



Cabinet

Agenda

Tuesday, 28th June, 2016
at 5.30 pm

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, 28TH JUNE, 2016

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

TIME: 5.30 pm

As required by Regulations 5 (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 - Items 16-19 below will be considered in private.

Should you wish to make any representations in relation to the meeting being held in private for the consideration of the above item, you should contact Democratic Services

1. MINUTES

To approve the Minutes of the Meeting held on 24 May 2016 (previously circulated).

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. DECLARATIONS 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 UNDER 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. MATTERS REFERRED TO CABINET FROM OTHER BODIES

To receive any comments and recommendations from other Council bodies which meet after the dispatch of this agenda.

9. FORWARD DECISIONS (Pages 6 - 8)

A copy of the Forward Decisions List is attached

10. RIPA POLICY REVIEW (Pages 9 - 16)

11. REVENUE OUTTURN - 2016/17 (Pages 17 - 33)

12. CAPITAL OUTTURN 2016/17 (Pages 34 - 62)

13. NORFOLK COUNTY COUNCIL MINERALS SITE SPECIFIC ALLOCATION - SILICA SAND (Pages 63 - 74)

14. BUSINESS IMPROVEMENT DISTRICT - VOTE (Pages 75 - 104)

15. EXCLUSION OF THE PRESS AND PUBLIC

The Cabinet is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the items below on the grounds that they involve the likely disclosure of exempt information as defined by 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.

PRIVATE ITEM

Details of any representations received about why the following reports should be considered in public will be reported at the meeting.

16. **AFFORDABLE HOUSING COMPANY** (Pages 105 - 134)
17. **CONVERSION OF OFFICE SPACE TO SELF CONTAINED RESIDENTIAL ACCOMMODATION** (Pages 135 - 146)
18. **TOWN CENTRE INVESTMENT (PHASE 1)** (Pages 147 - 157)
19. **TOWN CENTRE INVESTMENT - STRATEGIC LAND AND PROPERTY ACQUISITION - PHASE 2** (Pages 158 - 164)

To: Members of the Cabinet

Councillors A Beales (Vice-Chairman), R Blunt, N Daubney, A Lawrence, B Long (Chairman), Mrs K Mellish and Mrs E Nockolds

Deputy Cabinet Members

Councillors P Colvin, I Devereux, P Hodson, G Middleton, S Squires, Mrs J Westrop, Mrs A Wright

For Further information, please contact:

Sam Winter, Democratic Services Manager 01553 616327
Borough Council of King's Lynn & West Norfolk
King's Court, Chapel Street
King's Lynn PE30 1EX

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
28 June 2016	Devolution (Feeding to the Council meeting on 30 June 2016)		Key	Council	Leader Chief Executive		Public
	RIPA Policy Review		Non	Council	Community Chief Executive		Public
	BID Vote report		Non	Cabinet	Human Resources and Shared Services Exec Dir – C Bamfield		Public
	Town Centre Investment (phase 1)		Key	Council	Regeneration Exec Dir – C Bamfield		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Affordable Housing Company		Non	Cabinet	Housing & Community Chief Executive		Public
	Conversion of office space to self-contained residential accommodation		Non	Cabinet	Housing & Community Chief Executive		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Final Accounts, Revenue Outturn and Capital Programme		Key	Council	Leader Asst Dir – L Gore		Public
	NCC Minerals Site Specific Allocation – Silica Sand		Non	Cabinet	Development Exec Dir G Hall		Public

	King's Lynn - Strategic land and property acquisition		Key	Council	Regeneration Chief Executive		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
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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 August 2016	NORA Joint Venture – Phase 3		Key	Council	Regeneration Chief Executive		Public
2	Major Housing Project		Key	Cabinet	Regeneration Chief Executive		Public
	Electoral Review		Key	Council	Leader Chief Executive		Public
	Notice of Motion – Coastal Economy		Non	Cabinet	Regeneration Chief Executive		Public
	Assets of Community Value – Policy Review		Non	Council	Community Chief Executive		Public
	Chinese Lanterns and balloons		Non	Cabinet	Environment Exec Dir – C Bamfield		Public
	Asset Management : Land with Development Potential		Key	Council	Regeneration Exec Dir – C Bamfield		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

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 September 2016	CIL – Result of Examination		Key	Council	Development Exec Dir- G Hall		Public
	Council Tax Support Scheme 2017/18	Draft for consultation	Key	Council	Leader Deputy Chief Executive		Public
	HLF Heritage Grants – Guildhall Complex		Key	Cabinet	Culture Exec Dir – C Bamfield		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
25 October 2016							

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
6 December 2016	Insurance Contract Tender		Key	Cabinet	Leader Deputy Chief Executive		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Council Tax Support Scheme 2017/18	Final Scheme for approval	Key	Council	Leader Deputy Chief Executive		Public

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide		NO
	Discretionary /	Need to be recommendations to Council		YES
	Operational	Is it a Key Decision		NO
Lead Member: Cllr B Long E-mail: Cllr.brian.long@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Jo Furner E-mail: jo.furner@west-norfolk.gov.uk Direct Dial:		Other Officers consulted: Chief Executive, Monitoring Officer		
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO

Date of meeting: 28 June 2016

REGULATION OF INVESTIGATORY POWERS ACT (RIPA) POLICY**Summary**

This Policy and the associated procedures are intended to ensure that investigations undertaken by the Council are conducted in accordance with the requirements of Regulation of Investigatory Powers Act 2000 (RIPA). RIPA ensures that when the Council needs to use covert investigation techniques, which by their very nature may otherwise be in breach of the HRA and ECHR, they are placed on a legitimate footing and that appropriate controls are put in place to ensure that the activities are properly controlled and monitored. It should be noted that these powers are only available in more serious cases and where other investigative methods are not appropriate or have been unsuccessful.

RIPA allows Local Authorities to carry out Directed Surveillance (surveillance of an individual/s for a specific purpose without their knowledge), use a Covert Human Intelligence Source (use of informants or undercover officers) and access communications data (obtaining subscriber information of a telephone number or internet user etc.) provided the investigatory activity is lawful, necessary, proportionate and non-discriminatory.

The requirements of the ECHR, HRA and RIPA impact on any officers of the Council who undertake investigatory or enforcement activities. This policy requires that all officers undertaking investigative activities only do so in accordance with the requirements set out by the Regulation of Investigatory Powers Act 2000 and its associated codes of guidance.

Recommendation

Adopt the revised Policy

Reason for Decision

The revised Policy captures only the broad principles behind RIPA and general responsibilities of the Council, whereas the finer details, including interpretation of the legislation and the procedure itself, are recorded in separate procedure documents, namely the toolkits. Therefore, updates and changes to legislation, interpretation and procedure can be made as and when required without frequent recourse to members.

Background

Presently, this Council has a detailed RIPA policy, which contains detailed statutory provisions and recommendations for practical application, along with details 'toolkits' which contain details of legal definitions, practical applications, working examples as well as step by step guides to the required procedures, including completing the requisite forms. Much of the information in the current policy is duplicated in the toolkits.

The law and practice associated with RIPA can be subject to frequent changes, whether that be changes to the primary or secondary legislation, its practical application by case law, following complaints to the Office of Surveillance Commissioner (OSC), or by recommendations by the OSC. Presently, any such changes need to be made both to the toolkits and the RIPA policy any such changes would mean recourse to members for the policy to be updated or amended, a lengthy process to make minor and reasonably frequent amendments.

In order to improve efficiency, the amended policy captures only the broad principles behind RIPA. The finer details, including interpretation of the legislation and the procedure itself, are to be recorded in a separate procedure document, namely the toolkits which are currently published on the intranet. These can be updated and refreshed as and when required. It is anticipated that these changes will be made by legal services as and when required. A similar strategy has been used at other local authorities, and it was welcomed by the OSC upon their inspection.

This policy is not meant to appear as a criticism of the existing policy document or the contents therefore, but represents a more simplified policy which deals with the rationale behind the legislation and the general responsibilities of the Council in terms of complying with the procedure, providing adequate training to relevant staff etc. It serves to avoid duplication of work, and means that changes in legislation or practice, which are quite often minor, can be made without recourse to members.

Options Considered

- Leave policy as is. In this scenario any changes to law or practice need to be detailed both in the existing policy and the practical toolkits, and such amendments to the former need to be approved by recourse to members, involving a written report and associated process to put the matter to members.
- Amend policy. This will reduce the number of times, and work associated with this, that the policy will need to be presented to members to keep abreast of changes in law and procedure and avoid duplication of work. Any pertinent changes can be brought to officer's attention by way of a short staff briefing referring to the updated toolkits.

Policy Implications

Financial Implications

- None

Personnel Implications

- None

Statutory Considerations

- Council required to have a policy to setting out its obligations with regards to RIPA

Equality Impact Assessment (EIA)

(Pre screening report template attached)

Risk Management Implications

- None on policy itself

Declarations of Interest / Dispensations Granted

- None

Background Papers

- Currently policy
- Revised policy
- Toolkits x 2

Pre-Screening Equality Impact Assessment



Name of policy/service/function	RIPA Policy
Is this a new or existing policy/ service/function?	Existing
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations	This Policy and the associated procedures are intended to ensure that investigations undertaken by the Council are conducted in accordance with the requirements of Regulation of Investigatory Powers Act 2000 (RIPA). RIPA ensures that when the Council needs to use covert investigation techniques, which by their very nature may otherwise be in breach of the HRA and ECHR, they are placed on a legitimate footing and that appropriate controls are put in place to ensure that the activities are properly controlled and monitored.

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			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Other (eg low income)			x	

Question	Answer	Comments
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?	No	
3. Could this policy/service be perceived as impacting on communities differently?	No	
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No	
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	No	<p>Actions:</p> <p>Actions agreed by EWG member:</p>

Assessment completed by: Jo Furner Name	12
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Job title Solicitor	Date 13 May 2016
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POLICY TITLE

The Regulation of Investigatory Powers Act 2000

POLICY AIM

To ensure that the Borough Council of King's Lynn and West Norfolk (the Council) and its officers when undertaking covert investigative activities which may interfere with a person's right to respect for private and family life, home and correspondence, do so in such a way that is compatible with the European Convention on Human Rights (ECHR) and the Human Rights Act 1998 (HRA).

EXECUTIVE SUMMARY

This Policy and the associated procedures are intended to ensure that investigations undertaken by the Council are conducted in accordance with the requirements of Regulation of Investigatory Powers Act 2000 (RIPA). RIPA ensures that when the Council needs to use covert investigation techniques, which by their very nature may otherwise be in breach of the HRA and ECHR, they are placed on a legitimate footing and that appropriate controls are put in place to ensure that the activities are properly controlled and monitored. It should be noted that these powers are only available in more serious cases and where other investigative methods are not appropriate or have been unsuccessful.

RIPA allows Local Authorities to carry out Directed Surveillance (surveillance of an individual/s for a specific purpose without their knowledge), use a Covert Human Intelligence Source (use of informants or undercover officers) and access communications data (obtaining subscriber information of a telephone number or internet user etc) provided the investigatory activity is lawful, necessary, proportionate and non-discriminatory.

The requirements of the ECHR, HRA and RIPA impact on any officers of the Council who undertake investigatory or enforcement activities. This policy requires that all officers undertaking investigative activities only do so in accordance with the requirements set out by the Regulation of Investigatory Powers Act 2000 and its associated codes of guidance.

This policy covers the broad principals behind RIPA and general responsibilities of the Council, with the finer details, including interpretation of the law and procedures, being recorded in separate procedural guidelines. The rationale for this is to allow any changes in the law and procedure to be updated as and when necessary with greater efficiency.

POLICY STATEMENT

Article 8 of the ECHR serves to protect an individual's right to respect for his private and family life, his home and his correspondence. This is incorporated in to English law by the HRA. Furthermore, a right of action for breach of convention rights is available in English law by the Human Rights Act 1998.

However, article 8 is not an absolute right but a qualified right, and therefore in some circumstances the Council can override this right and carry out investigative activities which would otherwise amount to a breach of an individual's right to privacy. However, in order to do so then principles set out in article 8.2 must be complied with. Essentially, the proposed investigatory activity must be:

- Lawful;
- Proportionate;
- Necessary; and
- Non-discriminatory.

RIPA provides a clear statutory mechanism for the operation of certain investigative techniques which would otherwise be a breach of the ECHR and HRA, thus making such investigative techniques lawful. It further seeks to ensure that any interference with an individual's rights under Article 8 is necessary and proportionate and in doing so, ensures that both the public interest and human rights of individuals are suitably balanced.

The purpose of RIPA as it affects the Borough Council of King's Lynn and West Norfolk is to regulate:

- The carrying out of directed surveillance;
- The use of covert human intelligence sources; and
- Accessing communications data.

The Home Office have published a number of Statutory Codes of Practice which complement and supplement the Regulation of Investigatory Powers Act 2000. These Codes of Practice are sanctioned by the Regulation of Investigatory Powers Act 2000, and are admissible as evidence in criminal and civil proceedings:

- Covert Surveillance and Property Interference;
<https://www.gov.uk/government/publications/covert-surveillance-and-covert-human-intelligence-sources-codes-of-practice>
- Covert Human Intelligence Sources;
<https://www.gov.uk/government/publications/covert-surveillance-and-covert-human-intelligence-sources-codes-of-practice>
- Acquisition and Disclosure of Communications Data
<https://www.gov.uk/government/publications/code-of-practice-for-the-acquisition-and-disclosure-of-communications-data>
- Retention of Communications Data
<https://www.gov.uk/government/publications/code-of-practice-for-the-acquisition-and-disclosure-of-communications-data>

The requirements of RIPA, ECHR and HRA apply to all Council employees and external agencies working on behalf of the Council who undertake investigatory or enforcement activities.

Compliance with RIPA and the associated processes and procedures therefore serves to provide protection to the Borough Council of King's Lynn and West Norfolk **and to the individual officers involved** against claim, either in civil proceedings or a complaint to the Local Government Ombudsman or the Investigatory Powers Tribunal, by persons who

maintain that their right to privacy afforded article 8 has been breached. Such compliance further ensures that any evidence obtained throughout the investigation is admissible in any subsequent legal proceedings. It is therefore crucial that all officers of the Council undertaking an investigation which may unduly interfere with a person's right to privacy adhere to the requirements of RIPA.

In recognition of its responsibilities and duties under the European Convention on Human Rights, the Human Rights Act 1998 and the Regulation of Investigatory Powers Act 2000 the Council shall:-

1. Ensure that all officers involved with enforcement or who may undertake investigatory activities are aware of and comply with the requirements and duties contained in the Regulation of Investigatory Powers Act 2000 and the associated Codes of Practice;
2. Ensure that all other statutory requirements associated with The Regulation of Investigatory Powers Act 2000, including the retention and handling of material obtained through surveillance and record keeping, are complied with.
3. Have in place detailed and up to date procedures in respect of Directed Surveillance, the use of Covert Human Intelligence Source and accessing Communications Data which shall be widely available and made known to relevant officers. These procedures shall be maintained and updated from time to time by the Borough Council of King's Lynn and West Norfolk's Legal Representatives.
4. Ensure appropriate training is made available to all officers involved with enforcement or who may undertake investigatory techniques and authorising officers.

AUTHORISED OFFICERS

The following officers are authorised officers for the purposes of RIPA:

- Ray Harding – Chief Executive
- Debbie Gates – Executive Director, Central Services
- Geoff Hall – Executive Director, Development Services

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Mandatory/ Operational	(a) Be entirely within Cabinet's powers to decide	YES	
None		(b) Need to be recommendations to Council	NO	
		(c) Be partly for recommendations to Council and partly within Cabinet's powers –	NO	
Lead Member: Cllr B Long E-mail: cllr.brian.long@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Toby Cowper E-mail: toby.cowper@west-norfolk.gov.uk Direct Dial: 01553 616523		Other Officers consulted: Management Team. Service Managers.		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications (incl S.17) YES	Equal Opportunities Implications NO	Risk Management Implications NO

Cabinet Date: 28 June 2016**REVENUE OUTTURN 2015/2016****Summary**

The report sets out in summary the revenue outturn of 2015/2016 for the General Fund (council tax accounts). The report shows details of the major differences between actual costs/income and the revised estimates for 2015/2016 reported in February 2016 monitoring.

The accounts show actual Borough spend of £18,021,900, which is £48,790 less than the February Revised Estimate for 2015/2016. This additional saving will be held within the General Fund balance that is carried forward to 2016/2017.

The Councils continuing strategy is to identify budget savings in year, as part of the monitoring process and at year end. These saving are then transferred to the General Fund Balance for use in future years.

Recommendation

It is recommended that Cabinet approves:

- 1. The revenue outturn and proposed transfers to reserves for 2015/2016.**

Reason for Decision

To approve the revenue outturn for 2015/2016 of the Council.

