

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



CLL Spending Panel

Agenda

Monday, 18th May, 2026
at 10.00 am

in

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

Also available to view at:
[WestNorfolkBC on You Tube](#)



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200

7 May 2026

Dear Member

CIL Spending Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Monday, 18th May, 2026 at 10.00 am in Meeting Room 1-3 - First Floor, King's Court, Chapel Street, King's Lynn PE30 1EX** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. **Apologies for absence**
2. **Notes of the previous meeting** (Pages 5 - 8)
3. **Matters arising**
4. **Declarations of interest** (Page 9)

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 Members 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.

5. **Urgent Business**

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

6. Members present pursuant to Standing Order 34

Members wishing to speak pursuant to Standing Order 34 should inform the Chair of their intention to do so and on what items they wish to be heard before a decision on that item is taken.

7. Chair's correspondence (if any)

8. Chair's introduction (Pages 10 - 19)

9. CIL Spending Panel Report - Review (Pages 20 - 116)

10. Allocate funding up to and including £100k

11. Make recommendations to Cabinet for projects over £100k

12. Date of next meeting / next steps

To:

CIL Spending Panel: R Blunt, M de Whalley, J Moriarty and S Sandell

Officers:

Stuart Ashworth, Assistant Director, Environment and Planning
Hannah Wood-Handy, Planning Control Manager
Amanda Driver, Senior Monitoring and Compliance Officer
Robyn Walkey, Community Infrastructure Levy (CIL) Officer

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**CIL SPENDING PANEL**

Minutes from the Meeting of the CIL Spending Panel held on Tuesday, 9th September, 2025 at 10.00 am in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor Moriarty (Chair)
Councillors R Blunt, F Bone, J Moriarty and S Sandell

1 **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor de Whalley.

2 **NOTES OF THE PREVIOUS MEETING**

The notes of the previous meeting were agreed as a correct record.

3 **MATTERS ARISING**

There were no matters arising.

4 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

5 **URGENT BUSINESS**

There was no urgent business to consider.

6 **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There were no Members present pursuant to Standing Order 34.

7 **CHAIR'S CORRESPONDENCE (IF ANY)**

There was no Chair's correspondence.

8 **LOCAL INFRASTRUCTURE APPLICATION FORM AND VALIDATION**

[Click here to view a recording of this item on You Tube](#)

The Senior CIL Officer updated the Panel on the amendments made to the Spending Strategy and Policy document since the previous meeting held on 29 July 2025 and following advice from Legal and Audit.

The Senior CIL Officer outlined the purpose of the meeting to the Panel was to create an application form and identify validation criteria, and from the Strategic Infrastructure Projects consider setting up an Officer/Member Working Group and agree the process to recommend projects. The Senior CIL Officer added that Members had been provided with a copy of the draft funding application form.

In response to a comment from the Chair regarding training, the Senior CIL Officer explained that this would come under Stage 3 of the process, and a link had been distributed to a good example of guidance for the production of Parish Infrastructure Investment Plans produced by East Suffolk. Officers would be producing a similar guidance document for Parish Councils within King's Lynn and West Norfolk which would be used as a basis for parish training in relation to their infrastructure plans.

In terms of a timetable for training, the Senior CIL Officer explained that it would depend on the outcome of the meeting today because the Panel would be considering setting a 'go-live' date and producing and publicising documents and provide training, under stage three.

In response to a question from Councillor Blunt, the Senior CIL Officer confirmed that as part of stage three, there would be awareness training for Members and Parish Clerks.

AGREED: That the Panel was content with the proposed application form and validation criteria.

Setting up an Officer / Member Working Group to identify Infrastructure Projects and agree a process to Cabinet

Members attention was drawn to page 14 of the CIL Spending Strategy. It was advised that projects would be selected from the Council's Capital Projects Programme from Tiers 1 to 3. It was noted that:

Tier 1 – Major projects / schemes that were approved by Cabinet / Council to go live / were in progress.

Tier 2 – Operational projects that were approved by Cabinet / Council to go live / were in progress.

Tier 3 – Projects and schemes awaiting detailed consideration by Cabinet or Council before transition to go live under either Tier 1 or 2.

The Planning Control Manager advised that within the projects the CIL Officers would identify what projects fitted within the definition of CIL Infrastructure – essential, desirable and beneficial and that then created the Panel’s list of projects to consider and to make recommendations on. It was noted that the CIL Spending Panel had approval to spend up to £100,000 on strategic projects and anything above that would have to go to Cabinet with recommendations from the Panel.

The Panel discussed the setting up of a Member / Officer Working Group to identify Infrastructure Projects or whether the Panel felt that there had already been a level of scrutiny taken place for the projects to have been included in the Capital Programme.

The Chair expressed concern in relation to timing if a Member / Officer Working Group had to be scheduled in. Councillor Sandell agreed that another level was not required.

In response to a comment from Councillor Blunt, the Senior CIL Officer explained that strategic projects criteria would be separate from the local application process as defined within the policy document. In relation to strategic projects, the onus would be on the lead project officer to notify the CIL Team of expenditure and keep the team informed of progress with the project and the CIL Spending Panel should be reviewing that at least once a year.

A list of projects within tiers 1, 2 and 3 from the Council’s Capital Programme were displayed on screen to the Panel. The Planning Control Manager stated that there were lots of projects on the list, but they would need to be thoroughly scrutinised to ensure that they met the requirements of the Spending Strategy.

AGREED: (1) That the Panel were minded not to create a Member / Officer Working Group to identify infrastructure projects.

(2) That officers would review the Tiers 1-3 list and filter the relevant CIL applications that were relevant and then categorise them within the three criteria and present that to the Spending Panel in consultation with the Chair of the Panel.

Process to Cabinet

The Chair explained the process to recommend projects to Cabinet.

Application timetable

Opens 1st March, closes 1 May 2026. The CIL Spending Panel would meet in July.

AGREED: (1) That the draft application form was agreed.

(2) That in relation to the validation criteria, if the applications did not meet the criteria, then the application would not be reviewed by the Panel.

(3) That two meetings would be held – one for strategic and one for local infrastructure:

- Strategic meeting – early May
- Local Infrastructure meeting – July.

It was noted that these meetings would also need to take into account the timings of the Cabinet Meeting.

The Chair and Planning Control Manager thanked the Senior CIL Officer and CIL Officer for their hard work in getting to this stage

9 **STRATEGIC INFRASTRUCTURE PROCESS & IDENTIFICATION**

This was discussed above.

10 **DATE OF NEXT MEETING**

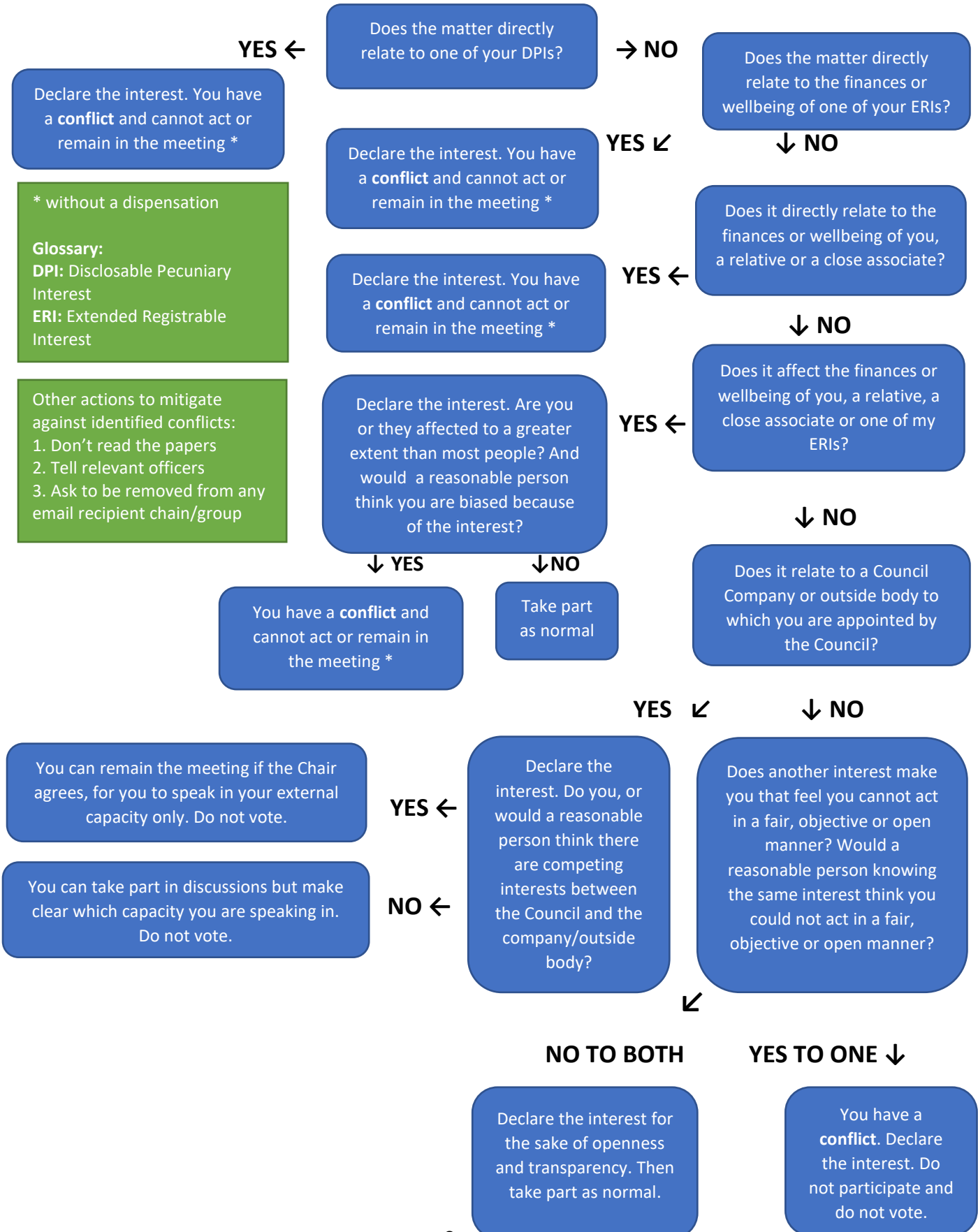
The next meeting would be held in late January / early February 2026.

The meeting closed at 10.35 am

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

* without a dispensation

Glossary:

DPI: Disclosable Pecuniary Interest

ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

YES ←

Does the matter directly relate to one of your DPis?

→ NO

Does the matter directly relate to the finances or wellbeing of one of your ERIs?

↓ NO

Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

YES ↙

Does it directly relate to the finances or wellbeing of you, a relative or a close associate?

↓ NO

Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

YES ←

Does it affect the finances or wellbeing of you, a relative, a close associate or one of my ERIs?

↓ NO

Declare the interest. Are you or they affected to a greater extent than most people? And would a reasonable person think you are biased because of the interest?

YES ←

↓ YES

↓ NO

You have a **conflict** and cannot act or remain in the meeting *

Take part as normal

Does it relate to a Council Company or outside body to which you are appointed by the Council?

YES ↙

↓ NO

You can remain the meeting if the Chair agrees, for you to speak in your external capacity only. Do not vote.

YES ←

Declare the interest. Do you, or would a reasonable person think there are competing interests between the Council and the company/outside body?

Does another interest make you that feel you cannot act in a fair, objective or open manner? Would a reasonable person knowing the same interest think you could not act in a fair, objective or open manner?

You can take part in discussions but make clear which capacity you are speaking in. Do not vote.

NO ←

↙

NO TO BOTH

YES TO ONE ↓

Declare the interest for the sake of openness and transparency. Then take part as normal.

You have a **conflict**. Declare the interest. Do not participate and do not vote.

CIL Spending Panel

⇒ Strategic Projects FY26/27

Agenda Item 8

Borough Council of
King's Lynn &
West Norfolk



Overview – Spending Strategy

- Projects to be selected from the Capital Programme tiers 1-3
- Eligible project list has been produced by the CIL officers based on information provided by finance and lead officers
- Infrastructure must support new development



Criteria

- Essential
 - Infrastructure necessary to support an approved development to make it sustainable
 - Identified in Infrastructure Delivery Framework of the Local Plan, Neighbourhood Plan, or Corporate Strategy as a priority
 - Represents key infrastructure
 - Identification must demonstrate that the time of delivery is correct
- Desirable
 - Provision of infrastructure addresses current inadequacy
 - Infrastructure identified as 'desirable' or 'priority' in Local Plan or relevant Neighbourhood Plan
 - Neighbourhood CIL funding has been formally allocated
 - Allow infrastructure to be delivered through collaborative funding
- Beneficial
 - Would unlock further opportunities for housing and employment growth
 - Infrastructure not previously identified but a clear link with the Local Plan / Neighbourhood Plan can be shown to support sustainability
 - Infrastructure to address a recently unexpected shortfall

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Strategic Funding FY26/27

- Total CIL funding to be allocated: £5,315,553.73
 - 20% for applications: £1,063,110.75
 - **80% for strategic CIL: £4,252,442.98**
-
- Spending Panel can grant allocations up to and including £100k, anything over the threshold will be a recommendation to Cabinet



Project Overview

ID	Project Name / Title	Funding Required	Net cost -VAT	Other info/comments/notes
1	Hunstanton Coastal Defences Capital Works Project	£2,840,000.00	£2,840,000.00	Essential - coastal works
2	West Lynn Ferry - Infrastructure Improvements	£800,000.00	£800,000.00	Desirable - not currently in Capital Programme, sustainable transport
3	The Guildhall and Creative Hub Public Realm Project.	£706,500.00	£706,500.00	Beneficial - heritage assets, economic growth
4	Redesign and refurbishment of Cliff Top public convenience facilities in Hunstanton.	£366,000.00	£366,000.00	Desirable - supporting community
5	Technical Training Infrastructure – King's Lynn South Fire Station	£300,000.00	£300,000.00	Beneficial - emergency services
6	Resort Recycling Bins Programme	£100,000.00	£160,000.00	Beneficial - recycling
7	Riverfront Regeneration - Custom House Interpretation	£100,000.00	£100,000.00	Beneficial - economic growth, supporting town centre
8	Enhancement of Lynnsport Changing & Toilet Facilities, Including Accessible Provision	£80,000.00	£80,000.00	Beneficial - supporting events & community
9	LED Lighting Upgrades (Lynnsport Sports Pitches)	£60,000.00	£60,000.00	Desirable - reducing emissions
10	Refurbishment & painting of Street Furniture to Enhance Public Realm in Hunstanton	£56,000.00	£56,000.00	Beneficial - supporting events & community
11	Lynnsport Sports Barn and Kaset Toilets	£48,000.00	£48,000.00	Desirable - supporting events & community
12	Inclusive Changing Room Modernisation at Alive Downham Leisure	£32,000.00	£32,000.00	Beneficial - supporting community, active
13	Replacement of Beach Safety Signage	£21,000.00	£36,000.00	Beneficial - supporting events & community

Total Requested: £5,509,500.00



£500k+

ID	Project Name / Title	Funding Required	Net cost -VAT	Other info/comments/notes
1	Hunstanton Coastal Defences Capital Works Project	£2,840,000.00	£2,840,000.00	Essential - coastal works
2	West Lynn Ferry - Infrastructure Improvements	£800,000.00	£800,000.00	Desirable - not currently in Capital Programme, sustainable transport
3	The Guildhall and Creative Hub Public Realm Project.	£706,500.00	£706,500.00	Beneficial - heritage assets, economic growth

Total Requested: £4,346,500.00



£100k-£500k

ID	Project Name / Title	Funding Required	Net cost -VAT	Other info/comments/notes
4	Redesign and refurbishment of Cliff Top public convenience facilities in Hunstanton.	£366,000.00	£366,000.00	Desirable - supporting community
5	Technical Training Infrastructure – King's Lynn South Fire Station	£300,000.00	£300,000.00	Beneficial - emergency services

Total Requested: £666,000.00



£50k-£100k

ID	Project Name / Title	Funding Required	Net cost -VAT	Other info/comments/notes
6	Resort Recycling Bins Programme	£100,000.00	£160,000.00	Beneficial - recycling
7	Riverfront Regeneration - Custom House Interpretation	£100,000.00	£100,000.00	Beneficial - economic growth, supporting town centre
8	Enhancement of Lynnsport Changing & Toilet Facilities, Including Accessible Provision	£80,000.00	£80,000.00	Beneficial - supporting events & community
9	LED Lighting Upgrades (Lynnsport Sports Pitches)	£60,000.00	£60,000.00	Desirable - reducing emissions
10	Refurbishment & painting of Street Furniture to Enhance Public Realm in Hunstanton	£56,000.00	£56,000.00	Beneficial - supporting events & community

Total Requested: £396,000.00



£0 - £50k

ID	Project Name / Title	Funding Required	Net cost -VAT	Other info/comments/notes
11	Lynnsport Sports Barn and Kaset Toilets	£48,000.00	£48,000.00	Desirable - supporting events & community
12	Inclusive Changing Room Modernisation at Alive Downham Leisure	£32,000.00	£32,000.00	Beneficial - supporting community, active
13	Replacement of Beach Safety Signage	£21,000.00	£36,000.00	Beneficial - supporting events & community

Total Requested: £101,000.00



Summary & Next Steps

- The funding allocations made today for projects over £100k will now go through the Cabinet process, starting with R&D and ELT
- The meeting to discuss the 20% applications will take place on 22nd June

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CIL Strategic Project Funding

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£21,000	49

1. Hunstanton Coastal Defences Capital Works Project

Amount of CIL Funding Required

This is the amount of CIL requested, not the overall total of the project

£2,840,000

1. Description of proposed infrastructure project

A short description of the infrastructure which will be delivered as part of the project

The Borough Council is responsible for the maintenance and upkeep of the Hunstanton coastal defences. A recent geotechnical investigation found that the defences are now end of life and required a major rebuild. The Council is compiling a bid to the Regional Flood & Coastal Committee for Defence Grant in Aid. The grant will cover up to 90% of the cost if successful and a partnership contribution will be required. Therefore, the Borough Council will need to contribute at least 10% to the total cost of the project. The £2.84m will form part of this contribution, additional funding will also be required.

2. Project Lead Officer / Main Contact

Please provide the contact point for this project going forward

Dave Robson - Project Manager, Stuart Ashworth - Project Sponsor,
Michelle McClean - Finance Officer

3. Explain how the project will support new development in the borough

CIL is to be used to support new development in the area, please explain how your project will achieve this.

The CIL contribution will be used to rebuild the Hunstanton Coastal Defences and maintain the current flood defence standard. It protects 522 residential properties and 105 business from coastal erosion and flooding.

Costs

4. Is the project eligible to claim back VAT?

VAT will be excluded if it can be reclaimed.

Yes

5. VAT amount

If you are unable to reclaim VAT for this project, please provide the total VAT.

n/a

6. Project Costs

Please provide a full breakdown of the project costs relating to the infrastructure you intend to use CIL to fund – type of costs & amount

The projected costs below are circa £43.2m

1) £41.8m relates to main works which is £22m build, 90% optimism bias for risk or contingency fund (OB) circa £19.8m.

