



ENVIRONMENT SCRUTINY COMMITTEE

To: **Scrutiny Committee Members:** Perry (Chair), Gawthrop (Vice-Chair), Bick, Gehring, Ratcliffe and Sargeant

Alternates: Councillors Adey and Smart

Executive Councillors: Roberts (Executive Councilor for Environmental Services and City Centre) and Blencowe (Executive Councillor for Planning Policy and Transport)

Despatched: Thursday, 5 January 2017

Date: Tuesday, 17 January 2017

Time: 5.30 pm

Venue: Committee Room 1 & 2, The Guildhall, Market Square, Cambridge, CB2 3QJ

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 Monitoring Officer **before** the meeting.

3 Minutes (*Pages 7 - 18*)

To approve the minutes of the meeting held on 28 June 2016 as a correct record.

There were no minutes from the 4 October 2016 meeting as this was cancelled.

4 Public Questions

Please see information at the end of the agenda.

5 Decision Taken by Executive Councillor

Record of Urgent Decision taken by the Executive Councillor for Planning Policy and Transport.

To note decisions taken by the Executive Councillor since the last meeting of the Environment Scrutiny Committee.

- 5a Environmental and Cycling Improvements – Water Street & Fen Road Senior Engineer (*Pages 19 - 20*)

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 Planning Policy and Transport

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

- 6 Planning, Policy and Transport Portfolio Revenue and Capital Budget Proposals for 2017/18 to 2021/22 (*Pages 21 - 32*)**

7 Grand Arcade Deck Coating and Drainage Repairs/Replacement
(Pages 33 - 38)

It is recommended that the committee resolves to exclude the press and public during any discussion on the exempt appendix to the report by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as it contains commercially sensitive information.

Appendix circulated separately to public report.

8 Grand Arcade and Queen Anne Terrace Car Parks Sprinkler System Replacement
(Pages 39 - 44)

It is recommended that the committee resolves to exclude the press and public during any discussion on the exempt appendix to the report by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as it contains commercially sensitive information.

Appendix circulated separately to public report.

Decisions for the Executive Councillor for Environmental Services and City Centre
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Items for Debate by the Committee and then Decision by the Executive Councillor

9 Environmental Services and City Centre Portfolio Revenue and Capital Budget Proposals for 2017/18 to 2021/22
(Pages 45 - 56)

10 Fleet Replacements 2017/18
(Pages 57 - 68)

Information for the Public

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

Between 9 a.m. and 5 p.m. the building is accessible via Peas Hill, Guildhall Street and the Market Square entrances.

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To ask a question or make a statement please notify the Committee Manager (details listed on the front of the agenda) prior to the deadline.

- For questions and/or statements regarding items on the published agenda, the deadline is the start of the meeting.
- For questions and/or statements regarding items NOT on the published agenda, the deadline is 10 a.m. the day before the meeting.

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ENVIRONMENT SCRUTINY COMMITTEE

28 June 2016
5.30 - 7.20 pm

Present: Councillors Perry (Chair), Gawthrop (Vice-Chair), Bick, Gehring, Ratcliffe, Sargeant

Executive Councillor for Environment and Waste: Peter Roberts

Executive Councillor for Planning Policy and Transport: Kevin Blencowe

Officers:

Interim Strategic Director: Simon Payne

Principal Conservation and Design Officer: Christian Brady

Accountant (Services): Chris Humphries

Asset Manager, Streets and Open Spaces: Alistair Wilson

Team Manager, Environmental Services: Jo Dicks

Operations Manager – Community Engagement and Enforcement:

Wendy Young

Committee Manager: Toni Birkin

FOR THE INFORMATION OF THE COUNCIL

16/10/Env Apologies

No apologies were received.

16/11/Env Declarations of Interest

No interests were declared.

16/12/Env Minutes

The minutes of the meetings of the 15 March 2016 and 26 May 2016 were agreed and signed as a correct record.

16/13/Env Public Questions

There were no public questions.

16/14/Env 2015/16 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Planning Policy and Transport Portfolio

Matter for Decision

The Officer's report presented a summary of the 2015/16 outturn position (actual income and expenditure) for services within the Planning Policy and Transport portfolio, compared to the final budget for the year. The position for revenue and capital was reported and variances from budgets highlighted, together with explanations. Requests to carry forward funding arising from certain budget underspends into 2016/17 and future years where relevant were identified.

Decision of Executive Councillor for Planning Policy and Transport

Resolved to request that the Executive Councillor for Finance and Resources, at the Strategy and Resources Scrutiny Committee on 4 July 2016, approves the following:

- i. Carry forward requests totalling £44.55k revenue funding from 2015/16 to 2016/17, as detailed in Appendix C of the Officer's report.
- ii. Carry forward requests of £5,377k capital resources from 2015/16 to 2016/17 to fund rephased net capital spending, as detailed in Appendix D of the Officer's report.

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 Principal Accountant (Services).

The Committee questioned the underspends noted in the report.

The Interim Strategic Director said the following in response to Members' questions:

- i. The Considerate Contractor scheme had attracted higher membership than anticipated with participants paying to be part of the scheme.
- ii. Taxi card take up rates were experiencing a year on year reduction in demand with users suggesting that they did not offer a high enough saving.

The Interim Strategic Director undertook to meet with Councillor Gehring outside the meeting to address his concerns that flood mitigation projects were being delayed causing concern to residents.

The Executive Councillor for Planning Policy and Transport, Councillor Blencowe stated that parking charges were part of a wider congestion strategy. However, these resulted in a significant variance. Further dialogue with the County Council was needed.

The Committee resolved by 4 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.

16/15/Env Barrow Road - Request for Conservation Area Designation

Matter for Decision

Following resident's promotion of a conservation area at Barrow Road, the preparation of an appraisal (largely carried out by residents) and formal public consultation on a draft appraisal document during March 2016, the consultation response – overwhelmingly in support of a conservation area - is summarised in this report and the Executive Councillor recommended to designate a conservation area.

