



# Public Document Pack

## Cambridge City Council

### Community Services Scrutiny Committee

### Agenda

**Scrutiny Committee Members:** Councillors Kightley (Chair), Kerr (Vice-Chair), Al Bander, Blackhurst, Brown, Sanders, Shah, Todd-Jones and Walker  
Alternate: Councillors Newbold and Brierley

# A

**Non-voting co-optees:** Diane Best, Anna Vine-Lott and Brian Haywood (*Tenant/Leaseholder Reps*)

**PCT Representative:** Tom Dutton (*Assistant Director of Strategic Planning*)

Executive Councillor for Arts and Recreation: Cllr Cantrill  
Executive Councillor for Housing (and Deputy Leader): Cllr Smart

Executive Councillor for Community Development and Health: Cllr Bick

Agenda despatched and placed on public deposit: 21 June 2010

**Date:** Thursday, 1 July 2010

**Time:** 1.30 pm

**Venue:** Committee Room 1 & 2 - Guildhall

**Contact:** Glenn Burgess      **Direct Dial:** 01223 457169

#### 1      **Apologies**

To receive any apologies for absence.

#### 2      **Minutes**

(Pages 1 - 26)

To approve the minutes of the meeting on 25<sup>th</sup> March 2010 and the special meeting of 27<sup>th</sup> May 2010.

#### 3      **Declarations of Interest**

Members are asked to declare at this stage any interests that they may have in an item shown on this agenda. If any member of the Committee is unsure whether or not they should declare an interest

on a particular matter, they should seek advice from the Head of Legal Services **before** the meeting.

#### **4 Public Questions (See information below)**

### **Decisions of the Executive Councillor for Art and Recreation**

**5 Key Decision - 2009/10 Revenue & Capital Outturn, Carry forward requests and significant variances**

(Pages 27 - 34)

Officer Contacts: Chris Humphris Tel. 01223 458141; Karen Whyatt Tel. 01223 458145;

**6 Non-Key Decision - Cambridge Sport Network 2012 Olympic Action Plan**

(Pages 35 - 42)

Officer Contact: Head of Active Communities, Debbie Kaye 01223 458633

**7 Non-Key Decision - Project Appraisal: Works to improve the skatepark at Jesus Green**

(Pages 43 - 48)

Officer Contact: Head of Active Communities, Debbie Kaye 01223 458633

**8 Non-Key Decision - Performance Management Framework for Parks and Open Spaces**

(Pages 49 - 62)

Officer Contact: Head of Active Communities, Debbie Kaye 01223 458633

### **Decisions of the Executive Councillor for Housing**

**9 Key Decision - Response to Communities and Local Government (CLG) Housing Revenue Account (HRA) Consultation 'A Real Future'**

(Pages 63 - 80)

Officer Contact: Business Manager and Housing Accountant, Julia Hovells 01223 457822

**10 Key Decision - 2009/10 Revenue & Capital Outturn, Carry forward**

**requests and significant variances**

(Pages 81 - 92)

Officer Contact: Julia Hovells Tel. 01223 457822; Karen Whyatt Tel. 01223 458145

**11 Key Decision - ANNUAL REVIEW OF 3-YEAR AFFORDABLE HOUSING PROGRAMME**

(Pages 93 - 96)

Contact: Senior Development Officer, Sue Dellar 01223 457938

11a 3 Year Rolling Affordable Housing Investigations Programme (Pages 97 - 98)

11b 3 Year Affordable Housing Programme 2008 to 2011 Council Housing Sites. Update on schemes currently under investigation. (Pages 99 - 102)

**12 Non-Key Decision -Retrospective approval of Project Appraisal for Landlord Accreditation Energy Grant scheme**

(Pages 103 - 106)

Contact: Housing Standards Manager, Yvonne O'Donnell, Tel. 01223 457951

**Decisions of the Executive Councillor for Community Development and Health**

**13 Key Decision - 2009/10 Revenue & Capital Outturn, Carry forward requests and significant variances**

(Pages 107 - 114)

Officer Contacts: Chris Humphris Tel 01223 458141; Karen Whyatt Tel. 01223 458145; Richard Wesbroom Tel. 01223 458148

**14 Key Decision - Mercury abatement Contract payments**

(Pages 115 - 124)

Office Contact: Head of Technical Services, Bob Hadfield 01223 457831

**15 Non-Key Decision - Operational Guidance s. 30 Dispersal Orders.**

(Pages 125 - 144)

Officer Contact: Safer Communities Manager, Alastar Roberts Tel: 457836

**16 Non-Key Item - New Town Capital Grant Programme**

(Pages 145 - 148)

Officer Contact: Head of Community Development, Ken Hay Tel.  
01223 457861

**17 Non-Key Decision Big Lottery / Urban Adventure Play Project  
Appraisal**

(Pages 149 - 174)

Officer Contact: Head of Community Development, Ken Hay Tel  
01223 457861

**18 Non-Key Decision - Funding for the Cambridge Refugee and  
Migrant Support Service**

(Pages 175 - 178)

Officer Contact: Operations and Resources Manager, Jackie Hanson  
Tel. 01223 457867

## **Information for the public**

The next scheduled meeting of the Scrutiny Committee is on 14<sup>th</sup> October 2011

Public attendance: You are welcome to attend this meeting as an observer, although it may be necessary to ask you to leave the room during the discussion of matters which are described as confidential.

Filming, photography and recording is not permitted at council meetings. Any request to do so must be put to the committee manager at least 24 hours before the start time of the relevant meeting.

Public Speaking: You can ask questions on an issue included on either agenda above, or on an issue which is within this committee's powers. Questions can only be asked during the slot on the agenda for this at the beginning of the meeting, not later on when an issue is under discussion by the committee. If you wish to ask a question related to an agenda item contact the committee officer (listed above under 'contact') before the meeting starts. If you wish to ask a question on a matter not included on this agenda, please contact the committee officer by 10.00am the working day before the meeting. Further details concerning the right to speak at committee can be obtained from the committee section.

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## COMMUNITY SERVICES SCRUTINY COMMITTEE

25 March 2010  
1.30pm – 4.25pm

### Present:

#### Executive Councillors:

Cllr Smith, Executive Councillor for Arts and Recreation

Cllr Blair, Executive Councillor for Community Development and Health

Cllr Smart, Executive Councillor for Housing

#### Scrutiny Committee Members:

Councillors Kightley (Vice-Chair), Al Bander, Benstead, Blencowe, Ellis-Miller, McGovern, Walker, Best, Dutton, Lott and Haywood

#### Non-voting co-optees:

Diane Best, Brian Haywood and Anna Vine-Lott (*Tenant/Leaseholder Representatives*)

#### Officer Present:

Liz Bissett (Director of Community Services)

Debbie Kaye (Head of Active Communities)

Ian Ross (Recreational Services Manager)

Alistair Wilson (Green Spaces manager)

Yvonne O'Donnell (Environmental Health Manager)

Diane Docherty (Single Homeless and Rough Sleepers Co-ordinator)

Glenn Burgess (Committee Manager)

### FOR THE INFORMATION OF THE COUNCIL

#### 10/CS/25            Minutes

A slight correction was made to 10/CS/13 of the minutes of 14 January 2010. The minute should have stated that an allocation of 'up to £2000' be allocated to the Cambridge Cats Basketball Club.

With this slight correction, the minutes of the 14 January 2010 and the 10 February 2010 were agreed as correct records.

#### 2                    Apologies

Apologies were received from Councillors Liddle (Chair) and Sanders. Councillor Kightley, as Vice-Chair, took the Chair.

### 3 Declaration of Interests

Councillor	Item	Interest
Al Bander		In the process of purchasing a boat to moor on the River Cam
Blencowe		As a Governor of St Matthews School
Boyce		Trustee of the Cambridge Sports Hall Trust
McGovern		Member of the Campaign for Real Ale (CAMRA)
Smith		Works for Cambridge University
Walker		Employee of the University of Cambridge

### 4 Public Questions (See information below)

The Chair directed members of the public to a set of revised recommendations for the Mooring Policy Report (agenda item 13).

Richard Brown (on behalf of the Strawberry Fair Committee) asked the following question:

*'Has the council any plans to support a Strawberry Fair event in 2011 (pending the outcome of the license appeal hearing) and would the council be willing to work in partnership with the SF committee to plan some activities which would fill the vacuum left by the cancellation of the fair this year?'*

*The Strawberry Fair committee are worried by the intense internet chatter which the cancellation has caused and we would like to work on providing positive activities across the city in existing licensed venues to offer something for young people to do should they still turn up on the 5th June.'*

The Executive Councillor for Arts and Recreation confirmed that, whilst plans were not yet in place for 2011, she would be happy to meet with the Strawberry Fair Committee (SFC) to discuss this further.



The Council shared the concern regarding the ongoing Internet discussions regarding the event. The Executive Councillor would, again be happy to work with the SFC to raise awareness that the event had been cancelled and also minimise any issues or disruptions on the day. It was emphasised that a multi-agency approach, including the Police, would be the best way forward.

Richard Brown emphasised the importance of communicating the message that the event had been cancelled. He confirmed that the SFC had released two press releases locally but felt that communication to a wider audience may be beneficial. He suggested that existing signage in the City could be utilised in the few weeks running up to 5 June for this purpose.

Richard Taylor asked the following question:

1. Strawberry Fair (Not on the Agenda)

*'Why was the Strawberry Fair not allowed to use the Council's licence for this year's event? Was this as a result of pressure from the Police and if so what form did that pressure take? What political direction was given by councillors to the City Council officers who decided not to allow Strawberry Fair to use the Council's licence for this year's event?'*

*How is the Council responding to the possibility of a disorganised gathering on Midsummer Common on the date of the fair? For example will it still be providing additional toilets for example? It has been reported that a meeting between the Council and Police was scheduled for Wednesday, what came out of that?*

*Will the council be vigorously defending the licensing Committee's decision at the appeal in front of the Magistrates?*

The Director of Community Services confirmed that the Police had requested a review of the licence for Midsummer Common due to concerns over some of the conditions. The Licence was held by three individual Council officers who would be held personally responsible for any breaches of the conditions. It was therefore decided that the SFC would need to apply for their own licence with the required conditions to meet the concerns of the Police.

The Director of Community Services agreed that mitigation measures may be required on the 5 June but suggested that the issue be discussed in detail at the meeting between the Executive Councillor and the SFC.

With regard to the decision of the Licensing Committee, it was confirmed that a corporate statement was currently being drafted.

Richard Taylor asked if Councillors were involved in the decision not to let SFC use the Council licence.

In response the Director of Community Services confirmed that, as responsibility for any breach of the conditions would sit with the individual officers, it was done under a delegated decision. However, the Executive Councillor had been fully involved.

Amy Tillson (residential boater, rower and a member of the Camboaters) asked why the Camboaters had not been consulted on the changes to the Mooring Policy, whilst others such as anglers and rowers had been.

The Head of Active Communities emphasised that the Council had a good working relationship with the Camboaters and met them on a quarterly basis to discuss any issues.

It was confirmed that there had been full consultation with them but it was also noted that the statement from Camboaters contained some factual inaccuracies that did not reflect the Council's ongoing discussions with them.

It was also emphasised that the Moorings Policy impacted on the whole City and it was therefore important that the consultation was wide ranging.

Amy Tillson agreed that the policy did impact on the whole City, but felt that the specific pricing structure was of most concern to the actual boaters on the river Cam.

Ros Connygham (residential boater and member of Camboaters) asked why a recommendation had been brought forward to raise the fees, when consultation was still ongoing.

The Head of Active Communities confirmed that due to a number of complaints in the last 12 months, it was suggested that mooring in Area B be retained but change the use to permit visitor mooring only, and Area C be re-designated for use by mooring licence holders only

This suggestion had been discussed at length with the Camboaters and others, who felt it was worthy of further investigation.

Ros Connygham stated that she felt this had not been thought through properly.

Luther Phillips (member of Cam Conservators Committee and Camboaters) felt that a small number of complaints should not be used as justification a change such as this. He felt that whilst the policy was not well managed by Active Communities, the current pricing structure did work.

It was suggested that the policy be retained in its current format for the next three years and then be reviewed.

The Head of Active Communities confirmed that as all of the complaints were specific to Area B, the Council had felt a need to look at this area. The views of the Camboaters had been taken on board and the pricing policy now related to the length and beam of boats and not just the width.

Luther Phillips reiterated his view that the current policy should only be reviewed after three years, and stated that a pricing policy based on length and beam would be administrative blunder.

Clare Laidler (Secretary of Camboaters) raised the issue of the waiting list. The website currently only showed the first five on this list and it was felt that the list was not being managed effectively.

The Head of Active Communities confirmed that turnover was slow and problematic due to the decision to allow those without a boat to still have equal access to the waiting list. When a space became available, the person at the top of the list had 28 days to respond to the initial letter and then a further three months to purchase a vessel. Unfortunately this caused a hold up in the system.

The waiting list did only show the first five on the list, but this had been done with the agreement of Camboaters.

Andy Rankin (residential boater) stated that the waiting list was out of date and in need of a refresh. He emphasised that the consultation process should be

fair and take into account the views of those most affected. Where clear views had been expressed through a consultation, these were the views that should be taken forward.

The Executive Councillor for Arts and Recreation again directed the public to the revised recommendations and stated that further consultation was now an option.

Andy Rankin welcomed revised recommendations 2.1, 2.4 and 2.5 but was not in favour of continued ongoing consultation on this issue.

Mike Prior-Jones (residential boater) referred to page 3 of 'Tails of the River Bank', which stated that.....He asked if this was still correct

The Executive Councillor for Arts and Recreation confirmed that this was correct.

Stephanie Clare (residential boater) stated that when the mooring fee was first established it was based on Council Tax band A, and asked when the Council had changed this.

The Head of Active Communities confirmed that originally the Mooring Licence Fee had been set at a level comparable with Council Tax Band A. In January 2008 a decision had been taken to establish an independent basis for charging, albeit using the existing level of fee as a starting point, and to raise this annually in accordance with the Retail Price Index (RPIX).

Stephanie Clare felt that this issue had caused confusion through the consultation.

The Executive Councillor agreed that there seemed to be some communication issues but suggested a meeting with the Camboaters to discuss the problems in more detail.

## **5 Key Decision - Additions to the programme for new affordable housing 2009/10**

**Matter for decision:** Remodelling and refurbishment of the former sheltered housing scheme at Roman Court.

### **Decision of Executive Councillor for Housing:**

Approved:

- a) commencement of the capital project, which was already included in the Council's Capital Plan. The total capital cost of the project in respect of redevelopment of the east court by Cambridge City Council was £1,375,364, and it was proposed that this was funded from the existing earmarked capital resource for the redevelopment of Roman Court of £1,863,000. The revenue implications arising from the project were a net revenue benefit to the Council of £9,650 per annum, assuming the scheme existed outside of the HRA subsidy system.
- b) The re-phasing of £1,375,364 of capital resources currently approved to be spent 2011/12 and 2012/13, to £500,000 in 2010/11, £815,364 in 2011/12, and £60,000 2012/13.
- c) The instruction of Property Services to arrange the transfer of the land that forms the west court to Papworth Trust under a 125 year lease at a peppercorn rent with the requirement that they provide supported housing for young people with disabilities. The Council would have 100% nomination rights.
- d) The waiver allowing the direct appointment of the Papworth Trust as Development Partner for this project and appointment of Papworth Trust as project manager for works to the east wing, without making the appointment subject to any form of competition.
- e) Supporting an application by Papworth Trust to the Homes and Communities Agency for grant funding for the redevelopment of the west court of Roman Court.

- f) The implementation and completion of the procurement of Roman Court refurbishment works to the east court by the Council, including tender and award of contract.

**Reason for the Decision:** As set out in the officer's report.

**Any alternative options considered and rejected:** As set out in the officer's report.

**Scrutiny Considerations:**

The Head of Strategic Housing Services introduced the report.

In response to a question from Councillor McGovern, he stated that if the Papworth Trust were unable to secure the funding, an alternative proposal would have to be brought back to the Committee for consideration.

The Director of Community Services confirmed that, due to insufficient capital allocation, the Council would be unable to refurbish both wings.

In response to concerns from Diane Best about the impact of refurbishment of those living on the site, it was agreed that Tenant and Leaseholder representatives would be consulted along with the residents.

The Scrutiny Committee considered and endorsed the recommendations in the report by 8 votes to 0 (unanimously)

The Executive Councillor for Housing approved the recommendations.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted):** None

**5a** Appendix 1 - Additions to programme for new affordable housing 2009/10:  
Site Plan

**6** **Key Item - Street Outreach and Mental Health Outreach and Resettlement Services**

**Matter for decision:** Joint commissioning process to create a single Street Outreach and Mental Health Outreach and Resettlement Service.

**Decision of Executive Councillor for Housing:**

Agreed:

1. To enter a joint commissioning process with the Adult Social Care Department at the County Council and to offer one single contract for two services that are very closely related but currently commissioned separately.
2. To commit funds of up to £175,000 per annum from the Homelessness Grant, which the Council received from the Communities and Local Government Department (CLG) and to award a contract for three years with an option to extend for a further two.
3. To authorise the officers to jointly procure with the County Council and award a contract for the provision of the Street Outreach Service and Mental Health outreach and Resettlement Service for a term of 3 years, with an option to extend for a further 2.years

**Reason for the Decision:** Significant advantages to be gained from entering into a joint commissioning process to create a single service. Many of the service users were also common to both services and the existing services operate from the same building at 125 Newmarket Road.

**Any alternative options considered and rejected:** As set out in the officer's report.

**Scrutiny Considerations:**

The Single Homeless and Rough Sleepers Co-ordinator introduced the report to Members.

In response to a question from Councillor Walker, it was confirmed that the main risk to the Council was the Communities and Local Government Department Grant being changed into an Area Based Grant.

The Executive Councillor and Members praised the current Service and thanked staff for their hard work and dedication.

The Scrutiny Committee considered and endorsed the recommendations in the report by 8 votes to 0 (unanimously)

The Executive Councillor for Housing approved the recommendations.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted):** None

## **7 Key Item - Affordable Housing Development Partnership: 500 Partnership**

**Matter for decision:** Establishment of an Affordable Housing Development Partnership made up of four Registered Providers (RPs - housing associations) and two developer/house-builders.

### **Decision of Executive Councillor for Housing:**

Agreed:

- To approve that an Affordable Housing Development Partnership be set up to provide new Affordable Housing on Council owned sites.
- To give delegated authority to the Director of Community Services, following consultation with the Director of Finance and the Head of Legal Services, to complete a procurement process to select four housing associations partners (now called Registered Providers -RPs) to be part of the Affordable Housing Development Partnership.
- In the event of changes to the financial environment to give delegated authority to the Director of Community Services following consultation with the Director of Finance and the Head of Legal Services to complete a procurement process to select and appoint two developer/house-builder partners to join the Affordable Housing Development Partnership to progress new Council house-building and to procure the services of a professional property consultant to act as Partnership Facilitator.



- To note that, should the financial environment change, then schemes for new Council house building on Council owned sites will be brought back to Committee for scheme specific approval.
- To approve that Home Loss and disbursements be paid to tenants of Seymour Court consistent with payments made to-date to other tenants re-located under the Sheltered Housing Modernisation Programme. In this case the relocation costs to be paid from the Affordable Housing Capital reserve which will be replenished either by capital receipt following disposal of the Seymour Court site to a partner RP, or be accounted for as part of the total capital cost of a new Council house scheme, if viable (see paragraph 7.8 of the officers report). It is estimated that a contingency of £236,000 should be allowed to cover Home Loss and disbursements.
- To approve that £20,000 of the Affordable Housing Capital reserve also be set aside to cover the services of a Partnership Facilitator should these services be required prior to any scheme specific approval. These costs would also be replenished either by capital receipt following disposal of the Seymour Court site to a partner RP, or be accounted for as part of the total capital cost of a new Council house scheme.

**Reason for the Decision:** This approach would provide the flexibility for sites for new Affordable Housing to either be retained in the Council's ownership (should the financial environment allow), or to be appropriately procured in a timely fashion from RPs.

**Any alternative options considered and rejected:** As set out in the officer's report.

**Scrutiny Considerations:**

The Head of Strategic Housing Services introduced the report to Members and highlighted the amended recommendations as circulated.

The Scrutiny Committee considered and endorsed the recommendations in the report by 8 votes to 0 (unanimously)

The Executive Councillor for Housing approved the recommendations.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted):** None

## **8 Non-Key Item - Strategy to Tackle Health Inequalities In Cambridgeshire**

**Matter for decision:** To approve the Strategy to Tackle Health Inequalities in Cambridgeshire.

### **Decision of Executive Councillor for Community Development and Health:**

Agreed:

- To endorse the Strategy to Tackle Health Inequalities in Cambridgeshire

**Reason for the Decision:** The Strategy would enable the City Council in Partnership with other agencies to deliver the health inequalities identified as a priority in the Cambridge Sustainable Community Strategy and identified through the Improving Health Partnership.

**Any alternative options considered and rejected:** As set out in the officer's report.

### **Scrutiny Considerations:**

The Environmental Health Manager introduced the report to Members and confirmed that the Strategy came about as a result of an audit of the Cambridgeshire Primary Care Trust. The audit highlighted the need for the many different strands to be brought together under one single partnership.

In response to a question from Councillor Ellis-Miller it was confirmed that, whilst the partnership did not have enforcement powers, the main aim was to educate and advise others.

A minor error was highlighted on 3.6 of the report. It was confirmed that there were actually 4 city wards (not 3 as reported) that were in the '20% of wards within the highest deprivation scores in the County'.

It was confirmed that the partnership would be reporting back against both local and nation indicators, and discussions would be had with the Executive Councillor about how best to feed back to this committee.

The Executive Councillor confirmed that a monitoring report on the City Council and South Cambs Health Improvement Action Plan would be brought to committee in July 2010.

The Environmental Health Manager agreed with Members that the Strategy needed to be clear on how outcomes would be measured. She emphasised that improvements in areas such as smoking cessation were difficult to quantify, but progress was being made.

In response to Members question regarding the health of children, the Executive Councillor confirmed that this was being tackled through the Children's Trust and a whole range of partnership work.

Councillor Al Bander asked about the ranking of the priorities and the PCT Representative indicated that this was difficult to assess as many of them overlapped and could not be looked at in isolation. However, the biggest priorities Countywide seemed to be obesity and smoking, and for Cambridge City it would be alcohol related.

In response to a question from Councillor Walker regarding the new Health Officer post, the Environmental Health Manager stated that on three occasions they had been unable to successfully fill the post. It was also noted that they would be unable to deliver the new Strategy within the existing resources.

The Council were currently working with Anglia Ruskin University on the possibility of A Public Health student working on the project for 40 weeks, with the support of a professor. The 'Knowledge Transfer' would be jointly funded by the Government (60%) and the Council (40%) and would enable a sharing of skills and experience. The idea had been agreed in principal and it was hoped that a student might be in post within the next 8 weeks.

The Scrutiny Committee considered and endorsed the recommendations in the report by 8 votes to 0 (unanimously)

The Executive Councillor for Community Development and Health approved the recommendations.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted):** None

**8a** Appendix 1 - Strategy to Tackle Health Inequalities in Cambridgeshire:

**9 Key Item - Cambridge Allotments - A Management Policy for Consultation**

**Matter for decision:** To approve the 'Cambridge Allotments – A Management Policy' for Consultation.

**Decision of Executive Councillor for Arts and Recreation:**

Agreed to:

- Approve the Management Policy for consultation; and to obtain feedback on the recommendations and objectives, contained within it;
- Instruct Officers to develop further the Allotment Management Procedures and consult on these in conjunction with the Management Policy; and
- Following consultation, to instruct officers to bring forward for further scrutiny the final Management Policy at Community Services Scrutiny Committee on the 1st of July 2010.

**Reason for the Decision:** To provide the Council with a strategic approach to the management of its allotment assets.

**Any alternative options considered and rejected:** As set out in the officer's report.

**Scrutiny Considerations:**

The Green Spaces Manager introduced the report to Members.

In relation to Appendix A, it was agreed that for future consultations, the Orchard Park Community Council would be added to the list.

Members raised concerns that the allotment societies may feel 'over managed' by this new policy. In response the Green Spaces Manager confirmed that currently societies had different management 'styles' and there would be merit in having some standard guiding principals. He emphasised that this would not be about the council interfering but simply being on available to offer help when needed.

Councillor Kightley noted that whilst objective 2.3 (Good and safe access to sites) was important, consideration did need to be given to the possible affects on residents parking in the allotment areas.

The Scrutiny Committee considered and endorsed the recommendations in the report by 8 votes to 0 (unanimously)

The Executive Councillor for Arts and Recreation approved the recommendations.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted):** None

**9a** Appendix 1 - Cambridge Allotments Management Policy and list of consultees

## **10 Non-Key Item - Follow up report: Improvements to Jesus Green**

**Matter for decision:** Information on the skateboard, play area and tennis court reviews and setting of timescales for implementation during 2010/11.

### **Decision of Executive Councillor for Arts and Recreation:**

- Agreed proposals and timescales as detailed within the report
- Instructed officers to proceed with implementing improvement work to skateboard facilities once stakeholders have agreed final design, and subject to planning permission.

- Instructed officers to procure a contract to refurbish two hard tennis courts on Jesus Green and install two additional hard courts, as per the outcomes of the consultation and subject to planning permission.
- Instructed officers to procure a final design for play area improvements based on results of recent consultation.

**Reason for the Decision:** A number of key consultations reviewing current facilities on Jesus Green had recently been concluded.

**Any alternative options considered and rejected:** As set out in the officer's report.

**Scrutiny Considerations:**

The Green Spaces Manager introduced the report to Members.

In response to Members questions regarding the provision of free tennis on the refurbished courts, the Head of Active Communities confirmed that this would continue to be provided. A code of conduct was currently being drawn up with local stakeholders, and the Council were hoping to work with 'Tennis for Free' in order to maximise the resource.

The Scrutiny Committee considered and endorsed the recommendations in the report by 8 votes to 0 (unanimously)

The Executive Councillor for Arts and Recreation approved the recommendations.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted):** None

**Matter for decision:** Approval of the Open Space And Recreation S106 Programme.

**Decision of Executive Councillor for Arts and Recreation:**

Agreed:

- That the s106 project list revisions detailed in the officer's report be approved, and that the working list content be amended accordingly.

**Reason for the Decision:** As set out in the officer's report.

**Any alternative options considered and rejected:** As set out in the officer's report.

**Scrutiny Considerations:**

The Recreation Services Manager introduced the report to Members.

He confirmed that the new procurement approach had been agreed with the Eastern Shires Purchasing Organisation (ESPO) and the use of the existing framework to do S106 work was currently being discussed.

Members highlighted the need for comprehensive stakeholder consultation in order to get 'fine detail' correct on these schemes, and this was noted by officers.

Councillor Blencowe raised the issue of the non-delivery of the University Sports Centre and the Head of Active Communities confirmed that this was now being managed directly by the University. The Council had identified some strategic support for the project but they were still awaiting a nominated university lead for the project.

Officers confirmed that new schemes could still be submitted to the programme. Publicity of the programme was being increased, with information being brought to Area Committees in the summer.

Councillor Blencowe suggested that professional sports groups should be approached to use the university sports facilities in the run up to the Olympics. This was noted by officers.

Councillor Ellis-Miller thanked the officers for the new Romsey Recreational Ground.

The Scrutiny Committee considered and endorsed the recommendations in the report by 8 votes to 0 (unanimously)

The Executive Councillor for Arts and Recreation approved the recommendations.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted):** None

**11a** Appendix 1 - Proposed new S106 Open Spaces and Recreation Project list 2010/2011

## **12 Non-Key item - Project Appraisal - Pathfinder Play Scheme**

**Matter for decision:** Approval of the following Project Appraisal: Play Pathfinder

**Decision of Executive Councillor for Arts and Recreation:**

**Recommendation/s**

Financial recommendations –

*For schemes not included in the Council's Capital Plan*

- Approved retrospective approval for works detailed in the formal recommendations below and the report attached in the main agenda.
- Recommended this capital scheme (which was not included in the Council's Capital Plan) for approval by Council, subject to resources being available to fund the capital and revenue costs associated with the Scheme. The total capital cost of the project was an award of £55,000 for Ditton Fields and an award of £40,000 for Cherry Hinton Hall. The monies had been awarded to the City Council as a grant received from the County Council for delivery upon the National agenda of natural play spaces funded directly from the Department of Children, Families and Schools.



- There were no revenue implications arising from the project.

**Procurement recommendations:**

- Approved the carrying out and completion of the procurement of works for delivery of these natural play spaces.
- If the quotation or tender sum exceeded the estimated contract value by more than 15% the permission of the Executive Councillor and Director of Finance would be sought prior to proceeding.

**Reason for the Decision:** To provide two natural play spaces taking into account and delivering upon the ten objectives for play as issued by Play England. To provide a natural play space at Ditton Fields and a Natural Play space at Cherry Hinton Hall.

**Any alternative options considered and rejected:** As set out in the officer's report.

**Scrutiny Considerations:**

The Recreation Services Manager introduced the report to Members.

The Scrutiny Committee considered and endorsed the recommendations in the report by 8 votes to 0 (unanimously)

The Executive Councillor for Arts and Recreation approved the recommendations.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted):** None

**13 Non-Key Item - Review of River Moorings Policy**

**Matter for decision:** Review of the River Moorings Policy.

**Decision of Executive Councillor for Arts and Recreation:**

Approved:

- To retain moorings in Area B. Request officers to explore with stakeholders the possibility of switching the designations for Areas B and C and to bring forward any proposals for change in October 2010
- Subject to planning permission and necessary permissions from statutory agencies that secure mooring points were installed for a trial period on the visitor moorings and between Victoria Avenue bridge up stream to the Pump Out at Jesus Green for RML holders.
- To retain the existing Mooring Policy pricing structure and review after a 3-year period.
- To note the current approach to the waiting list, and to instruct officers to work with Camboaters and the Conservators of the River Cam to make improvements to the allocation of RML's and improve efficiency, particularly the time taken to allocate a RML.
- To note information relating to mooring at the Riverside area and continue to offer support and cooperation to the County Council and other agencies involved in addressing concerns raised by local people.

**Reason for the Decision:** As set out in the officer's report.

**Any alternative options considered and rejected:** As set out in the officer's report.

**Scrutiny Considerations:**

The Head of Active Communities introduced the report to Members and referred in detail to the revised recommendations as noted below:

**2.1 (amended)**

Retain moorings in Area B. Request officers to explore with stakeholders the possibility of switching the designations for Areas B and C and to bring forward any proposals for change in October 2010

**2.2 (as per officers report)**

**2.3 (amended)**

Set up a cross-departmental working group (which includes representation from the boating community) to bring forward proposals for a pricing structure with a minimum duration of three years that addresses length and width of boat alongside an equitable and consistent concessionary policy. Bring forward proposals for scrutiny in October 2010.

## **2.4 Delete**

## **2.5 Delete**

## **2.6 (as per officers report) Becomes new 2.4**

## **2.7 (as per officers report) Becomes new 2.5**

In response to a question from Councillor Blencowe regarding the cost to the Council of the independent research, the Head of Active Communities agreed to send this information to all Members. She also indicated that no further research would need to be commissioned as a result of any ongoing consultation.

Councillor Boyce raised concern that the switching of Areas A and B would increase movement through the lock, potentially causing damage to the gates. In response the Head of Active Communities stated that the Camboaters had expressed support for this, as increased movement would prevent potential silting problem. Recreational boaters also tended to like using of the locks during their trip.

In response to Councillor Kightley's concern about the aesthetics of the proposed mooring points, the head of Active Communities confirmed that the detail of these was still being looked at and yet to be agreed.

In response to Councillor Walker's concern that some moorings are still being asked to pay Council Tax, the head of Active Communities stated that the exemption only applies to mooring license holders with the City Council.