1 Introduction

- 1.1 This report sets out the revenue outturn of the Council's budget for 2015/2016, the details of which will be used to form the Statement of Accounts later in the year.
- 1.2 The Statement of Accounts for 2015/2016 will be taken to the Audit Committee for approval on the 5 September 2016. (It is a statutory requirement that the approval and publishing of the Statement of Accounts has to be completed by the 30th September 2016).

2 Final Outturn 2015/2016

- 2.1 The revised estimate (in the table below) has been adjusted from the one reported in the February 2016 monitoring report to allow for the central service recharges. These adjustments represent the recharge of support service costs and hence are merely movements between service areas and have no "bottom line" effect.

	As reported in February monitoring	Adjusted Estimate for Outturn	Movement
	£	£	£
Corporate	1,554,210	2,577,250	1,023,040
Democracy	1,391,790	1,357,280	(34,510)
Services Areas:			
Central and Community Services	3,847,790	2,655,210	(1,192,580)
Chief Executive	5,901,160	5,499,010	(402,150)
Commercial Services	4,566,170	5,045,430	479,260
Environment and Planning	1,660,940	1,787,880	126,940
	18,922,060	18,922,060	0

This recharge of support services is required by accounting guidelines to reflect the full cost of a service (total cost principle). The 'net' impact on the accounts is nil.

- 2.2 The following table uses the revised estimate adjusted in 2.1 to compare to the actual outturn for 2015/2016.

	Revised Estimate 2015/16 £	Actual Outturn 2015/16 £	Difference Revised to Actual £	Note
Corporate	2,577,250	3,462,686	885,436	3.1
Democracy	1,357,280	1,325,389	(31,891)	3.2
<u>Services Areas:</u>				
Central and Community Services	2,655,210	1,573,825	(1,081,385)	3.3
Chief Executive	5,499,010	4,791,393	(707,617)	3.4
Commercial Services	5,045,430	4,865,470	(179,960)	3.5
Environment and Planning	1,787,880	1,526,912	(260,968)	3.6
Service Area Totals	18,922,060	17,545,675	(1,376,385)	
Financing Adjustment	(5,574,010)	(4,236,295)	1,337,714	3.8
Internal Drainage Boards	2,619,710	2,619,687	(23)	
Special Expenses	109,210	96,577	(12,633)	
Council Tax Support to Parishes	103,700	106,237	2,537	
Subtotal	16,180,670	16,131,880	(48,790)	
Reimbursement of lump sum Pension Payment	1,108,000	1,108,000	0	
Contribution to Balances as reported in February 2016	782,020	782,020	0	
Borough spend for 2015/2016	18,070,690	18,021,900	(48,790)	
Additional contribution to Balances	0	48,790	48,790	
Final Revenue Outturn 2015/2016	18,070,690	18,070,690	0	

The table shows a net borough spend for 2015/2016 of £18,021,900 which is £48,790 less than the revised budget set at £18,070,690.

- 2.3 Service managers over the year ending 31 March 2016 have continued to look for opportunities to produce budget savings that support the Council's drive for reduction in costs. These savings have been reported as part of the monthly monitoring process. The £914,070 budget saving is summarised in Appendix 1.

As reported in the February 2016 monitoring it was anticipated that £782,020 would be added to the general fund balance. Outturn figures show that there will in fact be an additional contribution of £24,032 to balances.

- 2.4 The 2015/2016 outturn is within budget and allows the Council to set aside funds for a variety of future demands in addition to carrying forward a General Fund balance that is higher than originally estimated.

3. The major differences between the revised estimates and the actual costs are as follows:

The following pages show the major differences between the revised estimates and the actual costs. Under each budget heading the format shows "Movements to be explained", which are outlined as major variances in the narrative that follows.

The Budget heading summaries also show items for "Additional Transfers to Reserves" and "Grants Transferred to Reserves". These sums are listed separately at Appendix 2 with the relevant comments.

Two other categories appear in certain budget heading summaries, "REFCUS" (revenue expenditure funded from capital under statute) and "Unsupported Borrowing". Both of these items deal with an accounting requirement that shows what the Council, for budget purposes, treats as Capital items as properly being recorded as revenue spending. There is no impact on the accounts of the Council or Council Tax as the charges are reversed out as a part of the Financing Adjustment as shown in paragraph 3.8. Additionally see Appendix 3 for a further explanation.

3.1 CORPORATE SERVICES – Deficit £885,436

	£
Movements to be explained	(14,564)
Additional transfers to reserves (<i>Appendix 2</i>)	900,000

(The additional £900,000 transferred to the Major Projects reserve will be used to help finance capital initiatives which will generate revenue income in future years.)

Deficit	885,436
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The major variances are as follows:

- **Adjustments to Bad Debt provisions**
£108,804 net charge to revenue due to an increase in the General Fund bad debt provision, this is as a result of an increase in sundry debtors at year end.
- **Corporate Insurance Contingency**
(£79,652) Surplus due to lower than expected use of this contingency during 2015/2016 and no requirement to top up the insurance reserve as at 31 March 2016.
- **Management Team**
(£31,985) Surplus mostly due to changes to Management Team during 2015/2016 resulting in salary underspends.

Summary of movement to be explained

	£
Bad Debt Provision	108,804
Corporate Insurance Contingency	(79,652)
Management Team	(31,985)
Other	(11,897)
TOTAL	(14,564)

3.2 DEMOCRACY – Surplus (£31,891)

	£
Movement to be explained	(81,504)
Grants transferred to reserves (<i>Appendix 2</i>)	49,613
Surplus	(31,891)

The major variances are as follows:

- **Register of Electors**
(£49,613) Surplus mainly due to additional Government Grant received towards the cost of individual electoral registration. It is proposed to carry this grant forward for use in 2016/2017.
- **Member Services**
(£7,045) The overall underspend is mainly due to lower than estimated expenditure on members allowances and travel.
- **Support of the Democratic Process**
(£26,108) Surplus due to a variety of small budget underspends including a saving on telephones, IT and broadband charges.

Summary of movement to be explained

	£
Register of Electors	(49,613)
Members Services	(7,045)
Support of the Democratic Process	(26,108)
Other	1,262
TOTAL	(81,504)

3.3 CENTRAL & COMMUNITY - Surplus (£1,081,385)

	£
Movements to be explained	(203,257)
REFCUS (<i>Appendix 3</i>)	(937,867)
Additional transfers to reserves (<i>Appendix 2</i>)	59,739
Surplus	(1,081,385)

The major variances are as follows:

- **Personnel Services**
(£47,483) Surplus partly due to a (£28,000) underspend against the corporate training holding account. It is proposed to transfer £25,000 of this to reserves to be used on a management training course in 2016/2017. The remaining underspend is due to lower than expected costs on salaries and other miscellaneous expenditure.

- **Care and Repair**
(£84,331) Surplus due to a change in recent VAT advice around internal fee costs transferred between the capital and revenue budgets.
- **Policy and Partnerships**
(£68,631) Surplus mainly due to the cancellation of the DAWN database, additional grant money and less activity on the LILY project than anticipated. It is proposed to transfer the £30,339 grant money to reserves for community initiatives in the northern part of King's Lynn.

Summary of movement to be explained

	£
Personnel Services	(47,483)
Care and Repair	(84,331)
Policy and Partnerships	(68,631)
Other	(2,812)
TOTAL	(203,257)

3.4 CHIEF EXECUTIVE - Surplus (£707,617)

	£
Movements to be explained	(504,743)
REFCUS (<i>Appendix 3</i>)	(492,438)
Grants transferred to reserves (<i>Appendix 2</i>)	257,564
Additional transfers to reserves (<i>Appendix 2</i>)	32,000
Surplus	(707,617)

The major variances are as follows:

- **Economic Regeneration**
(£39,292) Surplus mainly due to expenditure on the Enterprise Zone being lower than anticipated in 2015/2016.
- **Financial Assistance**
(£41,031) Surplus mainly due to savings on one of the service level agreements (SLA) and less revenue grants being awarded against the small grants scheme than anticipated.
- **Housing Options**
(£148,345) Surplus mainly due to additional grant money received in year. It is proposed to transfer £111,578 to reserves for use in 2016/2017 and £20,000 to reserves to fund the Purfleet initiative (homelessness initiative).

- **Revenues and Benefits**
(£270,510) Surplus mostly due to a positive variance against the benefits claim and additional grant money received in year. It is proposed to transfer £129,086 to reserves for use in 2016/2017.

Summary of movement to be explained

	£
Economic Regeneration	(39,292)
Financial Assistance	(41,031)
Housing Options	(148,345)
Revenues and Benefits	(270,510)
Other	(5,565)
TOTAL	(504,743)

3.5 COMMERCIAL SERVICES - Surplus (£179,960)

	£
Movements to be explained	(363,285)
REFCUS (<i>Appendix 3</i>)	15,000
Unsupported Borrowing	16,510
Additional Transfers to Reserves (<i>Appendix 2</i>)	151,815
Surplus	(£179,960)

The major variances are as follows:

- **Carparks**
(£28,134) Surplus mainly due to additional income achieved in the last two months of 2015/2016.
- **CCTV**
£45,654 Deficit mainly due to an income shortfall of £27,000 (Freebridge) and an overspend on the BT contract of £17,000
- **Cleaning and Street Sweeping**
(£45,361) Surplus mainly due to savings on external contractors and a vacant post.
- **Parks, Sports Grounds and Open Spaces**
(£25,586) Surplus mainly due to in-year savings on general repairs and vacant posts. It is proposed to transfer £15,000 to reserves to cover the Council's contribution to the HLF bid - Hunstanton Open Space Project.
- **Resort Services**
(£54,408) Surplus mainly due to in year savings (£20,000) on maintenance costs and higher than anticipated rents (£32,000) received during the year.

- **Town Centre Manager**
(£23,723) Included in the Town Centre Manager budget for 2015/2016 was £30,000 for the development of the King's Lynn Business Initiative District (BID). It is proposed to transfer £20,750 of this to reserves for use in 2016/2017.
- **Gaol House / Stories of Lynn**
(£62,260) The Gaol House was closed during 2015/2016 in order for the site to be developed into the new Stories of Lynn attraction. It is proposed to transfer the surplus Gaol House budget of £82,260 to reserves for use in 2016/2017.
- **Leisure Services**
(£155,135) Surplus mainly due to in year savings on maintenance costs £47,000, Utilities £52,208 and a £29,930 profit share contribution from Alive Leisure. It is proposed to transfer the £29,930 profit share to reserves for use on council leisure assets in future years.

Summary of movement to be explained

	£
Car Parks	(28,134)
CCTV	45,654
Cleaning and Street Sweeping	(45,361)
Parks, Sports Grounds and Open Spaces	(25,568)
Resort Services	(54,408)
Town Centre Manager	(23,723)
Gaol House / Stories of Lynn	(62,260)
Leisure Services	(155,135)
Other	(14,332)
TOTAL	(363,285)

3.6 ENVIRONMENT AND PLANNING – Surplus (£260,968)

	£
Movements to be explained	(498,667)
Grants transferred to reserves (Appendix 2)	180,699
Additional Transfers to Reserves (Appendix 2)	57,000
Surplus	(260,968)

The major variances are as follows:

- **Development Control**
(£163,830) Surplus due to additional planning fee income in the last quarter of 2015/2016.

- **Flood Defence**
(£58,232) Surplus mainly due the Hunstanton promenade repairs being delayed until 2016. It is proposed to transfer £57,000 to reserve to cover this cost in 2016/2017.
- **Local Land Charges**
(£117,351) Surplus due to additional 'New Burdens' grant (£117,630) received in year. This grant is to be used to cover future land charges compensation claims. It is proposed to transfer £88,594 to reserve to be used in 2016/2017.
- **Licenses Service**
(£14,966) Surplus mainly due to minor savings on software (£6,000) and higher than anticipated income (£6,000).
- **Planning Policy**
(£91,052) Surplus mainly due to additional Neighbourhood Planning Grant of (£105,000) received in year. It is proposed to transfer £92,105 to reserve for use in 2016/2017.
- **Environmental Health**
(£47,428) Surplus mainly due to in year salary savings from vacant posts.

Summary of movement to be explained

	£
Development Control	(163,830)
Flood Defence	(58,232)
Local Land Charges	(117,351)
Licenses Service	(14,966)
Planning Policy	(91,052)
Environmental Health	(47,428)
Other	(5,808)
TOTAL	(498,667)

3.8 Financing Adjustment – Deficit £1,329,905

The major element of the Deficit can be explained as follows

	£
Net surplus in interest payments/receivable	(74,038)
REFCUS - Revenue expenditure funded from capital under statute (<i>Appendix 3</i>)	1,398,752
Unsupported Borrowing	13,000
TOTAL	1,337,714

4 Business Rates Retention Scheme Outturn for 2015/2016

The financial year 2015/2016 is the third year since the introduction of the Business Rates Retention Funding arrangements. The outturn for Business Rates Retention, along with the government return NNDR3 (National Non Domestic Rates Return 3), will be reported to Audit Committee at the same time as the statement of accounts on the 5 September 2016.

Although there are significant sums involved with the calculation of the 'Business Rates Retention' scheme outturn for 2015/2016 the impact on the financial year will be nil. The statutory arrangements for accounting for National None Domestic Rates mean that any in year surplus or deficit may be called upon / refunded in 2017/2018. Any in year surplus or deficit will therefore be transferred to the Collection Fund Adjustment earmarked reserve.

5. Amendments to the Earmarked Reserves Policy

The Councils policy on earmarked reserves states that the maximum balance to be held in each policy area is:

Reserves Policy Area	Balance as at 31 March 2016 £000	Maximum balance to be held £000	Proposed new maximum balance to be held £000
Amenity Areas	272	300	300
Capital Programme Resources	8,505	10,000	10,000
West Norfolk Partnership	289	2,000	500
Insurance Reserve	143	250	250
Restructuring Reserve	750	1,000	1,000
Repairs & Renewals Reserve	1,258	2,500	2,500
Holding Accounts	2,133	2,500	2,500
Ring Fenced Reserves	1,115	1,000	1,500
Planning Reserves	627	1,000	1,000
Grants Reserves	792		1,000
Collection Fund Adjustment Reserve	3,160	5,000	5,000
Other Total	19	100	100
	19,063	25,650	25,650

It is proposed to amend the earmarked reserves policy balance as follows:

- West Norfolk Partnership reserves from £2,000,000 to £500,000.
- Ring Fenced reserves from £1,000,000 to £1,500,000 (this is to allow for additional S106 money received in year).
- Create a new area for grants held in reserves £1,000,000.

6. General Fund Working Balance

The underspend on the budget for 2015/2016 results in an increase to the General Fund working balance of £48,790 which provides for a revised balance of the General Fund as at 31 March 2016 of £5,735,034.

7. Policy Implications

None

8. Statutory Considerations

The external audit of the accounts will be starting in June 2016 and the final version of the Statement of the Accounts for 2015/2016 must have been approved and published by the 30th September 2016. This year the external audit of the accounts will be carried out by Ernst and Young LLP.

