

Borough Council of  
**King's Lynn &  
West Norfolk**



# **Regeneration and Development Panel**

## **Agenda**

**Tuesday, 10th March, 2020**  
at 6.00 pm

in the

**Council Chamber  
Town Hall  
Saturday Market Place  
King's Lynn**





**King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX**  
**Telephone: 01553 616200**

Friday 28<sup>th</sup> February 2020

Dear Member

**Regeneration and Development Panel**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 10th March, 2020 at 6.00 pm** in the **Council Chamber - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

**AGENDA**

**1. Apologies for absence**

To receive any apologies for absence.

**2. Minutes (Pages 6 - 13)**

To approve the minutes of the previous meeting.

**3. Declarations of Interest**

Please indicate if there are any interests which should be declared. A declaration of interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Member should withdraw from the room whilst the matter is discussed.

Those declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

**4. Urgent Business**

To consider any business which, by reason of special circumstances, the Chair proposes to accept as urgent under Section 100(b)(4)(b) of the Local Government Act, 1972.

**5. Members Present Pursuant to Standing Order 34**

Members wishing to speak pursuant to Standing Order 34 should inform the Chair of their intention to do so and what items they wish to be heard before a decision on that item is taken.

**6. Chair's Correspondence**

If any.

**7. EXEMPT - Guildhall Update (10 minutes) (Verbal Report)**

**Exclusion of Press and Public**

To consider passing the following resolution:

“That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12A to the Act”.

Members will receive a verbal update

**RETURN TO OPEN SESSION**

**8. Report of the CIL Governance Task Group (45 minutes) (Pages 14 - 44)**

**9. Work Programme for 2020/2021 (10 minutes)**

An opportunity for Members of the Panel to suggest items for consideration by the Panel for the forthcoming Municipal Year.

**10. Work Programme and Forward Decision List (Pages 45 - 52)**

**11. Date of the next meeting**

To note that the next meeting of the Regeneration & Development Panel is scheduled to take place on Wednesday 15<sup>th</sup> April 2020 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

To:

**Regeneration and Development Panel:** Miss L Bambridge, F Bone, Mrs J Collingham (Chair), M de Whalley, B Jones, J Lowe, C Manning, C Morley, T Parish (Vice-Chair), S Patel, Mrs V Spikings and D Whitby

**Portfolio Holders:**

Councillor Richard Blunt – Portfolio Holder for Development

Councillor Elizabeth Nockolds – Portfolio Holder for Culture, Heritage and Health

**Officers:**

Duncan Hall – Assistant Director

Amanda Driver – CIL Monitoring and Compliance Officer

Mark Fuller – Principal Project Surveyor

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**

**REGENERATION AND DEVELOPMENT PANEL**

**Minutes from the Meeting of the Regeneration and Development Panel held on Tuesday, 28th January, 2020 at 6.00 pm in the Council Chamber - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillors J Collingham (Chair), L Bambridge, F Bone, M de Whalley, B Jones, J Lowe, C Manning, T Parish, S Patel, A Ryves (substitute for C Morley) and D Whitby.

**PORTFOLIO HOLDERS:**

Councillor R Blunt – Portfolio Holder for Development  
Councillor P Kunes – Portfolio Holder for Commercial Services  
Councillor B Long – Leader of the Council

**PRESENT UNDER STANDING ORDER 34:** Councillors Howland, Joyce, Kemp, Morley and Rose.

**BY INVITATION:** County Councillor Middleton

**OFFICERS:**

Martin Chisholm – Assistant Director, Operations and Commercial  
Alan Gomm – LDF Manager  
Ged Greaves – Senior Policy and Performance Officer  
Duncan Hall – Assistant Director, Regeneration, Housing and Place  
Dave Robson – Environmental Health Manager

**RD72: APOLOGIES FOR ABSENCE**

There were no apologies for absence. Councillor Morley was absent for the start of the meeting and was substituted by Councillor Ryves.

**RD73: MINUTES**

**RESOLVED:** The minutes from the previous meeting were agreed as a correct record and signed by the Chair.

**RD74: DECLARATIONS OF INTEREST**

There was none.

**RD75: URGENT BUSINESS**

There was none.

**RD76: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Howland – all items.  
Councillor Joyce – RD78.  
Councillor Kemp – all items.  
Councillor Morley – all items.  
Councillor Rose – RD80.

RD77: **CHAIR'S CORRESPONDENCE**

There was none.

RD78: **KING'S LYNN TRANSPORT STUDY**

The Chair reminded the Panel that they had previously considered the draft Strategy, the consultation responses and the long list of options. They were now being presented with the Implementation Plan prior to it being presented to Cabinet.

Officers explained that the consultants had now produced the report which had reviewed all the proposals and took into consideration comments made following the consultation exercise. There were now 33 schemes contained within the Implementation plan, which were prioritised into short, medium and long term.

The Chair welcomed County Councillor Middleton to the meeting for this item.

The Chair thanked officers for their report and invited questions and comments from the Panel, as summarised below.

Councillor Morley addressed the Panel under Standing Order 34. He explained that the Strategy should be based on how King's Lynn and West Norfolk would look up to the year 2036. He explained that movement, transport and the geographical area could change considerably over time and this should be accounted for. He commented that he did not feel the Strategy went far enough in this respect as the implementation plan was just a list of schemes and deeper thought was required on the aspirations for the future.

The Portfolio Holder for Development, Councillor Blunt acknowledged that a lot of factors could change over the time of the implementation plan, however, he felt that the short and medium term schemes addressed issues which were apparent now whilst also allowing for future growth. He explained that all schemes would be considered in further detail and could be reviewed if required.

The Environmental Health Manager explained that the scheme did not just focus on traffic and roads. It also looked at improvements to cycling networks, trains and pedestrians.

The Leader of the Council, Councillor Long commented that it was important to have this strategy in place. He explained that he had raised concerns previously that there was not a strategy for King's Lynn and so the Council had worked jointly with Norfolk County Council to bring it forward. He acknowledged that things could change in the future and if required the Strategy and Implementation Plan could be reviewed.

The Chair acknowledged that this was the first version of the Implementation Plan and was pleased to hear that there may be the opportunity to review in the future.

Councillor de Whalley asked how the Council's carbon reduction aspirations and the Environmental Policy would be dovetailed into the Strategy. The LDF Manager explained that Norfolk County Council was planning a review of their Local Transport Plan and the results of this may provide information which could inform the King's Lynn Transport Strategy. Other Council Policies and priorities could be taken into consideration when progressing schemes.

Councillor de Whalley asked how schemes would be prioritised and the LDF Manager explained that schemes would be monitored and further detailed work could be carried out as required. He also referred to the Strategy document which included the objectives to improve the economic prospects of the town as well as access for residents and visitors. The Panel was informed that King's Lynn had a large catchment area and because of this, King's Lynn would always be somewhere that would need to be accessed by car.

Councillor Kemp addressed the Panel under Standing Order 34. She explained that more buses needed to be encouraged to use Hardings Way to improve the air quality along London Road. She explained that the initial vision for Hardings Way was for approximately 26 buses per hour to use the route. The Environmental Health Manager explained that the Council would be working with Norfolk County Council as appropriate and the proposed Car Parking Strategy could link in with the Transport Strategy.

Councillor Kemp referred to rail links and the Leader of the Council, Councillor Long explained that investigations had previously taken place with network rail regarding a parkway station for King's Lynn however it would be too expensive and consideration would need to be given to the impact on other services and timetables.

