

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



CABINET

Agenda

**TUESDAY, 2 OCTOBER 2012
at 5.30pm**

in the

**Committee Suite
King's Court
Chapel Street
King's Lynn**



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



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CABINET AGENDA

DATE: CABINET – TUESDAY, 2 OCTOBER 2012

VENUE: COMMITTEE SUITE, KING'S COURT, CHAPEL STREET, KING'S LYNN

TIME: 5.30 pm

1. MINUTES

To approve the Minutes of the Meeting held on 18 September 2012.

2. APOLOGIES

To receive apologies for absence.

3. URGENT BUSINESS

To consider any business, which by reason of special circumstances, the Chairman proposes to accept, 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. CHAIRMAN'S CORRESPONDENCE

To receive any Chairman's correspondence.

6. MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

To note the names of any Councillors who wish to address the meeting under Standing Order 34.

7. CALLED IN MATTERS

To report on any Cabinet decisions called in.

8. FORWARD DECISIONS LIST

A copy of the Forward Decisions List is attached (Page 6)

9. MATTERS REFERRED TO CABINET FROM OTHER COUNCIL BODIES

To receive any comments and recommendations from other Council bodies some of which meet after the dispatch of this agenda. Copies of any comments made will be circulated as soon as they are available.

- Resources and Performance Panel and Audit Committee –25 September 2012
- Regeneration, Community and Environment Panel - 26 September 2012

10. REPORTS

1) CAR PARKING PROMOTIONS (Page 8)

The report details the current measures introduced by the Council in its car parks to help maintain visitor numbers to retail and resort areas and makes recommendations for the future.

2) TOWNSCAPE HERITAGE INITIATIVE (Page 16)

The Townscape Heritage Initiative funding programme administered by the Heritage Lottery Fund (HLF) has been identified as a potential funding source to assist in delivering one of the corporate priorities to rejuvenate empty and derelict land

and buildings in the St Margaret's & St Nicholas Conservation Area in King's Lynn. Consultation with the HLF, property owners and stakeholder has been completed and received a positive response on the proposal to submit an application to the HLF to request £1.5m funding contribution to the £2m scheme. This report outlines the terms of the funding programme, the project proposal and the authorisation required from Cabinet in order to progress to the project and submit an application to the HLF.

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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.”

3) HUNSTANTON SAILING CLUB EXTENSION & REFURBISHMENT PROJECT CONTRIBUTION (Page 26)

To: Members of the Cabinet
Councillors N J Daubney (Chairman), A Beales, Lord Howard,
A Lawrence, B Long, Mrs E A Nockolds, D Pope and Mrs V Spikings.

Cabinet Scrutiny Committee

For further information, please contact:

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FORWARD DECISIONS LIST

Officer

Portfolio
Responsible

2 October 2012

Hunstanton Sailing Club Extension and Refurbishment Project Funding	Exec Dir Regen and Planning	Regeneration
Townscape Heritage Initiative	Exec Dir Regen and Planning	Regeneration
Car Parking Charges and promotions	Exec Dir Leisure and Public Space	Health and Wellbeing

30 October 2012

Town Centre Expansion – Heads of Terms	Exec Dir Regen and Planning	Regeneration
Staff Pay settlement 2013/14	Exec Dir Central Services	Leader
Asset Management - Downham Market – Potential Sale of Land	Dep Chief Exec	Regeneration
King's Lynn Enterprise and Innovation Centre (KLIC)	Exec Dir Regen and Planning	Regeneration
Local Authority Leisure Trust – Project Plan and Follow Up report	Chief Executive	Leader/ Assets
Payroll Tender Outcome	Exec Dir Central Services	Leader
Review of Statement of Principles – Gambling Act 2005	Exec Dir Environmental Health & Housing	Community
Holiday Caravan Sites/Touring Caravan Sites/Residential Caravan Sites – Licensing Procedures & Standard Conditions	Exec Dir Environmental Health & Housing	Community
Materials Recycling Facility (MURF) Contract	Exec Dir Leisure and Public Space	Dep Leader
Black Bin Recycling Contract	Exec Dir Leisure and Public Space	Dep Leader
Contract Standing Orders – amendments	Deputy Chief Executive	Leader
Local Council Tax Support Scheme – end of consultation period	Deputy Chief Executive	Leader

