



# Cabinet

## Agenda

Wednesday, 19th August, 2020  
at 3.00 pm

via

**Remote Meeting on Zoom and available for  
the public to view on [WestNorfolkBC on You  
Tube](#)**





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

**CABINET AGENDA**

**DATE: CABINET - WEDNESDAY, 19TH AUGUST, 2020**

**VENUE: Remote Meeting on Zoom and available for the public to view on [WestNorfolkBC on YouTube](#)**

**TIME: 3.00 pm**

As required by Regulations 5 (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 - Items (12 appendices 3.1 and 3.2 only & 14) below will be considered in private.

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

**1. MINUTES**

To approve the Minutes of the Meeting held on 30 June 2020 (previously circulated).

**2. APOLOGIES**

To receive apologies for absence.

**3. URGENT BUSINESS**

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

**4. DECLARATIONS OF INTEREST**

Please indicate if there are any interests which should be declared. A

declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.

These declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

**5. CHAIR'S CORRESPONDENCE**

To receive any Chair's correspondence.

**6. MEMBERS PRESENT UNDER STANDING ORDER 34**

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

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. CALLED IN MATTERS**

To report on any Cabinet Decisions called in.

**8. FORWARD DECISIONS (Pages 6 - 9)**

A copy of the Forward Decisions List is attached

**9. MATTERS REFERRED TO CABINET FROM OTHER BODIES**

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

The CIL item is a referral from the Regeneration and Development Panel

**10. COMMUNITY INFRASTRUCTURE LEVY (CIL) - PROPOSED GOVERNANCE AND SPENDING ARRANGEMENTS (Pages 10 - 45)**

**11. REVENUE OUTTURN 2019/20 (Pages 46 - 60)**

**12. CAPITAL PROGRAMME AND RESOURCES 2019 - 2024 - OUTTURN (Pages 61 - 90)**

**13. EXCLUSION OF THE PRESS AND PUBLIC**

The Cabinet is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 3 of Part 1 of Schedule 12A to the Act,

and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**PRIVATE ITEM**

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

**14. KING'S LYNN TOWN DEAL - ACCELERATED FUNDING (Pages 91 - 101)**

Please note that due to the timeframes surrounding the preparation of this report and the need to respond to Government, the Chair will permit questions and answers on this item by members under standing order 34, rather than the usual statement which is permitted at Cabinet.

To: Members of the Cabinet

Councillors R Blunt, P Gidney, P Kunes, A Lawrence, B Long (Chair),  
G Middleton and E Nockolds

For Further information, please contact:

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

**FORWARD DECISIONS LIST**

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
19 August 2020						
	CIL - Community Infrastructure Levy (CIL) – Governance and Spending	Key	Council	Development Asst Dir Environment & Planning		Public
	Outturn position for 2019/2020	Key	Cabinet	Leader Asst Dir – Resources		Public
	Towns Fund – Accelerated Funding	Key	Cabinet	Business Development Asst Dir Regen, Housing and Place		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
22 September 2020						
	Climate Change Policy	Key	Council	Environment Exec Dir – G Hall		Public
	Scrutiny and the Executive Protocol	Non	Council	Leader Chief Executive		Public
	Standing Orders Review	Non	Council	Leader Chief Executive		Public

	Strategic Property Acquisition	Key	Cabinet	Business Development Asst Dir Property & Projects – M Henry		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Covid 19 – Recovery Plan	Key	Council	Leader Asst to C Ex		Public
	Revised Budget	Key	Council	Leader Asst Dir - Resources		Public
	Revised Capital Programme	Key	Council	Leader Asst Dir - Resources		Public
7	Southend Road and Hunstanton Bus Station	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Parkway	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	KLIC Loan Settlement Agreement	Key	Cabinet	Leader Asst Dir – Property & Projects		Private - Contains exempt Information under para 3 – information

						relating to the business affairs of any person (including the authority)
	Notice of Motion 1/20 – Cllr de Whalley	Non	Council	Leader Asst Dir Environment & Planning		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
17 November 2020						
	Update to the Major Project Board Terms of reference	Non	Cabinet	Leader Asst Dir Property & Projects – M Henry		Public
∞	Major Housing Project 2	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Salters Road, King's Lynn	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Lynnsport one	Key	Council	Project Delivery Asst Dir Companies & Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 –



						information relating to the business affairs of any person (including the authority)
	Statement of Licensing Policy		Council	Commercial Services Assistant Director Environment and Planning		

**REPORT TO CABINET**

<b>Open/Exempt</b>		Would any decisions proposed :		
<b>Any especially affected Wards</b>	Mandatory/	Be entirely within Cabinet's powers to decide		YES/NO
	Discretionary/	Need to be recommendations to Council		YES/NO
	Operational	Is it a Key Decision		YES/NO
All				
Lead Member: Cllr R Blunt E-mail: <a href="mailto:cllr.richard.blunt@west-norfolk.gov.uk">cllr.richard.blunt@west-norfolk.gov.uk</a>		Other Cabinet Members consulted: All		
		Other Members consulted: CIL Task Group, Regeneration and Development Panel		
Lead Officer: Alan Gomm E-mail: <a href="mailto:alan.gomm@west-norfolk.gov.uk">alan.gomm@west-norfolk.gov.uk</a> Direct Dial:01553616237		Other Officers consulted: Management Team		
Financial Implications YES/NO	Policy/Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO

Date of meeting: 19 August 2020

**Community Infrastructure Levy (CIL) – Proposed Governance and Spending arrangements**

**Summary** The CIL Governance and Spending Task Group and the Regeneration and Development Panel, have proposed a scheme for allocating funds collected through the CIL and a final version of the proposed priorities and detail for the implementation of the scheme are presented for the Cabinet to agree.

**Recommendation**

1. That Cabinet agree to adopt the arrangements in the CIL Governance and Spending document attached as Appendix 1.
2. That Cabinet agrees the Terms of Reference for the operation of a CIL Spending Panel as at Appendix 3.

**Reason for Decision**

1. To ensure the Borough Council meets its legal requirement to administer CIL funds in an appropriate way.
2. To ensure that the benefits of CIL are shared across the Borough to meet the infrastructure demands of a growing Borough.

## **1 Background**

1.1 The Borough Council of King's Lynn and West Norfolk approved the introduction of the Community Infrastructure Levy (CIL) in December 2016 and started charging on 15 February 2017. The Levy is paid to the Borough Council by developers after their planning permissions are implemented. It is governed by the CIL Regulations 2010 (amended). In the Borough of King's Lynn and West Norfolk, CIL is charged on all residential and retail developments, which add one or more new dwelling(s) or more than 100sqm of floor space. It is charged at a rate per square metre and varies according to land use. CIL is just one funding stream that can be used, in conjunction with others, to fund infrastructure projects. Alongside CIL, S106 obligations will still exist, but generally 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.

1.2 When the Borough Council Cabinet agreed to adopt CIL on 6 December 2016 it recommended to Council that a system of governance be developed based on some basic principles outlined in the report at the time. Now that CIL has been operating for some time, funds are accumulating, it is appropriate to finalise the governance and spending processes.

1.3 As a Charging Authority the Council has an obligation to:

- Prepare and publish the CIL Charging Schedule
- Determine CIL spend, ensuring it is used to fund the provision, improvement, replacement, operation or maintenance of infrastructure to support development of its area
- Report publicly on the amount of CIL revenue collected, spent and retained each year.

1.4 The Borough Council is required, in the CIL Regulations, to identify the types of infrastructure it wishes to fund in whole or in part by CIL monies. These are outlined in the Council's Annual List of Infrastructure Projects. CIL money collected can only be allocated to and spent on these types of infrastructure.

1.5 As Members will recall a CIL Governance and Spending Task Group was set up last year to develop the details of how governance and spending should be operationalised. That Group has met several times, and progress reports were presented to this Panel. This work has now concluded, and a final draft of the proposed scheme is presented at Appendix 1. It is recommended by the Task Group and Regeneration and Development Panel (at its meeting on 17 June) for adoption by the Cabinet.

## **2 The proposed scheme**

2.1 The scheme has three main elements to it:

- Strategic / Local split for the distribution of funds
- The definition of what could be eligible for funding
- The democratic process for dealing with applications and agreeing projects

Taking each in turn. (All the following elements are explained in greater detail in the document at Appendix 1).

**2.2 Split between Strategic and Local projects** - The CIL Infrastructure Fund has been proposed to be separated into 3 specific project types, to enable the funding to meet wider borough infrastructure requirements, also supporting local community needs, in the following way:

**60% Strategic Infrastructure Projects**

- These are projects which require the most amount of CIL funding
- The strategic projects will be in excess of £50,000 and be fully match funded
- Longer term projects

**20% Community Projects**

- These are projects which will meet the needs of Parishes and Wards, to fund community projects between £10,000 and £50,000
- It is expected that there will be an element of match funding for these projects.
- Mid term projects

**20% Local Projects**

- These allocations will be used to meet the local infrastructure requirements for smaller more local projects up to £10,000
- It is expected that there will be an element of match funding for these projects
- Short term projects which must be completed within 5 years

If funding is not fully allocated to Local or Community Projects, on an annual basis, the remaining CIL will be allocated to the Strategic Projects.

**2.3 Definition of what could be eligible for funding**

2.4 The **Strategic Projects** will be selected by the Borough Council, with more weight given to areas with significant development taking place. The Borough Council will make the allocations for spending on infrastructure, in accordance with the Council's adopted CIL Infrastructure List. The Infrastructure list will be reviewed annually and updated to reflect the changing needs within the Borough. (This annual review mechanism applies to **all** the project categories as outlined below).

The proposed list of Strategic Projects eligible for funding in the current year are:

- Education - related to 18+ employment - college based education
- Transport - linked to the Lynn Transport Plan
- Environment - green areas linked to the Council's Climate Change Policy

The Strategic Projects are in line with the Borough Councils Corporate Business Plan. The Project Criteria as below are proposed so that they meet the Corporate priorities and objectives:

- **Education** - Improving social mobility and inclusion to work with partners to improve education attainment levels and the skills of local people.
- **Transport** - Delivering growth in the economy and with local housing to promote, lobby and support infrastructure improvements across the district.
- **Environment** - Protecting and enhancing the environment including tackling climate change to work with partners and the community to improve our natural environment and creating and maintaining good quality places that make a positive difference to people's lives to maintain accessible, clean, pleasant and safe public places and communities.

**2.5 Community Project Allocations** between £10k and £50k - 20% of the CIL Infrastructure Funds will be allocated to Community projects requiring funds of a value between £10,000 and £50,000. Project applications must be made in liaison with Parish/Town Councils, which includes the unparished area of King's Lynn, and Wards as appropriate. Adjacent Parish Councils may wish to submit a combined application to meet infrastructure requirements within the wider community. The Community Projects will be selected by the Borough Council, with more weight given to areas with significant development taking place.

The proposed list of Community Projects eligible for funding in the current period are:

- **Education** - Improving social mobility and inclusion to work with partners to improve education attainment levels and the skills of local people.
- **Health** - Improving social mobility and inclusion by continuing to assist our residents to maximise their opportunities by accessing the support and services they are entitled to.
- **Economic Development** - Delivering growth in the economy and with local housing to promote the borough as a vibrant place in which to live, to do business and as a leading visitor and cultural destination

The suggested Community Project criteria are in line with the Borough Councils Corporate Business Plan.

**2.6** 20% of the CIL Infrastructure Funds will be allocated to local projects requiring funds up to £10,000, for **Local Projects**, these must:

- commence within 1 year of being allocated CIL
- be completed within 5 years.
- must be made in liaison with Parish/Town Councils, which includes the unparished area of King's Lynn, and Wards as appropriate.

The proposed list of Local Projects eligible for current year funding are:

- **Community Facilities** - Creating and maintaining good quality places that make a positive difference to people's lives to maintain accessible, clean, pleasant and safe public places and communities.
- **Green Infrastructure** - Helping to improve the health and well being of our communities by supporting our local communities to be healthy and more active
- **Open Space and Leisure** - Creating and maintaining good quality places that make a positive difference to people's lives to maintain accessible, clean, pleasant and safe public places and communities and help to improve the health and well being of our communities
- **Community Transport** - Creating and maintaining good quality places that make a positive difference to people's lives and helping to improve the health and well being of our communities by providing early help and support to communities and individuals who are vulnerable.

## 2.7 Agreeing the spending and accountability – the Governance framework

Appendix 2 gives a diagrammatic representation of the application and approval processes. The main points in summary are:

- Strategic projects are scrutinised and agreed by Cabinet with recommendations from officers
- Management Team reviews these recommendations
- Community projects are again recommended by officers, but with scrutiny by a CIL Spending Panel before approval by Management Team, with reference also to Portfolio Holders.
- Local Projects have consideration by the CIL Spending Panel and agreement by a Service Manager.
- Terms of reference and the composition of a CIL Spending Panel will need to be drawn up and agreed. Draft Terms of Reference are attached as Appendix 3.
- The processes are intended to maximise involvement of elected Members, but allows for officers to co-ordinate applications and achieve a Corporate focus (This would include reference to spending from other sources considered regularly by Management Team)

**2.8 Application processes** – The detailed application forms, requirements, and administration are outlined in Appendices 3, 4, and 5 to the 'CIL Governance and Spending 2020-21' document at Appendix 1 to this Report.

## 3. Options

3.1 There is a legal duty to spend CIL in accordance with Regulations, but the priorities can be determined to suit local circumstances within the overall framework. The Task Group have debated and reported options to the Regeneration and Development Panel previously. The options around the following items have been considered

- The split of spending between strategic and more local projects that could be supported
- The types of projects that could be supported
- The democratic accountability for spending agreed

#### **4. Policy implications**

4.1 CIL legislation gives significant scope for individual councils to direct CIL spending to reflect the local situation, so long as it conforms to general principles set out regarding 'infrastructure'. Proposals for assessing bids in the current period are aligned to the Borough Council Corporate objectives. In supporting extra growth across the Borough consideration should be given to those locations experiencing the most obvious pressures. The assessment criteria refer to this.

#### **5. Financial implications**

5.1 None specifically. CIL is collected and administered by Borough Council. The costs of administration are met from receipts. The available funds can be spent on the schemes / types of projects suggested.

#### **6. Personnel implications**

6.1 None specifically, but officers will review workloads once the scheme is up and running.

#### **7. Statutory implications**

7.1 Our spending and governance needs to conform to the relevant Regulations.

#### **8. Equality impact assessment implications**

8.1 None.

#### **9. Risk Management implications**

9.1 None specifically. Monitoring of spending and more particularly delivery is important to ensure money is directed to improved infrastructure in the Borough.

#### **10. Corporate priorities**

10.1 The proposals in the document are firmly referenced back to the Corporate priorities.

#### **11. Conclusion**

11.1 A scheme for the spending of CIL receipts according to the relevant Regulations is proposed. It seeks to blend spending on potential strategic level projects, but also directs funding to local communities affected by growth pressures. The CIL Task Group and Regeneration and Development Panel have considered the various aspects and recommends the attached proposal (Appendix 1).

#### **12. Background papers**

Borough Council CIL Governance and Spending Task Group and Regeneration and Development Panel notes and agendas outline the development of the particular proposals.

**CIL Spending and Governance 2020-21 processes document**



**CIL Governance decision making outline diagram**

### CIL Spending Panel – Terms of Reference

#### Overview

The CIL Spending Panel provides an elected Member oversight of the Community Infrastructure Levy spending on infrastructure across the Borough having reference to the adopted 'CIL Spending and Governance Process' document. It also considers and agrees certain types of projects and recommends action on others.

#### Tasks

1. To keep under review the 'CIL Spending and Governance Process' document and make recommendations for change to Cabinet.
2. To receive recommendations from Officers and approve or reject these in respect of 'Local Projects' under the scheme.
3. To receive recommendations from Officers on 'Community Projects', review these and recommend approval or rejection to Management Team.
4. To receive recommendations from Officers on 'Strategic Projects', review these and make comments to Cabinet via Management Team.
5. To seek to ensure coordination of information on applications and comments on these across Portfolio Holders and other Borough Council bodies.
6. To receive monitoring reports from Officers on the operation of CIL, including necessary statutory reporting (Annual Infrastructure Funding Statement; Parish Annual Spending Reports).
7. To consider and make recommendations to Cabinet as appropriate on the implementation, spending and monitoring of CIL.

