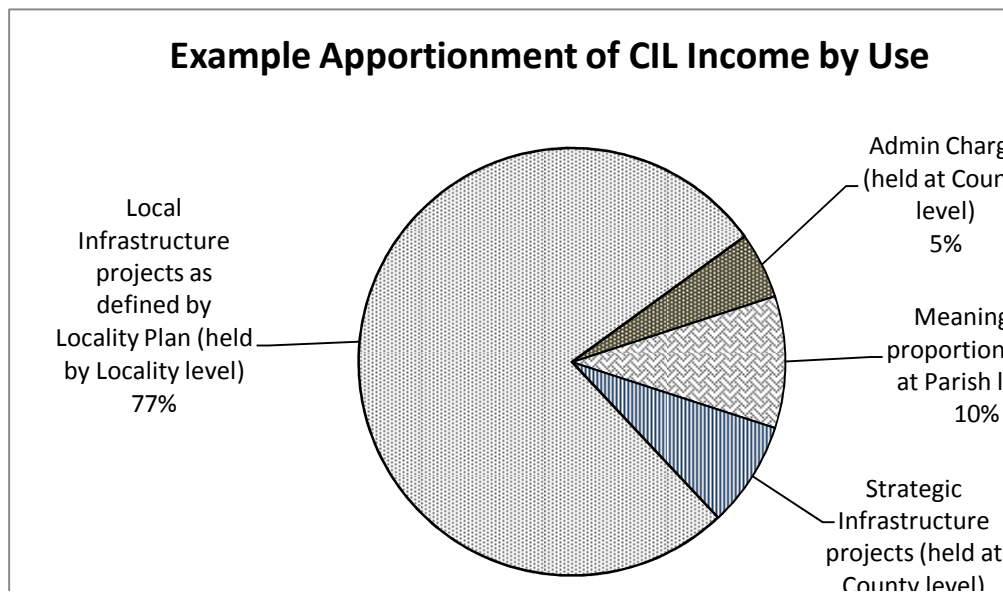


Figure 2: CIL apportionment to use category and level of local government

42. In Shropshire, they assign 5% of any CIL payment to overall administration and 10% as the 'meaningful proportion' of the CIL required by legislation to be returned to the parish in which the development takes place. Of the remaining 85%, 90% of it is

retained at a 'Locality' level, with only 10% going towards county-level strategic infrastructure projects.

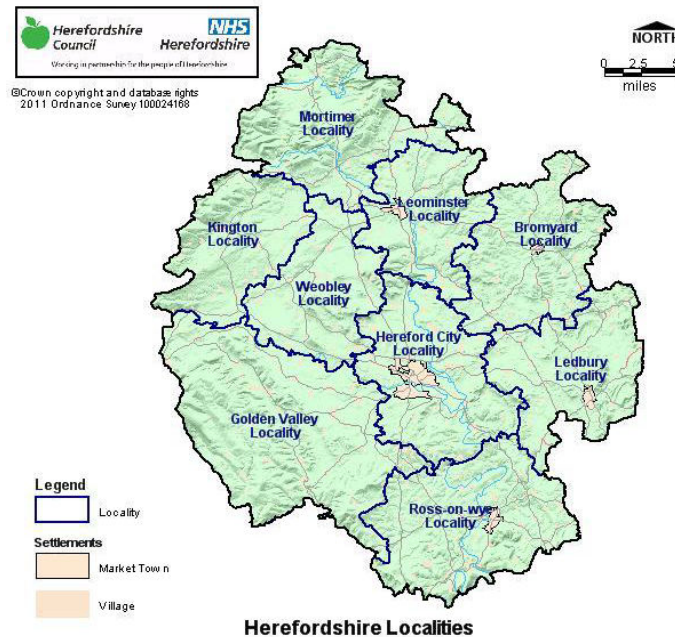


Figure 3: Herefordshire Localities

43. This approach requires that each Locality develop an area plan which is refreshed annually to reflect the infrastructure projects which are proposed for the coming year. These are then aggregated and used to update the county level IDP – which is required by legislation. The currently defined Herefordshire Localities are given in *Figure 3*.
44. In addition to strategic developments which are assigned to their Localities, local communities are actively coming forward to propose development projects in the villages and rural areas – where they are starting to see the resulting CIL being an important enabler for local community projects.
45. The Group consider that this is an important point for the Charging Authority to address. Roughly a third of the total development planned for Herefordshire over the next 20 years in the LDF is expected to be small scale developments, infill projects and individual dwellings built across and throughout the whole county, evolving out of local need. It is important to have mechanisms in place which will actively encourage the bringing forward of this development. It is also important to have CIL, and the infrastructure projects it funds, regarded in a positive light across the county as this will reduce resistance to these developments and will increase local 'ownership' of the county level plans.
46. **Recommendation - That a Locality-based approach to managing both the encouragement of development and the implementation and ownership of infrastructure projects – including those designated as 'strategic' at county level, is recommended for Herefordshire.**

