

# Community Infrastructure Levy (CIL) Spending Panel Meeting

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Borough Council of  
King's Lynn &  
West Norfolk



## Agenda

1. Confirmation of withdrawal of Funding Application(s)
2. Overview of Project Progress & Funding to date
3. Summary of FY24\_1 Applications received
4. Spending Panel requirements
5. Review & Allocation of CIL Funding for FY24\_1
6. Administration - Next Steps
7. Spending Panel – Future Actions

During this session officers will:

- provide an overview of CIL Funded Project Progress and spending to date.
- Review projects that require formal withdrawal
- Review and allocated CIL funding to projects under £50k
- Make recommendations to Cabinet for projects over £50k
- And agree a programme of future actions

## Withdrawal of CIL Funding Allocation(s)

Ref No	App Description & amount allocated	Reason for withdrawal
FY22_2/09	Castle Acre – Visitor Carpark £15k	Allocated 19/08/2022 1 year commencement period expired Planning Application Refused

Panel approved the withdrawal of this application.

Confirmation by Panel that project can be withdrawn as planning application was refused Castle Acre are working with planning and the Conservation Team, to reach a resolution, prior to a new planning application being submitted. The applicant may wish to reapply, once a suitable site has been identified and planning approval has been given.

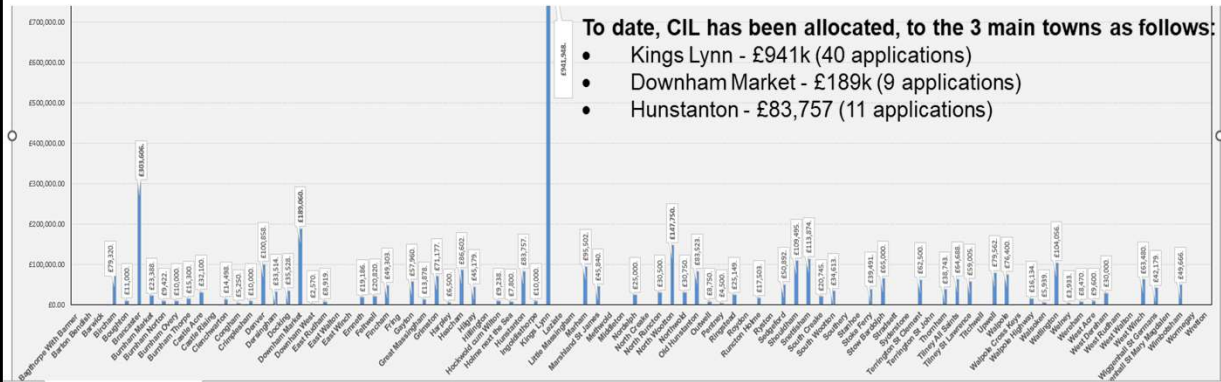
## CIL Funded Projects - Progress

	Total No Apps	Amended Allocation	Amended Allocated & Unspent	Completed Projects	Active/Part Paid	Open Projects started not paid	Not yet started
FY21	48	£751,504.19	£254,045.93	44	2	1	1
FY22_1	28	£578,855.51	£53,106.00	26	1	0	1
FY22_2	39	£719,831.03	£210,990.00	32	1	0	6
FY23_1	39	£518,327.45	£88,216.06	29	3	0	7
FY23_2	47	£1,202,456.55	£951,916.28	16	6	0	25
<b>Totals</b>	<b>201</b>	<b>£3,770,974.73</b>	<b>£1,558,274.27</b>	<b>147</b>	<b>13</b>	<b>1</b>	<b>40</b>

As a quick introduction – There have already been 5 rounds of CIL Funding applications - This table shows the progress of CIL funded projects, listed by funding round.

Over the last 5 rounds of funding, the Panel have allocated funding to 215 projects in the Borough, with 201 valid projects and 14 withdrawn applications – usually due to other funding issues

To date: Funding has been allocated to 64 Parish Areas in the Borough.



Total Funding Allocated per Zone			
CIL Zones	Amount	No	% Allocated
<b>Kings Lynn</b>	<b>£941,947.96</b>	<b>40</b>	<b>23.7%</b>
<b>North</b>	<b>£1,963,925.38</b>	<b>93</b>	<b>49.5%</b>
<b>South</b>	<b>£1,065,039.01</b>	<b>68</b>	<b>26.8%</b>
<b>Totals</b>	<b>£3,970,912.35</b>	<b>201</b>	<b>100%</b>

- Other Parishes allocated over £100k**
- Brancaster £303k
  - North Wootton £147k
  - Snettisham £113k
  - Shouldham £109k
  - Watlington £104k
  - Denver £100k

This bar chart provides a visual on how the funding has been allocated within the Borough and demonstrates that the unparished area of Kings Lynn, where no CIL has been paid, but has received the highest amount of funding. Even though Kings Lynn is unparished, it has not been disadvantaged, in relation to CIL funding allocations with significantly more applications coming forward and being allocated funding.