## **APPENDIX 1**

### **CIL Spending and Governance Processes Document**

## Contents

### Region

<b>1</b>	<b>Introduction</b> .....	<b>1</b>
<b>2</b>	<b>Statutory Requirements</b> .....	<b>2</b>
<b>3</b>	<b>What can CIL be spent on</b> .....	<b>2</b>
<b>4</b>	<b>Governance Arrangements</b> .....	<b>4</b>
<b>5</b>	<b>Applying for CIL funds</b> .....	<b>5</b>
<b>6</b>	<b>Strategic Projects - above 50k</b> .....	<b>6</b>
6.1	The Decision Making Process for Strategic Projects .....	7
<b>7</b>	<b>Community Project Allocations between 10k and 50k</b> .....	<b>8</b>
7.1	The Decision Making Process for Community Projects .....	9
<b>8</b>	<b>Local Project Allocations up to 10k</b> .....	<b>10</b>
8.1	The Decision Making Process for Local Projects .....	11
<b>9</b>	<b>Once the funding decision has been made</b> .....	<b>13</b>
<b>10</b>	<b>Monitoring and Review</b> .....	<b>13</b>
<b>11</b>	<b>Appendix 1 - CIL Annual List of Infrastructure Projects</b> .....	<b>15</b>
<b>12</b>	<b>Appendix 2 - CIL Governance Framework</b> .....	<b>16</b>
<b>13</b>	<b>Appendix 3 - Strategic Projects Application Form and Scoring Criteria</b> .....	<b>17</b>
<b>14</b>	<b>Appendix 4 - Community Projects Application Form and Scoring Criteria</b> .....	<b>18</b>
<b>15</b>	<b>Appendix 5 - Local Projects Application Form and Scoring Criteria</b> .....	<b>21</b>

## DRAFT -CIL Governance and Spending 2020 - 2021

### 1 Introduction

**1.0.1** The Borough Council of King's Lynn and West Norfolk approved the introduction of the Community Infrastructure Levy (CIL) in December 2016 and started charging on 15 February 2017.

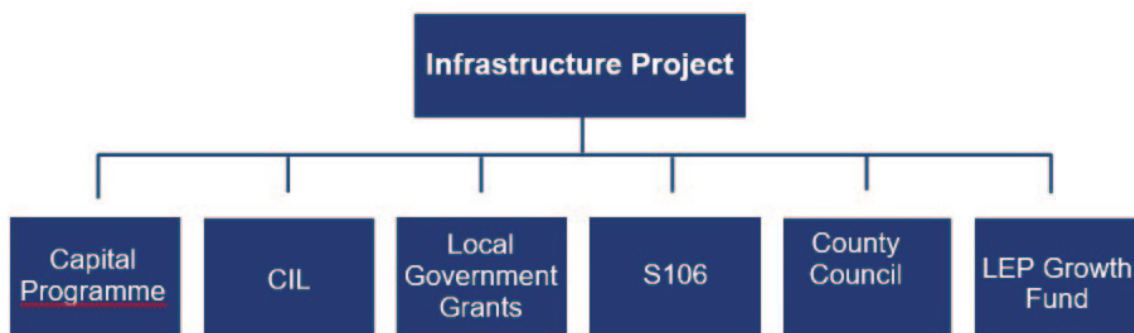
**1.0.2** CIL is paid to the Borough Council by developers after their planning permissions are implemented.

**1.0.3** CIL is governed by the CIL Regulations 2010 (amended). In the Borough of King's Lynn and West Norfolk, CIL is charged on all residential and retail developments, which add one or more new dwelling(s) or more than 100sqm of floor space.

**1.0.4** CIL is charged at a rate per square metre and varies according to land use.

**1.0.5** CIL is just one funding stream that can be used, in conjunction with others, to fund infrastructure projects. Alongside CIL, S106 obligations will still exist, but generally 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. Examples of how infrastructure projects can be funded can be seen in Figure 1.

**Figure 1 - Funding Streams**



**1.0.6** This document details the governance arrangements in place at the Borough Council of King's Lynn and West Norfolk, for the allocation and spending of CIL.

**1.0.7** These parameters for the governance arrangements of CIL were agreed by Cabinet xxxxxx

**1.0.8** This document is based on the 11 'Appendix 1 - CIL Annual List of Infrastructure Projects' and is applicable for the financial year 2020-2021

## DRAFT -CIL Governance and Spending 2020 - 2021

**1.0.9** The spending priorities (as aligned to the Corporate Business Plan) will be reviewed on an annual basis.

## 2 Statutory Requirements

**2.0.1** Under CIL, the Borough Council will act as the designated Charging Authority.

**2.0.2** As a Charging Authority the Council has an obligation to:

- Prepare and publish the CIL Charging Schedule
- Determine CIL spend, ensuring it is used to fund the provision, improvement, replacement, operation or maintenance of infrastructure to support development of its area
- Report publically on the amount of CIL revenue collected, spent and retained each year.

**2.0.3** The Borough Council is required, in the CIL Regulations, to identify the types of infrastructure it wishes to fund in whole or in part by CIL monies. These are outlined in the Council's Annual List of Infrastructure Projects.

**2.0.4** CIL money collected can only be allocated to and spent on these types of infrastructure.

**2.0.5** The Borough Council's Annual List of Infrastructure Projects and Annual Infrastructure Funding Report detailing CIL receipts, balances and expenditure for each financial year can be found on the Council's website at <https://www.west-norfolk.gov.uk/CIL>

## 3 What can CIL be spent on

**3.0.1** CIL Regulations set the context for the spending of CIL funds on infrastructure. The regulations encourage the accumulation of CIL funds into a 'pot'.

**3.0.2** Unlike other obligations or charges, CIL spending does not need to be directly related to the donor development and can address infrastructure needs in general across the Borough Council's administrative area.

**3.0.3** The key points set out by the CIL Regulations and Guidance relating to CIL funding are:

- CIL should be spent on infrastructure including: roads and other transport, schools and other education, community facilities, health, sport / recreation and open spaces
- The infrastructure funded must support the development of the area
- CIL can be used to increase the capacity of existing infrastructure or to repair failing infrastructure, if needed to support development
- CIL and Section 106 should not be secured to fund the same infrastructure project e.g. Social/Affordable Housing

## DRAFT -CIL Governance and Spending 2020 - 2021

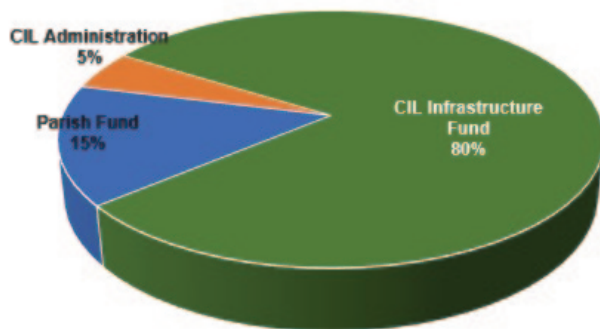
**3.0.4** As per the CIL Regulations and Guidance, CIL is proportioned and allocated using the following approach:

- 5% is retained by the Borough Council of King's Lynn and West Norfolk to cover administrative costs (including consultation on the levy charging schedule, enforcing CIL, legal costs and reporting on CIL activity)
- 15%, known as the Neighbourhood Allocation, is established for spending within the neighbourhood of contributing development (up to a maximum of £100 per existing Council Tax dwelling). This allocation can either be transferred to the relevant Parish Council or retained by the Borough Council to be spent on neighbourhood projects where the development is not in a Parish. This allocation rises to 25% when a Parish has a Neighbourhood Plan in place.
- 80%, known as the CIL Infrastructure Fund, is retained by the Borough Council, to allocate to projects in accordance with the Council's Infrastructure List, which is reviewed annually, and in line with the agreed CIL Governance arrangements.

For example:

If £1,000 is received it would be distributed as follows:

- Where 1% = £10
- 5% Admin = £50
- 15% (without Neighbourhood Plan) = £150 **or** 25% (with Neighbourhood Plan) Parish Payment = £250
- the remaining sum is placed in the CIL Infrastructure fund 80% = £800 or 70% (with Neighbourhood Plan) = £700



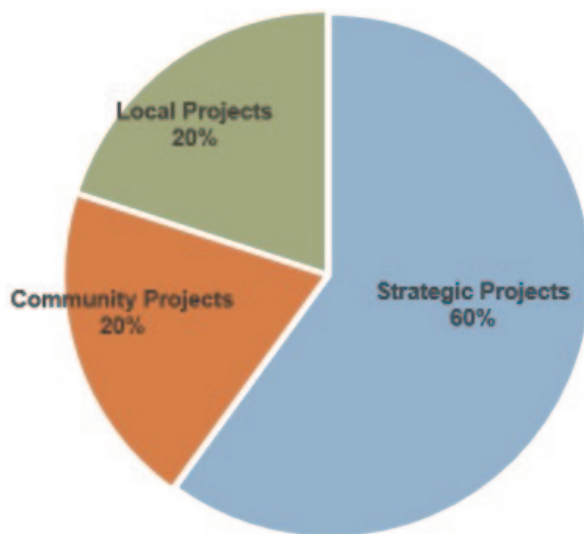
It is very unlikely that CIL will generate enough funds to completely cover the cost of new infrastructure needed to fully support planned development. As such, there will be competing demands for this funding. With this in mind, it is important to ensure that there are robust, accountable and democratic structures in place to ensure the spending of CIL funds are prioritised in the right way.

## DRAFT -CIL Governance and Spending 2020 - 2021

**3.0.5** The sections that follow set out the Governance Arrangements and approach for how decisions are made on the prioritisation and spend of the CIL Infrastructure Fund.

### 4 Governance Arrangements

**4.0.1** The CIL Infrastructure Fund has been separated into 3 specific project types, to enable the funding to meet wider borough infrastructure requirements and also to support local community needs.



**4.0.2** The estimated annual income of CIL is 1 million pounds which would be split as follows;

#### **60% Strategic Infrastructure Projects**

- These are projects which require the most amount of CIL funding
- The strategic projects will be in excess of £50,000 and be fully match funded
- Longer term projects

#### **20% Community Projects**

- These are projects which will meet the needs of Parishes and Wards, to fund community projects between £10,000 and £50,000
- It is expected that there will be an element of match funding for these projects.
- Mid term projects



## DRAFT -CIL Governance and Spending 2020 - 2021

### 20% Local Projects

- These allocations will be used to meet the local infrastructure requirements for smaller more local projects up to £10,000
- It is expected that there will be an element of match funding for these projects
- Short term projects which must be completed within 5 years

**4.0.3** If funding is not fully allocated to Local or Community Projects, on an annual basis, the remaining CIL will be allocated to the Strategic Projects.

### 5 Applying for CIL funds

**5.0.1** Annually, the Borough Council will publicise the amount of CIL funding collected.

**5.0.2** The Council will encourage the submission of Expression of Interest Forms, requesting CIL funding.

**5.0.3** Key internal and external stakeholders responsible for delivering the infrastructure identified in the Council's Infrastructure List will receive direct notification of the opportunity to request CIL funding.

**5.0.4** The stakeholders automatically notified will be:

- Internal Departments within BCKLWN
- Norfolk County Council
- Parish and Town Councils within the Borough
- All BCKLWN Councillors

**5.0.5** Information about the opportunity will also be available on the Council's website.

**5.0.6** The allocation of these funds will be made through an 'Expression of Interest' process.

**5.0.7** A diagrammatic summary of the governance framework for CIL is set out in Appendix 1, which shows the spending and reporting arrangements that are in place.

**5.0.8** Expression of Interests will be made on standard online templates, issued by the Borough Council:

- CIL Strategic Project Application Form
- CIL Community Project Application Form
- CIL Local Project Application Form

**5.0.9** All of the application forms will request key information about the project, including:

- Description and details of the project
- Purpose of the project and its benefit to the community

## DRAFT -CIL Governance and Spending 2020 - 2021

- Financial details:
  - Estimated total cost of project
  - Amount of CIL funding requested
  - Details of match funding
- Any other supporting information e.g. Project Report and Timescales

**5.0.10** In order for a project to be considered for CIL funding, the following eligibility criteria needs to be met:

- The Application Form has been completed satisfactorily
- The organisation has the legal right to carry out the proposed project
- The project is clearly defined as 'Infrastructure' as per the CIL Regulations
- Applications should not include a schedule of ongoing costs, to maintain the project, once it has been completed.

The Borough will set a 3 month timescale for the submission of applications.

The decision making process, as detailed in Appendix 2, will commence after the application deadline has ended, to:

- ensure that all projects are reviewed fairly and transparently
- give each project the same opportunity for funding

## 6 Strategic Projects - above 50k

**6.0.1** 60% of the CIL Infrastructure Funds will be allocated to Strategic projects, with an estimated total cost of over £50,000.

**6.0.2** The Strategic Projects will be selected by the Borough Council, with more weight given to areas with significant development taking place.

**6.0.3** The Borough Council will make the allocations for spending on infrastructure, in accordance with the Council's adopted CIL Infrastructure List. The Infrastructure list will be reviewed annually and updated to reflect the changing needs within the Borough.

**6.0.4** The current list of Strategic Projects eligible for funding are:

- Education - related to 18+ employment - college based education
- Transport - linked to the Lynn Transport Plan
- Environment - green areas linked to the Council's Climate Change Policy

The Strategic Projects are in line with the Borough Councils Corporate Business Plan. The Project Criteria meet the Corporate priorities and objectives:

## DRAFT -CIL Governance and Spending 2020 - 2021

- **Education** - Improving social mobility and inclusion to work with partners to improve education attainment levels and the skills of local people.
- **Transport** - Delivering growth in the economy and with local housing to promote, lobby and support infrastructure improvements across the district.
- **Environment** - Protecting and enhancing the environment including tackling climate change to work with partners and the community to improve our natural environment and creating and maintaining good quality places that make a positive difference to people's lives to maintain accessible, clean, pleasant and safe public places and communities

### Question 1

#### Do you want to apply for CIL Strategic Project Funding?

**6.0.5** If you wish to complete the CIL Strategic Project Funding , please click on the link below and it will take you to the online form.

**6.0.6** [CIL Funding Applications](#)

### 6.1 The Decision Making Process for Strategic Projects

**6.1.1** Once the Strategic Project Application Forms requesting CIL funding have been validated by a Council Officer, initial scoring of the projects will then take place. The factors that projects will be assessed against include:

- The need for the project
- Benefit of the project
- Deliverability of the project
- Amount of development in the area of the project
- Proposed no of houses in the project area

**6.1.2** Projects will be viewed favourably if they lever in other funds that wouldn't otherwise be available, particularly where those funds may not be available in future years, or where it makes use of match funding.

**6.1.3** At this stage, the Council Officer will notify Cabinet Members with specific portfolio responsibilities, of proposed projects.

**6.1.4** The Application forms and Scoring Sheets will then be taken to the BCKLWN Management Team to review and make a formal recommendation.

**6.1.5** The Management Team are required to:

## DRAFT -CIL Governance and Spending 2020 - 2021

- reach a balanced judgement over which projects to fund.
- make recommendations on which projects should receive CIL funding
- take recommendations to the BCKLWN Cabinet for approval

**6.1.6** Recommendations from the BCKLWN Management Team, will then go forward to Cabinet.

**6.1.7** If agreed by Cabinet, the application stakeholders will be informed and funds will be allocated.

**6.1.8** CIL payments up to £1,000,000 will be signed off by a senior Council Officer.

## 7 Community Project Allocations between 10k and 50k

**7.0.1** 20% of the CIL Infrastructure Funds will be allocated to Community projects requiring funds of a value between £10,000 and £50,000.

**7.0.2** Project applications must be made in liaison with Parish/Town Councils, which includes the unparished area of King's Lynn, and Wards as appropriate.

**7.0.3** Adjacent Parish Councils may wish to submit a combined application to meet infrastructure requirements within the wider community.

**7.0.4** The Community Projects will be selected by the Borough Council, with more weight given to areas with significant development taking place.

**7.0.5** The Borough Council will make the allocations for spending on infrastructure, in accordance with the Council's adopted CIL Infrastructure List. The Infrastructure list will be reviewed annually and updated to reflect the changing needs within the Borough.

**7.0.6** The current list of Community Projects eligible for funding are:

- Education -- Local Initiatives
- Health
- Economic Development

The Community Projects are in line with the Borough Councils Corporate Business Plan. The Project Criteria meet the Corporate priorities and objectives:

- **Education** - Improving social mobility and inclusion to work with partners to improve education attainment levels and the skills of local people.

## DRAFT -CIL Governance and Spending 2020 - 2021

- **Health** - Improving social mobility and inclusion by continuing to assist our residents to maximise their opportunities by accessing the support and services they are entitled to.
- **Economic Development** - Delivering growth in the economy and with local housing to promote the borough as a vibrant place in which to live, to do business and as a leading visitor and cultural destination.

### Question

**Do you want to apply for CIL Community Project Funding?**

**If you wish to complete the CIL Community Project Funding , please click on the link below and it will take you to the online form.**

**[CIL Funding Applications](#)**

### 7.1 The Decision Making Process for Community Projects

**7.1.1** Once the Community Project Application Forms requesting CIL funding have been validated by a Council Officer, initial scoring of the projects will then take place.

**7.1.2** The factors that projects will be assessed against include:

- Evidence of need -
  - Number of new dwellings built in Parish/Ward
  - Number of new dwellings identified in the Borough Local Plan/Parish Neighbourhood Plan
  - Details of community support
  - Contribution to Local Plan Objectives
- Stakeholder Support
- Finance and Deliverability of the project
  - Evidence to demonstrate a commitment (financial or otherwise) to the project.
  - Project timescales

**7.1.3** Projects will be viewed favourably if they lever in other funds that wouldn't otherwise be available, particularly where those funds may not be available in future years, or where it makes use of match funding.

## DRAFT -CIL Governance and Spending 2020 - 2021

**7.1.4** A Council Officer undertaking the initial scoring of the project will make a recommendation, based on the scoring criteria.

**7.1.5** At this stage, the Council Officer will produce a list of all projects received, which will be published as an agenda item, for the CIL Spending Review Meeting.

