

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



# **CIL Spending Panel**

## **Agenda**

**Monday, 16th October, 2023**  
at 10.00 am

in the

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



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

6 October 2023

Dear Member

**CIL Spending Panel**

You are invited to attend a meeting of the above-mentioned Task Group which will be held on **Monday, 16th October, 2023 at 10.00 am** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

**AGENDA**

**1. Apologies for absence**

**2. Notes of the previous meeting (Pages 4 - 27)**

To agree as a correct record the notes from the meeting held on 29 August 2023 (previously circulated) and from the reconvened meeting held on 6 October 2023 (to follow).

**3. Matters arising**

**4. Declarations of interest (Page 28)**

Please indicate if there are any interests which should be declared. A declaration of an 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 Members should withdraw from the room whilst the matter is discussed.

These 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.

**5. Urgent Business**

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

**6. 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 on what items they wish to be heard before a decision on that item is taken.

**7. Chair's correspondence (if any)**

**8. Review CIL Income and Expenditure up to 30 September 2023**

**9. CIL Funded Projects - Review Progress**

**10. Annual Infrastructure Funding Statement FY22/23**

**11. Proposed CIL Governance & Funding 2024 (Pages 29 - 55)**

**12. Funding application timetable 2024**

**13. Date of next meeting**

To be arranged when required.

To:

**CIL Spending Panel:** R Blunt, M de Whalley, C Joyce, J Moriarty and S Sandell

**Officers**

Hannah Wood-Handy, Planning Control Manger  
Amanda Driver, CIL Monitoring Officer  
Robyn Walkey, CIL Assistant

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

**CIL SPENDING PANEL**

**Minutes from the Meeting of the CIL Spending Panel held on Tuesday, 29th August, 2023 at 10.00 am in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillors Moriarty (Chair), Blunt, de Whalley, Joyce and Sandell.

**PRESENT UNDER STANDING ORDER 34:** Councillor Bearshaw

**OFFICERS:**

Hannah Wood Handy – Planning Control Manager

Amanda Driver – CIL Monitoring Officer

Robyn Walkey – CIL Assistant

1 **APOLOGIES FOR ABSENCE**

None.

2 **NOTES OF THE PREVIOUS MEETING**

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

3 **MATTERS ARISING**

4 **DECLARATIONS OF INTEREST**

Councillor de Whalley declared an interest in application 14 – Grimston – Hudson Fen Leisure Limited as he had allocated a portion of his Councillor Community Grant to the application and would not be taking part in the discussion or vote on this item.

5 **URGENT BUSINESS**

There was none.

6 **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Bearshaw.

7 **CHAIR'S CORRESPONDENCE (IF ANY)**

The Chair reported that he had received an email from West Norfolk Community Transport relating to their application.

## 8 **INTRODUCTION**

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

The CIL Monitoring Officer provided the Panel with background on the CIL Funding Terms of Reference and the progress of the previous funding rounds.

In response to a question the CIL Monitoring Officer explained that each application provided detail of development in the area since the adoption of CIL and it was up to the Panel to determine how much weight they gave to this when considering each application.

## 9 **FY23 1 REVIEW FUNDING APPLICATIONS:**

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

The CIL Monitoring Officer informed the Panel that they needed to make decisions on two items which had been referred back from Cabinet from the previous round of funding.

- (1) West Winch Changing Rooms. This had been brought back to the Panel as the submission was made in 2021 and an extension had been permitted to 2023 with the proviso that the application would be withdrawn if the work had not started. Work had not started and the applicant was looking to change the project.

**AGREED:** The Panel agreed to withdraw funding for the West Winch Changing Rooms.

- (2) Docking Pavilion. This had been referred back from Cabinet as the application had been revised as less match funding was now available to support the project.

The Panel discussed the current application, the previous application and the availability and Section 106 funding.

**AGREED:** The Panel did not support the application for funding of the Docking Pavilion.

## 10 **FY23 2 REVIEW LATEST ROUND OF FUNDING APPLICATIONS**

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

The CIL Monitoring Officer presented the list of application and the officers scores against the criteria.

The Panel was advised that this round was oversubscribed and the options available to the Panel were highlighted.

## Major Applications

The Panel worked through the list of Major applications and determined the applications as follows:

Councillor Joyce arrived at the meeting, but took no part in the decision for application reference 67, below.

(67) Brancaster – Closer to Nature – Boardwalk. The Panel discussed alternative funding options such as the use of GIRAMS and Habitat Mitigation. **AGREED:** 50% of the applied funding be approved and Cabinet be requested to look at alternative funding sources.

The Panel adjourned at 10.40am and reconvened at 10.50am.

(2) Watlington – Watlington Community Sports Pavilion. Councillor Joyce commented that the officials changing rooms should also be National FA compliant **AGREED:** The application was approved by the Panel, subject to confirmation being received that the Officials Changing Rooms would be National FA Compliant.

(50) North Wootton – West Norfolk Rugby Club. The Panel discussed the importance of this community facility which served a large area of the community **AGREED:** Funding approved.

(3) Snettisham – Memorial Field Play Area. The Panel noted the amount of CIL funding held by the Parish Council. **AGREED:** 50% of the applied funding be awarded for the reason that the Parish Council had approximately £27k in its CIL fund.

(14) Grimston – Playground Refurbishments. Councillor de Whalley declared an interest in this item as he had allocated a portion of his Councillor Community Grant to the project. **AGREED:** 50% of the applied funding be awarded due to the amount that the Parish Council had in its CIL funds.

(61) Shouldham – Shouldham Football Club **AGREED:** Funding approved.

(22) Heacham – Recreation Ground new equipment. The Panel discussed the match funding proposed and alternative funding options which could be available. **AGREED:** £30,000 funding be approved.

The Panel adjourned at 11.40am and reconvened at 11.50am.

The Panel had considered all of the Major applications scoring 13 or more and discussed how they would deal with lower scoring applications.

**AGREED:** All major applications scoring 12 or less were rejected.

### Minor Applications

The Panel considered the minor applications and determined the following **in principle**.

(31) All Saints Church, King's Lynn. The Panel noted that the Church had previously been a recipient of CIL funding and this was a second phase to the project due to an increase in costs. **AGREED:** The funding was agreed in principle, but the decision would be referred to Cabinet for ratification as this was the second phase of the project and the total funding awarded over the lifespan of the project would have pushed the application into the major funding pot.