The total cost of £41.8m, will leave 10% not covered by the GIA (Grant in Aid) circa £4.18m, of which £2.09m, 50% is being requested within the CIL claim.

2) Additionally, £1.5m relates to the immediate emergency works in the coastal sections F & G in Qtr 4 2025-26 and 26-27 financial year, of which £750k, 50% is being requested within the CIL Claim.

An Outline Business Case with an outline design option is being prepared for submission to RFCC DGiA. Once this work has been completed a revised cost estimate will be provided. The grant bid will then allow a detailed design to be finalised, which will detail the final costs of the scheme.

7. Net cost

Please provide the net cost of your project

Full project costs are c£45.7m for the overall capital cost, which a proportion of the unclaimed costs are covered by alternative funding, such as the local levy.

Funding

8. Corporate Funding

Please provide details of the amount of council funds allocated to this project and whether it has been secured.

The CIL bid will form part of the partnership contribution of at least 10% to secure the RFCC DGiA funding.

9. External Grants

Please provide details of the amount of money allocated to this project from external grants, and whether this has been secured.

None, CIL will be used to apply for RFCC DGiA

10. Other Funding Sources

Please provide details of any other money allocated to this project, where it has come from, and whether this has been secured.

None identified.

11. Will this project be fully funded if the CIL you have requested is allocated?

A DGiA application will be made to RFCC for the majority of the funding required to deliver this project.

12. If not, what will the shortfall be?

Please provide information about the shortfall and how this will be addressed.

N/A

Timescale

13. When do you anticipate the CIL-funded project to start and finish?

Capital works are expected to commence Q3 2027, but timeline will be dependent on Planning application and MMO Marine licence application timelines.

14. What are the stages, key milestones & proposed delivery dates of the project?

Q3 2026 RFCC DGiA application

Q3 start planning application and MMO Marine applications

Q3 2027 – start construction phase which will last around 24 months

Timelines dependant on DGiA funding being secured and final Detailed Design being completed so build times can be confirmed

15. Is there any other information you would like to be presented to members?

This work will tie in with Hunstanton Master Plan but this will follow and has 5/10/15 year timescale and is dependent on external funding being obtained

16. Net Costs

Adjusted to exclude VAT (where able to reclaim) by CIL officers

£2,840,000

17. Further information

Comments from CIL officers about the project

Essential – coastal work, flood defences

2. West Lynn Ferry - Infrastructure Improvements

1. Amount of CIL Funding Required

This is the amount of CIL requested, not the overall total of the project

£800,000

2. Description of proposed infrastructure project

A short description of the infrastructure which will be delivered as part of the project

Proposed—based on early indications emerging from ongoing feasibility work and subject to further refinement through detailed design: the project will involve replacing the high-risk West Lynn landing with a resilient fixed ramp, intermediate landing, and floating pontoon designed to improve safety and mitigate risks from the adjacent deteriorating jetty. On the King's Lynn side, the existing timber facilities will be refurbished using durable, anti-slip mesh surfacing and upgraded safety railings. Together, these improvements will provide a modernised, sustainable transport link capable of adapting to the River Great Ouse's extreme tidal range while maintaining the service's historical character.

3. Project Lead Officer / Main Contact

Please provide the contact point for this project going forward

James Grant

4. Explain how the project will support new development in the borough

CIL is to be used to support new development in the area, please explain how your project will achieve this.

The project secures long-term sustainable connectivity between West Lynn and King's Lynn, directly supporting the borough's growth by providing a low-carbon transport alternative for residents of new housing developments. By integrating the ferry into the town's masterplanning as a strategic "gateway," the infrastructure reduces pressure on the existing road network, Southgates Roundabout, and the Pullover Roundabout while ensuring new residential areas remain linked to town centre employment and cultural hubs.

Costs

5. Is the project eligible to claim back VAT?

VAT will be excluded if it can be reclaimed.

Yes

6. VAT amount

If you are unable to reclaim VAT for this project, please provide the total VAT.

£0 - Further advise would be appreciated.

7. Project Costs

Please provide a full breakdown of the project costs relating to the infrastructure you intend to use CIL to fund – type of costs & amount

New Pontoon Works - West Pontoon £692,500

Refurbishment Works - East Pontoon £76,600

Total Net Construction Costs £769,100

Testing, certification and demobilisation £15,000

Preliminaries and other overheads £187,000

Total Net Construction Costs incl. Preliminaries and Overheads Q1 2026 £971,100

Project Risk @ 20% £194,000

Net Construction Costs incl. Preliminaries and OH&P - Q1 2026 £1,165,100

Professional Fees, BCKLWN costs & contingency £434,900

Total Estimate £1,600,000

8. Net cost

Please provide the net cost of your project

£1,600,000

Funding

9. Corporate Funding

Please provide details of the amount of council funds allocated to this project and whether it has been secured.

No corporate funding is currently secured. Once the feasibility report is completed, a further report will be brought back to Cabinet/Council for approval to progress as part of the required capital programme governance process. It is hoped that the remaining £800,000 would be funded between the Borough Council and Norfolk County Council.

10. External Grants

Please provide details of the amount of money allocated to this project from external grants, and whether this has been secured.

No External Grant is secured. It is hoped that the remaining £800,000 would be funded between the Borough Council and Norfolk County Council.

11. Other Funding Sources

Please provide details of any other money allocated to this project, where it has come from, and whether this has been secured.

N/A

12. Will this project be fully funded if the CIL you have requested is allocated?

No

13. If not, what will the shortfall be?

Please provide information about the shortfall and how this will be addressed.

£800,000 - to be secured as detailed.

Timescale

14. When do you anticipate the CIL-funded project to start and finish?

Anticipated Start: Late Mid 2025 The project is currently at the feasibility and preliminary design stage (RIBA Stage 1/2). Before construction can begin, several critical "next stage" activities must be completed, including detailed design development, ground investigations, and securing essential licenses from the Environment Agency and Marine Management Organisation. The project will also need Cabinet approval to progress once the feasibility report is finalised as part of the required governance process for the capital programme.

Anticipated Completion: 2027/ While a specific end date depends on the procurement strategy and the complexity of the marine works, the study outlines a phased delivery. The refurbishment of the King's Lynn side is expected to be relatively swift, whereas the new West Lynn pontoon and ramp construction involves a more challenging marine environment. Delivery will be subject to seasonal constraints—to protect river ecology—and tidal windows, which typically dictate a construction period of approximately 2 to 3 months once on-site works commence.

Anticipated completed Summer 2027

15. What are the stages, key milestones & proposed delivery dates of the project?

As above

16. Is there any other information you would like to be presented to members?

This proposal is subject to the completion of the Feasibility Study - early Q2 2026

17. Net Costs

Adjusted to exclude VAT (where able to reclaim) by CIL officers

£800,000

18. Further information

Comments from CIL officers about the project

Desirable – not currently in Capital Programme, sustainable transport

3. The Guildhall and Creative Hub Public Realm Project.

1. Amount of CIL Funding Required

This is the amount of CIL requested, not the overall total of the project

£706,500 CIL application (this is the NET figure).

2. Description of proposed infrastructure project

A short description of the infrastructure which will be delivered as part of the project

The Guildhall and Creative Hub Public Realm Project is part of the wider regeneration of the Guildhall and Creative Hub site on King's Street. This is a project regenerating a community facility devoted to arts, education, health, wellbeing providing sustainable energy supply, natural habitat improvement and public realm improvement. The Guildhall and Creative Hub Public Realm part of this wider project involves highways safety and public realm improvements to the courtyards within the Guildhall site and the street and public realm outside St George's Guildhall, as part of its renovation as a local, regional and international centre for arts, creativity and theatre.

Works aim to improve public safety, make the historic building more accessible and enhance its setting.

The plan for King Street includes:

- Widening the narrow pavement area to improve safety for pedestrians and road users, using high quality, appropriate finishes
- Six bicycle racks to support active, sustainable transport
- A dedicated delivery/loading bay for theatre sets
- New benches and a sculpture outside the main entrance
- Two stone block seats framing the Guildhall site, offering long views towards Tuesday Market Place
- Four new street trees, to enhance the visual setting and air quality, provide shade and support biodiversity.

This links to the plan to provide:

- Natural habitat improvements in the main courtyard and White Barn Garden.
- Improve accessibility within the main courtyards.
- Increasing economic capacity within the Borough.

Policy LP40 in the Local Plan to help King's Lynn to fulfil its role as a regional hub for culture.

3. Project Lead Officer / Main Contact

Please provide the contact point for this project going forward

Tim FitzHigham, Creative Director of the Guildhall Project/Robin Lewis,
Development Director of the Guildhall Project.

4. Explain how the project will support new development in the borough

CIL is to be used to support new development in the area, please explain how your project will achieve this.

The wider Guildhall and Creative Hub Project is the priority project of BCKLWN.

Intended to generate over 115 new jobs, it has already created over 100 new jobs in the early stages of construction. This proves already how important to the economy this project is.

The wider project will create over 200 new jobs, created a multimillion-pound business in the middle of King's Lynn and generate over £30 million for the local economy (please see the attached report for details).

It will give people in King's Lynn pride in their place and become a regional, national and international attraction to bring people into King's Lynn.

It will develop the infrastructure of the Town, giving 14 new spaces for business, new sources of power through the green energy centre and power substation.

Costs

5. Is the project eligible to claim back VAT?

VAT will be excluded if it can be reclaimed.

Yes

6. VAT amount

If you are unable to reclaim VAT for this project, please provide the total VAT.

£141,300

7. Project Costs

Please provide a full breakdown of the project costs relating to the infrastructure you intend to use CIL to fund – type of costs & amount

£562,000 already funded
£706,500 CIL application
Total £1,268,500 + VAT
Total £1,522,000

8. Net cost

Please provide the net cost of your project

£562,000 already funded £706,500 CIL application Total £1,268,500

Funding

9. Corporate Funding

Please provide details of the amount of council funds allocated to this project and whether it has been secured.

The Guildhall and Creative Hub Public Realm Project is part of the wider Guildhall and Creative Hub Project. Part of the Public Realm Project is already funded - £562,000 (plus VAT) and this is secured as part of the wider Guildhall and Creative Hub Project. Please see full council report 17th July 2025 attached as a supporting document.

10. External Grants

Please provide details of the amount of money allocated to this project from external grants, and whether this has been secured.

Pride in Place grant money has been secured as part of the £527,000 above.
Towns Fund grant money has been secured as part of the £35,000 above.

11. Other Funding Sources

Please provide details of any other money allocated to this project, where it has come from, and whether this has been secured.

None

12. Will this project be fully funded if the CIL you have requested is allocated?

Yes

13. If not, what will the shortfall be?

Please provide information about the shortfall and how this will be addressed.

Timescale

14. When do you anticipate the CIL-funded project to start and finish?

We anticipate the CIL funded project to start August 2027 and finish June 2028.

15. What are the stages, key milestones & proposed delivery dates of the project?

External Public Courtyard and King Street Design and Section 278 Approval

July 2025 Project presented at Full Council inc ambition to complete King Street works subject to approvals

January 2025 – design appointment / scoping updates King Street works

March 2025 – Preliminary design principles presented King Street works

February 2026 – Final design presented and signed off King Street

Public engagement on King Street scheme

King Street Planning and 278/Highways Submission May 8th

01.018/2027 – 30/06/2028 - External works to Main Yard & White Barn Garden

17/072027 – 05/05/2028 - King Street Works

30/06/2028 - Handover

See additional Gannt chart (emailed separately).

16. Is there any other information you would like to be presented to members?

There is a key safety consideration that we would like members to be aware of. The pavement outside the Guildhall has very sadly already been the site of a serious accident involving a member of the public and the wider Guildhall Project seeks to increase pedestrian traffic on this dangerous pavement by approximately 900%.

Our key consideration in putting forward this application for CIL is to ensure that the infrastructure needed to fulfil the Borough's ambition for the Guildhall site is achieved in a safe way for the public. The project we put before members to consider for CIL funding would make this pavement safe going forward and support the Borough in achieving its Priority Project.

This project is also the priority project of the community led King's Lynn Neighbourhood Board.

17. Net Costs

Adjusted to exclude VAT (where able to reclaim) by CIL officers

£706500

18. Further information

Comments from CIL officers about the project

Beneficial – heritage assets, supporting economic growth & events

4. Redesign and refurbishment of Cliff Top public convenience facilities in Hunstanton.

1. Amount of CIL Funding Required

This is the amount of CIL requested, not the overall total of the project

£366,000

2. Description of proposed infrastructure project

A short description of the infrastructure which will be delivered as part of the project

Building works, full refurbishment of all facilities within this public convenience toilet block including the addition of electric vehicle charging points along with sustainable planting living wall structure.

3. Project Lead Officer / Main Contact

Please provide the contact point for this project going forward

Chris Durham

4. Explain how the project will support new development in the borough

CIL is to be used to support new development in the area, please explain how your project will achieve this.

This proposal seeks funding for the comprehensive refurbishment of Cliff Top public toilets (Hunstanton) to transform aging facilities into modern, inclusive, and sustainable amenities. Currently, our facilities face rising maintenance costs, outdated accessibility, which limits public participation and local economic vitality.

Clean facilities encourage visitors to stay longer in town centres, parks, and retail areas, directly boosting local spending.

Modernizing with touchless taps, automatic soap dispensers, and improved ventilation reduces the spread of diseases like Norovirus or influenza. Upgraded surfaces are also easier to clean, reducing the long-term staff workload and chemical usage.

Refurbishments often include improved lighting and "prevention by design" layouts that eliminate dark corners. A well-maintained space signals that it is valued, which has been shown to deter vandalism and anti-social behaviour compared to neglected sites.

: Investing in durable, vandal-resistant materials (like stainless steel or solid-grade laminate) and energy-efficient lighting/low-flow toilets lowers ongoing utility bills and prevents the "patchwork" repair cycle that drains annual budgets.

Costs

5. Is the project eligible to claim back VAT?

VAT will be excluded if it can be reclaimed.

Yes

6. VAT amount

If you are unable to reclaim VAT for this project, please provide the total VAT.

N/A

7. Project Costs

Please provide a full breakdown of the project costs relating to the infrastructure you intend to use CIL to fund – type of costs & amount

Early stages, dependant on site survey outcomes and procurement process.

8. Net cost

Please provide the net cost of your project

£366,000

Funding

9. Corporate Funding

Please provide details of the amount of council funds allocated to this project and whether it has been secured.

£366,000

10. External Grants

Please provide details of the amount of money allocated to this project from external grants, and whether this has been secured.

None

11. Other Funding Sources

Please provide details of any other money allocated to this project, where it has come from, and whether this has been secured.

None

12. Will this project be fully funded if the CIL you have requested is allocated?

Yes

If not, what will the shortfall be?

Please provide information about the shortfall and how this will be addressed.

Timescale

13. When do you anticipate the CIL-funded project to start and finish?

Following site surveys and procurement process taking in to account the seasonal nature of the resort.

14. What are the stages, key milestones & proposed delivery dates of the project?

TBC

15. Is there any other information you would like to be presented to members?

No

16. Net Costs

Adjusted to exclude VAT (where able to reclaim) by CIL officers

£366,000

17. Further information

Comments from CIL officers about the project

Desirable – supporting the community & events

5. Technical Training Infrastructure – King’s Lynn South Fire Station

1. Amount of CIL Funding Required

This is the amount of CIL requested, not the overall total of the project

£300,000

2. Description of proposed infrastructure project

A short description of the infrastructure which will be delivered as part of the project

Improving the infrastructure of the King’s Lynn South Fire which currently lacks basic core training facilities, including a multi-purpose training area, drill tower and Technical Rescue training area, making it the only station in the county without this vital infrastructure.

3. Project Lead Officer / Main Contact

Please provide the contact point for this project going forward

Honor Howell – Strategic Advisor to the Chief Executive and Leader

4. Explain how the project will support new development in the borough

CIL is to be used to support new development in the area, please explain how your project will achieve this.

Planned and emerging development across King’s Lynn and the wider borough will increase population density, housing numbers and transport movements. This growth places direct additional pressure on the emergency services including fire and rescue response, prevention and resilience functions.

The expansion of King’s Lynn South Fire Station directly addresses this growth by strengthening the borough’s emergency infrastructure. The project will address the current lack of infrastructure at the King’s Lynn South Fire Station, enabling it to be used more extensively for crews to train and maintain skills across a wide range of technical and specialist rescue areas. It will also enable reduced travel to North station for training and keep appliances operational in South Lynn’s turnout area.

Costs

5. Is the project eligible to claim back VAT?

VAT will be excluded if it can be reclaimed.

All costs quoted are net of VAT. Any VAT will be reclaimed via the Norfolk Fire and Rescue Service.

6. VAT amount

If you are unable to reclaim VAT for this project, please provide the total VAT.

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7. Project Costs

Please provide a full breakdown of the project costs relating to the infrastructure you intend to use CIL to fund – type of costs & amount

Design and construction of modern training facilities at King's Lynn South																			
<table border="1"><thead><tr><th>Item</th><th>Cost</th></tr></thead><tbody><tr><td>SH65 - Cold Smoke House</td><td>£180,000</td></tr><tr><td>FT66-3 Tower</td><td>£42,000</td></tr><tr><td>Surveys</td><td>£12,000</td></tr><tr><td>Ground works / misc.</td><td>£200,000</td></tr><tr><td>Drill yard surfacing</td><td>£100,000</td></tr><tr><td>Site security (fencing, gates)</td><td>£35,000</td></tr><tr><td>Professional services</td><td>£30,000</td></tr><tr><td>Total</td><td>£599,000</td></tr></tbody></table>	Item	Cost	SH65 - Cold Smoke House	£180,000	FT66-3 Tower	£42,000	Surveys	£12,000	Ground works / misc.	£200,000	Drill yard surfacing	£100,000	Site security (fencing, gates)	£35,000	Professional services	£30,000	Total	£599,000	
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Total	£599,000																		

8. Net cost

Please provide the net cost of your project

£600,000

Funding

9. Corporate Funding

Please provide details of the amount of council funds allocated to this project and whether it has been secured.

There is a provision of £30k in the capital programme for a more detailed business case which will be progressed by the Norfolk Fire and Rescue Service. As the project is dependent on obtaining the CIL funding, the detailed design works will not commence until funding is secured. Once these works are completed, a further report will be brought back to Cabinet/Council for approval to progress as part of the required capital programme governance process.
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10. External Grants

Please provide details of the amount of money allocated to this project from external grants, and whether this has been secured.

None

11. Other Funding Sources

Please provide details of any other money allocated to this project, where it has come from, and whether this has been secured.

Norfolk County Council have allocated funding of £300,000 towards the project and have also gifted the land required to the Norfolk Fire and Rescue Service.

12. Will this project be fully funded if the CIL you have requested is allocated?

Yes

13. If not, what will the shortfall be?

Please provide information about the shortfall and how this will be addressed.

