



COMMUNITY SERVICES SCRUTINY COMMITTEE

To: **Scrutiny Committee Members:** Sinnott (Chair), Ratcliffe (Vice-Chair), Bird, Austin, Baigent, O'Connell, Reid and Sarris

Alternates: Councillors Benstead and Holt

Executive Councillor for City Centre and Public Places: Councillor O'Reilly

Executive Councillor for Communities: Councillor Johnson

Despatched: Monday, 29 June 2015

Date: Thursday, 9 July 2015

Time: 2.30 pm

Venue: Committee Room 1 & 2 - Guildhall

Contact: James Goddard **Direct Dial:** 01223 457013

AGENDA

1 Apologies

To receive any apologies for absence.

2 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.

3 Minutes (*Pages 7 - 22*)

To approve the minutes of the meeting on 19 March 2015 and 28 May 2015.

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

Items for Decision by the Executive Councillor, Without Debate

These Items will already have received approval in principle from the Executive Councillor. The Executive Councillor will be asked to approve the recommendations as set out in the officer's report.

There will be no debate on these items, but members of the Scrutiny Committee and members of the public may ask questions or comment on the items if they comply with the Council's rules on Public Speaking set out below.

Items for Debate by the Committee and Then Decision by the Executive Councillor

These items will require the Executive Councillor to make a decision *after* hearing the views of the Scrutiny Committee.

There will be a full debate on these items, and members of the public may ask questions or comment on the items if they comply with the Council's rules on Public Speaking set out below.

Decisions for the Executive Councillor for City Centre and Public Places

Items for decision by the Executive Councillor, without debate

- 5** **Cambridge City Centre Accessibility Review Action Plan** (*Pages 23 - 30*)

Items for debate by the Committee and then decision by the Executive Councillor

- 6** **2014/15 Revenue and Capital Outturn, Carry Forwards and Significant Variances - City Centre and Public Places Portfolio** (*Pages 31 - 40*)

Decisions for the Executive Councillor for Communities

7 **Oral Report From the Executive Councillor for Communities**

There is no Lead Councillor for this portfolio. The Executive Councillor will briefly reiterate priorities for the coming year and to update the committee on portfolio changes.

Items for debate by the Committee and then decision by the Executive Councillor

8 2014/15 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Community, Arts and Recreation Portfolio *(Pages 41 - 66)*

9 Appointments to Clay Farm Management Committee

The Executive Councillor for Communities is required to appoint two councillors to the Clay Farm Management Committee (as Directors). Last year the Directors were Cllrs Johnson (relevant Executive Councillor portfolio), and former Councillor Blackhurst.

For 2015/16, the Executive Councillor for Communities intends to continue in the role with the second seat filled by Councillor Richard Robertson (with Councillors Bird and Herbert as the respective alternates). The Executive Councillor will confirm the appointments at the scrutiny committee.

Information for the Public

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The meeting is in the Guildhall on the Market Square (CB2 3QJ).

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- For questions and/or statements regarding items on the published agenda, the deadline is the start of the meeting.
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COMMUNITY SERVICES SCRUTINY COMMITTEE

19 March 2015

2.30 - 5.35 pm

Present: Councillors Moghadas (Chair), Ratcliffe (Vice-Chair), Baigent, Reid, Reiner, Sarris, Sinnott and Sanders

Executive Councillor for Community, Arts and Recreation: Councillor Johnson

Executive Councillor for City Centre and Public Places: Councillor O'Reilly

Director of Customer and Community Services: Liz Bisset

Director of Environment: Simon Payne

Sports and Recreation Manager: Ian Ross

Head of Arts and Recreation: Debbie Kaye

Urban Growth Project Manager: Tim Wetherfield

Head of Community, Arts and Recreation: Debbie Kaye

Head of Streets and Open Spaces: Joel Carré

Head of Tourism and City Centre Management: Emma Thornton

Head of Planning: Patsy Dell

Community Funding and Development Manager: Jackie Hanson

Arts and Events Manager: Jane Wilson

Committee Manager: Toni Birkin

FOR THE INFORMATION OF THE COUNCIL

15/13/CS Apologies

Apologies were received from Councillor Austin

15/14/CS Declarations of Interest

Item	Councillor	Interest
15/20/CS	Reid	Personal: Trustee of Cambridge Literary Festival, Trustee of Cambridge Leisure and Ice Centre, Trustee of Cambridge Live, Trustee of Storey's Field, Member of Cambridge Preservation Society

15/22/CS	Reid Reiner Baigent	Personal: Member of Cambridge Cycling Campaign
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15/15/CS Minutes

The minutes of the meeting of the 15th January 2015 were agree and signed as a correct record.

Councillor Reiner suggested that an, Area Committee style, action sheets would assist Committee members in tracking actions requested at previous meeting.

15/16/CS Public Questions (See information below)

Councillor Hipkin addressed the Committee regarding item 15/22/CS and 15/23/CS in his role as Ward Councillor. His comments can be found at the beginning of those items.

15/17/CS Community Arts and Recreation Portfolio Plan 2015/16

Matter for Decision

The Committee received the draft Community, Arts and Recreation Portfolio Plan 2015-16, which set out the strategic objectives for the portfolio for the year ahead, described the context in which the portfolio was being delivered and detailed the activities required to deliver the outcomes and the vision. Performance measures and risks were also shown for each strategic objective.

Decision of Executive Councillor for Community, Arts and Recreation

The Executive Councillor resolved:

- i. to approve the draft Community, Arts and Recreation Portfolio Plan 2015-16.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received the Portfolio Plan from the Executive Councillor for Community, Arts and Recreation who outlined his aspirations for future.

In response to a question from Councillor Reid, the Executive Councillor confirmed that he was happy for update reports to be circulated regarding the Storey's Field and Clay Farm projects. However, decisions behind the projects' implementation (such as management structures) were outside the remit of the committee.

Members commented on the number of Community Groups referenced in the report and wondered what relationships those group would have with this committee.

The Executive Councillor suggested progress reports could be provided to members of the committee as those groups developed. The Director of Customer and Community Services stated that the details of how Vision Statement 2 would be delivered were still under discussion. Progress would be reported in due course.

The Committee questioned the performance targets related to young people and measuring their engagement at area Committees. The Head of Community, Arts and Recreation suggested that this may link to S106 decision being taken at Area Committees. She suggested it was more about how young people influenced the process than necessarily their attendance at an area committee. However, positive outcome were noted on occasions when young people had attended area committees.

Head of Community, Arts and Recreation stated that the performance measure 3.1, 'Number of community initiatives supported in Year 1 target', should read Year 1 aspiration. She confirmed that the performance measures were under development and undertook to circulate details in the future.

The Committee resolved by 5 votes to 0 to endorse the recommendations.

The Executive Councillor approved the recommendation.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

15/18/CS Cambridge City Council Arts Plan Delivery Framework

Matter for Decision

The report followed on from the Arts Plan report presented at committee on 15th January 2015 and provided the detailed action plan as mentioned in that report.

Decision of Executive Councillor for Community, Arts and Recreation

The Executive Councillor resolved:

- i. to approve the Arts Plan Delivery Framework 2015-18 and action plan 2015-16.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Arts and Event Manager regarding the Cambridge City Council Arts Plan Delivery Framework.

The Committee made the following comments in response to the report:

- i. A briefing note would be helpful to clarify the functions of the various partnership bodies.
- ii. Questioned how a multi partner approach would be monitored.
- iii. Asked how Mental Health was being prioritised.
- iv. Welcomed the links to the anti-poverty strategy.

In response to Members' questions the Arts and Event Manager said the following:

- i. The listed partnerships were an efficient use of officer time. Several are convened by other partners and they provide an effective way of engaging with multiple organisations at one time.
- ii. External partners were encouraged to share skills and to take on responsibility for project delivery.
- iii. Mental Health would be an important priority for the well-being partnership and external City based experts would be invited to contribute.

The Arts and Event Manager undertook to circulate details of membership of partnerships and, where relevant, minutes of meetings.

The Committee resolved by 5 votes to 0 to endorse the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

15/19/CS Updated Sports And Physical Activity Plan 2014-2017

Matter for Decision

The Sports Strategy 2014-17 was adopted in March 2014 following local consultation with clubs and sporting organisations to identify and prioritise themes for areas of work and development within the City.

After a change in Administration following the May 2014 elections the work on delivering the adopted Sports Strategy continued, but had been updated to reflect and incorporate the new Council Vision and Policy Objectives to bring a focus on tackling Anti-Poverty and health and well-being related issues on the key themes previously identified though consultation. There was now an updated action plan for delivery within new priority areas and targeted interventions over the remaining term of the strategy.

Decision of Executive Councillor for Community, Arts and Recreation

The Executive Councillor resolved:

- i. to approve the approach outlined in the report and agree for the delivery of the Sports Action Plan 2015 – 2017.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Recreation Services Manager regarding the Updated Sports and Physical Activity Plan 2014-17.

Councillor Reiner questioned the position of Rouse Ball Pavilion and the possibility of a visionary project linking pool improvements to a wider scheme for Jesus Green. The Executive Councillor stated that no detailed work has yet been done on a proposal to link Rouse Ball Pavilion with Jesus Green Pool. Regarding the latter, discussions have been held with Jesus Green Association and Friends of Jesus Green Pool about the possible redevelopment of the pool and that Rouse Ball could feature. He reminded the Committee that the S106 money underpinning any Rouse Ball project had to be linked to the conditions attached to the S106 funds.

The Committee made the following comments in response to the report:

- i. Suggested that clarification was needed regarding Mental Health and Homelessness through-put targets.
- ii. Suggested that bookable tennis courts had been popular in other areas.

In response to members' questions the Recreation Services Manager stated the following:

- i. Expanded on the geographical spread of projects and stated that some were spread across the City while others were targeted at areas of identified need. Sport England had been involved in the needs mapping.
- ii. Confirmed that S106 agreements provided greater opportunities to encourage private sports and leisure providers to share their facilities and expertise.
- iii. Private schools were also being encouraged to share facilities.

The Committee unanimously resolved to endorse the recommendations.

The Executive Councillor approved the recommendation.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

15/20/CS City Centre and Public Places Portfolio Plan 2015/16

Matter for Decision

The report covered the draft City Centre and Public Places Portfolio Plan 2015-16, which set out the strategic objectives for the portfolio for the year ahead, described the context in which the portfolio was being delivered and

detailed the activities required to deliver the outcomes and the vision. Performance measures and risks were also shown for each strategic objective.

Decision of Executive Councillor for City Centre and Public places

The Executive Councillor resolved to:

- i. approve the draft City Centre and Public Places Portfolio Plan 2015-16.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Head of Streets and Open Spaces regarding the City Centre and Public Places Portfolio Plan.

The Executive Councillor stated that much of the work detailed in the plan was already under way. Vision statements 1 and 2 highlighted the mooring review and the review of 'friends' groups. She stated that work was on-going to channel the existing high level of public engagement in a positive directions.