(34) Tilney St Lawrence Village Hall. **AGREED:** Funding approved in principle.

(24) West Dereham Playground Project. **AGREED:** Funding approved in principle.

(51) Terrington St Clement Tennis Club. The Panel considered the amount of funding the Parish Council held in their CIL fund. **AGREED:** 50% funding approved in principle due to the amount of CIL funding held by the Parish Council.

(11) New Station Project Brancaster. **AGREED:** Funding approved in principle.

(65) North Runcton – Resurface Hard Tennis Court. The Panel noted that North Runcton had received no CIL funding and would be affected by future development. **AGREED:** Funding approved in principle.

(66) South Creake – Play Area Safety Surfacing. **AGREED:** Funding approved in principle.

(23) Marshland St James Car Park Refurbishment. The Panel discussed the new Village Hall and noted that no previous CIL funding had been applied for. The new surface would improve the existing car park. **AGREED:** Funding approved in principle.

(18) Outwell Trod. **AGREED:** Funding approved in principle.

(35) South Creake Tennis Club Sub Awnings. The Officer recommendation was to reject this application as sun awnings were not considered as infrastructure. Legal advice would be sought should the Panel grant the award. **AGREED:** Application refused.

(59) Runcton Holme Traffic Calming Pinch Point. **AGREED:** Funding approved in principle.

(30) Bircham – Adult Gym Provision. **AGREED:** Funding approved in principle.

(63) Clenchwarton Play Park Phase 2.1. Councillor Bearshaw addressed the Panel under Standing Order 34 speaking in support of the application. **AGREED:** Funding approved in principle.

**AGREED:** 1. The Panel would arrange a further meeting to deal with the rest of the applications.

2. The CIL Monitoring Officer would notify the applicants of the outcome of this meeting, with the exception of the applications which needed to be referred back to Cabinet.

11 **DATE OF NEXT MEETING**

Additional meeting date to be confirmed.

**The meeting closed at 12.30 pm**



# Community Infrastructure Levy (CIL) Spending Panel Meeting

29 August 2023

CIL Monitoring & Compliance Officer – Amanda Driver  
CIL@west-norfolk.gov.uk

Borough Council of  
King's Lynn &  
West Norfolk



## CIL Spending Panel - Agenda

1. Introduction
2. CIL Funding Terms & Conditions
3. FY23\_1 Review Funding Applications:
  - FY21/36 West Winch/Setchey - Extend and refurbish the existing football changing rooms £10k
  - FY23\_1/16 Docking Pavilion - £70k
- 7 4. FY23\_2 - Review latest round of Funding Applications
- 0 5. Next Steps/Future Actions

# 1. CIL Funded Projects - Progress

	Total No Apps	Completed Projects	Active/Part Paid	Open Projects started not paid	Not yet started
FY21	48	39	4	4	1
FY22_1	28	20	5	3	0
FY22_2	39	28	2	6	3
FY23_1	43	14	7	22	
<b>Totals</b>	<b>158</b>	<b>101</b>	<b>18</b>	<b>35</b>	<b>4</b>

## 2. CIL Regulation Requirements

CIL Reg 59 (1) states:

‘A charging authority must apply CIL to **funding the provision, improvement, replacement, operation or maintenance of infrastructure** to support the development of its area’

### 3. Review of CIL Funded Project FY21/36

CIL Governance require commencement within 1 year from funding allocation & completion within 5 years.

On 12/12/2022 the Spending Panel allowed an extension of 6 months up to 12/06/2023, with agreement that if the project does not start the funding will be withdrawn.

This project has not commenced - **Confirm of funding withdrawal by the Panel is sought.**

#### Proposed Project Timescale submitted on Application:

*All construction work is to be put out to competitive tender. The key programme milestones are as follows:*

- *Tender Period - October / November 2021.*
- *Construction Phase - First quarter 2022.*
- *Practical Completion - First Quarter 2023.*

#### 13 CIL Funding Application\_West Winch Changing Rooms

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Amount of CIL Funding Allocated	£10,000.00
ID	CIL FY21_1/36
Project Details - Project Name/Title	Extension and Upgrade to Existing Changing Rooms.
Organisation Details - Name of Organisation submitting this application	West Winch and Setchey Parish Council.
Project timescale	All construction work is to be put out to competitive tender. The key programme milestones are as follows: <ul style="list-style-type: none"> <li>• Tender Period - October / November 2021.</li> <li>• Construction Phase - First quarter 2022.</li> <li>• Practical Completion - First Quarter 2023.</li> </ul>
Project Progress	Update 6.1.23 - work to begin 1.6.23 07/06/2023 - Reminder sent 21/06/2023 - Delay due to project costing too much. Now hoping to renovate the changing rooms with a smaller, more affordable extension.

# FY23\_1/16 Docking Pavilion - £70k

Latest Funding Application - FY23\_1/16 - For Review:

<b>ID</b>	CIL FY23_1/16
<b>Amount Requested -</b>	£70,000
<b>Project Name/Title</b>	Docking Pavilion
<b>Organisation Details</b>	Docking Playing Fields Management Committee
<b>Scoring Details - Match Funding - Local Support - Timescale</b>	<ul style="list-style-type: none"> <li>Match Funding 14% = 2</li> <li>Local Support - Docking FC, Parish Council, Primary School, Ward Cllr &amp; Survey = 5</li> <li>Timescale 0 - 6 Mnths = 5</li> </ul>
<b>BC Officer Research - Project Research Details: Previous CIL Funding - CIL Parish Payments Received - Development in Area - Planning History -Local Plan Allocations</b>	<ul style="list-style-type: none"> <li><b>Revised submission - previously allocated £50k FY22_2/57 (new pavilion)</b></li> <li><b>Local Plan - Docking is a Key Service Area:</b> <ul style="list-style-type: none"> <li>Docking Allocation G30.1 Off Pound Lane - 20 dwellings</li> </ul> </li> <li>22 CIL Planning Applications with 2 exemptions</li> <li><b>Previous Funding Allocated £5,150:</b> <ul style="list-style-type: none"> <li>FY21_1/47 3 Pond Restoration £3,700                             <ul style="list-style-type: none"> <li>Station Rd &amp; Church Ponds Cleared Phase 1 Completed 18/11/2022</li> </ul> </li> <li>FY21_1/48 Restoration of Grade II listed asset Pound/Cage Restoration £1,450 Completed 15/08/2022</li> </ul> </li> <li><b>CIL Parish payments made £26,623.71</b> <ul style="list-style-type: none"> <li>Spent - Bus Shelter Roof £387.40, SAM2 Machine, posts and brackets £1903, Village Gateways £4164, Kerbing around VG52 £2456</li> <li><b>CIL Parish Fund Unspent £10,335.55</b></li> </ul> </li> <li>FY23_1 CIL Funding Applications Submitted £100,000:                             <ul style="list-style-type: none"> <li>FY23_1/16 Renovation of Pavilion - Docking Playing Field Committee £70,000</li> <li>FY23_1/51 MUGA Refurb - Docking FC £30,000</li> </ul> </li> </ul>

