

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CIL SPENDING PANEL

Minutes from the Meeting of the CIL Spending Panel held on Monday, 30th October, 2023 at 1.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn, PE30 5DQ

PRESENT: Councillors R Blunt, M de Whalley, C Joyce, J Moriarty (Chair) and S Sandell

OFFICERS:

Hannah Wood-Handy – Planning Control Manager

Amanda Driver – Senior CIL Monitoring and Compliance Officer

Robin Walkey – Assistant CIL Monitoring and Compliance Officer

1 **APOLOGIES FOR ABSENCE**

None.

2 **NOTES OF THE PREVIOUS MEETING**

The minutes of the previous meetings held on 6 October and 16 October 2023 were agreed as a correct record.

3 **MATTERS ARISING**

There were no matters arising.

4 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

5 **URGENT BUSINESS**

There was no urgent business.

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

There was none.

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

There was none.

8 **IDENTIFY PROJECT CRITERIA AND CLARIFY APPLICATION INFRASTRUCTURE REQUIREMENTS**

The Chair explained this item would be covered under item 12 on the agenda.

9 **UPDATE ANNUAL FUNDING LIST FOR 2024**

The Chair explained this item would be covered under item 12 on the agenda.

10 **REVIEW SCORING CRITERIA AND APPLICATION PROCESS**

The Chair explained this item would be covered under item 12 on the agenda.

11 **REVIEW DECISION MAKING PROCESS**

The Chair explained this item would be covered under item 12 on the agenda.

12 **REVIEW OF CIL GOVERNANCE & SPENDING DOCUMENT**

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

The Senior CIL Monitoring Officer introduced the item and explained within the Panel's agenda packs, they had a copy of the current CIL Governance and Spending document for 2023 and the first draft of the proposed CIL Governance and Spending document for 2024.

She went through the amendments which had been made on the draft CIL Governance and Spending document for 2024. She explained to the Panel all amendments within the document had been highlighted in boxes. A copy of the draft CIL Governance and Spending document for 2024 is attached.

She explained she had updated the Funding Streams and amalgamated Central Government to include Infrastructure Bank and removed the LEP.

A new heading had been included which was 'How CIL is proportioned and allocated' and the Senior CIL Monitoring Officer explained this would help identify how the CIL would be split before the funds go into the infrastructure fund.

The Chair raised a question in relation to the 5% retained by the Borough Council and asked whether the 5% was a statutory figure and it was confirmed as such by the Senior CIL Monitoring Officer.

The Senior CIL Monitoring Officer explained a new section had been added which included definitions on what infrastructure was, what would be considered as infrastructure and what was not infrastructure. She explained this had been added based on the comments received from the CIL Spending Panel and reminded the Panel they wanted more specific information in relation to infrastructure as they felt the definitions were not clear enough.

In response to questions raised by Councillor Joyce, the Senior CIL Monitoring Officer explained the 'What is Infrastructure' was based on the regulatory statement within the CIL regulations. The Chair highlighted the questions which were raised by Councillor Joyce in relation to whether social services and flood defence were included under infrastructure, were included within 2.0.3 of the draft CIL Governance and Spending document 2024.

In response to a question raised by Councillor Sandell, the Senior CIL Monitoring Officer confirmed the infrastructure levy was designed to support the infrastructure and explained if they had an area with no new development, they would not be entitled to apply for CIL funding unless it benefitted the wider community.

Councillor de Whalley stated that he felt the Planning Act 2008 was not clear and explained the importance of the CIL Spending Panel making it clear on what they could and could not accept as CIL infrastructure within their CIL Governance and Spending Document 2024.

The Senior CIL Monitoring Officer highlighted to the Panel that the section had been included to try to define what infrastructure was to make it clearer for the Panel, Members and applicants. She explained under 2.0.11, the Non Infrastructure Projects related to sundry items, miscellaneous small items or works which would not fit within the definition of infrastructure.

Councillor de Whalley continued to raise concerns and advised he remained unclear on what infrastructure was having read through the draft CIL Governance and Spending Document for 2024 and suggested the Panel have a clear steer to prevent applications coming forward and getting rejected due to them being considered not CIL infrastructure.

