

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



Regeneration and Development Panel

Agenda

Tuesday, 28th November, 2023
at 5.00 pm

in the

**Council Chamber, Town Hall, Saturday
Market Place, King's Lynn and available
for the public to view on [WestNorfolkBC on
You Tube](#)** – please note that as the first part of the
meeting will be held in exempt session, the live stream
broadcast will not start on You Tube until exempt items
of business have been dealt with.



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

Friday 17th November 2023

Dear Member

Regeneration and Development Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 28th November, 2023 at 5.00 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies for absence

To receive any apologies for absence.

2. 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.

3. Declarations of Interest (Page 6)

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. Exclusion of Press and Public

To consider passing the following resolution:

“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”.

5. **EXEMPT - Cabinet Report - Proposed Business Plans for West Norfolk Property and West Norfolk Housing Company** (Pages 7 - 43)

Members of the Corporate Performance Panel and Environment & Community Panel are invited to attend the meeting for this item of Business.

RETURN TO OPEN SESSION

6. **Minutes** (Pages 44 - 45)

To approve the minutes of the previous meeting.

7. **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.

8. **Chair's Correspondence**

If any.

9. **Cabinet Report - Finance Models Proposal for the Loan Facility for Council Companies** (Pages 46 - 63)

Members of the Corporate Performance Panel and Environment & Community Panel are invited to attend the meeting for this item of Business.

10. **Update on the Carnegie Library** (Pages 64 - 66)

11. **Cabinet Report - CIL Governance and Spending Document 2024 and Annual Infrastructure Funding List** (Pages 67 - 104)

12. **Work Programme and Forward Decision List** (Pages 105 - 113)

13. **Date of the next meeting**

To note that the next meeting of the Regeneration & Development Panel is scheduled to take place on 9th January 2024 at 6.00pm in the Town Hall, Saturday Market Place, King's Lynn.

To:

Regeneration and Development Panel: P Beal, S Bearshaw (Chair), R Blunt, F Bone, A Bubb, Mrs J Collingham, R Colwell, C J Crofts, A Dickinson, D Heneghan (Vice-Chair), A Kemp and C Rose

Members of the Corporate Performance Panel & Environment and Community Panel – For Agenda Items 5 & 9.

Portfolio Holders:

Councillor Moriarty – Portfolio Holder for Regeneration and Development

Councillor Beales – Portfolio Holder for Business

Officers:

Duncan Hall – Assistant Director

David Ousby – Assistant Director

Honor Howell – Corporate Governance Manager

Jemma Curtis – Regeneration Programmes Manager

Amanda Driver – CIL Programmes Manager

Hannah Wood-Handy – Planning Control Manager

Karl Patterson – Senior Housing Development Officer

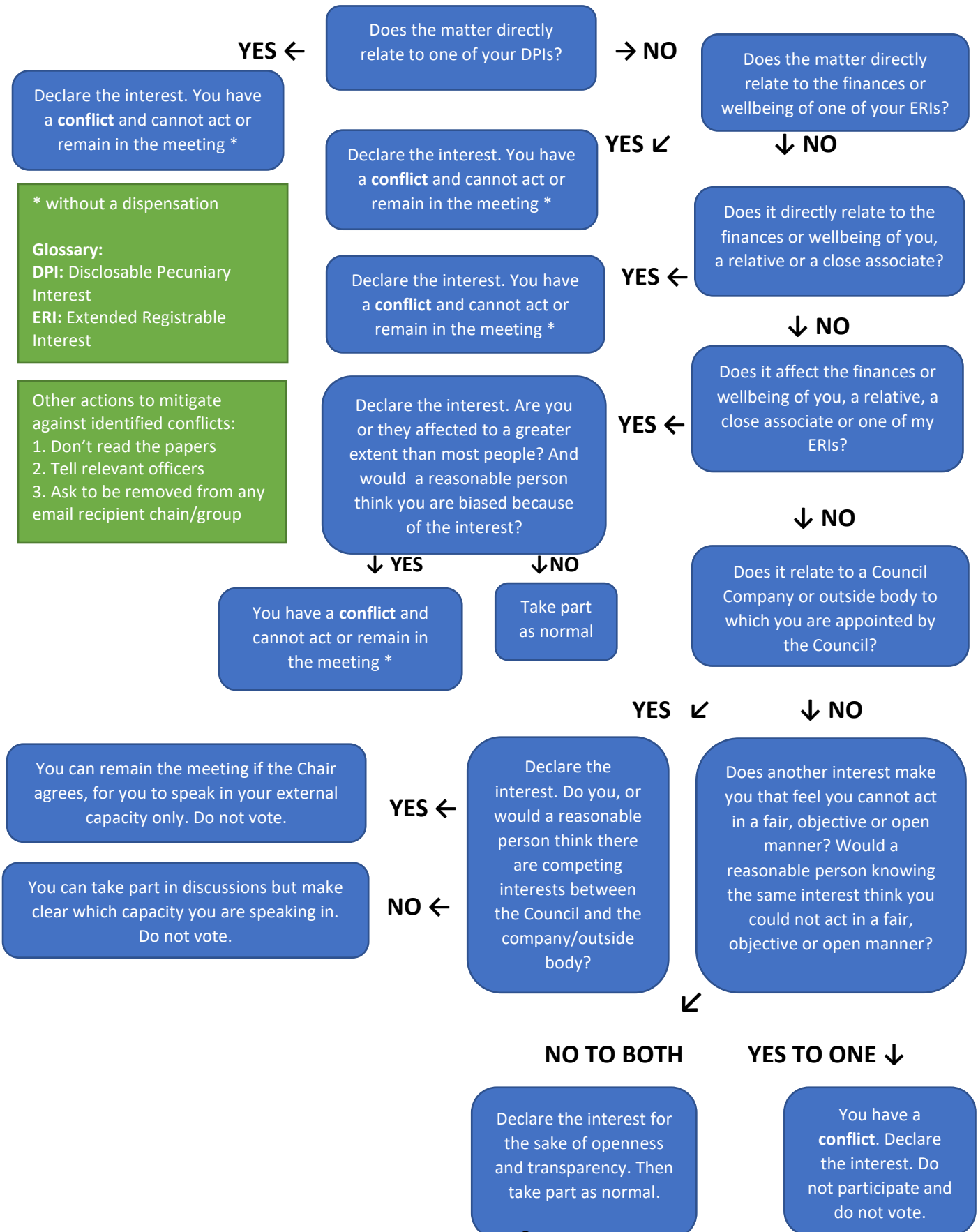
By Invitation:

Hannah Edge – Norfolk County Council

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item 5

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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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, 17th October, 2023 at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors Bearshaw (Chair), Blunt, Bone, Bubb, Collingham, Colwell, Dark (substitute for Crofts), Heneghan, Kemp, Rose and Sandell (substitute for A Dickinson).

PORTFOLIO HOLDERS:

Councillor Beales – Portfolio Holder for Business

Councillor de Whalley – Portfolio Holder for Climate Change and Biodiversity (remotely)

Councillor Moriarty – Portfolio Holder for Regeneration and Development

OFFICERS:

Duncan Hall – Assistant Director

Oliver Judges – Executive Director

RD41: **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Beal, Crofts and Dickinson.

RD42: **MINUTES**

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

RD43: **DECLARATIONS OF INTEREST**

There was none.

RD44: **URGENT BUSINESS**

There was none.

RD45: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Moriarty.

RD46: **CHAIR'S CORRESPONDENCE**

There was none.

RD47: **PORTFOLIO HOLDER QUESTION AND ANSWER SESSION**

No questions had been submitted in advance of the meeting.

RD48: **WORK PROGRAMME AND FORWARD DECISION LIST**

[Click here to view the recording of this item on You Tube.](#)

RESOLVED: The Panel's Work Programme and Cabinet Forward Decision List was noted.

RD49: **DATE OF THE NEXT MEETING**

The next meeting of the Regeneration and Development Panel would be held on Tuesday 29th November 2023 at 6.00pm in the Council Chamber, Town Hall.

RD50: **EXCLUSION OF PRESS AND PUBLIC**

[Click here to view the recording of this item on You Tube.](#)

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.

RD51: **EXEMPT - CHAIRS DISCUSSION ITEM - KING'S LYNN AREA TRANSPORT**

The Chair asked the Panel to consider how they could influence policy going forward relating to transport.

The Panel discussed issues faced in the area relating to transport and ways that these could be alleviated.

The Panel broke out into groups to look at options for rail, buses, walking and cycling and fed back their ideas to the Panel.

Officers thanked the Panel for their suggestions and agreed to consider them in future plans and projects as appropriate.

The meeting closed at 7.55 pm

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Regeneration and Development Panel		
DATE:	28 th November 2023		
TITLE:	Council Company Funding – West Norfolk Property Limited and West Norfolk Housing Company		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	Councillor Beales – Portfolio Holder for Business		
REPORT AUTHOR:	David Ousby		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
<p>As set out in the attached Cabinet Report. Please note that this report is currently in DRAFT format with revisions and appendices to follow.</p> <p>Members of the Environment and Community Panel and Corporate Performance Panel have been invited to attend the meeting for this item of business.</p>
KEY ISSUES:
<p>Members are directed to the attached Cabinet report for full details of the key issues.</p>
OPTIONS CONSIDERED:
<p>Members are directed to the attached Cabinet report for full details of the options.</p>
RECOMMENDATIONS:
<p>The Panel are requested to consider the report and make any appropriate recommendations to Cabinet.</p>
REASONS FOR RECOMMENDATIONS:
<p>To scrutinise recommendations being made for an executive decision.</p>

DRAFT - REPORT TO CABINET

Open (appendices exempt)		Would any decisions proposed :			
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide		YES/NO	
	Discretionary /	Need to be recommendations to Council		YES/NO	
	Operational	Is it a Key Decision		YES/NO	
Lead Member: Cllr Beales E-mail: <i>cllr.alistair.beales@west-norfolk.gov.uk</i>		Other Cabinet Members consulted: Leader, Deputy Leader, Finance Portfolio Holder			
		Other Members consulted: Cabinet			
Lead Officer: David Ousby E-mail: <i>david.ousby@west-norfolk.gov.uk</i> Direct Dial:01553 616505		Other Officers consulted: Executive Directors, Chief Executive, Monitoring Officer, S151 Officer			
Financial Implications YES/NO	Policy/ Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO	Environmental Considerations YES/NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)					

Date of meeting: 5th December 2023

COUNCIL COMPANY FUNDING – WEST NORFOLK PROPERTY LIMITED (WNPL) AND WEST NORFOLK HOUSING COMPANY LIMITED (WNHC)

Summary

This paper needs to resolve the current position as follows:

- Properties leased from the Council to the companies need to be offered for transfer (sale) into the companies freehold (subject to Company Board agreement);
- New and clear funding criteria needs to be in place to support the transfer and to meet governance requirements

Recommendation

Cabinet Resolves: (Draft wording)

- *to agree the Funding for Companies structure as set out in this paper*
- *To agree for the Council to 'offer' the drawdown facility to the companies as set out, subject to the due diligence as outlined.*
- *To give delegated authority*

Recommendations to Full Council:

Reason for Decision

1. To deliver on Council Corporate Objectives:
 - Promote growth and prosperity to benefit West Norfolk;
 - Protect our environment;
 - Efficient and effective delivery of our services; and,
 - Support our communities.
2. To deliver affordable and private rented housing for acquisition by the council's wholly owned housing companies to support the delivery of council corporate objectives.