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# Project Funding

	Allocated	Spend	Allocated Not Spent
FY21/22 Totals	£1,207,813.47	£116,354.13	£1,091,459.34
FY22/23 Totals	£1,434,835.28	£952,258.50	£1,574,036.12
FY23/24 Totals	£84,314.68	£550,825.41	£1,107,525.39
<b>TOTALS</b>	<b>£2,726,963.43</b>	<b>£1,619,438.04</b>	<b>£1,107,525.39</b>
<b>Reserved awaiting TORs</b>	<b>Current Income upto FY22/23</b>	<b>Unallocated remaining Less Reserved</b>	<b>Actual - Unallocated Remaining</b>
£70,000.00	£3,937,307.26	£1,140,343.83	£1,210,343.83



# CIL Infrastructure Funding List - FY 2023

## Infrastructure Projects funding over £30,001

- 18+ Adult Education Infrastructure Projects
- Green Infrastructure Projects
- Leisure Time Activities Infrastructure

## Infrastructure Projects funding of £2,000 and up to £30,000

- Education – local initiatives
- Health
- Economic Development
- Community Facilities
- Green Infrastructure
- Open Space and Leisure

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# FY23\_2 CIL Project Applications

Total Requested £2,305,865.12 For Allocation £1,140,343.83

- Over £30k (Majors) Requested £1,645,503.99
- Up to £30k (Minors) Requested £660,361.13

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	50%	10%	AVAILABLE
Major	£570,171.92	£57,017.19	£627,189.11
Minors	£570,171.92	-£57,017.19	£513,154.72
			<b>Totals £1,140,343.83</b>

Agenda Page	Ref No	Requested£	Parish	Applicant	Project Title	Total Scores
35	67	£534,342.39	Brancaster	Norfolk Coast Path National Trail (hosted by Norfolk County Council)	Closer to Nature	15
40	2	£100,000.00	Watlington	Watlington Parish Council	Watlington Community Sports Pavilion	15
42	50	£100,000.00	North Wootton	West Norfolk Rugby Club Limited	Extend changing facilities	15
44	3	£49,000.00	Snettisham	Snettisham Parish Council	Memorial Field Play Area	15
46	14	£48,586.00	Grimston	Hudson Fen Leisure Ltd (Charity)	Playground Refurbishments	15
48	61	£60,000.00	Shouldham	Shouldham Football Club	Club House	13
50	22	£49,950.00	Heacham	Heacham Parish Council	Recreation Ground New Equipment	13
52	4	£63,180.00	North Runcton	North Runcton Cricket Club	NRCC Accessibility & Inclusivity Upgrade	12
54	58	£300,000.00	Terrington St John	Terrington St John Village Hall	Purchase of former Church as Village Hall	10
56	37	£73,298.00	West Winch	West Winch Parish Council	Car Park Resurfacing	10
58	45	£130,000.00	Upwell	Upwell Playing Field Committee	MUGA	9
60	60	£50,000.00	Marham	Marham Parish Council	Marham Pump Track/ Skateboard park	7
62	64	£87,147.60	Hunstanton	Hunstanton Sailing Club	Accessibility Project	5

Agenda Page	Ref No	Requested£	Parish	Applicant	Project Title	Total Scores	Requested£
66	31	£30,000.00	Kings Lynn	All Saints Church South Lynn	Facilities Project All Saints South Lynn	15	£30,000.00
68	34	£30,000.00	Tilney St Lawrence	Tilney St Lawrence Village Hall	Upgrading of the Village Hall	15	£30,000.00
70	24	£30,000.00	West Dereham	West Dereham Parish Council	West Dereham Playground Project	15	£30,000.00
73	51	£25,000.00	Terrington St Clement	Terrington St Clement Tennis Club	TSCTC Court Surface Renewal	15	£25,000.00
75	11	£25,000.00	Brancaster	National Coastwatch Institution Brancaster	New Station Project	15	£25,000.00
77	65	£22,000.00	North Runcton	West Norfolk LTC	Resurface Hard Tennis Courts	15	£22,000.00
79	66	£14,745.20	South Creake	South Creake Parish Council	Play Area Safety Surfacing	15	£14,745.20
81	23	£10,840.00	Marshland St James	Marshland St James Parish Council	Car Park Refurbishment	15	£10,840.00
83	18	£8,750.00	Outwell	Outwell Parish Council	Trod	15	£8,750.00
84	35	£6,000.00	South Creake	South Creake Tennis Club	SPF 50 Sun awnings	15	£6,000.00
86	59	£5,200.00	Runcton Holme	Runcton Holme Parish Council	Traffic Calming Pinch Point	15	£5,200.00
87	30	£5,000.00	Bircham	Bircham Parish Council	Adult Gym Provision	15	£5,000.00
89	63	£4,498.00	Clenchwarton	Clenchwarton Play Area Regeneration	Play Park Phase 2.1	15	£4,498.00

