

DRAFT -CIL Governance and Spending 2020 - 2021

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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.

1.0.4 CIL is charged at a rate per square metre and varies according to land use.

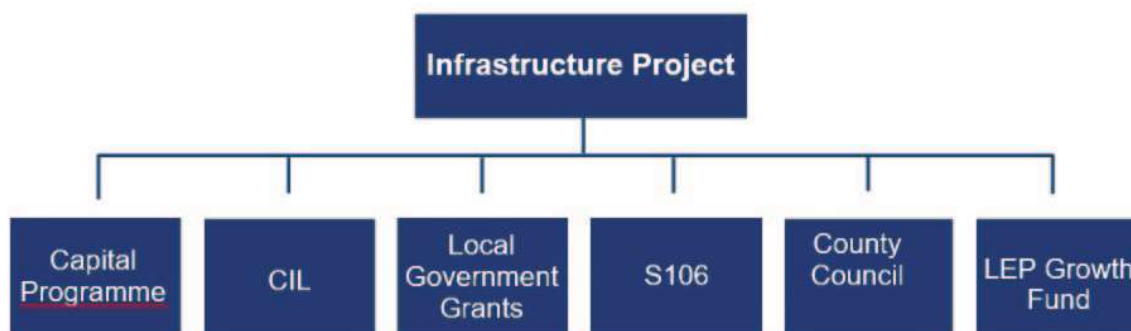
1.0.5 CIL is just one funding stream that can be used, in conjunction with others, to fund infrastructure projects. Alongside CIL, S106 obligations will still exist, but generally as one-off agreements to mitigate the impacts of larger developments and to secure on-site developer requirements, such as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

1.0.6 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

1.0.7 This document is based on the 11 'Appendix 1 - CIL Annual List of Infrastructure Projects' and is applicable for the year 2020-2021

1.0.8 The spending priorities (as aligned to the Corporate Business Plan) will be reviewed on an annual basis.

Figure 1 - Funding Streams



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2 Statutory Requirements

2.0.1 Under CIL, the Borough Council will act as the designated Charging Authority.

2.0.2 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.

2.0.3 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.

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

2.0.5 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:

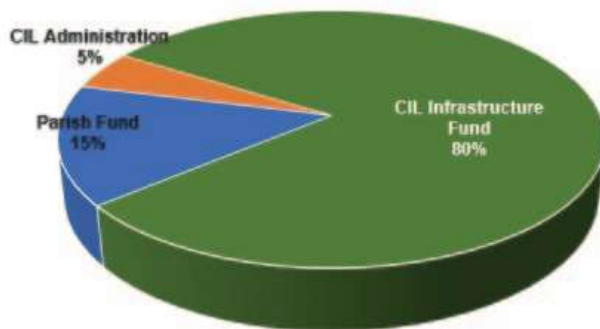
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- 5% is retained by the Borough Council of King's Lynn and West Norfolk to cover administrative costs (including consultation on the levy charging schedule, enforcing CIL, legal costs and reporting on CIL activity)
- 15%, known as the Neighbourhood 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.

For example:

If £1,000 is received it would be distributed as follows:

- Where 1% = £10
- 5% Admin = £50
- 15% (without Neighbourhood Plan) = £150 **or** 25% (with Neighbourhood Plan) Parish Payment = £250
- the remaining sum is placed in the CIL Infrastructure fund 80% = £800 or 70%(with Neighbourhood Plan) = £700



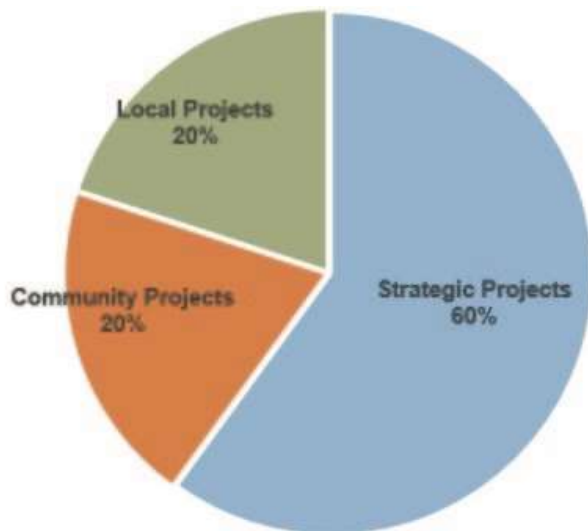
It is very unlikely that CIL will generate enough funds to completely cover the cost of new infrastructure needed to fully support planned development. As such, there will be competing demands for this funding. With this in mind, it is important to ensure that there are robust, accountable and democratic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

3.0.5 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

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

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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 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.