Decision of Executive Councillor for Planning Policy and Transport

- i. Approved the Barrow Road Conservation Area Appraisal document.
- ii. Authorised designation of a conservation area at Barrow Road delineated as set out in the Appraisal and Appendix 3 of the Officer's report.

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 Principal Conservation and Design Officer.

The Committee welcomed the report.

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.

16/16/Env 2015/16 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Environment & Waste Portfolio**Matter for Decision**

The Officer's report presented a summary of the 2015/16 outturn position (actual income and expenditure) for services within the Environment and Waste portfolio, compared to the final budget for the year. The position for revenue and capital was reported and variances from budgets were highlighted, together with explanations. Requests to carry forward funding arising from certain budget underspends into 2016/17 were identified.

Decision of Executive Councillor for Environment and Waste.

Resolved to request that the Executive Councillor for Finance and Resources, at the Strategy and Resources Scrutiny Committee on 4 July 2016, approves the following:

- i. Carry forward requests of £418k capital resources from 2015/16 to 2016/17 to fund rephased net capital spending, as detailed in Appendix D of the Officer's report.

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 Principal Accountant (Services).

The Interim Strategic Director stated the following in response to Members' questions:

- i. The variance in the Food and Occupational Safety spend was explained as a short term issue relating to two vacant posts.
- ii. It was expected that the Shared Waste Service would result in long term savings. However, initial set up costs and delays in the project delivery had resulted in an overspen.
- iii. Street cleaning savings had been the result of increased efficiency.

The Committee resolved by 5 votes to 1 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.

16/17/Env Shared Waste Service

Matter for Decision

The Single Shared Waste Service (SSWS) between Cambridge City Council and South Cambridgeshire DC (SCDC) was designed to facilitate financial savings, greater innovation, increased recycling performance and lower landfill. The report outlined performance and policy measures that would be taken in the current year to contribute to delivering on those objectives.

A further report would be brought for Members' decision in January 2017 relating to the commissioning of a harmonised vehicle fleet operating for both councils.

Decision of Executive Councillor for Environment and Waste

- i. Approved aggregation of recycling and waste performance with South Cambridgeshire DC for official reporting to the Government's national Waste Data Flow system.
- ii. Authorised improvements in the Council's policies to make recycling even easier for residents, and discourage landfill waste, as follows: -

- A. Permit residents to put out reasonable amounts of recyclates for collection next to the recycling bin if it is already full, and put in place arrangements and communicate with residents to allow implementation from 3 October 2016.
- B. Explore opportunities within existing budgets to assist residents in reducing landfill waste, and increasing recycling, particularly packaging, food/organics, textiles and real Christmas trees.
- C. Households of at least six people, or at least two children of nappy age, may qualify on application (and subject to ongoing qualification) for an additional residual waste bin of 140 litre capacity with a red lid. Existing 240 litre additional residual waste bins with red lids will be surveyed to establish continuing qualification and, if approved, be replaced with 140 litre bins in due course.
- D. Remove administration charges for additional residual waste bins on the basis that only households that qualify may receive an additional bin (at no charge).
- E. Remove the charges to residents for the replacement of damaged residual waste bins (black bins) thus ensuring there are no charges for damaged bins for recycling, green waste or residual services.
- F. Remove the need for residents to secure Police Incident Numbers (PINs) in relation to stolen bins, and remove the charges to residents for stolen residual waste bins (black bins).

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 Waste Resources which was presented by the Interim Strategic Director.

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

- i. Suggested that merging the performance figures for recycling could mask poor performance of some areas.

- ii. Welcomed the direction of travel but expressed concerns that detailed city data would be missing.
- iii. Suggested that targeted approaches to recycling needed detailed data to produce results.
- iv. Expressed concerns about side waste in narrow city streets.
- v. Suggested that there was not enough information on how the side waste collection service worked in South Cambs.
- vi. Suggested that residents would need to be educated regarding the correct use of the side waste service.
- vii. Requested into detailed data collection rates so that the service could be data driven. The Interim Strategic Director undertook to look into this outside the meeting.

The Executive Councillor for Environment and Waste stated the following in response to Members' questions:

- i. The phase of route optimisation would produce savings.
- ii. Suggested that other factors impacted on differences in recycling rates between Cambridge and South Cambs residents. For example: South Cambs gardens were likely to be bigger resulting in higher rates of green waste. However, in environmental terms it was better if green waste was composed by householders themselves.

Councillor Bick suggested that additional wording be added to recommendation 2.2 A. regarding reviewing the side waste arrangements in a year's time.

The Executive Councillor stated that an additional recommendation was not advisable at this stage as this was a cross authority decision. Additional recommendations would cause delays. He further suggested that this could be delivered without it being part of the recommendations. However, he suggested that a two year timeframe would be more appropriate.

The Committee resolved by 4 votes to 0 to endorse the recommendation.

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.

16/18/Env Ombudsman Complaint: Licensing of a Riverside Mooring**Matter for Decision**

To note that the Local Government Ombudsman had upheld a complaint relating to the provision of temporary accommodation. The LGO found that the Council was not at fault in refusing to grant Mr Y a second sole residential license permitting him to use its riverside moorings after he separated from his partner. It was at fault through delay in considering his representations about the matter. But, he was able to continue living on the river during this period. So, he did not suffer significant injustice.

Decision of Executive Councillor for Environment and Waste

- i. Endorsed the actions taken by officers in response to the finding of the Local Government Ombudsman.

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 Asset Manager, Streets and Open Spaces.

The Asset Manager, Streets and Open Spaces stated the following in response to Members' questions:

- i. The incident investigated was infrequent. However, the relevant policy needed additional information for clarity.
- ii. A review of the moorings policy would be brought to committee later in the year.

