

Caerphilly County Borough Community Infrastructure Levy

Valuation/Viability Group

Terms Of Reference

1 Primary Purpose

- 1.1 The Group will oversee the development of the methodology and the modelling for the valuation/viability input into the CIL preparation.

2 Objectives

- 2.1 The Valuation/Viability Group will:

- Oversee the development of the methodology and modelling work necessary to provide the valuation/viability information for the CIL Charging Schedule
- Be responsible for identifying thresholds and charging levels for all landuses that will be covered by the CIL
- Be responsible for recommending a Charging Schedule to the Working Group for inclusion in the CIL.
- Where required, be responsible for commissioning and overseeing the input of any external expertise into the development of the methodology and the modelling process.
- Be responsible, where necessary, for additional valuation and viability input into the process after the consultation on the Pre-Draft CIL Schedule.

3 Membership Mandate

- 3.1 The Valuation/Viability Group has a specific role to play in the preparation of the CIL, namely the development of a methodology for considering site viability and modelling of the methodology for all relevant landuses. As such the Group will require very specific areas of knowledge and expertise and so the mandate for the Group will be very restrictive. The Members of the Group will need to:

- Be able to provide expert input on planning and/or valuation/viability matters.
 - Be able and willing to make decisions and recommendations in respect of valuation and viability matters to the Working Group
 - Be able and willing to take responsibility for commissioning and overseeing external consultancy input into the process.
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4 Composition

4.1 The Valuation Group will comprise of the following members:

Post/Position

Principal Valuer, Corporate Property

Section Head, Valuation and Property Information

Principal Planner, Strategic and Development Planning

Principal Planner/Statistician, Strategic and Development Planning

5 Substitutes

5.1 Given the specialized nature of the Group, the fact that it is likely to require the commissioning of consultancy input, the small numbers of officers involved, and the need to complete the remit of the group in a very short space of time, it would be inappropriate for the Group to use Substitutes.

6 Quorum

6.1 Given the need to complete the work in a very short space of time, it would be inappropriate to apply a quorum limit to the group, which may restrict necessary progress on the work. However, whilst this may be the case, it would be ill-advised for the Group to make decisions if representatives from only one of the planning or valuation disciplines are present. Therefore, whilst not quorum limited, the Group should not undertake a meeting unless at least one representative from both planning and property/valuation are in attendance.

7 Meeting Chair

7.1 The Group will run on a consensus basis and as such will not require a Chair.

8 Meeting Frequency

8.1 The Valuation/Viability Group will meet as and when required. However, the role of the Group will have been met at the publication of the Pre-Draft version of the CIL. Therefore there are likely to be a number of meetings over a short period of time up until the Pre-Draft CIL has been prepared. After this the Group will meet on an "as needed" basis and this is likely to result in long periods where meetings are not necessary.

9 Meeting Information

9.1 Information for each meeting will be sent to members of the Working Group to be received no later than 7 days prior to the date of the meeting.

10 Reporting Mechanism

10.1 A record of the outcomes and agreements from each meeting will be prepared and will be reported to the Working Group as appropriate.

10.2 Formal reports will be presented to the Working Group at two points in the process, namely:

- Upon completion of the development of the methodology for considering viability and thresholds for sites
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- Upon completion of the modelling and testing work to identify the level of charges in the Charging Schedule

These Reports will provide input into the Charging Schedule, which will be subject of consideration by the Steering Group and then council.

