

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

**CIL GOVERNANCE TASK GROUP**

**Minutes from the Meeting of the CIL Governance Task Group held on Tuesday, 19th November, 2019 at 4.00 pm in the Meeting Room 2-4 - Second Floor, King's Court, Chapel Street, King's Lynn**

**PRESENT:** Councillors T Parish, F Bone, M de Whalley, J Kirk and D Whitby

**OFFICERS:** Alan Gomm, LDF Manager and Amanda Driver CIL Officer

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

1           **APPOINTMENT OF CHAIR AND VICE CHAIR OF THE TASK GROUP**

**RESOLVED:** Councillor Parish was appointed Chair of the Task Group and Councillor Whitby was appointed Vice Chair of the Task Group.

2           **APOLOGIES FOR ABSENCE**

Councillor Bubb.

3           **MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillor Kemp – all items.

4           **TERMS OF REFERENCE OF THE TASK GROUP**

The Task Group considered its Terms of Reference and received a presentation on CIL (as attached). The Task Group thanked officers for their presentation and providing a clear and informative presentation. Officers responded to questions from Members of the Task Group.

The Task Group also considered the information which had been provided by officers to assist in the preparation of a CIL Governance and spending mechanism (attached).

5           **WORK PLAN**

The Task Group considered the scope of work required as set out below:

- How will CIL be distributed and spent?)
- Who can apply for CIL?
- How will projects be selected?

- Should there be match funding?
- How will CIL spending be managed?
- What will happen if CIL is not spent correctly?

It was agreed that further meetings be arranged, with each meeting looking at one of the below topics:

- CIL Distribution/Spending Option (2 meetings)
- Detailed Processes for Distribution
- Selection Criteria
- Administration and Accounting Processes

**AGREED:** 1. The Democratic Services Officer to bring draft future meeting dates to the next meeting for consideration.  
2. The LDF Manager to provide Members of the Task Group with forms which were used for vetting projects.  
3. Members of the Task Group to email their thoughts and ideas on CIL Distribution and Spending Options to [rebecca.parker@west-norfolk.gov.uk](mailto:rebecca.parker@west-norfolk.gov.uk) so that these could be co-ordinated and presented to the next meeting for discussion.

6                    **ANY OTHER BUSINESS**

There was none.

7                    **SCHEDULE OF MEETINGS**

It was anticipated that the Task Group would be required to meet five times before presenting their report to the Regeneration and Development Panel for consideration. The Democratic Services Officer to bring the a draft schedule meetings to the next Task Group meeting for consideration.

8                    **DATE OF THE NEXT MEETING**

Wednesday 4<sup>th</sup> December 2019 at 2.00pm in the Kempe Room, Town Hall.

**The meeting closed at 5.05 pm**