

30/11/16

REGENERATION & QUALITY COUNCIL SUB-COMMITTEE  
17 OCTOBER 2016

MINUTES of the MEETING of the REGENERATION & QUALITY COUNCIL SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on MONDAY 17 OCTOBER 2016 at 7.00PM

- PRESENT:** Councillor B E Read (Chairman)  
Councillor R J Lees (Vice-Chairman)  
Councillor Mrs S P Butterfill  
Councillor P M Harman  
Councillor J A Hayes  
Councillor D J Mote  
Councillor B R Parry
- ALSO PRESENT:** Rev. Bonnie Appleton, Diocese of Rochester  
Ian Sesnan, Diocese of Rochester  
Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO
- ABSENT:** None

**213/16-17. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillor Mrs L C Howes.

**214/16-17. SUBSTITUTES.**

There were none.

**215/16-17. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

**216/16-17. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**217/16-17. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 MARCH 2007.**

**Recommended:** The Minutes of the meeting held on 2 March 2007 were confirmed and signed as a true record.

**218/16-17. PROPOSAL FOR A YOUTH COMMUNITY WORKER (OR DETACHED WORKER) FOR SWANSCOMBE – DIOCESE OF ROCHESTER).**

The Chairman welcomed Rev Appleton and Mr Sesnan to the meeting.

Further to minute 172/16-17 Members considered the additional information, supplied by Rev. Appleton in response to an enquiry by the Town Clerk that had previously been emailed to all members on 5 September 2016.

Members discussed the proposal with Rev. Appleton and Mr Sesnan and agreed that it was important that the Town Council should be a stakeholder in the project as it encompassed the communities' throughout the Town, both old and new.

**Recommended:** That the project be endorsed and that the Town Council makes provision to fund the project over a 3 year period (from April 2017) as indicated in the report.

219/16-17. **RE-NAMING OF THE SUB-COMMITTEE.**

As the Quality Council Award Scheme had been superseded by the Local Councils Award Scheme Members felt the sub-committees name and Terms of Reference should reflect this and it was agreed:

**Recommended:** That the Sub-Committee be re-named "Regeneration and Quality Sub-Committee."

220/16-17. **REVIEW OF APPROACH TO THE LOCAL COUNCIL AWARDS SCHEME.**

After a discussion regarding the content of the "Guide to the Local Council Award Scheme" and the merits of accreditation schemes it was agreed:

**Recommended:** That the Town Council provides the planning and resources to submit an application for the Foundation level accreditation over 2017 – 2018 and, dependant on the outcome of this, that the Sub-Committee considers the Quality level accreditation for 2018 – 2019.

There being no further business, the Meeting closed at 7.45 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)

Graham Blew

**From:** Tania Smith <Tania.Smith@dartford.gov.uk>  
**Sent:** 08 September 2016 12:41  
**To:** Graham Blew  
**Subject:** RE: Enquiry : Dartford CIL Receipts - EDC



Graham

As I set out in my email of the 3/5/2016 there is a significant amount of development in the Swanscombe and Greenhithe area that already has planning consent and will therefore not be subject to CIL. However I do envisage further development coming forward in the future that will be subject to a CIL charge. Dartford's CIL schedule applies to all applicable development in the Swanscombe and Greenhithe area including the EDC.

Dartford Borough Council is currently liaising with the EDC regarding the collection process for any future CIL liable development within the EDC area. The collection authority must transfer all CIL monies collected within the EDC area to the Town Council in accordance with CIL Regulations, where CIL has been collected from development in the area. This is likely to be twice yearly as has the practice applied up to now.

I trust the above information sufficiently responds to your Members query.

Regards  
Tania

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**From:** Graham Blew [mailto:graham.blew@swanscombeandgreenhithetowncouncil.gov.uk]  
**Sent:** 08 September 2016 12:11  
**To:** Tania Smith  
**Subject:** Enquiry : Dartford CIL Receipts - EDC  
**Importance:** High

Dear Tania

Our Planning, Major Developments, Transportation & the Environment Committee have asked for clarification as to :-

1. Whether CiL is applicable to developments within the Ebbsfleet Development Corporation boundaries and
2. If so what is the process for this being allocated to the Town Council?

Thanks.

Yours sincerely,

Graham Blew  
Town Clerk

SWANSCOMBE & GREENHITHE TOWN COUNCIL  
Council Offices | The Grove | Swanscombe | Kent | DA10 0GA.  
Tel: 01322 385513 | Fax: 01322 385849  
www.swanscombeandgreenhithetowncouncil.gov.uk

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**From:** Tania Smith [<mailto:Tania.Smith@dartford.gov.uk>]  
**Sent:** 03 May 2016 11:00  
**To:** Graham Blew <[graham.blew@swanscombeandgreenhithetowncouncil.gov.uk](mailto:graham.blew@swanscombeandgreenhithetowncouncil.gov.uk)>  
**Subject:** Stone, Sutton at Hone and Southfleet : Enquiry : Dartford Community Infrastructure Levy (CIL) Receipts Town and Parish Council

Graham

Three town and parish councils received a CIL neighbourhood proportion in the period Oct to March.

Stone  
Sutton at Hone  
Southfleet

In addition the Council has retained a proportion from CIL liable development in unparished areas that have paid the charge in the period. This will be applied to local projects in those areas in the future.

Full details will be provided in the Council's CIL annual report.