	Allocated	Spend	Revised Allocated Not Spent	Withdrawn Unallocated
FY21/22 Totals	£1,207,813.47	£116,354.13	£1,091,459.34	£0.00
FY22/23 Totals	£1,366,350.15	£916,140.10	£1,536,753.52	£4,915.87
FY23/24 Totals	£1,249,919.89	£1,200,150.29	£2,926,094.40	£66,281.54
<b>TOTALS</b>	<b>£3,824,083.51</b>	<b>£2,232,644.52</b>	<b>£1,520,241.58</b>	<b>£71,197.41</b>
Reserved awaiting TORs	Current Income	Unallocated remaining Less Reserved	Actual - Unallocated Remaining	
£60,000.00	£4,753,642.26	£940,756.16	£1,000,756.16	

	Total CIL to be Allocated	Applied	Match Funds
Funding Applications received 21	Minor up to £50k	£363,080.70	£252,527.20
3	Major over £50k	£487,537.25	£45,500.00
		<b>£850,617.95</b>	<b>£298,027.20</b>

Latest STATS

The top table screen shows the amount of CIL allocated and spent. There is £940k available to be allocated.

The bottom table shows the number of applications received, and the amount of funding requested.

## CIL Infrastructure Funding List - FY 2024

### Green Infrastructure Projects

- Projects relating to public open spaces such as new or improved footpaths and cycleways to support new development
- Installation & improvement of public play areas and equipment
- Open spaces used for education, to support environmental initiatives.
- Improvement of habitats for wildlife and nature, to alleviate the effects of new development.
- Environmental services such as flood defence or absorption of air pollution.

### Leisure Time Activities Infrastructure-

Infrastructure projects, to support accessible leisure time activities such as new facilities, improvement of existing facilities or upgrade of facilities to enable an increase of usage, to support new development of an area

**Just as a reminder, this is the current list of project criteria for this round of funding.**

Officers have reviewed each application, and made an Officer recommendation, based on Statutory requirements and best practice principles, to ensure compliance with statutory obligations.

To assist the decision making process, the applications have been sorted, based on their score and amount requested .

## CIL Governance Policy – 2024 Decision Making

### Criteria for Funding Selection

**3.0.5** The Spending Panel will review each application and base their decision on the following:

#### **3.0.6 Project Scoring**

- filter the projects based on BC Officers' scoring
- take into consideration Management Team recommendations
- prioritise the projects with the highest scoring;

**3.0.7** When there are more project applications, than CIL Funding available, the Spending Panel will take into consideration:

- the amount of development in the relevant area, based on planning application history, **to identify need for infrastructure**
- the amount of CIL Neighbourhood Parish money retained and unallocated
- the amount of CIL Funding already received relating to the area and/or project, to allow funding to be allocated to areas with less funding

This screen shows how decisions will be made and the Panels responsibilities.  
The projects have been reviewed by the Senior Management Team, and their comments will be identified during the process to review the applications.



## Review & Allocation of FY24\_1 Applications – CIL Project Report

Score: 11.....	18	Score: 15.....	2
West Lynn Riverbank Footpath Surfacing.....	<b>Refused</b> .....	Sedgeford Village Hall Refurbishment.....	<b>Approved</b> .....
	18	North Runcton Cricket Club - Accessibility & Inclusivity Upgrade.....	<b>Approved</b> .....
		Renovation of Gaywood Church Rooms.....	<b>Approved</b> .....
		Score: 14.....	8
		Marshland St James - Inclusive Playground.....	<b>Approved</b> .....
		Brancaster Staithe and Burnham Deepdale Play Equip.....	<b>Approved</b> .....
		Score: 13.....	12
		Hunstanton - Henry le Strange Community Orchard.....	<b>Approved</b> .....
		Score: 12.....	14
		St Peter's Church Upwell - New Drainage and masonry repairs.....	<b>Approved</b> .....
		RSPCA Norfolk West - Air Source Heat Pump Purchase.....	<b>Approved</b> .....
		Score: 11.....	18
		Magdalen Academy - Outdoor Space.....	<b>Approved</b> .....
		Terrington St John - Purchase of former Church as Village Hall.....	<b>Approved</b> .....
		Wiggenhall St G - Resurface Car Park at Memorial Hall.....	<b>Approved</b> .....
		North Lynn Methodist Church - Garden Project.....	<b>Refused</b> .....
		Westacre - New theatre costume & props storage.....	<b>Approved</b> .....
		Old Hunstanton - Beach Hut Upgrade.....	<b>Approved</b> .....
		Score: 10.....	31
		West Winch Village Hall Car Park resurfacing.....	<b>Refused</b> .....
		Trues Yard - A Museum for the Community.....	<b>Approved</b> .....
		Welney - Hurn Drove resurfacing.....	<b>Approved</b> .....
		Hunstanton RSPCA Shop LED Lighting.....	<b>Approved</b> .....
		Score: 9.....	36
		Gaywood Play Park 2.....	<b>Approved</b> .....
		Wattlington Primary School Library Refurbishment.....	<b>Refused</b> .....
		Crimplisham – Play Area Swing set.....	<b>Refused</b> .....
		Score: 8.....	40
		Castle Rising - Village Gateway.....	<b>Approved</b> .....
		Score: 7.....	41
		Castle Rising Cricket Club - increase seating capacity.....	<b>Approved</b> .....