The Senior CIL Monitoring Officer confirmed that within the draft CIL Governance and Spending Document for 2024, it went into more detail about infrastructure and what would be accepted as infrastructure.

The Senior CIL Monitoring Officer explained under Project Scoring, information in relation to the amount of CIL Neighbourhood Parish money retained and unallocated had been included as set out below.

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

She highlighted to the Panel that there was a proposal for Management Team to consider any funding streams prior to the Panel sitting to enable the progress of an application to not be delayed and the Panel would be fully informed of any other funding streams that may apply to the application.

In response to a number of concerns raised by Members of the Panel, the Senior CIL Monitoring Officer explained Management Team's role as set out below.

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

5.1.6 The Management Team are required to:

- 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 on which projects they consider, eligible for CIL funding

She confirmed to the Panel that Management Team would not be making any decisions before the Panel sees the projects.

The Senior CIL Monitoring Officer explained there was a proposal for the Panel to amalgamate the funding list to ensure there was not an overall or under, but they would all be within the same project list to enable the Panel to consider them all fairly based on the scoring and the applications before them.

In response to a question raised by Councillor de Whalley, the Senior CIL Monitoring Officer explained when the original Governance went to the Regeneration and Development Panel, R&D gave the Panel a delegated responsibility which enabled the CIL Spending Panel to make decisions up to £50k and the current document simply revert back to the original spending limit. She advised the Panel that if they had the £50k, Cabinet would be considering the major projects that would be over the £50k and highlighted to the Panel that this would speed up the process and allow the Panel more responsibility for the higher projects.

Councillor Joyce asked whether it could be increased to £100k. The Senior CIL Monitoring Officer commented that if the Panel wished to increase the amount that the Panel could make decisions on, then 2025 would be the best time to implement that if they wished and reminded the Panel that this round was supposed to be a light touch approach. She added if the Panel increased the amount now, it would not be beneficial as the Panel agreed they wanted the applications to open on the 1st January 2024 and this would not allow enough time to go through the decision making process and get it considered if there were significant changes to the documents.

The Senior CIL Monitoring Officer went on to explain she had amended the list of projects which could be considered for funding. She commented there was now only two criteria, green infrastructure and leisure time activities, which had been linked directly to the new overarching corporate business plan of priorities to promote growth and prosperity to benefit West Norfolk and to promote the environment. The Senior CIL Monitoring Officer highlighted education had now been included within the two criteria. She explained on pages 12 and 13 of the draft CIL Governance and Spending document for 2024, she had tried to include a definitive description of what infrastructure was and what would be accepted within the list of infrastructure projects.

Councillor de Whalley asked for a breakdown from the previous spending year of the % of what went to green infrastructure projects and the % of what went to leisure time activities. The Senior CIL Monitoring Officer commented that this information was provided within the presentation at the last CIL Spending Panel meeting on the 16th October 2023.

In response to a question raised by Councillor Joyce, the Planning Control Manager explained although social was not explicitly stated in the document, in terms of the projects which would be supported, economic, social and environmental objectives are implicit within all the green infrastructure and leisure time categories.

In response to further questions raised by Councillor Joyce, the Senior CIL Monitoring Officer confirmed the police had submitted applications to the Panel previously and reminded the Panel that they had refused their applications as they considered they received a precept and therefore there were other projects which would benefit more greatly from CIL. She explained flood defences was included within the green infrastructure. The Senior CIL Monitoring Officer highlighted to the Panel that this was a light touch and advised if the Panel wanted to consider public buildings such as police stations and fire stations, this could be considered when reviewing the full Governance in 2025.

The Planning Control Manager commented that in order to enable two rounds of applications to occur next year, this would be a light touch approach built upon on the existing Governance document. She advised going forward, they would have a fundamental look at

infrastructure needed across the Borough as part of the next Local Plan Review. The Planning Control Manager confirmed it would be a planned approach and a planned list but highlighted to the Panel again that there was not enough time to turn the Governance document around and do a fundamental review in order to meet the Panel's timelines.

