

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



Cabinet

Agenda

Tuesday, 2nd February, 2016
at 5.30 pm

in the

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



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CABINET AGENDA

DATE: CABINET - TUESDAY, 2ND FEBRUARY, 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 - No items will be considered in private.

1. MINUTES

To approve the Minutes of the Meeting held on 12 January 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. FORWARD DECISIONS (Pages 6 - 7)

A copy of the Forward Decisions List is attached

9. 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. Copies of any additional comments made will be circulated as soon as they are available.

- Resources and Performance Panel – 26 January 2016
- Regeneration & Development Panel – 27 January 2016
- Environment and Community Panel - 27 January 2016

10. THE FINANCIAL PLAN 2015/2020 - ATTACHED AS A SEPARATE SUPPLEMENT TO THE AGENDA DOCUMENT

11. CAPITAL PROGRAMME AND RESOURCES 2015-2020 (Pages 8 - 43)

12. COMMUNITY INFRASTRUCTURE LEVY: CONSULTATION ON A DRAFT CHARGING SCHEDULE (Pages 44 - 83)

13. CHARGING FOR ELECTRIC VEHICLE PARKING (Pages 84 - 88)

14. TENDER FOR LEASING PRODUCTION PRINTING EQUIPMENT (Pages 89 - 92)

To: Members of the Cabinet

Councillors A Beales (Vice-Chairman), R Blunt, N Daubney (Chairman),

Lord Howard, A Lawrence, B Long, Mrs E Nockolds and D Pope

Cabinet Scrutiny Committee

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
2 February 2016	Budget 2016/17		Key	Council	Leader Asst Exec Dir – L Gore		Public
	Capital Programme 2015-2020		Key	Council	Leader Asst Exec Dir – L Gore		Public
	Electric Vehicles Charging Points		Non	Cabinet	ICT Leisure & Public Space and Environment Exec Dir – C Bamfield		Public
	Procurement – Print Equipment		Key	Cabinet	Leader Exec Dir – D Gates		Public
	Community Infrastructure Levy		Key	Council	Housing and Community Exec Director – G Hall		Public

Agenda Item 8

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
1 March 2016	Treasury Management Strategy 2016/17		Non	Council	Leader Asst Exec Dir – L Gore		Public
	Asset Management : Land with Development Potential		Key	Council	Regeneration & Industrial Assets Exec Dir – C Bamfield		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	King's Lynn: Strategic Land Acquisition		Key	Council	Regeneration & Industrial Assets Exec Dir – C Bamfield		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person

							(including the authority)
	Electoral Review		Key	Council	Leader Chief Executive		Public
	Affordable Housing Company		Non	Cabinet	Housing & Community Chief Executive		Public
	Modifications to the Local Plan		Key	Council	Development Exec Dir – G Hall		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
5 April 2016	The Statement of Community Involvement		Non	Cabinet	Development Exec Director G Hall		Public
	NORA Joint Venture – Phase 3		Key	Council	Regeneration Chief Executive		Public
	Child Protection Policy Update		Non	Council	Housing & Community		Public

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards None	Mandatory	(a) Be entirely within Cabinet's powers to decide	NO	
		(b) Need to be recommendations to Council	YES	
		(c) Be partly for recommendations to Council and partly within Cabinets powers –	NO	
Lead Member: Councillor Nick Daubney E-mail: cllr.nick.daubney@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:		Other Officers consulted: Management Team, Service Managers		
Financial Implications YES	Policy/Personnel Implications YES	Statutory Implications (incl S.17) NO	Equal Opportunities Implications NO	Risk Management Implications YES

Date of meeting: 2 February 2016

CAPITAL PROGRAMME AND RESOURCES 2015-2020

Summary

This report:

- revises the 2015/2016 projections for spending on the capital programme
- sets out an estimate of capital resources that will be available for 2015-2020
- details new capital bids that are recommended to be included in the capital programme for the period 2016-2020
- outlines provisional figures for capital expenditure for the period 2015-2020

Recommendations

It is recommended that:

- 1) Cabinet recommends to Council the amendments to capital schemes and resources for the 2015-2020 capital programme as detailed in the report.
- 2) Cabinet recommends to Council that new capital bids are to be funded from available capital resources and included in the capital programme 2016-2020 as detailed in the report.

Reason for Decision

To report amendments, rephrasing and resources to the 2015-2020 Capital Programme

1. Introduction

- 1.1 This report presents the capital programme for the period 2015 to 2020. The capital programme forms part of the Council's longer term Financial Plan, and is updated as part of the overall budget and council tax setting process.
- 1.2 The current economic conditions continue to create a challenging environment for achieving capital receipts to support the funding of the Council's capital programme. At the same time the Council aims to deliver a number of major projects within limited resources.
- 1.3 The Council is faced with a situation where capital resources to fund the capital programme continue to be limited.
- 1.4 This report sets out a programme for 2015/2020 that can be delivered if predicted land sales come about. Certain capital funds come from grants, VAT shelter receipts and use of reserves but a large part of funds are to come from land sales. These sums included in 2015/2020 are anticipated receipts from identified sites, phases 1 and 2 of the Housing Joint Venture on the NORA site and the Major Housing Development. The continuation of the Housing Joint Venture to develop phase 3 of the site are not included in the programme 2015-2020 at this stage.
- 1.5 The capital programme 2015-2020 includes a number of major projects, including the Major Housing Development which will deliver 447 new homes in King's Lynn. The delivery of new homes through this project provides essential funding to support the revenue budget, both through new homes bonus and increases to the council tax base.
- 1.6 Reports being considered by Panel and Cabinet in January 2016 present additional major projects for consideration. Further major projects are being developed and will be subject to separate reports to future Panel and Cabinet meetings. The capital programme 2015/2020 will need to be amended accordingly if these major projects are approved.
- 1.7 Detailed arrangements with the New Anglia LEP for the delivery of the infrastructure works on the NORA Enterprise Zone to facilitate growth of new businesses will be subject to a separate report to Cabinet. These works will be funded from the business rates generated and be administered by the Council. The capital programme will need to be amended accordingly.
- 1.8 This Council has always set out to deliver as ambitious a capital programme as possible to meet its corporate priorities, and it will continue to aim to do so even in these difficult times.

2. Capital Programme 2015/2016

2.1 This part of the report updates the Capital Programme for the current year 2015/2016.

2.2 A full updated Capital Programme 2015/2016 of £27,992,740 was reported at the Cabinet meeting on 10 June 2015. Since that date further amendments to the programme have been reported as part of the monitoring reports, as summarised below:

	£
Capital Programme 2015/2016 (Cabinet 10 June 2015)	27,992,740
Further Amendments:	
Car Parks The capital programme has been increased by £85,000 to meet the costs of remedial works and replacement lighting at the Vancouver (Old Cattle Market) car park. These works will be financed from a revenue contribution to capital reserves. (September 2015 monitoring report)	85,000
ICT Development Programme The ICT development programme has been increased by £40,000 for replacement of the choice based lettings software. The cost will be financed from revenue savings in reduced annual licence costs. (October 2015 monitoring report)	40,000
Revised Capital Programme 2015/2016	28,117,740

2.3 A summary of the monitoring position of the budget to 30 November 2015 is shown in the table below:

	Revised Capital Programme 2015/016 £	Expenditure to November 2015 £	Spend %
Major Projects	22,591,950	7,816,895	35 %
Central and Community Services	2,360,850	603,463	26 %
Chief Executive	85,600	6,363	7 %
Commercial Services	3,036,540	678,879	22 %
Environment and Planning	42,800	0	0 %
Total	28,117,740	9,105,600	32 %

2.4 Service managers have undertaken a detailed review of commitments against all current schemes and budgets have been reduced where possible to reflect updated requirements. Approval is requested for amendments of £502,250 and rephasing of £11,868,540 to the 2015/2016 capital programme as summarised in the table below and detailed in sections 2.5 and 2.6. The Revised Capital Programme 2015/2016 is detailed at Appendix 1.

	Revised Budget 2015/2016 October Monitoring £	Rephasing to future years £	Amendments £	Revised Budget 2015/2016 £
Major Projects	22,591,950	(9,905,240)	(91,000)	12,595,710
Central and Community Services	2,360,850	(689,950)	(240,950)	1,429,950
Chief Executive	85,600	(11,700)	50,000	123,900
Commercial Services	3,036,540	(1,249,650)	(193,500)	1,593,390
Environment and Planning	42,800	(12,000)	(26,800)	4,000
Total	28,117,740	(11,868,540)	(502,250)	15,746,950

2.5 The proposed amendments to the capital programme 2015/2016 are –

Major Projects

King's Lynn Bus Station

The newly refurbished bus station was formally opened on 30 July 2015. At the time of writing this report discussions are taking place with Norfolk County Council to finalise the costs of the contracted works. The County's main contractor failed to give sufficient early warning of additional expenditure during the contract. It is anticipated that the overall project costs may be higher than estimated. The capital programme will need to be amended to meet any agreed additional costs. Funding for any amendment will be met from capital reserves.

Town Hall Stories of Lynn

The works on the Town Hall project are due to complete in March 2016 in readiness for the Stories of Lynn to open to the public at Easter 2016. A number of mains electricity cables were found during ground works, which were not recorded on plans, and had to be rerouted which caused significant delay. Due to the number of services discovered in the rear courtyard the drainage scheme required redesign requiring a pumped solution. Historic fireplaces were discovered in the ground floor which required consolidating. There will be additional costs to complete the project and it is hoped that further third party funding will be obtained. Funding for any additional contribution by the Council to the overall scheme will be met from the town hall repairs and renewals reserve.

Crematorium – Replacement Cremators and Building Works

The works were completed in September 2015. Expenditure on internal cooling equipment for the chapel and replacement furniture has resulted in increased costs. The capital programme will be increased by £20,000 to meet the additional costs. The additional costs will be met from the crematorium repairs and renewals reserve.

Crematorium – Chapel Re-Roofing Works

The original roof to the chapel has deteriorated and as a result water is leaking into the building. If works are undertaken to address the water ingress the original tiles cannot be reused as these contain asbestos and will need to be replaced. There are also contamination issues caused by bats roosting in the roof which need to be addressed. Re-roofing works will be undertaken to alleviate both the water and bat ingress. Bat mitigation works will be undertaken as required. The works will cost £125,000, the bat mitigation works are to commence in 2015/2016 and the re-roofing will be completed next year. The capital programme will be amended accordingly, £25,000 in 2015/2016 and £100,000 in 2016/2017. Funding will be met from the crematorium repairs and renewals reserve.

Major Housing Development

Planning Committee considered the application for Marsh Lane in December 2015 and issued a resolution to approve. The planning applications for the remaining major housing development sites are anticipated to be considered during 2016; Lynnsport 3 March 2016, Lynnsport 4 and 5 September 2016 and Lynnsport 1 November 2016

Construction on the first units will commence on Marsh Lane in the spring 2016 and progress on the next phases will depend on planning and sales on Marsh Lane.

The infrastructure is anticipated to progress as follows:

Hockey and multipurpose pitches and 4 tennis courts - works commenced and due to complete by the end of March 2016

New road, including culverting drain, car park extension and new/replacement footpaths – clearance works have started, road construction works are due to start in March 2016 with a contract length of 9 months

Wildlife area (behind The Shed) is being created by Norfolk Wildlife Trust and Gaywood Valley Conservation Group.

The capital programme has been updated to reflect the revised timetable as detailed above with rephrasing to future years as appropriate. The capital programme has been amended to transfer budget separately identified under Lynnsport for the hockey pitch and footpaths/car parking within the overall Major Housing Development project.

NORA Joint Housing Venture

Phase 1 building works complete (54 units and at the time of writing this report sales had completed on 53 units – and 1 in legal process). Phase 2 building works on units commenced March 2015 (58 units with 12 units due to be handed over from builder at the end of January 2016 - 6 of these are already reserved off of plan). Phase 2 is anticipated to complete late 2016.

Phase 3 is being prepared for detailed planning and will go out to tender early 2016. A report to Cabinet will be required to consider the business case for proceeding with Phase 3. The revised Capital Programme does not therefore include Phase 3.

The capital programme has been updated to reflect the revised timetable as detailed above with rephrasing to future years as appropriate.

Central and Community Services

Community Projects

The community grants scheme was re-launched in September 2015. The scheme is administered by Norfolk Community Foundations on behalf of the Council. The first capital awards totalling £29,000 were made in December 2015 and a second round of applications will be invited in January 2016. The Community Projects budget, excluding £50,000 for the LILY project, has been moved to the Chief Executive's service area.

Private Sector Housing Assistance

Anticipated commitments for Home Repair Assistance and Additional Adaptation Assistance will result in an overall budget saving of £20,000.

Recent VAT advice has identified that the internal fee costs transferred between the capital and revenue budgets in respect of staff time spent on assisting with the administration of private sector housing assistance are subject to VAT at the standard rate. The current administrative arrangements have been reviewed to ensure compliance with VAT regulations and to be as VAT efficient as possible. With effect from 2015/2016 no internal transfers for staff fees will be made. The 2015/2016 capital budget has been reduced by £170,950. A corresponding adjustment will be included in the revenue budget. The capital and revenue budgets 2016-2020 will also be amended accordingly.

Commercial Services

The amendments detailed in the following table for schemes within Commercial Services result from a review of scheme requirements and costs.

Scheme	Amendments increase/ (decrease) in budget £
Corn Exchange – Replace follow spots (tender price lower than estimated))	(5,000)
Downham Market Leisure Centre – replacement fitness equipment (a review of the replacement equipment requirements and costs)	(35,000)
Grounds Maintenance – equipment replacement (budget transferred to part fund equipment fitting out for the new nursery project at the Hardwick Road depot)	(22,000)
Lynnsport – Car Park and Path Repairs (budget transferred to Major Housing Development see detail above)	(236,000)
Lynnsport – Replacement Air Conditioning Fitness Area (third party contribution amended to 50% of scheme costs)	5,000
Lynnsport – functional training area (budget transferred from Downham Market Leisure Centre to upgrade Lynnsport fitness offer and remain competitive)	25,000
Oasis – Refurbish Pool Changing Areas (Refurbishment works required which will be phased over 3 years commencing in 2015/2016 – funded from repairs and renewals reserve)	15,000
St James Pool – replacement scoreboard (budget transferred from Downham Market Leisure Centre)	10,000
Refuse – Additional Trade Bins (Funded from unsupported borrowing)	20,000

Scheme	Amendments increase/ (decrease) in budget £
New Nursery at Hardwick Road Depot - £22,000 transferred from Grounds Maintenance equipment and budget increased to meet the updated overall costs of the project, including fees, utility services, tender price of nursery structure and equipment fitting out (additional costs funded from revenue budget transfers to capital reserves)	88,500
King's Court – refurbishment of lift (cost of works lower than estimated)	(45,000)
North Lynn Industrial Estate – Re-roofing works (cost of works lower than estimated)	(14,000)
Total	(193,500)

- 2.6 The review of the capital programme has identified schemes that, although provisionally set for 2015/2016 will not be completed in the year. A total of £11,868,540 will be rephased to future years. The main schemes for the proposed rephasing are detailed below and a full list of schemes is included at Appendix 1 -

Major Projects

Car Park Intelligent Signage (£105,350) – intelligent signage equipment has been installed on the main approaches to King's Lynn and the remaining budget is to be used on equipment for data collection to improve the information available on car park capacity and for additional equipment to peripheral approaches.

Townscape Heritage Initiative (£133,800) – this is a five year project and the budget has been rephased to reflect the updated schedule of anticipated expenditure.

Enterprise Centre (KLIC) (£500,000) – The budget has been rephased in accordance with the current programme of building works. The centre is anticipated to open in the summer 2016.

Mintlyn Crematorium - Works to Chapel Roof (£100,000) – works to be undertaken in 2016/2017 as detailed in section 2.5 above.

South Quay Redevelopment – viability study (£100,000) – the tender is currently being prepared.

Major Housing Development (£8,254,390) – capital programme amended to reflect the updated timetable of works as detailed at section 2.5 above.

Joint Venture – NORA Housing (£728,700) – capital programme amended to reflect the updated timetable of works as detailed at section 2.5 above.

Operational Schemes

Private Sector Housing Assistance (£585,300) – capital programme revised to reflect updated commitments for grant assistance.

CCTV – Control Room upgrade, wireless transmission equipment and camera replacement (£191,000) – capital programme revised in accordance with the ongoing programme of works.

Vehicle Replacements – car parks, grounds maintenance and public cleansing (£263,750) – capital programme updated in accordance with the revised replacement schedule for vehicles.

Sewage Treatment Works Refurbishment (£200,000) – the refurbishment works to the treatment works at Saint John’s industrial estate, Downham Market is expected to be completed by October 2016 prior to transfer to Anglian Water.

3. Capital Programme 2016-2018

- 3.1 This part of the report deals with the medium-term capital programme 2016-2018 and first looks at a revision to the current approved programme. The full Capital Programme 2015-2018 was last reported at the Cabinet meeting on 10 June 2015 and is summarised in the table below.

Portfolio	2016/2017 £	2017/2018 £
Major Projects	21,050,000	24,500,000
Central and Community Services	2,080,760	1,746,000
Chief Executive	164,150	0
Commercial Services	1,188,580	1,393,780
Environment and Planning	0	0
Total	24,483,490	27,639,780

- 3.2 Following the detailed review of the Capital Programme, it is proposed that the following amendments and rephasing are made in 2016-2018.

Amendments have been made to a number of schemes as to reflect updated costs and timing of vehicle and equipment replacement schedules, other major amendments include –

Major Projects

- Townscape Heritage Initiative – as reported to Cabinet on 14 January 2014 the Council has allocated £1,000,000 over 5 years to this project with matched funding of £1,000,000 from the Heritage Lottery Fund. Expenditure on the Townscape Heritage Initiative began during 2014/2015 (£173,331) and the capital programme has been updated to include the phasing of the remainder of the project up to 2019/2020.