**Available Funding £940k**  
**Funding Requested £850,617.95**

**Total amount of CIL Panel Recommendations for funding = £481,990.70.**

The West Lynn Footpath has been moved to the top of the list, to be reviewed by the Panel.

Due to the amount of funding requested, there is concern that the public funds may be put at risk as the application does not provide sufficient evidence relating to costings or sustainability – essential requirements of a CIL application. This has been identified as a risk to the Council.

The Panel are required to base their decision on the submitted application, considering due diligence.

Officers have provided considerable support to the applicant, and allowed further information to be submitted after the application close. To date, officers have received approx. 20 emails from the applicant, relating to this project. This is something that has **never** been given to any other application – this demonstrates the special provisions made by officers to support the application process.

However, the additional information has not met the application requirements:

- only been 1 quote has been submitted, which was an 'estimate' of costings. Officers have liaised with NCC whom have provided plans and drawings of the location and specifications. BUT, no breakdown of costings.

The Borough Council procurement process requires 3 quotes for works over £5k, to

ensure value for money. Additional quotes could be submitted from NCC approved contractors – to allow best use of the CIL funds and meet audit requirements.

Having spoken to the applicant, the assumption is that the Borough Council will liaise with NCC and manage the project as a Stakeholder. No evidence has been provided to support this assumption, and officers have been unable to gain information relating to an agreement. In addition, the 'legal terms of reference', do not allow the Council to enter into any partnership or joint venture with the applicant (clause 42).

**The panel are unable to suspend an application until further information is provided.** In accordance with the CIL Governance Policy, the panel may either refuse or recommend approval.

If the application is refused, there are no grounds for appeal, and the application will not go forward to Cabinet.

If panel choose to refuse the application, the applicant may wish to resubmit the application after obtaining the additional information, which forms part of the application requirements – quotes, permissions etc..

If the panel recommend approval - it will move forward to be reviewed by Cabinet and then as the decision will be outside the Councils' Policy Framework it will also go to full Council.

## Next Steps – FY24\_1 Application

- Projects over £50k to R&D 16 Apr - Cabinet Approval 23 Apr
- Projects up to £50k - Formal notice of Spending Panels Decisions

## Timetable for FY24\_2 Applications

### CIL funding timetable

There will be 2 rounds of CIL Infrastructure Funding applications a year as follows:

Start Date	Closing Date	Decisions Made	Funds Allocated
01 January	01 February	February/Early March	Mid/End March
01 July	01 August	August/Early September	Mid/End September



### Next steps in the decision making process:

Move the Terrington St Jon Application projects for £150kk to R&D & Cabinet.

### Under £50k projects:

- Formal offer letters will be sent with funding Terms of Reference and an agreement form, which must be signed and returned before funding is formally allocated.
- unsuccessful projects will be notified, and provided with feedback, on why the project was not successful.

All project progress will be made public via the application portal.

Discussed timetable for next round, to allow time for Management & the Panel to review applications before the R&D/Cabinet Reports/Agenda are published.

## Spending Panel – Future Actions

- Set timetable CIL Funding Apps FY24\_2

### Forward Programme: Agree frequency of meetings

- **May to August -** **Next meeting agreed for June**
  - Review and amend CIL Governance Policy 2025
  - Forward recommendation to Cabinet for approval
- **September & October**
  - Review CIL Income & Expenditure FY23/24
  - Approve Statutory Annual Infrastructure Funding Statement FY23/24
  - Set funding application timetable for 2025

Panel agreed Chair & officers to review Governance Document

Under the current Governance arrangements, this Panel are required to review the progress of CIL Funded Applications and the CIL Governance Arrangements for spending.

To enable a robust format for the CIL calendar, this screen shows the panels future actions, and proposed period for the works to be undertaken.

- Officers will produce the Annual Infrastructure Funding Statement (IFS), a statutory responsibility of this Council.
- This report contains full details of all CIL & S106 income and spending for the financial year, including parish payments & spend, CIL project progress in the FY, allocations and payments made. S106 obligations made, payments received and spend, with sums held in hand at close of account for the FY. .
- The Panel are required to review and update the Infrastructure Funding List (Criteria for funding), in line with the Corporate Objective and strategic infrastructure requirements. Officers request a date for the next meetings, to discuss how the panel wish to administer CIL Funds going forward.