The Vice Chair, Councillor Parish referred to the Equalities Impact Assessment and queried why all the impacts were listed as neutral. He felt that surely some of the groups would benefit from improvements. The Environmental Health Manager explained that once the detail of individual schemes had been drawn up then the impact could be considered.



The Vice Chair, Councillor Parish referred to the two schemes which had been included relating to Hardings Way; one relating to increasing the amount of bus usage and one which referred to looking at opening it up to all traffic. The Portfolio Holder for Development, Councillor Blunt explained that there were lots of opportunities and options available and all would be investigated, but nothing had been decided yet.

The Vice Chair, Councillor Parish referred to an article in the press which stated that it would be detrimental to divert traffic away from the Southgates. Councillor Blunt reiterated that all options would be looked at.

The Vice Chair, Councillor Parish referred to the scheme relating to the dualling of part of the A149 near Knights Hill and he asked why this was not taken into consideration when planning applications for development were received and why weren't the developers asked to contribute towards road improvements. The LDF Manager explained that this scheme was not related to the Planning Applications process and transport was a Norfolk County Council function.

Councillor Kemp addressed the Panel under Standing Order 34. She asked why the 2,000 new jobs to be created at the Nar Ouse Business Park had not been taken into consideration in this Strategy. The LDF Manager explained that the consultants had taken into consideration the current Local Plan and the emerging Local Plan.

Councillor Bambridge raised concern about resident car parking, in particular the Friars. She also made reference to Vancouver Avenue and stated that a pedestrian crossing was needed in this area.

Councillor Morley addressed the Panel under Standing Order 34. He referred to the Cabinet recommendations and suggested that the Panel make a recommendation to Cabinet that the statement of options be adopted as a plan of the way forward, but it was important that there was a cohesive strategy to sit alongside this.

In response to a question from Councillor Jones, the LDF Manager explained that some of the short term schemes could be considered as quick wins, such as traffic light sequencing, however they would all contribute to improved access to the town centre.

The LDF Manager informed the Panel that they were considering the Implementation Plan but there was also a strategy to accompany this which included vision and objectives.

The Vice Chair, Councillor Parish commented that all of the schemes within the Implementation plan would need further consideration once detailed investigations had taken place.

The Chair requested that the Panel considered what they would be recommending to Cabinet and suggested that their recommendations made reference to the Panel's comments in that it be acknowledged that the implementation plan was a list of options rather than a complete strategy and it was important that there was a strategy to sit alongside this.

The Portfolio Holder for Development, Councillor Blunt referred to the background papers listed in the report which included the full King's Lynn Transport Strategy Stage 3 report which contained the consultation responses and the wider context, including a vision and objectives.

*Following the meeting a note had been prepared by officers to clarify the different elements that made up the King's Lynn Transport Strategy. A copy is attached.*

**RESOLVED:** That the Regeneration and Development make the following recommendations to Cabinet:

1. That Cabinet note the consultation responses received as part of the consultation process and note that these are recognised in the proposal.
2. That Cabinet be informed that Members felt the Strategy was not clearly defined. Therefore they could not wholly endorse the strategy. They felt it needed work to envisage future scenarios which the Transport Strategy could address.
3. The Implementation Plan, which was considered in depth by the Panel, was agreed upon as a series of options for future scrutiny which underpinned the Implementation Strategy.

RD79: **QUARTER 2 PERFORMANCE MONITORING REPORT**

The Senior Policy and Performance Officer presented the report which contained information on the corporate performance monitoring undertaken during quarter 2 2019-2020.

He explained that there were two indicators that had not met target:

- BD1 - % of rent achievable on industrial estates.
- BD3 - % of rent achievable on rent/general units.

The Senior Policy and Performance Officer reported that the two indicators mentioned above were now on target for quarter 3.

There were also seven indicators that were for monitoring purposes only.

The Chair thanked the Senior Policy and Performance Officer for his report and congratulated all those involved in ensuring that performance was meeting target.

**RESOLVED:** The Panel reviewed the performance monitoring report and agreed the actions outlined in the action report.

RD80: **CAR PARKING UPDATE**

The Assistant Director, Operations and Commercial provided the Panel with an update on Car Parking Operations. A copy of his presentation is attached.

The Chair thanked the Assistant Director for his presentation and invited questions and comments from the Panel, as summarised below.

The Portfolio Holder for Commercial Services, Councillor Kunes responded to a question regarding fees and charges and explained that they were currently being discussed and would be finalised soon.

In response to a question it was confirmed that it was currently more cost effective to process coin payments over card payments.

Councillor Rose addressed the Panel under Standing Order 34. He asked for clarification on yellow zig zags outside of schools. The Assistant Director explained that there were often issues with parking outside of schools and parking operations would respond with appropriate and proportional action. He explained that action could be taken if people parked on zig zags which were backed up by a Traffic Regulation Order. The Assistant Director also explained that the team received a lot of information and intelligence and would use this to plan their workload.

Councillor Howland addressed the Panel under Standing Order 34. He referred to parking on pavements. The Assistant Director explained that if a vehicle was parked alongside a yellow line then action could be taken. If there was no yellow line this would become a Police issue and action would only be taken if the vehicle was causing an obstruction to wheelchair users and push chairs.

Councillor Morley addressed the Panel under Standing Order 34. He asked if there was spare capacity in Council owned car parks. The Assistant Director explained that there were many factors that affected car park usage and capacity. He explained that if it was icy or snowed, the top level of some car parks would be closed which would reduce capacity, but in general there were always parking spaces available, usually at St James Multi Storey, and there was also a healthy turnover.

Councillor de Whalley asked about paying by phone and it was explained that this was included in the card payment figures and was a popular way to pay for parking. Councillor de Whalley also asked about income from overpayments as machines did not give change and it was explained that there was a procedure for dealing with coin payments and overpayments varied.

Councillor Ryves asked if car parking income figures were available and the Assistant Director advised that these would be included in the Budget Papers which would be considered by Cabinet on 4<sup>th</sup> February 2020. If Members of the Panel had any questions relating to car parking income once the budget papers had been released, they were advised to contact the Assistant Director.

In response to a question from Councillor Manning it was explained that parking was decriminalised in this area in 2011.

Councillor Morley addressed the Panel under Standing Order 34 and asked if free parking would ever be an option for King's Lynn. The Assistant Director explained that previously some parking promotions had been trialled in King's Lynn which included free parking days. He explained that this did not make any difference to the amount of visitors to King's Lynn so it had been decided that the cost involved in running the promotions would be better put towards encouraging people into the town centre by putting on events.

In response to a question from Councillor Bone, the Assistant Director explained that it was difficult to measure the impact of events on car parking because there were many other factors which could influence the amount of people coming into the town centre.

Councillor Ryves asked if any statistics were kept on car park users. The Assistant Director explained that statistics on the amount of permit holders were available and all transactions were recorded, however it was difficult to ascertain how long people stayed in the town centre for, as they may not use the full time limit on their ticket.

Councillor Whitby referred to the Queen Elizabeth Hospital Car Parking. The Assistant Director advised that the Parking Operations Team only dealt with enforcement in this car park.

The Portfolio Holder for Commercial Services, Councillor Kunes explained that he was on the Queen Elizabeth Hospital Board of Governors and provided the Panel with detail of some of the concerns and issues raised relating to car parking at the Hospital.

Members of the Panel discussed parking at the Hospital and the Assistant Director explained that the Hospital did have a system in place where staff could log on and create a parking stay for a vehicle, should someone get caught up in the hospital and be unable to return to their car before the ticket ran out.

The Chair asked if comparative figures were available for car parking income and the cost of enforcement. The Assistant Director explained that no figures were currently available.