N/A

Timescale

14. When do you anticipate the CIL-funded project to start and finish?

Unknown at present but will commence if funding is agreed.

15. What are the stages, key milestones & proposed delivery dates of the project?

An implementation plan and timeline have not been developed at this stage as the project is dependent on securing the funding. This will be progressed with Norfolk Fire and Rescue Service on confirmation of the funding from the Borough Council.

16. Is there any other information you would like to be presented to members?

The project is aligned with CIL objectives:

- Is a capital infrastructure improvement
- Has a long operational lifespan
- Delivers borough-wide benefit

It therefore meets the CIL tests of:

- Strategic context
- Growth enablement
- Future proofing essential services.

The station will also operate as a multi-agency and regional training hub, enhancing the borough's infrastructure base well beyond minimum statutory provision.

Summary

The King's Lynn South Fire Station expansion is essential infrastructure required to:

- Support planned and future development
- Maintain emergency service capacity as the borough grows
- Enable specialist training for risks associated with modern development

17. Net Costs

Adjusted to exclude VAT (where able to reclaim) by CIL officers

£300,000

18. Further information

Comments from CIL officers about the project

Beneficial – supporting emergency services – currently tier 3 in capital programme

6. Resort Recycling Bins Programme

1. Amount of CIL Funding Required

This is the amount of CIL requested, not the overall total of the project

£100,000

2. Description of proposed infrastructure project

A short description of the infrastructure which will be delivered as part of the project

Enhancing Waste Management and Sustainability Through New Recycling Bins in Hunstanton

3. Project Lead Officer / Main Contact

Please provide the contact point for this project going forward

Barry Brandford

4. Explain how the project will support new development in the borough

CIL is to be used to support new development in the area, please explain how your project will achieve this.

This application requests funding to install a coordinated network of modern recycling bins across Hunstanton to support new development, increased visitor numbers, and the town's long-term sustainability goals. The project will reduce litter, improve recycling rates, enhance the appearance of public spaces, and align with environmental commitments at both local and national levels.

Hunstanton is experiencing significant regeneration, including improvements to the seafront, public spaces, and residential and commercial developments. With this growth comes increased footfall and higher waste generation.

Current challenges include:

- Insufficient recycling facilities in high-traffic areas
- Overflowing general waste bins during peak visitor seasons
- Low public recycling participation due to limited infrastructure
- Increased litter affecting the town's appearance and environmental quality
- A need to support new development with modern, sustainable waste solutions

Installing new recycling bins will help the town manage waste more effectively and present a cleaner, greener environment for residents and visitors.

Costs

5. Is the project eligible to claim back VAT?

VAT will be excluded if it can be reclaimed.

Yes

6. VAT amount

If you are unable to reclaim VAT for this project, please provide the total VAT.

£40,000

7. Project Costs

Please provide a full breakdown of the project costs relating to the infrastructure you intend to use CIL to fund – type of costs & amount

Request - £200k:

- Large multi-stream bins : Approximately £1,200 each
- Dual-stream bins : Approximately £500 each
- Compact units : Approximately £200 each
- Installation and groundworks: TBC
- Optional smart monitoring sensors: TBC
- Contingency : £10,000

8. Net cost

Please provide the net cost of your project

£160,000

Funding

9. Corporate Funding

Please provide details of the amount of council funds allocated to this project and whether it has been secured.

£200,000

10. External Grants

Please provide details of the amount of money allocated to this project from external grants, and whether this has been secured.

N/A

11. Other Funding Sources

Please provide details of any other money allocated to this project, where it has come from, and whether this has been secured.

N/A

12. Will this project be fully funded if the CIL you have requested is allocated?

Yes

13. If not, what will the shortfall be?

Please provide information about the shortfall and how this will be addressed.

Timescale

14. When do you anticipate the CIL-funded project to start and finish?

Start date TBC, finished by April 2027

15. What are the stages, key milestones & proposed delivery dates of the project?

Stage 1: Procurement, design approval, and supplier selection
Stage 2–3: Manufacturing and delivery
Stage 4: Installation across designated sites
Stage 5: Public awareness campaign and launch

16. Is there any other information you would like to be presented to members?

N/A

17. Net Costs

Adjusted to exclude VAT (where able to reclaim) by CIL officers

£160,000 (advised reduced to £100k by finance)

18. Further information

Comments from CIL officers about the project

Beneficial – recycling

7. Riverfront Regeneration - Custom House Interpretation

1. Amount of CIL Funding Required

This is the amount of CIL requested, not the overall total of the project

£100,000

2. Description of proposed infrastructure project

A short description of the infrastructure which will be delivered as part of the project

The project will deliver a new, fully accessible interpretation scheme for the first floor of the Custom House, following the completion of essential renovation works and accessibility improvements to the historic building. This next phase focuses on transforming the newly accessible upper floor into an engaging public space that tells the story of the Custom House, its maritime heritage, and its role in the development of King's Lynn.

The interpretation project will install high-quality, durable infrastructure including display panels, integrated digital media, environmental graphics, and accessible interpretation features such as tactile elements, audio description, and easy-read content. These interventions will be designed to complement the building's Grade I-listed character while ensuring that visitors of all ages and abilities can meaningfully engage with the space.

By activating the first floor as a public heritage asset, the project will significantly expand the building's visitor offer and enhance the overall visitor experience. It will also support wider regeneration aims by strengthening the cultural offer within the town centre and encouraging greater footfall to the Riverfront.

This investment will ensure that the Custom House's newly accessible first floor is not only physically open to the public but also equipped with the interpretive infrastructure needed to deliver inclusive, high-quality heritage engagement for years to come.

The project directly supports the Local Plan's vision for sustainable growth, heritage protection, and a vibrant, accessible town centre.

The Local Plan emphasises the importance of protecting and enhancing the borough's historic environment (Policy LP20 – Environmental Assets: Historic Environment) and ensuring that heritage assets continue to play an active role in the borough's future.

By installing high-quality, inclusive interpretation (for example digital media, tactile elements, audio description, and easy-read content) the project ensures the Custom House remains relevant, engaging, and accessible to all, in line with LP18 (Design and Sustainable Development) which promotes inclusive, high-quality design.

The project also supports the Local Plan's Vision and Strategic Objectives, which seek to create places where people "want to live, work, invest and visit," and to strengthen the cultural and economic vitality of King's Lynn. By activating the newly accessible first floor as public space, the project expands the town's cultural infrastructure, increases visitor capacity, and enhances the town centre offer, supporting LP07 (The Economy) and LP08 (Retail Development), both of which emphasise the importance of a strong, attractive town centre to underpin economic growth.

Overall, the project ensures that the Custom House's renovated first floor is not only physically accessible but also equipped with the interpretive infrastructure needed to deliver long-term, inclusive heritage engagement, fully aligned with the vision and strategic objectives of the Local Plan.

3. Project Lead Officer / Main Contact

Please provide the contact point for this project going forward

Jemma Curtis

4. Explain how the project will support new development in the borough

CIL is to be used to support new development in the area, please explain how your project will achieve this.

The project directly supports new development across the borough by strengthening the cultural, economic, and placemaking foundations that underpin sustainable growth. By delivering high-quality interpretation for the newly renovated and accessible first floor of the Custom House, the project enhances one of King's Lynn's most significant heritage assets and increases its capacity to serve as a focal point within the wider regeneration of the town centre and waterfront.

The project contributes to development in several key ways:

Strengthening the town centre offer — A more engaging and fully accessible Custom House increases the attractiveness of the town centre for residents, visitors, and investors. This supports the borough's ambitions to create a vibrant, mixed-use environment that encourages footfall and underpins commercial viability for new and existing businesses.

Supporting wider regeneration schemes — The Custom House sits at the heart of the Riverfront area, where development and public realm improvements are planned or underway. Enhancing the building's public function complements these investments, helping to create a coherent, high-quality destination that encourages further private-sector confidence.

Boosting the visitor economy — Improved interpretation will extend dwell time, increase repeat visits, and strengthen the borough's cultural tourism offer. A more compelling visitor experience supports hospitality, retail, and leisure development across King's Lynn and the wider West Norfolk area.

Unlocking the building's full public potential — Renovation and accessibility works will make the first floor physically usable; this project ensures it becomes functionally usable. By activating new public space, the project increases the borough's cultural infrastructure and provides a platform for future programming, partnerships, and community-led activity.

Enhancing quality of life and community identity — High-quality heritage interpretation contributes to a strong sense of place, which is a recognised driver of sustainable development. A borough with a clear, celebrated identity is better positioned to attract residents, skilled workers, and investment.

Supporting inclusive growth — The project ensures that the benefits of development are accessible to all. By embedding inclusive interpretation the Custom House becomes a model for equitable cultural infrastructure across the borough.

Overall, the project helps create the conditions in which new development can thrive: a more attractive town centre, a stronger visitor economy, a clearer sense of place, and a cultural anchor that supports both economic and community-led growth.

The project will support new development by strengthening the cultural, economic, and placemaking foundations identified as priorities in the Local Plan 2021–2040.

Supporting the Spatial Strategy and Town Centre Regeneration

Policy LP01 – Spatial Strategy identifies King's Lynn as the primary focus for growth, regeneration, and investment. Enhancing the Custom House directly contributes to this strategy by improving a key heritage anchor within the town centre and waterfront regeneration area.

Boosting the Local Economy and Visitor Offer

The Local Plan's economic policies (LP07 – The Economy) emphasise the need to strengthen the visitor economy and cultural offer to support wider economic development. By improving interpretation and accessibility, the project increases dwell time, supports local businesses, and enhances the borough's attractiveness to visitors and investors.

Enhancing Heritage as an Economic Asset

Policy LP20 – Historic Environment highlights the role of heritage assets in supporting sustainable development and local identity. The project ensures the Custom House continues to function as a high-quality, publicly accessible heritage destination.

Costs

5. Is the project eligible to claim back VAT?
VAT will be excluded if it can be reclaimed.

Yes

6. VAT amount

If you are unable to reclaim VAT for this project, please provide the total VAT.

n/a

7. Project Costs

Please provide a full breakdown of the project costs relating to the infrastructure you intend to use CIL to fund – type of costs & amount

Indicative costs:
Planning and Development:
Briefing and scoping £3,000
Historic research and content development £10,000
Audience development and access planning £3,000
Interpretation plan £5,000
Stakeholder workshops and engagement £2,000
Design and Visual Development:
£20,000
Fabrication and Installation:
£40,000
Consents and Contingency:
£17,000.

8. Net cost

Please provide the net cost of your project

£100,000

Funding

9. Corporate Funding

Please provide details of the amount of council funds allocated to this project and whether it has been secured.

The wider Riverfront Regeneration has £0.35m of secured funding from council funds.

10. External Grants

Please provide details of the amount of money allocated to this project from external grants, and whether this has been secured.

The wider Riverfront Regeneration project has £2.77m of secured funding from Town Deal.

11. Other Funding Sources

Please provide details of any other money allocated to this project, where it has come from, and whether this has been secured.

The wider Riverfront Regeneration Project has £0.11m of secured funding from UKSPF and Sail The Wash.

12. Will this project be fully funded if the CIL you have requested is allocated?

Yes

13. If not, what will the shortfall be?

Please provide information about the shortfall and how this will be addressed.

Timescale

14. When do you anticipate the CIL-funded project to start and finish?

Work can start on the interpretation project, as soon as funds are secured. We would like to bring the project inline with the timescales of the refurbishment to the Custom House and finish by Summer 2027.

15. What are the stages, key milestones & proposed delivery dates of the project?

Project Initiation & Procurement (July – September 2026)

Research, Content Development & Concept Design (September – December 2026)

Detailed Design, Consents & Fabrication Preparation (January – March 2027)

Fabrication & Production (March – May 2027)

Installation & Commissioning (June 2027)

Project Completion & Public Launch (July 2027)

16. Is there any other information you would like to be presented to members?

17. Net Costs

Adjusted to exclude VAT (where able to reclaim) by CIL officers

£100,000

18. Further information

Comments from CIL officers about the project

Beneficial – supporting the town centre, events & economic growth

8. Enhancement of Lynnsport Changing & Toilet Facilities, Including Accessible Provision

1. Amount of CIL Funding Required

This is the amount of CIL requested, not the overall total of the project

£80,000

2. Description of proposed infrastructure project

A short description of the infrastructure which will be delivered as part of the project

Refurbishment and reconfiguration of existing accessible and general changing and toilet provisions to enhance the customer experience and provide compliant accessible toilet and changing facilities for all user groups. No improvements have been made to these facilities in over 20 years and these have now dropped below acceptable standards and do not meet modern day regulations.

3. Project Lead Officer / Main Contact

Please provide the contact point for this project going forward

Lewis Hemeter, Lynnsport Manager

4. Explain how the project will support new development in the borough

CIL is to be used to support new development in the area, please explain how your project will achieve this.

Lynnsport currently attracts over 650,000 visits per annum and is home to various groups and clubs, including those that target persons with disabilities, mobility issues or health and wellness challenges. Our current ground floor toilet and changing provisions do not reach the standards required to cater for these people compliantly or cordially. Enhanced and well thought out, compliant facilities will provide accessible, comfortable and safe spaces for our many users, making access to health, sport, wellness and social activity less daunting and more inviting. At present, our dated and often failing facilities simply do not meet the needs of our local community, with complaints and frustrations often voiced. High standard toilets and changing facilities that suit the needs of ALL users are a vital part of the journey in regards to user confidence. At present, our toilet and changing facilities can inhibit certain users from joining, participating or remaining active with us.

Costs

5. Is the project eligible to claim back VAT?

VAT will be excluded if it can be reclaimed.

Yes

6. VAT amount

If you are unable to reclaim VAT for this project, please provide the total VAT.

£20,000

7. Project Costs

Please provide a full breakdown of the project costs relating to the infrastructure you intend to use CIL to fund – type of costs & amount

£100,000 would be utilised to provide facilities that meet Part M of the Building Regulations and the Equality Act 2010, which we currently fall short of.

Accessible entrances, dedicated accessible W/C's of raised height, emergency pull cords, suitable wheelchair turning circles, reachable wash basins, full height cubicles to provide private showering and changing facilities, space for carers to assist, suitable benching and grab rails. An upgrade to all fixtures and fittings as well as plumbing, electrical and carpentry infrastructure will be carried out. Upgrades to flooring, lighting, wall cladding.

8. Net cost

Please provide the net cost of your project

£100,00

Funding

9. Corporate Funding

Please provide details of the amount of council funds allocated to this project and whether it has been secured.

N/A

10. External Grants

Please provide details of the amount of money allocated to this project from external grants, and whether this has been secured.

N/A

11. Other Funding Sources

Please provide details of any other money allocated to this project, where it has come from, and whether this has been secured.

N/A

12. Will this project be fully funded if the CIL you have requested is allocated?

Yes

13. If not, what will the shortfall be?

Please provide information about the shortfall and how this will be addressed.

Timescale

14. When do you anticipate the CIL-funded project to start and finish?

Late 2026-Early 2027

15. What are the stages, key milestones & proposed delivery dates of the project?

Project should take around 6-8 weeks to deliver on site, planning stages will start as soon as funding is confirmed. Key milestones include:

Funding secured

BCKLWN Procurement engaged with

Identification of and communication with key stake holders and user groups

Specification for Tender or RFQ's compiled

Contractors and suppliers selected with all necessary due diligence and background checks

Plans and specifications agreed

Pre-works due diligence produced, checked and agreed (RAMS, Safety Plans, Qualifications etc...)

Plan of works communicated

Works commence with regular monitoring

Works complete and comprehensive snagging carried out prior to sign off

16. Is there any other information you would like to be presented to members?

Lynnsport's toilet and changing facilities are outdated, severely underfunded in recent years and are no longer fit for purpose or meet the expectations of modern users or accessibility standards laid out within the Equality Act 2010 or Part M of the Building regulations. Current provision is limited, with substandard facilities that present barriers for disabled users, older adults and those with additional needs, in turn, this restricts participation in physical activity and community programmes, particularly for individuals who rely on carers or require specialist facilities and equipment.

Refurbishment will deliver inclusive high-quality facilities designed in line with relevant British Standards ensuring dignity, safety, and Independence for all users, breeding confidence in people to access our facilities and activity programmes. The project will directly support increased participation, reduce inequalities in access to health and well being services and enable the centre to better serve the whole community. In addition to this, updated and enhanced facilities will support and improve the commercial success of the site and align us with the ever growing local competition who currently provide significantly higher standard of facilities than we do. I would invite members down to Lynnsport to see first hand how this funding could greatly improve leisure and wellness opportunities for our local community, members, clubs, individual users and groups.

17. Net Costs

Adjusted to exclude VAT (where able to reclaim) by CIL officers

£80,000

18. Further information

Comments from CIL officers about the project

Beneficial – supporting the community & events

9. LED Lighting Upgrades (Lynnsport Sports Pitches)

1. Amount of CIL Funding Required

This is the amount of CIL requested, not the overall total of the project

£60,000.00

2. Description of proposed infrastructure project

A short description of the infrastructure which will be delivered as part of the project

Upgrade of external pitch lighting on the existing Multi-Use Games Area and Pelican's Hockey pitches at Lynnsport. Project will replace obsolete metal-halide luminaires with LEDs, to provide a more efficient and reliable lighting strategy.

3. Project Lead Officer / Main Contact

Please provide the contact point for this project going forward

Robert Wiseman - Energy and Environment Officer

4. Explain how the project will support new development in the borough

CIL is to be used to support new development in the area, please explain how your project will achieve this.

The upgrades will support sports development in the Borough by improving the reliability and quality of sports pitch lighting in an area of recent, and ongoing, housing development. Running costs and carbon emissions will also be reduced, with energy and maintenance savings estimated at over £8,000 per annum and carbon savings (at grid average emission factors) of over five tonnes (CO₂e).

The proposals will future-proof sports provision on site, with the existing, unreliable metal halide units fast becoming obsolete and increasingly costly and difficult to maintain/replace. The new LEDs will have a longer service life and, in the event of failures, replacements are expected to be more readily available. Repeated failures of the existing lighting means we often struggle to maintain necessary LUX levels in accordance with sporting body requirements/recommendations.

With proposals for a redevelopment of the main Lynnsport building, alongside on-site swimming provision, the complex and associated facilities are due to have increased regional significance, supporting sports development across a much wider area. Upgrading the sports pitch lighting will therefore improve the quality of external sports provision, in synergy with the proposed building works, and improve the quality of sports provision to a much wider demographic.

It is necessary to recharge energy and maintenance costs associated with the Pelican's Pitch to the hockey club. By installing more reliable and efficient lighting, we will be able to reduce our reportable emissions and reduce the ongoing running costs of the Pelican's club, as a highly valued local sports club.

Costs

5. Is the project eligible to claim back VAT?

VAT will be excluded if it can be reclaimed.

Yes

6. VAT amount

If you are unable to reclaim VAT for this project, please provide the total VAT.