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.

16/19/Env Use of Fixed Penalty Notices for Small-Scale Flytipping

Matter for Decision

To inform the Executive Councillor and Scrutiny Committee Members of the new powers for small scale fly tipping that had come into force under The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 (the Regulations), which amended section 33 of the Environmental Protection Act 1990.

To seek delegated authority to the Head of Environmental Services to introduce the new fixed penalties and to authorise the appropriate officers to issue fixed penalty notices (FPNs), under section 33ZA of the Environmental Protection Act 1990 (EPA), to persons whom the officer has reason to believe have committed a small scale fly tipping offence.

To seek authority to use the legal maximum FPN level of £400 for all small scale fly tipping offences and to give a discount of £240 (i.e. discounted fine value of £160) for early payment provided payment was made within 10 days of the date the FPN was issued.

Decision of Executive Councillor for Environment and Waste

- i. Delegated authority to the Head of Environmental Services to introduce the new fixed penalties for the enforcement of small scale fly tipping offences and to authorise appropriate officers to issue these FPNs in accordance with section 33ZA of the Environmental Protection Act 1990.
- ii. Approved the adoption of the legal maximum FPN level of £400 for all small scale fly tipping offences and to give discount for early payment of £240 (i.e. discounted fine value of £160) provided payment was made within 10 days of the date the FPN was issued.

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 Operations Manager – Community Engagement and Enforcement.

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

- i. Sought clarification regarding the use of the new powers to address domestic bins left on communal land.
- ii. Questioned how much discretion officers had when applying the new powers.

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.

16/20/Env Encouraging the Shift to Low Emission Taxis

Matter for Decision

There is a need to reduce polluting emissions to improve poor air quality in city locations dominated by emissions from buses, taxis and service vehicles. This must be achieved whilst maintaining sufficient levels of access and capacity for travel in the City, for the vehicles using those areas.

This can only be achieved by intervening to ensure uptake of low emission technologies within those vehicle fleets. Evidence to support intervention was brought before Environment Scrutiny Committee for consideration in March 2015 alongside a set of headline proposals for a more detailed Air Quality Action Plan.

The report sought to take forward one element of that plan relating to taxis. This followed a period of consultation, detailed planning and bid preparation for Central Government funds through the Office for Low Emission Vehicles (OLEV) to support these interventions.

Decision of Executive Councillor for Environment and Waste

- i. Approved consultation with the trade and stakeholders on changes to taxi licensing policy to incentivise uptake of low emission taxis.
- ii. Approved, in principle, revenue support to offset the reduction in income associated with the waiving of taxi licence fees for low emission taxis.

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 Team Manager, Environmental Services.

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

- i. Raised concerns that the government grant might not be delivered.
- ii. Suggested drivers might choose to register in South Cambs to avoid Cambridge standards.

The Team Manager, Environmental Services stated the following in response to Members' questions:

- i. The Cambridge application had won the first round of the bid process and had a strong case to offer at the next stage.
- ii. If the funding failed to materialise a smaller project could still be delivered.
- iii. Bid funding cannot be used to subsidise Licence Fees.
- iv. It was hoped that in the longer term Taxi Licensing policies across Cambridge and South Cambs could be harmonised. However, restriction could be considered if this failed.

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 7.20 pm

CHAIR

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CAMBRIDGE CITY COUNCIL

Record of Executive Decision

ENVIRONMENTAL AND CYCLING IMPROVEMENTS – WATER STREET & FEN ROAD, EAST CHESTERTON

Decision of: **Councillor Blencowe**, Executive Councillor for Planning Policy and Transport

Reference: 16/URGENCY/ENV/08

Date of decision: 30/08/16 **Recorded on:** 30/08/16

Decision Type: Non Key Decision

Matter for Decision: The Executive Councillor was requested to approve the City Council funding contributions towards environmental and cycling improvements – Water Street & Fen Road, East Chesterton as per the Capital Plan Provisions as follows:

PV007 – 39023 – xxxx – 79516 £30,000 Cycleways

Why the decision had to be made (and any alternative options): Cambridgeshire County Council has allocated £235,000 to the project, from developer contributions and capital maintenance funding, with a further £20,000 provided by the City Council from North area environmental improvement funding. A further £30,000 has also been allocated from the joint cycleways programme, funded by both the City and County Council. The total funding for this scheme is therefore £285,000.

The Executive Councillor’s decision(s): The Executive Councillor approved the City Council funding contributions as per the Capital Plan Provisions as follows:

PV007 – 39023 – xxxx – 79516 £30,000 Cycleways

Reasons for the decision: Cambridgeshire County Council is undertaking a project to improve the section of Water Street and Fen Road from the junction with Water Lane to the railway level crossing, by reallocating road, parking and footway space, introducing landscaped areas and replacing the speed cushions - utilising s106 Area Transport Corridor funding allocated via North Area Committee. The City Council is supporting the work and contributing financially via its Environmental Improvement and Cycleways capital programmes.

Scrutiny consideration: As this project was less than £75,000 and was included in the capital plan, no further scrutiny was required (Constitution Part 3, 9.3.3b).

Report: A report detailing the background and financial considerations is attached.

Conflicts of interest: No conflicts were declared

Comments:

This project has further funding allocation of £20,000 from the North Area Committee Environmental Improvement Programme approved on 1st August 2013.



