

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



CABINET SCRUTINY COMMITTEE

AGENDA

MONDAY 18TH FEBRUARY 2013
at 6.30pm
(PLEASE NOTE LATER START TIME)

Committee Suite
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX



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



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX.
Telephone: 01553 616275
Fax: 01553 691663

8th February 2013

Dear Member

Cabinet Scrutiny Committee

You are invited to attend a meeting of the above-mentioned Committee which will be held on **Monday 18th February 2013** at **6.30pm** in the **Committee Suite, King's Court, Chapel Street, King's Lynn** to discuss the business shown below.

Yours sincerely,
Chief Executive

A G E N D A

1. Apologies for Absence

To receive any apologies for absence.

2. Minutes

To approve the minutes of the meeting held on 21st January 2013 (pages 773 - 779).

3. Urgent Business under Standing Order 7

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

4. Declaration of Interest

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 member 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 from the public seating area.

5. **Members Present Pursuant to Standing Order 34**

Members wishing to speak pursuant to Standing Order 34 should inform the Chairman of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chairman.

6. **Chairman's Correspondence (if any)**

7. **Response to Previous Committee Recommendations (if any)**

To receive comments, and recommendations from other Council bodies, and any responses subsequent to recommendations, which this Committee has previously made. (N.B. some of the relevant Council bodies may meet after dispatch of the agenda).

8. **Matters called-in Pursuant to Standing Order 12 (if any)**

9. **Scrutiny of Cabinet/Portfolio Holders' Decisions**

(a) Cabinet – 5th February 2013

Members are requested to bring to the meeting the Agenda and any accompanying documents for the Cabinet meeting which was held on 5th February 2013

(i) Financial Plan 2012/2016 (Circulated as a separate booklet)

Councillor N Daubney (Leader and Portfolio Holder for Resources), Dave Thomason (Deputy Chief Executive), Lorraine Gore (Chief Accountant) and Chris Bamfield (Executive Director, Leisure and Public Space have been invited to attend for this item.

(b) Schedule of Portfolio Holders' Decisions (attached at page 1-2)

To note the following Portfolio Holders' Decision

- **Collective Energy Purchasing and Switching Scheme** (attached at pages 3-12)

To note the following (currently pending) Portfolio Holders' Decision

- **Hunstanton Community Centre** (attached at pages 13 – 20)

Exclusion Of The Press And Public

To consider passing the following resolution:

“That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information”

To note the following Portfolio Holders' Decision

- **Affordable Housing Investment (Shared Equity)** (attached at pages 21-61)

10. Date of next meeting

The next meeting of the Committee is scheduled to be held on **20th March 2013** at **6.00pm** in the **Committee Suite**.

Circulation:

Members of Cabinet Scrutiny Committee:

Councillors C Joyce (Chairman), I Mack (Vice-Chairman), B Ayres, J Collop, A Lovett, T Manley, G Sandell, J M Tilbury and A Tyler

By Invitation: Councillors D J Collis, Mrs L Bambridge, M Back, Mrs S Collop, M Langwade, M Shorting, L Scott, G Howman, J Loveless, I Gourlay, Mrs M Wilkinson and G McGuinness

Management Team Representative: Debbie Gates, Executive Director, Central Services

Cabinet Members:

Management Team /Officers

Nicola Leader: Legal Services Manager and Monitoring Officer

CABINET MEMBERS' DELEGATED DECISIONS LIST – MAY 2012 to 2013

Portfolio Holder	Title of Decision	Date Published	Signing Off Date	Deadline Date	Recommendations	Outcome
Environment	CCTV Communications Upgrade	30/07/12	06/08/12	13/08/12	To install a software solution to combine all the communication infrastructure within the CCTV service and allow additional equipment to be integrated into the system in the future	Passed
Health and Wellbeing	Finance Assistance Capital Grants	10/10/12	16/10/12	23/10/12	It is recommended that the grant decisions are approved.	Passed
Health and Wellbeing	Finance Assistance Revenue Grant	10/10/12	16/10/12	23/10/12	It is recommended that the grant decisions are approved.	Passed
Regeneration	Pontoons at South Quay	08/01/13	14/01/13	21/01/13	<ol style="list-style-type: none"> 1. Delegated authority is granted to the Legal Services Manager to complete the necessary legal documentation for the project including completion of the 5 year agreement with the King's Lynn Conservancy Board for use of South Quay berth 5 and 5 year licence with the Crown Estate. 2. The Council accepts liability for direct uninsured risks associated with the operation and use of the pontoons as set out in the agreement. 3. Terms and Conditions for use of the pontoons and a charging regime for visitor leisure craft mooring is implemented as detailed in section 5 and reviewed after the first year of operation. 4. Officers are granted authority to proceed with submission of consents, procurement and appointment of contractors required to install the facility within the approved capital budget. 	Passed
Community	Collective Energy Purchasing and Switching Scheme	22/01/13	28/01/13	04/02/13	Recommended that approval is given for the procurement and creation of a scheme in partnership with Breckland District Council and North Norfolk District Council in accordance with the attached Project Plan and Programme	Passed

CABINET MEMBERS' DELEGATED DECISIONS LIST – MAY 2012 to 2013

Community	Affordable Housing Investment (shared Equity)	22/01/13	28/01/13	04/02/13	To agree the shared equity proposal outlined in this report	Passed
Assets	Hunstanton Community Centre	05/02/13	11/02/13	18/02/13	It is recommended that the Borough Council lease the Hunstanton Community Centre for 10 years to Hunstanton Town Council on terms as detailed in the report and provide a three year license for the open grass area	

REPORT TO CABINET MEMBER FOR DECISION

Open/Exempt		Would any decisions proposed :		
Any especially affected Wards	Mandatory/	(a) Be entirely within cabinet's powers to decide YES/NO		
	Discretionary /	(b) Need to be recommendations to Council		YES/NO
	Operational	(c) Is it a Key Decision		YES/NO
Lead Member: Cllr Adrian Lawrence E-mail: cllr.adrian.lawrence@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Duncan Hall E-mail: Duncan.Hall@West – Norfolk.gov.uk Direct Dial: 01553 616445		Other Officers consulted: Ray Harding – Chief Executive Tony Hague – Procurement Officer		
Financial Implications YES/NO Yes	Policy/Personnel Implications YES/NO Will support the HECA strategy	Statutory Implications YES/NO Will support the HECA strategy	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO
If not for publication, the paragraph (s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s).				
Date meeting advertised: 22nd January 2013		Date of meeting decision to be taken: 28th January 2013		
Deadline for Call-In: 4th February 2013				

TITLE: COLLECTIVE ENERGY PURCHASING AND SWITCHING SCHEME

Summary

This proposal relates to the creation of a joint collective energy purchasing and switching scheme for households within contract member LA areas.

The scheme will be created and developed to provide householders with easy access to the domestic gas and electricity markets in order to obtain the best deal for their energy requirements.

Recommendation

It is recommended that approval is given for the procurement and creation of a scheme in partnership with Breckland District Council and North Norfolk District Council in accordance with the attached Project Plan (Appendix A) and Programme (Appendix B).

Reason for Decision

This proposal has been discussed at a joint meeting of the West Norfolk and Breckland Chief Executives with relevant officers in attendance. The proposal is deemed to fall within the delegated authority of the portfolio holder.

Report details with appropriate headings

Appendix C represents a summary of the options available regarding current collective energy purchase and switching schemes on offer in the UK and a Project Plan (Appendix A) is attached highlighting the proposed process for the development and creation of such a scheme for the residents of West Norfolk and other Norfolk LA's.

Policy Implications

The creation of such a scheme will support the Councils Home Energy Conservation Act report required to be submitted to the Department of Energy and Climate Change (DECC) by the 31st March 2013 under section 5(1)(b) of the Act outlining what the Council intends to do to address energy conservation in residential properties within its area.

Guidance regarding the preparation of this report suggests that depending upon local priorities and circumstances, authorities may set priorities to address specific needs of their local residents, in particular around fuel poverty, as identified in the Warm Homes and Energy Conservation Act 2000.