Agenda Page	Ref No	Requested£	Parish	Applicant	Project Title	Total Scores	Requested£
91	33	£27,000.00	Wiggenhall St Germans	Wiggenhall St Germans Memorial Hall and Playing Field	Ladies Toilets Refurbishment	14	£27,000.00
93	17	£23,000.00	Walpole	Walpole Parish Council	Playground maintenance/repairs	14	£23,000.00
94	52	£15,000.00	Downham Market	Downham Market Town Council	Resurface Memorial Garden Path	14	£15,000.00
96	43	£12,000.00	Castle Acre	Castle Acre Coronation Bowls Club	New toilet facilities & storeroom	14	£12,000.00
98	19	£2,000.00	Crimplesham	Crimplesham PC	defib	14	£2,000.00
99	16	£17,854.00	Hilgay	Hilgay Parish Council	Ten Mile Bank Play Area Redevelopment	13	£17,854.00
101	55	£10,000.00	Heacham	Heacham Parish Council	Saltings & Chalkpit groundworks	13	£10,000.00
103	9	£8,000.00	Downham Market	Downham Market	Open Air Adult Gym	13	£8,000.00
105	32	£5,400.00	Feltwell	Edmund De Moundford VC PTA	Outdoor Classroom	13	£5,400.00
107	56	£3,688.00	Tilney All Saints	RSPCA Norfolk West	Rehoming Centre LED Lighting Project	13	£3,688.00

Agenda Page	Ref No	Requested£	Parish	Applicant	Project Title	Total Scores	Requested£
109	25	£30,000.00	Kings Lynn	West Norfolk Community Transport Project	Medical Centre Transport	12	£30,000.00
111	54	£25,725.00	Shouldham	Shouldham Bowls and Social Club	Accessible toilets and disabled parking	12	£25,725.00
113	47	£17,335.18	Bircham	Bircham Cricket Club	Cricket Club - New Nets	12	£17,335.18
115	44	£15,900.00	Denver	Denver Playing Field Association	Denver Pavilion Fire Escape Replacement	12	£15,900.00
117	20	£10,000.00	Crimplesham	Crimplesham PC	playground equipment	12	£10,000.00
118	26	£7,000.00	Dersingham	Dersingham Tennis Club	Repair of Court 2	12	£7,000.00
120	29	£6,018.63	South Wootton	South Wootton Parish Council	Village Hall Alarm System	12	£6,018.63
122	10	£4,194.00	Grimston	Grimston Cricket Club	New Pitch Covers	12	£4,194.00
124	6	£28,500.00	Denver	Denver VC Primary School	Outdoor Learning Area	11	£28,500.00
126	13	£5,068.00	Hunstanton	RSPCA Norfolk West	Hunstanton Solar	11	£5,068.00
128	28	£3,956.00	North Wootton	North Wootton Parish Council	Village Sign - Repair	11	£3,956.00

Agenda Page	Ref No	Requested£	Parish	Applicant	Project Title	Total Scores	Requested£
130	39	£26,500.00	Kings Lynn	Harding's Pits Community Association	Replace the whale sculpture and shelter	10	£26,500.00
132	53	£15,775.20	Burnham Market	Burnham Market and Norton Village Hall Trust	Roof repairs	10	£15,775.20
134	57	£8,650.00	Ringstead	Ringstead Village Hall (Charity number284104)	Re-decoration Project 2023	10	£8,650.00
136	15	£8,000.00	Docking	Docking Village Hall	Replacement Doors	10	£8,000.00
138	27	£7,750.00	North Wootton	Wootton Park Recreation Association	Wootton Park - Drainage	10	£7,750.00
140	49	£2,630.00	Gayton	Gayton Parish Council	Community Shed for Guides & Rangers Kit	10	£2,630.00
142	38	£5,250.00	Congham	Congham Parish Council	Congham Walk Map	9	£5,250.00
144	7	£20,752.00	Docking	Docking Village Hall	Docking Bowls Clubs improvements	8	£20,752.00
146	46	£19,195.92	Downham Market	Nelson Academy Downham Market	Learning is Natural- Discovery and Sensory Trail	7	£19,195.92
148	40	£17,970.00	Gayton	Gayton Parish Council	Gayton Thorpe Playground	7	£17,970.00
150	36	£4,440.00	West Winch	West Winch Parish Council	Tennis court path	7	£4,440.00
152	62	£28,776.00	Old Hunstanton	Old Hunstanton Village Hall	ROOF REPAIRS	6	£28,776.00

# Next Steps

- Projects over £30k – Cabinet Approval
- Projects up to £30k - Formal notice of Spending Panels Decisions

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# Spending Panel – Future Actions

1. Review CIL Income & Expenditure FY22/23
2. Annual Infrastructure Funding Statement
- 21 3. Review Governance 2024
- 24 4. Funding application timetable for 2024



# Questions?

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Agenda Page	Ref No	Requested£	Parish	Applicant	Panel Recommendations	Approved Y/N	Panel Comments
35	67	£534,342.39	Brancaster	Norfolk Coast Path National Trail (hosted by Norfolk County Council)	£267,171.20	y	50% with further investigation into other funding including GIRAMS.
40	2	£100,000.00	Watlington	Watlington Parish Council	£100,000.00	y	Official changing is also National FA compliant
42	50	£100,000.00	North Wootton	West Norfolk Rugby Club Limited	£100,000.00	y	100% approved
44	3	£49,000.00	Snettisham	Snettisham Parish Council	£24,500.00	y	50% - Based on CIL Parish payments unspent, may be used to fund this project.
46	14	£48,586.00	Grimston	Hudson Fen Leisure Ltd (Charity)	£24,293.00	y	50% - Based on CIL Parish payments unspent, may be used to fund this project. Further matchfunding be sought from the 3 Parishes.
48	61	£60,000.00	Shouldham	Shouldham Football Club	£60,000.00	y	100% approved
50	22	£49,950.00	Heacham	Heacham Parish Council	£30,000.00	y	Partial funding based on remaining funds available. As low matchfunding, panel request Heacham PC seek alternative funding.
52	4	£63,180.00	North Runcton	North Runcton Cricket Club	£0.00	n	No funding available, low score
54	58	£300,000.00	Terrington St John	Terrington St John Village Hall	£0.00	n	No funding available, low score
56	37	£73,298.00	West Winch	West Winch Parish Council	£0.00	n	No funding available, low score
58	45	£130,000.00	Upwell	Upwell Playing Field Committee	£0.00	n	No funding available, low score
60	60	£50,000.00	Marham	Marham Parish Council	£0.00	n	No funding available, low score
62	64	£87,147.60	Hunstanton	Hunstanton Sailing Club	£0.00	n	No funding available, low score
<b>Totals</b>		<b>£1,645,503.99</b>			<b>£605,964.20</b>		
66	31	£30,000.00	Kings Lynn	All Saints Church South Lynn	£30,000.00	y	100% recommendation in principle - as this is Phase 2 Panel request ratification of their decision from Cabinet.