DRAFT

1. Executive Summary

This paper brings together the advice the council has received from legal, financial and tax advisors on the funding of the council housing companies. It proposes the financing arrangements for West Norfolk Property Limited (WNPL) to allow the company to purchase from the council the private rented (PRS) properties in its portfolio, and the future pipeline of properties being delivered through the council's Major Housing Programme (MHP). It updates the financing arrangements for West Norfolk Housing Company Limited (WNHC), which expired in March 2023, to allow that company to continue to purchase properties, both from the MHP and elsewhere.

The paper sets out the total amount of borrowing available that the council can provide to support the housing companies, and the details of the funding agreements between the council and the companies.

The report and its recommendations are currently under review by consultants Grant Thornton. Their findings will be incorporated in the final version of this report submitted to Cabinet. The timescale for this work is due to complete by 30th November and is set out below:

Week	Key Activities/ deliverables
W/C 6 November	Briefing call Fieldwork
W/C 13 November	Fieldwork Delivery Milestone 1 Weekly call with Council
W/C 20 November	Weekly call with Council Issuing of draft report at the end of this week (24th)
W/C 27 November	Review and feedback from Council via call Issuing of final report (Milestone 2) as agreed with officers, ready for presentation to members (30th)

2. Background

2.1. West Norfolk Property Limited (WNPL)

WNPL was incorporated in April 2018 and was set up to acquire properties from the Borough Council of King's Lynn and West Norfolk (the Council), to let for private rent to residents of the Borough. In January 2019, Cabinet approved the business plan for WNPL, including the principle of retaining for private rent 20% of the homes developed by the Council through the Development Management Agreement with Lovell Partnerships Limited. Delegated authority was also given to agree the financing arrangements for the freehold transfer of the properties from the Council to WNPL.

The details of the financing arrangements were not resolved prior to the first stock being transferred to WNPL. To facilitate the transfer of properties into the company, in September 2020 a lease agreement for the term of 4 years based on 70% of gross rent until such time as the loan agreement was agreed between the council and the company. The first PRS properties were leased

to WNPL in November 2020, with a total of 27 PRS properties joining the portfolio from November 2020 to April 2021.

Managing agents (Touchstone) and legal services (Howes Percival) for the company were procured in 2021, and a Service Level Agreement (SLA) between the council and the company was also agreed.

Between June 2022 and June 2023, a further 47 PRS properties from the council's Nora 4 (Nar Valley Park) development were leased to the company. One of the original 27 properties was transferred at open market value to West Norfolk Housing Company in 2023 to provide accommodation funded through the Local Authority Housing Fund. The number of properties in the portfolio is currently 74 dwellings.

The performance of the portfolio is reported through a KPI dashboard, which summarises key metrics including rent collected, voids, bad debts and management and maintenance costs. The gross to net revenue ratio is around 16.5%. In addition to the management and maintenance costs, the company is charged for services provided by the council through the SLA (approx. £54k per annum)

2.2. West Norfolk Housing Company (WNHC)

WNHC was incorporated in 2016 and set up to increase capacity in the social housing sector to deliver new affordable housing in the Borough and to provide a vehicle to help meet the Council's priorities particularly in relation to accommodation for homeless households. It was registered as a not-for-profit Registered Provider of Social Housing in 2018.

The Company has acquired 47 affordable homes to date (35 rent and 12 shared ownership). The Company also leases 7 flats from the council at 37 Broad Street which are used to help meet the Council's statutory homelessness duties to provide temporary accommodation.

The company's properties are managed and maintained by Broadland Housing Association under a mix of leases and management contracts.

To date, the principal way in which the Company has acquired new affordable homes has been through debt finance provided by the Council with loans of £3.2m currently outstanding. The company's £10m loan facility with the Council expired in March 2023. The increase in the Bank of England Base Rate had meant that the interest rate of 4.5% above the Bank of England base rate, with the interest rate for each drawdown fixed at the time of each drawdown, was no longer financially viable for the company when acquiring new stock.

This has meant that the Company has had to make alternative temporary arrangements to acquire units on the NORA 4 developments including agreeing to defer payment on several units.

The company is due to acquire an additional 73 homes from the Council up until 2026-27. The estimated value of these homes is circa £7.9m

The Company acquires S106 affordable housing units based on the capitalised income from the properties minus costs such as management and maintenance. This is typically around 50% of open market value. This is the standard methodology for valuing S106 units in the affordable housing market and reflects that the homes are secured as affordable housing in perpetuity.

The price offered by West Norfolk Housing Company is benchmarked against other affordable housing transactions and data held by the council.

The Company may be able to obtain grant funding from Homes England to deliver additional affordable housing both on the Council's developments and elsewhere. This funding would only be available where the affordable housing is not a requirement of planning policy. Discussions with Homes England regarding access to grant funding are ongoing.

3. Current position

The council has obtained financial advice from Link Group Treasury Services, tax advice from PS Tax, and advice from Ensors Accountants on appropriate Loan to Value (LTV) percentages to use for property acquisitions for the housing companies. Governance advice has been provided by Anthony Collins Solicitors, leading to the formation of a Shareholder Committee for the council companies. These reports are attached at **Appendix 1**.

The advice has informed the options for financing arrangements set out below.

3.1. The Council as Funder for the Companies – Funding Mechanism

It should be recognised that the companies are able to approach other funders other than the Council. Whilst the Council holds 100% of the shares in the companies, the Boards have Director responsibilities to those companies to ensure they are run well. The duties of a Director are outlined in the Companies Act 2006 and include promoting the success of the company and exercising reasonable care, skill and diligence.

This paper outlines an effective 'offer' to those companies and it is for the Board of those companies to decide to accept/ drawdown on that offer.

It is recommended that a 'drawdown facility' is put in place with pre-agreed finance for the separate companies to call upon when required and agreed by the respective Boards with due diligence on affordability as outlined made at the time of a 'call' to drawdown.

3.2. Prudential Borrowing – The Prudential Code

Section 2 of The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 requires Local Authorities to have regard to the Prudential Code when complying with the duty under section 3 of the Local Government Act 2003 – the duty to keep under review how much it can afford to borrow.

The finance team in the council has reviewed the current Capital Programme and advised that the “maximum” borrowing limit for external debt for the council is £64.5m. Referred to as the Operational Boundary, in CIPFA guidance, this is the limit for external borrowing, with the exception that headroom for a further £5m exists in the “Authorised Limit”, but that is intended for very short-term borrowing such as overdrafts for cashflow purposes.

As outlined in the Council Budget and MTFFS (Medium Term Financial Strategy) currently the council has £10m of external debt finance taken out in 2007 through Barclays Bank at a fixed rate of 3.81% which is fixed for 70 years and due to expire in 2077.

Therefore, the Council effectively has £54.5m of potential external debt financing available before it meets its Prudential Borrowing ‘ceiling’ as determined in accordance with statute and guidance by the s.151 statutory officer.

The council is budgeted to have £3.497m for capital expenditure in earmarked reserves as at 31 March 2024 and so will look to balance any capital requirement using a mix of reserves and borrowing from external markets to support the capital programme requirement. This means that it is possible that not all of the ‘drawdown facility’ will be required from external finance. This balance will be managed in accordance with the Treasury Management Strategy and in liaising with the s151 officer (AD Resources) to ensure that this is held within acceptable limits.

3.3. Prevailing Economic Conditions

The most recent Bank of England Monetary Policy Report (August 2023) found that:

- Inflation is still too high,
- Interest rates were raised to make sure inflation keeps on falling and stays low, and
- Inflation is expected to fall markedly further this year and meet the 2.5% target by early 2025.

It is to be expected therefore that interest rates will remain at the current level until inflation begins to fall in line with the current BoE outlook.

3.4. Advice on Loans to Companies – Lending Criteria

External advice has been taken regarding the lending criteria that the Council should use when acting as lender to companies. The lending rate begins with the EU Reference Base Rate. Where a company has limited or no credit history, the interest rate should be increased by 400 base points and where the loan exceeds 1 year a further 2 base points should be added to reflect the additional administration required. This results in an interest charge to the company of 9.11% made up as follows (at 30 September 2023):

- State aid reference rate – 5.09%
- Limited credit history – 4.00%
- Loan beyond 1 year – 0.02%

The Bank of England Base Rate is forecast to reduce from 2027 to 2.5% from the current 5.25%. It could therefore follow that the state aid reference rate could reduce. There is also an opportunity to review the Company's credit history after four years of loan servicing and successful trading, enabling a re-evaluation of the 400 base points element in the interest rate charged initially¹.

The S151 officer, as statutory officer, has agreed that the maximum lending facility for Housing Companies is £50m. For illustration, this could be made up as follows:

- West Norfolk Housing Company (WNHC) - £14m
- West Norfolk Property Limited (WNPL) - £36m

This would leave £8m capital available for other requirements (for example, enterprise zone infrastructure and development costs).