For your information looking through our CIL records there are a very limited number of developments that are CIL liable and not subject to exemption in the Swanscombe and Greenhithe area at this point. However as you are aware there is a significant amount of development with planning consent and a variety of S106 requirements, that are now coming forward.

Regards  
Tania

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**From:** Graham Blew [<mailto:graham.blew@swanscombeandgreenhithetowncouncil.gov.uk>]  
**Sent:** 03 May 2016 10:35  
**To:** Tania Smith  
**Subject:** Enquiry : Dartford Community Infrastructure Levy (CIL) Receipts Town and Parish Council

Dear Tania

Tania

Can you advise whether any of the parishes received CiL receipts for the period 1 Oct 2015 to 31 March 2016 ?

Yours sincerely,

Graham Blew  
Town Clerk

SWANSCOMBE & GREENHITHE TOWN COUNCIL  
Council Offices | The Grove | Swanscombe | Kent | DA10 0GA.  
Tel: 01322 385513 | Fax: 01322 385849  
[www.swanscombeandgreenhithetc.kentparishes.gov.uk/](http://www.swanscombeandgreenhithetc.kentparishes.gov.uk/)

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**From:** Katie Gill [mailto:Katie.Gill@dartford.gov.uk]

**Sent:** 29 April 2016 16:27

**To:** 'Beanparishcouncil@btinternet.com' <Beanparishcouncil@btinternet.com>;  
'darenthparishcouncil@btinternet.com' <darenthparishcouncil@btinternet.com>; 'clerk-wilmingtonpc@tiscali.co.uk'  
<clerk-wilmingtonpc@tiscali.co.uk>; 'longfieldparishcouncil@btconnect.com'  
<longfieldparishcouncil@btconnect.com>; Graham Blew  
<graham.blew@swanscombeandgreenhithetowncouncil.gov.uk>

**Subject:** Dartford Community Infrastructure Levy (CIL) Receipts Town and Parish Council

Dear All,

Please find attached a letter regarding Dartford Community Infrastructure Levy: Duty to pass CIL to local councils from Tania Smith, the Council's Infrastructure Delivery Officer, for your attention and that of your Chairperson.

Please contact Tania on 01322 343103 or [tania.smith@dartford.gov.uk](mailto:tania.smith@dartford.gov.uk) if you have any queries.

Thank you.

Regards,

Katie

Katie Gill  
Planning Policy Team  
Dartford Borough Council  
01322 343213

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To: [graham.blew@swanscombeandgreenhithetowncouncil.gov.uk](mailto:graham.blew@swanscombeandgreenhithetowncouncil.gov.uk) [Remove this sender from my allow list](#)  
From: [tania.smith@dartford.gov.uk](mailto:tania.smith@dartford.gov.uk)

*You received this message because the sender is on your allow list.*

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## Regeneration Services

Please ask for: Tania Smith  
Direct Line: (01322) 343103  
Direct Fax: (01322) 343047  
E-mail: Tania.smith@dartford.gov.uk  
DX: 142726 Dartford 7

Your Ref:  
Our Ref:

Date: 29 April 2016

Dear Town or Parish Clerk

**RE: Dartford Community Infrastructure Levy: Duty to pass CIL to local councils  
CIL Regulations 2010 (amended) Regulations 59A to 59D**

Dartford Borough Council implemented the Community Infrastructure Levy for development in the Borough from 1 April 2014. All new development which incorporates new floorspace or creates a new home is liable to CIL, subject to the development type and rates set in Dartford's Charging Schedule; and provisions in national regulations.

The Council is required to pass on a proportion of CIL receipts to town and parish councils that have been received from chargeable development in their area. This will be 15% of the total applicable CIL receipts up to a maximum of £100 per dwelling (indexed) within your Council's area.

**I am writing to inform you that during the period 1 October 2015 to 31<sup>st</sup> March 2016, no CIL receipts have been received from development within your area and therefore a proportion cannot be passed to your Council.**

This position is not unusual in the early years of CIL implementation as it should be noted that CIL will only be received from developments that are liable and not eligible for relief; that have received planning consent from 1 April 2014, and; have commenced development. This means that receipts from eligible developments may not occur until three or more years after planning consent is given.

Dartford Council intends to pass on a proportion of CIL payments received, where applicable, in six month periods; one by 28<sup>th</sup> October and the other by 28<sup>th</sup> April in a given year. This is the default programme set by Regulations although a separate payment timetable can be agreed between DBC and local councils.

I would be happy to answer any queries you may have in relation to CIL and transfer of receipts to town and parish councils. Would you please bring this letter to the attention of your Chair person.

Yours sincerely

Tania Smith  
Infrastructure Delivery Officer

## Regeneration Services

Please ask for: Tania Smith  
Direct Line: (01322) 343103  
Direct Fax: (01322) 343047  
E-mail: Tania.smith@dartford.gov.uk  
DX: 142726 Dartford 7

Your Ref:  
Our Ref:

Date: 23 April 2015

Dear Town or Parish Clerk

**RE: Dartford Community Infrastructure Levy: Duty to pass CIL to local councils  
CIL Regulations 2010 (amended) Regulations 59A to 59D**

As you may be aware Dartford Borough Council implemented the Community Infrastructure Levy for development in the Borough from 1 April 2014. All new development which incorporates new floorspace or creates a new home is liable to CIL, subject to the development type and rates set in Dartford's Charging Schedule; and provisions in national regulations.