**7.1.6** All Councillors, including Portfolio Holders, will be notified of when the CIL Spending Review Meeting will take place.

**7.1.7** Any elected member may attend the CIL Spending Review meeting under Section 34.

**7.1.8** The Scoring Sheets and recommendations will be reviewed by a panel of elected members. The panel of elected members are known as the CIL Spending Panel.

**7.1.9** Following the review from the CIL Spending Panel, the recommendations will be taken to the BCKLWN Management Team for approval.

**7.1.10** The Management Team are required to:

- reach a balanced judgement over which projects to fund.
- make recommendations on which projects should receive CIL funding

**7.1.11** CIL payments up to £50,000 will be signed off by a senior Council Manager.

## 8 Local Project Allocations up to 10k

**8.0.1** 20% of the CIL Infrastructure Funds will be allocated to local projects requiring funds up to £10,000.

**8.0.2** The Local Projects:

- must commence within 1 year of being allocated CIL
- be completed within 5 years.
- must be made in liaison with Parish/Town Councils, which includes the unparished area of King's Lynn, and Wards as appropriate.

**8.0.3** **CIL will be paid on completion of the project.**

**8.0.4** The Local Projects will be selected by the Borough Council.

**8.0.5** The Borough Council will make the allocations for spending on infrastructure, in accordance with the Council's adopted CIL Infrastructure List. The Infrastructure list will be reviewed annually and updated to reflect the changing needs within the Borough.

**8.0.6** The current list of Local Projects eligible for funding are:

## DRAFT -CIL Governance and Spending 2020 - 2021

- Community Facilities
- Green Infrastructure
- Open Space and Leisure
- Community Transport

The Local Projects are in line with the Borough Councils Corporate Business Plan. The Project Criteria meet the Corporate priorities and objectives:

- **Community Facilities** - Creating and maintaining good quality places that make a positive difference to people's lives to maintain accessible, clean, pleasant and safe public places and communities.
- **Green Infrastructure** - Helping to improve the health and well being of our communities by supporting our local communities to be healthy and more active
- **Open Space and Leisure** - Creating and maintaining good quality places that make a positive difference to people's lives to maintain accessible, clean, pleasant and safe public places and communities and help to improve the health and well being of our communities
- **Community Transport** - Creating and maintaining good quality places that make a positive difference to people's lives and helping to improve the health and well being of our communities by providing early help and support to communities and individuals who are vulnerable.

### Question

**Do you want to apply for CIL Local Project Funding?**

**If you wish to complete the CIL Local Project Funding , please click on the link below and it will take you to the online form.**

**[CIL Funding Applications](#)**

### 8.1 The Decision Making Process for Local Projects

**8.1.1** Once the Local Project Application Forms requesting CIL funding have been validated by a Council Officer, initial scoring of the projects will then take place.

## DRAFT -CIL Governance and Spending 2020 - 2021

**8.1.2** The factors that projects will be assessed against include:

- Evidence to demonstrate a commitment (financial or otherwise) to the project.
- Match funding
- Project timescales

**8.1.3** Short term projects will be looked upon favourably, especially if the CIL can be allocated and spent within the same financial year.

**8.1.4** A Council Officer undertaking the initial scoring of the project will make a recommendation, based on the scoring criteria.

**8.1.5** At this stage, the Council Officer will produce a list of all projects received, which will be published as an agenda item, for the CIL Spending Review Meeting.

**8.1.6** All Councillors, including Portfolio Holders, will be notified of when the CIL Spending Review Meeting will take place.

**8.1.7** Any elected member may attend the CIL Spending Review meeting under Section 34.

**8.1.8** The recommendations will be reviewed and endorsed, by the CIL Spending Panel.

**8.1.9** The CIL Spending Panel is required to:

- reach a balanced judgement over which projects to fund.
- make recommendations on which projects should receive CIL funding

**8.1.10** CIL payments up to £10,000 will be signed off by a senior Council Manager.



## DRAFT -CIL Governance and Spending 2020 - 2021

### 9 Once the funding decision has been made

**9.0.1** Successful applicants of CIL funding will be expected to maintain communication with the Borough Council, on the progress of their project, after a decision has been made to provide funding.

**9.0.2** Where funding has been agreed 'in principle' or where staged payments are agreed, the scheme applicant will be expected to provide information to justify funding being transferred.

**9.0.3** Applicants should continue to provide information until the scheme has been completed and all CIL funding has been spent.

**9.0.4** At a minimum, an annual report will need to provide information on the progress of each scheme that funding has been allocated to. A requirement to submit this information forms part of the agreement that the successful applicant is required to sign between themselves and the Borough Council of King's Lynn and West Norfolk.

**9.0.5** If an applicant does not spend CIL money within five years of receipt or does not spend it as agreed then the Borough Council may require the applicant to repay some or all of those funds.

### 10 Monitoring and Review

**10.0.1** The Borough Council of King's Lynn and West Norfolk is committed to ensuring the use of CIL is open and transparent.

- The Borough Council will publish a CIL Infrastructure Spending Report, setting out which projects have been selected and the progress of each.
- In line with the CIL Regulations, as amended in September 2019, the Borough Council will publish an Annual Infrastructure Funding Statement. This report will provide details of CIL receipts, balances, expenditure and allocations. This report will be published annually for each financial year, no later than 31 December.

**10.0.2** The published reports can be found on the CIL Financial Reports webpages at: [https://www.west-norfolk.gov.uk/homepage/276/cil\\_financial\\_reports](https://www.west-norfolk.gov.uk/homepage/276/cil_financial_reports)

**10.0.3** The CIL Spending Panel will review the allocation criteria of how CIL funding is to be distributed and spent.

**10.0.4** The CIL Spending Panel will review the Annual List of Infrastructure Projects after the first application deadline has been met, to measure the uptake of projects within the categories. Thereafter the list will be reviewed on an annual basis.

**10.0.5** The CIL Spending Panel will draft an Annual List of Infrastructure Projects.

## DRAFT -CIL Governance and Spending 2020 - 2021

**10.0.6** The Draft Annual List of Infrastructure Projects, will be reviewed by the Regeneration and Development (R&D) Panel.

- The R&D Panel is made up of Elected Members, supported by Borough Council Officers.

**10.0.7** The R&D Panel will make recommendations to Cabinet.

**10.0.8** Cabinet will review the recommendations and approve the Annual List of Infrastructure Projects, which will be published on the CIL Financial Report webpage.

**10.0.9** The Borough Council and CIL Spending Panel will continue to monitor the operation and implementation of CIL.

**10.0.10** If you have any questions about this guidance, or CIL generally, please contact the Borough Council's CIL Monitoring and Compliance Officer at [CIL@west-norfolk.gov.uk](mailto:CIL@west-norfolk.gov.uk).

## DRAFT -CIL Governance and Spending 2020 - 2021

## 11 Appendix 1 - CIL Annual List of Infrastructure Projects

### Annual List of Infrastructure Projects FY2020-2021

**11.0.1** Following the deletion of CIL Regulation 123 in September 2019, each Collection Authority must produce an Annual Infrastructure Funding Statement.

**11.0.2** The infrastructure funding statement will be produced and published no later than the 31 December annually and will provide details of CIL receipts, expenditure, allocations and payments.

**11.0.3** To support the Annual Infrastructure Statement, the Borough Council of King's Lynn and West Norfolk have produced a list of criteria for which CIL may be used for FY20/21.

#### **11.0.4 Strategic Projects over £50,000**

- Education related to 18+ employment – post college based education
- Transport – linked to the Lynn Transport Plan
- Environment – green areas linked to the BCKLWN Climate Change Policy

#### **11.0.5 Community Projects between £10,000 and £50,000**

- Education – local initiatives
- Health
- Economic Development

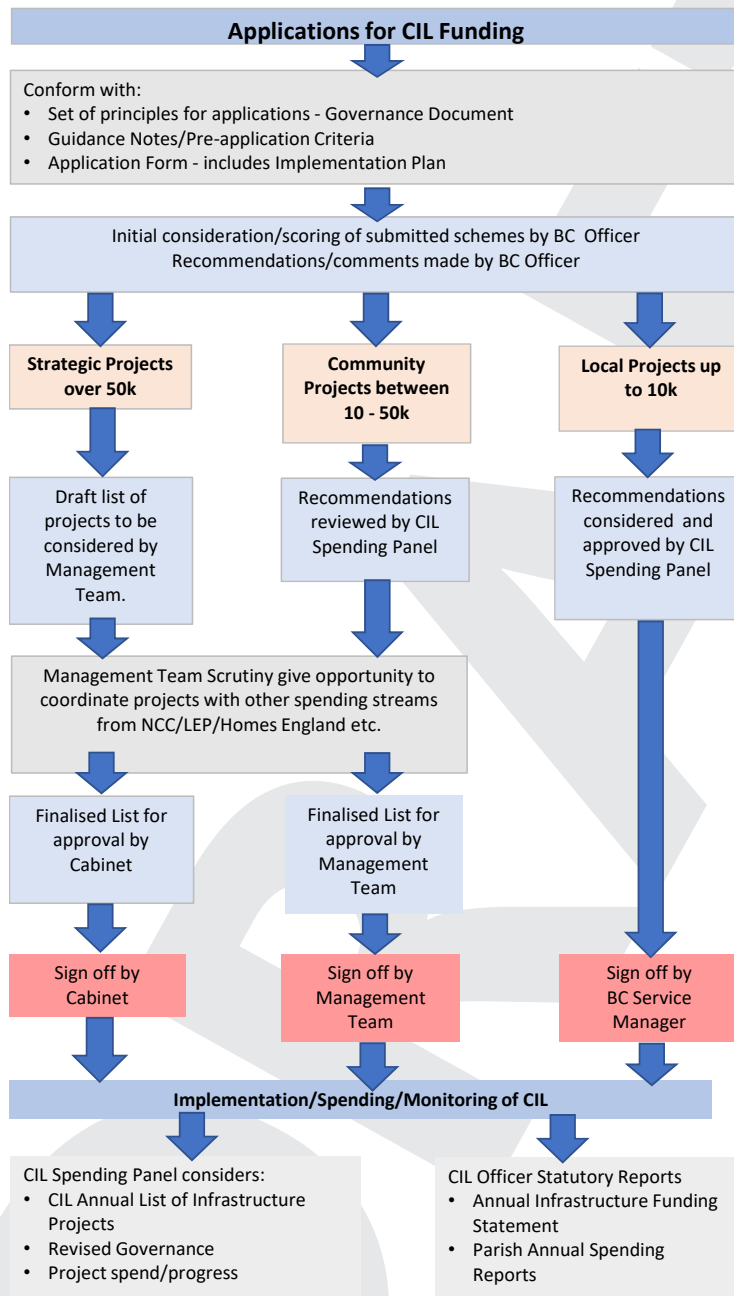
#### **11.0.6 Local Projects between £1,000 and £10,000**

- Community Facilities
- Green Infrastructure
- Open Space and Leisure
- Community Transport

**11.0.7** This list will be continually reviewed, to meet the changing needs and aspirations of the Borough to support future infrastructure.

DRAFT -CIL Governance and Spending 2020 - 2021

12 Appendix 2 - CIL Governance Framework



## DRAFT -CIL Governance and Spending 2020 - 2021

## 13 Appendix 3 - Strategic Projects Application Form and Scoring Criteria

### Strategic Project Application Form

To submit your CIL Funding Application, please use the online form at: [west-norfolk.objective.co.uk/portal/cilapp20-21](http://west-norfolk.objective.co.uk/portal/cilapp20-21)

### Scoring Criteria

**13.0.1** Any Strategic Project Application must meet all criteria below:

- Is this project necessary to support infrastructure for development?
- Is the total cost of the project over 50k?
- Has match funding and financial commitment been secured?
- Current scope for funding (reviewed annually):
  - Education related to employment (post 18 college based education)
  - Transport, linked to Lynn Transport Plan
  - Environment – green areas linked to Climate Change Policy

**13.0.2** Each project will be scored on the following:

- Does the project meet the current scope, as listed above.
- Is the project match funded.
- Development in the area – based on planning application history
- Current number of proposed houses relating to the project - -based on planning applications and local plan allocations

## DRAFT -CIL Governance and Spending 2020 - 2021

## 14 Appendix 4 - Community Projects Application Form and Scoring Criteria

### Community Project Application Form

To submit your CIL Funding Application, please use the online form at: [west-norfolk.objective.co.uk/portal/cilapp20-21](http://west-norfolk.objective.co.uk/portal/cilapp20-21)

### Scoring Criteria

**14.0.1** Any Community Project Application must meet all criteria below:

- Is this project necessary to support local growth?
- Is the total cost of the project between 10k and 50k?
- Has match funding and financial commitment been secured?
- Is the project deliverable within 1-5 years?
- Is this application linked to Education, Health or Economic Development?

**14.0.2** Each project will be scored on the following:

#### **14.0.3 Evidence of Need**

- Number of new dwellings identified in the BCKLWN Local Plan:
  - 1 – 49 = 1 Point
  - 50 – 99 = 2 Points
  - 100-149 = 3 Points
  - 150 – 199 = 4 Points
  - 200+ = 5 Points
- What evidence that local people support the project - maximum score = 5
  - Petitions
  - Community Consultation Outcomes
  - Letters of support from new/existing users
  - Fundraising Initiatives

**14.0.4** How does the project contribute to the delivery of the objectives and policies of the BCKLWN Local Plan and/or Neighbourhood Plan:

- 1 point per Local Plan/Neighbourhood Plan Objective/Policy Out of 10

#### **14.0.5 Evidence of stakeholder support**

## DRAFT -CIL Governance and Spending 2020 - 2021

**14.0.6** Details of support for the project from other stakeholders or organisations Parish Council Support - maximum score = 5

- Borough Council Support
- County Council Support
- Service Provider Support
- Other Stakeholder Support

### **14.0.7 Finance and Deliverability**

**14.0.8** Amount of CIL funding requested

**14.0.9** Amount of funding committed to the project by applying organisation own funding (e.g. Parish precept):

- 1 – 5% = 1 Point
- 5 – 10% = 2 Points
- 11 – 15% = 3 Points
- 16 – 20% = 4 Points
- 21+% = 5 Points

**14.0.10** Parish/Wards - Amount of funding committed to the project by applying Parish CIL funds

- No CIL = 1 Point
- 10 – 25% = 1 Point
- 25 – 45% = 2 Points
- 45 – 65% = 3 Points
- 65 – 85% = 4 Points
- 85 – 100% = 5 Points

**14.0.11** Details of other match funding secured, (amount and organisation providing funds)

- 1 – 5% = 1 Point
- 5 – 10% = 2 Points
- 11 – 15% = 3 Points
- 16 – 20% = 4 Points
- 21+% = 5 Points

**14.0.12** Project Timescale

- Start date:
  - 0 – 6 months = 5 Point
  - 6 – 9 Months = 4 Points

## DRAFT -CIL Governance and Spending 2020 - 2021

- 9 – 12 Months = 3 Points
- 12 – 18 Months = 2 Points
- 18 Months + = 1 Point

DRAFT



## DRAFT -CIL Governance and Spending 2020 - 2021

## 15 Appendix 5 - Local Projects Application Form and Scoring Criteria

### Local Project Application Form

To submit your CIL Funding Application, please use the online form at: [west-norfolk.objective.co.uk/portal/cilapp20-21](http://west-norfolk.objective.co.uk/portal/cilapp20-21)

### Scoring Criteria

**15.0.1** Any Local Project Application must meet all criteria below:

- Is the total cost of the project between 2k and 10k?
- Has match funding and financial commitment been secured?
- Is the project deliverable within 1-5 years?
- Is this application linked to:
  - Community Facilities,
  - Community Transport,
  - Green Infrastructure
  - Leisure and Open Space

**15.0.2** Each project will be scored on the following:

### 15.0.3 Financial Commitments

**15.0.4** Amount of funding committed to the project by applying organisation own funding (e.g. Parish precept):

- 1 – 5% = 1 Point
- 5 – 10% = 2 Points
- 11 – 15% = 3 Points
- 16 – 20% = 4 Points
- 21+% = 5 Points