**Q3 - Examine whether charging regimes could relate to building sustainability as part of a wider encouragement for improved building efficiency standards**

47. The Group consider that economic conditions and changing social priorities make it essential that the council delivers on its targets for affordable and social housing, perhaps even to exceed those targets. In addition the Group is concerned that housing built from now on is both affordable to buy/rent and also affordable to live in. The layout of houses on building plots, their roof geometry and aspect and their overall build to advanced standards of energy efficiency while delivering low impact on local resource and utilities are all crucial to the sustainable nature of the county's future housing stock.
48. **Recommendation - To ensure that the implementation of CIL encourages and supports the Councils targets for affordable and social housing and advances the standards of building sustainability of the county's housing stock.**
49. In addition, the Group recommends that careful consideration should be given to the creation of a special development category for high energy efficient, lifetime sustainable developments by the setting of a CIL rate that reflects the increased up-front cost of developments which meet these higher build standards. By implementing this via the means of a special development category the Group believe it will encourage this type of industry sector within the County.
50. **Recommendation – That a special development category be included in the CIL rate recognising high energy efficient, lifetime sustainable developments.**

**Q4 - Examine and understand the transitional arrangements that will be required between Section 106 agreements and the introduction of CIL.**

51. Traditionally Section 106 agreements have been applied to the more substantial developments which involve professional developers who are aware of the Section 106 system. While larger developers will be involved in the CIL process it is likely that smaller developers will become increasingly involved as buildings are extended or small developments over 100 square metres take place. It is therefore important that the Charging Authority policy on CIL is open, transparent and clear and provides good advice as early in the development process as possible.
52. **Recommendation – That a communication plan and workshops be instigated in advance of the implementation date to ensure that clear advice is available to both the development industry and the general public.**

**Other Matters**

53. The Group has sought assurance that the council has the software tools, staff cover and processes in place to enable the implementation of CIL to be handled effectively and efficiently. That assurance has been given, but has not been tested as part of this review.

54. The Group identified the need to set up an Infrastructure Delivery Working Group to oversee the delivery of CIL. A mechanism to deal with any appeals that may arise may also be required.
55. The Group also recognises that CIL management is an important area both in terms of the Council's ability to manage its own resources and to provide transparency to both the developers and the public alike. The Group has been briefed by the Planning Obligations Manager on the current arrangements for managing Section 106 monies, and is satisfied that these systems are both robust and effective. It was however clear that different mechanisms will need to be introduced once CIL is in place to project manage major infrastructure schemes, to provide annual statements, and to ensure a correct and sustainable balance between debt repayment and CIL payments.
56. In the timeframe of this review, the Group has not been able to obtain clear guidance on how the use of CIL payments will operate with respect to the other mechanisms open to the council for raising funds to pay for infrastructure projects. The way in which the cost of infrastructure projects are budgeted for and managed will have a major bearing on how CIL can be used at local and at county levels to enable community and more strategic infrastructure investments.
57. The group considers that this is an important area of discussion which may well impact on how infrastructure projects are scheduled in the IDP, and how the payment schedule for development projects can be phased. The group recommends that this is a subject which is investigated in more detail when the group is recommissioned to address outstanding questions in the New Year.
- 58. Recommendation – That the question of how the cost of infrastructure projects are budgeted for and managed be investigated in more detail when the Task & Finish Group is recommissioned.**

The Recommendations contained in this report This table needs updating:

Paragraph No	
28	<b>Recommendation: - that a differential rates approach, in terms of both areas and zoning within areas, be taken to setting CIL in Herefordshire.</b>
29	<b>Recommendation: - that this Task &amp; Finish Group be recommissioned early in 2013 to review the available documentation, engage with stakeholders on the proposed charging schedule and make recommendations.</b>
32	<b>Recommendation – That the guidelines set out in the Income &amp; Charging Review be applied to the application of CIL rates.</b>
33	<b>Recommendation - It is important to include all types of development in the CIL charging framework – although some categories may be given a £Nil rate in a particular charging timeframe.</b>

36	<b>Recommend - That this Task &amp; Finish Group be re-commissioned early in 2013 to review the available documentation, and to engage with local stakeholders on the options for phasing of CIL payments before making further recommendations.</b>
46	<b>Recommendation - That a Locality-based approach to managing both the encouragement of development and the implementation and ownership of infrastructure projects – including those designated as ‘strategic’ at county level, is recommended for Herefordshire.</b>
48	<b>Recommendation - To ensure that the implementation of CIL encourages and supports the Councils targets for affordable and social housing and advances the standards of building sustainability of the county’s housing stock.</b>
50	<b>Recommendation – That a special development category be included in the CIL rate recognising high energy efficient, lifetime sustainable developments.</b>
52	<b>Recommendation – That a communication plan and workshops be instigated in advance of the implementation date to ensure that clear advice is available to both the development industry and the general public.</b>
58	<b>Recommendation – That the question of how the cost of infrastructure projects are budgeted for and managed be investigated in more detail when the Task &amp; Finish Group is re-commissioned.</b>

