

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



CABINET

Agenda

**TUESDAY, 7 MAY 2013
at 5.30pm**

in the

**Meeting Rooms 1-3
King's Court
Chapel Street
King's Lynn
PE30 1EX**



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



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CABINET AGENDA

DATE: CABINET – TUESDAY, 7 MAY 2013

**VENUE: MEETING ROOMS 1-3, KING'S COURT,
CHAPEL STREET, KING'S LYNN**

TIME: 5.30 pm

There are no items to be considered in private on this agenda - as required by Regulations 5 (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

1. MINUTES

To approve the Minutes of the Meeting held on 9 April 2013.

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 4)

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 and Risk – 23 April 2013
- Regeneration, Community and Environment Panel – 24 April 2013

10. REPORTS

1) SOCIAL HOUSING ALLOCATION POLICY REVIEW (page 7)

The CLG issued a new Code of Guidance for the Allocation of accommodation in June 2012 this, combined with measures contained in the Welfare Reform Act 2012 and the Localism Act, prompted a review of West Norfolk Homechoice Housing Allocations Policy.

2) PROPOSED ENHANCEMENTS TO THE SPINNEY, HUNSTANTON (page 13)

Proposals have been developed as part of the Hunstanton's Town Centre and Southern Seafront masterplan, to enhance

the Spinney area in the Town Centre. The enhancement scheme will create a focal point and provide an area for events and activities to encourage footfall and vibrancy in the town centre. Following extensive public consultation with residents, businesses and stakeholders, a final scheme has been developed. This report recommends the Council proceeds with implementation of the scheme.

3) TUESDAY MARKET PLACE (page 22)

The report details proposals for the refurbishment of the Tuesday Market Place. The scheme creates an area of public space and allows the development of a café culture around the market square. Consultation including a statutory consultation process has been completed. The REC Panel has advised on the development of the project. Subject to Cabinet approval work will commence on the 15th July 2013 for completion by mid October.

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

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
7 th May 2013	Hunstanton's Spinney Enhancements	Plans to re-design an area of Hunstanton, making it more pedestrian friendly and improving navigation to the town centre	Key	Cabinet	Regeneration Chief Executive	Consultation Exercise	Public
	Tuesday Market Place Scheme	Final costings and scheme for consideration	Key	Cabinet	Regeneration & Health and Wellbeing Exec Director - C Bamfield	Consultation events results	Public
	Social Housing Allocation Policy Review	Review of policy	Key	Council	Community Chief Executive		Public

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
4 June 2013	Notice of Motion 2/12 Cllr A Tyler	This Council calls on the Cabinet to investigate the opportunities that exist for this Council to revert to a committee system. This Council further	Non	Council	Leader Chief Executive		Public

		calls on the Cabinet to report back on its findings to this Council					
	Materials Recycling Facility (MRF) Contract	Report on the outcome of the of the MRF contract negotiations	Key	Cabinet	Dep Leader Exec Director - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Housing Investment	Consideration of the Council building and/or acquire market housing	Key	Cabinet	Community & Regeneration Chief Executive and Deputy Chief Executive	None as yet	Public
	Tenant Finder Scheme		Non	Cabinet	Community Chief Executive		Public
	Appointments to Outside Bodies	Annual appointments to Outside Bodies	Non	Cabinet	Leader	Previous appts	Public
	Improving Access To Welfare Benefits Advice In Housing		Non	Cabinet	Community Chief Executive		Public

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
12 June 2013	Closure of Accounts 2012/13		Non	Cabinet	Leader		Public

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
2 July 2013	Health Safety and Welfare Policy Review	Review of the Policy	Non	Cabinet	Leader		Public

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
30 July 2013							

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
3 September 2013							

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
16 September 2013	Statement of Accounts			Council	Deputy Chief Executive Leader		Public
	Annual Governance Statement		Non	Council	Exec Director – D Gates Leader		Public

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Operational	Be entirely within Cabinet's powers to decide	YES	
		Need to be recommendations to Council	NO	
		Is it a Key Decision	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, Steve Dougall, Nikki Patton		
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment YES If YES: Pre-screening/ Full Assessment	Risk Management Implications YES

Date of meeting: 7th May 2013

1 SOCIAL HOUSING ALLOCATION POLICY REVIEW

Summary

The CLG issued a new Code of Guidance for the Allocation of accommodation in June 2012 this, combined with measures contained in the Welfare Reform Act 2012 and the Localism Act, prompted a review of West Norfolk Homechoice Housing Allocations Policy.

Recommendation

That the proposed changes to the West Norfolk Homechoice Allocations Policy are adopted.

That the Chief Executive in consultation with the Portfolio Holder with responsibility for housing is delegated authority to make minor amendments to this Policy.

Reason for Decision

To update the Allocations Policy in line with the new CLG Code of Guidance, the Welfare Reform Act and the Localism Act.