Operational Schemes

- Community Projects - The £50,000 Community Projects budget has been moved from Central and Community Services to the Chief Executive's service area.
- Private Sector Housing Assistance – As detailed above no internal transfer for staff fees will be made in future and the capital and revenue budgets 2016/2017 and 2017/2018 have been amended accordingly, £166,150 and £139,550. In addition £146,000 2016/2017 and £78,100 2017/2018 is transferred from Adapt Grants to Disabled Facilities Grants to meet anticipated demand for the different types of grants.
- Vehicle and equipment – revised replacement schedule and increased costs, funded from reserves or unsupported borrowing:

Careline £1,400 in 2016/2017
Care and Repair £14,450 in 2016/2017
Car Parks £6,000 in 2016/2017
- Car Parks – replacement electronic handhelds. Budget provision of £6,000 has been transferred from this project to fund the increased car parks vehicle replacement cost detailed above.
- Corn Exchange – replacement house lighting system budget increased by £5,000 in 2016/2017 to reflect updated replacement cost, funded from repairs and renewals reserve.
- Downham Market Leisure Centre – fitness suite air conditioning budget reduced in 2016/2017. Updated replacement costs are lower than originally estimated due to a reduction in the number of units to be installed.
- Lynnsport – replacement fitness equipment and spin bikes. Budget provision of £6,000 in 2017/2018 for replacement fitness equipment has been transferred to increase the budget available for the replacement spin bikes in 2016/2017.
- Oasis plant room refurbishment – the updated costs are lower than originally estimated and the budget has been reduced by £7,500 in 2016/2017.
- Oasis pool covers - the budget has been increased by £5,000 in 2016/2017 to reflect the updated costs.
- Oasis – replacement fitness equipment. The budget provision of £125,000 in 2016/2017 has been reduced to £80,000 to reflect the updated replacement requirements and costs.

Rephasing is proposed where schemes have been carried forward to/from 2015/2016 as detailed in sections 2.6, or where schemes are now not expected to be completed as originally planned in 2016/2017 and 2017/2018. Other areas of major rephasing include –

Major Projects

- Nar Ouse Regeneration Area – budget provision of £1,391,000 for the additional utilities infrastructure to meet capacity as the NORA site is developed has been rephased from 2017/2018 to after the period covered by this programme.

Operational Schemes

- Arts Centre Complex – the budget provision of £230,000 included in 2017/2018 will be rephased to 2018/2019. A Heritage Lottery Fund bid is being prepared for the Arts Centre Complex with the aim of developing sustainable commercial use of the site to support arts activities. The bid is due to be submitted in the autumn of 2016 subject to a separate report to Cabinet and if agreed and the bid is successful the capital budget will be used as matched funding for the project.
- Lynnsport Boiler Replacement budget provision of £120,000 has been brought forward from 2017/2018 to 2016/2017 to enable these works to be completed earlier and achieve energy savings.

4. Capital Programme 2018/2019 and 2019/2020 and New Bids

- 4.1 In refreshing the Financial Plan two additional years have been added to the capital programme to present a five year capital plan for the period 2015-2020. The revised capital programme is set against available capital resources.
- 4.2 New schemes that are required to maintain the current levels of service are detailed in table at 4.6 below. In addition the 2018/2019 and 2019/2020 capital programme includes schemes rephased from earlier years and the continuation of projects commenced in earlier years, including the Major Housing Development and the Townscape Heritage Initiative.
- 4.3 Reports to Panel and Cabinet in January 2016 present additional major projects for consideration. The capital programme 2015/2020 will need to be amended accordingly if these reports are approved.
- 4.4 The continuation of the NORA Housing Joint Venture to develop phase 3 of the site are not included in the programme 2015-2020 at this stage. Phase 3 is being prepared for detailed planning and will go out to tender in early 2016. A report to Cabinet will be required to consider the business case for proceeding with Phase 3.

4.5 Given the current financial position of the Council and the limited capital resources available, new bids on the capital programme have had to be controlled.

4.6 The following schemes are proposed for inclusion in the 2016-2020 capital programme:

	2016/2017	2017/2018	2018/2019	2019/2020
	£	£	£	£
Private Sector Housing Assistance			1,239,350	1,514,650
ICT Development Programme			150,000	150,000
ICT Desktop Refresh - Replacement of Hardware end of life			200,000	100,000
Community Projects			50,000	50,000
Car Parks - St James' Multi-storey barriers and ticket machines (funded from car parks repairs and renewals reserve)				150,000
Corn Exchange – Refurbish seating (funded from repairs and renewals reserve)			20,000	20,000
Corn Exchange- front facade clean and pigeon proofing (funded from repairs and renewals reserve)			20,000	
Corn Exchange - replace speakers (funded from repairs and renewals reserve)				110,000
Corn Exchange- replace bar tills (funded from repairs and renewals reserve)			10,000	
Corn Exchange- pit lift brakes replacement (funded from repairs and renewals reserve)		30,000		
Downham Market Leisure Centre -Fitness Room Flooring (funded from repairs and renewals reserve)		10,000		
Emergency Planning - replacement radio system		50,000		
Fairstead Community Centre flooring replacement	10,000			
Grounds Maintenance – Vehicles funded from unsupported borrowing			56,640	117,050

	2016/2017	2017/2018	2018/2019	2019/2020
	£	£	£	£
Lynnsport - toilets and changing room refurbishment-all main building and barn and trackside changing - 5 areas (funded from repairs and renewals reserve)	10,000	20,000	20,000	
Lynnsport - bar furniture (funded from repairs and renewals reserve)		20,000		
Lynnsport - female changing room sauna (funded from repairs and renewals reserve)		15,000		
Lynnsport - replacement exterior surface at side/student entrance (funded from repairs and renewals reserve)	30,000			
Lynnsport - CCTV extend coverage in fitness and bar areas (funded from repairs and renewals reserve)	25,000			
Oasis - Bowls Carpet and underlay (funded from repairs and renewals reserve)		15,000		
Oasis - pool disabled changing area and 2 other changing areas (funded from repairs and renewals reserve)	15,000	15,000		
St James- reception toilets refurb (funded from repairs and renewals reserve)	25,000			
St James- sauna room upgrade/ steam room generator update (funded from repairs and renewals reserve)	10,000			
Play Areas – replacement equipment				5,000
Refuse - Brown Composting bins (replacements) funded from unsupported borrowing			15,000	
Refuse - Trade Bins funded from unsupported borrowing		20,000		20,000
Refuse - Vehicles funded from unsupported borrowing			26,220	
Public Cleansing vehicles replacement funded from unsupported borrowing			5,830	317,120

	2016/2017	2017/2018	2018/2019	2019/2020
	£	£	£	£
Kings Court - Redecoration (funded from Repairs and Renewals Reserve)	20,000			
King's Court - replacement generator (Funded from Repairs and Renewals Reserve)	35,000			
Total	180,000	195,000	1,813,040	2,553,820

5. Capital Programme 2015/2020

5.1 The table below summarises the revised Capital Programme 2015-2020 including all amendments, rephasing and new bids detailed above. The detailed Programme 2015-2020 is presented at Appendix 2.

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
	£	£	£	£	£
Major Projects	12,595,710	18,763,950	20,117,730	10,736,810	9,388,950
Central and Community Services	1,429,950	1,933,610	1,891,450	1,889,650	1,764,650
Chief Executive	123,900	225,850	50,000	50,000	50,000
Commercial Services	1,593,390	2,477,790	1,181,110	624,300	784,170
Environment and Planning	4,000	12,000	0	0	0
Total	15,746,950	23,413,200	23,240,290	13,300,760	11,987,770

6. Capital Resources 2015-2020

6.1 The report to Cabinet on the 10 June 2015 updated the total capital resources available for the period 2015 to 2018. The available resources have been updated to include those that become available in 2018/2019 and 2019/2020, against which capital bids would be considered. It has been possible to fund the proposed capital programme 2015/2020.

6.2 The Table below provides details of the revised estimated capital resources for the period 2015-2020, updated for amendments and rephasing detailed in sections 2 and 3 above and new bids detailed in section 4 above. Where rephasing is made between years, the funding will follow. Where external borrowing is required the borrowing costs are included in the revenue estimates. The revenue budget will be amended as part of the estimates process to reflect this position. These changes are reported as part of the Financial Plan 2015/2020 on this Cabinet Agenda.

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Sources of Finance:						
Specific Capital Grants (Better Care Fund)	759	759	759	759	759	3,795
Capital Receipts Housing	150	150	150	150	150	750
Capital Receipts General	1,142	2,559	2,012	250	250	6,213
Resources for Specific Schemes:						
Reserves	1,117	1,304	439	58	297	3,215
Unsupported Borrowing	1,151	1,081	629	274	45	3,180
S106 Funds	677	185	38	0	0	900
LEP	423	0	0	0	0	423
Norfolk Business Rates Pool	40	0	0	0	0	40
Reserves:						0
Capital Reserves	720		(777)	51	1,111	1,105
VAT Shelter	1,278	242	0	1,077	0	2,597
Total Resources	7,457	6,280	3,250	2,619	2,612	22,218
Capital Programme: S106 and Other Major Projects and Operational schemes	7,457	6,280	3,250	2,619	2,612	22,218
Net Funding Position	0	0	0	0	0	0
Joint Venture – NORA Housing						
Prior Year Borrowing brought forward	7,159	0	0	0	0	7,159
In year expenditure	5,465	3,029	0	0	0	8,494
In year sale receipts	(8,065)	(7,102)	0			(15,167)
Net Borrowing	4,559	(4,073)	0	0	0	486
Major Housing Development						
Opening Borrowing brought forward	209					209
Prior Year Borrowing brought forward		1,214	9,086	11,428	2,299	
In year expenditure	2,825	14,104	19,990	10,682	9,376	56,977
Local Transport Board	(1,000)	0	0	0	0	(1,000)
Sale Receipts	0	(6,232)	(17,648)	(19,811)	(17,414)	(61,105)
Funding from Capital Reserves	(820)	0	0	0	0	(820)
Net Borrowing/(Receipt) Position	1,214	9,086	11,428	2,299	(5,739)	(5,739)

6.3 The table below provides a summary of the funding position.

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
	£'000	£'000	£'000	£'000	£'000
Capital Programme: S106 and Other Major Projects and Operational schemes	7,457	6,280	3,250	2,619	2,612
Joint Venture – NORA Housing	5,465	3,029	0	0	0
Major Housing Development	2,825	14,104	19,990	10,682	9,376
Total Expenditure	15,747	23,413	23,240	13,301	11,988
Net Cumulative Borrowing/(Receipt) Position (Temporary Internal/External Borrowing)	5,773	5,013	11,428	2,299	(5,739)

6.4 Clearly the council's commitment to a number of major projects means that the disposals programme and generation of capital receipts, and securing external funding from for example lottery funding is crucial.

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)

7.3 The relevant service managers, with the assistance of the Policy officers, review each capital programme scheme to check and assess any impact of the intended outcome. Although a provisional capital budget will be included in the capital programme, it will be necessary for a report on the impact to be made to Cabinet before the scheme progresses.

8. Prudential Framework

- 8.1 The Prudential Framework for local authority capital investment was introduced as part the Local Government Act 2003 with effect from the 1 April 2004. The key objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of the Council are affordable, prudent and sustainable. The Council will need to demonstrate that treasury management decisions are taken in accordance with good professional practice and that local strategic planning, asset management and proper option appraisal is supported.
- 8.2 Within the Revenue Budget 2015-2020 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. The Capital Programme 2015-2020 includes details of the borrowing under the framework and this is confirmed as being affordable and is included within the Budget and Council Tax calculations.
- 8.3 The proposed borrowing will be met within the Prudential Indicators set as the Operational Boundary (Limit of Borrowing) under the Treasury Management Strategy. The current Operational Boundary in 2015/2016 is set at £30m with a maximum of 60% of the total value being held as short term loans or variable rate loans. The revised Strategy for 2016/2017 will be submitted for approval to Council in March 2016 and will take account of any future borrowing requirements.

9. Financial Implications

- 9.1 The financing arrangements for the capital programme are within budget. Where rephasing is to be made then the funding will follow.
- 9.2 The revenue implications of all capital schemes will be included in the estimates to be reported to the Cabinet meeting on 2 February 2016.

10. Risk Implications and Sensitivity Analysis

- 10.1 Risk is inherent in any projection of future funding. The estimated resources available to fund the capital programme 2015-2020 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 2015-2020 if the resources are not achieved at the estimated level or at the time expected. This section updates the position as reported in the Capital Programme and Resources 2015-2018 report to Cabinet on 10 June 2015.

Source of Funding	Risk Implications and Sensitivity	Level of Risk
Capital Grant	<p>Risk 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 2015/2016 is based on the confirmed level of grant and future years are included at this the same level as 2015/2016. 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 This funding represents 16% of total general fund resources over the 5 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
Capital Receipts	<p>Risk Capital receipts represent 26% of the general fund resources available over the 5 year period 2015-2020. 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 £6.2m plus £15.5m of sales receipts from the housing joint venture and £61.1m 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

Source of Funding	Risk Implications and Sensitivity	Level of Risk
Unsupport- ed Borrowing	<p>Risk The proposed capital programme 2015-2020 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
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

Source of Funding	Risk Implications and Sensitivity	Level of Risk
Reserves	<p>Risk Contributions from reserves are based on actual balances as at 1 April 2015 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

10.2 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

11. 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.

12. Statutory Considerations

None

13. Consultations

Management Team

14. Access to Information

Cabinet Reports
Financial Plan 2014-2018
Financial Plan 2015-2020
Monthly Monitoring Reports 2015/2016

Capital Programme 2015/2016				
Scheme Title	Amended Programme as at November monitoring	Rephasing	Amendments	Revised Programme 2015/2016
	£	£	£	£
Major Projects				
S106 Funded Projects				
Tesco Hardwick original allocation £898,790				
Market Contributions - Enhancing KL markets	48,000	(38,000)		10,000
Town Centre Promotion - Marketing/events	34,000	(34,000)		
Sainsbury Hardwick original allocation £822,500				
Car Park Intelligent Signage	105,350	(105,350)		
To be allocated environmental enhancements	14,350			14,350
Combined S106 Schemes				
King's Lynn Bus Station				
Gaywood Tesco	6,800			6,800
Hardwick Tesco	326,120			326,120
Hardwick Sainsbury	319,980			319,980
Council Contribution	300,000			300,000
Total Scheme Expenditure	952,900			952,900
Total S106 Funded Projects	1,154,600	(177,350)		977,250

Scheme Title	Amended Programme as at November monitoring	Rephasing	Amendments	Revised Programme 2015/2016
	£	£	£	£
Other Major Projects				
Sports Pavilion, Kingsway - Replacement				
<i>Third Party Contribution - Sport England</i>	(14,850)			(14,850)
Net Expenditure - Sports Pavilion, Kingsway	(14,850)			(14,850)
Town Hall / Archive 'Stories of Lynn'	2,467,590			2,467,590
<i>Third Party Contribution - Fundraising</i>	(185,480)			(185,480)
<i>Third Party Contribution - Heritage Lottery Grant</i>	(1,677,610)			(1,677,610)
Net Expenditure - Stories of Lynn	604,500			604,500
Townscape Heritage Initiative	426,600	(267,600)		159,000
Heritage Lottery Funding	(213,300)	133,800		(79,500)
Net Expenditure - Townscape Heritage Initiative	213,300	(133,800)		79,500
Nar Ouse Regeneration Area				
Remediation	448,000			448,000
Millienium Community Construction	2,000			2,000
Utilities		130,000		130,000
Landscaping	30,000	(11,000)		19,000
Marketing				
Other Project Costs	40,000	(30,000)		10,000
Total Nar Ouse Regeneration Area	520,000	89,000		609,000
Joint Venture / Housing Developments	29,200			29,200
Enterprise Centre (KLIC) - Ground Works	673,000		(673,000)	
Enterprise Centre (KLIC)	1,000,000	(500,000)	673,000	1,173,000
Mintlyn Crematorium - Replace existing 3 Cremators	802,900		20,000	822,900
Mintlyn Crematorium - Works to Chapel Roof		(100,000)	125,000	25,000
South Quay Redevelopment - viability	100,000	(100,000)		
Total Other Major Projects	3,928,050	(744,800)	145,000	3,328,250

Scheme Title	Amended Programme as at November monitoring	Rephasing	Amendments	Revised Programme 2015/2016
	£	£	£	£
Major Housing Development				
Lynnsport - Resite hockey pitch	417,800		(417,800)	
Major Housing Development - Procurement Phase	166,200			166,200
Major Housing Development - Build Phase	10,732,000	(8,254,390)	(1,230,210)	1,247,400
S106 Budget			440,000	440,000
Major Housing Development - infrastructure and project costs				
Hockey and tennis			1,127,000	1,127,000
Roads and car park			429,950	429,950
Model Railway			29,560	29,560
Dutton Pavillion				
Project Costs			122,500	122,500
Third party contributions			(297,000)	(297,000)
S106 Contributions			(440,000)	(440,000)
Total Major Housing Development	11,316,000	(8,254,390)	(236,000)	2,825,610
Joint Venture - NORA Housing				
Phase 1 - including all site wide infrastructure	377,700	(200,000)	638,900	816,600
Phase 2	5,176,700	(528,700)		4,648,000
Phase 2 and 3 - Ground and Infrastructure Works	638,900		(638,900)	
Total Joint Venture - NORA Housing	6,193,300	(728,700)		5,464,600
Total Major Projects	22,591,950	(9,905,240)	(91,000)	12,595,710

Scheme Title	Amended Programme as at November monitoring	Rephasing	Amendments	Revised Programme 2015/2016
	£	£	£	£
Operational Schemes				
Central and Community Services				
Community Projects	100,000		(100,000)	
Community Projects - Lily project		(50,000)	50,000	
Disabled Facilities Grants	911,900	(211,900)	(82,900)	617,100
Adapt Grant	873,400	(373,400)	(79,400)	420,600
Home Repair Assistance Loan	30,000		(12,700)	17,300
Emergency Repair Grant	6,000		(550)	5,450
Additional Adaptation Assistance Loan	10,000		(10,000)	
Careline Grant	30,000		(2,700)	27,300
Safe and Secure Grant	30,000		(2,700)	27,300
Total Private Sector Housing Assistance	1,891,300	(585,300)	(190,950)	1,115,050
Careline - Replacement vehicles				
Careline - Replacement alarm units	10,000			10,000
Care and Repair - Vehicles	44,650	(44,650)		
ICT Development Programme	284,900	(10,000)		274,900
ICT Server Room - hardware refresh	30,000			30,000
ICT Desktop Refresh				
Total Central and Community Services	2,360,850	(689,950)	(240,950)	1,429,950
Chief Executive				
Community Projects			50,000	50,000
Tourist Signs A47	23,000			23,000
Hunstanton Regeneration				
Town Centre Enhancement	19,000	(11,700)		7,300
Hunstanton Green - Parks For People HLF Scheme	9,900			9,900
Town Team	3,700			3,700
Hunstanton Sailing and Watersports Club	30,000			30,000
Total Chief Executive	85,600	(11,700)	50,000	123,900