To: Executive Councillor for Planning Policy and Transport

Report by: Chief Executive, Strategic Directors and Head of Finance

Relevant scrutiny committee: Environment Scrutiny Committee 17 January 2017

Wards affected: All Wards

**Environment - Planning Policy and Transport Portfolio
Revenue and Capital Budget Proposals for 2016/17 to 2021/22**

Key Decision

1. Executive summary

Revenue and Capital Budgets

1.1 The following report details the budget proposals relating to this portfolio that are included in the Budget-Setting Report (BSR) 2017/18 which will be considered at the following meetings:

Date	Committee	Comments
23 January 2017	Strategy & Resources	Consider proposals / recommendations from all Scrutiny Committees in relation to their portfolios
26 January 2017	The Executive	Budget amendment may be presented
13 February 2017	Strategy & Resources	Consider any further amendments including opposition proposals
23 February 2017	Council	Approves General Fund Budget and sets Council Tax

1.2 The report also includes a recommendation concerning the review of charges for this portfolio.

2. Recommendations

The Executive Councillor is recommended to:

Review of Charges:

- a) Approve the proposed charges for this portfolio's services and facilities, as shown in Appendix A to this report.

Revenue:

- b) Consider the revenue budget proposals as shown in Appendix B.

Capital:

- c) Consider the capital budget proposals as shown in Appendix C.

3. Background

- 3.1 At its meeting on 20 October 2016, Council gave initial consideration to the budget prospects for the General Fund for 2017/18 and future years in the Medium-Term Financial Strategy (MTFS) 2016.
- 3.2 The overall BSR to Strategy & Resources Scrutiny Committee on 23 January 2017 will include a review of all the factors relating to the overall financial strategy that were included in the MTFS.
- 3.3 The report to The Executive on 26 January 2017 may include details of the Government's Final Settlement for 2017/18. The announcement is likely to be made shortly after the conclusion of the consultation period in January 2017.
- 3.4 Further work may be required on detailed budgets, so delegation to the Head of Finance will be sought from Council for authority to finalise changes relating for example, to the reallocation of departmental administration, support service and central costs, in accordance with the CIPFA Service Reporting Code of Practice for Local Authorities (SeRCOP).

Budget 2017/18 - Overall Revenue Budget Position

- 3.5 The budget proposals for this portfolio, as summarised in table 1, will be considered by The Executive at its meeting on 26 January 2017.

Table 1: Overall Revenue Proposals (see Appendix B)

Savings and Bids	2017/18 Budget £	2018/19 Forecast £
Savings:		
Increased Income	-	-
Savings	-	-
Total		
Bids:		
Unavoidable Revenue Pressures	-	-
Reduced Income	214,000	-
Bids	-	-
Total	214,000	-
Net (savings)/bids	214,000	-

External Bids	400,000	-
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Non-Cash Limit Items	-	-
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Capital

- 3.6 The majority of capital bids address the on-going renewal, updating and major repairs of the council's buildings and operational assets. As such they support income generation (car parks, commercial property), and the delivery of services (vehicles, building repairs, etc). New capital proposals for this portfolio are shown in Appendix C.
- 3.7 Following a review of the capital plan, it is recommended that the funding from a number of schemes is released and made available for new capital proposals.

Ref.	Scheme	Funding to release £000	Notes
39149 – PV532	Cambridge City 20mph zones	55	Scheme as designed complete, release excess funding

Table 2: Overall Capital Proposals (see Appendix C)

	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £	2021/22 £
Capital Deletions	-	-	-	-	-	-
Capital Bids	-	1,600,000	-	-	-	-
Net Capital Bids	-	1,600,000	-	-	-	-

Public Consultation

- 3.8 The Council has carried out a budget consultation exercise annually since 2002.
- 3.9 This year the council commissioned Mel Research, an independent research company, to carry out a residents' survey following methodology set out in the Local Government Association's (LGA) 'Are you being served' guidelines, found at local.gov.uk/web/10180/home/-/journal_content/56/10180/3484891/ARTICLE.
- 3.10 This involved sending out by post a questionnaire to a random sample of 4,400 residents. From this random sample 1,250 people returned questionnaires, providing a robust view of what Cambridge residents think.
- 3.11 The questionnaire asked what residents thought about the council, the level of importance they attached to council services, how satisfied they were with services, and how they interacted with the council. Some questions were comparable with those asked in surveys carried out in 2011 and 2008, allowing for changes over a period of time to be identified. Where other local authorities have used the same LGA approach it has been possible to benchmark results.
- 3.12 The final report also includes insights provided by two workshops - the first involving residents from low income households and the second representatives from local businesses. These two groups are important because of the direction given by the council's Anti-Poverty Strategy and the need for the council's to fulfil its best value duty to consult about its budget priorities.
- 3.13 The results of the residents' survey was published on 17 November 2016 and can be found on the council's website at cambridge.gov.uk/budget-consultation .

4. Implications

All budget proposals have a number of implications. A decision not to approve a revenue bid will impact on managers' ability to deliver the service or scheme in question and could have financial, staffing, equality and poverty, environmental, procurement, consultation and communication and / or community safety implications. A decision not to approve a capital or external bid will impact on managers' ability to deliver the developments desired in the service areas.

(a) **Financial Implications**

Financial implications of budget proposals are summarised in the BSR 2017/18.

(b) **Staffing Implications**

See text above.

(c) **Equality and Poverty Implications**

A consolidated Equality Impact Assessment for the budget proposals is included in the BSR, reporting to committees as outlined in paragraph 1.1 of this report. Individual Equality Impact Assessments have been conducted to support this and will be available on the Council's website.

A local poverty rating (using the classifications outlined in the BSR, preface to Appendix C) has been included in each budget proposal to assist with assessment.

(d) **Environmental Implications**

Where relevant, officers have considered the environmental impact of budget proposals which are annotated as follows:

- +H / +M / +L: to indicate that the proposal has a high, medium or low positive impact.
- Nil: to indicate that the proposal has no climate change impact.
- -H / -M / -L: to indicate that the proposal has a high, medium or low negative impact.

(e) **Procurement Implications**

Any procurement implications will be outlined in the BSR 2017/18.