4 December 2012

Social Housing Allocation Policy Review	Exec Dir Environmental Health & Housing	Community
Contract for Floor Printers/Copiers	Deputy Chief Executive	Leader

Forthcoming Items, as yet unprogrammed

Major Housing Development – King’s Lynn	Exec Dir Regen and Planning	Regeneration
Revised KLATS & KL Car Parking Strategy	Exec Dir Regeneration & Development	Regeneration / Health & Wellbeing
Community Cohesion Strategy	Chief Executive	Community
Town Centre Plan	Exec Dir Regeneration & Development	Regeneration
Care and Repair Framework Agreement	Exec Dir Environmental Health & Housing	Community
Revised Procurement Strategy	Deputy Chief Executive	Leader & Special Projects

REPORT TO CABINET

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 and partly within Cabinets powers – NO		
Lead Member: Cllr Elizabeth Nockolds E-mail: cllr.elizabeth.nockolds@west-norfolk.gov.uk		Other Cabinet Members consulted: Cllr Nick Daubney		
Lead Officer: Chris Bamfield E-mail: chris.bamfield@west-norfolk.gov.uk Direct Dial: 01553 616648		Other Members consulted:		
Lead Officer: Chris Bamfield E-mail: chris.bamfield@west-norfolk.gov.uk Direct Dial: 01553 616648		Other Officers consulted: Ray Harding, David Thomason, Martin Chisholm		
Financial Implications YES	Policy/Personnel Implications YES	Statutory Implications (incl S.17) NO	Equal Opportunities Implications NO	Risk Management Implications NO

Date of meeting: 2 October 2012

1 CAR PARKING PROMOTIONS

Summary

1. The report details the current measures introduced by the Council in its car parks to help maintain visitor numbers to retail and resort areas.
2. It is proposed that until 31 March 2014 the Council continues with the following measures;
 - Freeze on current parking charges.
 - Retain the 3 hours for the price of 2 hours offer.
 - Suspend the £1.00 evening charge in Resort areas.
3. In addition to the above
 - In the lead up to Christmas all car parks to be free from 5.00pm on the late night Thursday shopping evening in King's Lynn.
 - In Hunstanton, Central and Valentine Road car parks to be free for the Christmas light switch on event.

Recommendation

That Cabinet

- 1) agree to continue with the following car park promotion until 31 March 2014.
 - Freeze on parking charges.
 - 3 hours for the price of 2 hours in all short-term car parks.
 - Suspend the £1.00 evening charge in Resort car parks.
 - Provide free parking in King's Lynn from 5.00pm on late night

Christmas shopping evenings.

- Provide free parking in Central and Valentine Road car parks Hunstanton for the Christmas light switch on event.

2) requests a further report in September 2013.

Reason for Decision

To contribute to the Economic Viability of the local economy.

1. Background

1.1 The Council has introduced a number of changes to its off-street car parking operation to help local businesses to combat the recession and to maintain visitor and resident numbers using town centre and resort areas.

1.2 This pro-active approach has included;

From 1 April 2010 - Freeze on any increase in car park charges including absorbing the VAT change to 20%.

1 April 2011 - Charges amended to allow 3 hours parking for the same price as 2 hours, effectively the 2 hour price band has been removed from parking charges previously 3 hours cost £2.60 and this reduced to £2.10.

1 July 2012 - The £1.00 overnight charge in Resort car parks was suspended until 31 October 2012.

1.3 In the case of the three hours for two hours, the impact resulted in an increase in the number of tickets sold, helping to retain footfall levels. This measure was largely targeted at the King's Lynn town centre short-term car parks but with some benefit in Hunstanton town centre.

1.4 The aim was to help to increase the time that shoppers stayed within the town centre through the reduced charge. As can be seen from the car park ticket sales in the attached appendix 2, ticket numbers increased in King's Lynn in 2011/12 to 1,709,317 from 1,672,466 in 2010/11.