Scheme Title	Amended Programme as at November monitoring	Rephasing	Amendments	Revised Programme 2015/2016
	£	£	£	£
Commercial Services				
Allotments - KL Curtis Field Fencing	10,000			10,000
Arts Centre Complex	48,000	(42,000)		6,000
Car Parks - Pay & Display Machine Replacement	17,600	(17,600)		
Car Parks - Resurfacing	23,000			23,000
Car parks - Vehicles	11,720	(11,720)		
Car parks Old cattle mkt (sains) replace lighting	85,000			85,000
CCTV Control Room Upgrade	122,500	(82,500)		40,000
CCTV Wireless Transmission and Camera Replacement	173,500	(108,500)		65,000
CCTV Remote Monitoring System	35,600	(10,000)		25,600
Corn Exchange - Front of House / toilets - refurb / replacement equipment / redecorate	10,000			10,000
Corn Exchange - Replace flying trusses	10,000			10,000
Corn Exchange - Replace Followspots	35,000		(5,000)	30,000
Corn Exchange - New Sound Desk	30,000			30,000
Corn Exchange - Conference chair/tables replacement	12,500			12,500
Customs House - Reinstatement Works to Cupola	90,000	(70,000)		20,000
Downham Market Leisure Centre - Flooring Replacement	11,200			11,200
Downham Market Leisure Centre - Replacement Fitness Equipment	100,000		(35,000)	65,000
Downham Market Leisure Centre - Replacement Spin Bikes	20,000			20,000
Grounds Maintenance Equipment	42,590		(22,000)	20,590
Grounds Maintenance Vehicles	60,740	(60,740)		
Kettlewell Gardens - CCTV and Street Lighting	30,000	(30,000)		
Guildhall replace lighting system	20,000	(20,000)		
Leisure Card - Gladstone server Platform Upgrade	22,300			22,300
Lynnsport - Floor / Surface Replacement - General areas / Athletic track / Gymnastics	73,000			73,000
Lynnsport - Extension / layout existing car park	236,000		(236,000)	
Lynnsport - changing room refurbishment	2,000			2,000
Lynnsport - Fire Alarm System Upgrade	7,500			7,500

Scheme Title	Amended Programme as at November monitoring	Rephasing	Amendments	Revised Programme 2015/2016
	£	£	£	£
Commercial Services Contd				
Lynnsport - Replacement Athletics Equipment	10,000			10,000
Lynnsport - Fitness Area - replacement air conditioning	30,000			30,000
Third Party Contribution	(20,000)		5,000	(15,000)
Net Expenditure	10,000		5,000	15,000
Lynnsport - Retractable seating	1,500			1,500
Lynnsport - Skatepark replacement ramps	70,000	(70,000)		
Lynnsport -functional training area			25,000	25,000
Oasis - Air Handling Unit	11,000			11,000
Oasis - Cafeteria & Poolside Furniture	15,100			15,100
Oasis - Funcastle Vinyl products replacement	15,000	(15,000)		
Oasis - Pool Covers / Jacuzzi Refurb	10,000	(10,000)		
Oasis - pool disabled changing area and 2 other changing areas			15,000	15,000
Play Areas - Replacement Equipment and Surfacing	105,200	(35,000)		70,200
Resort - Beach Safety Signage	15,000			15,000
Resort - Refurb Crazy Golf Course	18,500	(18,500)		
Resort - Promenade flood defence gates	135,200			135,200
St James Pool - Floor / surface replacements	20,000	(20,000)		
St James- replacement scoreboard			10,000	10,000
Public Conveniences - Improvements	55,200	(25,000)		30,200
Refuse - Black bins		10,000		10,000
Refuse - Brown Composting bins (replacements)	25,800			25,800
Refuse - Green Recycling bins	49,000	(12,000)		37,000
Refuse - Trade Bins			20,000	20,000
Public Cleansing Sweepers / Vehicles	96,530	(191,290)	94,760	
Neighbourhood Teams vehicles and equipment	94,760		(94,760)	
New Nursery Hardwick Narrows	111,500		88,500	200,000
St Edmunds Church DMkt - Relocating grave stones	30,000	(30,000)		
Estate Roads - Resurfacing (former HRA)	10,000	(10,000)		

Scheme Title	Amended Programme as at November monitoring	Rephasing	Amendments	Revised Programme 2015/2016
	£	£	£	£
Commercial Services Contd				
STW - Refurb / connect to public sewer	243,700	(234,700)		9,000
Third Party Contribution	(34,700)	34,700		
Net Expenditure STW Refurb	209,000	(200,000)		9,000
STW - Decommission redundant sites / Refurb pumping stations	30,500	(30,300)		200
DDA stage 2 works	20,000	(20,000)		
Health and Safety - Council Facilities	15,000	(14,500)	1,500	2,000
King's Court - Relocate Post Room to Ground Floor	15,000		(1,500)	13,500
King's Court - Refurbishment of Lifts	100,000		(45,000)	55,000
King's Court/Town Hall - Replacement Microphone Systems	45,000	(45,000)		
Works to Oldsunway Bridge	20,000	(20,000)		
North Lynn Industrial Estate - 1-8 Brygen Rd reroof	293,000		(14,000)	279,000
Hardwick Industrial Estate unit 55/56 - Externalise drainage downpipes	40,000	(40,000)		
Total Commercial Services	3,036,540	(1,249,650)	(193,500)	1,593,390
Environment and Planning				
Environmental Monitoring	42,800	(12,000)	(26,800)	4,000
Total Environment and Planning	42,800	(12,000)	(26,800)	4,000
Total Operational Schemes	5,525,790	(1,963,300)	(411,250)	3,151,240
Total Capital Programme	28,117,740	(11,868,540)	(502,250)	15,746,950

Capital Programme 2015-2020					
Scheme Title	Revised Programme 2015/2016	Revised Programme 2016/2017	Revised Programme 2017/2018	Programme 2018/2019	Programme 2019/2020
Major Projects					
S106 Funded Projects					
Tesco Hardwick original allocation £898,790					
Market Contributions - Enhancing KL markets	10,000	30,000	38,000		
Town Centre Promotion - Marketing/events		50,000			
Sainsbury Hardwick original allocation £822,500					
Car Park Intelligent Signage		105,350			
To be allocated environmental enhancements	14,350				
Combined S106 Schemes					
King's Lynn Bus Station					
Gaywood Tesco	6,800				
Hardwick Tesco	326,120				
Hardwick Sainsbury	319,980				
Council Contribution	300,000				
Third Party Contributions					
Total Scheme Expenditure	952,900				
Total S106 Funded Projects	977,250	185,350	38,000		

Scheme Title	Revised Programme 2015/2016	Revised Programme 2016/2017	Revised Programme 2017/2018	Programme 2018/2019	Programme 2019/2020
Other Major Projects					
Sports Pavilion, Kingsway - Replacement <i>Third Party Contribution - Sport England</i>	(14,850)				
Net Expenditure - Sports Pavilion,	(14,850)				
Town Hall / Archive 'Stories of Lynn'	2,467,590				
<i>Third Party Contribution - Fundraising</i>	(185,480)				
<i>Third Party Contribution - Heritage Lottery</i>	(1,677,610)				
Net Expenditure - Stories of Lynn	604,500				
Townscape Heritage Initiative	159,000	1,421,000	110,000	110,000	26,660
Heritage Lottery Funding	(79,500)	(710,500)	(55,000)	(55,000)	(13,330)
Net Expenditure - Townscape Heritage	79,500	710,500	55,000	55,000	13,330
Nar Ouse Regeneration Area					
Remediation	448,000				
Millienium Community Construction	2,000				
Utilities	130,000				
Landscaping	19,000	20,000	20,000		
Other Project Costs	10,000	15,000	15,000		
Total Nar Ouse Regeneration Area	609,000	35,000	35,000		
Joint Venture / Housing Developments	29,200				
Enterprise Centre (KLIC)	1,173,000	500,000			
Mintlyn Crematorium - Replace existing 3 Cremators	822,900				
Mintlyn Crematorium - Works to Chapel	25,000	100,000			
South Quay Redevelopment - viability		100,000			
Total Other Major Projects	3,328,250	1,445,500	90,000	55,000	13,330

Scheme Title	Revised Programme 2015/2016	Revised Programme 2016/2017	Revised Programme 2017/2018	Programme 2018/2019	Programme 2019/2020
Major Housing Development					
Major Housing Development - Procurement Phase	166,200				
Major Housing Development - Build Phase	1,247,400	8,424,060	19,835,730	10,527,810	9,125,620
S106 Budget	440,000	1,999,660			
Major Housing Development - infrastructure and project costs					
Hockey and tennis	1,127,000	59,000			
Roads and car park	429,950	4,818,340			
Model Railway	29,560				
Dutton Pavillion					96,000
Project Costs	122,500	54,000	154,000	154,000	154,000
Third party contributions	(297,000)				
S106 Contributions	(440,000)	(1,250,660)			
Total Major Housing Development	2,825,610	14,104,400	19,989,730	10,681,810	9,375,620
Joint Venture - NORA Housing					
Phase 1 - including all site wide infrastructure	816,600	500,000			
Phase 1 - Ground and Infrastructure Works					
Phase 1 - Construction					
Phase 1 - Project Fees					
Phase 1 - Land					
Phase 1 - NCC Contributions					
Third Party Contributions					
Phase 2	4,648,000	2,528,700			
Total Joint Venture - NORA Housing	5,464,600	3,028,700			
Total Major Projects	12,595,710	18,763,950	20,117,730	10,736,810	9,388,950

Scheme Title	Revised Programme 2015/2016	Revised Programme 2016/2017	Revised Programme 2017/2018	Programme 2018/2019	Programme 2019/2020
Operational Schemes					
Central and Community Services					
Lily project			25,000	25,000	
Disabled Facilities Grants	617,100	945,500	964,700	800,000	800,000
Adapt Grant	420,600	634,900	645,300	618,200	618,200
Home Repair Assistance Loan	17,300	27,300	27,300	27,300	27,300
Emergency Repair Grant	5,450	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	27,300
Safe and Secure Grant	27,300	27,300	27,300	27,300	27,300
Total Private Sector Housing	1,115,050	1,676,850	1,706,450	1,514,650	1,514,650
Careline - Replacement vehicles		27,660			
Careline - Replacement alarm units	10,000	10,000	10,000		
Care and Repair - Vehicles		59,100			
ICT Development Programme	274,900	160,000	150,000	150,000	150,000
ICT Server Room - hardware refresh	30,000				
ICT Desktop Refresh				200,000	100,000
Total Central and Community Services	1,429,950	1,933,610	1,891,450	1,889,650	1,764,650
Chief Executive					
Public Art - Maritime Trail					
Housing Enabler Schemes					
Community Projects	50,000	50,000	50,000	50,000	50,000
Tourist Signs A47	23,000				
Hunstanton Regeneration					
Town Centre Enhancement	7,300	11,700			
Hunstanton Green - Parks For People HLF	9,900	164,150			
Town Team	3,700				
Hunstanton Sailing and Watersports Club	30,000				
Total Chief Executive	123,900	225,850	50,000	50,000	50,000

Scheme Title	Revised Programme 2015/2016	Revised Programme 2016/2017	Revised Programme 2017/2018	Programme 2018/2019	Programme 2019/2020
Commercial Services					
Allotments - KL Curtis Field Fencing	10,000				
Arts Centre Complex	6,000	42,000		230,000	
Car Parks - Pay & Display Machine Replacement		17,600			
Car Parks - Resurfacing	23,000	197,800	221,000		
Car Parks - Electronic Handhelds		24,000			
Car parks - Vehicles		31,130			
Car parks Old cattle mkt (sains) replace lighting	85,000				
Car Parks - St James' Multi-storey barriers & ticket machines					150,000
CCTV Control Room Upgrade	40,000	82,500			
CCTV Wireless Transmission and Camera Replacement	65,000	108,500			
CCTV Remote Monitoring System	25,600	10,000			
Corn Exchange - Auditorium remedial works		20,000			
Corn Exchange - Internal decoration / refurbishment		80,000			
Corn Exchange - Front of House / toilets - refurb / replacement equipment / redec	10,000				
Corn Exchange - Replace current house lighting system		25,000			
Corn Exchange - Replace flying trusses	10,000				
Corn Exchange - Replace Followspots	30,000				
Corn Exchange - Repoint brickwork		20,000			
Corn Exchange - Refurbish seating			20,000	20,000	20,000
Corn Exchange - New Sound Desk	30,000				
Corn Exchange - Conference chair/tables	12,500	12,500			
Corn Exchange - front facade clean and pigeon proofing				20,000	
Corn Exchange- pit lift brakes replacement			30,000		
Corn Exchange - replace speakers					110,000
Corn Exchange- replace bar tills				10,000	
Customs House - Reinstatement Works to Cupola	20,000	70,000			

Scheme Title	Revised Programme 2015/2016	Revised Programme 2016/2017	Revised Programme 2017/2018	Programme 2018/2019	Programme 2019/2020
Commercial Services Contd					
Downham Market Leisure Ctr - Air Conditioning Fitness Suite		15,000			
Downham Market Leisure Ctr - Hot Water Calorifier		10,000			
Downham Market Leisure Centre - Flooring Replacement	11,200				
Downham Market leisure Centre - Replacement Fitness Equipment	65,000				
Downham Market Leisure Centre - Replacement Spin Bikes	20,000				
Downham Market Leisure Centre - Pool Plant filter media replacement			10,000		
Downham Market Leisure Centre -Main hall/dance studio resealing			10,000		
Downham Market Leisure Centre - Dryside Boiler			20,000		
Downham Market Leisure Centre -Fitness Room Flooring			10,000		
Emergency planning Corporate radio system(inc CCTV, car parks, Events)			50,000		
Fairstead Community Centre flooring replacement		10,000			
Grounds Maintenance Equipment	20,590	34,100	35,510		
Grounds Maintenance Vehicles		136,510	193,510	108,230	117,050
Kettlewell Gardens - CCTV and Street Lighting		30,000			
Guildhall replace lighting system				20,000	
Leisure Card - Gladstone server Platform Upgrade	22,300				

Scheme Title	Revised Programme 2015/2016	Revised Programme 2016/2017	Revised Programme 2017/2018	Programme 2018/2019	Programme 2019/2020
Commercial Services Contd					
Lynnsport - Floor / Surface Replacement - General areas / Athletic track / Gymnastics	73,000				
Lynnsport - changing room refurbishment	2,000				
Lynnsport - Fire Alarm System Upgrade	7,500				
Lynnsport - Replacement Athletics Equipment	10,000				
Lynnsport - Fitness Area - replacement air conditioning	30,000				
Third Party Contribution	(15,000)				
Net Expenditure	15,000				
Lynnsport - Fitness equipment spin bikes		17,000			
Lynnsport - Retractable seating	1,500				
Lynnsport - Skatepark replacement ramps		70,000			
Lynnsport - Parking Barrier		12,000			
Lynnsport - replacement adult/junior fitness equipment			108,000		
Lynnsport - replacement boilers and associated plant		120,000			
Lynnsport - toilets and changing room refurbishment- all main building and barn and trackside changing - 5 areas		10,000	20,000	20,000	
Lynnsport - bar furniture			20,000		
Lynnsport - female changing room sauna			15,000		
Lynnsport - replacement exterior surface at side/student entrance		30,000			
Lynnsport - CCTV extend coverage in fitness and bar areas		25,000			
Lynnsport- functional training area	25,000				
Oasis - Air Handling Unit	11,000				
Oasis - Cafeteria & Poolside Furniture	15,100				
Oasis - Fitness Equipment Replacement		80,000			
Oasis - Funcastle Vinyl products		15,000			
Oasis - Plant Room Refurbishment					30,000
Oasis - Pool Covers		15,000			
Oasis - Bowls Carpet and underlay			15,000		
Oasis - pool disabled changing area and 2 other changing areas	15,000	15,000	15,000		
Play Areas - Replacement Equipment and Surfacing	70,200	20,000	20,000	20,000	20,000

Scheme Title	Revised Programme 2015/2016	Revised Programme 2016/2017	Revised Programme 2017/2018	Programme 2018/2019	Programme 2019/2020
Commercial Services contd					
Resort - Beach Safety Signage	15,000				
Resort - Refurb Crazy Golf Course		18,500			
Resort - Promenade flood defence gates	135,200				
St James Pool - Floor / surface replacements		20,000			
St James Pool - Fitness Equipment and Spin Bikes		60,000			
St James - Filter media change			15,000		
St James- reception toilets		25,000			
St James- sauna room upgrade/ steam room generator update		10,000			
St James'- replacement scoreboard	10,000				
Public Conveniences - Improvements	30,200	25,000			
Refuse - Black bins	10,000		20,800		
Refuse - Brown Composting bins (replacements)	25,800	15,000		15,000	
Refuse - Green Recycling bins	37,000		40,000		
Refuse - Trade Bins	20,000		20,000		20,000
Refuse - Vehicles				26,220	
Public Cleansing Sweepers / Vehicles		433,850	200,790	124,850	317,120
New Nursery Hardwick Narrows	200,000				
St Edmunds Church DMkt - Relocating grave stones		30,000			
Estate Roads - Resurfacing (former HRA)		10,000	10,500	10,000	
STW - Refurb / connect to public sewer	9,000	234,700			
Third Party Contribution		(34,700)			
Net Expenditure STW Refurb	9,000	200,000			
STW - Decommission redundant sites / Refurb pumping stations	200	30,300	61,000		
DDA stage 2 works		20,000			
Health and Safety - Council Facilities	2,000	14,500			
King's Court - Relocate Post Room to Ground Floor	13,500				
Kings court - Redecoration		20,000			
Kings Court - New Generator		35,000			
King's Court - Refurbishment of Lifts	55,000				
King's Court/Town Hall - Replacement Microphone Systems		45,000			

Scheme Title	Revised Programme 2015/2016	Revised Programme 2016/2017	Revised Programme 2017/2018	Programme 2018/2019	Programme 2019/2020
Works to Oldsunway Bridge		20,000			
North Lynn Industrial Estate - 1-8 Brygen Rd reroof	279,000				
Hardwick Industrial Estate unit 55/56 - Externalise drainage downpipes		40,000			
Total Commercial Services	1,593,390	2,477,790	1,181,110	624,300	784,170
Environment and Planning					
Environmental Monitoring	4,000	12,000			
Total Environment and Planning	4,000	12,000			
Total Operational Schemes	3,151,240	4,649,250	3,122,560	2,563,950	2,598,820
Total Capital Programme	15,746,950	23,413,200	23,240,290	13,300,760	11,987,770

REPORT TO CABINET

Open/Exempt		Would any decisions proposed :		
Any especially affected Wards None, Borough wide coverage	Mandatory/	Be entirely within Cabinet's powers to decide		YES/NO
	Discretionary/	Need to be recommendations to Council		YES/NO
	Operational	Is it a Key Decision		YES/NO
Lead Member: Cllr Nick Daubney E-mail: <i>cllr.Nick.Daubney@west-norfolk.gov.uk</i>		Other Cabinet Members consulted: All		
		Other Members consulted: None directly		
Lead Officer: Alan Gomm E-mail: <i>alan.gomm@west-norfolk.gov.uk</i> Direct Dial: 01553 616237		Other Officers consulted: Management Team		
Financial Implications YES/NO	Policy/Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO

2 February 2015

Community Infrastructure Levy – Consultation on a Draft Charging Schedule

Summary

The Community Infrastructure Levy (CIL) came into force in April 2010. It allows local authorities in England and Wales to raise funds from developers undertaking new building projects. The money can be used to contribute to; 'pump prime'; or help lever in investment for a wide range of infrastructure that is needed to support new development. In order to be considered capable of being implemented a CIL must not have a detrimental effect on development (taken as a whole) in the Borough area. Preliminary consultation took place with the development industry and other interested parties in January 2014. A consultation took place on a Preliminary Draft Charging schedule in December / January 2015. The consultant used this information and comment as inputs to a revised Viability Assessment. Officers have now drawn up a Draft Charging Schedule and propose that the Borough Council should consult on this. This report outlines the proposed rates of CIL. If agreed the Borough Council will formally publish the Draft Charging Schedule to collect the views of the community and development professionals operating in the Borough, and proceed to an Examination.