Some members of the Committee suggested that there might be some conflict between the aspirations of different Executive Councillor Portfolios.

In response to Members' questions, the Director of Environment confirmed that savings and surpluses from the Bereavement Services would continue to support Cambridge City Council's objectives. Once basic targets had been achieved, surpluses could be reinvested in the service.

The Committee resolved by 5 votes to 0 to endorse the recommendation.

The Executive Councillor approved the recommendation.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

15/21/CS S106 Funding And Interim Arrangements Ahead Of The Local Introduction Of The Community Infrastructure Levy

Matter for Decision

Under national Community Infrastructure Levy (CIL) regulations, new restrictions from 6 April 2015 would limit substantially the extent to which councils can enter into new S106 agreements with developers (and, therefore, significantly reduce the number and value of new S106 contributions from new developments). This was in addition to further constraints covered by a ministerial announcement in November 2014. Cambridge was particularly affected by the latest restrictions as the city council cannot introduce (or receive payments via) the Community Infrastructure Levy until after the examination of its draft Local Plan and CIL proposals has been concluded.

Whilst working within the CIL Regulations, the city council (working closely with County Council and South Cambridgeshire District Council) was actively seeking an interim solution prior to the implementation of CIL, in order to minimise the impact of these changes.

Decision of Executive Councillor for City Centre and Public Places

The Executive Councillor resolved to:

- i. delegate authority to the Head of Planning Services to finalise the city council's interim approach to seeking S106 contributions from 6 April 2015 until the local implementation of a Community Infrastructure Levy for Cambridge. The final details of this interim approach will be agreed in consultation with the Executive Councillors for City Centre & Public Places and Planning Policy & Transport, their Opposition Spokes and the Chairs of the Community Services and Environment Scrutiny Committees;
- ii. confirm that the scheduled fourth S106 priority-setting round (based on S106 developer contributions already received and available) will go ahead in 2015.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Urban Growth Project Manager.

The Committee made the following comments in response to the report:

- i. Queried whether some developers might seek to rush through applications in the knowledge that in the interim period they might avoid both CIL and S106 contributions.
- ii. Queried what steps had been taken to inform MPS about the situation.

In response to Members' questions the Urban Growth Project Manager and the Head of Planning stated the following:

- iii. Alternative approaches to mitigation measures were under investigation, albeit that the options were quite limited in the interim period prior to the implementation of the Community Infrastructure Levy.
- iv. Counsel's advice was being sought on what was possible.

The Head of Planning stated it had been expected that the Local Plan would be in place by now and had that been achieved, this situation would not have arisen. Her team had responded to government consultation and had been in contact with local MP's. More details would be circulated outside the meeting.

The Committee resolved unanimously to endorse the recommendation.

The Executive Councillor approved the recommendation.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

15/22/CS Cambridge City Centre Accessibility Study

Councillor Hipkin addressed the committee and made the following remarks:

- i. Concerned about the theme 'people with disability' and suggested this matter applied to all people using Cambridge.
- ii. Suggested that some actions in the plan would take time to deliver and that initially it might be useful to address the quick wins. For example: removal of 'A' boards.
- iii. Improved engagement with the County Council to address the spread of tables and chairs into the street.
- iv. Congratulated all concerned for recent successes in addressing punt touts and securing the removal of sail type advertising signs.
- v. Street signage should be reviewed as soon as possible.
- vi. The Cambridge BID could be encouraged to take on such matters.

- vii. The City was becoming an unconvivial and difficult place to visit. This was encouraging local people to go elsewhere.

Matter for Decision

In 2014 a review was commissioned to gain a fuller understanding of the issues affecting ease of access in and around the city centre for a range of users but particularly pedestrians, disabled and wheelchair users. The review was completed recently and the final draft report was attached for consideration.

Decision of Executive Councillor for City Centre and Public Places

The Executive Councillor resolved:

- i. to agree the findings of the city centre accessibility review and to note the recommendations for further action set out in the study at Appendix A; and
- ii. to agree the development of a detailed action plan to be brought back to Scrutiny Committee at its next cycle for consideration.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Head of Planning regarding the Cambridge City Centre Accessibility Study.

The Committee made the following comments in response to the report:

- i. Welcomed the report and suggested that it was needed.
- ii. Suggested that the pictures were very useful at highlighting the problems.
- iii. Suggested that access was not just an issue for those with mobility issues and had an impact on the all user of the City Centre.
- iv. Suggested this was an opportunity to raise wider disability issues.
- v. A greater problem would be enforcement.
- vi. Welcomed the involvement of College Bursars.

Head of Tourism & City Centre Management added clarity to the legal position of A boards which were not permitted on the highway. However, she added

that the County Council did not have the resources or staff to enforce this. A joint approach was planned for the future. An officer group had been formed recently to develop more effective partnership working between the City, and County Councils, Police and Cambridge BID on City Centre operational issues such as illegal street trading, anti-social busking and punting. This group will meet meeting monthly throughout the year to ensure that this joined up approach continues throughout the busy summer months.

The Head of Planning stated that the Local Plan included a Public Realm Strategy and sections on visual pollution. Once the plan was in place, these could be used to protect the City Centre.

The Committee resolved unanimously to endorse the recommendation.

The Executive Councillor approved the recommendation.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

15/23/CS A Future Model for Tourism for Cambridge and the Surrounding Area

Councillor Hipkin addressed the committee and made the following remarks:

- i. Suggested that other European nations encouraged wider travel by using rail subsidies.
- ii. Overnight visitors to Cambridge appear to be static whilst day visitor numbers were rising.
- iii. Concerned that Queen's Road, a beautiful part of Cambridge, was allowed to be used as a coach park.
- iv. Suggested coaches should stop at the Park and Ride sites.
 - v. Make the Cambridge brand distinct and valued as a quality destination.
 - vi. Offer discounted passes to colleges and attractions to overnight visitors and charge more to day-trippers.

Matter for Decision

On 16th October 2014 the Executive Councillor made an "in principle" decision, following Community Services Scrutiny Committee, to establish a new Destination Management Organisation (DMO) as an alternative delivery mechanism for the future provision of tourism services in Cambridge and the surrounding area. This model was based on guidance from Government and

best practise nationally. This move would deliver a long term financially sustainable model for tourism, whilst increasing investment, safeguarding the visitor economy as a key economic driver for the city and the surrounding area, and reducing the cost to the City Council.

The report provided an update on progress with this project and sought final approval to create the new DMO.

Decision of Executive Councillor for City Centre and Public Places

The Executive Councillor for City Centre and Public Places resolved:

- i. to approve the creation of a new Destination Management Organisation (DMO) as a private sector led, public/private sector tourism partnership and a “Not for Profit” Company Limited by Guarantee on the basis described in this report; and
- ii. to delegate authority for all decisions necessary to implement and establish the DMO to the Director of Environment after consultation with the Executive Councillor, Chair and Opposition Spokes, subject to existing delegations to other officers and to compliance with budgetary procedures.

Reason for the Decision

As set out in the Officer’s report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Director of Environment regarding the establishment of a new DMO.

The Head of Tourism and City Centre Management highlighted that a key aim of the new DMO would be to increase the value from our visitor economy through increased promotion of the Beyond Cambridge area. In doing so the aim would be, over time to change the perception of Cambridge as only a day trip destination. She also emphasised that the new DMO would continue to have a key focus on the management issues as this was essential in ensuring that visitors enjoyed a positive experience when visiting Cambridge.

The Committee made the following comments in response to the report:

- i. If overnight visitors are to be encouraged there would need to be an increase in hotel capacity.
- ii. Suggested that the Park and Ride services and other bus route needed to be operational into the evening period.
- iii. Suggested that engagement from neighbouring authorities and the County Council would be needed.
- iv. Cautioned against making Cambridge so expensive that school trips were discouraged.
- v. Raised concerns that tourists were distorting the commercial make-up of the City Centre.

In response to Members' questions the Head of Tourism and City Centre Management stated the following:

- i. Surrounding areas had capacity for more visitors and these needed to be better promoted to visitors.
- ii. The DMO would take the lead on the development of a Destination Management Plan for the Cambridge and beyond area but this would be in within its first 12-18 months. Whilst the DMO would facilitate this process, it would be a shared plan with broad stakeholder involvement including District and County Authorities, Business Improvement Districts (and other business Networks in the area) and the GCGP LEP.
- iii. Currently tourism promotion and management in the surrounding districts is diminishing.

The Committee unanimously resolved to endorse the recommendations.

The Executive Councillor approved the recommendation.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

The meeting ended at 5.35 pm

CHAIR

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COMMUNITY SERVICES SCRUTINY COMMITTEE

28 May 2015
1.00 - 1.10 pm

Present: Councillors Sinnott (Chair), Ratcliffe (Vice-Chair), Bird, Austin, Baigent, O'Connell, Reid and Sarris

FOR THE INFORMATION OF THE COUNCIL

15/24/CS Appointment to Outside Bodies

The Scrutiny Committee recommended appointment to the outside bodies listed below.

The Executive Councillor for City Centre and Public Places and the Executive Councillor for Communities agreed the following appointments.

- **The Junction (2)**

Councillors Gawthrope and Austin

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

Councillor Johnson

Opposition Spokes: Councillor Austin

- **Storey's Field Trust (3)**

Councillors Blencowe, Reid, Hipkin

- **Cambridgeshire and Peterborough Military Covenant Board (1)**

Councillor McPherson

- **Cambridge Live (2)**

Councillors Ratcliffe and Reid

- **Destination Management Organisation (1)**

Councillor O'Reilly

- **Cambridge Bid (1)**

Councillor O'Reilly

- **Health and Wellbeing Partnership District Members Group (1)**

Councillor Johnson

Opposition Spokes: Councillor Moore

- **Cambridge Local Health Partnership (3)**

Councillor Johnson

Councillor Price

Opposition Spokes: Councillor Moore

- **Addenbrookes Board of Governors (1)**

Councillor Dryden

- **Health Committee (1) (County Council function - District Councils nominate)**

Councillor Johnson

Opposition Spokes: Councillor Moore

The meeting ended at 1.10 pm

CHAIR



To: Executive Councillor for City Centre and Public Places (and Deputy Leader): Councillor Carina O'Reilly

Report by: Head of Planning Services

Relevant scrutiny committee: Community 9/7/2015 Services Scrutiny Committee

Wards affected: Abbey Arbury Castle Cherry Hinton Coleridge East Chesterton King's Hedges Market Newnham Petersfield Queen Edith's Romsey Trumpington West Chesterton

CAMBRIDGE CITY CENTRE ACCESSIBILITY REVIEW ACTION PLAN

Not a Key Decision

1. Executive summary

1.1 In 2014 a review was commissioned to gain a fuller understanding of the issues affecting ease of access in and around the city centre for a range of users but particularly pedestrians, disabled and wheelchair users. The review report was considered at the March Community Services Scrutiny Committee and the next step in this process was to develop a plan to support action on the conclusions of the review, to maximise the effectiveness of existing actions by partners and to inform future investment decisions that impact upon the accessibility of the city centre such as City Deal and other initiatives. This report considers the action plan and identified next steps.