Councillor Blencowe proposed and Councillor Ellis-Miller seconded the following amendment to recommendation 2.3:

Delete 2.3 and replace with:

*'To retain the existing Mooring Policy pricing structure and review after a 3-year period.'*

**RESOLVED:** On a show of hands the amendment was carried by 5 votes to 3.

**RESOLVED** (unanimously) that:

The Executive Councillor approved the following recommendations:

Approved:

- 2.1 To retain moorings in Area B. Request officers to explore with stakeholders the possibility of switching the designations for Areas B and C and to bring forward any proposals for change in October 2010
- 2.2 Subject to planning permission and necessary permissions from statutory agencies that secure mooring points were installed for a trial period on the visitor moorings and between Victoria Avenue bridge up stream to the Pump Out at Jesus Green for RML holders.
- 2.3 To retain the existing Mooring Policy pricing structure and review after a 3-year period.
- 2.4 To note the current approach to the waiting list, and to instruct officers to work with Camboaters and the Conservators of the River Cam to make improvements to the allocation of RML's and improve efficiency, particularly the time taken to allocate a RML.
- 2.5 To note information relating to mooring at the Riverside area and continue to offer support and cooperation to the County Council and other agencies involved in addressing concerns raised by local people.

The Scrutiny Committee considered and endorsed the recommendations in the report by 8 votes to 0 (unanimously).

The Executive Councillor for Arts and Recreation approved the recommendations.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted):** None

The meeting ended at 4.25pm

**CHAIR**

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**COMMUNITY SERVICES SCRUTINY COMMITTEE**

27 May 2010  
1.07 - 1.08 pm

**Present:** Councillors Kightley (Vice-Chair), Al Bander, Benstead, McGovern, Sanders and Walker

**Executive Councillors:**

Executive Councillor for Arts and Recreation: Cllr Cantrill

Executive Councillor for Housing: Cllr Smart

Executive Councillor for Community Development and Health: Cllr Bick

<b>FOR THE INFORMATION OF THE COUNCIL</b>
---

**10/37/CS Appointments to outside bodies**

The Executive Councillor for Community Development & Health, the Executive Councillor for Housing and the Executive Councillor for Arts and Recreation approved the nominations as follows:

**Health and Adult Social Care Scrutiny Panel (led by County Council) (1 + 1 alternate)**

Cllr: Brown Alternate: Walker

**Cambridgeshire Children's Trust (1+1)**

Cllr: Bick

Alternate: Reid/Smart (as Leader/Deputy)

**Safer and Stronger Communities Partnership (1)**

Cllr Bick (Opposition Spokes: Cllr Herbert)

**City Community Safety Partnership (1)**

Cllr Bick (Opposition Spokes: Cllr Herbert)

**City and South Cambs Area Children's and Young People Partnership (1)**

Cllr Kerr (Opposition Spokes: Cllr Herbert)

**Community Wellbeing Partnership (2)**

Cllr Smart, Cllr Bick (Opposition Spokes: Cllr Herbert)

**The Junction (5)**

Cllrs: Kerr, Kightley, Brown, Benstead, Walker

**Older Peoples Champion (1)**

Cllr Shah

**Young peoples Champion (1)**

Cllr Kerr

**Addenbrookes Board of Governors (1)**

Cllr Bick

The meeting ended at 1.08 pm

**CHAIR**





## Cambridge City Council

To Executive Councillor for Arts and Recreation: Councillor Rod  
Cantrill  
Report Director of Community Services  
by Director of Finance  
Relevant Scrutiny Community Services 1 July 2010  
Committee

### **2009/10 Revenue and Capital Outturn, Carry Forwards and Significant Variances**

#### **Not a Key Decision**

#### **1. Executive summary**

1.1 This report presents a summary of the 2009/10 outturn position (actual income and expenditure) for services within the Arts & Recreation portfolio, compared to the final budget for the year. The position for revenue and capital is reported and variances from budgets are highlighted, together with explanations. Requests to carry forward funding arising from certain budget underspends into 2010/11 are identified.

#### **2. Recommendations**

The Executive Councillor is recommended:

- a) To agree which of the carry forward requests, totalling £112,400 as detailed in Appendix C, are to be recommended to Council for approval.
- b) To seek approval from Council to carry forward capital resources to fund rephased net capital spending of £472,000 from 2009/10 into 2010/11, as detailed in Appendix D.

#### **3. Background**

##### **Revenue Outturn**

3.1 The outturn position for the Arts & Recreation portfolio, compared to final revenue budget, is presented in detail in Appendix A.

- 3.2 Appendix B to this report provides explanations of the main variances.
- 3.3 Appendix C sets out the final list of items, for this service portfolio, for which approval is sought to carry forward unspent budget from 2009/10 to the next financial year, 2010/11.
- 3.4 The overall revenue budget outturn position for the Arts & Recreation portfolio is set out in the table below:

<b>Arts &amp; Recreation 2009/10 Revenue Summary</b>	<b>£</b>
Final Budget	5,117,090
Outturn	4,884,121
Variation – Underspend for the year	(232,969)
Carry Forward Requests:	112,400
Net Variance	(120,569)

The variance represents 2.36% of the overall portfolio budget for 2009/10

### **Capital Outturn**

- 3.5 Appendix D shows the outturn position for schemes and programmes within the Arts and Recreation portfolio, with explanations of variances.
- 3.6 An overall underspend of £440,000 has arisen. £ 472,000 is due to slippage and rephasing of the capital programmes is required to transfer the budget into 2010/11. £45,000 can be returned to Reserves in respect of a project which has been completed at a lower than anticipated cost, £77,000 is in respect of project overspends which will be funded from Repairs & Renewals funds (£63,000) or further calls on Section 106 contributions (£14,000).

## 4. Implications

- 4.1 The net variance from final budget, after approvals to carry forward £112,400 budget from 2009/10 to the next financial year, 2010/11, would result in a reduced use of General Fund reserves of £120,569.
- 4.2 In relation to anticipated requests to carry forward revenue budgets into 2010/11 the decisions made may have a number of implications. A decision not to approve a carry forward request will impact on officers' ability to deliver the service or scheme in question and this could have staffing, equal opportunities, environmental and/or community safety implications.

## 5. Background papers

These background papers were used in the preparation of this report:

- Closedown Working Files 2009/10
- Directors Variance Explanations – March 2010
- Capital Monitoring Reports – March 2010
- Budgetary Control Reports to 31 March 2010

## 6. Appendices

- Appendix A - Revenue Budget 2009/10 - Outturn
- Appendix B - Revenue Budget 2009/10 - Major Variances from Final Revenue Budgets
- Appendix C - Revenue Budget 2009/10 - Carry Forward Requests
- Appendix D - Capital Budget 2009/10 - Outturn

## 7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Authors' Names: Chris Humphris; Karen Whyatt  
Authors' Phone Numbers: Telephone: 01223 – 458141; 01223 - 458145;  
Authors' Email: [chris.humphris@cambridge.gov.uk](mailto:chris.humphris@cambridge.gov.uk)  
[karen.whyatt@cambridge.gov.uk](mailto:karen.whyatt@cambridge.gov.uk)

## Arts &amp; Recreation Portfolio / Community Services Scrutiny Committee

## Revenue Budget - 2009/10 Outturn

Service Grouping	Original Budget £	Final Budget £	Outturn £	Variation Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
<b>Active Communities</b>						
Green Spaces	1,491,180	1,548,730	1,461,904	(86,826)	22,610	(64,216)
Sports Development	338,840	314,240	318,959	4,719	0	4,719
Leisure Services	1,659,020	1,688,900	1,601,200	(87,700)	83,260	(4,440)
	<b>3,489,040</b>	<b>3,551,870</b>	<b>3,382,062</b>	<b>(169,808)</b>	<b>105,870</b>	<b>(63,938)</b>
<b>Arts &amp; Entertainments</b>						
Arts and Entertainments, including Junction Partnership	1,382,860	1,246,850	1,190,381	(56,469)	2,760	(53,709)
	<b>1,382,860</b>	<b>1,246,850</b>	<b>1,190,381</b>	<b>(56,469)</b>	<b>2,760</b>	<b>(53,709)</b>
<b>Community Development</b>						
Grants - Leisure	343,370	318,370	311,678	(6,692)	3,770	(2,922)
	<b>343,370</b>	<b>318,370</b>	<b>311,678</b>	<b>(6,692)</b>	<b>3,770</b>	<b>(2,922)</b>
<b>Total Net Budget</b>	<b>5,215,270</b>	<b>5,117,090</b>	<b>4,884,121</b>	<b>(232,969)</b>	<b>112,400</b>	<b>(120,569)</b>

Changes between original and final budgets may be made to reflect:

- portfolio and departmental restructuring
- approved budget carry forwards from the previous financial year
- technical adjustments, including changes to the capital accounting regime
- virements approved under the Council's constitution
- additional external revenue funding not originally budgeted for

and are detailed and approved:

- in the June committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the November committee cycle (revised budgets)
- in the January committee cycle (as part of the budget setting report)
- and via technical adjustments/virements throughout the year

## Arts &amp; Recreation Portfolio / Community Services Scrutiny Committee

Revenue Budget 2009/10 - Major Variances  
from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Leisure Contract - Client costs	<b>Active Communities</b>		
	<b>Parkside Pool</b> - the underspend is in respect of professional and legal fees re Parkside Pool (ongoing until settlement) and ongoing provision for utility costs following negotiations over utilities recharged to the contractor. Both of these costs will be requested for a carry forward.	(92,747)	Ian Ross
Green Spaces	<b>River Frontage Management</b> - rates are yet to be assessed for the moorings. This budget is therefore unspent, a carryforward request will be made of £22,610.	(31,622)	Julie Durrant
	<b>Management</b> - Mid year, Active Communities agreed with Streetscene that the previously devolved budget for the maintenance of play areas would be managed directly by Active Communities. This has provided an unexpectedly large efficiency saving of £29,000	(42,900)	Ian Ross
Corn Exchange	<b>Arts &amp; Entertainment</b>		
	<b>Marketing</b> - there has been an underachievement in income	27,670	Neil Jones
	<b>Box Office</b> - there has been an overachievement in online booking fees	(33,097)	Bobbie Gates
	<b>Community Development</b>		
	There are no major variances for this service.		

## Arts & Recreation Portfolio / Community Services Scrutiny Committee

### Revenue Budget 2009/10 - Carry Forward Requests

#### Request to Carry Forward Budgets from 2009/10 into 2010/11

Item		Request £	Contact
	<b>Active Communities</b>		
1	<b>River Frontage management</b> Business Rates for 2009/10 and prior years are yet to be assessed.	22,610	Julie Durrant
2	<b>Leisure Contract - Client costs</b>  <b>Professional Fees</b> Provision for professional and legal fees re Parkside Pool (ongoing until settlement)	57,100	Ian Ross
	<b>Utility Costs</b> Ongoing provision for utility costs following negotiations over utilities recharged to the contractor	22,410	Ian Ross
	<b>Energy Audit</b> Climate Change Fund contribution for Energy audit (undertaken May 2010)	3,750	Ian Ross
4	<b>Community Development</b>  £3,770 was reserved in the 2009/10 Area Committee Grant budget to respond to the needs of children and young people and to be carried out in partnership with the County Council and the voluntary sector. However due to delays, the Youth Summit was held at the end of November and the outcome and recommendations reported to the Area Committees during February, March and April. The budget will be spent in 2010/11.	3,770	J Hanson
5	<b>Arts &amp; Entertainment</b>  Climate Change Fund contribution for LED lighting in bar unspent	2,760	G Saxby
<b>Total Carry Forward Requests for Arts &amp; Recreation Portfolio / Community Services Scrutiny Committee</b>		<b>112,400</b>	

## Arts &amp; Recreation Portfolio / Community Services Scrutiny Committee

## Capital Budget 2009/10 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance £000	Rephase £000	Over / (Under) Spend £000	Comments
SC072	Poster Boards	N Jones	10	6	0	(6)	6	0	To be spent during 2010/11
SC216	Nightingale Avenue - MUGA	I Ross	0	138	107	(31)	31	0	Construction underway, completion scheduled 2010/11
SC226	Refurbishment of Play Areas - Numerous (NOV 04) Church End, Coleridge, Ditton Fields, Ramsden Square, Queen Edith's	I Ross	0	14	1	(13)	13	0	To be spent during 2010/11
SC234	Histon Road Cemetery Landscaping	A Wilson	23	17	6	(11)	11	0	Project underway funds 50% spent. Master plan for the site complete
SC282	Kettles Yard	G Saxby	40	0	0	0	0	0	Rephased to 2010/11 in Jan 2010 Scrutiny Committee cycle (Budget Setting Report 2010/11). Risk of funding being withdrawn from other funders if we withdraw.
SC347	Histon Road - Refurbishment of play area	I Ross	0	1	1	0	0	0	Currently working with Friends Group to scope works for delivery
SC348	Allotment Improvements	I Ross	24	7	7	0	0	0	Individual allotment societies to spend. Officers to assist with suggestions and guidance.
SC349	Fencing and Security at Jesus Green Pool	I Ross	0	30	0	(30)	30	0	Project to be completed in 2010/11
SC350	Improvements to pump out facility at Jesus Green	D Kaye	8	0	0	0	0	0	Rephased to 2010/11 in Jan 2010 Scrutiny Committee cycle (Budget Setting Report 2010/11)
SC376	COMPLETED - Thorpe Way Recreation Ground refurbishment	I Ross	61	0	10	10	0	10	To be funded from Section 106 contributions
SC378	COMPLETED - Church End Recreation Ground refurbishment	I Ross	0	0	4	4	0	4	To be funded from Section 106 contributions
SC383	Replacement of Carpet & Shock Pad on the Astro turf at Abbey Pool	I Ross	196	190	145	(45)	0	(45)	Funding can be returned to Reserves
SC384	Improvements to Abbey Leisure Complex	I Ross	115	115	155	40	(5)	35	To be funded from R&R contributions
SC396	Ravenworth Gardens - Remedial & Improvement Work	D Kaye	19	0	0	0	0	0	Reprofiled to 2010/11 in January Scrutiny Committee cycle. RGRA have requested that security of play areas and ASB issues are addressed before the improvements to open space are considered

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance £000	Rephase £000	Over / (Under) Spend £000	Comments
SC403	Improvements to the Riverbanks on Jubilee Gardens, Jesus Green, Midsummer Common & Stourbridge Common	I Ross	64	71	91	20	0	20	Additional works brought forward from 2010/11 to take advantage of fine weather and presence of experienced contractors. To be funded from R&R contributions
SC405	Improvements to play areas & open space at land behind St Matthews Street	I Ross	120	0	0	0	0	0	Rephased to 2010/11 in Jan 2010 Scrutiny Committee cycle. Further discussion with County Council required re proposals for redevelopment at school site - Sleaford Street and Shenstone now being taken separately.
SC409	Romsey Recreation Ground Play & Recreation Facilities	I Ross	0	150	168	18	(10)	8	To be funded from R&R contributions
SC410	Mill Road Cemetery	A Wilson	25	4	6	2	(2)	0	Project to be completed by October 2011 as prescribed by the Heritage Lottery Fund.
SC434	Floodlit Astro turf - Chesterton Community College and Netherhall School	I Ross	0	270	0	(270)	270	0	Approved amount now £70,000. Project to be completed by Spring 2010 by Chesterton Community College. Netherhall project to be completed by 2011.
SC441	Sheeps Green Canoe Clubhouse Extension	I Ross	0	128	0	(128)	128	0	External procurement resulted in increased costs. Phased scheme proposed, awaiting authority.
SC443	Pathfinder Play Scheme	I Ross	0	97	97	0	0	0	Work complete, grant received.
<b>Total for Arts &amp; Recreation Portfolio</b>			<b>705</b>	<b>1,238</b>	<b>798</b>	<b>(440)</b>	<b>472</b>	<b>32</b>	

Changes between original and final budgets may be made to reflect:

- rephased capital spend from the previous financial year
- rephased capital spend into future financial periods
- approval of new capital programmes and projects

and are detailed and approved:

- in the June committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the January committee cycle (as part of the budget setting report)





To: Executive Councillor for Arts & Recreation  
Report by: Head of Active Communities  
Relevant scrutiny committee: Community Services Scrutiny Committee 01/07/10

### **Cambridge Sport Network 2012 Olympic Action Plan**

#### **1. Executive summary**

1.1 The Sports Strategy 2009 – 2013 highlighted the opportunity to the Council of the London 2012 Olympic, Paralympic Games and Cultural Olympiad. Consultation with key stakeholders has taken place and the resulting feedback has been analysed and where appropriate incorporated into the action plan in appendix A.

#### **2. Recommendations**

2.1 The Executive Councillor is recommended to:

- Endorse the proposed stakeholder action plan
- Approve elements specific to Cambridge City Council

#### **3. Background**

3.1 To ensure that the benefits of London 2012 are understood and maximised, officers have engaged in the following groups and work:

- Membership of GOLD (Cambridgeshire & Peterborough County working Group)
- Engagement with Cambridge Sport Network
- County Member Champion group
- National LOCOG campaigns e.g. the Open Weekend and Cultural Olympiad

3.2 GOLD, the Cambridgeshire and Peterborough Coordinating Group for the London 2012 Olympic and Paralympic Games was formed in 2007 led by the Greater Cambridge Partnership and Living Sport (Cambridgeshire and Peterborough County Sports Partnership) with membership from local authorities in the county. It includes representations from sport, culture, tourism, economic development, education, NHS Cambridgeshire, Learning and Skills Council and the voluntary sector.

The county vision for London 2012 is “to increase inclusive participation in sport, culture and healthy activity and to maximise opportunities that will be provided through business and tourism”.

3.3 The GOLD member champion group was established in 2009 and the following priorities have been identified:

- To maximise awareness and opportunities by linking cultural and sporting activity
- To provide positive and inspiring opportunities for young people
- To provide inclusive opportunities across the county for disabled people

3.4 Cambridge Sport Network has highlighted the 2012 Olympics as an opportunity to create a lasting legacy of increased participation in sport and physical activity in Cambridge City. The network aims to achieve this through raising the profile of

sporting opportunities, responding to local priorities and supporting young gifted and talented athletes in the City.

3.5 The local Cambridge 2012 Group was established in 2010 in order to develop local plans to maximise the benefit of 2012, create legacy and support celebration of the Cultural Olympiad. Representation includes the City Council, Cambridge School Sports Partnership, Cambridgeshire County Council, ARU, Cambridge University, Cambridge Sports Network and Cambs FA.

Emerging priorities for the group include:

- Creating positive role models
- Encouraging community involvement
- Advocate the role of sport and culture in the community
- Creating a lasting and powerful legacy for the city

3.6 The group have met to consider an action plan (which is attached as appendix A). This brings together the priorities of the local group, the members' champion group, GOLD and the community sport network. It highlights activities from 2010-2013 and the role that Cambridge City Council and key stakeholders can play.

## **4. Implications**

### **4.1 Financial Implications**

- a) The action plan is based upon current resource levels, which will be refocused as required.

### **4.2 Staffing Implications**

None currently identified

### **4.3 Equal Opportunities Implications**

None

### **(d) Environmental Implications**

None

### **(e) Community Safety Implications**

None

## **5. Background papers**

These following background papers were used in the preparation of this report:

- GOLD Action Plan
- CSN Action Plan 2010-2012
- Notes from consultation workshop
- Cambridge City Council Sports Strategy 2009-2013

## **6. Appendices**

Cambridge 2012 Action Plan

## **7. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Debbie Kaye  
Author's Phone Number: 01223 - 457000  
Author's Email: [Debbie.kaye@cambridge.gov.uk](mailto:Debbie.kaye@cambridge.gov.uk)

## Cambridge 2012 Olympic Action Plan 2010-2013

- **2012 Group Priorities** – Positive role models, community empowerment, celebration, volunteering, (legacy, as a theme throughout).
- **GOLD member chosen priorities** – culture and sport working together, young people, people with a disability
- **CSN 2012 priorities** – Support to gifted & talented, raising profile of sport
- **GOLD vision** – Increase inclusive participation in sport, culture and healthy activity and to maximise opportunities that will be provided through business and tourism.

### Abbreviations

CCC – Cambridge City Council

CSP – County Sports Partnership

CSN – Cambridge Sport Network

LOCOG – London Organising Committee of Olympic Games

Cambs CC- Cambridgeshire County Council

SSP – Cambridge School Sports Partnership

NGB's – National Governing Bodies of Sport

DSFG – Disability Sport Focus Group

GOLD – Cambridgeshire Olympic Group

CVC – Cambridge Volunteer Centre

Key Priorities	Actions	Date	Resource	Lead & partners	Legacy Outcomes
<b>Positive role models</b>	a) Raise profile of local community/ gifted and talented role models.	2011	CSN	CCC, CSN, Media Partners	Profile of Cambridge sport raised in community
	b) Establish numbers of talented athletes through NGB/CSP.	2010	CSN	CCC, CSN, SSP, CSP	Awareness of routes into sport.
	c) Local ambassadors from Cambridge Champions Programme to attend local events	2011	CSN	CCC, SLM, Facility forum, NGB's	Local champions to promote sport in community to increase participation.
	d) Create FANS Scheme across city with local facilities for G&T athletes	2011	Existing	CCC, SLM, Facility forum	Awareness of facilities raised
	e) Investigate development of Cambridge Sports Aid Foundation		Local Businesses	CCC, CSN, Local Business, GOLD	Local athletes achieving potential.
<b>Community empowerment</b>	a) Organise forum for local clubs/organisations/facilities to audit current activity	2010	Existing	CCC, Facility forum, local clubs, NGB's, CSN, Community Development	Clubs ready for increased participation through increased capacity
	b) Encourage integrated programme of locally led inclusive activities utilising existing community festivals, facilities and activities	2010	Existing	CCC, NGB's	Increase in awareness of opportunities
	c) Olympic and Paralympic sport auditing – “where can I go and	2013	Existing, Sport	CCC, SSP, NGB's	Increased in participation

	play.... In Cambridge?"		Unlimited, NGB's		
	d) Organise 'event organisation' training for local groups inspired by the Olympics	2011	Community Development	CCC	Local groups to run community events
	e) Consider 2012 funding stream for local groups to organise Olympic inspired participation opportunities	2012	TBC	CCC	Encourage local groups inspired by Olympics to organise community events
	f) Development of new sports coaches/clubs across the city identified by NGB strategic needs	2012/2013	TBC	CCC	Create capacity where it is needed
<b>Celebration</b>	a) Consider promotional banners for sport and culture across the city at key venues and open spaces/events	2011	Existing	CCC	Increase in awareness of impact of sport/culture
	b) Support Olympic flag programme across city, linking with schools and community centres.	2012	LOCOG	LOCOG, CCC	Raising profile of Olympic and Paralympic Games
	c) Consider what types of sporting and cultural events could be provided as part of work to develop an events framework for the city	2011-2013	CCC	CCC, NGB's	Provide opportunities to inspire and encourage participation in sport and cultural activity
	d) Support County offer of opportunity for host leg of Torch relay	2012	LOCOG	LOCOG	Raising profile of Olympic and Paralympic Games

	e) Collate programme of existing and new activity for Open Weekend to mark countdown to Games (23-25 July)	2011/2012	CSN	LOCOG	Raise awareness of proximity to Games and develop sense of expectation.
<b>Volunteering</b>	a) Audit and promote current volunteering opportunities through <a href="http://www.doit.org">www.doit.org</a> within sport and culture across city	2010	Existing	CCC/CSN/CVC	Increase in awareness of opportunities and number of volunteers
	b) Offer placements to Junior Athlete Education students in 2012 inspired activities	2011	Existing	Cambridge SSP	
	c) Include a 'skills training' element in targeted participation programmes, for example Homeless sports projects, disability work etc. Identify volunteer exit routes.	2010	Existing	CCC	Increase in skilled volunteers in community
	d) Develop Olympic inspired volunteering programme through the Council's Aspire volunteering in sport project.	2011	Existing	CCC	Increase in awareness and number of volunteers
<b>Culture and Sport</b>	a) Further develop Citysport brochure to encompass all city provision (participation/coaching/volunteering)	2011	Existing	CCC, CSN	Citysport to be used as a vehicle to encapsulate inspiration of Olympic Games

	b) Consider ways to link cultural and sporting activities	2012	Existing	CCC	
	c) Update and promote online sports clubs / activities directory	2011	Existing	CCC	
	d) Explore potential for Free Big Screen showing Olympic Games or related coverage and work of local community groups	2011-2013	Existing	CCC, BBC	Local celebration of Olympics and showcase of talent
	e) Link up cultural and sporting activity on open spaces, e.g. Big Weekend	2012	Existing	CCC	Local communities to showcase activity and increase participation.
<b>People with disabilities</b>	a) Develop disability sport programme with the emphasis on inclusion linked to Paralympic sports	2010	DSFG, Existing	DSFG, CCC, CSN, CSP	Greater access to sport and physical activity.
	b) Set up "Best 8" disability sport festival run by local clubs	2011-2013	DSFG	DSFG	Development of inclusive sections within key clubs.
	c) Support 'Playground to Podium' talent ID programme	2010-2012	EFDS, YST	CSP, SSP, CCC	Greater number of athletes realising potential.
	d) Support Multi sport clubs through SSP	2010-2012	YST	SSP, YST, CCC	Increase in number of disability after school clubs.
	e) Support Youth Games Plus festival	2010-2013	CSP	SSP, CSP, CCC	Increase in competitive opportunities.
	f) Support and encourage disability	2012	Existing	CCC	Encourage Gifted

	sports clubs and athletes to source financial support				and Talented athletes and sustain local activity
<b>Children and Young People</b>	Develop funding streams for young a) athletes in city through Elfrida Heath Sports Grants/Cambridge Champions Programme/Cambridge Sports Aid	2010	CSN	CCC, CSN	Young Cambridge city athletes achieving potential
	b) Deliver Olympic inspired Sportsfest festivals to encourage awareness for participation	2011/12/13	Existing	Cambridge SSP, CCC, NGB's, Clubs, Facilities	Increase in participation and awareness of opportunities Increased access
	c) Consider a built legacy of multi purpose play and recreation zones	2011-2013	S106	CCC	
	d) Use 2012 Street Games programme to promote community cohesion. Consider ways to engage and support in education, training and employment	2012	Existing	CCC, Community Safety Partners, CHYPPS	Increased community cohesion



## Project Appraisal and Scrutiny Committee Recommendation

<b>Project Name</b>	Works to Improve the Skate park at Jesus Green
<b>Committee</b>	Community Services
<b>Portfolio</b>	Arts & Recreation
<b>Committee Date</b>	1 <sup>st</sup> July 2010
<b>Executive Councillor</b>	Councillor Rod Cantrill
<b>Lead Officer</b>	Ian Ross

### KEY DECISION

#### Recommendation/s

#### Financial recommendations –

*For schemes not included in the Council's Capital Plan*

The Executive Councillor is asked to;

- Recommend this capital scheme (which is not included in the Council's Capital Plan) for approval by Council, subject to resources being available to fund the capital cost associated with the Scheme, and relevant planning permissions are obtained. The total capital cost of the project is estimated to be £65,000, this is to be funded from Informal Open Spaces S106. There are no additional revenue implications arising from the project.
- To add the project to the Capital Plan.

<b>Officer Scrutiny</b>	<b>Contact</b>	<b>Date</b>
<b>Asset Management Group</b>	<i>Annette Baker</i>	<b>June 2010</b>
<b>Finance review</b>	<i>Service Accountant</i>	<b>June 2010</b>
<b>Health &amp; Safety approval</b>	<i>Paul Parry</i>	<b>N/a</b>
<b>ICT Steering Group</b>	<i>James Nightingale</i>	<b>N/a</b>
<b>Legal implications</b>	<i>Simon Pugh</i>	<b>N/a</b>
<b>Procurement process</b>	<i>Debbie Quincey</i>	<b>June 2010</b>
<b>Risk Register</b>	<i>Karl Tattam</i>	<b>N/a</b>
<b>Section 106 allocation</b>	<i>Claire Rymer</i>	<b>June 2010</b>
<b>VAT implications</b>	<i>Andrew Stannard</i>	<b>N/a</b>
<b>Other:</b>	<i>Planning Dept.</i>	<b>July 2010</b>

## 1 Summary

### 1.1 The project

The project is to provide a more upto date skate facility on Jesus Green. To utilise the existing footprint and extend the current provision minimally to include “square off” the unused spaces at the side of the current ramps. The design has been worked up by professional skate companies based on local consultation with the users, and the Friends of Jesus Green association.

Target Start date	<b>September/October 2010</b>
Target completion date	<b>October/November 2010</b>

### 1.2 The Cost

Total Capital Cost	<b>£ 65,000</b>
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Capital Cost Funded from:

Funding:	Amount:	Details:
Reserves	<b>£ 0</b>	<b>N/a</b>
Repairs & Renewals	<b>£ 0</b>	<b>N/a</b>
Section 106	<b>£ 65,000</b>	<b>Informal Open Space</b>
Other	<b>£ 0.00</b>	<b>N/a</b>

Revenue Cost –  
Existing R&R to be used

Year 1	£ nothing additional
Ongoing	£ nothing additional

### 1.3 The Procurement

A fully tendered procurement exercise has been under taken for the design and installation of improvements to the skate park. This was finalised in a best and final offer tender after all of the original

tenders far exceeded the permissible percentage of increase allowed for the skate park.

The contract will not be fully awarded to the winning bidder until a successful planning application for the selected new design is approved through the planning process.

## **Capital Project Appraisal & Procurement Report**

### **1.4 What is the project?**

The project is to update, expand and improve the existing skate ramps and modify the park to bring it up to date and change from existing ramps and platforms to a more fluid embankment/bowl style skate areas that are the current trend for skaters.

The project will also seek to address some minor slippage in one of the large concrete ramps known as the “fun box” through either a fundamental repair/redesign or a complete replacement of the piece.

### **1.5 What are the aims & objectives of the project?**

Main objective is to add new items of equipment, extend the footprint marginally and improve the users experience of the skateboard provision at Jesus Green. Consultation has been under taken with the users and skaters to identify these requirements, along with the extent and type of new equipment and movement around the skate park.

Consultation has also focussed on location and limiting the extension of space to the approximate surface area of the existing 311sqm with no more than a 20% increase of overall size which equates to squaring up the existing 25.5m x 15m footprint.

Users requirements were fed into an invitation to tender and skate companies have responded with their proposals.

The winning bidder and their design is currently being finalised at the time of this report going to print.

So the wining design and potential contractor will be presented to the committee on the day. This design will then form the basis of the new planning application for the site, and then subject to a successful planning permission being awarded, the winning contractor will be formally awarded the works contract to roll out the approved design.

## **1.6 Summarise the major issues for stakeholders & other departments?**

The Friends of Jesus Green association have been widely involved and their centre of concerns have been around the look of the existing skate park and ensuring that any new provision continues to blend into the landscape. Their other concerns have been to ensure the footprint of the skate park does not dramatically increase in size either and concentrates on infilling around 60m<sup>2</sup> on the edges to square up the existing footprint.

The skaters requirement is the desire to see their facility be more fluid and move away from the traditional ramps and jumps and have a bowl and landscaped concrete embankments.

## **1.7 Summarise key risks associated with the project**

The main risk for the project is any additional changes to the existing facility will require planning consent and a new planning application will be required. The tender documentation for the development of the project states that the contract is not fully awarded until planning permission has been successfully granted.

If planning is not granted there will be some repairs required to the “fun box” in the middle of the skate park, which is sinking on one side and was to of been addressed in the original tender submission. If planning is not gained it will require works to level it out or option to remove. (Funding for this will be from existing R&R budgets if planning is unsuccessful, as S106 funds cannot be used to repair existing provisions)

## **1.8 Financial implications**

- a. Appraisal prepared on the following price base: **2010/11**
- b. Submitted designs upto the cost of £65,000
- c. Associated Planning Permission fees

### 1.9 Capital & Revenue costs

<b>(a) Capital</b>	<b>£</b>	<b>Comments</b>
Building contractor / works	65,000	S106 funded
Purchase of vehicles, plant & equipment		
Professional / Consultants fees		
IT Hardware/Software		
Other capital expenditure		
<b>Total Capital Cost</b>	<b>£65,000</b>	

<b>(b) Revenue</b>	<b>£</b>	<b>Comments</b>
Existing provision	0	
<b>Total Revenue Cost</b>	<b>0</b>	

### 1.10 VAT implications

There are No VAT issues to Cambridge City Council on this project.