Recommendation

That Cabinet agrees to recommend to Council that it:

1. Undertakes a formal consultation on a Draft Community Infrastructure Levy (CIL) Charging Schedule.
2. Proceeds to formal Examination of the Draft Charging Schedule.
3. For the purposes of the consultation the draft CIL rates will be those

outlined in section 2.4.3 of this Report.

4. Authorises the Executive Director for Planning and Environment in consultation with the Leader of the Council to prepare the specific consultation documentation as required, based on the Draft Charging Schedule and the information in Appendices 1, 2, 3 and the consultant HDH's Viability Assessment (January 2016).

Reason for Decision

Publishing a Draft Charging Schedule allows the Borough Council to collect the formal views of the community and development professionals operating in the Borough, and allows consideration of bringing in a CIL and setting particular rates to be examined.

1. Background

1.1 What is the Community Infrastructure Levy?

1.1.1 The Community Infrastructure Levy (CIL) came into force in April 2010. It allows local authorities in England and Wales to raise funds from developers undertaking new building projects. The money can be used to contribute to; 'pump prime'; or help lever in investment for a wide range of infrastructure that is needed to support new development. Councils must spend the income on infrastructure needed to facilitate growth – but each Council can decide which specific projects to spend CIL on (and that can change over time).

1.1.2 The Borough Council has a choice whether to have CIL or not. However after April 2015 it is unable to pool S106 payments where there have been 5 or more contributions since April 2010. In practice this means S106 will continue to apply to onsite facilities (open space, affordable housing, play areas etc.) and site specific mitigation measures, but S106 will be restricted for pooled contributions – schools, libraries, etc

1.2 Who would pay?

1.2.1 The charge would apply to all development containing over 100 square metres (internal) floorspace, or a new dwelling of any size. However, it only relates to net additional floorspace. There are some exemptions e.g. charities; social housing and self-builds (a 3 year residence is mandatory). It is paid as '£ per square metre' on net additional (internal) floorspace. Rates can vary by geographic area or use (or both) based on viability. It becomes due when the development starts. The landowner is responsible for paying it to the local planning authority who are called the '*charging authority*' and who set the CIL.

1.3 How would it be spent?

1.3.1 Local authorities are required to spend the levy's revenue on the infrastructure needed to support the development of their area and they will decide what infrastructure is needed. The Government require charging authorities to allocate a proportion of levy revenues raised in each neighbourhood (mainly the Parish in this area) back to that neighbourhood. The rates are 25% to those with a neighbourhood plan and 15% to those without a neighbourhood plan

2. Setting the Charge

2.0.1 Charging authorities need to strike an appropriate balance between the desirability of funding infrastructure from the levy and the potential effects of the imposition of the levy upon the economic viability of development across their area. There is a defined process for preparing the charge and an independent examination to test the rates and robustness of the evidence.

2.0.2 The Borough Council needs to identify a selection of indicative infrastructure projects or types of infrastructure that are likely to be funded by the levy. It also needs to show through an example set of sites the impact on a limited number of sites.

2.1 What we need in order to set a CIL

2.1.1 The simple requirements are:

- Up to date development plan
- Evidence on the infrastructure funding gap (usually provided as a list of projects necessary to support the growth of an area, a 'Regulation 123' list)
- Evidence on viability

The following paragraphs outline the position with these factors.

2.2 Development plan status

2.2.1 Our adopted Core Strategy means that we meet this test and can proceed to prepare a CIL. Additionally we are moving towards completion of the Site Allocations Plan.

2.3 Infrastructure evidence

2.3.1 An infrastructure study accompanied the Core Strategy in 2010. This has been updated to support the Site Allocations and Development Management Policies Plan currently at Examination. Attached at Appendix 1 is a summary of work to date, including a draft Regulation 123 list. It clearly shows that a funding gap exists between what is needed and the currently identified funding. As such this CIL requirement is satisfied. A review of the infrastructure list / Regulation 123 list is likely to be needed (probably annually) as priorities in the area change. CIL rates should typically be revisited every 3 years or if significant changes in the market occur.

2.4 Viability evidence

2.4.1 We have engaged specialist consultants (HDH Planning and Development Ltd) to carry out a 'viability assessment'. It contains three elements and a link is given at the 'Background Papers' section below.

2.4.2 The three elements cover assessments of:

- Viability of the emerging sites and policies plan (SADMP) document
- The current rate of affordable housing sought from developers
- Potential viability of differing CIL rates in the context of the above two elements

Discussion is given in the document about the maximum levels and then at Table 13.1 a series of 'recommended' rates is outlined. These represent the consultants suggestions based on the evidence collected.

2.4.3 The **table of recommended rates from the consultant’s report is reproduced below**. The map of the different zones is attached as Appendix 3.

Table 13.1 Recommended rates of CIL	
(Based on calculations using the current policy for affordable housing requirements of 15% in King’s Lynn (in the un-parished area) and 20% elsewhere and that it will be delivered as 70% Affordable Rent and 30% intermediate housing – on sites of 10 and over in King’s Lynn, Downham Market and Hunstanton and sites of 5 or more elsewhere).	
	CIL rate
North East and East areas of the Borough (East of the Great Ouse and north of A1122/A134)	£60/m ²
South and West of the Borough (West of the Great Ouse and south of A1122/A134, including Downham Market)	£40/m ²
King’s Lynn unparished area	£10/m ²
Sheltered / Retirement Housing (C3) - All areas	£0/m ²
Strategic sites ⁽¹⁾ at: <ul style="list-style-type: none"> ○ Boal Quay, King’s Lynn ○ South of Parkway, King’s Lynn ○ Bankside – West Lynn, ○ West Winch, strategic growth area ○ East of Lynn Rd, Downham Market ○ Wisbech Fringe, Walsoken (all others should have the rate that applies to the area in which they lie)	£0/m ²
Retail Development <ul style="list-style-type: none"> Supermarkets (including discount supermarkets) Retail warehouses All other retail development	£100/m ² £100/m ² £0/m ²
All other Development	£0/m ²
<i>(1) Strategic sites are considered to be those of 150+ units</i>	

2.5 Evidence generally

2.5.1 All evidence is expected to be ‘appropriate available evidence’. It will be tested at Examination.

2.5.2 The process is similar to the production of a development plan, it involves:

- Evidence base (viability study & infrastructure study)
- Public Consultation
- Inquiry by independent examiner

Charging authorities (CAs) decide how to present their appropriate available evidence on the potential effect of CIL on economic viability and show how that has informed the charge rate(s). This is not required to be exhaustive, but a reasonable and pragmatic approach is necessary.

2.5.3 The consultant has taken a strategic approach and has not been focussed on specific development sites. There is no requirement to use any of the specific valuation and viability models available, the various methods are outlined in the Viability Report. Regulation 14 recognises that the CIL rate set may put some development at risk. HDH consultants have looked at the potential effects of charges “taken as a whole” on the viability of development “across its area”. Evidence may show that proposed rates may make a particular development on any given site unviable. However in HDH’s opinion this does not threaten the delivery of the plan as a whole, (Para. 29 CIL Guidance) given the duty to achieve an *appropriate balance* in Regulation 14, which is still likely to be met.

3. Relationship of the Local Plan to CIL

3.1 Sites proposed in the Local Plan have to be viable and deliverable and are tested through a viability assessment at whole Borough level. Both the CIL and the Local Plan viability assessments use the same background material / statistics. The Inspector at the Local Plan Examination has been given the Viability Assessment and considered issues at the Examination

4. Infrastructure requirements and the potential revenue from CIL

4.1 **Infrastructure** - In order to support the draft Site Allocations and Development Management Policies plan a study has been undertaken of the infrastructure needed to ensure adequate provision of supporting services. The items listed have been supplied or verified, by the relevant operators or responsible organisations.

4.1.1 Under the CIL Regulations the Borough Council is required to estimate the total package required to address the growth anticipated. It will be usual (based on experience in other areas) for this package to amount to a very large sum. The fact that the total clearly outweighs the amount likely to be generated from CIL is a procedural requirement. The choice as to which projects proceed will be dependent on individual providers, or local authority political decisions.

4.1.2 An assessment of the total amount of essential infrastructure required to cater for growth in the Borough in the plan period to 2026 is given in the two tables at Appendix 1. It should be noted that these tables do not represent an exhaustive or definitive list. A draft Regulation 123 list showing generic project areas is given at Appendix 1C.

4.1.3 The projects listed in the Tables as ‘*Specific item*’, derive from responsible organisations themselves and /or studies previously undertaken and reflect the fact that additional capacity is required to cater for the

anticipated level of growth in the area. Additional pressure is likely to arise from a higher population e.g. for transport, recreation provision etc. Not all projects are fully worked up or costed at this stage. There is no guarantee that all items will ultimately be provided, but they reflect the anticipation that a further 16500 houses and some 67 ha of new employment land will be in place by 2026.

4.1.4 The fact of whether a project receives a contribution from CIL is again a political judgement. In Table A - '*Potential infrastructure projects that could be priorities for a part CIL contribution*' officers have suggested those individual areas where a project is critical to the delivery of growth across the Borough, and therefore *could* be a priority candidate for a CIL contribution. But, this is not any form of commitment at this stage, merely an indication of a funding gap.

4.1.5 In Table B '*Additional potential infrastructure requirements*' a list is given of items which may also be required because of the growth in population. However some items such as health, electricity, water, police etc are subject to funding regimes / sources outside of normal local authority spending responsibilities. CIL could contribute to some of these projects also, but is not usually a substitute for the principle of 'normal' Government agency funding responsibilities.

4.1.5 Ultimately, should a CIL be adopted, the Borough Council would need to set up a governance structure to decide on priorities and funding streams.

4.2 Potential revenue - Assuming an average Plan requirement of 660 houses p.a. but less; affordable housing at 20% (based on a sample of amounts of affordable housing coming forward each year) - 130 units; and an allowance for potential 'self-build', exempt housing at 130 houses p.a. gives a net figure of about 400 houses p.a. which could actually provide CIL receipts. Annual CIL receipts (if based on the consultants recommended rates in Table 13.1) could amount to £1.6m. However a further deduction also needs to be made for payments to parishes (a broad assumption of 15% of receipts, c. £0.25m). Over the remaining 10 years of the plan period receipts to the Borough could total £13.5m, about 7% of the overall indicative infrastructure bill, (using Appendix 1A and B). This compares to a national average figure of 5 – 10% anticipated contribution. We can also recoup up to 5% for administration of the CIL.

5. Current position and proposed next steps

5.1 Preliminary consultation took place with the development industry and other interested parties in January 2013. Consultation on a Preliminary Draft Charging Schedule was undertaken in December and January 2015. The consultant used this information and comment as inputs to the revised Viability Assessment as attached. The comments have been summarised at Appendix 4.

5.2 As noted we have undertaken a review of our viability assessment. The comments on the PDCS have been analysed and as appropriate amendments made in the revised schedules or evidence.

5.3 The next stage is to publicise the Draft Charging Schedule and consult on this. This document will outline the possible rates of CIL as given above. These are based on the viability evidence contained in the report. Having

considered the position it is recommended that the key test of striking the appropriate balance between the desirability of funding infrastructure through a CIL and the potential effects of imposing a CIL on development in the Borough would be fulfilled by the rates outlined at section 2.4.3. The differentiation of rates in the three zones (and additionally the 'zero' rate for strategic sites) across the Borough is a specific response to the differing viability of geographical locations and the situation of the larger sites bearing higher costs.

5.4 The Draft Charging Schedule is set out above. The Borough Council is able to allow an instalment policy for the payment of CIL which will spread the burden for developers. This is a normal arrangement in preparing CIL. The consultant HDH has assumed that this will be done and has factored this in to the viability assessment. A draft Instalment policy is attached at Appendix 5.

5.5 Representations will then be placed before the independent Inspector who will hold an Examination, and produce a report recommending adoption or changes.

6. Conclusions

- The Community Infrastructure Levy (CIL) is the Government's mechanism for achieving contributions towards funding necessary facilities to support growth
- We are not able to continue with the current system of S106 agreements and contributions post April 2015
- We will be seriously hampered in obtaining any funds to go towards community infrastructure to support growth aspirations if there is no CIL in place given the pooling arrangements have changed.
- We have undertaken two rounds of consultation and considered viability in 2013 and in an updated report at January 2016 we are now presenting a draft charging schedule for agreement and on to consultation.

7. Options Considered

7.1 The Council could choose to either:

- Implement a CIL, or;
- Maintain a version of the current system of S106 (as might be allowed by the latest Regulations), but necessarily restricting the terms of the S106 solely to the specific site, or;
- A hybrid system where the CIL applies generally, except on major, more self-contained allocations.

In general terms the **implications of the approaches** are:

7.2 Adopting a CIL

Advantages

- Gives certainty to developers about costs
- Avoids potential difficulties in pooling S106 agreements across the Borough
- Depending on the scale of development some developers may benefit from a CIL system

- Local communities (mainly Parish Councils) receive a proportion of CIL where a rate is levied.
- Flexibility-The Borough Council has greater control over how CIL is spent as compared to S106
- Mechanism for supporting growth (and be seen to be supporting growth)
- Ability to predict income stream

Disadvantages

- May discourage or delay *some* sites from coming forward
- In terms of allocated sites still to come there are 6,400 new dwellings allocated in the plan, and approximately 3,000 existing commitments yet to be developed
- It is not negotiable

7.3 A mainly S106 based approach (as far as allowed by Regulations)

Advantages

- More value may accrue to the landowner
- May encourage more planning applications to come forward (particularly where there is a risk the measure may be temporary)

Disadvantages

- Much less money is available for pooled infrastructure given the pooling restrictions.
- No money to Parish Councils (currently this would be 15% for all Parish Councils, but 25% for those embarked on neighbourhood plans. (Those currently in preparation are Brancaster, Downham Market, Hunstanton, Outwell, South Wootton, Walpole, Bircham, West Winch / North Runcton)
- May act as a brake on development between now and April 2015
- Likely to encourage renegotiation of existing consented S106 agreements made post April 2015 to remove payments.

7.3 An approach which charges CIL but accepts a differing rate for larger strategic sites.

Advantages

- Realistically accepts that some larger sites have proportionately more expensive infrastructure to provide.
- Focusses on site specific requirements.
- Deliverability of key strategic sites in local plan

Disadvantages

- A lesser contribution overall may potentially be made from these sites. (However the direct site related relevant contributions to infrastructure will need to be met).
- There would be no % figure available for community / neighbourhood groups

7.4 It is worth noting that there are other factors which could have implications for CIL viability. The Government has proposed a number of exemptions to CIL, and has also consulted on differing approaches to affordable housing and starter homes. The Viability Assessment work has been based on known factors, but there is currently a review of CIL being undertaken, and a number of consultations on planning matters generally could if implemented have an effect on viability (potentially positive or negative). However, the basis for the consultant's work on viability (January 2016) is clearly stated in the document.

8. Policy Implications

8.1 The Borough Council has a choice whether to have CIL or not. However since April 2015 the Council have been unable to pool S106 payments where there have been 5 or more contributions since April 2010. In practice this means S106 will continue to apply to onsite facilities (open space, affordable housing, play areas etc.) and site specific mitigation measures, but S106 will not be collected for pooled contributions – schools, libraries, etc. Our current policy of collecting money to support local infrastructure through S106 will be seriously compromised.

9. Financial Implications

9.1 Currently some £0.7 million pa is collected through S106 (based on estimates from *current* S106, although with the pooling bar now in place much less money would be available for pooled infrastructure (schools and libraries etc) in the future. This compares to potentially £1.35 million pa being available through CIL if implemented at the illustrative rates above.

9.2 Parish Councils are set to receive a proportion of CIL receipts. The level will depend on whether they have a neighbourhood plan. (Current levels are 15% for all Parish Councils, but 25% for those with an agreed plan). Although this can only apply on sites liable to pay CIL. **It should be noted that 'zero rate' sites are proposed so no contributions from CIL would be available here.** (Those neighbourhood plans approved are: South Wootton and Brancaster, others currently in preparation are, Hunstanton, Downham Market, Walpole, Bircham, West Winch / North Runcton and Outwell). By way of example 10 houses (assuming 100m² units – a larger 3 bed house) built in a parish (beyond King's Lynn) post adoption of CIL could give 15% x £6000 x 10 = £9000 for the parish, or £15000 with a neighbourhood plan. Clearly in areas likely to experience high growth this would increase significantly, but there is a cap in non-neighbourhood plan areas.

10. Personnel Implications

10.1 CIL is a completely new mechanism and the implementation regime is complex. There is clearly a need for resources to collect and administer it. There is significant experience in other authorities as to efficient operation. The Regulations provide for local authorities to use up to 5% of the CIL to administer the system.

11. Statutory Considerations

11.1 The Borough Council needs to work within the CIL Regulations, the implications of which are discussed in the main report.