(f) **Consultation and Communication Implications**

As outlined in 3 above, budget proposals are based on the requirements of statutory and discretionary service provision. Public consultations are undertaken throughout the year and can be seen at:

cambridge.gov.uk/current-consultations

(g) **Community Safety Implications**

Any Community Safety Implications will be outlined in the BSR 2017/18.

5. Background papers

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

- Budget Setting Report 2017/18
- Medium-Term Financial Strategy (MTFS) October 2016
- Individual Equality Impact Assessments

6. Appendices

The following items, where applicable, are included for discussion:

Appendix	Proposal Type	Included
A	Review of Fees & Charges	✓
B	Revenue Budget Proposals for this portfolio	✓
C	Capital Budget Proposals for this portfolio	✓

7. Inspection of papers

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

Authors' Names: Karen Whyatt, Chris Humphris
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Off Street

MULTISTOREY CAR PARKS (Pay on foot)	2017/18				2016/17				% change			
	Mondays & Tuesdays	Wednesdays, Thursdays and Fridays	Saturdays	Sundays	Mondays & Tuesdays	Wednesdays, Thursdays and Fridays	Saturdays	Sundays	Mondays & Tuesdays	Wednesdays, Thursdays and Fridays	Saturdays	Sundays
	Mon-Tue 7am to 5pm	Wed-Fri 7am to 5pm	Sat 9am to 5pm	Sun 10am to 5pm	Mon-Tue 7am to 5pm	Wed-Fri 7am to 5pm	Sat 9am to 5pm	Sun 10am to 5pm	Mon-Tue 7am to 5pm	Wed-Fri 7am to 5pm	Sat 9am to 5pm	Sun 10am to 5pm
Grand Arcade												
1hr	£2.00	£2.30	£2.60	£2.60	£2.30	£2.30	£2.60	£2.00	-13.0%	0.0%	0.0%	30.0%
2hrs	£4.00	£4.60	£5.10	£5.10	£4.60	£4.60	£5.10	£4.00	-13.0%	0.0%	0.0%	27.5%
3hrs	£6.00	£6.90	£7.60	£7.60	£6.90	£6.90	£7.60	£6.00	-13.0%	0.0%	0.0%	26.7%
4hrs	£8.70	£10.20	£11.70	£11.70	£10.20	£10.20	£11.70	£8.00	-14.7%	0.0%	0.0%	46.3%
5hrs	£19.50	£19.50	£20.50	£20.50	£19.50	£19.50	£20.50	£10.00	0.0%	0.0%	0.0%	105.0%
6 hrs	£25.00	£25.00	£26.00	£26.00	£25.00	£25.00	£26.00	£12.00	0.0%	0.0%	0.0%	116.7%
Over 6 hrs	£25.00	£25.00	£26.00	£26.00	£25.00	£25.00	£26.00	£14.00	0.0%	0.0%	0.0%	85.7%
Evenings & overnight	£1.20	£1.20	£1.20	£1.20	£1.20	£1.20	£1.20	£1.20	0.0%	0.0%	0.0%	0.0%
Queen Anne Terrace												
1hr	£1.20	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.20	-20.0%	0.0%	0.0%	25.0%
2hrs	£2.40	£3.00	£3.00	£3.00	£3.00	£3.00	£3.00	£2.40	-20.0%	0.0%	0.0%	25.0%
3hrs	£3.60	£4.20	£4.20	£4.20	£4.20	£4.20	£4.20	£3.60	-14.3%	0.0%	0.0%	16.7%
4hrs	£4.80	£5.00	£5.00	£5.00	£5.00	£5.00	£5.00	£4.80	-4.0%	0.0%	0.0%	4.2%
5hrs	£6.60	£6.60	£6.60	£6.60	£6.60	£6.60	£6.60	£6.00	0.0%	0.0%	0.0%	10.0%
6hrs	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00	£10.00	£7.20	0.0%	0.0%	0.0%	38.9%
over 6 hrs	£13.30	£13.30	£13.30	£13.30	£13.30	£13.30	£13.30	£8.40	0.0%	0.0%	0.0%	58.3%
evenings & overnight	£0.80	£0.80	£0.80	£0.80	£0.80	£0.80	£0.80	£0.80	0.0%	0.0%	0.0%	0.0%
Park Street												
1hr	£2.00	£2.10	£2.30	£2.30	£2.10	£2.10	£2.30	£2.00	-4.8%	0.0%	0.0%	15.0%
2hrs	£3.50	£3.80	£4.60	£4.60	£3.80	£3.80	£4.60	£4.00	-7.9%	0.0%	0.0%	15.0%
3hrs	£5.00	£5.70	£6.50	£6.50	£5.70	£5.70	£6.50	£6.00	-12.3%	0.0%	0.0%	8.3%
4hrs	£8.00	£9.60	£10.50	£10.50	£9.60	£9.60	£10.50	£8.00	-16.7%	0.0%	0.0%	31.3%
5hrs	£17.00	£17.00	£18.00	£18.00	£17.00	£17.00	£18.00	£10.00	0.0%	0.0%	0.0%	80.0%
6 hrs	£24.00	£24.00	£24.00	£24.00	£24.00	£24.00	£24.00	£12.00	0.0%	0.0%	0.0%	100.0%
over 6 hrs	£24.00	£24.00	£24.00	£24.00	£24.00	£24.00	£24.00	£14.00	0.0%	0.0%	0.0%	71.4%
evenings & overnight	£0.80	£0.80	£0.80	£0.80	£0.80	£0.80	£0.80	£0.80	0.0%	0.0%	0.0%	0.0%
Grafton East												
1hr	£2.00	£2.10	£2.30	£2.30	£2.10	£2.10	£2.30	£2.00	-4.8%	0.0%	0.0%	15.0%
2hrs	£3.50	£3.60	£4.40	£4.40	£3.60	£3.60	£4.40	£4.00	-2.8%	0.0%	0.0%	10.0%
3hrs	£5.00	£5.60	£6.20	£6.20	£5.60	£5.60	£6.20	£6.00	-10.7%	0.0%	0.0%	3.3%
4hrs	£8.00	£9.20	£10.50	£10.50	£9.20	£9.20	£10.50	£8.00	-13.0%	0.0%	0.0%	31.3%
5hrs	£17.00	£17.00	£18.00	£18.00	£17.00	£17.00	£18.00	£10.00	0.0%	0.0%	0.0%	80.0%
6 hrs	£24.00	£24.00	£24.00	£24.00	£24.00	£24.00	£24.00	£12.00	0.0%	0.0%	0.0%	100.0%
over 6 hrs	£24.00	£24.00	£24.00	£24.00	£24.00	£24.00	£24.00	£14.00	0.0%	0.0%	0.0%	71.4%
evenings & overnight	£0.80	£0.80	£0.80	£0.80	£0.80	£0.80	£0.80	£0.80	0.0%	0.0%	0.0%	0.0%