## Examples of Infrastructure

1. The term “infrastructure”, in this instance, is used in its broadest sense to mean any service or facility that supports the county and its population. It includes but is not restricted to the following:

- a. Table 1.1 Defining Infrastructure

Physical Infrastructure	Social Infrastructure	Green Infrastructure
Road Improvements and Travel Management	Affordable housing - social rented/intermediate	Parks
Rail	Education - Nursery and pre-school; primary, secondary; further education, higher education, adult education	Children’s play areas
Buses and other Public Transport	Health - Hospitals; Health centres/GP surgeries; Public health and prevention	Sports pitches and ball courts
Cycle Network	Community services - Libraries, Community centres, Youth services, Social services/over-50s/support, police, fire & rescue, ambulance, cemeteries and crematoria, courts, prisons, hostels, places of worship, post offices, Children’s centres; special needs and disability	Country parks & Accessible Natural Green space
Footway Improvements	Public Art and Public Realm	Green public realm
Car Parking	Sport and Recreational Facilities	Allotments
Gas and Electricity generation and provision	Culture - Museum/galleries, Theatres / Venues, Cinemas, events, festivals and town centre programmes, Markets	Public Rights of Way
Water supply, waste water treatment, drainage, flood defences		Rivers
Telecommunications e.g. broadband		Canals

<b>TITLE OF REVIEW:</b>	<b>Community Infrastructure Levy</b>
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## ***SCOPING***

### **Reason for Enquiry**

To assist in the formulation of the Community Infrastructure Levy (CIL) policy and rates throughout the County.

### **Links to the Community Strategy**

The review contributes to the following objectives contained in the Herefordshire Sustainable Community Strategy, including the Council's Corporate Plan and other key plans or strategies:

### **Summary of Review and Terms of Reference**

#### **Summary**

This review is to consider the setting of the Community Infrastructure Levy in the County.

#### **Terms of Reference**

- To review national guidance and best practice on the issue.
- To review the applicability of CIL charging regimes elsewhere in the UK to Herefordshire.
- To make recommendations to the Cabinet for the scope/scale/geographic applicability of the CIL.

### **What will NOT be included**

- Input into the evolving Local Development Framework (although the group will need to be kept advised of relevant progress and to comment on areas of concern).
- Scrutiny of national legislation or guidance.

### **Potential outcomes**

To

- Influence the setting of the CIL within the County.
- Assess the applicability of recently introduced CIL models elsewhere in the UK to Herefordshire.

### Key questions

To

- Examine appropriate CIL charging rates, and the effect on these rates on the viability of development in the County.
- Examine whether charges should be applied for some types of development, or for all.
- Examine whether charging regimes could relate to building sustainability as part of a wider encouragement for improved building efficiency standards.
- Examine whether different CIL rates should be applied in different parts of the County.
- Examine and understand the transitional arrangements that will be required between Section 106 agreements and the introduction of CIL.

### Cabinet Member (s)

Councillor Russell B Hamilton

### Key Stakeholders/Consultees

- Community Groups in Herefordshire.
- Development Industry / land owners.
- Highways Agency.
- Infrastructure Providers (including Environment Agency).

### Potential Witnesses

- Community representatives from other counties.
- Landowners/agents involved in proposed strategic sites.
- Technical experts (Highways Agency / Environment Agency).
- Retained consultants (Three Dragons).

### Research Required

Largely completed – national legislation / other authorities work.

### Potential Visits

To

- Shropshire
- Newark and Sherwood



**Publicity Requirements**

Launch of Review  
 During Review  
 Publication of the Review and its recommendations  
 Herefordshire Matters

