



**CIL Spending Panel**  
**Monday, 12th December, 2022 at 10.00 am**  
**in the Council Chamber, Town Hall, Saturday Market**  
**Place, King's Lynn PE30 5DQ**

**Reports marked to follow on the Agenda and/or Supplementary Documents**

1. **Presentation** (Pages 2 - 12)

**Contact**

Democratic Services  
Borough Council of King's Lynn and West Norfolk  
King's Court  
Chapel Street  
King's Lynn  
Norfolk  
PE30 1EX  
Tel: 01553 616394  
Email: [democratic.services@west-norfolk.gov.uk](mailto:democratic.services@west-norfolk.gov.uk)

# Community Infrastructure Levy (CIL) Spending Panel Meeting

**12 December 2022**

CIL Monitoring & Compliance Officer – Amanda Driver  
[CIL@west-Norfolk.gov.uk](mailto:CIL@west-Norfolk.gov.uk)

Borough Council of  
King's Lynn &  
West Norfolk



# Agenda

## 1. CIL Funding Terms & Conditions

## 2. Review CIL Funding Applications:

- ω a) FY21\_1 - No annual report received
- b) FY21\_1 - Not started within 1 year
- c) FY22\_1 - Not started by date on application
- d) FY22\_2 - No Agreement Recvd

# Award of CIL Funding – Terms & Conditions

## Award of Funding

1. The offer of funding as set out in the offer letter attached to these terms and conditions ('the Offer Letter'), from the Community Infrastructure Levy (CIL) Infrastructure Fund, is subject to the applicants acceptance of the offer, these terms and conditions and the requirements set out in the Offer Letter
2. Any award must be used exclusively for the delivery of the project as set out in the application submitted, summary annexed to the Offer Letter and in the Offer Letter itself ('the Project').
3. The Project must be carried out and completed to the standard and specification stated within the attached application form.
4. If the Applicant fails to comply with any of these terms and conditions, BCKLWN ('the Council') may withhold, vary, terminate, or require any or all of the CIL award to be repaid.

4

# Communication/Annual Reports - Terms & Conditions

## Communication & Monitoring

29. The Applicant must maintain regular communication with the Council following the acceptance of the offer, these terms and conditions and the Offer Letter. The Applicant should provide regular updates and information on the project until it has been completed.

30. In any event the Applicant shall within 7 days after written request by the Council provide the Council with such information and documents as the Council may reasonably require to enable to the Council to verify that the Applicant has complied with its obligations under these terms and conditions.

31. The applicant must provide an annual return no later than 01 May each year, with information on the progress of the Project, within the previous financial year. This will ensure the Council is able to fulfil its monitoring requirements under the CIL Regulations 2010 (as amended Sept 2019).

# Commencement & Completion of Projects - Terms & Conditions

## Starting the Project

8. The Project must commence within the period stated in the Offer Letter. If this is not possible, the applicant must inform the Council, in writing, of when they will start the project and the reason for the delay for approval by the Council. For the purpose of this document, commencement is defined as when the works relating to the delivery of the Project materially begins.

## Approved Projects for CIL Funding

10. The works that are the subject of the CIL funding must be carried out strictly in accordance with the details as described in the attached application submission and in accordance with these terms and conditions and any requirements contained within the Offer Letter.

# CIL Governance Document

## These Projects:

- must commence within 1 year of being allocated CIL
- and must be completed within 5 years.

CIL will be paid on completion of the project.

# Funding Offer Letter

## Commencement of Project

The project should commence no later than 1 year from the date of this approval letter.

Commencement is defined as when the works regarding the infrastructure construction or improvement begin at the relevant site.

If you are unable to comply with such agreed timeframe, the Council may consider either a revised timetable or the possible withdrawal of the CIL offer for this project.

If during the course of the project, you find it is impracticable to carry out the work in accordance with what was approved, then changes must only be made after written approval has been given by the Council. Failure to do so may result in the withdrawal or withholding of the funding or requirement to repay any sums already provided by the Council.



# Project Scoring – Timescales of Commencement

## 9.0.2 Project Timescale

- Start date:
  - 0 – 6 months = 5 Point
  - 6 – 9 Months = 4 Points
  - 9 – 12 Months = 3 Points
  - 12 – 18 Months = 2 Points
  - 18 Months + = 1 Point

∞



## Annual Reports – No Reports Recvd FY21\_1

20	Local	Snettisham PC	TROD - 21/22 stage	£4,586.00	£4,586.00	10/12/2021	<b>FY21/22</b>	No report recvd. Review at Spending Panel 12/12/2022
63	Local	Gayton and Gayton Thorpe PC	Grimston Road Trod, Gayton,	£2,050.00	£2,050.00	15/09/2021	<b>FY21/22</b>	No Report Recvd - Review by Spending Panel 12/12/2022

## Applications FY21\_1 - not commenced within 1 year

6

Ref No	Project Type	Applicant	Project Title	Allocated	Agreement T&Cs Date	FY Allocated	Site Progress
5	Local	Northwold & Whittington PC	Northwold Play Repairs	£641.77	13/09/2021	<b>FY21/22</b>	Report Received - not started, no quotes, no actions to date - <b>Spending Panel to review if not started by 13/09/2022</b>
13	Local	North Runcton PC	North Runcton Flood Alleviation Work	£3,750.00	13/10/2021	<b>FY21/22</b>	Email advised work already carried out but project not yet withdrawn (April 2022)