Agenda Page	Ref No	Requested£	Parish	Applicant	Requested£	Approved	Panel Comments
66	31	£30,000.00	Kings Lynn	All Saints Church South Lynn	£30,000.00	y	100% recommendation in principle - as this is Phase 2 Panel request ratification of their decision from Cabinet.
68	34	£30,000.00	Tilney St Lawrence	Tilney St Lawrence Village Hall	£30,000.00	y	100% Approved
70	24	£30,000.00	West Dereham	West Dereham Parish Council	£30,000.00	y	100% Approved
73	51	£25,000.00	Terrington St Clement	Terrington St Clement Tennis Club	£12,500.00	y	50% - Based on CIL Parish payments unspent, may be used to fund this project.
75	11	£25,000.00	Brancaster	National Coastwatch Institutio	£25,000.00	y	100% Approved
77	65	£22,000.00	North Runcton	West Norfolk LTC	£22,000.00	y	100% Approved
79	66	£14,745.20	South Creake	South Creake Parish Council	£14,745.20	y	100% Approved
81	23	£10,840.00	Marshland St James	Marshland St James Parish Co	£10,840.00	y	100% Approved
83	18	£8,750.00	Outwell	Outwell Parish Council	£8,750.00	y	100% Approved
84	35	£6,000.00	South Creake	South Creake Tennis Club	£0.00	n	Support officer recommendation - not a Capital Project & not infrastructure to support new development
86	59	£5,200.00	Runcton Holme	Runcton Holme Parish Council	£5,200.00	y	100% Approved
87	30	£5,000.00	Bircham	Bircham Parish Council	£5,000.00	y	100% Approved
89	63	£4,498.00	Clenchwarton	Clenchwarton Play Area Regeneration	£4,498.00	y	100% Approved
		<b>£217,033.20</b>			<b>£198,533.20</b>		

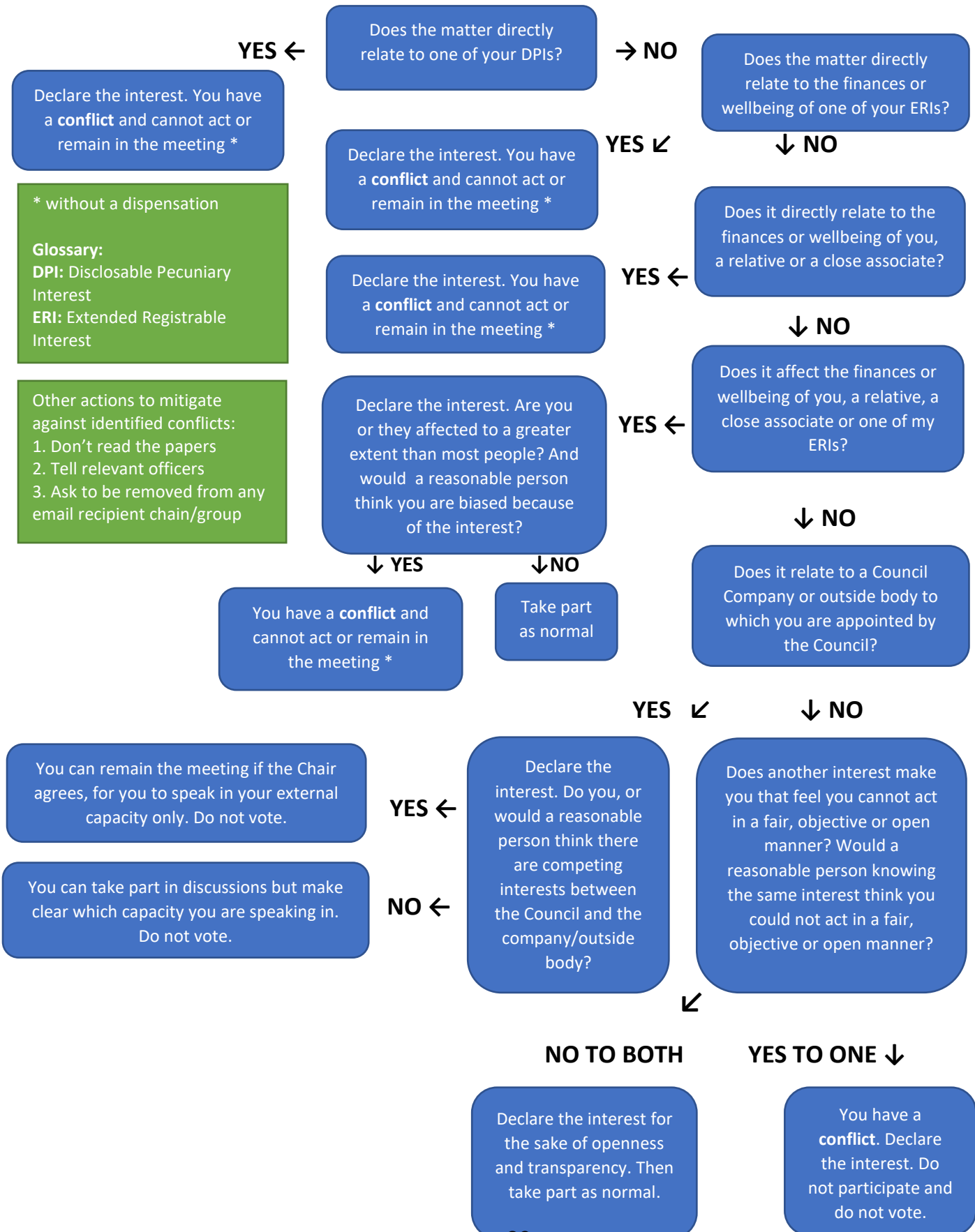
27

24

**DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART**



**START**



Declare the interest. You have a **conflict** and cannot act or remain in the meeting \*

\* without a dispensation

**Glossary:**

**DPI:** Disclosable Pecuniary Interest

**ERI:** Extended Registrable Interest

**Other actions to mitigate against identified conflicts:**

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

## CIL Governance and Spending\_2023

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## CIL Governance and Spending\_2023

### 1 Introduction

**1.0.1** The Borough Council of King's Lynn and West Norfolk approved the introduction of the Community Infrastructure Levy (CIL) in December 2016 and started charging on 15 February 2017.