Grafton West	Mon-Tue	Wed-Fri	Sat 9am to 5pm	Sun 10am to 5pm	Mon-Tue	Wed-Fri	Sat 9am to 5pm	Sun 10am to 5pm	Mon-Tue	Wed-Fri	Sat 9am to 5pm	Sun 10am to 5pm
	7am to 5pm	7am to 5pm			7am to 5pm	7am to 5pm			7am to 5pm	7am to 5pm		
1hr	£2.00	£2.10	£2.30	£2.30	£2.10	£2.10	£2.30	£2.00	-4.8%	0.0%	0.0%	15.0%
2hrs	£3.50	£3.60	£4.40	£4.40	£3.60	£3.60	£4.40	£4.00	-2.8%	0.0%	0.0%	10.0%
3hrs	£5.00	£5.60	£6.20	£6.20	£5.60	£5.60	£6.20	£6.00	-10.7%	0.0%	0.0%	3.3%
4hrs	£8.00	£9.20	£10.50	£10.50	£9.20	£9.20	£10.50	£8.00	-13.0%	0.0%	0.0%	31.3%
5hrs	£17.00	£17.00	£18.00	£18.00	£17.00	£17.00	£18.00	£10.00	0.0%	0.0%	0.0%	80.0%
6 hrs	£24.00	£24.00	£24.00	£24.00	£24.00	£24.00	£24.00	£12.00	0.0%	0.0%	0.0%	100.0%
over 6 hrs	£24.00	£24.00	£24.00	£24.00	£24.00	£24.00	£24.00	£14.00	0.0%	0.0%	0.0%	71.4%
evenings & overnight	£0.80	£0.80	£0.80	£0.80	£0.80	£0.80	£0.80	£0.80	0.0%	0.0%	0.0%	0.0%

SURFACE CAR PARKS

ADAM AND EVE STREET					
Monday to Friday	8am to 7pm	Pay and display			
Monday to Saturday	9am to 7pm				
Sunday	10am to 5pm				
Maximum stay 2 hours	2017/18	2016/17		% change	Evenings and overnight
Charges	70p for 20 mins (£2.10/hr)	70p for 20 mins (£2.10/hr)		0.0%	Free

CASTLE HILL CAR PARK					
Monday to Friday	8am to 7pm	Pay and display			
Saturday	9am to 7pm				
Sunday	10am to 5pm				
Charges	2017/18	2016/17		% change	Evenings and overnight
Up to 2 hours	£2.50	£2.50		0.0%	Free
2-4 hours	£4.80	£4.80		0.0%	
over 4 hours	£8.00	£8.00		0.0%	
Sunday - all day charge	£4.00	£4.00		0.0%	
Weekly ticket (7 days)	£35.00	£35.00		0.0%	

GWYDIR STREET					
Monday to Friday	8am to 5pm	Pay and display			
Saturday	9am to 5pm				
Maximum stay 2 hours	2017/18	2016/17		% change	Evenings, overnight and Sundays
Charges	90p for 30 mins (£1.80/hr)	90p for 30 mins (£1.80/hr)		0.0%	Free

RIVERSIDE CAR PARK					
Monday to Friday	8am to 5pm	Pay and display			
Saturday	9am to 5pm				
Maximum stay 8 hours	2017/18	2016/17		% change	Evenings, overnight and Sundays
Charges	50p for 30 mins (£1/hr)	50p for 30 mins (£1/hr)		0.0%	Free

SEASON TICKET CHARGES - Business Permits

New rates for 2017/18

Park Street, Queen Anne and Grafton Centre car parks	Quarterly fee inclusive of VAT (17/18)	Quarterly fee inclusive of VAT (16/17)	% change	20% Discount for low emission [Group A] vehicles 17/18	Discounted fee (17/18)
'Night Owl' 7 days 5pm-9am (one car park*)	£187.50	£187.50	0.0%	£37.50	£150.00
24/7 Premium (Grafton car parks, Park St, Queen Anne)	£620.00	£490.00	26.5%	£124.00	£496.00
Monday-Friday 24/5 access (one car park*)	£500.00	£460.00	8.7%	£100.00	£400.00
Monday-Friday 8am -6pm (one car park*)	£400.00	£365.00	9.6%	£80.00	£320.00

Note * excluding Grand Arcade car park

DISABLED BADGE HOLDERS

First three hours parking free, on production of a valid Blue Badge to the City Council at the **Grand Arcade, Park Street, Grafton East, Grafton West and Queen Anne Terrace car parks.**

At multi storey car parks durations of stay in excess of three hours the normal car park charges will apply as if from the first hour, i.e. the fourth will be charged as if it were the first hour, the fifth as if it were the second hour, etc.

