

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



# **CIL Spending Panel Task Group**

## **Agenda**

**Monday, 24th January, 2022**  
at 11.00 am

in the

**Assembly Room  
Town Hall  
King's Lynn**



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

14 January 2022

Dear Member

**CIL Spending Panel Task Group**

You are invited to attend a meeting of the above-mentioned Task Group which will be held on **Monday, 24th January, 2022 at 11.00 am** in the **Assembly Room, 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**
2. **Notes of the previous meeting** (Pages 5 - 8)
3. **Matters arising**
4. **Declarations of interest**

Please indicate if there are any interests which should be declared. A declaration of an 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 Members should withdraw from the room whilst the matter is discussed.

These 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.

5. **Urgent Business**

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

6. **Members present pursuant to Standing Order 34**

7. **Chair's correspondence (if any)**

8. **De-allocation of Funding FY20/21 - Agreements not returned**

9. **Review of the online application process**

10. **Draft Funding Update / application scoring process** (Page 9)

Please note that no decisions will be made at this meeting, for information only. Decisions will not be made until after the closing date to ensure fairness and transparency of the process.

11. **Agree timetable of process milestones - Spending Panel decisions / Cabinet Report / Funding allocation within current timetable set by the Panel**

<b>Start Date</b>	<b>Closing Date</b>	<b>Decisions Made</b>
01 January 2022	01 February 2022	February/Early March 2022
01 July 2022	01 August 2022	August/Early September

12. **Date of next meeting**

To be advised.

To:

**CIL Spending Panel Task Group:** R Blunt, F Bone, C Bower, M de Whalley, E Nockolds and T Parish

**Officers**

Amanda Driver, CIL Monitoring Officer  
Hannah Wood-Handy, Planning Control Manager

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

**CIL SPENDING PANEL TASK GROUP**

**Minutes from the Meeting of the CIL Spending Panel Task Group held on Tuesday, 21st September, 2021 at 12.30 pm in the Assembly Room, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:**

Councillors R Blunt, C Bower, M de Whalley,  
E Nockolds and T Parish

**OFFICERS:**

Stuart Ashworth - Assistant Director  
Amanda Driver - CIL Officer  
Kathy Wagg - Democratic Services Officer

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor F Bone.

**2 NOTES OF THE PREVIOUS MEETING (PREVIOUSLY CIRCULATED)**

The notes of the previous meeting were agreed as a correct record.

**3 MATTERS ARISING**

There were no matters arising.

**4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5 URGENT BUSINESS**

There was no urgent business.

**6 MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There were no Members present under Standing Order 34.

**7 CHAIR'S CORRESPONDENCE (IF ANY)**

There was no Chair's correspondence to report.

8 **CIL SPENDING PANEL REPORT - CONSIDERATION OF 'LESSONS LEARNT' FROM THE FIRST ROUND OF GRANT APPLICATIONS FOR CIL FUNDING**

[Click here to view a recording of this item on You Tube.](#)

The Chair reported that he had met with officers following the first round of grant applications for CIL funding presented to the first meeting of the Task Group on 22 July 2021 to see whether any improvements to the process could be made.

Following that meeting the report and Appendix 1 had been prepared.

The CIL Officer explained that one of the main confusions that had arisen related to the type of application to be submitted in relation to the local and community projects. There were many local projects which had been submitted as community projects and had resulted in a delay with allocating funding, as it had to go to the Council's Management Team for ratification and could not be determined by the Spending Panel. There had only been one strategic project so there needed to be some clarification in relation to how much they wanted to apply for rather than the amount that the project would cost.

The Chair asked the Task Group whether there was a need for Local and Community applications.

Councillor Parish explained the rationale behind the Local and Community categories.

The Task Group debated the idea of combining the Local and Community categories.

The CIL Project Officer advised that it might be easier to combine local and community projects, which would be less confusing for applicants and to extend what they could apply for up to £50,000 – the criteria being: education, health, economic development, community facilities, green infrastructure, open space and leisure, community transport and historic.

Councillor De Whalley suggested that Parish Councils should be offered further training. The Chair advised that the Parishes would receive an update.

The issue of match funding was raised. The CIL Officer advised that the percentage of match funding would give the project a higher scoring. In the last round, there was over £1 million of match funding.

Councillor Blunt outlined a proposed timetable for the next round of funding and was confident that there could be two rounds of funding – one in January and one in July 2022. There would also be early warning to Parish Councils to help them in the preparation of

applications. A Spending Review Panel would be held in early February, which would help Parishes with their precepts.

The CIL Officer explained that the criteria once agreed could be published and state that the application process would start on 1 January.

Discussion took place on the amount of time that the application period would be open for. It was agreed that this would be one month.

Councillor de Whalley highlighted what could be done for the unparished areas of King's Lynn and the options were explained to the Task Group.

