

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

**CIL GOVERNANCE TASK GROUP**

**Minutes from the Meeting of the CIL Governance Task Group held on  
Wednesday, 26th February, 2020 at 2.00 pm in the Kempe Room - Town  
Hall, Saturday Market Place, King's Lynn PE30 5DQ**

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

**OFFICERS:**

Amanda Driver – CIL Officer

**1                   APOLOGIES FOR ABSENCE**

None.

**2                   MEMBERS PRESENT UNDER STANDING ORDER 34**

None.

**3                   NOTES FROM THE PREVIOUS MEETING**

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

Matters Arising

- The comments made at the previous meeting to be picked up in the draft Spending and Governance documents.
- Reference to Neighbourhood Plans to be included in the Spending and Governance documents

**4                   SELECTION CRITERIA**

The Task Group were presented with the draft Spending and Governance document which had been drafted based on what had previously been agreed by the Task Group. The Task Group made the following comments:

- An additional box to be added to the flow chart to ensure that Councillor monitoring and review of applications was included.
- The process suggested would be reviewed after one year.
- Where there were references to Parishes it needed to be clear that this also applied to unparished areas as well.
- The Task Group suggested that any unspent funds could move up to the next pot if required.
- Reference to 'Ward Councils' to be changed to Wards.

- Consideration be given to the administration processes and how quickly applications would be considered and when notification of if the application was successful would be available.
- The Task Group was provided with a mock up demonstration of the online application process, reports which could be produced and that a pdf version would also be available to print off if required. It was suggested that applications could be linked to the Council's mapping system.

**AGREED:** The Task Group approved the draft CIL Governance and Spending document, subject to the above comments being incorporated as required.

5 **INTERIM REPORT TO REGENERATION AND DEVELOPMENT PANEL ON 10TH MARCH 2020.**

The Task Group would be presenting an update to the Regeneration and Development Panel on 10<sup>th</sup> March 2020. The Task Group discussed and agreed the following:

- It needed to be clear that all documents were currently draft.
- Amanda Driver to amend the CIL Governance and Spending document to ensure that it linked with the Corporate Business Plan as required.
- The Democratic Services Officer to draft a covering report to go to Panel along with the draft CIL Governance and Spending document for the Panel to consider.
- Amanda Driver to give a short presentation to the Panel on the background of CIL before the findings of the Task Group were presented by Members of the Task Group.
- The Panel to be informed that Accounting and Administration processes had not yet been considered by the Task Group as they would be dependent on if the Panel agreed to the work of the Task Group so far. A further update would need to be presented to the Panel.

6 **ANY OTHER BUSINESS**

There was none.

7 **DATE OF THE NEXT MEETING**

Tuesday 31<sup>st</sup> March 2020 at 2.00pm in Meeting Room 2:1, King's Court.

**The meeting closed at 3.15 pm**