3.5. Drawdown Facility and Lending Criteria

As part of this the lending criteria for loans to companies will include:

- Loans will be available for up to 90% LTV (confirm need to be as advised)
- The loan will also allow up to a further 7.5%² of total LTV for the first 5 years (to be reviewed at year 5) to be used to support the company in its initial 'start-up' company phase;
- Subject to review of the Business Plan of the company and suitable plan re: affordability & repayment to ensure that cash-flow allows for the company to remain sustainable over the long term (10 years) and meeting its repayment requirements. The business plan should also outline an acceptable 'exit plan' in order to meet its obligations;
- The Council will place a charge against the properties in relation to the loan as security for up to the full market value of the properties;
- Funding will only be available for where the Council has a controlling interest in the Company.

¹ Breakdown on how the interest is calculated - overview / detail to follow after Grant Thornton review

² To be updated following Grant Thornton review

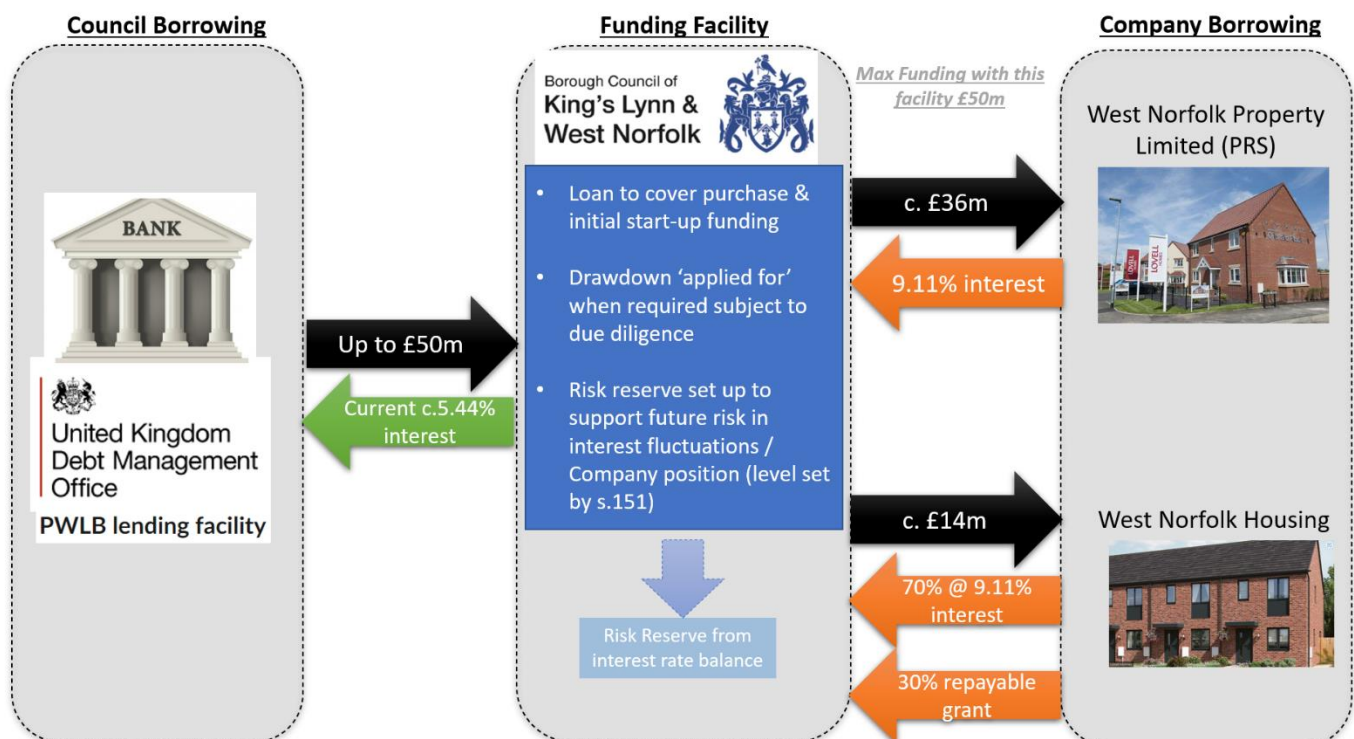
- The interest charged and conditions for the loans will differ depending on the situation of the companies, risk and where the activities of the company meet key objectives of the Council (e.g. homelessness), not withstanding other conditions set out in this paper (i.e. sustainability). An outline is provided below for the Housing Company and Property Company (PRS);
- Interest will be at the prevailing rate obtained by the Council plus a 'risk-premium' as advised (see paragraph xx).
- The Council reserves the right to withdraw future funding through the facility;

3.6. Risk Reserve

The council will hold a 'risk reserve' of at least (to be confirmed %) of income generated through the interest rate differential between the Council and the Company i.e. between 9.11% charged to the Companies and the interest rate paid by the council on borrowing. The % and total fund required to be defined by the s151 Officer. This will be held to manage the risk around the uncertainty in the market in the short to medium term and support the Council/ shareholder to help mitigate some of the risks.

3.7. Overall Flows of Finance for Lending

The diagram below sets out the relationships between the housing companies, the councils borrowing and the funding facility between the council and the companies.



3.8. Affordability to the Companies

This section to be finalised

4. Companies Funding Requirements

4.1. WNPL - Transfer of Existing Stock (£14.18m) – Council Financial Treatment of Funds from Transfer

The 'current stock' (currently leased by the council to the company) has a value of £14.18m and is currently fully funded and owned as an asset of the Council. Table 1 below includes acquisition of this stock by the company and the funding for this should be included in the value of the loan to the company.

The delay in capital receipts for these properties is currently diminishing the Council's cashflow and ability to invest. It is therefore desirable that the company include the cost / value of the existing portfolio within the loan draw down facility. This will improve the Council's cashflow, working capital and funding for internal borrowing for its future capital programme.

The Open Market Value of the portfolio is circa £15.8m³, with gross rent of approximately £824,000 per annum, representing a gross yield of 5.2%.

Future PRS stock from Parkway and Lynnsport 1 developments will increase the portfolio to 139 properties with an estimate Open Market Value (OMV) of £29.1m

Table 1 – WNPL portfolio (existing and pipeline)

Scheme	Units	OMV (£m)	90% OMV (£m)	Total development costs (£m)
Existing portfolio	74	15.8	14.2	12.3
Parkway	46	8.8	7.9	8.6*
Lynnsport1	19	4.5	4	4.3*
Total	139	29.1	26.1	25.2

* = estimated maximum development cost

Initially the company's net revenue will be insufficient to repay the loans drawn down from the facility at the current advised loan rate, therefore the need to have 'headroom' within the draw down facility to allow additional borrowing by the company to service the debt repayments.

4.2. WNHC

³ July 2022 Red Book portfolio valuation

Due to WNHC being a Registered Provider of Social Housing delivering Affordable Housing, certain exemptions may be met in relation to Subsidy Control. This would mean that the Council has the ability to provide grant funding to WNHC to fund new Affordable Housing. Therefore the Council could fund WNHC through a mixture of repayable grants with no interest and loans at an appropriate rate. This can then provide an overall blended rate. Further due diligence is required to confirm whether the exemption would be met.

Modelling carried out for the company suggest that in order to ensure viability for the company, the blended rate would need to be no higher than 5.25%. Based on current interest rates, this blended rate could be reached using a 70/30 split of loan and repayable grant. However, consideration would also need to be given to the Council's own rate of borrowing. The current appropriate PWLB rate would be 5.63%⁴

It is proposed that the Council provides WNHC with 2 separate facilities:

- A loan facility equal to circa 70% of the companies total funding requirement. This facility should include flexibility for the company to take out interest only or repayment loans at fixed or variable rates as long as defined covenants set by the Council are complied with.
- A repayable grant facility equal to circa 30% of the total funding requirement.

This would enable the company to draw down an appropriate mix of grants and loans depending on market conditions and the company's circumstances at the time. It is anticipated that the proportion of grant funding drawn down would fall as interest rates are reduced. The Council will set parameters setting limits on the maximum proportion of total drawdowns to be grants.

Table 2 – WNHC portfolio (existing and pipeline)

WNHC funding requirements		
Scheme	Units	£m
Nora 4	7	0.661
LAHF 1	16	1.611
Parkway	34	3.549
Lynnsport 1	10	0.822
Southend Rd	6	0.500
LAHF 2	7	0.775
plus existing borrowing	47	3.257
Total	127	11.165

5. Policy Implications

⁴ 18/10/23 PWLB Standard Fixed Interest Rates Over 40 not over 40½ years, maturity, less 20 basis point concessionary rate. To be finalised following grant Thornton review.

The long term funding of WNPL to manage private rented properties allows the council to intervene in the private rented market and set a high standard for the quality of housing and management with longer term family friendly tenancies.

Similarly the investment in WNHC ensures that the Council has a vehicle to deliver affordable housing in the borough and meet the Council's housing priorities.

6. Financial Implications

Rent income and capital values will increase over time, whilst borrowing costs are fixed (based on maturity loans).

The financial implications for the council are that it will have a commitment to borrow capital to finance the housing company portfolios for the longer term, thereby restricting capital available for investment in other areas. The risk is mitigated by the extent to which the companies are able to dispose of properties (or portfolios) on the open market, either as investments or with vacant possession, at open market values.

For WNHC, the funding agreement the Liquidity is limited by the Existing Use Value (EUV) of the properties as affordable rented or shared ownership homes. Therefore the funding agreement for WNHC needs to be a long term commitment.

7. Personnel Implications

The WNPL portfolio is managed via agents (Touchstone), and a SLA exists to recover council staff costs

The WNHC portfolio is predominantly leased to Broadland Housing Association – due to expire in March 2029 - and a SLA exists to recover council staff costs.

8. Environmental Considerations

The high standard of homes acquired by WNPL from the MHP sites ensures the portfolio will contribute towards net zero for the council with low running costs for tenants due to high EPC ratings, ensuring less disposable income required on household energy bills and therefore less stress on affording rental payments.

9. Statutory Considerations

Latest HM Treasury guidance is that they will support the use of PWLB finance by wholly owned council housing companies where the council has set up a housing strategy to address housing shortages in its area.⁵

⁵ PWLB Guidance to Applicants, HM Treasury, June 2023

9.1. Subsidy Control (previously State Aid)

The Council will be disposing of the properties under section 123 Local Government Act 1972, which generally provides that a local authority may dispose of land in any manner it wishes. Under the General Disposal Consent (England) 2003 local authorities can dispose of land for less than best consideration, on condition that the undervalue does not exceed two million pounds, and where the authority considers that this will contribute to the promotion or improvement of economic, social or environmental well-being in its area.