9. Consultations

Leader of Council
Management Team
Service Managers

10. Access to Information

Council Agenda/Minutes
Council Financial Plan 2016 – 2020
Monthly Monitoring Reports

Detail	Monitoring Report	£
Utility Costs - overall reduction	June & July	(98,870)
NNDR Discretionary Rate Relief	June	(88,210)
Hunstanton Promenade	June	10,000
Kings Court pigeon netting	August	15,000
Internal Drainage Board Levies	August	(12,990)
Turnover savings - amount achieved in excess of £150,000 target	September	(135,550)
Pay Contingency	September	(210,000)
Old Cattle Market car park transfer to Capital	September	85,000
Careline adverse variance	September	30,000
Payroll Processing contract saving	September	(10,000)
Additional Car Park Income	September	(130,000)
Leisure Services Management fee – impact of pay policy for joint employees	September	28,690
Support service costs – correction of budget duplication	September	313,220
Public and Open Space adverse variance	September	13,400
Tech Team adverse variance	September	16,560
Revenues and Benefits services review	September	(110,760)
Investment Return	September	(64,000)
Development Control	November	(140,000)
Car Park Income	December	(70,000)
Town Centre	December	30,000
Turnover Savings	January	(395,610)
Cost Reduction Target	January	160,100
Turnover Savings	February	(109,620)
Vehicles	February	(90,710)
Financing Adjustment	February	(144,000)
Corporate Costs and Provisions	February	144,000
Home Improvement Agency	February	(168,450)
Personnel Services	February	(6,500)
Policy and Partnerships	February	(19,000)
Safety and Welfare	February	(7,500)
Financial Assistance	February	19,400
Internal Audit	February	(6,990)
Regeneration Projects	February	(25,000)
Car Parks	February	234,590
Energy Efficiency	February	20,380
Grounds and Open Spaces	February	(44,000)
Leisure Management Fee	February	(100,000)
Public Cleansing & Neighbourhood Teams	February	(22,500)

Recycling	February	220,000
Resorts	February	(30,000)
Walks	February	(8,000)
Licensing	February	(8,000)
Planning	February	(267,000)
Training	February	(68,050)
TOTAL		(914,070)

Proposed Transfers to Reserves as at 31 March 2016**Appendix 2**

As part of closing the accounts the opportunity has been taken to set up additional transfers to reserves:

Portfolio	Service	Amount to reserve £	Grant Description	Reason to support proposed transfer
Grants received in year and transferred to Earmarked reserves	Individual Electoral Reg	£49,613	Election Reserve	Additional spend still to be incurred to implement Individual Electoral Registration
	Housing Standards	£19,949	Multiple housing related grants	Balance of grant monies for future years
	Housing Options	£25,000	Rough Sleeper Fund grant	Balance of grant monies for future years
	Housing Options	£41,862	Homelessness Prevention grant	Balance of grant monies for future years
	Housing Options	£ 41,667	Help for Single Homeless grant	Balance of grant monies for future years
	Revenues and Benefits	£75,284	Welfare Reform Funding	Balance of grant monies for future years
	Revenues and Benefits	£53,802	Localising Support Council Tax	Balance of grant monies for future years
	Planning Policy	£92,105	Neighborhood Planning Grant	Neighborhood Planning Grant to be used in 2016/2017
	Land Charges	£88,594	Land Charges	New Burdens income to be used to cover future compensation claims
	North Lynn Opportunities	£30,339	Policy and Partnership	Grant money carried forwards to support the community center
TOTAL GRANTS		£518,215		

Portfolio	Service	Amount to reserve £	Reserve Description	Reason to support proposed transfer
Corporate	Corporate	900,000	Major Project Reserve	Funding to support the major projects the council is currently investigating for future years.
	Sub Total	£900,000		
Central and Community Services	Staff Training	£25,000	Staff Training	Level 7 Management Training - Start date deferred from 2015/16 to 2016/17
	Community Centres	£4,400	Community Centres	Provision to pay for the utilities at Gaywood Community Centre
	Sub Total	£29,400		
Chief Executive	Tourism	£12,000	Cultural & Publicity	Contribution for new mobile phone application
	Housing Options	£20,000	Housing Options	Contribution to fund Purfleet Trust initiative in 2016/17
	Sub Total	£32,000		
Commercial Services	Kings Lynn Goal House	£82,755	Stories of Lynn	Surplus Goal House budget from 2015/2016 carried forwards to support the new Stories of Lynn center.
	Town Center	£20,750	Town Center	King's Lynn 'BID' money to be used in 2016/2017.
	Parks and Grounds	£15,000	Open Spaces	Contribution to Heritage Lotteries Fund bid re Hunstanton Open Space Project
	Industrial Estates	£3,380	Industrial Services	Admin fee on service statements used to fund future years
	Leisure Services	£29,930	Leisure facilities	Used to fund capital works in future years
	Sub Total	£151,815		
Environment and Planning	Coastal Defence / Protection	£57,000	Promenade Repairs	Balance of repairs budget to fund Promenade repairs in 2016/17
	Sub Total	£57,000		
TOTAL TRANSFERS TO RESERVES £1,170,215				
TOTAL GRANTS AND TRANSFERS TO RESERVES £1,688,430				

- **Unsupported Borrowing**

A form of capital finance funded by revenue either by increased income or a reduction in costs. There is not Government grant to support this form of funding.

- **Revenue Expenditure Funded from Capital Under Statute (REFCUS)**

Capital expenditure that does not result in a new or enhanced asset in the Authority's accounts. An example is Disabled Facilities Grants made to individuals. These are charged to the Income and Expenditure Account and reversed out as part of the Financing Adjustment.

REPORT TO CABINET

Open		WOULD ANY DECISIONS PROPOSED :		
Any especially affected Wards None	Mandatory	(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 Cabinet's powers		NO
Lead Member: Councillor Brian Long E-mail: cllr.brian.long@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Lorraine Gore E-mail: lorraine.gore@west-norfolk.gov.uk Direct Dial: 01553 616432		Other Officers consulted: Management Team		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications (incl S.17) NO	Equal Opportunities Implications NO	Risk Management Implications YES

Date of meeting: 28 June 2016

Capital Programme and Resources 2015-2020

Summary

The report provides details of the outturn of the 2015/2016 capital programme and outlines amendments and re-phasing to the spending on schemes, revising the programme for 2016/2020. The capital programme outturn for 2015/2016 totalled £13,924,624 against an approved budget of £15,746,950. It has been necessary to re-phase a total of £1,998,850 of scheme costs to future years. Useable capital receipts generated in the year totalled £1,043,237. The capital resources available to fund expenditure in 2015/2016 are detailed in section 3 of the report.

RECOMMENDATIONS

- 1) That Cabinet note the outturn of the capital programme for 2015/2016 of £13,924,624.
- 2) That the financing arrangements for the 2015/2016 capital programme be noted.
- 3) That Cabinet approve the revised 2016/2020 capital programme and financing as detailed in the report.

Reason for Decision

To report the outturn 2015/2016 for the Capital Programme and update members on capital spending and resources for 2016-2020.

1 Introduction

- 1.1 This report presents the outturn of the 2015/2016 capital programme and provides details of amendments and rephasing resulting from under and overspends and their impact on the 2016/2020 programme. The report also outlines the financing of the 2015/2016 programme.

2 Capital Programme 2015/2016

- 2.1 The full capital programme for 2015/2016 is shown at Appendix 1 and provides details of the outturn for individual schemes, together with amendments and rephasing to/from future years.
- 2.2 A full updated Capital Programme 2015/2016 of £15,746,950 was reported at the Cabinet meeting on 2 February 2016 and approved by Council on 25 February 2016.
- 2.3 The final figures for the outturn on the capital programme show that it will be necessary to carry forward a further £1,998,850 as schemes carry over to future years. In a number of cases there were over or over spends which net to a £20,352 underspend across the overall capital programme.

The main schemes where over/(underspends) are reported are detailed in the table below.

	£
Enterprise Centre – Ground Works	(24,483)
Sports Pavilion Kingsway Replacement - final retention payments	23,284
Joint Venture / Housing Developments – Set Up Funding (correction of prior year expenditure)	(10,310)
Private Sector Housing – Small Grants	(44,423)
Community Projects - Financial Assistance	(11,486)
North Lynn Industrial Estate - 1-8 Brygen Road reroofing	27,899
Miscellaneous movements	19,167
	(20,352)

In addition there are a number of schemes which come with resources ie reserves where the capital programme was not updated and amended to fully reflect the actual costs. The main schemes are detailed in the table below. The apparent overspend is met from earmarked reserves/grants unapplied/unsupported borrowing and there is no impact on the bottom line funding of the capital programme.

Scheme	Funding	£
King's Lynn Bus Station	Funded in part (£50,000) from S106 funds held in reserve – addition expenditure highlighted in Capital Estimates report to Cabinet in February 2016	60,677
Town Hall / Archive 'Stories of Lynn'	Funded from Town Hall Repairs and Renewals Reserve – addition expenditure highlighted in Capital Estimates report to Cabinet in February 2016	183,144
Enterprise Centre	Additional external funding – original estimate included funding of £463,000 from the Business Rates Pool and the LEP Growth Deal Grant, actual contributions totalled £950,000	(487,000)
South Quay – Acquisition of Silo Site	Funded from Capital Reserves (Cabinet 31 March 2015)	362,781
ICT Projects – One Vu Project	Invest to save scheme Funded from unsupported borrowing	61,371
Saturday Market Place Enhancements – additional building lighting	Funded from car parks Repairs and Renewals Reserve	38,331
Downham Market Leisure Centre - Replacement Fitness Equipment	Funded from unsupported borrowing	(14,483)
Refuse and Recycling – replacement bins	Funded from unsupported borrowing	3,803
Lynnsport- functional training area	Funded from retained profits Council and Alive Leisure	4,722
		213,346

- 2.4 The table below shows the summary of the programme and actual spend to 31 March 2016. The detailed outturn for the Capital Programme 2015/2016 is presented at Appendix 1.

Table 1

	2015/2016	2015/2016	Rephase	2015/2016
	Budget	Outturn	To 2016/2017	Variance and Amend- ments
	£	£	£	£
Major Projects	12,595,710	11,663,026	(1,091,530)	158,846
Central and Community Services	1,429,950	1,156,328	(289,470)	15,848
Chief Executive	123,900	56,124	(56,230)	(11,546)
Commercial Services	1,593,390	1,049,145	(557,620)	13,376
Environment and Planning	4,000	0	(4,000)	0
Capital Programme Outturn	15,746,950	13,924,624	(1,998,850)	176,524

- 2.5 The main areas for the proposed rephasing and amendments are detailed below. The detailed outturn is presented at Appendix 1.

Major Projects

Enterprise Centre

The building construction was completed during 2015/2016. The budget of £500,000 which had been allocated in 2016/2017 was brought back into 2015/2016.

NORA

Budget provision of £550,000 is to be carried forward to 2016/2017 in respect of remediation and utilities works.

Major Housing Development

Final design details are now being agreed with utility companies with a planned start on site of July 2016. Show Homes will be available from March 2017, with the first sales taking place early in 2017/2018. The balance of the budget provision of £742,900 will be rephased to 2016/2017.

Joint Venture NORA Housing

Works on phase 1 of this project is now complete and the last property is now sold awaiting completion. Construction of 58 units on phase 2 of the project is underway with 20 houses sold or reserved off plan as at 31 May 2016. The balance of the budget of £191,300 will be carried forward to 2016/2017 to meet the on-going costs of this project. The capital programme does not include for the construction of the housing units for Phase 3 of the project; this will be subject to a further report to Cabinet. However the infrastructure for phase 3 was let as part of the Phase one contract as previously agreed and will be completed by end of September 2016.

Central and Community Services

Private Sector Renewal Assistance

These budgets are committed for grant applications that are either approved but the works are not yet complete, applications are being assessed or cases on the waiting list. Budget provision of £120,700 is to be carried forward to 2016/2017.

ICT Development Programme

A number of ICT projects which commenced during 2015/2016 are on-going, in particular the network resilience and website. It is proposed to rephase budget provision of £168,770.

Commercial Services

Car Parks

The car parks resurfacing programme and refurbishment works to the Old Cattle Market are rephased to 2016/2017. The budget provision of £108,000 will be carried forward to meet the cost of the works.

Corn Exchange and Leisure Facilities

The capital programme includes a number of schemes at the Corn Exchange and Leisure facilities. Several of these projects which commenced during 2015/2016 will now be completed during 2016/2017. The balance of the budget provision of £164,700 will be carried forward to 2016/2017 to meet the cost of the ongoing works.

Play Areas – Refurbishment

The budget provision of £61,770 will be carried forward to meet the costs of replacement play surfacing works to be completed during 2016/2017.

New Nursery (Hardwick Narrows Depot)

The balance of the budget provision of £83,100 will be carried forward to 2016/2017 to meet the cost of the on-going works.

King's Court - Refurbishment of Lifts

The refurbishment works to the lifts will be completed during June 2016 and the balance of the budget provision of £40,360 will be rephased to 2016/2017.

- 2.6 Total useable capital receipts generated in 2015/2016 from preserved right to buy sales of former council houses, land sales, sale of vehicles and repayment of grants were £751,570. The table below shows the summary of useable capital receipts generated in 2015/2016.

Table 2

	2015/2016	2015/2016
	Budget	Outturn
	£'000	£'000
Council Houses Preserved Right to Buy	150	421
General Fund – Land	1,142	611
Repayment of Grants	0	11
Total	1,292	1,043

- 2.7 As part of the housing stock transfer agreement the Council receives a share of the VAT recovered by Freebridge Community Housing on its development programme works. The income received under the VAT sharing agreement is classified as capital receipts, and £517,412 was received during 2015/2016.
- 2.8 There were 45 houses on the Nar Valley Park (NORA Housing Development) which had sold at 31 March 2016. The total amount received in respect of the house sales was £6,625,249 (this includes £291,667 in respect of the land receipt which is reported as part of the general fund land sales to the Council in 2.6 above). In addition refundable reservation fees had been received for 15 plots and this income will be carried forward to 2016/2017. The sales receipts received in 2015/2016 have been used to meet expenditure incurred on the NORA Housing Development in 2015/2016, and to partly repay temporary borrowing which relates to expenditure on the project from prior years. The NORA Housing Development is a joint arrangement with Norfolk County Council.

3 Financing of the Capital Programme 2015/2016

- 3.1 The following table details the sources of finance used to fund capital spending during the year. The strategy adopted in financing is designed to make full use of all specific grants and thereby protect future allocations. Funding is taken from capital and revenue reserves for those specific schemes identified with resources. The strategy is then to make full use of useable capital receipts and the balance of funding to be taken from capital and revenue reserves.

Table 3

	£
Total Capital Programme Outturn to be Funded 2015/2016	16,738,234
Less Third Party Contributions	(2,813,610)
Capital Programme Expenditure to be Funded	13,924,624
Sources of Finance:	
Specific Capital Grant	759,403
Unsupported Borrowing	1,090,412
Temporary Borrowing	438,382
Capital Reserves	4,531,675
S106 Contributions from Reserves	723,217
Capital Receipts in year	7,893,934
Capital Creditors	(319,658)
Capital Debtors	(1,228,204)
Capital Advance Receipts	34,963
Capital Prepayments	500
Total	13,924,624

- Specific capital grant is for Disabled Facilities Grants (DFGs) which is allocated directly from the Government as part of the Better Care Funding and paid via Norfolk County Council.
- Unsupported Borrowing is that level of loans taken on by the Council and paid from within the budgets of services. During 2015/2016 unsupported borrowing was used to purchase vehicles and equipment where previously lease payments were made. In effect the lease payments now pay the debt charge. No help is available from Government to pay the costs – therefore they are classed as unsupported.
- The temporary borrowing included in the funding of the capital programme for 2015/2016 relates to the NORA Housing Development and the Major Housing Project. Temporary borrowing is included for cash flow purposes to ensure a balanced funding of the capital programme in advance of capital receipts. Internal borrowing will be used whenever it is most financially advantageous to do so. Internal borrowing is the use of internal funds (short term cash flows and reserves and balances not immediately required) rather than taking external debt. Funds currently in short term investments may be withdrawn and used in place of external borrowing.

- Capital Reserves have been previously set aside for particular schemes, in some cases regular annual contributions are made to the reserves (e.g. sports and arts facilities, offices). The Salix Energy Efficiency funds are held in reserves to finance projects that meet energy efficiency criteria and generate annual savings in utility costs which are reinvested in new schemes. Useable capital receipts received in previous years are held in reserves until applied to capital financing.
 - S106 contributions from reserves are S106 contributions received in prior periods.
 - Capital Receipts come from the sale of assets and the preserved rights from the sale of former council houses. Following the housing stock transfer the Council receives a share of the VAT recovered by Freebridge Community Housing from the housing improvement works which is classified as a capital receipt.
- 3.2 The capital debtors and creditors represent payments that will be made or received during 2016/2017. The net sum is actually funded from capital reserves when payments are made/income received in 2016/2017.

4 Minimum Revenue Provision

- 4.1 A requirement of capital controls is that details of the minimum revenue provision (MRP) calculation are reported to Cabinet. The MRP is the minimum amount that must be charged to the Council's revenue accounts each year as a provision to repay debt. Changes to the basis of calculating MRP were made by the Local Authorities (Capital Finance and Accounting) (Amendment) (England) Regulations 2008. A local authority is required to calculate an amount of MRP which they consider to be prudent, prepare a statement of its policy on making MRP and submit it to full Council. The Treasury Management Strategy 2015-2016 approved at Council on 26 March 2015 set out the policy proposals for the Borough for 2015/2016.
- 4.2 The amount of MRP charged to the accounts in 2015/2016 is £305,961 against a budget of £306,000. The actual MRP charge 2015/2016 has been calculated in accordance with the Council's policy based on the capital financing requirement as at 1 April 2015.

5 Capital Programme 2016/2020

- 5.1 The Capital Programme 2016/2020 was approved by Council on 25 February 2016. As detailed at section 2 above, it is proposed to carry forward budget provision from 2015/2016 to 2016/2017. In addition rephasing between years across the period 2016/2017 to 2019/2020 is also reported as the timing of schemes has been reviewed and updated.

- 5.2 The following amendments have been included in the capital programme 2016/2017 and detailed at Appendix 2:

Hunstanton Heritage Gardens – HLF Parks for People Scheme

The development of the stage 2 application for Heritage Lottery Fund Parks for People funding programme for the seafront gardens and associated open spaces of The Green in Hunstanton was considered at the Regeneration and Development Panel on 27 January 2016. The bid is for £826,400 (74%) towards a total scheme cost of £1,110,050. The capital programme has been amended to bring together separate capital schemes as detailed in the Panel report. The capital programme will be further updated when the outcome of the stage 2 application is known.

