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

### **CIL SPENDING PANEL**

Minutes from the Meeting of the CIL Spending Panel held on Tuesday, 29th August, 2023 at 10.00 am in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors Moriarty (Chair), Blunt, de Whalley, Joyce and Sandell.

PRESENT UNDER STANDING ORDER 34: Councillor Bearshaw

#### **OFFICERS:**

Hannah Wood Handy – Planning Control Manager Amanda Driver – CIL Monitoring Officer Robyn Walkey – CIL Assistant

### 1 **APOLOGIES FOR ABSENCE**

None.

### 2 **NOTES OF THE PREVIOUS MEETING**

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

### 3 **MATTERS ARISING**

#### 4 <u>DECLARATIONS OF INTEREST</u>

Councillor de Whalley declared an interest in application 14 – Grimston – Hudson Fen Leisure Limited as he had allocated a portion of his Councillor Community Grant to the application and would not be taking part in the discussion or vote on this item.

#### 5 **URGENT BUSINESS**

There was none.

### 6 MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

Councillor Bearshaw.

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

The Chair reported that he had received an email from West Norfolk Community Transport relating to their application.

#### 8 **INTRODUCTION**

Click here to view the recording of this item on You Tube.

The CIL Monitoring Officer provided the Panel with background on the CIL Funding Terms of Reference and the progress of the previous funding rounds.

In response to a question the CIL Monitoring Officer explained that each application provided detail of development in the area since the adoption of CIL and it was up to the Panel to determine how much weight they gave to this when considering each application.

#### 9 **FY23\_1 REVIEW FUNDING APPLICATIONS:**

Click here to view the recording of this item on You Tube.

The CIL Monitoring Officer informed the Panel that they needed to make decisions on two items which had been referred back from Cabinet from the previous round of funding.

(1) West Winch Changing Rooms. This had been brought back to the Panel as the submission was made in 2021 and an extension had been permitted to 2023 with the proviso that the application would be withdrawn if the work had not started. Work had not started and the applicant was looking to change the project.

**AGREED:** The Panel agreed to withdraw funding for the West Winch Changing Rooms.

(2) Docking Pavilion. This had been referred back from Cabinet as the application had been revised as less match funding was now available to support the project.

The Panel discussed the current application, the previous application and the availability and Section 106 funding.

**AGREED:** The Panel did not support the application for funding of the Docking Pavilion.

### 10 <u>FY23\_2 REVIEW LATEST ROUND OF FUNDING APPLICATIONS</u>

Click here to view the recording of this item on You Tube.

The CIL Monitoring Officer presented the list of application and the officers scores against the criteria.

The Panel was advised that this round was oversubscribed and the options available to the Panel were highlighted.

#### **Major Applications**

The Panel worked through the list of Major applications and determined the applications as follows:

Councillor Joyce arrived at the meeting, but took no part in the decision for application reference 67, below.

(67) Brancaster – Closer to Nature – Boardwalk. The Panel discussed alternative funding options such as the use of GIRAMS and Habitat Mitigation. **AGREED:** 50% of the applied funding be approved and Cabinet be requested to look at alternative funding sources.

The Panel adjourned at 10.40am and reconvened at 10.50am.

- (2) Watlington Watlington Community Sports Pavilion. Councillor Joyce commented that the officials changing rooms should also be National FA compliant **AGREED:** The application was approved by the Panel, subject to confirmation being received that the Officials Changing Rooms would be National FA Compliant.
- (50) North Wootton West Norfolk Rugby Club. The Panel discussed the importance of this community facility which served a large area of the community **AGREED:** Funding approved.
- (3) Snettisham Memorial Field Play Area. The Panel noted the amount of CIL funding held by the Parish Council. **AGREED:** 50% of the applied funding be awarded for the reason that the Parish Council had approximately £27k in its CIL fund.
- (14) Grimston Playground Refurbishments. Councillor de Whalley declared an interest in this item as he had allocated a portion of his Councillor Community Grant to the project. **AGREED:** 50% of the applied funding be awarded due to the amount that the Parish Council had in its CIL funds.
- (61) Shouldham Shouldham Football Club **AGREED**: Funding approved.
- (22) Heacham Recreation Ground new equipment. The Panel discussed the match funding proposed and alternative funding options which could be available. **AGREED:** £30,000 funding be approved.