### 1.11 Other implications

There are no other implications that have not already been highlighted in the report

### 1.12 Estimate of staffing resource required to deliver the project

Staff resources will be from Active Communities Recreation team, to monitor the progression of works and onsite H&S checks.

### 1.13 Identify any dependencies upon other work or projects

There is no inter dependency on any other project for delivery for this project

### 1.14 Background Papers

- Tender for works from four skate park companies

### 1.15 Inspection of papers

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Date prepared:	20/05/2010



## Cambridge City Council

To: Executive Councillor for Arts and Recreation, Councillor Rod Cantrill  
Report by: Head of Active Communities  
Relevant scrutiny committee: COMMUNITY SERVICES 01/07/2010

### Performance Management Framework – Annual Report

#### Non - Key Decision

#### 1. Executive Summary

This report details work to date using the Performance Management Framework (PMF), approved on the 10<sup>th</sup> May 2008, gives updates on the six previously agreed sites and makes recommendations for future use of the PMF.

#### 2. Recommendations

The Executive Councillor is recommended to:

- a. Note progress to date;
- b. Instruct Officers to continue gathering data for comparison purposes;
- c. Instruct Officers to identify improvements and incorporate them into management plans;
- d. Approve the timescales for the replacement planting of the six previously approved priority sites; and
- e. To engage with stakeholders to allow them to participate in the evaluation of quality and value.

#### 3. Background

3.1 In November 2007, the Executive Councillor approved an approach to the development of a PMF, which recommended focus on the following areas: -

- Improvements in Quality;
- Delivery of Community Engagement;
- Recognition of National Good Practice and Awards;
- Support for skilled workforce;
- Improved financial management;
- Benchmarking with others;
- Developed Partnership working, and
- Increased User Satisfaction.

3.2 The PMF has three primary functions: -

- **Strategic**, focusing on long-term planning, service direction, impact and achieving collective results.
- **Development**, improving process to
  - Determine customer needs and setting standards;
  - Ensure the service delivers results;

- Improve the quality of service;
- Help setting objectives but not priority (this will be a Strategic function);
- Translate Strategy into performance measures and targets, and
- Identify strengths and areas for improvement.
- **Delivery**, focusing on processes, resource planning and achieving results.

### 3.3 The PMF has created a full assessment of all Cambridge Parks & Open Spaces.

It details Quality in six outcomes: -

- Biodiversity;
- Maintenance;
- Community use;
- Attractiveness/appeal;
- Active and well being and
- Accessibility.

It details Value using nine criteria:-

- Context;
- Level of use;
- Structural make up;
- Ecological;
- Educational;
- Social;
- Amenity and
- Economic.

### 3.4 Quality Score trends

In assessing the data from 2009, results detail the key analysis of high quality sites included:

- Accessibility, Attractiveness, Community Use and Maintenance scoring highly and consistently, well exceeding the 60% accessibility threshold. This would be reflective of their central location and footfall.
- Biodiversity scored lowly on a majority of the top 10 sites. This is reflective of the formality of most of the sites (eg. Christ Pieces & Parker's Piece)
- Activity of sites was often below the 60% threshold indicating that consideration is required as to improvements for visitor experience at the park to retain interest and prolonged duration of stay.

#### 3.4.1 Low quality key analysis included

- Sites that were small and local and community based spaces with limited play equipment and appeal in terms of being a destination park offering pre-longed customer experience.
- The bottom 10 sites scored lowly in the categories of Accessibility, Attractiveness. In terms of improvement Accessibility will prove difficult to some due to location and the limitations of access on offer.
- Biodiversity was the lowest scoring category of all scoring with some of the lowest sites not even achieving 10%. Again improvements to some of the sites in terms of biodiversity will be difficult.

### 3.5 Analysis of the monitoring sheets

Part of the assessment process for quality of maintenance incorporated the Streetscene monthly monitoring assessments, these specifically looking at standards of service delivery with regards to maintenance of the spaces. (E.g. Grass cutting, Shrub bed maintenance, bin emptying etc.)

#### 3.5.1 Most frequent maintenance comments during 2009: -

- End of season football pitch renovations during 2009 were ineffective;
- Shrub bed maintenance good (best examples Petworth Street & Christ's Pieces);
- Seasonal bedding maintenance generally good;



- Street furniture on many of the open spaces is past its best and requires repair or renewal;
- Play area bark levels are low;
- Some parks seem to have a seating deficiency;
- Some shrubberies cannot be maintained effectively due to age, and
- Hoggin pathways on many sites are becoming overgrown.

### 3.6 PMF improvements to Quality

At the Community Services Scrutiny Committee on the 25<sup>th</sup> June 2009, Members approved six sites (Arbury Court, Brooks Road, Petersfield, Nunns Way Recreation Ground, Coleridge Recreation Ground & Cherry Hinton Hall) for improvement. The improvements made would take into account the PMF data with resources directed into the lower scoring categories.

3.6.1 Since this recommendation, work has commenced on improving the soft landscape elements of these parks with work already commencing on Coleridge Recreation Ground during winter 2009 to be phased over a three-year period.

3.6.2 Active Communities and Streetscene have assessed the planting on all sites and agreed a programme of works to include maintenance improvements to existing shrubberies and re-planting as required. It is anticipated that this will be delivered by the end of the planting season of March 2012.

3.6.3 A large-scale project is currently being considered for Cherry Hinton Hall. A Masterplan has been created which has involved key stakeholders throughout the process. The Masterplan was considered at South Area Committee on 13th May 2010 and approved for wider public consultation.

### 3.7 Value Score trends

In assessing the results of the 2009 data the key analysis of high value sites included:

- The top ten sites being five large formal parks and five natural open spaces.
- The value of these sites far exceeded their quality with many values 80% + and quality failing to achieve 70%.
- 54 of the 88 sites fall below 60% in terms of value, although 10 of these are 59%.

3.7.1 Low value key analysis included:

- Three sites of the bottom ten were very high in terms of quality, all were small community open spaces in the south of the city.
- The remaining seven sites were fairly even in terms of both their value and quality but are very low, ranging between 30% and 40%. The Asset Management Plan details policies for this scenario.
- Cultural and Educational contributions are low indicating that improvements need to be considered in terms of activity on these spaces where appropriate.

### 3.8 PMF Improvements to Value

Value assessment scoring is less variable than quality and the assessment cycle for value is bi-annual. A full assessment was carried out during 2009 to compliment the quality data these are available as Appendix A.

- 3.8.1 From the data collected officers were able to look at the poorest sites in terms of quality and make a judgement on which should be given priority to for improvement works, and consider where they were of equal sufficient value to the community.
- 3.8.2 At Scrutiny Committee 25<sup>th</sup> June 2009 Members approved six sites for of overall improvement, the quality and value scores at that time have been included.

Site	Quality Score %	Value Score %
Arbury Court	58	41
Brooks Road	46	44
Petersfield	49	48
Nunns Way Recreation Ground	74	48
Coleridge Recreation Ground	58	63
Cherry Hinton Hall	78	89

- 3.8.3 Further analysis has been undertaken specifically on the soft landscape areas of the six priority sites with approximate areas that require attention either through hard pruning or replanting and it is anticipated that these will be delivered during the winter 2010 planting through Streetscene maintenance budgets and the parks planting cost centre.
- 3.8.4 Below are brief summaries of the work anticipated for each of the sites with the approximate costs involved for each. The rate used for planting is £25.00 per square metre:

### 3.9 Arbury Court

This site recently received a new play installation (January 2009) and has some older planting surrounding the equipment, which requires re-defining to compliment the new play area footprint. Current boundary planting consisting of hedges requires selective pruning and thinning to remove some dead material and then infill planting to re-establish hedge line.

- Total area for consideration 158 m<sup>2</sup>
- To be replanted 30%
- To have winter maintenance carried out 70%
- Approximate funding required from existing budget £1,200

### 3.10 Brooks Road Play Area

Relatively small site requiring substantial winter maintenance work to re-generate Corylus (Hazel), Prunus laurocerasus (Laurel) and Salix (Willow) Species. As a result of this pruning there is likely to be a requirement for infill planting.

- Total area for consideration 85 m<sup>2</sup>
- To be replanted 20%
- To have winter maintenance carried out 80%
- Approximate funding required from existing budget £525

### 3.11 Cherry Hinton Hall

Works to Cherry Hinton Hall will be delivered methodically through the development of the Masterplan. There will be some extensive replanting required to address the front parterre garden (re-instating the original turning circle feature), significant tree planting across site as well as the introduction of spring & summer meadows. Other existing shrubberies, in particular towards the lake, will require

significant works and re-definition of the Masterplan is approved as many of these area border the old propagation site and the proposals are to open this central area up to the public. At present it is difficult to put a price on the works but taking into account a like for like area replacement the following funding would be required which will need to be derived through a or joint funding streams (e.g. S106, Environmental Improvement, parks budget)

- Total area for consideration 1500 m<sup>2</sup>
- To be replanted 100%
- To have winter maintenance carried out will need to consider with re-definition of beds
- Approximate funding required £37,500

### 3.12 Coleridge Recreation Ground

There has not been much investment on this recreation ground in terms of planting for several years other than the introduction of herbaceous beds to the front entrance as a result of the removal of annual bedding.

The shrubbery areas are extensive but there is the opportunity to develop a cyclical winter maintenance programme to some of the larger areas as they contain lots of plants which would benefit from coppicing. Due to the large budget required for the replanting work it is anticipated that this will require a phased approach over three seasons 2009-2011. The first phase was to address the old electric substation area in the top right hand corner of the park near to the play area and this work has been completed during the winter 2009 programme. Other areas which require replanting area around the play area itself which has become rather enclosed and the areas surround the pavilion and toilet block. It is anticipated that these two areas can be funded from the parks budget during 2010 and 2011.

- Total area for consideration 3853 m<sup>2</sup>
- To be replanted 25% (964 m<sup>2</sup>)
- To have winter maintenance carried out 75% (2889 m<sup>2</sup>)
- Approximate funding required £24,100
- Approximately a third of the area has already be replanted during winter 2009.

### 3.13 Nunns Way Recreation Ground

Much of the planting on this site is around the edge and offers protection to residential properties which border the park. It has been recognised that much of this planting requires retaining and must be carefully managed with winter pruning work. Planting should concentrate on the frontage of these shrubberies and also close to entrances.

- Total area for consideration 1250 m<sup>2</sup>
- To be replanted 15% (187 m<sup>2</sup>)
- To have winter maintenance carried out 85% (1063m<sup>2</sup>)
- Approximate funding required £4675
- Project to be delivered in two phases in winter 2010 and 2011 from existing budget

### 3.14 Petersfield

This site was one of the more major sites which scored poorly in terms of quality and value. The shrubberies are on the borders of the space but along East Road and Mill Road and therefore are highly visible. At present they are very sparsely planting but it is recommended that some of the larger specimen shrubs are

retained in order that Petersfield Mansion residents are offered some screening from the traffic whilst new shrubs become established. There is relatively little which can be done to rectify the other stock in these beds and it is recommended that a full replant is carried out. This site is a priority for Winter 2010 and a scheme will be designed during the summer months and residents informed before work commences.

- Total area for consideration 250 m<sup>2</sup>
- To be replanted 100%
- To have winter maintenance, relatively litter, some formative pruning of specimen shrubberies as required
- Approximate funding required £5000

**a) Equal Opportunities**

A Stage One Equalities Impact Assessment has been completed

**b) Financial**

Detailed in the report

**c) Staffing**

None

**d) Environmental**

None

**5. Background papers**

**6. Appendices**

Appendix A – Quality and Value Tables

**7. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact:

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## Appendix A

### Quality Scores and Criteria

Site Name	Quality Total	Accesibility	Attractive	Maintenance	Biodiversity	Active	Community
Hayster Drive	28	14	16	30	31	9	18
Holbrook Road Recreation Ground	33	20	32	50	11	40	31
Iver Close	34	11	24	55	14	9	29
Abbey Church	35	30	28	40	27	20	33
Great Eastern Street	36	60	20	40	11	29	31
Chestnut Grove	36	49	24	50	14	40	29
Blandford Walk play area	38	49	32	60	9	23	31
Gwydir Street - Bath House	38	51	24	55	6	31	29
Woodhead Drive	39	51	28	40	20	37	38
Barnwell Road Recreation Ground	44	37	56	60	17	31	38
Church End	44	37	32	50	37	11	36
Arbury Town Park	44	63	48	35	17	37	49
Robin Hood Dip	45	23	56	45	37	9	40
Velos Walk	46	71	40	40	6	37	33
Brooks Road play area	46	43	48	55	17	49	44
Causeway Park	48	34	56	40	46	29	60
St Andrews Churchyard	48	33	33	55	27	20	43
Shelley Row	49	51	48	55	23	54	44
Nine Wells	50	31	36	45	74	6	24
St Thomas Square	51	31	52	50	14	54	40
Chalfont Close	51	31	36	55	17	9	31
Holy Trinity Churchyard	51	50	50	45	20	30	53
Jubilee Gardens	51	46	56	45	40	9	47

<b>Site Name</b>	<b>Quality Total</b>	<b>Accesibility</b>	<b>Attractive</b>	<b>Maintenance</b>	<b>Biodiversity</b>	<b>Active</b>	<b>Community</b>
Brownsfield Recreation Ground	52	69	56	45	40	20	56
Riley Way	52	43	56	65	23	54	53
Scotland Road Recreation Ground	52	57	48	40	26	60	47
Coldhams Lane	53	40	48	40	40	71	49
Kings Hedges Recreation Ground	53	69	44	55	20	60	53
Flower Street Play Area	54	63	60	50	29	49	56
St Michaels and St Marys	54	43	53	80	27	30	48
Queen's Green	54	71	60	45	34	26	53
Peveral Road	55	49	68	60	14	57	56
Green End Recreation Ground	55	66	48	50	17	63	58
Logans Meadow	55	26	64	60	77	6	42
Ditton Fields Recreation ground	56	57	48	35	14	86	60
Dudley Road Recreation ground	56	63	60	70	17	57	47
St Clements Churchyard	56	47	53	60	40	40	48
Tenison Road Play Area	57	49	60	65	3	46	44
Petersfield	57	80	56	40	29	54	58
Arbury Court	58	60	52	60	23	69	51
Coleridge Recreation Ground	58	57	60	50	40	71	53
Nuttings Road small open space	59	46	48	60	40	57	64
Christchurch	59	57	60	60	33	30	53
Bramblefields	59	57	56	60	66	57	51
Simoco	59	40	40	50	71	46	62
Beche Road (Chequers House)	61	49	80	90	17	11	44
Petworth Street	61	43	68	75	3	43	44
Gunhild Close	61	60	64	70	14	69	64
Ramsden Square	61	23	52	70	6	83	58

<b>Site Name</b>	<b>Quality Total</b>	<b>Accesibility</b>	<b>Attractive</b>	<b>Maintenance</b>	<b>Biodiversity</b>	<b>Active</b>	<b>Community</b>
Water Street	61	57	60	60	31	34	53
Cherry Hinton Recreation Ground	61	71	52	55	34	69	62
St Albans Recreation Ground	61	60	56	50	29	74	62
Barnwell Road West	61	49	56	60	66	17	49
Chesterton Recreation Ground	62	57	64	60	34	71	58
Histon Road Cemetery	62	60	68	80	49	37	56
Coldhams Common	63	66	48	30	71	80	62
Barnwell Road East	64	26	68	85	86	29	51
Paradise	64	54	60	70	80	23	49
Alexandra Gardens	64	66	68	75	46	63	58
New Square	66	91	64	80	29	23	69
Sheeps Green	67	74	64	30	74	60	64
Jesus Green	67	80	64	45	54	71	73
Accordia - Brooklands Ave	67	71	92	40	34	80	62
Little St Mary's Churchyard	68	50	70	75	53	20	68
Donkey Common	68	89	76	80	14	66	62
Histon Road Recreation Ground	68	69	64	60	49	74	76
Stourbridge Common	68	71	60	55	69	57	67
Trumpington Recreation Ground	69	71	68	70	34	89	71
Cobbetts Corner	70	34	44	40	31	3	29
Limekiln Close Nature Reserve	70	37	72	85	86	9	53
Byrons Pool	70	63	80	70	86	49	60
Thorpe Way/Fison Rd	71	80	72	60	26	86	60
Lammas Land	71	80	64	65	57	89	69
St Peters Churchyard	71	47	78	75	53	80	60
Great St Mary's Churchyard	71	60	73	70	20	40	80

<b>Site Name</b>	<b>Quality Total</b>	<b>Accesibility</b>	<b>Attractive</b>	<b>Maintenance</b>	<b>Biodiversity</b>	<b>Active</b>	<b>Community</b>
Cherry Hinton Hall	71	66	68	65	66	89	71
St Matthews Piece	72	80	92	60	17	69	82
All Saints Churchyard	73	77	63	70	13	70	78
Nightingale Avenue Recreation Ground	73	63	84	55	66	80	67
St Giles Churchyard	73	67	73	75	13	60	68
Nuns Way Recreation Ground	74	86	76	45	40	89	73
Mill Rd Cemetery	75	57	92	80	74	9	62
Midsummer Common	75	77	76	60	69	49	80
Parkers Piece	75	94	80	90	20	74	84
Romsey Recreation Ground	78	80	72	75	60	86	82
Coe Fen	78	89	88	55	77	17	71
St Andrews Chesterton	81	73	80	85	87	60	80
The Round Church	83	87	85	65	13	40	93
Christs Pieces	83	100	84	85	34	94	78



	Typology	Context	Level	Structural	Ecological	Education	Social	Cultural	Amenity	Economic	Score	Percentage Score
<b>Value Scores and Criteria/ Name</b>												
Abbey Church	C	3	1	2	1	1	1	2	1	1	13	48.15
Accordia - Brooklands Ave	AG	2	2	1	2	1	2	1	1	1	13	48.15
Alexandra Gardens	AG	3	2	3	1	1	2	2	2	1	17	62.96
All Saints Churchyard	C	3	2	1	1	1	2	3	3	2	18	66.67
Arbury Court	AG	2	2	1	1	1	1	1	1	1	11	40.74
Arbury Town Park	A	2	1	2	1	1	1	1	1	1	11	40.74
Barnwell Road West	N	2	2	3	3	2	2	1	1	1	17	62.96
Barnwell Road East	N	2	2	3	3	2	2	1	1	1	17	62.96
Barnwell Road Recreation Ground	A	2	1	2	1	1	1	1	2	1	12	44.44
Beche Road (Chequers House)	C	3	1	1	1	1	1	2	1	1	12	44.44
Blandford Walk play area	C	1	1	1	1	1	1	1	1	1	9	33.33
Bramblefields	N	2	2	2	2	2	2	1	1	1	15	55.56
Brooks Road play area	P	2	2	2	1	1	1	1	1	1	12	44.44
Brownsfield Recreation Ground	N	1	1	2	1	1	1	1	1	1	10	37.04
Byrons Pool	NG	3	2	3	3	2	2	3	2	1	21	77.78
Causeway Park	N	2	2	2	2	1	2	1	1	1	14	51.85
Chalfont Close	AGS	2	1	1	1	1	1	1	1	1	10	37.04
Cherry Hinton Hall	UP	3	3	3	2	1	3	3	3	3	24	88.89
Cherry Hinton Recreation Ground	UP	3	2	2	1	1	2	1	2	2	16	59.26
Chesterton Recreation Ground	A	3	3	2	1	1	2	1	2	1	16	59.26
Chestnut Grove	CYP	2	1	1	1	1	1	1	1	1	10	37.04
Christchurch	C	3	1	2	1	1	1	2	1	1	13	48.15
Christs Pieces	UP	3	3	3	1	1	3	3	3	3	23	85.19
Church End	AGS	2	1	2	2	1	1	1	1	1	12	44.44
Cobbetts Corner	N	2	1	2	2	1	2	2	1	1	14	51.85
Coe Fen	N	3	3	3	3	2	3	3	2	1	23	85.19
Coldhams Common	N	3	3	3	2	1	2	3	3	2	22	81.48
Coldhams Lane	CYP	1	1	2	2	1	1	1	2	1	12	44.44
Coleridge Recreation Ground	UP	3	3	2	1	1	2	2	2	1	17	62.96
Ditton Fields Recreation ground	A	1	2	1	1	1	1	1	1	1	10	37.04
Donkey Common	A	2	3	2	1	1	2	2	3	1	17	62.96
Dudley Road Recreation ground	A	2	2	2	1	1	1	1	1	1	12	44.44
Flower Street Play Area	A	1	2	1	1	1	1	1	1	1	10	37.04
Great Eastern Street	A	1	1	1	1	1	1	1	1	1	9	33.33
Great St Mary's Churchyard	C	3	3	3	1	2	2	3	2	2	21	77.78
Green End Recreation Ground	AG	2	3	2	1	1	1	1	2	1	14	51.85
Gunhild Close	CYP	1	2	1	1	1	1	1	1	1	10	37.04
Gwydir Street- Bath House	A	1	1	1	1	1	1	1	1	1	9	33.33
Hayster Drive	N	1	1	1	1	1	1	1	1	1	9	33.33
Histon Road Cemetery	C	3	2	3	2	2	2	3	2	1	20	74.07
Histon Road Recreation Ground	UP	3	3	2	1	1	3	1	2	1	17	62.96

Value Scores and Criteria/ Name	Typology	Context	Level	Structural	Ecological	Education	Social	Cultural	Amenity	Economic	Score	Percentage Score
Holbrook Road Recreation Ground	AG	1	1	2	1	1	1	1	1	1	10	37.04
Holy Trinity Churchyard	C	3	1	3	1	1	1	2	1	1	14	51.85
Jesus Green	UP	3	3	3	1	2	3	3	3	3	24	88.89
Jubilee Gardens	N	2	2	3	1	1	1	1	2	1	14	51.85
Iver Close	A	1	1	1	1	1	1	1	1	1	9	33.33
Kings Hedges Recreation Ground	A	3	2	2	1	1	2	1	2	1	15	55.56
Lammas Land	A	3	3	3	2	1	3	1	2	1	19	70.37
Limekiln Close Nature Reserve	N	3	2	3	3	2	2	2	2	1	20	74.07
Little St Mary's Churchyard	C	3	1	2	2	1	1	3	2	1	16	59.26
Logans Meadow	N	3	3	3	3	3	2	3	2	1	23	85.19
Midsummer Common	N	3	3	3	2	2	2	3	3	3	24	88.89
Mill Rd Cemetery	C	3	2	3	2	2	2	3	2	1	20	74.07
New Square	A	2	3	3	1	1	2	2	2	1	17	62.96
Nightingale Avenue Recreation Ground	UP	2	2	2	1	2	3	1	2	1	16	59.26
Nine Wells	N	3	3	3	3	3	2	3	2	2	24	88.89
Nuns Way Recreation Ground	A	2	2	2	1	1	1	1	2	1	13	48.15
Nuttings Road small open space	A	1	2	2	1	2	1	1	1	1	12	44.44
Paradise	N	2	2	3	3	2	2	1	2	1	18	66.67
Parkers Piece	UP	3	3	3	1	2	3	3	3	3	24	88.89
Peveral Road	A	1	1	2	1	1	2	1	1	1	11	40.74
Petersfield	AG	2	2	2	1	1	2	1	1	1	13	48.15
Petworth Street	CYP	1	1	1	1	1	1	1	1	1	9	33.33
Queen's Green	A	3	2	3	2	2	2	3	3	3	23	85.19
Ramsden Square	PC	2	1	1	1	1	2	1	1	1	11	40.74
Riley Way	CYP	2	1	2	1	1	1	1	1	1	11	40.74
Robin Hood Dip	N	3	1	3	2	3	1	1	1	1	16	59.26
Romsey Recreation Ground	UP	2	2	2	2	2	3	1	2	1	17	62.96
Scotland Road Recreation Ground	CYP	2	2	2	1	1	1	2	2	1	14	51.85
Shelley Row	AG	2	1	2	1	1	1	1	1	1	11	40.74
Sheeps Green	N	3	3	3	3	3	2	2	2	1	22	81.48
Simoco	A	2	2	3	3	2	2	2	2	1	19	70.37
St Albans Recreation Ground	UP	3	3	2	1	1	2	1	2	1	16	59.26
St Andrews Churchyard	C	3	1	2	1	1	1	2	2	1	14	51.85
St Andrews Chesterton	C	3	2	2	2	2	2	3	3	1	20	74.07
St Clements Churchyard	C	3	1	2	2	1	1	3	2	1	16	59.26
St Giles Churchyard	C	3	1	2	1	1	2	3	2	1	16	59.26
St Matthews Piece	CYP	2	2	2	1	1	1	1	2	1	13	48.15
St Micheals and St Marys	C	3	1	2	1	1	1	2	1	1	13	48.15
St Peters Churchyard	C	3	2	3	2	1	2	3	2	1	19	70.37
St Thomas's Square	CYP	1	1	1	1	1	1	1	1	1	9	33.33
Stourbridge Common	N	3	2	3	2	2	2	2	3	2	21	77.78

<b>Value Scores and Criteria/ Name</b>	<b>Typology</b>	<b>Context</b>	<b>Level</b>	<b>Structural</b>	<b>Ecological</b>	<b>Education</b>	<b>Social</b>	<b>Cultural</b>	<b>Amenity</b>	<b>Economic</b>	<b>Score</b>	<b>Percentage Score</b>
Tenison Road Play Area	CYP	1	2	1	1	1	1	1	1	1	10	37.04
The Round Church	CC	3	3	1	1	3	2	3	3	1	20	74.07
Thorpe Way/Fison Rd	CYP	2	3	2	1	1	2	2	2	1	16	59.26
Trumpington Recreation Ground	AGS	3	3	2	1	1	2	1	2	1	16	59.26
Velos Walk	CYP	1	1	1	1	1	1	1	1	1	9	33.33
Water Street	AGS	2	2	3	1	1	1	1	1	2	14	51.85
Woodhead Drive	CYP	1	1	2	1	1	1	1	1	1	10	37.04

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To: Executive Councillor for Housing  
Report by: Director of Community Services  
Director of Finance  
Relevant scrutiny committee: Housing Management Board 15/6/2010  
Community Services 1/7/2010  
Wards affected: All Wards

## **COMMUNITIES AND LOCAL GOVERNMENT (CLG) CONSULTATION - 'COUNCIL HOUSING: A REAL FUTURE' Key Decision**

### **1. Executive Summary**

- 1.1 Following the CLG Consultation, 'Reform of Council Housing Finance' issued in July 2009, a subsequent detailed consultation paper was issued on 24<sup>th</sup> March 2010, entitled 'Council Housing: A Real Future'.
- 1.2 The current consultation confirms the intention to move from the current HRA Subsidy regime to a system of self-financing for local authority housing. This would see each local authority landlord retain all rental streams and housing capital receipts, whilst taking on complete responsibility and accountability for the management and maintenance of, and improvement to, the housing stock. To enable this, each local authority housing provider would be required to take on a share of the national debt built up under the HRA system, to be redistributed through a one-off settlement.
- 1.3 Officers have been working with Housing Quality Network (HQN) to model the initial financial implications of the offer being proposed by CLG in the current consultation paper. This work will help inform the response from the Council to the consultation, which closes on 6<sup>th</sup> July 2010.
- 1.4 The proposed response to the consultation is presented for information and comment, to Housing Management Board to allow incorporation of stakeholder views. Community Services Scrutiny Committee will consider the proposed response from a strategic housing perspective.

- 1.5 As the Council meeting in the June / July cycle is not scheduled to take place until 22<sup>nd</sup> July 2010, permission has been granted by the CLG to submit a response to the consultation by 6<sup>th</sup> July 2010, subject to formal approval by Council on 22<sup>nd</sup> July 2010. The response will then be confirmed / amended as required following decision at Council.

## **2. Recommendations**

- 2.1 The Executive Councillor is recommended to:
- a) Consider the views of Housing Management Board and Community Services Scrutiny Committee members and tenant / leaseholder representatives.
  - b) Approve the proposed response to the consultation, at Appendix B, to be sent to the CLG by 6<sup>th</sup> July 2010, pending final ratification by Council on 22<sup>nd</sup> July 2010.

## **3. Background**

- 3.1 It has long since been recognised that the existing Housing Revenue Account (HRA) Subsidy System, which collects and redistributes resources nationally in respect of Council Housing, is no longer fit for purpose.
- 3.2 In particular, the centralised redistributive system, with annual subsidy announcements prohibits long term financial planning at a local level, making effective asset management and identification of financial and operational efficiencies very difficult.
- 3.3 The proposals made in the initial consultation centred around the abolition of the existing HRA Subsidy System, replacing it with a new self-financing system, devolving both financing and accountability to local authorities, thus providing more flexibility to respond to local needs.
- 3.4 Under this proposal, local authorities would receive a one-off allocation of housing debt in return for the ability to retain all future rental streams, which could in turn be used to manage, maintain and improve the local housing stock, and service and repay the debt. Any headroom available, either from the outset or during the life of the business plan, would enable local authorities to invest in existing stock at a higher level or deliver new affordable housing, to be managed by the council, in their locality.

## Implementing Reform

- 3.5 The latest consultation paper recognises the size and complexity of the task ahead for local authorities in implementing self-financing, identifying a need for new skills and capacity, while recognising the potential new risks and opportunities the proposal delivers.
- 3.6 CLG consider the consultation paper provides the information local authorities require to decide whether they wish to proceed with self-financing, and are seeking direct responses in respect of this.
- 3.7 If mutual agreement is achieved, implementation of voluntary self-financing could take place from 2011/12. If not, it is proposed to implement the new self-financing regime through changes in primary legislation, which could allow implementation from 2012/13.

## Summary of the Consultation

### The Self-Financing Settlement

- 3.8 The current consultation paper confirms the then Government's intention to move to a self-financing model for funding council housing, using a 30 year business plan and net present value (NPV) calculation to arrive at the one-off self-financing debt settlement for each local authority. The settlement will be based upon a number of assumptions:
- A discount rate of 7%, as opposed to 6.5% or 6% which had previously been mooted, will be used for the NPV calculation, subject to local authorities being able to demonstrate a willingness and ability to deliver new affordable housing locally. The NPV calculation measures anticipated future cash flows arising from an initial investment. A positive NPV suggests a business will be viable. The higher the discount rate used as part of the NPV calculation, the lower the opening debt settlement will be for local authorities.
  - Authorities taking on debt will make a single payment to Government, thus all facing comparable interest rates and conditions for the resulting prudential borrowing. Authorities with existing debt will retain some or all of their loan portfolio, and therefore differing rates of interest will continue to be payable by those authorities. Any additional costs will be met from the HRA and not the General Fund.

- The inclusion of income from dwelling rents only, assuming that these will continue to comply (following delegation of regulation of rent setting to the Tenant Services Authority) with the current rent restructuring regime, with rents intended to reach target levels (convergence) by 2015/16. The limit in individual rent increases of inflation (RPI) plus 0.5% plus £2.00 per week will continue to apply. Local modelling has included all anticipated income streams, including garages and commercial land and property.
- Exclusion of all income and costs related to the provision of additional/special services, where costs are expected to be fully met in the form of service charges.
- An increase in base spending needs in respect of management, maintenance and major repairs. The initial consultation paper identified that an overall national average increase of 5% was required in management and maintenance expenditure allowances and 24% (now increased to 27%) in respect of major repairs allowances to better reflect true costs. The current consultation provides detail of proposed allowance increases for each individual local authority, with Cambridge receiving 1.2% in respect of management and maintenance and 26.3% for major repairs. This provides an overall uplift of 8.7% for Cambridge City Council. An additional proposal in the consultation, which suggests a floor is set nationally, could see the uplift increased to a minimum of 10% for each authority, subject to funding approval as part of the next spending review.
- Exclusion of all housing capital receipts from the current national pooling regime, with a proposal that local authorities can retain all future receipts, instead of the current 25%, subject to audited confirmation that at least 75% are used for affordable housing and regeneration projects.
- The Subsidy Capital Financing Requirement (SCFR), a notional measure of HRA debt, will be used as the starting point for the debt allocation, as opposed to the actual debt attributed to the HRA locally. This will benefit authorities that have previously elected to use their own resources to pay off housing debt, as is the case in Cambridge.