The Council is required to pass on a proportion of CIL receipts to town and parish councils that have been received from chargeable development in their area. This will be 15% of the total applicable CIL receipts up to a maximum of £100 per dwelling within your Council's area.

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This position is not unusual in the early years of CIL implementation as it should be noted that CIL will only be received from developments that are liable and not eligible for relief; that have received planning consent from 1 April 2014, and; have commenced development. This means that receipts from eligible developments may not occur until three or more years after planning consent is given.

Dartford Council intends to pass on a proportion of CIL payments received, where applicable, in six month periods; one by 28<sup>th</sup> October and the other by 28<sup>th</sup> April in a given year. This is the default programme set by Regulations although a separate payment timetable can be agreed between DBC and local councils.

I would be happy to answer any queries you may have in relation to CIL and transfer of receipts to town and parish councils. Would you please bring this letter to the attention of your chairperson.

Yours sincerely

Tania Smith  
Infrastructure Delivery Officer



## Graham Blew

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**From:** Tania Smith <Tania.Smith@dartford.gov.uk>  
**Sent:** 24 February 2015 17:42  
**To:** Graham Blew  
**Subject:** No payments yet : CiL enquiry

Graham

In response to your email regarding town/parish councils and CIL, I have set out the current position below.

1. Has any monies been made available to any of the parish/town councils within DBC from the CIL (Community Infrastructure Levy) ?  
No – details provided in 2. Below
2. If not, when is this likely to start happening?

CIL Regs (59d) sets a default of two payments per annum. One by 28<sup>th</sup> October – allocated from CIL receipts from development in a parish area between 1<sup>st</sup> April and 30<sup>th</sup> September and the other by 28<sup>th</sup> April – allocated from CIL receipts from development in a parish between 1<sup>st</sup> October to 31<sup>st</sup> March previously. The Regulations do allow separate payment timetables to be agreed between Dartford Borough Council and the parish/town council.

CIL was introduced in the district from 1<sup>st</sup> April 2014. The Council has received a limited amount of CIL receipts to date and these have only been received after the start of 2015. This is because CIL is not triggered on a development unless it:

- was granted planning consent after 1<sup>st</sup> April 2014,
- it is a type of development that is CIL liable (under national rules and the CIL Dartford Charging Schedule), and
- the development has commenced.

This means that it is usual for CIL income to be limited in the first year of introduction.

The Council will contact parish/town Council's after the 31<sup>st</sup> March (deadline – see above) to explain the procedure and to inform each whether any proportion of CIL receipts will be passed on to the council and by when. With regard to Swanscombe and Greenhithe Town Council area, I can advise you that at this stage no CIL receipts have been received from development.

3. When would a parish/town council first be made aware that any monies would be becoming available to it via CIL?

Parish/town councils will be contacted after and before the cut off dates set out in Regulations – that is after 31<sup>st</sup> March and before 28<sup>th</sup> April; and after 30<sup>th</sup> September and before 28<sup>th</sup> October. However I am currently liaising with finance colleagues regarding the specific timing of notifications, this will be in accordance with the details set out in my response above. .

Regards

Tania Smith  
Infrastructure Planner  
Dartford Borough Council  
Civic Centre  
Dartford  
DA1 1DR

01322 343103

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**From:** Marina Jowitt **On Behalf Of** Customer Services  
**Sent:** 24 February 2015 15:34  
**To:** Tania Smith  
**Subject:** FW: CiL enquiry  
**Importance:** High

Hi Tania

Please see e-mail below and reply directly.

Many thanks

*Marina Jowitt*  
Customer Service Advisor  
Dartford Borough Council  
Tel: 01322 343434  
email: [customer.services@dartford.gov.uk](mailto:customer.services@dartford.gov.uk)

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**From:** Graham Blew [<mailto:graham.blew@swanscombeandgreenhithetowncouncil.gov.uk>]  
**Sent:** 24 February 2015 11:46  
**To:** Customer Services  
**Subject:** CiL enquiry  
**Importance:** High

Dear DBC

Can you advise on the following :-

1. Has any monies been made available to any of the parish/town councils within DBC from the CiL (Community Infrastructure Levy) ?
2. If not, when is this likely to start happening?
3. When would a parish/town council first be made aware that any monies would be becoming available to it via CiL

Thank you.

Yours sincerely,

Graham Blew  
**Town Clerk**

SWANSCOMBE & GREENHITHE TOWN COUNCIL



## Community infrastructure levy

What is the Community Infrastructure Levy?

The Community Infrastructure Levy (CIL) is a charge on development that will allow Dartford Council to raise and pool contributions from developers to fund a wide range of infrastructure. It will help to pay for things such as schools, health facilities and transport improvements - all things that are necessary to support new development.

The charge applies to most new development where new floorspace is proposed of 100 square metres or more or where a new dwelling is created. The rate is set out as pounds (£) per square metre and, in Dartford, varies according to the location and type of development. The Dartford CIL **Charging Schedule** can be found under the 'How Much Will I Have to Pay' heading below.

The Dartford 123 List PDF, 96.62 KB sets out the types of infrastructure projects which may be funded by CIL and will no longer be included in S106 obligations.

CIL was introduced in the Borough on the 1st April 2014 and is applied to all relevant planning consents.

All planning applications for CIL liable development must be accompanied by the CIL Additional Information Form

Will I have to pay CIL on my development?