N/A

7. Project Costs

Please provide a full breakdown of the project costs relating to the infrastructure you intend to use CIL to fund – type of costs & amount

Upgrade of Pelican's Hockey Pitch to LED - £30,000.00

Upgrade of MUGA Pitch to LED - £30,000.00

8. Net cost

Please provide the net cost of your project

£0 (requesting CIL funding for full project costs)

Funding

9. Corporate Funding

Please provide details of the amount of council funds allocated to this project and whether it has been secured.

Project has been added to Tier 2 of the Capital Programme and received AD signoff.

10. External Grants

Please provide details of the amount of money allocated to this project from external grants, and whether this has been secured.

N/A

11. Other Funding Sources

Please provide details of any other money allocated to this project, where it has come from, and whether this has been secured.

N/A

12. Will this project be fully funded if the CIL you have requested is allocated?

Yes

13. If not, what will the shortfall be?

Please provide information about the shortfall and how this will be addressed.

Timescale

14. When do you anticipate the CIL-funded project to start and finish?

From approval, we would seek to launch a tender exercise and complete the works within the current financial year. We are upgrading existing lighting and expect to retain existing columns.

15. What are the stages, key milestones & proposed delivery dates of the project?

September 2026 – launch tender exercise
November 2026 – award tender
End March 2027 – works completed and new lighting operational

16. Is there any other information you would like to be presented to members?

No.

17. Net Costs

Adjusted to exclude VAT (where able to reclaim) by CIL officers

£60,000

18. Further information

Comments from CIL officers about the project

Desirable – reducing emissions

10. Refurbishment & painting of Street Furniture to Enhance Public Realm in Hunstanton

1. Amount of CIL Funding Required

This is the amount of CIL requested, not the overall total of the project

£56,000

2. Description of proposed infrastructure project

A short description of the infrastructure which will be delivered as part of the project

This application seeks funding to repaint and refurbish key pieces of street furniture across Hunstanton, including benches, railings, bollards, litter bins, lamp columns, planters, and shelters. As the town undergoes new development and public realm improvements, refreshed street furniture is essential to ensure a cohesive, attractive, and welcoming environment for residents, visitors, and investors.

3. Project Lead Officer / Main Contact

Please provide the contact point for this project going forward

Amelia Webb

4. Explain how the project will support new development in the borough

CIL is to be used to support new development in the area, please explain how your project will achieve this.

Hunstanton is experiencing significant regeneration, with new development projects enhancing the seafront, town centre, and surrounding public spaces. However, much of the existing street furniture shows signs of wear, including peeling paint, rust, fading colours, and general deterioration.

Key issues identified:

- Ageing and weather-worn street furniture detracts from the appearance of newly developed areas
- Inconsistent colours and finishes create a disjointed public realm
- Rust and deterioration reduce the lifespan of assets and increase long-term maintenance costs
- Visitor-heavy areas require a refreshed, high-quality appearance to support tourism
- A coordinated repainting programme will complement new development

and improve overall town presentation
Painting the street furniture is a cost-effective way to uplift the environment and align older assets with new investment.

Costs

5. Is the project eligible to claim back VAT?

VAT will be excluded if it can be reclaimed.

Yes

6. VAT amount

If you are unable to reclaim VAT for this project, please provide the total VAT.

£14,000

7. Project Costs

Please provide a full breakdown of the project costs relating to the infrastructure you intend to use CIL to fund – type of costs & amount

£70,000

8. Net cost

Please provide the net cost of your project

£56,000

Funding

9. Corporate Funding

Please provide details of the amount of council funds allocated to this project and whether it has been secured.

£35,000

10. External Grants

Please provide details of the amount of money allocated to this project from external grants, and whether this has been secured.

N/A

11. Other Funding Sources

Please provide details of any other money allocated to this project, where it has come from, and whether this has been secured.

N/A

12. Will this project be fully funded if the CIL you have requested is allocated?

Yes

13. If not, what will the shortfall be?

Please provide information about the shortfall and how this will be addressed.

Timescale

14. When do you anticipate the CIL-funded project to start and finish?

Start date N/K, but end date anticipated by April 2027

15. What are the stages, key milestones & proposed delivery dates of the project?

Stage 1: Assessment of required works

Stage 2: Final asset survey, colour scheme approval, procurement

Stage 3: Preparation and painting of priority seafront and town centre areas

Stage 4: Completion of remaining areas and quality checks

Stage 5: Final sign-off and public communication

16. Is there any other information you would like to be presented to members?

N/A

17. Net Costs

Adjusted to exclude VAT (where able to reclaim) by CIL officers

£56,000

18. Further information

Comments from CIL officers about the project

Beneficial – supporting events & the community

11. Lynnsport Sports Barn and Kaset Toilets

1. Amount of CIL Funding Required

This is the amount of CIL requested, not the overall total of the project

£48,000

2. Description of proposed infrastructure project

A short description of the infrastructure which will be delivered as part of the project

Refurbishment and enhancement of essential community toilets.

Barn Toilets inc: Toilets, sinks, urinals, piping (feed and waste), work, partition walls, wall cladding, doors and flooring.

Kaset Toilets inc: Toilets, sinks, piping (feed and waste), sub flooring, flooring, wall cladding and doors.

3. Project Lead Officer / Main Contact

Please provide the contact point for this project going forward

Oliver White, Operations Manager

4. Explain how the project will support new development in the borough

CIL is to be used to support new development in the area, please explain how your project will achieve this.

Alive Lynnsport, part of the Borough Council of Kings Lynn & West Norfolk is committed to making West Norfolk a more active, healthy and happy place, through providing a sustainable platform to deliver health, leisure and cultural services to our local residents and beyond. Lynnsport is the heart of West Norfolk's health, wellness and sporting landscape offering diverse and accessible opportunities for all ages and abilities, boasting over 650,000 attendance annually.

Situated in an area of high deprivation, Lynnsport thrives as a hub for social connection and community cohesion, yet despite this, our Sports Barn & Kaset toilets haven't been enhanced, replaced or upgraded for over 20+ years! These toilets are old, failing and no longer cater for our customers compliantly or cordially.

Throughout 2025 / 2026, our sports barn toilets served as an essential facility for over 95,000 sporting attendances, serving those using our 3G, Athletics Track and Sports Barn. Lynnsport also has x2 large play parks that many local residents use and as such require toilet facilities.

Throughout 2025 / 2026, our Kaset toilets served as a crucial facility for over 11,000 visits. Kaset is going from strength to strength, acting as community hub for local youths, with targeted youth support services attending weekly to engage with users and as such reducing anti-social-behaviour & pressure on our emergency service. Kaset host a variety of unique clubs that support our community which range from clothes up-cycling sessions to robotics design/building and even band practices and GIG's.

At present, our dated and often failing facilities simply do not meet the needs of our local community / users of these facilities, with complaints and frustrations often voiced. Both the sports barn toilets and Kaset toilets play a critical role in being able to facilitate sporting, club, event and community participation and attendance. However, at present these facilities can inhibit users joining, returning and remaining active and healthy with us.

Costs

5. Is the project eligible to claim back VAT?

VAT will be excluded if it can be reclaimed.

Yes

6. VAT amount

If you are unable to reclaim VAT for this project, please provide the total VAT.

£12,000

7. Project Costs

Please provide a full breakdown of the project costs relating to the infrastructure you intend to use CIL to fund – type of costs & amount

£30,000 for Sports Barn: Toilets, sinks, urinals, piping (feed and waste), work, partition walls, rails, wall cladding, doors and flooring.

£30,000 for Kaset: Toilets sinks, piping (feed and waste), sub flooring, flooring, rails, wall cladding and doors.

8. Net cost

Please provide the net cost of your project

£60,000

Funding

9. Corporate Funding

Please provide details of the amount of council funds allocated to this project and whether it has been secured.

N/A

10. External Grants

Please provide details of the amount of money allocated to this project from external grants, and whether this has been secured.

N/A

11. Other Funding Sources

Please provide details of any other money allocated to this project, where it has come from, and whether this has been secured.

N/A

12. Will this project be fully funded if the CIL you have requested is allocated?

Yes

13. If not, what will the shortfall be?

Please provide information about the shortfall and how this will be addressed.

Timescale

14. When do you anticipate the CIL-funded project to start and finish?

Late 2026 / Early 2027

15. What are the stages, key milestones & proposed delivery dates of the project?

The project should take around 3-4 weeks each to deliver on site. Planning stages will start as soon as funding is confirmed.

Key milestones include:

- Funding being secured.
- BCKLWN Procurement consultation.
- Identification and communication with key stake holders and user groups.
- Specification for Tender or RFQ's compiled.
- Contractors and suppliers selected with all necessary due diligence and background checks completed.
- Plans and specifications agreed.

Pre-works due diligence produced, checked and agreed (RAMS, Safety Plans, Qualifications etc...)

Plan of works communicated to all groups involved (operational teams, users).

Works commence with regular monitoring.

Works complete and comprehensive snagging carried out prior to sign off.

16. Is there any other information you would like to be presented to members?

Lynnsports Sports Barn toilets and Kaset Toilets have been significantly underfunded for over 20+ years and as such have not received any type of refurb, upgrade or enhancement. They no longer meet the expectations of users or accessibility standards. With ever growing local competition, it is imperative that these inadequate facilities are upgraded, so to remain competitive and relevant, which will in-turn support and improve the commercial success of Lynnsport.

The facilities are used by a multitude of different users groups, from the sport barn toilets facilitating families and babies in playparks to time to talk football groups tackling men's mental health. We want to encourage our local youth to attend our youth support sessions and encourage participation in our facilities to help reduce anti-social-behaviour, but without investment our substandard toilet facilities present barriers to joining and repeat business.

We kindly invite members down to Lynnsport so they can see first hand how vital this funding is and how it will significantly improve our current dilapidated facilities and as such the success of Lynnsport and well-being of its users.

17. Net Costs

Adjusted to exclude VAT (where able to reclaim) by CIL officers

£48,000

18. Further information

Comments from CIL officers about the project

Desirable – supporting events & the community, including active lifestyles

12. Inclusive Changing Room Modernisation at Alive Downham Leisure

1. Amount of CIL Funding Required

This is the amount of CIL requested, not the overall total of the project

£32,000.00

2. Description of proposed infrastructure project

A short description of the infrastructure which will be delivered as part of the project

To upgrade the dryside changing room facilities. The current changing areas have received minimal investment since the centre opened in 1994 and the area has dropped below acceptable standards. The refurbishment would modernise the existing provision for the community, with the aim of creating a space that is accessible and inclusive for all users.

3. Project Lead Officer / Main Contact

Please provide the contact point for this project going forward

Tommy Goode

4. Explain how the project will support new development in the borough

CIL is to be used to support new development in the area, please explain how your project will achieve this.

Alive Downham is a vital hub for local community users, groups and clubs, including those supporting individuals with disabilities, mobility challenges, or health and wellbeing needs. Our current changing facilities do not meet the standards required to accommodate these users safely, comfortably or with dignity.

Enhanced, well-designed and fully compliant facilities will provide accessible, welcoming and safe spaces for all, helping to remove barriers that can make participation in health, sport, wellness and social activities feel daunting. At present, our dated and frequently failing facilities fall short of community expectations, with concerns and frustrations regularly raised by users.

High-quality toilets and changing areas are an essential part of building user confidence. Currently, the limitations of our provision can discourage some individuals from joining, taking part, or maintaining an active lifestyle with us. Upgrading these spaces is therefore crucial to ensuring that every member of our community feels able, supported and encouraged to participate.

Costs

5. Is the project eligible to claim back VAT?

VAT will be excluded if it can be reclaimed.

Yes

6. VAT amount

If you are unable to reclaim VAT for this project, please provide the total VAT.

£8,000

7. Project Costs

Please provide a full breakdown of the project costs relating to the infrastructure you intend to use CIL to fund – type of costs & amount

The project would include and not limited to upgrading

Flooring, changing cubical, disability complaint vanity area, ceiling replacement, disability shower facilities, wall finish, disability accessible locker provision and baby changing area. Currently the cost is estimated and would need to go through tender exercise.

8. Net cost

Please provide the net cost of your project

£32,000

Funding

9. Corporate Funding

Please provide details of the amount of council funds allocated to this project and whether it has been secured.

No

10. External Grants

Please provide details of the amount of money allocated to this project from external grants, and whether this has been secured.

No

11. Other Funding Sources

Please provide details of any other money allocated to this project, where it has come from, and whether this has been secured.

No

12. Will this project be fully funded if the CIL you have requested is allocated?

Yes

13. If not, what will the shortfall be?

Please provide information about the shortfall and how this will be addressed.

Timescale

14. When do you anticipate the CIL-funded project to start and finish?

July 26 - January 27. Allowing for the tendering exercise and contractor negotiations.

15. What are the stages, key milestones & proposed delivery dates of the project?

proposed to have the area fully modernised by January 2027

16. Is there any other information you would like to be presented to members?

The aim is to remove all barriers to participating in exercise for every member of the community by providing modern, accessible and user-friendly changing facilities.

17. Net Costs

Adjusted to exclude VAT (where able to reclaim) by CIL officers

£32,000

18. Further information

Comments from CIL officers about the project

Beneficial – supporting the community & active lifestyles

13. Replacement of Beach Safety Signage

1. Amount of CIL Funding Required

This is the amount of CIL requested, not the overall total of the project

£21,000

2. Description of proposed infrastructure project

A short description of the infrastructure which will be delivered as part of the project

Throughout Hunstanton, Old Hunstanton & Heacham, there are a quantity of Beach Safety Signage in situ which advise the public of the low/high tide times in the area & the pollution risks in the area. The signage also includes information relating to the water quality, the rules/PSPOs governing the area & general information for the benefit of the public. These signs have been damaged by sea air and both the skeleton & electronics require replacement.

3. Project Lead Officer / Main Contact

Please provide the contact point for this project going forward

Amelia Webb

4. Explain how the project will support new development in the borough

CIL is to be used to support new development in the area, please explain how your project will achieve this.

Whilst there is currently signage in situ, this will not be maintenance/operational. This will be a new development as the current signage will be replaced with new signage (some will also have electronics installed that were not previously installed). The signage will be of benefit to the Borough & local communities as this provides necessary information to ensure that they are aware of the identified risk on the local beach & can make a decision on how to proceed. By providing this service, this boosts tourism in the area as the public are known to visit locations whereby safety considerations are clearly signposted.

Costs

5. Is the project eligible to claim back VAT?

VAT will be excluded if it can be reclaimed.

Yes

6. VAT amount

If you are unable to reclaim VAT for this project, please provide the total VAT.

£9,000

7. Project Costs

Please provide a full breakdown of the project costs relating to the infrastructure you intend to use CIL to fund – type of costs & amount

TBC

8. Net cost

Please provide the net cost of your project

£45,000

Funding

9. Corporate Funding

Please provide details of the amount of council funds allocated to this project and whether it has been secured.

£45,000

10. External Grants

Please provide details of the amount of money allocated to this project from external grants, and whether this has been secured.

N/A

11. Other Funding Sources

Please provide details of any other money allocated to this project, where it has come from, and whether this has been secured.

Capital funding of £45,000

12. Will this project be fully funded if the CIL you have requested is allocated?

Yes

13. If not, what will the shortfall be?

Please provide information about the shortfall and how this will be addressed.

Timescale

14. When do you anticipate the CIL-funded project to start and finish?

Start N/K but finished by April 2027

15. What are the stages, key milestones & proposed delivery dates of the project?

Obtain quotes from companies regarding electronics creation/installation, obtain quotes from companies regarding the creation/erection of the signage. RFQ/tender, installation

16. Is there any other information you would like to be presented to members?

N/A

17. Net Costs

Adjusted to exclude VAT (where able to reclaim) by CIL officers

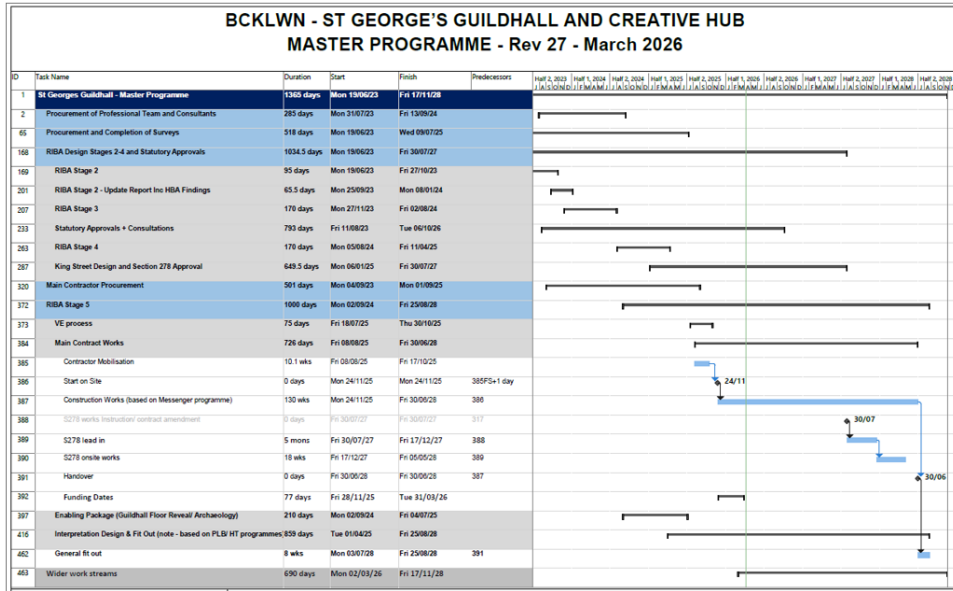
£36,000

18. Further information

Comments from CIL officers about the project

Beneficial – supporting events & the community

Guildhall Gantt Chart



REPORT TO CABINET

Partially Exempt		Would any decisions proposed:				
Any especially affected Wards	Discretionary	Be entirely within Cabinet's powers to decide		YES/NO		
		Need to be recommendations to Council		YES/NO		
		Is it a Key Decision		YES/NO		
Lead Member: Cllr Simon Ring E-mail: cllr.simon.ring@West-norfolk.gov.uk		Other Cabinet Members consulted: All cabinet members				
Lead Officer: Duncan Hall E-mail: Duncan.hall@west-norfolk.gov.uk		Other Members consulted:				
		Other Officers consulted: CEO, S151, Monitoring Officer, Project Officer, Cultural Officer, Regeneration Programmes Manager.				
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	Environmental Considerations YES/NO	Major Project? YES/NO
<p>If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s) Exempt appendices are exempted under paragraph 3 of Schedule 12A</p> <p>This Cabinet report and the specified appendices at section 14 are publicly published.</p> <p>Appendices 1 and 4-8 are exempt, meaning that they are not publicly published, due to them containing detailed information relating to the financial and business affairs of the Council. This information has been assessed against the test that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Summary details of the information contained in these exempt appendices are, however, contained within the Cabinet report.</p>						

Date of meeting: 7th July 2025

ST GEORGE'S GUILDHALL & CREATIVE HUB MAJOR SCHEME

Summary

This report seeks approval to proceed with the St George's Guildhall & Creative Hub Major Project ("the Major Scheme"), which is a Town Deal project, and seeks approval to enter the contract for delivery of the Major Scheme.