**15.0.5** Parish/Wards - Amount of funding committed to the project by applying Parish CIL funds:

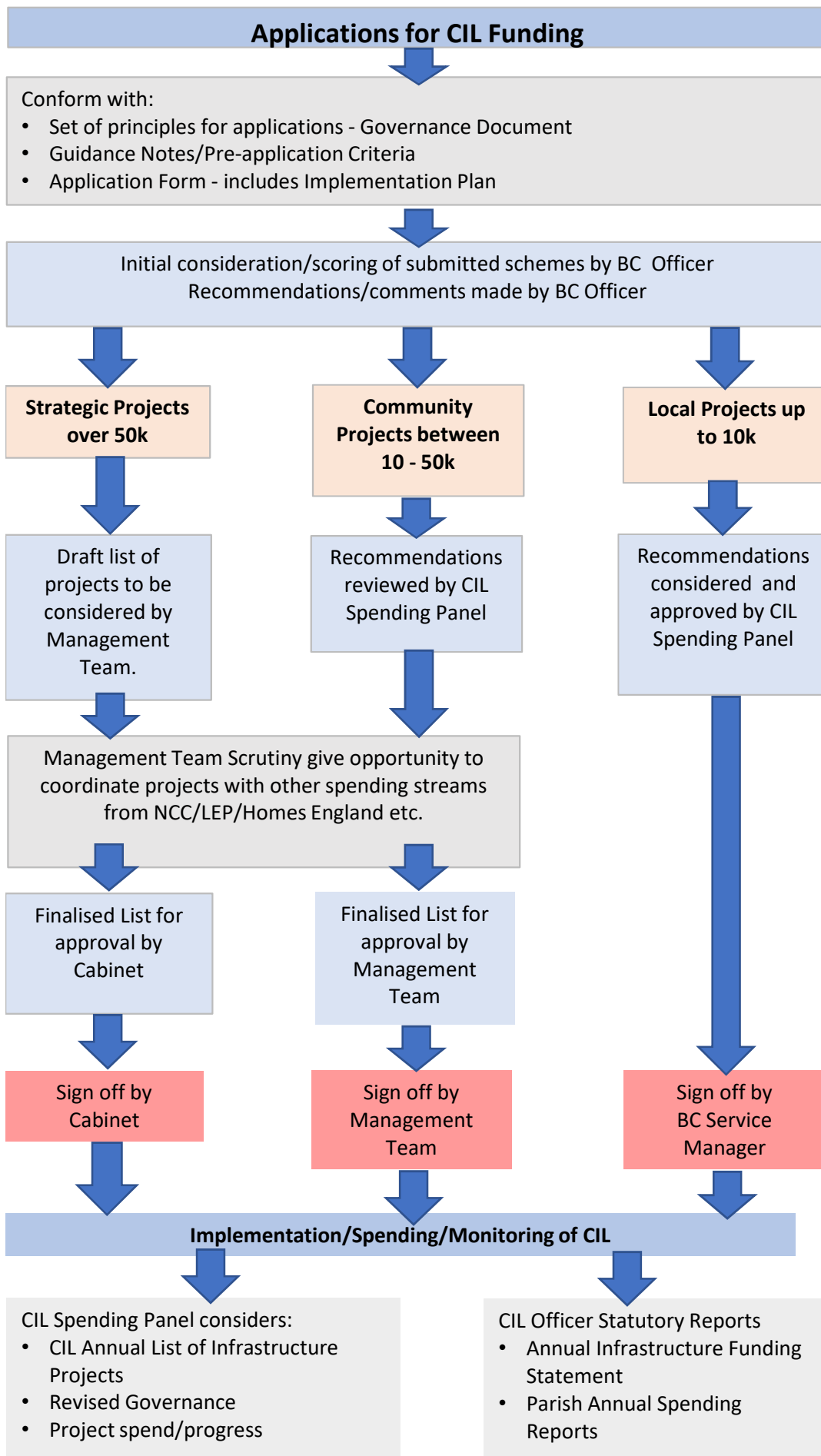
- No CIL = 1 Point
- 10 – 25% = 1 Point
- 25 – 45% = 2 Points
- 45 – 65% = 3 Points

## DRAFT -CIL Governance and Spending 2020 - 2021

- 65 – 85% = 4 Points
- 85 – 100% = 5 Points

### 15.0.6 Details of other match funding secured (amount and organisation providing funds):

- 1 – 5% = 1 Point
- 5 – 10% = 2 Points
- 11 – 15% = 3 Points
- 16 – 20% = 4 Points
- 21+% = 5 Points



**Pre-Screening Equality Impact Assessment**

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



Name of policy/service/function	CIL Governance and Spending				
Is this a new or existing policy/service/function?	<del>New</del> Existing (delete as appropriate)				
Brief summary/description of the main aims of the policy/service/function being screened.  Please state if this policy/service is rigidly constrained by statutory obligations	Implementation of Regulations on processes to spend CIL				
<b>Question</b>	<b>Answer</b>				
<p><b>5.</b> Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
Other (eg low income)			x		



**REPORT TO CABINET**

<b>Open</b>		Would any decisions proposed :		
<b>Any especially affected Wards</b>	Mandatory/ Operational	(a) Be entirely within Cabinet's powers to decide	YES	
		(b) Need to be recommendations to Council	NO	
		(c) Is it a key decision		
<b>None</b>				
Lead Member: Cllr B Long E-mail: cllr.brian.long@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Michelle Drewery E-mail: michelle.drewery@west-norfolk.gov.uk Direct Dial: 01553 616432		Other Officers consulted: Management Team. Service Managers.		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications (incl S.17) YES	Equal Opportunities Implications NO	Risk Management Implications NO

**Cabinet Date: 19 August 2020**

**REVENUE OUTTURN 2019/2020**

**Summary**

The report sets out in summary the revenue outturn 2019/2020 for the Council. The report shows details of the major differences between actual costs/income compared to the revised estimates for 2019/2020 reported in February 2020 monitoring.

The accounts show the Borough's spend £19,112,062 which is £61,294 less than the revised position following February monitoring for 2019/20. This saving will be held within the General Fund Reserve balance that is carried forward to 2020/2021.

The Council's continuing strategy is to identify budget savings in year, as part of the monitoring process and at year end. These savings are then transferred to the General Fund Reserve balance for use in future years.

**Recommendation**

**It is recommended that Cabinet approves:**

- 1. The draft revenue outturn for 2019/2020 (section 2)**
- 2. Review and agree the amendments to the Earmarked Reserves policy (Section 4)**

**Reason for Decision**

To approve the draft revenue outturn for 2019/2020 of the Council.

## **1 Introduction**

- 1.1 This report sets out the draft revenue outturn for 2019/2020, the details of which, once finalised, will be used to form the Statement of Accounts.

The impact of COVID-19 on Local Authorities has been noted with the deadline for the publishing of draft accounts, The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 has subsequently relaxed key reporting deadlines for local authorities as follows:

- Publish draft accounts by 31 August 2020 (previously 31 May);
- Public inspection period to start on or before first working day of September 2020 (previously included first ten working days of June);
- Publish final audited accounts by 30 September 2020 (previously 31 July).

At this time, the Finance Services function is working hard to meet the revised deadlines. However, COVID-19 continues to adversely impact the outputs.

Where an audit of accounts has not been concluded before 30 September 2020 an authority must publish (which must include publication on the authority's website) as soon as reasonably practicable on or after that date a notice stating that it has not been able to publish the statement of accounts and the reasons for this.

The Council's external auditor Ernst & Young have advised that the external audit will take place during the period August/September 2020. It is anticipated the Auditors' report will not be presented to the Audit Committee until 16 November 2020. The draft accounts will remain on the Council's website until the external audit has concluded and the accounts are approved by the Audit Committee.

## 2 Outturn 2019/2020

2.1 The following table shows:

- the revised estimate for 2019/20 as presented to Council on 27 February 2020
- February 2020 monitoring
- The draft outturn for 2019/20.

The variance column compares February 2020 monitoring position to the draft 2019/20 outturn.

	Revised Budget Approved by Council 27 Feb 2020 2019/20	Feb-20 Monitoring	Outturn 2019/20	(Surplus) / Deficit	Note
	£		£	£	
Corporate	1,125,100	2,030,712	2,533,691	502,979	3.1
<u>Additional transfers to Earmarked Reserves</u>				0	
Cost reduction programme	1,423,850	1,423,850	1,423,850	0	
Business Rates Renewable Energy	800,000	800,000	800,000	0	
Democracy	1,284,570	1,253,930	1,258,730	4,800	3.2
<b>Services Areas:</b>				0	
Central and Community Services	1,798,670	1,547,544	4,318,509	2,770,965	3.3
Chief Executive	1,197,990	1,117,937	1,147,418	29,481	3.4
Commercial Services	2,180,470	1,645,666	3,052,804	1,407,138	3.5
Environment and Planning	1,547,420	1,432,737	1,669,335	236,598	3.6
Finance Services	1,858,730	1,835,730	1,072,153	(763,577)	3.7
<b>Service Area Totals</b>	<b>13,216,800</b>	<b>13,088,106</b>	<b>17,276,490</b>	<b>4,188,384</b>	
Financing Adjustment	1,793,140	1,793,140	(2,456,538)	(4,249,678)	3.8
Internal Drainage Boards	2,754,140	2,754,140	2,754,140	0	
Council Tax Support to Parishes	20,970	20,970	20,970	0	
<b>Subtotal</b>	<b>17,785,050</b>	<b>17,656,356</b>	<b>17,595,062</b>	<b>(61,294)</b>	
Reimbursement of Lump sum Pension Payment	1,517,000	1,517,000	1,517,000	0	
Contribution to / (from) Balances as reported	(204,120)	(75,426)	(14,132)	61,294	
<b>Borough spend for 2019/2020</b>	<b>19,097,930</b>	<b>19,097,930</b>	<b>19,097,930</b>	<b>0</b>	
<b>Revenue Outturn 2019/2020</b>	<b>19,097,930</b>	<b>19,097,930</b>	<b>19,097,930</b>		
<i>Funded by:</i>					
New Homes Bonus	(1,019,860)	(1,019,860)	<b>(1,019,860)</b>		
Business Rates & Council Tax	(18,078,070)	(18,078,070)	<b>(18,078,070)</b>		
	<b>(19,097,930)</b>	<b>(19,097,930)</b>	<b>(19,097,930)</b>		

2.2 Service managers over the year ending 31 March 2020 have continued to look for opportunities to produce in year budget savings. These savings have been reported as part of the monthly monitoring process.



- 2.3 The revised budget approved by Council in February 2020 included a transfer from General Fund Reserve Balances of £204,120, this was revised to £75,426 following February monitoring. As the budgeted spend is reduced further, this has resulted in a lower transfer of £14,132 being required. A breakdown on movements can be seen in Appendix 1a.
- 2.4 Additionally, service managers have been identifying opportunities for ongoing budget savings. The 2019/2020 target for these savings was £273,600. During the year savings of £113,370 have been achieved. Further detail is shown in Appendix 1b. Due to the impact of COVID-19, target savings will be reviewed as part of the updated budget report to Cabinet in September.
- 2.5 The 2019/2020 outturn is within budget and allows the Council to set aside funds for future demands in addition to carrying forward a General Fund Reserve balance that is higher than originally estimated. However, as previously advised, due to the current pandemic, 2020/21 is already proving to be a challenging year with clear evidence of significant pressure being placed on service delivery. Financial resources are also being adversely impacted after suffering a significant loss of income.

### **3. Major differences between the revised estimates and the actual costs**

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

#### **Detailed transfers between reserves are presented in appendix 2a & 2b.**

Two other categories appear in certain budget heading summaries, “REFCUS” (Revenue Expenditure Funded from Capital Under Statute) and “Unsupported Borrowing”. Both these items deal with accounting requirements that show Capital items being recorded as revenue spending. There is no impact on the accounts of the Council or Council Tax as the charges are reversed out as a part of the Financing Adjustment as shown in paragraph 3.8. Appendix 3 provides a further explanation.

### 3.1 CORPORATE SERVICES – Deficit £502,979

Movements to be explained:		£
1	<b>APPRENTICE SCHEME</b> Saving against costs of fixed term apprentice	(21,354)
2	<b>CORPORATE COSTS &amp; PROVISIONS</b> Savings from establishment review and staffing contingency budget (£110k) Insurance costs below budget (£42k) Costs in relation to direct action and legal fees £128k Bank charges held centrally in corporate £118k – cost neutral	91,246
3	<b>CORPORATE INITIATIVES</b> Savings of £158k not achieved. IT development costs incurred for One Vu £74k REFCUS - £225k (see appendix 3)	433,294
4	<b>CORPORATE MANAGEMENT TEAM</b> Favourable variance of £20k against budget following restructure in January 2020.	(20,327)
5	<b>TREASURY MANAGEMENT</b> Variance occurred as part of a budget change	20,120
<b>Deficit</b>		<b>502,979</b>

### 3.2 DEMOCRACY – Surplus £4,800

Movements to be explained:		£
1	MINOR VARIANCES	4,800
<b>Deficit</b>		<b>4,800</b>

### 3.3 CENTRAL and COMMUNITY - Deficit £2,770,965

Movements to be explained:		£
1	<b>CUSTOMER INFORMATION CENTRE</b> A credit recharge to services was not budgeted	(40,717)
2	<b>DEPARTMENTS- ICT</b> Telephone expenditure of £68k now held centrally. This has been partly offset by savings on mobile phone and broadband charges.	46,776
3	<b>CARE AND REPAIR</b> REFCUS £2,802k (see appendix 3)	2,769,151
4	<b>COMMUNITY SAFETY AND NUISANCE</b> Savings on expenditure relating to land drainage (£4.9k), out of hours payments (£3k) and community safety (£7.5k) with other minor variances	(16,506)
5	MINOR VARIANCES	12,261
<b>Deficit</b>		<b>2,770,965</b>

### 3.4 CHIEF EXECUTIVE – Deficit £29,481

Movements to be explained:		£
	<b>LEGAL SERVICES</b>	
1	External Legal fees above budget due to an increase in ad-hoc legal services.	46,541
	<b>HOUSING OPTIONS</b>	
2	Income £10k under budget offset by underspend of £24k on temporary accommodation.	(14,028)
3	MINOR VARIANCES	(3,032)
<b>Deficit</b>		<b>29,481</b>

### 3.5 COMMERCIAL SERVICES – Deficit £ 1,407,138

Movements to be explained:		£
	<b>CARPARKS OTHER</b>	
1	This shortfall is due to income from car parking operations overall. Of this, £200k can be directly attributable to the impact of COVID during March 2020 period where it is anticipated that some of this can be recovered in 2020/21 as part of the Governments latest announcements on financial support to reimburse income loss.	526,896
	<b>INDUSTRIAL UNITS</b>	
2	Income is generally below budget with Hardwick accounting for £30k of adverse income variance. This is offset by numerous minor variances contributing to the overall adverse variance	12,556
	<b>CREMATORIUM AND CEMETERIES</b>	
3	Project costs exceeded budget. This includes project costs related to water testing, topographical surveys and Upwell Cemetery investigations.	33,041
	<b>GENERAL PROPERTIES</b>	
4	Income from properties exceeded budget by £70k. Underspend on sewerage, Princess Theatre and Marriott's Warehouse accounted for the remaining favourable variance. REFCUS £7k	(85,571)
	<b>OFFICES</b>	
5	Savings in utility costs £18k and additional miscellaneous income from tenants £10k with other small variances	(26,321)
	<b>SHOPS AND OFFICES</b>	
6	Additional rental income of £3k and savings in expenditure of £4k. REFCUS £826k (see appendix 3)	819,807
	<b>CCTV</b>	
7	Savings on tools and equipment plus increased installation income.	(81,623)

<b>Movements to be explained:</b>		<b>£</b>
8	<b>REGENERATION PROJECTS</b> Savings on empty property charges of £26k, grounds maintenance costs of £6k and other minor savings REFCUS £167k (see appendix 3)	132,305
9	<b>CORPORATE PROJECTS</b> Additional spend on tools & equipment	20,945
10	<b>ECONOMIC REGENERATION</b> Additional expenditure in Economic Partnership working of £15k was mitigated by an underspend in both Business development and marketing of £46k resulting in a favourable variance overall	(31,763)
11	<b>TOWN HALL AND GAOL HOUSE</b> Favourable variance predominantly attributed to an underspend on electricity.	(27,747)
12	<b>PUBLIC CONVENIENCES</b> Change in internal recharges offset within Cleansing and Sweeping	(49,061)
13	<b>DEPARTMENTS-PROPERTY SERVICES</b> The overall favourable variance arose from a combination of income exceeded budget by £10k and expenditure on professional fees, health & safety and room hire all under budget.	(28,450)
14	<b>PARK,SPORT GROUNDS AND OPEN SPACES</b> Underspend on overall operating costs plus increased income of £62k.	(91,364)
15	<b>CLEANSING AND STREET SWEEPING</b> Favourable variances relating to unsupported borrowing totalling £122k with savings in premises and supplies and services costs £18k reduced by internal recharge changes of £52k (offset against Public Conveniences)	(88,236)
16	<b>REFUSE AND RECYCLING</b> Domestic Refuse, Recycling Composting and the Dry Box Collection Services all exceeded their contractual thresholds in 2019/20 resulting in additional contract costs. There have also been additional costs incurred due to contamination and the smoothing mechanism for the Dry Box Collection Service.	418,779
17	<b>OTHER COMMERCIAL</b> Favourable variance is largely attributed to General Markets, Community Centres and Play Areas where income exceeded budget.	(53,351)
18	<b>LEISURE SERVICE</b> Utility charges at Lynnsport were higher than budget whereas income from COWA was lower than budget. The total adverse variance at Lynnsport of £81k was subsequently mitigated by a favourable variance against unsupported borrowing of £64k	17,185
19	<b>MINOR VARIANCES</b>	(10,889)
<b>Deficit</b>		<b>1,407,138</b>

### 3.6 ENVIRONMENT AND PLANNING – Deficit £236,598

Movements to be explained:		£
1	<b>DEVELOPMENT CONTROL</b> Income has not been realised as per the budget set. This has been partly mitigated by an underspend on enforcement fees and major planning appeals.	161,119
2	<b>FOOD HYGIENE</b> Income is under budget following the cancellation of courses. Additionally, export licence fees reduced with the loss of an exporter in late 2019 / early 2020.	36,501
3	<b>LOCAL LAND CHARGES</b> Income was lower than anticipated. Other variances within this area include an unexpected upgrade to IT equipment of approx. £4k and an increase in third party professional fees of approx. £4k.	27,100
4	MINOR VARIANCES	11,878
<b>Deficit</b>		<b>236,598</b>