1. Background

1.1 The West Norfolk Homechoice choice-based lettings scheme commenced in February 2004. The new Allocations Policy for West Norfolk Homechoice was agreed by Cabinet on 13th January 2003 and by Council on 23rd January 2003.

1.2 The Allocations Policy was reviewed in 2008 and changes to it were agreed by Cabinet on 4th November 2008 and by Council on 27th November 2008.

1.3 The CLG issued a new Code of Guidance for Allocations on 29th June 2012 and this combined with some of the measures contained in the Welfare Reform and Localism Acts, prompted a review of the current West Norfolk Homechoice Policy. The Regeneration, Environment and Community Panel meeting of 25th July 2012 agreed that the proposed changes to the Allocations Policy be subject to wider consultation with stakeholders.

1.4 Interested persons were invited to comment on the proposed changes displayed on the Council's website and advertised within the Lynn News. Numerous stakeholders were invited to comment including the Housing Association partners to West Norfolk Homechoice, Social Services, the Heath Authority, Probation, neighbouring District Councils and the organisations with supported housing accommodation in the Borough. The period of consultation ended on 5th November 2012.

1.5 At its meeting on 27th February 2013 the Regeneration, Environment and Community Panel considered the responses to the consultation and supported the changes to the Allocations Policy contained in this report to be presented to Cabinet and recommended for adoption.

2. Proposed changes to the Allocations Policy

2.1 The new Code of Guidance for Allocations permits housing authorities to restrict access to their housing registers and are free not to admit those that have little real prospect of being housed. The following measures are proposed:

2.1.1 Those whose annual earned income is sufficient to purchase suitable accommodation on the open market will not be admitted to the housing register unless there is an overwhelming welfare need.

2.1.2 Those applicants living outside the area of the Borough Council of King's Lynn & West Norfolk seeking family-type accommodation will not be admitted to the housing register if they have no local connection to the Borough.

The current Guide to West Norfolk Homechoice states that those with no local connection to the Borough will be entitled to the Medium housing need band if their family needs two more bedrooms than they currently have. This is in conflict with the proposal above and will need to be removed.

2.1.3 That the qualifying period for the establishment of a local connection for the purposes of this policy should be 3 years residence in the Borough. The Council has the freedom to determine what length of time of residence in the Borough should be considered as establishing a local connection. Currently West Norfolk Homechoice policy states that existing residents of 12 months and those that have lived in the Borough for at least 3 out of the last 5 years, are considered to have a local connection. *The view of the Regeneration, Environment and Community Panel of 27th February 2013 was that the number of new applicants from outside the Borough should be monitored. If there is a significant increase then the Portfolio Holder may request that Cabinet consider extending the period of local connection in a*

year's time or sooner, should he have any concerns. On 25/03/13 the Prime Minister stated that he intends to introduce new statutory guidance to ensure that only those that have been resident in an area for a minimum of 2 years will be eligible to be accepted on to housing registers. Breckland District Council has already adopted 3 years residence for their register. It is for Members to determine what period of residence they consider to be appropriate to establish a local connection.

2.2 The Welfare Reform Act 2012 introduces measures to reduce Housing Benefit to those under-occupying their social tenancy. Current West Norfolk Homechoice policy places tenants with one more bedroom than they need into the Medium housing need band and those with two more bedrooms than they need into the High band. In order to help those affected by the changes to Housing Benefit, the following is proposed:

2.21 Those tenants of partner Housing Associations accruing rent arrears due to a reduction in their Housing Benefit arising from the new 'room rate' will be considered for Medium band for those with one bedroom more than they need and High band for those with two bedrooms more than they need to help them move to smaller, more affordable accommodation.

2.3 The Code of Guidance strongly encourages housing authorities to take into account the needs of all serving or former Armed Forces personnel when framing their allocation schemes. The Following measures are in line with the suggestions made in the Code to increase the priority of Armed Forces personnel:

2.3.1 Current members of the Armed Forces or those that have been discharged within the last 5 years will be considered as having a local connection to the Borough Council of King's Lynn & West Norfolk if they lived in the Borough at the time of their original enlistment or they are serving or served at an M.O.D. establishment in the Borough. Those former members of the Armed Forces that have employment in the Borough secured within 5 years of their discharge may also be considered as having a local connection to the Borough.

2.3.2 Those who have completed their contract, have left the Armed Forces within the last 5 years and are in housing need, will be given additional preference by having their 'relevant date' of application enhanced by 3 months.

2.3.3 Former members of the Armed Forces with an urgent housing need will be considered for the Emergency housing need band and any compensation they may have received as a result of injuries sustained whilst serving will be disregarded when considering their financial circumstances.

2.4 The Code of Guidance encourages housing authorities to consider how they can use their allocations policies to support those in work. West Norfolk Homechoice has used Lettings Plans in 16 different locations giving preference to those in employment in an attempt to create more mixed

sustainable communities. They have been predominantly used for new-build schemes of blocks of flats for single people and childless couples. In order to both address the aspiration of the Code and to maintain our obligation to those in the reasonable preference categories, the following is proposed:

2.4.1 Every tenth family-type vacancy (houses, flats and maisonettes) will be advertised with preference given to those applicants in the High and Medium housing need bands that are in employment.