10. Equality Impact Assessment (EIA)

(Pre screening report template attached)

11. Risk Management Implications

<i>Table 3</i> Risk items	Risk Implications and Sensitivity	Level of Risk
Market values fall	<p>Risk In terms of market values, these are anticipated to fall by 11% in 2023, with an overall growth of 3% in the 5 years to 2027. Within the Major Housing Programme, there are 32 properties due to complete in May 2024 at Southend Road Hunstanton, 6 of these are affordable homes for WNHC. There are no PRS properties on this scheme, and no other properties of any tenure due to complete before the end of 2024</p> <p>Sensitivity/Consequences The sales valuations are based on current market values, which are due to fall in the near term but recover in the medium term.</p>	Medium
Market values fail to increase as expected	<p>Risk The anticipated growth over the 5 years to 2027 does not materialise- property prices either stagnate or fall in real terms</p> <p>Sensitivity/Consequences Housing markets are cyclical, but demand for housing remains strong. The council will retain the option of disposing of properties into the private rented market to mitigate this risk. A more detailed assessment of house price forecasts is included within Appendix 4</p>	Low
Higher than anticipated interest rates	<p>Risk Mortgage interest and PWLB rates continue to increase</p> <p>Sensitivity/Consequences Markets are currently pricing a further BoE base rate rise to 5.5% with no further increases anticipated, and rates remaining at this level until core inflation is seen to fall within acceptable parameters. Base rates impact on PWLB rates,</p>	Low
Borrowing requirement to fund the development phase	<p>Risk Council is required to use PWLB borrowing to support the development of the scheme, and to fund the purchase of properties for the wholly owned companies</p> <p>Sensitivity/Consequences The peak debt during the development phase is around £30.5m, due to the net operating surplus from WNPL being insufficient to service a debt at current PWLB rates, which are considered to be at the peak of the cycle. The risk can be mitigated by the council borrowing at short term rates from other local authorities, at rates generally below current PWLB. Over the longer term the options for borrowing are:</p>	Low

<i>Table 3</i> Risk items	Risk Implications and Sensitivity	Level of Risk
	<ol style="list-style-type: none"> 1. Public Works Loan Board (PWLB) between 1-50 years. This can be based on interest only or have some form of repayment of the principle. An application form is submitted and generally the funding is received in 5 days. 2. Pension funds will also lend to local authorities. These are typically used on a forward funding basis and helps to manage risk if the council knows that there is a need to borrow in future and knows how much is required. The forward interest rate curve will be used to assess the applicable rate to be charged. Currently there are no interest rate reductions built into the curve to reflect any downturn in future interest rates so there is currently no benefit in looking at this option but it could be considered in a year's time as the position is likely to change once inflation comes down and stabilises. Typical entry level is £30m which does not have to be in one loan payment. This can be drawn down in tranches over time. The arrangements tend to be on an annuity basis as these organisations tend to buy long dated gilts. They will look at the credit rating of a local authority and many local authorities do not have one. Those that do will have paid to have their rating. There is also a tendency to use Moody's metrics to assess the rating of a LA and these organisations will carry out their own due diligence and they will determine the pricing according to their own assessment. A local authority can borrow from PWLB at gilt plus 80 basis points so they will benchmark against that based on the authorities position so it is a fairly subjective approach that is undertaken. It is also worth noting that there are no recent transactions evident in the market since early 2022 as authorities are holding back and using short term solutions. 3. Bonds – The council could not issue in our own name as these are in general around £200m plus. The council would need its own credit rating which can cost circa £40k and it is unlikely that the council would get any better terms than PWLB at the moment. 4. UK Municipal Bond Agency – activity has gone quiet. The last report issued stated that they were not able to compete with PWLB. However, they would want more assurance and would drill down into more detail to ensure the council's business case stacks up and the loan can be repaid. Due to the issue of more and more local authorities in headlines for the wrong reasons, this has the potential to add more risk to pricing based on previous experience. 	

12. Declarations of Interest / Dispensations Granted

13. Background Papers

(Definition : Unpublished work relied on to a material extent in preparing the report that disclose facts or matters on which the report or an important part of the report is based. A copy of all background papers must be supplied to Democratic Services with the report for publishing with the agenda)

Appendix 1 – reports from Link, Ensors & PS tax

Appendix 2 – WNPL assumptions, portfolio & dashboards

Appendix 3 – WNHC assumptions, portfolio & dashboards

Appendix 4 – PRS market forecasts for rents and capital value

Appendix 5 – PRS sensitivity analysis

DRAFT

Pre-Screening Equality Impact Assessment

Borough Council of
King's Lynn & West Norfolk



Name of policy/service/function					
Is this a new or existing policy/service/function?		New / 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					
Question	Answer				
<p>1. 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 according to their different protected characteristic, 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				
	Disability				
	Gender				
	Gender Re-assignment				
	Marriage/civil partnership				
	Pregnancy & maternity				
	Race				
	Religion or belief				
	Sexual orientation				
Other (e.g. low income)					

Question	Answer	Comments
<p>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?</p>	Yes / No	
<p>3. Could this policy/service be perceived as impacting on communities differently?</p>	Yes / No	
<p>4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</p>	Yes / No	
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	Yes / No	<p>Actions:</p>
		<p>Actions agreed by EWG member:</p> <p>.....</p>
<p>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:</p> <p>Decision agreed by EWG member:</p>		
<p>Assessment completed by:</p> <p>Name</p>		
<p>Job title</p>		
<p>Date</p>		

APPENDICES – TO FOLLOW

DRAFT

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Regeneration and Development Panel		
DATE:	28 th November 2023		
TITLE:	Update on Carnegie Library Future Plannint		
TYPE OF REPORT:	Update		
PORTFOLIO(S):	Councillor Moriarty – Development and Regeneration and Councillor Beales - Business		
REPORT AUTHOR:	Jemma Curtis – Regeneration Programmes Manager		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
<p>Members will receive an update from officers from the Borough and County Council on the engagement plans on the Multi User Community Hub Project and the Carnegie.</p> <p>Councillor Kemp requested that this item be presented to the Panel.</p>
KEY ISSUES:
<p>Members are directed to the attached report for details.</p>
RECOMMENDATIONS:
<p>The Panel are requested to consider and comment on the update.</p>
REASONS FOR RECOMMENDATIONS:
<p>To ensure that the Panel are kept updated on future plans and the work of Norfolk County Council.</p>

Update on Carnegie future planning

November 2023

What are we doing in November?

Throughout November, Norfolk County Council's Communities team are gathering feedback and hosting engagement sessions on the Multi User Community Hub project and the Carnegie. This includes an online feedback form and three drop-in days in Kings Lynn.

At the same time as getting excited about the new community space and library, we are equally focused on finding a new role that befits the Carnegie building and benefits the community and we recognise we need to talk about both projects when meeting with the public and key stakeholders.

Our key messages to residents are that:

- We are committed to keeping the Carnegie as a community asset – this means that there are no plans for the building to be turned into flats.
- We are also committed to preserving the building's heritage. Because the building has Grade II listed status and so is protected by law.
- We want to check back in with residents to make sure we're on the right track and to ask for any ideas and suggestions they may have

When deciding how the Carnegie building will be used in the future, we need to have a set of principles that help guide us. We need the help of residents to make sure that our decision making is based on the right priorities.

- At the moment, it's important to us that:
 - Local people benefit from the building
 - The building is used to meet the needs of the town
 - The organisation taking it over has a sound plan for the future
 - Any works to the inside of the building keeps the original or historic features
 - The new use respects not just the building itself but also the heritage that's nearby
 - The prized historic collections are a prominent feature in the new hub, freely accessible and widely promoted

Our feedback form and drop-in sessions provide a space for a discussion on the above principles and a chance for us to confirm we have got them right.

We are also asking whether there are any needs or groups of people in the community that the space could be used for and more broadly we are asking for any ideas on what the building could be used for.

The feedback form is live until 24th November.

Any interested groups or organisations can contact communities@norfolk.gov.uk to register their interest.