Development of 100 square metres or more of newly built gross internal floorspace (GIA), or which involves the creation of one or more new dwellings will normally be liable. Some buildings don't pay CIL:

- (1) Buildings which people don't normally go into or only to perform maintenance.
- (2) Conversions or mezzanines where no further additional internal area is created.

If you think your development is likely to be CIL liable you should complete this CIL Additional Information Form and submit this with your planning application.

**Deducting Existing Floorspace**

Existing floorspace on the development site which is to be demolished or have change of use can be deducted against CIL liability. This floorspace will have to have been in continuous lawful use for 6 months in the last 3 years. Full information should be supplied on the CIL Additional Information Form.

### **Exemptions and Relief**

Some development can claim exemption or relief from CIL:

(1) Development by charities for charitable purposes (subject to meeting specific criteria).

(2) Affordable housing; an application for relief must be submitted by the landowner.

To seek relief for affordable housing or for development built for charitable purposes complete this Claim Form.

(3) Self-build homes - this includes where a contractor or housebuilder is commissioned to build a home by an individual for their own use. Claim Form Part 1 and Claim Form Part 2

(4) Residential annexes - Form 8 or extensions Form 9 within the grounds of an individual's home. Claim Form.

Please note each claim will need to meet specific eligibility criteria and may require supporting documents. A claim must be submitted before commencement of the proposal.

Who pays the charge?

The responsibility to pay CIL rests with the owner(s) of the land at the time development takes place. However, others may assume liability for the payment. This is notified to the Council by completing and submitting this Assumption of Liability Form. Some kinds of exemption or relief of applications require an assumption of liability form to be completed.

How much will I have to Pay?

The charging rates for eligible development are set out in Dartford's Charging Schedule PDF, 4351.62 KB

The amount payable will depend on the relevant rate(s) and the number of square metres of new Gross Internal Area (GIA) proposed. The charge will be calculated when planning permission is given. The charge will reflect increases in construction costs since the Dartford CIL Charging Schedule was adopted in April 2014. Charges for developments that become liable for CIL during 2015 will be increased by 12.9%.

When do I have to Pay?

The Council must be served a commencement notice prior to commencing development. This must state the date when construction will begin.

The charge must be paid within 60 days of commencement but if it is a large sum, it may be possible to pay the charge over several instalments. Details are given in Dartford's Instalment Policy.PDF, 143.99 KB

The charge is a mandatory charge set at a fixed rate through a statutory process. Unlike S106, it is not negotiable. The Council has enforcement powers and penalties may apply if information is not supplied or payment is not made within the set time period.

What happens to the money raised through CIL?

Money paid by development will be pooled and used to support development in a variety of ways. Further details of income and how it has been spent can be found in the Dartford CIL Monitoring report 1st April 2014 to 31st March 2015. PDF, 116.1 KB

#### GENERAL CIL INFORMATION AND GUIDES

Please click here for Dartford's Easy Guide to CIL

For more information about CIL and how it works please see the following:

Community Infrastructure Levy Guidance

the Government's website on CIL

the Planning Portal

the Planning Advisory Service's website

How were Dartford's Levy rates set?

After two rounds of public consultation, Dartford's proposed charging rates were submitted for independent examination in August 2013.

The Examiner's Report, 14 November 2013 concluded that the rates proposed by the Council are appropriate, supported by sufficient evidence and set at a level which will not put the overall development in the Borough at risk.

[Click here for the Examiner's Report. PDF, 154.06 KB](#)

[Draft Charging Schedule PDF, 1148.2 KB with Modifications](#)

[Details on the Examination of the CIL](#)

[Preliminary Draft Charging Schedule PDF, 733.9 KB April 2012](#)

[Draft Charging Schedule document PDF, 1901.58 KB January 2013](#)

Further information is available from:

**Contact us Online or phone 01322 343213.**

- **Regulation 17 Draft Charging Schedule Representations**  
Regulation 17 Representations received on the Draft Charging Schedule Consultation 03.01.13-14.02.13:

**Community Infrastructure Levy: Regulation 123 List**

**Takes effect from 1<sup>st</sup> April 2014**

The following list sets out the types of infrastructure or projects, Dartford Borough Council may fund, wholly or in part, through Community Infrastructure Levy receipts:

- **Education facilities, including primary and secondary schools (with the exception of primary schools at Eastern Quarry and Northfleet West sub-station sites)**
- **Strategic junction and transport improvements as set out in Kent County Council Cabinet report 15 October 2012 - Kent Thameside Strategic Transport (Homes & Roads) Programme<sup>1</sup>**
- **New leisure centre/swimming pool facility or upgrading of existing facility at Dartford Town Centre**
- **Strategic cycle and pedestrian network enhancement/provision at the Darenth Valley and Thames River path (with the exception of enhancement/provision within development sites)**
- **Provision and enhancement of pedestrian bridges over the River Darent at Northern Gateway strategic site**
- **Health care facilities (excluding facilities provided at Eastern Quarry and Northfleet West sub-station sites)**

Planning obligations and S278 highways agreements may not be applied to fund the infrastructure and projects in the regulation 123 list, except for those projects or infrastructure types specifically exempted.