1.5 Overall, income fell in 2011/12 to £3,476,213 from £3,733,573, a reduction of £257,360. Approximately £80,000 of this is from VAT changes and £50,000 from seasonal visitors in Resort car parks. The remaining £127,000 is mainly from the three for two offer on the mix of ticket sales. In 2010/11 386,000 two hour tickets were sold on surface parks and 232,000 three hour tickets. In 2011/12, 640,000 three for two

hour tickets were sold. This is the main increase in ticket sales with 22,000 more tickets sold than the previous year.

- 1.6 Subjective feedback received through the Town Centre Managers' Forum is that increasing car parking charges with the fragile economic position has had a negative impact in other towns. The Council's action has been positively received by local businesses, King's Lynn Town Centre Partnership and Hunstanton Chamber of Trade.
- 1.7 Quantifying the impact of removing the £1.00 overnight charge in Hunstanton is difficult. In terms of the overall financial impact on the Council's car parking revenue this has less impact than the freeze or the 3 for 2 charge. In what has been a particularly poor season in terms of the weather this measure was very well received in Hunstanton.

2. Let's Talk Shop

- 2.1 The effect of car parking charges, availability and time bands has been raised as an issue at the Let's Talk Shop meeting held earlier in the year.
- 2.2 During the winter the Council will be replacing its existing car parking ticket machines. The new machines will include;
 - Logging of number plate details during ticket purchase on selected machines.
 - Option for time limited free parking in a number of bays at selected locations, for example, Tuesday Market Place.
 - Capacity for ticket pricing/timing amendments to be completed by Council staff (currently external work required and an 8 week timescale) to give flexibility in pricing/timing of charges.
 - The new machines will provide much more statistical information in terms of peak periods of use which will allow the Council to better understand the impact of any more proposed changes arising from the Let's Talk Shop event.
 - A further report is proposed in September 2013 after a period for gathering statistical data.

3. Tuesday Market Place

- 3.1 The Council is also currently working through a programme with County Council Highways for revising the parking layout and highway arrangements around the Tuesday Market Place. In making changes, consideration will be given to any potential parking improvements.

4. Future Plans

- 4.1 The overall financial position for the economy indicates that growth will be flat for some time to come. As the Council moves into its budget setting period it is appropriate to consider what measures can be

retained and what new promotions could be introduced to continue to support the viability of the town and resort areas.

4.2 It is proposed that the Council continue to support the following initiatives during the remainder of the current financial year and during 2013/14. A further review of arrangements to take place in September 2013.

4.2.1 Car park charges to remain unchanged.

4.2.2 The 3 for 2 promotional offer be retained.

4.2.3 The £1.00 evening charges in Resort car parks continue to be suspended until 31 March 2014.

4.3 In addition, the following measures be introduced;

4.3.1 In the lead up to Christmas all car parks to be free from 5.00pm on the late night shopping evening in King's Lynn.

4.3.2 In Hunstanton Central and Valentine Road car parks, parking to be free for the Christmas light switch on event.

5 Financial Implications

5.1 Potential additional income could have been created if car park charges had been increased in line with inflation and promotional offers had not been introduced. The impact of the Council's policy has been contained within the Financial Plan. This has only been possible as a result of efficiency savings that have been implemented across all service areas.

5.2 The current Financial Plan 2012-2015 has assumed a level of car parking income that includes the changes made to the 2 hour price band but does not account for the loss of income raised through the £1 evening charge in Hunstanton. It is estimated that this will cost £25,000 in 2013/14.

5.3 It is difficult to estimate the financial implications from the free parking in King's Lynn for the Thursday late night shopping and in Hunstanton and King's Lynn for Christmas light switch on events, but for budget purposes a figure of £3,000 is assumed to be the level of lost income.

5.4 The Council is currently carrying a high level of general fund balance which is excess of that anticipated as part of the Financial Plan. The additional sums came from savings made during 2011/12 which was carried forward. It is proposed to make use of the balances to offset the loss of income over 2012/13 and 2013/14.

6. Future Report

- 6.1 It is proposed that the Cabinet further review the position with parking charges and promotions in September 2013.
- 6.2 The proposals in the report contribute to the Council's Corporate Business Plan outcome "People in West Norfolk benefit from a growing economy".