### 3.7 FINANCE SERVICES – Surplus £763,577

Movements to be explained:		£
1	<b>FINANCIAL ASSISTANCE</b> West Norfolk Wins – overspend of £7k due to additional donations to charitable causes. An overspend on Community Projects of £22k partly due to increased donations awarded. REFCUS £22k (see appendix 3)	50,626
2	<b>FINANCIAL SERVICES</b> Underspend largely due to the recovery of finance costs from Alive West Norfolk.	(20,604)
3	<b>REVENUES &amp; BENEFITS</b> Movements are still likely to be accounted for in Revenues and Benefits following a full reconciliation of grant funding. The current favourable variance of is accounted for as follows: i. £160k lower than expected write offs ii. £185k prior year subsidy received iii. Benefit subsidy favourable variance of £380k is mainly due to an adjustment on the final subsidy payment on housing benefit iv. Various savings across benefits administration £64k	(789,066)
4	MINOR VARIANCES	(4,533)
<b>Surplus</b>		<b>(763,577)</b>

### 3.8 Financing Adjustment – Surplus (£4,249,723)

Movements to be explained:		£
1	REFCUS (see appendix 3)	(4,070,476)
2	<b>INTEREST RECEIVABLE</b> The interest receivable from the major housing project exceeded the amount originally estimated resulting in a surplus of £215k.	(215,185)
3	<b>UNSUPPORTED BORROWING</b>	27,490
4	<b>MINOR VARIANCES</b>	8,449
<b>Surplus</b>		<b>(4,249,723)</b>

### 4. Amendments to the Earmarked Reserves Policy

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

Reserves Policy Area	Balance as at 31 March 2020 £'000	Current maximum balance to be held £'000	Proposed new maximum balance to be held £'000
Amenity Areas	263	300	300
Capital Programme Resources	6,035	11,000	10,000
West Norfolk Partnership	892	1,100	1,100
Insurance Reserve	206	300	300
Restructuring Reserve	478	1,000	1,000
Repairs and Renewals Reserve	862	2,500	2,500
Holding Accounts	2,149	2,600	2,600
Ring Fenced Reserves	2,415	1,500	2,500
Planning Reserves	227	1,000	1,000
Grants Reserves	3,086	3,000	3,200
Collection Fund Adjustment Reserve	3,697	4,000	4,000
Projects Reserve	357	2,000	1,500
Other Total	314	100	400
	<b>20,981</b>	<b>30,400</b>	<b>30,400</b>

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

- Capital programme resources held in reserves from £11,000,000 to £10,000,000
- Ring-fenced reserves to increase from £1,500,000 to £2,500,000 due to increase in Community Infrastructure Levy funds
- Grants Reserve to be increased from £3,000,000 to £3,200,000
- Projects Reserve to be reduced from £2,000,000 to £1,500,000
- Other miscellaneous reserves to increase from £100,000 to £400,000

## **5. General Fund Working Balance**

The reduction in spend against the budget for 2019/2020 results in a revised balance of the General Fund Reserve as at 31 March 2020 of £7,595,636 (£7,609,768 as at 31 March 2019).

Due to the strain on financial resources during 2020/21 a decision has been taken not to make the advanced triennial payment to the Norfolk pension Fund as has been the case in previous years.

As per the Financial Plan 2019 - 2024 the Council is forecast to fund the budget by using part of the General Fund over the next 4 years. Estimates are subject to change due to the financial implications of COVID on the council.

## **6. Policy Implications**

None

## **7. Statutory Considerations**

As detailed above, the external audit of the accounts for 2019/2020 are not likely to be completed by 30 September 2020. We are in discussions with Ernst & Young, the council's external auditor, in respect of their timetable for the 2019/2020 audit.

Ernst and Young LLP have been appointed as the Council's auditors for the period 2018/2019 to 2022/2023.

## **8. Consultations**

Leader of Council  
Management Team  
Service Managers

## **9. Access to Information**

Council Agenda/Minutes  
Council Financial Plan 2019 – 2024  
Monthly Monitoring Reports 2019/2020

**Monitoring report budget adjustments 2019/2020**

**Appendix 1a**

<b>Month/Qtr</b>	<b>Detail</b>	<b>£</b>
2019/20 Opening	balance at 1 April 2019	<b>(1,618,510)</b>
Quarter 1	Public Conveniences - repair & demolition costs	(8,000)
Quarter 2	Street Lighting - increase in unit charge and usage	(7,620)
	Public Conveniences - increased water charges	(12,700)
Quarter 3	Corporate (includes increase in turnover savings and elimination of central recharges from budget)	(3,097,119)
	Democracy	174,223
	Central & Community Services	881,221
	Chief Executive	319,320
	Commercial Services	1,762,655
	Environment & Planning	619,960
	Finance Services	366,020
January 2020	Estimates Review – Corporate	949,409
	Estimates Review – Democracy	(18,683)
	Estimates Review - Central & Community	(357,251)
	Estimates Review - Chief Executive	30,935
	Estimates Review - Environment & Planning	(71,030)
	Estimates Review - Finance Services	11,420
	Estimates Review - Financing adjustment	(201,270)
	Estimates Review - Internal Drainage Board	5,340
	Increase in Borough spend	67,560
February 2020	Primarily salary savings realised above turnover savings across all cost centres	128,694
Outturn 2019/20	Street Lighting - correction to budget change previously stated	(5,000)
	Eliminated budget roundings	(10)
	Corporate	(502,979)
	Democracy	(4,800)
	Central & Community	(2,770,965)
	Chief Executive	(29,481)
	Commercial Services	(1,402,128)
	Environment & Planning	(236,598)
	Finance Services	763,577
	Financing adjustment (REFCUS £4.2m)	4,249,678
<b>Outturn 2019/20 - amount to be drawn from General Fund Reserve Balance</b>		<b>(14,132)</b>



**Cost Reduction Programme 2019/2020**

**Appendix 1b**

<b>Initiative</b>	<b>2019/2020 Saving £</b>	<b>2020/2021 Saving £</b>	<b>2021/2022 Saving £</b>
Great Yarmouth parking enforcement	30,000	30,000	0
Hunstanton leased telephone line	6,000	6,000	0
Salix Energy Efficiency	33,600	21,640	21,640
Digital collection of information	15,000	15,000	15,000
Review of ICT support contracts	6,000	6,000	<b>0</b>
Reduction in number of members	39,500	41,200	41,200
Full cost of Parish council elections passed on	4,270	0	0
KLIC Building	125,000	150,000	150,000
Parish Council elections adjustment	18,500	<b>(1,500)</b>	0
<b><i>Reversed out of savings (transferred into revenue budget)</i></b>			
Reduction in number of members	<b>(39,500)</b>	<b>(41,200)</b>	<b>(41,200)</b>
KLIC Building	<b>(125,000)</b>	<b>(150,000)</b>	<b>(150,000)</b>
<b>Savings to Date</b>	<b>113,370</b>	<b>77,140</b>	<b>36,640</b>
Target savings to be achieved	273,600	309,700	309,700
<b>Variance (under) to Date</b>	<b>(160,230)</b>	<b>(232,560)</b>	<b>(273,060)</b>

**Proposed Transfers to Reserves as at 31 March 2020****Appendix 2a**

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

The additional amounts proposed to be transferred to reserves are:

<b>Service Head</b>	<b>Service</b>	<b>Description</b>	<b>Amount to Reserve £</b>
<b>Central &amp; Community</b>	Care & Repair	Monies to be used to fund Assistive Technology Scheme in future years	7,812
<b>Central &amp; Community Total</b>			<b>7,812</b>
<b>Commercial Services</b>	Car Park Promotions	Monies to be used to fund future events	20,700
	King's Court Office Accommodation	To fund future redecoration/furniture costs	16,745
	Industrial Estates – Hardwick	Balance on service statements used to fund future years	800
	Industrial Estates - North Lynn	Balance on service statements used to fund future years	1,100
	Industrial Estates - Flitcham	Balance on service statements used to fund future years	350
	St Johns Business Park	Balance on service statements used to fund future years	450
<b>Commercial Services Total</b>			<b>40,145</b>
<b>Corporate</b>	Corporate Costs and Provisions	Interest on balances	9,767
	One Public Estate	Balance required to fund spend in future years	12,698
<b>Corporate Total</b>			<b>22,464</b>
<b>Environment &amp; Planning</b>	Coastal Defence/Protection	To fund future years expenditure as part of Coastal Management Plan	56,970
	Planning	Planning income from 20% fee increase ring-fenced to fund future years expenditure	43,592
	Wash East Coast - CIC	Balance required to fund spend in future years	13,376
<b>Environment &amp; Planning Total</b>			<b>113,938</b>
<b>Finance Services</b>	Community Projects CRS	Balance required to fund spend in future years	4,372
	Community Projects PDS	Balance required to fund spend in future years	32,000
<b>Finance Services Total</b>			<b>36,372</b>
<b>Grand Total</b>			<b>220,732</b>

## Appendix 2b

The additional grants / third party contributions received in year, proposed transfers to reserves are:

Service Head	Service	Description	Amount to Reserve £
Central & Community	Care and Repair - LILY Phase 4	Grant monies to be used to fund future spend	23,916
<b>Central &amp; Community Total</b>			<b>23,916</b>
Chief Executive	Rough Sleeper Fund	Grant monies to be used to fund future spend	137,310
Chief Executive	Flexi homeless Support Grant	Grant monies to be used to fund future spend	88,393
Chief Executive	New Burdens Funding	Grant monies to be used to fund future spend	14,671
Chief Executive	Early Help Hub Co-ordinator	Grant monies to be used to fund future spend	59,969
Chief Executive	Cold Weather Funding	Grant monies to be used to fund future spend	1,000
Chief Executive	Custom Build - Housing	Grant monies to be used to fund future spend	9,833
<b>Chief Executive Total</b>			<b>311,176</b>
Corporate	Corporate Costs and Provisions - BREXIT	Funding to be used in future years	52,452
	Hunstanton Prosperity/Seafront	Funding to be used in future years	13,093
<b>Corporate Total</b>			<b>65,545</b>
Environment & Planning	Brownfield Sites - New Burdens	Monies to fund Brownfield Site Register required in 2020/21	2,446
<b>Environment &amp; Planning Total</b>			<b>2,446</b>
Finance Services	Welfare Reform Funding	Grant monies to be used to fund future spend	4,233
<b>Finance Services Total</b>			<b>4,233</b>
<b>Grand Total</b>			<b>407,316</b>

- **Unsupported Borrowing**

A form of capital finance funded by revenue either by increased income or a reduction in costs. There is no Government grant to support this form of funding.

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

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

- \* **Minimum Revenue Provision (MRP)**

The Council is required to pay off an element of its underlying need to borrow (the Capital Financing Requirement) each year through a revenue charge (MRP).

A variety of options for MRP calculation are available to councils, so long as there is a prudent provision. The Council uses the Asset Life Method as set out below.

Asset Life Method – MRP will be based on the estimated life of the assets, in accordance with the proposed regulations which provides for a reduction in the borrowing need over approximately the asset's life.

**REPORT TO CABINET**

<b>Open (with an exempt appendix)</b>		<b>WOULD ANY DECISIONS PROPOSED :</b>		
<b>Any especially affected Wards None</b>	Mandatory	(a) Be entirely within Cabinet's powers to decide	<b>YES</b>	
		(b) Need to be recommendations to Council	<b>NO</b>	
		(c) Is this a key decision	YES	
Lead Member: Councillor Brian Long E-mail: cllr.brian.long@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Ruth Wilson E-mail: ruth.wilson@west-norfolk.gov.uk Direct Dial: 01553 616450		Other Officers consulted: Management Team		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications (incl S.17) NO	Equal Opportunities Implications NO	Risk Management Implications YES
If not for publication, the paragraph of Schedule 12A of the 1972 Local Government Act considered to justify that is paragraph 3				

**Date of meeting: 19 August 2020**

**Capital Programme and Resources 2019-2024****Summary**

The report provides details of the outturn of the 2019/2020 capital programme and outlines amendments and rephrasing to the spending on schemes, revising the programme for 2019/2024. The capital programme outturn for 2019/2020 totalled £23,178,541 (£26,938,337 including Exempt and Capital Loans) against an approved budget of £25,622,560 (£30,431,860 including Exempt and Capital Loans). It has been necessary to rephrase a total of £5,439,860 (£6,489,190 including Exempt) of scheme costs to future years. Useable capital receipts generated in the year totalled £23,255,099. The capital resources available to fund expenditure in 2019/2020 are detailed in section 3 of the report.

**RECOMMENDATION**

That Cabinet :

1. note the outturn of the capital programme for 2019/2020 of £26,938,337;
2. note the financing arrangements for the 2019/2020 capital programme;
3. approve the revised 2019/2024 capital programme and financing as detailed in the report.

**Reason for Decision**

To report the outturn 2019/2020 for the Capital Programme and update members on capital spending and resources for 2020/2024.

## 1 Introduction

- 1.1 This report presents the outturn of the 2019/2020 capital programme and provides details of amendments and rephasing resulting from under and overspends and their impact on the 2019/2024 programme. The report also outlines the financing of the 2019/2020 programme.

## 2 Capital Programme 2019/2020

- 2.1 The full capital programme for 2019/2020 is shown at Appendix 1 and provides details of the outturn for individual schemes, together with amendments and rephasing to/from future years.
- 2.2 A full updated Capital Programme 2019/2020 of £30,431,860 was reported at the Cabinet meeting on 4 February 2020 and approved by Council on 27 February 2020.

<b>Scheme</b>	<b>Capital Programme (Cabinet February 2020)</b>	<b>Monitoring - Amendments</b>	<b>Monitoring - Rephasing</b>	<b>Revised Capital Programme 2019/2020</b>
	£	£	£	£
<b>Core Programme</b>	25,622,560	-	-	25,622,560
<b>Exempt Schemes</b>	4,809,300	-	-	4,809,300
<b>Total</b>	30,431,860	-	-	30,431,860

- 2.3 The final figures for the outturn on the capital programme show that it has been necessary to carry forward net budget provision of £5,439,680 to 2020/2021 and future years. £1,049,510 has been carried forward on exempt schemes. In a number of cases there were over or under spends which net to a £2,995,661 overspend across the capital programme (£2,995,666 including exempt schemes).

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

	<b>(Under)/Over £</b>
<b><u>MAJOR PROJECTS</u></b>	
<b>NORA Joint Venture</b> – Additional expenditure was incurred on NORA Joint Venture, this will be recovered through additional sales revenue	768,316
<b>West Winch Housing Access Road</b> – This is a contribution towards the planning application for the West Winch Housing Access Road to Norfolk County Council. This was not included in the capital programme and is to be funded from general capital resources.	225,000
<b>Seafront Master Plan</b> – This scheme was determined to be revenue in nature and moved to the revenue budget.	(100,000)
<b>Town Centre Development (H&amp;M)</b> This development project has been hit extremely hard by the insolvency of the project's principal contractor in 2019 and it is understood that many sub-contractors had not been paid. As a funding development partner, the Borough Council has found it necessary to inject additional capital into the scheme to ensure that the overall project is completed, and the contractual arrangements with H&M were satisfied.	328,876
<b>Townscape Heritage Initiative</b> – This is a favourable variance as the contributions from the Heritage Lottery Fund and Historic England hadn't been outlined in the capital programme.	(163,869)
<b><u>OPERATIONAL PROJECTS</u></b>	
<b>ICT</b> - Additional costs incurred in the development of the new financial ledger that were not foreseen in the planning stage. These costs are to be funded from reserves.	73,756
<b>Arts Centre Complex</b> - Additional expenditure incurred on the works at the Arts Centre. These costs are anticipated to be funded from future year budgets relating to Arts Initiatives due to the continued closure of the site.	23,357
<b>Refuse and Recycling Containers</b> - Extra purchase of bins following builds of new properties and replacements for existing damaged containers. To be funded from unsupported borrowings.	49,578
<b><u>CAPITAL LOANS</u></b>	
<b>West Norfolk Housing Company</b> – Capital Loans have been added to the capital programme with effect from 2019/2020. This is the amount loaned to West Norfolk Housing Company for capital purchases in 2019/2020.	1,819,528
<b>Miscellaneous movements</b>	(28,881)
	<b>2,995,661</b>

2.4 The following tables show the summary of the programme and actual spend to 31 March 2020. The detailed outturn for the Capital Programme 2019/2020 is presented at Appendix 1.