The Panel adjourned at 11.40am and reconvened at 11.50am.

The Panel had considered all of the Major applications scoring 13 or more and discussed how they would deal with lower scoring applications.

**AGREED:** All major applications scoring 12 or less were rejected.

#### **Minor Applications**

The Panel considered the minor applications and determined the following in principle.

- (31) All Saints Church, King's Lynn. The Panel noted that the Church had previously been a recipient of CIL funding and this was a second phase to the project due to an increase in costs. **AGREED:** The funding was agreed in principle, but the decision would be referred to Cabinet for ratification as this was the second phase of the project and the total funding awarded over the lifespan of the project would have pushed the application into the major funding pot.
- (34) Tilney St Lawrence Village Hall. **AGREED:** Funding approved in principle.
- (24) West Dereham Playground Project. **AGREED:** Funding approved in principle.
- (51) Terrington St Clement Tennis Club. The Panel considered the amount of funding the Parish Council held in their CIL fund. **AGREED:** 50% funding approved in principle due to the amount of CIL funding held by the Parish Council.
- (11) New Station Project Brancaster. **AGREED:** Funding approved in principle.
- (65) North Runcton Resurface Hard Tennis Court. The Panel noted that North Runcton had received no CIL funding and would be affected by future development. **AGREED:** Funding approved in principle.
- (66) South Creake Play Area Safety Surfacing. **AGREED:** Funding approved in principle.
- (23) Marshland St James Car Park Refurbishment. The Panel discussed the new Village Hall and noted that no previous CIL funding had been applied for. The new surface would improve the existing car park. **AGREED:** Funding approved in principle.
- (18) Outwell Trod. **AGREED:** Funding approved in principle.
- (35) South Creake Tennis Club Sub Awnings. The Officer recommendation was to reject this application as sun awnings were not considered as infrastructure. Legal advice would be sought should the Panel grant the award. **AGREED:** Application refused.
- (59) Runcton Holme Traffic Calming Pinch Point. **AGREED:** Funding approved in principle.
- (30) Bircham Adult Gym Provision. **AGREED:** Funding approved in principle.

(63) Clenchwarton Play Park Phase 2.1. Councillor Bearshaw addressed the Panel under Standing Order 34 speaking in support of the application. **AGREED:** Funding approved in principle.

**AGREED:** 1. The Panel would arrange a further meeting to deal with the rest of the applications.

2. The CIL Monitoring Officer would notify the applicants of the outcome of this meeting, with the exception of the applications which needed to be referred back to Cabinet.

## 11 **DATE OF NEXT MEETING**

Additional meeting date to be confirmed.

### The meeting closed at 12.30 pm

# Community Infrastructure Levy (CIL) Spending Panel Meeting

29 August 2023

CIL Monitoring & Compliance Officer – Amanda Driver CIL@west-Norfolk.gov.uk



တ

## **CIL Spending Panel - Agenda**

- 1. Introduction
- 2. **CIL Funding Terms & Conditions**
- 3. FY23\_1 Review Funding Applications:
  - FY21/36 West Winch/Setchey Extend and refurbish the existing football changing rooms £10k
  - FY23\_1/16 Docking Pavilion £70k
- 4. FY23\_2 Review latest round of Funding Applications
- 5. Next Steps/Future Actions



## 1. CIL Funded Projects - Progress

	Total No Apps	Completed Projects	Active/Part Paid	Open Projects started not paid	Not yet started
FY21	48	39	4	4	1
FY22_1	28	20	5	3	0
FY22_2	39	28	2	6	3
FY23_1	43	14	7	22	
Totals	158	101	18	35	4



## 2. CIL Regulation Requirements

CIL Reg 59 (1) states:

'A charging authority must apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area'



## 3. Review of CIL Funded Project FY21/36

CIL Governance require commencement within 1 year from funding allocation & completion within 5 years.

On 12/12/2022 the Spending Panel allowed an extension of 6 months up to 12/06/2023, with agreement that if the project does not start the funding will be withdrawn.

This project has not commenced - Confirm of funding withdrawal by the Panel is sought.