The Chair also commented that it was currently cheaper to park in King's Lynn than it was for some bus tickets, which could put some people off using the buses and this was something that may need to be considered in the future.

RD81: **WORK PROGRAMME AND FORWARD DECISION LIST**

The Vice Chair reported that an update on the work of the CIL Governance Task Group would be presented to the Panel in March.

**RESOLVED:** The Panel's Work Programme and the addition of a meeting on 15<sup>th</sup> April 2020 was noted.

RD82: **DATE OF THE NEXT MEETING**

The next meeting of the Regeneration and Development Panel would be held on Tuesday 10<sup>th</sup> March 2020 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

**The meeting closed at 8.02 pm**

**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	Regeneration and Development Panel		
DATE:	10 <sup>th</sup> March 2020		
TITLE:	Report of the CIL Governance Task Group		
TYPE OF REPORT:	Task Group Report		
PORTFOLIO(S):	Development		
REPORT AUTHOR:	Councillor Terry Parish, Chair of the Task Group		
OPEN		WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

**REPORT SUMMARY/COVER PAGE**

<b>PURPOSE OF REPORT/SUMMARY:</b>
<p>This report presents the work of the CIL Governance Task Group to date. Members of the Task Group have produced a draft document which sets out the Governance and Spending arrangements for CIL which the Panel are requested to consider.</p>
<b>KEY ISSUES:</b>
<p>The CIL Governance Task Group was set up by the Regeneration and Development Panel on 10 September 2019. Their terms of reference were broadly to develop a system for spending CIL, the full Terms of Reference are attached to this report as Appendix 1.</p> <p>Members of the Task Group have produced the draft document CIL Governance and Spending (attached) and will present to the Panel at the meeting for consideration.</p> <p>The Panel are asked to note that the Task Group have not yet concluded their work and the documents that they have produced are still very much in draft format. The Task Group would like to present their findings at to the Panel at this stage before they start to look at Administration and Accounting processes as they are mindful that the recommendations of the Panel may have an impact on the processes required.</p>
<b>RECOMMENDATIONS:</b>
<ol style="list-style-type: none"> <li>1. That the draft CIL Governance and Spending document attached to this report be accepted by the Regeneration and Development Panel and a recommendation be made to Cabinet that this process for CIL Governance and Spending be adopted.</li> <li>2. That the Panel note that the CIL Governance have not yet concluded their work and the Panel are to receive a further report from the Task Group on Administration and Accounting processes at a future meeting.</li> </ol>
<b>REASONS FOR RECOMMENDATIONS:</b>
<p>To ensure a fair and equitable system for spending CIL whilst meeting the relevant legal requirements.</p>

**REPORT DETAIL**

**1. Introduction**

The Regeneration and Development Panel received a request from Cabinet asking the Panel to investigate developing a system for Governance and Spending of CIL. The Regeneration and Development Panel considered this request at their meeting on 10<sup>th</sup> September 2019 and established a Task Group with their Terms of Reference as set out in Appendix 1.

The Task Group have met on several occasions, supported by the CIL Monitoring and Compliance Officer and the Planning Policy Manager to discuss the following:

- CIL Distribution and Spending Options
- Detailed processes for distribution.
- Selection Criteria.

The Task Group still need to meet to discuss Administration and Accounting processes, but are mindful that these may be impacted by any comments from the Panel and therefore request that the Regeneration and Development Panel consider their work to date before this is considered by the Task Group.

## **2. Proposal**

The Task Group request that the Panel consider the attached draft document which sets out the Governance and Spending Arrangements for CIL and make any appropriate recommendations to Cabinet.

The recommendation from the Task Group is that the document be endorsed by the Panel.

## **3. Background Papers**

Agendas and Minutes from the CIL Governance Task Group - <https://democracy.west-norfolk.gov.uk/ieListMeetings.aspx?CIId=475&Year=0>

Regeneration and Development Panel Report – 10<sup>th</sup> September 2019 - <https://democracy.west-norfolk.gov.uk/documents/s34973/CIL%20Governance%20RD%2010th%20Sept.pdf>

**Terms of Reference for the Regeneration and Development Panel in the preparation of a CIL Governance and spending mechanism**

**Requirements of a CIL Governance scheme**

**Background to CIL**

In terms of our legal responsibilities:

*CIL Regulation 59 – A Charging Authority must apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of the area.*

CIL Regulations Reporting Criteria:

Reg 62 (4) (b)	Total CIL expenditure for the reported year.
Reg 62 (4) (c)(i)	The items of infrastructure to which CIL (including land payments) has been applied.
Reg 62 (4) (c)(ii)	The amount of CIL expenditure on each item.
Reg 62 (4) (c)(iii)	The amount of CIL applied to repay money borrowed, including any interest, with details of the infrastructure items which that money was used to provide including any interest, with details of the infrastructure items which that money was used to provide (wholly or in part)
Reg 62 (4) (e)(i)	The items of infrastructure to which the infrastructure payments relate
Reg 62 (4) (e)(ii)	The amount of CIL to which each item of infrastructure relates

A broad list of suitable / necessary infrastructure projects (the ‘Regulation 123’ list) is included with the CIL documents on our website. However this is neither detailed or project specific. For Government monitoring the list below is used to categorise spending, and serves as a ‘checklist’ of potential types of projects.

Government Data – CIL Spending (Digital Land Report Criteria)

- CIL Admin (5%)
- Parish CIL Payments (15%/25%)
- Affordable Housing
- Community Facilities
- Digital Infrastructure



- Economic Development
- Education
- Flood & Water Management
- Green Infrastructure
- Health
- Highways
- Land
- Open Space & Leisure
- Transport
- Transport & Travel
- Other

Potential projects are outlined in various documents such as the Borough Infrastructure Study, the Local Plan and our capital programme. These are clearly other candidate projects, such as proposals from the County Council to invest in new schools, or other public bodies such as health, but potentially many others from parish and town councils.

**Task - a transparent process where bids are made by all potential stakeholders and projects analysed and prioritised should be devised**

There are clearly sensitivities around the choosing of particular projects and making sure that what the community needs in terms of infrastructure to deal with new growth pressures. This is an issue that affects all Members and it is important to ensure there is agreement as to an appropriate process.

**Task - There are a number of key questions or issues that need to be addressed. The Panel is asked to consider and recommend about the following with regard to a particular scheme / process.**

#### **Who can bid, and for what?**

- Who can apply, what for, and in what format? What are the principles of a scheme?
- How is the County Council treated?
- How do we establish potential projects
- How to consider the projects bids submitted?
- A transparent agreed way of doing things

#### **Prioritising projects and spending**

- How will CIL be spent?
- Should there be a focus on strategic level spending or more smaller projects?

- If larger projects are chosen:
  - How will projects be selected?
  - How will CIL spending be managed?
  - What will happen when a project is complete?
  - How often will CIL projects be reviewed?
  - How long will each project receive CIL?
- If smaller/individual projects are accepted:
  - Who can apply?
  - What will be the application period e.g. annually/adhoc?
  - What will the application process involve?
  - What needs to be included in the application form?
  - Should there be match funding?
  - How will applications be filtered?
- What are the priorities for spending?
- Money is already distributed to parish / town councils – can they bid for more?
- What are the scoring criteria / weighting?
- When and who will undertake the scoring of each application?
- When applications are scored, how and when should this information be produced?
- Should there be a time period for repayment?
- Should match funding be a necessary element?
- What emphasis should there be on deliverability?

### **Involvement of Borough Council bodies**

- How and who will make the decisions to choose projects?
- What is the role of Management Team?
- How do we establish Cabinet agreement to a set of projects
- What is the detailed role for Members?
- What should be the fit to corporate priorities?