**Outline Timetable (following decision by the Overview and Scrutiny Committee to commission the Review)**

<i>Activity</i>	<i>Timescale</i>
Collect current available data for circulation to Group prior to first meeting of the Group.	Completed
Confirm approach, programme of consultation/research/provisional witnesses/meeting dates	First meeting of the Review Group. Early September 2012
Collect outstanding data	Early September 2012
Analysis of data	
Final confirmation of interviews of witnesses	
Carry out programme of interviews	Early October 2012
Agree programme of site visits as appropriate	Early October 2012
Undertake site visits as appropriate	Early October 2012
Present interim report to Overview and Scrutiny Committee, if appropriate.	
Final analysis of data and witness evidence	
Prepare options/recommendations	
Present Final report to Overview and Scrutiny Committee	
Present options/recommendations to Cabinet (or Cabinet Member (s))	
Cabinet/Cabinet Member (s) response (Within 2 months of receipt of Group's report)	
Consideration of Executive's response by the Overview and Scrutiny Committee.	
Monitoring of Implementation of agreed recommendations (within six months of Executive's response)	
<b>Members</b>	<b>Support Officers –</b> Yvonne Coleman, Planning Obligations Manager. Siobhan Riddle, Senior Planning Officer.
<b>Councillors:</b> Cllr EPJ Harvey (Chairman of Review Group) Cllr BA Durkin Cllr J Hardwick Cllr MAF Hubbard Cllr GR Swinford	<b>Lead Support Officer –</b> Andrew Ashcroft – Assistant Director Economic, Environment & Cultural Services.  <b>Democratic Services Representative</b> Paul James – Democratic Services Officer

### Evidence and Interviews

Documents in initial briefing pack:

(Note many of these documents are available from the respective web sites)

Doc No.	
1	Communities and Local Government – The Community Infrastructure Levy (CIL) Summary
2	Newark & Sherwood District Council - CIL
3	Newark & Sherwood District Council – CIL Charging Schedule including Instalment Policy
4	Newark & Sherwood District Council – List of CIL Funded Projects (Reg.123)
5	Newark & Sherwood District Council – CIL Form Form to Accompany Planning Application Form
6	Newark & Sherwood District Council – CIL Form 2 Assumption of Liability Notice of Chargeable Development
7	Newark & Sherwood District Council – CIL Form 3 Liability Notice (Reg 65)
8	Newark & Sherwood District Council – CIL Form 4 Claim for Relief (Affordable Housing or Charitable Purposes)
9	Newark & Sherwood District Council – CIL Form 5 Commencement Notice (Reg 69)
10	Newark & Sherwood District Council – CIL Form 6 Demand Notice (Reg 69)
11	Newark & Sherwood District Council – CIL Appeals Procedure Note
12	Newark & Sherwood District Council – Paying CIL in the form of land note
13	Newark & Sherwood District Council –CIL Guide – Newark & Sherwood
14	Shropshire Council – Community Infrastructure Levy
15	Shropshire Council –CIL Form 0 v3
16	Shropshire Council –CIL Form Guidance note v3
17	Shropshire Council – CIL Form 1 assumption of liability
18	Shropshire Council – CIL Form 2 claiming exemption and or relief
19	Shropshire Council – CIL Form 3 withdrawal of assumption of liability
20	Shropshire Council – CIL Form 4 transfer of assumed liability
21	Shropshire Council – CIL Form 6 commencement notice
22	Shropshire Council – Guide to CIL relief
23	Shropshire Council – Notification of CIL relief
24	Shropshire Council – Instalment Policy
25	Shropshire Council – CIL FAQ for communities April
26	Shropshire Council – CIL Detailed notes for applicants April 2012
27	Shropshire Council – CIL Reg 123 list for April 2012
28	Shropshire Council – Shropshire CIL Charging Schedule
29	Herefordshire Council: Economic Viability Assessment Final Report – June 2011 Three Dragons and Roger Tym & Partners
30	CIL Charges – by various Councils (Charging Authorities)
31	FAQ's about the CIL

Documents received during the Review:

A	Members seminar 6 September (postponed) PowerPoint presentation 'Community Infrastructure Levy'
B	Comments on Scoping for CIL (LC August 2012) from Cllr Chave
C	Comments for T&FG – CIL meeting 17 September 2012 from Cllr Chave.
D	Link to the DCLG website to an overview of the CIL. (e-mail from Y Coleman 19.9.12)
E	List of examples of 'infrastructure' (e-mail from Y Coleman 19.9.12)
F	Draft Herefordshire Core Strategy Infrastructure Delivery Programme.
G	Torbay Council – CIL – Preliminary draft Charging schedule consultation document – Dec 2011.
H	List of Local Authority (collection authority) 'Phasing Amounts' (Bristol; Bath & North East Somerset; Shropshire; Huntingdonshire).
I	Article in on line publication 'Planning' by Jamie Carpenter 'Official hints that CIL will not fund affordable homes'. (e-mail from Y Coleman 14.10.12)
J	CIL Charging Comparisons – various charging authorities (excel sheets)
K	Flip chart notes of meeting 29 October 2012
L	PowerPoint presentation by Lin Cousins, Three Dragons, to the meeting on 10 October with some post meeting updating.

Interviews have been held with:

Shropshire Council – a visit was undertaken on Monday 8 October 2012.
Lin Cousins, Three Dragons Consultancy – Wednesday 10 October 2012.
Jane Thomas, Strategic Housing Manager, and Hayley Crane, Housing Development Officer – Wednesday 10 October 2012.