Update on Carnegie future planning

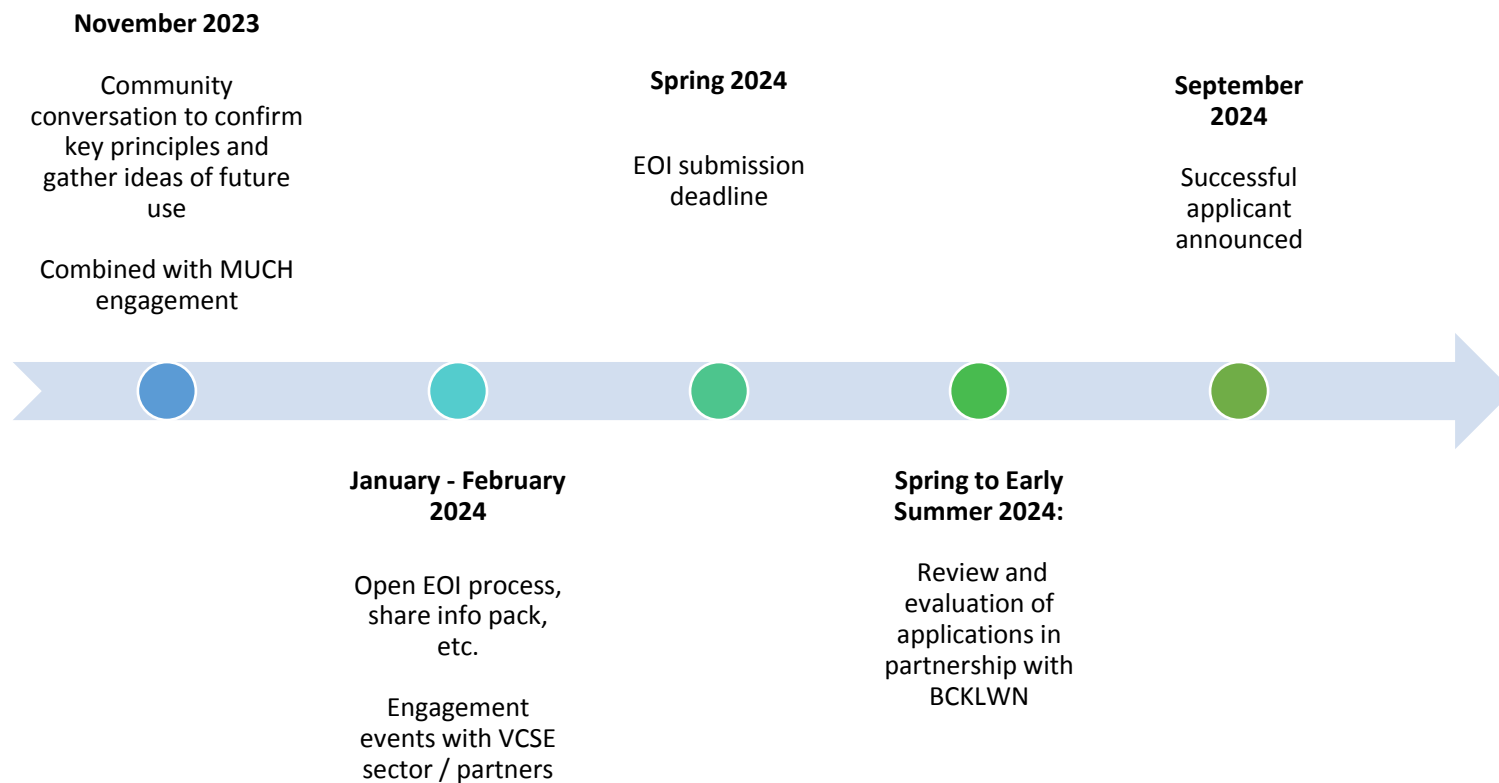
November 2023

What happens next?

We remain committed to the activities in our original timeline, although our engagement activity is slightly later than originally planned (October) so that we could combine it with the engagement activity surrounding the Multi-User Community Hub.

At the end of November, the Communities team will produce a report summarising the feedback gathered. This feedback will be used to form the application pack and will ensure the right key principles are incorporated into the process and form our decision making.

A revised timeline is below:



Any interested groups or organisations can contact communities@norfolk.gov.uk to register their interest.

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Regeneration and Development Panel		
DATE:	28 th November 2023		
TITLE:	Community Infrastructure Levy (CIL) – Revised Governance and Spending Arrangements 2024		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	Councillor Moriarty – Portfolio Holder for Regeneration and Development		
REPORT AUTHOR:	Hannah Wood-Handy		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
To consider the proposed scheme for allocating funds collected through the CIL and the final version of the proposed priorities.
KEY ISSUES:
Members are directed to the attached Cabinet report for full details of the key issues.
OPTIONS CONSIDERED:
Members are directed to the attached Cabinet report for full details of the options.
RECOMMENDATIONS:
The Panel are requested to consider the report and make any appropriate recommendations to Cabinet.
REASONS FOR RECOMMENDATIONS:
To scrutinise recommendations being made for an executive decision.

REPORT TO CABINET

Open/Exempt		Would any decisions proposed:		
Any especially affected Wards All	Mandatory/	Be entirely within Cabinet's powers to decide		YES/NO
	Discretionary/	Need to be recommendations to Council		YES/NO
	Operational	Is it a Key Decision		YES/NO
Lead Member: Cllr J Moriarty E-mail: cllr.James.Moriarty@West-Norfolk.gov.uk		Other Cabinet Members consulted: All		
Lead Officer: Hannah Wood-Handy E-mail: hannah.wood-handy@west-norfolk.gov.uk Direct Dial:01553616734		Other Members consulted: CIL Spending Panel, Regeneration and Development Panel		
Other Officers consulted: Management Team				
Financial Implications YES/NO	Policy/Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s) N/A				

Date of meeting: 05 December 2023

Community Infrastructure Levy (CIL) – Revised Governance and Spending arrangements 2024

Summary

The CIL Spending Panel Group, have proposed a scheme for allocating funds collected through the CIL and a final version of the proposed priorities are presented for the Cabinet to agree for 2024.

Recommendation

1. That Cabinet agree to adopt the arrangements in the CIL Governance and Spending document attached as Appendix 1.

Reason for Decision

1. To ensure the Borough Council meets its legal requirement to administer CIL funds in an appropriate way.
2. To ensure that the benefits of CIL are shared across the Borough to meet the infrastructure demands of a growing Borough.

1 Background

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.

As a CIL Collecting 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.

The Borough Council as a CIL Collecting Authority is required, 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 (Infrastructure Funding List). CIL money collected can only be allocated to and spent on these types of infrastructure.

When the Borough Council Cabinet agreed to adopt the CIL Governance arrangements, the CIL Spending Panel was set up. The CIL Spending Panel provides an elected Member oversight of the Community Infrastructure Levy spending on infrastructure across the Borough, having reference to the adopted 'CIL Spending and Governance' Policy Document. It also considers and agrees certain types of projects and recommends action on others.

Following a review of the current Governance Document, against CIL Funding Applications received to date, the Spending Panel have revised the funding criteria, to enable the most effective use of available funds, linked to current Corporate Objectives. This work has now concluded, and a final draft of the proposed scheme is presented at Appendix 1.

It is recommended by the CIL Spending Panel, for adoption by the Cabinet.

2 The proposed funding criteria

The criteria have four main elements:

- The definition of what could be eligible for funding
- Creation of one list, which includes more comprehensive descriptions of projects, that may be considered.
- Amendment to the decision-making process, to enable the Council's Management Team to view project applications and advise the Spending Panel of any links to Corporate Projects or funding.

- Raise the amount of funding the Spending Panel may allocate without Cabinet approval from £30k to £50k - the original amount agreed when the CIL Governance framework was adopted by the Regeneration & Development Panel and Cabinet in August 2020.

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

3 Definition of what could be eligible for funding:

These projects will be selected by the Borough Council, with more weight given to projects with the greatest amount of match funding and community backing, to support new residential development in the Borough.

The Borough Council will make the allocations for spending on infrastructure, in accordance with the Council's adopted CIL Infrastructure Funding List.

The Infrastructure Funding 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).

4 The proposed list of Infrastructure Projects eligible for funding in 2024 are:

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

These Projects are in line with the Borough Council's Corporate Business Plan and meet Corporate Priorities and Objectives:

- **Promote growth and prosperity to benefit West Norfolk** - Encourage housing development and infrastructure that meets local need and promote West Norfolk as a destination.

- **Protect our environment** - To create a cleaner, greener, and better protected West Norfolk by considering environmental issues.

5 Amendment to the decision-making process

To enable Management Team to view projects giving a Corporate overview, and advise the Spending Panel of any additional funding streams available to support project applications. This will allow the panel to make informed decisions on the allocation of funding, taking into consideration the Councils strategic priorities and other available funds.

6 Raise the amount of funding the Spending Panel may allocate

To allow the Spending Panel to allocate funding up to £50k, in line with the original framework adopted by Cabinet in 2020. This will reduce the impact on Cabinet, by reducing the project applications that will need to be considered by Cabinet and reduce the timescale for applicants relating to the smaller scale projects up to £50k. The Cabinet will only be required to consider projects, which the Spending Panel have recommended allocation of funding over £50k.

7 All Projects:

- must commence within 1 year of being allocated CIL,
- and must be completed within 5 years.
- CIL will be paid on completion of the project.

8 Application processes

The 'CIL Governance and Spending 2024' policy document is at Appendix 1 to this Report. The proposed Annual Infrastructure Funding List 2024, the statutory document providing details of the projects to which CIL funding will be applied, is at Appendix 2.

9 Options

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 CIL Spending Panel have debated and reported options to the Regeneration and Development Panel previously.

The options around the following items have been considered:

- The creation of a list of project criteria, that could be supported, taking into consideration previous application submissions and the current Corporate Objectives.
- More detailed descriptions relating to the criteria of projects that could be supported, to provide more clarity for applications, and to support the decision-making process.
- The democratic accountability for spending is agreed

10 Policy implications

CIL legislation gives significant scope for individual councils to direct CIL spending to reflect the local situation, as long as it conforms to general principles set out regarding 'infrastructure'.

Proposals for assessing bids in the current period are aligned to the Borough Council Corporate objectives.

In supporting extra growth across the Borough, consideration should be given to those locations experiencing the most obvious pressures.

The assessment criteria refer to this.

11 Financial implications

None specifically. CIL is collected and administered by Borough Council as the CIL Collecting Authority. The costs of administration are met from receipts. The available funds can be spent on the schemes / types of projects suggested.

12 Personnel implications

The creation of one funding list, will reduce the burden on officers when scoring and presenting the projects to the Panel..

13 Statutory implications

Our spending and governance need to conform to the relevant Regulations.

14 Equality impact assessment implications

None.

15 Risk Management implications

Monitoring of spending and more particularly delivery is important to ensure money is directed to improved infrastructure in the Borough.

16 Corporate priorities

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

17 Conclusion

A scheme for the spending of CIL receipts, according to the relevant Regulations is proposed.

The CIL Spending Panel and Regeneration and Development Panel have considered the various aspects and recommends the attached proposal (Appendix 1).

18 Background papers

- Borough Council CIL Spending Panel agendas outline the development of the proposals.

CIL Spending and Governance Document 2024

CIL Infrastructure Funding List 2024

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?	New / Existing (delete as appropriate)				
<p>Brief summary/description of the main aims of the policy/service/function being screened.</p> <p>Please state if this policy/service is rigidly constrained by statutory obligations</p>	<p>Amendment to regulations on processes to spend CIL</p> <p>The CIL service is constrained by Regulations. The Governance Document 2023, is in line with current CIL Regulatory requirements.</p>				
Question	Answer				
<p>5. 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 according to their different protected characteristic, 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 (e.g. low income)			x		

CIL Spending Panel – Sub-Committee of Cabinet - Terms of Reference

Overview

The CIL Spending Panel is to provide oversight of the Community Infrastructure Levy spending on infrastructure across the Borough and implement, where defined, the 'CIL Spending and Governance Policy' document, as amended and adopted. The Panel will consider and ~~agree~~approve certain types of projects and ~~recommends~~recommend action on others.

Membership

There shall be 6 Members in total of the CIL Spending Panel. Quorum shall be 3.

The CIL Spending Panel shall be chaired by the Cabinet Member for Development

Members from other political Groups are to be invited to take voting seats on the Panel to achieve political balance of the Panel-.