Hunstanton Princess Theatre – Improvements to Access

Member delegated decision dated 21 April 2016 recommended an amendment to the capital programme 2016/2017 of £37,500 to facilitate works to be undertaken to improve access arrangement at the Princess Theatre. The cost of the works will be met from the General Properties reserve.

Lynnsport – The Shed Skatepark Improvements

The capital programme 2016/2017 has been amended to include the Sport England and WREN FCC Community Action Fund grants towards improvement works to The Shed Skatepark. WREN is a not-for-profit business that helps benefit the lives of people who live close to landfill sites by awarding grants for community, biodiversity and heritage projects. The works will include improved insulation within the building and installation of a mezzanine floor to create space for a range of activities to encourage take up of extreme sports.

- 5.3 Table 4 shows in summary form the proposed programme 2016/2020 after allowing for rephasing and amendments. Details of the individual schemes for 2016/2020 are given at Appendix 2.

Table 4

	2016/2017	2017/2018	2018/2019	2019/2020
	£	£	£	£
Major Projects	19,983,120	20,237,730	10,736,810	9,388,950
Central and Community Services	2,223,080	1,891,450	1,889,650	1,764,650
Chief Executive	110,930	50,000	50,000	50,000
Commercial Services	2,987,500	1,198,110	644,300	784,170
Environment and Planning	16,000	0	0	0
Total	25,320,630	23,377,290	13,320,760	11,987,770

6 Capital Resources 2016-2020

6.1 Table 5 below provides details of the revised estimated capital resources for 2016/2020 updated after funding the 2015/2016 capital programme, and including amendments and rephrasing as detailed above.

Table 5

	2016/2017	2017/2018	2018/2019	2019/2020	Total
	£'000	£'000	£'000	£'000	£'000
Sources of Finance:					
Specific Capital Grants (Better Care Fund) see paragraph 6.2	759	759	759	759	3,036
Capital Receipts Housing	150	150	150	150	600
Capital Receipts General	1,904	3,490	250	250	5,894
Resources for Specific Schemes:					0
Reserves	1,665	439	58	297	2,459
Unsupported Borrowing	1,151	629	274	45	2,099
S106 Funds	190	38	0	0	228
Reserves:					0
Capital Reserves (including temporary funding from internal reserves)	1,434	(2,118)	76	1,111	503
VAT Shelter	0	0	1,072	0	1,072
Total Resources	7,253	3,387	2,639	2,612	15,891
Capital Programme: S106 and Other Major Projects and Operational schemes	7,253	3,387	2,639	2,612	15,891
Net Funding Position	0	0	0	0	0
Joint Venture – NORA Housing					
Opening Borrowing brought forward	6,099				6,099
Prior Year Borrowing brought forward		485	485	485	
In year expenditure	3,220	0	0	0	3,220
In year sale receipts	(8,834)	0			(8,834)
Net Borrowing	485	485	485	485	485

	2016/2017	2017/2018	2018/2019	2019/2020	Total
	£'000	£'000	£'000	£'000	£'000
Major Housing Development					
Opening Borrowing brought forward	1,950				1,950
Prior Year Borrowing brought forward		15,319	22,333	10,815	
In year expenditure	14,847	19,990	10,682	9,376	54,895
Local Transport Board	(1,000)	0	0	0	(1,000)
Sale Receipts	0	(12,976)	(22,200)	(23,500)	(58,676)
Funding from Capital Reserves	(478)	0	0	0	(478)
Net Borrowing/(Receipt) Position	15,319	22,333	10,815	(3,309)	(3,309)

6.2 An increased allocation of Better Care funding for Disabled Facilities Grants has been made for 2016/2017. The allocation for 2016/2017 is £1,248,225 (the allocation in 2015/2016 was £759,403). At this stage the capital programme and funding table have not been updated to reflect the increased allocation. As part of the capital programme this Council has provided funding from its own resources in addition to the Central Government funding to meet demand for Disabled Facilities Grants and it is expected that some of the additional funding received in 2016/2017 will replace part of the Council's top up funding, in addition to funding other initiatives. Discussions are taking place within the Integrated Housing Adaptations Team on proposed initiatives.

6.3 The funding for the period 2016/2020 was agreed by Council in 25 February 2016. The above table does contain some changes. Where schemes within the programme have been rephased the funding has followed and the figures changed accordingly.

7. Equality Impact Assessment

7.1 The Council has a statutory requirement to carry out Equality Impact Assessments (EIAs) as part of the service planning and policy proposal processes. This includes significant policy or significant changes to a service and includes potential capital bids, revenue growth bids and proposed reductions in service.

7.2 The Council may be required to carry out an impact assessment if the proposal impacts on any of the following:

- Equalities (including impact on issues of race, gender, disability, religion, sexual orientation, age)
- Community cohesion (whether there is a potential positive or negative impact on relations between different communities)

8 Financial Implications

- 8.1 The financing arrangements for the capital programme are within budget. Where rephasing to/from 2016/2017 is to be made then the funding will follow. As previously noted the MRP charge for 2015/2016 can be met from within the overall revenue outturn for the year.
- 8.2 The revenue implications of all capital schemes will be met from within existing budgets.

9. Risk Implications and Sensitivity Analysis

- 9.1 Risk is inherent in any projection of future funding. The estimated resources available to fund the capital programme 2016-2020 and the risk implications and sensitivity/consequences are detailed in the table below. The level of risk is based on the impact on the funding of the capital programme if the resources are not achieved at the estimated level or at the time expected.

Source of Funding	Risk Implications and Sensitivity	Level of Risk
Capital Grant	<p>Risk</p> <p>The capital grant and specific grant included in the resources is a contribution towards private sector housing assistance - Disabled Facilities Grants (DFG). The level of grant included for 2016/2017 and future years is based on the confirmed level of grant in 2015/2016, see paragraph 6.2. The level of grant is confirmed by Central Government annually and can vary from year to year. Grant funding for DFGs is now part of the Better Care Fund.</p> <p>Sensitivity/Consequences</p> <p>This funding represents 19% of total general fund resources over the 4 year period. If the level of grants were to vary significantly the budget allocated for DFGs and the proposed schemes within the programme would need to be revised.</p>	Medium

Source of Funding	Risk Implications and Sensitivity	Level of Risk
Capital Receipts	<p>Risk Capital receipts represent 41% of the general fund resources available over the 4 year period 2016-2020. The actual amount and timing of capital receipts can vary significantly. The achievement of capital receipts is monitored and reported in the monthly monitoring reports to ensure no over commitment.</p> <p>Sensitivity/Consequences Capital receipts represent a high proportion of the total general fund resources available to fund the capital programme. The actual level of capital receipts that are achieved is sensitive to market conditions including demand for land and buildings, values and interest rates. The sum total of capital receipts included in the funding table of £6.5m plus £8.8m of sales receipts from the housing joint venture and £59m from the Major Housing Project, is a challenging target in the current economic climate. In the event that capital receipts are not achieved at the level or within the year estimated it may be necessary to take on additional temporary borrowing at the prevailing interest rates.</p>	High
Unsupport- ed Borrowing	<p>Risk The proposed capital programme 2016-2020 includes unsupported borrowing for the purchase of equipment and vehicles. The unsupported borrowing will be funded through internal borrowing whenever it is most financially advantageous to do so. Internal borrowing is the use of internal funds (short term cash flows and reserves and balances not immediately required) rather than taking external debt.</p> <p>Sensitivity/Consequences The Council will enter into unsupported borrowing where it can demonstrate that financial savings can be achieved by outright purchase of equipment, as opposed to the use of an operating lease and the payment of an annual lease.</p>	Low

Source of Funding	Risk Implications and Sensitivity	Level of Risk
Temporary Borrowing External and Internal	<p>Risk Temporary borrowing is included for cash flow purposes to ensure a balanced funding of the capital programme in each of the financial years and in advance of capital receipts. Internal borrowing will be used whenever it is most financially advantageous to do so. Internal borrowing is the use of internal funds (short term cash flows and reserves and balances not immediately required) rather than taking external debt. Funds currently in short term investments may be withdrawn and used in place of external borrowing.</p> <p>Sensitivity/Consequences The actual required temporary borrowing will depend on rephasing in the capital programme and capital receipts achieved in each year. Temporary borrowing will be maintained at the minimum level required and reported as part of the outturn. The cost of funding planned temporary borrowing is included in the revenue budget and is confirmed as affordable. In the event that additional temporary borrowing is required during the financial year the impact on the revenue budget will be reported in the monthly monitoring reports to Members.</p> <p>Fixed term external borrowing may be taken and drawn down as expenditure is required and rates are favourable. External borrowing will be sourced through market loans or PWLB depending on the most favourable rates.</p>	Low
Reserves	<p>Risk Contributions from reserves are based on actual balances as at 1 April 2016 and take into account budgeted contributions to/from reserves. In the case of the VAT Shelter, the Council receives a share of the VAT recovered by Freebridge Community Housing from housing improvement works. The monies are held in reserve and will be used to fund capital expenditure. The final year of monies being received under the VAT sharing agreement is 2015/2016.</p> <p>Sensitivity/Consequences The reserves are available and as such the sensitivity is low. In the case of the VAT Shelter there is a contractual agreement between the Borough and Freebridge Community Housing for the sharing of VAT reclaimed. In the event that reserves are available as estimated in the capital resources, temporary borrowing would be incurred to ensure a balanced funding of the capital programme in each of the financial years.</p>	Low

- 9.2 Experience shows that the costs of schemes can also vary. Expenditure on the capital programme is included as part of the monthly monitoring report. Any significant variations on individual schemes will be reported and appropriate action taken

10 Policy Implications

The establishment and management of the capital programme are in accordance with the Council's Capital Strategy 2009. The capital strategy will be revised during 2016/2017.

11 Statutory Consideration

None

12 Consultations

Management Team

13 Access to Information

Cabinet Reports
Background Papers (Government Circulars etc)
Financial Plan 2015-2020
Monthly Monitoring Reports 2015/2016

Capital Programme 2015-2016					Appendix 1
Scheme Title	Updated Programme 2015/2016	Rephasing (to)/from 2016/2017	Amend-ments	Outturn 2015/2016	Variance
	£	£	£	£	£
Major Projects					
S106 Funded Projects					
Market Contributions - Enhancing KL markets	10,000	(9,300)		673	(27)
Car Park Intelligent Signage	0	5,000		5,294	294
To be allocated environmental enhancements	14,350		(14,350)	0	0
Combined S106 Schemes					
King's Lynn Bus Station	952,900		14,350	1,027,927	60,677
Total S106 Funded Projects	977,250	(4,300)	0	1,033,894	60,944
Other Major Projects					
Sports Pavilion, Kingsway - Replacement				16,537	16,537
Third Party Contribution - Sport England	(14,850)			(8,104)	6,746
Net Expenditure - Sports Pavilion,	(14,850)	0	0	8,433	23,283
Town Hall / Archive 'Stories of Lynn'	2,467,590			2,183,291	(284,299)
Third Party Contribution - Fundraising	(185,480)			(6,596)	178,884
Third Party Contribution - Heritage	(1,677,610)			(1,389,051)	288,559
Net Expenditure - Stories of Lynn	604,500	0	0	787,644	183,144

Scheme Title	Updated Programme 2015/2016	Rephasing (to)/from 2016/2017	Amend- ments	Outturn 2015/2016	Variance
	£	£	£	£	£
Other Major Projects contd					
Saturday Market Place Enhancements	0			38,331	38,331
Townscape Heritage Initiative	159,000	(95,005)		63,997	2
Heritage Lottery Funding	(79,500)	46,175		(33,325)	0
Net Expenditure - Townscape	79,500	(48,830)	0	30,672	1
Nar Ouse Regeneration Area					
Remediation	448,000	(420,000)		27,911	(89)
Millienium Community Construction	2,000			2,968	968
Utilities	130,000	(130,000)			0
Landscaping	19,000			18,320	(680)
Other Project Costs	10,000			13,706	3,706
Total Nar Ouse Regeneration Area	609,000	(550,000)	0	62,905	3,905
Joint Venture / Housing Developments	29,200	(29,200)		(10,310)	(10,310)
Enterprise Centre (KLIC)	1,636,000	500,000		2,111,517	(24,483)
Third Party Contributions	(463,000)			(950,000)	(487,000)
Net Expenditure Enterprise Centre	1,173,000	500,000	0	1,161,517	(511,483)
Mintlyn Crematorium - Replace existing 3 Cremators	822,900			831,193	8,293
Mintlyn Crematorium - Works to Chapel Roof	25,000	(25,000)			0
South Quay Redevelopment	0			362,781	362,781
Total Other Major Projects	3,328,250	(153,030)	0	3,273,168	97,948

Scheme Title	Updated Programme 2015/2016	Rephasing (to)/from 2016/2017	Amend- ments	Outturn 2015/2016	Variance
	£	£	£	£	£
Major Housing Development					
Major Housing Development - Procurement Phase	166,200	(139,800)		26,378	(22)
Major Housing Development - Build Phase	1,247,400	(208,400)		1,038,997	(3)
S106 Budget	440,000	(440,000)			0
Major Housing Development - infrastructure and project costs					
Hockey and tennis	1,127,000	(394,500)		732,470	(30)
Roads and car park	429,950	(175,000)		254,911	(39)
Model Railway	29,560	(27,700)		1,889	29
Project Costs	122,500	(77,500)		45,034	34
Third party contributions	(297,000)	280,000		(17,000)	0
S106 Contributions	(440,000)	440,000			0
Total Major Housing Development	2,825,610	(742,900)	0	2,082,679	(31)
Joint Venture - NORA Housing					
Phase 1 - including all site wide infrastructure	816,600			944,317	127,717
Phase 2	4,648,000	(191,300)		4,278,797	(177,903)
Phase 3	0			50,170	50,170
Total Joint Venture - NORA Housing	5,464,600	(191,300)	0	5,273,284	(16)
Total Major Projects	12,595,710	(1,091,530)	0	11,663,026	158,845

Scheme Title	Updated Programme 2015/2016	Rephasing (to)/from 2016/2017	Amend- ments	Outturn 2015/2016	Variance
	£	£	£	£	£
Operational Schemes					
Central and Community Services					
Disabled Facilities Grants	617,100	(120,700)		496,376	(24)
Adapt Grant	420,600			422,026	1,426
Home Repair Assistance Loan	17,300			1,726	(15,574)
Emergency Repair Grant	5,450			5,666	216
Careline Grant	27,300			14,260	(13,040)
Safe and Secure Grant	27,300			9,873	(17,427)
Total Private Sector Housing	1,115,050	(120,700)	0	949,927	(44,423)
Careline - Replacement alarm units	10,000			8,900	(1,100)
ICT Development Programme	274,900	(148,550)		187,726	61,376
ICT Server Room - hardware refresh	30,000	(20,220)		9,775	(5)
Total Central and Community	1,429,950	(289,470)	0	1,156,328	15,848
Chief Executive					
Community Projects	50,000	(9,530)		28,984	(11,486)
Tourist Signs A47	23,000	(21,000)		2,000	0
Hunstanton Regeneration					
Town Centre Enhancement	7,300			7,256	(44)
Hunstanton Green - Parks For People HLF Scheme	9,900	(7,000)		2,884	(16)
Town Team	3,700	(3,700)		0	0
Hunstanton Sailing and Watersports Club	30,000	(15,000)		15,000	0
Total Chief Executive	123,900	(56,230)	0	56,124	(11,546)

Scheme Title	Updated Programme 2015/2016	Rephasing (to)/from 2016/2017	Amend- ments	Outturn 2015/2016	Variance
	£	£	£	£	£
Commercial Services					
Allotments - KL Curtis Field Fencing	10,000			9,860	(140)
Purchase of Land	0			4,164	4,164
Arts Centre Complex	6,000	(1,450)		4,550	0
Car Parks - Pay & Display Machine Replacement	0	5,350		5,352	2
Car Parks - Resurfacing	23,000	(23,000)		0	0
Car parks Old cattle mkt (sains) replace lighting	85,000	(85,000)		0	0
CCTV Control Room Upgrade	40,000	(23,300)		16,661	(39)
CCTV Wireless Transmission and Camera Replacement	65,000	19,900		84,929	29
CCTV Remote Monitoring System	25,600	(5,900)		19,681	(19)
Corn Exchange - Front of House / toilets - refurb / replacement equipment / redeco	10,000		(3,100)	6,849	(51)
Corn Exchange - Replace flying trusses	10,000	(8,600)	(1,400)	0	0
Corn Exchange - Replace Followspots and Sound Desk	60,000		(10,600)	49,356	(44)
Corn Exchange - Conference chair/tables replacement	12,500		(500)	12,000	0
Customs House - Reinstatement Works to Cupola	20,000	(17,400)		2,600	0
Downham Market Leisure Centre - Flooring Replacement	11,200	(11,200)		0	0
Downham Market leisure Centre - Replacement Fitness Equipment	65,000	(1,760)		48,757	(14,483)
Downham Market Leisure Centre - Replacement Spin Bikes	20,000	(23,000)	3,000	0	0
Grounds Maintenance Equipment	20,590	(20,590)			0
Leisure Card - Gladstone server Platform Upgrade	22,300	(22,300)			0
Lynnsport - Floor / Surface Replacement - General areas / Athletic track / Gymnastics	73,000	(67,740)		6,972	1,712
Lynnsport - changing room refurbishment	2,000			2,000	0
Lynnsport - Fire Alarm System Upgrade	7,500			7,430	(70)
Lynnsport - Replacement Athletics Equipment	10,000		730	10,730	0