3.9 The consultation paper recognises that time will be needed for local authorities to develop new skills if they have not previously been required and increase capacity where necessary, in respect of activities such as:

- Loan Portfolio Management
- New Build
- Procurement
- Asset Management
- Business Planning

### The Financial, Accounting and Regulatory Framework

3.10 It is recognised that self-financing would fundamentally change the relationship between Central Government and local authorities, increasing local accountability, while creating more strategic links between government and local authority housing providers.

3.11 The consultation suggests that changes to the framework should seek to:

- Improve understanding about how income is raised and on what it is spent.
- Increase the transparency of the ring fence between the Housing Revenue Account and the General Fund.
- Support good management and planning.

3.12 To achieve this, the consultation proposes:

- That all Council landlords should maintain a separate Council Housing balance sheet, presented as a memorandum item in the accounts.
- That HRA debt should be clearly separated from other local authority debt, minimising the impact that decisions in one area could have upon the other.
- Depreciation of the housing stock should be based upon accounting and financial principles, with local discretion in balancing investment in major repairs, with repayment of debt.
- Restrictions will apply on the level of new prudential borrowing, with a cap on borrowing at the self-financing debt level.
- Continuation of the HRA ring fence, with updated guidance to allow local authorities to decide whether services should be paid for from the HRA or the General Fund.

- Long term council housing policies will be set and delivered locally, with no assumption of transfer of accountability back to central government if business plans fail.
- The Tenant Services Authority will regulate local authority housing standards and performance.

### The Consultation Questions

3.13 The consultation requests responses to a number of specific detailed questions:

1. What are your views on the proposed methodology for assessing income and spending needs under self-financing and for valuing each council's business?
2. What are your views on the proposals for the financial, regulatory and accounting framework for self-financing?
3. How much new supply could this settlement enable you to deliver, if combined with social housing grant?
4. Do you favour a self-financing system for council housing or the continuation of a nationally redistributive subsidy system?
5. Would you wish to proceed to early voluntary implementation of self-financing on the basis of the methodology and principles proposed in this document? Would you be ready to implement self-financing in 2011/12? If not, how much time do you think is required to prepare for implementation?
6. If you favour self-financing but do not wish to proceed on the basis of the proposals in this document, what are the reasons?

## **4. Implications**

- 4.1 As part of the consultation, CLG commissioned PricewaterhouseCoopers (PWC) to produce a base business model nationally, identifying a self-financing debt settlement for each local authority with HRA housing stock.
- 4.2 The model uses basic data only in respect of each local authority; stock numbers, target and guideline rents, management, maintenance and major repairs allowances and a subsidy capital financing requirement.

- 4.3 The model produces a proposed debt settlement figure for each local authority and allows a variety of options for the discount rate to be used in the net present value calculation. The outputs for the City Council are summarised in the table below:

Discount Rate	Debt Allocation	Existing Debt (SCFR)	Increase / (Decrease) in Debt
6%	£230,829,000	£10,473,000	£220,355,000
6.5%	£218,851,000	£10,473,000	£208,378,000
7%	£207,844,000	£10,473,000	£197,371,000

The above settlement figures would represent a per property debt of between £28,067 and £31,171.

- 4.4 It must be noted that the above figures are taken directly from the PWC model provided as part of the consultation.
- 4.5 At this stage, it is not possible to quantify the potential impact on the General Fund. The Council is currently debt free, affording the opportunity to account for HRA debt completely independently. More detailed guidance on the HRA ring fence is still awaited, although the current consultation paper does not raise any immediate concerns with regard to our current accounting practices between the General Fund and the HRA. The position will need to be reviewed fully once prescriptive guidance is available.
- 4.6 Assuming a discount rate of 7%, as indicated in the consultation paper, HQN have populated a self-financing model with actual data for Cambridge City Council, affording us the opportunity to investigate a number of operational scenarios. At 7%, Cambridge City would be required to take on additional debt of £197,371,000 and would be capped on borrowing at the total opening debt level of £207,844,000. The initial headroom of £10,473,000 could be used immediately, allowing the authority, if it so chose, to borrow up to this sum to deliver new affordable housing or invest in existing stock, or a combination of the two.
- 4.7 The following scenarios are provided at Appendix A, alongside the current HRA Subsidy 30 Year Business Plan, for consideration:
- Self-financing using current HRA Business Plan assumptions, with the addition of funding for areas with currently identified need:

- Additional £500,000 per annum revenue repairs investment
  - Additional 26.3% in decent homes investment to maintain current standard and invest in communal areas and lifts
  - Additional £3,000,000 capital investment to meet anticipated costs of residual fire safety risk assessment works
  - Removal of need to deliver ongoing savings at an unrealistic level (currently 3.9% per annum)
- Self-financing with above assumptions and use of available headroom to deliver new build affordable housing

4.8 The graphs in Appendix A, demonstrate (with the assumptions currently being used in our modelling for inflation rates, interest rates, right to buy sales, etc), that status quo is not a financially viable option for the Council. Under the current HRA subsidy system our revenue position is untenable from year 19, with our capital programme undeliverable from year 8. Under the self-financing scenario, the additional investment required in revenue repairs, decent homes and fire safety works could all be met, whilst still being in a position to repay debt and undertake an element of new build affordable housing.

4.9 The consultation questions each local authority's desire to move out of the HRA Subsidy system by means of voluntary negotiation, with powers afforded to the Secretary of State allowing exclusion of properties from the HRA on an individual basis. It is suggested that, with agreement, exit could be achieved from April 2011.

4.10 Alternatively, if primary legislation were required to secure exit by all local authorities, this would not be expected to be effective until April 2012 at the earliest.

## **5. Background Papers**

These background papers were used in the preparation of this report:

- CLG Consultation Paper – 'Council Housing: A Real Future'
- HQN / Chartered Institute of Housing (CIH) Financial Modelling

## **6. Appendices**

- 6.1 Appendix A provides output from the financial modelling and scenario modelling prepared with HQN and CIH, working with officers of Cambridge City Council.
- 6.2 Appendix B is the proposed response to the CLG in respect of the consultation 'Council Housing: A Real Future'.

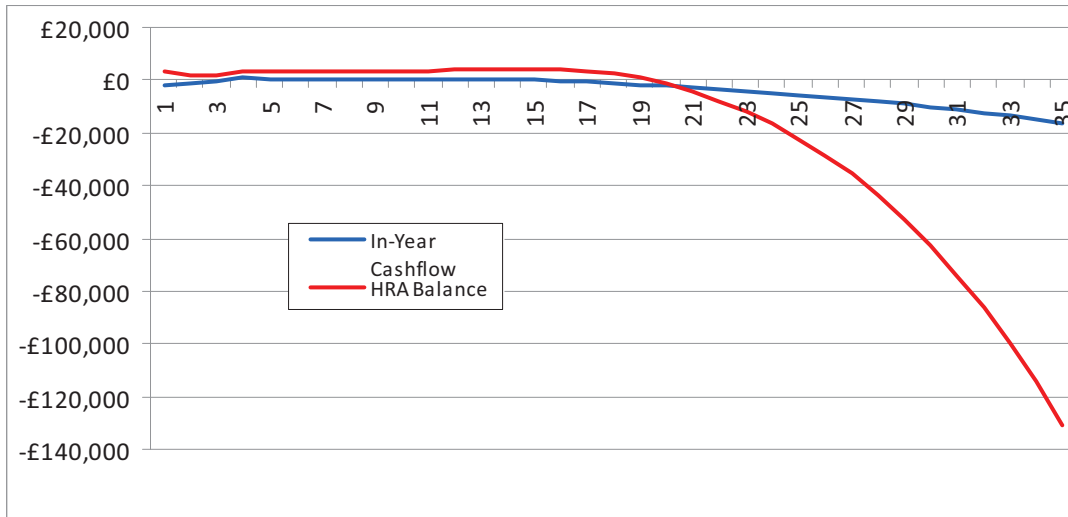
## **7. Inspection of Papers**

To inspect the background papers or if you have a query on the report please contact:

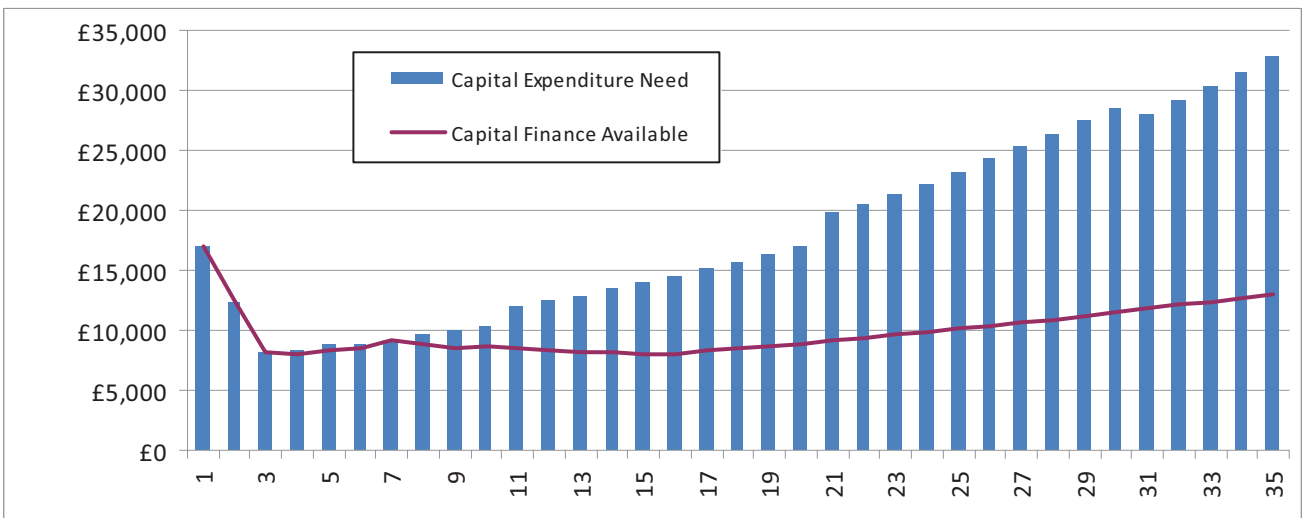
Author's Name:	Julia Hovells
Author's Phone Number:	01223 - 457822
Author's Email:	<a href="mailto:julia.hovells@cambridge.gov.uk">julia.hovells@cambridge.gov.uk</a>

Current HRA 30 Year Business Plan – Within HRA Subsidy System

HRA Revenue Position (£'000)



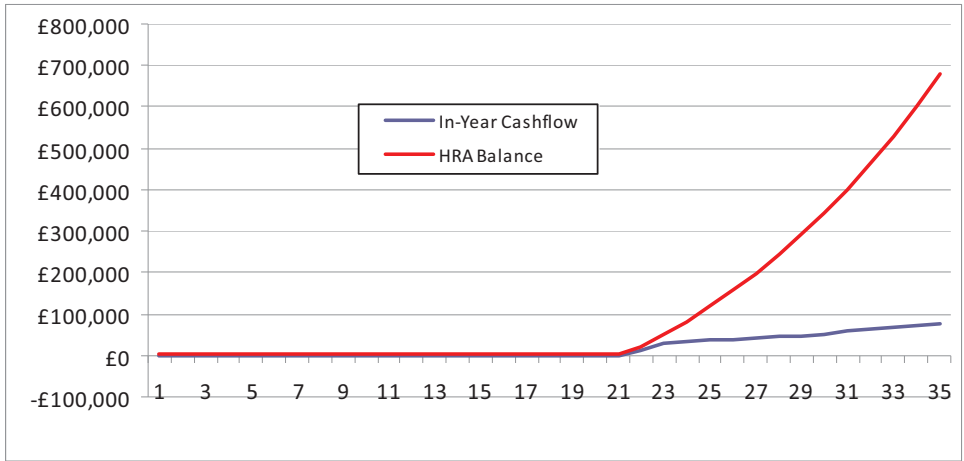
HRA Capital Programme (£'000)



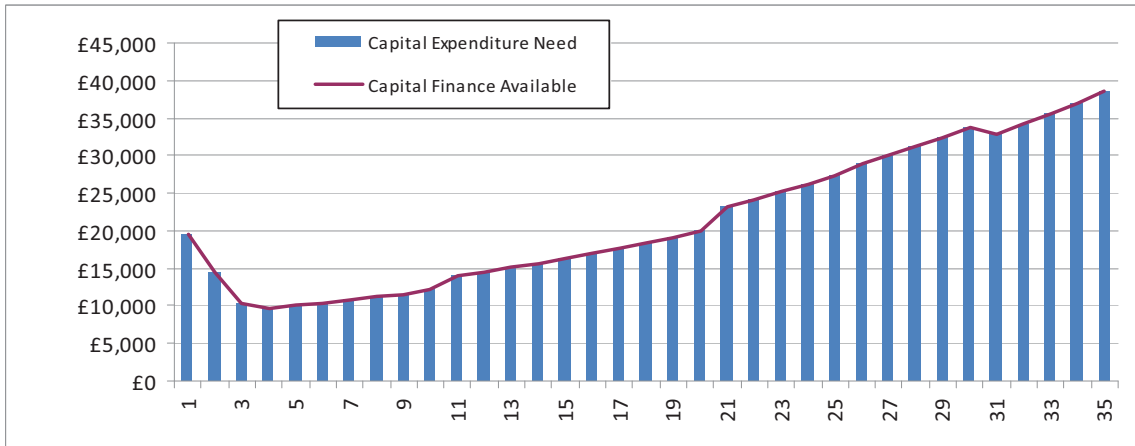
# HRA Self-Financing 30 Year Business Plan

Includes additional £500,000 repairs expenditure, 26.3% increase in decent homes expenditure and £3,000,000 fire safety works

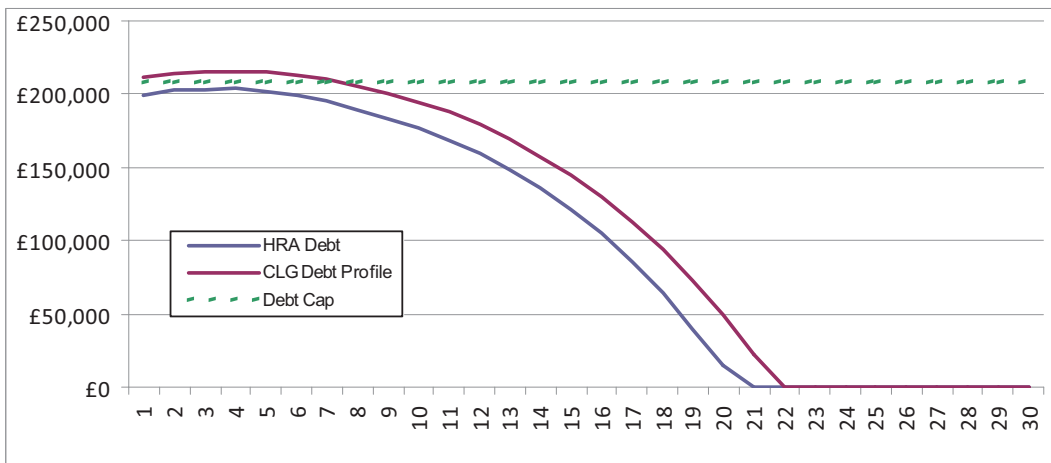
## Revenue Position (£'000)



## Capital Programme (£'000)



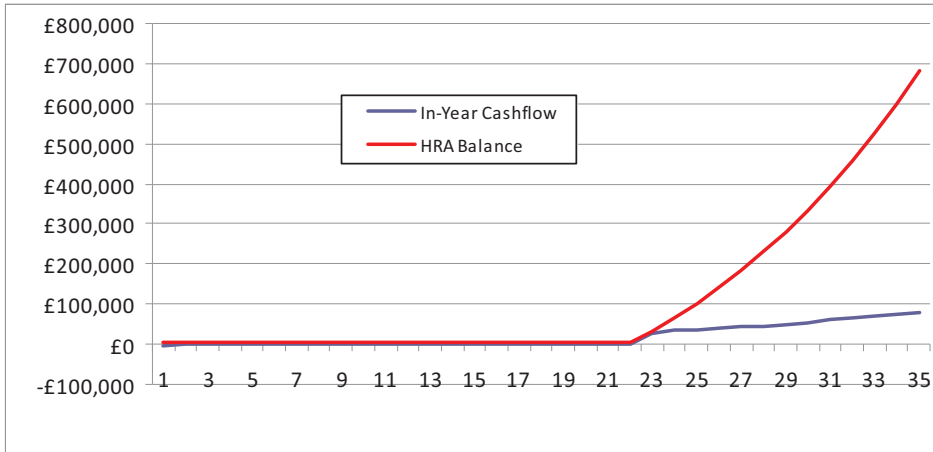
## Debt Profile (£'000)



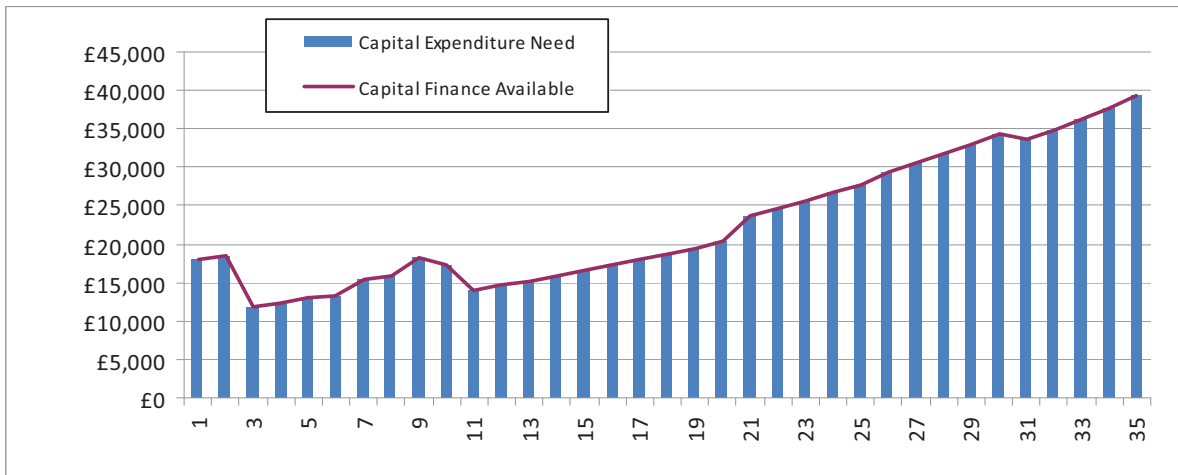
# HRA Self-Financing 30 Year Business Plan – With New Build

Includes additional £500,000 repairs expenditure, 26.3% increase in decent homes expenditure (deferred until year 5), £3,000,000 fire safety works and new build of 100 units over 5 years (250 units over 10 years)

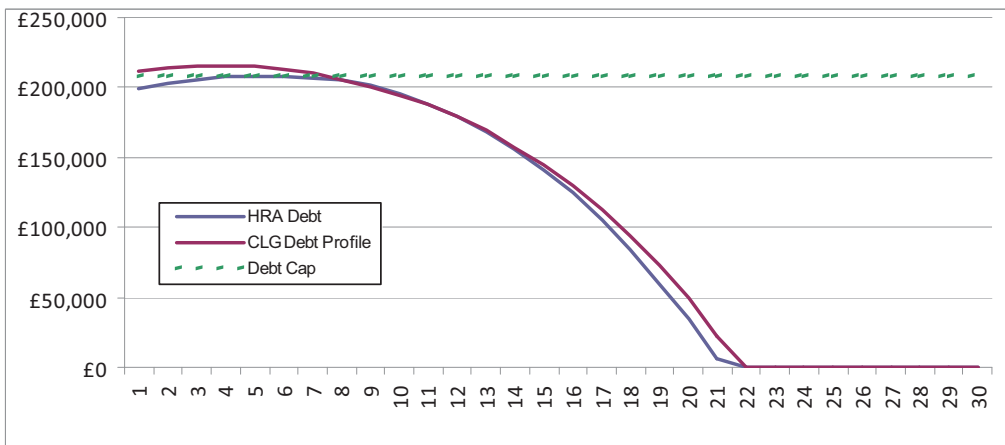
## Revenue Position (£'000)



## Capital Programme (£'000)



## Debt Profile (£'000)





In case of enquiry contact Julia Hovells  
Direct Dial 01223 458134  
Fax 01223 458219  
E-mail: julia.hovells@cambridge.gov.uk



Review of Council Housing Finance  
Communities & Local Government  
Zone 1/J9  
Eland House  
Bressenden Place  
London  
SW1E 5DU

1 July 2010

Dear Sir,

### **Council Housing: A Real Future – Formal Response**

Further to the consultation in relation to the reform of Council Housing Finance, the following is the response by Cambridge City Council:

#### **General Overview**

Cambridge City Council supports the principle of self-financing and welcomes the intention of CLG to replace the existing Housing Revenue Account Subsidy system, which has for many years, collected and redistributed housing resources nationally, with a system which is fairer at a local level. In broad terms, the proposals being made will allow local authorities to make appropriate decisions to meet locally identified priorities and to plan effectively for the longer term.

Included below are Cambridge City Council's responses to the specific questions raised as part of the consultation document.

#### **Question 1 - What are your views on the proposed methodology for assessing income and spending needs under self-financing and for valuing each council's business?**

The assumption that the only income in the self-financing model is from dwelling rents is strongly supported, as is the inclusion of an estimate of the rental income foregone due to the limits on individual rent increases and rent caps as applied through the rent restructuring regime. Although there is a clear need for consistent policy with regard to the setting of rents in the future, some degree of local discretion, or the ability to make local agreements, should be possible, to ensure that rents can be set to meet locally identified priorities and match customers expectation in service levels.

Liz Bisset, Director of Community Services, Cambridge City Council,  
Hobson House, 44 St Andrews Street, Cambridge, Cambs, CB2 3AS,  
Telephone 01223 457852.

The exclusion of service charges and other income, with the assumption that charges are set to recover full costs is the only sensible approach to ensure that the assumptions made in the settlement are fair and consistent for all local authorities.

We have some concerns surrounding the methodology used to arrive at the proposed increases in management and maintenance allowances for each local authority, which in turn drive the calculation of the opening debt settlement. A far greater emphasis has been applied to allocating funding for local authorities with a high proportion of medium and high-rise flats. An increase in factors in the formula from 20% to 45% for management allowances and from 3.34 to 5.50 for maintenance allowances is proposed, channelling far greater resources into areas with significant high-rise flatted accommodation. This tends to be London and other inner city areas. Although it is recognised that there has historically been an increased cost to managing and maintaining this type of accommodation, the change proposed is considerable and does not take into account the opposing arguments. Landlords with high proportions of flatted accommodation should be able to procure services which deliver economies of scale, with access to a large number of units being possible with minimal relocation of resources. There are significant costs associated with the delivery of services across a wider, more rural locality, which appears to have had no bearing in the review.

Cambridge has also, for example, historically been disadvantaged in the subsidy system, where the measure of local building costs used, assumes the labour force in Cambridge is sourced from the East Anglian region. In reality the proximity to the capital means that labour is far more likely to be procured from counties in the South East and Greater London region.

The consultation does not redress such in-balances, with Cambridge City receiving only 1.2% compared to a 5% national average increase. The proposed re-allocation of resources succeeds only in re-allocating further resource into the areas where the greatest resource already exists and where the most economically advantageous procurement savings should be achievable.

In light of our concerns with regard to the calculation of management and maintenance allowances at a local level, the proposed 10% floor on overall allowance increase is obviously welcomed.

There is also concern, despite a clear intention in the earlier consultation, that there has not been appropriate adjustment made in respect of existing early debt redemption premia, which will cease to be supported if the HRA subsidy regime were to come to an end. Cambridge City Council are one of a number of authorities where financial decisions were made to repay debt based upon a guarantee that these costs would be met nationally. We would welcome the retrospective inclusion of this adjustment in any final settlement.

Assurance is also sought, that the over-recovery by government of the actual national housing debt, afforded by the methodology used for the initial debt settlements, will be re-directed appropriately into housing, predominantly to meet the

identified backlog in decent homes. It is considered imperative that housing resources are retained for housing purposes, and should in no way be used to cross subsidise other areas of national spending.

Question 2 - What are your views on the proposals for the financial, regulatory and accounting framework for self-financing?

The proposal requiring local authorities to maintain a separate balance sheet for housing activities is strongly supported. This will allow us to demonstrate not only to the TSA as the regulatory body, but more importantly to the tenants and leaseholders in each local authority, how resources are utilised in managing, maintaining and improving housing assets locally.

As a debt free authority currently, the principle of taking on any new debt, let alone a share of the national housing debt, is not something that would be considered lightly. Although it is recognised that the benefits that self-financing may afford, can only be achieved if approached from a national perspective.

The proposal to allow local flexibility in balancing the level of investment in existing and new affordable housing with that of debt repayment, ensures that future decision making resides with those accountable for the services provided. This will enable the provision of a responsive service, with local priorities being met in a timely manner, where it is financially viable to do so. However, exposure to fluctuations in interest rates is obviously a risk that is of key concern to the authority.

With regard to future borrowing for self-financing landlords, clarity is sought over the level of the 'cap on borrowing at the self-financing debt level' that is proposed. It is our assumption that this is the overall opening debt level, and not simply the additional debt that will be required to be taken on after allowance for the Subsidy Capital Financing Requirement (SCFR). For many authorities, even assuming the reference is to the total opening debt, the cap leaves little or no initial headroom for additional investment in the early years of self-financing.

Continuation of the HRA ring-fence, with income and expenditure in relation to the Council's housing stock accounted for independently of all other business activities, will ensure that rent is appropriately re-invested to meet the housing needs of both existing and future tenants of the authority.

Detailed guidance in respect of the operation of the ring-fence would be welcomed, with local authorities retaining reasonable flexibility, to enable a pro-active approach to service delivery to meet local need. Cambridge City Council support the key principles of allocation suggested, but would like to make the point that the costs of implementing, meeting and monitoring any new standards set by the TSA should be carefully considered in the context of the financial impact they may have for local authority HRA's, and in turn for the tenants and leaseholders they serve.

Clearly it is important for all local authorities to feel confident that a decision to opt for self-financing voluntarily, with the inherent risks and responsibilities that would be

associated with such a decision, will provide the financial stability, and required platform to plan for the longer term, that is absent in the current system.

It is recognised that CLG have taken on board comments made in the earlier consultation with regard to leaseholder sinking funds, and the view that this decision should be subject to local discretion, taking our specific circumstances into consideration, is welcomed.

Question 3 - How much new supply could this settlement enable you to deliver, if combined with social housing grant?

The level of new supply that the proposed settlement would enable local authorities to deliver will obviously be dependent upon a huge number of variables. There are numerous assumptions that need to be made in the financial modelling undertaken locally to arrive at any outputs in terms of new supply.

Based upon the financial modelling that we have undertaken, including some assumptions of additional need to spend on our existing housing stock, we anticipate that we may be in a position to deliver a programme of 100 units within the next 5 years, assuming Homes and Communities Agency (HCA) grant funding is available at the level at which it has previously been made available to RSL's and Housing associations locally.

Cambridge City Council were successful in securing HCA grant funding for 7 new affordable housing units as part of the first grant round for local authorities, and are well progressed in respect of identification and investigation of additional development sites within the city.

It should be noted that enabling Council's to invest in new housing will represent good 'value for money' for public funding beyond the number of additional new homes provided. For example, Cambridge City Council has assessed the feasibility of redeveloping 20 one bedroom, one person flats, replacing them with a mix of 20 one, two and three bedroom units including houses with bedspaces totalling 72. Although the scheme would generate no net increase in homes, it would provide a significant increase in size and type of home that better matches current needs and aspirations.

Question 4 - Do you favour a self-financing system for council housing or the continuation of a nationally redistributive subsidy system?

The current nationally redistributive subsidy system is clearly no longer fit for purpose. To facilitate continuation of such a national system, it is considered that significant change would be required.

With stock transfer not an option that tenants in Cambridge have supported in the past, the current self-financing proposal represents the only viable option available at present, to enable increased investment in both existing and prospective local authority affordable housing in the city.

To this end, Cambridge City Council support, in principle, the move to a self-financing system, dependent upon the exact terms of the final offer.

There are however, significant concerns that future governments / national decisions may change the basis upon which this decision has been made at a local level today.

Question 5 - Would you wish to proceed to early voluntary implementation of self-financing on the basis of the methodology and principles proposed in this document? Would you be ready to implement self-financing in 2011/12? If not, how much time do you think is required to prepare for implementation?

Dependent upon the certainty that can be given over the finality of the settlement, and subject to satisfactory assurances over some of the points raised in this response, Cambridge City Council would wish to proceed to an early voluntary implementation.

There is clearly significant detailed work to be undertaken at a local level, prior to implementation of any self-financing operational model, and as such, clarity after the close of the consultation would be welcomed in as timely a manner as possible.

To be in a position to implement self-financing by April 2011, it is considered that the Council would need a clear outcome from the current consultation by the autumn of 2010.

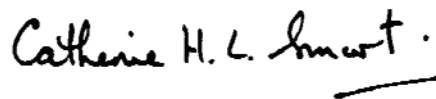
Question 6 - If you favour self-financing but do not wish to proceed on the basis of the proposals in this document, what are the reasons?

Not applicable based upon our response to question 5.

Yours faithfully



Liz Bisset  
Director of Community Services



Councillor Catherine Smart  
Executive Councillor for Housing



David Horspool  
Director of Finance

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To Executive Councillor for Housing (and Deputy Leader): Councillor Catherine Smart  
Report Director of Community Services, Director of Environment & Planning, Director of Finance  
by  
Relevant Scrutiny Community Services 1 July 2010  
Committee

### **2009/10 Revenue and Capital Outturn, Carry Forwards and Significant Variances (Housing)**

#### **Not a Key Decision**

#### **1. Executive summary**

1.1 This report presents a summary of the 2009/10 outturn position (actual income and expenditure) for services within the Housing portfolio, compared to the final budget for the year. The position for revenue and capital is reported and variances from budgets are highlighted, together with explanations. Requests to carry forward funding arising from certain budget underspends into 2010/11 are identified.

#### **2. Recommendations**

The Executive Councillor is recommended:

- a) To agree the carry forward requests, totalling £135,470 as detailed in Appendix C, to be recommended to Council for approval.
- b) To seek approval from Council to rephase capital expenditure of £96,000 in respect of Management Orders and the Landlord Accreditation Scheme into 2010/11, as detailed in Appendix D.
- c) To seek approval from Council to rephase capital expenditure of £25,000 in respect of investment in private sector housing grants and loans into 2010/11 and recognise the use of £41,000 more resource in 2010/11 than anticipated, in respect of the Assessment Centre, as detailed in Appendix E and the associated notes.
- d) To seek approval from Council to carry forward capital resources to fund rephased net capital spending of £1,389,000 between

2009/10 and 2010/11, in relation to investment in the Housing Revenue Account stock, as part of the Housing Capital Investment Plan, as detailed in Appendix E and the associated notes.

- e) To confirm inclusion of £500,000 in 2010/11, £815,000 in 2011/12 and £60,000 in 2012/13 in respect of the redevelopment works at Roman Court in the Housing Capital Investment Plan, as approved by Community Services in March 2010.
- f) To confirm inclusion of £236,000 in 2010/11, to meet the decant costs of Seymour Court in the Housing Capital Investment Plan, as approved by Community Services in March 2010.