Table 1

	<b>Budget 2019/2020</b>	<b>Outturn 2019/2020</b>	<b>Rephasing (to)/from 2019/2020</b>	<b>Variance (Under)/Over</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Major Projects	19,460,000	17,072,248	(3,425,070)	1,037,318
Central and Community Services	3,343,440	3,623,826	206,630	73,756
Commercial Services	2,711,000	640,498	(2,143,060)	72,558
Environment and Planning	7,500	-	-	(7,500)
Finance Services	100,620	22,441	(78,180)	1
Capital Loans	-	1,819,528	-	1,819,528
<b>Capital Programme Outturn</b>	<b>25,662,560</b>	<b>23,178,541</b>	<b>(5,439,680)</b>	<b>2,995,661</b>

	<b>Budget 2019/2020</b>	<b>Outturn 2019/2020</b>	<b>Rephasing (to)/from 2019/2020</b>	<b>Variance (Under)/Over</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Exempt Schemes (Major Projects)	4,809,300	3,759,795	(1,049,510)	5

2.5 The main areas for the proposed rephasing are detailed below. The detailed outturn is presented at Appendix 1. Exempt schemes are in a separate section of this report and also in Appendix 3.1.

### Major Projects

#### **Enterprise Zone**

Work on the Enterprise Zone Infrastructure is due to take place in 2020/2021, some preliminary works have been undertaken and some costs incurred in 2019/2020. £118,790 has been rephased from 2020/2021.

#### **Major Housing Development and Joint Venture**

There are currently a number of sites being developed by the Council. A total of £847,040 has been rephased to 2020/2021. The table 3 in 2.7 details the units by site. These are all at various stages. NORA 1-3 and Marsh Lane works are complete; Lynnsport 4-5 is nearing completion; NORA 4 and Parkway are in the planning phase; Alexandra Road is in the design phase. The remaining schemes are under construction.



### **Major Housing Development Third Party Contributions**

The capital programme now includes the Accelerated Housing Grant (AHG) as a contribution, this was previously shown in the financing table:

	<b>2019/2020</b>	<b>Total AHG in Capital Programme</b>
Salters Road	(99,560)	(£1,018,000)
NORA Phase 4	(1,296,280)	(£1,340,000)
Parkway	(936,980)	(£3,035,320)
<b>Total</b>	<b>(2,332,820)</b>	<b>(£5,393,320)</b>

### **Corn Exchange Cinema**

There was a slight delay in work in March due to Covid 19 which has resulted in an underspend in 2019/2020 of £32,230, this has been rephased and added to the 2020/2021 budget to cover costs.

### **Other Major Projects**

£338,820 has been rephased to 2020/2021. Due to the Future High Street Funding Bid some strategic decisions have been made in relation to the profiling of certain schemes that are being considered towards a cohesive growth and development programme. The South Quay Scheme and the Purfleet Floating Restaurant have been delayed and rephased to 2020/2021.

### Central and Community Services

#### **Careline Replacement Alarm Units**

Not all replacements scheduled for the year were completed. £43,900 has been rephased to 2020/2021 to continue the replacement programme.

#### **Lily Project**

The Living Independently in Later Years project. To enable the grant award criteria to be met £25,000 has been carried forward to 2020/2021.

#### **Private Sector Housing Assistance**

These budgets are committed for grant applications that are either approved but the works are not yet complete, applications are being assessed or cases on the waiting list. Budget provision of £275,530 is to be brought forward from 2020/2021.

### Commercial Services

#### **Princess Theatre Terrace Extension**

£10,000 will be carried forward to 2020/2021 and used to fund works on a terrace extension. This work has been completed in early 2020/2021.

#### **Car Park Resurfacing**

£441,800 rephased to 2020/2021, Works are anticipated to be completed in 2020/21.

### **Car Park Multi Storey Barrier Ticket Machine, Lighting and Controls and Parking Gladstone Server Upgrade**

These projects have been delayed whilst the integration of the back-office systems are reviewed. £38,130 for the ticket machine; £192,000 for the lighting and controls; and £12,030 for the server upgrade has been rephased to 2020/2021. All these schemes have interdependencies.

### **Mintlyn Crematorium – Extend Car Park**

£33,000 rephased to 2020/2021

### **Off Street Car Parks – Vehicles**

£60,000 has been rephased to 2020/2021 due to a delay in receiving notification of the revised engine availability from the manufacturer.

### **CCTV**

£94,700 rephased to 2020/2021. The budget rephased was for CCTV Upgrades in the CCTV Control Room; Kettlewell Gardens; Multi Storey and the Crematorium. These works will be completed around the routine maintenance work programme in 2020/2021.

### **Refuse Vehicles**

£12,650 has been rephased to 2020/2021 due to a delay in lead / delivery times.

### **Replacement Play Area Equipment**

£48,000 to replace play area equipment has been rephased to 2020/2021 due to timing of inspections of existing equipment.

### **Resorts**

The resort signage budgets of £86,000 have been rephased to 2020/2021 due to links with other projects.

### **Vehicles**

Budget provision of £635,770 has been carried forward to 2020/2021 to meet the cost of the on-going vehicle replacement programme for Grounds Maintenance and Public Cleansing Vehicles. Part of the reason for this delay in expenditure is due to issues with Ford over lead/delivery times which has now been addressed.

### **Corn Exchange and Leisure Facilities**

The capital programme includes a number of schemes at the Corn Exchange and Leisure facilities. Several of these projects will now be completed during 2020/2021, mostly due to the implementation of the Re:Fit scheme, the cinema works and the establishing of Alive West Norfolk. The balance of the budget provision of £291,430 will be carried forward to 2020/2021 to meet the cost of the ongoing works.

### **Replacement Christmas Lights**

The £187,550 budget to replace Christmas lights is now scheduled for 2020/2021.

## Finance Services

### **Community Projects – Financial Assistance**

The capital budget for community projects has been committed for contributions to a number of different projects including improvements/extension/new build community facilities. The grants are administered by Norfolk Foundations on behalf of the council and will be paid to the community organisations on completion of the projects. The balance of the budget provision of £78,180 is carried forward to 2020/2021 to meet the grant commitments.

- 2.6 Total useable capital receipts generated in 2019/2020 from preserved right to buy sales of former council houses and land sales were £294,000. The table below shows the summary of useable capital receipts generated in 2019/2020.

Table 2

	<b>2019/2020</b>	<b>2019/2020</b>
	<b>Budget</b>	<b>Outturn</b>
	<b>£'000</b>	<b>£'000</b>
Council Houses Preserved Right to Buy	150	294
General Fund – Land	1,689	367
Land (NORA)	720	571
General Fund – Land (Lynnsport 4&5)	1,140	1,560
General Fund – Land (Marsh Lane)	974	812
<b>Total</b>	<b>4,673</b>	<b>3,604</b>

- 2.7 Table 3 below illustrates all the units sold to date on the NORA Joint Venture and the Major Housing Project. There were 25 houses on the Nar Valley Park (NORA Development) which were sold in 2019/2020 (3 from Phase 2 and 22 from Phase 3). The total amount received in respect of the house sales was £4,416,638 (this includes £570,672 in respect of the land receipt which is reported as part of the general fund land sales to the Council in 2.6 above). The sales receipts received in 2019/2020 have been used to meet expenditure incurred on the NORA Housing Development in 2019/2020, and to partly repay temporary borrowing which relates to expenditure on the project from prior years. The NORA Housing Development is a joint arrangement with Norfolk County Council.
- 2.8 50 houses were sold on the Marsh Lane Development for a total of £9,056,171 (this includes £811,539 in respect of the land receipt which is reported as part of the general fund land sales to the Council in 2.6 above). 52 houses were sold on the Lynnsport 4/5 Development for a total of £9,415,407 (this includes £1,560,000 in respect of the land receipt). The

sale receipts are used to fund expenditure on the Major Housing Project alongside temporary borrowing.

Table 3

The units sold in 2019/20 on each development are outlined in 2.7 and 2.8. The table below summarises the total number of units sold at 31.03.20 accumulatively:

	<i>Total Units</i>	<i>Sold pre 31.03.20</i>	<b>Units in Current Capital Programme 2020-2024</b>
<u>Joint Venture</u>			
NORA 1	54	54	-
NORA 2 <sup>1</sup>	58	57	1
NORA 3	50	44	6
<u>Major Housing</u>			
Marsh Lane	130	124	6
Lynnsport 3	54	-	54
Lynnsport 4&5	89	61	28
Lynnsport 1	100	-	100
NORA 4	105	-	105
Columbia Way	70	-	70
Alexandra Road, Hunstanton Parkway	28	-	28
	380		380
	<b>1,118</b>	<b>340</b>	<b>778</b>

<sup>1</sup> show home has been retained and has been reserved for purchase

Table 4

<b>Capital Receipts</b>	<b>£'000</b>
Council Houses Preserved Right to Buy	294
General fund - Land	367
Vehicles and Equipment	43
Housing Sales Receipts including land	22,888
Housing Grants	37
	<u>23,629</u>

### 3 Financing of the Capital Programme 2019/2020

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

Table 5

	£
<b>Total Capital Programme Outturn to be Funded 2019/2020</b>	<b>29,879,698</b>
Less Third-Party Contributions	(2,941,361)
<b>Capital Programme Expenditure to be Funded</b>	<b><u>26,938,337</u></b>
<b>Sources of Finance:</b>	
Specific Capital Grant - Better Care Fund	1,563,735
Unsupported Borrowing	219,328
Capital Reserves	6,728,910
S106 Contributions from Reserves	6,530
Capital Receipts applied in year	18,161,698
NCC Share of NORA Joint Venture	384,158
Capital Creditors	723,435
Capital Debtors	(332,439)
Capital Advance Receipts	(434,701)
Capital Prepayments	(82,317)
<b>Total</b>	<b><u>26,938,337</u></b>

- Specific capital grant is for Disabled Facilities Grants (DFGs) which is allocated directly from the Government as part of the Better Care Funding and paid via Norfolk County Council.
- Unsupported Borrowing is the level of loans taken on by the Council and paid from within the budgets of services. During 2019/2020 unsupported borrowing was used to purchase vehicles and equipment where previously lease payments were made. In effect the lease payments now pay the debt charge. No help is available from Government to pay the costs – therefore they are classed as unsupported.
- The temporary borrowing included in the funding of the capital programme for 2019/2020 relates to the Major Housing Project. Temporary borrowing is included for cash flow purposes to ensure a

balanced funding of the capital programme in advance of capital receipts. Internal borrowing will be used whenever it is most financially advantageous to do so. Internal borrowing is the use of internal funds (short term cash flows and reserves and balances not immediately required) rather than taking external debt. Funds currently in short term investments may be withdrawn and used in place of external borrowing.

- Capital Reserves have been previously set aside for particular schemes. In some cases, regular annual contributions are made to the reserves (e.g. sports and arts facilities, offices). Useable capital receipts received in previous years are held in reserves until applied to capital financing.
- S106 contributions from reserves are S106 contributions received in prior periods.
- Capital Receipts come from the sale of assets and the preserved rights from the sale of former council houses.

3.2 The capital debtors and creditors represent payments that will be made or received during 2020/2021. The net sum is actually funded from capital reserves when payments are made/income received in 2019/2020.

#### **4 Minimum Revenue Provision**

4.1 A requirement of capital controls is that details of the minimum revenue provision (MRP) calculation are reported to Cabinet. The MRP is the minimum amount that must be charged to the Council's revenue accounts each year as a provision to repay debt. Changes to the basis of calculating MRP were made by the Local Authorities (Capital Finance and Accounting) (Amendment) (England) Regulations 2008. A local authority is required to calculate an amount of MRP which they consider to be prudent, prepare a statement of its policy on making MRP and submit it to full Council. The Treasury Management Strategy 2019-2020 approved at Council on 26 March 2019 set out the policy proposals for the Borough for 2019/2020.

4.2 The amount of MRP charged to the accounts in 2019/2020 is £345,463 against a budget of £345,470. The actual MRP charge 2019/2020 has been calculated in accordance with the Council's policy based on the capital financing requirement as at 1 April 2019.

#### **5 Capital Programme 2020/2024**

5.1 The Capital Programme 2019/2024 was approved by Council on 27 February 2020. As detailed at section 2 above, it is proposed to carry forward budget provision from 2019/2020 to 2020/2021. In addition, rephasing between years across the period 2020/2021 to 2023/2024 is also reported as the timing of schemes has been reviewed and updated.

- 5.2 The following amendments have been included in the capital programme 2020/2021 and detailed at Appendix 2:

#### **Accelerated Housing Grant (AHG)**

See 2.5. The AHG contribution was previously shown in the financing table but has been added to the capital programme for transparency. This is a contribution of £5,393,320.

#### **Business Rates Pool (BRP)**

Similarly to the AHG, the BRP Contribution has been added for the Gaywood Major Housing Project. This contribution is £1,800,000.

#### **Old Sunway Bridge Works**

The capital programme 2020/2021 has been increased by £30,000 to meet the projected renovation costs for Old Sunway Bridge.

#### **Town Centre Development (H&M)**

An additional £6,330 has been added to the capital programme for 2020/21. This is based on additional costs advised from the Quantity Surveyor.

#### **Sail the Wash**

The Council has been awarded 100% grant funding from the Coastal Communities Fund to develop the waters of the Wash to make them more user friendly and accessible and to safeguard existing jobs and open up opportunities for further indirect employment. The locations benefiting from these projects are King's Lynn and Sutton Bridge. The project will create 60 more permanent berths and generate 3000 visitor boat nights. The budget has been amended in 2020/2021 by £529,930 for these projects with 100% grant (net nil). £26,119 was incurred in 2019/2020 which was 100% funded (net nil).

- 5.3 Table 6 shows in summary form the proposed programme 2020/2024 after allowing for rephrasing and amendments. Details of the individual schemes for 2020/2024 are given at Appendix 2 and 3.2 (Exempt).

Table 6

	<b>2020/2021</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Major Projects	36,762,900	26,123,540	20,540,920	16,000,000
Central and Community Services	2,223,370	2,360,000	2,360,000	2,360,000
Commercial Services	3,772,340	658,280	131,300	88,000
Environment and Planning	0	0	0	0
Finance Services	128,180	50,000	50,000	50,000
<b>Total Excluding Exempt</b>	<b>42,886,790</b>	<b>29,191,820</b>	<b>23,082,220</b>	<b>18,498,000</b>
Exempt Schemes	11,790,870	19,839,700	10,224,500	0

<b>Total Including Exempt</b>	<b>54,677,660</b>	<b>49,031,520</b>	<b>33,306,720</b>	<b>18,498,000</b>
-------------------------------	-------------------	-------------------	-------------------	-------------------

#### 5.4 Future High Streets Fund / Heritage Action Zone

The Heritage Action Zone is a four year partnership commencing from April 2020 and is a programme of heritage led regeneration in the King's Lynn area.

The Future High Streets Fund aims to renew and reshape town centres and high streets to drive growth, improve experience and ensure future sustainability. This is central to the government's ambition to level up the country – creating jobs and building stronger and more resilient local economies and communities. It will do this by providing co-funding to successful applicants to support transformative and structural changes. The Council has submitted an expression of interest which has been successful. The draft Business Case was submitted on the 15 January 2020 and the final Business case was submitted on 22 June 2020.

In recognition of the importance of this fund and the pressing need in the towns the council has been offered a grant from government of £750,000 to fund capital projects in 2020/2021. At the time of this report discussions were being undertaken as to what works the council can do with this grant in order to release the money.

The Town Fund is an opportunity to access government grant to increase economic growth. The focus will be on regeneration, improved transport, better connectivity (Broadband), skills and culture. Each town can access up to £25m.

## 6 Capital Resources 2020-2024

- 6.1 Table 7 below provides details of the revised estimated capital resources for 2020/2024 updated after funding the 2019/2020 capital programme and including amendments and rephasing as detailed above. Exempt schemes shown in a separate report.