## CIL Funding Application\_West Winch Changing Rooms

Amount of CIL Funding Allocated	£10,000.00
ID	CIL FY21_1/36
Project Details - Project Name/Title	Extension and Upgrade to Existing Changing Rooms.
Organisation Details - Name of Organisation submitting this application	West Winch and Setchey Parish Council.
Project timescale	All construction work is to be put out to competitive tender. The key programme milestones are as follows:  • Tender Period - October / November 2021.  • Construction Phase - First quarter 2022.  • Practical Completion - First Quarter 2023.
Project Progress	Update 6.1.23 - work to begin 1.6.23 07/06/2023 - Reminder sent 21/06/2023 - Delay due to project costing too much. Now hoping to renovate the changing rooms with a smaller, more affordable extension.

## **Proposed Project Timescale submitted on Application:**

All construction work is to be put out to competitive tender. The key programme milestones are as follows:

- Tender Period October / November 2021.
- Construction Phase First quarter 2022.
- Practical Completion First Quarter 2023.



## FY23\_1/16 Docking Pavilion - £70k

## Latest Funding Application - FY23\_1/16 - For Review:

ID Amount Requested -	CIL FY23_1/16 £70,000
Project Name/Title	Docking Pavilion
Organisation Details	Docking Playing Fields Management Committee
Scoring Details - Match Funding - Local Support - Timescale	<ul> <li>Match Funding 14% = 2</li> <li>Local Support - Docking FC, Parish Council, Primary School, Ward Cllr &amp; Survey = 5</li> <li>Timescale 0 - 6 Mnths = 5</li> </ul>
BC Officer Research - Project Research Details: Previous CIL Funding - CIL Parish Payments Received - Development in Area - Planning History -Local Plan Allocations	Revised submission - previously allocated £50k FY22_2/57 (new pavilion)     Local Plan - Docking is a Key Service Area:     Docking Allocation G30.1 Off Pound Lane - 20 dwellings
	22 CIL Planning Applications with 2 exemptions     Previous Funding Allocated £5,150:     FY21_1/47 3 Pond Restoration £3,700     Station Rd & Church Ponds Cleared Phase 1     Completed 18/11/2022
	<ul> <li>FY21_1/48 Restoration of Grade II listed asset Pound/Cage Restoration £1,450 Completed 15/08/2022</li> </ul>
	CIL Parish payments made £26,623.71  Spent - Bus Shelter Roof £387.40, SAM2 Machine, posts and brackets £1903, Village Gateways £4164, Kerbing around VG52 £2456  CIL Parish Fund Unspent £10,335.55
	FY23_1 CIL Funding Applications Submitted £100,000: FY23_1/16 Renovation of Pavilion - Docking Playing Field Committee £70,000 FY23_1/51 MUGA Refurb - Docking FC £30,000



## **Project Funding**

		Allocated	Spend	Allocated Not Spent
	FY21/22 Totals	£1,207,813.47	£116,354.13	£1,091,459.34
	FY22/23 Totals	£1,434,835.28	£952,258.50	£1,574,036.12
	FY23/24 Totals	£84,314.68	£550,825.41	£1,107,525.39
<b>)</b>	TOTALE	00 706 062 42	C4 C40 420 04	C4 407 F0F 20
	TOTALS	£2,726,963.43	£1,619,438.04	£1,107,525.39
		Current	Unallocated	Actual -
	Reserved awaiting	Income upto	remaining	Unallocated
	TORs	FY22/23	Less Reserved	Remaining
	£70,000.00	£3,937,307.26	£1,140,343.83	£1,210,343.83
	·			



## **CIL Infrastructure Funding List - FY 2023**

## Infrastructure Projects funding over £30,001

- 18+ Adult Education Infrastructure Projects
- Green Infrastructure Projects
- Leisure Time Activities Infrastructure

## Infrastructure Projects funding of £2,000 and up to £30,000

- Education local initiatives
- Health
- Economic Development
- Community Facilities
- Green Infrastructure
- Open Space and Leisure



## FY23\_2 CIL Project Applications

**Total Requested £2,305,865.12** For Allocation £1,140,343.83

- Over £30k (Majors) Requested £1,645,503.99
- Up to £30k (Minors) Requested £660,361.13