12. Equality Impact Assessment (EIA)

(Pre-screening report attached)

13. Risk Management Implications

(See section 7 above)

14. Declarations of Interest / Dispensations Granted

Background Papers

1. Viability Assessment prepared by HDH Planning and Development Ltd
(January 2016)

Pre-Screening Equality Impact Assessment

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



Name of policy/service/function	Development Services – Planning LDF				
Is this a new or existing policy/ service/function?	New policy approach				
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	Community Infrastructure Levy (CIL) allows local authorities to raise funds from developers undertaking new building projects, to part fund a range on infrastructure. This Draft Charging Schedule outlines the proposal rates of CIL and if agreed the Borough Council will consult on this to collect the views of the community and development professionals, and proceed to the Examination stage. CIL adheres to national guidance and legislation, however it is not a statutory duty of the local authority.				
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>	<p>Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.</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			
<p>2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?</p>	No				
<p>3. Could this policy/service be perceived as impacting on communities differently?</p>	Yes	<p>The CIL rate is a charge '£ per square metre' on all development over 100 square metres internal floorspace. This may possibly mean an increased cost if a dwelling was designed for specialist disability accommodation with room sizes beyond that required by building regs. The charge is based on internal floorspace rather than building footprint though so it does not result in higher charges for bungalows rather than two or more story dwellings, Also charities, social housing and self-build are all exempt from the charge.</p>			

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	Yes	<p>Actions: The protected groups (e.g. disability) are likely to be exempt from the charge due to the self-build, charity and social housing exemptions. If the charge is applied the increase would be minimal / insignificant due to current building regulations standards. It is considered that no additional actions are necessary.</p> <p>This is a Draft Charging Schedule and so the Council has the opportunity to consider any comments made during the consultation and can reconsider any potential impacts prior to the adoption of the Levy.</p> <p>Actions agreed by EWG member: Alison Demonty & Claire Dorgan</p>
Assessment completed by: Name Claire Dorgan		
Job title Principal Planner	Date 14/01/2016	

APPENDIX 1

A. Potential infrastructure projects that could be priorities for a part CIL contribution

Infrastructure Service	Specific Item	Estimated Costing	Priority for a CIL part contribution
Transport	King's Lynn Town Centre Gyratory - remodelling of the one-way system to tackle air quality issues, provide better sustainable transport links & improve conditions for businesses & adjacent retail areas (SEP)	£5m	x
	West Winch A10/A47 Link Road to release 1600 homes in the plan period	£5m (unfunded cost)	x
	A47 Hardwick Junction improvements	£20m	x
	South Hunstanton - Snettisham sea defences recharge/recycling operations	£1.2m	x
	King's Lynn Waterfront sea defences	£1 million (2015 - 2016)	x
Education	Extension of primary and secondary schools/new primary schools and extensions of high schools. (Current standard charge £6956 per house where no capacity)	£30.8 million	x
Green Infrastructure	Hardwick Industrial Estate Link, King's Lynn	£not yet costed	x
Open space and public realm		£not yet costed	x
Leisure & sport	Based on KLWN Sports Facilities Strategy Dec 2011/Sport England Facilities Planning Model Report Aug. 13	£13.71m	x
Total		£76.7	To a total of approx. £13.5m over the period to 2026

B. Additional potential infrastructure requirements

Infrastructure Service	Specific Item	Estimated Costing
Transport	King's Lynn Sustainable Transport Package - measures targeted at tackling congestion, promoting sustainable transport & maintenance of the primary and principal road network (NASEP)	£6.6m
	A47 Thorney to Walton Highway improvement (dualling) (GCGPSEP)	Costs to be confirmed
	A47 Wisbech bypass junction improvements (GCGP SEP)	Costs to be confirmed
	A47 Middleton/E Winch Bypass	£75m
Water	Hunstanton Promenade replacement	£15m
	Islington Pumping Station replacement	£6m
Electricity	Reinforcement work to the network.	£not yet costed
Green Infrastructure	Nar Riverside Park as part of King's Lynn Waterfront Regeneration Area.	Costs to be confirmed
	King's Lynn/Wash/Norfolk Coast Path Link.	£150k
	Bawsey/Leziate Countryside Sports and Recreation Zone.	£50k
	SUDS	£not yet costed
Police	Additional Police services	£433k
	Relocated/rebuilt King's Lynn Police Station	£2.5m
Health	Primary Care Facilities	£not yet costed
Community	King's Lynn: Care homes 111 places; dementia care homes 25 places; care home with nursing 15 places; dementia care home with nursing 89 places; housing with care 127 places	£not yet costed
	Hunstanton: dementia care homes 5 places; care homes with nursing 90 places; dementia care homes with nursing 43 places; housing with care 104 places	£not yet costed
	Downham Market: Dementia care homes 71 places; care home with nursing 112 places; dementia care homes with nursing 10 places; housing with care 55 places	£not yet costed
	Extended or new King's Lynn central library/archive centre	£323-500k
	Additional community meeting space in identified growth locations	£2.6m
	Allotments	£not yet costed
Play facilities		£not yet costed
Total		£108.8m

Borough Council of King's Lynn & West Norfolk - Draft CIL Infrastructure List

Community Infrastructure Levy Draft Regulation 123 list

December 2015

Regulation 122 and 123 of the Community Infrastructure Levy Regulations 2010 (as amended) places limitations on the Council's ability to use planning obligations to fund the provision of infrastructure across the district.

As a charging authority, Borough Council of King's Lynn & West Norfolk is required by Regulation 123(2) to publish a list of infrastructure projects or types of infrastructure that it intends will be, or may be, wholly or partly funded by CIL. Nor does the order of infrastructure items within the list imply or signify any order of preference or priority for CIL funding.

At this stage, the list is provided in draft form only to assist the public consultation into the Draft Charging Schedule.

Following the adoption and implementation of the Charging Schedule, Borough Council of King's Lynn & West Norfolk will publish a revised Regulation 123 List which will be subject to review at least once a year, as part of the ongoing and continuous monitoring of CIL collection and spend.

It is expected that the proposed development of the strategic sites at:

- Boal Quay, King's Lynn
- South of Parkway, King's Lynn
- Bankside – West Lynn,
- West Winch, strategic growth area
- East of Lynn Rd, Downham Market
- Wisbech Fringe, Walsoken

will provide the needed infrastructure for each site through planning obligations (and not Community Infrastructure Levy) relating specifically to those developments.

Infrastructure across the district that may be wholly or partly funded by Community Infrastructure Levy funds, except for the listed strategic sites
Provision of transport related infrastructure (roads and public transport)
Provision of library facilities

Provision of additional pre-school places at existing establishments
Provision of primary school places at existing schools
Provision of secondary, sixth form and further education places
Provision of health facilities
Provision of leisure and community facilities
Provision of 'off site' open space and public realm
Strategic green infrastructure (excluding suitable alternative natural greenspace)
Maintenance of new and existing open space and strategic green infrastructure
Strategic flooding
Provision of waste infrastructure

Please note – the inclusion of an item on this list does not signify a commitment from the Borough Council to fund all the projects or types of infrastructure listed, or the entirety of any project through funds generated by CIL. The order of items in the table does not imply any order of preference for spend.

The CIL Regulations 2010 (as amended) state that a certain amount of the funds generated through CIL can be taken by the Charging Authority for administering CIL. This amount should not be more than 5% of the CIL raised.

Borough Council of King's Lynn & West Norfolk as Charging Authority is required to pass a set percentage (15% or 25%) of CIL funds generated onto local communities in line with the Regulations. The money passed onto local communities can be spent on a wider range of things than detailed on the Regulation 123 List.

Aside from the funds passed onto local communities and the administrative charges, the Borough Council controls the CIL fund and ultimately has responsibility in determining the infrastructure projects on which CIL will be spent. Discussions with service providers such as Norfolk County Council are on-going and will continue once the CIL Charging Schedule is adopted and implemented in Borough Council of King's Lynn & West Norfolk as to how the infrastructure projects across the district are to be prioritised.

APPENDIX 2

RECOMMENDED CIL INSTALMENTS POLICY

Borough Council of King's Lynn and West Norfolk Community Infrastructure Levy Instalments Policy

January 2016

Introduction

The CIL charge for liable developments will be calculated at the time planning permission is granted. Payment is due upon the commencement of development. Depending on the amount of the charge, payments may be phased in accordance with the Council's Instalment Policy below.

This policy has been prepared in accordance with CIL regulations.

The CIL instalments policy will only apply where conditions of Regulation 70 (CIL 2010) are met:

- Council received Assumption of Liability prior to commencement
- Council received CIL Commencement Notice prior to commencement

The Council will allow payment of CIL by instalments according to the total amount of the liability as follows:

CIL Instalments Policy

The Community Infrastructure Levy **for residential development** will be payable by instalments as below.

Commercial developments by their nature do not lend themselves to the same approach used for residential development. Therefore it is proposed that phasing will be based on timescales and still related to the size of the development. The charge will be payable by instalments as in the following table.

Total CIL liability	Number of instalments	Payment period and amount
Residential development		
Where the chargeable amount is less than £50,000	1	Full payment will be required within 60 days of the commencement date
Where the chargeable amount is £50,001 -	3 (over 2	First instalment representing 25% of the chargeable amount will be

£250,000	years)	<p>required within 60 days of commencement date; and</p> <p>Second instalment representing 25% of chargeable amount will be required within 365 days of the commencement date; and</p> <p>Third and final instalment representing 50% of the chargeable amount will be required within 730 days of the commencement date</p> <p>But The full balance is payable on occupation/opening of the development if this is earlier than the due instalment dates set out above.</p>
Where the chargeable amount is between £250,001 and £1m	4 (over 3 years)	<p>First instalment representing 20% of the chargeable amount will be required within 60 days of commencement date;</p> <p>Second instalment representing 20% of the chargeable amount will be required within 365 days of the commencement date; and</p> <p>Third instalment representing 20% of the chargeable amount will be within 548 days of the commencement date; and</p> <p>Fourth instalment representing 20% of the chargeable amount will be required within 730 days of the commencement date; and</p> <p>Fifth and final instalment representing 20% of the chargeable amount will be required within 1095 days of the commencement date.</p> <p>But: The full balance is payable on occupation/opening of the development if this is earlier than the due instalment dates set out above.</p>
Where the chargeable amount is over £1m	4, but with the potential for a longer	In principal, as set out above for amounts over £250,001, but instalments for this scale of

	negotiated period.	development will be open to negotiation on an individual basis.
Commercial development		
Where the chargeable amount is less than £50,000;		Full payment will be required within 60 days of the commencement date
Where the chargeable amount is £50,001 - £250,000;	2	First instalment representing 50% of the chargeable amount will be required within 60 days of the commencement date; and Second and final instalment representing 50% of the chargeable amount will be required prior to the opening of any part of the development
Where the chargeable amount is over £250,000;	3 (over 1 year)	First instalment representing 25% of the chargeable amount will be required within 60 days of the commencement date; and Second instalment representing 25% of the chargeable amount will be required within 120 days of the commencement date; and Third and final instalment representing 50% of the chargeable amount will be required within 365 days of the commencement date, or prior to the opening of any part of the development, whichever is sooner.

Exceptionally the Council will consider bespoke instalment arrangements.

This will ONLY apply where the conditions of Regulation 70 are met AND the submission for bespoke instalments is based upon a robust site viability appraisal that has been independently audited by a person agreed by both the landowner/developer and the Council and the costs for this are met by the landowner/developer.

In calculating individual charges for the levy, the Council will be required by the Regulations to apply an annually updated index of inflation to keep the levy responsive to market conditions. The index will be the national 'All-In Tender Price Index' of construction costs published by the Building Cost Information Service of the Royal Institution of Chartered Surveyors.

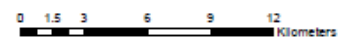
MAP OF SUGGESTED CIL ZONES

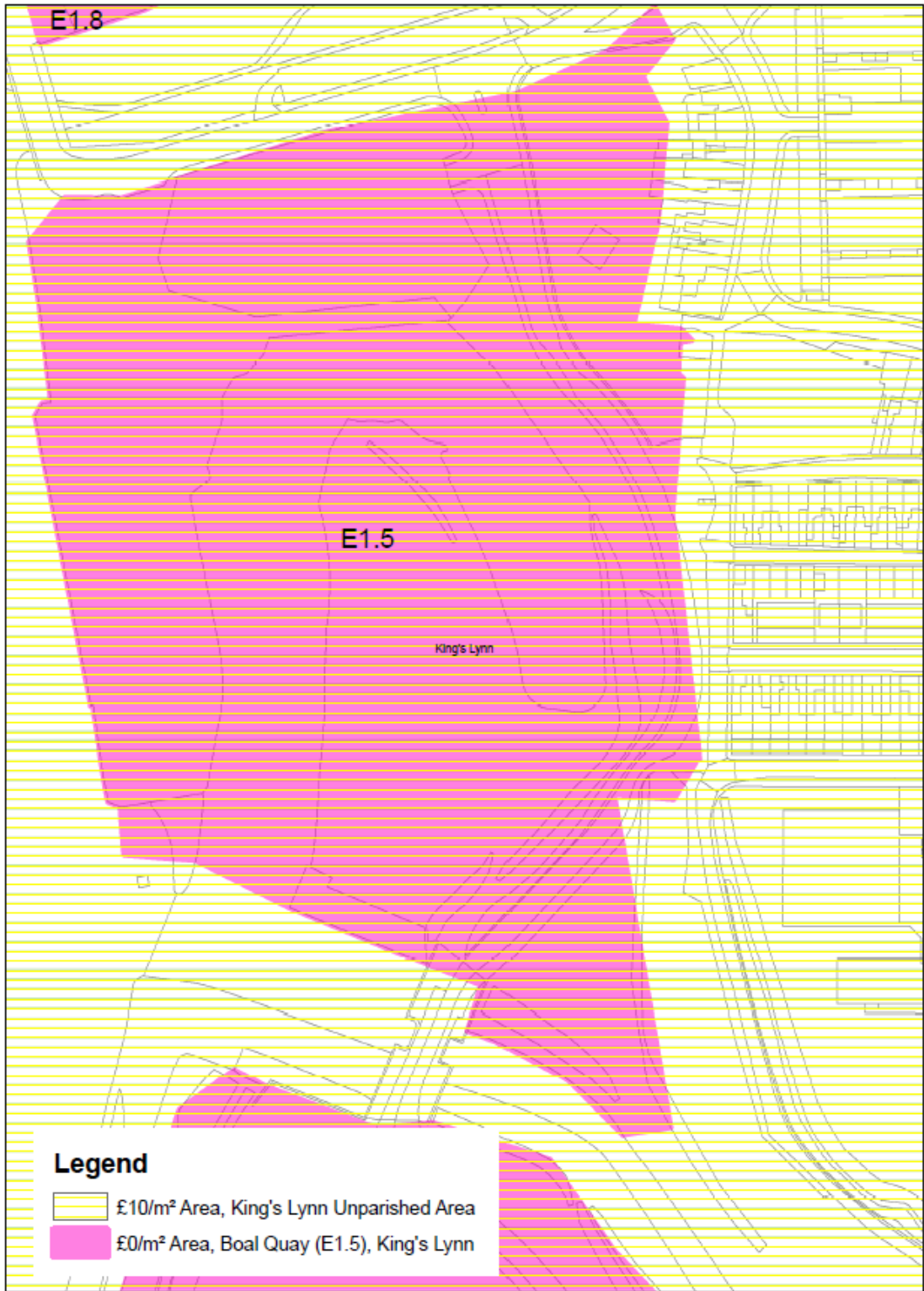


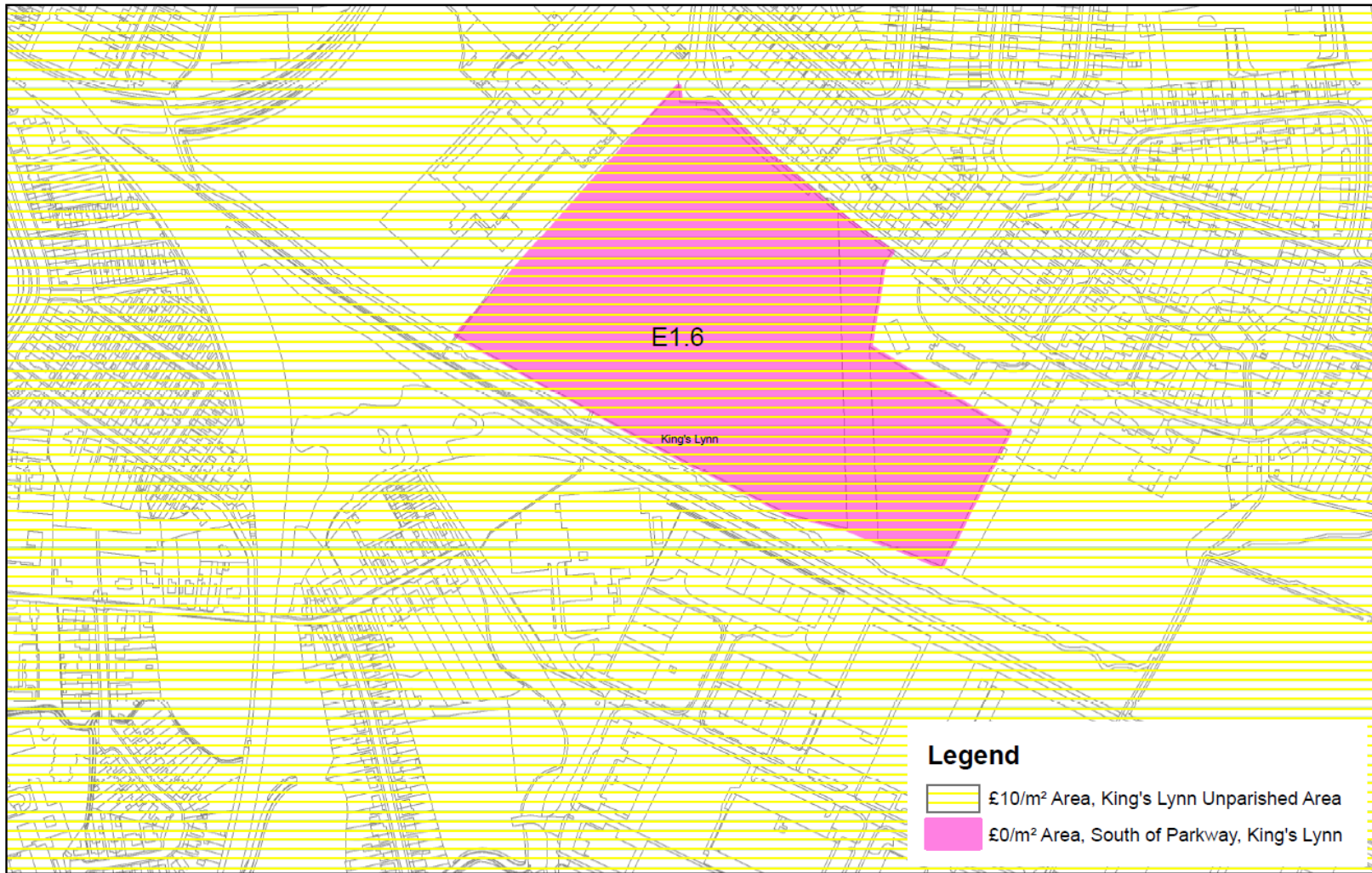
Community Infrastructure Levy

£0/m² Charging Zone Maps are attached separately following this map to illustrate these sites