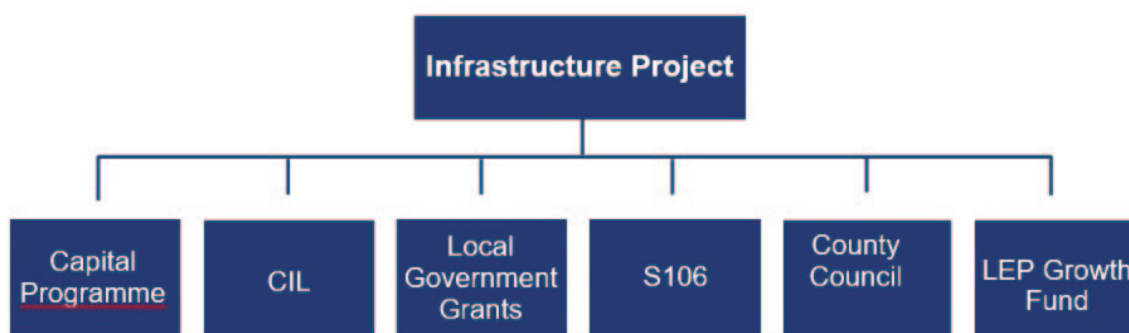
**1.0.2** CIL is paid to the Borough Council by developers after their planning permissions are implemented.

**1.0.3** CIL is governed by the CIL Regulations 2010 (amended). In the Borough of King's Lynn and West Norfolk, CIL is charged on all residential and retail developments, which add one or more new dwelling(s) or more than 100sqm of floor space.

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

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

**Figure 1 - Funding Streams**



**1.0.6** This document details the governance arrangements in place at the Borough Council of King's Lynn and West Norfolk, for the allocation and spending of CIL.

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

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

## CIL Governance and Spending\_2023

**1.0.9** This document is based on the 7 'Appendix 1 - CIL Annual List of Infrastructure Projects' and is applicable for the financial year 2023/2024

**1.0.10** 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](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.

**1.2.3** The key points set out by the CIL Regulations and Guidance relating to CIL funding are:



## CIL Governance and Spending\_2023

- **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

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

- 5% is retained by the Borough Council of King's Lynn and West Norfolk to cover administrative costs (including consultation on the levy charging schedule, enforcing CIL, legal costs and reporting on CIL activity)
- 15%, known as the Neighbourhood Allocation, is established for spending within the neighbourhood of contributing development (up to a maximum of £100 per existing Council Tax dwelling). This allocation can either be transferred to the relevant Parish Council or retained by the Borough Council to be spent on neighbourhood projects where the development is not in a Parish. This allocation rises to 25% when a Parish has a Neighbourhood Plan in place.
- 80%, known as the CIL Infrastructure Fund, is retained by the Borough Council, to allocate to projects in accordance with the Council's Infrastructure List, which is reviewed annually, and in line with the agreed CIL Governance arrangements.

For example:

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

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

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

**1.2.5** The sections that follow set out the Governance Arrangements and approach for how decisions are made on the prioritisation and spend of the CIL Infrastructure Fund.

## CIL Governance and Spending\_2023

### 2 Governance Arrangements

**2.0.1** The CIL Infrastructure Fund has been separated into 2 specific project types, to enable the funding to meet wider borough infrastructure requirements and also to support local community needs.

**2.0.2** The estimated annual income of CIL is 1 million pounds which would be split as follows;

#### Infrastructure Projects over £30,001

- These are projects which require the most amount of CIL funding
- The Infrastructure Projects will be in excess of £30,001 and be fully match funded

#### Infrastructure Projects up to £30,000

- These are projects which will meet the needs of Parishes and Wards, to fund smaller local projects between £2,000 and £30,000
- It is expected that there will be an element of match funding for these projects.

#### 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.

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

#### CIL Spending Panel

**2.0.4** The CIL Spending Panel is formed from elected Councillors and assisted by Officers and reports to the BCKLWN Management Team and Cabinet.

**2.0.5** The CIL Spending Panel:

- reviews the funding applications received
- makes recommendations for suitable project spending
- monitors project spend and progress.

The Spending Panel have the ability to transfer funds within the project groups, **up to a maximum of 10% of the available CIL Funding available.**

## CIL Governance and Spending\_2023

### Criteria for Funding Selection

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

#### **2.0.7 Project Scoring**

- filter the projects based on BC Officers' scoring
- prioritise the projects with the highest scoring;

**2.0.8** 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 Funding already received relating to the area and/or project, to allow funding to be allocated to areas with less funding

#### **2.0.9 CIL Fund Transfers**

**2.0.10** Each project group is allocated a percentage of the CIL Income, as identified within this Governance document.

**2.0.11** There may be occasions when funding applications exceed the amount of funding available. An over subscription may relate to only 1 project group or to all project groups.

**2.0.12** The Spending Panel will review the funding needs, taking into account the funding allocated to all project groups.

**2.0.13** When there is not enough CIL funding within a project group to meet the application submissions, the Spending Panel may agree to transfer funding of up to 10% from a different project group with less need, based on the considerations listed above.

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

**2.0.15** The current list of eligible spending is detailed in sections 4 and 5. These may change in subsequent years.

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

## CIL Governance and Spending\_2023

### 3 Applying for CIL funds

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

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

**3.0.3** 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.

**3.0.4** The stakeholders automatically notified will be:

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

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

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

**3.0.7** A diagrammatic summary of the governance framework for CIL is set out in Appendix 1, which shows the spending and reporting arrangements that are in place.

