

Borough Council of  
**King's Lynn &  
West Norfolk**



# **Regeneration and Development Panel**

## **Agenda**

Wednesday, 17th June, 2020  
at 3.00 pm

**Remote Meeting on Zoom and available for  
the public to view on [WestNorfolkBC on You  
Tube](#)**



**King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX**  
**Telephone: 01553 616200**

Tuesday, 9 June 2020

Dear Member

**Regeneration and Development Panel**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 17th June, 2020 at 3.00 pm on Zoom and available for the public to view on WestNorfolkBC on You Tube** to discuss the business shown below.

Yours sincerely

Chief Executive

**AGENDA**

**1. Apologies for absence**

To receive any apologies for absence.

**2. Minutes (Pages 5 - 9)**

To approve the minutes of the previous meeting.

**3. Declarations of Interest**

Please indicate if there are any interests which should be declared. A declaration of interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Member should withdraw from the room whilst the matter is discussed.

Those declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

**4. Urgent Business**

To consider any business which, by reason of special circumstances, the Chair proposes to accept as urgent under Section 100(b)(4)(b) of the Local Government Act, 1972.

**5. Members Present Pursuant to Standing Order 34**

Members wishing to speak pursuant to Standing Order 34 should inform the Chair of their intention to do so and what items they wish to be heard before a decision on that item is taken.

**6. Chair's Correspondence**

If any.

**7. Update from Officers on the current situation - 20 minutes (Page 10)**

To include:

- The impact on the Work Programme.
- Town Investment Plan
- Local Walking and Cycling Infrastructure Plan (note attached).
- Future High Streets.

**8. Quarter 3 Performance Monitoring Report - 5 minutes (Pages 11 - 15)**

**9. Corn Exchange Cinema Update - 10 minutes (Verbal Report)**

**10. Future Housing Plans - 20 minutes (Verbal Report)**

To include:

- Opportunities presented by High Street HAZ for residential conversion.
- Council Car Parks and potential for housing development
- Modular Housing Development.

**11. CIL Governance Task Group - 25 minutes (Pages 16 - 46)**

**12. Work Programme and Forward Decision List (Pages 47 - 51)**

**13. Date of the next meeting**

To note that the next meeting of the Regeneration & Development Panel is scheduled to take place on 21<sup>st</sup> July 2020 at 3.00pm via Zoom and streamed on You Tube.

To:

**Regeneration and Development Panel:** Miss L Bambridge, F Bone, Mrs J Collingham (Chair), M de Whalley, B Jones, J Lowe, C Manning, C Morley, T Parish (Vice-Chair), S Patel, Mrs V Spikings and D Whitby

**Portfolio Holders:**

Councillor R Blunt – Portfolio Holder for Development  
Councillor P Gidney – Portfolio Holder for Project Delivery  
Councillor A Lawrence – Portfolio Holder for Housing  
Councillor G Middleton – Portfolio Holder for Business Development  
Councillor Mrs E Nockolds – Portfolio Holder for Culture, Heritage and Health

**Officers**

Ged Greaves – Senior Policy and Performance Officer  
Alan Gomm – LDF Manager  
Amanda Driver – CIL Officer  
Mark Fuller – Principal Project Surveyor  
Duncan Hall – Assistant Director  
Matthew Henry – Assistant Director

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

**REGENERATION AND DEVELOPMENT PANEL**

**Minutes from the Meeting of the Regeneration and Development Panel held on Tuesday, 10th March, 2020 at 6.00 pm in the Council Chamber - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillor J Collingham (Chair), L Bambridge, F Bone, M de Whalley, B Jones, J Lowe, C Morley, T Parish, S Patel, V Spikings and D Whitby.

**MEMBERS PRESENT UNDER STANDING ORDER 34:** Councillors M Howland, A Ryves, J Moriarty and A Tyler.

**PORTFOLIO HOLDERS:**

Councillor R Blunt – Portfolio Holder for Development

Councillor E Nockolds – Portfolio Holder for Culture, Heritage and Health

**OFFICERS:**

Amanda Driver – CIL Monitoring and Compliance Officer

Duncan Hall – Assistant Director, Regeneration, Housing and Place.

**RD83: APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Manning.

**RD84: MINUTES**

**RESOLVED:** The minutes from the previous meeting were agreed as a correct record and signed by the Chair.

**RD85: DECLARATIONS OF INTEREST**

There was none.

**RD86: URGENT BUSINESS**

There was none.

**RD87: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Howland – all items.

Councillor Moriarty – RD90.

Councillor Ryves – all items.

Councillor A Tyler – RD90.

RD88: **CHAIR'S CORRESPONDENCE**

There was none.

RD89: **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

RD90: **EXEMPT - GUILDHALL UPDATE**

The Assistant Director provided the Panel with an update on the Guildhall explaining that the Guildhall project would be included in the Future High Streets bid and the Panel would receive an update on Future High Streets at their next meeting on 15<sup>th</sup> April 2020. Officers were also working on an Expression of Interest to be submitted to the Heritage Lottery Fund.