### 3. Background

#### Revenue Outturn

- 3.1 The outturn position for the Housing portfolio, compared to the final revenue budget, is presented in detail in Appendix A.
- 3.2 Appendix B to this report provides explanations of the main variances.
- 3.3 Appendix C sets out the final list of items, for this service portfolio, for which approval is sought to carry forward unspent revenue budget from 2009/10 to the next financial year, 2010/11.
- 3.4 The overall revenue budget outturn position for the Housing portfolio is set out in the table below:

<b>Housing 2009/10 Revenue Summary</b>	<b>£</b>
Final Budget	2,346,150
Outturn	2,136,766
Variation – (Under) / overspend for the year	(209,384)
Carry Forward Requests:	135,470
Net Variance	(73,914)

The variance represents 3.15% of the overall portfolio budget for 2009/10



## Capital Outturn

- 3.5 Appendix D shows the outturn position for schemes and programmes within the Housing portfolio funded from General Fund resources, with explanations of variances.
- 3.6 Resolution of two potential Compulsory Purchase Orders and no requirement to place management orders, combined with less than anticipated take up of Landlord Accreditation Scheme grants has resulted in underspending of £496,000. It is proposed that the funding for both management orders (£50,000) and landlord accreditation scheme grants (£46,000) be rephased into 201/11.
- 3.7 Appendix E shows the capital schemes covered by the Housing Capital Investment Plan (Housing Revenue Account and Housing General Fund schemes funded from HRA resources).
- 3.8 Appendix E summarises the outturn position for the Housing Capital Investment Plan and the associated notes give brief explanations of the variances. A net underspend of £2,403,000 is evident, combining some overspending in areas such as disabled adaptations in HRA stock, energy improvements, major voids, roof strengthening and damp works, with the requirement to carry forward a net sum of £1,373,000 to rephase expenditure in capital schemes between 2009/10 and 2010/11, predominantly in relation to investment in decent homes in our own stock (£502,000), other investment in HRA stock (£502,000), new build affordable housing (£78,000), Cambridge Standard works (£170,000), the refurbishment of and other works to the authority's sheltered schemes (£234,000), other HRA capital investment (£143,000) and private sector grants and loans (£25,000). Resources of £41,000 identified in 2010/11 to continue works to the assessment centre and £240,000 to begin the refurbishment of Brandon Court were required earlier than anticipated, during 2009/10. The Housing Capital Investment Plan has been updated to reflect changes in the phasing of capital projects
- 3.9 Resources were greater than anticipated in 2009/10, due predominantly to the receipt of income from leaseholders for major improvement works and the sale of two dwellings in Panton Street, which would otherwise have required significant investment to meet the decent homes standard and a marginal increase in right to buy sales, with thirteen sales completing during the financial year.

## **4. Implications**

- 4.1 The net variance from final budget, after approvals to carry forward £135,470 budget from 2009/10 into the next financial year, 2010/11, would result in a reduced use of General Fund reserves of £73,914.
- 4.2 In relation to anticipated requests to carry forward revenue budgets into 2010/11 the decisions made may have a number of implications. A decision not to approve a carry forward request will impact on officers' ability to deliver the service or scheme in question and this could have staffing, equal opportunities, environmental and/or community safety implications.

## **5. Background papers**

These background papers were used in the preparation of this report:

- Closedown Working Files 2009/10
- Directors Variance Explanations – March 2010
- Capital Monitoring Report – March 2010
- Budgetary Control Reports to 31 March 2010

## **6. Appendices**

- Appendix A - Revenue Budget 2009/10 - Outturn
- Appendix B - Revenue Budget 2009/10 - Major Variances from Final Revenue Budgets
- Appendix C - Revenue Budget 2009/10 - Carry Forward Requests
- Appendix D - Capital Budget 2009/10 - Outturn
- Appendix E - Housing Capital Investment Plan – HRA & GF
- Appendix E Notes - Notes to the Housing Capital Investment Plan.

## **7. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact:

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## Housing Portfolio / Community Services Scrutiny Committee

## Revenue Budget - 2009/10 Outturn

Service Grouping	Original Budget £	Final Budget £	Outturn	Variation Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
<b>Housing General Fund</b>						
<b>Housing Strategy, Development, Housing Aid/ Needs</b>						
Homelessness Costs	47,640	47,640	42,488	(5,152)	0	(5,152)
Housing Aid	405,940	384,610	391,185	6,575	0	6,575
Choice Based Lettings	60,270	64,270	53,388	(10,882)	0	(10,882)
Choice Based Lettings (Scheme Costs)	46,790	46,790	39,642	(7,148)	0	(7,148)
RSL Partnership Project	0	13,270	0	(13,270)	13,270	0
Bed and Breakfast	23,420	11,420	(5,208)	(16,628)	0	(16,628)
125 Newmarket Road - Revenue costs	(1,840)	(3,490)	(5,693)	(2,203)	0	(2,203)
Single Homeless / Rough Sleepers	169,570	160,420	149,151	(11,269)	0	(11,269)
Anti Social Behaviour	61,960	61,960	61,960	0	0	0
Housing Strategy	109,710	70,500	70,688	188	0	188
Growth - Community Services	110,150	72,040	68,655	(3,385)	0	(3,385)
Travellers	5,000	5,000	0	(5,000)	0	(5,000)
Rough Sleepers Strategy	0	(40)	(111,849)	(111,809)	111,810	1
Development	120,290	112,680	138,832	26,152	0	26,152
	<b>1,158,900</b>	<b>1,047,070</b>	<b>893,239</b>	<b>(153,831)</b>	<b>125,080</b>	<b>(28,751)</b>
<b>Private Sector Housing Renewal/ Voluntary Sector</b>						
Home Aid	138,070	122,670	109,280	(13,390)	0	(13,390)
Grants to Housing Agencies	184,330	184,330	181,618	(2,712)	0	(2,712)
	<b>322,400</b>	<b>307,000</b>	<b>290,898</b>	<b>(16,102)</b>	<b>0</b>	<b>(16,102)</b>
<b>Miscellaneous Housing</b>						
Bermuda Road Garages	(7,310)	(7,310)	(7,680)	(370)	0	(370)
Racial Harassment	46,560	42,090	43,282	1,192	0	1,192
Supporting People	35,000	23,000	22,909	(91)	0	(91)
Contribution to / from HRA	356,400	356,400	338,798	(17,602)	0	(17,602)
	<b>430,650</b>	<b>414,180</b>	<b>397,309</b>	<b>(16,871)</b>	<b>0</b>	<b>(16,871)</b>
<b>Total Housing General Fund</b>	<b>1,911,950</b>	<b>1,768,250</b>	<b>1,581,446</b>	<b>(186,804)</b>	<b>125,080</b>	<b>(61,724)</b>
<b>Environment and Planning - Environmental Services</b>						
Housing Standards	602,870	485,400	479,047	(6,353)	10,390	4,037
Landlord Accreditation	0	40,660	40,643	(17)	0	(17)
Energy Officer	0	48,350	48,002	(348)	0	(348)
Miscellaneous Licensing - Housing	0	3,490	(12,372)	(15,862)	0	(15,862)
	<b>602,870</b>	<b>577,900</b>	<b>555,320</b>	<b>(22,580)</b>	<b>10,390</b>	<b>(12,190)</b>
<b>Total Net Budget</b>	<b>2,514,820</b>	<b>2,346,150</b>	<b>2,136,766</b>	<b>(209,384)</b>	<b>135,470</b>	<b>(73,914)</b>

Changes between original and final budgets may be made to reflect:

- portfolio and departmental restructuring
- approved budget carry forwards from the previous financial year
- technical adjustments, including changes to the capital accounting regime
- virements approved under the Council's constitution
- additional external revenue funding not originally budgeted for

and are detailed and approved:

- in the June committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the January committee cycle (as part of the budget setting report)

- and via technical adjustments/virements throughout the year

## Housing Portfolio / Community Services Scrutiny Committee

### Revenue Budget 2009/10 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
<b>Community Services - Housing Strategy, Development, Housing Aid / Needs</b>			
CLG Homelessness Grant	Underspending in CLG Homelessness Grant for 2009/10, with expenditure committed, but not realised in respect of meeting identified priorities in homelessness prevention and support. A carry forward of this external grant balance is requested to allow existing commitments in respect of homelessness prevention work and support activity to be fully met. £30,000 of this funding is held by Cambridge City on behalf of 5 local authorities in the sub-region for additions to the Homelink system. The balance has been ear-marked for investment in tenancy sustainment, mediation, a visiting service, reconnections work and an employment worker to work with the homeless.	(111,809)	D Greening
Development	Under-achievement in fee income, with two major projects (Assessment Centre and CCC New Build) being in the early stages of development. Fees will be claimed in relation to both projects in 2010/11.	26,152	A Carter
Choice Based Lettings	Underspending in respect of the operational costs of the CBL team (printing and postage), combined with an over-achievement of income from housing associations and registered social landlords for advertising in the Homelink magazine.	(18,030)	D Greening
Contribution to the HRA for Shared Amenities	The year end recharge from the Housing Revenue Account in respect of shared amenities was less than anticipated as a result of underspending in estate management costs.	(17,602)	J Hovells
Bed and Breakfast	Housing Benefit received in relation to stays in Bed and Breakfast was greater than anticipated in 2009/10, due in part to both better recovery of housing benefit and to benefit being paid inclusive of vat.	(16,628)	D Greening
Home Aid	Fee income for 2009/10 was greater than anticipated, coupled with receipt of de-minimus sums in respect of repayment of private sector housing loans, which can't be budgeted for with any reliability.	(13,390)	D Irving
RSL Partnership Project	A balance still exists in RSL contributions for work to be undertaken in relation to strategic housing initiatives across the city. This funding is requested to be carried forward to either resurrect this work in 2010/11 or to allow return of the funding to the RSL contributors if not.	(13,270)	A Carter
Single Homeless / Rough Sleepers	Underspending in employee costs due to vacancies within the team during 2009/10 and in the costs of operating the strategy car during the year.	(11,269)	D Greening

## Housing Portfolio / Community Services Scrutiny Committee

### Revenue Budget 2009/10 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Minor Variations		(10,958)	
<b>Total</b>		<b>(186,804)</b>	
<b>Environment and Planning - Environmental Services</b>			
Minor Variations		(22,580)	
<b>Total</b>		<b>(22,580)</b>	
<b>Total for Housing Portfolio / Community Services Scrutiny Committee</b>		<b><u>(209,384)</u></b>	

## Housing Portfolio / Community Services Scrutiny Committee

### Revenue Budget 2009/10 - Carry Forward Requests

#### Request to Carry Forward Budgets from 2009/10 into 2010/11

Item		Request £	Contact
	<b>Director of Community Services</b>		
1	CLG Homelessness Grant - A carry forward of this external grant balance is requested to allow existing commitments in respect of homelessness prevention work and support activity to be fully met. £30,000 of this funding is held by Cambridge City on behalf of 5 local authorities in the sub-region for additions to the Homelink system. The balance has been ear-marked for investment in tenancy sustainment, mediation, a visiting service, reconnections work and an employment worker to work with the homeless.	111,810	D Greening
2	RSL Partnership Project - A balance still exists in RSL contributions for work to be undertaken in relation to strategic housing initiatives across the city. This funding is requested to be carried forward to either resurrect this work in 2010/11 or to allow return of the funding to the RSL contributors if not.	13,270	A Carter
	<b>Director of Environment &amp; Planning</b>		
3	A carry forward is requested to transfer the unspent budget of the Management Orders budget for future CPO work.	7,820	S Anderson
4	A carry forward is requested for a training course expected to be run in 2009/10 but has been delayed by the course provider and is now happening in September 2010.	2,570	S Anderson
	<b>Total Carry Forward Requests for Housing Portfolio / Community Services Scrutiny Committee</b>	<b>135,470</b>	

## Housing Portfolio / Community Services Scrutiny Committee

## Capital Budget 2009/10 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget 2009/10 £000	Outturn £000	Variance £000	Rephase £000	Over / (Under) Spend £000	Comments
<b>Housing General Fund</b>									
	No schemes in current programme								
<b>Environment &amp; Planning - Environmental Services</b>									
SC163	Compulsory Purchase Orders (CPOs)	S Anderson	400	400	0	(400)	0	(400)	2 CPOs which were proposed for 2009/10 were resolved.
SC386	HMOs - Management Orders	S Anderson	50	50	0	(50)	50	0	There is a statutory requirement to have funds available to process management orders if necessary. It is requested that the unspent budget be rephased to 2010/11
SC414	Landlord Accreditation Scheme	Y O'Donnell	50	50	4	(46)	46	0	Take up for this grant has been slow. A drive to publicise it is currently taking place to increase take up. Report went to AMG to inform of low spend. Request to rephase the unspent budget.
<b>Total for Housing Portfolio</b>			<b>500</b>	<b>500</b>	<b>4</b>	<b>(496)</b>	<b>96</b>	<b>(400)</b>	

Changes between original and final budgets may be made to reflect:

- rephased capital spend from the previous financial year
- rephased capital spend into future financial periods
- approval of new capital programmes and projects

and are detailed and approved:

- in the June committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the January committee cycle (as part of the budget setting report)

## 2009/10 Housing Capital Investment Plan - HRA &amp; GF

	Original Budget £000's	Current Budget £000's	Outturn £000's	Variance £000's	Notes	2010/11 £000's
<b>General Fund Housing Capital Spend</b>						
Investment in Affordable Housing	220	0	4	4	1	0
Other General Fund Housing	765	900	958	58	2	1,724
<b>Total General Fund Housing Capital Spend</b>	<b>985</b>	<b>900</b>	<b>962</b>	<b>62</b>		<b>1,724</b>
<b>HRA Capital Spend</b>						
Decent Homes Programme	7,929	9,577	8,195	(1,382)	3	5,710
Other Spend on HRA Stock	2,456	2,782	2,310	(472)	4	3,404
HRA New Build	0	127	49	(78)	5	973
Cambridge Standard Works	200	305	89	(216)	6	370
Sheltered Housing Capital Investment	154	1,424	1,401	(23)	7	4,367
Other HRA Capital Spend	330	468	174	(294)	8	473
<b>Total HRA Capital Spend</b>	<b>11,069</b>	<b>14,683</b>	<b>12,218</b>	<b>(2,465)</b>		<b>15,297</b>
<b>Total Housing Capital Spend</b>	<b>12,054</b>	<b>15,583</b>	<b>13,180</b>	<b>(2,403)</b>		<b>17,021</b>
<b>Housing Capital Resources</b>						
Right to Buy Receipts	(309)	(413)	(505)	(92)	9	(207)
Other Capital Receipts (Land and Dwellings)	0	(1,850)	(2,359)	(509)	10	0
MRA	(5,048)	(5,048)	(5,048)	0		(5,020)
Client Contributions	0	0	(361)	(361)	11	0
Direct Revenue Financing of Capital	(2,993)	(3,001)	(3,001)	0		(2,743)
Other Capital Resources (Grants / Shared Ownership)	(562)	(2,319)	(2,066)	253	12	(2,131)
Section 106 (Affordable Housing)	0	(108)	(108)	0		(182)
Prudential Borrowing	0	0	0	0		(283)
<b>Total Housing Capital Resources</b>	<b>(8,912)</b>	<b>(12,739)</b>	<b>(13,448)</b>	<b>(709)</b>		<b>(10,566)</b>
<b>Net (Surplus) / Deficit of Resources</b>	<b>3,142</b>	<b>2,844</b>	<b>(268)</b>	<b>(3,112)</b>		<b>6,455</b>
<b>Capital Balances b/f</b>	<b>(13,675)</b>	<b>(13,675)</b>	<b>(13,675)</b>			<b>(12,844)</b>
<b>Use of / (Contribution to) Balances in Year</b>	<b>3,142</b>	<b>2,844</b>	<b>(268)</b>	<b>(3,112)</b>		<b>6,455</b>
Ear-Marked for Future Investment in HRA stock	0	0	0	0		
Ear-Marked for Future Investment in Affordable Housing	(220)	641	1,099	458	13	
<b>Capital resources remaining to fund future Housing Investment Programme</b>	<b>(10,753)</b>	<b>(10,190)</b>	<b>(12,844)</b>	<b>(2,654)</b>		<b>(6,389)</b>
<b>Section 106 Capital</b>						
Section 106 Spend on external Affordable Housing	0	135	120	(15)	14	15
Section 106 Spend on CCC Affordable Housing	0	108	108	0		182
<b>Total Section 106 Capital Expenditure</b>	<b>0</b>	<b>243</b>	<b>228</b>	<b>(15)</b>		<b>197</b>



### Notes to the Housing Capital Investment Plan

Note	Reason for Variance
1	Residual costs were incurred during 2009/10, in relation to the decant of residents from Elmfield Close / Road, causing an overspend of approximately £4,000.
2	Costs of £151,000 were incurred in 2009/10 in relation to the creation of the Assessment Centre at the Zion Baptist Church (Jimmy's) on East Road, against an anticipated spend of £110,000, with expenditure anticipated in 2010/11 reducing correspondingly. The cost of the works are being met by funding of £3,000,000 from the CLG, with the Council contributing a total of £500,000 to the project. The £20,000 annual allocation for working with long term vacancies in the private sector has not been required during 2009/10. A grant of £130,000 was made to Wintercomfort following receipt of CLG funding in this respect. Expenditure in relation to both private sector housing grants and loans and disabled facilities grants has been less than anticipated, resulting in underspends of £63,000 and £30,000 respectively. Private sector grant and loan resources of £25,000, brought forward into 2009/10 at revised budget stage are requested to be returned to 2010/11 to meet demand in the current year.
3	A net underspend of £1,270,000 has occurred in the decent homes programme due to underspending in roofing works, re-wiring, central heating, entrance doors, wall finishes, kitchens, bathrooms and health and safety rating system (HHSRS) works, partially offset by overspending in major voids, roof strengthening works, energy improvements and damp works. Re-phasing into 2010/11 is requested in respect of roofing (£16,000), re-wiring (£139,000), bathrooms (£19,000), central heating (£185,000), PVCU (£10,000), entrance doors (£16,000), and kitchens (£102,000), where work will take place in 2010/11. Resources of £15,000 are requested to be carried forward in respect of energy improvement works, where grants received in 200/10 were used to fund additional expenditure.
4	Re-phasing is requested in relation to fencing (£18,000), garage improvement works (£10,000), tenants incentive schemes (£6,000), hard surfacing works on HRA land for recycling areas (£9,000), TV aerials (£58,000), works to communal areas (£25,000) and the retrofit project (£131,000), where works had begun but had not been completed by 31st March 2010, due in part to bad weather conditions during the winter of 2009/10 . Resources are also required to be re-phased in respect of health and safety works (£145,000) and communal area floor coverings (£100,000), where work is also yet to take place. Additional underspending in hard surfacing works and savings in the TV aerial programme have been more than offset by overspending in respect of asbestos removal (£98,000) and disabled adaptations (£19,000), where demand has been greater than anticipated.
5	Resources of £78,000 are requested to be re-phased in respect of the 8 units of new build accommodation, where preparatory costs have not been incurred in full as early in the project as anticipated. Work began on site in March 2010 as planned, with completion still anticipated by March 2011.

6	Approval was given for the 2009/10 Cambridge Standard allocation to be spent on a variety of environmental projects across the city. Many of these projects are yet to be completed and resources of £170,000 are requested to be carried forward into 2010/11 to allow this to take place.
7	Re-phasing of retention monies in respect of the refurbishment of Talbot House (£77,000), the resources to create a communal lounge for School Court (£48,000), an allocation for upgrading the emergency alarm systems in sheltered schemes (£106,000) and access improvements (£3,000) is requested to complete existing projects. Funding of £500,000 is included in 2010/11 for the early costs associated with the approval to progress with a joint refurbishment project with Papworth Trust at Roman Court and £236,000 to meet the decant costs at Seymour Court. Expenditure of £240,000 was incurred in 2009/10 in respect of the refurbishment of Brandon Court, with resources originally anticipated to be spent in 2010/11 requiring re-phasing into 2009/10 to meet this cost.
8	A decision to delay the upgrade of the Orchard Housing Management Information System until 2010/11 to ensure transfer to the latest release, results in the need to request re-phasing of £138,000 into 2010/11. A request to carry forward £5,000 to complete works to HRA commercial properties is also requested.
9	Capital receipts from right to buy sales, which were anticipated to stay low in 2009/10, saw a marginal increase in the latter part of the year, with 13 completions in total.
10	The sale of 2/2a Panton Street and the transfer by lease, of land in Baldock Way to a housing association and the granting of an easement in Tenby Close, during the latter part of 2009/10, delivered a net capital receipt of £509,000 that was neither anticipated nor budgeted for.
11	Income was due from leaseholders in 2009/10 in relation to their share of the cost of major improvements undertaken as part of the decent homes and Cambridge Standard programmes (£361,000).
12	Receipts from the re-sale of shared ownership properties were less than anticipated in 2009/10 and Homes and Communities Agency grant for our new build properties and retrofit grant were not claimed as early as anticipated. This reduction in capital resource was partially offset by receipt of £130,000 CLG grant, which was passed on to Wintercomfort, energy grants of £80,000 and repayment of £40,000 in respect of private sector housing loans. Resources are re-phased into 2010/11 in respect of repairs and renewals funding for the Orchard upgrade project (£138,000), grant for the retrofit project (£131,000) and HCA grant for new build dwelling (£118,000) in line with anticipated expenditure.
13	The level of resources ear-marked for future investment in affordable housing have been re-visited to ensure that the balance of funding available relates to monies remaining from receipts arising from the sale of council dwellings outside of the right to buy process and land disposed of as a result of land audit recommendations. This now also includes the capital receipt from the sale of 2/2a Panton Street.
14	The final payment in relation to the investment in an affordable housing scheme funded by Section 106 money at Baldock Way (£15,000), requires approval to be carried forward into 2010/11, to meet our total agreed investment.



To: Executive Councillor for Housing  
Report by: Liz Bisset, Director of Community Services  
Relevant scrutiny committee: Community Services Scrutiny Committee 1/7/2010  
Wards affected: All Wards

### **ANNUAL REVIEW OF 3-YEAR AFFORDABLE HOUSING PROGRAMME Key Decision**

#### **1. Executive summary**

A 3-year rolling programme of Housing owned sites, for consideration for development, redevelopment or disposal, was approved by the Executive Councillor for Housing in June 2009.

This report provides an annual review of the programme. The report also seeks approval of a revised 3-year rolling programme, which includes 9 sites to be investigated in year 2010/11.

#### **2. Recommendations**

The Executive Councillor is recommended:

- 1) to note progress of schemes approved for consideration for development, redevelopment or disposal in 2009/10
- 2) to approve the revised 3 Year rolling programme for 20010/11 to 2012/13

#### **3. Background**

3.1 Delivering Affordable Housing is a key priority for the Council and is reflected in policy to increase the supply of Affordable Housing available. At the same time there is the need to continue to ensure that existing City Homes housing is provided to current day standards.

3.2 The delivery of affordable housing is being affected by the slowdown of the housing market. This is exhibited in the reduction of the number of S106 sites currently starting on site. As a result, the contribution that development of Council housing sites can make to the increasing the supply of affordable housing, has added importance.

3.3 A new approach to the management of the Affordable Housing Programme was agreed by the Executive Councillor at the July 2008 Community Services Scrutiny Committee. This approach aims to provide a systematic process through which recommendations can be made regarding the use of Council housing sites and the investment of Council capital that maximises impact in relation to the annual requirement for Affordable Housing. Importantly, it is the intention to ensure that investment decisions are recommended following full consideration by all stakeholders, including tenants and leaseholders, should they be directly affected. Also potential developments will be considered in the context of all available funding streams to deliver Affordable Housing, not just the Council's own resources.

3.4 It was agreed that the 3-year rolling programme of sites to be brought forward for consideration for development, redevelopment or disposal will be reviewed annually. The annual review keeps members appraised of programme progress and offers the opportunity to introduce new sites for investigation if capacity in the programme allows.

3.5 At officer level a project group meets on a quarterly basis to manage and monitor the Affordable Housing Programme.

3.6 A revised programme is shown as Appendix 1. This appendix is confidential at this stage in keeping with the two-stage consultation process outlined at the July 2008 Community Services Scrutiny Committee. However, following Executive Councillor approval of the inclusion of new sites in the 3-year programme, any tenants or leaseholders directly affected will be advised immediately, together with the ward members and tenant representatives as the 3-year programme will immediately be in the public domain following the Committee meeting.

3.7 Scheme Update: Appendix 2 provides an update of the schemes within the 3-year programme that are already under investigation.

3.8 In September 2009 Cambridge City Council received confirmation that bids for funding from the Homes and Communities Agency (HCA) had been successful. This has facilitated the development of three sites from the 3-year programme to become Council owned and managed council houses.

#### **4. Implications**

There are no financial implications at this stage. Financial implications will generally be assessed and reported when individual schemes considered suitable for development, redevelopment or disposal are brought forward for approval from Executive Councillor for Housing;

Detailed site appraisal work for sites identified in the 3 year programme will be carried out by officers. Where detailed viability work is identified as being necessary, additional financial or staffing resources may be sought as required.

## **5. Background papers**

These background papers were used in the preparation of this report:

Preliminary Site Feasibility Reports

Cambridge City Council Affordable Housing SPD

Cambridgeshire Sub-Regional Strategic Housing Market Assessment 2008 at

[http://www.cambridge.gov.uk/public/docs/Strategic%20housing%](http://www.cambridge.gov.uk/public/docs/Strategic%20housing%20market%20assessment%20executive%20summary.pdf)

[20market%20assessment%20executive%20summary.pdf](http://www.cambridge.gov.uk/public/docs/Strategic%20housing%20market%20assessment%20executive%20summary.pdf)

Affordable Housing Programme committee report. Community Services Scrutiny Committee November 2008

Affordable Housing Programme – Use of Council housing sites to provide more

Affordable Housing committee report. Community Services Scrutiny Committee July 2008

## **6. Appendices**

Appendix 1 3 Year Affordable Housing Programme (**Exempt Information**)

Appendix 2 Review of 3-Year Affordable Housing Programme schemes currently under investigation

## **7. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact:

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**3 Year Affordable Housing Programme 2008 to 2011 Council Housing Sites. Update on schemes currently under investigation.****1 Kendal Way (East Chesterton) – 10 Units**

Infill. Planning and access issues re development of this site - both would be hard to overcome. This site has now been approved as allotment land in Cambridge Allotment Management Policy (March 2010). **It is recommended not to pursue for housing development**

**Suez, Hobart, Marmora Road (Coleridge) – 4 Units**

Infill. Unable to secure the surrender/purchase of all the garden land required to redevelop for housing. Problem of restricted development area due to trees. Two units likely to have been maximum could provide on site. **It is recommended not to pursue for housing development.**

**Land north of Fison Road (Abbey) – 10 Units**

Infill. There is a potential conflict as useful open space in this area of significant housing on the edge of the city. The identified site consists of a tree belt and sits on the boundary between the city and SCDC. It is recommended that consideration of this site for development is deferred – would be better to consider if any of the neighbouring SCDC land came forward for development in the future. **It is recommended not to pursue for housing development.**

**131 Wadloes Road (Abbey) – 1 Unit**

Infill. Initial visit suggests that this site as identified is not feasible– not a sufficient site on its own and there could be access issues. **It is recommended not to pursue for housing development.**

**354 Cherry Hinton Road (Queen Ediths) – 1 unit**

Infill. This land is at junction of Wulfstan Way /Cherry Hinton Road and is currently green space with trees and public bench. The site is not large enough to accommodate one unit without interfering with the visibility of road users approaching the junction. **It is recommended not to pursue for housing development.**

**Howard Road (Abbey) – 4 units** Infill. This land is the site of main cycle/footpath between Cambridge and Fen Ditton, located at boundary between City and SCDC. Cycle/footpath bordered by open green and tree belt. **It is recommended not to pursue for housing development.**

**Chalfont Close (Cherry Hinton) – 1 unit** . The piece of land identified is not CCC owned land, and also is unlikely to be sufficient to produce one unit of housing. **It is recommended not to pursue for housing development.**

**5-8 Queens Meadow (Cherry Hinton) - infill.** The potential site identified consists of part of the rear gardens of 5-8. However apart from one unit, the gardens are not significantly long and there is no natural access, it would require demolition of one of the existing units. The garden land, if secured, would not produce more than 1 or 2 units. **It is recommended not to pursue for housing development.**

### **Gwydir Street (Petersfield)**

The Gwydir Street site comprises buildings in a conservation area; they are therefore afforded a degree protection. If redevelopment is to occur in a conservation area certain tests must be passed, such as the buildings must be structurally unsound and the current use of the buildings is unsuitable but there is no alternative use. If these tests are not met then permission will not be granted for demolition by the planning authority. The Gwydir Street site will not meet these tests therefore it is highly unlikely that the site would receive permission to demolish; therefore there is no opportunity to re-develop the area. **It is recommended not to pursue for housing development.**

### **99 Kendal Way (East Chesterton)**

Four properties out of five within the proposed site boundary have performed their Right to Buy. Therefore Hundred Houses Society (HHS) has been investigating the opportunity of buying back the dwellings in order to re-develop the area. Three of the four owners of the old council houses said that they would consider selling their properties to HHS. Therefore the site boundaries have reduced but with a minimal detrimental effect on the potential for development. HHS is now working on financial viabilities as to how to progress this site.

### **3 – 48 Roman Court (King Hedges)**

Executive Councillor approved (March 2010) working in partnership with Papworth Housing Trust to redevelop the old, ground floor sheltered housing scheme. The proposal is to provide older person flats to be owned and managed by CCC, and a supported housing project for young people with learning and physical disabilities, to be owned and managed by Papworth Trust. Detailed work with Papworth Trust has now begun and completion of the project is projected for end of 2011/12.

### **Harris Road (Arbury)**

Planning permission has been gained for four dwellings on this site, which is to be owned by Cambridge City Council and will be managed by City Homes. The scheme comprises three 2-bed houses and one 3-bed house. The council has signed a design and build contract with Mansell Construction Services Limited who started construction at the beginning of May 2010. The S106 contributions have been paid. The scheduled practical completion is January 2011.

### **Cockerell Road (Arbury)**

Planning permission has been gained for a 2-bed, fully wheelchair accessible bungalow on this site, which is owned by Cambridge City Council and will be managed by City Homes. The council has signed a design and build contract with Mansell Construction Services Limited who started construction at the beginning of May 2010. The S106 contributions have been paid. The scheduled practical completion is January 2011.

### **Church End (Cherry Hinton)**

Planning permission has been gained for two dwellings on this site, which is owned by Cambridge City Council and will be managed by City Homes. The scheme comprises a 3-bed house and a 5-bed, fully wheelchair accessible house. The S106 contributions have been paid. The council has signed a design and build contract with Elliston Steady & Hawes (Building) Limited. A highways stopping up notice, which will allow the Council to remove two car-parking bays and divert part of a footpath, is required before building works

can be started. A draft stopping up notice has been issued and if there are no objections by the 10<sup>th</sup> June 2010 a full stopping up notice will be given and building works will commence.

**Teversham Drift (Cherry Hinton)**

Planning permission has been gained for a 2-bed, fully wheelchair accessible bungalow on this site, which is owned by Cambridge City Council and will be managed by City Homes. The council has signed a design and build contract with Elliston Steady & Hawes (Building) Limited (ESH), who are running this site in tandem with Church End and therefore the two sites will start together.

**Seymour Court and garage site (Romsey)**

A project manager and cost consultant has been procured who will potentially manage the redevelopment of Seymour Court. Currently there are two potential routes for the redevelopment of this site; either the ownership of the site will be retained by Cambridge City Council and the new dwellings will be managed by City Homes, or the land will be sold to a Registered Provider (RP or Housing Association) for redevelopment and management. Both routes are subject to final scheme approval.

**Latimer Close / 51-73 Barnwell Road (Abbey)**

Latimer Close and Barnwell Road, which are two separate potential sites, also have the same two options as Seymour Court, which are that either the Council or an RP will develop and manage these sites subject to final scheme approval. On Latimer Close there are four owner-occupiers who have performed their Right to Buy; therefore their properties would need to be bought back by the Council or an RP for redevelopment to be possible. Within Barnwell Road site there are two owner-occupiers, again these properties would need to be bought back by the Council or the RP.