2.5 The Code of Guidance encourages authorities to work together with Children's Services to meet the need of looked after children. Norfolk County Council has a duty under Section 22G of the Children Act 1989 to ensure that sufficient accommodation is available to meet the needs of looked after children. In order to assist them to fulfil their duty the following procedure was agreed with Children's Services:

2.5.1 In circumstances where a prospective foster carer or adopter needs an extra bedroom to accommodate a foster or adoptive child such families will be eligible for an increase in their housing band to at least the medium band and in certain circumstances a high housing need band. If a prospective foster care or adopter needs an extra bedroom to accommodate a foster or adoptive child, the Operations Manager for Adoptions and Fostering Services may request that the Senior Housing Officer West Norfolk Homechoice consider awarding additional priority to the housing application. Those families considered to be lacking one bedroom will be eligible for the Medium housing need band and those families considered to be lacking two bedrooms will be eligible for the High housing need band. Requests from the Operations Manager should be made giving brief details of the family approved for fostering or adoption and their housing circumstances.

2.6 Since the period of consultation ended, the Localism Act has permitted housing authorities to discharge their duty to Homeless persons by securing them accommodation in the private sector. Previously this could only be done with the agreement of the person owed the Homelessness duty. We need to ensure that all those owed the full homelessness duty are given the same equality of opportunity taking into account the changes contained in the Localism Act. The following is proposed:

2.6.1 All those owed the full Homelessness duty should be permitted to bid for properties advertised by West Norfolk Homechoice. If no successful bid is made within 6 weeks then the Homelessness duty may be discharged by

- ***The Housing Options case-worker bidding for all suitable properties***
- ***For those persons temporarily accommodated in a Housing Association property on licence, an offer of the tenancy of the property they are occupying***
- ***An offer of suitable accommodation in the private sector***

All three of the above options remain subject to an appeal on the suitability of the accommodation offered.

Options Considered

The changes to the policy proposed in this paper respond to the recently published Code of Guidance for Allocations by DCLG and measures contained within the Welfare Reform and Localism Acts. However, Members have a wide discretion available to them in terms of the degree to which each of the proposals is introduced, for example, in terms of the time period of residence in the borough required to establish a local connection

Policy Implications

This report proposes a number of significant changes to the West Norfolk Homechoice Allocations Policy.

Financial Implications

None

Personnel Implications

None

Statutory Considerations

As explained above this report responds to the recently published Code of Guidance for Allocations by DCLG and measures contained within the Welfare Reform and Localism Acts

Equality Impact Assessment (EIA)

A pre screening report template is attached with the background papers

Risk Management Implications

The Borough council will be open to challenge if the Council's Homechoice Allocations Policy is not consistent with current legislation and statutory guidance. The proposals contained in this report will mitigate the risk.

Declarations of Interest / Dispensations Granted

None

Background Papers (all published documents)

Housing Allocations Task Group 12 November 2002

Cabinet 13 January 2003

Housing Allocation Scheme – Proposed Changes

Council 23 January 2003
Housing Allocation Scheme – Proposed changes

Cabinet 4 November 2008
Housing Strategy and Review of Homechoice Policy

Council 27 November 2008
Housing Strategy and Review of Homechoice Policy

Department for Communities and Local Government
June 2012 Allocation of Accommodation: Guidance for Local Housing
Authorities in England

Regeneration, Environment and Community Panel 25 July 2012
Housing Allocation Policy Review

Regeneration, Environment and Community Panel 27 February 2013
Housing Allocation Policy Review

Guide to West Norfolk Homechoice

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards Hunstanton		Be entirely within Cabinet's powers to decide	YES	
		Need to be recommendations to Council	NO	
		Is it a Key Decision	NO	
Lead Member: Cllr Alistair Beales E-mail: cllr.alistair.beales@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted: Cllr Elizabeth Watson, Cllr Paul Beal, Cllr Richard Bird		
Lead Officer: Jemma Curtis E-mail: jemma.curtis@west-norfolk.gov.uk Direct Dial: 01553 616716		Other Officers consulted: Management Team, Leisure & Public Spaces, Conservation Officer		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications (incl S.17) NO	Equal Impact Assessment NO If YES: Pre-screening/ Full Assessment	Risk Management Implications NO

Date of meeting: 7th May 2013

2 PROPOSED ENHANCEMENTS TO THE SPINNEY, HUNSTANTON

Summary

Proposals have been developed as part of the Hunstanton's Town Centre and Southern Seafront masterplan, to enhance the Spinney area in the Town Centre. The enhancement scheme will create a focal point and provide an area for events and activities to encourage footfall and vibrancy in the town centre. Following extensive public consultation with residents, businesses and stakeholders, a final scheme has been developed. This report recommends the Council proceeds with implementation of the scheme.