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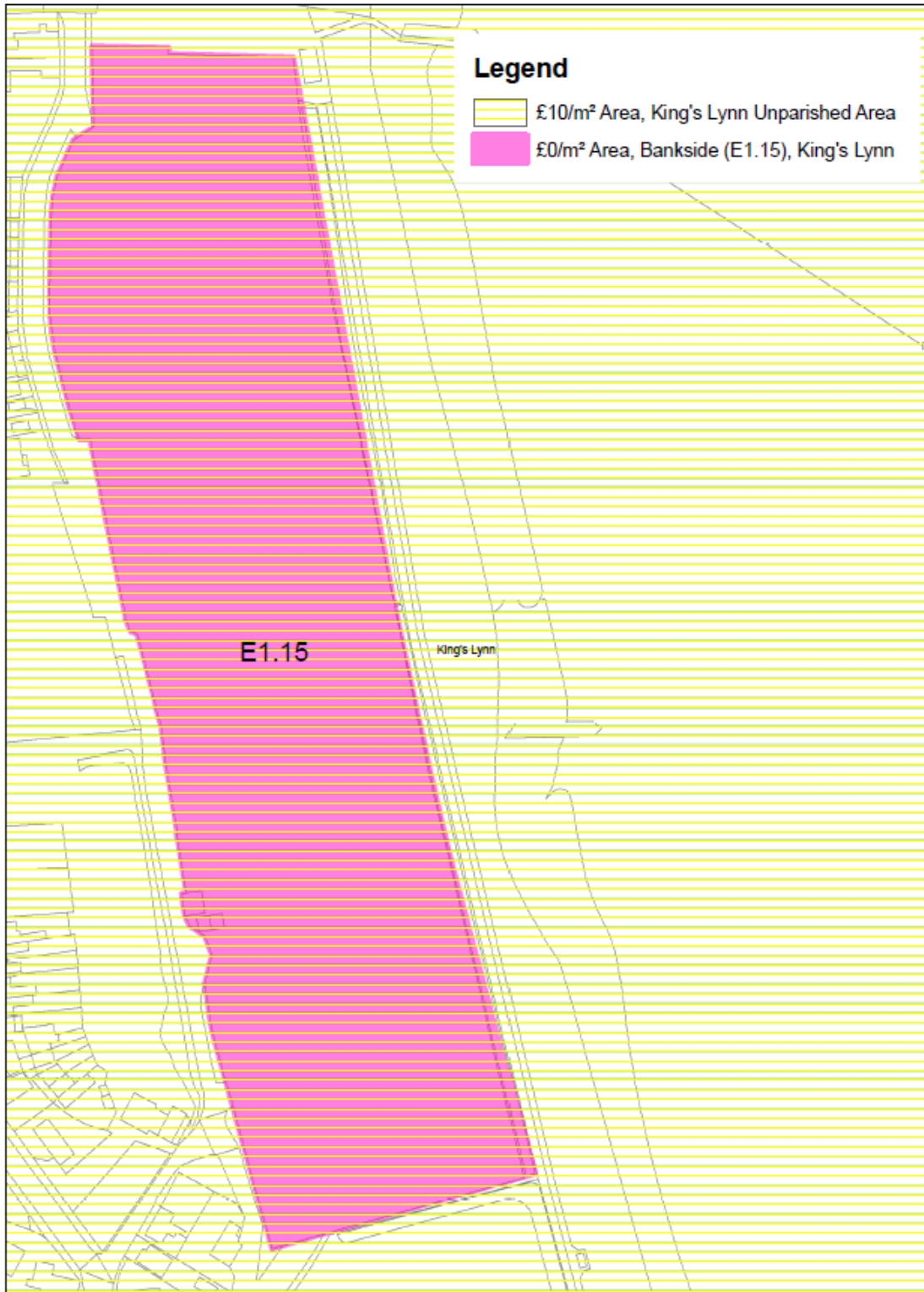


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Charging Zones

Strategic Site: South of Parkway, King's Lynn

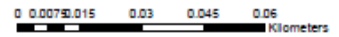
0 0.0325 0.065 0.13 0.195 0.26
Kilometers

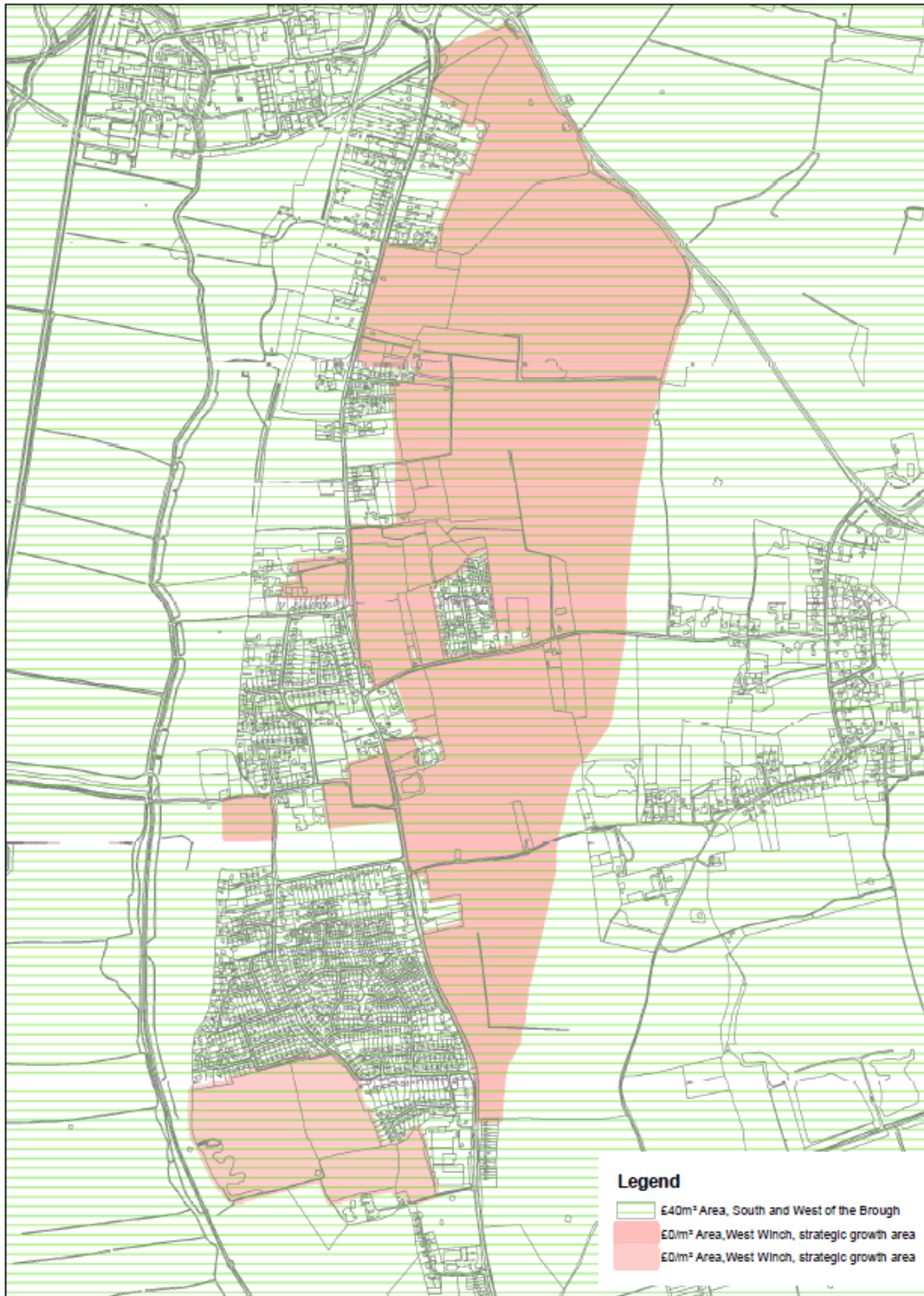


Charging Zones

Strategic Site: Bankside (E1.15), King's Lynn

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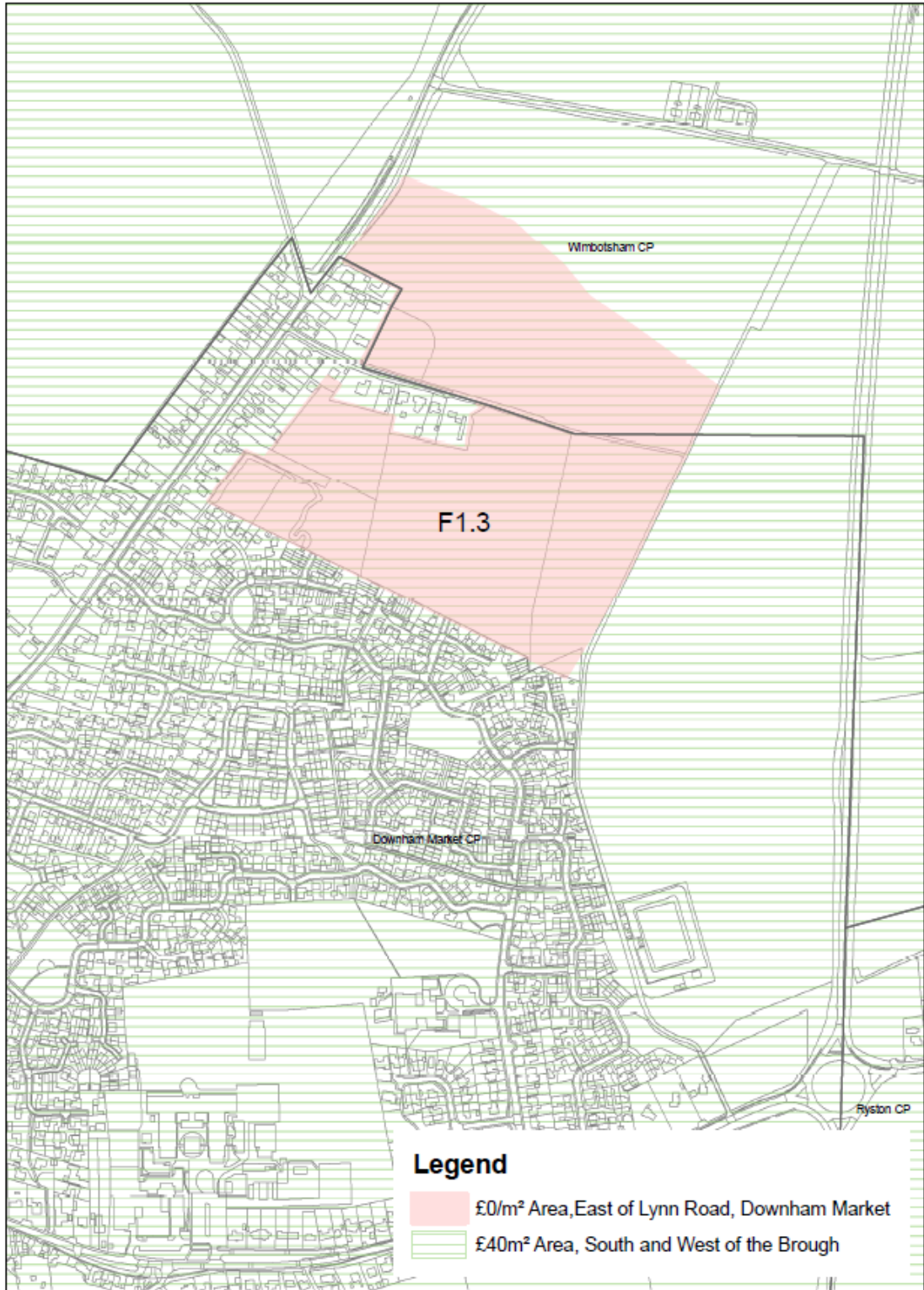




Charging Zones
Strategic Site: West Winch, strategic growth area

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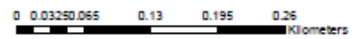
0 0.075 0.15 0.3 0.45 0.6 Kilometers

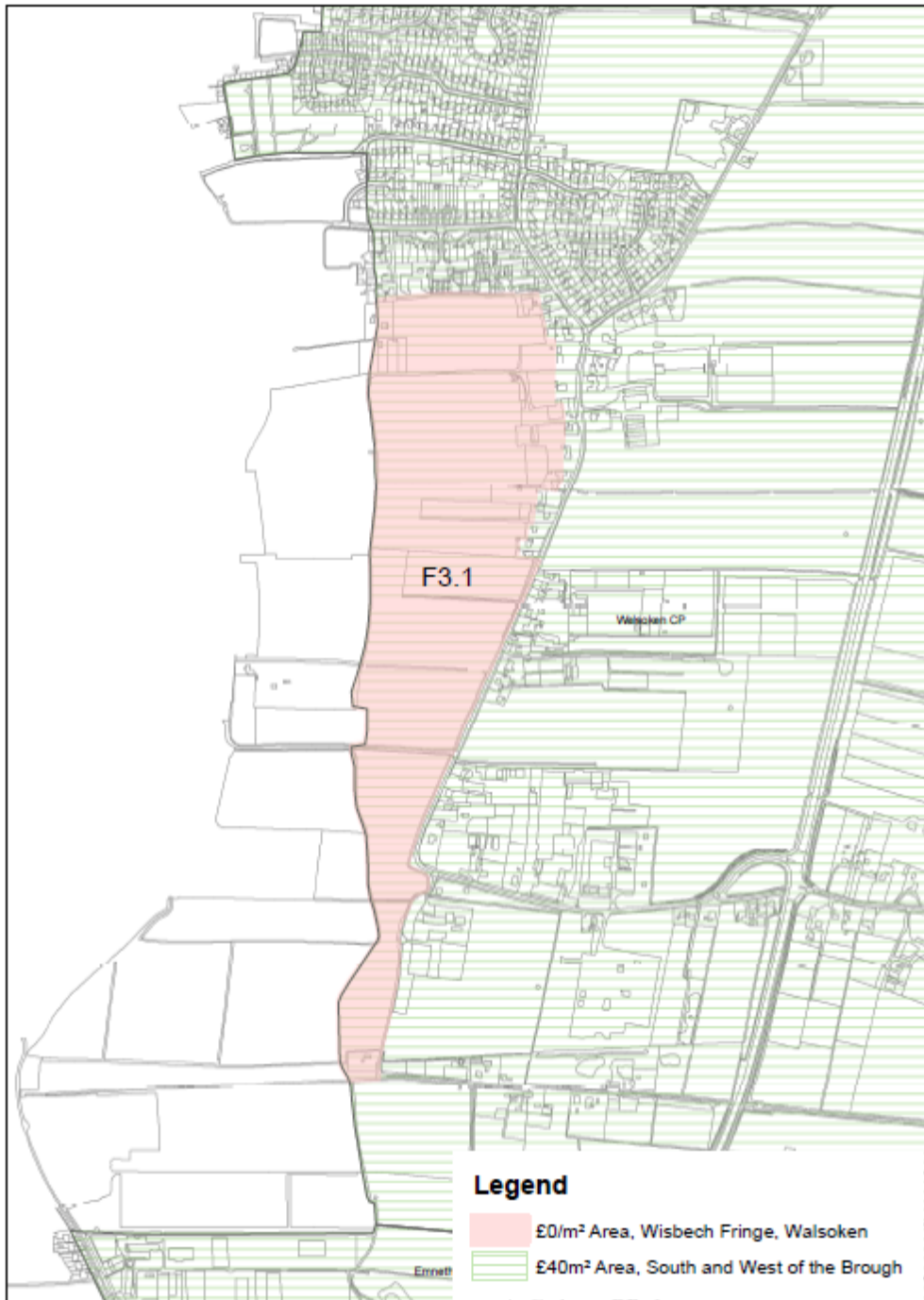


Charging Zones

Strategic Site: East of Lynn Road, Downham Market

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Charging Zones

Strategic Site: Wisbech Fringe, Walsoken

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Appendix 4

Community Infrastructure Levy – Consultation January 2015 – Summary of Comments and Responses

ID	Organisation / Name	Summary of Comments / Issues Raised	Response / Action
1 & 8	Clenchwarton PC (Joan Hodkinson)	<ul style="list-style-type: none"> Support, provided that a substantial proportion of any future schedule rates, is returned to the Parish for the benefit of the community as a whole. 	<p>It is specified that certain percentages of CIL receipts are due to parish and town councils, depending on whether neighbourhood plans are adopted or not. Currently 15% with no NP, or 25% with a NP.</p> <p>No change</p>
2 70	Middleton PC (Kate Senter)	<ul style="list-style-type: none"> Support provided there is a condition that PC's receive a portion of any CIL imposed on development within their Parishes. Reservations that developers would have funds to cover the cost of development whilst adhering to planning policies requiring them to provide local infrastructure and amenities as part of the development and the levy. 	<ul style="list-style-type: none"> It is specified that certain percentages of CIL receipts are due to parish and town councils, depending on whether neighbourhood plans are adopted or not. Currently 15% with no NP or 25% with a NP. <p>No change</p> <ul style="list-style-type: none"> Consideration of the potential rates of CIL includes the 'viability' of such a level of charge, and at the same time taking into account broad plan policy requirements. <p>No change</p>
3	The Theatres Trust (Mr Ross Anthony)	<ul style="list-style-type: none"> Object to the unusual setting of a £10 rate for 'All other chargeable development' which would include D1, D2 and some sui generis i.e. theatres. These community and cultural facilities often run by charities or community groups do not generate sufficient income streams to cover their costs. Consequently, they require some form of subsidy to operate and this type of facility is very unlikely to be built by the private sector. Council should be encouraging these types of facilities as they support the social and cultural health and well-being of the local community, as noted in the 	<ul style="list-style-type: none"> Charitable relief would be available to 'charities' as defined in the CIL Regulations. <p>No change</p>

ID	Organisation / Name	Summary of Comments / Issues Raised	Response / Action
		<p>NPPF. Therefore request that a nil rate is set for such community and cultural facilities.</p>	
4	Snettisham PC (Simon Bower)	<ul style="list-style-type: none"> • No comment on rates as long as the amount received is no less than that received from S106. • Very interested in the flood protection scheme at the coast listed in the Infrastructure Projects. • The entire area would benefit from improvements to roads approaching the area i.e. A47 duelling. • Would like a clause where all PCs affected are alerted by any CIL contributions when a planning application is submitted, there for giving them time to plan. 	<ul style="list-style-type: none"> • This cannot be guaranteed in any specific local circumstance, but the overall charge is applied to all development across the Borough rather than simply development needing a S106, and therefore overall the amount of CIL should exceed the S106 income. The use of S106 is now restricted in any case so income would diminish even without CIL. <p>No change</p> <ul style="list-style-type: none"> • The inclusion of reference to a scheme reflects the ongoing work between the Borough Council and Environment Agency. <p>No change</p> <ul style="list-style-type: none"> • The potential list of schemes in Table B which accompanied the consultation sets out various schemes of wider significance, but some are not yet designed. <p>No change</p> <ul style="list-style-type: none"> • The consultation on the Preliminary Draft Charging Schedule does not give detail on the processes that will need to be put in place should the Borough Council decide to proceed with CIL. The collection process is closely governed by regulations. The involvement of parishes in the process is important and more focussed information sessions would be appropriate going forward. <p>Further detail about implementation will follow on from agreeing principle of a CIL.</p>
5	John Maxey	<ul style="list-style-type: none"> • Objection to the draft rates of CIL charge 	<ul style="list-style-type: none"> • Noted, further explanation is given by Maxey Grounds and Co about specific figures used by SDH. <p>No change</p>

ID	Organisation / Name	Summary of Comments / Issues Raised	Response / Action
72		<ul style="list-style-type: none"> Does not accept that the Viability Study accurately assesses the viability of development within the district. Question the consultation process the consultant has included in the process. Given that the majority of listed projects are uncosted it is difficult to make a meaningful comment about whether the scale of infrastructure is appropriate. 	<ul style="list-style-type: none"> The detailed calculations and comments about values and costs made by Maxey Grounds and Co have been investigated by SDH as part of updates for December 2015. By engaging through this Preliminary Draft Charging Schedule consultation the Borough Council is following the appropriate process in considering CIL. Further detailed assessment of values and costs has been included. It is accepted that specific projects are listed as uncosted. However this is a list of <i>potential</i> projects and gives an indication of the type of infrastructure required to support growth. It is also clear that there is a significant list that should be addressed. Notwithstanding the specific cost omissions it is apparent that CIL contributions will not exceed the works considered necessary. Give more specific information as available in table.
6	Woodland Trust UK (Ellie Henderson)	<ul style="list-style-type: none"> Wants a tree planting and woodland creation to be mentioned in the list of types of infrastructure that may be funded. Sets out an evidenced case for this 	Green infrastructure is in the draft R123 list No change
7	Hunstanton Civic Society (Andrew Murray)	<ul style="list-style-type: none"> Transport infrastructure requires a realistic but long term view. It is not appropriate to tinker with the one way system in King's Lynn town centre. Large housing developments in South Wootton, West Winch require new transport facilities to connect the new residents with the town centre and areas of employment without reliance on private motor vehicles in order to reduce traffic congestion and pollution. 	Transport issues are clearly important to the area as a whole. However site specific issues will still need to be dealt with, but CIL could contribute to wider issues affecting e.g. the whole town. Broad transport / traffic issues are outlined in plan policies. Detailed commentary on merits or otherwise of individual schemes is not appropriate in this document. The Table is reporting potential schemes some of which are more advanced than others. No change
9	Gayton Parish Council	<ul style="list-style-type: none"> Support CIL implementation 	Noted.

