

Extract from Cabinet report February 2014.**CIL Neighbourhood Funding- Proposed process for engaging with neighbourhoods**

1. The process proposed is based on an annual rolling programme linked with the development of the business plan for Greater Norwich for the delivery of strategic infrastructure and the council's annual budget setting cycle.
2. The council will set up an officer CIL working group which in addition to coordinating the council's input to the Greater Norwich infrastructure business plan, developing and delivering projects arising from this, will coordinate the process of community engagement over the neighbourhood element of CIL. Draft terms of reference for the CIL working group are shown in appendix 2.
3. The working group will meet in the summer to consider:
 - a) The Greater Norwich business plan for strategic infrastructure
 - b) Details of CIL neighbourhood income already received (i.e. 15% (or 25% where there is a neighbourhood plan) or forecast to be received over the next 2-3 years for each neighbourhood.
 - c) Other funding which may be available which could be used alongside CIL
 - d) Details of emerging ideas for neighbourhood projects arising from strategic or local needs
4. All this information will be made available to the communities and neighbourhood managers so that they can commence the engagement process with the neighbourhoods.
5. Engagement will take place in the early autumn. Given the make up of the city it is proposed that the council makes use of existing community engagement mechanisms to inform the spending of the neighbourhood element of CIL. The neighbourhood manager will decide which engagement mechanisms are appropriate depending on the level of funding and their knowledge of the issues affecting their neighbourhoods. Through the council's neighbourhood teams, a number of different engagement mechanisms have been developed. It is proposed that existing mechanisms that allow residents to inform and shape council services are used and adapted where necessary to inform this expenditure.
6. These include:
 - a) Walkabouts – these are carried out on a monthly basis in each neighbourhood and might include; a physical walkabout; a roadshow or door knocking exercise
 - b) Neighbourhood events – this might include attendance at a local event e.g. the Mile Cross Festival
 - c) Network lunches & meetings – where partners share best practice, information and intelligence

- d) Ward councillor meetings – which provides an opportunity to capture information that ward councillors have gathered or received in their post bags from residents about local issues
 - e) One off surveys e.g. on- line surveys
 - f) Neighbourhood profiles
 - g) Engagement with local resident groups
 - h) Capturing of comments and observations from residents
7. Given that the mechanism will need to be proportionate to the level of CIL funding available, as the funding comes on stream, the mechanism and complexity of engagement can be planned. The engagement will be appropriately publicised.
 8. It will be for local communities to suggest:
 - a) Whether they wish the neighbourhood funding element to be used to contribute to any of the planned strategic infrastructure priorities in the Greater Norwich infrastructure plan;
 - b) The relative priority given to ideas emerging from the CIL working group;
 - c) Other new project ideas;
 - d) Whether they prefer to see funds from one year retained for use in future years, when larger amounts of money may accrue; and
 - e) Any other available funding that may be used alongside CIL
 9. Following the engagement the CIL working group will meet again to discuss the outcome of the engagement process and agree the recommendations to cabinet/ council to be agreed as part of the council's capital programme. A clear set of criteria will be set out on which decisions will be based and these will be publicised. These will consider:
 - Impact (the outcomes that will be achieved from the proposed project);
 - Deliverability (are there any constraints to implementing the project in the proposed timescale); and
 - Funding (availability of other funds, appropriateness of use of CIL).
 10. This group may also be able to consider if there are opportunities to pool the funds with other council funding streams to achieve a bigger impact e.g. open space, play, highways and environmental improvements.
 11. Communities will be informed of the recommendations to cabinet / council and will be provided with full feedback about the basis on which decisions have been made.
 12. Local ward members will be involved in the engagement process but will also be kept fully briefed so that they can help to communicate with local people.