### **Monitoring**

- How do we monitor the implementation of projects?
- What monitoring should be in place?
- How will these decisions be produced/published?
- How will the CIL Officer be made aware of the decisions?
- How will money be issued – on receipt of invoices/ instalments/once decisions are made?
- How will project spending be monitored, to ensure it is in line with the CIL Regs?
- Would a financial report annually be acceptable?
- Who will make the decision that CIL is not spent correctly?
- What will happen if CIL is not spent correctly – what will be the process to recover the CIL?

## **Background issues and implications**

### **4 Financial Implications**

Money to operate a scheme would be an expense on the CIL itself, and is therefore covered.

### **5 Personnel Implications**

Staff resource will be used in administering the system but this is not quantifiable at the present until the detail design is established.

### **Task – Consider an appropriate staffing regime**

### **6 Statutory Considerations**

CIL operates under a statutory basis and accounting processes are in place. Any spending scheme would have to reflect that.

DRAFT -CIL Governance and Spending 2020 - 2021

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## DRAFT -CIL Governance and Spending 2020 - 2021

### 1 Introduction

**1.0.1** The Borough Council of King's Lynn and West Norfolk approved the introduction of the Community Infrastructure Levy (CIL) in December 2016 and started charging on 15 February 2017.

**1.0.2** CIL is paid to the Borough Council by developers after their planning permissions are implemented.

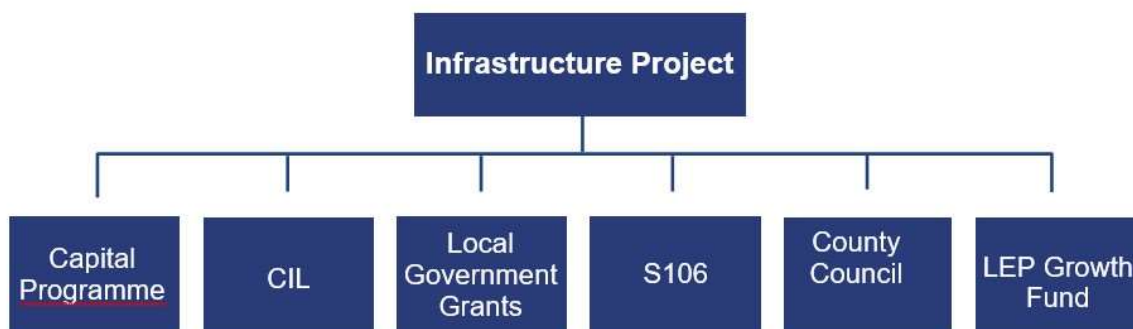
**1.0.3** CIL is governed by the CIL Regulations 2010 (amended). In the Borough of King's Lynn and West Norfolk, CIL is charged on all residential and retail developments, which add one or more new dwelling(s) or more than 100sqm of floor space. CIL is charged at a rate per square metre and varies according to land use.

**1.0.4** CIL is just one funding stream that can be used, in conjunction with others, to fund infrastructure projects. Alongside CIL, S106 obligations will still exist, but generally as one-off agreements to mitigate the impacts of larger developments and to secure on-site developer requirements, such as the provision of affordable housing. Examples of how infrastructure projects can be funded can be seen in Figure 1.

**1.0.5** This document details the governance arrangements in place at the Borough Council of King's Lynn and West Norfolk, for the allocation and spending of CIL. These parameters for the governance arrangements of CIL were agreed by Cabinet xxxxxx

**1.0.6** This document will be reviewed on an annual basis.

**Figure 1 - Funding Streams**



## DRAFT -CIL Governance and Spending 2020 - 2021

### 2 Statutory Requirements

**2.0.1** Under CIL, the Borough Council will act as the designated Charging Authority. As a Charging Authority the Council has an obligation to:

- Prepare and publish the CIL Charging Schedule
- Determine CIL spend, ensuring it is used to fund the provision, improvement, replacement, operation or maintenance of infrastructure to support development of its area
- Report publically on the amount of CIL revenue collected, spent and retained each year.

**2.0.2** The Borough Council is required, in the CIL Regulations, to identify the types of infrastructure it wishes to fund in whole or in part by CIL monies. These are outlined in the Council's Infrastructure List.

**2.0.3** CIL money collected can only be allocated to and spent on these types of infrastructure.

**2.0.4** The Borough Council's Infrastructure List and Annual Infrastructure Funding Report detailing CIL receipts, balances and expenditure for each financial year can be found on the Council's website at <https://www.west-norfolk.gov.uk/CIL>

### 3 What can CIL be spent on

**3.0.1** CIL Regulations set the context for the spending of CIL funds on infrastructure. The regulations encourage the accumulation of CIL funds into a 'pot'.

**3.0.2** Unlike other obligations or charges, CIL spending does not need to be directly related to the donor development and can address infrastructure needs in general across the Borough Council's administrative area.

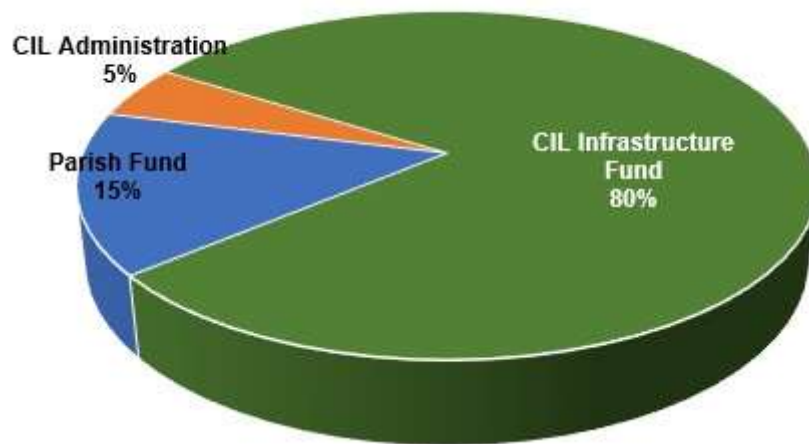
**3.0.3** The key points set out by the CIL Regulations and Guidance relating to CIL funding are:

- CIL should be spent on infrastructure including: roads and other transport, schools and other education, community facilities, health, sport / recreation and open spaces
- The infrastructure funded must support the development of the area
- CIL can be used to increase the capacity of existing infrastructure or to repair failing infrastructure, if needed to support development
- CIL and Section 106 should not be secured to fund the same infrastructure project e.g. Social/Affordable Housing

**3.0.4** As per the CIL Regulations and Guidance, CIL is proportioned and allocated using the following approach:

## DRAFT -CIL Governance and Spending 2020 - 2021

- 5% is retained by the Borough Council of King's Lynn and West Norfolk to cover administrative costs (including consultation on the levy charging schedule, enforcing CIL, legal costs and reporting on CIL activity)
- 15%, known as the Neighbourhood Allocation, is established for spending within the neighbourhood of contributing development (up to a maximum of £100 per existing Council Tax dwelling). This allocation can either be transferred to the relevant Parish Council or retained by the Borough Council to be spent on neighbourhood projects where the development is not in a Parish. This allocation rises to 25% when a Parish has a Neighbourhood Plan in place.
- 80%, known as the CIL Infrastructure Fund, is retained by the Borough Council, to allocate to projects in accordance with the Council's Infrastructure List, which is reviewed annually, and in line with the agreed CIL Governance arrangements.