2. Recommendations

2.1 The Executive Councillor is recommended:

- [1] To agree the action plan as set out at Appendix A, the identified future stages and timetable for implementation.
- [2] To ask officers to provide a progress report for Community Services Scrutiny Committee in early 2016.

3. Background

- 3.1 The City Centre Accessibility review was commissioned by the council to gain an objective understanding of accessibility issues in and around the city centre. The scope of the study was to undertake a baseline review of the accessibility of Cambridge city centre (looking at the Historic Core and Grafton areas as defined in the Local Plan 2014).
- 3.2 The review considered thematic and practical issues and the baseline assessment focussed on key parts of the city centre (historic core and Grafton areas). These were broken up into reference areas and specific streets were surveyed for accessibility issues. The study also considered the legal and policy framework impacting on the use and management of the city centre, the agencies involved and their varied responsibilities. Interviews and surveys were used to gain understanding of issues from a wide range of agency and user viewpoints.
- 3.3 The centre of Cambridge is already under pressure from the number of people using it and with the planned growth in population together with rising numbers of students and visitors this will only increase. The ability of the city centre to cope with the increase in numbers of pedestrians is constrained by its historic and generally narrow street pattern. The current County Council Transport Plan and emerging City Council Local Plan both refer to meeting the needs of pedestrians and to proposals for improving the quality of the public realm. The accessibility review has the potential to feed into the implementation of these plans and influence other initiatives such as City Deal which will be important for users of Cambridge city centre in future.
- 3.4 The main conclusions from the study were that parts of the city centre are difficult to access, particularly for disabled and wheelchair users for a variety of reasons including:
- street obstructions; street furniture, street trading, Advertising boards, badly parked bikes, licensed activities, unlicensed activities and other 'clutter'
 - Public realm and maintenance – pavement widths, crossovers, obstructions, maintenance issues
 - Complexities in the different agencies involved in licensing and enforcement activities, and differing enforcement priorities
- 3.5 The Accessibility report made a number of recommendations for future action. These actions were varied in their ease of delivery, cost and complexity but focussed on:

- Addressing ease of accessibility by looking at street clutter and particularly how advertising 'A' Boards are dealt with in future
- Cycle parking and management of abandoned cycles
- Public realm investment and removal of surplus street furniture

The review action plan has been developed to address these key areas for intervention.

3.6 The action plan is set out at Appendix A to this report. The plan has been developed to focus on actions that can be delivered within a reasonable timescale and largely within existing budgets. Members are asked for their feedback on the actions and the timetable set out to take these actions forward. Officers propose bringing back an update report in early 2016 setting out progress in delivering on the various actions identified.

4. Implications

(a) Financial Implications

The action plan will be taken forward initially using existing budgetary provision and capacity in the service departments involved.

(b) Staffing Implications

Capacity will be needed to take forward the preparation of the action plan and to secure the future implementation of identified actions. This capacity will be found from existing budgets wherever possible or highlighted as a requirement in the action plan when brought back to Community Services Scrutiny Committee for consideration.

(c) Equality and Poverty Implications

The accessibility review and action plan were not subject to EQIA.

(d) Environmental Implications

There were no adverse climate change implications from the accessibility review study and none are anticipated from the actions proposed in the action plan. Any measures to promote easier movement, access, walking and cycling activities in the city centre would normally be expected to be positive for climate change.

(e) Procurement

The procurement of the original study followed the council's procurement regulations. Any further procurement involved in delivering the action plan will also be undertaken in accordance with the procurement and financial regulations of the council.

(f) Consultation and communication

The accessibility study was circulated to stakeholders and interested groups who have been asked to give feedback to help inform the development of the action plan. The Access Officer and the Disability Consultative Panel have received a presentation on the review findings and meetings have been held with the Cambridge BID. Engagement with stakeholders will be undertaken as part of developing and delivering on the actions in the action plan. Officers from the City and County Councils have jointly contributed to the action plan development.

(g) Community Safety

There are no adverse community safety implications. Improvements to personal accessibility and the wider public realm are likely to have a positive effect upon access and public safety.

5. Background papers

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

1. Report to Community Services Scrutiny Committee March 2015
2. Cambridge City Centre Accessibility Study 2015

6. Appendices

Appendix A – City Centre Accessibility Study 2015 – Proposed 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: Patsy Dell, Head of Planning Services
Author's Phone Number: 01223 - 457103
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APPENDIX A: City Centre Accessibility Review Action Plan

	Issue	Category of problem	Specific Issue or problem area	Action proposed, responsibility and timetable
Page 27	1 Street Obstructions	Proliferation of Advertising Boards	<p>Proliferation and enforcement of unacceptably located 'A' boards in the City Centre</p> <p>Develop proactive combined signage solutions with partners for selected streets where visibility is genuinely an issue for traders e.g. Green Street.</p>	<ol style="list-style-type: none"> 1. Develop new Policy for advertising 'A' Boards in the City Centre including consultation with stakeholders and communications about the introduction of this approach. Timescale - end of 2015. Lead Services: – Streets and Open Spaces and Planning Services 2. Adopt and implement new policy and promote voluntary removal campaign from Jan 2016 - Lead Service: Streets and Open Spaces with support from Planning Services and the County Council 3. Proactive communications approach with business community throughout – Lead Service: Streets and Open Spaces 4. Enforcement approach and criteria to be set out in the policy, identifying circumstances where voluntary removal has been unsuccessful <p>[Above actions: City Council has lead responsibility. Communications and enforcement with support from partners].</p> <ol style="list-style-type: none"> 5. Work with Businesses and Cambridge BID to identify where pro-active solutions could be

APPENDIX A: City Centre Accessibility Review Action Plan

	Issue	Category of problem	Specific Issue or problem area	Action proposed, responsibility and timetable
Page 28				developed by traders/property owners e.g. Green Street. City Council lead concurrent with policy development and adoption. Implementation depending upon proposals that can be developed. Funding to be sought from external sources.
		Cycles and cycle parking issues	Bicycle parking facilities	Particular issue in Sidney Street where cycle racks are accessed from the pavement. City Council to obtain quotation for reorientation of racks. Budget permitting City Council to commission reconfiguration of Sidney Street cycle racks by spring 2016.
			Abandoned cycle removal	Existing enforcement regime plus enhancements noted below
			Badly parked cycles	Current pro-active approach operated by the Ranger teams to be enhanced with additional publicity on how to report abandoned and/or badly parked cycles where blocking pavement or access – Rangers routine inspections in key streets and areas will pick this up. Additional publicity to be organised by Streets and Open Spaces.
		Licensed activities	Licensed cafes and outdoor seating areas add to vitality but also take up public space	Policy recently reviewed by the licensing authority (County Council) in consultation with City Council. No further action on this.
	Unlicensed		Peddlers and Punt	City Centre Management Group already established

APPENDIX A: City Centre Accessibility Review Action Plan

	Issue	Category of problem	Specific Issue or problem area	Action proposed, responsibility and timetable
		activities	touts operating on city centre streets	(looking specifically at Peddler's and Punt Tout problems). No additional actions recommended.
		Street trading	Street trading pitches operate within the City Centre area	Up to date policy in place, no action recommended
Page 29	2 Public Realm	Maintenance	Frequency and funding of maintenance of City Centre streets	The City Deal City Centre Access and Capacity Project will be the main opportunity for the City and County Council to consider these issues. City Deal funding will be the main funding stream, along with any s.106/CIL contributions that can be secured. This City Deal project is now being initiated. City Centre Public Realm Strategy to be commissioned ahead of local Plan adoption to inform City Deal projects. City Council to commission public realm strategy to align with City Deal projects timetable. Environment Scrutiny Committee to oversee adoption of public realm strategy in 2016
		Standards	Some areas fall below best practice standards for pavements and crossings	
		Quality	Quality of public realm in places, quality of maintenance of the public realm. Ability of public bodies to keep City Centre public realm maintained to a high standard	
		Investment	Lack of available investment for public	

APPENDIX A: City Centre Accessibility Review Action Plan

	Issue	Category of problem	Specific Issue or problem area	Action proposed, responsibility and timetable
			realm enhancements other than as part of City Deal or s.106/CIL	
Page 30		Street furniture	No proactive approach to reviewing and removing old, abandoned and unnecessary street furniture including signs.	Brief for commissioning of Public Realm strategy to include audit of existing street furniture. Seek removal/replacement of abandoned street furniture following audit through City Deal projects or pro-actively with County Council as funds permit.
	Management of streets and spaces	Co-ordination of management and maintenance activities in the City centre	Are the agencies involved optimising their joint activities, funding and problem solving interventions	Audit and review of existing arrangements. Develop and promote new collaborative working arrangements between partners and agencies if beneficial and will deliver improvements. Complete review by end of 2015 and report back to CSSC in early 2016. City Council to initiate review. Streets and Open Spaces and Planning Services to complete.



To: Executive Councillor for City Centre & Public Places

Report by: Head of Finance

Relevant scrutiny committee: Community Services

9 July 2015

2014/15 Revenue and Capital Outturn, Carry Forwards and Significant Variances - City Centre & Public Places Portfolio

Key Decision

1. Executive summary

1.1 This report presents a summary of the 2014/15 outturn position (actual income and expenditure) for services within the City Centre & Public Places Portfolio, compared to the current 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 2015/16 are identified.

2. Recommendations

Members of the Scrutiny Committee are asked to consider and make known their views on the following proposals:

- a) To agree the carry forward requests, totalling £78,300 as detailed in Appendix C, are to be recommended to Council for approval.
- b) To seek approval from Council to fund re-phased net capital spending of £973,000 in respect of capital schemes.

3. Background

Revenue Outturn

- 3.1 The outturn position for the City Centre & Public Places 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 2014/15 to the next financial year, 2015/16.

- 3.4 The overall revenue budget outturn position for the City Centre & Public Places Portfolio is set out in the table below:

City Centre & Public Places Portfolio 2014/15 Revenue Summary	£
Final Budget	2,767,370
Outturn	2,752,653
Variation – (Under)/Overspend for the year	(14,717)
Carry Forward Requests:	78,300
Net Variance	63,583

The net variance represents 2.3% of the overall portfolio budget for 2014/15.

Capital Outturn

- 3.5 Appendix D shows the outturn position for schemes and programmes within the City Centre & Public Places Portfolio, with explanations of variances.
- 3.6 A net underspend of £1,031,000 has arisen. £973,000 is due to slippage and rephasing of items in the capital plan is required to transfer the budget into 2015/16. The remaining £58,000 is a result of net underspends on individual capital schemes and programmes.