Two hours free parking during charging hours when a valid Blue Badge and time clock is displayed at **Adam and Eve and Gwydir Street car parks.**

Three hours free parking when a valid Blue Badge and time clock is displayed at **Castle Hill and Riverside car parks.**

As a result of the consultation exercise conducted on the parking charges proposals for 2017/18 a total of 47 responses were received. These were from a broad mixture of businesses, residents and private individuals. Within this number the shopping centres and Cambridge BID represented their tenants retrospectively.

43 of the overall responses were strongly opposed to the Sunday increase. A little under 10% of responses were received in favour of the proposal and all of these were from private individuals or residents.

2017/18 Budget - Revenue proposals

Page 1 of 2

Reference	Item Description	2016/17 Budget £	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	2020/21 Budget £	Contact	Climate Effect & Poverty Ratings
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External Bids

Planning Policy & Transport

X3926	Contribution to costs of achieving an adopted Local Plan	0	400,000	0	0	0	Sara Saunders	n/a
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There is a need to increase the Development Plan Fund to enable the City Council to complete its statutory None plan work programme. Preparation on the emerging Local Plan started in 2011, with the Council submitting the Plan for Examination in March 2014. The Examination has taken much longer than expected, with further work being undertaken in the past year to respond to concerns raised by the Inspectors. The length of time and further work has meant that it is now makes a further bid necessary for 2017/2018 to cover anticipated costs to fulfil the objective of achieving an adopted Local Plans, working in partnership with South Cambridgeshire District Council.
[Funded from New Homes Bonus]

Total External Bids in Planning Policy & Transport

0	400,000	0	0	0
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Total External Bids

0	400,000	0	0	0
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2017/18 Budget - Revenue proposals

Page 2 of 2

Reference	Item Description	2016/17 Budget £	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	2020/21 Budget £	Contact	Climate Effect & Poverty Ratings
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Reduced Income

Planning Policy & Transport

RI3913	Reduction in income due to Park Street car park redevelopment	0	214,000	0	0	0	Sean Cleary	Nil
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A provision was made in the 2016/17 budget for reduction in income due to Park Street car park redevelopment (ref RI3822). As a result of a one year delay on the project timetable this was revised in October 2016. However, with a now earlier start anticipated this item reflects additional provision for the advanced impact for the period February/March 2018. The impact for 2018/19 onwards will be reviewed in October 2017 to take into account the detailed redevelopment plan and timings.

Total Reduced Income in Planning Policy & Transport

0	214,000	0	0	0
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Total Reduced Income

0	214,000	0	0	0
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Report Total

0	614,000	0	0	0
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2017/18 Budget - Capital Proposals

Page 1 of 1

Reference	Item Description	2016/17 Budget £	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	2020/21 Budget £	Contact	Climate Effect & Poverty Ratings
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Capital Bids

Planning Policy & Transport

C3910	Structural and equipment improvements to multi-storey car parks	0	1,600,000	0	0	0	Sean Cleary	Nil
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This bid covers projects to be undertaken in 2017/18 at City multi-storey car parks including sprinkler systems at None the Grand Arcade and Queen Anne Terrace car parks. Roof repairs, deck coating replacement and drainage improvements will be undertaken at Grand Arcade and Grafton East car parks.

Further detail of individual elements of this bid will be available in a separate appendix for discussion by members of the scrutiny committee only by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Total Capital Bids in Planning Policy & Transport

0	1,600,000	0	0	0
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Total Capital Bids

0	1,600,000	0	0	0
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Report Total

0	1,600,000	0	0	0
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To: Executive Councillor for Planning Policy and Transport: Councillor Kevin Blencowe

Report by: Sean Cleary, Commercial Operations Manager

Relevant scrutiny committee: Environment Scrutiny Committee
17/1/2017

Wards affected: All wards

Grand Arcade deck coating and drainage repairs/replacement

Key Decision

It is recommended that the committee resolves to exclude the press and public during any discussion on the exempt appendix to the report by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as it contains commercially sensitive information.

1. Executive summary

The Executive Councillor is asked to approve a project to procure and award a contract, subject to budget approval, to replace the worn deck coating on the outside exposed parking decks and review and upgrade the drainage system at the Grand Arcade car park.

2. Recommendations

The Executive Councillor is recommended:

2.1 To approve the carrying out the procurement and contract award for a project to review and upgrade the drainage system and replace the worn deck coating at the Grand Arcade car parks.

Drainage system improvements and new deck coating work is to be funded as part of an overall capital bid of £1.4 million. This is so as to meet these and other proposed works at the multi storey car parks in 2017/18.

2.2 Subject to: If the quotation or tender sum exceeds the estimated contract value by more than 10% then the permission of the Executive Councillor and Strategic Director will be sought prior to proceeding.

3. Background

The Grand Arcade car park is now coming up to 10 years old. It is recognised that deck coating has a life expectancy of approx. 10 years and as a result of higher than average usage the deck coating now needs urgent replacement. There is also a requirement to review the existing drainage at this car park and to action repairs and/or replacements to ensure it remains fully operational.

The works required are:

- a) to replace the waterproof deck coating
- b) to conduct repairs and/or replacements works to the existing drainage

This is to prevent water ingress into the structure and protect the long term operations of the car park. Failure to do this will result in corrosion and possible structural weakening caused by water pooling and subsequent water ingress, both of which could result in the open areas of the car park needing to be closed for prolonged periods. The new deck coating system will be required to cover or seal the new or improved drainage and therefore these 2 projects have been amalgamated.

Carrying out these works will ensure we maintain revenue streams to the Council, accessibility to the historic city centre core and meet our lease obligations as part of our operational deliverables of this car park.

Investigative works are continuing to establish exactly the extent of the drainage repairs and their associated costs.

Litigation has been explored and discounted on advice from specialist construction solicitors

4. Implications

(a) **Financial Implications**

The funding for these projects is to be funded as part of an overall capital bid of £1.4 million. This is so as to meet these and other proposed works at the multi storey car parks in 2017/18.