Financial Implications

Circa £5k for marketing and communications but it is expected that ongoing income received by way of fees will be used to offset this cost.

Staffing Implications

None

Statutory Considerations

Supports the HECA energy conservation strategy as identified above.

Equality Impact Assessments (EIA's)

Pre-assessment only (Appendix D)

Risk Management

Minimal

Background Papers

iChoosr presentation regarding collective energy switching and the benefits for residents is attached.

Signed:

Cabinet Member for

Date

BCKLWN & BDC Collective Switching Scheme Project Plan

Appendix A

Summary

The Borough Council of King's Lynn and West Norfolk and Breckland District Council are seeking to develop and procure, in partnership, a collective switching scheme for residents throughout each local authority area. This project will allow the marketing of locally branded schemes that will enable householders to easily engage with the gas and electricity market in order to obtain the best deal for their energy requirements.

This project will also provide a vehicle for other Norfolk authorities who would wish to join this scheme at any point in the future.

Activity	Lead Authority	Timescale	Risks/Benefits/Comments
Note: DECC Funding – should additional resources be forthcoming then the relevant LA can consider more substantive communications and marketing activities	BCKLWN BDC	Confirmation estimated wc 17/12/12	
Agreement to proceed – a decision by both authorities as to whether to proceed will be achieved by way of a joint meeting	Joint	wc 07/01/13	Should either LA decide not to proceed the remaining LA may progress utilising all relevant project material
Communications Plan – BDC will develop a project communications plan for both LA's and will liaise with BCKLWN Comms Dept as necessary. This plan will be developed with the inclusion of marketing materials co-ordinated with the Norwich City collective switching scheme so as to minimise any development costs and to ensure that the opportunities for a consistent county brand are retained	BDC	wc 17/12/12	Norwich City have confirmed that they will provide marketing templates for use by this project Development of the Comms Plan will need to proceed 'at risk' prior to formal agreement to proceed in order to meet the project timeline

<p>Procurement – BCKLWN will create a tender document for the procurement of a collective switching provider. This document will be fully compliant and will allow for the inclusion of other authorities who may wish to join at a later date</p> <p>BCKLWN will facilitate and manage the procurement process</p>	BCKLWN	wc 17/12/12	<p>BCKLWN Procurement will liaise with BDC in order to ensure that the RFQ criteria are agreed</p> <p>Development of the tender document will need to proceed ‘at risk’ prior to formal agreement to proceed in order to meet the project timeline</p> <p>Norwich City have provided a copy of their tender document for reference</p>
<p>Marketing – marketing will be undertaken in accordance with the broader Comms Plan and will be managed in each LA. Estimated marketing costs will be identified in the Comms Plan and each LA may procure necessary comms and marketing materials individually once agreement to proceed has been obtained. Where possible joint purchasing can be considered to provide further economies</p>	BCKLWN BDC	Completed by 08/02/13	<p>Marketing materials will be finalised and agreed between both LA’s and co-ordinated with the Norwich City marketing material</p> <p>Joint procurement of marketing materials may achieve further savings</p>
<p>Registrations – each LA will develop a process for providing assistance to those ‘off line’ residents and will share best practice and ideas in order to minimise resources and maximise engagement</p>	BCKLWN BDC	wc 11/02/13	Both LA’s have differing resources such as contact centres etc however best practice and ideas will be exchanged
<p>Co-ordination – both LA’s will facilitate regular meetings to review the success of the scheme and will co-ordinate other LA interest and participation</p>	BCKLWN BDC	ongoing	BCKLWN Procurement will ensure that other LA’s are afforded the opportunity to join the scheme at any stage