**3.0.5** It is very unlikely that CIL will generate enough funds to completely cover the cost of new infrastructure needed to fully support planned development. As such, there will be competing demands for this funding. With this in mind, it is important to ensure that there are robust, accountable and democratic structures in place to ensure the spending of CIL funds are prioritised in the right way.

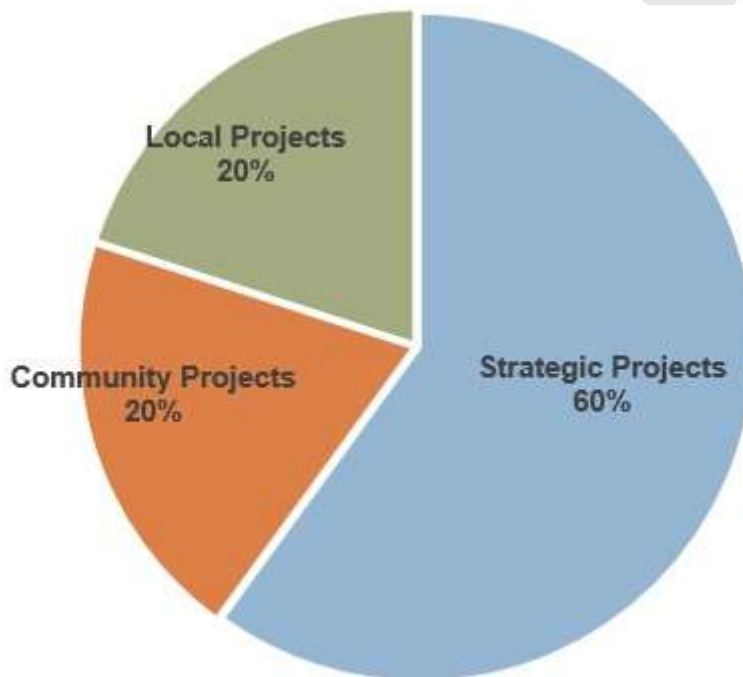
**3.0.6** The sections that follow set out the Governance Arrangements and approach for how decisions are made on the prioritisation and spend of the CIL Infrastructure Fund.



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### 4 Governance Arrangements

**4.0.1** The CIL Infrastructure Fund has been separated into 3 specific project types, to enable the funding to meet wider borough infrastructure requirements and also to support local community needs.



**4.0.2** The estimated annual income of CIL is 1 million pounds which would be split as follows;

#### **60% Strategic Infrastructure Projects -**

- These are projects which require the most amount of CIL funding
- The strategic projects will be in excess of £50,000 and be fully match funded
- Longer term projects

#### **20% Community Projects**

- These are projects which will meet the needs of Parishes and Wards, to fund community projects between £10,000 and £50,000
- It is expected that there will be an element of match funding for these projects.
- Mid term projects

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### 20% Local Projects

- These allocations will be used to meet the local infrastructure requirements for smaller more local projects up to £10,000
- It is expected that there will be an element of match funding for these projects
- Short term projects which must be completed within 5 years

**4.0.3** If funding is not fully allocated to Local or Community Projects, on an annual basis,, the remaining CIL will be allocated to the Strategic Projects.

### 5 Applying for CIL funds

**5.0.1** Annually, the Borough Council will publicise the amount of CIL funding collected.

**5.0.2** On an annual basis, the Council will encourage the submission of Expression of Interest Forms, requesting CIL funding.

**5.0.3** Key internal and external stakeholders responsible for delivering the infrastructure identified in the Council's Infrastructure List will receive direct notification of the opportunity to request CIL funding. Information about the opportunity will also be available on the Council's website.

**5.0.4** The allocation of these funds will be made through an annual 'Expression of Interest' process. A diagrammatic summary of the governance framework for CIL is set out in Appendix 1, which shows the spending and reporting arrangements that are in place.

**5.0.5** Expression of Interests will be made on standard online templates, issued by the Borough Council:

- CIL Strategic Project Application Form
- CIL Community Project Application Form
- CIL Local Project Application Form

**5.0.6** All of the application forms will request key information about the project, including:

- Description and details of the project
- Purpose of the project and its benefit to the community
- Financial details:
  - Estimated total cost of project
  - Amount of CIL funding requested
  - Details of match funding
- Any other supporting information e.g. Project Report and Timescales

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**5.0.7** In order for a project to be considered for CIL funding, the following eligibility criteria needs to be met:

- The Application Form has been completed satisfactorily
- The organisation has the legal right to carry out the proposed project
- The project is clearly defined as 'Infrastructure' as per the CIL Regulations

## DRAFT -CIL Governance and Spending 2020 - 2021

### 6 Strategic Projects - above 50k

**6.0.1** 60% of the CIL Infrastructure Funds will be allocated to Strategic projects, with an estimated total cost of over £50,000.

**6.0.2** The Strategic Projects will be selected by the Borough Council, with more weight given to areas with significant development taking place.

**6.0.3** The Borough Council will make the allocations for spending on infrastructure, in accordance with the Council's adopted CIL Infrastructure List. The Infrastructure list will be reviewed annually and updated to reflect the changing needs within the Borough.

**6.0.4** The current list of Strategic Projects eligible for funding are:

- Education - related to 18+ employment - college based education
- Transport - linked to the Lynn Transport Plan
- Environment - green areas linked to the Council's Climate Change Policy

The Strategic Projects are in line with the Borough Councils Corporate Business Plan. The Project Criteria meet the Corporate priorities and objectives:

- **Education** - Improving social mobility and inclusion to work with partners to improve education attainment levels and the skills of local people.
- **Transport** - Delivering growth in the economy and with local housing to promote, lobby and support infrastructure improvements across the district.
- **Environment** - Protecting and enhancing the environment including tackling climate change to work with partners and the community to improve our natural environment and Creating and maintaining good quality places that make a positive difference to people's lives to maintain accessible, clean, pleasant and safe public places and communities

#### Question

**Apply for Strategic Project Funding?12 'Appendix 2 - Strategic Projects Application Form and Scoring Criteria'**

### 6.1 The Decision Making Process for Strategic Projects

**6.1.1** Once the Strategic Project Application Forms requesting CIL funding have been validated by a Council Officer, initial scoring of the projects will then take place. The factors that projects will be assessed against include: 28

## DRAFT -CIL Governance and Spending 2020 - 2021

- The need for the project
- Benefit of the project
- Deliverability of the project
- Amount of development in the area of the project
- Proposed no of houses in the project area

**6.1.2** Projects will be viewed favourably if they lever in other funds that wouldn't otherwise be available, particularly where those funds may not be available in future years, or where it makes use of match funding.

**6.1.3** The Application forms and Scoring Sheets will then be taken to the BCKLWN Management Team to review and make a formal recommendation.

**6.1.4** The Management Team are required to:

- reach a balanced judgement over which projects to fund.
- make recommendations on which projects should receive CIL funding
- take recommendations to the BCKLWN Cabinet for approval

**6.1.5** Recommendations from the CIL Spending Panel will then go forward to Cabinet. If agreed by Cabinet, stakeholders will be informed and funds will be allocated.

**6.1.6** CIL payments up to £1,000,000 will be signed off by a senior Council Officer.

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### 7 Community Project Allocations between 10k and 50k

**7.0.1** 20% of the CIL Infrastructure Funds will be allocated to Community projects requiring funds of a value between £10,000 and £50,000.

**7.0.2** Project applications must be made in liaison with Parish/Town Councils, which includes the unparished area of King's Lynn, and Wards as appropriate.

**7.0.3** Adjacent Parish Councils may wish to submit a combined application to meet infrastructure requirements within the wider community.