**Lichfield Road (Coleridge) – 20 Units**

Infill. Site adjacent to Lichfield scheme. Detailed investigation to begin June 2010.

**St Matthews Street Garages.** Garage site. Detailed investigation to begin June 2010.

25 May 2010

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To: Executive Councillor for Housing  
Report by: Jas Lally Head of Environmental Services  
Relevant scrutiny committee: Community Services Scrutiny Committee 01/07/10  
Wards affected: All

Retrospective approval of Project Appraisal for Landlord Accreditation Energy Grant scheme

**Not a Key Decision**

### 1. Executive summary

East of England Regional Assembly (EERA) invited local authorities to bid for grant funding from the regional Housing Pot to support the Private Sector Renewal, Regeneration and mixed communities programme. In consultation with Executive Councillor for Housing, a bid was made to provide financial assistance to those private sector landlords who are committed to improving the standard of their properties and are members of the Councils Landlord Accreditation scheme. An additional benefit of the bid was to act as an incentive to join the Councils Landlord Accreditation scheme. The bid was successful and the Council received a grant of £50,000 for 2009/10 and £50,000 for 2010/11 from East of England Regional Assembly. Although the project documentation was included in the Council's capital plan, Officers had not gained approval from Asset Management Team and the Executive Councillor for Housing. To address this, Officers have taken a report to Asset Management Team and are now seeking approval from the Executive Councillor for Housing.

### 2. Recommendations

The Executive Councillor is recommended:  
To retrospectively approve the project appraisal for Landlord Accreditation Energy Grant Scheme, which is included in the Council's Capital Plan

### 3. Background

- 3.1 Cambridge City Council operates a Landlord Accreditation scheme for the private rented sector housing, where properties have to meet a minimum standard for health and safety, fire safety, and thermal comfort/ energy efficiency. Legally many of these measures are statutory and legally enforceable however the accreditation scheme encourages landlords to exceed this level.
- 3.2 Although the Landlord Accreditation scheme is successful with 417 properties been accredited in the City, some landlords do not sign up to it due to the costs of the energy efficiency measures required through the scheme.

- 3.3 In 2009 the Housing Condition Survey for the City indicated that the less energy efficient dwellings are older dwellings (pre 1919 and 1919 to 1944) and private rented dwellings. The Standard Assessment Procedure (SAP) is a government rating for energy efficiency it is based on the calculated annual energy cost for space and water heating. A SAP of less than 35 would indicate that statutory action might need to be taken due to excess cold. 12.6% of the private rented stock show a SAP of less than 35. The average SAP for the private rented sector is 50 whereas owner occupied is 52 and housing association properties are 54.
- 3.4 Improving energy efficiency within the private sector housing supports the previous medium term objective (MTO) to “ Promote Cambridge as a sustainable city, in particular by reducing carbon dioxide emissions and the amount of waste going into landfill in the city and sub-region. It also supports the new MTO “A city in the forefront of low carbon living and minimising its impact on the environment from waste and pollution.” This is through the implementation of the Climate Change Strategy, which requires additional household carbon reduction measures by extending the City Councils work programme to improve the energy efficiency of private, rented housing.
- 3.5 East of England Regional Assembly (EERA) invited Local Authorities to bid for grant funding from the Regional Housing Pot to support the Private Sector Renewal, Regeneration and Mixed Communities Programme.
- 3.6 Using the results of the previous and recent Housing Condition Survey and in consultation with the landlord accreditation steering group, a bid was made to EERA. The bid was approved and sought to provide financial assistance to private sector landlords to improve the energy efficiency of their properties and support the landlord accreditation scheme.
- 3.7 The Energy Grant Scheme offers an incentive grant of up to £1000 per property to ensure that home energy efficiency are installed, and the landlord would then be responsible for the installation and maintenance of the improvements. The scheduled work will bring the property up to at least a D rated and therefore will also be accredited and issued with an Energy Performance Certificate.
- 3.8 So far we have received 25 applications for funding and approved 6 grants for upgrading heating systems and insulation works Although the pick up of the scheme is slow we are planning to put together a marketing strategy to promote both the Landlord Accreditation scheme and the energy grant scheme this will include targeting specific types of landlords such as letting agents, and increasing the publicity of these schemes.
- 3.9 Quarterly reports have been submitted to EERA throughout the year to monitor the progress of the scheme. From April 2010 East of England Local Government Association (EELGA) have replaced EERA and will continue to work with Go-East in order to monitor the progress of the project. They are fully aware from the quarterly report submitted in April that there is a significant variance in the spend of this project. They have sent a letter to all Local Authorities who have received grant funding, indicating that they expect all projects to be delivered by March 2011 and they aim to provide support to identify appropriate remedial actions, where issues have been raised, to deliver the agreed outputs.

#### **4. Implications**

A) Financial

There is no direct costs to the Local Authority, however the Local Authority has received £50K for 2009/10 and £50K 2010/11 from EERA. There is significant variances in the spend of the project, however this is being monitored and measures put in place to increase the spend

B) Staffing

There are no staff implications other than additional work for the Landlord Accreditation Officer and the Home Energy Officer.

C) Equal Opportunities

No implications.

D) Environmental

The amount of carbon emissions from homes is reduced through energy efficiency improvements and the amount of energy required to heat the home is also reduced. This scheme, if successful, would result in Carbon dioxide emissions (CO<sub>2</sub>) savings of approximately 1400kg per home per annum. Energy savings of approximately 6200kWh per home per annum.

E) Community Safety

No implications.

#### **5. Background papers**

These background papers were used in the preparation of this report:

Project Plan for EERA  
Project Appraisal

#### **6. Appendices**

#### **7. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact:

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## Cambridge City Council

To Executive Councillor for Community Development and Health:  
Councillor Tim Bick  
Report by Director of Community Services, Director of Environment &  
Planning,  
Director of Finance  
Relevant Scrutiny Committee Community Services 1 July 2010

### **2009/10 Revenue and Capital Outturn, Carry Forwards and Significant Variances**

#### **Not a Key Decision**

#### **1. Executive summary**

1.1 This report presents a summary of the 2009/10 outturn position (actual income and expenditure) for services within the Community Development & Health portfolio, compared to the final budget for the year. The position for revenue and capital is reported and variances from budgets are highlighted, together with explanations. Requests to carry forward funding arising from certain budget underspends into 2010/11 are identified, where they are anticipated at this stage.

#### **2. Recommendations**

The Executive Councillor is recommended:

- a) To consider the variances reported as detailed in Appendix B and decide if any action is required, subject to the final outturn position.
- b) To agree which of the carry forward requests, totalling £ 37,110 as detailed in Appendix C, are to be recommended to Council for approval.
- c) To seek approval from Council to rephase net capital spending of £237,000 from 2009/10 into 2010/11 as detailed in Appendix D.

### 3. Background

#### Revenue Outturn

- 3.1 The outturn position for the Community Development & Health portfolio, compared to final revenue budget, is presented in detail in Appendix A.
- 3.2 Appendix B to this report provides explanations of the main variances.
- 3.3 Appendix C sets out the final list of items, for this service portfolio, for which approval is sought to carry forward unspent budget from 2009/10 to the next financial year, 2010/11 totalling £37,110.
- 3.4 The overall revenue budget outturn position for the Community Development & Health portfolio is set out in the table below:

<b>Community Development &amp; Health 2009/10 Revenue Summary</b>	<b>£</b>
Final Budget	3,779,530
Outturn	3,725,118
Variation – Underspend for the year	(54,412)
Carry Forward Requests	37,110
Net Variance	(17,302)

The variance represents 0.4% of the overall portfolio budget for 2009/10

#### Capital Outturn

- 3.5 Appendix D shows the outturn position for schemes and programmes within the Community Development and Health portfolio, with explanations of variances.
- 3.6 An overall underspend of £257,000 has arisen. £ 237,000 is a result of underspends on individual capital schemes and programmes for which rephasing is requested and £20,000 is in respect of scheme funding contributed in 2008/09 by the Arts & Recreation portfolio.

## **4. Implications**

- 4.1 The net variance from final budget, after approvals to carry forward £37,110 budget from 2009/10 into the next financial year, 2010/11, would result in a reduced use of General Fund reserves of £ 17,302.
- 4.2 In relation to anticipated requests to carry forward revenue budgets into 2010/11 the decisions made may have a number of implications. A decision not to approve a carry forward request will impact on officers' ability to deliver the service or scheme in question and this could have staffing, equal opportunities, environmental and/or community safety implications.

## **5. Background papers**

These background papers were used in the preparation of this report:

- Closedown Working Files 2009/10
- Directors Variance Explanations – March 2010
- Capital Monitoring Reports – March 2010
- Budgetary Control Reports to 31 March 2010

## **6. Appendices**

- Appendix A - Revenue Budget 2009/10 - Outturn
- Appendix B - Revenue Budget 2009/10 - Major Variances from Final Revenue Budgets
- Appendix C - Revenue Budget 2009/10 - Carry Forward Requests
- Appendix D - Capital Budget 2009/10 - Outturn

## **7. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact:

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June\Final\CD&H\Community Services (CD&H) Outturn Report Final June 2010.doc

## Community Development &amp; Health Portfolio / Community Services Scrutiny Committee

## Revenue Budget - 2009/10 Outturn

Service Grouping	Original Budget £	Final Budget £	Outturn £	Variation Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
<b>Community Services - Community Development</b>						
Community Centres	883,090	857,230	821,228	(36,002)	0	(36,002)
Children and Youth	1,078,130	994,010	969,818	(24,192)	13,560	(10,632)
Neighbourhood Community Development	301,320	274,640	270,963	(3,677)	0	(3,677)
Equalities	125,110	114,960	110,062	(4,898)	0	(4,898)
Grants - Community Development	946,230	894,480	870,901	(23,579)	16,230	(7,349)
	<b>3,333,880</b>	<b>3,135,320</b>	<b>3,042,972</b>	<b>(92,348)</b>	<b>29,790</b>	<b>(62,558)</b>
<b>Environment &amp; Planning - Planning Policy</b>						
Economic Policy Grants	292,180	292,180	288,071	(4,109)	0	(4,109)
				0	0	0
	<b>292,180</b>	<b>292,180</b>	<b>288,071</b>	<b>(4,109)</b>	<b>0</b>	<b>(4,109)</b>
<b>Environment &amp; Planning - Environmental Services</b>						
Food Safety	311,350	0	0	0	0	0
Working Environment	338,610	0	0	0	0	0
Small Projects	3,920	3,920	1,032	(2,888)	0	(2,888)
Food and Occupational Safety	0	562,170	537,212	(24,958)	7,320	(17,638)
Miscellaneous Licensing - CD & H	0	2,860	2,671	(189)	0	(189)
	<b>653,880</b>	<b>568,950</b>	<b>540,915</b>	<b>(28,035)</b>	<b>7,320</b>	<b>(20,715)</b>
<b>City Services</b>						
Green Fingers (previously Employment Foundation)	87,070	87,070	86,497	(573)	0	(573)
	<b>87,070</b>	<b>87,070</b>	<b>86,497</b>	<b>(573)</b>	<b>0</b>	<b>(573)</b>
<b>Community Services - Bereavement Services</b>						
Bereavement Services	(288,630)	(303,990)	(233,337)	70,653	0	70,653
	<b>(288,630)</b>	<b>(303,990)</b>	<b>(233,337)</b>	<b>70,653</b>	<b>0</b>	<b>70,653</b>
<b>Total Net Budget</b>	<b>4,078,380</b>	<b>3,779,530</b>	<b>3,725,118</b>	<b>(54,412)</b>	<b>37,110</b>	<b>(17,302)</b>

Changes between original and final budgets may be made to reflect:

- portfolio and departmental restructuring
- approved budget carry forwards from the previous financial year
- technical adjustments, including changes to the capital accounting regime
- virements approved under the Council's constitution
- additional external revenue funding not originally budgeted for

and are detailed and approved:

- in the June committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the November committee cycle (revised budgets)
- in the January committee cycle (as part of the budget setting report)
- and via technical adjustments/virements throughout the year

## Community Development and Health Portfolio / Community Services Scrutiny Committee

### Revenue Budget 2009/10 Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
<b>Bereavement Services</b>	<p><b>Community Services - Bereavement Services</b></p> <p>Cremation and interment income is significantly lower than budgeted.</p>	<b>70,653</b>	Tracy Lawrence
<b>Community Centres</b>	<p><b>Community Services - Community Development</b></p> <p>Various small underspends over twelve community facility cost centres</p>	<b>(36,002)</b>	Ken Hay
<b>Children and Youth</b>	<p>Grant of £13,560 paid to Council to support YETI (Youth Employment Training Initiatives) projects but was only part used at the year end. Carry forward requested to enable continuation of Youth projects</p>	<b>(24,192)</b>	Ken Hay
<b>Grants - Community Development</b>	<p>£16,230 allocated for Youth Work dependent on outcomes from Youth Summit - due to delays a carry forward is requested for spend planned in 2010/11.</p>	<b>(23,579)</b>	Jackie Hanson
	<p><b>Environment &amp; Planning - Policy &amp; Projects</b></p> <p>No major variances to report</p>		
<b>Food and Occupational Safety</b>	<p><b>Environment &amp; Planning - Environmental Services</b></p> <p>£7,320 underspend on the budget allocated for the recent Green King prosecution. This is included as a request for a carry forward for enforcement work with a further two pending prosecutions. The remaining variance is due to underspend in staffing due to vacancies plus underspends on supplies and services budgets.</p>	<b>(24,958)</b>	Y O'Donnell

## Community Development and Health Portfolio / Community Services Scrutiny Committee

### Revenue Budget 2009/10 - Carry Forward Requests

Request to Carry Forward Budgets from 2009/10 into 2010/11

Item		Request £	Contact
1	<p><b>Community Development</b></p> <p>Children and Youth - Grants from various sources were paid to the Council to support YETI projects (Youth Employment Training Initiatives) but not ring-fenced. A carry forward is requested to enable continuation of these projects.</p> <p>Grants - Community Development - £16,230 was reserved in the 2009/10 Area Committee Grant budget to respond to the needs of children and young people and to be carried out in partnership with the County Council and the voluntary sector. However due to delays, the Youth Summit was held at the end of November and the outcome and recommendations reported to the Area Committees during February, March and April. The budget will be spent in 2010/11.</p>	13,560	P Bishop
2	<p><b>Environment &amp; Planning - Policy &amp; Projects</b></p> <p>No carry forwards requested</p>		16,230 J Hanson
3	<p><b>Environment and Planning - Environmental Services</b></p> <p>It is requested that unspent budget on recent legal cases of £7,320 is carried forward to 2010/11 to be used for a further two pending prosecutions.</p>	7,320	Y O'Donnell
4	<p><b>Bereavement Services</b></p> <p>No carry forwards requested</p>		
<p><b>Total Carry Forward Requests for Community Development Portfolio / Community Services Scrutiny Committee</b></p>		<b>37,110</b>	

## Community and Development and Health Portfolio / Community Services Scrutiny Committee

## Capital Budget 2009/10 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget 2009/10 £000	Outturn £000	Variance £000	Rephase £000	Over / (Under) Spend £000	Comments
<b>Community Development</b>									
SC106	Enhance Existing Community Facilities - East Chesterton	K Hay	39	39	12	(27)	27	0	Capital grants for improving community facilities being considered. Rephase remaining budget to 2010/11
SC283	City Centre Youth Venue	K Hay	150	0	0	0	0	0	Rephased to 2010/11 in Jan 2010 Scrutiny Committee cycle (Budget Setting Report 2010/11).
SC346	Equipment for Eastern Gate Court Community Centre	K Hay	90	0	0	0	0	0	Rephased to 2010/11 in Jan 2010 Scrutiny Committee cycle. (Budget Setting Report 2010/11)
SC385	Energy Efficiency Programme - Meadows	K Hay	16	32	16	(16)	16	0	Further works due in 2010/11 - remaining budget to be rephased
SC404	ChYYPs Play Boat	K Hay	87	87	0	(87)	87	0	Purchase of boat delayed - budget to be rephased to 2010-11
SC406	The Junction Development Programme	K Hay	130	0	0	0	0	0	Rephased to 2010/11 in Jan 2010 Scrutiny Committee cycle. (Budget Setting Report 2010/11)
SC413	Urban Adventure Play Projects	K Hay	23	55	10	(45)	25	(20)	Further works due in 2010/11 - £25k budget to be rephased. £20k coded to the A & R portfolio scheme
SC440	King George Vth Rec Ground (consolidated)	K Hay	223	458	416	(42)	42	0	Refurbishment of Play Areas for reimbursement of the temporary use of R & R funds in 2008/09. Expenditure of remaining balance to be rephased to allow evaluation of the first 6 months use of the building - remaining budget to be rephased
PR025	New Town Community Development Capital Grants Programme	K Hay	100	0	5	5	(5)	0	Rephased to 2010/11 in Jan 2010 Scrutiny Committee cycle. (Budget Setting Report 2010/11). 1st grant processed earlier than anticipated - rephase budget

## Community and Development and Health Portfolio / Community Services Scrutiny Committee

## Capital Budget 2009/10 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget 2009/10 £000	Outturn £000	Variance £000	Rephase £000	Over / (Under) Spend £000	Comments
<b>Bereavement Services</b>									
SC351	Memorial Choice	T Lawrence	100	27	7	(20)	20	0	Project delayed, has recently recommenced
SC379	Mercury Abatement	T Lawrence	2023	30	5	(25)	25	0	Scheme rephased - procurement project has now started for works to commence in April 2011
<b>Total for Community Development &amp; Health</b>			<b>2,981</b>	<b>728</b>	<b>471</b>	<b>(257)</b>	<b>237</b>	<b>(20)</b>	

Changes between original and final budgets may be made to reflect:

- rephased capital spend from the previous financial year
- rephased capital spend into future financial periods
- approval of new capital programmes and projects

and are detailed and approved:

- in the June committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the January committee cycle (as part of the budget setting report)





To: Executive Cllr Bick  
Report by: Bob Hadfield  
Relevant scrutiny committee: Community Services Scrutiny Committee  
Wards affected: All  
1 July 2010

### **Mercury Abatement Project Key Decision**

#### **1. Executive summary**

##### **1.1 Current position**

- 1.1.1 Due to the historical use of mercury within dental filling amalgam, the level of Mercury pollution arising from crematoria operations is rapidly increasing nationally. Mercury emitted in this manner can travel many hundreds of miles in the atmosphere ultimately entering the food chain, particularly so in marine environments.
- 1.1.2 By 2012 all councils are required either to reduce mercury emissions from crematoria by 50%, or to pay into a national penalty scheme of abatement credits, which would operate like carbon offsetting. In 2005 a decision was taken for the crematorium run by the Council to seek to reduce mercury omissions, and therefore to install plant that would achieve this. Part of the rationale for this decision was based on the future requirements to replace the cremators within a similar timeframe.
- 1.1.3 Procurement of the manufacture and installation of the mercury abatement plant is being made via a public tender undertaken by the Essex procurement hub and via a company called Facultatieve Technologies (FT). FT were the only firm able to demonstrate during the tender process, fully installed and working equipment already in use.
- 1.1.4 To progress the tender further, permission is being sought, ultimately via full Council, to allow pre-payments to the manufacture prior to receiving the goods in accordance with the terms set out in the framework agreement. This is a non-negotiable requirement from the manufacturer, who require part payments upfront to cover their cash flow needs. The Council's constitution does not allow for this, hence special permission would be sought.
- 1.1.5 Pre-payment would be used as working capital, and could not therefore be protected by, for example, holding the sum in an Escrow account (a client account).

## **2. Recommendations**

- 2.1 That the Executive Councillor seek permission via Full Council to allow a constitutional waiver in that, officers be allowed make advance contractual payments as outlined in this report at 3.7.1, so as to ensure that the project procurement process may proceed and the project completed within required timescales.

## **3. Background**

### **3.1 Mercury Abatement Requirements**

- 3.1.1 This project originally arose from guidance published by DEFRA in 2005 (Defra (PG 5/2(04)) which set out a requirement to reduce mercury emissions from all crematoria by 50% by the year 2012. A decision to abate mercury emissions fully at the Cambridge site was taken by the Council via the then Environmental Services Scrutiny Committee on 8<sup>th</sup> November 2005, subject to a full financial and technical review being undertaken. Member authority was subsequently obtained to let a contract through the Essex Procurement Framework at Community Services Committee (Record of decision 08C79 13<sup>th</sup> Nov 2008)
- 3.1.2 Establishing the procurement framework has been more complex and time consuming than anticipated which means that only now can the project start-up processes commence together with associated planning. The project represents a major investment. Total financial provision has been made of £2m, to cover all eventualities, which includes the incurring of an unavoidable VAT liability of around £200k for the Council as a whole, in addition to the VAT payable on the crematorium equipment and works
- 3.1.3 A contributing levy per cremation was established some years ago thereby allowing financial provision for the subsequent installation of mercury abatement equipment, or alternatively the purchase of abatement credits through national arrangements established for that purpose.
- 3.1.4 As part of the project the opportunity is being taken to formulate works in such a way that maximise its contribution to the Council's MTOs. For example, by enabling a heat recovery system for the crematorium complex as a whole to be added, if funds are available. Due to the major nature of these works some refurbishment works will also be undertaken to the crematorium chapels, again subject to available resources.

### **3.2 Framework Agreement**

- 3.2.1 The Procurement Agency for Essex is a public sector organisation established by the Essex Chief Executive Organisation in 2004. The organisation was established to service major procurement exercises on behalf of the public sector. The use of the Agency has been approved by the Council's corporate Procurement Advisor.
- 3.2.2 Only one firm, Facultatieve Technologies (FT), has been appointed within the framework. FT were the only firm to meet the requirements of the procurement process. In particular, a requirement to be able to demonstrate a fully working

abatement equipment already in use. Some other organisations failed simply on financial assessment grounds.

- 3.2.3 This Council's existing crematorium cremation equipment was manufactured and installed by this company
- 3.2.4 The way the framework operates is for clients to obtain a tender via the framework, from which process Essex obtains a fee of 1.5% from the contractor to fund their procurement processes. Any tender sought in this way is valid for a fairly short duration of 13 weeks. Timing of the tender is therefore very important.
- 3.2.5 We are in active pre-tender discussion with FT regarding our specific requirements. We have employed an architect who specialises in this area to produce a detailed feasibility study and performance specification which has already been conveyed to FT. We have also employed an 'Employers Agent', with specialist understanding of the industry, to represent the Council's interests for the duration of the works.

### **3.3 Project Management**

- 3.3.1 A project board has been established including the Corporate Procurement Advisor and representatives from Finance, Audit, Legal and Technical Services. Because this is a major procurement Prince 2 principles will be adopted for the project, in that, the board will direct the project, via controlled stage approvals.

### **3.4 Advance payments**

- 3.4.1 We will not have a final tender price for the equipment costs from FT until the tender is progressed. Overall project costs including building works are forecast as being approximately £1.5m (excluding VAT). The payment regime required for the project requires up front payments prior to and on completion of manufacture of the abatement plant. This is common practice for large mechanical and electrical industry projects. FT will not proceed to manufacture without such payment and will not vary this requirement.

### **3.5 Contract stage payments are required as follows:**

- 30% - Down payment ( an advance payment for manufacture)
- 30% - Cremators and mercury abatement plant ready for despatch
- 10% - Equipment delivered to site
- 20% - Completion of mechanical and electrical installation, plant ready to cremate through abatement plant – beneficial use
  - 5% - Delivery of operating and maintenance manuals for installation
  - 5% - Completion of environmental performance tests/handover

### **3.6 Contractor checks**

- 3.6.1 Because of the significant levels of pre-payment involved the failure of the supplier could result in either significant increased costs for the Council and/or major financial loss. Financial checks have been carried out on Facultatieve Technologies by the Finance Department, which shows them to be financially sound, have a high credit rating, and a healthy order book.

Facultatieve has a strong history of successful project delivery in the UK. Some examples of related recent completed projects are provided in the appendices.

3.6.2 If pre-payment is approved, the following timescale will apply:

Tender - August 2010

Order - 1<sup>st</sup> April 2011

Manufacture April 2011– August 2011

Commencement of works on site - July 2011

Practical completion – Nov 2011 Release retention - April 2012

### **3.7 The payment regime**

3.7.1 The Council is required to pay two pre-delivery stage payments, the first when the order is placed and the second upon completion of manufacture. Payments such as these are standard industry practice in projects of this size and complexity. The advance payments will total approximately £600,000 plus VAT. Further state payments will be made when the goods are delivered and as work on site proceeds.

3.7.2 Protection for the Council comes from FT's track record (See 3.6.1) its credit score and clauses in the contract (or other bespoke legal obligations) put on FT that require them to use the advance payments made to the Council to purchase plant.

Further assurance in the form of performance bonds and a parent company guarantee will be obtained as follows:

1. A parent company guarantee will be provided for performance of the project for up to 30% of the contract value of the mercury abatement equipment and associated equipment. This is to be provided at no cost as part of the tender.
2. On demand bank bonds will be obtained in two stages in respect of the advance payments and/or materials held off site. These bonds will cost approximately £6,500 and are anticipated to operate as follows:
  - a) First bond for deposit (approx £300,000) extinguished when goods are on site
  - b) Second bond for goods ready for despatch (approx £300,000) extinguished when goods on site.

The terms and conditions relating to the above bonds will require the approval of the Council's legal department prior to any contractual agreement being entered into.

### **3.8 Constitution**

3.8.1 The financial regulations do not currently cater for pre-payments where goods and/or services have not been received.

### **3.9 Legal advice**

3.9.1 In view of the above legal advice has therefore been taken as to how to gain authorisation for pre-payments. The Head of Legal has advised that the Director of Community Services in conjunction with the Executive Councillor could make a

decision to allow advance payment. This is not recommended however, because of the size and complexity of the project. Although likelihood of default is considered low, advance payment will undoubtedly result in some risk for the Council, and if default did occur the impact would be high. It is proposed therefore to take the decision to full Council.

3.9.2 Advice has also been sought on the following issues with the responses set out below:-

- i. Is full Council able to provide the Executive Councillor and the Director of Community Services a waiver of the Council's constitutional provision forbidding advance payments, as set out in 2.1 and 3.41 of the Report?  
Answer: Yes full Council has the power to do this.
- ii. Is it permissible to use FT by way of call off under the Essex hub framework agreement? Answer: Yes.

#### **4. Background papers**

These background papers were used in the preparation of this report:

None.

#### **5. Appendices**

None

#### **6. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact:

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Author's Email: Bob.Hadfield@cambridge.gov.uk

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Experience - Public Sector Sites Recently Installed by Facultatieve Technologies Ltd

Contract Name	Name, Address, Contact and Telephone Number of Employing Organisation	Scope of Works	Value of Contract	On Site Start Date	End Date	Consultant (if any)
Sydes Brae Crematorium	Sydes Brae Crematorium Sydes Brae Crematorium Blantyre Glasgow Lanarkshire G72 0TL Contact: Tom McDowell Tel: 01698 452 230	Installation of two FTIII cremators and common flue gas filtration equipment.  Second installation of flue gas filtration system in the UK to the standards specified in PG5/2 (04) and AQ Notes.	£ 520,200	May-06	Sep-06	
Haycombe Crematorium	Haycombe Crematorium Whiteway Road Bath BA2 2RQ Contact: Rosemary Tiley Tel: 01225 396 020	Installation of two FTIII cremators and common flue gas filtration equipment.	£ 499,850	Oct-06	Feb-07	
Mintlyn Crematorium	Mintlyn Crematorium Lynn Road Bawsey Kings Lynn PE32 1HB Contact: Nick Hunt Tel: 01553 630 533	Installation of two FTIII and one FTII cremators and twin stream flue gas filtration equipment.	£ 715,000	Mar-07	Nov-07	
Carlisle Crematorium	Carlisle Crematorium Cemetery Office Richardson Street Carlisle CA2 6AL Contact: June Carswell Tel: 01228 625 310	Installation of one FTIII and one FTII cremators and common flue gas filtration equipment.	£ 618,127	Jun-07	Sep-07	Martin Street Ramsay Consulting Tel: 0845 644 5485

Experience - Public Sector Sites Recently Installed by Facultatieve Technologies Ltd



Contract Name	Name, Address, Contact and Telephone Number of Employing Organisation	Scope of Works	Value of Contract	On Site Start Date	End Date	Consultant (if any)
Harrogate Crematorium	Harrogate Crematorium Stonefall Cemetery Wetherby Road Harrogate HG3 1DE Contact: Philip Andrew Tel: 01423 883 523	Installation of filtration equipment onto two x 300/2 cremators	£ 369,400	Feb-07	Jul-07	
Canley Gardens Cemetery & Crematorium	Canley Gardens Cemetery & Crematorium Cannon Hill Road Coventry CV4 7DF Contact: Sandra Turner Tel: 02476 785 486	Installation of two FTIII and two FTII cremators and two streams of twin flue gas filtration equipment.  <i>To be completed over several phases, due to delayed phased building works</i>	£ 1,094,337	Feb-08	Aug-10	
Hereford Crematorium	Hereford Crematorium Bereavement Services Cemetery Office Westfaling Street Hereford HR4 0JE Contact: John Gibbon Tel: 01432 383 200	Installation of two FTIII cremators and common flue gas filtration equipment in a new building.	£ 565,000	Sep-08	Dec-08	Paul Daffurn Tel: 0117 937 1050
Lambeth Cemetery & Crematorium	Lambeth Cemetery & Crematorium Blackshaw Road Tooting London SW17 0BY Contact: Ken Dry Tel: 020 8672 6342	Installation of one FTIII cremator and flue gas filtration stream.	£ 494,200	Jul-08	Apr-09	

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Experience - Public Sector Sites Recently Installed by Facultatieve Technologies Ltd



Contract Name	Name, Address, Contact and Telephone Number of Employing Organisation	Scope of Works	Value of Contract	On Site Start Date	End Date	Consultant (if any)
West Norwood Crematorium	West Norwood Crematorium Norwood Road London SE27 9JU Contact: Ken Dry Tel: 020 7926 7999	Installation of one FTIII cremator and flue gas filtration stream.	£ 484,200	Sep-08	Dec-08	
Bedford Crematorium	Bedford Crematorium 104 Norse Road Bedford MK41 0RL Contact: Michael Day Tel: 01234 353 701	Retro-fit of double flue gas filtration system onto 2 x existing 300/2 cremators	£ 415,200	May-09	Aug-09	

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## Cambridge City Council

To: The Executive Councillor for Community Development & Health  
Report by: Liz Bisset, Director of Community Services  
Relevant scrutiny committee: Community Services Scrutiny01/07/2010  
Wards affected: All wards

Operational Guidance s. 30 Dispersal Orders.

### **Non key decision**

## **1. Executive summary**

- 1.1 This report sets out the Operational Guidance on the use of Dispersal Powers by Cambridgeshire Constabulary in the City of Cambridge under sections 30 – 36 of the Anti-Social Behaviour Act 2003 (more commonly referred to as “section 30”).
- 1.2 The Operational Guidance builds on the guidance agreed between the Constabulary and the City Council in March 2004 and is intended to document and up-date in the light of experience, the process by which section 30 Orders will be considered and applied for and, if granted, on how the powers will be applied by the Constabulary
- 1.3 The Guidance was placed on the City Council and Constabulary websites at the end of March 2010 and all Elected Members received a copy electronically at that time. A copy of the document is appended to this report.

## **2. Recommendations**

- 2.2 Members are requested to note the content of the report and the Operational Guidance attached.
- 2.3 Members are requested to note the process for considering applications from the police and, in particular, where it is necessary for the local authority to decide quickly whether or not it will grant consent. This “fast track” process is shown graphically in the flowchart on page 14. Members are also requested to call for a further report on the operation of the fast track mechanism in twelve months time.