Recommendation

1. That the Regeneration & Economic Development Manager be authorised to commission the Norfolk Strategic Partnership to implement the scheme with the existing allocation in the capital programme.
2. That delegated authority be granted to the Legal Services Manager to complete the necessary legal documentation required in order to implement the scheme.
3. That delegated authority be granted to the Chief Executive in consultation with the Portfolio holder for Regeneration agree the final scope of works and costs associated.
4. That subject to recommendation in 3, rephrase the capital programme in the next monitoring report to Cabinet to facilitate completion of the scheme in 2013/14.

Reason for Decision

To enhance the public space in the Town Centre in line with the Regeneration Masterplan for Hunstanton.

1. Background

1.1 The Hunstanton Town Centre & Southern Seafront masterplan (2008), identified the potential to create a Town Square to provide a focal point for the town centre. Since the adoption of the masterplan in 2008, the focus of regeneration has been on the Seafront. The Hunstanton Town Centre and Southern Seafront Project team recommended, in light of the current issues facing town centres nationwide, the focus of current regeneration investment should be on the town centre.

1.2 A wealth of national studies and case studies into the future of town centres, including the Portas Review of High Streets for Government, recommends town centres need to look wider than traditional retail and provide a broader cultural offer. Investment in the quality of public spaces is recognised as one mechanism for responding to the changing needs of town centres; providing an attractive environment, creating animated spaces for cultural activities and events to attract and encourage visitors to stay longer when they visit.

‘A town or city centre that offers its own diverse and distinctive environment, with a strong sense of place, is a magnet that attracts people to work, visit and live.’

Martin Blackwell, CEO, Association of Town Centre Management, September 2012

1.3 Hunstanton’s town centre serves local residents and neighboring villages and the visitors that flock to Hunstanton during the busy summer season. However, in addition to the problems facing town centres nationwide, Hunstanton’s seasonal economy means the town centre noticeably contracts out of the peak season. While Local Authorities cannot control provision of retailers, we can support the town centre through ‘place making’ by providing an attractive environment and spaces for activities and events to take place to attract people to the town centre and in turn stimulate private sector investment. The enhancements to the Spinney are proposed to meet these objectives.

2. Options Considered

2.1 The Hunstanton Town Centre and Southern Seafront Regeneration Project Team considered and assessed the feasibility of the following options for enhancing the town centre within the allocated capital programmed budget.

Option	Cost	Advantages	Disadvantages
Full High Street Refurbishment	Circa £1m	<ul style="list-style-type: none">○ Scheme would enhance High Street environment	<ul style="list-style-type: none">○ Technical constraints on High Street are problematic○ Insufficient funding available

			<ul style="list-style-type: none"> ○ Ability to attract external funding limited
Enhancements to the Spinney	£300,000	<ul style="list-style-type: none"> ○ Provide central focal point for town centre ○ Capable of providing a space for events/activities ○ Opportunity to maximise an existing underutilised area ○ Gateway location opposite the bus station and central car park ○ Opportunity to strengthen the link with the High Street 	<ul style="list-style-type: none"> ○ Need to ensure scheme has sufficient impact to benefit wider town centre
Small scale enhancements to town centre	£50,000-£100,000	<ul style="list-style-type: none"> ○ Will improve street scene 	<ul style="list-style-type: none"> ○ Will not provide an opportunity to diversify the town centre offer ○ Space is not able to accommodate a public space for activities/events/focal point ○ Will not provide the impact required

3. Development of Scheme

- 3.1 A brief to develop the enhancements scheme at the Spinney was developed by the Hunstanton Regeneration Project Team in consultation with the Hunstanton Town Team and Town Council. The key objectives identified in the brief for inclusion in a design were;
- *Improved connections* – strengthen pedestrian routes from arrival points (bus station/car park) to the High Street.
 - *Pedestrian priority* – give priority to pedestrians in the area by reducing dominance of on street car parking and maximising under utilised highway along St Edmunds Terrace
 - *A social space* – provision to enable informal/formal activities i.e. power supply for events, seating, lighting, suitable hard surfacing etc.
 - *A green space* – maximise the attractiveness of the existing trees and use of the green space.
 - *A Space that reflects Hunstanton’s heritage* – ensure materials are complementary to the Hunstanton Conservation area and Victorian heritage.

- *A focal point* – provide space in scheme for a focal point in the public realm area

3.2 Consultation:

The scheme has been developed from inception to final design with a wide range of consultation including;

Summer 2012: Brief development informed by Town Centre survey of residents, businesses and visitors and stakeholder workshop.

Autumn 2012: Appointment of landscape architects, Wynne Williams Architects, by panel of officers and Hunstanton stakeholders including ward and town councillors, chamber of trade and civic society.

December 2012: Design options consultation – available online 14th – 21st December 2012, with public drop in session and presentation to Chamber of Trade on 14th December.