The inclusion of a type of infrastructure or project on the Regulation 123 list does not represent a commitment by Dartford Borough Council to fund that infrastructure or project, either in whole or part, through Community Infrastructure Levy receipts. The order does not imply a priority or preference for funding. The list will be reviewed periodically taking into account emerging infrastructure requirements to support new development within the borough.

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<sup>1</sup> <https://democracy.kent.gov.uk/documents/g3900/Public%20reports%20pack%2015th-Oct-2012%2010.00%20Cabinet.pdf?T=10>

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# Dartford Community Infrastructure - Levy -

## Approved Charging Schedule -

April 2014 -



**DARTFORD**  
BOROUGH COUNCIL

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## **Charging Schedule**

- 1.1 This is the Charging Schedule for Dartford Borough Council area and has been prepared in accordance with:
- Part 11, Planning Act 2008
  - Community Infrastructure Levy Regulations 2010
  - Community Infrastructure Levy (Amendment) Regulations 2011,12 and 13
  - Community Infrastructure Levy Guidance: Charge setting and charging schedule procedures
- 1.2 Dartford Borough Council is the Charging Authority and Collecting Authority.

## **Liability to pay CIL**

- 1.3 A chargeable development is one for which planning permission is granted and which is liable to pay CIL in accordance with the Regulations.

## **The CIL Rate**

- 1.4 The charging rates are detailed below and will be levied on most new developments or structures that people would normally use. This does not include buildings which people go into periodically for maintenance or inspection purposes. It is charged in pounds per square metre on any net additional floorspace where the gross internal area of new build is above 100 m<sup>2</sup>. However, if the development involves the creation of a new dwelling, CIL is liable on net additional floorspace even if the new gross internal area is less than 100m<sup>2</sup>. CIL is not payable on most forms of affordable housing and development for charitable purposes. The responsibility to pay the levy runs with the ownership of land on which the liable development will be situated, although CIL Regulations allow for others to assume liability. Full guidance on the levy process including exemptions are provided on the Council's website.
- 1.5 The CIL rates set out in the CIL Charging Schedule (Table, p5 below) have been derived from the viability and infrastructure work undertaken by the Council, which has enabled an appropriate balance to be struck between the desirability for CIL funding of infrastructure and the effects of CIL on the economic viability of the district as a whole. The charging rates have been agreed and adopted following independent examination.
- 1.6 In accordance with CIL Regulations the adopted rates shall be updated annually for inflation in accordance with Building Cost Information Service (BICS) of the Royal Institution of Chartered Surveyors "All in Tender Price Index".

- 1.7 In addition to CIL contributions, site or other specific infrastructure or contributions may be required through a Section 106 agreement<sup>1</sup> or as part of conditions attached to the planning consent for development. Any S106 contributions cannot be used to fund infrastructure that has been included on the list of infrastructure to be funded partially through CIL. The CIL infrastructure list can be on the Council's website. An indicative list of the types of site specific infrastructure which may be required either under S106 or through planning condition is shown in appendix 1 of the CIL Overview report.

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<sup>1</sup> Town and Country Planning Act 1990 section 106 and CIL Regulations 2010 section 122-123

### CIL Charging Rates -

Zone	Development Type	CIL Rate (per square metre)
	<b>Residential development<sup>a</sup></b>	
A	All residential development	£200
B	Residential development of less than 15 homes, providing solely market housing	£200
B	Residential development of 15 homes or more, providing a housing mix which includes a proportion of affordable housing	£100
	<b>Retail development</b>	
D	All retail development above 500sq m <sup>b</sup>	£125
C	Supermarkets/superstores (above 500 sq. m) <sup>a</sup>	£65
C and D	All other retail development	£0
	<b>Other Development Types</b>	
	Office Industrial Hotel Leisure	£25
	<b>Any development types not identified elsewhere in the schedule.</b>	£0

## Note

- <sup>a</sup> Residential development includes self-contained sheltered accommodation falling outside the definition of extra care sheltered accommodation set out below.

Extra care sheltered accommodation is self-contained properties, which are available to rent or buy. On-site care and support is provided, sometimes up to 24 hours depending on the needs of residents and emergency call response scheme. A range of communal facilities such as lounge and gardens are normally available. Definition derived from Better Homes: housing for the third age. A framework for delivering older people's accommodation across Kent and Medway August 2012.

The Council will make an assessment of residential type, to determine the rate of CIL payable, based on the definition set out above. Applicants are encouraged to seek pre-application advice to establish whether their proposal may be liable to CIL.