**7.0.4** The Community Projects will be selected by the Borough Council, with more weight given to areas with significant development taking place.

**7.0.5** The Borough Council will make the allocations for spending on infrastructure, in accordance with the Council's adopted CIL Infrastructure List. The Infrastructure list will be reviewed annually and updated to reflect the changing needs within the Borough.

**7.0.6** The current list of Community Projects eligible for funding are:

- Education -- Local Initiatives
- Health
- Economic Development

The Community Projects are in line with the Borough Councils Corporate Business Plan. The Project Criteria meet the Corporate priorities and objectives:

- **Education** - Improving social mobility and inclusion to work with partners to improve education attainment levels and the skills of local people.
- **Health** - Improving social mobility and inclusion by continuing to assist our residents to maximise their opportunities by accessing the support and services they are entitled to.
- **Economic Development** - Delivering growth in the economy and with local housing to promote the borough as a vibrant place in which to live, to do business and as a leading visitor and cultural destination.

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### Question

#### **Apply for Community Project Funding?13 'Appendix 3 - Community Projects Application Form and Scoring Criteria'**

### **7.1 The Decision Making Process for Community Projects**

**7.1.1** Once the Community Project Application Forms requesting CIL funding have been validated by a Council Officer, initial scoring of the projects will then take place.

**7.1.2** The factors that projects will be assessed against include:

- Evidence of need -
  - Number of new dwellings built in Parish/Ward
  - Number of new dwellings identified in the Borough Local Plan/Parish Neighbourhood Plan
  - Details of community support
  - Contribution to Local Plan Objectives
- Stakeholder Support
- Finance and Deliverability of the project
  - Evidence to demonstrate a commitment (financial or otherwise) to the project.
  - Project timescales

**7.1.3** Projects will be viewed favourably if they lever in other funds that wouldn't otherwise be available, particularly where those funds may not be available in future years, or where it makes use of match funding.

**7.1.4** A Council Officer undertaking the initial scoring of the project will make a recommendation to the BCKLWN Management Team, based on the scoring criteria.

**7.1.5** The Scoring Sheets and recommendations will be reviewed by a panel of elected members.

**7.1.6** Following the review from elected members, the recommendations will be taken to the BCKLWN Management Team for approval.

**7.1.7** The Management Team are required to:

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- reach a balanced judgement over which projects to fund.
- make recommendations on which projects should receive CIL funding

**7.1.8** CIL payments up to £50,000 will be signed off by a senior Council Manager.



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### 8 Local Project Allocations between 1k and 10k

**8.0.1** 20% of the CIL Infrastructure Funds will be allocated to local projects requiring funds up to £10,000.

**8.0.2** The Local Projects:

- must commence within 1 year of being allocated CIL
- be completed within 5 years.
- must be made in liaison with Parish/Town Councils, which includes the unparished area of King's Lynn, and Wards as appropriate.

**8.0.3** CIL will be paid on completion of the project.

**8.0.4** The Local Projects will be selected by the Borough Council.

**8.0.5** The Borough Council will make the allocations for spending on infrastructure, in accordance with the Council's adopted CIL Infrastructure List. The Infrastructure list will be reviewed annually and updated to reflect the changing needs within the Borough.

**8.0.6** The current list of Local Projects eligible for funding are:

- Community Facilities
- Green Infrastructure
- Open Space and Leisure
- Community Transport

The Local Projects are in line with the Borough Councils Corporate Business Plan. The Project Criteria meet the Corporate priorities and objectives:

- **Community Facilities** - Creating and maintaining good quality places that make a positive difference to people's lives to maintain accessible, clean, pleasant and safe public places and communities.
- **Green Infrastructure** - Helping to improve the health and well being of our communities by supporting our local communities to be healthy and more active

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- **Open Space and Leisure** - Creating and maintaining good quality places that make a positive difference to people's lives to maintain accessible, clean, pleasant and safe public places and communities and help to improve the health and well being of our communities
- **Community Transport** - Creating and maintaining good quality places that make a positive difference to people's lives and helping to improve the health and well being of our communities by providing early help and support to communities and individuals who are vulnerable.

### Question

**Apply for Local Project Funding?14 'Appendix 4 - Local Projects Application Form and Scoring Criteria'**

### 8.1 The Decision Making Process for Local Projects

**8.1.1** Once the Local Project Application Forms requesting CIL funding have been validated by a Council Officer, initial scoring of the projects will then take place.

**8.1.2** The factors that projects will be assessed against include:

- Evidence to demonstrate a commitment (financial or otherwise) to the project.
- Match funding
- Project timescales

**8.1.3** Short term projects will be looked upon favourably, especially if the CIL can be allocated and spent within the same financial year.

**8.1.4** A Council Officer undertaking the scoring of the project, will make a recommendation to a senior Planning Manager.

**8.1.5** The recommendations will be reviewed by a panel of elected members.

**8.1.6** Following the review from elected members, the recommendations will be taken to a senior Planning Manager for approval

**8.1.7** The Planning Manager is required to:

- reach a balanced judgement over which projects to fund.
- make recommendations on which projects should receive CIL funding

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**8.1.8** CIL payments up to £10,000 will be signed off by a senior Council Manager.

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### 9 Once the funding decision has been made

**9.0.1** Successful applicants of CIL funding will be expected to maintain communication with the Borough Council, on the progress of their project, after a decision has been made to provide funding.

**9.0.2** Where funding has been agreed 'in principle' or where staged payments are agreed, the scheme applicant will be expected to provide information to justify funding being transferred.

**9.0.3** Applicants should continue to provide information until the scheme has been completed and all CIL funding has been spent.

**9.0.4** At a minimum, an annual report will need to provide information on the progress of each scheme that funding has been allocated to. A requirement to submit this information forms part of the agreement that the successful applicant is required to sign between themselves and the Borough Council of King's Lynn and West Norfolk.

**9.0.5** If an applicant does not spend CIL money within five years of receipt or does not spend it as agreed then the Borough Council may require the applicant to repay some or all of those funds.

### 10 Monitoring and Review

**10.0.1** The Borough Council of King's Lynn and West Norfolk is committed to ensuring the use of CIL is open and transparent. To this end, the Borough Council will publish a CIL Infrastructure Spending Report, setting out which projects have been selected and the progress of each.

**10.0.2** In line with the CIL Regulations, as amended in September 2019, the Borough Council will publish an Annual Infrastructure Funding Report. This report will provide details of CIL receipts, balances, expenditure and allocations. This report will be published annually for each financial year, no later than 31 December.