Following on from previous discussions, the Senior CIL Monitoring Officer explained there would be words included on page 14 of the draft CIL Governance and Spending document for 2024 to highlight Management Team would not be filtering applications.

The Senior CIL Monitoring Officer explained amendments had been made as set out below.

Applications over £50k

- 5.1.14** All project applications over £50k must be agreed by Cabinet, the application stakeholders will be informed and funds will be allocated.
- 5.1.15** CIL payments up to £1,000,000 will then be signed off by a senior Council Officer.
- 5.1.16** CIL will be paid on completion of the project.

In response to concerns and questions raised by Councillor de Whalley, the Senior CIL Monitoring Officer explained Officers did not have the responsibility of providing applicants guidance but advised Officers would provide the Panel with their recommendations on whether it was infrastructure or not.

The Chair commented that he understood Councillor de Whalley's point but explained he did not want Officers telling applicants not to apply as that was the Panel's call. In response to the Chair's comment, the Senior CIL Monitoring Officer confirmed Officers did not have the delegated authority to tell applicants not to put in an application because it's not CIL or not considered as infrastructure. She explained if the Panel were to go against Officers recommendations, they would seek legal advice.

Councillor Joyce raised concerns around Officers seeking legal advice if they did not agree with Officer recommendations. The Senior CIL Monitoring Officer explained to the Panel that the Officers role was to ensure that the Panel spend and allocate the funding in line with the CIL regulatory requirements as defined within the CIL regulations, therefore, the Officers advice was based on their knowledge and experience of infrastructure and if the Panel decided that they wished to go against the Officers recommendation, Officers would seek legal advice to help the Panel to ensure that any decisions they make are in line with the legislation.

The Senior CIL Monitoring Officer explained CIL was currently going through an Audit and they recommended that the Agreement Form include 2 signatories.

The Senior CIL Monitoring Officer explained that previously the Panel had made their recommendations and it would go to the R&D Panel to be reviewed and then onto Cabinet to be agreed. The Senior CIL Monitoring Officer suggested to the Panel that the list of Infrastructure Projects did not go to R&D to be reviewed as it delays the decision making progress going forward.

The Panel felt it should continue to be reviewed at R&D but commented that if it was to slow the process down for this round, agreed that it shouldn't be reviewed at R&D to enable to stick to the timelines.

The Planning Control Manager commented that the Panel wished to maintain 2 rounds of funding for next year and explained as this was a light touch approach, she felt it did not need to go to R&D this time and undertake a thorough review for 2025 in line with the Local Plan Review. The CIL Monitoring Officer confirmed it had not gone to R&D previously.

The Panel agreed with Officers that in order to meet the Panel's timeline, their recommendations would not be reviewed at R&D but would go forward to Cabinet. However, Officers would check first.

The Senior CIL Monitoring Officer explained the statutory annual infrastructure list was on page 22 of the draft CIL Governance and Spending document for 2024 and this was the corporate list of what the Panel would spend the CIL funding on for 2024 as set out below.

- 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.

Councillor de Whalley referred back to previous comments which he had made during the meeting and felt there were still examples of what would be accepted and wouldn't be accepted as infrastructure to prevent and help applicants feeling disappointed. The Chair commented that decisions needed to be made on the document today.

The Chair explained that the Planning Control Manager had come up with a suggestion for the Panel to consider give delegated authority to Officers to have a conversation with Councillor de Whalley and report back to the Panel this week with any further changes to the CIL Annual List of Infrastructure Projects.

The Panel agreed with the suggestion put forward by the Planning Control Manager.

The Senior CIL Monitoring Officer explained on page 24 of the draft CIL Governance and Spending document for 2024 was the new Governance Framework diagram. She explained the diagram highlighted that Management Team would scrutinise and give opportunity to coordinate projects with other spending streams and would not filter anything out.

She reminded the Panel that Councillor de Whalley wanted specific information in relation to the maximum points and explained this had been clearly identified within the document as set out below.

10 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

10.0.1 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

- 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

10.0.2 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

The Senior CIL Monitoring Officer commented that to keep the Governance document in line with the procurement requirements, Audit recommended that the Panel get 1 quote for funding up to £5k and 3 quotes for projects funding over £5k.