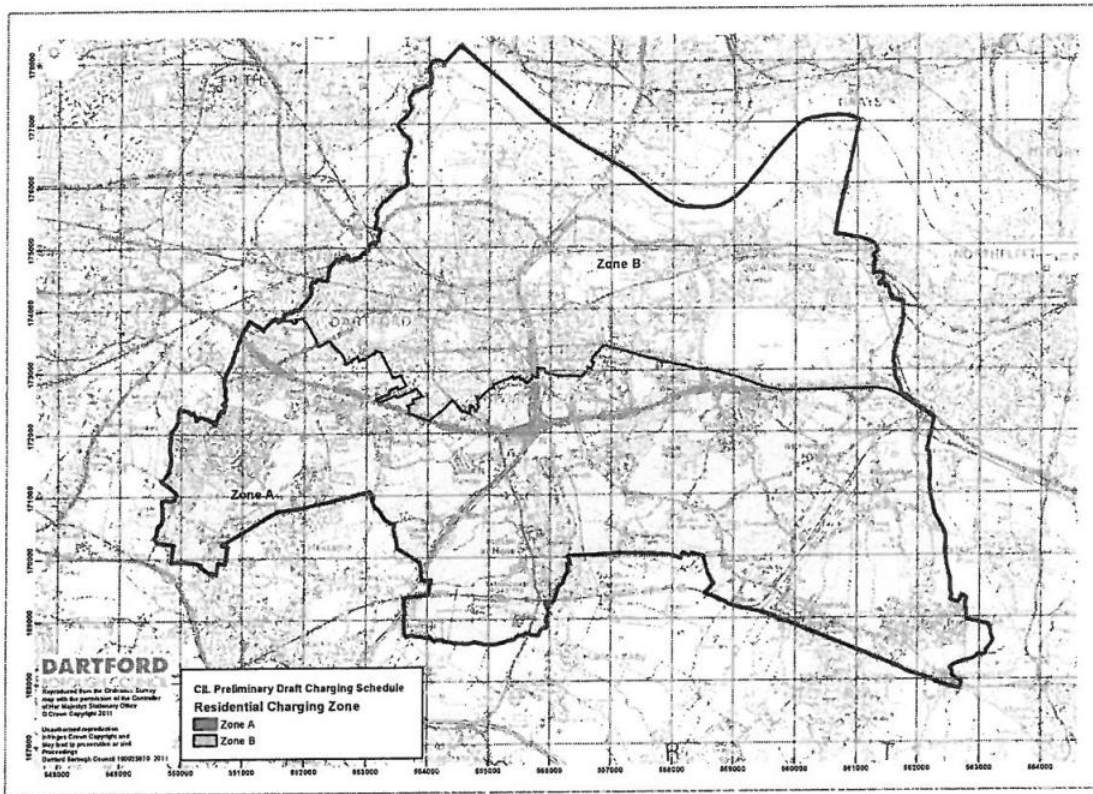
- <sup>b</sup> Retail development of over 500 sq. m includes supermarkets/superstores, retail warehousing and comparison shopping above this size threshold. Supermarkets and superstores are self-service stores selling mainly food with car parking (not necessarily dedicated). Comparison retail is the provision of items not obtained on a frequent basis including clothing, footwear, household and recreational goods. Retail warehouses specialise in sale of household goods such as DIY, carpets, furniture and electrical goods catering mainly for car-borne customers.

Retail development of 500 sq. m or less primarily takes the form of convenience retailing for the provision of everyday essential items, including food, drinks, newspapers/magazines and confectionery.

### **CIL Geographical Zones**

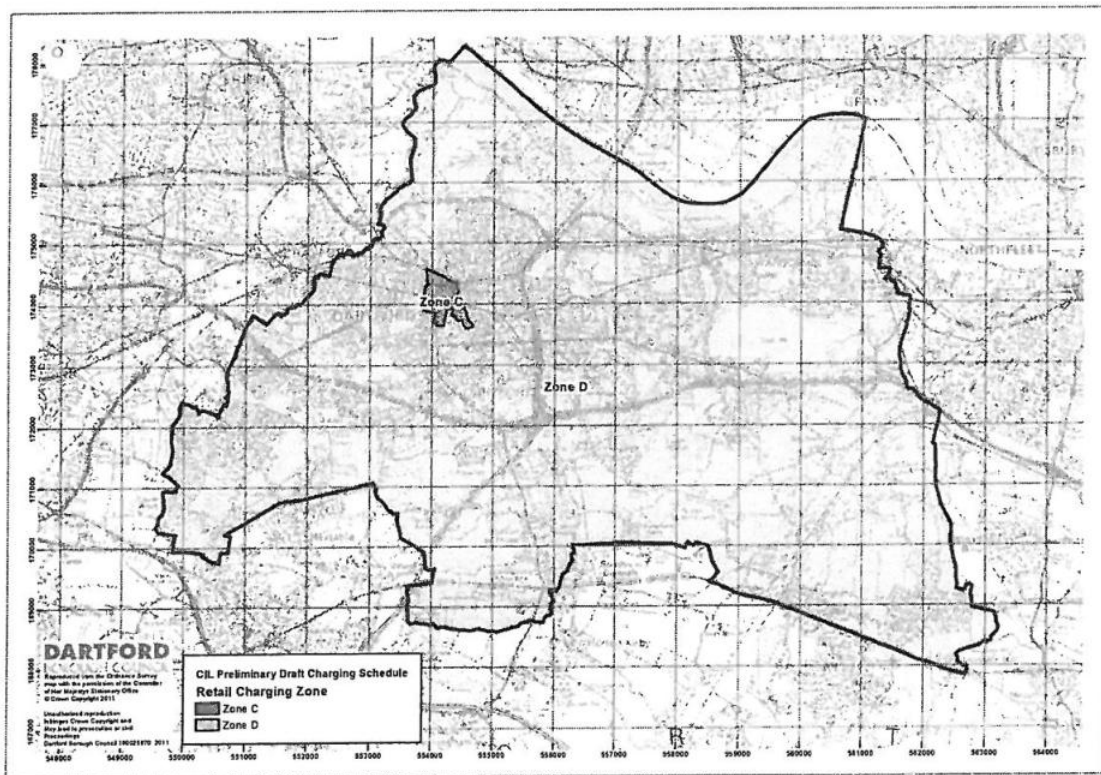
The following Ordnance Survey maps identify the boundaries of the A and B residential; and C and D retail CIL charging zones identified in the CIL Charging Table above.