To support consideration of these proposals, this report details the final plan – a nationally significant cultural heritage regeneration Major Scheme – including an update on the latest programme outputs, costs, business plan, funding and finance plan for consideration.

The recommended Major Scheme is being brought back to Cabinet and Council for a detailed review, in accordance with Cabinet's decision on 30th July 2024. The report also sets out the "stay open and reinstate" position as the alternative option to proceeding with the Major Scheme.

RIBA Stage 4¹ design has now been completed (technical and detailed design), planning and Listed Building consent secured and the main contract tendering exercise has been undertaken to inform the report's recommendations.

The recommended option set out in the report will ensure the Major Scheme can progress in accordance with the Town Deal timeframes and provides confirmation of the cost to deliver the Major Scheme, in line with the vision in the Town Investment Plan, that maximises the benefits of the project to King's Lynn.

Recommendations:

Cabinet resolves, subject to approval of recommendation 6 below:

1. To proceed with the St George's Guildhall & Creative Hub ("the Major Scheme") based on the RIBA Stage 4 design.
2. The total spend of up to £30.5m to deliver the Major Scheme is authorised, to be financed in accordance with the Finance Strategy at Appendix 6 (Exempt), which includes up to £16.0m of borrowing in accordance with the Council's Treasury Management Strategy.
3. The award of the contract to deliver the Major Scheme ("the Main Contract") to 'Bidder A' is approved.
4. Authority is delegated to the Chief Executive in consultation with the Portfolio Holder for Business to approve material changes to the scope of the Major Scheme and/or variations to the Main Contract that are within the approved budget and in accordance with the Local Assurance Framework for this project.
5. Authority is delegated to the Chief Executive to apply for and accept external funding, whether via grants or donations, for the Major Scheme, which, when received, shall be applied towards the Major Scheme and to reduce capital borrowing where outstanding.

Recommendations to Full Council:

6. To amend the Capital Programme for the Major Scheme up to £30.5m and to amend the Medium-Term Financial Strategy in accordance with the Finance Strategy at Appendix 6 (Exempt)

Reason for Decision

To deliver the transformational St George's Guildhall and Creative Hub Major Scheme, supporting the Council's commitment to heritage, culture, and economic growth. The Major Scheme aims to help grow local businesses, revitalise the town centre, and enhance the leisure offer in the historic heart of King's Lynn, in line with:

¹ Royal Institute of British Architect Plan of Works Stages

- West Norfolk Economic Strategy (2024),
- Cultural & Heritage Strategy (2025),
- Corporate Strategy (2023), and
- Town Investment Plan (2021).

The Major Scheme will meet the agreed outputs and outcomes of the Towns Fund Programme, as endorsed by the King's Lynn Neighbourhood Board (formerly the Town Board) and the Ministry of Housing, Communities and Local Government (MHCLG).

The Major Scheme will deliver a long-term, sustainable operation to this nationally significant cultural heritage site in addition to addressing the long-term costs liability that the site already represents to the Council. According to the updated Business Plan and Economic Impact Assessment, the Major Scheme is expected to generate circa £30.8 million in economic benefit and create 117 jobs over the initial 15 years period and following this payback period, the Major Scheme will continue to generate income and attract interest and visitors, for many decades to come.

1. Background

- 1.1 The St George's Guildhall and Creative Hub is one of a number of projects agreed to proceed by the King's Lynn Town Board (now called the Neighbourhood Board) under the Towns Fund Programme to drive economic growth. Achieving this growth through enhancing the cultural offer forms one of the key components of the Town Investment Plan (2021). It is the flagship project of the Towns Fund Programme. The Towns Fund Programme seeks to enhance visitor appeal for the town centre and additionally help reactivate underutilized valuable heritage assets.
- 1.2 The Guildhall site comprises buildings constructed and modified in different time periods. In broad terms, the northern units are in the ownership of the National Trust, leased to the Council, and the southern buildings are freehold, owned by the Council. The RIBA 4 Design Report sets out the latest detailed design for all buildings across the site Appendix 3.
- 1.3 The ambition for the Guildhall site, is to be a thriving heritage attraction by day, and by night, the Guildhall site will become an entertainment space for its many audiences. The Business Plan sets out in detail the many uses of the site that make up its range of income streams. Appendix 1- (Exempt).
- 1.4 Summary of Project Chronology

- Project was agreed to proceed by the King's Lynn Town Board given the proposed cultural offer alignment to the Town Investment Plan (2021).
- Cabinet endorsed the Project as a priority 24th August 2021 as part of the Towns Fund Programme.
- April 2022, Cabinet and Full Council approve underwriting commitment to support securing the Town Deal funding and approve the establishment of a Charitable Incorporated Organisation (CIO) as the long-term operating solution for the project.
- June 2022, Cabinet and Town Deal Board agreed the (HM Treasury Green Book compliant) Business Case to secure the Town Deal funding.
- September 2022, DLUHC (MHCLG) approves Business Case to secure £8.1m from Town Deal funding.
- A report to Cabinet 30th July 2024 covered project options, updated business plan, and revised Towns Fund outputs. It was agreed to return with an updated, latest funding position and financial implications, for the Borough Council to consider.
- July 2024, Cabinet resolved to approve the progression of the RIBA 4 "Full Major Scheme". Cabinet also resolved to support the Funding Strategy and commencement of the main contractor procurement process.
- Project Adjustment Request (PAR) approved with revised Business Case by MHCLG, the King's Lynn Town Board and Cabinet September 2024.
- Project Adjustment Request (PAR) approval by King's Lynn Neighbourhood Board (formally Town Deal Board) and Borough Council (delegated decision 6 June 2025), to reallocate £2m from the Riverfront Project to the Guildhall Major Project. Approval from MHCLG expected 4 July 2025.

1.5 This report sets out the benefits of the Major Scheme, the capacity for the scheme to be delivered and how the scheme will be financed, as follows:

Section 2 - Outcomes, outputs, and economic benefits of the Major Scheme

Section 3 – The Deliverability of the Major Scheme, including final design and procurement of the Main Contract

Section 4 – Project Options: 'the Major Scheme' or the 'Stay Open and Reinstall'

Section 5 - The finance and funding strategy and guidance on both options.

2. The Major Scheme – Outcomes, Outputs, and Economic Benefits.

- 2.1 The vision for the site is, for St. George’s Guildhall to become a major visitor attraction. The refurbishment project gives the opportunity to restore the historic and theatrical assets of this unique space.
- 2.2 The RIBA Stage 4 Major Scheme continues to support the approved Business Case outputs, for new jobs, improved facilities, training and education activities, enhancement to greenspace, new office and substantial uplifts in visitor footfall numbers to the town and wider region. See below.

Business Case Target Outputs	July 2025
Number of temporary FT jobs supported during project implementation	55
Number of full-time equivalent (FTE) permanent jobs created through the projects*	34
Number of improved cultural facilities	8
Amount of capacity of new or improved training or education facilities (annual school, evening, summer school visits)	10,300
# of derelict buildings refurbished	6
# of heritage buildings renovated/restored	10
# of enterprises receiving non-financial support	50
# of potential entrepreneurs assisted to be enterprise ready	60
Amount of existing parks/greenspace/outdoor improved	1572 m2
Amount of new office space	825 m2
Mandatory indicator - Year on Year monthly % change in footfall	1680%
NEW – Improvements to Public Realm King Street (subject to planning)	350 m2

Economic Benefits generated by the Major Scheme

- 2.3 An Economic Impact Assessment (EIA) report, Appendix 2, was published in 2024 by economists Stantec. They produced a full Major Scheme Gross Value Added (GVA) impact calculation for construction, operational and jobs supported by wider visitor spend, that combine the impact to the Borough over the first 15 years to a value of:

	Benefits	Jobs
Operational Impact	£9.3m	17
Construction Impact	£6.85m	55
Visitor Spend	£14.65m	45
15 Year Impact	£30.8m	117

Operational jobs are created and/or sustained by the Guildhall's activity, including, those directly employed on the Guildhall site, at firms in the supply chain and induced jobs as a consequence of the sites combined benefits.

Construction temporary jobs are created by the capital expenditure on the Guildhall, and numerous other related business activities such as building materials, steel, architectural services, legal services and insurance, resulting in job creation in the local economy.

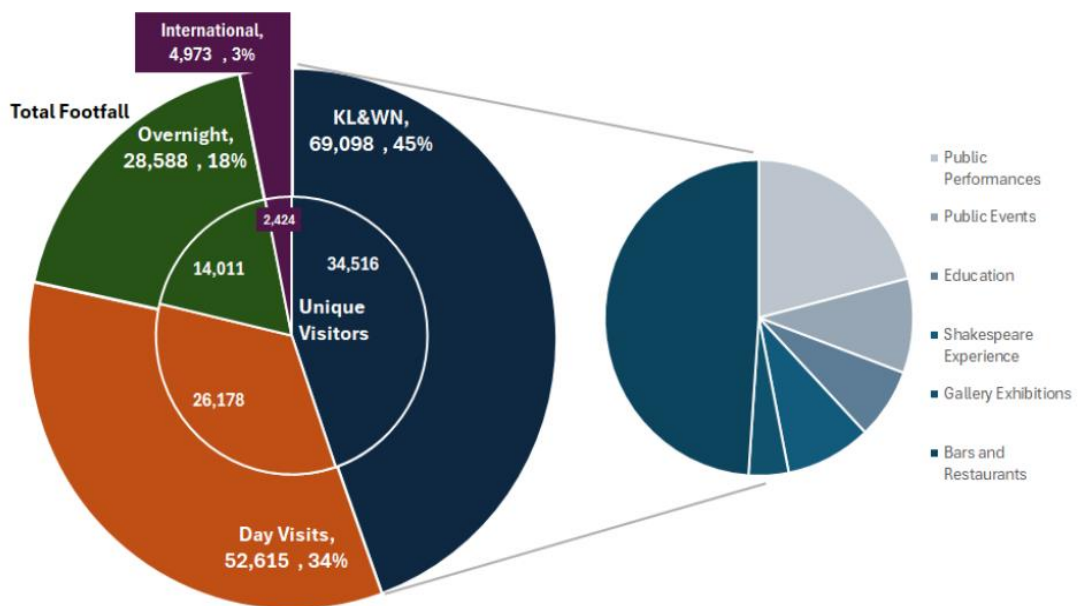
Visitors created jobs and economic activity. They are attracted to the area to visit Guildhall, but then stay in the area and go on to spend more money visiting other attractions, restaurants and staying at local accommodation.

Visitors to Kings Lynn

- 2.4 The approved Business Case identified a strong cultural and artistic sector within King's Lynn, but that they lacked a home. It has been demonstrated that there is significant demand for such facilities, which the Major Scheme aims to deliver.
- 2.5 The Economists noted that "the Major Scheme" will drive regeneration of a historic cultural asset that can lead to an improvement of the night-time economy and attractiveness for young people of this historic town.
- 2.6 There is very high interest from the public in the project. Between September 2023 and May 2025, news of the project had reached over **454 million people** globally (this figure excludes Chinese media which has carried the stories, but for which we have no figures). If the Borough wished to purchase this level of coverage it would have cost in excess of **£5.94 million²**. This is free publicity, generated by the project, for the benefit of King's Lynn and West Norfolk.
- 2.7 International Visitors: International visitors, make up only 3% of total and unique visits (Stantec Report Appendix 2), but their impact due to a higher propensity to spend, both at the Guildhall and more widely in the town, mean their impact is outsized relative to local visitors.

² This figure is calculated using the known cost of advertising on the websites, TV, radio and print media, which have carried the stories about the Guildhall and is an industry standard calculation.

Figure 10 – Forecasted Visits to the Guildhall by Location or Origin and Attraction Visited



Further Social Value

2.8 During the construction work there will be spend on local labour and supply chain companies, from King’s Lynn and the wider West Norfolk area. Specific trusted sub-contractors and specialist Heritage firms will underpin the site wide activities and its expected links to the College of West Anglia and the Boost Project will support student educational and training opportunities. Other social value benefits will be:

- New apprenticeships will also be employed on the site
- Skills days on site for college students
- Heritage skills workshops
- Work experience
- Training for ex-service personnel
- Multi-million pound estimated investment, via local subcontractors.
- Social Value Key Performance Indicators (KPI’s) will drive action plans and positive change locally.
- Competitions for local children to engage with history and use the generational opportunity to see the progress of the development on the doorstep.

The Council will continue to work with the successful contractor on further developing the social value outcomes to align with the Council’s priorities, such as the Care Leavers Covenant.

2.9 Communication and Engagement Strategy

- Since September 2023 has been very successful at reaching all three areas identified in the plans to drive a local, regional, national and international set of objectives. (Dr Harriet Foster local engagement report Appendix 10).
 - Local engagement has seen a large range of positive news stories in the area, with a news interest timetable prepared to use over coming months.
 - Regionally there has been successful engagement with both the public and funders from the region: ACE have co-funded the Heritage and Cultural Strategy Appendix 11.
 - National and International communications have seen a really strong impact also. The successful campaign has seen hundreds of millions of people worldwide engaging with the Guildhall project. 454m viewings so far.
 - Increase in visitor numbers from 9596 total in 2022, to 28,928 in 2024 generated by the Learning and Engagement Programme, funded through the Shared Prosperity Fund, Norfolk & Norwich Festival and Borough Council.

3. Deliverability - Project Progress, state of readiness.

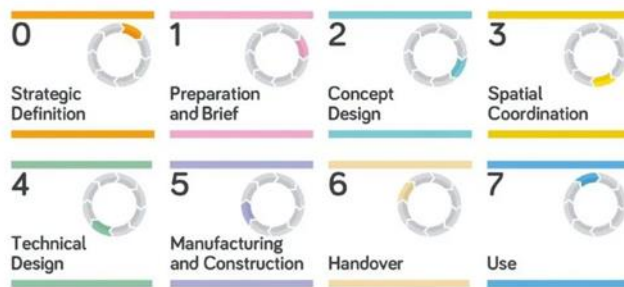
Design Progress since the July 2024

- 3.1 Between July 2024 and the April 2025, the Project has completed the RIBA 4 (technical/detailed) stage of the design. The [planning application](#) and [listed buildings application](#) were both approved 7th October 2024. Officers and the Project Team continue to discharge all pre-commencement and pre-opening conditions as required (further details in section 9.1).
- 3.1.1 Design work has continued to focus on the increased understanding of the historic buildings across the site and their archaeological significance. The Historic Buildings Analysis (HBA) and Conservation Management Plan (CMP), were completed to allow the findings to be incorporated into the development of the project, as set out in the RIBA 4 Design. These documents were submitted as part of the planning and listed buildings application.
- 3.1.2 During RIBA 4 it was agreed to introduce improvements to King Street public realm directly adjacent to the site which has widened the project scope and has now been incorporated into the Major Scheme. This will significantly help with public access, orientation of visitors to the site, and the operational requirements as set out in the Business Plan. The RIBA 4 Design Report covers these plans.

3.1.3 Shakespeare Visitor Experience (Interpretation) design using consultants PLB Design has progressed to the end of the concept, and spatial coordination design stage (RIBA 3). This captures the critical messages, story-telling priorities, and routing around the Guildhall and main site. The detailed design stage will commence once the decision on the overall Major Scheme direction is agreed by members.

3.1.4 The Guildhall Major Project is following the RIBA work stages to support the delivery of the project. The project is at the end of stage 4 and ready post Council to progress into the fifth stage, construction.

RIBA Project Stages 0-7:



3.1.5 Resilience and sustainability environmental designs have been built into the Major Scheme using, air source heat pumps, photovoltaics, building insulation, smart building controls, and switching away from mains gas across all refurbished buildings.

Enabling Works

3.1.6 The site closed to the public in February 2025, to allow, ahead of the Main Contract, for the removal of the existing theatre above the medieval floor. This activity has significantly reduced the risk of a major early archaeological discovery which impacts on the price and works programme. The tendered contract costs incurred for this enabling work were £212,249k.

Value Engineering

3.2 The Project Team have undertaken a series of coordinated value engineering exercises. The Main Contract will be an opportunity to draw together a range of additional cost reduction ideas, that the Major Scheme will look to explore fully with the successful contractor during the delivery stage of the project.

3.3 There are a range of reasons for the escalation in costs for the Major Scheme. Inflation within the construction market continues to see

significant uplifts in material and labour costs. The Guildhall, due to the specialist nature of the works on heritage buildings, faces a very limited supply of expert tradespeople. Bidders have advised of longer programmes due to the complexity of the Major Scheme and its access, and egress restrictions for the works on site.

- 3.4 The largest uplift has been seen in the mechanical, electrical, and utilities costs for the project. Contract preliminaries costs have also gone up by a significant value, due to the overall extension of the construction works programme. Section 5.1 contains further details.

Main Contract Award

- 3.5 Cabinet authorised the procurement of a contractor to deliver the Major Scheme in July 2024. The procurement activity included an extensive market review to find competent, experienced teams, that had the necessary specialist skills and experience to deliver the Major Scheme.

- 3.6 The procurement exercise has been undertaken and a preferred bidder has been selected based on their scoring against the evaluation criteria. The recommendation is to award the contract to 'Bidder A'. The identify of Bidder A will be confirmed once the Main Contract has been entered. Bidder A provided a compliant bid (procurement legislative tests), pricing schedule, and construction programme. A Tender Evaluation Summary is set out at Appendix 4 (Exempt).

3.8 Charitable Incorporated Organisation (CIO)

The July 2024 Cabinet report advised, in detail, on the progression and status of the CIO since the inception of the project (July 2024 Cabinet Report Section 2.2.5).

- 3.8.1 It continues to be advised that the CIO will provide the best option available to support the long-term requirements of the site. This comes with considerations, including allowing the new CIO to build-up reserves to obtain financial stability; a strong fundraising plan to begin growing the new organization's capacity before it begins operating the facility. The priority is to ensure that the handover from Borough ownership to the CIO is efficient and allows the venue to thrive. This handover is expected over the next 2 to 3 years.

4. Project Options.

4.1 Project Options comparison

The report to Cabinet in July 2024 provided a range of project options for consideration on the preferred Major Scheme to take forward. It set out three options in detail; 1) deliver the full Scheme 2) phase the delivery 3) 'do nothing', although noting that the 'do nothing' option does entail doing something. Cabinet approved the progression of the 'preferred Full Scheme' now known as 'The Major Scheme'. To inform the decision required by Cabinet and Full Council in this report, officers have updated the consideration to 'do nothing' (now known as 'Stay Open And Reinstate') in order to make a fully informed decision on the financial aspects of the recommendations.