4. Implications

- 4.1 The net variance from the final budget, after approvals to carry forward budget of £78,300 from the current year into 2015/16, would result in an increased use of General Fund reserves of £63,583.
- 4.2 In relation to requests to carry forward revenue budgets into 2015/16 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, equality and poverty, environmental, procurement, consultation and communication and/or community safety implications.

5. Background papers

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

- Closedown Working Files 2014/15
- Directors' Variance Explanations - March 2015
- Budgetary Control Reports to 31 March 2015

6. Appendices

- Appendix A - Revenue Budget 2014/15 - Outturn
- Appendix B - Revenue Budget 2014/15 - Major Variances from Final Revenue Budgets
- Appendix C - Revenue Budget 2014/15 - Carry Forward Requests
- Appendix D - Capital Budget 2014/15 - 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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O:\accounts\Committee Reports & Papers\Community Services Scrutiny\2015 June\Final\City Centre and Public Places\Community (CCPP) Final Outturn Report 2014-15.docx

**City Centre & Public Places Portfolio / Community Services Scrutiny Committee
Revenue Budget 2014/15 - Outturn**

Service Grouping	Original Budget £	Final Budget £	Outturn £	Variation Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
Environment - Bereavement Services						
City of Cambridge Cemetery	31,400	42,990	24,920	(18,070)	0	(18,070)
Cambridge Crematorium	(934,000)	(954,350)	(950,536)	3,814	0	3,814
Huntingdon Road Cemetery	62,580	72,410	72,410	0	0	0
Bereavement Service Central Costs	531,310	752,750	747,132	(5,618)	0	(5,618)
Commemoration	(90,750)	(146,820)	(134,480)	12,340	0	12,340
	(399,460)	(233,020)	(240,554)	(7,534)	0	(7,534)
Environment - Open Space Management						
Refreshment Kiosks	(58,170)	(53,220)	(52,360)	860	0	860
Open Space Management	1,693,900	1,850,670	1,856,315	5,645	39,000	44,645
Seasonal Bedding	19,370	19,390	18,780	(610)	0	(610)
Closed Churchyards	73,190	77,070	69,101	(7,969)	8,000	31
Lettings & Events on Open Spaces	(43,170)	(40,370)	(49,018)	(8,648)	0	(8,648)
Grazing Management	(3,820)	(3,470)	(3,470)	0	0	0
Play Maintenance	361,740	372,010	354,302	(17,708)	0	(17,708)
Cherry Hinton Hall	(98,560)	(90,920)	(75,381)	15,539	0	15,539
Allotments	11,260	11,170	6,191	(4,979)	0	(4,979)
River Frontage Management	26,790	22,740	14,196	(8,544)	0	(8,544)
Histon Road Cemetery	0	0	229	229	0	229
Arboriculture	198,410	238,350	208,353	(29,997)	27,700	(2,297)
Local Nature Reserves	13,990	15,860	16,073	213	0	213
	2,194,930	2,419,280	2,363,311	(55,969)	74,700	18,731
Environment - Streets and Open Spaces						
Environmental Projects	327,020	411,310	482,348	71,038	0	71,038
Project Delivery	160,960	262,910	243,955	(18,955)	0	(18,955)
	487,980	674,220	726,303	52,083	0	52,083
Environment - Tourism and City Centre Management						
Tourism	178,300	227,010	236,270	9,260	0	9,260
Package Tour Scheme	(81,760)	(58,740)	(68,407)	(9,667)	0	(9,667)
City Centre Management	122,230	97,780	93,296	(4,484)	3,600	(884)
Head of Tourism & City Centre Management	0	0	0	0	0	0
Markets	(351,970)	(359,160)	(357,566)	1,594	0	1,594
	(133,200)	(93,110)	(96,407)	(3,297)	3,600	303
Total Net Budget	2,150,250	2,767,370	2,752,653	(14,717)	78,300	63,583

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

and are detailed and approved:

- in the January committee cycle (as part of the Budget Setting Report)
- in the June/July committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Mid-Year Financial Review, MFR)
- via technical adjustments/virements throughout the year

City Centre & Public Places Portfolio / Community Services Scrutiny Committee

Revenue Budget 2014/15 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Environment - Open Space Management	Arboriculture: a Priority Policy Fund bid was approved in 2011/12 for a four year project for planting new trees - this is unspent maintenance monies for year 3 & 4 and there is a request to carry this forward to be spent in 2015/16.	(29,997)	Alistair Wilson
Environment - Streets and Open Spaces	Environmental Projects / Project Delivery: Implementation costs for new building cleaning contract costs (in excess of £55,000) charged to this cost centre.	52,083	Alistair Wilson
Tourism and City Centre Management	Net minor underspends with a request to carry forward to cover the costs of a previously agreed course.	(3,297)	Emma Thornton

Community Services Scrutiny Committee
City Centre & Public Places Portfolio
Revenue Budget 2014/15 - Carry Forward Requests

Request to Carry Forward Budgets from 2014/15 into 2015/16

Item	Reason for Carry Forward Request	Amount £	Contact
1	Open Space Management Carry forward remaining funding to deliver projects initially funded through the Project Facilitation Fund	39,000	Alistair Wilson
2	Balance of unspent funds for an externally funded project at Mill Road Cemetery	8,000	Alistair Wilson
3	This represents the balance of unspent maintenance funds for years 3 & 4 which will be spent in 2015/16 [PPF 2011/12 - Four year programme of new tree planting]	27,700	Alistair Wilson
4	City Centre Management A carry forward is requested to cover the cost of a previously agreed course – LGA/KBA Strategic Leadership in Modern Local Government Programme.	3,600	Emma Thornton
Total Carry Forward Requests for City Centre & Public Places Portfolio / Community Services Scrutiny Committee		78,300	

Community Services Scrutiny Committee

City Centre & Public Places Portfolio

Capital Budget 2014/15 - Outturn

Capital Ref	Description	Lead Officer	Final Budget 2014/15 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PR003 - 35516	City Centre Management Programme	E Thornton	5	4	(1)	0	(1)	Project Complete
PR010a - 35523	Environmental Improvements Programme - North Area	A Wilson	117	15	(102)	102	0	Rolling annual programme of projects, many of which delayed through lack of officer resource and liaison with third parties. Both of which are being addressed with target completion during 2015-16.
PR010b - 35524	Environmental Improvements Programme - South Area	A Wilson	154	40	(114)	114	0	Rolling annual programme of projects, many of which delayed through lack of officer resource and liaison with third parties. Both of which are being addressed with target completion during 2015-16.
PR010c - 35525	Environmental Improvements Programme - West/Central Area	A Wilson	101	31	(70)	70	0	Rolling annual programme of projects, many of which delayed through lack of officer resource and liaison with third parties. Both of which are being addressed with target completion during 2015-16.
PR010d - 35526	Environmental Improvements Programme - East Area	A Wilson	118	24	(94)	94	(0)	Rolling annual programme of projects, many of which delayed through lack of officer resource and liaison with third parties. Both of which are being addressed with target completion during 2015-16.
PR010di - 35527	Environmental Improvements Programme - Riverside/Abbey Road Junction	A Wilson	31	0	(31)	31	0	Outstanding work to paint railings now agreed with Exec Cllr. Target completion summer 2015.
PR010j - 35528	Environmental Improvements Programme - Fitzroy/Burleigh Street	A Wilson	0	1	1	0	1	Project completed with no further funding requirement.
PR027 - 38168	Replacement of Parks & Open Space Waste/Litter Bins	D Blair	129	88	(41)	41	0	Litter bin replacement programme is on-going
PR030a - 38213	Increase Biodiversity at Stourbridge Common (S106)	G Belcher	9	0	(9)	0	(9)	Project Complete
PR030b - 38214	Improve Access to Abbey Paddling Pools From Coldham's Common (S106)	A Wilson	10	6	(4)	0	(4)	Project Complete
PR030d - 38257	St Thomas Square Play Area Improvements (S106)	A Wilson	50	0	(50)	50	0	A second consultation has commenced 8th May 2015. Forecasting a July 2015 install date
PR030e - 38258	Cavendish Rd (Mill Rd end) Imp. seating, paving & public art (S106)	A Wilson	38	0	(38)	38	0	Alternative layout meeting Highway Authority approval now largely agreed, with detailed design, liaison with stakeholders and development of artists' brief underway. Statutory process required for parts of the work anticipated summer 2015 along with development of art element of the project. Target completion of landscaping elements by end Dec 2015
PR030f - 38259	Bath House Play Area Improvements (S106)	A Wilson	50	1	(49)	49	0	This project was originally programmed for July 15 delivery. Project development has resulted in the project moving outside its original scope and therefore is delayed. A revised project will be redevelopment more within the scope of the Committee Approval, with opportunity to consider further improvements at a later date
PR030h - 38255	Romsey 'town square' public realm improvements (S106)	A Wilson	6	2	(4)	4	0	Preliminary design work undertaken with discussion with landowner and adjacent tenants (Co-op etc.) underway. Detailed design work anticipated early summer with consultation, necessary approvals and procurement likely autumn 2015. Implementation dates subject to third party agreement, with target before end 2015-16
PR031d - 38262	Chestnut Grove play area improvements (s106)	A Wilson	50	0	(50)	50	0	This project was originally programmed for July 15 delivery. Project Appraisal Complete and now awaiting final Area Chair Approval - Forecasting a July 2015 delivery