## Residential Charging Zones -

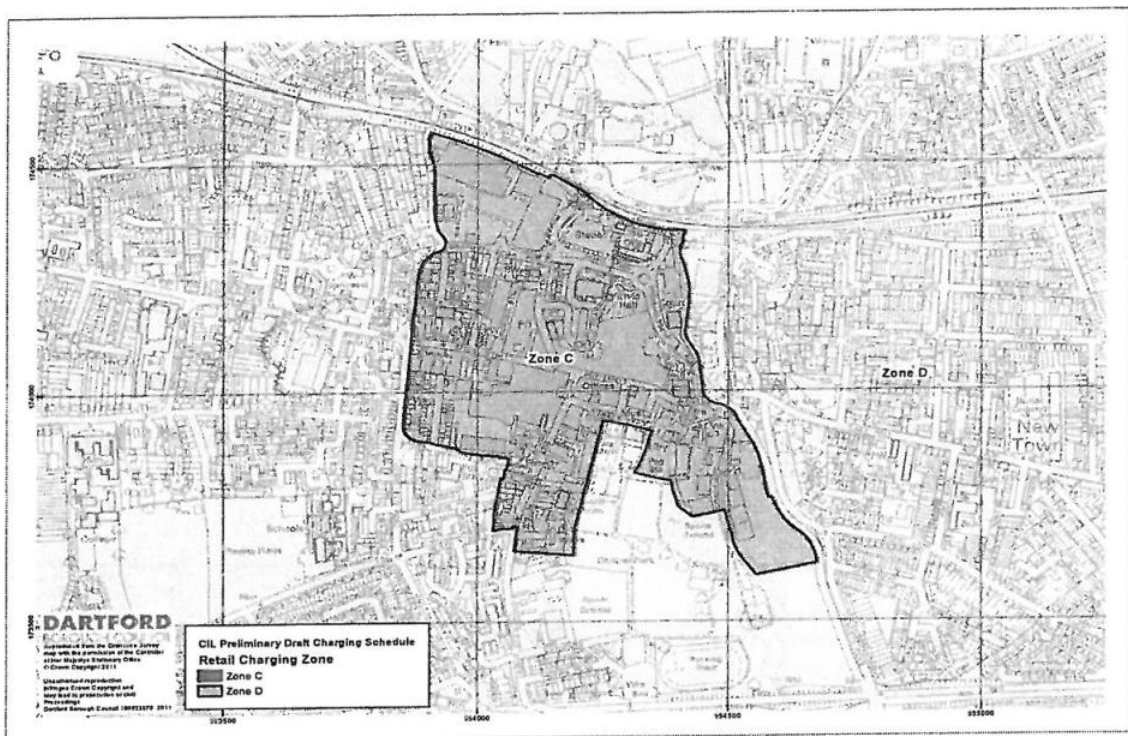




Retail Charging Zones (see below for large scale Zone C map) -



Retail Charging Zones – Zone C large scale map -



## Calculating the Chargeable Amount

The calculation of the chargeable amount to be paid by a development is set out in Regulation 40 of the Community Infrastructure Levy Regulations 2010, amendment Regulations 2011, 2012, 2013 and 2014

### Key points in calculating the CIL charge:

1. CIL is charged on the net additional internal floor area of development.
2. Where buildings are demolished to make way for new buildings, the charge will be based on the floorspace of new buildings less the floorspace of the demolished buildings, provided the buildings were in lawful use prior to demolition.
3. A building is considered to be in lawful use if a part of that building has been in use for a continuous period of at least six months within the period of 12 months ending on the day planning permission first permits the chargeable development.
4. If the CIL amount calculated is less than £50 no charge will apply.
5. The relevant rates are the rates as set out in the Charging Schedule which apply to type and location of the relevant development. They apply at the time planning permission first permits the chargeable development;

### Calculating the charge

#### 1. Calculating the CIL Charge

The amount of CIL charge must be calculated by applying the following formula-

$$\text{CIL Charge} = \frac{R \times A \times I_p}{I_c}$$

Where-

A= the net chargeable area (New floorspace less any existing floorspace on the development site. The formula for calculating A in cases involving loss and/or change of use combined with more than one chargeable rate is given in 2 below)

$I_p$ = the index figure for the year in which planning permission was granted

$I_c$ = the index figure for the year in which the charging schedule containing rate R took effect

R= the relevant chargeable rate

If it is necessary to apply several rate(s) to a chargeable development, the total amount will equal the sum of the amounts of CIL charge calculated at each relevant rate.

The index is the national All-in Tender Price Index published from time to time by the Building Cost Information Service of the Royal Institution of Chartered Surveyors: the figure which should be used for a given year is the figure for 1<sup>st</sup> November of the preceding year.

## 2. Calculation of net chargeable area, A

A is calculated by:

$$\text{Net Chargeable Area (A)} = G_R - K_R - \left\{ \frac{G_R \times E}{G} \right\}$$

Where-

- $G_R$  = the gross internal area of the part of the development at a specific rate  
 $G$  = the gross internal area of the development  
 $K_R$  = the internal area of all buildings (excluding any new build) that on completion will be part of the development. Only floorspace in lawful use on the day planning permission is permitted can be included<sup>2</sup>.  
 $E$  = the gross internal areas of all buildings that will be demolished. Only floorspace in lawful use on the day planning permission is permitted<sup>2</sup>.