	50%	10%	AVAILABLE
Major	£570,171.92	£57,017.19	£627,189.11
Minors	£570,171.92	-£57,017.19	£513,154.72
		Totals	£1,140,343.83



\_

Agenda Page	Ref No	Requested£	Parish	Applicant	Project Title	Total Scores
35	67	£534,342.39	Brancaster	Norfolk Coast Path National Trail (hosted by Norfolk County Council)	Closer to Nature	15
40	2	£100,000.00	Watlington	Watlington Parish Council	Watlington Community Sports Pavilion	15
42	50	£100,000.00	North Wootton	West Norfolk Rugby Club Limited	Extend changing facilities	15
44	3	£49,000.00	Snettisham	Snettisham Parish Council	Memorial Field Play Area	15
46	14	£48,586.00	Grimston	Hudson Fen Leisure Ltd (Charity)	Playground Refurbishments	15
48	61	£60,000.00	Shouldham	Shouldham Football Club	Club House	13
50	22	£49,950.00	Heacham	Heacham Parish Council	Recreation Ground New Equipment	13
52	4	£63,180.00	North Runcton	North Runcton Cricket Club	NRCC Accessibility & Inclusivity Upgrade	12
54	58	£300,000.00	Terrington St John	Terrington St John Village Hall	Purchase of former Church as Village Hall	10
56	37	£73,298.00	West Winch	West Winch Parish Council	Car Park Resurfacing	10
58	45	£130,000.00	Upwell	Upwell Playing Field Committee	MUGA	9
60	60	£50,000.00	Marham	Marham Parish Council	Marham Pump Track/ Skateboard park	7
62	64	£87,147.60	Hunstanton	Hunstanton Sailing Club	Accessibility Project	5

	Ref No	Requested£	Parish	Applicant	Project Title	Total Scores	Requested£
66	31	£30,000.00	Kings Lynn	All Saints Church South Lynn	Facilities Project All Saints South Lynn	15	£30,000.00
68	34	£30,000.00	Tilney St Lawrence	Tilney St Lawrence Village Hall	Upgrading of the Village Hall	15	£30,000.00
70	24	£30,000.00	West Dereham	West Dereham Parish Council	West Dereham Playground Project	15	£30,000.00
73	51	£25,000.00	Terrington St Clement	Terrington St Clement Tennis Club	TSCTC Court Surface Renewal	15	£25,000.00
75	11	£25,000.00	Brancaster	National Coastwatch Institution Brancaster	New Station Project	15	£25,000.00
77	65	£22,000.00	North Runcton	West Norfolk LTC	Resurface Hard Tennis Courts	15	£22,000.00
<b>9</b>	66	£14,745.20	South Creake	South Creake Parish Council	Play Area Safety Surfacing	15	£14,745.20
81	23	£10,840.00	Marshland St James	Marshland St James Parish Council	Car Park Refurbishment	15	£10,840.00
83	18	£8,750.00	Outwell	Outwell Parish Council	Trod	15	£8,750.00
84	35	£6,000.00	South Creake	South Creake Tennis Club	SPF 50 Sun awnings	15	£6,000.00
86	59	£5,200.00	Runcton Holme	Runcton Holme Parish Council	Traffic Calming Pinch Point	15	£5,200.00
87	30	£5,000.00	Bircham	Bircham Parish Council	Adult Gym Provision	15	£5,000.00
89	63	£4,498.00	Clenchwarton	Clenchwarton Play Area Regeneration	Play Park Phase 2.1	15	£4,498.00