The Chair outlined the process which had been agreed:

- Two months' notice period when applications for CIL funding could be submitted;
- One month period for applications to be received;
- One month for processing the applications; and
- Decision to be made by the Spending Panel.

The Strategic Projects would have to be considered by Cabinet and in line with their timetable. There would also be an improvement in communications especially to unparished areas.

Discussion took place on whether the scoring criteria could be simplified.

The Chair suggested that the scoring criteria should be evidence of need, evidence of support (including Borough and County Councillors) and evidence of funding. This was agreed by the Task Group.

### Strategic Projects

In response to a comment from Councillor Parish, the Chair explained that going forward he anticipated more strategic projects would come forward.

The CIL Officer suggested that the Task Group might want to look at the criteria and open it up for other projects or to stay with the original criteria that had been set.

The Task Group recommended to Cabinet:

**RECOMMENDED:** (1) That the local and community projects be combined and can apply for funding for up to £50,000. The scoring criteria would need to be amended.

(2) That the scoring criteria and application form should be simplified and include evidence of need, evidence of support (including Borough and County Councillors) and evidence of funding.

9 **DATE OF NEXT MEETING**

End of January 2022 to start to look at the applications.

There would also be a meeting of the Spending Panel Task Group in the first week of March and during the first week of September.

**The meeting closed at 1.32 pm**

Ref No	Project Type	Applicant	Project Title	Requested£	Matched £	% Matched	Score	Officer Notes	Officer Recommendation	Officer Recommendation £	Description of Project	Supporting Information
3	Local	Nordelph PC	New bus shelter for school children	£3,877.00	£3,877.00	100%	12/20	Supported by NCC	Approval - Community Facility	£3,877.00	To provide a reverse bus shelter at the existing school bus drop-off and pick-up location for the school children of Nordelph o/s 10 & 12 Silt Road.	There has never been a bus shelter to provide protection from the weather for the school children of Nordelph. The location is in a very exposed rural area and would provide much-needed shelter for the children and other residents who use this bus stop.
4	Local	Nordelph PC	Four new footway lights	£8,000.00	£8,000.00	100%	13/20	Supported by NCC	Approval - Open Space/Leisure	£8,000.00	The parish of Nordelph currently has 4 street lights only. The parish council would like to provide 2 street lights for the High Street to provide safe passage for users of the Village Hall back up the High Street to their homes and 2 street lights for Coronation Avenue which currently has no street lights at all but serves 14 properties.	Nordelph is a small hamlet with limited services and facilities but it DOES have a vibrant village hall community; in the darker months the High Street is VERY dark and particularly the users of the village hall (mainly women I hasten to add) find it quite uncomfortable at times walking home with only the current 2 street lights serving the length of the road; a further 2 lights would provide enough coverage to give pedestrians the added security they feel they need to get home safely. Coronation Avenue currently has NO footway lights at all and serves 14 properties, roughly 50 residents. Coronation Avenue is at the extremities of the parish and footway lighting at this location would provide the residents with much needed security that they feel they need when walking home, particularly the school children when it can be dark by 4pm.
5	Local	Emneth PC	Replacement bus shelter	£2,497.50	£4,995.00	200%	18/20	Funding from Parish & NCC	Approval - Community Facility/Leisure	£2,497.50	The current wooden bus shelter is very old and dilapidated and in need of replacing. This shelter serves a large proportion of the Emneth/Elm community travelling into and back from Wisbech town centre.	This bus stop/shelter serves a large proportion of the Emneth/Elm community (particularly the elderly being situated opposite Elmfield Drive which is predominantly bungalows housing elderly residents). The current shelter is in a very poor state of repair and needs replacing.
9	Local	Hunstanton TC	Hunstanton Community Centre Height Restriction Barrier & Gatea	£4,250.00	£8,500.00	200%	17/20	Funding from Parish & CIL	Approval - Leisure/Community Facility - Public Safety	£4,250.00	To install a height restriction barrier and 2 pedestrian gates in the grounds of Hunstanton Community Centre. The height restriction barrier off Avenue Road is required to; a) deter larger vehicles / caravans / motorhomes from entering the CC grounds and parking without authorisation b) improve traffic flow through entrance c) aid pedestrian safety The replacement gate off Sandringham Road is required to; a) address health & safety issues to members of the public caused by up-growing tree roots b) enable ease of access for pushchairs / wheelchairs / disability scooters c) prevent children and dogs from running off as the replacement gate will be fixed (currently their is just a gap in the fence) The new gate to be erected off Sandringham Road (approx. position opposite United Services Club) is required to; a) allow easier access to Community Centre grounds for residents residing the top end of Sandringham Road and surrounding area	The height restriction barrier will be wider than the current gate fixture, allowing an easier drive in for those attending a class/group at the Centre (Avenue Road is a relatively narrow road and turning in to car park is currently quite tight). Venue hirers are reporting unauthorised cars that are parking in the car park are making it difficult for their members to park for their class/group. The closing gates will prevent children and dogs from running off, re-assuring parents of their children's safety. The gate off Sandringham Road will enable those with a disability, elderly or who have difficulty walking easy access to the field from that end of the town.