Consultation results: 58 responses, 71% in supportive of enhancements, of which 66% preferred option 2. 29% were not in support of enhancements to the area.

February - March 2013: Final Design Consultation – available online 25th February 2013 – 4th March 2013 with a public drop in session on 1st March 2013. 28 day consultation for the traffic regulation order required for the scheme completed with community organisations (including Hunstanton Town Council and Civic Society) and statutory stakeholders.

Consultation results: 111 responses, 56 % in support, 44% not in support.

March 2013 : Final design refined in light of consultation (see appendix 1 final layout plan).

- 3.3 Many constructive comments were received through the consultation exercises which has been incorporated into the design were feasible. Some issues raised are not able to be accommodated including concern about tree removal; a detailed arboriculture assessment concluded that 6 trees are identified as a health and safety risk by the Council's Arboriculture Officer and therefore should be removed.
- 3.4 Some feedback requested the need to look at improvements to the High Street as well as the Spinney. Initial feasibility into potential small scale improvements to the public realm in the High Street has been investigated with Norfolk County Council. It is recommended that a proportion of future budget available in the Hunstanton Regeneration capital programme is allocated to High Street improvements in conjunction with Norfolk County Council to complement the Spinney scheme.

- 3.5 The final design for the Spinney enhancements is provided in appendix 1 and comprises;
- Pedestrian priority of St Edmunds Terrace with access only restrictions for properties which require access to the rear of the High Street and St Edmunds Terrace.
 - Formation of a performance/public event space leading up to the High Street
 - Pedestrian friendly raised table at the High Street/Westgate junction
 - Steps up to the Spinney area from St Edmunds Terrace with a pathway through the Spinney leading up to further steps up to the performance /public space area to encourage use of the Spinney area and improve pedestrian linkages from the bus station.
 - Design features in new retaining walls including feature balustrade fencing, tiles of historical photographs and letter engraving.
 - New street furniture to encourage 'dwell time' in the town centre area.
 - Maintenance to existing trees (including removal of 6 identified as a risk) and replacement with planting of a further 10 trees.

4. Policy Implications

- 4.1 The project is in line with the Council's regeneration masterplan for Hunstanton.
- 4.2 The project is also consistent with best practice and guidance including the recommendations of the Government's Portas Review, Town Centres Futures 2020 report by Experian and BIS Understanding High Street Performance report.

5. Financial Implications

- 5.1 The 2013/14 capital programme includes £250,000 allocated to the Hunstanton regeneration programme to fund the implementation of the scheme.
- 5.2 The scheme incorporates a majority of highway under Norfolk County Council's jurisdiction. Any scheme involving highway must be completed by the County's Norfolk Strategic Partnership with May Gurney. Early Contractor Involvement with the Partnership is underway to agree a 'target cost' for the works based on the final design. The target cost is anticipated to be approx £250-300,000, excluding any allowance for contingencies. Confirmation of the final target cost is dependent on the completion of road surface cores to determine the level of road construction required and material supplier prices; this is anticipated to be completed by May 2013; a verbal update on the costs can be provided at the Cabinet meeting.
- 5.3 There are options for the scheme which are separate to the primary public space construction cost. These include;

- Power supply to performance space
- 6m x 6m temporary shelter for events
- Uplighting of trees
- Conservation street lighting to St Edmunds Terrace

Once the public space construction cost has been confirmed, it is recommended the Chief Executive in consultation with the Portfolio Holder for Regeneration agree the final scope of the works to incorporate the above scheme options. The existing capital programme includes a further £60,000 in 2014/15 and £60,000 in 2015/16 in addition to the £250,000 for 2013/14. Should the total scheme cost, including some/all the scheme options, be at the upper end of the project budget at £300,000, the capital programme can be rephrased to bring forward a proportion of the £60,000 2014/15 allocation identified for Hunstanton Regeneration in the annual monitoring report (recommendation 3 & 4 of the report refers).

- 5.4 The Hunstanton and District Round Table have offered a financial contribution to incorporate a memorial in the scheme dedicated to the former Councillor, Richard Searle. Initial discussions with the Round Table and the Searle family suggest that the memorial could take the form of letter engraving in the feature wall which would be funded by their financial contribution.
- 5.5 The performance area proposed in the scheme incorporates land which is identified as Norfolk County Council Highway. As the scheme is Borough Council led, the ongoing management and maintenance of the performance area will be the responsibility of the Borough Council. A license with Norfolk County Council will be required for this arrangement.

6. Personnel Implications

- 6.1 None. The public space for events/activities created by the scheme will be managed by the Resort Services department and Town Centres Manager.

7. Statutory Considerations

- 7.1 In order to implement the scheme, a Traffic Regulation Order (TRO) is required to St Edmunds Terrace to amend the traffic regulations in the area including removal of some on street parking and apply access only and pedestrian priority restrictions along St Edmunds Terrace. Consultation on the proposed traffic order was completed in March 2013. Norfolk County Council as Highways Authority is responsible for completing the TRO. It is anticipated a TRO will be confirmed in October 2013 subject to no objections.