5.0.4 The stakeholders automatically notified will be:

- Internal Departments within BCKLWN
- Norfolk County Council
- Parish and Town Councils within the Borough
- All BCKLWN Councillors

5.0.5 Information about the opportunity will also be available on the Council's website.

5.0.6 The allocation of these funds will be made through an 'Expression of Interest' process.

5.0.7 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.

5.0.8 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

5.0.9 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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5.0.10 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

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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 1

Do you want to apply for CIL Strategic Project Funding?

6.0.5 If you wish to complete the CIL Strategic Project Funding , please click on the link below and it will take you to the online form.

6.0.6 [CIL Funding Applications](#)

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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:

- 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 BCKLWN Management Team, will then go forward to Cabinet.

6.1.6 If agreed by Cabinet, the application stakeholders will be informed and funds will be allocated.

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

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.

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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

Do you want to apply for CIL Community Project Funding?

If you wish to complete the CIL Community Project Funding , please click on the link below and it will take you to the online form.

[CIL Funding Applications](#)

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, 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 The panel of elected members are known as the CIL Spending Panel.

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7.1.7 Following the review from the CIL Spending Panel, the recommendations will be taken to the BCKLWN Management Team for approval.

7.1.8 The Management Team are required to:

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

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

8 Local Project Allocations up to 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:

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- **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
- **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

Do you want to apply for CIL Local Project Funding?

If you wish to complete the CIL Local Project Funding , please click on the link below and it will take you to the online form.

[CIL Funding Applications](#)

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 initial scoring of the project will make a recommendation, based on the scoring criteria.

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8.1.5 The recommendations will be reviewed and endorsed, by the CIL Spending Panel.

8.1.6 The CIL Spending Panel is required to:

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

8.1.7 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.

- The Borough Council will publish a CIL Infrastructure Spending Report, setting out which projects have been selected and the progress of each.
- In line with the CIL Regulations, as amended in September 2019, the Borough Council will publish an Annual Infrastructure Funding Statement. 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.

10.0.2 The published reports can be found on the CIL Financial Reports webpages at: https://www.west-norfolk.gov.uk/homepage/276/cil_financial_reports

10.0.3 The CIL Spending Panel will review the allocation criteria of how CIL funding is to be distributed and spent.

10.0.4 The CIL Spending Panel will draft an Annual List of Infrastructure Projects.

10.0.5 The Draft Annual List of Infrastructure Projects, will be reviewed by the Regeneration and Development (R&D) Panel.

- The R&D Panel is made up of Borough Council Officers and Elected Members.

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10.0.6 The R&D Panel will make recommendations to Cabinet.

10.0.7 Cabinet will review the recommendations and approve the Annual List of Infrastructure Projects, which will be published on the CIL Financial Report webpage.

10.0.8 The Borough Council and CIL Spending Panel will continue to monitor the operation and implementation of CIL.

10.0.9 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 or call 01553 616443.

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11 Appendix 1 - CIL Annual List of Infrastructure Projects

Annual List of Infrastructure Projects FY2020-2021

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

11.0.2 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.

11.0.3 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.