4.2 Business plan headlines for the Guildhall Major Scheme are summarised in table 4.7 below. Genecon published the latest high-level guidance on visitor numbers, income stream projections, ticketing pricing tiered strategy, catering, staffing, and overhead assumptions about targets for charitable donations, for the CIO to deliver each year. Noted as a strong scheme, with a mutually reinforcing mix of reliable revenue generating commercial services, it is capable of attracting philanthropic support, and higher risk/reward activities attracting visitors to the site, now that there is increased flexibility and resilience to the Major Scheme.

4.3 The table below sets out the benefits, scope, operational and funding implications of both options; "The Major Scheme" and "Stay Open & Reinstate."

Option	Economic Benefits	Design Scope	Business Plan	Finance & Funding												
<p>Guildhall Major Scheme.</p>	<p>Full Major Scheme Gross Value Added (GVA) impact of construction jobs, operational jobs and jobs supported by wider visitor spend, is expected to generate circa £30.8 million in economic benefit and create 117 jobs over the initial 15 years period and following this payback period The Major Scheme will continue to generate income and develop interest in the site, for many decades to come. Stantec EIA 2024</p> <p>Specific outputs include;</p> <table border="1" data-bbox="368 686 887 963"> <tr> <td>Operational Impact</td> <td>£9.3m</td> <td>17</td> </tr> <tr> <td>Construction Impact</td> <td>£6.85m</td> <td>55</td> </tr> <tr> <td>Visitor Spend</td> <td>£14.65m</td> <td>45</td> </tr> <tr> <td>“15-year impact”</td> <td>£30.8m</td> <td>117</td> </tr> </table> <p>This is a strong figure based on heritage and visitor investments of this type.</p> <p>Achieves Town Deal outputs and outcomes</p>	Operational Impact	£9.3m	17	Construction Impact	£6.85m	55	Visitor Spend	£14.65m	45	“15-year impact”	£30.8m	117	<ul style="list-style-type: none"> • A remodelled Guildhall • Undercroft (below the Guildhall) to create a flexible venue • The formation of creative hubs consisting of units of various sizes and locations • Re-purposed historic warehouses and barns to support new flexible performance, office, arts venues • Newly formed exhibition and gallery space in the White Barn and on-going use of the Fermoy Gallery • Creation of a new foyer and Café hub to form heart of the site • Refurbishment of the former Riverside Restaurant with 60 indoor and 70 outdoor covers • Step free access, to all the key public and performance spaces • Changing Places facility on site • Enhanced areas of public realm and landscaping • Public access improvements to King Street public realm • The creation of an exemplar sustainable heritage redevelopment • Enable the venue to leverage its historic links to deliver both performance and heritage experiences • An international tourist and heritage offering, drawing people from home and abroad by utilising the heritage of the site to its fullest. 	<p>(Economists Genecon July 2024 report)</p> <ul style="list-style-type: none"> • Total annual footfall at steady state (year 3) projected at 168,709 comprising 77,130 unique visitors to the site. Various sensitivity scenarios including costs, revenue and visitor numbers for Shakespeare experience (e.g. 44,259 low-case/70,900 visitors high-case) were applied to the site and the respective impacts can be seen in the report attached appendix 1 – exempt. • Creative Hub Strategy has targeted a tenant curation approach, with public-facing creative enterprise leases in ground floor courtyard spaces and creative industry workspace and artist studios in upper floors to generate a balance of footfall and higher value rental income • Tiered ticketing strategy proposed, increasing the value of premium seats (£40) whilst protecting affordable tickets for local audiences (£5). Gift aid also applied to a proportion (33%) of Shakespeare Experience Tickets to increase revenue • Catering revenue for Riverside Restaurant lease raising contribution from £51,421 to £59,000 p/a. Café projections linked more closely to visitor projections with a more conservative estimation of casual visitors leading to a small reduction in contribution from £79,478 to £78,817. • Staffing and overheads – increase in anticipated staffing requirements, along with adjustments to wages to account for inflation since 2022. Overall staffing cost increased by £77,147 • Projected surplus of £95,204 in a steady state Year 3 seen. These compare favourably with the estimated costs that the Council incur to maintain the site and open for basic activities at (£362k pa) • The operating model will require that the CIO raises at least £125,000- 	<p>£16m funding required to achieve (please see finance section 5), requiring a managed financial risk to the Council in the interim.</p>
Operational Impact	£9.3m	17														
Construction Impact	£6.85m	55														
Visitor Spend	£14.65m	45														
“15-year impact”	£30.8m	117														

			£130,000 in grants and donations per annum.													
Option	Economic Benefits	Design Scope	Business Plan	Finance & Funding												
<p>Or "Stay Open & Reinstate."</p>	<p>No positive uplift in economic benefit to the current status and operation.</p> <p>Benefits, outputs and outcomes directly and indirectly, will not be achieved for the site and local economy.</p> <p>Increasing risk that the Borough's external reputation with funders will be diminished.</p>	<p>In this scenario no works would be undertaken to deliver the Guildhall and Creative Hub vision.</p> <p><u>Immediate Repairs</u> As advised in July 2024 Cabinet assessed and costed at £0.46m (2024) based on the most recent survey of the site.</p> <p><u>Long-term repairs.</u> It has been estimated that the site over the remaining 25 years of the lease, should anticipate setting aside in total, £4m to cover any substantive repairs.</p> <p>The advice has been developed using a review of previous quinquennial inspections in 2005, 2011, and 2023, and costing advice from AMA Cost Consultants. The guidance considers inflation rates, future-proofing against unforeseen repairs and economic fluctuations, as well as the application of a deterioration factor to support any future Council decision-making discussions.</p> <p>Return the theatre to a basic operation with minimum building control compliance and accessibility requirements.</p>	<p>The Council would continue to be responsible for the existing operational costs of looking after the site, which include, rates, licensing, insurances, net of any rental contribution from any future tenants for the remaining period of the lease with the National Trust up to 22nd July 2050.</p> <p>Annual running costs, averaged over the last two full years (23/24 and 24/25) are currently £362k pa (including the activity and education programme, existing theatre, gallery and exhibitions in the Fermoy). Potential rent contributions from new tenants taking up found space will be limited, due to infrastructure and hygiene compliance matters in the closed restaurant).</p> <p>Future rental income will continue to be very low. Assuming a 2% inflationary index is applied to the remaining 25 years of the lease, then £11.3m will be required to cover the site operation.</p> <p>There will be a requirement to return the theatre that was approved, to be removed as part of the delivery risk mitigation plan as reported to Town Board. This base refit would deliver the minimum expected design and compliance matters needed to reopen to the public. This has been estimated at £3.31m.</p> <p>To provide level access into the theatre further works to Number 29 King Street will be required which would cost an additional £0.375m to complete. This only covers 1 lift for audience access to the theatre not the planned 90% of site becoming accessible under the Major Major Scheme. Total of £3.7m</p> <p>Budget to do this cannot be drawn down from the Towns Fund so the Council will need to provide funding for this activity over the next year.</p>	<p>The King's Lynn Borough Council would need to secure internal funding to complete the immediate repairs as well as the long-term repair costs, as Town Deal funding would not be eligible to use on a Major Scheme that does not generate an economic benefit.</p> <p>The costs to return the stripped-out theatre to a basic operational level will also be required from the Borough Council.</p> <p>Financing will need to be found by the Council to meet maintenance obligations for the remaining duration of the lease (see section 4), in addition to the annual running costs.</p> <p>Actual costs for May-25 plus June-July 25 budget for Towns Fund for Stay Open and Reinstate, are c£2.6m up to 30th July 25.</p> <table border="0" data-bbox="2175 1008 2772 1197"> <tr> <td></td> <td style="text-align: right;">£m's</td> </tr> <tr> <td>Reinstate Guildhall back to operational use</td> <td style="text-align: right;">£3.7m Capital</td> </tr> <tr> <td>Immediate Repairs</td> <td style="text-align: right;">£0.46m Revenue</td> </tr> <tr> <td>Long term Repair obligation</td> <td style="text-align: right;">£4.0m Revenue</td> </tr> <tr> <td>Annual Running costs x 25 years</td> <td style="text-align: right;">£11.3m Revenue</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£19.5m</td> </tr> </table> <p>Overall Total £19.5m</p>		£m's	Reinstate Guildhall back to operational use	£3.7m Capital	Immediate Repairs	£0.46m Revenue	Long term Repair obligation	£4.0m Revenue	Annual Running costs x 25 years	£11.3m Revenue	Total	£19.5m
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Annual Running costs x 25 years	£11.3m Revenue															
Total	£19.5m															

4.8 Recommended Option

The Major Scheme presents the best option financially in the long term, whilst providing the optimum business plan for the site to achieve the corporate, economic and cultural objectives;

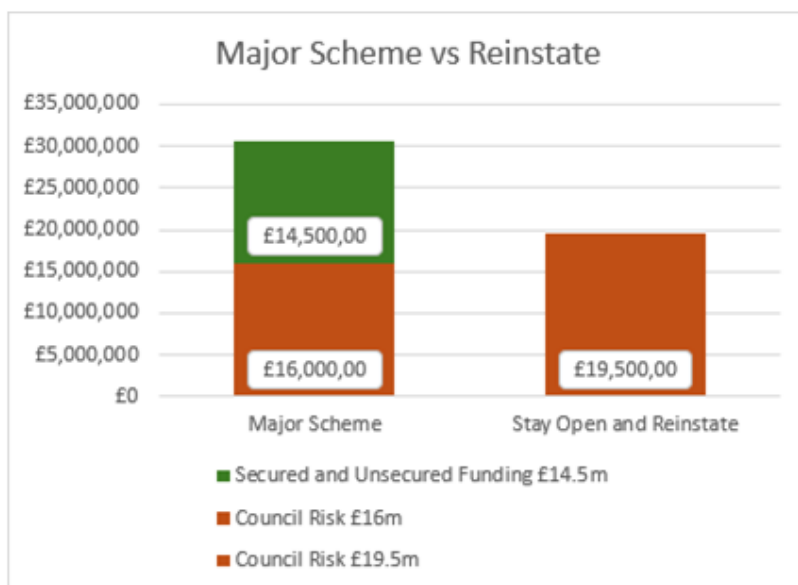
4.8.1 **Cabinet is recommended to approve Option “Guildhall Major Major Scheme”** as outlined in section 4.7 of the report to progress through to completion, based on the financial arrangement detailed in section 5 and Appendix 6 of the report.

4.8.2 This recommendation is made based on the following:

- The Major Scheme provides the best opportunity for the Borough to deliver the agreed economic & social outputs outcomes, as well as the economic benefits set out in the Business plan that aligns with objectives set out in the original Town Investment Plan.
- The Major Scheme ensures the Town has the best opportunity to benefit and capitalise on the unique historic attraction.
- The Major Scheme provides a clear long-term operational plan for the site, with the CIO working towards achieving a sustainable business model for the overall site.
- Whilst noting the borrowing and funding required by the Council, officers continue to identify alternative funding sources which could, in time, be obtained and reduce the longer-term requirements of the Council’s (borrowing capital) finances. Details are outlined in section 5.

4.8.3 Alternatively, if the ‘recommended options’ is not supported, then **option ‘Stay Open and Reinstate’**; will not remove the Council’s long-term commercial liabilities for running the site or the essential repairs and maintenance estimated to cover the duration of the lease (see section 5). **These would not achieve any wider cultural or economic benefit to the Town** and increase the risk that the Borough’s external reputation with funders, to deliver major projects and its commitment to adopted policies, would be questioned.

4.8.4 Council Financial Risk, Major Major Scheme versus Stay Open and Reinstatement.



4.9. Project Programme

Subject to Cabinet decisions being taken in this report, the key dates and programme for the project are set out below;

- 17th July 2025 - Full Council

If approved;

- 18th July 2025 – Contractor notification/10-day standstill.
- August - Contract Award/Contract signing all subject to challenge.
- August/Sept 2025 - Main Contractor start on site.
- March 2026 - Town Deal spend or committed costs completed (within Mar-26 spend deadline)
- Shakespeare Experience fit out post contract completion.
- Site Provisional Launch 2028

5 Financial Overview and Implications

5.1 Changes to development costs

The Guildhall Major Scheme proposal has seen an increase in estimated costs as the works have been developed and progressed to the current RIBA Stage 4, as explained in section 3.8. The Capital Programme currently includes c£12m as reflected in the July 2024 report to Cabinet where c£9m was secured at the time, primarily from the Town Deal Grant Funding.

This report is requesting an uplift to the Capital Programme to reflect the total project cost of **£30.5m**, following extensive investigation and design work, leading to extension to the scope, as is detailed throughout this report and associated appendices.

As noted below, the funding requirement being requested is **£16.0m**. This is compared to the 'Stay Open And Reinstate' option set out in 4.7, which is estimated to cost circa £19.5m for the remainder for the lease.

A breakdown of the revised project costs are in Appendix 6, Section 1 and Appendix 5 - Exempt.

5.2 Funding the Major Scheme

5.2.1 At present £9.2m of funding (which includes £8.1m Towns Fund, £0.75m BCKLWN, N&N Festival and Shared Prosperity contributions) has been secured with £5.3m of unsecured funding expected to come through between July-November 2025 (which includes £2m budget reallocation from Riverfront Town Deal Project to the Guildhall). If the imminent unsecured funding is approved, then £14.5m of funding will be available (of which £0.2m is revenue funding) for the proposed Major Scheme. A breakdown of this secured and anticipated funding, is set out in more detail in Appendix 6, Section 2.

5.2.2 The Funding Strategy (FEI, May 2024) Appendix 7 (Exempt), which sets out the strategy for obtaining continuing external financial support and funding for the Major Scheme, still applies and will be implemented over the next 2+ years to support the scheme requirements. Officers will also continue to identify, explore and pursue further funding opportunities across 8 major and 20+ smaller funders. There is at least £9.75m of upcoming funding opportunities available as set out in Appendix 6, Section 3.

5.2.3 Assuming all funding set out in Appendix 6, Section 2, is secured, the remaining funding requirement will be **£16.0m**, which is now being sought from the Council to

enable delivery of the Major Scheme and realise the full business plan outputs. As explained above, this could be reduced if further funding bids are successful.

5.2.4 In order to fund the remaining amount, the Council is asked to apply resources in accordance with the Council's Capital Strategy and the Treasury Management Strategy and seek to use internal resources and internal borrowing (from working capital cash balances) where possible, before securing external debt. However, due to other major project commitments, it is likely that there will need to be, some sort of loan arrangement between the Council and the Public Works Loan Board. A borrowing table setting out indicative repayment costs for the loan and interest rates, is set out in Appendix 6, Section 4. It is noted that the cost of any such arrangement would be met by the Council.

5.2.5 Once profitable, it is currently intended that the CIO will operate and manage the site. Whilst no date for the handover has been agreed, it is expected to be 3+ years. The decision on whether to handover the site to the CIO will be returned to Cabinet at this time.

5.3 Alternative Option – Reinstate and Reopen

5.3.1 The alternative option to re-instate the Guildhall theatre back to operational use, including ongoing costs and repair obligations, totalling **£19.5m** over 25 years.

5.3.2 The immediate capital works are estimated at a cost of £3.7m and the revenue cost is estimated at £15.8m over 25 years, which includes running costs and repair obligations. A further breakdown is provided in Appendix 6, Section 5, which includes the associated cost of borrowing for the capital works.

5.3.3 The expected running costs to the Council of this option, are £2.9m from 2025-26 to 2032-33 (or £11.3m over 25 years of the lease), as the £362k operational costs would need to be re-instated plus inflation, after the works were completed, to bring the site back to operational use. The financial implications of this are set out in Appendix 6, Section 6.

5.3.4 If the Council chooses not to proceed, the cost of the work incurred to date (Jul-25) on the development of the Major Scheme, will be c£2.6m, which is from the Town Deal funding. It should be noted that these costs will not be reclaimed by MHCLG.

Dilapidations

- 5.3.5 Obligations under the Lease with the National Trust (which only applies to part of the site within the project scope). The Borough Council has contractual requirements (covenants) and risks under the terms of the existing lease that it has with the National Trust, for part of the overall Guildhall complex. The lease term is lengthy and there will be annual costs associated with simply “holding” the site with the ‘Stay Open and Reinstate’ option. In addition to the annual revenue implications, there will be potential dilapidations claim by the landlord (National Trust), at the end of the lease contractual term.
- 5.3.6 It should be noted that the assumption has been applied, that the cost of the long-term repair obligation, would have to be met in full, under the terms of lease with the National Trust. There are provisions under the Landlord and Tenant Act 1927 that could be advanced around the time of expiry of the lease to cap the total liability to, effectively, the value of the site. However, there are many variables around this, for example resolving the ensuing dispute about what the true value of the site would be in circa 25 years and accounting for any legislative changes before then. The legal advice received is that the Council should assume the worst-case position of having to fund the full reinstatement cost, which is reflected in the ‘Stay Open & Reinstate’ option.
- 5.3.7 In addition to lease obligations, the Council must consider its duties and responsibilities to ensure that the special characteristics of the building are not unduly harmed as per section 7 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and paragraph 202 of the National Planning Policy Framework. As custodians of a Grade I listed building, if the Council does not maintain the property, the LPA could consider enforcement action which would have a reputational risk and not set a good example to other property owners of listed buildings. Accordingly, electing to not carry out satisfactory repairs to the Guildhall site has not been explored as an option.

6 Policy Implications

- 6.1 The St George’s Guildhall and Creative Hub Project, supports achievement of the following priorities in the [Corporate Strategy 2023 - 2027](#), which contains priorities to;
- Promote growth and prosperity to benefit West Norfolk, including to:
 - Attract new businesses to The Borough to expand the local economy.

- Support The Borough's new and existing businesses to grow and thrive.
 - Maximise opportunities to transform and regenerate our high streets and heritage assets.
 - Promote West Norfolk as a desirable leisure, cultural and tourism destination.
 - Support a year-round programme of events, festivals and activities for residents and visitors.
- Support our communities, including the desire to
 - Work with partners, and provide access to leisure, cultural and outreach experiences, to reduce isolation, and improve health and wellbeing.
 - Work with schools and colleges to improve educational opportunities, inclusion, attainment, and ambition.
 - Support the Local Voluntary Sector as a vital element of the local community.

6.2 The Project is an intervention originally outlined within the [King's Lynn Town Investment Plan \(TIP\)](#) which was agreed by Cabinet in October 2020. This forms part of the Town Deal with Government and the Guildhall project fits within the 'Growing innovative businesses' theme, within the TIP.

6.3 The Council adopted a Cultural & Heritage Strategy for King's Lynn in March 2025, to bring together an array of creative partners, residents and businesses on the priorities to support the development of the cultural offer and creative industries in the town. The Strategy sets out the priority theme to 'Animate King's Lynn's Heritage' of which the St George's Guildhall is identified as a priority project.

6.4 The West Norfolk Tourism Development Plan (2022-2026) sets out the strategic aims to support:

- Sustainable tourism
- Visitor Accessibility
- Experiential Tourism
- Develop the cultural product

This project is directly aligned with the aims of the Tourism Development Plan.