Scheme Title	Updated Programme 2015/2016	Rephasing (to)/from 2016/2017	Amend- ments	Outturn 2015/2016	Variance
	£	£	£	£	£
Commercial Services Contd					
Lynnsport - Fitness Area - replacement air conditioning	30,000	(30,000)			
Third Party Contribution	(15,000)	15,000			
Net Expenditure	15,000	(15,000)	0	0	0
Lynnsport - Retractable seating	1,500			1,412	(88)
Lynnsport - Skatepark replacement ramps	0	1,300		1,295	(5)
Lynnsport- functional training area	25,000	(7,000)		22,722	4,722
Oasis - Air Handling Unit	11,000	(11,000)			0
Oasis - Cafeteria & Poolside Furniture	15,100	(5,700)		9,423	23
Oasis - pool disabled changing area and 2 other changing areas	15,000	(15,000)			0
Play Areas - Replacement Equipment and Surfacing	70,200	(61,770)		8,426	(4)
Resort - Beach Safety Signage	15,000	(15,000)			0
Resort - Promenade flood defence gates	135,200			139,105	3,905
St James Pool - Floor / surface replacements	0			132	132
St James'- replacement scoreboard	10,000		(4,600)	5,344	(56)
Public Conveniences - Improvements	30,200	7,000		37,211	11
Refuse - Black bins	10,000			9,815	(185)
Refuse - Brown Composting bins (replacements)	25,800			26,791	991
Refuse - Green Recycling bins	37,000			49,526	12,526
Refuse - Trade Bins	20,000			10,471	(9,529)
New Nursery Hardwick Narrows	200,000	(83,100)		116,923	23
STW - Refurb / connect to public sewer	9,000			8,792	(208)
STW - Decommission redundant sites / Refurb pumping stations	200			(73)	(273)

Scheme Title	Updated Programme 2015/2016	Rephasing (to)/from 2016/2017	Amend- ments	Outturn 2015/2016	Variance
	£	£	£	£	£
Commercial Services Contd					
Health and Safety - Council Facilities	2,000			0	(2,000)
King's Court - Relocate Post Room to Ground Floor	13,500			14,403	903
King's Court - Refurbishment of Lifts	55,000	(40,360)		14,640	0
North Lynn Industrial Estate - 1-8 Brygen Rd reroof	253,000			280,899	27,899
Hardwick Industrial Estate unit 55/56 - Externalise drainage downpipes	26,000	(26,000)			0
Total Commercial Services	1,593,390	(557,620)	(16,470)	1,049,145	29,847
Environment and Planning					
Environmental Monitoring	4,000	(4,000)		0	0
Total Environment and Planning	4,000	(4,000)	0	0	0
Total Operational Schemes	3,151,240	(907,320)	(16,470)	2,261,597	34,147
Total Capital Programme	15,746,950	(1,998,850)	(16,470)	13,924,624	192,994

Capital Programme 2016-2020				Appendix 2
Scheme Title	Revised Programme 2016/2017	Revised Programme 2017/2018	Programme 2018/2019	Programme 2019/2020
	£	£	£	£
Major Projects				
S106 Funded Projects				
Market Contributions - Enhancing KL markets	39,300	38,000	0	0
Town Centre Promotion - Marketing/events	50,000	0	0	0
Car Park Intelligent Signage	100,350	0	0	0
Total S106 Funded Projects	189,650	38,000	0	0
Other Major Projects				
Hunstanton Heritage Gardens Parks for People Scheme	127,650	120,000	0	0
Townscape Heritage Initiative	1,516,000	110,000	110,000	26,660
Heritage Lottery Funding	(756,680)	(55,000)	(55,000)	(13,330)
Net Expenditure - Townscape Heritage	759,320	55,000	55,000	13,330
Nar Ouse Regeneration Area				
Remediation	420,000	0	0	0
Utilities	130,000	0	0	0
Landscaping	20,000	20,000	0	0
Other Project Costs	15,000	15,000	0	0
Total Nar Ouse Regeneration Area	585,000	35,000	0	0
Joint Venture / Housing Developments	29,200	0	0	0
Mintlyn Crematorium - Works to Chapel Roof	125,000	0	0	0
South Quay Redevelopment	100,000	0	0	0
Total Other Major Projects	1,726,170	210,000	55,000	13,330

Major Housing Development				
Major Housing Development - Procurement Phase	139,800	0	0	0
Major Housing Development - Build Phase	8,632,460	19,835,730	10,527,810	9,125,620
S106 Budget	2,439,660	0	0	0
Major Housing Development - infrastructure and project costs				
Hockey and tennis	453,500	0	0	0
Roads and car park	4,993,340	0	0	0
Model Railway	27,700	0	0	0
Dutton Pavillion	0	0	0	96,000
Project Costs	131,500	154,000	154,000	154,000
Third party contributions	(280,000)	0	0	0
S106 Contributions	(1,690,660)	0	0	0
Total Major Housing Development	14,847,300	19,989,730	10,681,810	9,375,620
Joint Venture - NORA Housing				
Phase 1 - including all site wide infrastructure	500,000	0	0	0
Phase 2	2,720,000	0	0	0
Total Joint Venture - NORA Housing	3,220,000	0	0	0
Total Major Projects	19,983,120	20,237,730	10,736,810	9,388,950

Operational Schemes				
Central and Community Services				
Lily project	0	25,000	25,000	0
Disabled Facilities Grants	1,066,200	964,700	800,000	800,000
Adapt Grant	634,900	645,300	618,200	618,200
Home Repair Assistance Loan	27,300	27,300	27,300	27,300
Emergency Repair Grant	5,450	5,450	5,450	5,450
Additional Adaptation Assistance Loan	9,100	9,100	9,100	9,100
Careline Grant	27,300	27,300	27,300	27,300
Safe and Secure Grant	27,300	27,300	27,300	27,300
Total Private Sector Housing	1,797,550	1,706,450	1,514,650	1,514,650
Careline - Replacement vehicles	27,660	0	0	0
Careline - Replacement alarm units	10,000	10,000	0	0
Care and Repair - Vehicles	59,100	0	0	0
ICT Development Programme	308,545	150,000	150,000	150,000
ICT Server Room - hardware refresh	20,225	0	0	0
ICT Desktop Refresh	0	0	200,000	100,000
Total Central and Community Services	2,223,080	1,891,450	1,889,650	1,764,650
Chief Executive				
Community Projects	59,530	50,000	50,000	50,000
Tourist Signs A47	21,000	0	0	0
Hunstanton Regeneration				
Town Centre Enhancement	11,700	0	0	0
Town Team	3,700	0	0	0
Hunstanton Sailing and Watersports Club	15,000	0	0	0
Total Chief Executive	110,930	50,000	50,000	50,000

Commercial Services				
Arts Centre Complex	43,450	0	250,000	0
Car Parks - Pay & Display Machine Replacement	12,250	0	0	0
Car Parks - Resurfacing	220,800	221,000	0	0
Car Parks - Electronic Handhelds	24,000	0	0	0
Car parks - Vehicles	40,000	0	0	0
Car parks Old cattle mkt (sains) replace lighting	85,000	0	0	0
Car Parks - St James' Multi-storey barriers & ticket machines	0	0	0	150,000
CCTV Control Room Upgrade	105,800	0	0	0
CCTV Wireless Transmission and Camera Replacement	88,600	0	0	0
CCTV Remote Monitoring System	15,900	0	0	0
Corn Exchange - Auditorium remedial works	20,000	0	0	0
Corn Exchange - Internal decoration / refurbishment	60,000	0	0	0
Corn Exchange - Replace current house lighting system	25,000	0	0	0
Corn Exchange - Replace flying trusses	8,600	0	0	0
Corn Exchange - Repoint brickwork	0	0	20,000	0
Corn Exchange - Refurbish seating	20,000	20,000	20,000	20,000
Corn Exchange - front facade clean and pigeon proofing	12,500	0	20,000	0
Corn Exchange- pit lift brakes replacement	0	30,000	0	0
Corn Exchange - replace speakers	0	0	0	110,000
Corn Exchange- replace bar tills	0	0	10,000	0
Customs House - Reinstatement Works to Cupola	87,400	0	0	0
Downham Market Leisure Ctr - Hot Water Calorifier	0	15,000	0	0
Downham Market Leisure Ctr - Refurb Toilets	0	10,000	0	0
Downham Market Leisure Centre - Flooring Replacement	11,200	0	0	0
Downham Market leisure Centre - Replacement Fitness Equipment	1,760	0	0	0
Downham Market Leisure Centre - Replacement Spin Bikes	0	23,000	0	0
Downham Market Leisure Centre - Pool Plant filter media replacement	0	10,000	0	0

Commercial Services Contd				
Downham Market Leisure Centre -Main hall/dance studio resealing	0	10,000	0	0
Downham Market Leisure Centre - Dryside Boiler	0	20,000	0	0
Downham Market Leisure Centre -Fitness Room Flooring	30,000	0	0	0
Emergency planning Corporate radio system(inc CCTV, car parks, Events)	50,000	0	0	0
Fairstead Community Centre flooring replacement	10,000	0	0	0
Grounds Maintenance Equipment	20,590	35,510	0	0
Grounds Maintenance Vehicles	34,100	193,510	108,230	117,050
Kettlewell Gardens - CCTV and Street Lighting	136,510	0	0	0
	30,000	0	0	0
Leisure Card - Gladstone server Platform Upgrade	22,300	0	0	0
Lynnsport - Floor / Surface Replacement - General areas / Athletic track / Gymnastics	67,740	0	0	0
Lynnsport - Fitness Area - replacement air conditioning	30,000	0	0	0
Third Party Contribution	(15,000)	0	0	0
Net Expenditure	15,000	0	0	0
			0	0
Lynnsport - Fitness equipment spin bikes	0	17,000	0	0
Lynnsport - Skatepark replacement ramps	258,120	0	0	0
Third Party Contribution	(180,200)			
Net Expenditure	77,920	0	0	0
Lynnsport - Parking Barrier	0	12,000	0	0
Lynnsport - replacement adult/junior fitness equipment	0	108,000	0	0
Lynnsport - replacement boilers and associated plant	120,000	0	0	0
Lynnsport - toilets and changing room refurbishment- all main building and barn and trackside changing - 5 areas	10,000	20,000	20,000	0
Lynnsport - bar furniture	0	20,000	0	0
Lynnsport - female changing room sauna	0	15,000	0	0
Lynnsport - replacement exterior surface at side/student entrance	30,000	0	0	0
Commercial Services Contd				

Lynnsport - CCTV extend coverage in fitness and bar areas	25,000	0	0	0
Lynnsport- functional training area	7,000	0	0	0
Lynnsport Platform Lift	10,000			
	0	0	0	0
Oasis - Air Handling Unit	11,000	0	0	0
Oasis - Cafeteria & Poolside Furniture	5,700	0	0	0
Oasis - Fitness Equipment Replacement	80,000	0	0	0
Oasis - Funcastle Vinyl products	15,000	0	0	0
Oasis - Plant Room Refurbishment	0	0	0	30,000
Oasis - Pool Covers	15,000	0	0	0
Oasis - Bowls Carpet and underlay	0	15,000	0	0
Oasis - pool disabled changing area and 2 other changing areas	30,000	15,000	0	0
Play Areas - Replacement Equipment and Surfacing	56,770	20,000	20,000	20,000
Princess Theatre	37,500	0	0	0
Resort - Beach Safety Signage	15,000	0	0	0
St James Pool - Fitness Equipment and Spin Bikes	60,000	0	0	0
St James - Filter media change	0	15,000	0	0
St James- reception toilets	25,000	0	0	0
St James- sauna room upgrade/ steam room generator update	15,000	0	0	0
Refuse - Black bins	0	20,800	0	0
Refuse - Brown Composting bins (replacements)	15,000	0	15,000	0
Refuse - Green Recycling bins	0	40,000	0	0
Refuse - Trade Bins	0	20,000	0	20,000
Refuse - Vehicles	0	0	26,220	0
Public Cleansing Sweepers / Vehicles	433,850	200,790	124,850	317,120
New Nursery Hardwick Narrows	83,100	0	0	0
St Edmunds Church DMkt - Relocating grave stones	30,000	0	0	0
Estate Roads - Resurfacing (former HRA)	10,000	10,500	10,000	0
STW - Refurb / connect to public sewer	234,700	0	0	0
Third Party Contribution	(34,700)	0	0	0
Net Expenditure STW Refurb	200,000	0	0	0
			0	0
STW - Decommission redundant sites / Refurb pumping stations	30,300	61,000	0	0
DDA stage 2 works	10,000	0	0	0
Health and Safety - Council Facilities	14,500	0	0	0
Commercial Services Contd				

Kings Court - Redecoration	10,000	0	0	0
Kings Court - New Generator	35,000	0	0	0
King's Court - Refurbishment of Lifts	40,360	0	0	0
King's Court/Town Hall - Replacement Microphone Systems	45,000	0	0	0
Works to Oldsunway Bridge	20,000	0	0	0
Hardwick Industrial Estate unit 55/56 - Externalise drainage downpipes	66,000	0	0	0
Total Commercial Services	2,987,500	1,198,110	644,300	784,170
Environment and Planning				
Environmental Monitoring	16,000	0	0	0
Total Environment and Planning	16,000	0	0	0
Total Operational Schemes	5,337,510	3,139,560	2,583,950	2,598,820
Total Capital Programme	25,320,630	23,377,290	13,320,760	11,987,770

REPORT TO CABINET

Open/Exempt		Would any decisions proposed :		
Any especially affected Wards (see list in the report)	Mandatory	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 Brian Long E-mail: cllr.brian.long@west-norfolk.gov.uk		Other Cabinet Members consulted: All		
		Other Members consulted: Cllr Richard Blunt		
Lead Officer: Alan Gomm E-mail: alan.gomm@west-norfolk.gov.uk Direct Dial:01553 616237		Other Officers consulted: Management Team, Fabia Pollard Scientific Officer		
Financial Implications	Policy/Personnel Implications	Statutory Implications	Equal Impact Assessment	Risk Management Implications
NO	NO	YES	NO	NO

28 June 2016

**NORFOLK COUNTY COUNCIL MINERALS SITE SPECIFIC
ALLOCATIONS DEVELOPMENT PLAN DOCUMENT (DPD) SINGLE ISSUE
SILICA SAND REVIEW PRE-SUBMISSION**

Summary

The Council is required to provide a response to the consultation by Norfolk County Council on the Pre-Submission Single Issue Silica Sand Review under the provisions of the 'Duty to Cooperate' set in the National Planning Policy Framework (NPPF).

The Silica Sand resource in Norfolk is found entirely within the administrative boundary of King's Lynn and West Norfolk Borough Council.

The pre-submission document contains one specific site (SIL01) Mintlyn South in Bawsey for silica sand extraction. It also contains six extensive 'Areas of Search' across the Borough. Planning permission for silica sand extraction may be granted on a smaller area of land within the Areas of Search.

The Borough Council provided comments to Norfolk County Council at previous stages both on the original plan: the Minerals Site Specific

Allocations DPD, and on an earlier version of the Silica Sand Review.

The following report outlines the key details of the Silica Sand Review and concludes with the recommended response to make formal objections from the Borough Council to significant elements of the proposals in the consultation.

Recommendation

To endorse the responses outlined in sections 4 to 7 of the report to become the Borough Council's representations to the Norfolk County Council Single Issue Silica Sand Review Pre-Submission document

Reason for Decision

The Council is required to provide a response to the consultation by Norfolk County Council on the Pre-Submission Single Issue Silica Sand Review under the provisions of the Duty to Cooperate set in the National Planning Policy Framework (NPPF).

1. Background to the Norfolk County Council Silica Sand Review Consultation

1.1 Norfolk County Councils Minerals Site Specific Allocations DPD contains a requirement for a Silica Sand Review of the Plan to be completed by 2016.

1.2 The purpose of the Silica Sand Review is to address the predicted shortfall in the quantity of silica sand extraction sites allocated in the Plan, by designating specific sites and areas of search which would be suitable to meet this shortfall.