11.0.4 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

11.0.5 Community Projects between £10,000 and £50,000

- Education – local initiatives
- Health
- Economic Development

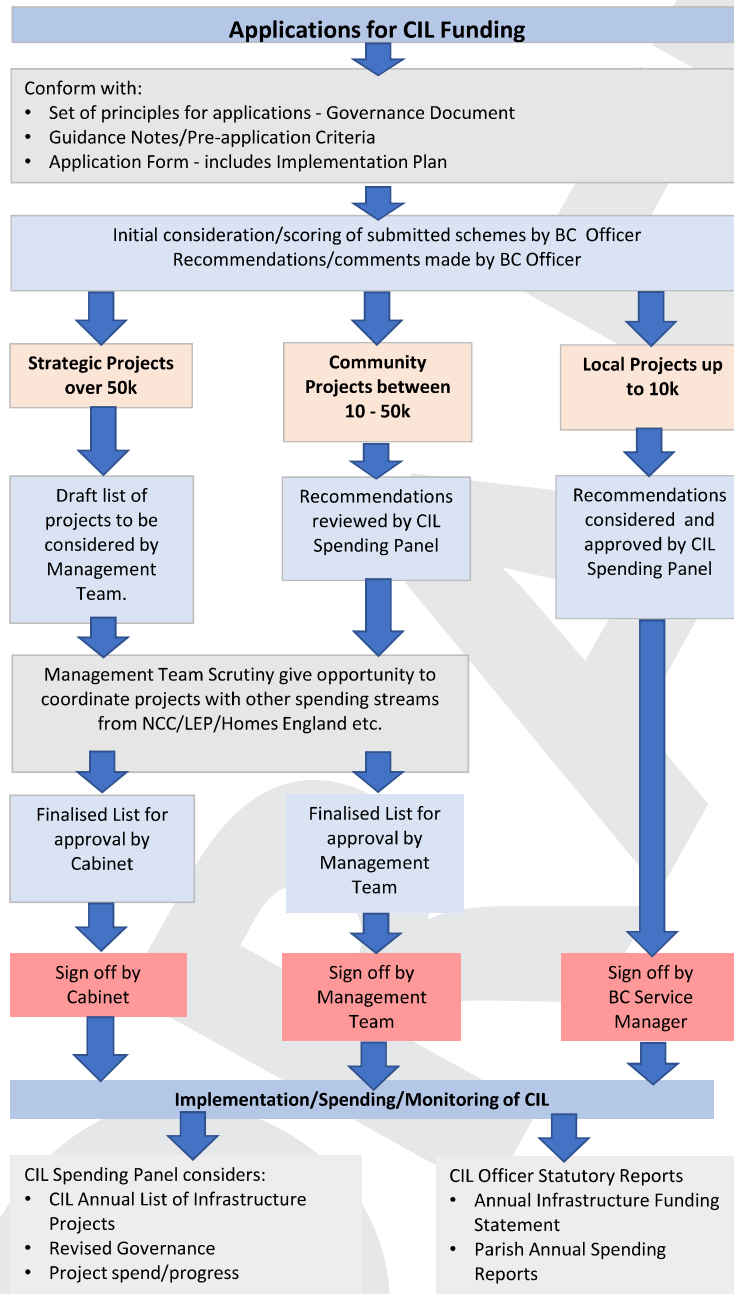
11.0.6 Local Projects between £1,000 and £10,000

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

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

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12 Appendix 2 - CIL Governance Framework



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13 Appendix 3 - Strategic Projects Application Form and Scoring Criteria

Strategic Project Application Form

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

Scoring Criteria

13.0.1 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

13.0.2 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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14 Appendix 4 - Community Projects Application Form and Scoring Criteria

Community Project Application Form

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

Scoring Criteria

14.0.1 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?

14.0.2 Each project will be scored on the following:

14.0.3 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

14.0.4 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

14.0.5 Evidence of stakeholder support

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14.0.6 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

14.0.7 Finance and Deliverability

14.0.8 Amount of CIL funding requested

14.0.9 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

14.0.10 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

14.0.11 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

14.0.12 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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15 Appendix 5 - Local Projects Application Form and Scoring Criteria

Local Project Application Form

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

Scoring Criteria

15.0.1 Any Local Project Application must meet all criteria below:

- Is the total cost of the project between 2k 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

15.0.2 Each project will be scored on the following:

15.0.3 Financial Commitments

15.0.4 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

15.0.5 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

15.0.6 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