6.5 The West Norfolk Economic Strategy sets out a vision by 2024/5 for King's Lynn to have 'thriving, connected towns, that are destinations for residents and businesses.'

6.6 The Norfolk Growth Plan was adopted in December 2024 and endorsed by the Borough Council's Cabinet. The Strategy sets

out the vision for Norfolk to be an international and domestic tourism destination for the UK and growing value and expanded offer. The St George's Guildhall and Creative Hub project is specifically identified as a priority under 'Our Places and Communities', to support attractive and resilient market towns and high streets, through creating more cultural and economic opportunities for local communities.

7 Personnel Implications

- 7.1 Staff resources to deliver the project, have been recruited and funded through the Borough Council's operational budgets and further internal costs of £0.4m, will be required due to the extended duration of the programme, e.g. Corporate Projects, Legal, and finance charges. These costs will be capitalised. Professional services continue to be required for the project, e.g. project management, cost management and architectural inputs, to support the construction phases of the project.

8 Environmental Considerations

- 8.1 The St George's Guildhall aims to be an exemplar of sustainable heritage redevelopment and regenerative design, with landscaped courtyards and low-carbon building service systems, incorporating air source heat pumps, photovoltaics, retrofit fabric upgrades to improve energy efficiency, naturally ventilated foyer spaces and creative hubs, measures to encourage sustainable modes of transport, rainwater collection for irrigation, and all new extensions utilising low-carbon construction.
- 8.2 In the interests of decarbonising the Guildhall estate and moving towards a net zero carbon future, air source heat pumps, (ASHP's) are proposed to largely replace the gas heating supply. In early Stage 4, the design team have been able to source the latest more efficient ASHP's to supply the entire heat load without gas top-up.
- 8.3 The Council has a carbon reduction target to be net zero by 2035. This project provides an important opportunity to become an exemplar example of how to upgrade across the range of listed historic buildings across the site.

9 Statutory Considerations

9.1 Planning & Listed Buildings Consents

The site contains Grade1 listed buildings in a conservation area, therefore is subject to specific planning regulations. To support the project timelines for the spend of the Town Deal funding, a full [planning application](#) and [listed buildings application](#), was

submitted in June 2024. Both applications received approval in October 2024. Both planning and listed buildings consents had a number of conditions, that will be discharged ahead of start on site or the full site opening date.

9.2 If the 'Stay Open and Reinstate' option is considered, the Council will need to consider its statutory liabilities under the terms of the lease with the National Trust and its responsibilities and liabilities for the listed buildings within the complete site³.

9.3 The development of the RIBA Stage 4 Design complies with the latest regulations, to ensure the recommended option complies with Fire and Building Regulations and also includes major access improvements across the site for the public and staff, within the constraints of the many listed buildings (+90% of site fully accessible). Currently access to the Guildhall and most parts of the site, do not meet the latest building regulations and are prohibitive to a range of wheelchair and pushchair users.

10 Equality Impact Assessment (EIA)

10.1 A pre-screening Equality Impact Assessment (EIA) has been undertaken (June 2024) and this demonstrates that a full EIA is not required for this project. A copy of the pre-screening report is within Appendix 9.

11 Risk Management Implications

11.1 The project has a comprehensive risk register in place. Key RIBA 4 risks and mitigation comments are reported in the RIBA 4 Report Section 2.3 and attached separately. Appendix 8 (Exempt), is a full project risk register.

12 Declarations of Interest / Dispensations Granted

Not applicable

13 Background Papers

14 Appendices

Open:

Appendix 2 Economic Impact Assessment 17 May 2024 Rev 01 – Stantec.

Appendix 3 RIBA 4 design report Rev 01 – Haworth Tompkins.

Appendix 9 Pre-Screening Equality Impact Assessment – May 2025.

Appendix 10 Consultation & Engagement Evaluation

Appendix 11 Heritage and Culture Strategy

Exempt:

Appendix 1 Business Plan July 2024 – Genecon.

Appendix 4 Guildhall Tender Evaluation Summary

Appendix 5 Master Cost Report (summary) Pulse June 2025.

Appendix 6 Finance Strategy

Appendix 7 Funding Strategy 2024 – FEI.

Appendix 8 Risk Register Rev 16 May 2025



BCKLWN

Community Infrastructure Levy (CIL)

Spending Strategy

Formally approved by Cabinet 23/09/2025 – Author: Amanda Driver, Senior CIL Officer

Version No	Reason for update	Review Author	Review Date

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Introduction

1. This document details arrangements by the Borough Council of King's Lynn and West Norfolk, for the allocation and spending of Community Infrastructure Levy (**CIL**).
2. This document will be read in conjunction with the Council's CIL Policy, which provides the Council's Policy requirements, relating to the allocation and spending of CIL.
3. The Borough Council of King's Lynn and West Norfolk approved the introduction of the CIL in December 2016 and started charging on 15 February 2017.
4. CIL is:
 - a) charged on residential and retail developments, which add one or more new dwelling(s) or more than 100sqm of floor space.
 - b) charged at a rate per square metre and varies according to land use.
 - c) paid to the Borough Council by developers after their planning permissions are implemented.
 - d) just one funding stream that can be used, in conjunction with others, to fund infrastructure projects.
 - e) governed by the CIL Regulations 2010 (amended). In the Borough of King's Lynn and West Norfolk.
5. Alongside CIL, S106 obligations will still exist, but as one-off agreements to mitigate the impacts of larger developments and to secure on-site developer requirements, such as the provision of affordable housing.
6. The Planning Practice Guidance¹ on the GOV.UK website further explains how CIL should be managed under the revised CIL Regulations.
7. The original parameters for the governance arrangements of CIL were agreed at Cabinet on 17 August 2020.
8. This CIL Spending Strategy aims to put in place processes and controls to ensure the effective management and transparency around reporting on CIL, and all developer contributions.
9. The governance arrangements will be reviewed periodically, to meet the Corporate Objectives and Priorities, by Cabinet.
10. The spending priorities (see below) are aligned to the Corporate Business Plan and will be amended accordingly to meet the infrastructure needs of the Council.

¹ <https://www.gov.uk/guidance/community-infrastructure-levy>

Background

11. CIL is paid on commencement of planning permissions that are CIL liable development, where exemptions or relief from CIL has not been granted.
12. Payments are usually made in instalments and can take up to 3 years to be received in full. Once received, the CIL payments are automatically split down into their statutory “pots” or funds:
 - a 5% Administration,
 - b 15% or 25% to parish councils (**Neighbourhood CIL**), and
 - c the remainder to the Borough CIL Fund (**Borough CIL**).

Neighbourhood (Parish) CIL

13. Under the CIL Regulations, the Neighbourhood CIL is passed to the town and parish councils every 6 months; on the 28th of April and the 28th of October. Only Neighbourhood CIL amounts received in the previous 6 months can be passed on, so areas where there is no new development commencing and thus paying CIL will not receive any Neighbourhood CIL.
14. Parish councils have 5 years from the date of receipt to spend the Neighbourhood CIL. Where there is not a parish council, then the funds are held and spent in consultation with the community, under the same terms as the town and parish councils spend.
15. Parish councils can choose to fund projects collaboratively where local infrastructure priorities are shared with other parish councils or other infrastructure providers, such as Health, Police, Highways, or Education. The CIL Regulations state that parish councils can spend their Neighbourhood CIL on:
 - a. the provision, improvement, replacement, operation, or maintenance of infrastructure; **or**
 - b. anything else that is concerned with addressing the demands that development places on an area.
16. Where town and parish councils have a Neighbourhood Plan made in their area, the expectation is that Neighbourhood CIL is prioritised and spent to deliver the projects identified in the Neighbourhood Plan.
17. This may mean that in some areas where the Neighbourhood Plan has identified health or education, or other strategic infrastructure as a priority infrastructure requirement, there will be the opportunity to collaboratively fund projects of this nature.
18. For those town and parish councils receiving 15% Neighbourhood CIL, they should consider the infrastructure needs of their area using a Parish Infrastructure Investment Plan (PIIP) to help understand, evidence, and prioritise their infrastructure needs, and to focus Neighbourhood CIL spend.

Borough CIL

19. The Borough CIL:
 - a) needs to be focused on infrastructure projects linked to the Local Plans.
 - b) may take several years to collect enough funds for projects, as they come forward if they come forward ahead of the growth. There is no spending deadline for Borough CIL.

The key element to support delivery of timely infrastructure is monitoring commencements and sharing data with infrastructure providers.

20. The Borough CIL **must** be proportionate in the way that infrastructure projects are funded:
 - a) where new housing and retail growth has commenced in areas; **and**
 - b) infrastructure needs have been identified in the Local Plan, Neighbourhood plan and through the planning process.
20. The list of projects that have been allocated Borough CIL is reported within the Annual Infrastructure Funding Statement, together with information on their progress.
21. The previous CIL spending process related to the formative years for CIL and was an open opportunity to fund local projects, especially during a period where not much Neighbourhood CIL had yet been paid out to town and parish councils.

There is a risk that the past practice of funding local projects diminishes the projected funds and would leave developments without necessary infrastructure.

The CIL Expenditure Review

22. CIL expenditure processes have been under regular review since changes in the CIL Regulations that affect CIL collection, spending and reporting came into effect from 1 September 2019.
23. The current CIL expenditure review began by looking at the Revised CIL Legislation and the emphasis placed within the National Planning Policy Framework (NPPF) and the updated Planning Practice Guidance.
24. There is greater flexibility for parish councils' spending as detailed within the CIL Regulations, although any unspent Neighbourhood CIL still held after 5 years from the allocation date must be returned to the Council. Under the CIL Regulations, the Council would then spend this CIL to support new development in the area of the local council(s).

25. CIL should be viewed as a method to mitigate and support growth, and therefore its collection and spending is linked to a plan-led approach. There is a golden thread linking the requirements for how CIL can and should be spent, with the infrastructure identified within the Local Plan.

The 2019 changes in the CIL Regulations, supported by the NPPF and Planning Practice Guidance, emphasise the need to spend developer contributions (CIL and s106) to ensure that development is sustainable in planning terms.

26. There is now a legislative requirement for the Council to produce and publish an Annual Infrastructure Funding Statement which details those projects the Council is collecting CIL toward and planning to deliver, together with details of the expenditure for the financial year in relation to both s106 and CIL.
27. The Annual Infrastructure Statement is published by 31 December each year (relating to the previous financial year).
28. Previously, this Council has produced an Annual Infrastructure List, which detailed the types of infrastructure Borough CIL would support, not directly linked to the Local Plan or Corporate Project requirements.
29. The Infrastructure Funding Statement places a greater emphasis towards the projects identified from the growth detailed in the Local Plan. This means more focus on working with statutory infrastructure providers to identify projects needed to be delivered, as indicated through the Local Plan, Neighbourhood Plans and identified through planning applications.
30. The new CIL Spending Strategy will prioritise the allocation of CIL funds;
- a to infrastructure projects that will make development within the local plan sustainable in planning terms; **and**
 - b to projects that are demonstrably deliverable and are ready to be included on the Annual Infrastructure Funding Statement.

**If we do not do this,
the risk is that the development coming forward
will not be sustainable in planning terms**

The New CIL Spending Process

31. Borough CIL spend will need to initially focus on the infrastructure already identified through the local plan and communicated within the planning process.
32. The spending process will ensure:
 - a. Borough CIL funding is secured or ringfenced to deliver selected projects in a timely manner; **and**
 - b. Priority projects for Borough CIL funding are identified; **and**
 - c. Project progress will be communicated within the Infrastructure Funding Statement, which is a requirement in the CIL Regulations 2010 (as amended).
33. The first Infrastructure Funding Statement ² was produced and published by 31 December 2020. Towards the end of each year a new Infrastructure Funding Statement will be published.
34. Town and parish councils will be encouraged to look at their local infrastructure needs, and to plan delivery of local projects using their Neighbourhood CIL.
35. Where local priorities have been identified and Neighbourhood CIL has been received in the area, Neighbourhood CIL should be directed to these projects and used as match funding for any application submitted for infrastructure funding.
36. It should be noted that the CIL Regulations give town and parish councils 5 years from the date of receipt in which to spend Neighbourhood CIL.
37. As well as being clear about what CIL could be used for, it is equally as important to be clear about the project costs that Borough CIL cannot fund.

**The new CIL Spending Strategy
will prioritise and safeguard Borough CIL Strategic and Local funds,
for recognised infrastructure to support growth.**

² https://www.west-norfolk.gov.uk/info/20223/cil_financial_reports/687/cil_infrastructure_funding_statements

The allocation of CIL to infrastructure projects should not be viewed as 'money to support local projects' or as an even share of funding.

CIL will NOT fund

38. The following will no longer be considered as appropriate spend from Borough CIL:
- a Up front funding for feasibility studies and professional fees, where there is no guarantee that the infrastructure would be delivered; **or**
 - b Infrastructure replacement or improvements in areas where there are no major developments commencing and there is limited growth; **or**
 - c Infrastructure that is not supported by lead statutory bodies, for example, traffic calming or pedestrian crossings if these are not considered as required infrastructure by the Highways Authority, projects within education settings (including Academy and other school or early years settings) that are not supported by Norfolk County Council; **or**
 - d Ongoing operational or maintenance costs; **or**
 - e VAT where this can be reclaimed.

Priorities for Funding Infrastructure Projects

39. To understand which infrastructure should be prioritised for funding from the Borough CIL, the Spending Panel will need to use a prioritisation framework.
40. In this way the council will be able to consider those projects that have not been captured in the Local Plans or Neighbourhood Plans.
41. Where town or parish councils have a 'made' Neighbourhood Plan and they receive 25% of the CIL collected from commenced development, this funding should be prioritised towards the infrastructure highlighted within the Neighbourhood Plan.

By releasing Borough CIL funding, we can achieve infrastructure provision through collaborative spend (i.e. other grant funding, Community Partnership/Locality funding, government funding, neighbourhood CIL and crowd funding/donations)

To ensure transparency, it will be essential, to demonstrate links with the demands of a growing population and the need for the infrastructure project.

Borough CIL Allocations

42. The Borough CIL Fund is separated into two specific project types for the following reasons:

- a to enable the funding to meet wider borough infrastructure requirements,
and
- b to support local community infrastructure needs

Each project group is allocated a percentage of the CIL income as follows:

Local CIL Fund 20% - Local Infrastructure Projects

- identified through an application process.
- project funding between £10k and £100k.
- applications reviewed and selected by the CIL Spending Panel

Strategic CIL Fund 80% - Large Scale Infrastructure Projects

- no application process
- officers from across the council will work in liaison with the CIL Spending Panel Chair, to review the list of identified infrastructure projects, to ensure that the CIL Spending Strategy operates accordingly.
- projects selected from the Council's Corporate Project Programme, in line with Corporate Objectives and Local Plan
- spending panel will have delegated responsibility to select and allocate CIL funding up to £100k to any project(s) from the prepared list.
- spending panel may make recommendations of projects over £100k to Cabinet.
- any Strategic Project above £100k - decision making will rest with Cabinet.

Support for £0 CIL Rated Strategic Sites

43. In areas where there is significant growth from strategic sites and these sites are zero-rated for CIL as detailed in the adopted Charging Schedule³, the Borough Council will work with the affected town and parish councils to understand infrastructure needs/priorities, and help them to access Borough CIL for relevant priority projects.
44. Where infrastructure projects accord with the CIL Regulations, the Council is aware this could mean that a project may not be 'match funded' with existing Neighbourhood CIL or other funds.
45. Where several parishes are affected by zero-rated strategic sites, all councils should work together to support and fund the delivery of local infrastructure projects.
46. Parishes/Town Councils and Parish Meetings will be encouraged to produce a Parish Infrastructure Investment Plan (PIIP), to identify infrastructure to support new development.
47. Where projects accord with a PIIP or a Neighbourhood Plan, and direct links between the infrastructure and the strategic growth can be demonstrated, and the project accords with CIL Regulations, there will be a presumption in favour of supporting the project. This will need to be tracked alongside housing delivery and the cumulative spend in each area will be reviewed and form a key consideration.

Local Infrastructure Projects

Infrastructure Projects - seeking funding no less than £10k, but no more than £100k

- 48 The Council will publish details of when the application window will open and close.
- 49 Applications will be reviewed and allocated funds by the CIL Spending Panel.
- 50 20% of the Borough CIL amount is allocated as a ceiling level of funding, to put into the Local CIL Fund;
 - a the 20% ceiling value of Local Infrastructure funding will be reviewed annually.
 - b where the Local CIL Fund has not all been allocated in that funding period, any remaining funds will be ringfenced and added to the 20% available for the next bid round.

It is important that applications for CIL funds are robust, relate to projects that are deliverable, and that all avenues for collaborative funding have been explored.

³ https://www.west-norfolk.gov.uk/info/20201/cil_charges_and_payments/543/charging_schedule

Principles of Local CIL Allocations

51. There are a few key principles to bear in mind when considering applying for funding from CIL:
- a The infrastructure supports new housing and/or employment growth.
 - b Timeliness - has the new housing for which the infrastructure is required started?
 - c The benefits of the infrastructure are clear.
 - d The infrastructure is capable of being used by the wider community.
 - e The infrastructure proposed represents value for money.
 - f The infrastructure should be new or if being enhanced there must be some additionality in what facilities and/or services are being provided.
 - g Deliverability can be demonstrated.
 - h The project has community support, demonstrated through evidence of meaningful engagement.
 - i Feasibility studies will only be funded when they form part of a fully costed project that is ready to be immediately delivered – feasibility studies alone do not produce infrastructure.
 - j Where the infrastructure is provided by a statutory partner, they must agree the project is required and have the project tabled into their delivery plans.
 - k Borough CIL Funds may be applied for by the infrastructure provider where this is delivered by or through a statutory partner such as Highways, Education, Health, or Police
 - l A suitable package of measures has been identified, which allows for funding of ongoing maintenance of the infrastructure, to secure continued use.
 - m The timing of delivery of the project is clear and payment stages are defined.
 - n Costings must be clearly defined, and evidence based.
 - o Submission of at least three quotes (from different providers) or quantity surveyors costings in accordance with the Contract Standing Orders and the Request for Quotation processes.
 - p Where VAT can be claimed back, this should be clear and discounted from costings.
 - q All avenues for collaborative spend have been explored – e.g., grants, other government funding, County Council, District, Parish, Neighbourhood Parish CIL, community fundraising, crowd funding.
 - r There is certainty around other funding sources.

Local CIL applications **MUST**

52. Local Infrastructure applications will be considered on a case-by-case basis and **MUST** meet **ALL** the following validation criteria:
- a be located in or close to areas where new developments are coming forward (granted permissions have commenced or are about to commence); **and**
 - b increase the provision, capacity, or function to benefit a growing community; **and**
 - c take into consideration inclusivity and accessibility; **and**
 - d be deliverable in the short term (within 2/3 years); **and**
 - e be supported by the submission of evidence to confirm the finance arrangements (quotes or procurement process and match funding); **and**
 - f have written support of the Ward Member(s).
53. The CIL Local Funding Application is an online process— details relating to how to apply will be published on the CIL webpages.