ID	Organisation / Name	Summary of Comments / Issues Raised	Response / Action
73 10	(Kate Senter) Peter Gidney	<ul style="list-style-type: none"> Generic principles generally do not apply to West Norfolk. Local Economy is fragile and some straight forward housing sites are now considered by developers to be risky ventures. Within the SADMP & CIL Viability Study a levy table was presented purporting to be representative of what is happening in similar Authorities. Great Yarmouth was omitted, being an Authority who faces very similar challenges to BCKLWN they were worthy of inclusion and I am informed that they are not imposing a CIL, because of their fragile economy. Does the Study seek to try and justify a desire to impose this tax please comment? 	<ul style="list-style-type: none"> Not clear as to why West Norfolk is considered to be so different. <p>No change</p> <ul style="list-style-type: none"> Clearly the fragility or otherwise of the economy is a very important factor for Members in balancing the potential for the charge to contribute to necessary infrastructure, but at the same time not imposing an unacceptably high CIL rate. The Viability study assesses the possible range of bearable charges, but the political judgement is the deciding voice. Different authorities have different viability scenarios and decision making. <p>No change</p>
11	Syderstone PC (Brian Lloyd)	<ul style="list-style-type: none"> Object to the levy as the charges are too high and these will affect building prices in villages. 	<p>The Viability Assessment seeks to show how potential levels of CIL would affect viability and therefore prices. The conclusion is that there would not be the negative impacts as suggested.</p> <p>No change</p>
12	Wereham PC (Nicola Cooper)	<ul style="list-style-type: none"> Overall support Why is affordable or social housing excluded from this? How can you prevent developers opting to provide cheaper, low grade housing which would skew the type of development, degrade the entire nature of a village/town and devalue existing properties, in order to avoid a CIL contribution? What provision is the Borough going to make for ensuring school and medical infrastructure are kept in alignment with development? 	<ul style="list-style-type: none"> Support noted. The anticipation is that affordable housing will continue to be sought as now. The % affordable housing requirement from Core Strategy policy CS09 has been built into the calculations as a cost. CIL is not avoidable as it is calculated on floorspace. Severe restrictions are applicable on affordable housing, and the economics are not the same. <p>No change</p> <ul style="list-style-type: none"> Education infrastructure is the responsibility of the County Council, but working with the Borough Council. Careful consideration will be needed to the possible use of S106 and wider contributions from CIL. Under the previous

ID	Organisation / Name	Summary of Comments / Issues Raised	Response / Action
74		<ul style="list-style-type: none"> • Cycle ways, public/green transport and improved utility services (water, power, gas, telephony wireless and fixed line +broadband) should be given a high priority. 	<p>S106 regime money was collected towards new schools / upgrades. The use of CIL for schools is incorporated into the potential projects list.</p> <p>No change</p> <ul style="list-style-type: none"> • Medical facilities and provision of healthcare are the responsibility of the Clinical Commissioning Groups and the NHS. However the Borough Council works closely with both to ensure patterns of growth are understood and planned for. <p>No change</p> <ul style="list-style-type: none"> • The Borough Council seeks a dialogue through the plan preparation process with utility providers, but each will have its own financing mechanisms for dealing with growth. The Borough Council will need to give consideration as to whether investing CIL funds in specific growth locations or projects can achieve wider benefits. <p>No change</p>
13, 14, 15, 16	English Heritage (Tom Gilbert-Wooldridge)	<ul style="list-style-type: none"> • English Heritage recognises the importance of Community Infrastructure Levy (CIL) • Heritage assets can also be described as community infrastructure in their own right (such as specific tourist attractions). The Localism Act also allows CIL to be used for maintenance and on-going costs, which may be relevant for a range of heritage assets. At the same time, it is important that any CIL project minimises the harm that might be caused to heritage assets. • We hope that some expenditure can benefit the historic environment in the borough's neighbourhoods. In terms of the remaining proportion under the control of the Council it will be helpful to clarify how amounts 	<ul style="list-style-type: none"> • Noted. • The issue of harm to heritage assets arising from development proposals is a proper consideration for the Local Plan. As to whether CIL funds should be used for maintenance or on-going costs, this will be a matter for the Borough Council in deciding on the relative priority of potential infrastructure projects. <p>No change</p> <ul style="list-style-type: none"> • As above. <p>No change</p>

ID	Organisation / Name	Summary of Comments / Issues Raised	Response / Action
75		<p>will be split between different infrastructure types.</p> <ul style="list-style-type: none"> The Council should be aware of the implications of any CIL rate on the viability and effective conservation of the historic environment and heritage assets in development proposals. In determining the rates of CIL that are being put forward in the Charging Schedule, it is essential that the rates being proposed in areas where there are groups of heritage assets at risk are not likely to discourage schemes being brought forward for their reuse or associated heritage-led regeneration. We recommend that the conditions and procedures for CIL relief be set out within a separate statement following the Draft Charging Schedule. 	<ul style="list-style-type: none"> Assessment of the overall CIL rate(s) takes into account the broad 'cost' of our general plan policies. The Viability Study is not a specific study of all the costs associated with a particular proposal. <p>No change</p> <ul style="list-style-type: none"> As above. The viability assessment is a high level assessment. Additionally conversions would not necessarily be liable. Net additions of 100sqm are chargeable. It is necessary to set out such matters for clarity. It is suggested that this approach is followed. <p>Ensure clear statements are given about CIL relief.</p>
17	Northern Trust	<ul style="list-style-type: none"> Comments relate to document C 'potential projects'. An infrastructure delivery plan was submitted in support of Northern Trust's representations to the SADMP pre-sub. The IDP lists the potential infrastructure requirements associated with the WW Growth Area that CIL should contribute to as the items are required for both development within the Growth Area and development within the remainder of the Borough. We have demonstrated that the South Eastern proposed development (overall) is only a part of the cause for future highway improvements, there has also been a growing need for these as long as 20 years ago (acknowledged then by the HA) and development now just makes it even more essential. 	<p>This is a very specific point affecting one (very large) site. The proportions of total costs applicable to particular parts of a local plan allocation and hence the mechanism of an 'Infrastructure Delivery Plan' envisaged in the Local Plan. This will isolate the various elements of infrastructure required for the wider development and address issues about equality of contributions between parties. The Borough Council is working with landowners and developers to bring forward a comprehensive document detailing the items required, with phasing etc. It is relevant to consider the wider aspects of 'need' for infrastructure. It is relevant to consider the relative merits of both S106 and CIL charges as they would impact the site.</p> <p>There is a relationship to be considered between the CIL and the Local Plan. The Sites Plan Examination will take place in July, and this relationship will be one part of the Examination process. The viability of the scheme and funding mechanisms would be one</p>

ID	Organisation / Name	Summary of Comments / Issues Raised	Response / Action
			<p>output.</p> <p>In CIL charge terms the viability of such a major (3000+ houses) scheme needs to be considered carefully, rather than simply applying a 'standard' approach.</p> <p>Proposed 'zero' rate for strategic sites.</p>
76	18 South Wootton Parish council (Bidwells/ James Allflat)	<ul style="list-style-type: none"> • South Wotton will be providing an extension to King's Lynn but based on the parished/un-parished approach to level charged will be inconsistent, however in principle they do not object to the higher rate providing they receive the funds. • The Parish Council would contend that the Borough Council does not sufficiently meet the 'up to date development plan' test in order to set a CIL. Core Strategy NPPF compliant? Does the SADMP meet the OAN. This position will only be confirmed once the current site allocations and development management policies document completes its examination. • The evidence used to compile the infrastructure list is outdated. • The estimated costs (circa £76.7 million) are already significantly higher than the CIL revenues likely to be received during the plan period (£15m). Given such a significant shortfall in funding, it is questioned how the Borough Council would be seeking to bridge this funding gap? • South Wootton Parish Council considers that given the significant quantum of growth proposed at Hall Lane 	<ul style="list-style-type: none"> • Noted. • It is accepted that the SADMP is about to be Examined. However the consistency with the NPPF is outlined in a recently published document – see website. In addition the Borough Council commissioned an update of the 2013 SHMA / OAN assessment in the light of the recently published household forecasts. This is also available on the website. In both situations the Borough Council believes its SADMP is up to date. <p>No change</p> <ul style="list-style-type: none"> • It is accepted that the list requires refinement and precision. <p>Update as appropriate.</p> <ul style="list-style-type: none"> • Clearly without potential CIL receipts the gap would be even larger. In terms of CIL it is important to establish a gap, in terms of the CIL Regulations. It is accepted that there will need to be further sources of funding identified for some projects. <p>No change</p> <ul style="list-style-type: none"> • The SADMP particularly notes the interrelationship between the Knights Hill and Hall Lane sites at South

ID	Organisation / Name	Summary of Comments / Issues Raised	Response / Action
77		<p>and Knights Hill, why is no CIL funding proposed to address/improve the highway capacity of the gateway entrance to the north of the town (Grimston Road, Low Road, Edward Benefer Way)?</p> <ul style="list-style-type: none"> • Worried that CIL may put developers off • It should also be noted, that South Wootton Parish Council considers the 25% of all CIL receipts received from development within the parish area should be considered a minimum, uncapped and paid to the Parish Council every six months, at the end of October and April, in any year as a minimum in accordance with Regulation 59D of the CIL Regs. 	<p>Wootton and requires joint study of the traffic issues. It is anticipated that the housing schemes will fund the relevant related improvements.</p> <p>No change</p> <ul style="list-style-type: none"> • It is important that the viability evidence is credible. The Borough Council is updating relevant elements of that work. <p>Updated values and costs are included.</p> <ul style="list-style-type: none"> • It will be important to pay over relevant CIL due to parishes in the way that the Regulations envisage it. <p>No change</p>
19	Cllr Alexandra Kemp (Clenchwarton & King's Lynn South)	<ul style="list-style-type: none"> • Suitable pedestrian crossings with traffic calming where needed to connect housing estates with main settlements and amenities. • All roads on housing estate to be fully constructed up to County Council adoption standard. • Increased capacity for surface water drainage on new developments to take account of current increased rainfall and future climate change. 	<p>These comments make general statements about how individual sites need to be properly provided with infrastructure to relevant standards. Each allocation and certainly each planning application when submitted will be assessed against relevant standards. CIL and CIL rates of itself does not guarantee any particular standard is met. That is not the focus of the charge, other regimes deal with that.</p>
20	Crimplesham PC (Sarah Thorpe)	<ul style="list-style-type: none"> • CIL is another nail in the coffin of the small developer/ builder. Not only have the Borough Council made it very difficult to build houses in the villages, but they are now proposing to charge £60 per square metre. This has been in place in other parts of the country for some time and has had a detrimental effect on building as it is not viable to give away £8,000 - £10,000 on an average three bedroom house. 	<ul style="list-style-type: none"> • The general point about the need for builders to have a viable scheme is paramount. The Viability Study shows the effect of the potential charge on different types of scheme.

ID	Organisation / Name	Summary of Comments / Issues Raised	Response / Action
		<ul style="list-style-type: none"> Our government is constantly telling us we want our builders building and taking on apprentices. How can either of these things happen when constant obstacles are put in the way of actually building a house, or with this CIL payment, even a large extension? The Borough Council are not listening to our thoughts and will no doubt adopt this policy regardless of comments made in this consultation. 	<ul style="list-style-type: none"> Awaiting outcome of current Government led review of the impacts of CIL. The Viability Study update 2015 clearly demonstrates that the introduction of CIL will not threaten the deliverability of the plan as whole or prevent development from coming forward. The Government recently announced proposals to exempt certain developments from CIL and other charges, but this is a national position. <p>No change</p> <ul style="list-style-type: none"> This is a consultation, and comments are assessed and considered, this is not the same as immediately agreeing all the points within them. The Borough Council has to work within the national guidelines and regulations as published.
21 78	Carter Jonas / January's on behalf of Camland Developments (Paul Belton)	<ul style="list-style-type: none"> Support the CIL, but suggest that the Knights Hill allocation is subject to a maximum rate of £10m2 and all urban extension areas relating to King's Lynn should have this rate. 	<ul style="list-style-type: none"> Advice from the Viability Study suggests there are different market areas which need to be considered. Knights Hill is a different sort of place to central King's Lynn and will display different values. The Viability Study shows differing values across the Borough. It is the local geographical market rather than the function of the housing which gives baseline data for assessing potential CIL rates. <p>No change</p>
22	West Winch PC (Judy Close)	<ul style="list-style-type: none"> Pleased that a CIL is being considered but would ask that you ensure that there is no "get out" clause possible for developers who plead poverty and say they can't afford the CIL contributions. This is especially the case in West Winch / North Runcton where the developers will be contributing towards a new relief road as well. If they can't afford the contributions then, quite simply, they must not be allowed to build. 	<p>As above it is important to understand the impact of viability generally and for specific larger locations. It is also important to consider what can potentially be required under S106, and what would be appropriate to come from a CIL. The relative CIL rate maybe different depending on the overall list.</p> <p>Liability for a CIL charge is governed by Regulations. It is important to note that the strategic site at West Winch / North Runcton is 'zero rated' given the viability assessment' with onsite facilities provided through a S106 agreement.</p>

ID	Organisation / Name	Summary of Comments / Issues Raised	Response / Action
79	23 North Runcton PC (Rachel Curtis)	<ul style="list-style-type: none"> • Request a workshop to discuss • T&C's of the 25% contribution? • Concerned with the values (too low) for infrastructure projects • Concerned that CIL monies would be swallowed up by regional/national road projects at the expense of local projects such as 'green infrastructure' • Unbaled contribution to roads and GI (50K) 	<ul style="list-style-type: none"> • There will be a consultation period and requests for meetings can be considered. • Position is set out in the relevant CIL Regulations. <p>No change</p> <ul style="list-style-type: none"> • As above it is important to understand the impact of viability generally and for specific larger locations. It is also important to consider what can potentially be site specific and required under S106, and what would be appropriate to come from a CIL. <p>No change</p> <ul style="list-style-type: none"> • Money from CIL can be spent on schemes which benefit the area, this is unlikely to be national or even regional in nature, but it could be elsewhere in the Borough. Any decision on priorities for CIL will be made primarily at the Borough Council level. <p>No change</p> <ul style="list-style-type: none"> • Careful consideration will need to be given to onsite infrastructure as part of any applications.
24	Potential Planning / Aldi Stores (Paul Galgey)	<ul style="list-style-type: none"> • Concerned by how the proposed charge rates for convenience retail may impact on the viability of prospective development. • Aldi do not consider themselves a regular supermarket like the 'big 4' and thus do not believe a flat rate for all supermarkets should be introduced. Suggest different rates for different types of convenience retail. 	<ul style="list-style-type: none"> • Noted. • The individual business model for operators is a commercial decision for that company. Whilst there are clear differences between a 'corner shop' and a supermarket, they fall into the same Use Class (A1). Floorspace available will impact on turnover and thus profitability. The most appropriate way to deal with this given the planning categorisations is through the simple floorspace calculation, rather than through different definitions of 'type'. <p>No change</p>

ID	Organisation / Name	Summary of Comments / Issues Raised	Response / Action
25	The Planning Bureau, McCarthy and Stone Retirement Lifestyles (Ziyad Thomas)	<ul style="list-style-type: none"> • Commends the BC for taking into account the housing need/care for the elderly. • Considers the bench mark land values to be too low i.e. brownfield sites close to services/centrally located. • Request a Nil CIL rate for Extra Care Accommodation 	<p>Noted</p> <p>A re-assessment of base data is being undertaken to ensure it is current before considering a draft rate.</p> <p>Sheltered/Retirement Housing recommended as zero rate in the final report Dec 2015.</p>
26	Turley on behalf of Hopkins Homes (Mr G Warriner)	<ul style="list-style-type: none"> • Do not object to the principle of a CIL • Keen that it does not delay or prevent development coming forward under existing procedures while it is being advanced. In our view, the size of the Hopkins proposals will allow expected development obligations/contributions to be sought under the existing regime post April 2015 (when pooling of resources will be more difficult). • In terms of the charging schedule, the West Winch Growth Area would be liable to a charge of £60 per sqm. It is considered that this is fairly set and comparable to other areas. • However, the viability assessment shows that outer areas, particularly the northern villages have greater ability to meet CIL than King's Lynn, Downham Market and fringe King's Lynn area, so the Council may want to consider whether residential contributions are split into three areas rather than two to allow a larger CIL contribution from the more valuable areas and a modest reduction in the fringe King's Lynn, Stoke Ferry and Downham Market areas – in order to ensure the attractiveness of developing in these areas remains. 	<ul style="list-style-type: none"> • Noted. • Whilst the Borough Council is undertaking this consideration of whether or not to have a CIL regime in West Norfolk there are planning applications in the pipeline that also need to be dealt with efficiently, including the Hopkins application. We would not want to delay consideration because of potential CIL issues. The extent to which emerging allocations at West Winch / North Runcton can be dealt with existing S106 provisions is a consideration. <p>No change</p> <ul style="list-style-type: none"> • Comments regarding the potential CIL level as it may affect Hopkins development at West Winch / North Runcton are noted. • Values in some northern parts of the Borough are very high, but this is primarily confined to a narrow strip along the coast. If an additional zone were to be set for that area alone it would only affect a small number of new properties. There a very few (in total) allocations in the emerging plan. Couple this with the potential exemptions under 'self-build' and extra income could be minimal. The separately assessed rates for more southern areas including fringe King's Lynn locations reflect the viability assessments there. As noted above these will be reviewed.