1.3 Norfolk County Council (NCC) has identified a shortfall over the Plan period of 2.61 million tonnes. A proposed site at Bawsey has an estimated resource of 1.2 million tonnes. This leaves a gap of 1.4 million tonnes to be accounted for using additional 'Areas of Search'. It is predicted that around 750,000 tonnes of silica sand will be extracted from Norfolk per year and that no more than 1 or 2 additional specific sites will need to be allocated over the plan period (to 2026) to meet the shortfall. The preferred mechanism in the sites plan would be to identify specific sites to meet the projected shortfall, but as no specific proposals other than the site at Bawsey have come forward NCC is proposing to identify broad areas (AoS) for future investigation.

1.4 The Silica Sand resource in Norfolk is found entirely within the administrative boundary of King's Lynn and West Norfolk Borough Council.

1.5 The Borough Council provided comments to NCC at previous stages both on the original plan: the Minerals Site Specific Allocations DPD, and on an earlier version of the Silica Sand Review.

1.6 The current consultation on the pre-submission document runs from the 16th May to 27th June. This is the last opportunity for the Borough Council to comment on the plan before NCC submits the plan for examination. We need to express any comments to NCC as 'objections' in order that they are considered formally by the anticipated Examination.

1.7 Within the document there are two main types of approach to identifying or reserving / allocating land for silica sand extraction. These have specific detailed policies associated with them to outline the level of information required to support proposals should they come forward for actual extraction. These also reference the Minerals and Waste Core Strategy, and the Minerals Site Allocations plan, both of which have generic policies covering such matters as landscape, transport, hydrology, amenity, air quality etc. These documents have already been adopted and form part of the 'Development Plan' for the area.

1.8 The following sections describe the proposed approaches, and a general map showing the sites is attached as Appendix 1. The full details and supporting documents can be found on the NCC website at:

<https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/minerals-and-waste-planning/silica-sand-review>

2. Allocation of a specific site

2.1 The pre-submission document contains one specific site (SIL01) Mintlyn South for silica sand extraction, proposed by Sibelco in response to the call for sites held during June 2015. The site is located in Bawsey and is estimated to have a mineral resource of 1.2 million tonnes.

Allocation		
Reference	size (hectares)	Parish
SIL 01	21	Bawsey

3. Areas of search (AoS)

3.1 The mineral resource at Bawsey (SIL01) is not sufficient to meet the silica sand shortfall on its own. NCC have therefore defined additional 'areas of search' to meet the shortfall. The areas of search are large areas within which

planning permission for silica sand extraction may be granted on a smaller area of land. Following the previous stages of consultation, NCC has refined the areas of search down to 6 areas. The total size of all the areas of search together is 1,384 hectares (reduced from 2347 Ha in previous versions). This is a significantly larger area than is required for silica sand extraction over the plan period to 2026. NCC estimates that only approximately 40 hectares of land in total from all areas of search is required to meet the shortfall. (The extent of these areas is shown on the plan at Appendix 1, but the detailed boundaries can be seen by following the link at paragraph 1.8 above).

Areas of Search		
Reference	size (hectares)	Parish
AOS A land west of Snettisham, Ingoldisthorpe and Dersingham	328	Ingoldisthorpe, Snettisham, Dersingham
AOS D Land in the vicinity of West Bilney Wood	109	East Winch, Pentney
AOS E land to the north of Shouldham	816	Wormegay, Shouldham, Marham, Shouldham Thorpe
AOS F land to the north of Stow Bardolph	61	Runcton Holme, Stow Bardolph
AOS I land to the east of South Runcton	47	Runcton Holme, Shouldham Thorpe, Tottenhill
AOS J land to the east of Tottenhill	23	Tottenhill, Wormegay

4. Discussion and response to the Norfolk County Council Single Issue Silica Sand Review Pre-Submission document

4.1 The Borough Council notes the need to undertake this review of the Minerals Site Specific Allocation Plan and understands the designation of the proposed Specific Site and the Areas of Search which NCC as the Mineral Planning Authority have proposed to address the shortfall in the quantity of silica sand extraction sites. However it has concerns particularly over the AoS choices and potential operation.

4.2 The Borough Council also notes the responses provided by Norfolk County Council to comments made at the previous stage.

5. General considerations in choosing AoS

5.1 The Areas of Search (AoS) are generally proposed in more rural parts of the Borough. Clearly they reflect the underlying geology and this is a factor in identifying the individual locations. It must be assumed that if an AoS is identified that there is a prospect that it could be fully used into the future for the extraction of silica sand. In which case there should be an appreciation of the ultimate in use and post use states.

5.2 The use of these locations within the countryside will have significant impacts on the local landscape, and the perceptions of the character of those areas. Whilst the County Council make extensive reference to viewpoints and visibility, there is a more general point about the physical change and the associated traffic and character impacts that will occur over a significant period of time.

5.3 It is not clear that any of the assessment measures consider the 'character' of the locality as perceived by local residents and that this perspective has been taken into account. Significant effort has been put into considering more focussed and localised impacts, but the wider impact is played down. The drained and open coastal marshes around the Snettisham area in the north of the Borough whilst not all in the AONB, is a significant asset to the Borough. Any diminution of the character type diminishes the wider value. It should clearly be demonstrated that impacts on the tourism economy are taken into account and this vital industry in the area will not be detrimentally affected.

5.4 Some of the AoS are hundreds of hectares in size. If an area of 40 hectares is what is required to 2026 the potential blight for a far wider area for a far longer period is unrealistic. The total AoS amounts to some 1400 hectares. The search is unfocused and would cause undue stress to communities in the prospective areas. It is irresponsible to identify such wide areas for a much smaller area of need.

5.5 There is no guarantee that operators are actually willing to investigate or develop these areas. It is intrinsically unreliable to accept as evidence of viability that landowners have not asked for these sites to be excluded. Positive evidence of deliverability must be demonstrated.

5.6 The Plan accepts that the material extracted will need to be taken by road to be processed. The distances involved are between 9 and 20 km from AoS to Leziate. From the north a main artery is the A149, and B1145. The A149 is accepted to be part of the strategic route network, but it is also significantly congested in peak summer months. To add to this enough lorry journeys capable of replicating the entire trainloads of material conveyed from Leziate

could cause significant detriment to visitors and local traffic. A wider appreciation is necessary before an 'in principle' acceptance in the Plan is given. From the southern AoS the A10 or A134 are the routes proposed to be used, presumably passing through the Hardwick junction. Again to rely on the fact that the routes are primarily designated lorry routes would seem to miss the point. Whilst they may be of a certain standard they carry significant amounts of other traffic, at the moment they are a recognised trouble spot in visitor terms.

5.7 Notwithstanding the above general objection expressed above the Borough Council needs to recognise and respond to the way that NCC has expressed the policy that could enable actual extraction in the AoS. Transport and landscape character are factors listed in the relevant proposed policy about AoS, but these miss a wider point about impacts on the area. However whilst these matters are expressed in the policy to be addressed, the potential detailed outputs are so fundamental to the impact, and stress for local communities, that they should be undertaken **before** an area can be designated as an AoS. A transparent interrogation of the outcomes could take place rather than as currently envisaged items to be addressed when an application is made.

6. BCKLWN Environmental Quality and Community Safety and Neighbourhood Nuisance Teams comments:

6.1 They note that the pre-submission document refers to exclusion of sensitive receptors within 250m. However, paragraph 40.1 refers to residential properties on Gayton Road within 10 metres of the site boundary.

Air Quality & Dust

6.2 They would wish to see mitigation in place to avoid dis-amenity and health impacts at residential properties. They have previously raised concerns over the potential cumulative impacts on air quality of other waste and minerals activities and industrial sources of air pollution.

6.3 Paragraph 3.18 refers to the National Planning Practice Guidance (PPG) for air quality. They would want to ensure that any planning permission within the Specific Site and the Areas of Search do not cause a breach of National Objectives for Air Quality or EU Limit values due to mineral extraction or associated transport.

6.4 Specific site Allocation Policy SIL01 includes a requirement for an air quality assessment compliant with Policy DM13. This is likely to provide a basis for any mitigation measures which would be required to prevent unacceptable impacts on health and amenity. They would expect to see the same safeguard for any site within the AoS also.

Noise

6.5 It is noted that for all the areas of search reliance has been placed on the Planning Practice Guidance in support of CS14 and DM12. Both CS14 and DM12 provide little information on the control of noise and as such the reliance on the PPG does offer a degree of protection for noise sensitive dwellings, which would not otherwise be available in planning terms.

6.6 As such they would expect to ensure that any planning application includes a full assessment of noise in line with the Planning Guidance, including works to attenuate noise and working hours.

6.7 It should be noted that the noise limits set in the PPG are generous in terms of the allowable levels of noise. In many of the areas of search the background noise levels are likely to be considerably lower than the maximum of 55dB $L_{Aeq, 1hr}$. In addition they would normally consider an increase of up to 10dB ($L_{A90, 1h}$) in noise levels as indicator that complaints are likely to be received. Whilst in planning terms we will expect compliance with the PPG this would be the minimum control expected and would not necessarily protect the operator from action under the Environmental Protection Act 1990 should justified complaints of Statutory Nuisance be received.

7. Other matters

7.1 Notwithstanding the comments in paragraphs above the Borough Council notes the following measures proposed by Norfolk County Council which help to address issues identified in earlier representations:

- A requirement for any planning application submitted within an area of search to include a **Landscape and Visual Impact Assessment**, a Heritage Statement and an archaeological assessment.
- A requirement for any planning application submitted within an area of search to include a **Transport Assessment** or **Transport Statement**, which will be assessed in accordance with Policy DM10 of the adopted Minerals and Waste Core Strategy.
- An area of 250 metres from residential properties has been excluded from the areas of search.
- A requirement for any planning application submitted within an area of search to include mitigation measures to deal appropriately with any amenity impacts, which would be assessed in accordance with Policy DM12 of the adopted Minerals and Waste Core Strategy.
- A requirement for an air quality assessment to be submitted with any planning application.

7.2 The Borough Council are not specifically objecting to the designation of the proposed Specific Site (SIL01 - Mintlyn South). However there are

significant general concerns about the six AoS proposed and these are given above. In addition to the general comments above there are a number of detail points regarding the specific areas and these are noted in the following tables:

Allocation			BCKLWN Comment
Reference	size (ha)	Parish	
SIL 01 Mintlyn South	21	Bawsey	No observations.

Areas of Search			BCKLWN Comment
Reference	size (ha)	Parish	
AOS A land west of Snettisham, Ingoldisthorpe and Dersingham	328	Ingoldisthorpe, Snettisham, Dersingham	Note the revision of the boundary which is now further away from the coast and flood defences. Accept that the boundary of the AoS is a minimum of 250m away from caravan sites. Due to the sensitivities regarding the landscape and natural and historic environment at this location and the potential impact on tourism, it is important that effective public consultation is conducted for any forthcoming planning application in conjunction with a site specific HRA. Note that a neighbourhood plan is currently in preparation for Snettisham Parish.
AOS D Land in the vicinity of West Bilney Wood	109	East Winch, Pentney	No observations.
AOS E land to the north of Shouldham	816	Wormegay, Shouldham, Marham, Shouldham Thorpe	Note the revised northern boundary of AOS E which has moved south of the village of Wormegay.
AOS F land to the	61	Runcton Holme, Stow	No observations

Areas of Search			BCKLWN Comment
Reference	size (ha)	Parish	
north of Stow Bardolph		Bardolph	
AOS I land to the east of South Runcton	47	Runcton Holme, Shouldham Thorpe, Tottenhill	When considering forthcoming planning applications it is important to consider the cumulative impact of sites with AoS J.
AOS J land to the east of Tottenhill	23	Tottenhill, Wormegay	When considering forthcoming planning applications it is important to consider the cumulative impact of sites with AoS I.

8. Summary

8.1 In summary the Borough Council is very concerned over the following factors and formal representations as objection should be made to cover:

- the wider landscape character impact, and;
- the traffic impact on already stressed roads.
- whilst transport and landscape character matters are considered in the policy, the potential outputs are so fundamental to the impact on local communities that detailed assessments should be undertaken before an area can be designated as an AoS to avoid any adverse impacts

8.2 A number of detailed representations are necessary to cover environmental quality and community safety and neighbourhood nuisance. These relate to ensuring:

- Mitigation is in place to avoid dis-amenity and health impacts at residential properties.
- that any planning permission within the Specific Site and the AoS do not cause a breach of National Objectives for Air Quality or EU Limit values due to mineral extraction or associated transport.
- AoS policies should include a requirement for an air quality assessment compliant with Policy DM13. This is likely to provide a basis for any mitigation measures which would be required to prevent unacceptable impacts on health and amenity. This is included in the allocation policy (for SIL1) but they would expect to see the same safeguard for any site within the AoS also.
- that any planning application includes a full assessment of noise in line with the Planning Guidance, including works to attenuate noise and working hours, rather than simple reliance on CS14 and DM12. Whilst in planning terms we will expect compliance with the PPG this would

be the minimum control expected and would not necessarily protect the operator from action under the Environmental Protection Act 1990 should justified complaints of Statutory Nuisance be received.

9. Recommendation

9.1 That the above points in sections 4 to 7 of the report be sent as the Borough Council's formal representations on the Norfolk County Council Pre-Submission Single Issue Silica Sand Review.

10. Options Considered

10.1 No response – If the Borough Council do not respond to the consultation, there is a risk that the Council would not be meeting the obligations of the NPPF in terms of the Duty to Cooperate. There would be no opportunity to influence a plan which has wide implications for communities in the Borough.

11. Policy Implications

11.1 None specifically

12. Financial Implications

12.1 None

13. Personnel Implications

13.1 None

14. Statutory Considerations

14.1 None specifically, but it should be noted that NCC has a requirement to prepare the relevant mineral and waste plans, and the Borough Council to respond.

15. Equality Impact Assessment (EIA)

15.1 Pre-screening report attached.

16. Risk Management Implications

16.1 None directly.

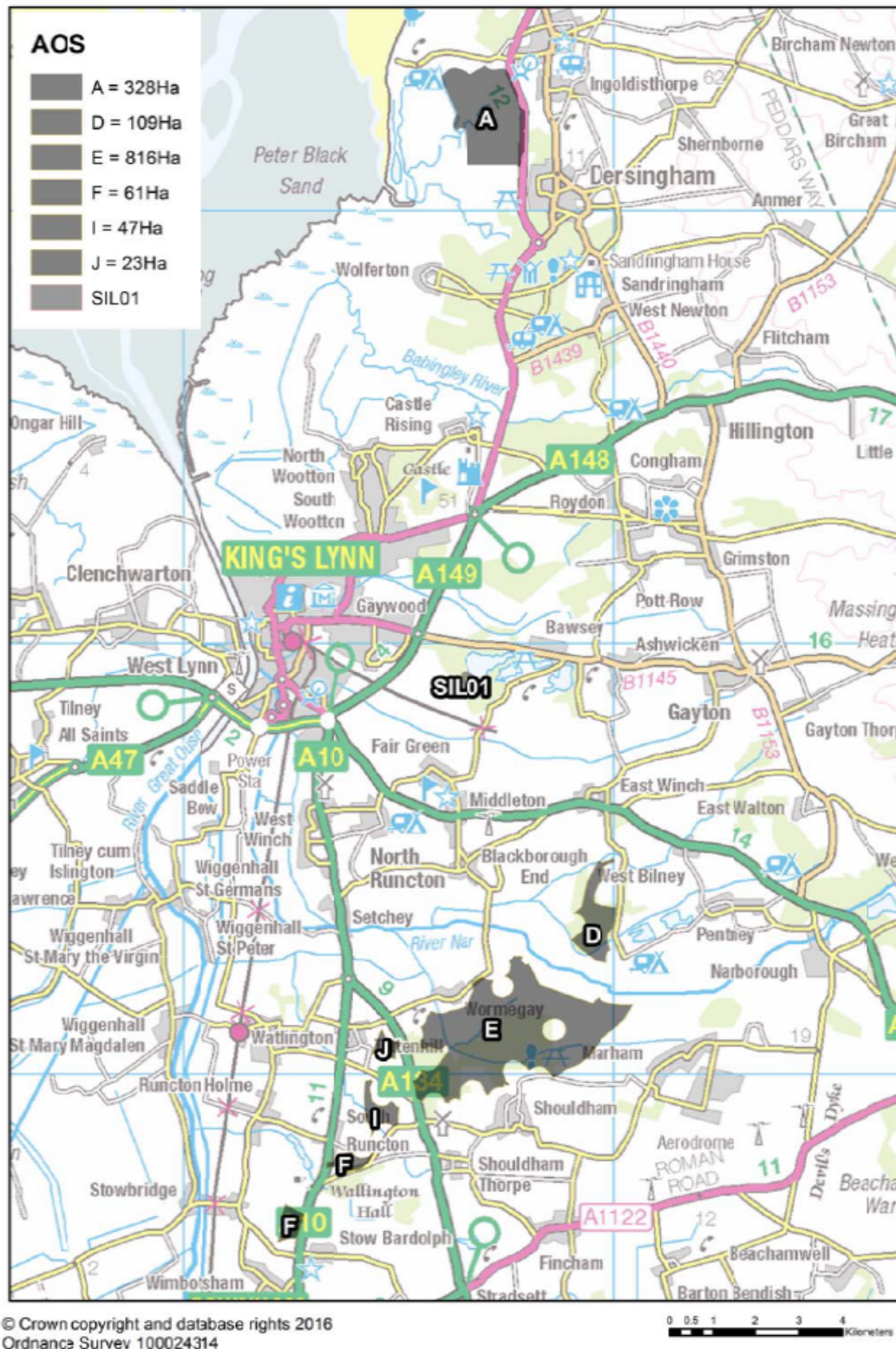
Declarations of Interest / Dispensations Granted

None

Background Papers

None specifically.