8. Equality Impact Assessment (EIA)

- 8.1 A Pre Screening EIA has been completed for the project. Full Assessment not required.

9. Risk Management Implications

- 9.1 Project programme – consultation with ward members has suggested that the local preference would be to aim for scheme completion by December 2013. The contractors have confirmed that the works are anticipated to take 12-13 weeks, so in order to meet the completion date construction would need to commence at the end of September 2013. The TRO is anticipated to be completed by October 2013; therefore to commence the works a temporary order will need to be used until the TRO is confirmed during the construction phase.
- 9.2 Project cost - The budget cost has been developed through the County Councils Partnership arrangements with May Gurney to develop a 'target cost'. Normal risks such as weather delays, late delivery, under performance of contractors are allowed for in the target cost. Risks beyond the contractors control such as extreme weather, unplanned utilities work or unforeseen problems below ground level would be a 'compensation event' cost to be met through the contingency budget. To mitigate the risk Borough Council officers with specialist support will work closely with County Highways design and May Gurney to identify and resolve issues at an early stage in construction. A construction risk register will also be developed for the project with the contractor to identify and potential risks which may be identified during construction and mitigation measures that may be required. A contingency of £25,000 in addition to the target cost would be recommended and use of the contingency budget to be in consultation with the Portfolio holder for Regeneration.
- 9.3 Le Strange Estate – the Spinney is subject to a restrictive covenant between the Council and Le Strange Estate which states that the areas of green identified in the covenant must remain as 'ornamental grass green only'. In order to implement the scheme, consent from the Le Strange Estate is required. Le Strange Estate has been consulted and kept informed throughout the design process; confirmation of their consent at the time of writing this report is awaited.
- 9.4 These are the primary risks to the project that Cabinet members need to be aware of. Both are considered as having a low probability but will have a high impact on the deliverability and cost of the scheme as per the proposed layout if they are unable to be mitigated. The portfolio holder will be kept informed of progress of these matters as the projects progresses.

10. Declarations of Interest / Dispensations Granted

None

Background Papers

Appendix 1: Proposed Spinney Enhancements layout plan

Published documents:

The Spinney Enhancements Options Consultation report, February 2012

The Spinney Design Brief, September 2012

Town Centre Futures 2020 report, Experian Marketing Services White Paper

In partnership with ATCM, September 2012.

Understanding High Street Performance, BIS, December 2011

Portas Review, Future of High Streets, December 2011

Hunstanton Town Centre and Southern Seafront Masterplan, 2008



Hatch symbols are indicative only and do not represent true laying patterns.

NOTES:
All dimensions must be checked on site and not scaled from this drawing.
All cross references are to the latest revision of the relevant drawing or specification being referenced.

- R Recessed cover to BT Manhole. Refer to engineers details.
- △ Stainless steel bollards to 'pinch point'. NBS Q50.....
- A Heavy vehicular standard asphalt concrete with chippings rolled into surface.
- B Sett paving - Heavy vehicular paving standard construction. Refer to engineers details.
- C Sett paving - Pedestrian paving standard construction. Refer to engineers details.
- D Pedestrian resin bonded aggregate paving - Pedestrian paving standard construction. Refer to engineers details.
- E Pedestrian paving feature - Vehicular paving standard construction. Refer to engineers details.

C	27/03/13	Ex. gullies and kerbs shown. Notes amended.	MJB	KL
B	22/02/13	Table adjusted. Tree moved. Seating added.	MJB	
A	22/02/13	Layout updated.	MJB	KL
Rev	Date	Revisions	Drawn	Checked

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LANDSCAPE ARCHITECTS

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Client: **Borough of Kings Lynn and West Norfolk**

Job Title: **Hunstanton Town Centre Enhancement Scheme**

Drawing Title: **St Edmunds Terrace Spinney Landscape Layout**

DRAFT

Issue	Info	Planning	Tender	Construction	As Built
Scale	1:200@A2				
Date	14/02/13	Drawn	MJB		
Date		Checked			

Drawing number: **1251/LL/101** Rev: **C**

- Existing kerbs to be retained and protected.
- Blister paving to uncontrolled crossing points. Refer to detail LD/.....
- Cast in-situ concrete wall with dressed Carrstone facing. Max wall height 600mm. Refer to detail LD/.....
- Concrete wall with balustrade and lettering. Refer to detail LD/.....
- Concrete wall with lettering. Refer to detail LD/.....
- Seating. NBS Q50.....
- Step with handrails. Steps to have hazard warning PCC flags to top and bottom of flights. Refer to detail LD/.....
- + 26.30 Proposed spot height
- + 26.30 Existing spot height
- Existing gully/kerb outlet. Engineers to provide specification as necessary adjustments.
- P New power outlet. Refer to engineers details.