BCKLWN & BDC Collective Switching Scheme – UK Providers

Appendix C

Option / Provider	LA Partners	Summary / Comments
iChoosr	<p>Norwich Oldham South Lakeland</p> <p>Peterborough Scheme (see below)</p>	<p>iChoosr are the UK's leading provider and are currently working with a number of LA's. Their standard terms are for a three year contract and fee income can be pre-negotiated or based upon auction results.</p> <p>In the case of Norwich iChoosr were the only respondent to the ITT for provider services.</p> <p>Typical fee income for individual LA's are generally circa £5 - £6 for single fuel switch and £10 - £12 for dual fuel switching.</p> <p>iChoosr have an established IT platform that allows individual LA websites to be branded and also have back office support for IT difficulties.</p> <p>iChoosr rely on LA's marketing the scheme locally and ensuring that mechanisms in place for dealing with 'off line' registrations.</p> <p>Upon auction completion iChoosr email all residents who registered on line. Hard copy offers to all 'off line' registrations issued to LA's by iChoosr for LA's to post onward.</p> <p>To date it is believed that no offers have been forthcoming from energy companies via auctions for pre-payment meter clients.</p> <p>SME's not provided for by iChoosr at present.</p> <p>iChoosr provide limited training for LA's.</p>

Peterborough City Collective Switching Scheme	<p>Blackpool Bolton Cheshire West & Cheshire Havering Hertfordshire Hull Luton Manchester City Northumberland Peterborough South Holland Stockport Suffolk Coastal Trafford Waveney Wiltshire</p>	<p>iChoosr were selected as preferred provider (circa 3 respondents to ITT).</p> <p>Scheme advertised as including prepayment meters however auction postponed and results not known until 29th January 2013.</p> <p>Current registrations (03 Jan 2013) 15,386</p> <p>Scheme advertised as including SME's however no mechanism provided as yet and not included in current auction.</p> <p>A joining fee of £4,500 applies to any LA's wishing to join relating to Peterborough City Council opinion, legal & procurement fees and training.</p> <p>Fee income paid to individual LA's not known but believed to be as per typical fees above.</p> <p>Larger portfolio of members hence offers by energy suppliers should be more generous.</p> <p>Poor first round response hence auction postponement and scheme less local with more of a national approach.</p>
uswitch.com	Cornwall (county wide scheme)	<p>uswitch offer a service whereby they will partner with LA's and undertake all services including marketing of the scheme etc.</p> <p>It is understood that Broadland DC approached uswitch regarding the delivery of a collective switching scheme and were quoted a fee of circa £200k for the service. This was apparently subsequently reduced to circa £170k.</p> <p>No further detail has been obtained at this stage.</p>

Others		Other potential providers are monitoring the marketplace with a view to creating schemes should they be commercially viable. These include commercial organisations and charities etc.
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Some additional sources of information and commentary regarding collective switching are detailed below.

<http://www.thepeoplespower.co.uk/energy/is-uk-switched-on-to-collective-switching>

<http://www.decc.gov.uk/en/content/cms/funding/collectpurch/collectpurch.aspx>

<http://www.guardian.co.uk/environment/2012/apr/27/collective-switching-energy-market>

<http://metro.co.uk/2012/11/07/is-collective-switching-the-answer-to-the-rising-cost-of-heating-our-homes-614948/>

<http://www.energylinx.co.uk/news/2012/12/new-collective-switching-campaign-lost-c.html>

Pre-Screening Equality Impact Assessment
Appendix D

Borough Council of
King's Lynn & West Norfolk



Name of policy/service/function	Collective Energy Purchase & Switching Scheme				
Is this a new or existing policy/service/function?	New / Existing (delete as appropriate)				
<p>Brief summary/description of the main aims of the policy/service/function being screened.</p> <p>Please state if this policy/service is rigidly constrained by statutory obligations</p>	<p>To procure and create a collective energy purchasing and switching scheme for all households within West Norfolk. This scheme will be created and developed to provide householders with easy access to the domestic gas and electricity markets in order to obtain the best deal for their energy requirements.</p> <p>This will also support the Councils aims to reduce fuel poverty.</p> <p>The scheme will be created to afford access to all households across West Norfolk.</p>				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
Age				✓	
Disability				✓	
Gender				✓	
Gender Re-assignment				✓	
Marriage/civil partnership				✓	
Pregnancy & maternity				✓	
Race				✓	
Religion or belief				✓	
Sexual orientation				✓	
Other (eg low income)				✓	

Question	Answer	Comments
<p>2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?</p>	Yes/ No	
<p>3. Could this policy/service be perceived as impacting on communities differently?</p>	Yes/ No	
<p>4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</p>	Yes / No	
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	Yes / No	<p>Actions: No negative impacts upon any groups with protected characteristics under the Equality Act 2010.</p> <hr/> <p>Actions agreed by EWG member:GJH.....</p>
<p>Assessment completed by: Name</p>	Gordon Jackson-Hopps	
<p>Job title</p>	Senior Housing Standards Officer	
<p>Date</p>	9 th January 2013	

Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.