Table 7

		2020/21	2021/22	2022/23	2023/24
		£'000	£'000	£'000	£'000
<b>1</b>	<b>Capital Programme: Operational Schemes, S106 and Other Major Projects Expenditure</b>	9,819	3,068	2,541	2,498
1.1	<b>SOURCES OF FINANCE</b>				
1.2	Specific Capital Grants (Better Care Fund)	1,563	1,571	1,571	1,571
1.3	Capital Receipts (6.6)	3,795	754	779	779
1.4	Reserves	2,851	155	45	20
1.5	Unsupported Borrowing	1,610	588	146	128
	<b>Total Funding</b>	<b>9,819</b>	<b>3,068</b>	<b>2,541</b>	<b>2,498</b>
<b>2</b>	<b>Joint Venture – NORA Housing</b>				
2.1	Opening Borrowing Brought forward	1,694			
2.2	Prior Year Borrowing Brought forward		53	53	53
2.3	In Year Expenditure	0	0	0	0
2.4	In Year Sale	(1,641)	0	0	0
2.5	<b>Net Borrowing Position</b>	<b>53</b>	<b>53</b>	<b>53</b>	<b>53</b>
<b>3</b>	<b>Major Housing Development</b>				
3.1	Opening Borrowing Brought forward	19,890			
3.2	Prior Year Borrowing Brought forward		26,959	35,171	20,636
3.3	In Year Expenditure	24,051	26,124	20,541	16,000
3.4	Sales Receipts	(16,953)	(18,108)	(36,835)	(25,342)
3.5	Land Value to BCKLWN	1,517	196	1,759	195
3.6	Funded from Reserves	(1,546)			
3.7	<b>Net Borrowing Position</b>	<b>26,959</b>	<b>35,171</b>	<b>20,636</b>	<b>11,489</b>
<b>4</b>	<b>Enterprise Zone (25 Year Project)</b>				
4.1	Opening Borrowing Brought Forward	2,695			
4.2	Prior Year Borrowing Brought Forward		11,364	11,016	10,668
4.3	In Year Expenditure	9,017	0	0	0
4.4	Business Rates Receipts 85% (via NALEP) - Note 2	(348)	(348)	(348)	(348)
4.5	<b>Net Borrowing Position</b>	<b>11,364</b>	<b>11,016</b>	<b>10,668</b>	<b>10,320</b>
<b>5</b>	<b>TOTAL NET BORROWING POSITION</b>	<b>38,376</b>	<b>46,240</b>	<b>31,357</b>	<b>21,862</b>
		<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
		<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>6</b>	<b>Useable Capital Receipts</b>				
6.1	Useable Capital Receipts at 1 April 2020	10,879			
6.2	Prior Year Brought Forward		10,192	10,654	12,396
6.3	Capital Receipts MHP/NORA Land	1,675	196	1,759	195
6.4	Capital Receipts Housing	150	150	150	150
6.5	Capital Receipts General	1,283	870	612	300
6.6	<b>Capital Receipts used to fund Capital Programme (1.3)</b>	<b>(3,795)</b>	<b>(754)</b>	<b>(779)</b>	<b>(779)</b>
6.7	<b>Capital Receipts Transferred to Reserves</b>	<b>10,192</b>	<b>10,654</b>	<b>12,396</b>	<b>12,262</b>

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

**Table 8**

	<b>2020/2021</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Capital Programme: S106 and Other Major Projects and Operational schemes	9,819	3,068	2,541	2,498
Joint Venture – NORA Housing	0	0	0	0
Major Housing Development	24,051	26,124	20,541	16,000
Enterprise Zone	9,017	0	0	0
<b>Total Expenditure</b>	<b>42,887</b>	<b>29,192</b>	<b>23,082</b>	<b>18,498</b>
<b>Cumulative Borrowing/(Receipt) Position (Temporary Internal/External Borrowing)</b>	<b>38,376</b>	<b>46,240</b>	<b>31,357</b>	<b>21,862</b>

6.3 The funding for the period 2019/2024 was agreed by Council on 27 February 2020. The above table does contain some changes. Where schemes within the programme have been rephased, the funding has followed and the figures changed accordingly.

## **7. Equality Impact Assessment**

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

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

- Equalities (including impact on issues of race, gender, disability, religion, sexual orientation, age)

- Community cohesion (whether there is a potential positive or negative impact on relations between different communities)

## 8 Financial Implications

- 8.1 The financing arrangements for the capital programme are within budget. Where rephasing to/from 2019/2020 is to be made then the funding will follow. As previously noted, the MRP charge for 2019/2020 can be met from within the overall revenue outturn for the year.
- 8.2 The revenue implications of all capital schemes will be met from within existing budgets.

## 9. Risk Implications and Sensitivity Analysis

- 9.1 Risk is inherent in any projection of future funding. The estimated resources available to fund the capital programme 2019-2024 and the risk implications and sensitivity/consequences are detailed in the table below. The level of risk is based on the impact on the funding of the capital programme if the resources are not achieved at the estimated level or at the time expected.

Source of Funding	Risk Implications and Sensitivity	Level of Risk
Capital Grants  Third Party Contributions  Lottery Funding etc	<p><b>Risk</b>            The capital grant and specific grant included in the resources is a contribution towards private sector housing assistance - Disabled Facilities Grants (DFG). The level of grant included for 2020/2021 is based on the confirmed level of grant from the Better Care Fund and future years are included at the same level. The level of grant is confirmed by Central Government annually and can vary from year to year.</p> <p>In addition, third party contributions and grants from lottery funding etc of £7.1m are included in the programme 2020/2024.</p> <p><b>Sensitivity/Consequences</b>            This funding represents 40% of total general fund resources over the 4-year period. If the level of grants were to vary significantly the budget allocated for DFGs and the proposed schemes within the programme would need to be revised.</p>	Medium

Source of Funding	Risk Implications and Sensitivity	Level of Risk
Capital Receipts	<p><b>Risk</b> Capital receipts represent 34% of the general fund resources available over the 4-year period 2020-2024. The actual amount and timing of capital receipts can vary significantly. The achievement of capital receipts is monitored and reported in the monthly monitoring reports to ensure no over commitment.</p> <p><b>Sensitivity/Consequences</b> Capital receipts represent a high proportion of the total general fund resources available to fund the capital programme. The level of capital receipts achieved is sensitive to market conditions including demand for land and buildings, values and interest rates. The actual total of capital receipts included in the funding table of £6.1m plus £1.6m of sales receipts from the housing joint venture and £97m from the Major Housing Project, is a challenging target in the current economic climate. If capital receipts are not achieved at the level or within the year estimated it may be necessary to take on additional temporary borrowing at the prevailing interest rates.</p>	High
Major Housing Project	<p><b>Risk</b> The impact of market prices as the scheme proceeds to each phase may increase. The housing market may slow and sales may not be achieved as planned.</p> <p><b>Sensitivity/Consequences</b> Business case review prior to proceeding to end stage. Local Authority Housing Company, West Norfolk Property Limited, established to hold any surplus units for rent. This risk has increased significantly due to the pandemic. The viability of all schemes will be monitored closely for rapidly changing market conditions.</p>	High
Unsupported Borrowing	<p><b>Risk</b> The proposed capital programme 2020-2024 includes unsupported borrowing for the purchase of equipment and vehicles. The unsupported borrowing will be funded through internal borrowing whenever it is most financially advantageous to do so. Internal borrowing is the use of internal funds (short term cash flows and reserves and balances not immediately required) rather than taking external debt.</p> <p><b>Sensitivity/Consequences</b> The Council will enter into unsupported borrowing where it can demonstrate that financial savings can be achieved by outright purchase of equipment, as</p>	Low

	opposed to the use of an operating lease and payment of an annual lease.	
Source of Funding	<b>Risk Implications and Sensitivity</b>	Level of Risk
Temporary Borrowing External and Internal	<p><b>Risk</b> Temporary borrowing is included for cash flow purposes to ensure a balanced funding of the capital programme in each of the financial years and in advance of capital receipts. Internal borrowing will be used whenever it is most financially advantageous to do so. Internal borrowing is the use of internal funds (short term cash flows and reserves and balances not immediately required) rather than taking external debt. Funds currently in short term investments may be withdrawn and used in place of external borrowing.</p> <p><b>Sensitivity/Consequences</b> The actual required temporary borrowing will depend on rephasing in the capital programme and capital receipts achieved in each year. Temporary borrowing will be maintained at the minimum level required and reported as part of the outturn. The cost of funding planned temporary borrowing is included in the revenue budget and is confirmed as affordable. In the event that additional temporary borrowing is required during the financial year the impact on the revenue budget will be reported in the monthly monitoring reports to Members.</p> <p>Fixed term external borrowing may be taken and drawn down as expenditure is required and rates are favourable. External borrowing will be sourced through market loans or PWLB depending on the most favourable rates.</p>	Low
Reserves	<p><b>Risk</b> Contributions from reserves are based on actual balances as at 1 April 2020 and take into account budgeted contributions to/from reserves.</p> <p><b>Sensitivity/Consequences</b> The reserves are available and as such the sensitivity is low. In the event that reserves are available as estimated in the capital resources, temporary borrowing would be incurred to ensure a balanced funding of the capital programme in each of the financial years.</p>	Low

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

## **10 Policy Implications**

The establishment and management of the capital programme are in accordance with the Council's Capital Strategy 2017-2021 which was approved by Council on 3 February 2017. The current Capital Strategy 2020/21 was approved by Council on 17 March 2020.

## **11 Statutory Consideration**

None

## **12 Consultations**

Management Team

## **13 Access to Information**

Cabinet Reports  
Background Papers (Government Circulars etc)  
Financial Plan 2019-2024  
Capital Strategy and Local Property Investment Fund 2017-2021  
Capital Strategy 2020/21  
Monthly Monitoring Reports 2019/2020

	Revised Budget 2019/2020	2019/2020	2019/2020	Appendix 1 2019/2020
Scheme Title	As At February Monitoring	CYR Act	Budget Rephased	Variance
	£	£	£	
<b>Major Projects</b>				
<b>Enterprise Zone</b>				
Gas Main	0	(513)	(510)	3
Premises	0	5,424	5,420	(4)
Project Mgmt / Marketing	0	54,207	54,210	3
Roads / Infrastructure	0	59,669	59,670	1
<b>Total Enterprise Zone</b>	<b>0</b>	<b>118,787</b>	<b>118,790</b>	<b>3</b>
<b>Joint Venture Scheme</b>				
NORA - All phases	0	768,316		(768,316)
<b>Total Joint Venture Scheme</b>	<b>0</b>	<b>768,316</b>	<b>0</b>	<b>(768,316)</b>
<b>Major Housing Development</b>				
Salter's Road - Contractor Cost	120,000	96,146	(23,850)	4
Salter's Road - BCKLWN Costs	50,000	11,995	(38,000)	5
Salter's Road - AHG Contribution	0	(99,559)	(99,560)	(1)
	<b>170,000</b>	<b>8,582</b>	<b>(161,410)</b>	<b>8</b>
Alex'dra Rd Hun'ton BCKLWNCost	154,010	124,473	(29,540)	(3)
Phase 3-Lynnsport 3	4,593,000	4,695,171	126,730	(1)
Phase 3-Lynnsport 1	0	24,561		(1)
Phase 2 -Lynnsport 4 /5	4,213,880	3,708,939	(504,940)	1
Phase 1 - Marsh Lane	3,311,180	3,009,564	(301,620)	(4)
Major Housing Management	388,920	392,389	3,470	1
MHP Unallocated Budget	579,680	22,394	(557,290)	(4)
Nora Phase 4	524,680	764,480	239,800	(0)
Nora Phase 4 - AHG Contribution	0	(1,296,275)	(1,296,280)	(5)
	<b>524,680</b>	<b>(531,795)</b>	<b>(1,056,480)</b>	<b>(5)</b>
Parkway - Gaywood	2,000,000	2,238,201	238,200	(1)
Parkway - BRP	0	0	0	0
Parkway - AHG Contribution		(936,982)	(936,980)	2
	<b>2,000,000</b>	<b>1,301,220</b>	<b>(698,780)</b>	<b>0</b>
<b>Total Major Housing Development</b>	<b>15,935,350</b>	<b>12,755,498</b>	<b>(3,179,860)</b>	<b>(8)</b>
<b>Other Major Projects</b>				
Better Broadband for Norfolk	500,000	500,000		0
Re:Fit Project	850,400	857,450	7,050	0
Corn Exchange Cinema	813,540	781,315	(32,230)	(5)
Chapel Street	0	0		0
Chapel Street	0	41,047		(41,047)
Chapel Street Third Party Cont'n (Homes England)	0	(41,047)		41,047
Chapel Street Business Rates Pool Contribution	0	0		0
Chapel Street Net Spend	0	0	0	0
Land Acquisitions	0			0
Nelson Quay Redevelopment	76,250	74,369		1,881
West Winch Hsg Access Road	0	225,000		(225,000)
NORA Remediation	0	(8,927)		8,927
Broad Street	0	6,530		(6,530)
Purfleet Floating Restaurant	12,000	1,369	(10,630)	1
South Quay Somerfield Thomas BRP	700,000	43,629	(656,370)	1
South Quay Business Rates Pool Contribution	(350,000)	(21,815)	328,180	(5)
South Quay Somerfield Thomas - CRF	0	11,131		(11,131)
South Quay CRF Contribution	0	(11,131)		11,131
South Quay Somerfield Thomas Silo Net Spend	350,000	21,815	(328,190)	(5)
South Quay Stage 3	0	0		0
South Quay Stage 3 Business Rate Pool Contrib	0	0		0
South Quay Stage 3 Net Spend	0	0	0	0
Southgate Regeneration Area	0	0		0
Southgate Regen Area Business Rate Pool Contrib	0	0		0

	<b>Revised Budget 2019/2020</b>	<b>2019/2020</b>	<b>2019/2020</b>	<b>Appendix 1 2019/2020</b>
<b>Scheme Title</b>	<b>As At February Monitoring</b>	<b>CYR Act</b>	<b>Budget Rephased</b>	<b>Variance</b>
Southgate Regen Area Net Spend	0	0	0	0
Sail the Wash Sutton Bridge	0	13,060		(13,060)
Sail the Wash King's Lynn	0	13,060		(13,060)
Third Party Contribution	0	(26,119)		26,119
	0	0	0	0
Seafront Master Planning	100,000	0		100,000
Seafront Master Planning Business Rates Pool Contribution	0	0		0
	100,000	0	0	100,000
H&M New Store	491,480	815,356		(323,876)
Hunstanton Parks for People	0	(11,742)		11,742
Townscape Heritage Initiative	330,980	363,854		(32,874)
Townscape Heritage Initiative HLF		(171,962)		171,962
Townscape Heritage Initiative HE		(24,781)		24,781
Townscape Heritage Initiative Net Spend	<b>330,980</b>	<b>167,111</b>	<b>0</b>	<b>163,869</b>
Total Other Major Projects	<b>3,524,650</b>	<b>3,429,646</b>	<b>(364,000)</b>	<b>(268,996)</b>
<b>Total Major Projects</b>	<b>19,460,000</b>	<b>17,072,248</b>	<b>(3,425,070)</b>	<b>(1,037,318)</b>
<b>Operational Schemes</b>				
<b>Central and Community Services</b>				
Disabled Facilities Grant	1,000,000	916,213		83,787
Adapt Grant	1,372,370	1,747,708	275,530	(99,808)
	2,372,370	2,663,921	275,530	(16,021)
<b>Preventative Works</b>				
Home Repair Assistance Load	0			0
Emergency Repair Grant	0	2,814		(2,814)
Careline Grant	25,000	20,828		4,172
Safe and Secure Grant	0	15,101		(15,101)
Low Level Prevention Fund	125,000	99,368		25,632
<b>Preventative Works Total</b>	<b>150,000</b>	<b>138,111</b>	<b>0</b>	<b>11,889</b>
<b>Total Private Sector Housing Assistance</b>	<b>2,522,370</b>	<b>2,802,032</b>	<b>275,530</b>	<b>(4,132)</b>
Careline-Replacement Alarm Uni	89,200	45,300	(43,900)	0
Careline - Replacement Vehicles	27,660	23,528		4,132
Lily Project	25,000	0	(25,000)	0
ICT Development Programme	679,210	752,966		(73,756)
Standard Desktop Refresh	0			0
<b>Total ICT Development Programme</b>	<b>679,210</b>	<b>752,966</b>	<b>0</b>	<b>(73,756)</b>
<b>Total Central and Community Services</b>	<b>3,343,440</b>	<b>3,623,826</b>	<b>206,630</b>	<b>(73,756)</b>
<b>Commercial Services</b>				
Arts Centre Complex	215,000	238,357		(23,357)
Princess Theatre Terrace Extension	10,000	0	(10,000)	0
<b>Car Parks</b>				
Resurfacing	441,800	0	(441,800)	0
Car Parks P&D Machine Replace	0	0		0
Car Parks-Electronic Handhelds	2,880	2,900		(20)
NNDC Decrim Vehicles	0	0		0
Car Pk MS Barrier Ticket Mach	150,000	111,869	(38,130)	1
Car Prk MS Lighting + Controls	192,000		(192,000)	0
Mintlyn Crem - Extend Car Park	33,000		(33,000)	0
The Walks Car Park Resurf & P&D	0			0
Off Street Car Parks- Vehicles	60,000		(60,000)	0
<b>CCTV</b>				