In response to a question raised by Councillor Joyce, the Senior CIL Monitoring Officer confirmed the applicant would have to produce 3 quotes.

Councillor de Whalley commented and explained he approved of the more rigorous scoring.

The Senior CIL Monitoring Officer explained Audit raised concerns that the projects over 40% get 5 points and asked the Panel to review the scoring so projects of 80%+ would get 5 points and they would be scored incrementally by 20%. She highlighted to the Panel that this would make match funding more important and allows projects which are bought in more match funding to gain higher points.

In response to concerns and questions raised by Councillor Blunt, the Senior CIL Monitoring Officer confirmed that within the decision making part of the document it states the Panel must consider neighbourhood CIL parish monies and what is in hand and unallocated. All information relating to parish payments, spend and unallocated monies is contained within the Spending Panel report and she explained it was up to the Panel to decide which projects they would want to bring forward.

Councillor de Whalley commented that he was happy with the point scoring system with regards to the funding and felt it was well balanced.

In response to comments raised by Councillor de Whalley, the Senior CIL Monitoring Officer explained amalgamating the projects into one list had got rid of having to have a minimum point scoring as the Panel would be looking at all the projects in the round and would all be based on the same scoring criteria.

The Senior CIL Monitoring Officer explained the scoring for timescales had been clarified as set out below.

<p>10.0.4 <u>Once started, how long the project is expected to take, to be completed - maximum 5 points:</u></p> <ul style="list-style-type: none"> • 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 <p>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.</p>
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AGREED:

- (1) **The Panel's recommendations would not be reviewed at R&D. However, Officers would check.**

- (2) **The Panel give delegated authority to Officers to have a conversation with Councillor de Whalley and report back to the Panel this week with any further changes made to the CIL Annual List of Infrastructure Projects.**

13

REVIEW OF CIL FUNDING APPLICATION FORM

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

The Senior CIL Monitoring Officer introduced the item and went through the amendments which had been made on the Online CIL Application Form. She explained to the Panel all amendments were highlighted in boxes. A copy of the Online CIL Application Form is attached.

She explained Audit recommended to have tick boxes to enable Officers to run reports based on the percentage of applications and would identify what project match funding there would be, and she added this would give them an idea of what funding options are available.

On page 5 of the Online CIL Application Form looking at the Local & Community Support, Audit recommended again tick boxes be included to make it easier for Officers to run reports off on what kinds of support they have and have included a box where they can provide further detail. The Senior CIL Monitoring Officer commented that the form was more in depth.

In response to comments raised by the Chair, the Senior CIL Monitoring Officer confirmed if there was anything else which the Panel wished to include on the list, could be included within the Governance Document or the Application Form.

In response to questions raised by Councillor Joyce, the Senior CIL Monitoring Officer explained she had spoken to Audit, and they advised that if there was Councillor support, that it would be 1 point irrespective of if they were a Ward, Borough or Parish Councillor.

Councillor Joyce raised concerns in response and commented that Gaywood North did not have a Parish Council which he felt was unfair. The Chair shared Councillor Joyce's concerns.

The Assistant CIL Monitoring Officer explained whilst Gaywood North did not have a Parish Council, it did not specify that the Borough Councillor had to be their Ward Councillor, any Borough Councillor could support it. The Planning Control Manager added they would look at the criteria in the round and would be looked at across the board and highlighted it was not the determining factor.

Councillor de Whalley commented that there were a number of unparished areas including King's Lynn and suggested that KLACC be

given equal weight as a Parish Council if they chose to support for CIL. The Senior CIL Monitoring Officer advised if they received support from KLACC or from any other organisation, it would be treated the same as any other type of support. The Chair explained that he expected Members of the Panel to draw it to Officers attention if they felt there was an area which had been disadvantaged.

The Senior CIL Monitoring Officer highlighted on page 7 of the Online CIL Application Form, additional information had been included and she explained Audit and the Panel asked for additional information to be submitted with an application, so they had included project plans, drawings and quotes and she highlighted this was statutory for applicants to complete.