King's Lynn Town Centre Footfall

2011 =	8,382,700	2011 base was 0.22% up on 2010
2010 =	8,364,447	2011 base was 4.57% up on 2009
2009 =	8,015,973	2011 base was 14.44% up on 2008
2008 =	7,325,072	2011 base was 26.05% up on 2007
2007 =	6,650,286	

* 2012 is currently -6% down on 2011, -4% down on 2010. -2% down on 2009.

2012 5,339,800 to 02/09/2012
2011 5,689,900 to 04/09/2011

Ticket Sales

	King's Lynn	Hunstanton
2011/12	1,709,317	290,159
2010/11	1,674,446	281,041
2009/10	1,728,750	329,218
2008/09	1,799,421	294,746
2007/08	1,666,144	273,852

Current year ticket sales are 6.4% down compared to 2011/12 in King's Lynn and 9.8% down in Hunstanton.

The Hunstanton figures have been significantly reduced due to the very poor weather conditions.

CAR PARKING INCOME - 2008/09 TO DATE

<u>COST</u>	<u>NOMINAL</u>						<u>2012/13</u>
<u>CENTRE</u>	<u>CODE</u>	<u>DESCRIPTION</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>TO DATE</u>
21832	8772	Kings Lynn Off street Parking	(2,148,560)	(2,109,529)	(2,234,036)	(2,063,125)	(829,204)
21836	8772	St James Multi Storey	(630,687)	(588,320)	(681,858)	(653,229)	(262,041)
41206	8772	Heacham Beach	(24,969)	(28,975)	(27,034)	(28,476)	(10,494)
41303	8772	Hunstanton Car Parks	(716,910)	(801,248)	(790,645)	(731,382)	(266,123)
TOTALS			(3,521,126)	(3,528,072)	(3,733,573)	(3,476,213)	(1,367,863)

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards St Margaret's and St Nicholas Ward	Mandatory/	(a) Be entirely within cabinet's powers to decide YES		
	Discretionary /	(b) Need to be recommendations to Council NO		
	Operational	(c) Be partly for recommendations to Council NO and partly within Cabinets powers –		
Lead Member: E-mail: Cllr Alistair Beales		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Ostap Paparega E-mail: Ostap.paparega@west-norfolk.gov.uk Direct Dial: 01553 616890		Other Officers consulted: Ray Harding, Geoff Hall, Pam Lynn, Mark Fuller		
Financial Implications YES	Policy/Personnel Implications YES	Statutory Implications YES/NO	Equal Impact Assessment NO	Risk Management Implications NO

Date of meeting: 2 October 2012

2 TOWNSCAPE HERITAGE INITIATIVE

Summary

The Townscape Heritage Initiative funding programme administered by the Heritage Lottery Fund (HLF) has been identified as a potential funding source to assist in delivering one of the corporate priorities to rejuvenate empty and derelict land and buildings in the St Margaret's & St Nicholas Conservation Area in King's Lynn. Consultation with the HLF, property owners and stakeholder has been completed and received a positive response on the proposal to submit an application to the HLF to request £1.5m funding contribution to the £2m scheme. This report outlines the terms of the funding programme, the project proposal and the authorisation required from Cabinet in order to progress to the project and submit an application to the HLF.

Recommendations

1. Cabinet approve the submission of an application to the HLF for £1.5 million as detailed in section 4.
2. £500,000 is allocated in the capital programme over 5 years from 2014/15-2019/20 as the Borough Council's match funding contribution to the project.
3. If the stage one application is successful, Cabinet agree to the appointment a dedicated Project Officer as a condition of the HLF funding, to progress the stage 2 application and implementation of the project if successful.

Reason for Decision

To progress the project to improve the quality of the built environment in line with the corporate business plan and the Urban Development's Strategy for King's Lynn.

1. BACKGROUND

1.1 The Economic Development & Regeneration section took responsibility for the co-ordination of the Council's internal Derelict Land & Buildings Officer Group in October 2011. This group's aims to address issues relating to derelict land and buildings Borough wide. As part of the work of this group the Townscape Heritage Initiative (THI) was identified as a potential funding source to address a number of derelict and redundant buildings specifically within King's Lynn town centre. THI is a scheme administered by the Heritage Lottery Fund (HLF). The programme issues grants of between £500,000 - £2,000,000. All schemes should seek to deliver a programme spread over 5 years.