Group nominations shall be made by Group Leaders to the Chief Executive who is authorised to appoint them to the CIL Spending Panel.

Tasks

1. To keep under review the 'CIL Spending and Governance Policy' document and make recommendations for change to Cabinet.
2. To receive recommendations from Officers and approve or reject these in respect of 'Infrastructure Projects up to £50k'.
3. To receive recommendations from Officers on 'Infrastructure Projects over £50k', review these and make comments to Cabinet.
4. To support coordination of information on applications and comments across Portfolio Holders and other Borough Council bodies.
5. To receive monitoring reports from Officers on the operation of CIL, including necessary statutory reporting (Annual Infrastructure Funding Statement; Parish Annual Spending Reports).
6. To consider and make recommendations to Cabinet as appropriate on the implementation, spending and monitoring of CIL.

Meetings

At such frequency as the CIL Spending Panel Chair determines to fulfil its Tasks.

view

Membership and these Terms of Reference shall be reviewed annually by Cabinet.

APPENDIX 1

CIL Governance and Spending_2024

Draft V2

Version 1 - CIL Spending Panel - Review Document 30/10/2023
Version 2 - R&D Review Document

Contents

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CIL Governance and Spending_2024

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.

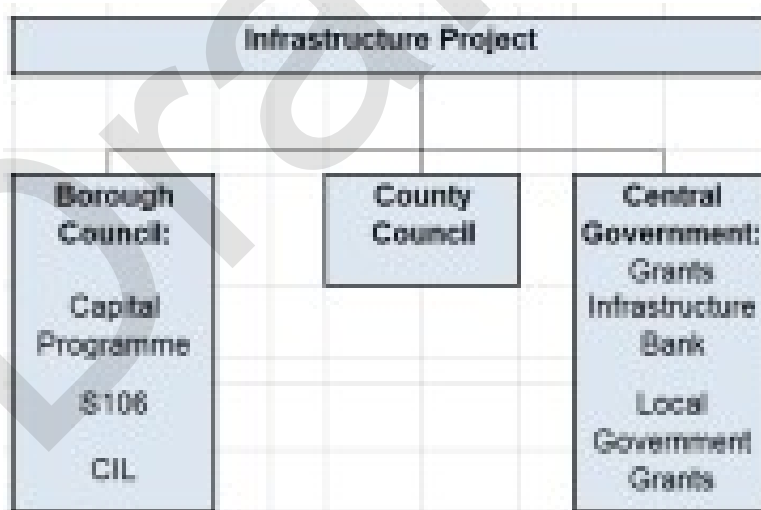
1.0.2 CIL is paid to the Borough Council by developers after their planning permissions are implemented.

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 Funding Streams



1.0.7 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.

1.0.8 The original parameters for the governance arrangements of CIL were agreed at Cabinet on 17 August 2020.

1.0.9 The governance arrangements will be reviewed on an annual basis, to meet the Corporate Objectives and Priorities, by Cabinet.

CIL Governance and Spending_2024

1.0.10 This document is based on the 7 'Appendix 1 - CIL Annual List of Infrastructure Projects' and is applicable for the financial year 2024

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

1.1 Statutory Requirements

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

1.1.2 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 on the amount of CIL revenue collected, spent and retained each year.

1.1.3 The Council are required under [The Community Infrastructure Levy \(Amendment\) \(England\) \(No. 2\) Regulations 2019](#), to produce a statement of the infrastructure projects or types of infrastructure which the Council intends will be, or may be, wholly or partly funded by CIL.

1.1.4 This is referred to as the Community Infrastructure Levy List of Infrastructure Projects and replaces the Regulation 123 list (R123 list).

1.1.5 CIL money collected may only be allocated to and spent on these types of infrastructure.

1.1.6 The Borough Council's Annual List of Infrastructure Projects and Annual Infrastructure Funding Statement detailing CIL receipts, balances and expenditure for each financial year can be found on the Council's CIL webpages at https://www.west-norfolk.gov.uk/homepage/276/cil_financial_reports.

1.2 What can CIL be spent on

1.2.1 CIL Regulations set the context for the spending of CIL funds on infrastructure. The regulations encourage the accumulation of CIL funds into a 'pot'.

1.2.2 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.

How CIL is proportioned and allocated

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

CIL Governance and Spending_2024

- 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.

1.2.4 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.

CIL Governance and Spending_2024

2 What is Infrastructure

Definition of Infrastructure

2.0.1 The infrastructure of a country, society, or organization consists of the basic facilities such as transport, communications, power supplies, and buildings, which enable it to function.

CIL Regulation Key Points

2.0.2 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

Government Guidance

Government have provided additional information: Extract from: <https://www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy>:

2.0.3 *The levy can be used to fund a wide range of infrastructure, including transport, flood defences, schools, hospitals, and other health and social care facilities. This definition allows the levy to be used to fund a very broad range of facilities such as play areas, open spaces, parks and green spaces, cultural and sports facilities, healthcare facilities, academies and free schools, district heating schemes and police stations and other community safety facilities.*

2.0.4 *Local authorities **must spend the levy on infrastructure needed to support the development of their area**, and they will decide what infrastructure is needed.*

2.0.5 *The levy can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development.*

2.0.6 Non-CIL Projects

2.0.7 The following applications will **not** be considered for CIL Funding:

- Projects in areas with no development, which will not benefit the wider community or support new development
- Improvements to private enterprises/charitable or community facilities, which will not increase capacity

CIL Governance and Spending_2024

2.0.8 What is NOT Infrastructure

2.0.9 The following projects will not be considered for CIL Funding, as they do not fall within the definition of infrastructure to support new development:

2.0.10 The Provision of Services:

2.0.11 Service is described in the Oxford English Dictionary as *“the action of serving, helping, or benefiting; conduct tending to the welfare or advantage of another;*

2.0.12 Examples of services which will not be considered as infrastructure are:

- Payments to individuals/businesses which will not specifically related to new development
- Staffing costs
- Ongoing costs, to maintain the project, once it has been completed

2.0.13 Non_Infrastructure Projects:

- Projects that do not increase the capacity of a facility/building or structure
- Projects that relate to sundry items - miscellaneous small items or works that do not fit within the definition of infrastructure

CIL Governance and Spending_2024

3 Governance Arrangements

3.0.1 The estimated annual income of CIL is 1 million pounds.

All projects must:

- **start within 1 year, from when funding is formally allocated AND be completed within 5 years**
- **or as stated on the funding application.**

3.0.2 In order to aid the organisation, checking and decision making, the Borough Council has set up a CIL Spending Panel.

CIL Spending Panel

3.0.3 The CIL Spending Panel is formed from elected Councillors and assisted by Officers and reports to Cabinet.

3.0.4 The CIL Spending Panel are required to:

- review the funding applications received
- make recommendations for suitable project spending
- monitor project spend and progress.

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

CIL Governance and Spending_2024

3.0.8 The Panels role in the Governance Framework, is shown in Appendix 2 - 8 'Appendix 2 - CIL Governance Framework'

3.0.9 The current list of eligible spending is detailed in Appendix 17 'Appendix 1 - CIL Annual List of Infrastructure Projects', and may change in subsequent years.

3.0.10 Cabinet will review and decide on amended priorities, as appropriate, on an annual basis.

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CIL Governance and Spending_2024

4 Applying for CIL funds

4.0.1 Annually, the Borough Council will publicise the amount of CIL funding collected.

4.0.2 The Council will encourage the submission of Expression of Interest Forms, requesting CIL funding.

4.0.3 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.

4.0.4 The stakeholders automatically notified will be:

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

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

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

4.0.7 A diagrammatic summary of the decision making process for CIL is set out in 8 'Appendix 2 - CIL Governance Framework', which shows the spending and reporting arrangements that are in place.

4.0.8 Expression of Interests will be made on a standard online template, prepared by the Borough Council.

4.0.9 **The application form will request key information about the project, including:**

1. Description and details of the project
2. Purpose of the project and its benefit to the community
3. Financial details:
Expected expenditure which must include:
 - a. summary of proposed costs
 - b. details of quotes, to demonstrate that the funding request has been researched
 - c. Amount of CIL funding requested - £
 - d. Details of any match funding
4. Any other supporting information e.g. Project Report and Timescales.

CIL Governance and Spending_2024

The Borough will set a timescale for the submission of applications, which will be published on our webpages.

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

BCKLWN Linked Funding Applications

To ensure transparency, any application made on behalf of the BCKLWN or subsidiary organisation, will be passed to the Cabinet for scrutiny as part of the decision making process. This will apply to all funding applications from any project group.

CIL Governance and Spending_2024

4.1 Application Essential Requirements

4.1.1 Bodies applying for funds, will need to demonstrate that they are properly constituted, and reflect appropriate national policies e.g. Equality, Safe Guarding and Discrimination.

4.1.2 It is expected that project sustainability has been considered, prior to applying for funding, to ensure the continued success of the project on completion.

4.1.3 In order for a project to be considered for CIL funding, the following eligibility criteria needs to be met:

- The project is clearly defined as 'Infrastructure', in accordance with the CIL Regulations; and
- The Application Form has been completed satisfactorily; and
- The project must meet at least one of the criteria, as detailed in the 7 'Appendix 1 - CIL Annual List of Infrastructure Projects'; and
- The organisation **must** have the legal right to carry out the proposed project; and
- The proposed project **will not provide a financial advantage, to benefit a commercial or private business.**

The Project must:

commence within 1 year of being allocated CIL; AND be completed within 5 years.

Applications must NOT include a schedule of ongoing costs, to maintain the project, once it has been completed.

CIL Governance and Spending_2024

4.2 Consultation Requirements

4.2.1 As part of the application process, it is essential to consult with local community groups.

4.2.2 Areas in the Borough with a Local Council (Town or Parish Council):

Applications **must** be made in liaison with the relevant Local Council, this is to ensure:

- that the project meets the communities needs,
- they are given the opportunity to offer their support to the project,
- may provide an opportunity of match funding from either the Parish Precept or CIL Parish payment, where appropriate.

4.2.3 Unparished areas within the Borough:

- **Where no Local Council is present**, it would be beneficial for applicants to liaise with the local community group, usually identified as 'Parish Meeting'.
- **Where there is no community group**, applicants are advised to seek support from their local elected member(s).