REPORT TO CABINET MEMBER FOR DECISION

Open		Would any decisions proposed :		
Any especially affected Wards	Operational	(a) Be entirely within cabinet's powers to decide YES		
		(b) Need to be recommendations to Council NO		
		(c) Be partly for recommendations to Council NO and partly within Cabinets powers –		
Lead Member: Councillor David Pope E-mail: cllr.david.pope@west-norfolk.gov.uk		Other Cabinet Members consulted: Cllr Richard Bird, Cllr Elizabeth Watson, Cllr Paul Beale		
Lead Officer: Chris Bamfield E-mail: chris.bamfield@west-norfolk.gov.uk Direct Dial:		Other Officers consulted: David Thomason, Matthew Henry, Mike Walsh, Martin Chisholm, David Morton, Nathan Johnson		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications NO	Equal Impact Assessment NO	Risk Management Implications YES
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)				
Date meeting advertised: 05/02/13			Date of meeting decision to be taken: 11/02/13	
Deadline for Call-In: 18/02/13				

Date of meeting:

HUNSTANTON COMMUNITY CENTRE

Summary

The Hunstanton Community Centre is currently managed by the Borough Council, the Hunstanton Town Council have written to the Borough Council asking to take over the running of the centre. The report details plans to lease the Hunstanton Community Centre to Hunstanton Town Council for 10 years from April 2013. In addition, a licence will be given to the Town Council for three years for the grass spaces.

Recommendation

It is recommended that the Borough Council lease the Hunstanton Community Centre for 10 years to Hunstanton Town Council on terms as detailed in the report and provide a three year licence for the open grass areas.

Reason for Decision

To enable local operation of the Community Centre by the Town Council.

1. Introduction

A request has been made by the Hunstanton Town Council for the Borough to transfer the Community Centre to the Town Council. The purpose of this report is to agree the proposal.

2. Background

- 2.1 The Hunstanton Community Centre was run on a Trust basis until 2006. At this time the Trustees were ineffective in Management of the Centre and under the direction of the then Leader of the Council the Borough Council acquired the lease to the Community Centre from the County Council.
- 2.2 Over the period 2007/2009, the Borough carried out a full refurbishment of the centre at a cost of £226,000. This resolved the issues of previous lack of ongoing maintenance and dilapidation of the buildings.
- 2.3 The Community Centre is now managed through the Oasis/Resort Services operation who provide overall management and control.
- 2.4 The net cost of the centre in 2012/13 is £26,460 (excluding asset rentals) and this is charged against Hunstanton as a special expense.
- 2.5 In terms of the costs of the building, at present, the Borough Council does not charge for any corporate management of the centre as a support service other than £2,760 charged via financial services.
- 2.6 In managing the centre the Council had adopted arrangements that do not compete with other Council/Town Council facilities operated in Hunstanton, in particular, the Oasis Leisure Centre and the Hunstanton Town Hall.

3. Request from Town Council

The Hunstanton Town Council wrote to the Borough Council on 16 March 2012 requesting that:

“The Town Council, as a Quality Council, would like to express an interest in taking over the running of this special expenses facility as of 2013. With the Localism Act providing new freedoms for local authorities to respond to what local people want and with Hunstanton Town Council intending to gain the “general power of competence” as soon as is practicable, it is now a suitable time to start discussions regarding this”.

4. Issues

The Principle of the local management of the Community Centre by the Town Council fits with the arrangements in most areas of the borough.