### 3. Background

- 3.1 The Anti-Social Behaviour Act 2003 is intended to help the police and local authorities to work together with local people to tackle anti-social behaviour.
- 3.2 The powers to disperse are set out in sections 30 - 36 of the Act and enable the identification of particular problem areas that require targeted action to help local communities to remove intimidation and ASB from the area.
- 3.3 In summary, s.30 – 36 of the Anti-Social Behaviour Act 2003 makes it possible for the police, in agreement with local councils, to designate an area for dispersal where evidence exists of persistent anti-social behaviour caused by groups. Once an area is so designated, Police Officers and Police Community Support Officers may disperse groups of two or more people and exclude those people from returning for up to 24 hours. If individuals refuse to follow an Officer's directions to disperse they are committing an offence and can be arrested. A Dispersal Order lasts for up to six months and can be renewed, thereafter.
- 3.4 The powers to Disperse came into effect on 20<sup>th</sup> January 2004 and were first used in Cambridge in April of that year. They have, to date, been used primarily, but not exclusively, to tackle the impact of the behaviours of members of the Streetlife community i.e. those persons that regularly socialise and drink on the streets and behave anti-socially. Since April 2004 Orders have been in place on a continuous basis in locations across the City.

#### 4.0 **Structure of the s. 30 Operational Guidance Document.**

- 4.2 The Operational Guidance Document is divided into three parts:

4.2.1. the first gives a general outline of what is contained in the Act and of the constraints the Act places upon the authorisation of, and the application of, these powers.

4.2.2. the second details the operational guidance agreed between Cambridgeshire Constabulary and Cambridge City Council in 2004 for the purpose of making or withdrawing a Dispersal Order.

4.2.3. the third is a flowchart, which summarises the section 30 arrangements between the police and the City Council.

#### 5.0 **What is the difference between the Operational Guidance agreed in 2004 and the current document?**

- 5.1 The main difference is in the consultation process. Until the revised guidance was issued the Leader of the Council would receive a copy of the Police analytical profile covering the six-month period preceding the request for renewal of the Order. The profile was a police restricted document i.e. it was protected and, therefore, could only be made available to certain nominated individuals.
- 5.2 At the point of receipt of this document, Ward Councillors were alerted to the fact that consideration was being given to an Order and invited to comment. Any comments were made known to the Leader prior to a decision being taken.

- 5.3 The consultation process will now begin in advance of any formal consideration of a Dispersal Order in that Councillors representing the ward/s affected, as well as local residents and stakeholders, will be alerted to any emerging behavioural problems that might result in the application of an Order. This will be done through Neighbourhood Policing reports to the Area Committees.
- 5.4 The consultation process will take on board the views of the Ward Councillors, residents and stakeholders and these will be made known to the Executive Councillor (please also see item 6.4 below) prior to a decision being taken. However, given the need to act swiftly in certain circumstances, it may be necessary for authorisation to be made through exercising delegated powers with what may be only minimal prior consultation. In these cases Ward Councillors will be made aware of the proposal as soon as possible by e-mail and/or letter and their views sought, but a limit of 48 hours will be placed on the time to respond.
- 5.5 As soon as the police have completed their analysis of reported incidents this document will also be sent to Ward Councillors and made more widely available through the Police and City Council websites in a non-restricted format.
- 6.0 **Members' Briefing**
- 6.1 A briefing on Dispersal Orders and the Operational Guidance was delivered on May 12, 2010 to an audience of 10 City Councillors. The briefing was presented by the co-authors of the guidance, the Safer Communities Manager, and the police Sector Commander for Cambridge City. The briefing explained the scope and legislative requirements and constraints of section 30, followed by an explanation of why the guidance was thought necessary. This was further followed by an overview of the document.
- 6.2 Questions asked by members centred upon the circumstances in which section 30 could be put in place and then used. It was clarified that the mere presence in an area of individuals appearing to belong to an identifiable group perhaps generally associated with a disproportionate degree of anti-social behaviour was not in itself a reason to apply section 30. There had to be evidence of actual, significant anti-social behaviour. Additionally, it was clarified that, should the Council refuse to support a police application to introduce a dispersal zone, that application then ended, although police might then submit an subsequent application making changes in respect of reasons why the Council initially refused consent.
- 6.3 On the question of agreement to a Dispersal Order being delegated to the Leader of the Council or a nominated individual rather than to a committee, the response was that as s.30 is a crime & disorder executive function with delegated powers it, therefore, rightfully sits at the Executive Councillor level.
- 6.4 Please note that, as discussed at the Civic Affairs Committee on 17<sup>th</sup> May and subsequently approved at full Council on 27<sup>th</sup> May 2010, it was agreed that the Executive responsibility for community safety (including CCTV and responding to Police consultation on the use of dispersal powers under section 30, Anti-Social Behaviour Act 2003), and the racial harassment service is moved from the Leader to the Executive Councillor for Community Development and Health.

## 4. Implications

**Financial Implications** – None.

**Staffing Implications** – None.

**Equal Opportunities Implications** – Cambridgeshire Constabulary and Cambridge City Council are committed to consulting as widely and as early as possible during the process of deciding whether or not a dispersal zone is suitable for an area.

Early identification of issues through the Neighbourhood Policing Reports to Area Committees ensures that wherever possible the views of the public are taken into account in the preparatory work over a s.30 Dispersal Order.

**Procurement Implications** – None.

**Environmental Implications** – None.

**Community Safety Implications** – Government guidance states that people have the right to feel safe in their communities. It is unacceptable for anyone to be afraid to use public spaces, cash points, shops and parks because they feel threatened by groups of people. Powers under the Act enable police and local authorities to work together to identify particular problem areas that need targeted action to help local communities to remove intimidation and anti-social behaviour from their streets.

**5. Background papers** ASB Act 2003 (relevant sections)

**6. Appendices** The Operational Guidance Document

**7. Inspection of papers** Contact the Author

7.1 To inspect the background papers or if you have a query on the report please contact:

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**Author's Phone Number:** Cambridge 457836

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Creating a safer  
**Cambridgeshire**



## **Cambridgeshire Constabulary**

### **Cambridge City Council**

#### **Anti-Social Behaviour Act 2003**

#### **Part 4 (Sections 30 – 36): Dispersal of Groups**

#### **Operational Guidance**

**Alastair Roberts (Cambridge City Council)**  
**Inspector Steve Kerridge (Cambridgeshire Constabulary)**

**31 March 2010**  
**(Amended May 2010)**

## Preamble

### The Powers to Disperse

1. The Powers to Disperse Intimidating Groups is set out in [Part 4, Sections 30 – 36](#) of the Anti-social Behaviour Act 2003. This Part of the Act sets out the powers of the police to authorise, in agreement with the Local Authority, an area referred to in the Act as “the relevant locality” within which, in defined circumstances, groups of two or more people may be given a direction by a police officer to leave an area for up to 24 hours. The Act came into effect in England and Wales in January 2004.

**Note on terminology:** Part 4 of the Act is commonly referred to as “section 30”. The area where section 30 powers can be used (the “relevant locality”) is commonly referred to as a “dispersal zone”, and the authorisation of a dispersal zone is commonly called a “dispersal order”. These common terms will be used throughout this document.

2. Cambridge City first used section 30 powers in April 2004 in response to behavioural problems exhibited by members of the street-life community in the Mill Road locality of the City. However, they can and have been more widely used over time.
3. This document deals with the use of section 30 powers and the way in which these are applied in the City. It is divided into three parts. The first part gives a general outline of what is contained in the Act and of the constraints the Act places upon the authorisation of, and the application of, these powers.
4. The second part of this document details the operational guidance agreed between Cambridgeshire Constabulary and Cambridge City Council for the purpose of making, or withdrawing, a dispersal order. It builds on the operational guidance agreed between the Constabulary and the City Council in March 2004 and is intended, in the light of experience, to update on how the powers granted will be applied by the Constabulary once any authorisation has been made.
5. The third part of this document is a flowchart which summarises the section 30 arrangements between the police and the City Council.

An appendix defines some of the key terms used in the Act and in this document.



## Part One: The Act

**(NB.** What follows is not an authoritative statement of the law but a broad summary and commentary).

### 1.1 What is the intention behind section 30?

Government guidance states that people have the right to feel safe in their communities. It is unacceptable for anyone to be afraid to use public spaces, cash points, shops and parks because they feel threatened by groups of people. Powers under the Act enable police and local authorities to work together to identify particular problem areas that need targeted action to help local communities to remove intimidation and anti-social behaviour from their streets.

Dispersal orders are considered to be extremely effective and are being used across the country to tackle a range of issues. These include, amongst others, begging, vagrancy, underage drinking, street drinking, joyriding, noise nuisance and prostitution.

The section 30 power is intended for use as a short-term measure whilst other, more robust, initiatives are put into place. In this respect it treats the symptoms and not the causes of the anti-social behaviour. However, experience dictates that in certain circumstances a longer-term strategy for a location experiencing problems can take considerably longer to implement than the duration of just one order.

### 1.2 What is the definition of "anti-social behaviour"?

The Crime & Disorder Act 1998 defines anti-social behaviour as "behaviour by a person which causes or is likely to cause harassment, alarm or distress to one or more other persons not of the same household as the person".

### 1.3 What powers does the Anti-Social Behaviour Act 2003 give to the police with regard to dispersal?

Section 30 creates a power for a senior police officer, with local authority agreement, to designate an area where groups can be dispersed.

The dispersal zone must be an area where there is significant and persistent anti-social behaviour and a problem where groups of two or more persons cause intimidation, harassment, alarm or distress. The dispersal order should be specific about the reason why it is in

place and be clear about the problem it is intended to prevent or reduce.

#### **1.4 How long does a dispersal order last?**

Up to six months. However, it can be authorised for a shorter period of time or brought to an end before the agreed term finishes if the problem no longer exists or has reduced to a point where the use of the powers can no longer be justified.

#### **1.5 Can a dispersal order be renewed?**

No. When an order comes to an end it ceases to exist. However, a new order can be issued based on any fresh evidence that problems continue in the area.

#### **1.6 Can a dispersal order be used to cover an area where there is no demonstrable evidence that a problem exists i.e. where it is reasonable to anticipate a problem or where displacement is likely?**

No. If an area is designated for an order where no demonstrable problem exists this would be a misuse of the power and could be challenged in a Court of Law.

#### **1.7 What test is applied before making a decision whether or not to designate a dispersal zone?**

The power to require people to leave a public place is a significant one which has the potential to challenge deeply-held beliefs about individual liberties and the rights of the citizen. In order to observe these rights certain tests need to be applied.

There are three parts to the test:

1. Is it necessary? (This is a test based on evidence both factual and anecdotal).
2. Is it proportionate? (This is a test as to whether the imposition of an Order is proportionate to the problem being experienced).

These tests are important because the order can impose restrictions on the rights of individuals under the European Convention on Human Rights. Such rights include the right to liberty and security, the right to respect for private and family

life, the right to freedom of association and the right of children to play.

3. Is it appropriate? (This is a test of whether an order will actually contribute to reducing anti-social behaviour, that is, are there alternative, effective measures that could be taken which would have a lesser impact on personal liberty?).

### **1.8 Are there any other considerations in making a dispersal order?**

Care has to be taken that a dispersal order does not act to exclude a person from their home, their workplace or from essential services such as their doctor's surgery.

### **1.9 How is the evidence test applied?**

Police and City Council staff will usually be the first to identify a problem area. This can be as a result of personal observation, complaints from members of the public and calls for service.

Once evidence of a problem exists the police analysts will gather together the data from all the identified sources covering the previous six month period. This will be put into a detailed report which will contain recommendations.

The report is scrutinised by police and City Council staff before submission to the police 'relevant officer' and to the Executive Councillor for Community Development and Health (henceforth, "The Executive Councillor") for their consideration. Part of The Executive Councillor's remit will be to consider whether the implementation of an order is proportionate and appropriate to the problem being experienced.

### **1.10 How much evidence is needed?**

This is not prescribed within the legislation. However, the police and City Council must have 'reasonable grounds' (see appendix) for imposing such an order. The level of evidence has to be considered alongside the other two tests of proportionality and appropriateness.

### **1.11 Is there consultation and how is it managed?**

To date, consultation has taken place with interested parties at meetings, exchanges with complainants and by e-mail/letter with

Ward Councillors. However, for the future a more robust mechanism is proposed. This is described in paragraph 2.5 in this document.

### **1.12 Who has the authority to agree to designate an area?**

Any authorisation must be initiated by a police officer of, or above, the rank of superintendent who is responsible for policing in the 'relevant locality'.

The Act does not specify the level, or the designation, of the local authority representative required to give formal consent to a dispersal order. In the case of Cambridge City, under the local operational guidance (see below), the agreement will be given by The Executive Councillor who has been given delegated authority from the City Council.

The Executive Councillor will usually consult with the Ward Councillors in the area to be designated. However, The Executive Councillor's decision must be scrutinised at the next available meeting of the Community Services Scrutiny Committee.

### **1.13 Who can use the powers?**

Within the dispersal zone, uniformed police officers and community support officers can give directions to groups to disperse where their presence or behaviour has resulted, or is likely to result, in a member of the public being harassed, intimidated, alarmed or distressed. Individuals can then be excluded from a specified area for up to 24 hours.

### **1.14 What happens if someone fails to observe an officer's directions?**

A person does not commit an offence because an officer has chosen to use the dispersal power. However, if individuals refuse to follow the officer's directions to disperse, or if they return to the area within the exclusion period specified by the officer, they may be committing a criminal offence which will be dealt with through the Magistrates' Court.

### **1.15 What about displacement?**

Displacement can occur when the problem is pushed out to an area adjoining the dispersal zone. It could, for example, be a consequence of other measures or interventions. One of the key aspects of section 30 is to give immediate respite to an area suffering anti-social behaviour so some displacement may occur.

However, it is hoped that once the target of action is moved other preventative actions for reducing a recurrence come into effect.

**1.16 What other powers are available to the police within the designated area?**

Police officers and Community Support officers have the power to take children home after 9pm if they are not under the control of an adult. This is a discretionary power. It is not a curfew and does not require the police to act in relation to every child out at that time.

The Act says that the power to return a child to his home must not be used where the police officer has reason to believe that the child might suffer "significant harm" if returned.

**1.17 Are there any other powers to disperse available to the police that do not require the designation of an area?**

Powers to disperse also exist under section 27 of the Violent Crime Reduction Act 2006. This section allows a uniformed police officer to issue an individual aged 10 or over with a Direction to Leave a locality. The Direction prohibits their return to that locality for a period not exceeding 48 hours. The power allows the police to target particular problem areas that need action or early intervention to reduce the likelihood of alcohol related crime and disorder. It also allows the police to take a young person home or to a place of safety once an individual has been given a Direction.

**1.18 What are the main differences/similarities between s.30 & s.27 powers to disperse?**

ASB Act 2003 s. 30	Violent Crime Reduction Act 2006 s.27
Requires agreement with the Local Authority	No agreement necessary
Evidence based collated over previous 6 months	No requirement for previous evidence. Reasonable suspicion applies.

<b>ASB Act 2003 s. 30</b>	<b>Violent Crime Reduction Act 2006 s.27</b>
Applies within a clearly defined geographical boundary	Can be applied anywhere
Last for up to 6 months (can be renewed).	Not time restricted
Applies to groups (2 or more persons)	Applies to individuals and groups
Applies to any form of ASB (within the definition)	Applies where the person is, or may be the cause of, alcohol related crime & disorder
Applied by Police and Community Support officers	Applied by a uniformed police officer only.
Applies to any age and there are additional powers to take children under 16 home (subsection 6).	Age range between 10 – 15 years (including discretion to return home) and 16 or over
Active for up to 24 hours	Active for up to 48 hours
Verbal and written direction but easily understood with benefit of maps showing geographical area covered.	Less easily understood as direction given is verbal and written. Care to be exercised over use with vulnerable groups
Care taken not to exclude individuals from essential services/place of work etc.	Ditto

## **Part Two: The local operational guidance**

### **2.1 What is the local operational guidance?**

The local operational guidance is an agreement originally made in 2004 between Cambridgeshire Constabulary and Cambridge City Council about how the powers contained in the Act will be applied within the City of Cambridge.

### **2.2 Why is a local operational agreement thought necessary?**

Section 30 provides the police with a power that can be used swiftly and decisively to deal with anti-social behaviour in public places. Section 30 is an important tool which, when appropriately used alongside other measures, can make an effective contribution to creating or maintaining communities where people feel safe.

Cambridgeshire Constabulary and Cambridge City Council are committed to trying to balance, as far as possible, the interests of community safety and personal liberty. Both organisations also want the process of authorising or withdrawing a dispersal zone to be one that is open and transparent.

The operational guidance will contribute to achieving these aims by making it clear how section 30 powers are to be used locally and how, in practice, the safeguards the Act contains will be applied.

### **2.3 Under the operational guidance, what broad principles will be observed when considering the authorisation of a dispersal zone?**

The operational guidance supports the following broad principles:

- A dispersal zone will not be authorised if there is reason to believe another, less intrusive, approach would be an equally effective way to achieve the same objectives.
- The application of s.30 powers will relate to its intended purpose i.e. on the basis of the evidence as set out within the relevant police Intelligence Analysis document.
- Wherever possible, consultation will take place with relevant stakeholders prior to the implementation and/or withdrawal of a dispersal order.
- A dispersal zone will be continued only for as long as is necessary to deal with significant and persistent anti-social behaviour.

## **2.4 Under the operational guidance, what broad principles will govern the authorisation or withdrawal of a dispersal zone?**

Under the operational guidance, a dispersal zone will only be sought by the police and agreed to by the city council if:

- there is strong and compelling evidence of significant and persistent anti-social behaviour in the area;
- the authorisation is accompanied by a statement showing the objectives intended to be achieved by the creation of the dispersal zone;
- the authorisation is accompanied by a statement showing what alternative actions have been considered, if any, and why these have been rejected;
- the authorisation is accompanied by information showing any measures which are to be used in combination with section 30 powers;
- the authorisation is accompanied by a statement justifying the period of duration of the dispersal order;
- the dispersal zone is shown to be restricted to the minimum area consistent with the achievements of the stated objectives;
- the authorisation is accompanied by a statement showing the arrangements for review of the authorisation during the period it is in force; and
- the authorisation is accompanied by a declaration that the dispersal order will be withdrawn (or, if an order has expired, will not be renewed) as soon as there is evidence that anti-social behaviour in the area has ceased to be significant and persistent.

## **2.5 How will consultation take place prior to consent to an order?**

Cambridgeshire Constabulary and Cambridge City Council are committed to consulting as widely and as early as possible during the process of deciding whether or not a dispersal zone is suitable for an area.

The consultation process will, in effect, usually begin in advance of any formal consideration of a dispersal order in that councillors representing the ward, as well as local residents and stakeholders, will be alerted to any emerging problems through Neighbourhood Policing reports to the Area Committees. However, it should be



noted that this kind of advance warning may not be possible in a rapidly developing situation.

Where consultation takes place, the views of the ward councillors, residents and stakeholders will be made known to The Executive Councillor. However, given the need to act swiftly in certain circumstances, it may be necessary for authorisation to be made by The Executive Councillor exercising delegated powers with what might be only minimal prior consultation. In these cases Ward Councillors will be made aware of the proposal as soon as possible by e-mail and/or letter and their views sought, but a limit of 48 hours will be placed on the time to respond.

As soon as the police have completed their analysis of reported incidents this will also be sent to ward councillors and made more widely available through the Police and City Council websites.

## **2.6 Once authorised, how will a dispersal order be monitored and reported on?**

For the duration of a dispersal order, the numbers of directions to disperse given by police officers will be logged along with the reasons for these directions, and these will be reported to area committees through the neighbourhood policing reports. In addition to providing the local community with information about how well any dispersal order is working, this will strengthen the consultation process as the figures will indicate whether a problem is diminishing (implying that the order will be withdrawn or a new order not sought) or continuing (implying that a new order may be sought).

## **2.7 In the case of the withdrawal of a dispersal order, how will the necessary consultation with Cambridge City Council be conducted?**

A dispersal order may be brought to an end in one of two ways. First, it may end automatically with the ending of the period of authorisation - this would happen when there was no longer any "significant and persistent" anti-social behaviour. Because this is not a withdrawal of the order, there would appear to be no section 31(7) **duty** for the police to consult the local authority. However, under the local operational agreement the police will always consult with the Council and, wherever possible, with stakeholders in these situations.

The second way that a dispersal zone may be brought to an end is by a withdrawal of the section 30 order before the end of the fixed

term. Consultation with the Authority is obligatory in this case and this will be carried out with ward councillors and the leader of the Council in the same way as would be the case for an authorisation.

**N.B.** Under the Act, the Council's **consent** is not required in order for the police to withdraw a dispersal order.

## **2.8 Does the operational guidance place any other limits on the use of section 30 powers?**

Section 30 (6) allows the police and community support officers, in a public place within the dispersal zone, to take children under the age of 16 to their home between the hours of 9pm and 6am where they are not under the control of a responsible adult. The police may take the person home provided that in doing so the person is returned to a place of safety. This is a discretionary power, it is not a curfew, and does not require the police to act in relation to every child out at that time. Where this power is exercised the police must notify the local authority. Local agreement determines that this power will rarely be exercised and only where the officer considers the child to be vulnerable and at serious risk of harm if not returned to their home.

## **2.9 The section 30 process should be open and accountable. How will this be achieved?**

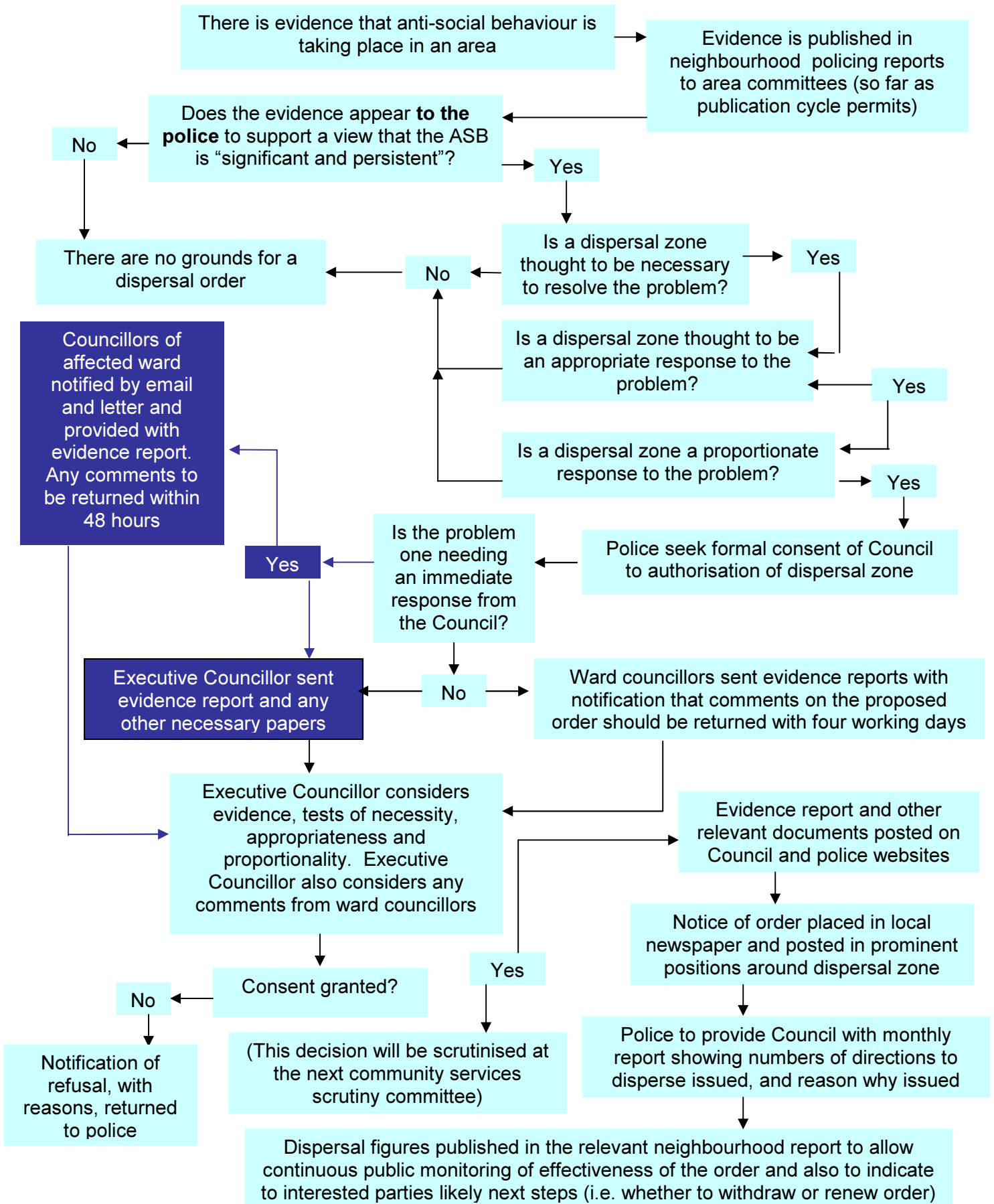
The Act requires that, as a minimum, an "authorisation notice" is published in the local press or is posted in a conspicuous place within the dispersal zone. In addition to these actions, to the fullest extent compatible with the protection of personal data and police operational security, Cambridgeshire Constabulary and Cambridge City Council will make public on their respective websites papers relating to the authorisation or withdrawal of a dispersal zone. Information posted will include:

- the evidence of anti-social behaviour supporting the authorisation;
- the objectives the order is intended to achieve;
- any papers relating to the choice of geographical limits to the proposed zone; the duration of the order and any measures that will be used in conjunction with the order;
- any papers relating to the consultation process; and
- any papers relating to the review of an authorisation.

The City Council will also publicise the authorisation of a dispersal zone with the internal and external agencies responsible for the care and welfare of groups which may be affected by it. Individuals

who are the subject of dispersal on more than one occasion will be identified and referred to the appropriate City multi-agency Problem Solving Group.

# Part Three: Simplified dispersal zone authorisation process (NB. Dark blue boxes = fast-track process)



## Meaning of terms

<p>“Relevant officer”</p>	<p>Means a police officer of or above the rank of superintendent.</p>
<p>“Reasonable grounds for believing”</p>	<p>The criteria for reasonable grounds to believe or suspect is the legal threshold for the exercise of almost all the coercive powers available under PACE and other relevant legislation and for the non-coercive powers also contained in the Police and Criminal Evidence Act 1984 such as delaying a detained person's right to consult with a solicitor. Senior police officers who may authorise the exercise of certain powers need to be satisfied there are reasonable grounds to believe that the exercise of those powers is justified. In the absence of reasonable grounds to believe or suspect, the exercise of those powers is not permitted and any consequential interference with the freedom of an individual is unlawful.</p> <p>Whether or not a constable has reasonable cause to suspect or believe is for a court to decide. The different formulations seek to impose a higher threshold for powers requiring "reasonable grounds to believe" which involve the invasion of a person's privacy, continued detention etc and decisions which require more mature reflection and consideration. In contrast, powers which are frequently exercised, for example stop and search and arrest powers are conditional upon the existence of "reasonable grounds to suspect. This is a much lower standard than "believe". In legal terms "reasonable grounds to believe" requires something close to certainty.</p> <p>It is not necessary to have substantial proof before one can be said to "believe" but the existence of a belief implies that there is more information available. For example in the offence of handling stolen goods the mental element is "knowing or believing" that the goods are stolen.</p> <p>If there are ten steps from mere suspicion to</p>

	certainty or accepting the fact that something is true, then reasonable suspicion may be as low as step two or three, whilst reasonable belief may be as high as step nine. A police officer may receive information from various sources, some of it anonymous, stating that a person is responsible for an offence; he would have reasonable grounds to "suspect" but certainly not "believe".
"Public places"	(a) any highway, and (b) any place to which at the material time the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.
"Constable"	Constable in this case includes special constables and police community support officers (PCSOs).

## Programme Review

Programme Title	New Town Capital Grant Programme
Manager	Sally Roden
Approved Timescale	1 April 2008 to 31 March 2011
Scrutiny Committee	Community Services
Committee Date	July 1 <sup>st</sup> 2010

Recommendation
<p>The Executive Councillor is recommended to:</p> <ol style="list-style-type: none"><li>1 Note the progress and achievements to date of the New Town Capital Grant Programme.</li><li>2 Include a bid of £125,000 to be considered in the Medium Term Strategy process to extend the programme to 2013 in accordance with the remit.</li></ol>

### 1 Programme Remit

To provide funding and grant aid for capital projects that will improve community provision, services and development for residents living in the New Town area of the city.

### 2 Review of Achievement of Project Objectives

The Programme is designed to enable residents who live in the New Town area of the city and in particular the Accordia development to develop proposals and make bids for resources to fund improvements to community life and through their involvement generate a strong sense of community identity and pride. This involves community consultation and appraisal of potential projects by a Forum of Councillors, agencies, voluntary organisations and residents.

Ideas have been identified over the past 18 months and are now mostly at the feasibility stage. The Forum will prioritise the bids in consultation with officers. One project, not requiring a detailed feasibility study, has been funded.

The programme timetable has been affected by the need to ensure that new residents on the Accordia development have been consulted as they move in.

### 3 Assessment of project costs and resources

Period	2008/09 to 2010/11
Programme Budget	£130,000
Actual Expenditure to 2009/10	£5,000
Expenditure Planned for 2010/11	£125,000
Over/Under spend at 2009/10	£125,000

Programme funded by:	
General Reserves	
Repair & Renewal Funds	
S106	£130,000
Other	
Total	£130,000

Project	Budgeted costs £000	Actual cost £000	Over / under spend £000
Individual projects within the programme:			
Equipment Centre at St Paul's		£5,000	
Insert rows as required			
<b>Total actual cost to 2009/10</b>		<b>£5,000</b>	
Individual projects to be assessed:			
Community Notice Boards	£4,500		
Seating/benches	£5,500		



Project	Budgeted costs £000	Actual cost £000	Over / under spend £000
Outdoor play and exercise equipment	£84,500		
Community room	£30,000		
Equipment Bowls club	£500		
Total cost of planned projects to 2010/12	£125,000		
Total Programme	£130,000		

#### 4 Revenue Costs of the Programme

One of the criteria of the Programme is that there should be no additional revenue costs to the Council. This element has been built into the feasibility test for each project.

#### 4 Value for Money

The programme will achieve value for money by:

- Volunteers rather than officers are carrying out most of the tasks associated with the management of the programme – from identifying need, developing solutions and testing the feasibility of ideas.
- As these projects are being generated by the community it can be expected that there will be strong sense of ownership of the assets generated reducing the incidence and costs arising from vandalism etc.
- There should be high levels of satisfaction with the end products reducing the potential for dissatisfaction and complaints to which officers would be required to respond.

- Some of the ideas require community investment through in kind contributions and/or additional external investment – adding value to the resources available from the Council.

## 5 Review of lessons learnt

### Lessons Learnt

- Capital projects involving community participation and outcomes related to wider community benefits that affect the way people relate to their neighbourhoods, take time. This makes timetabling development and the programme difficult.
- By being involved in projects like this individuals and community groups gain new skills and confidence that stay with them and can contribute to future initiatives.
- Trying to provide additional facilities, post development, can be difficult especially in areas with high-density housing and high land values.
- Even apparently straightforward tasks such as locating a community notice board can be complex and time consuming.
- Ideally new developments should have areas where residents can develop the assets that reflect the needs of the community as it grows and matures. However it is difficult to see how this might be possible in an area where land values are high.

## 6 Conclusion

There is significant value, as described in sections 4 and 5, in involving residents in identifying, planning and implementing programmes that make improvements to the quality of community life and neighbourhoods. However, flexibility is needed in delivering the programme to ensure that the physical, environmental and social benefits are maximised and to ensure that resources are managed effectively.



To: Executive Councillor for Community Development and Health  
Report by: Paula Bishop, Children & Young People's Services Manager  
Relevant scrutiny committee: Community Services Scrutiny Committee 1/7/2010  
Wards affected: All Wards

### **BIG LOTTERY / URBAN ADVENTURE PLAY PROJECT APPRAISAL Not a Key Decision**

#### **1. Executive summary**

In June 2008 the Community Services Committee approved the development of the Urban Adventure Play programme for the City Council including the 4 play projects supported by three year funding from the Big Lottery. A project appraisal for the purchase of the ChYpPS Community Play Boat was approved in July 2008.