Agonda	Ref	<u> </u>	1	u u		1	UL.
	No	Requested£	Parish	Applicant	Project Title	Total Scores	Requested£
91	33	£27,000.00	Wiggenhall St Germans	Wiggenhall St Germans Memorial Hall and Playing Field	Ladies Toilets Refurbishment	14	£27,000.00
93	17	£23,000.00	Walpole	Walpole Parish Council	Playground maintenance/repairs	14	£23,000.0
94	52	£15,000.00	Downham Market	Downham Market Town Council	Resurface Memorial Garden Path	14	£15,000.00
96	43	£12,000.00	Castle Acre	Castle Acre Coronation Bowls Club	New toilet facilities & storeroom	14	£12,000.00
98	19	£2,000.00	Crimplesham	Crimplesham PC	defib	14	£2,000.00
99	16	£17,854.00	Hilgay	Hilgay Parish Council	Ten Mile Bank Play Area Redevelopment	13	£17,854.0
101	55	£10,000.00	Heacham	Heacham Parish Council	Saltings & Chalkpit groundworks	13	£10,000.0
103	9	£8,000.00	Downham Market	Downham Market	Open Air Adult Gym	13	£8,000.0
105	32	£5,400.00	Feltwell	Edmund De Moundeford VC PTA	Outdoor Classroom	13	£5,400.00
107	56	£3,688.00	Tilney All Saints	RSPCA Norfolk West	Rehoming Centre LED Lighting Project	13	£3,688.00



	Ref No	Requested£	Parish	Applicant	Project Title	Total Scores	Requested£
109	25	£30,000.00	Kings Lynn	West Norfolk Community Transport Project	Medical Centre Transport	12	£30,000.00
111	54	£25,725.00	Shouldham	Shouldham Bowls and Social Club	Accessible toilets and disabled parking	12	£25,725.00
113	47	£17,335.18	Bircham	Bircham Cricket Club	Cricket Club - New Nets	12	£17,335.18
115	44	£15,900.00	Denver	Denver Playing Field Association	Denver Pavilion Fire Escape Replacement	12	£15,900.00
117	20	£10,000.00	Crimplesham	Crimplesham PC	playground equipment	12	£10,000.00
118	26	£7,000.00	Dersingham	Dersingham Tennis Club	Repair of Court 2	12	£7,000.00
1 <u>2</u> 0 &	29	£6,018.63	South Wootton	South Wootton Parish Council	Village Hall Alarm System	12	£6,018.63
122	10	£4,194.00	Grimston	Grimston Cricket Club	New Pitch Covers	12	£4,194.00
124	6	£28,500.00	Denver	Denver VC Primary School	Outdoor Learning Area	11	£28,500.00
126	13	£5,068.00	Hunstanton	RSPCA Norfolk West	Hunstanton Solar	11	£5,068.00
128	28	£3,956.00	North Wootton	North Wootton Parish Council	Village Sign - Repair	11	£3,956.00



26	В	L	E	r	u	, n	Į P	BL
	Agenda Page	Ref No	Requested£	Parish	Applicant	Project Title	Total Scores	Requested£
1	130	39	£26,500.00	Kings Lynn	Harding's Pits Community Association	Replace the whale sculpture and shelter	10	£26,500.00
2	132	53	£15,775.20	Burnham Market	Burnham Market and Norton Village Hall Trust	Roof repairs	10	£15,775.20
3	134	57	£8,650.00	Ringstead	Ringstead Village Hall (Charity number284104)	Re-decoration Project 2023	10	£8,650.00
4	136	15	£8,000.00	Docking	Docking Village Hall	Replacement Doors	10	£8,000.00
5	138	27	£7,750.00	North Wootton	Wootton Park Recreation Association	Wootton Park - Drainage	10	£7,750.00
1g	140	49	£2,630.00	Gayton	Gayton Parish Council	Community Shed for Guides & Rangers Kit	10	£2,630.00
7	142	38	£5,250.00	Congham	Congham Parish Council	Congham Walk Map	9	£5,250.00
8	144	7	£20,752.00	Docking	Docking Village Hall	Docking Bowls Clubs improvements	8	£20,752.00
9	146	46	£19,195.92	Downham Market	Nelson Academy Downham Market	emy Downham Market  Learning is Natural- Discovery and Sensory Trail		£19,195.92
0	148	40	£17,970.00	Gayton	Gayton Parish Council	Gayton Thorpe Playground	7	£17,970.00
1	150	36	£4,440.00	West Winch	West Winch Parish Council	Tennis court path	7	£4,440.00
2	152	62	£28,776.00	Old Hunstanton	Old Hunstanton Village Hall	ROOF REPAIRS	6	£28,776.00



## **Next Steps**

- Projects over £30k Cabinet Approval
- Projects up to £30k Formal notice of Spending Panels Decisions