She reminded the Panel they wanted more detail in relation to expenditure and she advised this had been included as set out below.

You **MUST** submit quotes and evidence of local support, to make your application valid.

Please tick the boxes below, providing details of evidence you have supplied/or intend to submit prior to the closure of application period.
(please select all that apply)

Evidence of Expenditure - sensitive information including quotes, financial information (this information will not be made public)

Evidence of Local Support

The Chair asked Councillor de Whalley if his concerns had been covered off during the meeting.

In response to a further question raised by Councillor de Whalley, the Senior CIL Monitoring Officer confirmed once an application has been submitted and is successful, the applicant receives an email to confirm the application has been submitted. She added when the applicant logs in using their log in, they can view the progress of their application.

The Chair asked if information could be included on the form to suggest that any applications which are received, applicants get an email within 12 hours if they are successful. In response, the Senior CIL Monitoring Officer confirmed this could be included on the form.

The Senior CIL Monitoring Officer assured the Panel that they assist applicants wherever they can when applicants submit applications.

In response to a question raised by Councillor Blunt, the Senior CIL Monitoring Officer confirmed included in part 3 of the Governance arrangements on page 6 of the draft CIL Governance and Spending document for 2024 at 3.0.7, it stated the amount of CIL neighbourhood parish money retained and allocated would be considered by the panel.

Members of the Panel and the Chair thanked Officers and appreciated all of their work in a short timeframe.

14 **DATE OF NEXT MEETING**

March 2024. The exact date to be agreed.

The meeting closed at 2.53 pm

CIL Governance and Spending_2024

This Draft document has been produced by the CIL Officer, taking into consideration, Spending Panel comments and recommendations from the meeting on 16 October and after communication and advice from Internal Audit Officers.

Revised Text identified using boxes.

FOR DISCUSSION PURPOSES ONLY

Contents

Region

1 Introduction 1

 1.1 Statutory Requirements 2

 1.2 What can CIL be spent on 2

2 What is Infrastructure 4

3 Governance Arrangements 6

4 Applying for CIL funds 8

 4.1 Application Essential Requirements 10

 4.2 Consultation Requirements 11

5 Infrastructure Project Funding Applications 12

 5.1 The Decision Making Process for Infrastructure Projects 14

6 Delete 16

 6.1 Delete 17

7 Once the funding decisions have been made 19

 7.1 Project Progress Reports 19

 7.2 Project Completion 20

 7.3 Monitoring and Review 20

8 Appendix 1 - CIL Annual List of Infrastructure Projects 22

9 Appendix 2 - CIL Governance Framework 23

10 Appendix 3 - Infrastructure Projects Application Scoring Criteria 25

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.

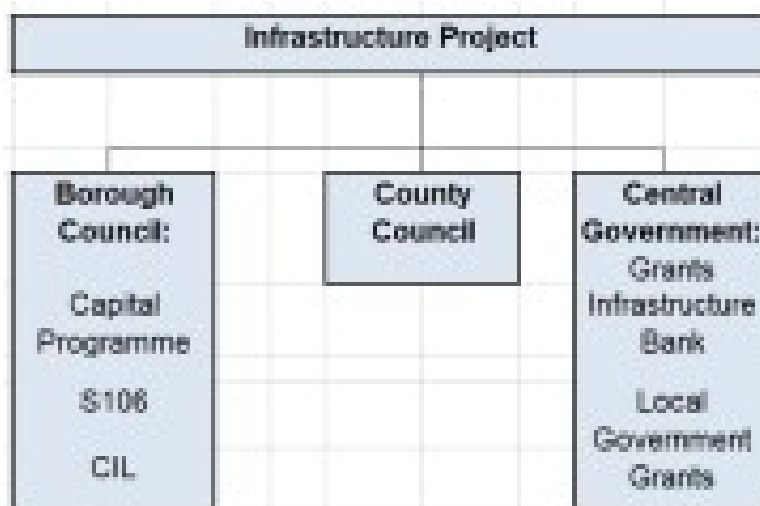
1.0.2 CIL is paid to the Borough Council by developers after their planning permissions are implemented.