Community Services Scrutiny Committee

City Centre & Public Places Portfolio

Capital Budget 2014/15 - Outturn

Capital Ref	Description	Lead Officer	Final Budget 2014/15 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PR031e - 38263	Alexandra Gardens Trim Trail (S106)	A Wilson	35	0	(35)	0	(35)	This project is cancelled due to public concerns expressed over suitability of the offer.
PR031h - 38266	Lighting Improvements - Nun's Way multi - use games area (S106)	A Wilson	20	0	(20)	0	(20)	This project is cancelled as the works required are outside the qualifying scope of S106 spend
PR031i - 38280	Perse Way Flats Play Area (S106)	A Wilson	25	0	(25)	25	0	Project Appraisal Complete and now awaiting final Area Chair Approval - Forecasting a July 2015 delivery
PR032c - 38218	Cherry Hinton Recreation Ground Improvements (S106)	A Wilson	44	64	20	0	20	Overspent due to a change in surfacing requirement as the installation proceeded. Initially the installation was going to have grass matting but in discussion with our tree officer this would have a detrimental impact on the root zone of a clump of trees in close proximity. The surface chosen lays on top of grass thus avoiding excavation and therefore has a minimum impact on the root zone. The new surface cost however was significantly more than previously proposed.
PR032e - 38267	Accordia Trim Trail & Jnr Scooter Park (S106)	A Wilson	50	0	(50)	50	0	Project Appraisal Complete and now awaiting final Area Chair Approval
PR033a - 38220	Benches in Parks & Open Spaces (S106)	A Wilson	20	20	0	0	0	Complete
PR033b - 38221	Access Improvements to Midsummer Common Community Orchard (S106)	A Wilson	5	1	(4)	0	(4)	Complete
PR033c - 38222	Public Art element of improvements to the entrances at Histon Rd Rec (S106)	A Wilson	40	27	(13)	13	0	Art work is now being fabricated with a autumn delivery to coincide with the school term. An additional PA has been circulated to WCAC for approval, for additional items relating to improvements to Histon Road Recreation Ground
PR033f - 38272	Histon Rd Rec Ground Improvements (S106)	A Wilson	55	0	(55)	55	0	Project Appraisal Complete and now awaiting final Area Chair Approval - Forecasting a July 2015 delivery 12/5 To be completed with other improvement works to include Public Art and improvements to access and entrances
PR033g - 38273	Lammas Land diagonal cycle path solar studs (S106)	A Wilson	3	1	(2)	0	(2)	Complete
PR034a - 38224	Logan's Meadow Local Nature Reserve (LNR) Extension (S106)	G Belcher	139	115	(24)	0	(24)	Project Complete
PR034b - 38225	Paradise Local Nature Reserve (LNR) (S106)	G Belcher	0	0	0	0	0	Project Complete
PR034c - 38226	Drainage of Jesus Green (S106)	A Wilson	82	76	(6)	6	0	Complete - retention and autumn re-instatement costs
PR034d - 38227	Public Art - 150th & 400th Anniversary (S106)	A Wilson	17	12	(5)	5	0	The artist contract is to be signed shortly.
PR037 - 38252	Local Centres Improvement Programme	A Wilson	30	6	(24)	24	0	Funding provision in 2014-15 for officer time costs to work up project(s) for implementation from 2015-16 onwards. Need to ensure all officer time costs, including urban design and conservation, are fully re-charged to this cost centre. Good progress being made on the first priority project (Cherry Hinton) in conjunction with a County Council proposal that has recently been subject to detailed local engagement with a positive outcome. More detailed and statutory consultation, stakeholder approval, procurement and implementation to follow during 2015-16.
Total Programmes			1,433	534	(899)	821	(78)	

Community Services Scrutiny Committee

City Centre & Public Places Portfolio

Capital Budget 2014/15 - Outturn

Capital Ref	Description	Lead Officer	Final Budget 2014/15 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC410 - 38118	Mill Road Cemetery	A Wilson	24	3	(21)	21	0	HLF funded project. One more component to be delivered Summer/ Autumn 15 12th May - The delayed component is the excavation and exposure of the Mill Road Cemetery Chapel - This work requires Faculty approval and is to be delivered through the summer of 15.
SC456 - 39135	Coldhams Common Local Nature Reserve (LNR) (S106)	G Belcher	25	0	(25)	0	(25)	Project Complete.S106 element complete. Ongoing management following 2014/5 approval of Management Plan to be met via Single Farm Payment
SC468 - 38130	Vie Play Area (S106)	A Wilson	0	1	1	0	1	Complete
SC469 - 38131	Vie Public Open Space (S106)	A Wilson	33	1	(32)	32	0	The consultation has been completed on the equipment to be installed and on preferred locations. The location is outside the scope of the terms of the S106 and DO'H is clarifying with legal services whether there are any risk s with using the funding outside the red line of the development, before determining whether or not to proceed
SC479 - 38140	Abbey Pool Play Area Facilities (S106)	A Wilson	83	98	15	0	15	95% Complete - last few remaining invoices to be settled
SC492 - 38153	Jesus Green Play Area (S106)	A Wilson	2	0	(2)	2	0	Installation of fence as requested after play area was completed
SC507 - 39140	Visit Cambridge Website	E Thornton	2	2	0	0	0	Project Complete
SC524 - 38171	Cambridge Crematorium - Chapels & Public Areas Refurbishment	T Lawrence	7	7	0	0	0	Project complete
SC539 - 39151	Metered system for the supply of electricity on the Market	D Ritchie	24	21	(3)	0	(3)	Project Complete
SC540 - 39152	Electronic Market Management Software	D Ritchie	9	2	(7)	4	(3)	The final payment held back owing to concerns with the functionality of the system. Review of effectiveness of system will be complete by end of June so we would request a c/f for the remaining £4k until then.
SC544 - 38175	Coleridge Recreation Ground Improvements (S106)	A Wilson	266	196	(70)	70	0	there have been delays with specialist contractors, these are not resolved and the Play Area is to be completed w/c 18th May '15; MUGA (Planning permission granted) to be completed June 15
SC548 - 38179	Southern Connections Public Art Commission (S106)	A Wilson	22	15	(7)	7	0	Phase 1 completed. Project progressing
SC551 - 38182	Stourbridge Common - Riverbank Project	A Wilson	0	25	25	0	25	Project complete. The £25,000 additional revenue spend was for an extension of the 2013/14 Capital riverbank restoration works on Stourbridge Common from 260 metres to 330 metres, approved under urgency powers by the executive Councillor for Public Places and reported to Community Services on 11 July 2014
SC561 - 38190	Adaptations - Riverside River Banks	A Wilson	3	0	(3)	3	0	No identified spend at present. Awaiting the outcome on health and safety report on Riverside Railings
SC562 - 38191	Review - Street & Open Spaces Benches	A Wilson	47	42	(5)	5	0	90% Complete
SC573 - 38208	Installation of Air Conditioning units at the Tourist Information Centre	E Thornton	2	0	(2)	0	(2)	Project Complete
SC581 - 38240	Epilog Upgrade	T Lawrence	11	12	1	0	1	Project complete with regard to payments
SC584 - 38244	Parker's Piece Lighting Project (S106)	A Wilson	28	36	8	0	8	Project complete
SC591 - 38251	Crematorium Data Link	T Lawrence	8	0	(8)	8	0	Project now due for completion in 2015/16 - purchase order raised for works in April 2015

Community Services Scrutiny Committee

City Centre & Public Places Portfolio

Capital Budget 2014/15 - Outturn

Capital Ref	Description	Lead Officer	Final Budget 2014/15 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC600 - 38287	Far East Prisoners of War Commemorative Plaque	A Wilson	0	1	1	0	1	Costs incurred on staffing to work up design for completion in 2015-16, for which there is Capital budget provision.
- 38123	Active Communities Small Projects (under £15k) (S106)	T Wetherfield	0	2	2	0	2	
Total Projects			596	464	(132)	152	20	
PV348 - 38093	Allotment Improvements (S106)	A Wilson	7	7	0	0	0	Complete
Total Provisions			7	7	0	0	0	
Total City Centre & Public Places Portfolio			2,036	1,005	(1,031)	973	(58)	

- 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 Mid-Year Financial Review (MFR))
- in the January committee cycle (as part of the budget setting report)



To: Executive Councillor for Communities

Report by: Head of Finance

Relevant scrutiny committee: Community Services

9 July 2015

2014/15 Revenue and Capital Outturn, Carry Forwards and Significant Variances – Communities Portfolio (formerly Community, Arts & Recreation)

Key Decision

1. Executive summary

1.1 This report presents a summary of the 2014/15 outturn position (actual income and expenditure) for services within the Communities Portfolio (formerly Community, Arts & Recreation), compared to the current 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 2015/16 are identified.

2. Recommendations

Members of the Scrutiny Committee are asked to consider and make known their views on the following proposals:

- a) To agree the carry forward requests, totalling £162,000 as detailed in Appendix C, are to be recommended to Council for approval.
- b) To seek approval from Council to fund re-phased net capital spending of £3,911,000 (of which £3,539,000 relates to Clay Farm Community Centre) in respect of capital schemes.

3. Background

Revenue Outturn

- 3.1 The outturn position for the Communities Portfolio (formerly Community, Arts & Recreation), 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 2014/15 to the next financial year, 2015/16.

- 3.4 The overall revenue budget outturn position for the Communities Portfolio (formerly Community, Arts & Recreation) is set out in the table below:

Communities Portfolio (formerly Community, Arts & Recreation) 2014/15 Revenue Summary	£
Final Budget	8,092,290
Outturn	7,955,556
Variation – (Under)/Overspend for the year	(136,734)
Carry Forward Requests:	162,000
Net Variance	25,266

The net variance represents 0.3% of the overall portfolio budget for 2014/15.

Capital Outturn

- 3.5 Appendix D shows the outturn position for schemes and programmes within the Communities Portfolio (formerly Community, Arts & Recreation), with explanations of variances.
- 3.6 A net underspend of £3,855,000 has arisen. £3,911,000 is due to slippage (of which £3,539,000 relates to Clay Farm Community Centre) and rephasing of items in the capital plan is required to transfer the budget into 2015/16. The remaining £56,000 is a result of net overspends on individual capital schemes and programmes.

Capital bid

- 3.7 Following a programme of work at Ross Street and Buchan Street to expand and extend the centre and create new preschool nursery provision the need for additional work has been identified which was not budgeted for in the original project appraisal. Therefore approval is being sought from Council for roofing at Buchan Street and replacement boiler at Ross Street. Reports outlining the requirements are included separately on this agenda.

4. Implications

- 4.1 The net variance from the final budget, after approvals to carry forward budget of £162,000 from the current year into 2015/16, would result in an increased use of General Fund reserves of £25,266.
- 4.2 In relation to requests to carry forward revenue budgets into 2015/16 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, equality and poverty, environmental, procurement, consultation and communication and/or community safety implications.