The Assistant Director and Portfolio Holder for Culture, Heritage and Health responded to questions from the Panel.

**RESOLVED:** The update was noted and the Panel would be kept up to date on progress as appropriate.

RETURN TO OPEN SESSION

RD91: **REPORT OF THE CIL GOVERNANCE TASK GROUP**

The CIL Officer provided Members with information on what CIL was and what it could be used for. A copy of her presentation is attached.

The Regeneration and Development Panel had previously set up a Task Group to develop governance arrangements for CIL and the Chair of the Task Group, Councillor Parish, presented the findings of the Task Group and the draft governance and spending arrangements that they had developed.

Councillor Parish outlined the work carried out by the Task Group and explained that the Task Group were still to conclude their work because they still needed to look at administration and accounting processes, but these processes would be dependent on if the Panel approved their work so far.

Councillor Parish highlighted the following:

- The terms of reference of the Task Group.

- The governance model suggested by the Task Group.
- The importance of match funding.
- The split between strategic, community and local projects and the criteria that they would have to meet.
- An online application process would be developed.
- The flow chart which showed the framework, processes and sign off process.
- This was a new process, so the Task Group proposed that this would be reviewed after a year and a Task Group be established to monitor and review processes and funding applications as appropriate.

The Chair thanked the CIL Officer and Councillor Parish for their presentation and invited questions and comments from the Panel, as summarised below.

Councillor Morley asked for clarification on the application process and the CIL Officer explained that there would likely be an opening and closing date in which applications would be invited, this could happen on a six monthly basis. After the closing date for applications they would be considered against the criteria and follow the processes as shown in the flow chart on page 37 of the Agenda. She also explained that the application forms had been drafted to reflect the amount of money which could be applied for so that they were not over burdensome.

The CIL Officer clarified that the arrangements that were being proposed had no impact on the CIL Parish Fund, which was the portion of CIL which went directly to Parish Councils twice yearly and referred to the pie chart which was included in the report.

Councillor Spikings felt that a review of processes should take place within six months, rather than the year which had been suggested by the Task Group. This would ensure that any issues were picked up early and could be rectified.

The Portfolio Holder for Development, Councillor Blunt reminded the Panel that Cabinet had asked the Regeneration and Development Panel to develop the Governance arrangements for CIL and thanked the Task Group for their work. He suggested that the Task Group invited Members of the Cabinet to a future meeting to brief them on their work to date. In response to questions from the Portfolio Holder for Development, it was explained that the suggestions put forward by the Task Group was that projects would normally require match funding, however this was something that could be reviewed if required.

The amounts that could be applied for were also discussed and it was acknowledged that although the Community and Local pot was small, it could still assist with contributing towards a larger project to benefit the

community. It was clarified that unparished areas could also apply for funding.

Councillor Ryves addressed the Panel under Standing Order 34 and referred to bus services. The Panel was also reminded that CIL funding could not be used to pay wages, or for state aid.

The Panel considered the proposed scoring criteria and methodology suggested by the Task Group.

**RESOLVED:**

1. That the draft CIL Governance and Spending document attached to the report was accepted by the Regeneration and Development Panel and a recommendation is put forward to Cabinet that this process be adopted.
2. That the governance and spending processes be reviewed within six months of implementation and the outcome of the review to be presented to the Regeneration and Development Panel as appropriate.
3. The Panel noted that the CIL Governance Task Group have not yet concluded their work and will present a further report to the Regeneration and Development Panel on administration and accounting processes.

RD92: **WORK PROGRAMME FOR 2020/2021**

The Chair invited Members of the Panel to put forward suggestions for the Work Programme for the new Municipal Year. The following suggestions were put forward by the Panel:

- A briefing on Trees, including the importance of retaining and protecting trees, an overview of the Tree Protection Order process and policies relating to trees in the Local Plan.
- De-silting of rivers and the effect this had. Reference was made to Welney Wash.
- Business opportunities in rural areas, for example building small industrial units and encouraging growth in rural areas.
- Holding meetings in different venues around the Borough including Downham Market, Heacham and Welney.
- Events in the Borough.
- Looking at regeneration in a holistic way.

The suggestions above would be considered by the Chair and Vice Chair of the Panel and scheduled into the Work Programme as appropriate.

RD93: **WORK PROGRAMME AND FORWARD DECISION LIST**

**RESOLVED:** The Panel's current Work Programme was noted.



RD94: **DATE OF THE NEXT MEETING**

The next meeting of the Regeneration and Development Panel would be held on Wednesday 15<sup>th</sup> April 2020 at 6.00pm in the Council Chamber, Town Hall, King's Lynn.