Location of proposed allocation and Areas of Search





Pre-Screening Equality Impact Assessment

Name of policy/service/function	Norfolk CC Silica Sand Review – response from the Borough Council				
Is this a new or existing policy/ service/function?	New				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations	Allocation of sites for the safeguarding or extraction of silica sand.				
Question	Answer				
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? Please tick the relevant box for each group. NB. Equality neutral means no negative impact on any group.		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Other (eg low income)			x	
	Question	Answer	Comments		
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?	Yes/ No				
3. Could this policy/service be perceived as impacting on communities differently?	Yes/ No	Not on the communities within the meaning of the question 1.			
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes/ No				
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	Yes/ No	Actions:			
		Actions agreed by EWG member:			
Assessment completed by: Name Alan Gomm					
Job title LDF Manager	Date 16 June 2016				

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Discretionary	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 Kathy Mellish E-mail:cllr.kathy.mellish@west-norfolk.gov.uk		Other Cabinet Members consulted: Cllr Brian Long		
		Other Members consulted:		
Lead Officer: Chris Bamfield E-mail: chris.bamfield@west-norfolk.gov.uk Direct Dial: 01553 616648		Other Officers consulted: Management Team; Town Centres Manager alistair.cox@west-norfolk.gov.uk Direct Dial: 01553 616739		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications (incl S.17) NO	Equal Opportunities Implications NO	Risk Management Implications NO

Date of meeting: 28 June 2016

BUSINESS IMPROVEMENT DISTRICT (BID) - VOTE**Summary**

Council at its meeting on 28th November 2013 approved the Business Plan for King's Lynn Town Centre submitted by the KL BID representatives. They also agreed to vote in favour of the business plan at the ballot held in April 2014. The BID if successful, would bring in local business investment of over £1,000,000 in its 5yr term.

Despite securing the majority of the votes cast, their collective rateable value was 2% less than those that had voted 'No'. Therefore the BID failed by the smallest of margins as the law requires a positive vote on both methods.

Since then the team behind the BID have been working hard to secure a positive vote when they go for a re ballot again later this year. The Business Plan has not changed from the one submitted in 2013. The statutory process requires the Council to agree to support the BID before it goes to ballot. There has to be a statutory minimum period of 84 days between Council approval and the ballot process.

The KLBID have request that Cabinet endorse the Business Plan and instruct the Chief Executive to vote in favour of the BID on behalf of the Council.

Recommendation

Cabinet recommended to:

- (a) Approve the 2016 Business Plan.
- (b) Instruct the Chief Executive to vote in favour of the BID on behalf of the Council.

Reason for Decision

To allow the KL BID vote to proceed

1 BACKGROUND

- 1.1 In 2013 The Council had approved the Business Plan for the King's Lynn Town Centre submitted by the Business Improvement District representatives. In April 2014 they also agreed to vote in favour of the ballot and to put in place arrangements to collect a levy if the BID was successful.
- 1.2 The Council has an interest in the ballot in that there are council owned premises within the defined area of the BID that will be subject to the levy. The annual cost of the levy would be approx. £17,500
- 1.3 The Council as an owner of premises in the BID area will be entitled to vote when the ballot is arranged later this year.
- 1.4 If successful the BID levy will generate in excess of £200,000 of investment each year to support the town centre.

2 OPTIONS CONSIDERED

- 2.1 The Council can place a vote for or against the Business Plan or abstain. The proposal is led by businesses in the town centre and was seen by the Council as the creation of investment that will enhance the environment and attract more shoppers, visitors and businesses to King's Lynn.
- 2.2 It is proposed that the Council continues with its support of the BID and the Business Plan and instructs the Chief Executive to vote accordingly on behalf of the Council.

3 POLICY IMPLICATIONS

- 3.1 The Council has previously indicated its support for the BID

4 FINANCIAL IMPLICATIONS

- 4.1 If the BID is successful the Council will pay a levy estimated to be £17,500 as an addition to the rates bill for the various premises.
- 4.2 If successful the BID will help generate additional business into King's Lynn and help protect the current businesses. The Council will receive a percentage of any new Business Rates which will help offset the cost in 4.1

5 BACKGROUND PAPERS

- 5.1 2016 KL BID Business Plan (attached)



Shout loud
for Lynn

KING'S LYNN BID

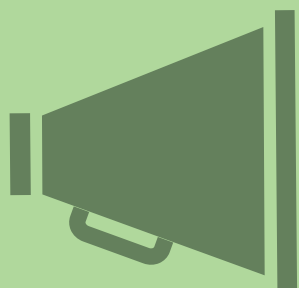
Business Improvement District

Business Plan | March 2016



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| 3. | The BID will deliver... | 4. | The BID Levy and Liability |
| 5. | The BID Area | 6. | The BID Projects... |
| 7. | The Budget | 8. | The Ballot |
| 9. | The BID Company | 10. | Key Questions & Answers |



About this document...

King's Lynn is a large market town in West Norfolk with a rich heritage. The development of large out of town shopping areas, in addition to the recession and changes in shopping habits, have resulted in a decline in trading performance within the town centre.

Determined to fight back, representatives from the local Town Centre Partnership, made up of organisations within the town centre, investigated a number of ways to ensure that King's Lynn remains competitive and that money is spent on projects and services which generate a positive return for the businesses within the historic town centre.

Business Improvement Districts (BIDs) have proven to be successful in reversing the decline of town centres by giving funding and power to make decisions to the businesses within them.

A steering group made up of representatives from businesses within the area was then formed to progress the BID.

The steering group has been responsible for promoting and developing the BID through consultation with all businesses and the production of project proposals upon which businesses will vote.

This document represents the business plan and outlines the activities and projects that will be delivered by the introduction of a BID to King's Lynn.

The projects and activities have been developed from feedback gathered from the BID business surveys, face-to-face meetings and open and sector specific meetings.

Thank you,

The BID Steering Group

Want to learn more about King's Lynn and the BID?
Why not check out the BID website at:

kingslynnbid.com



A vision for King's Lynn



K

ing's Lynn is a town of which we can all be justly proud. We're lucky enough to live and work in a town with a rich history stretching back centuries.

King's Lynn's businesses all want the town to prosper, just as it has over the years. To do this we have to look forward and not just rest on our successful past.

With new retail parks being developed on the edge of town, now is the time to stand up and shout loud for Lynn.

We must accept that change is inevitable, that we live in a society in which the convenience of one-stop and on-line shopping increasingly appeals and so, we have to look for new ways to promote visits to our town centre. We have to be pro-active; we have

to positively encourage people to visit and then to spend money in our town centre.

The work of the Business Improvement District (BID) will focus on achieving this. The whole experience of visiting King's Lynn needs to be transformed to attract more people and then to encourage them to stay for longer, whether they be local to the area or tourists. To do this we have to change the emphasis from 'shopping' to 'experience'. In that way we can offer new business opportunities and increase visitor spend.

This change won't be easy nor will it come overnight, but it is essential. Our vision is to make King's Lynn a true 'destination of choice' where visitors have a pleasant, interesting and memorable experience; one they will want to repeat and recommend to others.



BID Fact

For every pound invested in BID, we could add an additional 35% to be spent in the town.

Our Aim

*To create a vibrant town
we can all be proud of,
where businesses prosper,
our communities thrive and
for visitors, a true destination
of choice.*



What you said...

2.1 Speaking to Businesses

The BID Steering Group has held over 25 events to promote the BID and raise awareness amongst businesses of the benefits of King's Lynn becoming a BID town. Our Ambassadors have spoken directly with over 210 businesses to date and their feedback has been utilised to develop this Business Plan.

We are communicating regularly with businesses via a range of methods including:



Hand delivered newsletters



Face to Face meetings



Email Newsletter



Social Media
(Twitter & Facebook)



Radio advertising and news articles in our local press

2.2 Business Priorities

The BID Steering Group and the Town Centre Partnership have undertaken research over the past 20 months to help understand the needs and views of businesses and to identify what key issues they face. We have also looked at what projects the BID could deliver.

The projects identified in this Business Plan are based on the feedback from businesses within the BID area.

- Improve town centre PR
- Stand up for businesses
- Increase footfall into the town centre
- Maintain and develop King's Lynn as a tourist hub
- Improve communications on town centre matters
- Create an environment to encourage a wider retail mix
- Develop local transport promotions within the town centre
- Generate operational cost savings for town centre businesses
- Enhance the visitor experience through a revitalised streetscape
- Develop a strong collective voice to shape public and commercial policy, with a particular focus on the visitor experience in the town

The BID is just what King's Lynn needs, a great way to keep our town centre going. So go on back the BID! We are!

We're backing the BID

Alan Taylor

Owner and Director
of YourLocalPaper





The BID will deliver

3.1 Our Aim

To create a vibrant town we can all be proud of, where businesses prosper, our communities thrive and for visitors, a destination of choice.

3.2 Our Objectives

To Improve Marketing, Promotion and Events within the Town

Unified marketing and promotion of the town both in and out of the area, running additional events and promotions to draw in visitors and provide a great town centre experience.

To Improve Town Centre Access and Movement

Ensure that our town is easy to get into and travel about within. Improve signage for those travelling by foot, on bike, by public transport and car.

To Provide a Better Quality Place

Improve the townscape, working with landlords/tenants to improve shop fronts, develop a better market offering, signage and mapping.

To Increase Profitability for our Members

Work with businesses to develop procurement opportunities, identify areas for reducing overheads and dealing with issues around stock loss.

To Speak up for Businesses

Using our strong collective voice, to speak up for the town centre and town centre businesses on all matters relating to the trading environment.

The BID levy and liability

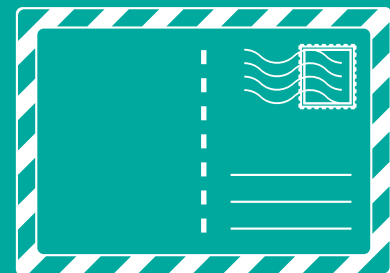
4.1 How much will the levy be?

If a majority of businesses vote in favour of the King's Lynn Business Improvement District, all eligible businesses or properties in King's Lynn town centre will pay 1.5% of their rateable value each year for a period of 5 years. Businesses with a rateable value of £7,500 or less will pay £100 per annum. Over 65% of businesses will pay less than £1 per day. The 1.5% levy will provide an additional income of circa £1.3 million across the five year BID term.

Small Premises

- Rateable Value £10,000
- Annual BID Levy £150
- Daily Equivalent 41p

(less than a 2nd class stamp)



Medium Premises

- Annual BID Levy £375
- Rateable Value £25,000
- Daily Equivalent £1

(less than a cup of coffee)



Large Premises

- Annual BID Levy £1,500
- Rateable Value £100,000
- Daily Equivalent £4.10

(less than a bottle of wine)



4.2 Who will pay the levy?

A BID levy is an equitable and fair way of funding additional projects and services for the benefits of businesses within our town.

- The term of the BID will be for a period of 5 years.
- Businesses with a rateable value of £7,500 or less will be liable to pay £100 per annum.
- Business with a rateable value of over £7,500 will be charged 1.5% of their rateable value.
- The BID levy payments will be made by property occupiers only, with the exception of vacant premises when the onus is then on the property owner to pay the levy.
- There are currently approximately 660 commercial properties in the BID area which will generate a BID

investment levy income of approximately £270,000 per annum, and an estimated total levy income of £1.3million over 5 years.

- The levy payments are not linked to what businesses actually pay in rates but are based on the rateable value of the property.
- There will be no VAT charged on the BID levy.
- The only exceptions will be places of worship and non-retail charities with a rateable value of £7,500 or less (this means that these premises will not pay this levy and will not be entitled to vote).

Government Legislation and Regulations govern the BID process. As such, if a majority vote has been achieved, the BID levy becomes mandatory on all defined ratepayers.

4.3 Collection of the levy

The Borough Council of King's Lynn and West Norfolk will collect the investment levy on behalf of the BID, as this is an efficient, safe and cost effective method of collection.

The Borough Council will then pass the whole income onto the BID Company to be used only for BID projects. It will NOT be used as an additional source of income for the Borough Council.

BID Fact

The Borough of King's Lynn & West Norfolk covers 550 square miles. It is the largest district in Norfolk on land mass and population and the fourth largest shire district in England.



VOTE YES



BID Fact

King's Lynn is a significant sub-regional centre with a catchment area of around 200,000 that includes people from areas in neighbouring Lincolnshire and Cambridgeshire.

As a community store, serving local people, we want to be involved within the community. The BID will offer us an opportunity to make a difference and forge links with traders, and the community, and by working together make the experience of shopping in King's Lynn more attractive, and a better place to shop and work.

Janette Crawford

Wilko store manager



Follow us on Twitter: @Kings_Lynn_BID

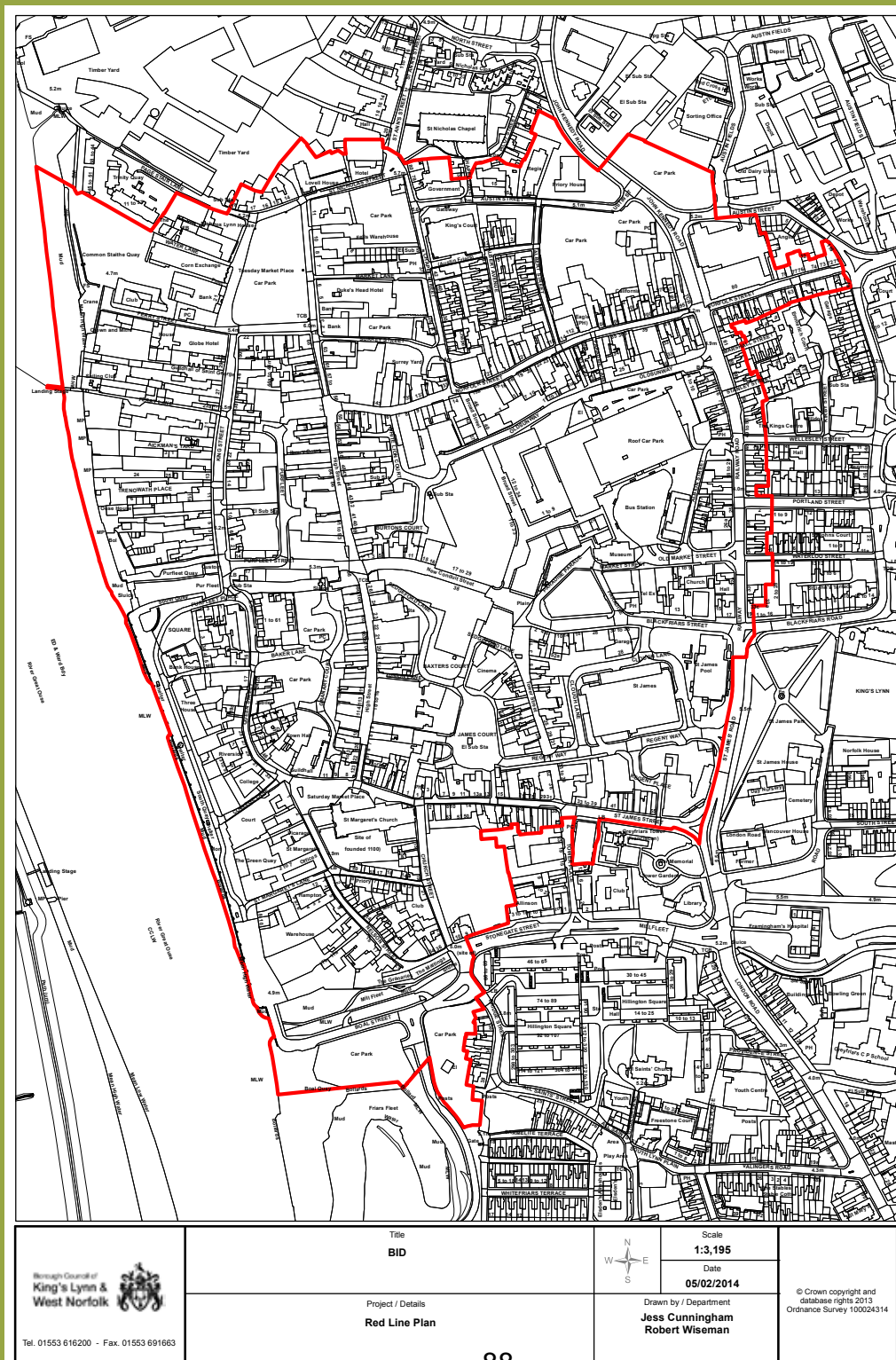
See us on Facebook: KingsLynnBid

carl@kingslynnbid.com

The BID Area

5.1 Introduction

The BID area will cover the area shown in the map below. This is viewed as the core business area of the town centre of King's Lynn.