4.2.4 Applicants may also wish to liaise with local elected members.

4.2.5 Details of local councils and elected members can be found on the BCKLWN Democratic Services website.

CIL Governance and Spending_2024

5 Infrastructure Project Funding Applications

5.0.1 Projects will be selected, in line with the CIL Governance arrangements, **with more weight given to areas with significant development taking place.**

5.0.2 Allocations for spending on infrastructure, will be made to projects in accordance with the Council's adopted CIL Infrastructure List.

These Projects must:

- **commence within 1 year of being allocated CIL**
- **and be completed within 5 years.**

5.0.3 The Infrastructure list will be reviewed annually and updated to reflect the changing needs within the Borough.

The current list of Infrastructure Projects eligible for funding are:

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 protection 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.

The Project selection criteria are in line with the Borough Councils Corporate Business Plan.

The Project Criteria meet the Corporate priorities and objectives:

5.0.4 Promote growth and prosperity to benefit West Norfolk - Encourage housing development and infrastructure that meets local need and promote West Norfolk as a destination.

CIL Governance and Spending_2024

5.0.5 Protect our environment - To create a cleaner, greener, and better protected West Norfolk by considering environmental issues.

Question 1

Do you want to apply for CIL Infrastructure Project Funding?

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

5.0.7 [CIL Online Application Forms](#)

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CIL Governance and Spending_2024

5.1 The Decision Making Process for Infrastructure Projects

5.1.1 Once the Project Application Forms, requesting CIL funding, have been validated by a Council Officer, initial scoring of the projects will then take place.

5.1.2 The factors that these Projects will be assessed against include:

- evidence of Local Council, Community meeting and elected member(s) support
- evidence to demonstrate community need and support
- evidence to demonstrate a commitment to the project, including details of match funding project timescales and deliverability
- details of expenditure, how the money will be spent
- details of new and proposed development, in the project area

5.1.3 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.

5.1.4 Ideally, bids should include significant sums of match funding

5.1.5 The Application forms, scoring sheets and officer comments, will then be taken to the BCKLWN Management Team to review.

5.1.6 The Management Team are required to:

- review the funding applications, to identify whether the projects may be linked to Corporate Projects
- consider whether there could be links to other areas of corporate or partner spending e.g. spending on habitats (Natura 2000 sites) mitigation works.
- make recommendations to the Spending Panel, on which projects they consider eligible for CIL funding

5.1.7 The funding applications will **not** be filtered, based on Management Team recommendations.

5.1.8 Once Management Team have made their recommendations, as appropriate, the Council Officer will produce a full list of all project applications received, which will be published as an agenda item, for the CIL Spending Review Meeting.

5.1.9 CIL Spending Panel - Review Meeting

CIL Governance and Spending_2024

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

5.1.11 Any elected member may attend the CIL Spending Review meeting under Standing Order 34.

5.1.12 The recommendations will be reviewed, by the CIL Spending Panel.

5.1.13 The CIL Spending Panel is required to:

- reach a balanced judgement over which projects to select; and
- agree on which projects will receive CIL funding up to £50k
- agree and make recommendations to Cabinet, relating to the allocation of funding over £50k

5.1.14 CIL payments up to £50,000 will then be signed off by a Senior Council Manager.

Applications over £50k

5.1.15 All project funding over £50k, must be agreed by Cabinet.

5.1.16 Once Cabinet have agreed which projects should receive CIL funding, the application stakeholders will be informed and funds will be allocated.

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

5.1.18 CIL will be paid on completion of the project.

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6 Once the funding decisions have been made

6.0.1 Once funding decisions have been made, in line with the CIL Governance process, all applicants will be notified of the outcome.

6.0.2 Successful applications will be sent, via email, a Funding Offer Letter and formal legal agreement.

6.0.3 **The completed Agreement Form must include 2 signatories.**

6.0.4 To enable funding to be formally allocated to the project, the signed agreement **must be returned** and formally acknowledged by the Borough Council.

6.0.5 Where an agreement has not been returned, the funding offer will be withdrawn and the sum reallocated as part of the next round of applications.

6.0.6 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.

6.1 Project Progress Reports

6.1.1 We require the following information, during the progress of the project, which must include:

1. **Notification when the project starts:**

A project may be started in several ways, such as the commencement of physical works, starting the tender process or securing contracts relating to the project.

2. **An annual report must be submitted at the end of each financial year, and no later than 01 May:**

The annual report will need to provide information on the progress of each scheme that funding has been allocated to, until such time that the project is completed.

3. **Regular updates** on the progress of the project, until it is completed.

4. **Notification of potential delays.**

As funding is allocated based on the scoring of project timescales, it is important to let us know if the project is not expected to be completed as stated on the application. If the project is going to take longer, there is a requirement to request a variation to the original timescale. Any requests will be reviewed by the CIL Spending Panel.

6.1.2 The 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.

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6.1.3 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.

6.2 Project Completion

6.2.1 Where funding has been allocated 'in principle' or where staged payments are agreed, the scheme applicant will be expected to provide information to justify funding being transferred. The evidence of completion must include:

- Original Invoices- to demonstrate expenditure
- Photographs of completed project - to demonstrate completion and also for publicity purposes
- In some cases, to enable the project to progress, planning permission may be required. If this is the case, other relevant evidence may include:
- Written Statement of completion
- Planning Approval/Building Control Completion Notices - to demonstrate adherence to statutory obligations

6.2.2 Applicants should continue to provide information, until the scheme has been completed and all CIL funding has been spent.

6.3 Monitoring and Review

6.3.1 The Borough Council of King's Lynn and West Norfolk is committed to ensuring the use of CIL is open and transparent.

List of CIL Funded Projects

The Borough Council will publish a list of all projects that have been allocated CIL funding on our website.

Annual Infrastructure Funding Statement

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 and also S106:

- receipts
- balances
- expenditure
- allocations.
- will be published on our website annually, for each financial year, no later than 31 December.

CIL Governance and Spending_2024

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

Annual List of Infrastructure Projects

6.3.3 The Council are required under [The Community Infrastructure Levy \(Amendment\) \(England\) \(No. 2\) Regulations 2019](#), to produce a statement of the infrastructure projects or types of infrastructure which the Council intends will be, or may be, wholly or partly funded by CIL.

6.3.4 This is referred to as the Community Infrastructure Levy 7 'Appendix 1 - CIL Annual List of Infrastructure Projects' and replaces the Regulation 123 list (R123 list).

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

The CIL Spending Panel

6.3.6 The CIL Spending Panel will:

- review the uptake of projects within the project categories, after each application deadline has been met
- monitor the operation and implementation of CIL funding
- review the List of Infrastructure Projects, on an annual basis
- recommend amendments to the project selection criteria
- produce a Draft List of Infrastructure Projects

6.3.7 Recommendations from the CIL Spending Panel, will then go forward to Cabinet.

Cabinet

6.3.8 Cabinet will:

- review the recommendations
- approve the Annual List of Infrastructure Projects,

6.3.9 The Annual List of Infrastructure Projects will be published on the [CIL Governance and Funding webpages](#).

6.3.10 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.

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7 Appendix 1 - CIL Annual List of Infrastructure Projects

7.0.1 The Council are required under [The Community Infrastructure Levy \(Amendment\) \(England\) \(No. 2\) Regulations 2019](#), to produce a statement of the infrastructure projects or types of infrastructure which the Council intends will be, or may be, wholly or partly funded by CIL.

7.0.2 This is referred to as the Community Infrastructure Levy List of Infrastructure Projects and replaces the Regulation 123 list (R123 list).

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

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-

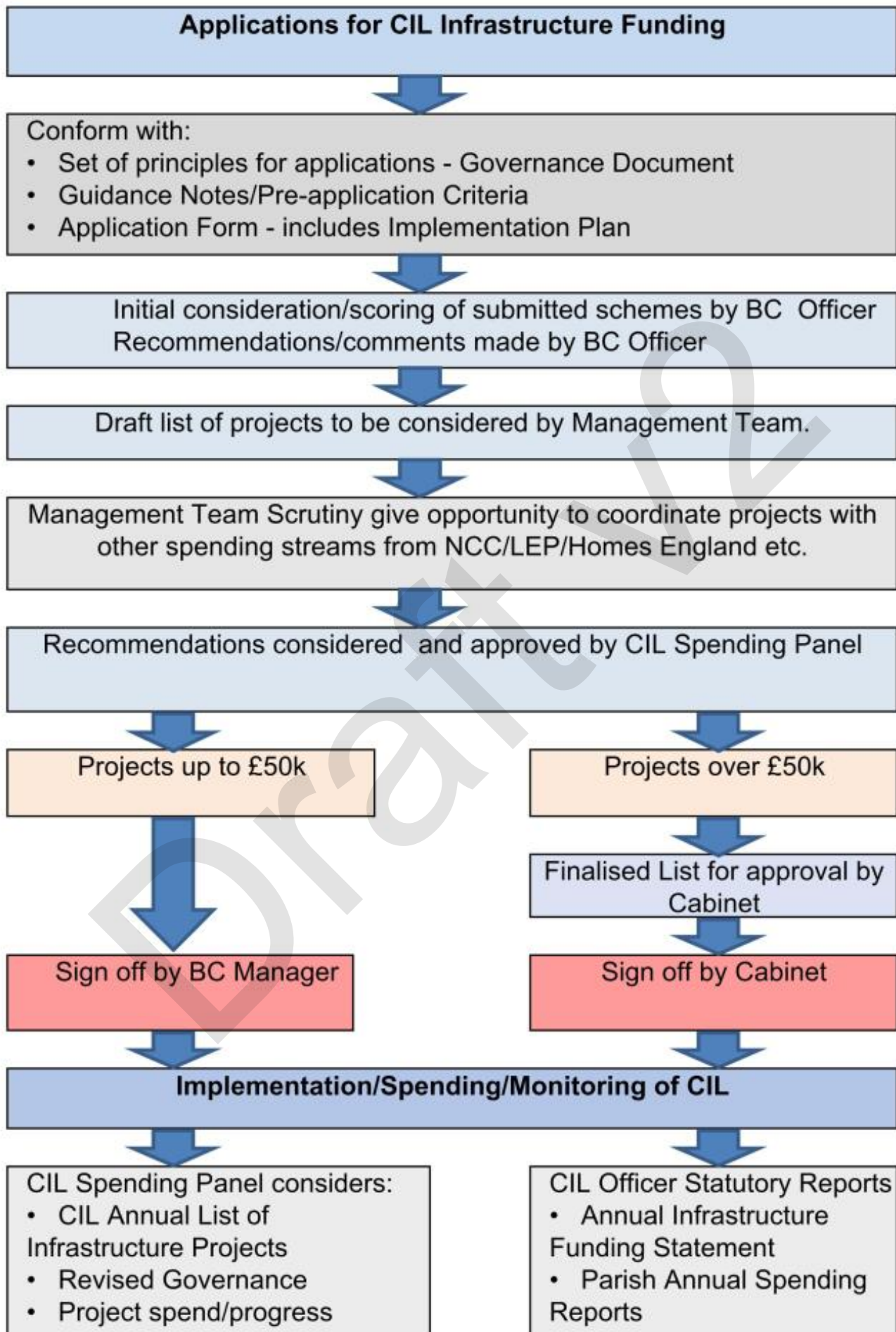
- Infrastructure projects, to support accessible leisure time activities such as new facilities, improvement of existing facilities or upgrade of facilities to enable an increase of usage, to support new development of an area.