2. TOWNSCAPE HERITAGE INITIATIVE FUNDING

2.1 THI grant supports schemes led by partnerships of local, regional and national interests that aim to regenerate conservation areas. Together with other organisations the HLF contribute money to a 'common fund'. The common fund is managed by a partnership, and is used to allocate third party grants towards works on individual building projects within the designated scheme area and support a range of activities that encourage participation in conserving the heritage assets.

2.2 The HLF contribute a maximum of 75% to the common fund. The remaining 25% should come from other sources. Third parties, i.e. property owners, can then apply for a grant from the common fund to claim up to 70% of eligible costs to enhance properties and in the designated scheme area.

2.3 The Borough Council, as applicant, will act as the lead partner for the scheme and will be the accountable body to manage the administration of the common fund. However it is expected that a wide range of stakeholders are involved in the development and management of the scheme i.e. Civic Societies and Preservation Trusts.

2.4 The common fund can also fund improvements to the public realm and gap sites. Works to improve the public realm can not be accountable for more than 25% of the overall common fund. Complementary initiatives are also encouraged in applications e.g. training workshops, community events and advertising materials. These can not account for more than 5% of the common fund.

2.5 The HLF aims to support between 8-15 schemes each year. Each scheme should deliver the following outcomes:

- Preserving and enhancing the character and appearance of conservation areas affected by high levels of deprivation and in need of regeneration.
- Bringing historic buildings back into appropriate and sustainable use.
- Safeguarding the character of conservation areas through:
 - Increasing training opportunities in heritage skills;
 - Increasing community participation and;
 - Improving approaches to conservation management and maintenance.

2.6 The THI scheme looks to fund works that will have the greatest effect on the preservation, enhancement and regeneration of conservation areas. This can include structural and external repair of historic buildings and structures which are still being used and repair and conversion for new uses of vacant or partly-used historic buildings.

Eligible projects are separated into 3 categories. These are:

- Critical Projects: essential to the delivery of a scheme; without tackling them, the scheme will have perceived to have failed.
- Priority Projects: clearly contributing to the enhancement of the conservation area.
- Reserve Projects: worthwhile pursuing should funding become available or if some of the priority projects fail to come forward for a grant.

Eligible works are split into 13 categories. These are:

- Repair works to buildings in use
- Restoration of architectural features
- Bringing vacant historic floor space back into use
- Public realm works
- Developing gap sites
- Staff costs and overheads
- Complementary initiatives
- Professional fees
- Planning fees
- Preliminaries
- Archaeological works
- Building surveys, feasibility studies, options appraisal and business plans

2.7 All grants to individual properties are made in arrears. This gives the partnership a level of control over the works which are carried out and will ensure they are done to a high standard. No works can be carried out conjecturally; all works relating to architectural reinstatement should be carried out alongside evidence of what was once there. This is also applicable to improvements to the public realm.

- 2.8 In order to manage the conservation area in the medium to long term a conservation area management plan must also be produced. This will ensure the improvements which are facilitated by the grant will be sustainable into the future. A management plan must be submitted at stage 2 of the application process.
- 2.9 The THI scheme guidance states that “Following the principle that there should be little or zero private gain, the owner of a property may have to repay part of or the entire grant if he sells or leases the property within a specified period.
- 2.10 Fixed-percentage grants from the HLF of or above £15,001 to projects are subject to repayment. This may result in paying back a share of the sale proceeds if the property is sold within a specified period (10 years). Repayment, if any, is calculated as a share of any increase in value, beyond that which may have been anticipated in calculating the grant originally. For fixed-percentage grants including a contribution from HLF up to and including £15,000 HLF will not require payment if the owner sells or leases the property.
- 2.11 For large or complex projects concerned with bringing vacant floor space back into use, it may be necessary to negotiate specific repayment conditions tailored to the circumstances of the case but still within our general principles. The project manager (the council) should seek the most advantageous terms compatible with the project. This will also apply where other project funders are imposing conditions on repayment.
- 2.12 If the project manager (the council) does not think it would be reasonable to fully apply repayment conditions in a particular case, they must obtain written permission from HLF before agreeing not to do so.”