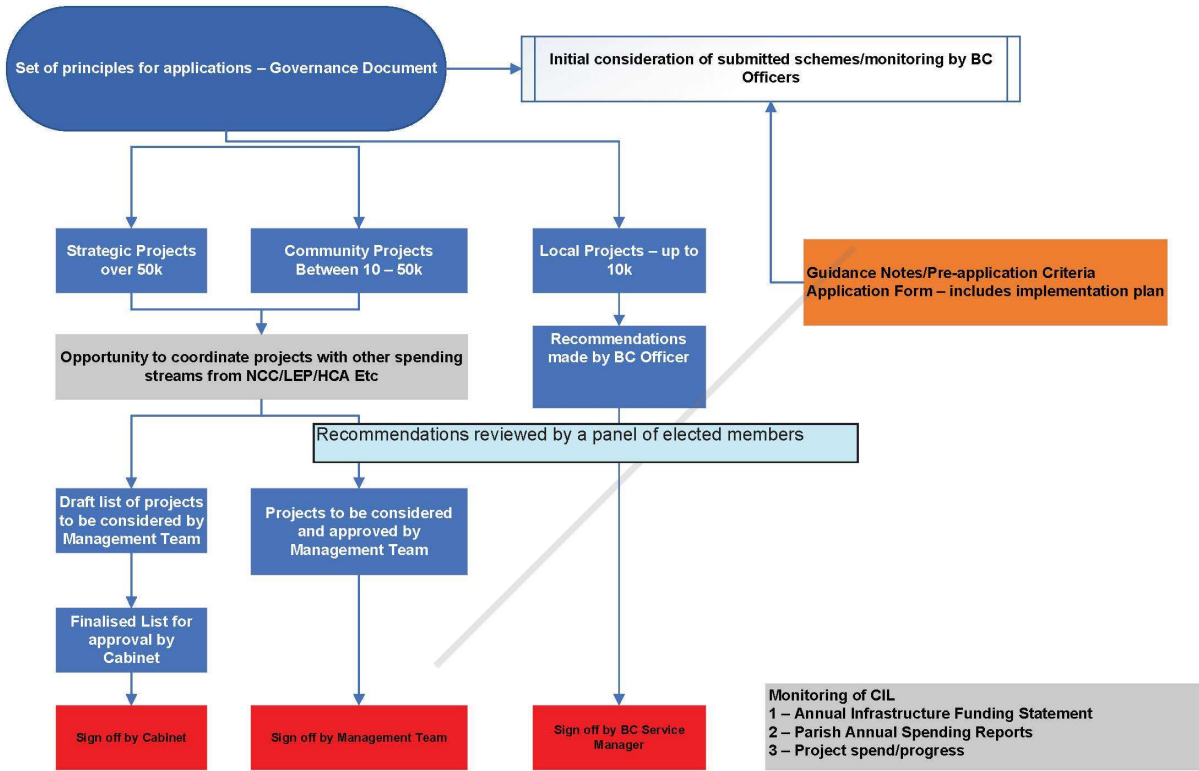
**10.0.3** In addition, the Borough Council will review the allocation criteria and draft an Annual Infrastructure Business Plan, which will be reported to Cabinet each year to agree on how CIL funds should be spent.

**10.0.4** The Borough Council will continue to monitor the operation and implementation of CIL.

**10.0.5** If you have any questions about this guidance, or CIL generally, please contact the Borough Council's CIL Monitoring and Compliance Officer at [CIL@west-norfolk.gov.uk](mailto:CIL@west-norfolk.gov.uk) or call 01553 616443.

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## 11 Appendix 1 - CIL Governance Framework



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## 12 Appendix 2 - Strategic Projects Application Form and Scoring Criteria

### Strategic Project Application Form

To submit your CIL Funding Application, please use the online form at:  
<https://west-norfolk-consult.objective.co.uk/public/cilapp20-21>

### Scoring Criteria

**12.0.1** Any Strategic Project Application must meet all criteria below:

- Is this project necessary to support infrastructure for development?
- Is the total cost of the project over 50k?
- Has match funding and financial commitment been secured?
- Current scope for funding (reviewed annually):
  - Education related to employment (post 18 college based education)
  - Transport, linked to Lynn Transport Plan
  - Environment – green areas linked to Climate Change Policy

**12.0.2** Each project will be scored on the following:

- Does the project meet the current scope, as listed above.
- Is the project match funded.
- Development in the area – based on planning application history
- Current number of proposed houses relating to the project - -based on planning applications and local plan allocations

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### 13 Appendix 3 - Community Projects Application Form and Scoring Criteria

#### Community Project Application Form

To submit your CIL Funding Application, please use the online form at: <https://west-norfolk-consult.objective.co.uk/public/cilapp20-21>

#### Scoring Criteria

**13.0.1** Any Community Project Application must meet all criteria below:

- Is this project necessary to support local growth?
- Is the total cost of the project between 10k and 50k?
- Has match funding and financial commitment been secured?
- Is the project deliverable within 1-5 years?
- Is this application linked to Education, Health or Economic Development?

**13.0.2** Each project will be scored on the following:

#### **13.0.3 Evidence of Need**

- Number of new dwellings identified in the BCKLWN Local Plan:
  - 1 – 49 = 1 Point
  - 50 – 99 = 2 Points
  - 100-149 = 3 Points
  - 150 – 199 = 4 Points
  - 200+ = 5 Points
- What evidence that local people support the project - maximum score = 5
  - Petitions
  - Community Consultation Outcomes
  - Letters of support from new/existing users
  - Fundraising Initiatives

**13.0.4** How does the project contribute to the delivery of the objectives and policies of the BCKLWN Local Plan and/or Neighbourhood Plan:

- 1 point per Local Plan/Neighbourhood Plan Objective/Policy Out of 10

#### **13.0.5 Evidence of stakeholder support**

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**13.0.6** Details of support for the project from other stakeholders or organisations Parish Council Support - maximum score = 5

- Borough Council Support
- County Council Support
- Service Provider Support
- Other Stakeholder Support

### **13.0.7 Finance and Deliverability**

**13.0.8** Amount of CIL funding requested

**13.0.9** Amount of funding committed to the project by applying organisation own funding (e.g. Parish precept):

- 1 – 5% = 1 Point
- 5 – 10% = 2 Points
- 11 – 15% = 3 Points
- 16 – 20% = 4 Points
- 21+% = 5 Points

**13.0.10** Parish/Wards - Amount of funding committed to the project by applying Parish CIL funds

- No CIL = 1 Point
- 10 – 25% = 1 Point
- 25 – 45% = 2 Points
- 45 – 65% = 3 Points
- 65 – 85% = 4 Points
- 85 – 100% = 5 Points

**13.0.11** Details of other match funding secured, (amount and organisation providing funds)

- 1 – 5% = 1 Point
- 5 – 10% = 2 Points
- 11 – 15% = 3 Points
- 16 – 20% = 4 Points
- 21+% = 5 Points

**13.0.12** Project Timescale

- Start date:
  - 0 – 6 months = 5 Point
  - 6 – 9 Months = 4 Points



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- 9 – 12 Months = 3 Points
- 12 – 18 Months = 2 Points
- 18 Months + = 1 Point

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## 14 Appendix 4 - Local Projects Application Form and Scoring Criteria

### Local Project Application Form

To submit your CIL Funding Application, please use the online form at: <https://west-norfolk-consult.objective.co.uk/public/cilapp20-21>

### Scoring Criteria

**14.0.1** Any Local Project Application must meet all criteria below:

- Is the total cost of the project between 1k and 10k?
- Has match funding and financial commitment been secured?
- Is the project deliverable within 1-5 years?
- Is this application linked to:
  - Community Facilities,
  - Community Transport,
  - Green Infrastructure
  - Leisure and Open Space

**14.0.2** Each project will be scored on the following:

#### **14.0.3 Financial Commitments**

**14.0.4** Amount of funding committed to the project by applying organisation own funding (e.g. Parish precept):

- 1 – 5% = 1 Point
- 5 – 10% = 2 Points
- 11 – 15% = 3 Points
- 16 – 20% = 4 Points
- 21+% = 5 Points

**14.0.5** Parish/Wards - Amount of funding committed to the project by applying Parish CIL funds:

- No CIL = 1 Point
- 10 – 25% = 1 Point
- 25 – 45% = 2 Points
- 45 – 65% = 3 Points

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- 65 – 85% = 4 Points
- 85 – 100% = 5 Points

### 14.0.6 Details of other match funding secured (amount and organisation providing funds):

- 1 – 5% = 1 Point
- 5 – 10% = 2 Points
- 11 – 15% = 3 Points
- 16 – 20% = 4 Points
- 21+% = 5 Points



## **Community Infrastructure Levy**

### **Annual List of Infrastructure Projects FY2020-2021**

Following the deletion of CIL Regulation 123 in September 2019, each Collection Authority must produce an Annual Infrastructure Funding Statement.