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 8 '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

CIL Governance and Spending 2024

- Improvements to private enterprises/charitable or community facilities, which will not increase capacity

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:

The provision of Services -

2.0.10 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;*

2.0.11 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
- Maintenance on costs

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:

- reviews the funding applications received
- makes recommendations for suitable project spending
- monitors 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 - 9 'Appendix 2 - CIL Governance Framework'

3.0.9 The current list of eligible spending is detailed in section 5, and may change in subsequent years.

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

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 governance framework for CIL is set out in Appendix 2, 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, issued 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

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.

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

4.1.2 **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', as per 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 Annual Infrastructure List; 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 ~~50% of the CIL Infrastructure Funds will be allocated to projects requesting funding of over £30,001~~

5.0.2 ~~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.

5.0.3 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.**

5.0.4 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:

~~48+~~ 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 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 recreation and 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., ~~which may include; health & well-being schemes to encourage physical activity and playstreet initiatives.~~

CIL Governance and Spending_2024

~~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.

The Project Criteria meet the Corporate priorities and objectives:

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

5.0.6 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?

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

5.0.8 [CIL Online Application Forms](#)

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 and make a formal recommendation.

5.1.6 The Management Team are required to:

- 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 on which projects they consider, eligible for CIL funding

5.1.7 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.

5.1.8 CIL Spending Panel - Review Meeting

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

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

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

5.1.12 The CIL Spending Panel is required to:

CIL Governance and Spending_2024

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

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

Applications over £50k

5.1.14 All project applications over £50k must be agreed by Cabinet, the application stakeholders will be informed and funds will be allocated.

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

5.1.16 CIL will be paid on completion of the project.

CIL Governance and Spending_2024

6 Delete

6.0.1 50% of the CIL Funds will be allocated to Infrastructure Projects, requesting funds of a value between £2,000 and £30,000.

6.0.2 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.**

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

6.0.4 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_2024

Open Space and Leisure

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

GIL 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 GIL Infrastructure Project Funding?

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

[GIL Online Application Form](#)

6.1 Delete

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

6.1.2 The factors that projects will be assessed against include:

CIL Governance and Spending_2024

- 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
- 6.1.3** Short term projects will be looked upon favourably, especially if the CIL can be allocated and spent within the same financial year.
- 6.1.4** A Council Officer undertaking the initial scoring of the project will make a recommendation, based on the scoring criteria.
- 6.1.5** 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.
- 6.1.6** All Councillors, including Portfolio Holders, will be notified of when the CIL Spending Review Meeting will take place.
- 6.1.7** Any elected member may attend the CIL Spending Review meeting under Standing Order 34.
- 6.1.8** The recommendations will be reviewed, by the CIL Spending Panel.
- 6.1.9** **The CIL Spending Panel is required to:**
- reach a balanced judgement over which projects to select
 - agree on which projects will receive CIL funding
- 6.1.10** CIL payments up to £30,000 will then be signed off by a Senior Council Manager.

CIL Governance and Spending_2024

7 Once the funding decisions have been made

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

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

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

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

7.0.5 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.

7.0.6 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.

7.1 Project Progress Reports

7.1.1 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.

7.1.2 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.

CIL Governance and Spending_2024

7.1.3 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.

7.2 Project Completion

7.2.1 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

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

7.3 Monitoring and Review

7.3.1 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

7.3.2 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

7.3.3 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.

7.3.4 This is referred to as the Community Infrastructure Levy 8 'Appendix 1 - CIL Annual List of Infrastructure Projects' and replaces the Regulation 123 list (R123 list).

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

The CIL Spending Panel

7.3.6 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

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

Cabinet

7.3.8 Cabinet will:

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

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

7.3.10 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.

CIL Governance and Spending_2024

8 Appendix 1 - CIL Annual List of Infrastructure Projects

8.0.1 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.