- Existing trees to be retained and protected
- Existing trees to be removed. Refer to Arboricultural report KLVNBC/THA/3712
- New tree planting in hard landscape. Tree planting to be carried out by others. For tree pit and grill refer to tree pit detail LD/.....
- New tree planting in soft landscape. To be carried out by others.
- Grass area. Existing grass area to be retained and protected.
- Pedestrian resin bonded aggregate paving. Path to use no dig solution through trees. Refer to detail LD/.....
- Central paving feature. Hardscape PCC Kellan units. Refer to detail LD/.....
- PCC sett paving. 240/160/80/160x60mm 3 size mix Tegula or similar. Refer to detail LD/.....
- PCC sett paving. 240x160x80mm Tegula or similar. Refer to detail LD/.....
- Vehicular asphalt concrete table and ramps. Refer to engineers details.
- Flexible metal edging. Refer to details LD/.....
- PCC sett edging. Refer to details LD/.....
- New PCC kerbs to match existing. Refer to engineers details.
- New PCC transition and drop kerbs. Refer to engineers details.

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Discretionary /	Be entirely within Cabinet's powers to decide	NO	
	Operational	Need to be recommendations to Council	YES	
		Is it a Key Decision	YES	
Lead Members: Alistair Beales & Elizabeth Nockolds E-mail: cllr.alistair.beales@west-norfolk.gov.uk & cllr.elizabeth.nockolds@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Chris Bamfield E-mail: chris.bamfield@west-norfolk.gov.uk Direct Dial:		Other Officers consulted: Martin Chisholm, Dale Gagen, Pam Lynn, Mark Fuller, Management Team		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications NO	Equal Impact Assessment YES – pre-screening	Risk Management Implications YES

Date of meeting: 7 May 2013

3 TUESDAY MARKET PLACE

Summary

The report details proposals for the refurbishment of the Tuesday Market Place. The scheme creates an area of public space and allows the development of a café culture around the market square. Consultation including a statutory consultation process has been completed. The REC Panel has advised on the development of the project. Subject to Cabinet approval work will commence on the 15th July 2013 for completion by mid October.

Recommendations

1. That the layout of parking spaces as echelon 169 spaces or standard 195 spaces be determined
2. That the size of spaces as 2.5m wide be confirmed
3. That the use of S106 funding for market shelters be confirmed
4. Determine if additional funding of £50,000 be added to the scheme to allow the extension of tegula blocks to the junction with St Nicholas Street.
5. Approve the overall scheme design and costs and delegate authority to the Executive Director, Commercial Services in consultation with the Cabinet Members for Regeneration and Health and Well Being to implement the scheme.
6. Delegate authority to the Executive Director, Commercial Services in consultation with the Cabinet Member for Health and Wellbeing to amend Car Parking Orders.

Reason for Decision

To enable the refurbishment of the Tuesday Market Place in order to enhance the attraction of the areas and create opportunities for development of a café culture, markets and events.

1. Background

- 1.1 The Councils Capital Programme includes a scheme to regenerate and resurface the Tuesday Market Place in the 2013/14 financial year with a capital provision of £883,000.
- 1.2 Proposal for the Market Place have been subject to consideration by the Regeneration Environment and Community Panel as well as through a statutory consultation process undertaken by the County Council. In addition specific consultation has been carried out with the King's Lynn Civic Society and English Heritage.
- 1.3 Throughout the development of the proposals consultation has been ongoing with the Cabinet members for Regeneration and Health and Well Being.
- 1.4 The purpose of this report is to seek Cabinet Authorisation to proceed with the scheme and to consider a number of options with regard to some of the detailed elements.

2 Overview

- 2.1 The scheme involves the pedestrianisation of the two roads to the east and the South of the Market Square, and the reduction of car parking spaces on the South side to create an area of public space. This produces an opportunity to create a 'café culture' for the market area and gives an open area for activity / events / pop up market stalls all general use. A central premise of the arrangements is that they should allow all current activities taking place including The Mart, GEAR, Markets, Festival Too, Military Parades etc to continue in the future.
- 2.2 Attached at Appendix 1 is the preferred layout of the square and at Appendix 1a a computer generated image as an illustration of how the scheme may look.

3 Number of Parking Spaces

- 3.1 Currently there are 230 standard spaces and 15 disabled spaces giving 245.
- 3.2 Two options have been considered for the new layout. Attached at Appendix 2 is an echelon formation as per the current layout. This gives a total of 169 spaces of which 156 are standard, 11 disabled and 2 for taxi use. Appendix 3 is a standard parking layout which is more effective

in terms of use of the space. This gives 195 spaces of which 181 are standard 12 disabled and 2 for taxi use.

3.3 Cabinet are asked to determine the design layout.

4 Size of Spaces

4.1 The majority of the Councils parking areas are currently marked out for 2.4m wide bays which in the DFT guidance is the minimum size.

4.2 The proposed layouts for the Tuesday Market Place are currently utilising 2.5m wide spaces.

4.3 Space size could be increased further but this will result in the loss of approximately 10 spaces in each scheme for a further 10 cm of width on the bay size.