**The meeting closed at 7.33 pm**

## Agenda Item 7

### Note to Regeneration and Development Panel – King’s Lynn Transport Strategy

The King’s Lynn Transport Strategy includes a balanced range of strategic and local highway capacity improvement schemes alongside improvement schemes that could address issues with reliability on the existing bus network. These sit alongside the potential to make further improvements to the existing cycling and walking network to further support the already high mode share for journey to work for these active modes of travel. A single mode or option cannot address the transport issues in King’s Lynn. As such, a package of measures is required including strategic and local car and non-car based options that enhance:

- Local Highway Network capacity;
- Strategic Highway Network capacity
- Bus provision;
- Rail services and King’s Lynn Railway Station;
- **Walking and Cycling infrastructure;**
- Parking provisions and management; and
- Smarter Choices (e.g. Travel Plans)

A number of specific items for walking and cycling are included in the KLTS ‘Implementation Plan’ list of items. This can be found at: [https://www.west-norfolk.gov.uk/info/20010/regeneration/696/kings\\_lynn\\_transport\\_study](https://www.west-norfolk.gov.uk/info/20010/regeneration/696/kings_lynn_transport_study)

**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	Regeneration and Development Panel		
DATE:	17 June 2020		
TITLE:	Corporate Performance Monitoring Q3 2019-20		
TYPE OF REPORT:	Monitoring		
PORTFOLIO(S):	Performance		
REPORT AUTHOR:	Ged Greaves		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

**REPORT SUMMARY/COVER PAGE**




<b>PURPOSE OF REPORT/SUMMARY:</b>
The corporate performance monitoring report is in place to monitor progress against agreed performance indicators for the year. The report contains information on the corporate performance monitoring undertaken during Q3 2019-20.
<b>KEY ISSUES:</b>
Performance indicators for Q3 2019-20 have been agreed by portfolio holders and executive directors as the key performance measures for the year; they cover all portfolios. These indicators are reported quarterly to the Corporate Performance Panel.  This monitoring report highlights specific performance issues; where indicators have not met agreed targets they are drawn out into an action report, which provides additional detail on what actions are being taken to correct performance that has a variance to target.  The Q3 2019-20 monitoring report shows that of the 18 indicators, 11 targets have been met.
<b>OPTIONS CONSIDERED:</b>
Not applicable.
<b>RECOMMENDATIONS:</b>
The Panel is asked to:  i. Review the performance monitoring report
<b>REASONS FOR RECOMMENDATIONS:</b>
To demonstrate that the council monitors and puts in place appropriate actions to correct performance that has a variance to the set target, to assist us in meeting our statutory duty to try and secure continuous improvement.



## 1. Introduction

- 1.1 The council's performance management framework includes quarterly monitoring and reporting of performance. Each quarterly performance report is presented to the Corporate Performance Panel and made available to all councillors and portfolio holders for information on the council's intranet, Insite.
- 1.2 Corporately there are 54 performance indicators for 2019-20 and these have been agreed by portfolio holders and executive directors as the key performance measures for the year. Of this 54, 18 relate to the Regeneration and Development Panel's remit and these are reported in full in the performance monitoring report Q3 2019-20.
- 1.3 Exception reporting is used whereby those indicators that have not met their target are drawn out into an action report. This report focuses attention on adverse performance. In addition to the notes shown on the full report, senior managers provide information on the actions being taken to bring performance in line or reasons why this cannot happen.
- 1.4 Indicators and targets are agreed by portfolio holders and executive directors. As part of its work programme, the panel may wish to consider the indicators within its remit and make recommendations regarding future performance measures and targets.

## 2. Monitoring Report - Key points from the Q3 2019-20 performance monitoring report

- 2.1 The following tables summarise the council's current performance levels, comparing performance to the previous quarters.

	Number of indicators				Indicator
	Full Year 2018-19	Q1 2019-20	Q2 2019-20	Q3 2019-20	
Performance has improved 	1	4	9	8	PD 1,3 DV1,2,3,7,8 BD 3
Performance has not improved 	3	10	5	6	PD 2 DV 4,6 BD 1,2,4
Performance has met and continues to meet target 	1	1	1	1	DV 5
Other: <ul style="list-style-type: none"> <li>new indicator for 2019-20 (no comparative data)</li> <li>annual monitoring</li> </ul>	9	3	3	3	PD 4,5 BD 5
Total number of indicators	14	18	18	18	

	Number of indicators				Indicator
	Full Year 2018-19	Q1 2019-20	Q2 2019-20	Q3 2019-20	
Performance target met 	9	10	9	11	DV 1,2,3,4, 5,6,8 BD 1,2,3,4
Performance target not met 	4	1	2	0	
Other: <ul style="list-style-type: none"> <li>· reported annually</li> <li>· monitor only (no target set)</li> </ul>	1	7	7	7	PD1,2,3,4,5 DV 7 BD 5
Total number of indicators	14	18	18	18	

### 3. Issues for the Panel to Consider

Members should review the attached analysis of achievement of the agreed performance indicators for the year. The Action Report should then be reviewed to ensure areas which have not met target are appropriately addressed. For Q3, all targets were met and accordingly an action report is not required.