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

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

Green Infrastructure Projects

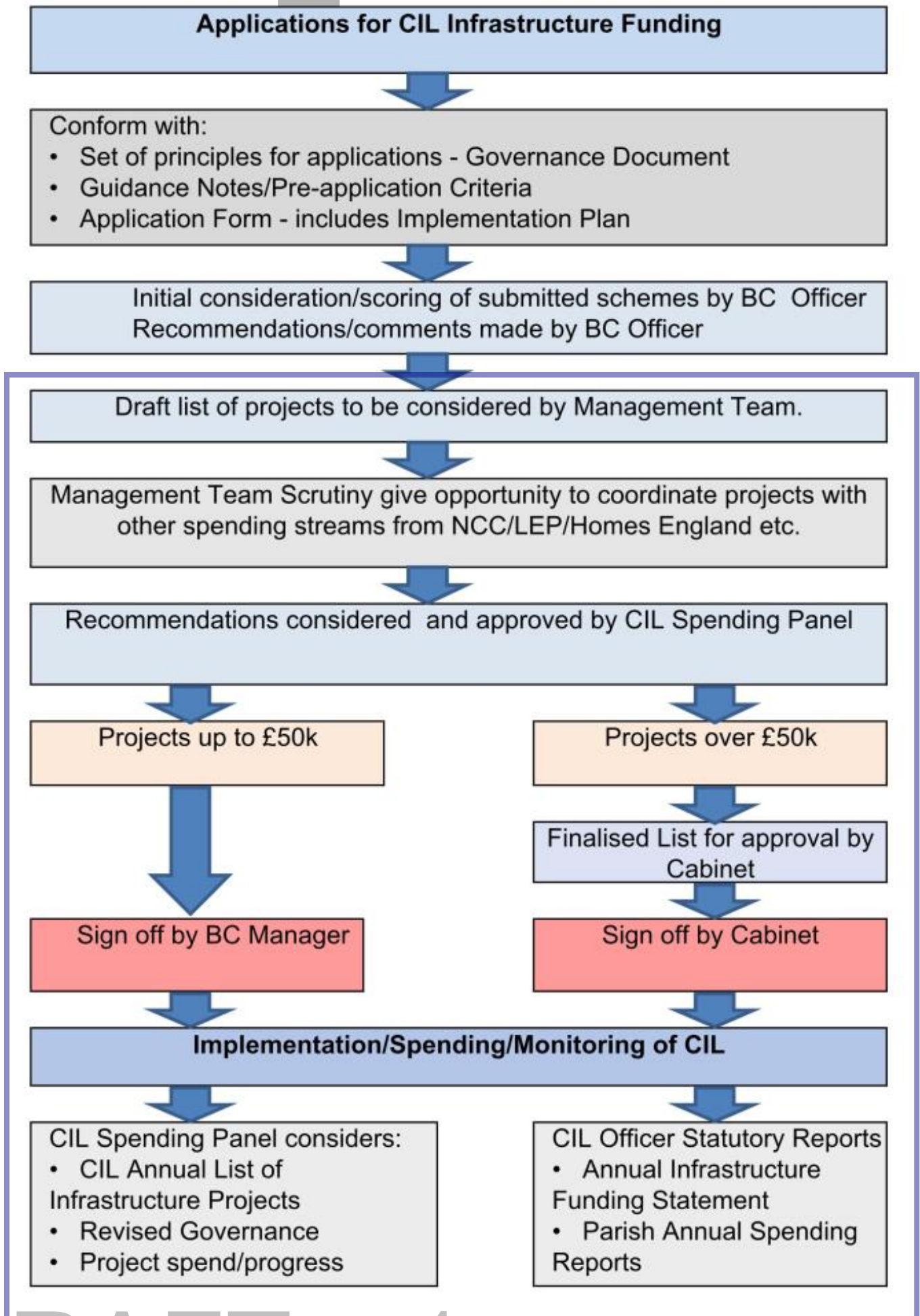
- Projects relating to public open spaces such as new or improved footpaths and cycleways to support new development
- Installation & improvement of public play areas and equipment
- Open spaces used for education, to support environmental initiatives.
- Improvement of habitats for wildlife and nature, 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.

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

9 Appendix 2 - CIL Governance Framework



10 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

10.0.1 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

- 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

10.0.2 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

CIL Governance and Spending_2024

- 1% - 20% = 1 Point
- 21% - 40% = 2 Points
- 41% - 60% = 3 Points
- 61% - 80% = 4 Points
- 80+% = 5 Points

10.0.3 Project Timescale

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

10.0.4 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.