5. Background papers

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

- Closedown Working Files 2014/15
- Directors' Variance Explanations – March 2015
- Budgetary Control Reports to 31 March 2015

6. Appendices

- Appendix A - Revenue Budget 2014/15 - Outturn
- Appendix B - Revenue Budget 2014/15 - Major Variances from Final Revenue Budgets
- Appendix C - Revenue Budget 2014/15 - Carry Forward Requests
- Appendix D – Capital Budget 2014/15 - Outturn

7. Inspection of papers

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

Author's Name:	Chris Humphris
Author's Phone Number:	01223 – 45 8141
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Communities (formerly Community, Arts & Recreation) / Community Services Scrutiny Committee

Revenue Budget 2014/15 - Outturn

Service Grouping	Original Budget £	Final Budget £	Outturn £	Variation Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
Customer & Community Services - Arts & Recreation						
Central Support & Overheads	473,880	195,460	199,291	3,831		3,831
Arts & Events	92,570	276,510	285,284	8,774	7,000	15,774
Business & Marketing	239,100	320,510	264,615	(55,895)		(55,895)
Cultural Facilities	100,340	458,500	770,313	311,813		311,813
Sport & Recreation	2,194,390	2,579,540	2,427,597	(151,943)		(151,943)
The Junction ¹	468,420	490,680	488,653	(2,027)		(2,027)
	3,568,700	4,321,200	4,435,753	114,553	7,000	121,553
Customer & Community Services - Community Development						
Community Development Central & Support Costs	262,970	0	0	0		0
Community Development Admin	457,690	430,870	311,789	(119,081)	80,000	(39,081)
Community Centres	563,440	866,500	825,484	(41,016)		(41,016)
Children and Youth	507,910	463,940	471,830	7,890		7,890
Neighbourhood Community Development	279,360	622,210	607,395	(14,815)		(14,815)
Equalities	47,780	0	0	0		0
Grants	1,285,070	1,335,400	1,251,135	(84,265)	75,000	(9,265)
	3,404,220	3,718,920	3,467,633	(251,287)	155,000	(96,287)
Environment - Streets and Open Spaces						
Green Fingers (previously Employment Foundation)	52,170	52,170	52,170	0		0
	52,170	52,170	52,170	0	0	0
Total Net Budget	7,025,090	8,092,290	7,955,556	(136,734)	162,000	25,266

1. The Junction grant includes a capital financing charge of:

381,530	403,790	403,794	4	0
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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

and are detailed and approved:

- in the January committee cycle (as part of the Budget Setting Report)

- in September (as part of the Mid-Year Financial Review, MFR)
- via technical adjustments/virements throughout the year

**Communities Portfolio (formerly Community, Arts & Recreation) / Community Services
Scrutiny Committee**

**Revenue Budget 2014/15 - Major Variances
from Final Revenue Budgets**

Service Grouping	Reason for Variance	Amount £	Contact
	Arts & Recreation		
Business & Marketing	City Centre Box Office: Over achievement is due to the installation of new Box Office software with a new business model where we retain 100% of booking fees, coupled with more tickets now being sold online resulting in higher yield of booking fees. The cost centre also benefitted from retention of all booking fees for Folk Festival tickets already sold. Overall this is balanced against known operating deficits elsewhere in Arts & Recreation.	(116,781)	Debbie Kaye
	Business & Marketing Administration: The original budget provision did not include pay protection for two members of staff from the start of the year. In addition there was also cover needed for long-term sickness absence for the full year.	31,213	Debbie Kaye
	Bill Posting & Distribution: The annual income target was ambitious and part of the recognised annual operating deficit for Arts & Recreation	29,673	Debbie Kaye
Cultural Facilities	Corn Exchange Marketing: There was an anticipated income shortfall of £35,880 although due to expenditure being reduced the variance is not as high as originally expected.	23,215	Debbie Kaye
	Corn Exchange Front of House: This overspend is due to higher costs of front of house staffing than originally anticipated. The overall year end position has been managed through service wide savings and efficiencies.	26,907	Debbie Kaye
	Corn Exchange - Events: The year end variance includes an anticipated income shortfall of £53,650 although, as expected, the final figure is much higher than this. The overall year end position has been managed through service wide savings and efficiencies. This underperformance contains the majority of the historic budget which the wider A&R consolidated approach mitigates.	159,798	Debbie Kaye
	Guildhall Civic Rooms: Major variance is due to the fact that we were unable to attract as many large scale conferences as originally anticipated	80,109	Debbie Kaye
Sport & Recreation	Sport & Recreation Administration: Increased Control on cost centre expenditure across sport & recreation account codes has resulted in a planned underspend to mitigate the Arts budget pressures. Maternity leave cover has not been filled to achieve the majority of the savings.	(83,789)	Ian Ross
	Leisure Contract Client Costs: Increased Control on cost centre expenditure across sport & recreation account codes has resulted in a planned underspend to mitigate the Arts budget pressures. None of the contract variation sum (£45,760) has been required to be used during the first year of the GLL contract.	(49,702)	Ian Ross

**Communities Portfolio (formerly Community, Arts & Recreation) / Community Services
Scrutiny Committee**

**Revenue Budget 2014/15 - Major Variances
from Final Revenue Budgets**

Service Grouping	Reason for Variance	Amount £	Contact
	Community Development		
Community Development Admin	Community Development - Admin: The underspend includes £80k one-off redundancy budget which is requested as a carry forward - this is required to cover necessary payments in the coming year. There is also an underspend of £20k from the one-off Project Facilitation Fund which was carried forward from 2013/14 for possible expenditure relating to Buchan St & Ross St Com Centre renovations. This is no longer required as expenditure now covered by Developer Contributions but will be used to cover any cross portfolio deficit.	(119,081)	Jackie Hanson
Community Centres	Community Facilities (formerly St Luke's Community School): £20k of the underspend relates to a one off carry forward to cover the cost of demolition of St Luke's Barn which will no longer happen. The budget has been retained to support any cross portfolio deficit.	(24,940)	Jackie Hanson
	The Meadows Community Centre: There has been a planned reduction in the expenditure at this centre in order to offset the anticipated underachievement of income at Ross St Community Centre due to its temporary closure during renovation	(23,120)	Jackie Hanson
Grants	Community Development Voluntary Support: Of this year's budget £75k is requested as a carry forward to establish a transition fund from to support voluntary & community organisations during the implementation of the new Community Grants programme as agreed at Community Services Scrutiny Committee 15/1/15 ref. 15/11/CS	(79,522)	Jackie Hanson

Community Services Scrutiny Committee

Communities Portfolio (formerly Community, Arts & Recreation)

Revenue Budget 2014/15 - Carry Forward Requests

Request to Carry Forward Budgets from 2014/15 into 2015/16

Item	Reason for Carry Forward Request	Amount £	Contact
1	<p>Arts Development</p> <p>Carry forward of match funding to lever in a grant from Norfolk and Norwich Festival Bridge for the 'My Cambridge' project</p>	7,000	Jane Wilson
2	<p>Community Development</p> <p>Carry forward of restructuring costs budget which will be spent in 2015/16</p>	80,000	Jackie Hanson
3	<p>The Exec. Cllr. Has requested that we establish a transition fund from this year's budget to support voluntary & community organisations during the implementation of the new Community Grants programme. This was agreed at Community Services Scrutiny Committee 15/1/15 ref. 15/11/CS</p>	75,000	Jackie Hanson
	<p>Total Carry Forward Requests for Communities Portfolio (formerly Community, Arts & Recreation) / Community Services Scrutiny Committee</p>	162,000	

Communities Portfolio (formerly Community, Arts & Recreation)

Capital Budget 2014/15 - Outturn

Capital Ref	Description	Lead Officer	Final Budget 2014/15 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PR025 - 40029	New Town Community Development Capital Grants Programme (S106)	B Keady	20	20	0	0	0	Rock Road Library - Project completed
PR026 - 40035	Community Development Grants Programme (S106)	B Keady	100	100	0	0	0	Stanesfield Road Scout Hut - Project completed
PR030i - 38261	Ross St Community Centre Improvements (S106)	S Roden	151	188	37	0	37	In conjunction with the original approval, the opportunity has been taken to progress other improvements as part of the refurbishment programme, with additional costs met from R&R. The final budget showing is grossed up for the County Council contribution of £81K which reduces the year end variance showing by this amount.
PR031b - 38211	BMX track next to Brown's Field Community Centre (S106)	A Wilson	29	0	(29)	29	0	Commenced 5th May - Work to be complete 22nd May. Early delays experienced in rescoping the brief at North Area Committee
PR031c - 38212	Improvements to Nun's Way Skate Park (S106)	A Wilson	56	54	(2)	0	(2)	Project Complete
PR031f - 38264	Buchan St Neighbourhood Centre Improvements (S106)	S Roden	170	174	4	0	4	In conjunction with the original approval, the opportunity has been taken to progress other improvements as part of the refurbishment programme, with additional costs met from R&R. The final budget is grossed up for the County Council contribution of £70k which reduces the year end variance showing by this amount.
PR032a - 38216	Conversion of Hanover Court/Princess Court Laundry into Community Meeting Space (S106)	B Keady	2	2	0	0	0	Project completed
PR032f - 38268	Cherry Hinton Baptist Church Family Centre (S106)	B Keady	63	0	(63)	63	0	Original project delayed due to funding issues, South Area Committee agreed additional funding and the grant will now be £121k. Work to commence end of April 2015
PR032g - 38269	Cherry Hinton Rec Ground pavilion refurb. (S106)	I Ross	100	1	(99)	99	0	Project on hold at request of Cherry Hinton Lions FC and Ward Councillors. New plans being worked up for larger scale development to increase the size with two additional changing rooms and to bid for additional funding from South Area committee in the June - Aug cycle of S106 developer contribution project ideas
PR032h - 38270	Trumpington Bowls Club Pavilion Ext. (S106)	I Ross	70	0	(70)	70	0	Project slightly delayed to obtain planning permission. Working on agreed timeline with the bowls club for start of works and currently out to tender
PR033h - 38274	St Augustine's Church Hall Extension/Upgrade (S106)	B Keady	100	100	0	0	0	Project Complete
PR033i - 38275	St Mark's Church Hall - Kitchen / Lobby Extension (S106)	B Keady	150	150	0	0	0	Project Complete
PR034g - 38230	Grant for extension to St Andrew's Hall to provide a dedicated space for a community cafe (S106)	B Keady	140	140	0	0	0	Project Complete
PR034i - 38277	Parkside Pool Starting Blocks (S106)	I Ross	21	19	(2)	0	(2)	Project Complete - unused allocated sums can be returned.
PR034k - 38276	Netherhall School Cricket Net Improvements (S106)	I Ross	25	25	0	0	0	Project Complete - Wicket and Tennis Nets in operation with community use
Programme Total			1,197	973	(224)	261	37	
SC361 - 42081	Disabled Access and Facilities - Guildhall Halls	D Kaye	35	15	(20)	0	(20)	Project Complete
SC436 - 38120	Pye's Pitch Rec Facilities (S106)	I Ross	5	4	(1)	0	(1)	Project Complete

Communities Portfolio (formerly Community, Arts & Recreation)