### 4. Corporate Priorities

Performance indicators are developed to monitor key activities many of which directly underpin the achievement of the council's Corporate Business Plan.

### 5. Financial Implications

None

### 6. Any other Implications/Risks

None

### 7. Equal Opportunity Considerations

None

### 8. Consultation







Management Team, senior officers and portfolio holder

### 9. Conclusion

Management Team actively monitors this information on a regular basis and uses the information highlighted on the action report to gain an understanding of the reasons for the levels of performance that have been reported. Members should use the report to assess the actions outlined in the action report which the panel is asked to agree.






### 10. Background Papers

Corporate Business Plan 2015/16 – 2019/20

<b>Status</b>	 Indicator has not met the target	 Indicator has met target	 New 2019-20 indicator
<b>Trends</b>	 The value of this indicator has improved	 The value of this indicator has worsened	 The value of this indicator has not changed


Actions being taken on indicators that have not met target are outlined on the accompanying Action Report

### Project Delivery

Ref	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	2019/20 annual target	Q3 2019/20 cumulative performance	Q3 2019/20 status	Versus this time last year	Note
PD1	2	No of residential house sales completed - NORA	Aim to maximise	20	24	19	-		
PD2	2	No of residential house sales completed - Marsh Lane	Aim to maximise	71	54	32	-		
PD3	2	No of residential house sales completed - Lynnsport 4/5	Aim to maximise	13	67	33	-		
PD4	2	No of residential houses commenced - Lynnsport 3	Aim to maximise	-	54	54	-		
PD5	2	No of residential house sales completed - Lynnsport 3	Aim to maximise	-	3	0	-		

### Development

Ref	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	Q3 2019/20 target	Q3 2019/20 cumulative performance	Q3 2019/20 status	Versus this time last year	Note
DV1	2	Processing of <b>major</b> development applications	Aim to maximise	92.0%	60.0%	95.0%			
DV2	2	Processing of <b>non-major</b> development applications	Aim to maximise	93.0%	70.0%	94.0%			
DV3	2	% of decisions on applications for <b>major</b> development that have been overturned at appeal, measured against total number of major applications determined	Aim to minimise	2.7%	10.0%	2.4%			
DV4	2	% of decisions on applications for <b>non-major</b> development that have been overturned at appeal, measured against total number of non-major applications determined	Aim to minimise	0.9%	10.0%	1.1%			
DV5	2	% of standard land charges searches carried out within 10 working days	Aim to maximise	100%	95%	100%			
DV6	2	% of applications refused	Aim to minimise	6.62%	10.00%	10.00%			
DV7	2	% of refused applications then appealed/lodged	Aim to minimise	29.03%	-	24.32%	-		Monitor only
DV8	2	% of appeals allowed	Aim to minimise	0.00%	35.00%	11.11%			

Business Development									
Ref	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	Q3 2019/20 target	Q3 2019/20 cumulative performance	Q3 2019/20 status	Versus this time last year	Note
BD1	1	% of rent achievable on industrial estates	Aim to maximise	93.11%	90.00%	90.02%			
BD2	1	% of rent arrears on industrial estates	Aim to minimise	3.97%	4.00%	3.74%			
BD3	1	% of rent achievable on retail/general units	Aim to maximise	79.68%	95.00%	100.00%			
BD4	1	% of rent arrears on retail/general units	Aim to minimise	2.43%	4.00%	3.93%			
BD5	1	Income from business rates for Renewable Energy projects	Aim to maximise	£3,162,615	-	-	-	-	Annual monitoring

**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	<i>Regeneration and Development Panel</i>		
DATE:	17 <sup>th</sup> June 2020		
TITLE:	Community Infrastructure Levy (CIL) Governance and Spending		
TYPE OF REPORT:	<i>Policy Development</i>		
PORTFOLIO(S):	Planning and Development		
REPORT AUTHOR:	Alan Gomm		
OPEN/EXEMPT	OPEN	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