	<b>Revised Budget 2019/2020</b>	<b>2019/2020</b>	<b>2019/2020</b>	<b>Appendix 1 2019/2020</b>
<b>Scheme Title</b>	<b>As At February Monitoring</b>	<b>CYR Act</b>	<b>Budget Rephased</b>	<b>Variance</b>
CCTV Control Room Upgrade	51,390		(51,390)	0
CCTV Kettlewell Gadens	29,750	4,061	(25,690)	(1)
CCTV Wardles Chase	1,110	1,197		(87)
CCTV Multistorey	15,000	5,114	(9,890)	(4)
CCTV Depot	0	0		0
CCTV Crem	16,250	8,520	(7,730)	(0)
Christmas Lights Replacement	187,550		(187,550)	0
Council Facilities - Health&Sa	39,240	37,469		1,771
Emerg Plan - Replace Radios	0			0
Estate Roads - Resurfacing	0			0
Flood Prevention Measures	0			0
Gayton Road Cemetary Extension	0			0
Works to Oldsunway Bridge	0			0
Parking/Gladstone Server Upgrade	13,380	1,350	(12,030)	0
<b>Refuse and Recycling</b>				
Refuse - Black Bins	18,270	23,679		(5,409)
Communal Food Waste Containers	0	3,170		(3,170)
Brown Bins/Compost	3,210	9,762		(6,552)
Green Bins/Recycling	600	32,770		(32,170)
Trade Bins	5,960	8,238		(2,278)
Public Bin Housing (Covers)	0			0
Refuse Vehicles	12,650		(12,650)	0
Replacement Play Area Equipment	20,000		(20,000)	0
Play Area Equipment - King's Lynn (KLAC)	0			0
Replacement Play Area Equipment	28,000		(28,000)	0
Resort - Beach Safety Signage	15,000		(15,000)	0
Resort - Visitor Digital Sign	50,000		(50,000)	0
Tourist Signs A47	21,000		(21,000)	0
Sewage Treatment Works Refurb/Connect Public Sewer	0			0
Southgates HLF scheme	0	21,203		(21,203)
Southgates scheme Income	0	(21,203)		21,203
Southgates scheme Net Spend	0	0	0	0
Grounds Maintenance Equipment	0	0	0	0
Grounds Maintenance Vehicles	363,000	72,493	(290,510)	(3)
Public Cleansing Vehicles	367,810	22,548	(345,260)	2
<b>Corn Exchange</b>				
Corn Exchange -Auditorium Wrks/Dec	3,320	0		3,320
Corn Exchange - Repoint Brickwork	0			0
Corn Exchange - Refurbishment Toilets	0			0
Corn Exchange -Internal Dec	3,430	744		2,686
Corn Exchange -Refurbish Seating	0	12,226	6,220	(6,006)
Corn Exchange - Replace Speakers	70,000		(70,000)	0
Corn Exc Bar Tills+Bar Chiller	0			0
Corn Exchange - Light Desk & Lights	0			0
Corn Exchange - CYC Colr Sourc Lighti	0			0
Corn Exchange - Mobile Elevat Wrk Platf	0			0
<b>Downham Market Leisure Centre</b>				
DMLC - Refurb Toilets	0			0
DMLC - Replacement Spin Bikes	0			0
DMLC - Replace Heat/Cool AHU Dance Studio	0			0
DMLC - Fitness Room Flooring	20,000		(20,000)	0
DMLC - HallDance Studio Reseal	20,000	10,750	(9,250)	0
DMLC External Drain & Sump Pum	0	(6,432)		6,432
DMLC - CCTV	12,000	20,216		(8,216)
DMLC - Fitness Equipment	0			0
<b>Lynnsport</b>				
L/Sport - Replacement Audio Syst	0			0
L/Sport - Floor Surface Reseal	0			0
L/Sport Fire Alarm Upgrade	0			0
L/Sport - Replacement Flooring	0			0

	<b>Revised Budget 2019/2020</b>	<b>2019/2020</b>	<b>2019/2020</b>	<b>Appendix 1 2019/2020</b>
<b>Scheme Title</b>	<b>As At February Monitoring</b>	<b>CYR Act</b>	<b>Budget Rephased</b>	<b>Variance</b>
L/Sport Air Conditioning	0			0
L/sport Boilers & Plant	115,000		(115,000)	0
L/Sport Toilets & Changing Room	0			0
L/Sport Exterior Side Entrance	27,400		(27,400)	0
L/Sport Spin Bikes	0			0
L/Sport Female Changing Room Sauna	10,000		(10,000)	0
L/sport -Replace Sprung Floor	0			0
L/sport Fire Doors	20,000	19,496		504
L/Sport Toilet (Hock,tenn,gym)	0			0
L/Sport Furniture& Bins External	20,000		(20,000)	0
L/Sport Catering Equipment	0			0
L/Sport Fire Supression Catering/Sauna	0			0
L/Sport New 3G Pitch	0			0
L/Sport Toning Studio	0			0
<b>St James Pool</b>				
St James - Floor/Surface Replace	0			0
St James Fitness Equipment	0			0
St James Pool Covers	11,000		(11,000)	0
St James Spin Bikes	0			0
St James CCTV Upgrade	15,000		(15,000)	0
St James Replacement Plant	0			0
<b>Oasis</b>				
Oasis Fire Doors	0	0	0	0
<b>Total Commercial Services</b>	<b>2,711,000</b>	<b>640,498</b>	<b>(2,143,060)</b>	<b>(72,558)</b>
<b>Environment and Planning</b>				
Environmental Monitoring	7,500	0		7,500
<b>Total Environment and Planning</b>	<b>7,500</b>	<b>0</b>	<b>0</b>	<b>7,500</b>
<b>Finance Services</b>				
Community & Culture Grant	0			0
Community Projects	100,620	22,441	(78,180)	(1)
<b>Total Finance Services</b>	<b>100,620</b>	<b>22,441</b>	<b>(78,180)</b>	<b>(1)</b>
<b>Total Operational Schemes</b>	<b>6,162,560</b>	<b>4,286,765</b>	<b>(2,014,610)</b>	<b>(138,815)</b>
<b>Capital Loans</b>				
West Norfolk Housing Company	0	1,819,528	0	(1,819,528)
	<b>0</b>	<b>1,819,528</b>	<b>0</b>	<b>(1,819,528)</b>
<b>Grand Total</b>	<b>25,622,560</b>	<b>23,178,541</b>	<b>(5,439,680)</b>	<b>(2,995,661)</b>

	2020/2021	2021/2022	2022/2023	Appendix 2 2023/2024
Scheme Title	Budget	Budget	Budget	Budget
	£	£	£	£
<b>Major Projects</b>				
<b>Enterprise Zone</b>				
Gas Main	0	0	0	0
Premises	0	0	0	0
Project Mgmt / Marketing	348,490	0	0	0
Roads / Infrastructure	8,668,170	0	0	0
<b>Total Enterprise Zone</b>	<b>9,016,660</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Joint Venture Scheme</b>				
NORA - All phases	0	0	0	0
<b>Total Joint Venture Scheme</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Major Housing Development</b>				
Salter's Road - Contractor Cost	5,643,850	5,500,000	0	0
Salter's Road - BCKLWN Costs	538,000	300,000	0	0
Salter's Road - AHG Contribution	(918,440)	0	0	0
	<b>5,263,410</b>	<b>5,800,000</b>	<b>0</b>	<b>0</b>
Alex'dra Rd Hun'ton BCKLWNCost	50,000	5,323,540	0	0
Phase 3-Lynnsport 3	4,800,040	0	0	0
Phase 3-Lynnsport 1	12,913,160	0	0	0
Phase 2 -Lynnsport 4 /5	504,940	0	0	0
Phase 1 - Marsh Lane	301,620	0	0	0
Major Housing Management	35,360	0	0	0
MHP Unallocated Budget	102,290	0	0	0
Nora Phase 4	2,260,320	10,000,000	5,540,920	0
Nora Phase 4 - AHG Contribution	(43,720)	0	0	0
	<b>2,216,600</b>	<b>10,000,000</b>	<b>5,540,920</b>	<b>0</b>
Parkway - Gaywood	1,761,800	5,000,000	15,000,000	16,000,000
Parkway - BRP	(1,800,000)	0	0	0
Parkway - AHG Contribution	(2,098,340)	0	0	0
	<b>(2,136,540)</b>	<b>5,000,000</b>	<b>15,000,000</b>	<b>16,000,000</b>
<b>Total Major Housing Development</b>	<b>24,050,880</b>	<b>26,123,540</b>	<b>20,540,920</b>	<b>16,000,000</b>
<b>Other Major Projects</b>				
Better Broadband for Norfolk	0	0	0	0
Re:Fit Project	485,750	0	0	0
Corn Exchange Cinema	1,097,610	0	0	0
Chapel Street	350,000	0	0	0
Chapel Street	33,950	0	0	0
Chapel Street Third Party Cont'n (Homes England)	(33,950)	0	0	0
Chapel Street Business Rates Pool Contribution	(175,000)	0	0	0
Chapel Street Net Spend	175,000	0	0	0
Land Acquisitions	0	0	0	0
Nelson Quay Redevelopment	100,000	0	0	0
West Winch Hsg Access Road	0	0	0	0
NORA Remediation	852,400	0	0	0
Broad Street	0	0	0	0
Purfleet Floating Restaurant	75,080	0	0	0
South Quay Somerfield Thomas BRP	656,370	0	0	0
South Quay Business Rates Pool Contribution	(328,180)	0	0	0
South Quay Somerfield Thomas - CRF	50,000	0	0	0
South Quay CRF Contribution	(50,000)	0	0	0
South Quay Somerfield Thomas Silo Net Spend	328,190	0	0	0
South Quay Stage 3	700,000	0	0	0
South Quay Stage 3 Business Rate Pool Contrib	(350,000)	0	0	0
South Quay Stage 3 Net Spend	350,000	0	0	0
Southgate Regeneration Area	450,000	0	0	0
Southgate Regen Area Business Rate Pool Contrib	(225,000)	0	0	0

	2020/2021	2021/2022	2022/2023	Appendix 2 2023/2024
Scheme Title	Budget	Budget	Budget	Budget
Southgate Regen Area Net Spend	225,000	0	0	0
Sail the Wash Sutton Bridge	204,480			
Sail the Wash King's Lynn	325,450			
Third Party Contribution	(529,930)			
	0	0	0	0
Seafront Master Planning	0	0	0	0
Seafront Master Planning Business Rates Pool Contribution	0	0	0	0
H&M New Store	6,330	0	0	0
Hunstanton Parks for People	0	0	0	0
Townscape Heritage Initiative	0	0	0	0
Townscape Heritage Initiative HLF	0	0	0	0
Townscape Heritage Initiative HE	0	0	0	0
Townscape Heritage Initiative Net Spend	0	0	0	0
Total Other Major Projects	<b>3,695,360</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Major Projects</b>	<b>36,762,900</b>	<b>26,123,540</b>	<b>20,540,920</b>	<b>16,000,000</b>
<b>Operational Schemes</b>				
<b>Central and Community Services</b>				
Disabled Facilities Grant	1,381,800	1,381,800	1,381,800	1,381,800
Adapt Grant	342,670	618,200	618,200	618,200
	1,724,470	2,000,000	2,000,000	2,000,000
<b>Preventative Works</b>				
Home Repair Assistance Load	0	0	0	0
Emergency Repair Grant	0	0	0	0
Careline Grant	25,000	25,000	25,000	25,000
Safe and Secure Grant	0	0	0	0
Low Level Prevention Fund	125,000	125,000	125,000	125,000
<b>Preventative Works Total</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>Total Private Sector Housing Assistance</b>	<b>1,874,470</b>	<b>2,150,000</b>	<b>2,150,000</b>	<b>2,150,000</b>
Careline-Replacement Alarm Uni	103,900	60,000	60,000	60,000
Careline - Replacement Vehicles	0	0	0	0
Lily Project	25,000	0	0	0
ICT Development Programme	150,000	150,000	150,000	150,000
Standard Desktop Refresh	70,000	0	0	0
<b>Total ICT Development Programme</b>	<b>220,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>Total Central and Community Services</b>	<b>2,223,370</b>	<b>2,360,000</b>	<b>2,360,000</b>	<b>2,360,000</b>
<b>Commercial Services</b>				
Arts Centre Complex	0	0	0	0
Princess Theatre Terrace Extension	40,000	0	0	0
<b>Car Parks</b>				
Resurfacing	441,800	0	0	0
Car Parks P&D Machine Replace	240,000	0	0	0
Car Parks-Electronic Handhelds	0	0	0	0
NNDC Decrim Vehicles	0	0	0	0
Car Pk MS Barrier Ticket Mach	38,130	0	0	0
Car Prk MS Lighting + Controls	192,000	0	0	0
Mintlyn Crem - Extend Car Park	33,000	0	0	0
The Walks Car Park Resurf & P&D	50,000	0	0	0
Off Street Car Parks- Vehicles	60,000	0	0	0
<b>CCTV</b>				

	2020/2021	2021/2022	2022/2023	Appendix 2 2023/2024
Scheme Title	Budget	Budget	Budget	Budget
CCTV Control Room Upgrade	51,390	250,000	0	0
CCTV Kettlewell Gadens	25,690	0	0	0
CCTV Wardles Chase	0	0	0	0
CCTV Multistorey	9,890	0	0	0
CCTV Depot	0	0	0	0
CCTV Crem	7,730	0	0	0
Christmas Lights Replacement	187,550	0	0	0
Council Facilities - Health&Sa	0	0	0	0
Emerg Plan - Replace Radios	0	30,000	0	0
Estate Roads - Resurfacing	30,500	0	0	0
Flood Prevention Measures	0	0	0	0
Gayton Road Cemetary Extension	145,800	0	0	0
Works to Oldsunway Bridge	30,000	0	0	0
Parking/Gladstone Server Upgrade	12,030	0	0	0
<b>Refuse and Recycling</b>				
Refuse - Black Bins	25,000	25,000	25,000	25,000
Communal Food Waste Containers	0	0	0	0
Brown Bins/Compost	15,000	15,000	15,000	15,000
Green Bins/Recycling	18,000	18,000	18,000	18,000
Trade Bins	10,000	10,000	10,000	10,000
Public Bin Housing (Covers)	0	0	0	0
Refuse Vehicles	12,650	0	0	0
Replacement Play Area Equipment	40,000	20,000	20,000	20,000
Play Area Equipment - King's Lynn (KLAC)	30,000	0	0	0
Replacement Play Area Equipment	28,000	0	0	0
Resort - Beach Safety Signage	15,000	0	0	0
Resort - Visitor Digital Sign	50,000	0	0	0
Tourist Signs A47	21,000	0	0	0
Sewage Treatment Works Refurb/Connect Public Sewer	30,000	0	0	0
Southgates HLF scheme	0	0	0	0
Southgates scheme Income	0	0	0	0
Southgates scheme Net Spend	0	0	0	0
Grounds Maintenance Equipment	26,790	0	0	0
Grounds Maintenance Vehicles	314,300	0	0	0
Public Cleansing Vehicles	356,220	144,800	18,300	0
<b>Corn Exchange</b>				
Corn Exchange -Auditorium Wrks/Dec	0	0	0	0
Corn Exchange - Repoint Brickwork	0	0	0	0
Corn Exchange - Refurbishment Toilets	0	0	0	0
Corn Exchange -Internal Dec	0	0	10,000	0
Corn Exchange -Refurbish Seating	1,760	15,000	15,000	0
Corn Exchange - Replace Speakers	70,000	0	0	0
Corn Exc Bar Tills+Bar Chiller	0	0	0	0
Corn Exchange - Light Desk & Lights	40,000	0	0	0
Corn Exchange - CYC Colr Sourc Lighti	12,000	0	0	0
Corn Exchange - Mobile Elevat Wrk Platf	0	15,000	0	0
<b>Downham Market Leisure Centre</b>				
DMLC - Refurb Toilets	10,460	0	0	0
DMLC - Replacement Spin Bikes	23,000	0	0	0
DMLC - Replace Heat/Cool AHU Dance Studio	25,000	0	0	0
DMLC - Fitness Room Flooring	20,000	0	0	0
DMLC - HallDance Studio Reseal	9,250	13,000	0	0
DMLC External Drain & Sump Pum	0	0	0	0
DMLC - CCTV	0	0	0	0
DMLC - Fitness Equipment	108,000	0	0	0
<b>Lynnsport</b>				
L/Sport - Replacement Audio Syst	0	10,000	0	0
L/Sport - Floor Surface Reseal	0	40,000	0	0
L/Sport Fire Alarm Upgrade	15,000	0	0	0
L/Sport - Replacement Flooring	12,000	0	0	0

	2020/2021	2021/2022	2022/2023	Appendix 2 2023/2024
Scheme Title	Budget	Budget	Budget	Budget
L/Sport Air Conditioning	15,000	0	0	0
L/sport Boilers & Plant	115,000	0	0	0
L/Sport Toilets & Changing Room	20,000	42,480	0	0
L/Sport Exterior Side Entrance	27,400	0	0	0
L/Sport Spin Bikes	17,000	0	0	0
L/Sport Female Changing Room Sauna	10,000	0	0	0
L/sport -Replace Sprung Floor	0	0	0	0
L/sport Fire Doors	20,000	0	0	0
L/Sport Toilet (Hock,tenn,gym)	0	0	0	0
L/Sport Furniture& Bins External	20,000	0	0	0
L/Sport Catering Equipment	0	10,000	0	0
L/Sport Fire Supression Catering/Sauna	15,000	0	0	0
L/Sport New 3G Pitch	350,000	0	0	0
L/Sport Toning Studio	100,000	0	0	0
<b>St James Pool</b>				
St James - Floor/Surface Replace	25,000	0	0	0
St James Fitness Equipment	30,000	0	0	0
St James Pool Covers	11,000	0	0	0
St James Spin Bikes	20,000	0	0	0
St James CCTV Upgrade	15,000	0	0	0
St James Replacement Plant	13,000	0	0	0
<b>Oasis</b>				
Oasis Fire Doors	15,000	0	0	0
<b>Total Commercial Services</b>	<b>3,772,340</b>	<b>658,280</b>	<b>131,300</b>	<b>88,000</b>
<b>Environment and Planning</b>				
Environmental Monitoring	0	0	0	0
<b>Total Environment and Planning</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Finance Services</b>				
Community & Culture Grant	0	0	0	0
Community Projects	128,180	50,000	50,000	50,000
<b>Total Finance Services</b>	<b>128,180</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Total Operational Schemes</b>	<b>6,123,890</b>	<b>3,068,280</b>	<b>2,541,300</b>	<b>2,498,000</b>
<b>Capital Loans</b>				
West Norfolk Housing Company	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>42,886,790</b>	<b>29,191,820</b>	<b>23,082,220</b>	<b>18,498,000</b>

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted



Document is Restricted

Document is Restricted