- 4.1 The completed Deed of Covenant for the Community Centre allows the Council to lease the centre in whole or in part so long as the lease is sub 10 years and outside of the security of tenure premises of the 1954 Landlord and Tenant Act.
- 4.2 The Borough Council has identified the Community Centre as a possible operations base in the event of the loss of King's Court Council Offices in Business Continuity Planning. There is therefore, an intention to maintain an IT infrastructure in place to allow the use of the Community Centre quickly and easily in this eventuality.
- 4.3 The Community Centre is also identified as a rest centre in the Emergency Planning arrangements for the borough, for example, in the event of coastal flooding.
- 4.4 Consideration has been given to the potential for occasional use of the site for car parking in the event of seafront car parks being at capacity.

5. Proposal

- 5.1 Attached at Appendix 1 is a draft heads of terms. The details have been agreed with the Town Council.

6. Hunstanton Town Council

- 6.1 The Hunstanton Town Council has agreed to the arrangements and would like to take over operation of the Community Centre from 1 April 2013.

7. Personnel Implications

- 7.1 There are no permanent employees at the Community Centre. Caretaker staff operate on a casual basis.

8. Financial Implications

- 8.1 The current cost of the Community Centre is charged to Hunstanton under Special Expenses. This charge will cease and the Town Council will charge any relevant costs as part of their Precept. There are no other financial implications for the Borough Council.

9. Risk Management Implications

- 9.1 The Town Council will be responsible for all repairs and maintenance costs including any major works and will need to be able to fund any cost during the 10 year period. To mitigate the risk, the Town Council will establish a sinking fund for the Community Centre.

Signed:

Cabinet Member for

Date

Draft Heads of Terms

Grant of Lease

Hunstanton Youth and Community Centre, Avenue Road,
Hunstanton, Norfolk, PE36 5BW.

SUBJECT TO CONTRACT AND WITHOUT PREJUDICE

You should be aware that the Code for Leasing Business Premises in England and Wales 2007 strongly recommends you seek professional advice from a qualified surveyor, solicitor or licensed conveyancer before agreeing or signing a Business Tenancy agreement. The code is available through professional institutions and trade associations or through the web site www.leasingbusinesspremises.co.uk

Landlord:	Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX.
Tenant:	Hunstanton Town Council, Town Hall, The Green, Hunstanton, PE36 6BQ.
Demise:	Hunstanton Youth and Community Centre and Car Park, Avenue Road, Hunstanton, Norfolk, PE36 5BW as edged red on the attached plan. Plans to follow.
Property:	Grounds and landscaped areas at Hunstanton Youth and Community Centre, Avenue Road, Hunstanton, Norfolk, PE36 5BW as edged green on the attached plan.
Children's Centre:	Children's Centre occupied by Norfolk County Council as edged brown on the attached plan.
Term:	10 Years from 1 st April 2013 or completion.
Term start date:	1 st April 2013 or completion.
Rent Free Period:	None.
Rent:	£1.00 per annum (if demanded) exclusive of business rates, taxes and all other outgoings.
VAT:	All rents and service costs quoted are exclusive of VAT.
Type of Lease:	Head Lease. This is also an 'Exempt Lease' in accordance with the terms of the deed of covenant dated 7 th November 2007 between the Borough Council of King's Lynn & West Norfolk and The Norfolk County Council.
Landlords Works:	None.
Tenant Works:	None.
Guarantor/Rent Deposit:	None.
Break Provision:	None.
1954 Act Protection:	The lease will be excluded from the security of tenure provisions of the 1954 Landlord and Tenant Act.