Ref No	Applicant	Project Title	Allocated	Agreement T&Cs Date	Site Progress
31	BCKLWN - Alive Leisure	Alive Wellness Hub	£50,000.00	30/09/2021	Report Received August 2022 - Approx installation/completion due Jan 23. Going to tender Oct 22
32	BCKLWN - Alive Leisure	New Lynnsport 3G and Coaching Academy	£250,000.00	18/01/2022	Progressing with Football Foundation and Club consultation. Should have a better idea on time scales in December
36	West Winch/Setchey PC	Extend and refurbish the existing football changing rooms.	£10,000.00	10/12/2021	Report recvd July 22 - Commencement date 1/5/23
44	Dersingham PC	Dersingham Parish Council Lamp column replacement	£5,414.00	14/09/2021	Report recvd 31.8.22 - work started - 3 due in next 6-8 weeks, 2 due by Jan 2023
45	Stow Bardolph PC	Barroway Drove Foot Path Extension	£50,000.00	17/09/2021	Report recvd September 2022 - work to start by Feb 2023 (Highways delays)
52	Upwell PC	Upwell Hall Enviromental Transformation (PC Asset)	£50,000.00	03/09/2021	Report recvd - work to begin September 2022
58	10 Downham Market TC	Downham Market High Street Lighting	£4,890.10	13/09/2021	Report Rcvd Consulations in progress - completion date March 2023
59		Downham Market TC	Downham Market Info Signs	£6,500.00	13/09/2021
60	Gayton and Gayton Thorpe PC	Study of the stormwater and foul drainage systems in Gayton & Gayton Thorpe	£3,000.00	15/09/2021	22/09/2022 - consultants have accepted the commission for the work
66	Pentney PC	Repair and replacement/enlargement of the original pipe in a culvert under	£4,500.00	01/10/2021	Project Report Received July 2022 - provisional date 11th April 2023 due to NCC roadworks
68	Old Hunstanton PC	Old Hunstanton Better Parking - double yellow lines, waiting restrictions	£4,000.00	16/09/2021	Report received July 2022 - Expected commencement October
71	BCKLWN - Alive West Norfolk	Group Cycling Studio Development	£10,000.00	30/09/2021	Project Report Received July 2022 - Approx Commencement Aug 2022 - Completion Oct 2022 NCC Delay - Going to Tender Oct 22
72	Clenchwarton PC	Clenchwarton Play Area Renovation	£10,000.00	04/10/2021	Report recvd - work started 11/7/22, to finish 1/8/22

## Applications FY21\_1 – not commenced within 1 year



## Applications FY22\_1 - not commenced as stated in Funding Application

Ref No	Applicant	Project Title	Score Project Commence ment	Allocated	Agreement T&Cs Date	FY Allocated	Site Progress
35	South Creake Tennis Club	New fencing and gates	4	£6,000.00	25/03/2022	FY21/22	
47	Marham Parish Council	Marham Recreation Area and Playground Improvements	5	£45,502.00	16/03/2022	FY21/22	
56	Swan Youth Project Downham Market	Project Re-configure- Building Improvements	5	£50,000.00	17/03/2022	FY21/22	
66	Heacham Parish Council	Developing & Protecting Heacham's green spaces	4	£8,770.40	16/03/2022	FY21/22	
73	All Saints Church South Lynn	All Saints Church - Installation of Toilets and Kitchen	5	£50,000.00	23/04/2022	FY22/23	
78	Alive Leisure	Alive Lynnsport Athletics Track Floodlights	5	£30,000.00	17/03/2022	FY21/22	Progressing with spec and soon ready for tender aiming to appoint contractor before the end of the year
80	BCKLwN - Honor Howell	Festival Too Stage	5	£50,000.00	19/04/2022	FY22/23	This could not be tendered and ordered in time for Festival Too 2022 so the tender process for the stage will commence shortly
89	Burnham Market Parish Council	Total refurbishment of the Pavilion	5	£15,500.00	21/03/2022	FY21/22	
101	Shouldham Parish Council	Shouldham Project Play Park	5	£23,770.00	16/03/2022	FY21/22	
104	Hunstanton Sailing Club	Hunstanton Sailing Club Accessibility Improvements	5	£10,439.00	18/05/2022	FY22/23	
105	Terrington St Clement Parish Council	The Terrington Old School Project	5	£50,000.00	16/03/2022	FY21/22	

11



## Applications FY22\_2 – TORs not signed & Returned

Ref No	Applicant	Project Title	Requested£	Agreement T&Cs Date	FY Allocated
22	The Windmill Primary Federation	Walpole Highway Primary School - Wellbeing Portakabin (Library)	£11,750.00		
36	Stoke Ferry Playing Field Trust	Stoke Ferry Playing Field building renovation	£25,500.00		
46	Snettisham Memorial Pavilion Fund Committee	Restoring and Upgrading Snettisham's rare and vital Memorial Pavilion	£50,000.00		