Capital Budget 2014/15 - Outturn

Capital Ref	Description	Lead Officer	Final Budget 2014/15	Outturn	Variance - Outturn compared to Final Budget	Rephase Spend	Over / (Under) Spend	Variance Explanation / Comments
SC460 - 38128	Kings Hedges Learners Pool Electricity	I Ross	3	0	(3)	0	(3)	Project Complete - spend was all from R&R
SC476 - 38137	Water Play Area Abbey Paddling Pool (S106)	I Ross	125	123	(2)	2	0	Project Complete - rephased money is for payment of held retention sums due.
SC477 - 38138	Coleridge Paddling Pool Enhancement (S106)	I Ross	100	107	7	2	9	Project Complete - rephased money is for payment of held retention sums due. Overspend due to extensive landscaping works to bring new play space and existing play spaces levels together.
SC478 - 38139	Water Play Area Kings Hedges "Pulley" (S106)	I Ross	125	130	5	2	7	Project Complete - rephased money is for payment of held retention sums due. Overspend due to extensive landscaping works to bring new play space and existing play spaces levels together.
SC512 - 38164	Hobbs Pavilion Refurbishment (S106)	I Ross	10	8	(2)	0	(2)	Project complete - underspend of allocated S106 funding to be released.
SC560 - 38189	Guildhall & Corn Exchange Cap Schemes RO AR9	D Kaye	131	33	(98)	98	0	Works still in progress. To be completed by Cambridge Live in conjunction with Cambridge City Council
SC578 - 38237	Box Office Ticketing Software	D Kaye	36	37	1	0	1	Project complete
SC582 - 38241	Corn Exchange Front of House Toilets	D Kaye	7	0	(7)	7	0	Works still in progress. To be completed by Cambridge Live in conjunction with Cambridge City Council
Projects Total			577	457	(120)	111	(9)	
PV282 - 42048	Kettle's Yard	D Kaye	40	40	0	0	0	Grant awarded, legal agreement in place, construction phase to start imminently.
PV526 - 41070	Clay Farm Community Centre - Phase 1 (S106)	A Carter	134	162	28	0	28	Construction Phase Started April 2015 but other project costs will continue to be incurred. All future costs now be captured on PV564-38199
PV564 - 38199	Clay Farm Community Centre - Phase 2 (Construction)	A Carter	3,600	61	(3,539)	3,539	0	Construction Phase Started April 2015.
Provisions Total			3,774	263	(3,511)	3,539	28	
Communities Portfolio (formerly Community, Arts & Recreation)			5,548	1,693	(3,855)	3,911	56	

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To: Executive Councillor for Communities
Report by: Community, Sport & Recreation Manager
Relevant scrutiny committee: Community Services 9 July 2015
Wards affected: Kings Hedges

**CAPITAL DELIVERY APPROVAL –
New roof replacement at Buchan Street Community Centre**

Non Key decision

1. Executive summary

The new capital project approval process requires projects with a value of greater than £300k to obtain Executive Councillor approval before consideration for funding as part of the Mid-Year Financial Review (MFR) or Budget Setting Report (BSR) process. Below £300k, the Capital Programme Board (CPB) review the project to ensure that it is properly planned and ready for delivery. As the first meeting of the CPB is after this committee, any feedback from the Board will be incorporated in time for the decision for approval at Council.

The need for this project has transpired from the works carried out earlier this year at Buchan Street to expand and extend the centre and create new preschool nursery provision. During these works it was noticed that leaks from the existing roof were impacting on the new suspended ceilings installed. Subsequent investigation work revealed that some tiles and the felt linings have failed and water is penetrating at numerous points over the whole of the roof, and these repairs were not budgeted for in the original project appraisal.

These leaks are now appearing more frequently in a variety of areas throughout the centre, and it is more cost effective to have the whole roof provision refurbished and the thermal properties of the roof insulation updated and replaced across the whole centre to current building standards to allow the community centre to operate in a safe and warm environment.

Initial work indicates that a capital budget of up to £60,000 will be required

for the works. This figure reflects the upper end of the indicative price range obtained from suppliers, and is before any savings achieved as a result of the implementation.

Further information on the financial implications of the project is set out in Appendix 1 – B1: Estimate the project costs, and in Appendix 2 – Financial case summary and Appendix 3 – Capital Project Prioritisation Score, which will be considered by the new Capital Project Board

Funding approval is required now to enable the project to commence without delay, prior to the new capital approval process, which is to be considered at Strategy & Resources Scrutiny Committee on 13 July, as the roof will be required to be in a good state of repair prior to the onset of the winter months and traditional adverse weather conditions. The best time for implementation of the works to cause the minimum amount of disruption and potential loss of revenue for the Buchan Street community centre is to have the works completed over the summer period.

Details of the project, including financial and other implications are set out in Appendix 1.

2. Recommendations

The Executive Councillor is recommended:

- to approve the refurbishment of the tiled roof and thermal insulation replacement at Buchan Street Community Centre, as detailed in the attached appendices, which has been properly planned and is ready for implementation, subject to any feedback from the Capital Programme Board
- to recommend that Council approve capital funding of £60,000 for the refurbishment of the tiled roof and replacement of thermal insulation project.

3. Background papers

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

Buchan Street community Centre Roof refurbishment - Project Control Document (PCD) Parts A and B

4. Appendices

Appendix 1 – Project details, extracted from the PCD
Appendix 2 - Financial case summary
Appendix 3 – Capital prioritisation form

5. Inspection of papers

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

Author's Name: Ian Ross

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Appendix 1 – Project details, extracted from the PCD

A1. Project Brief - Purpose

To refurbish the tiled roof at Buchan Street community centre and replace the failing water proof membranes and the existing roof insulation material throughout with new modern insulation to the building regulation guidance.

A2 Project Background

Buchan street community centre is a council run facility serving the local community with hall hires, community rooms and kitchen, and a pre-school nursery provision which has recently been upgraded and extended with S106 developer funds and a County Council capital grant.

The preschool operations and associated areas of the building have been leased to Brunswick School who now run pre-school and after school activities during the week.

As part of these extension works it became clear that after several of the new suspended ceiling panels in an existing part of the building that was extended, started to show water damage that an investigation into the roof was undertaken. It showed that there were local failures and movement in the tiled roof which has had temporary repairs made to them but the investigation found that the felt waterproofing membranes under the tiles were failing throughout the building and need replacing. The project will see the careful removal of the existing tiles which will be set aside and reused and reinstalled once the new breathable waterproof membranes have been installed.

Whilst the roof tiles are removed the insulation levels in the voids and loft spaces will also all be replaced and updated to conform to the current building standards. This has proven difficult to gain access to some current locations to upgrade and the removal of the roof gives the ideal opportunity to completely replace all insulation unhindered throughout.

A3. Objectives

- To refurbish the existing tiled roof
- To replace the failing breathable membranes throughout
- To enhance the thermal quality of the roof
- To replace all the existing insulation materials and bring the building up to and beyond the current building regulation roofing insulation levels
- To stop all current weeps and leaks and water ingress into the building
- To replace several rotting wooden framed velux windows
- To replace and decorate weatherboarding around the centre

A4. Benefits

- Fully warrantied works covered for the next 10 years
- Water tight building
- Thermally insulated building making savings and preventing heat loss

B1. Capital Costs and Funding

Funding is now requested directly from the Council's Capital Reserves due to the recent change in internal funding. This project would have previously been funded from the Community Centres dedicated repairs and renewals cost centre.

We have been out to several local companies for quotes and have several quotes coming back from commercial suppliers for the works.

The project also includes small elements of calculated works for the thermal levels and fees for plans and evaluation of the thermal quality will have to be submitted for building control and approved and signed off,

The costs are quoted to be around £60,000

B1a. VAT implications

There are no VAT implications from this project.

Appendix 2 - Financial case summary

Buchan Street Roof

Project Control Document - Capital Costs & Funding - profiling						
Capital Costs	2015/16	2016/17	2017/18	2018/19	2019/20	Comments
	£	£	£	£	£	
Building Contractor / works	53,000	2,000				16/17 retention money
Purchase of vehicles, plant & equipment	0	0				
Professional / Consultant Fees	5,000	0				
Other Capital Expenditure						
Total Capital Cost	58,000	2,000	0	0	0	
Capital Income / Funding						
Government Grant	0	0				
Developer Contributions	0	0				
R&R Funding (if applicable)	0	0				
Earmarked Funds	0	0				
Existing Capital Programme	0	0				
Revenue Contributions	0	0				
Total Income	0	0				
Net Capital Bid	58,000	2,000				

Appendix 3 - Capital Programme Board - Capital Project Prioritisation Score

Project Name:

Buchan Street roof refurbishment

Project Manager:

Ian Ross

1	Do we <u>have</u> to do this project? - Is it a statutory requirement, e.g required to ensure health and safety of staff, customers? - Is it business critical, e.g. necessary to ensure continuing service delivery?	YES
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Page 57	Does it address the council's objectives? Some of the key objectives are shown below. Follow the link to the Annual Statement for the complete list. Annual statement Cambridge City Council		Project Score
a	"Delivering sustainable prosperity for Cambridge and fair shares for all" including: supporting the new Cambridge Promotion Agency, implementing the Council's new Anti-Poverty Strategy action plan, implementing our Living Wage action plan, implementing a Digital Inclusion Strategy and working with credit unions and others to develop services that will assist people to get debt and other financial advice;	Provides some support and/or indirect support for this objective	2
b	"Tackling the housing crisis" including: maximising new council and affordable house building, working with partners to deliver more social housing, bringing forward proposals to redevelop the Mill Road depot site for housing, continuing to improve conditions for private sector tenants, cracking down on rogue landlords, implementing a comprehensive Cambridge Landlord Accreditation and Safety Scheme and exploring the feasibility of a Social Letting Agency;	Does not support this objective in any way / works against this objective	0
c	"Making Cambridge safer and more equal" including: working in close partnership with the city police to help them tackle citywide and Area Committee priorities, making the reduction of Domestic Violence a priority, working to implement the conditions of the Council's 'White Ribbon Status', responding to County Council plans to cut overnight street lighting and continuing to tackle discrimination in Cambridge;	Aligned to this objective, either directly or provides necessary facilitation (eg computer system)	3
d	"Investing in improving transport" including: contributing to investing City Deal funding to tackle the city's transport and congestion problems, completing the implementation of 20 mph across Cambridge, developing a plan for the redevelopment of Park Street car park, limiting the number of licensed taxis to deal with oversupply and increasing the number of cycle parking spaces available in the centre of Cambridge;	Does not support this objective in any way / works against this objective	0
e	"Protecting our city's unique quality of life" including: continuing to make improvements to play areas and public spaces, implementing our City Centre Access Review to make the centre more accessible for all, investing resources in Local Environmental Improvements and implementing plans for improving Local Centres;	Will deliver this objective in a value-added / innovative way with additional benefits for the Council	5
f	"Tackling climate change, and making Cambridge cleaner and greener" including: investing in a new generation of projects designed to reduce our own carbon footprint and increase our energy efficiency, investigating options and implementing viable schemes to expand the range of recycling available, increasing the composting of commercial food waste, running campaigns to encourage greater recycling by Houses in Multiple Occupation (HMOs), continuing to crack down on illegal punt operations and nuisance punt touts and implementing the Council's 2015 Air Quality Action Plan;	Directly aligned to this objective, with some additional benefits for the Council	4
g	"Protecting essential services and transforming council delivery" including: investment in commercial property and in 'Invest for Income' schemes, implementing the office accommodation strategy, investing in efficient shared services and developing a Young People's Engagement Project.	Directly aligned to this objective, with some additional benefits for the Council	4
			2.6

3	Financial impact - how will the project, once delivered, impact on the council's revenue budgets?		
		Score	
- Adverse financial impact - additional costs or reduction in income of more than £10k p.a.		-1	1
- Cost neutral - no expected impact on income or costs (+/- £10k p.a.)		0	
- Favourable financial impact - increased income, decreased costs, or potential loss of income averted (£10k - £100k p.a.). Capital receipt of up to £1m		1	
- Very favourable financial impact - increased income, decreased costs or potential loss of income averted (more than £100k p.a.). Capital receipt of more than £1m.		2	
			3.6

4	Risks to delivering the project on time, to budget, and to quality requirements		Final Score
- The outline business case (or similar document) adequately addresses how the project is to be delivered, timetable, costs and risks		Good quality outline business case	Low risk (Green)
- Level of risk inherent in the deliverability of the project. E.g. reliance on third parties, partnership working, complex funding arrangements, possible planning issues, site surveys required, long delivery timescales with complex dependencies etc		Some deliverability risk, but likely to be manageable	Medium risk (Amber)

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To: Executive Councillor for Communities
Report by: Community, Sport & Recreation Manager
Relevant scrutiny committee: Community Services 9 July 2015
Wards affected: Coleridge, Romsey

**CAPITAL DELIVERY APPROVAL –
New Boiler system at Ross Street Community Centre**

Non Key decision

1. Executive summary

The new capital project approval process requires projects with a value of greater than £300k to obtain Executive Councillor approval before consideration for funding as part of the Mid-Year Financial Review (MFR) or Budget Setting Report (BSR) process. Below £300k, the Capital Programme Board (CPB) review the project to ensure that it is properly planned and ready for delivery. As the first meeting of the CPB is after this committee, any feedback from the Board will be incorporated in time for the decision for approval at Council.