**REPORT SUMMARY/COVER PAGE**

<b>PURPOSE OF REPORT/SUMMARY:</b>
The CIL Governance and Spending Task Group have proposed a scheme for allocating funds collected through the CIL and a final version of the proposed priorities and detail for the implementation of the scheme are presented for the Panel to consider.
<b>KEY ISSUES:</b>
<ul style="list-style-type: none"> <li>• The split of spending between strategic and more local projects that could be supported</li> <li>• The types of projects that could be supported</li> <li>• The democratic accountability for spending agreed</li> </ul>
<b>OPTIONS CONSIDERED:</b>
There is a legal duty to spend CIL in accordance with Regulations, but the priorities can be determined to suit local circumstances within the overall framework. The Task Group have debated and reported options to the R and D Panel previously.
<b>RECOMMENDATIONS:</b>
<ol style="list-style-type: none"> <li>1. That the Panel agree the final version of the CIL Governance and Spending document from the Task Group</li> <li>2. The Panel recommends the adoption of the content / process to the Cabinet</li> </ol>
<b>REASONS FOR RECOMMENDATIONS:</b>
<ol style="list-style-type: none"> <li>1. To ensure the Borough Council meets its legal requirement to administer CIL funds in an appropriate way.</li> <li>2. To ensure that the benefits of CIL are shared across the Borough to meet the infrastructure demands of a growing Borough.</li> </ol>

**DETAILED REPORT**

**1 Background**

1.1 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. The Levy is paid to the Borough Council by developers after their planning permissions are implemented. It 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. It is charged at a rate per square metre and varies



according to land use. 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.

- 1.2 When the Borough Council Cabinet agreed to adopt CIL on 6 December 2016 it recommended to Council that a system of governance be developed based on some basic principles outlined in the report at the time. Now that CIL has been operating for some time, funds are accumulating, it is appropriate to finalise the governance and spending processes.
- 1.3 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 publicly on the amount of CIL revenue collected, spent and retained each year.
- 1.4 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 Annual List of Infrastructure Projects. CIL money collected can only be allocated to and spent on these types of infrastructure.
- 1.5 As Members will recall a CIL Governance and Spending Task Group was set up last year to develop the details of how governance and spending should be operationalised. That Group has met several times, and progress reports were presented to this Panel. This work has now concluded, and a final draft of the proposed scheme is presented at Appendix 1. It is recommended by the Task Group for endorsement by the Panel. Following this and including any changes if made, it would go to Cabinet for final agreement and implementation. The Cabinet date would be the August meeting.

## 2 The proposed scheme

2.1 The scheme has three main elements to it:

- Strategic / Local split for the distribution of funds
- The definition of what could be eligible for funding
- The democratic process for dealing with applications and agreeing projects

Taking each in turn. (All the following elements are explained in greater detail in the document at Appendix 1).

2.2 **Split between Strategic and Local projects** - The CIL Infrastructure Fund has been proposed to be separated into 3 specific project types, to enable the funding to meet wider borough infrastructure requirements, also supporting local community needs, in the following way:

### **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
- 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.

### 2.3 Definition of what could be eligible for funding

2.4 The **Strategic Projects** will be selected by the Borough Council, with more weight given to areas with significant development taking place. 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. (This annual review mechanism applies to **all** the project categories as outlined below).

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 are proposed so that they 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.

2.5 **Community Project Allocations** between £10k and £50k - 20% of the CIL Infrastructure Funds will be allocated to Community projects requiring funds of a value between £10,000 and £50,000. Project applications must be made in liaison with Parish/Town Councils, which includes the unparished area of King's Lynn, and Wards as appropriate. Adjacent Parish Councils may wish to submit a combined application to meet infrastructure requirements within the wider community. The Community Projects will be selected by the Borough Council, with more weight given to areas with significant development taking place.

The proposed list of Community Projects eligible for funding are:

- **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

The Community Projects are in line with the Borough Councils Corporate Business Plan.

2.6 20% of the CIL Infrastructure Funds will be allocated to local projects requiring funds up to £10,000, for **Local Projects**, these 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.

The proposed list of Local Projects eligible for funding are:

- **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.

## 2.7 Agreeing the spending and accountability – the Governance framework

Appendix 2 gives a diagrammatic representation of the application and approval processes. The main points in summary are:

- Strategic projects are scrutinised and agreed by Cabinet with recommendations by officers
- Management Team reviews these recommendations
- Community projects are again recommended by officers, but with scrutiny by a CIL Spending Panel before approval by Management Team.
- Local Projects have consideration by the CIL Spending Panel and agreement by a Service Manager.
- Terms of reference and the composition of a CIL Spending Panel will need to be drawn up and agreed.
- The processes are intended to maximise involvement of elected Members, but allows for officers to co-ordinate applications and achieve a Corporate focus.

2.8 **Application processes** – The application forms, requirements, and administration are outlined in Appendices 3, 4, and 5 to the 'CIL Governance and Spending 2020-21' document at Appendix 1 to this Report.

## 3. Issues for the panel to consider

- The split of spending between strategic and more local projects that could be supported
- The types of projects that could be supported
- The democratic accountability for spending agreed

## 4. Corporate priorities

4.1 The proposals in the document are firmly referenced back to the Corporate priorities.

## 5. Financial implications

5.1 None specifically. CIL is collected and administered by Borough Council Officers. The costs of administration are met from receipts.