Appendix 2 illustrates how the repayment of grant is calculated.

3. PROJECT DEVELOPMENT

- 3.1 Officers from the Economic Development & Regeneration team have obtained pre application advice from the Development Manger and Casework Manager at the HLF on potential scheme that would be eligible and welcomed by the funders.

A detailed options appraisal of 3 Conservation Areas in King’s Lynn which could substantially benefit and be eligible for THI funding was completed;

- Friars Conservation Area – London Road
- Norfolk Street Conservation Area – Railway Road and Blackfriars Road
- St Margaret’s Conservation Area – High Street, Saturday Market Place, St James’ Street and Tower Street

Each of the areas were reviewed and scored in 5 categories:

- Current condition of buildings

- Level of economic and aesthetic impact the THI scheme would have on the area
 - Number of vacant units
 - Potential Public realm & gap site improvements
 - Property owners response and interest
- 3.2 The owner response at this stage was a key indication of how successful a scheme would be if a funding application was approved for an area. Without a significant level of interest from owners of properties that would be willing to improve their buildings in each of the areas, the scheme could fail. It was also important to gain an understanding of the level of impact based on the response from property owners a THI scheme would have in any one area as this is an important criterion in the application process.
- 3.3 As a result of this appraisal an area identified on the map (appendix 1) within the conservation St Margaret's & St Nicholas was deemed the most favourable as it scored the highest against the funding criteria and is recommended to be the area to be progressed in a funding application. The HLF have also advised that the area meets their funding criteria.
- 3.4 This area includes a number of prominent empty and derelict buildings which are classified as critical projects including the former Hogshead & 9-11 St James' Street.
- 3.5 Meetings have taken place with the King's Lynn Civic Society and the King's Lynn Preservation Trust to gain their opinion and input into the potential schemes. There is the potential for these organisations to deliver a number of the complimentary initiatives and be an important stakeholder to assist in delivery of a successful application. Discussions have also taken place with the King's Lynn Arts Centre who may also be in a position to deliver a number of the complimentary initiatives as partner in the scheme.
- 3.5 Initial consultation with the property owners in this area on interest in participating in the scheme has received a positive response. An open session was held on Monday 26th June to explain the scheme to interested property owners in greater detail. This was well attended by owners and long term lease holders in the area. It also gave the opportunity for questions relating to specific buildings. Positive discussions are on-going with a variety of owners and occupiers within the area.

4. TIMESCALES

- 4.1 The closing date for Stage 1 of the application process is by 31st October 2012. We will be notified in April 2013 if we have been successful at this stage. If successful, we will have 12 months to develop the application and submit the stage 2 application by April 2014. We are able to apply for up to £50,000 development grant within the stage 1 application; this will

assist in the preparation of the stage 2 bid. The HLF also encourage applicants to recruit a dedicated project officer for the project if successful at stage 1.

- 4.2 The stage 2 application will include a greater level of detail and stronger commitment from property owners who wish to be included in the scheme. Any funding agreement with property owners will require that they will make reasonable endeavours to let the property.
- 4.3 The HLF Board will then consider the stage 2 application within 3 months of submission. The borough council will be notified if we have been successful at this stage by July 2014. If successful, the grant will be awarded and it is anticipated that work can commence in August 2014.

5. NEXT STEPS

- 5.1 A project team comprising members of the regeneration team, property and the conservation officer has been initiated but more members will need to be added as the project develops. A project board will be established to be involved in the development of the scheme.
- 5.2 Meetings will take place with the owners of properties in the eligible area to put together individual projects; this will include estimated costs which will feed into the stage 1 application.
- 5.3 A robust application will be written with the input of all relevant officers and submitted in October 2012.