**3.0.8** Expression of Interests will be made on a standard online template, issued by the Borough Council.

**3.0.9 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\_2023

**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\_2023

### 3.1 Application Essential Requirements

**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.**

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

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

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

**The Project must:**

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

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

## CIL Governance and Spending\_2023

### 3.2 Consultation Requirements

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

#### **3.2.2 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.

#### **3.2.3 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).

**3.2.4** Applicants may also wish to liaise with local elected members.

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

## CIL Governance and Spending\_2023

### 4 Infrastructure Project Funding Allocation - over £30,001

**4.0.1** 50% of the CIL Infrastructure Funds will be allocated to projects requesting funding of over £30,001

**4.0.2** Projects over £30k will be selected, by in line with the CIL Governance arrangements, **with more weight given to areas with significant development taking place.**

**4.0.3** 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.**

**4.0.4** 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 over £30k, are:**

#### **18+ Adult Education Infrastructure Projects**

- To support the development of skills for adults of all ages, which may include: volunteer run projects to allow people to gain new skills, knowledge and experience.

#### **Green Infrastructure Projects**

- Projects relating to open spaces, such as public parks and gardens, woodlands, fields, hedges, lakes, ponds, coastal habitats, as well as footpaths, cycleways or rivers.
- Public spaces used for recreation and education, habitats for wildlife and nature.
- Environmental services such as flood defence or absorption of air pollution.

#### **Leisure Time Activities Infrastructure-**

- Accessible projects, to support leisure time activities, which may include; health & well-being schemes to encourage physical activity and playstreet initiatives.
- Projects run by community/voluntary groups including Local Councils, to promote social inclusion.
- Active living projects; to increase walking, cycling and sustainable transport.

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



## CIL Governance and Spending\_2023

### The Project Criteria meet the Corporate priorities and objectives:

**4.0.5 Education :** Improving social mobility and inclusion to work with partners to improve education attainment levels and the skills of local people.

**4.0.6 Green Infrastructure:** Protecting and enhancing the environment including tackling climate change to work with partners and the community to improve our natural environment and creating and maintaining good quality places that make a positive difference to people's lives to maintain accessible, clean, pleasant and safe public places and communities

**4.0.7 Leisure:** Improve and develop the quality of local sport and leisure facilities.

### Question 1

#### Do you want to apply for CIL Infrastructure Project Funding?

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

**4.0.9** [CIL Online Application Forms](#)

### 4.1 The Decision Making Process for Infrastructure Projects over £30k

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

**4.1.2** The factors that these Projects will be assessed against include:

- the need for the project
- benefit of the project
- deliverability of the project
- amount of development in the area of the project
- proposed no of houses in the project area

**4.1.3** 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.

**4.1.4** Ideally, bids should include significant sums of match funding.

**4.1.5** At this stage, the Council Officer will notify Cabinet Members with specific portfolio responsibilities and the Local Ward member(s) of proposed projects, giving an opportunity for comment.

## CIL Governance and Spending\_2023

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

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

- reach a balanced judgement over which projects are selected
- make recommendations on which projects should receive CIL funding
- consider whether there could be links to other areas of corporate or partner spending e.g. spending on habitats (Natura 2000 sites) mitigation works.
- take recommendations to the BCKLWN Cabinet for approval

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

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

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

## CIL Governance and Spending\_2023

### 5 Infrastructure Project Funding Allocation between £2,000 and £30,000

**5.0.1** 50% of the CIL Funds will be allocated to Infrastructure Projects, requesting funds of a value between £2,000 and £30,000.

**5.0.2** Projects up to £30k will be selected, by in line with the CIL Governance arrangements, **with more weight given to areas with significant match funding.**

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

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

#### **These Projects:**

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

**The current list of Infrastructure Projects eligible for funding up to £30k are:**

#### **Education - Local Initiatives**

- To support voluntary/community projects

#### **Health**

- To support NHS & voluntary services
- Support & increase wellbeing services

#### **Economic Development**

- To benefit the local area/wider community

**Community Facilities - This may include public buildings/recreation areas:**

- To support voluntary/community groups
- Increase facility capacity/repair existing infrastructure

#### **Green Infrastructure**

- To reduce carbon emissions
- Support & protect biodiversity - wildlife friendly sites

## CIL Governance and Spending\_2023

### Open Space and Leisure

- Installation & improvement of public play areas and equipment
- Improvement of open spaces
- Support voluntary/community leisure facilities

### CIL will be paid on completion of the project.

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

### The Project Criteria meet the Corporate priorities and objectives:

- **Education** - Improving social mobility and inclusion to work with partners to improve education attainment levels and the skills of local people.
- **Health** - Improving social mobility and inclusion by continuing to assist our residents to maximise their opportunities by accessing the support and services they are entitled to.
- **Economic Development** - Delivering growth in the economy and with local housing to promote the borough as a vibrant place in which to live, to do business and as a leading visitor and cultural destination.
- **Community Facilities** - Creating and maintaining good quality places that make a positive difference to people's lives to maintain accessible, clean, pleasant and safe public places and communities.
- **Green Infrastructure** - Helping to improve the health and well being of our communities by supporting our local communities to be healthy and more active
- **Open Space and Leisure** - Creating and maintaining good quality places that make a positive difference to people's lives to maintain accessible, clean, pleasant and safe public places and communities and help to improve the health and well being of our communities

### Do you want to apply for CIL Infrastructure Project Funding?

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

[CIL Online Application Form](#)

## 5.1 The Decision Making Process for Infrastructure Projects between £2,000 and £30,000

**5.1.1** Once the Infrastructure 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 projects will be assessed against include:

## CIL Governance and Spending\_2023

- details of expenditure, how the money will be spent
- evidence of Local Council, Community meeting and elected member(s) support
- evidence to demonstrate community need and support
- evidence to demonstrate a commitment (financial or otherwise) to the project including details of match funding
- project timescales

**5.1.3** Short term projects will be looked upon favourably, especially if the CIL can be allocated and spent within the same financial year.

**5.1.4** A Council Officer undertaking the initial scoring of the project will make a recommendation, based on the scoring criteria.

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

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

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

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

**5.1.9 The CIL Spending Panel is required to:**

- reach a balanced judgement over which projects to select
- agree on which projects will receive CIL funding

**5.1.10** CIL payments up to £30,000 will then be signed off by a Senior Council Manager.

## CIL Governance and Spending\_2023

### 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, **which must be signed and returned.**

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

**6.0.4** 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.

**6.0.5** 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:**  
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.