## 6. Any other implications/risks

6.1 None.

## **7. Equal opportunity considerations**

7.1 None.

## **8. Consultation**

8.1 Portfolio holders, Management Team.

## **9. Conclusion**

9.1 A scheme for the spending of CIL receipts according to the relevant Regulations is proposed. The CIL Task Group has considered the various aspects and recommends the attached proposal (Appendix 1).

## **10. Background papers**

CIL Governance and Spending Task Group notes and agendas outline the development of the particular proposals.

**Pre-Screening Equality Impact Assessment**

Borough Council of  
**King's Lynn &  
West Norfolk**



Name of policy/service/function	CIL Governance and Spending				
Is this a new or existing policy/service/function?	<del>New</del> / Existing (delete as appropriate)				
Brief summary/description of the main aims of the policy/service/function being screened.  Please state if this policy/service is rigidly constrained by statutory obligations	Implementation of Regulations on processes to spend CIL				
<b>Question</b>	<b>Answer</b>				
<p><b>5.</b> Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
Other (eg low income)			x		

Question	Answer	Comments
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	Yes / No	
3. Could this policy/service be perceived as impacting on communities differently?	Yes/ No	
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes/ No	
5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?  If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	Yes / No	<p data-bbox="917 824 1045 862"><b>Actions:</b></p> <p data-bbox="917 875 981 913"><b>N/A</b></p> <p data-bbox="917 1032 1396 1070"><b>Actions agreed by EWG member:</b></p> <p data-bbox="917 1093 1396 1120">.....</p>
<p data-bbox="92 1169 1476 1243"><b>If ‘yes’ to questions 2 – 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</b></p> <p data-bbox="92 1552 1165 1585"><b>Decision agreed by EWG member:</b> .....</p>		
<b>Assessment completed by:</b> <b>Name</b>	<b>Alan Gomm</b>	
<b>Job title</b>	<b>Planning Policy Manager</b>	
<b>Date</b>	<b>9/6/20</b>	

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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.

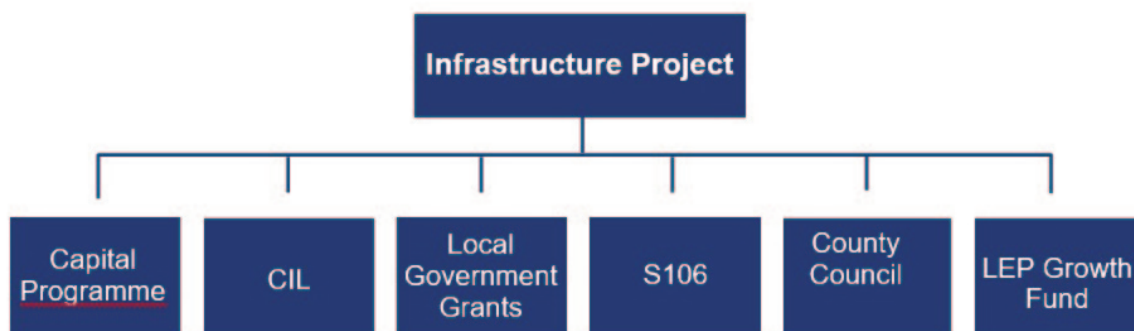
**1.0.2** CIL is paid to the Borough Council by developers after their planning permissions are implemented.

**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.

**Figure 1 - Funding Streams**



**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.

**1.0.7** These parameters for the governance arrangements of CIL were agreed by Cabinet xxxxxx

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

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

## 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 Annual List of Infrastructure Projects.

**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 Annual List of Infrastructure Projects 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

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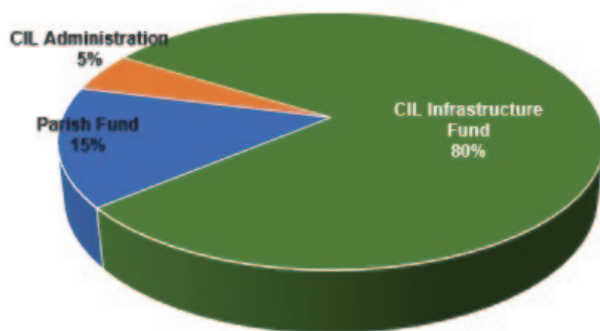
**3.0.4** As per the CIL Regulations and Guidance, CIL is proportioned and allocated using the following approach:

- 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



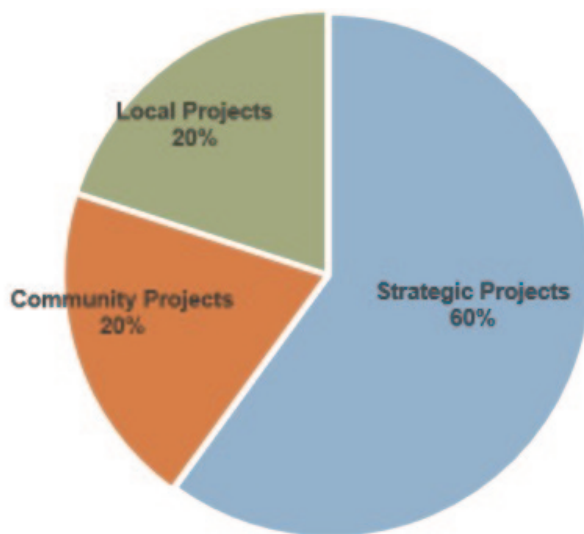
It is very unlikely that CIL will generate enough funds to completely cover the cost of new infrastructure needed to fully support planned development. As such, there will be competing demands for this funding. With this in mind, it is important to ensure that there are robust, accountable and democratic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

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**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.