Local CIL Applications **SHOULD**

54. Local Infrastructure applications will be considered on a case-by-case basis and **SHOULD** meet the following:
- a be partly funded through Neighbourhood Parish CIL or have a minimum of 50% match funding guaranteed.
 - b be identified through a Parish Infrastructure Investment Plan (PIIP), Neighbourhood Plan or provide equivalent evidence to demonstrate feasibility.

CIL Funding Application Review

55. Only valid Local Funding applications will be considered by the CIL Spending Panel.
56. Where applications are made by statutory infrastructure providers, such as Police, Health, Highways and Education, these should not require further evidence of value for money since procurement frameworks are reviewed, ensuring best value is achieved. The expectation is that the project will form part of the relevant organisations' Capital Programmes. These bodies are required to report on the use of developer contributions, for transparency.
57. Where applications are made by local councils and other community or charitable bodies, these will have greater information requirements. This will ensure best value is obtained, clarity on funding sources, and to further understand subsidy implications.
58. The CIL Spending Panel may recommend that applications submitted by statutory partners be given an approval “in principle” decision, to allow CIL funding to be allocated to the project until such time as the project can then progress. This would only apply to applications where planning permission or other minor barrier prevents the application from being valid, and where the project will commence within 6 months of the “in principle” decision.

CIL Funding Applications - Validation Process

59. Local Project CIL Funding Applications will not be validated if the project does not meet **ALL** the '**MUST**' criteria as detailed above.
60. All Local Project application forms must be completed in full, with at least three quotes from different suppliers. All quotes must relate to the same specification of works/materials (like-for-like).
61. If the project requires sourcing of different materials/contractors, three quotes for each material/contractor will be required.
62. If further information is required, a failure to provide this in a timely manner will delay the application from validation.
63. Where information is not provided by deadlines set within this process, the likelihood that the application will be rejected will be increased.

Local CIL Funding Notifications

64. If your application has been confirmed as being valid by the CIL Team, the CIL Spending Panel will review and allocate funding at their calendared meeting.
65. Once the CIL Local Fund has been allocated, the results will be published on the Council public facing digital platform (Exacom).
66. All applicants will be notified in writing, via email, of the Spending Panel's decision.

There are no grounds of appeal, as all decisions are final.

Strategic Project Identification

67. Projects will be selected from the Council's Capital Projects Programme from Tiers 1 to 3.

Capital Tiering (May 2025)

Tier 1 – Major Projects/schemes that are approved by Cabinet/Council to go live/are in progress.

Tier 2 – Operational Projects that are approved by Cabinet/Council to go live/are in progress.

Tier 3 – Projects and schemes awaiting detailed consideration by Cabinet or Council before transition to go live under either Tier 1 or 2.

68. A list of eligible Capital Projects that meet the definition of 'infrastructure to support development' will be produced by the CIL Officers and presented to the CIL Spending Panel.

Strategic Infrastructure Projects – Allocation of funding

Projects already identified as infrastructure to support development

70. 80% of CIL Borough Funds will be allocated to Strategic Infrastructure Projects.
71. Projects will be identified and classified into three categories by officers in liaison with the CIL Spending Panel Chair, as detailed below.

Essential Infrastructure

72. The Spending Panel may select projects up to £100k and Cabinet will select projects over £100k from any/all the criteria as follows:
- a Infrastructure is necessary to support an approved development (proposed developments with planning permission granted) in order that development carried out is sustainable.
 - b Is identified in the Infrastructure Delivery Framework of the Local Plan, is identified in a Neighbourhood Plan or Corporate Strategy as a priority.
 - c Represents key infrastructure as identified in the Local Plan, Neighbourhood Plan, or Infrastructure Delivery Plan (IDP)
 - d The identification of need must demonstrate that the time of delivery for funding is correct.

Desirable Infrastructure

- a The provision of this infrastructure addresses a current inadequacy in infrastructure terms and the benefits of the infrastructure are clear.
- b The infrastructure is identified as 'desirable' or a 'priority' in the Local Plan or Neighbourhood Plan or recent Parish Infrastructure Investment Plan (PIIP)
- c Neighbourhood CIL funding has been formally allocated to fund the project.
- d It would allow infrastructure to be delivered through collaborative funding with Borough CIL.

Beneficial Infrastructure

- a. By provision of infrastructure, would unlock **further opportunities** within the Borough for housing and employment growth – e.g. the relocation of a Community Centre or similar infrastructure to a new building which would be mostly funded through the sale/re-use of the land as residential or business use and there are adequate facilities in the area to serve the development.
- b It is infrastructure which has not previously been identified as essential, or desirable in the Local Plans or within a Neighbourhood Plan, but a clear link can be identified in supporting the sustainability of the Local Plan.
- c It is infrastructure which addresses a recently unexpected shortfall in infrastructure or community provision accounted for as having an influence on the sustainability of a community in the Local Plan. - e.g., *closure of a pre-school facility and the need for a replacement, or the more rapid adoption of the use of electric vehicles or other beneficial environmental infrastructure or technologies.*

Borough CIL Funding - Decision Making Processes

73. The CIL Spending Panel have delegated powers to allocate funding up to £100k.

74. Meetings will be held at least once per year:

- a **Strategic CIL funded projects.**
 - i Up to £100k - will be selected by the CIL Spending Panel, from projects already identified by the Council as necessary infrastructure to support development. Over £100k projects may be recommended by the Spending Panel to Cabinet.
 - ii Over £100k - will be selected by Cabinet.
- b **Local CIL Applications** – will be reviewed and funding allocated by the CIL Spending Panel.

75. The CIL Spending Panel is not a forum for presentations from potential funding applicants, or promotion of local projects by members of the panel, substitutes, or other invited member attendance.
76. The CIL Spending Panel is not a forum for appeals against Borough CIL funding decisions.
77. **All CIL Spending Panel funding decisions are final.**

It is important to recognise that large infrastructure projects may require CIL to be built up over a period of time.

Exacom – Developer Contribution Digital Solution

78. The Revised CIL Regulations place new demands in relation to recording developer contributions and reporting on both S106 and CIL. As a result, information and services must be provided more digitally.
79. The Council have implemented a digital solution, using Exacom software, to provide an efficient and effective service, and to meet statutory requirements.
80. The digital solution for managing developer contributions will:
 - a enable the council to safeguard West Norfolk CIL Funds,
 - b give an opportunity to the public, developers, infrastructure providers, local councils and other key stakeholders who will be able to understand the infrastructure that is being delivered through developer contributions,
 - c publicly present the amount of unspent or uncommitted CIL that the council holds.
81. The allocation of funds in this way will require periodic review and annual reporting on the “approved projects” that will be the focus of the Infrastructure Funding Statement.



BCKLWN Community Infrastructure Levy (CIL) Funding Policy

Formally approved by Cabinet 23/09/2025 – Author: Amanda Driver, Senior CIL Officer

Version No	Reason for update	Review Author	Review Date

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Introduction

This document provides the Council's Policy requirements, relating to the allocation and spending of CIL.

This document will be read in conjunction with the Council's CIL Spending Strategy, which provides specific details relating to the funding criteria and processes.

Within this document, reference to the 'applicant', refers to the Organisation allocated CIL funding, not a specific individual.

CIL Funding Applications

This section of the document specifically relates to CIL funding allocated through an application process.

Award of funding

1. The allocation of the Community Infrastructure Levy (CIL) Infrastructure Fund is subject to the applicants' acceptance of these terms and conditions, and any other requirements prescribed by the Council, as well as the completion and return of the Funding Agreement.
2. Any award must be used exclusively for the delivery of the Project as set out in the application submitted.
3. The Project must be carried out and completed to the standard and specification stated within the application form.
4. If the Organisation awarded funding fails to comply with any of these terms and conditions, BCKLWN ('the Council') may withhold, vary, terminate, or require any or all of the CIL award to be repaid.
5. The CIL funding will be conditional upon the applicant obtaining any necessary building regulations and/or planning permission and any other consents or permissions as may be required.
6. The CIL funding is a one-off payment. The Council will not be responsible for any future maintenance, revenue liability or ongoing funding related to the application.
7. There is no right of appeal against an award, refusal or withdrawal of CIL funding.

Starting the project

8. The Project must commence within the period stated in the application. If this is not possible, the applicant must inform the Council, in writing, of when they will start the project and the reason for the delay for approval by the Council.
9. For the purpose of this document, commencement is defined as when the works relating to the delivery of the Project materially begin.
10. Works already completed or expenditure incurred prior to the Applicant's acceptance of the offer will not be funded.

Approved projects for CIL funding

11. The works that are the subject of the CIL funding must be carried out strictly in accordance with the details as described in the application submission and in accordance with these terms and conditions.
12. The Council reserves the right to carry out independent financial checks, where appropriate, and may withdraw the offer at its sole discretion if it considers the public funds may be put at risk.
13. If during the course of work, the applicant finds it impracticable to carry out the work in accordance with what was approved, then changes must only be made after written approval has been given by the Council. Failure to do so may result in the withdrawal or withholding of the funding or requirement to repay any sums already provided by the Council.
14. Where requested by the Council, the applicant must provide a written statement, or an appropriate certificate of completion, and the Council must be satisfied that the work has been carried out in accordance with the attached application form before payment of the funding.
15. On completion of the project, for publicity purposes, the applicant agrees to submit photographs (with no copyrights) of the completed project and agrees that these may be used to promote the CIL funding allocations.

Payment of funding

16. Subject to these terms and conditions, the Council shall pay the funds to the Applicant only after completion of the project and the submission of verifiable invoices.
17. The original invoices/receipts need to be submitted to the Council as proof of purchase and/or expenditure.
18. The Applicant agrees and accepts that the payment of the funds can only be made to the extent that the Council has available funds.
19. The organisation applying for funding must have a bank account into which the Council will pay the funding. As part of the acceptance of the offer of funding, you will need to provide the bank account details including the sort code, account number and name on the account.
20. CIL funding equivalent to the Project costs as demonstrated in compliance with paragraphs 11 and 15 of this Policy is the maximum CIL funding awarded to this scheme. If the Project cost is lower than the amount stated in the attached application form, unspent monies cannot be used on matters not included in the Offer Letter.
21. There will be no obligation on the Council to increase its offer in the event of cost increases affecting the work approved in the Offer Letter.
22. The Applicant shall repay to the Council any money incorrectly paid to it, whether this resulted as of an administrative error or otherwise, within 28 days. This includes (without limitation) situations where either an incorrect sum of money has been paid or where monies have been paid in error before all conditions attaching to the funds have been complied with by the Applicant.

Withholding or recovery of payment

23. It is the Council's intention that the funds will be paid to the Applicant in full. However, without prejudice to the Council's other rights and remedies, the Council may at its discretion withhold or suspend payment of the funds and/or require repayment of all or part of the funds if:
- a) the Applicant uses the funds for purposes other than those for which they have been awarded.
 - b) the Council considers that the Applicant has not made satisfactory progress with the delivery of the Project in accordance with approved or reasonable timelines;
 - c) the Applicant is, in the reasonable opinion of the Council, delivering the Project in a negligent manner.
 - d) the Applicant obtains funding from a third party which, in the reasonable opinion of the Council, undertakes activities that are likely to bring the reputation of the Project or the Council into disrepute.
 - e) the Applicant provides the Council with any materially misleading or inaccurate information.
 - f) the Applicant commits or committed a prohibited act under the Bribery Act.
 - g) any member of the governing body, employee or volunteer of the Applicant has (a) acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Project or (b) taken any actions which, in the reasonable opinion of the Council, bring or are likely to bring the Council's name or reputation into disrepute.
 - h) the Applicant ceases to operate for any reason, or it passes a resolution (or any court of competent jurisdiction makes an order) that it be wound up or dissolved (other than for the purpose of a bona fide and solvent reconstruction or amalgamation).
 - i) the Applicant becomes insolvent, or it is declared bankrupt, or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due.
 - j) the Applicant fails to comply with any of the terms and conditions set out in this Agreement and fails to rectify any such failure within 30 days of receiving written notice detailing the failure.
24. The Council may retain or set off any sums owed to it by the Applicant which have fallen due and payable against any sums due to the Applicant under this Agreement or any other agreement pursuant to which the Applicant is a party of.
25. Where the Applicant receives or intends to apply to a third party for other funding for the Project, it will notify the Council in advance of its intention to do so and, where such funding is obtained, it will provide the Council with details of the amount and the purpose of that funding. The Applicant agrees and accepts that it shall not apply for duplicate funding in respect of any part of the Project.
26. If the Applicant receives funding from a third party either during the delivery or after completion of the project, which in the reasonable opinion of the Council duplicates any part of the CIL Funding, the Council reserves the right to recover that amount of funding from the applicant.

27. If the Project does not comply with the delivery timetable stated within the application form and Offer Letter, the Council reserves the right to revoke or recover the amount of the funding, or such other amount as it considers reasonable.

Compliance and insurance

28. The applicant must ensure compliance with all regulations and legislation relating to the project including equality, sustainability and health and safety.
29. The applicant must ensure appropriate and sufficient insurance cover, including public liability and employer liability applicable to the project.

Limitation of liability

30. The Council accepts no liability for any consequences, whether direct or indirect, that may come about from the Applicant running the Project, the use of the funds or from withdrawal of the funds.
31. The Applicant shall indemnify and hold harmless the Council, its employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the Applicant in relation to the Project, the non-fulfilment of the obligations of the Applicant or its obligations to third parties.
32. Subject to clause 27, the Council's liability under these terms and conditions is limited to the payment of the funds.

Communication and monitoring

33. The Applicant must maintain regular communication with the Council, following the acceptance of the offer, as detailed within the Offer Confirmation Letter. The Applicant should provide regular updates and information on the project until it has been completed.
34. In any event the Applicant shall within 7 days after written request by the Council provide the Council with such information and documents as the Council may reasonably require, to enable the Council to verify that the Applicant has complied with its obligations under these terms and conditions.
35. The applicant must provide an annual return no later than 01 May each year, with information on the progress of the Project, within the previous financial year This will ensure the Council is able to fulfil its monitoring requirements under the CIL Regulations 2010 (as amended Sept 2019).

Publicity for the project

36. The Applicant must acknowledge the support of the Council in any materials that refer to the Project, and in any written or spoken public representations about the Project, in a form or style agreed in advance with the Council.
37. Where the Council has provided the Applicant with any of its intellectual property rights for use in connection with the Project (including without limitation its name and logo), it shall only be used in accordance with reasonable brand guidelines.
38. The Council reserves the right to use images of the Project, resulting from the award of the CIL funding, as part of any publicity material that it may wish.

Freedom of information

39. The Applicant acknowledges that the Council is subject to the requirements of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIRs).
40. The Applicant shall:
 - a) provide all necessary assistance and cooperation as reasonably requested by the Council to enable the Council to comply with its obligations under the FOIA and EIRs;
 - b) transfer to the Council all requests for information relating to this agreement that it receives as soon as practicable and in any event within 2 working days of receipt;
 - c) provide the Council with a copy of all information belonging to the Council requested in the request for information which is in its possession or control in the form that the Council requires within 5 working days (or such other period as the Council may reasonably specify) of the Council's request for such information; and
 - d) not respond directly to a request for information unless authorised in writing to do so by the Council.
41. The Applicant acknowledges that the Council may be required under the FOIA and EIRs to disclose information without consulting or obtaining consent from the Applicant. The Council shall take reasonable steps to notify the Applicant of a request for information (in accordance with the Secretary of State's section 45 Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the FOIA) to the extent that it is permissible and reasonably practical for it to do so but notwithstanding any other provision in this agreement) the Council shall be responsible for determining in its absolute discretion whether any information is exempt from disclosure in accordance with the FOIA and/or the EIRs.

CIL Funding – Strategic Projects

This section of the document specifically relates to CIL funding allocated to projects identified by Cabinet, as infrastructure to support development within West Norfolk.

The Project Lead Officer(s) will be responsible to managing the project, in line with the Council's internal policies and procedures which will include procurement and legislative requirements, in addition to these terms and conditions.

Award of funding

42. Any award of CIL funding must be used exclusively for the delivery of the identified Project.
43. CIL funding will not be allocated for future maintenance, revenue liability or ongoing funding related to the Project.

Payment of funding

44. The Lead Project Officer(s) will be responsible for ensuring that all CIL expenditure is reported to the CIL Team.
45. The CIL Team will transfer the allocated CIL to the Project Cost Code, on receipt of expenditure information.
46. Payment can only be made, to the extent that there are available CIL funds.
47. CIL funding equivalent to the Project costs as stated at the time of project allocation, is the maximum CIL funding awarded to this scheme.
48. If the Project cost is lower than the amount allocated, unspent monies cannot be used on matters not included in the original identified project.
49. There will be no obligation to increase the CIL allocated to the project, in the event of cost increases affecting the work.

Communication and monitoring

50. The Council's project lead must communicate with the CIL Team, by providing details of CIL expenditure, until such time that all of the allocated funds have been spent.
51. The Project Lead Officer(s) must provide an annual return no later than 01 May each year, with information on the progress of the Project, within the previous financial year This will ensure the Council is able to fulfil its monitoring requirements under the CIL Regulations 2010 (as amended Sept 2019).
52. Details of all CIL funds allocated and spent will be recorded in the Council's Annual Infrastructure Funding Statement.
53. Projects allocated funding over £100k that are also defined to be 'Major Projects' by Cabinet, are required to produce quarterly Project Highlight reports to be considered by the Member Major Projects Board, for assurance and monitoring purposes.

Miscellaneous

54. The Council reserves the right to vary these terms and conditions. Such a right will be exercised by the Council acting reasonably.
55. No provision of these terms and conditions shall be enforceable or intend to confer any contractual benefit on any person under the Contracts (Rights of Third Parties) Act 1999.
56. Insofar as any clause or clauses of these terms and conditions are found (for whatever reason) to be invalid, illegal or unenforceable then such invalidity, illegality or unenforceability shall not affect the validity or enforceability of the remaining provisions of these terms and conditions.
57. All notices and other communications in relation to these terms and conditions shall be in writing and shall be deemed to have been given if personally delivered, emailed or mailed (first class postage prepaid) to the address of the relevant party, as referred to above or otherwise notified in writing. If personally delivered or if emailed all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5.00 pm on any working day they shall be deemed received on the next working day) and if mailed all such communications shall be deemed to have been given and received on the second working days following such mailing.
58. These terms and conditions shall not create any partnership or joint venture between the Council and the Applicant, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.
59. No waiver (whether expressed or implied) by the Council or Applicant of any breach or default in performing or observing any of the covenants, terms, or conditions of these terms and conditions shall constitute a continuing waiver and no such waiver shall prevent the Council or Applicant from enforcing any of the relevant terms or conditions or for acting upon any subsequent breach or default.
60. These terms and conditions are governed by and interpreted in accordance with the laws of England and Wales