

Cheltenham Community Infrastructure Levy (CIL) Neighbourhood Panel

Terms of Reference Updated 2025

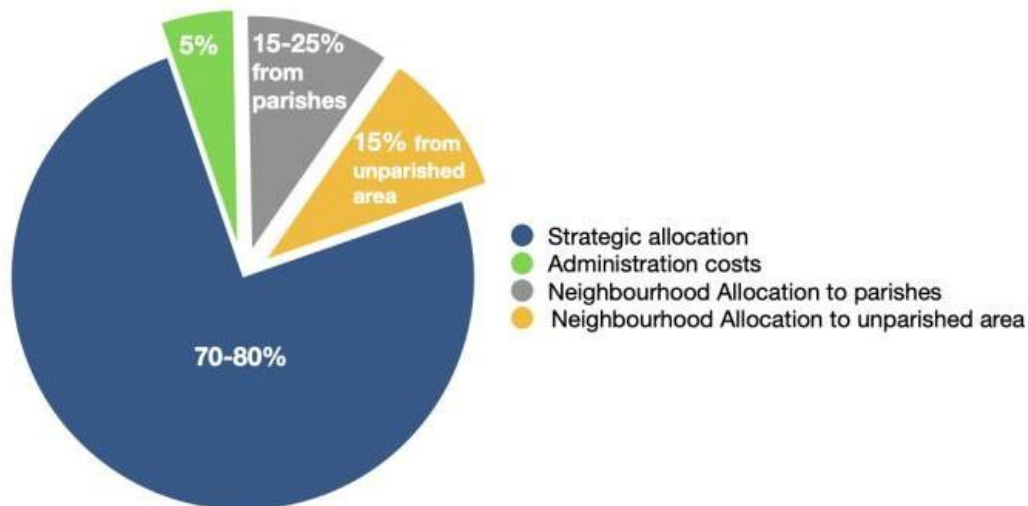
| Version | Circulation | Date |
|---------|---|----------|
| 1 | First draft | 15/11/22 |
| 1 | Review by Cabinet Portfolio member/Onelegal | 21/11/22 |
| 1 | Shared with Leadership Team/circulated to report sign offs | 21/11/22 |
| 2 | V2 incorporating comments to date shared with MH | 24/11/22 |
| 3 | V3 shared with Cabinet Portfolio member/Onelegal | 5/12/22 |
| 4 | Final draft V5 | 6/12/22 |
| 5 | Revised Draft (V 6) for 2025 allocation round, discussed with Neighbourhood Panel members | 5/3/25 |
| 6 | Agreed V6 with Cabinet Portfolio member and member decision prepared, | 26/3/25 |
| 7 | Published as version 7 with Member decision | |

1. Introduction

Cheltenham Borough Council is a CIL charging authority and approved the introduction of CIL October 2018 with the commencement of charging on planning applications granted permission on or after 1st January 2019.

Since 2019 the CIL pot has been slowly growing and values received reported annually via the council's statutory Infrastructure Funding Statement, submitted to government.

In line with CIL regulations, CIL is allocated according to national regulations along the following split.



These terms of reference relate to the allocation guided by Regulation 59F Neighbourhood Fund for non-parished areas for the Cheltenham CIL Neighbourhood Panel and relate only to the operation of that group. The purpose of the group is to serve as a forum that makes recommendations on the allocation to Cabinet to support the formal decision-making process in line with the constitution.

It is not a decision-making body.

2. Composition and purpose

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| Membership | <p>Chair: Agreed from membership of the Cheltenham CIL Neighbourhood Panel</p> <p>Membership: will be proportionate from the non parished area with named elected representatives nominated via Group Leaders.</p> <p>The panel will be facilitated by the Director of Communities & Economic Development and invited will be the Cabinet Portfolio member, Community Infrastructure Levy Manager, Head of Community, Wellbeing & Partnerships and the Participation and Engagement Lead.</p> |
| Developing neighbourhood CIL projects for investment | <ul style="list-style-type: none"> • Consultation and engagement process to allow ward members and community organisations to present projects to be considered/explored as part of a live list of potential CIL investment projects submitted via Expression of Interest exercise undertaken annually • CBC officer team to contribute to identification of projects to be considered/explored as part of a live list of potential Neighbourhood CIL investment projects • Principles which underpin allocation of funds, including a fair geographical distribution of awards within the areas impacted by development and key priorities for the Council including tackling deprivation and climate change • Clear demonstration of how the benefits of the project will be sustained in the long term, including any longer-term revenue implications. |
| Operation and decision making | <ul style="list-style-type: none"> • The Cheltenham CIL Neighbourhood Panel will have no delegated authority to make any decisions or commitments. Its responsibilities will be to identify a priority list of projects for investment informed by a live list of potential CIL investment projects and recommend to Cabinet for approval. • Neighbourhood allocation ring fenced for non-parished areas. Any proposal for investment outside non-parished areas will need to be on an exceptional basis and clearly define the demonstrable benefit to those non-parished communities. • The default position will be for the Cheltenham CIL Neighbourhood Panel to advertise 2 funding rounds per annum, but the Panel may choose to defer calls for Expressions of Interest and recommendations to Cabinet dependent on priorities and Neighbourhood CIL allocation funds available. • Recommendation for spending will be in accordance with the CIL Regulations and government guidance on CIL. • Meeting frequency will be linked to the number of Expressions of Interest received and level of the Neighbourhood funding allocation. Meetings will be arranged to enable effective recommendations to be presented to Cabinet. Meetings will be convened to: <ul style="list-style-type: none"> ○ Review Expressions of Interest submitted and update the priority list of projects for investment ○ Prepare recommendations to Cabinet ○ Ensure members receive appropriate training in relation to any changes in CIL regulations |

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| Monitoring and scrutiny | <ul style="list-style-type: none"> • The recommendation meeting of the Neighbourhood panel will be held in public to ensure all recommendations are transparent and open to scrutiny • The Cabinet Member Planning & Building Control will attend Overview and Scrutiny once a year to answer questions on the decisions over allocations and to present a report evidencing the impact of allocations made with the investment. • Schemes should not have any unacceptable revenue or capital implications on the Council or any other body |
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3. Outcomes

The Cheltenham CIL Neighbourhood Panel will:

- Review all completed expressions of interest
- Develop a live list of potential Neighbourhood CIL investment projects
- Prioritise the live list of potential CIL investment projects against the impacts arising from development and the wider priorities of the Council to develop a priority list of projects for investment
- Make a clear recommendation to Cabinet for decision making
- Keep training on CIL up to date.

Appendix 1: Map of non-parished areas

The map below shows the extent of the non-parished areas of Cheltenham

The following 9 wards are **wholly** non-parished

- All Saints
- Benhall and Reddings
- College
- St Marks
- Hesters Way
- Lansdown
- Springbank
- St Pauls
- St Peters

The following 6 wards are **partly** non-parished

- Charlton Park,
- Battledown,
- Oakley, Park,
- Pittville,
- Swindon Village
- Warden Hill