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

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8 Appendix 2 - CIL Governance Framework

Draft V2



CIL Governance and Spending_2024

9 Appendix 3 - Infrastructure Projects Application Scoring Criteria

Infrastructure Project Application Form

To view and submit the CIL Funding Application, please use the online form at: https://west-norfolk.objective.co.uk/portal/cil_folder/cilappsfy/

Scoring Criteria

9.0.1 There is a maximum of 15 points available based on the information provided.

Any Infrastructure Project Application must meet all criteria below:

- Is this project necessary to support local growth?
- Has match funding and financial commitment been secured?
- Is the project deliverable within 1-5 years?

Each project will be scored on the following:

Evidence of Need - What evidence that local people support the project - Maximum 5 points

- Support from Local Council (Parish/Town Council) or Community Group (Parish Meeting), as appropriate
- Support from Local Elected Members (Ward Councillors)
- Support from Community Groups
- Letters of support from new/existing users
- Support from County Council/Professional Bodies

9.0.2 **Finance and Deliverability**

- Amount of CIL funding requested
- Details of proposed expenditure
- Quotes **must** be submitted - 1 quote for funding up to £5k and 3 quoted for project funding over £5k
- Amount of funding committed to the project by applying any match funding - **maximum 5 points:**
 - 0 = 0 Points
 - 1% - 20% = 1 Point

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- 21% - 40% = 2 Points
- 41% - 60% = 3 Points
- 61% - 80%= 4 Points
- 80+% = 5 Points

9.0.3 Project Timescale

All projects are expected to start, within 1 year from the date the CIL Funding is formally allocated.

9.0.4 **Once started**, how long the project is expected to take, to be completed - **maximum 5 points**:

- 0 – 6 months = 5 Point
- 6 – 9 Months = 4 Points
- 9 – 12 Months = 3 Points
- 12 – 18 Months = 2 Points
- 18 Months - 5 Years = 1 Point

The Spending Panel will consider the amount of development within each Parish making an application, and also how much CIL Infrastructure funding has already been allocated to that Parish/Ward.



Community Infrastructure Levy (CIL)

Annual List of Infrastructure Projects 2024

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

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.

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 in 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

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

REGENERATION AND DEVELOPMENT PANEL WORK PROGRAMME 2023/2024

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
22nd June 2023	Appointment of Vice Chair for the Municipal Year	Operational		
	Appointments to Task Groups and Informal Working Groups	Operational		
	Update on the Town Investment Plan and Town Deal Projects			
	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
25th July 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Cabinet Report – West Winch Collaboration Agreement	Cabinet Report		To consider the report and make any appropriate recommendations to Cabinet
	Cabinet Report – Continuation of the Borough Council as part of the CNC Building Control Partnership	Cabinet Report	Stuart Ashworth	To consider the report and make any appropriate recommendations to Cabinet
	Baxter’s Plain Feasibility Study		Jemma Curtis	To receive information on the Feasibility Study and provide the Panel with the opportunity to comment on the scheme.
	Meeting Times	Operational		
12th September 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Update on the Work of the Tourism Informal Working Group			

	Southgates Regeneration Area Update	Update	Jemma Curtis and officers from NCC	To receive an update.
	EXEMPT - Chairs Discussion Item – Transport Strategy and Long Term Plan – Panel Brainstorming Session	Panel Discussion		Request from the Chair
17th October 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	EXEMPT – Chairs Discussion Item – King’s Lynn Area Transport	Panel Discussion		Request from the Chair
28th November 2023	Update from the Carnegie Library	Panel Member Request	Jemma Curtis and officers from NCC	Request from Councillor Kemp
	EXEMPT - Cabinet Report – Finance Model Proposals for the loan facility for Council Companies	Cabinet Report	David Ousby	To consider the report and make any appropriate recommendations to Cabinet. JOINT PANEL ITEM. Members of CPP and E&C to be invited.
	EXEMPT - Cabinet Report – Proposed Business Plans for West Norfolk Property and West Norfolk Housing Company	Cabinet Report	David Ousby	To consider the report and make any appropriate recommendations to Cabinet. JOINT PANEL ITEM. Members of CPP and E&C to be invited.
	Cabinet Report – CIL Governance and Spending Document 2024 and Annual Infrastructure Funding List	Cabinet Report		To consider the report and make any appropriate recommendations to Cabinet.
10th January 2024	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Cabinet Report – Parkway Tenure Mix	Cabinet Report	David Ousby	To consider the report and make any appropriate recommendations to

				Cabinet.
	Baxters Plain Final Report		Jemma Curtis	
	Cabinet Report – West Norfolk Shared Prosperity Funding Update	Cabinet Report		To consider the report and make any appropriate recommendations to Cabinet
	Lynnsport One	Cabinet Report	David Ousby	To consider the report and make any appropriate recommendations to Cabinet
	Overnight Campervan Parking in Hunstanton	Cabinet Report		To consider the report and make any appropriate recommendations to Cabinet
	Cabinet Report – Hardings Way/Boal Quay – Village Green	Cabinet Report		To consider the report and make any appropriate recommendations to Cabinet
20th February 2024	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	King's Lynn Transport Strategy Consultation and Engagement		Jemma Curtis	
16th April 2024	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Car Parking Draft Strategy		Jemma Curtis	
	Cabinet Report - Guildhall RIBA Stage 3 Project Scope		Jemma Curtis	To consider the report and make any appropriate recommendations to Cabinet

To be scheduled

- Heacham Beach Development opportunities
- Hunstanton Masterplan Update

- Southgates Masterplan – previous update provided in September 2023
- Local Plan Update
- Report of the Tourism Informal Working Group – to go early 2023 following final meeting of the Tourism Informal Working Group – to be scheduled once Action Plan has been drafted.
- Review of Task Groups and Informal Working Groups Terms of Reference:
 - Custom and Self Build Policy Development Task Group
 - Guildhall and Creative Hub Task Group
 - Tourism Informal Working Group
- West Norfolk Economic Development Strategy

FORWARD DECISIONS LIST

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
20 November 2023	Special meeting to deal with CIL applications	Non	Cabinet	Regeneration and Development Asst Dir S Ashworth		Public

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
5 December 2023						
	Council Tax Support Scheme – Final Scheme 2024/25	Key	Council	Finance Asst Director – Resources		Public
109	Care and Repair Contract – Handy Person Prevention Framework.		Cabinet			Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Assets of Community Value	Non	Cabinet	Property and Corporate Services Monitoring Officer		Public
	Council Companies Funding	Key	Council	Business Assistant Dir D Ousby		Part public and part Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	Cabinet Task Groups	Non	Cabinet	Leader Chief Executive		Public
	CIL Governance and Spending Document 2024 and Annual Infrastructure Funding List	Key	Cabinet	Regeneration and Development		Public

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
15 January 2024						
110	West Norfolk Shared Prosperity Funding update	Key	Cabinet	Business Asst Director – D Hall		Part Public Part Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Florence Fields – Tenure Mix	Non	Council	Deputy Leader Assistant Director – D Ousby		Part Public and part Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Lynnsport One	Key	Council	Regeneration & Development Asst Dir Companies & Housing Delivery – D Ousby		Public

	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public
	Polling District Review	Key	Council	Leader Chief Executive		Public
	Council Tax for Second Homes	Key	Council	Leader Exec Dir – Finance		Public
	Hardings Way/Boal Quay – Village Green	Non	Cabinet	Property and Corporate Services – or Development and Regeneration? Exec Director		Public
	Appointment of Honorary Aldermen	Non	Council	Chief Executive Leader		Public
	Housing Options Officer post	Non	Cabinet	People and Communities Asst Dir D Hall		Public
	Whistleblowing Policy	Non	Council	Leader Assistant Director – A Baker		Public

11
11

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
6 February 2024						
	St George's Guildhall RIBA Stage 3 and project scope	Key	Cabinet	Regeneration & Development Asst Dir		Public
	Capital Programme	Key	Council	Finance Asst Director – Resources		Public
	Budget 2024/25	Key	Council	Finance Asst Director – Resources		Public
	Treasury Management Strategy/ Investment Strategy	Key	Council	Finance Asst Director – Resources		Public

	Empty Homes Strategy Review	Key	Council	People and Communities Asst Dir M Whitmore		Public
	Article 4 Direction	Non	Cabinet	Regeneration and Development Assistant Director – S Ashworth		Public
	King's Lynn Town Football Club	Non	Cabinet	Property Asst Dir – M Henry		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
5 March 2024						
11	Review of Outside Bodies	Non	Cabinet and Council	Leader		Public
	Peer Review Challenge Action Plan	Non	Council	Leader Chief Executive		Public

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
23 April 2024						

Items to be scheduled

	Notice of Motion 7-21 – Councillor Kemp – Equalities	Non	Council	People & Communities Asst Dir B Box		Public
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	Procurement Strategy	Non	Cabinet	Finance Asst Dir – D Ousby		Public
	Review of Planning Scheme of Delegation (summer 23)	Non	Council	Development and Regeneration Asst Dir – S Ashworth		Public
	Redundancy Policy	Non	Council	Leader Exec Dir – D Gates		Public
	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public
	Southend Road Hunstanton	Key	Cabinet	Regeneration & Development Asst Dir – D Ousby		Public