6. POLICY IMPLICATIONS

- 6.1 This initiative is linked to the corporate priority to improve the built environment. There is no change to policy.
- 6.2 This scheme also links to the Urban Development Strategy and the objective to improve the quality of the built environment.
- 6.3 One of the goals in the Vision for King's Lynn is to secure King's Lynn's position as the primary retail, leisure and cultural centre serving the populations of west Norfolk, north Cambridgeshire and south Lincolnshire. In order to achieve this the Vision identified the need to raise the profile and image of King's Lynn and improving the range and quality of the retail offer and the recreation, leisure and cultural facilities of the town, enhance the appearance and environment of the town and developing King's Lynn as a short-break visitor destination centred on the town's heritage. This Vision for the town has been captured in the Growth Point Integrated Programme of Development and King's Lynn Local Investment Plan produced in partnership with the Homes and Communities Agency.

6.4 A conservation area management plan will need to be drafted and adopted as part of the scheme.

7. FINANCIAL IMPLICATIONS

7.1 In order to submit the stage one application in October 2012, the Council needs to pledge to commit of £500,000 of capital funding over a five year period commencing 2014/15-2019/20 from the capital programme. The Council is about to review its Capital Programme for the period 2012/2022.in the light of reduced levels of funding being available. This will bring with it the need to critically evaluate every scheme put forward and to determine how well it fits with the Corporate Business Plan and what level of priority does the Council wish to award to a scheme.

7.2 If Council determines to allocate £500,000 of future funding over the period 2014/2020 then it will be committing this funding as a high priority in place of other schemes that come forward. In the event that funds are not available at the time that the scheme comes in being then it will be necessary to borrow the support its commitment to the fund.

8. STAFFING IMPLICATIONS

8.1 If we are successful at the stage one application a dedicated project officer will need to be recruited, this is strongly suggested by the HLF. The cost of this post will initially be met by a portion of the available £50,000 development grant which will be awarded if successful at stage 1 and if successful in the stage 2 application the cost of the post will be met by the common fund. The recruitment of this post will be subject to the usual Council recruitment policy and procedures.

9. STATUTORY CONSIDERATIONS

9.1 The Borough Council has a statutory duty of care to protect the conservation of listed buildings and ancient monuments.

10. EQUALITY IMPACT ASSESSMENTS (EIA's)

10.1The project does not have any negative repercussions that require a full EIA. All members of the community within the eligible area are able to register an interest in the scheme.

11. RISK IMPLICATIONS

11.1There is no guarantee that we will be able to secure the funding from the HLF. A robust application will be submitted to HLF and a comprehensive risk register established for the project to identify potential project risks and mitigating measures. A level of commitment will be sought from owners during the formation of the stage 2 application. This will ensure that should we be successful in gaining the funding we will be able to deliver a scheme which has a positive effect on the area.

