

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

**CIL GOVERNANCE TASK GROUP**

**Minutes from the Meeting of the CIL Governance Task Group held on  
Tuesday, 4th February, 2020 at 2.00 pm in the Tornado Room, Town Hall**

**PRESENT:**

Councillors T Parish (Chair), F Bone, A Bubb, M de Whalley, J Kirk, T Parish and  
D Whitby

**MEMBERS PRESENT UNDER STANDING ORDER 34:** Councillor A Kemp

**Officers:**

Amanda Driver, CIL Officer

Alan Gomm, LDF Manager, Planning Policy Manager

**1 APOLOGIES FOR ABSENCE**

None.

**2 MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillor A Kemp.

**3 NOTES FROM THE PREVIOUS MEETING**

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

**4 DETAILED PROCESSES FOR DISTRIBUTION**

The Task Group discussed the CIL distribution and suggested process. The Chair explained that there was scope to review the process on an annual basis.

The Planning Policy Manager reminded the Task Group of an Appendix to a Cabinet report, which set out the potential governance structure for CIL spending and monitoring (copy attached).

The Task Group suggested the following amendments/comments as set out below:

**CIL Fund Application Form/Criteria – Strategic Projects over £50,000**

- Clarification required as to how the list of decisions were recorded and if the decisions would be subject to the call in process.

- Criteria questions: total cost to be amended to read: *Is the estimated total cost of the project over £50,000.*
- Add reference to timescale to include start and end date of project.
- In Project details – add that a report outlining a brief description could be attached to the application form.

CIL Fund Application Form/Criteria – Community Projects between £10,000 and £50,000

- Evidence of Need: As one of the Corporate Objectives of the Local Plan reference to Neighbourhood Plans be included.
- Evidence Need: Plan could be requested to show how the project would affect the local area/information to show many dwellings.

CIL Fund Application Form/Criteria – Local Projects between £1,000 and £10,000

- Criteria Question: remove match funding and amend to read: Is there evidence to demonstrate there is a commitment (financial or otherwise) to the project.

CIL Fund Application Form/Criteria – Local Projects between £1,000 and £10,000

- Scoring Criteria: A Driver to research if it would be possible to see if the scoring could relate to a percentage of the parish precept.

**AGREED:** The Task Group agreed the application forms/criteria for the three groups, subject to the amendments set out above.

5 **SELECTION CRITERIA**

The Task Group received and noted the pre-application criteria circulated with the Agenda.

6 **DATE OF THE NEXT MEETING**

Wednesday 26 February 2020 at 2.00pm in the Kempe Room, Town Hall.

**The meeting closed at 3.04 pm**