## 3. - Evidence and Supporting Documents

- 3.1 In preparing the Draft Charging Schedule, Dartford Borough Council has aimed to strike what it believes to be an appropriate balance between the desirability of funding from CIL to deliver essential infrastructure, taking into account other identified sources of funding, and the potential effects (taken as a whole) of the introduction of CIL on the economic viability of development across the district.
- 3.2 The Council has considered several pieces of evidence in establishing the draft proposed rates. The evidence documents used are:
- CIL Economic Viability Assessment – Dartford Borough Council (updated August 2012) by GVA
  - Addendums, Errata November 2012
  - Infrastructure Delivery Plan (IDP) and background paper February 2011
  - Dartford Borough Council Infrastructure Delivery Plan: Proposed Projects and Costs Update November 2012
  - Dartford Core Strategy, September 2012
  - Dartford CIL Preliminary Draft Charging Schedule Consultation April to May 2012: Summary of consultation representations and the Council's response
- 3.3 The Council has published an Overview Report to accompany this schedule. This sets out the judgements that have been made in striking an appropriate balance (as described in para 3.1) together with further information on proposals for the introduction of CIL in Dartford, background to exemptions and relief and a draft Instalment policy.
- 3.4 All documents can be viewed at our website [www.dartford.gov.uk/planning](http://www.dartford.gov.uk/planning) or at the Civic Centre, Home Gardens DA1 1DR by appointment with the Planning Policy Team on 01322 343214.
- 3.5 Further information about CIL can be found at:  
<http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/cil>  
<https://www.gov.uk/government/policies/giving-communities-more-power-in-planning-local-development>

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<sup>2</sup> See key point 3 above

30/11/16

TOWN COUNCIL  
13 OCTOBER 2016

EXTRACT OF MINUTES

197/16-17. **FUTURE DEVELOPMENTS / DEVELOPERS.**

Further to minute 147/16-17 members discussed the need to be involved with developers at an early stage and after consideration it was agreed that the most appropriate mechanism to achieve this was for the Regeneration & Quality Council Sub-Committee to undertake this.

Members acknowledged that the Town Council had very little power over decisions made by developers/land owners but the Town Council influencing and being pro-active with developers was very important to ensure the local community, and its needs, are considered.

RESOLVED:

That the Regeneration & Quality Council Sub-Committee engages with developers at an early stage to influence and advise.

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**145/16-17. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 JULY 2016.**

**Recommended:** The Minutes of the meeting held on 6 July 2016 were confirmed and signed.

**146/16-17. RESPONSES FROM EDC TO TOWN COUNCIL ENQUIRIES.**

Members received the responses to the enquiries made by the Town Council regarding the creation of a "management board" for the EDC (similar to that at Ingress Park) and local bus services helping to integrate the current and new communities.

In considering the responses from the EDC members expressed their concern that there did not appear to be any form of democratic level of involvement in decisions for/at the Garden City and agreed that they would monitor this going forward.

**Recommended:** That the item be noted.

**147/16-17. FUTURE DEVELOPMENTS/DEVELOPERS.**

Further to minute 123/16-17 members were asked how they wished the Town Council to approach new developments and developers in the future.

Members were also asked to agree a Policy for requests from developers to attend Committee meetings to meet/present to members.

After a lengthy discussion it was agreed:

**Recommended:**

- 1 That full Council be asked to form a Working Group, consisting of 7 members, tasked with exploring the setting up of a "Legacy" Committee to formulate how the Council approached developers/developments in the future.
- 2 That future requests from developers to meet with members be dealt with outside of the Planning, Major Developments, Transportation & the Environment Committee and all Members be invited to attend. These meeting are only to be arranged prior to any planning applications being submitted or prior to the Council having considered any applications.



**TERMS OF REFERENCE  
REGENERATION / QUALITY COUNCIL SUB-COMMITTEE.**

➤ **DELEGATION FROM THE TOWN COUNCIL:**

These Terms of Reference were agreed by the Town Council at its Meeting on 19 May 2016.

➤ **MEMBERSHIP:**

This Sub-Committee shall consist of eight Councillors who shall be elected, and may be re-elected, each year at the Annual Meeting of the Town Council, including the Town Mayor.

➤ **PROCEDURES:**

The Sub-Committee will operate in accordance with Local Government Law (and in accordance with Standing Orders).

The Sub-Committee will submit its minutes of meetings for ratification to the next meeting of the Town Council.

The Sub-Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting before the end of November.

The Clerk to the Council (or any other appointed person) shall provide administrative support for the Committee.

➤ **FREQUENCY OF MEETINGS:**

The Sub-Committee shall meet as required.

The Sub-Committee shall meet at the Town Council's offices at a date and time to suit the Committee membership.

➤ **COMMITTEE FUNCTIONS:**

The Sub-Committee shall:

Exercise the functions of the Council in creating links with outside organisations and creating working partnerships to assist the Council in the area regeneration of Swanscombe and Greenhithe.

Exercise the functions of the Council in obtaining Quality Status and all matters involved in achieving this.

➤ **REFERRED FUNCTIONS:**

As an advisory body to consider any recommendations laid before it by other Committees or the Council, which relate to facilities within the scope of this Committee, not contained within the delegated functions.