Background Papers

Corporate Business Plan

Urban Development Strategy

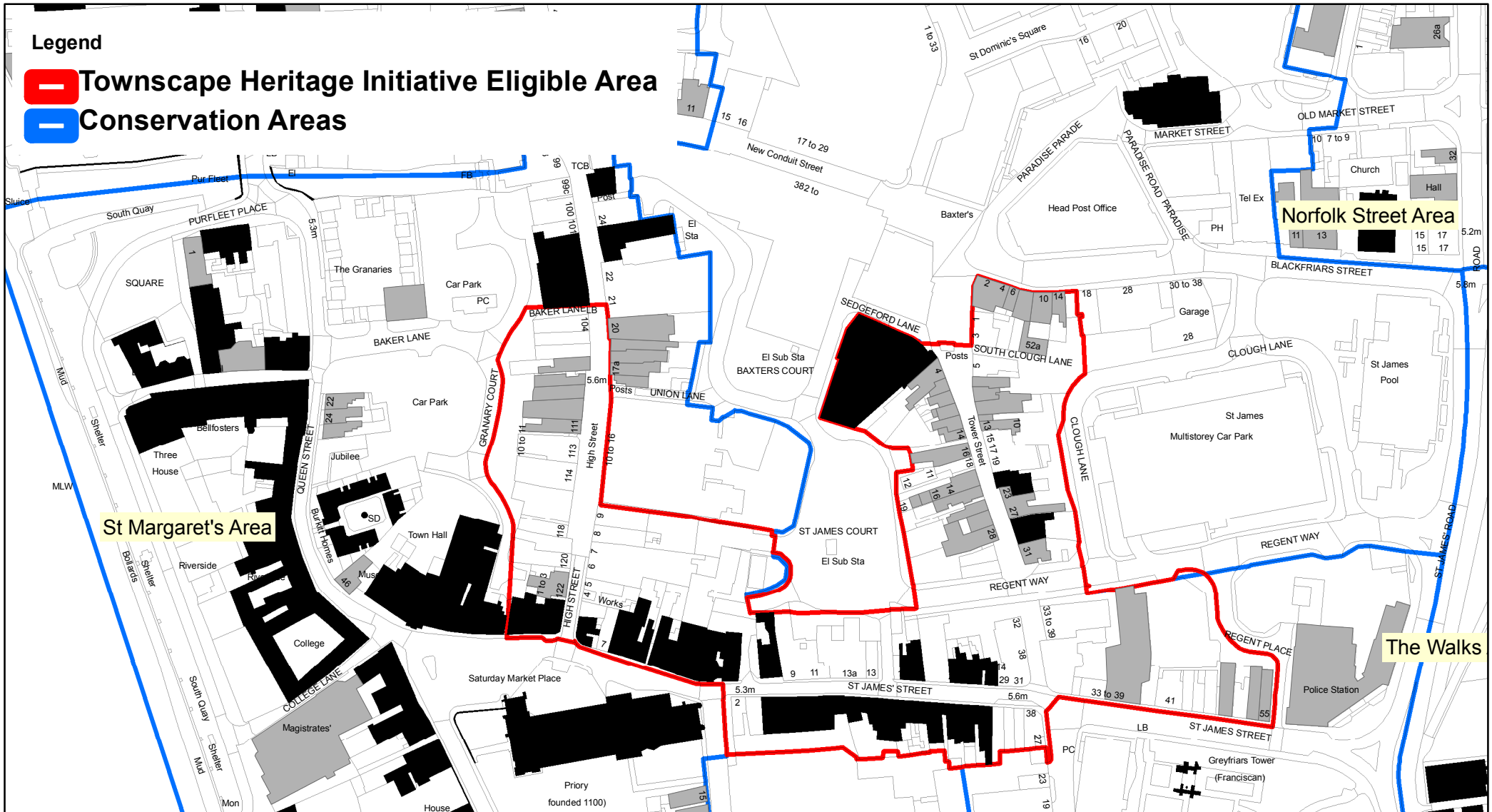
The Vision for King's Lynn 2000-2023



Appendix 1: Map of area for the scheme

Appendix 2: Grant repayment formula

Legend

-  Townscape Heritage Initiative Eligible Area
-  Conservation Areas



 <p>Borough Council of King's Lynn & West Norfolk</p> <p>Tel. 01553 616200 - Fax. 01553 691663</p>	<p>Title</p> <p>Townscape Heritage Initiative</p>		<p>Scale</p> <p>1:2,146</p>	<p>© Crown copyright and database rights 2012 Ordnance Survey 100024314</p>
	<p>Project / Details</p> <p>Eligible Area</p>		<p>Date</p> <p>03 July 2012</p>	
	<p>Drawn by / Department</p> <p>LM - Tech Support</p>			
	<p>page 24 Drawing / Reference Number</p> <p>LM - 2012.07.03</p>			

Appendix 2

Grant repayment will be calculated on the following basis:

$$\frac{G}{C} \times \frac{(CV - OV)}{10} \times (10 - Y) = R$$

where

G = the Grant

C = the eligible cost of the Project excluding Value Added Tax (if any) the owner had recovered

OV = the open market value of owner's interest in the Property agreed with HLF at the start of the project being £()

CV = the open market value of owner's interest in the Property on completion of the disposal

Y = the number of complete years from the date of this Agreement

R = the amount HLF require to be repaid out of the proceeds of the disposal

Worked example:

A property valued at £100,000 has £25,000 of eligible work carried out which attracts a grant of 70% (so the house owner pays 30% equivalent to £7,500). If we assume there is a £50K increase in value the grant repayment is as follows:

House sold at £150,000 after 1 year £31,500

After 3 years £24,500

After 6 years £14,000

After 10 years £0