### 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

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### 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

**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

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- 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

**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
- Applications should not include a schedule of ongoing costs, to maintain the project, once it has been completed.

The Borough will set a 3 month timescale for the submission of applications.

The decision making process, as detailed in Appendix 2, will commence after the application deadline has ended, to:

- ensure that all projects are reviewed fairly and transparently
- give each project the same opportunity for funding

## 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:

## DRAFT -CIL Governance and Spending 2020 - 2021

- **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](#)

### 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** At this stage, the Council Officer will notify Cabinet Members with specific portfolio responsibilities, of proposed projects.

**6.1.4** The Application forms and Scoring Sheets will then be taken to the BCKLWN Management Team to review and make a formal recommendation.

**6.1.5** The Management Team are required to:

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- 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

**6.1.6** Recommendations from the BCKLWN Management Team, will then go forward to Cabinet.

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

**6.1.8** 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.

**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.



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- **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.

### 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.

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**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** At this stage, the Council Officer will produce a list of all projects received, which will be published as an agenda item, for the CIL Spending Review Meeting.

**7.1.6** All Councillors, including Portfolio Holders, will be notified of when the CIL Spending Review Meeting will take place.

**7.1.7** Any elected member may attend the CIL Spending Review meeting under Section 34.

**7.1.8** The Scoring Sheets and recommendations will be reviewed by a panel of elected members. The panel of elected members are known as the CIL Spending Panel.

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

**7.1.10** The Management Team are required to:

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

**7.1.11** 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:

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- 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:

- **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.

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**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.

**8.1.5** At this stage, the Council Officer will produce a list of all projects received, which will be published as an agenda item, for the CIL Spending Review Meeting.

**8.1.6** All Councillors, including Portfolio Holders, will be notified of when the CIL Spending Review Meeting will take place.

**8.1.7** Any elected member may attend the CIL Spending Review meeting under Section 34.

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

**8.1.9** 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

**8.1.10** 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](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 review the Annual List of Infrastructure Projects after the first application deadline has been met, to measure the uptake of projects within the categories. Thereafter the list will be reviewed on an annual basis.

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

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**10.0.6** 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 Elected Members, supported by Borough Council Officers.

**10.0.7** The R&D Panel will make recommendations to Cabinet.

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

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

**10.0.10** 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](mailto: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