5.2 The BID will cover the following streets

Albert Avenue
Albert Street
Albion Street
Austin Street
Baker Lane
Baxters Court
Baxters Plain
Blackfriars Street
Boal Quay
Boal Street
Broad Street
Burtons Court
Chapel Street
Church Street
Clough Lane
College Lane
Common Staithe Quay
Ferry Lane
Ferry Street
Granary Court
Hardings Way*
High Street

King Staithe Lane
King Street
Market Lane
Millfleet*
Nelson Street
New Conduit Street
Norfolk Street*
Old Market Street
Old School Court
Oldsunway
Paige Stair Lane*
Paradise Lane
Paradise Parade
Paradise Place
Paradise Road
Paradise Street
Priory Lane
Purfleet Quay
Purfleet Street
Queen Street
Railway Road
Regent Place

Regent Way
Saturday Market Place
Sedgeford Lane
South Clough Lane
South Quay
Stonegate Street
St Dominic Square
St James Court
St James Road
St James Street
St Margarets Lane
St Margarets Place

St Nicholas Street
Surrey Street
Surrey Yard
Thoresby College
Tower Place*
Tower Street
Trenowath Place
Tuesday Market Place
Union Lane
Vancouver Centre
Water Lane
White Lion Court

BID Fact

Of the total 215 BID ballots across the country, 84% have been yes. Of the 48 renewals (2nd term) 94% have been yes.

* Only part of the street is included, full details are available on the website www.kingslynnbid.com

The BID Projects

6.1 Introduction

The following provides a list of projects and activities the BID will undertake and how the BID levy will be utilised.

BID Fact: The urban area of King's Lynn (including North and South Wootton) is the largest centre of the borough at around 44,000 people.

BID Fact

Almost 55,000 businesses in the UK are currently paying BID levy. With a total investment of £91million annually.

6.2 Marketing, Promotion and Events – 5 year budget £560K

Unified marketing and promotion of the town both in and out of the area, running additional events and promotions to draw in visitors and provide a great town centre experience.

- Comprehensive marketing plan developing and promoting King's Lynn as a destination town.
- Create a town guide and state of the art website allowing BID members to promote their offers and events.
- Develop a town centre loyalty card and shopping voucher scheme.
- Regular town centre promotions, themed weeks and a 'shop local' scheme.
- Promote offers and discounts from local retailers, leisure and transport operators to those working in local offices.
- Develop an annual programme of events and activities across the whole BID area.
- Develop local transport promotional activities.



Follow us on Twitter: @Kings_Lynn_BID

See us on Facebook: KingsLynnBid

carl@kingslynnbid.com



men · women · children

The BID will allow independents to come forward and have their say and will also benefit all retailers regardless of status.

Andy Wilson

Manager, Ikon

We're backing the BID



6.3 To Improve Town Centre Access and Movement - 5 year budget £126K

Ensure that our town is easy to get into and travel about within. Improve signage for those travelling by foot, on bike, by public transport and car.

- Work with partners to improve parking provision in the area and the production of a parking guide and signage, including a 'How to get to' guide for King's Lynn BID area distributed throughout the catchment area.
- Provide large town maps in key locations such as the multi-storey car park, bus and train station and other key locations within the town.

6.4 Improving the Quality of the BID Area - 5 year budget £120K

Improve the townscape, working with landlords/tenants to improve shop fronts, develop a better market offering, signage and mapping.

- Promote the area for inward investment, new office occupiers and retailers. Attracting new investment is vital to ensure the existing business community thrives.
- Working with the local authority to revitalise the markets within the town.
- Work with partners to introduce family friendly facilities i.e. weekend shopper crèche.
- Investigate premises improvement grants.
- Undertake a review of the existing streetscape to identify areas for improvement (to enable funding bids).
- Provide additional planters and hanging baskets around the town.

Our Aim

To create a vibrant town we can all be proud of, where businesses prosper, our communities thrive and for visitors, a true destination of choice.



BID Fact

The BID will generate £1.3million to be spent in the town centre over 5 years.



BID Fact

Over 65% of businesses will pay less than £1 per day.



BID Fact

There are over 600 businesses in King's Lynn town centre.



BID Fact

King's Lynn sits at the intersection of three major routes, the A10, A17 and A47, giving good access to London, the Midlands and the South.

6.5 Increasing Profitability – 5 year budget £200K

Work with businesses to develop procurement opportunities, identify areas for reducing overheads and dealing with issues around stock loss.



- 'One Stop Shop' assistance from the King's Lynn BID team on any matters relating to the trading environment, saving you time and money, easing your frustrations and working toward getting faster and more satisfactory results



- Provide water and energy audits for businesses



- Developing business to business trading opportunities (supporting each other)



- Introduce a townwide waste collection and recycling scheme to reduce the cost of waste collection



- Identify opportunities to develop further radio link and CCTV monitoring across the town



- Support crime prevention initiatives

6.6 Speak up for Businesses – 5 year budget £24K

Coordinate lobbying as a strong collective voice, to speak up for the town centre and town centre businesses on all matters relating to the trading environment.



- Act as a voice between businesses and other key stakeholders within the town on key issues.



- Lobby for additional funds; apply for funding and grants to invest in extra improvement projects within the BID area.



- Act as a formal body representing business views where consultation is required on key projects within the BID area or on projects.



- Creation of a town centre newsletter for all businesses, featuring relevant town centre news, forthcoming events, footfall figures and industry news.



BID Fact

Other BID towns have raised additional funding ranging from £50k to £700k which is used alongside the BID levy.



BID Fact

For every £1 that businesses in Lincoln invested, they received an additional £1.99 income.

The Budget

7.1 Levy Income

From over 600 businesses within the town we have calculated that the BID will generate approximately £272,000 per annum from the levy alone. Table 7.1 below provides an overview of the budget allocation per annum within the key project areas identified in chapter 6.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Marketing, Promotion & Events	£100k	£109k	£109k	£120k	£122k	£560k
Access & Movement	£28k	£28k	£28k	£22k	£20k	£126K
Quality of BID Area	£30k	£25k	£25k	£20k	£20k	£120K
Increasing Profitability	£40k	£40k	£40k	£40k	£40k	£200K
Speaking Up for Business	£4k	£5k	£5k	£5k	£5k	£24K
Administration & Personnel	£60k	£50k	£50k	£50k	£50k	£260K
Contingency	£10k	£15k	£15k	£15k	£15k	£70K
Total	£272k	£272k	£272k	£272k	£272k	£1.36m

Table 7.1 BID Budget - 5 year plan

7.2 Additional Funding

The BID Company will explore additional funding opportunities to enhance the projects and services it delivers. This will be in the form of grants for specific projects. Businesses located outside of the BID area will also be invited to contribute in order that they can benefit from the projects, activities and services that the BID will deliver (this will not however be at the expense of a business located within the BID area).

Across the UK, BIDs have generated on average an additional 35p of funding for every £1 invested from businesses by using the BID levy to lever additional funds. This could mean an additional £476,000 of investment into the town for the benefit of your business in addition to the £1.3million BID levy.

7.3 BID Administration & Personnel

In order for the BID Business Plan to be delivered there will be a need to use personnel to not only manage the administration of the BID, but also to deliver the projects contained within the BID Business Plan. Any personnel appointed to undertake this role will be supported and directed by a BID board who will be made up of business representatives from across all business sectors within the BID area.

The BID is an exciting opportunity for King's Lynn Town Centre which will draw all businesses within the District closer together to work to improve the area. With resources behind the BID, I believe tangible differences can be made. In my (and my Store Manager colleagues') experience, the BID is a valuable force for good to strengthen a Town Centre's offering

Michael Owens

King's Lynn Store Manager,
MARKS AND SPENCER



The Ballot

8.1 About the Ballot

- Ballot papers will be posted to the person responsible for casting a vote within their business. In the case of national companies the responsibility for voting may lie with head office.
- The BID ballot is a confidential postal ballot conducted by The Borough Council of King's Lynn and West Norfolk on behalf of the King's Lynn BID and in line with English BID legislation.
- Where a business property is vacant the voting papers will be sent to the property owner.
- Voting papers are easy to complete, simply place a cross on either "yes" or "no" to the question "are you in favour of the BID for the following area?"
- Of those that vote, over 50% by number and 50% by combined rateable value must vote in favour of the BID.
- All eligible voters (i.e. those persons liable to pay non domestic rates) will have one vote or where a person is a ratepayer for more than one business, that individual shall be eligible to cast more than one vote however they will be required to pay the levy for each of the properties that they occupy.
- If the ballot is successful, the BID will run for a period of five years from the date of commencement.
- If the ballot is unsuccessful, things will remain as they are and the BID Steering Group will be disbanded.



8.2 Who will pay for the ballot

The cost of the ballot, to be carried out by the Borough Council of King's Lynn and West Norfolk, will be in the region of £3,000. The Borough Council of King's Lynn and West Norfolk have agreed to cover this cost.

8.3 Alteration of BID Arrangements

The BID area and the BID levy percentage cannot be altered during the term of the BID term without an "Alteration Ballot".



This is a fantastic opportunity to vote yes and support the future of King's Lynn's town centre.

Carl Hedger BID Steering Group

A BID will give real power and financial muscle to local business owners and gives us all the chance to take control of our own destiny.



We're backing the BID

Darren Taylor

Managing Director KLFM



The BID Company and BID Responsibilities

9.1 The BID Company - Governance

Following a successful vote, the King's Lynn BID Steering Group will set up a Not-for-Profit Company. The BID company will be directly accountable to all levy payers for the successful delivery of the BID and they will report regularly to a Board of Directors.

The BID company will have a Board of Directors which will be made up of representatives from businesses,

each of whom pays the levy. The BID will be a company run by local businesses for local businesses.

All levy payers within the BID area will be eligible to stand for election to the BID Board. The Board will manage funds that are collected by the BID levy and will direct a BID team in the delivery of the BID projects (identified in the BID Business Plan). This arrangement will ensure projects are delivered and any financial liabilities of the BID board are transparent and answerable to the BID businesses who pay the levy.

9.1 Baseline Services and Service Level Agreements

The BID will ensure that services provided and funded by businesses through the BID are in addition to and do not duplicate or substitute any services provided by The Borough Council of King's Lynn and West Norfolk, Norfolk County Council, Norfolk Police or other public agencies. To do this a baseline service agreement will be put in place.

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



NORFOLK
CONSTABULARY

Our Priority is You

vancouver
quarter - King's Lynn

The services directly delivered by the BID will be an effective and efficient use of the levy funds and will be additional to any statutory service provided by the statutory authorities. The baseline services agreement gives an assurance to business owners that the BID levy will only be used for the additional projects which they voted on in the BID ballot.

Additionally, a baseline agreement avoids the risk that all relevant public agencies will not reduce their current statutory level of service to the BID area following a successful ballot.

The services already provided by public agencies (both statutory and discretionary) within the BID area are shown to the right.

A full and detailed list of services provided in the BID area by the Borough Council of King's Lynn and other public agencies will be provided before the ballot period.

Service Level Agreements



• Public conveniences



• Street cleansing and litter bin emptying



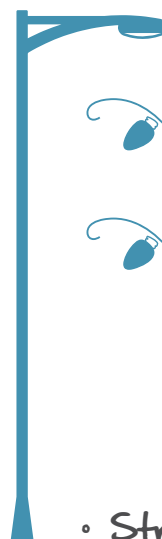
• Horticultural and grounds maintenance works



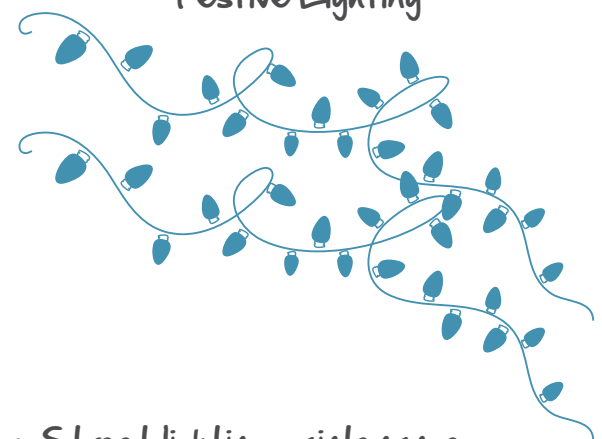
• Road signage and street furniture



• Roads, pavements and car park maintenance (including winter maintenance)

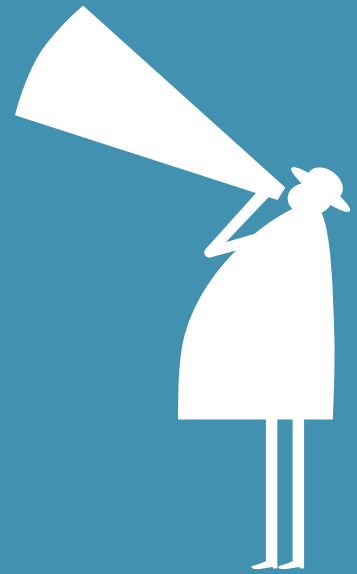


• Festive Lighting



• Street lighting maintenance

Key Questions & Answers



10.1 What exactly is a BID?

A Business Improvement District (BID) is an area within which local businesses agree, through a local ballot, to pay an additional charge on their business rates. An independent business-led company will manage these funds.

This company seeks to guarantee, improve and enhance services and environmental conditions of this defined geographic area of commercial activity. But, it's also a way for everyone who runs a business in the town centre to make more revenue.

10.2 Why a BID for King's Lynn?

The public sector provides us with the basic baseline services and at this time of economic uncertainty a BID could generate an additional £1.3 million of investment over 5 years for projects and schemes that you feel would really benefit your town.

10.3 Who pays for a BID?

All eligible businesses within the BID proposal area have the opportunity to vote for the King's Lynn BID. If the majority vote YES, then all eligible businesses

within the BID area pay the agreed levy. This is a percentage of your rateable value.

10.4 How much would we pay?

In order to deliver the projects and services that would make a difference to King's Lynn town centre, we estimate that something like 65% of businesses in King's Lynn town centre would pay less than £1.00 per day as their contribution.

10.5 Isn't that what we pay our business rates for?

No. Business Rates are a national tax that is collected by the Borough Council of King's Lynn and West Norfolk on behalf of central government and then redistributed according to a national formula.

The Council's income from this redistribution is spent throughout King's Lynn and West Norfolk on statutory and discretionary services for residents and businesses. Businesses have very little say in the way the funds are spent.

The great thing about a BID is that the projects have been set by businesses, through a series of consultations. The money is kept locally, and spent locally, for the benefit of the local area. The BID levy is nothing to do with business rates. It is based on a levy on the rateable value of the business unit and the funds are invested within the BID area.

10.6 Do BIDs really work?

YES. There are over 200 successful BIDs in the UK ranging from large cities such as Birmingham, Norwich, Cambridge, Lincoln, Liverpool & Newcastle to town centres such as Bedford, Bury St Edmunds & Great Yarmouth. Information on all UK BID's can be found on the UK BID's advisory website www.ukbids.org Bedford town centre businesses voted in 2005 for a BID, which meant over £2.5m being put into the running of the centre. Over that period it saw increases in footfall, reductions in crime and the introduction of a hugely popular marketing programme. All this meant that when it came for businesses to vote again they had a resounding yes in 2010 to keep it for another 5 years.

10.7 What happens next?

This BID business plan has now been finalised and approved and we will go to vote in September 2016. A copy of this document will be sent to every business who is entitled to vote along with the ballot papers at

least 28 days before the ballot date. This document sets out: the BID area, the levy investment rules and most importantly what projects and initiatives the BID propose to deliver to support a vibrant and prosperous town centre.

Once we know the outcome of the ballot we will inform all businesses and proceed accordingly.

10.8 How can I help?

There are lots of ways in which you can support the BID

- Become a BID Ambassador
- Attend one of our events to find out more about the BID and what it means for your business

10.9 Still not sure what it's about?

If you're still not sure what a BID is, how it can benefit your business or why you should get involved please come to one of our events or get in touch.



If you have anymore questions please email them to

carl@kingslynnbid.com



Email: carl@kingslynnbid.com

Tel: 07825 990665

Website: www.kingslynnbid.com

Follow us on Twitter: @Kings_Lynn_BID

See us on Facebook: KingsLynnBid

Write to us at: 18 Blackfriars Street, King's Lynn, Norfolk PE30 1NQ

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