CIL Application Form 2024_1

CIL Application Form 2024_1

Application Questions

The CIL Applications are based on the amount of funding you wish to applying for, not the overall cost of the project.

Please ensure that you are aware of any relevant consents including Listed Building and Planning Permissions, prior to submitting your application.

Project Details

Amount Requested - £

Project Name/Title

Name of Organisation submitting this request

DRAFT_V1

CIL Application Form 2024_1

Brief description of the project:

[Empty box for project description]

What % have you matched against the sums requested e.g. Project Total £4k - Requested £2k + Match Funded £2K = 100% Matchfunding

How much match funding have you secured for this project? Please tick the relevant box:

(please select one answer)

- No Matchfunding
- 1% - 20%
- 21% - 40%
- 41% - 60%
- 61% - 80%
- 81%+

DRAFT_V1

CIL Application Form 2024_1

Please tick the relevant boxes to show the types of match funding you have secured for this project:

(please select all that apply)

- Parish Precepts*
- CIL Neighbourhood Parish Funds*
- Community Grants*
- Internal Funding*
- Local Funding including Fundraising*
- External/National Grants*
- Other*

DRAFT_V1

CIL Application Form 2024_1

Please ensure you include details of all match funding as this will affect the overall scoring of your project.

Evidence must be submitted to demonstrate match funding has been secured.

Please provide a brief summary of the match funding, using the headings listed above:

DRAFT_V1

CIL Application Form 2024_1

Local & Community Support

What evidence of Local and Community Support do you have - please tick the boxes below that are relevant.

(please select all that apply)

Parish Council Support

Borough Councillor(s)

Norfolk County Councillor(s)

Questionnaire/Survey Results

Community/User Groups

Local Business(es)

Community/Resident(s) Feedback (social media/letters)

Evidence must be submitted to demonstrate the Local Support you have for this project.

Briefly provide details of the Local Support:

Details of Local Support:

[Empty box for providing details of local support]

DRAFT_V1

CIL Application Form 2024_1

Briefly explain how this project will benefit the local community.

Community Benefit

PLEASE NOTE

All Projects MUST:

- start within 1 year from when funds are formally allocated
- **and** be completed within 5 years.

CIL Payments are made on completion of the project.

DRAFT_V1

CIL Application Form 2024_1

Please provide details of the approximate start date and timescale(s) for completion of this project.

How long will you project take to complete, once started?

(please select one answer)

- 0 - 6 Mnth^s
- 6 - 9 Mnth^s
- 9 - 12 Mnth^s
- 12 - 18 Mnth^s
- 18 Mnth^s - 5 Years

DRAFT_V1

CIL Application Form 2024_1

Please provide information to demonstrate research and a summary of the project proposal.

Please tick the relevant boxes, showing the types of evidence you have provided to show expenditure and research for this project.

(please select all that apply)

Quotes must be provided - 1 Quote (£2k up to £5k) OR 3 Quotes (£5k+)

Project Proposal(s)

Project Plans/Drawings

Supporting Documents

Financial Summary

Research Documents

Please provide a brief summary of the project proposal, to support evidence submitted.

Empty rectangular box for providing a brief summary of the project proposal.

DRAFT_V1

CIL Application Form 2024_1

You MUST submit quotes and evidence of local support, to make your application valid.

Please tick the boxes below, providing details of evidence you have supplied/or intend to submit prior to the closure of application period.

(please select all that apply)

Evidence of Expenditure - sensitive information including quotes, financial information (this information will not be made public)

Evidence of Local Support

Project Plans/Photographs

Questionnaire/Survey Results

Other supporting information

County Council Highways Letter (if relevant)

Please upload your supporting documents.

All CIL Correspondence will be sent via email, to the addressee(s).

Please notify us if the email address needs to be changed after the application period has closed.

Email Address

DRAFT_V1

CIL Application Form 2024_1

Please insert the postal address, which will be used for the Payment Notices.

Postal Address - For Payment Notices:

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