Rights Granted:	The Tenant will be permitted to operate up to 14 car boot sales within a calendar year within grounds of the Property without the requirement for Landlords consent and will be permitted to arrange other events within the grounds of the Property subject to the prior written consent of the Landlord.
Rights Reserved:	<p>The Landlord reserves the right to inspect the premises upon reasonable notice to ensure that the Tenant is complying with the terms of the lease.</p> <p>A room within the community centre (precise location to be agreed) will be reserved throughout the term of the lease to permit the Landlord to fit IT equipment and the Landlord will be permitted rights of access for repair and maintenance at all times.</p> <p>The Landlord will be provided with a right, on immediate notice to the Tenant, to take over the operation of the Demise for business continuity needs in the event of the loss of ability to occupy operational offices used by the Borough Council of King's Lynn & West Norfolk.</p> <p>The Landlord will also be provided with right to occupy the Demise on immediate notice to the Tenant as a rest centre for emergency planning purposes.</p> <p>The Landlord will be permitted to pass and re pass with or without vehicles over the entrance and Car Park and will be provided with the right to park vehicles within the said car park in the event of a business continuity or emergency planning need and also in relation to occasional service provision issues.</p> <p>Norfolk County Council are to be provided vehicular and pedestrian rights over the entrance and car park to permit access to their Children's day Centre as edged blue on the attached plan.</p>
Outgoings:	The Tenant will be responsible for the payment of all outgoing, services, utilities, charges and taxes arising from the occupation of the Demise.
Services and Service Charge:	The Tenant will be responsible for reimbursing the Landlord the annual insurance premium on demand in respect of the insurance of the Demise.
Landlords Services:	The Landlord will periodically maintain the grassed areas within the grounds of the Property.

Rent Payment:	The rent is to be paid annually in advance (if demanded).
Rent Review:	None.
User:	The premises shall be used for the purpose of community centre and ancillary uses and other such use as the Landlord will permit in writing.
Repairs :	<p>The Tenant will be responsible for maintaining the whole of the Demise, both internally and externally together with the Landlords fixtures and fittings and for maintaining the car park, pathways, entrance roadway and all hard surfaces and return the property to the Landlord in no worse state than currently exists as recognized by a photographic schedule of condition to be appended to the lease.</p> <p>The Landlord will periodically maintain the grassed areas within the grounds of the Property.</p> <p>The Tenant will be responsible for litter picking and keeping the grounds of the Property clean and free from rubbish and be responsible for the removal of all waste arising from the Tenants use of the Property. The Tenant will also be responsible for maintaining any formal planted areas and for maintenance of any enhanced planting.</p>
Schedule of Condition:	Photographic schedule of condition to be appended to the lease.
Dilapidations:	Dilapidations should be scheduled and given to the tenant for action six months before the termination date.
Insurance:	<p>The Landlord will insure the building structure against all perils. The Tenant will be responsible for reimbursing the Landlord the full cost of the annual insurance premium on demand. The Tenant will be responsible for insuring the contents of the Demise. The Tenant will indemnify the Landlord against all claims arising from the use of the premises.</p> <p>Note: Annual premium is estimated to be in the region of £440 but confirmation is awaited.</p>
Alienation:	Prohibited
Alterations:	Structural alterations are prohibited. Internal non structural alterations are permitted subject to Landlords consent which shall not be unreasonably withheld.
Planning and	The Tenant is to observe and comply will all planning and

Licensing:	licensing Acts, and be responsible for obtaining any necessary statutory consents relating to the tenants use and occupation of the building.
Other issues:	None
Conditions:	The letting is subject to approval of the Borough Council in accordance with the terms of the Scheme of Delegation.
Landlords Solicitors:	Legal Services Manager, Borough Council of King's Lynn & West Norfolk, King's Court, Chapel Street, Norfolk, PE30 1EX. The instructions likely to be issued to Ward Gethin Archer.
Tenant's Solicitors:	To be advised.
Landlord's Agent:	Property Services Manager, Borough Council of King's Lynn & West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX. FAO- Michael Walsh.
Tenant's Agent:	Not Known. All correspondence to be directed to the Town Clerk.
Costs:	The Tenant will be responsible for the payment of all legal costs (Legal costs capped at £1,000 plus VAT) and a contribution of £200 towards surveyors costs incurred in the grant of the lease.
Other Terms:	The lease shall contain other such terms and conditions as the Landlord considers necessary for the letting of this nature.

Please indicate your acceptance to the terms set out above relating to Hunstanton Youth and Community Centre, Avenue Road, Hunstanton, Norfolk by signing and dating in the space indicated below:-

Signed.....

Date.....