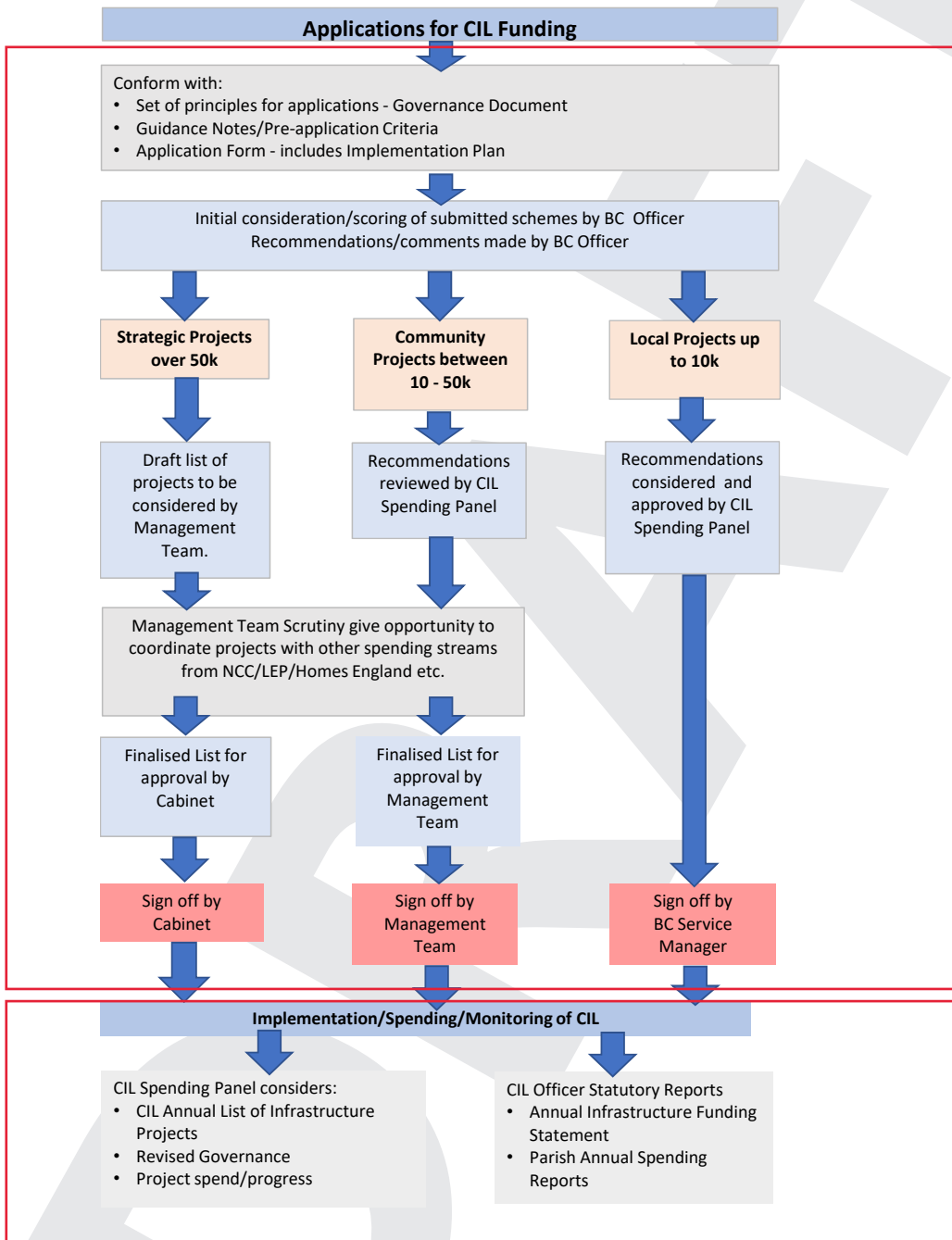
#### **11.0.6 Local Projects between £1,000 and £10,000**

- 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](http://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](http://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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## DRAFT -CIL Governance and Spending 2020 - 2021

## 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](http://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

## REGENERATION AND DEVELOPMENT PANEL WORK PROGRAMME 2020/2021

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
<b>17<sup>th</sup> June 2020</b>	Officer update on the current situation and the impact this will have on the Panel Work Programme. To include cycling/walking strategy, Future High Streets and Towns Fund	Update	Duncan Hall and Alan Gomm	
	Carried forward from April Meeting - Corn Exchange Cinema Update.	Update	Mark Fuller	
	Carried forward from April Meeting - Quarter 3 2019/2020 Performance Monitoring Report	Monitoring	Ged Greaves	
	CIL Governance Task Group Update	Update	Alan Gomm	To receive an update
	Future Housing Plans – Verbal Update	Update	Duncan Hall	
<b>21<sup>st</sup> July 2020</b>	Guildhall Update	Update	Duncan Hall	
	Investment and Renewal Plan	Policy Development	Duncan Hall	
	Emerging Projects	Update	Duncan Hall	
<b>1<sup>st</sup> September 2020</b>				
<b>6<sup>th</sup> October 2020</b>				
<b>10<sup>th</sup> November 2020</b>				
<b>12<sup>th</sup> January 2021</b>				

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<b>23<sup>rd</sup> February 2021</b>				
<b>13<sup>th</sup> April 2021</b>				

**To be scheduled**

- Southgates
- King's Lynn Port
- Heacham Beach Development opportunities
- Business Improvement District Update
- Hunstanton Masterplan Update



**FORWARD DECISIONS LIST**

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
30 June 2020						
	Scrutiny and the Executive Protocol	Non	Council	Leader Chief Executive		Public
	Standing Orders Review	Non	Council	Leader Chief Executive		Public
	Climate Change Policy	Non	Council	Exec Dir – G Hall		Public
	Anti Money Laundering	Non	Cabinet	Leader Chief Executive		Public
49	KLIC – Building Management	Non	Cabinet	Business Development Asst – Dir – M Henry		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Hardship Relief Policy	Key	Council	Chief Executive		Public
	KLIC Independent Report	Non	Council	Chief Executive		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
4 August 2020						
	Major Housing Project 2	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
50	Strategic Property Acquisition	Key	Cabinet	Corporate Projects and Assets Asst Dir – M Henry		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Update to the Major Project Board Terms of reference	Non	Cabinet	Leader Asst Dir – M Henry		Public
	Salters Road, King's Lynn	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Southend Road and Hunstanton Bus Station	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under

						para 3 – information relating to the business affairs of any person (including the authority)
	Parkway	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Revised Budget	Key	Council			Public
61	Revised Capital Strategy	Key	Council			
	Corvid 19 – Recovery Plan	Key	Council	Assistant Director Resources		Public

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
22 September 2020						
	Lynnsport one	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)