This report accompanies the retrospective appraisals for the Urban Adventure Play Base at Cherry Hinton Hall and Bramblefields Play Installation, for additional S106 funding to be released to cover the cost of MCA certification for the ChYpPS Community Play Boat and a separate project appraisal for the Play Trails at Cherry Hinton Hall.

#### **2. Recommendations**

The Executive Councillor is recommended:

**To approve the Big Lottery Urban Adventure Play Portfolio Project Appraisal  
To approve the Big Lottery Play Trails Project Appraisal  
To seek the approval of the executive councillor for an additional £35k from section 106 resources from Community Development to enable the ChYpPS Community Play boat to comply with MCA certification requirements**

#### **3. Background**

3.1 In 2005 funding was announced by the government to promote and develop national play provision for children and young people. The funding was allocated via the Big Lottery and Cambridge City Council's allocation of £200,000 was awarded in 2008. The funding supports the development of the Urban Adventure Play programme in the city for 3 years.

- 3.2 Urban Adventure Play (UAP) is the ChYpPS response to growing demands nationally and locally to take play back to basics, to promote outdoor play, to encourage children to take more risks, find more challenging play environments and to have fun! Our version of this is limited by the urban landscape but as a city we are well provided with many good quality parks and open spaces. We are currently in the third year of a pilot programme training staff in the delivery of UAP, training others outside of the authority and delivering sessions both on and off the UAP site at Cherry Hinton Hall.
- 3.3 The Big Lottery funding has enabled us to develop 4 UAP projects:
- The Community Play Boat which will deliver open access and targeted sessions on board a customised narrow boat from temporary riverside moorings and be available for short residential projects
  - Urban Adventure Play Base at Cherry Hinton Hall where staff and children and young people learn new skills to support outdoor living and adventurous play.
  - Play Trails also at Cherry Hinton Hall which will be open access, promoted through the ChYpPS web pages and involve children, young people and local artists in the creation of interactive trails through the woods and around the pond.
  - Bramblefields Community Play Space is another open access project to encourage greater ownership by children and young people of the LNR (local nature reserve) in East Chesterton. This project includes the installation of new 'natural' play equipment.
- 3.4 A project appraisal for the purchase of the ChYpPS Community Play Boat was approved in July 2008. Since then we have been required to re run the tendering process and have identified additional costs, we are requesting additional S106 resources to meet the cost of MCA certification.
- 3.5 Both Bramblefields LNR play installation and the Cherry Hinton Hall Urban Play Base have been in usage for over a year. Bramblefields was officially launched in September 2009 and is used on a daily basis. The base is a closed facility, operated by ChYpPS offering both training provision for staff and on site activity of small groups of children and young people.

#### **4. Implications**

- 4.1 **Finance** - the project has been funded by the Big Lottery for 3 years. There will be ongoing revenue costs beyond 2011 which will be met by the ChYpPS baseline budget.

- 4.2 **Staffing** – funding to provide staffing is covered in the first three years by revenue funding from the Big Lottery and match funding from the ChYpPS baseline budget.
- 4.3 **Equalities** – Our focus is to ensure open access to all of the sites and to promote the projects to groups and communities who are currently under represented on ChYpPS projects eg traveller children and children with disabilities.

## 5. Background papers

These background papers were used in the preparation of this report:

- Cambridge City Charter For Play – Community Services Committee June 2008

## 6. Appendices

- Capital Project Appraisal & Procurement Report for the Big Lottery Play Trails Project
- Capital Project Appraisal & Procurement Report for the Big Lottery Urban Adventure Play Portfolio

## 7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Paula Bishop  
Author's Phone Number: 01223 - 457872  
Author's Email: paula.bishop@cambridge.gov.uk

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## Capital Project Appraisal & Procurement Report

Project Title	Big Lottery Play Trails Project
Target Start Date	April 2008
Target Completion Date	March 2011
Project Manager / Lead Officer	Paula Bishop / Vicky Hathrell
Scrutiny Committee and Portfolio	Community Services Executive Councillor Tim Bick
Scrutiny Committee Date	1 <sup>st</sup> July 2010

### 1 Recommendation/s

**Financial recommendations** - 'The Executive Councillor is asked to recommend this capital scheme (which is not included in the Council's Capital Plan) for approval by Council, subject to resources being available to fund the capital and revenue costs associated with the Scheme. The total capital cost of the project is £20000.00, and it is proposed that this funded from the successful Big Lottery Bid. The revenue costs of the project are £7805 it is proposed that £4000 is funded through the big Lottery and £3000 match funding from ChYpPS baseline budget and other sources.

**Procurement recommendations** – "The Executive Councillor is asked to approve the carrying out and completion of the play trails project – a separate project appraisal report has been prepared and presented. The project capital spend is for several individual items, none of which cost over £10,000 or procured from the same supplier. The relevant procurement processes for items of this value will be followed.'

### 2 What is the project? Provide a description of the proposed project, justify the reason for the project, and note what alternative options were considered.

To change an area of underused parkland at Cherry Hinton Hall into a play trail that provides enhanced opportunities for good quality, free, open access, adventurous play within Cambridge City. The play trails project will offer children, young people and families opportunities to explore nature, learn about wildlife and better use a currently neglected site within Cherry Hinton Hall.

The project plans include the installation of interpretation boards specifically about the wildlife on-site, installation of a pond dipping platform, installation of improved seating as well as making improvements to the grassland, creating meadow space and allowing for improved bio-diversity. The duck pond site at Cherry Hinton Hall will be improved, giving greater access opportunities and giving children, young people and families the opportunity to explore, take risks and be adventurous within a safe, suitable space for play and recreation.

Alternative sites were considered across Cambridge, with Cherry Hinton Hall being the most feasible and suitable for the installation of interpretation boards, pond dipping platform and play features that offer a more natural experience.

**3 Outline the aims and objectives of the project and highlight how it contributes to achieving the Council's Medium Term Objectives.**

**Relevant Medium Term Objectives:**

- A city which is diverse and tolerant, values activities which bring people together and where everyone feels they have a stake in the community
- A city which draws inspiration from its iconic historic centre and achieves a sense of place in all of its parts with generous urban open spaces and well designed buildings

**Service Plan Objectives:**

Provide support for targeted groups including children and young people; families in disadvantaged areas, active older people, black and minority ethnic groups and people with disabilities.

**ChYpPS (Children and Young People's Participation Service) Objective:** To provide informal social, recreational and play opportunities for children and young people

**Project Objectives:**

- To involve 200 children and young people in the design and creation of the play trail by 2009 in order to give children and young people greater involvement in designing planning and running play projects
- A 25% increase in independent access to the site by children, young people and their families by 2011, in order to allow them to take part in a wider range of good, inclusive and accessible play experiences
- A 25% increase in the number of children and young people taking part in adventurous play sessions on site by 2011, in order to allow children and young people to test boundaries, be challenged and take risks through play, while being kept safe from harm

**4 Identify and summarise the impact on and major issues for stakeholders & other departments. Summarise the key results of initial consultation (including members where appropriate).**

Stakeholders include: Children, young people and their families, local residents, members, other site users, Active Communities team, Arboricultural services, local schools.

Consultation with members to date has included displays at each of the Area Committees and through the executive members for Community Services. Members are supportive of the project and have given their support to the Big Lottery portfolio as a whole.

On-site meetings and walk arounds have taken place with members and key officers within the council. A large amount of discussion has happened between Active Communities, the conservation officer, the trees team and other key stakeholders in order to develop the plans for the site.



As part of the Big Lottery application consultation around children's play was required to demonstrate the need for each of the portfolio projects – improvements to play areas and offering greater opportunities for natural play experiences was a key outcome from this.

2 whole days of consultation took place at the local school (Spinney) where every child in school was consulted and involved in the plans for the site, including helping to design the interpretation boards.

Discussions with the schools management team have taken place and the school are very keen to support the installation of a pond dipping platform at a site locally as this would support curriculum work outside of the classroom.

**5 Procurement. What resources for this project will be procured from outside the Council? What method of procurement are you to use? What is the estimated total value for each procurement element?**

Where possible we will be procuring outside of the council. No individual item is over £10,000 or no order placed with an individual company for multiple items is over £10,000.

Pond dipping platform – one quote confirmed in writing from a local supplier

Seating – one quote confirmed in writing

Interpretation boards – one quote confirmed in writing

Clearance of stream, new planting + stepping stones – using contractors used by Active communities – awaiting written confirmation of quote

Creation of wildflower area – using contractors used by Active Communities – awaiting written confirmation of quote

Some of the above is subject to change depending on the outcome of the consultation on the Cherry Hinton Hall masterplan. The detail of the equipment may change but the overall expenditure will remain the same.

**6 Summarise key risks associated with the project. Include the key risks the project aims to mitigate, risks involved in delivery of the project and risks that might occur if the project does not take place.**

Environmental Risks: Risks involved include installing new equipment into a wildlife area, damage to landscape and surrounding area, project having a negative impact on the wildlife on-site. All these have been assessed in the Environmental Impact Assessment.

A Risk Assessment has been written for the delivery of the project.

A Risk Assessment has been written for the site and for activities that ChYpPS run with children and young people on site at Cherry Hinton Hall duck pond.

Other risks:

ChYpPS are unable to deliver the project – money will be returned to Big Lottery

ChYpPS are unable to meet the set milestones agreed by Big Lottery

Some match funding was required from ChYpPS baseline budget for staffing costs over the three years. Reductions in the ChYpPS budget may have an impact on the amount of sessions being delivered on-site.

**7 Financial implications. Comment on any special financial considerations associated with the project such as grant or funding conditions. Ensure that any additional insurance costs/implications are considered.**

**Appraisal prepared on the following price base**

**2009/2010**

As part of the funding agreement with the Big Lottery we are required to meet 6 monthly milestones (for the duration of the funding i.e.: until 2011).

The Big Lottery funding does not include on-going maintenance costs. The on-going costs for the project will be minimal.

The pond dipping platform life expectancy is well over 15 years and the interpretation boards, 10 years.

Some minor ongoing costs for grass cutting, trimming of trees / hedges etc will be required, which should be covered as Cherry Hinton Hall is currently serviced by Street Scene.

<b>8A Capital costs &amp; funding</b>		
	<b>£</b>	<b>Comments</b>
<b>Capital Costs</b>		
Building contractor / works	6000.00	Contractor used for installations and for clearance, dredging of stream
Purchase of vehicles, plant & equipment	0.00	
Professional / Consultants fees	0.00	
Other capital expenditure	14000.00	Purchase of seating / play sculptures, pond dipping platform, interpretation boards, willow sculptures
<b>Total Capital cost</b>	<b>20000.00</b>	
<b>Capital Income / Funding</b>		
Government Grant	20000.00	<i>Big Lottery grant</i>
S106 funding		
R&R funding		<i>(State cost centre)</i>
Earmarked funds		<i>(State cost centre)</i>
Existing capital programme funding		<i>(Programme ref.)</i>
Revenue contributions		<i>(State cost centre)</i>
<b>Total Income</b>		
<b>Net Capital Bid</b>		

<b>Expenditure profiling:</b>	<b>£</b>	<b>Comments</b>
Year 1: 2010/ 2011	<b>20000.00</b>	<i>This is year 3 of the Big Lottery funding and the money has to be drawn down in this financial year and spent</i>
Year 2: 20 / 20		
Year 3: 20 / 20		
Year 4: 20 / 20		
Year 5: 20 / 20		
<b>Net Capital Bid</b>	<b>20000.00</b>	

*Appendix A, Capital Project Appraisal profiling, should also be completed.*

<b>8B Revenue costs</b>			
	<b>In 2008-2009 £</b>	<b>Ongoing £</b>	<b>Comments</b>
<b>Revenue Costs</b>			
Employees			
Premises costs			
Transport			
Supplies & Services			
Repair & renewal contributions			Incidental costs will be picked up from existing R & R funds (Active Communities)
<b>Total revenue cost</b>			
<b>Revenue Income</b>			
New charges, rents etc.			
Existing revenue budget/s			
<b>Total income</b>			
<b>Net revenue bid</b>			

**9 VAT implications. Comment on any VAT implications identified in consultation with the Finance Department.**

There are no VAT implications within this project. This was confirmed with the finance department prior to the bid being submitted. (October 2007)

**10 Other implications. Comment on any other relevant implications including property, accommodation, environmental, health & safety, community safety, procurement, human resource, equal opportunities and diversity.**

Environment: An Environmental impact assessment has been completed for the project, including the installs.

Health and safety: A risk assessment is in place for the site and for when chypps are running planned activities such as pond dipping, making things from elder etc. Training is available for all chypps staff, covered by UAP training course, covering safe use of tools with children and young people.

Equal opportunities and diversity: will be addressed by the EQIA for the project and the ChYpPS EQIA

Human resources: ChYpPS will use current staff resources to deliver and support the project.

Partnership working: The project will involve significant partnership working with internal council departments including Active Communities, the Tree Team and the conservation officer. Regular updates will be available to all officers involved.

**11 Estimate of staffing resource required to deliver the project. Comment on the availability of internal project team resources. Ensure that the costs of external resources required have been included in the financial table/s above.**

Skills required / internal or external	Estimated number of hours	Proposed Timescale	
		Start date	Finish date
Project management (internal)			
Face to Face sessions – 20 per year on site			

**12 Identify any dependencies upon other work or projects. Identify any other projects which cannot progress until this particular piece of work is complete**

NA

**13 Background Papers. List any background papers used in the preparation of this project appraisal.**

Big Lottery Children's Play Application  
 The Cambridge Play Strategy (draft)  
 Community Development Service Plan

**14 Inspection of papers**

Author's Name	Vicky Hathrell		
Author's phone No.	7864	Email	Vicky.hathrell@cambridge.gov.uk
Filename/path	F:\Big lottery\project appraisal Play Trails draft.doc	Last amended	

**Finance Department use only:**

<b>Project Approval Dates</b>	<b>Date</b>
Approved by DoF	
Reviewed by AMG / ICT	
Executive Councillor Approval	
Scrutiny Committee Approval (if applicable)	
Council Funding Approval	
Added to Hold List	
Removed from Hold List	
Added to Capital Plan	

Capital Project Appraisal - Capital costs & funding - Profiling

Appendix A

Make sure year headings match start date ...

	2007/08	2008/09	2009/10	2010/11	2011/12	Comments
	£	£	£	£	£	
<b>Capital Costs</b>						
Building contractor / works						
Purchase of vehicles, plant & equipment						
Professional / Consultants fees						
Other capital expenditure:						
<b>Total Capital cost</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Capital Income / Funding</b>						
Government Grant						
S106 funding						(State cost centre/s)
R&R funding						(State cost centre/s)
Earmarked Funds						(State cost centre/s)
Existing capital programme funding						(Programme ref.)
Revenue contributions						(State cost centre/s)
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Capital Bid</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

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## Capital Project Appraisal & Procurement Report

Project Title	Big Lottery Urban Adventure Play Portfolio
Target Start Date	April 2008
Target Completion Date	March 2011
Project Manager / Lead Officer	Paula Bishop / Karl Wilks
Scrutiny Committee and Portfolio	Community Services Executive Cllr Tim Bick
Scrutiny Committee Date	1 <sup>st</sup> July 2010??

### 1 Recommendation/s

#### ***Financial recommendations –***

'The Executive Councillor is asked to recommend this capital scheme (which is not included in the Council's Capital Plan) for approval by Council, subject to resources being available to fund the capital and revenue costs associated with the Scheme. The total cost of the project is £200,000 (of which approx £140,000 is allocated for capital spend) for all 4 elements – this funding has come directly from the Children's Play Funding allocated to local authorities by the Big Lottery. Additional match funding is provided through the ChYpPS base line budget in the way of staffing and some revenue costs.

The purchase of the ChYpPS Community Play Boat has already been appraised and approved. Following the initial tendering process when no bids were received, the specification and budget for the project were reviewed. One additional item was identified – the need for Maritime and Coastguard Agency Certification. Consequently, the Executive Councillor is asked to approve an addition of £35,000 to the original budget. The money would be found from S106 resources for Community Development.

#### ***Procurement recommendations –***

'The Executive Councillor is asked to approve the carrying out and completion of the play trails project – a separate project appraisal report has been prepared and presented. The project capital spend is for several individual items, none of which cost over £10,000 or procured from the same supplier. The relevant procurement processes for items of this value will be followed.'

All other capital projects with the exception of the Community Play Boat are complete.

The Executive Councillor is also asked to approve, retrospectively, the purchase of capital equipment for the Urban Adventure Play Base and Bramblefields Local Nature Reserve'.

**2 What is the project? Provide a description of the proposed project, justify the reason for the project, and note what alternative options were considered.**

**The Urban Adventure Play (UAP) Portfolio** is a compilation of projects that ChYpPS successfully bid to the Big Lottery's Children's Play fund for in 2007. The funding has been allocated to be spent over a three year period (end date March 2011). The funding is intended to increase opportunities to play provision for all children but specifically those whose opportunities are currently limited.

The UAP programme includes 4 elements:

**The ChYpPS Community Play Boat** – this has already been approved by the Asset Management board – there have been delays to this project – we are expecting to launch a boat in the Autumn.

**Bramblefields Local Nature** – we have installed play equipment on site to encourage more positive play usage of the site (we are delivering sessions on site and are working with the local children on environmental issues).

**Urban Adventure Play Base (CH Hall)** – this is a training base for staff to learn how to deliver the UAP programme and a delivery base for small groups. We have installed a small shed and purchased some materials for sessional and training purposes eg Kelly kettles, tools, tarpaulins, flints, rope, waterproof wear.

**Play Trails** – a separate project appraisal is attached but this is the final part of the portfolio – we will be installing a pond dipping platform, signage and notice boards and a mosaic on the site near to the UAP base at CH Hall around the duck pond – the aim is to increase awareness of the local environment and to encourage families to use the site.

The portfolio was put together by ChYpPS. When we were invited to bid for the funding we were aware that we needed to come up with ideas that added value to our existing play provision and for the bid to equal £200k. We looked at several sites for UAP development and the above sites were deemed by us and our colleagues in Active Communities to be the most appropriate.

**3 Outline the aims and objectives of the project and highlight how it contributes to achieving the Council's Medium Term Objectives.**

**Relevant Medium Term Objectives:**

- A city which is diverse and tolerant, values activities which bring people together and where everyone feels they have a stake in the community
- A city which draws inspiration from its iconic historic centre and achieves a sense of place in all of its parts with generous urban open spaces and well designed buildings

**Service Plan Objectives :**

Provide support for targeted groups including children and young people; families in disadvantaged areas, active older people, black and minority ethnic groups and people with disabilities.

**ChYpPS (Children and Young People's Participation Service) Objective:** To provide informal social, recreational and play opportunities for children and young people

**Portfolio Objectives:**

- Develop innovative approaches that enhance quality open access play opportunities across the city
- To provide Urban Adventure Play projects that respond to neighbourhood need
- To increase play opportunities that encourage children and young people to explore their limits and be challenged and to learn how to take appropriate risks
- To improve children & young people's involvement in environmental play projects close to or near to where they live

**4 Identify and summarise the impact on and major issues for stakeholders & other departments. Summarise the key results of initial consultation (including members where appropriate).**

Stakeholders include: Children, young people and their families, local residents, members, site users including where relevant friends groups, other city council depts but particularly Active Communities, arboricultural services and Street Scene, local schools, voluntary sector groups eg YISP and the County Youth Service.

Prior to the application we had already undertaken a lot of consultation with local children and young people about the sorts of events that they wanted to see happen in the city, the sorts of things they like to and where they like to play – we fed all of this into the bid to Big Lottery and for each project have then undertaken separate consultation.

Children and young people have told us they want more outdoors play provision, more adventurous play and more water play.

Main issues have been: finding suitable moorings, ensuring there is no negative impact on the local environment, finding good quality suppliers, time to train UAP to staff and others.

**5 Procurement. What resources for this project will be procured from outside the Council? What method of procurement are you to use? What is the estimated total value for each procurement element?**

3 elements to be procured from outside the Council:  
Bramblefields Play installation – value £30,000 – purchase and installed ourselves  
UAP play base – purchased from local supplier Lance Raynor £2386 (excl. VAT)  
Play boat – subject to separate project appraisal  
Play trails – subject to separate project appraisal

**6 Summarise key risks associated with the project. Include the key risks the project aims to mitigate, risks involved in delivery of the project and risks that might occur if the project does not take place.**

Environmental Risks: Risks involved include installing new equipment into a wildlife areas, damage to landscape and surrounding area, projects having a negative impact on the wildlife on-site. All these have been assessed in the Environmental Impact Assessments.

A Risk Assessment has been written for the delivery of each of the projects and for the activities on site.

Other risks:

ChYpPS are unable to deliver the project – money will be returned to Big Lottery

ChYpPS are unable to meet the set milestones agreed by Big Lottery

Some match funding was required from ChYpPS baseline budget for staffing costs over the three years. Reductions in the ChYpPS budget may have an impact on the amount of sessions that we can deliver.

<b>7 Financial implications. Comment on any special financial considerations associated with the project such as grant or funding conditions. Ensure that any additional insurance costs/implications are considered.</b>	
<b>Appraisal prepared on the following price base</b>	<b>2008 / 2009</b>
<p>As part of the funding agreement with the Big Lottery we are required to meet 6 monthly milestones (for the duration of the funding i.e.: until 2011).</p> <p>The Big Lottery funding does not include on-going maintenance costs. For the fixed play provision we are dependent on R &amp; R funding and additional resources coming in to support sustainability projects.</p> <p>We have sought to buy materials that are good quality, made to last and will have to look in the long term to base budget for renewals or good will gestures from local companies who may wish to sponsor the UAP programme.</p> <p>We are already 'hiring' out training provision at the base and intend to have a hire agreement in place for the boat once operational – this will bring in some extra resource.</p>	

<b>8A Capital costs &amp; funding</b>		
	<b>£</b>	<b>Comments</b>
<b>Capital Costs</b>		
Building contractor / works		
Purchase of vehicles, plant & equipment	110,00.00	Approx cost of the boat
Professional / Consultants fees		
Other capital expenditure	55,00.00	Approx cost of UAP base, Bramblefields, Play Trails
<b>Total Capital cost</b>	<b>165,00.00</b>	
<b>Capital Income / Funding</b>		
Government Grant	130,00.00	<i>Big Lottery grant</i>
S106 funding	35,00.00	
R&R funding		<i>06008 for boat Active Communities R &amp; R for Play Trails &amp; Bramblefields 06008 for UAP base</i>
Earmarked funds		
Existing capital programme funding		
Revenue contributions		
<b>Total Income</b>	<b>165,00.00</b>	
<b>Net Capital Bid</b>	<b>165,00.00</b>	

<b>Expenditure profiling:</b>	<b>£</b>	<b>Comments</b>
Year 1: 2008 / 2009		<i>(Usually the current financial year)</i>
Year 2: 2009 / 2010	<b>35,000</b>	
Year 3: 2010 / 2011	<b>130,00.00</b>	
Year 4: 20 / 20		
Year 5: 20 / 20		
<b>Net Capital Bid</b>	<b>165,00.00</b>	<i>(Must agree with total above)</i>

*Appendix A, Capital Project Appraisal profiling, should also be completed.*

<b>8B Revenue costs</b>			
	<b>£</b>	<b>Ongoing £</b>	<b>Comments</b>
<b>Revenue Costs</b>			
Employees			Some revenue costs have been provided by Big Lottery to cover training, staffing, management costs and some materials – the total funding from BL is £200,000 – once the boat is operational it will become part of the ChYpPS year round delivery programme. Bramblefields and Cherry Hinton Hall Play Trails are not staffed facilities.
Premises costs			
Transport			
Supplies & Services			
Repair & renewal contributions			
<b>Total revenue cost</b>			
<b>Revenue Income</b>			
New charges, rents etc.			We are currently negotiating external hire charges for the use of the UAP base and for the boat.
Existing revenue budget/s			
<b>Total income</b>			
<b>Net revenue bid</b>			

**9 VAT implications. Comment on any VAT implications identified in consultation with the Finance Department.**

There are no VAT implications within this project. This was confirmed with the finance department prior to the bid being submitted. (October 2007)

**10 Other implications. Comment on any other relevant implications including property, accommodation, environmental, health & safety, community safety, procurement, human resource, equal opportunities and diversity.**

Environment: An Environmental impact assessment has been completed for all of the projects.

Health and safety: A risk assessment is in place for all of the sites and for when ChYpPS are running planned activities such as pond dipping, making things from elder, sailing the boat, etc. Training is available for all ChYpPS staff, covered by UAP training course, covering safe use of tools with children and young people.

Equal opportunities and diversity: will be addressed by the EQIA for the project and the ChYpPS EQIA

Human resources: ChYpPS will use current staff resources to deliver and support the project.

Partnership working: The projects involve significant partnership working with internal council departments including Active Communities, the Tree Team and the conservation officer. Regular updates will be available to all officers involved.

**11 Estimate of staffing resource required to deliver the project. Comment on the availability of internal project team resources. Ensure that the costs of external resources required have been included in the financial table/s above.**

Empty box for providing details on staffing resources.

Skills required / internal or external	Estimated number of hours	Proposed Timescale	
		Start date	Finish date



**12 Identify any dependencies upon other work or projects. Identify any other projects which cannot progress until this particular piece of work is complete**

NA

**13 Background Papers. List any background papers used in the preparation of this project appraisal.**

Big Lottery Children's Play Application  
 The Cambridge Play Strategy (draft)  
 Community Development Service Plan

**14 Inspection of papers**

Author's Name	Paula Bishop		
Author's phone No.	7872	Email	<a href="mailto:Paula.bishop@cambridge.gov.uk">Paula.bishop@cambridge.gov.uk</a>
Filename/path	F:\PA for UAP june 2010.doc	Last amended	17/06/2010 10:33

**Finance Department use only:**

<b>Project Approval Dates</b>	<b>Date</b>
Approved by DoF	
Reviewed by AMG / ICT	
Executive Councillor Approval	
Scrutiny Committee Approval (if applicable)	
Council Funding Approval	
Added to Hold List	
Removed from Hold List	
Added to Capital Plan	

Capital Project Appraisal - Capital costs & funding - Profiling

Appendix A

Make sure year headings match start date ...

	2007/08	2008/09	2009/10	2010/11	2011/12	Comments
	£	£	£	£	£	
<b>Capital Costs</b>						
Building contractor / works						
Purchase of vehicles, plant & equipment						
Professional / Consultants fees						
Other capital expenditure:						
<b>Total Capital cost</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Capital Income / Funding</b>						
Government Grant						
S106 funding						(State cost centre/s)
R&R funding						(State cost centre/s)
Earmarked Funds						(State cost centre/s)
Existing capital programme funding						(Programme ref.)
Revenue contributions						(State cost centre/s)
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Capital Bid</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

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## Cambridge City Council

To: Executive Councillor for Community Development and Health  
Report by: Head of Community Development  
Relevant scrutiny committee: Community Services Scrutiny Committee 1/7/2010  
Wards affected: All Wards

### **FUNDING FOR THE CAMBRIDGE REFUGEE AND MIGRANT SUPPORT SERVICE** **Not a Key Decision**

#### **1. Executive summary**

Cambridge Ethnic Community Forum (CECF) provides a range of services, some of which are currently funded by Cambridge City Council and others, such as the CRISP (Racial Incident Support) project and the Cambridge Refugee and Migrant Support Service, are not.

The Cambridge Refugee and Migrant Support Service is funded up to the end of June 2010 by the Cambridge Local Strategic Partnership through a LPSA reward grant in recognition of the important contribution this service makes to economic migrants, refugees and asylum seekers in the City.

The Cambridge Ethnic Community Forum is exploring different funding options for the future of the service including its contribution to the 'Prevent' (prevention of terrorism) agenda. However in order to continue the service while the review is carried out this report seeks approval to offer funding on a month by month basis until a maximum period to 31<sup>st</sup> March 2011.

#### **2. Recommendations**

The Executive Councillor is recommended:

To fund the Cambridge Ethnic Community Forum to host and run the Cambridge Refugee and Migrant Support Service on a month by month basis until a maximum period to 31<sup>st</sup> March 2011, at a cost of £1,900 a month.

#### **3. Background**

3.1 The summary report for the Cambridge Refugee and Migrant Support Service April 2009-March 2010 is available as a background paper.

This LSPA funded project is hosted and run by the CECF working in partnership with the British Red Cross Refugee Service, Immigration Advice Service (IAS) and the Refugee and Migrant Justice (RMJ). It has met a need which, particularly in regards to Immigration Advice, was greater than expected. A substantial number of asylum seekers & refugees in addition to some migrant workers have been assisted in order that they were not destitute. Through English Language provision, counselling and the development of outreach the project seeks to meet the needs of asylum seekers, breaking down the barriers of isolation & marginalisation. In addition, help has been given to those asylum seekers that got Refugee Status with integration into the local community. This is the only project in Cambridge which can combine advice, advocacy & practical help when required for asylum seekers & refugees and gives access to support required to a very vulnerable section of the community.

Key information:

- There were at least 1000 contacts received by the CECF for services relating to the project including: immigration advice, counselling, health issues, English language tuition and welfare advocacy. Contacts were mainly telephone calls followed by appointments.
- The majority of enquiries to the CECF from asylum seekers and refugees revolved around issues of destitution. The referrals for this client group came from the closure of the Cambridge Refugee Support Group and Advice for Life, the Cambridge Council for Voluntary Service, Citizens Advice Bureau, Refugee Council, Red Cross, IAS, RMJ, Jobcentre Plus, Cambridge City Council – Housing & Cambridgeshire Social Services. The informal network also played a major part in bringing in clients assisted.
- The British Red Cross Refugee Service in partnership with the Cambridge Ethnic Community Forum recorded welfare interventions for 81 people including dependants. These included applications made for UKBA Emergency Accommodation, NASS (both accommodation & subsistence) & Section 4 accommodation.
- CECF established a hardship fund to provide one off cash payments for basic essential living items, transport, food vouchers, and emergency accommodation for those with no recourse to public funds.
- At least 33 asylum seekers/refugee clients (number of dependants not known) also requested immigration advice from the ISA or RMJ. Cambridgeshire Social Services referred over 6 clients (unaccompanied minors) for English language tuition & 3 more age 18+ came to an organised drop in for general advice. This brings the total number of asylum seekers & refugees assisted through this project to at least 123. Most of

these clients were Zimbabwean, followed by Chinese, Afghani, Iranian and Iraqi.

- The majority of all clients for the CRMC services were migrants. At least 373 of these clients were seen by the Immigration Advice Service (IAS) & the Refugee and Migrant Justice (RMJ) during this period. Most of the referrals for this topic came from the Citizens Advice Bureau in Cambridge. Others came from the IAS website, voluntary sector organisations, as a consequence of Advice For Life Closing, as referrals from the Cambridge City MP's office and through the informal network of friends or community. 21 migrants including their dependants were also helped through welfare interventions. Most of these clients were Polish, followed by Ghanaian, Iranian & Pakistani.

- At least 617 people have benefited from the Cambridge Refugee & Migrant Support Project with over another 100 referrals/signposting being made to other organisations for assistance or advice: UKBA, Refugee Council, Social Services, DWP, ABMEC, CAB, META, City Council Housing, Solicitors etc.

3.2 Funding support is required while a review of the service and future funding is undertaken by the CECF. The cost of this service is approximately £1,900 a month and there is sufficient grant budget remaining for advice services to cover this service until March 2011 or earlier depending on the timing and outcome of the review.

#### **4. Implications**

There are no significant implications not already covered in the report.

#### **5. Background papers**

The summary report of the Cambridge Refugee and Migrant Support Service April 2009 – March 2010.

#### **6. Appendices**

There are no appendices.

#### **7. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Jackie Hanson  
Author's Phone Number: 01223 - 457867  
Author's Email: jackie.hanson@cambridge.gov.uk

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