## **Spending Panel – Future Actions**

- 1. Review CIL Income & Expenditure FY22/23
- 2. Annual Infrastructure Funding Statement
- 3. Review Governance 2024
- 4. Funding application timetable for 2024



## **Questions?**



	Agenda Page	Ref No	Requested£	Parish	Applicant	Panel Recommendations	Approved Y/N	Panel Comments
	35	67	£534,342.39	Brancaster	Norfolk Coast Path National Trail (hosted by Norfolk County Council)	£267,171.20	у	50% with further investigation into other funding including GIRAMS.
	40	2	£100,000.00	Watlington	Watlington Parish Council	£100,000.00	у	Official changing is also National FA compliant
	42	50	£100,000.00	North Wootton	West Norfolk Rugby Club Limited	£100,000.00	у	100% approved
	44	3	£49,000.00	Snettisham	Snettisham Parish Council	£24,500.00	у	50% - Based on CIL Parish payments unspent, may be used to fund this project.
	46	14	£48,586.00	Grimston	Hudson Fen Leisure Ltd (Charity)	£24,293.00	у	50% - Based on CIL Parish payments unspent, may be used to fund this project. Further matchfunding be sought from the 3 Parishes.
	48	61	£60,000.00	Shouldham	Shouldham Football Club	£60,000.00	у	100% approved
23	50	22	£49,950.00	Heacham	Heacham Parish Council	£30,000.00	у	Partial funding based on remaining funds available. As low matchfunding, panel request Heacham PC seek alternative funding.
	52	4	£63,180.00	North Runcton	North Runcton Cricket Club	£0.00	n	No funding available, low score
	54	58	£300,000.00	Terrington St John	Terrington St John Village Hall	£0.00	n	No funding available, low score
	56	37	£73,298.00	West Winch	West Winch Parish Council	£0.00	n	No funding available, low score
	58	45	£130,000.00	Upwell	Upwell Playing Field Committee	£0.00	n	No funding available, low score
	60	60	£50,000.00	Marham	Marham Parish Council	£0.00	n	No funding available, low score
	62	64	£87,147.60	Hunstanton	Hunstanton Sailing Club	nstanton Sailing Club £0.00		No funding available, low score
	Totals		£1,645,503.99			£605,964.20		
	66	31	£30,000.00	Kings Lynn	All Saints Church South Lynn	£30,000.00	у	100% recommendation in principle - as this is Phase 2 Panel request ratification of their decision from Cabinet.

	_	Ref No	Requested£	Parish	Applicant	Requested£	Approved	Panel Comments
-	66	31	£30,000.00	Kings Lynn	All Saints Church South Lynn	£30,000.00	у	100% recommendation in principle - as this is Phase 2 Panel request ratification of their decision from Cabinet.
	68	34	£30,000.00	Tilney St Lawrence	Tilney St Lawrence Village Hall	£30,000.00	у	100% Approved
	70	24	£30,000.00	West Dereham	West Dereham Parish Council	£30,000.00	у	100% Approved
	73	51	+ /5 000 00	Terrington St Clement	Terrington St Clement Tennis Club	£12,500.00	W	50% - Based on CIL Parish payments unspent, may be used to fund this project.
	75	11	£25,000.00	Brancaster	National Coastwatch Institution	£25,000.00	у	100% Approved
	77	65	£22,000.00	North Runcton	West Norfolk LTC	£22,000.00	у	100% Approved
	79	66	£14,745.20	South Creake	South Creake Parish Council	£14,745.20	у	100% Approved
24	81	23	£10,840.00	Marshland St James	Marshland St James Parish Co	£10,840.00	у	100% Approved
	83	18	£8,750.00	Outwell	Outwell Parish Council	£8,750.00	у	100% Approved
	84	35	£6,000.00	South Creake	South Creake Tennis Club	£0.00	n	Support officer recommendation - not a Capital Project & not infrastructure to support new development
	86	59	£5,200.00	Runcton Holme	Runcton Holme Parish Council	£5,200.00	у	100% Approved
	87	30	£5,000.00	Bircham	Bircham Parish Council	£5,000.00	у	100% Approved
	89	63	£4,498.00	Clenchwarton	Clenchwarton Play Area Regeneration	£4,498.00	у	100% Approved

£217,033.20 £198,533.20