The infrastructure funding statement will be produced and published no later than the 31 December annually and will provide details of CIL receipts, expenditure, allocations and payments.

To support the Annual Infrastructure Statement, the Borough Council of King's Lynn and West Norfolk have produced a list of criteria for which CIL may be used for FY20/21.

#### **Strategic Projects over £50,000**

- Education related to 18+ employment – post college based education
- Transport – linked to the Lynn Transport Plan
- Environment – green areas linked to the BCKLWN Climate Change Policy

#### **Community Projects between £10,000 and £50,000**

- Education – local initiatives
- Health
- Economic Development

#### **Local Projects between £1,000 and £10,000**

- Community Facilities
- Green Infrastructure
- Open Space and Leisure
- Community Transport

This list will be reviewed annually to meet the changing needs and aspirations of the Borough to support future infrastructure.

## REGENERATION AND DEVELOPMENT PANEL WORK PROGRAMME 2019/2020

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	INFORMATION, OBJECTIVES AND DESIRED OUTCOMES
<b>11<sup>th</sup> June 2019</b>	Appointment of Vice Chairman	Operational		
	Appointments to Task Groups and Informal Working Groups	Operational	Democratic Services Officer	To review Membership of Task Groups and Informal Working Groups set up by the Panel
	High Street and Heritage Action Zone	Update	C Bamfield, M Henry, H Jamieson, S King, M Fuller	Workshop Session
	EXEMPT Corn Exchange Cinema Proposals	Update	C Bamfield	To receive an update. A tour of the Corn Exchange to be held prior to the meeting.
<b>30<sup>th</sup> July 2019</b>	King's Lynn Area Transport Study Update		Alan Gomm and Dave Robson	Update on Stage 1 report.
	Full Year 2018-2019 Performance Monitoring Report	Monitoring	Ged Greaves	Performance Monitoring
	Guildhall Workshop Session	Workshop Session	Chris Bamfield	To hold a workshop session on ideas for the future of the Guildhall which can be used to inform future bid applications.
	EXEMPT Nelson Quay/Boal Quay Development	Update	Chris Bamfield/Matthew Henry	
	South Lynn Brick Kiln	Opposition Member Item		Opposition Member Item requested by Councillor Kemp.
<b>10<sup>th</sup> September 2019</b>	Venue – Town Hall, Hunstanton			
	Coastal Community Fund – Sail The Wash	Update	Jason Richardson and Chris Bamfield	Update on the proposals.

45

Agenda Item 10

	WITHDRAWN ITEM - EXEMPT – Derelict Land and Buildings Group Update	Annual Update	Regeneration and Planning	To make space for the Urgent item to be considered, this report (which was 'to note' only) had been withdrawn from the Agenda and Members were invited to submit any questions and queries via email.
	EXEMPT Hunstanton Development Proposals	Policy Development	James Grant and Chris Bamfield	Information on development sites.
	CIL Governance	Policy Development	Alan Gomm	To consider the Terms of Reference prior to its consideration by the Cabinet.
	Corporate Business Plan	Policy Development	Ged Greaves	To give the Panel opportunity to suggest items for inclusion in the Corporate Business Plan.
	EXEMPT - Nelson Quay Proposals – URGENT ITEM	Policy Development	Chris Bamfield	To consider the proposals prior to their presentation to Cabinet. Considered as urgent as it feeds into the Health High Streets Fund Application.
<b>29<sup>th</sup> October 2019</b>	Walk around King's Lynn			Suggested by the Chairman to take place prior to the meeting.
	Q1 2019-2020 Performance Monitoring Report	Monitoring	Ged Greaves	Performance Monitoring
	Future High Street Fund Update	Update	Chris Bamfield and Matthew Henry	
	Guildhall Update		Chris Bamfield, Steven King and Mark Fuller	To consider the Expression of Interest to the National Heritage Lottery Fund, the Sustainability Report, Architect Proposals and Build Costs.
<b>17<sup>th</sup> December 2019</b>	Corporate Business Plan	Policy Development	Ged Greaves	To consider a more detailed report following the workshop session held on 10 <sup>th</sup> September.
	Future High Street Fund	Update	Chris Bamfield and	Follow on from October meeting.

	Update		Matthew Henry	
	Shakespeare's Guildhall Trust Presentation	Information	Representatives from the Trust	As requested by the Panel.
	Corn Exchange Cinema Update	Update	Matthew Henry	Update
	EXEMPT – Customs House	Update	Matthew Henry	Update
	West Winch / South East King's Lynn Strategic Growth Area	Update	Alan Gomm	Following a request from a Councillor.
<b>28th January 2020</b>	Q2 2019-2020 Performance Monitoring Report	Monitoring	Ged Greaves	
	King's Lynn Area Transport Study		Alan Gomm and Dave Robson	To receive information on the study.
	Car Parking Update	Update	Martin Chisholm	Update to be provided to the Panel following a request from a Councillor.
<b>10th March 2020</b>	Guildhall Update	Update	Duncan Hall	To receive an update.
	CIL Governance Task Group	Task Group Report	Alan Gomm	To receive the report of the Task Group
<b>15th April 2020</b>	Future High Street Fund – Final Submission		Chris Bamfield	To consider the final submission.
	Corn Exchange Cinema Update. Meeting to be preceded by a tour of the Corn Exchange.	Update	Chris Bamfield	The Panel to receive an update on the Cinema Works.
	Quarter 3 2019/2020 Performance Monitoring Report	Monitoring	Ged Greaves	

**To be scheduled:**

- Southgates
- King's Lynn Port

- Heacham Beach Development opportunities
- Business Improvement District Update
- Hunstanton Masterplan Update



**FORWARD DECISIONS LIST**

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
17 March 2020						
	Capital Strategy	Key	Council	Leader S 151 Officer		Public
	Potential Compulsory Purchase Order	Non	Council	Development		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
49	Report of the Audit Committee Cross Party Working Group to Review the King's Lynn Innovation Centre (KLIC)	Non	Cabinet	Leader		Public
	Appeal against Business Rates application	Non	Cabinet	Leader S151 officer		Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
21 April 2020						

	Major Housing Project 2	Key	Council	Project Delivery Exec Dir – C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Southend Road and Hunstanton Bus Station	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
50	Salters Road, King's Lynn	Key	Cabinet	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	KLIC – Building Management	Non	Cabinet	Business Development Asst – Dir – M Henry		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Anti Money Laundering	Non	Cabinet	Leader Chief Executive		Public

	Strategic Property Acquisition	Key	Cabinet	Corporate Projects and Assets Asst Dir – M Henry		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Future High Streets – Stage 2 bid for funding	Key	Cabinet	Business Development		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
51	Pay Award 2020/21	Non	Cabinet	Exec Dir – D Gates		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
16 June 2020						
	Scrutiny and the Executive Protocol	Non	Council	Leader Chief Executive		Public
	Standing Orders Review	Non	Council	Leader Chief Executive		Public
	Update to the Major Project Board Terms of reference	Non	Cabinet	Leader Asst Dir – M Henry		Public

Date of meeting	Report title	Key or Non Key	Decision Maker	Cabinet Member and Lead Officer	List of Background	Public or Private Meeting
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		<b>Decision</b>			<b>Papers</b>	
4 August 2020						

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
22 September 2020						