4.4 The preferred choice is for a 2.5m wide bay and Cabinet are asked to consider this.

5 Market Layout

5.1 Some changes are required to the layout of the market on Tuesdays/Fridays. Market stalls will be allowed on the new granite pedestrian area but to prevent any damage from liquids from vehicles any vehicles will only be allowed to unload and not stay in the space for the duration of the market.

5.2 To assist in arrangements for the market promotions it is also proposed to install sockets for a market shelter. Detailed designs to be agreed but up to 15m x 35m structure could be considered. This element of the scheme would be funded from S106 contributions for markets.

6 Detailed Design

The detailed design layout includes the following arrangements:

- Uniform level across the whole area
- 3 zebra crossing points. One at the end of King's Street, one outside the Corn Exchange and one at the end of Saint Nicholas Street will improve safety arrangements.
- Removal of street clutter where possible including the removal of the telephone box at the end of High Street.
- 21 free 20 minutes parking spaces at the South end of the square. This includes 2 disabled spaces which will also be 20 minute spaces but with additional 30 minutes discretionary time.
- New road junctions at the end of Ferry Street and removal of the existing roundabout
- The existing hanging baskets trees to be removed. Planting to be utilising large planters but able to be removed from the square if required.
- Trunking to be provided around the square to allow deployment of cables/power supplies as required

7 Materials Choice

- 7.1 The choice of materials for the square is limited by the uses and the overall budget provision. The main areas are:
- Car park area 60mm thick SMA (Stone Mastic Asphalt)
 - Pedestrian space between High Street and the Globe – granite
 - Existing roadway between High Street and Market Lane - Tegular paving (see 9.4)
 - Existing footways to be mainly retained but cleaned to restore original colouring
 - Free parking space to be tarmac with golden gravel finish
 - New paving to front of Corn Exchange.

8 Timescale

- 8.1 County Highways are currently considering the opportunity to resurface the roadway around the market place at the same time as the car park works to minimise traffic disruption. Resurfacing of the road and car park are likely to take place in August and September. This fits with downtime at the Corn Exchange during August.
- 8.2 Laying of new paving materials will be one of the first parts of the programme commencing in July.
- 8.3 Overall project timescale will be a start on site on Monday 15 July for completion by mid October.
- 8.4 Information will be provided to businesses and residents in advance to ensure they are aware of the closures.

9 Financial Implications

- 9.1 The budget provision for the scheme is £893,000 including a contribution from County Council for street lighting
- 9.2 The current estimated cost for the project including all fees, works and street furniture is £890,000 based on a 12/13 week programme. Included with the budget cost is a £50,000 contingency amount.
- 9.3 Final costs are still being refined as the detailed design work is completed and a verbal update will be available for the Cabinet Meeting.
- 9.4 To stay within the overall budget, the significant change to the consultation plans is the use of tegula blocks. These will now finish at the junction of Market Lane and be replaced with tarmac up to the junction with St Nicholas Street. To extend the use of tegular blocks would add £50,000 to the current budget.
- 9.5 Cabinet are asked to consider funding the tegula paving work. It is proposed that the additional cost of £50,000 is funded from the car parks reserve.

10 Risk Management Implications

- 10.1 The budget cost has been developed through the County Councils Partnership arrangements with May Gurney to develop a 'target cost'. Normal risks such as weather delays, late delivery, under performance of contractors are allowed for in the target cost. Risks beyond the contractors control such as unplanned utilises work or unforeseen problems below ground level would be additional cost through the contingency budget. The difficulty with the Tuesday Market Place is that there is a degree of uncertainty with regard to the condition below ground level. To mitigate the risk Borough Council officers with specialist support will work closely with County Highways design and May Gurney.
- 10.2 The project timetable aims to have all operators completed for October half term. A delay in timing is manageable with existing budget provision with approximately 4 weeks of contingency before car parks begin to experience an increase in the lead up to Christmas.

11. Car Parking Orders

- 11.1 To ensure that the finished car park can be effectively controlled, it is necessary to make minor changes to the existing BCKLWN (Off Street Parking Places) Consolidation and Variation Order 2011 to incorporate the changes to the operation and the introduction of the 20 minute limited bays.
- 11.2 As changed the Order involves an amount of legal work and press advertisements, it is proposed to include a number of outstanding modifications at the same time, including, the addition of the Boal Quay Fishing Cooperative area and its access road, at the request of the Fishing Cooperative and Property Services.
- 11.3 To allow any future changes to Parking Order to be completed in a timely manner, approval is requested to delegate authority to the Executive Director, Commercial Services, in consultation with the Cabinet Member for Health and Wellbeing to amend Car Parking Orders.

Declarations of Interest / Dispensations Granted

None

Background Papers

Consultation Responses

Detailed design plans including topographical survey, Mart layout plan, etc
The Borough Council of King's Lynn & West Norfolk (Off Street Parking Places) Consolidation and Variation Order 2011.