ID	Organisation / Name	Summary of Comments / Issues Raised	Response / Action
			No change
	Late Representations		
27	King's Lynn Civic Society (Helen Russell-Johnson)	<ul style="list-style-type: none"> • Broad Support for CIL • Suggest that CIL funds support a dedicated Officer to further develop green space across the Borough • Concerned that majority of monies would be spend on roads, suggest that some should be spent on paths and cycle ways • With no Town Council who will represent KL in the future? • Unclear why a low rate is proposed for KL • Would like the opportunity to understand more 	<ul style="list-style-type: none"> • Support noted. • CIL is primarily about infrastructure projects, rather than extra staff, however the potential for additional green infrastructure is included on the potential infrastructure list which accompanied the consultation. <p>No change</p> <ul style="list-style-type: none"> • There are some very significant road elements in the potential list. It would be appropriate to consider a category for smaller schemes which could include paths and cycleway links. <p>Make clear that cycling / walking could also be very relevant</p> <ul style="list-style-type: none"> • The Borough Council would primarily assume the responsibility for the interests of the town. However there is a King's Lynn Consultative Committee which can play a role. <p>No change</p> <ul style="list-style-type: none"> • The lower rate for King's Lynn is indicated by the Viability Assessment (see pages 114 – 117) in particular. Modelled sites and values are discussed here. <p>No change</p> <ul style="list-style-type: none"> • Request noted, but links to other material are given in the consultation material. <p>Make clear other sources of information</p>
28	Dersingham Parish Council (Sarah Bristow)	<ul style="list-style-type: none"> • Accept the figures quoted 	Noted.
29	Norfolk County	<ul style="list-style-type: none"> • Over simplification of pooling 	<ul style="list-style-type: none"> • There are clear restrictions on the use of S106

ID	Organisation / Name	Summary of Comments / Issues Raised	Response / Action
82	Council (Stephen Faulkner)	<ul style="list-style-type: none"> • Source of project costs unclear • Considers that strategic fire service provision, waste recycling centres and libraries should be added to any future REG 123 list • Continued use of S106? • The Introduction Paper (Paragraph 8.7) makes specific reference to the need to set up a governance structure around CIL to decide on funding priorities. The County Council fully supports the need for such arrangements and would wish to work closely with the Borough Council 	<p>agreements post April 2015. It is noted that NCC have investigated a more focussed process for defining particular projects, but this is still to be fully tested.</p> <p>No change</p> <ul style="list-style-type: none"> • It would be helpful to give additional information on projects where known. <p>Outline additional information where available.</p> <ul style="list-style-type: none"> • The inclusion or otherwise of types of projects needs to be given careful consideration. The list as presented for consultation explicitly notes that they <i>could</i> be priorities. It is inevitable that some projects will be less of a priority, especially given the limited amount of money likely to be raised against even a prioritised list. <p>No change, but discussion on priorities will be more appropriate in subsequent stages.</p> <ul style="list-style-type: none"> • It is accepted that S106 continues and will have role, but restrictions mean their value is reduced as a tool for achieving infrastructure. <p>No change</p> <ul style="list-style-type: none"> • Support for this is noted. The Strategic Services Co-ordinating Group, and the Norfolk Infrastructure Plan (both convened / prepared with the NCC) have been useful in setting the scene for local work. It would be appropriate to engage with the County Council in subsequent stages. <p>Outline additional information on subsequent stages.</p>
30	NPS Group (Richard Smith)	<ul style="list-style-type: none"> • We are happy that there will be no CIL charge for land within the un-parished area of Kings Lynn as most sites to be developed are on brownfield land and have flood risk issues to address which affects their viability. • We have concerns regarding the CIL level of £60 per square metre for residential development in the rest of 	<ul style="list-style-type: none"> • This is an <i>incorrect reading of the schedule</i>; a £10/m2 charge <i>is</i> outlined for the un-parished area of King's Lynn. The lower cost reflects the considerations when developing in the town area. <p>No change</p> <ul style="list-style-type: none"> • The Viability Assessment specifically outlines how the charge fits into development costs and considers the

ID	Organisation / Name	Summary of Comments / Issues Raised	Response / Action
		<p>West Norfolk as this would increase developer costs to build. This may make schemes unviable, reducing the amount of development and CIL payments for infrastructure or the costs may be passed onto future purchasers making housing less affordable.</p>	<p>effect of a charge. NPS do not make specific reference to values in particular places to highlight this. The principles of undertaking the CIL assessment in West Norfolk reflects those elsewhere and the effects on viability in terms of costs, profit and land values are tested throughout the viability report across a variety of house types and densities.</p>
31	Pegasus Planning Group (Gabrielle Rowan)	<ul style="list-style-type: none"> Concerned that they were not consulted. Request that we inform them of the process and add them to the CIL consultation database 	<p>Pegasus have been contacted advising them of the CIL consultation process, information and added them to the CIL database</p>

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Operational	Be entirely within Cabinet's powers to decide	YES	
		Need to be recommendations to Council	NO	
		Is it a Key Decision	NO	
Lead Member: Cllr B Long E-mail: Cllr.brian.long@west-norfolk.gov.uk		Other Cabinet Members consulted: Cllr D Pope		
		Other Members consulted:		
Lead Officer: Chris Bamfield E-mail: chris.bamfield@west-norfolk.gov.uk Direct Dial: 01553 616648		Other Officers consulted: Martin Chisholm, Lorraine Gore, David Morton, Melvin Harrison		
Financial Implications YES	Policy/Personnel Implications YES	Statutory Implications NO	Equal Impact Assessment - Pre screening	Risk Management Implications NO

Date of meeting: 2 February 2016

ELECTRIC VEHICLE CHARGING POINTS

Summary

The report considers the introduction of charging points for electric vehicles and charges for use of the service.

Recommendation

Cabinet is recommended to agree a fixed charge based on parking costs up to a maximum of 3 hours and 25p per KWh charge for electricity.

Reason for Decision

To set a charging scheme for electric vehicles.

1. Background

- 1.1 In October 2014 the Council made a successful application to the Office for Low Emission Vehicles (OLEV) for funding to support the installation of electric vehicle charging points in King's Lynn and Hunstanton on Council car parks and received a grant award of £222,183.
- 1.2 OLEV are actively encouraging the use of electric vehicles as a sustainable travel option for the future. Part of their strategy is to ensure there are adequate charging points throughout the country. This will give confidence to drivers that they will be able to top up/recharge at multiple sites in the future, reducing the

uncertainty for planning longer trips. The next charge points are Swaffham, Norwich, Peterborough.

2. Capital Works

- 2.1 The funding provided was to;
- Upgrade the electric network.
 - Purchase of six charging units (4 in King's Lynn and 2 in Hunstanton).
 - All necessary installation.
- 2.2 Following receipt of the grant details, ground survey work was undertaken to establish the capability of the network/electrical capacity. This identified that the capacity was insufficient for the original number of charging points and costs for the necessary upgrade meant that only three points in King's Lynn and one point in Hunstanton could be provided.
- 2.3 The work to provide the charge points took place between June and October 2015. The points became live in late October.

3. Operational Issues

- 3.1 The Council will incur costs as follows:
- A transaction free of 60p every time a charge point is used taken by Charge Your Car (CYC).
 - A usage report fee of £300 per charger per annum (£1,200) paid to CYC to submit to OLEV.
 - A charge for electricity used, this depends on the times of day/tariff but is circa 11p per KWh.
 - Any non-warranty repairs e.g. damage by users/vehicles (Three year warranty on equipment).
 - An additional charge for new metre and supplies.
- 3.2 Irrespective of any use there is a daily standing charge fee for the electricity supply to the metre. This is circa 25p per day in Hunstanton (£91 per year). In King's Lynn the Maximum Demand Tariff is an additional £200 per month (£2,400).
- 3.3 The chargers can deliver a charge from 0 to 80% of battery capacity in approximately 30 minutes. It is unlikely that a charge point would be used for more than 1 hour for vehicle charging.
- 3.4 Users have a registered credit card with CYC that operates the charge point.
- 3.5 At the end of the initial three year period the cost of maintenance of equipment will fall to the Council.

4. Charges

- 4.1 Initially a charge for using has been set at the standard car park tariff with an additional charge for electric use.

i.e. 1 hour parking ticket is £1.40 and 3 hours is £2.10.
Electric charge at 25p per KWh will cost circa £3-4 for a 100 mile charge.

The charge per 1 hour at a charging point would therefore be approximately £4.40 to £5.40.

- 4.2 Comparison Charges
The CYC charging points map shows a range of charges from free to £6.00 per visit.

Options for Charging

1. Retain current charge of £1.40 for one hour and 25p per KWh. Maximum stay of 3 hours.
2. No charge for parking and 25p per KWh for electric use.
3. A flat fee per hour (e.g. Braintree £5.00 per hour).
4. An alternative charge per KWh, either higher or lower.
5. Free use for electric vehicles.

5. Financial Implications

- 5.1 The charge points have been used 41 times during November by six unique vehicles (Renault Zoe x 28, Nissan Leaf x 3, BMWi3 x 4, Mitsubishi PHEV x 4, Volkswagen e-Golf x 1, Tesla Model 5 x 1). There were 46 visits during December.

- 5.2 It is difficult to anticipate how this will change over time but it is estimated that use is likely to increase, an assumption has been made for cost/income purposes of 1,000 visits during the year.

Costs

	£
Fixed Electricity Charge	2,491
Fixed reports fee to CYC	1,200
Variable electric cost based on 11p per KWH	1,320
Costs per visit to CYC at 60p	<u>600</u>
	5,611
Income	
1,000 visits at £1.17 (1 hour parking less VAT)	1,170
1,000 visits at £3.00 electric charge*	3,000
	<u>4,170</u>
*(check VAT deduction 20% or 5%)	
Net cost based on 1,000 units	<u>1,441</u>

Over time it is likely that the number of visits for electric vehicles will increase. A further 640 visits would equate to breakeven on current costs.

In three years' time when equipment is out of the warranty period the Council costs will increase. During the period it will be possible to quantify the longer term financial implications of the scheme.

6. Policy Implications

6.1 The Council does not have a current policy for charging for electric vehicles.

7. Equality Impact Assessment (EIA)

Initial document attached



Pre-Screening Equality Impact Assessment

Name of policy/service/function	Fees for Electric Charging Points				
Is this a new or existing policy/ service/function?	New / Existing (delete as appropriate)				
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	Charging structure for parking whilst charging electric vehicles				
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	Due to the nature of charging, there is no difference in paying for fuel for non-electric cars so there would be no negative impact on the protected characteristics. Parking is already charged.			
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				
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	No	Actions: N/A			
		Actions agreed by EWG member:			
Assessment completed by: Name					
Job title	Date				

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

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Mandatory	(a) Be entirely within cabinet's powers to decide	YES	
None		(b) Need to be recommendations to Council	NO	
		(c) Is it a Key Decision	YES	
Lead Member: Cllr Nick Daubney E-mail: cllr.nick.daubney@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Sharon Clifton E-mail: sharon.clifton.west-norfolk.gov.uk Direct Dial: 01553 616711		Other Officers consulted: Management Team, Tony Hague, Adam Whittle, Michael Jaz		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications NO	Equal Impact Assessment NO	Risk Management Implications YES

Date of meeting: 2 February 2016

TENDER FOR LEASING PRODUCTION PRINTING EQUIPMENT

Summary

An ongoing review of printing across the council has shown that there is a definite requirement to continue with the existing in-house arrangement. This is more cost effective than outsourcing all print requirements at this stage. A number of options have been explored. Two options are still being considered.

Option 1: A further competition process is being carried out within a Crown Commercial Services (CCS) framework agreement to secure production printing equipment for the council's printroom. The procurement of new equipment on a lease basis will contribute considerably to the council's cost savings (in the region of £400,000 over five years) and will ensure the printroom can maintain service levels avoiding the need for external print in most instances. However, to take advantage of the existing CCS Framework Agreement the contract must be awarded before the framework expires on 29 February 2016.

Option 2: Capita will review the lease contract on offer and undertake an options appraisal to assess whether purchasing is a better option than leasing.

Recommendation

It is recommended that Cabinet give delegated authority to the Executive Director – Central and Community Services, in consultation with the, Leader and Portfolio Holder for Resources to award the contract under the Framework agreement if, following the completion of the tender process and the work by Capita, it is deemed to be the most cost effective option.

Reason for Decision

To ensure that the Council continues to obtain best value for its print

provision.

BACKGROUND

1. A series of corporate projects have been taking place across the authority to work towards the council's savings targets. One of these projects is a review of printing across the whole council.
2. The review is underway, but much of it depends on progress with and take-up of various channel shift and ICT projects.
3. At the start of the review process a decision was taken to extend the existing contracts for a period of 2 years to give an opportunity for the corporate projects to bed down. In securing the extension, the then Print Manager negotiated a secondary rate reduction bringing the quarterly costs of £35,000 down to under £15,000. The saving was temporary and, at the end of the 2-year period, costs will return to the original level.
4. There is less than one year remaining on the extension.
5. Initial research by the Communications Manager and Graphic and Print Supervisor has highlighted an opportunity to secure new equipment at significantly lower rates. This would have the added bonus of being more reliable and faster as the current equipment is 6+ years old.
6. A light-touch test of the market has shown that on core work, in-house printing costs are significantly less than the cost of outsourcing to local print providers or online providers, given current volumes. However, it is still prudent to use the corporate print framework for big, multi-fold or high volume work, as this uses different printing and finishing methods and is more cost effective.
7. Progress on the ICT and channel shift projects has been slower than anticipated but projects are now coming to fruition. Over the last 6 years print volumes on the colour machine have increased (now around 180,000 per quarter) and on the mono/highlight colour machines have decreased (900,000 per quarter has fallen to around 600,000 per quarter). The trend is downwards but at a slower rate than originally envisaged (annually the volumes are down by around 50,000 per quarter). Whilst this trend is likely to continue, it is believed that it will level off as it is not possible to do everything digitally. Some of the big changes (agendas for example) have already been implemented and are included in the volumes above.
8. The volumes are at a level which justifies the investment for a further period of 3 to 5 years. At this time a further review would be necessary. This review would be supported by regular monitoring of usage across the council.

Options Considered

9. Do nothing
We could do nothing, but this would result in the existing contracts returning to pre secondary rate reduction prices of £35,000 per quarter, until such time as the contract is terminated.
10. Purchase existing equipment
The existing equipment is 6+ years old and is coming to the end of its life. Maintenance agreements would need to be put in place as the machines suffer from numerous breakdowns on a regular basis, often impacting on service delivery. This is not considered to be a cost effective solution given the current usage volumes
11. Undertake a tender process just prior to end of current contract extension.
The current CCS Framework will have expired so a full tender process would be required which could be time consuming and costly. We have been advised that a five year contract period would deliver the best price, but clearly this would extend the overall period of commitment, if the contract is not awarded for 12 months. It was also considered that volumes may have reduced again which could result in a less competitive price than could currently be achieved. This option could be taken at a later point if it is determined not to go ahead with either of the preferred options.
12. Undertake tender process now, utilising Crown Commercial Services Framework agreement RM1599
The CCS Framework RM1599, under which the existing floor copiers were purchased, expires on 29th February 2016. It will be sometime before a new framework contract is in place. Consideration was given to running a full tender process later but it was felt that it would be more costs effective to run a further competition under the current framework on the understanding that the contract must be awarded before the framework expires. To achieve the best prices a five-year contract period is recommended. 90 days' notice is required on the existing contracts. Management Team agreed that the further competition would be the most cost-effective way forward and the specification was prepared and sent out to suppliers on the framework in January this year.
13. Purchase new equipment
Capita offer a free service to the council which will review the contract on offer and undertake a cost analysis for the council free of charge. This work will take place before any decision is taken on how to proceed.

The potential cost of the contract over five years means that cabinet approval is required. However, there is not enough time between the return of the tenders and the next cabinet meeting to get a decision in time to award the contract before 29 February. Delegated authority is therefore sought for the Executive Director – Central and Community Services Debbie Gates in consultation with the the Leader, Nick

Daubney, portfolio holder for Resources, to agree the contract if it is deemed to be the most cost effective and best option once we have the outcome of the tender and the work to be undertaken by Capita.

14. If a decision is taken not to award the contract following the work by Capita, a further report will be brought to Cabinet setting out the proposals for provision of print services.
15. The savings secured through the framework contract will contribute significantly to the council's ongoing cost reduction programme and are believed to be in the region of £400,000 over five years. The ongoing review of print alongside the channel shift and ICT projects will ensure this is continually monitored to ensure best value is being achieved and that appropriate decisions are being taken on the future provision of print services.

Policy Implications

The proposed procurement is in compliance with Contract Standing Orders.

Financial Implications

Whilst awarding the contract commits the council to a level of expenditure, it is a vast reduction on the existing commitment (potentially around £80,000 per annum), and will prevent additional expenditure on external print.

Equality Impact Assessment (EIA)

None required

Risk Management Implications

If we do not award the contract we run the risk of paying increased charges for old equipment – ie: the previous charges will be levied at £35,000 per quarter. If we delay the award, then the Government Framework will expire and a full process would be necessary rather than a further competition within the framework which will be both costly and time consuming.

By undertaking the Capita work, we are reducing any potential risk to the council by testing the leasing arrangements against purchase costs.

Background Papers

None