**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.**

## CIL Governance and Spending\_2023

### 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.

**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](https://www.west-norfolk.gov.uk/homepage/276/cil_financial_reports)

## CIL Governance and Spending\_2023

### 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 Regeneration and Development (R&D) Panel.

### The Regeneration and Development (R&D) Panel

The R&D Panel is made up of Elected Members, supported by Borough Council Officers.

**6.3.8** The R&D Panel will:

- review the Draft List of Infrastructure Projects
- reach a balanced judgement on the project criteria, taking into consideration Corporate Priorities
- make recommendations to Cabinet

### Cabinet

**6.3.9** Cabinet will:

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



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

**6.3.11** If you have any questions about this guidance, or CIL generally, please contact the Borough Council's CIL Monitoring and Compliance Officer at [CIL@west-norfolk.gov.uk](mailto:CIL@west-norfolk.gov.uk).

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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.

#### **Infrastructure Projects funding over £30,001**

- 18+ Adult Education Infrastructure Projects
- Green Infrastructure Projects
- Leisure Time Activities Infrastructure-

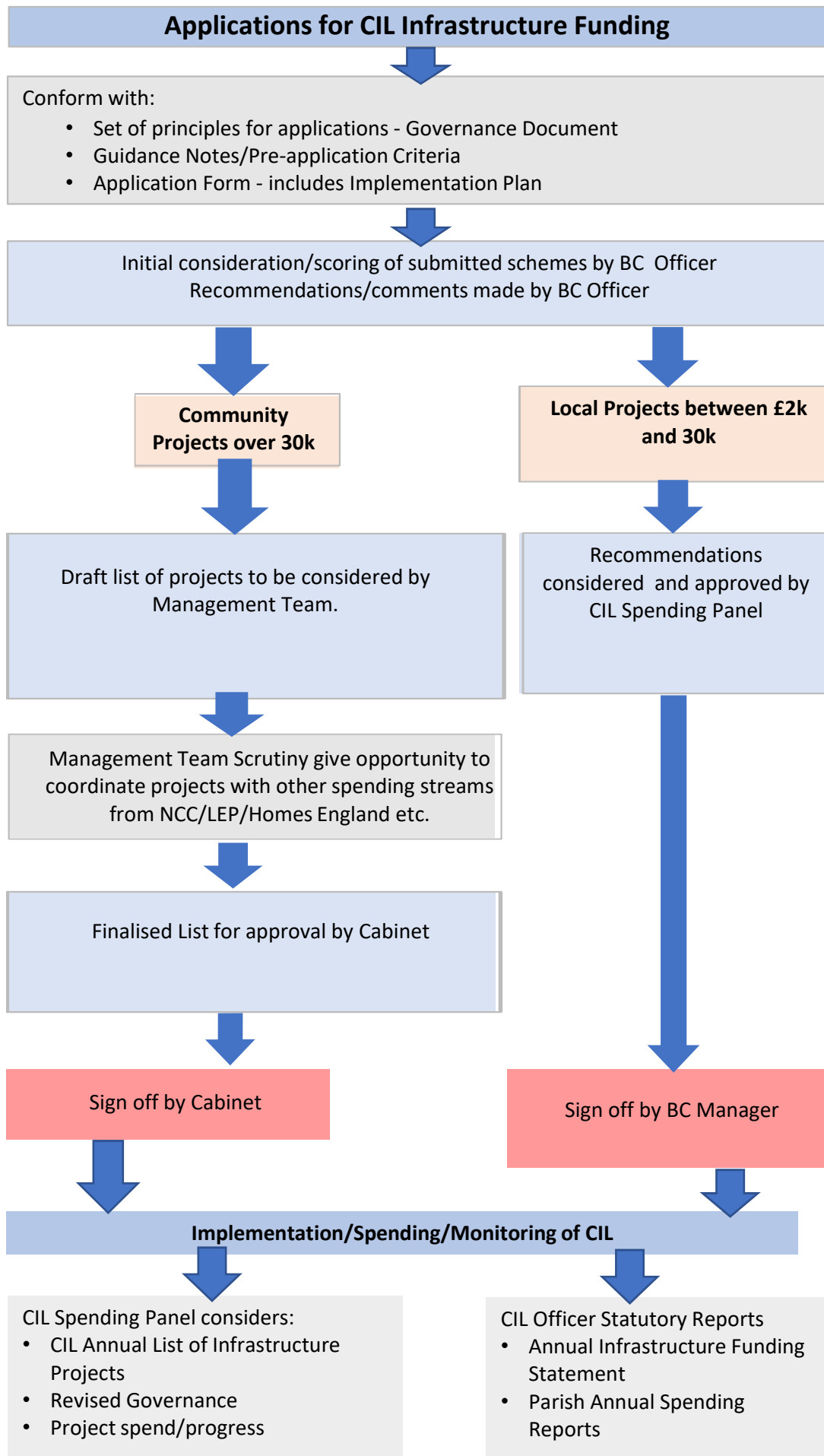
#### **Infrastructure Projects funding of £2,000 and up to £30,000**

- Education – local initiatives
- Health
- Economic Development
- Community Facilities
- Green Infrastructure
- Open Space and Leisure

**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**



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## 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/](https://west-norfolk.objective.co.uk/portal/cil_folder/cilappsfy/)

### Scoring Criteria

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 score = 5**

- Petitions
- 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
- Fundraising Initiatives
- Support from County Council/Professional Bodies

#### 9.0.1 Finance and Deliverability

- Amount of CIL funding requested
- Details of proposed expenditure
- Amount of funding committed to the project by applying any match funding
  - 1 – 10% = 1 Point
  - 11 - 20% = 2 Points
  - 21-30% = 3 Points
  - 31-40% = 4 Points
  - 41+% = 5 Points

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### 9.0.2 Project Timescale

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

### 9.0.3 Once started, how long the project is expected to take, to be completed:

- 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**

### **Annual List of Infrastructure Projects 2023**

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 FY23/24.

#### **Infrastructure Projects funding over £30,001**

- 18+ Adult Education Infrastructure Projects
- Green Infrastructure Projects
- Leisure Time Activities Infrastructure

#### **Infrastructure Projects funding of £2,000 and up to £30,000**

- Education – local initiatives
- Health
- Economic Development
- Community Facilities
- Green Infrastructure
- Open Space and Leisure

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