15	Local	Grimston Cricket Club	Pavilion Refurbishment	£9,016.00	£2,749.00	30%	15/20	Multiple Parish Use - National Lottery Funding & Club Funds	Approval Leisure/Community Facility	£9,016.00	Grimston Cricket Club is a small rural cricket club in a Level 3 Deprivation area. We provide essential access to sports and outdoor recreational space to the surrounding towns and villages, however our pavilion is in need of refurbishment, as it is in a poor state of repair. We are passionate that the pavilion should be utilised as a community asset for charity events (cake sales, coffee mornings, park runs etc), and is ideally situated in the heart of the villages of Grimston, Pott Row, Roydon and Congham; however in it's current state it is not suitable for use by the community (and is barely fit for purpose for the cricket team!). We have identified five projects as being crucial to refreshing the pavilion and allowing it to be used as a community asset - these are as follows: 1. Re-roofing (club to pay) 2. New Kitchen (funding secured) 3. New Flooring 4. New Toilet/Washing facilities 5. Double Glazed windows	Our double glazing funding - cost £6570.00 - is of particular significance. Our current windows do not open (they are single pane glass type), and as such we are concerned that we may not be able to use the pavilion at all, depending on Covid restrictions. As it stands, we are not able to sufficiently ventilate the changing rooms, and players have had to get changed in their cars, which causes embarrassment to us a club and also to the players of visiting teams. Irrespective of this - we cannot allow the public to use our facilities either with insufficient safe ventilation - whilst we could manage with the current lavatory and flooring (although these are also in need of significant refurbishment) - the lack of ventilation means we are not able to offer any community events at all. If CIL were not wishing to fund anything else, the double glazing is of significance.
13	Local	Hockwold Cricket Club	Hockwold Cricket Club Improvements	£9,238.00	£3,012.00	33%	16/20	Parish & Ward Cllr support Funding from Club & Norfolk Community Foundation	Approval Leisure/Community Facility	£9,238.00	Hockwold Cricket Club was founded in 1906 and now plays in various senior and junior leagues in Norfolk. The club is accredited to the English Cricket Board through its affiliation to the Norfolk Cricket Board. The project is to provide the following: A Secure Scoreboard - £8,000. The current scoreboard has past its useful life and now requires replacement in time for the new season. A New Scorebox - £5,500. The standard the club operates at means that it is important to provide a separate, secure area for the scorers from spectators. This also has a dual role as the junior section has expanded meaning we can put shelves in to secure the additional equipment we need. A Water Collector - £750. We have had wicket covers but the rest of the square remains too wet. If we put flat sheets on the other areas then they hold water and water goes under covers when we brush it off. The collector is a foam drum on wheels which is mobile and absorbs the water from the sheets. Total - £12,250	We offer coaching and competitive cricket for juniors through to senior teams. We ensure access to affordable, valuable outdoor physical activity for all ages and abilities. This is particularly important in a rural community such as ours where there is very limited public transport to main towns and parents/carers who would struggle with work/other family commitments to transport children to activities outside of the village. These proposed works will enable the club to continue to develop and increase our membership at all age levels. We know from the increasing demand we are seeing that local young people want to play cricket and also experience competitive cricket. We are reaching more children and young people through our cricket programmes including holiday and after school programmes, winter training, increasing partnerships with local schools and youth groups and being able to offer a progression route through competitive youth cricket to adult cricket.
17	Local	Hunstanton Town Council	Outdoor Exercise Equipment	£9,000.00	£14,000.00	156%	20/20	Community Groups, Visitors, Community Feedback, Community Clubs support	Approval Leisure/Community Facility	£9,000.00	To provide 'Outdoor Exercise Equipment for Adults/Teens within the grounds of Hunstanton Community Centre, Avenue Road, Hunstanton. To encourage adults/teens to use the outdoor exercise equipment at the Centre.	In a perfect world, everyone would be able to afford to go to a gym, outdoor exercise equipment makes this possible, allowing an equal opportunity for all to get in shape. Exercising improves mental health. Outdoor fitness equipment doesn't just help people get stronger bodies, it also stimulates hormones in the brain that promote better moods. Older adults sometimes find it hard to meet other people, and giving neighbours a chance to chat improves the safety of your community. Working out side by side gives people a chance to talk, helping to create a tighter knit community that cares about each other. Everyone in our community should have the opportunity to enjoy better health, happiness and more friendships, and an outdoor gym gives them a place to make all of those things happen. Advertising the attraction could also help bring more visitors to the area. With more visitors, local businesses will also flourish, which is great for Hunstanton's economy.