The need for this project has transpired from the works carried out earlier this year at Ross Street to expand and extend the centre and create new preschool nursery provision. During these works it was found that the existing boiler was in need of replacement and was not budgeted for in the original project appraisal.

This project appraisal relates to the replacement of the old boiler system at Ross Street Community Centre. The single boiler will be replaced with two boilers, one to provide independent services to the Community centre facilities and the other one provide services to the recently extended and sublet preschool nursery provision.

Initial work indicates that a capital budget of up to £36,000 will be required for the works. This figure reflects the upper end of the indicative price range obtained from suppliers, and is before any savings achieved as a result of the implementation.

Further information on the financial implications of the project is set out in Appendix 1 – B1: Estimate the project costs, and in Appendix 2 – Financial case summary Appendix 3 – Capital Project Prioritisation Score, which will be considered by the new Capital Project Board

Funding approval is required now to enable the project to commence without delay, prior to the new capital approval process, which is to be considered at Strategy & Resources Scrutiny Committee on 13 July, and as the boiler services will be required from October onwards for the heating of the premises, and the best time for implementation of the works to cause the minimum amount of disruption and potential loss of revenue for the Ross Street community centre is to have the works completed over the summer period.

Details of the project, including financial and other implications are set out in Appendix 1.

2. Recommendations

The Executive Councillor is recommended:

- to approve the replacement of the boiler system at Ross Street Community Centre , as detailed in the attached appendices, which has been properly planned and is ready for implementation, subject to any feedback from the Capital Programme Board
- to recommend that Council approve capital funding of £36,000 for the replacement boiler system project.

3. Background papers

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

Replacement boiler system - Project Control Document (PCD) Parts A and B

4. Appendices

Appendix 1 – Project details, extracted from the PCD
Appendix 2 - Financial case summary
Appendix 3 – Capital prioritisation form

5. Inspection of papers

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

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Appendix 1 - Project details, extracted from the PCD

A1. Project Brief - Purpose

To replace the old boiler system at Ross Street community centre and replace it with two boilers and separate the current hot water and heating provisions around the centre. To split the system in two, so one boiler provides hot water and heating services to the new preschool centre and toilets, and the other provides hot water and heating services to the rest of the community building and facilities.

A2 Project Background

Ross street community centre is a council run facility serving the local community with hall hires, a community room and kitchen, and a pre-school nursery provision which has recently been upgraded and extended with S106 developer funds and a County Council capital grant.

The preschool operations and associated areas of the building have been leased to Romsey Mill who now run pre-school and after school activities during the week.

As part of these extension works it became clear that the current boiler provision which is over 15 years old needs to be upgraded and replaced, as servicing and parts to keep the existing boiler operational are getting harder to obtain and are needed more frequently.

The project is to supply two separate condensing boilers to supply the community centre and the pre-school nursery with independent hot water and heating services.

The boilers will provide domestic hot water services to the toilets and kitchens and room heating via the current radiators, which will also be upgraded to newer modern radiators with better thermal qualities. New timer and controls will also be included in the project to manage and programme the day to day heating requirements.

A3. Objectives

- To remove the old boiler system.
- To install two new condensing boilers
- To split the boiler system so they provide for the community centre hall, rooms and offices and the second one provides for the pre-school nursery, office and toilets.
- To provide better energy management within the building
- To provide better heating throughout the building
- To reduce the current maintenance expenditure of the existing boiler
- To provide control to the Pre-school for their direct energy usage and consumption

A4. Benefits

- Better and more efficient energy management
- Finite control of the heating systems in the building
- Reduced maintenance costs over the current system
- To give the preschool which is run and leased by Romsey Mill, control over their heated environment.
- Localised control for the two separate boiler systems to be able to be independently managed to match with the differing operational use and opening times of the two different organisations using the building.
- Ability to bill separate gas usage to Romsey Mill for their direct usage rather than an estimated figure from a shared supply
- Ability for both sides of the building to operate independently
- If one system fails the other side of the building can still function and is not reliant on a shared provision which would close both businesses in the event of a failure and helps protect revenue incomes
- Better reliability over the current boiler provision and cost effective repairs

B1. Capital Costs and Funding

Funding is now requested directly from the Council's Capital Reserves due to the recent change in internal funding. This project would have previously been funded from the Community Centres dedicated repairs and renewals cost centre.

We have been out to several local companies for quotes and have several quotes coming back from commercial suppliers for the works.

The project also includes elements of design work and fees for plans that will have to be submitted for building control and approved and signed off, for the heating and hot water circulation systems.

The costs are quoted to be around £36,000

B1a. VAT implications

There are no VAT implications from this project.

Appendix 2 - Financial case summary

Ross Street Boiler replacement

Project Control Document - Capital Costs & Funding - profiling						
Capital Costs	2015/16	2016/17	2017/18	2018/19	2019/20	Comments
	£	£	£	£	£	
Building Contractor / works	30,000	1,000				16/17 retention money
Purchase of vehicles, plant & Equipment	0	0				
Professional / Consultant Fees	5,000	0				
Other Capital Expenditure						
Total Capital Cost	35,000	1,000	0	0	0	
Capital Income / Funding						
Government Grant	0	0				
Developer Contributions	0	0				
R&R Funding (if applicable)	0	0				
Earmarked Funds	0	0				
Existing Capital Programme	0	0				
Revenue Contributions	0	0				
Total Income	0	0				
Net Capital Bid	35,000	1,000				

Appendix 3 - Capital Programme Board - Capital Project Prioritisation Score

Project Name:
Project Manager:

Ross Street Boiler Replacement programme
Ian Ross

1	Do we <u>have</u> to do this project? - Is it a statutory requirement, e.g required to ensure health and safety of staff, customers? - Is it business critical, e.g. necessary to ensure continuing service delivery?		YES
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2	Does it address the council's objectives? Some of the key objectives are shown below. Follow the link to the Annual Statement for the complete list. Annual statement Cambridge City Council		Project Score
a	"Delivering sustainable prosperity for Cambridge and fair shares for all" including: supporting the new Cambridge Promotion Agency, implementing the Council's new Anti-Poverty Strategy action plan, implementing our Living Wage action plan, implementing a Digital Inclusion Strategy and working with credit unions and others to develop services that will assist people to get debt and other financial advice;	Directly aligned to this objective, with some additional benefits for the Council	4
b	"Tackling the housing crisis" including: maximising new council and affordable house building, working with partners to deliver more social housing, bringing forward proposals to redevelop the Mill Road depot site for housing, continuing to improve conditions for private sector tenants, cracking down on rogue landlords, implementing a comprehensive Cambridge Landlord Accreditation and Safety Scheme and exploring the feasibility of a Social Letting Agency;	Does not support this objective in any way / works against this objective	0
c	"Making Cambridge safer and more equal" including: working in close partnership with the city police to help them tackle citywide and Area Committee priorities, making the reduction of Domestic Violence a priority, working to implement the conditions of the Council's 'White Ribbon Status', responding to County Council plans to cut overnight street lighting and continuing to tackle discrimination in Cambridge;	Provides some support and/or indirect support for this objective	2
d	"Investing in improving transport" including: contributing to investing City Deal funding to tackle the city's transport and congestion problems, completing the implementation of 20 mph across Cambridge, developing a plan for the redevelopment of Park Street car park, limiting the number of licensed taxis to deal with oversupply and increasing the number of cycle parking spaces available in the centre of Cambridge;	Does not support this objective in any way / works against this objective	0
e	"Protecting our city's unique quality of life" including: continuing to make improvements to play areas and public spaces, implementing our City Centre Access Review to make the centre more accessible for all, investing resources in Local Environmental Improvements and implementing plans for improving Local Centres;	Directly aligned to this objective, with some additional benefits for the Council	4
f	"Tackling climate change, and making Cambridge cleaner and greener" including: investing in a new generation of projects designed to reduce our own carbon footprint and increase our energy efficiency, investigating options and implementing viable schemes to expand the range of recycling available, increasing the composting of commercial food waste, running campaigns to encourage greater recycling by Houses in Multiple Occupation (HMOs), continuing to crack down on illegal punt operations and nuisance punt touts and implementing the Council's 2015 Air Quality Action Plan;	Directly aligned to this objective, with some additional benefits for the Council	4
g	"Protecting essential services and transforming council delivery" including: investment in commercial property and in 'Invest for Income' schemes, implementing the office accommodation strategy, investing in efficient shared services and developing a Young People's Engagement Project.	Directly aligned to this objective, with some additional benefits for the Council	4
			2.6

3	Financial impact - how will the project, once delivered, impact on the council's revenue budgets?		
		Score	
- Adverse financial impact - additional costs or reduction in income of more than £10k p.a.		-1	0
- Cost neutral - no expected impact on income or costs (+/- £10k p.a.)		0	
- Favourable financial impact - increased income, decreased costs, or potential loss of income averted (£10k - £100k p.a.). Capital receipt of up to £1m		1	
- Very favourable financial impact - increased income, decreased costs or potential loss of income averted (more than £100k p.a.). Capital receipt of more than £1m.		2	
			2.6

4	Risks to delivering the project on time, to budget, and to quality requirements		Total Score
- The outline business case (or similar document) adequately addresses how the project is to be delivered, timetable, costs and risks		Good quality outline business case	Low risk (Green)
- Level of risk inherent in the deliverability of the project. E.g. reliance on third parties, partnership working, complex funding arrangements, possible planning issues, site surveys required, long delivery timescales with complex dependencies etc		Some deliverability risk, but likely to be manageable	Medium risk (Amber)

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