The financial implications are set out in the separate parking services appendix 1

These costs are based upon initial estimates from works specialists. Accurate costs will be known when quotes have been received from suppliers as part of the procurement exercise.

The new deck coating will be expected to last up to 10 years therefore protecting both revenue and reputation to the Council

Failure to carry out the works will result in localised flooding and pooling of water resulting in water ingress into the structure. Over time this could result in the Council being responsible for expensive structural repairs.

There are no adverse VAT implications for undertaking the works at the Grand Arcade Car Park

(b) **Staffing Implications**

Parking services staff to oversee the project and ensure the car parks remains safely operational during on-site works. Procurement will be handled through an existing framework contract and that will be coordinated through the project delivery team.

(c) **Equality and Poverty Implications**

An equality impact assessment has been completed.

The replacement of the deck coating and drainage work will ensure there is no standing water/ice in the car park and therefore allow all residents and visitors alike to use the car park as safely as possible. With the repairs to the deck membrane on level 2 of the Grand Arcade car park this may affect the disabled bays whilst works are taking place.

Sufficient disabled parking will be made available by ensuring the bays in the annex car park are open and if necessary temporary bays are created for the duration of the works.

(d) **Environmental Implications**

Confirmation has been received from the climate change officer that the climate change rating for this project is NIL

(e) **Procurement**

Procurement will be handled through an existing framework contract and that will be coordinated through the project delivery team

(f) **Consultation and communication**

The will not be a formal consultation.

The Grand Arcade shopping centre will be approached and kept updated as project continues. Members of the public will be advised by notices on the website and signs in the car parks

(g) **Community Safety**

N/A

5. Background papers

An equality impact assessment has been completed.

6. Appendices

The financial implications are set out in the separate confidential parking services appendix 1

7. Inspection of papers

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

Author's Name: Sean Cleary
Author's Phone Number: 01223 - 458287
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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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To: Executive Councillor for Planning Policy and Transport: Councillor Kevin Blencowe

Report by: Sean Cleary, Commercial Operations Manager

Relevant scrutiny committee: Environment Scrutiny Committee
17/1/2017

Wards affected: All wards

Grand Arcade and Queen Anne Terrace Car Parks Sprinkler System Replacement

Key Decision

It is recommended that the committee resolves to exclude the press and public during any discussion on the exempt appendix to the report by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as it contains commercially sensitive information.

1. Executive summary

The Executive Councillor is asked to approve a project to procure and award a contract, subject to budget approval, to replace the sprinkler systems located in the underground levels of the Grand Arcade annex and the basement of the Queen Anne Terrace car park.

2. Recommendations

The Executive Councillor is recommended:

2.1 To approve the carrying out the procurement and contract award for a project to replace the sprinkler systems in the underground parking levels at the Grand Arcade and Queen Anne Terrace car parks. Funding for these works is as part of an overall capital bid of £1.4 million. This is so as to meet these and other proposed works at the multi storey car parks in 2017/18.

2.2 Subject to: If the quotation or tender sum exceeds the estimated contract value by more than 10% then the permission of the Executive Councillor and Strategic Director will be sought prior to proceeding.

3. Background

The current sprinkler systems installed in the car parks are 30-40 years old respectively. It is known that sprinkler systems have significant problems with corrosion after 12 years and the expected end of life is usually 25 years.

Given the systems are between 5yrs and 15yrs past their lifespan they are at risk of a complete failure or being deemed unsafe. If this was to occur then it is very likely that health and safety would be compromised and the underground parking levels would have to be closed. This would result in a reduction in income and reputational damage to the council.

4. Implications

(a) Financial Implications

These works are to be funded as part of an overall capital bid of £1.4 million. This is so as to meet these and other proposed works at the multi storey car parks in 2017/18.

The financial implications are set out in the separate parking services appendix 1.

Advice has been given by a sprinkler specialist; however, at this time we do not know accurate costs until quotes have been received from suppliers and as part of the procurement exercise.

Costs relating to repair and replacement of parts have been increasing and we have seen incidences of flooding due to corroded pipes bursting. Failure of the existing sprinkler systems would necessitate closures of parking decks with associated potential loss of income

A repair programme is financially unviable and replacement has been recommended by a sprinkler specialist company. A new sprinkler system would result in significantly reduced costs against ongoing repairs and maintenance.

There are no adverse VAT implications for undertaking the works at either the Grand Arcade Car Park or Queen Anne Terrace Car Park.

(b) Staffing Implications

Parking services staffs to manage the project and ensure the car parks remain safe and operational during on-site works

Procurement will be handled through a corporate contract and therefore the existing contractor will obtain quotes and arrange the works contractor. The Council's contract manager will oversee this process.

(c) **Equality and Poverty Implications**

An equality impact assessment has been completed.

The replacement of the sprinkler system will ensure all groups have adequate fire management whilst using the car parks and therefore no adverse implications have been identified

(d) **Environmental Implications**

Confirmation has been received from the climate change officer that the climate change rating for this project is NIL

(e) **Procurement**

Procurement will be carried out through an existing corporate contract for fire system maintenance which allows for projects to be arranged through the main contract.

(f) **Consultation and communication**

The will not be a formal consultation.

Stakeholders such as Grand Arcade shopping centre, City Hotel, Kelsey Kerridge & Parkside Pools will be approached individually and kept updated as project continues. Members of the public will be advised by notices on the website and signs in the car parks

(g) **Community Safety**

N/A

5. Background papers

An equality impact assessment has been completed.

6. Appendices

The financial implications are set out in the separate confidential parking services appendix 1

7. Inspection of papers

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

Author's Name: Sean Cleary
Author's Phone Number: 01223 - 458287
Author's Email: sean.cleary@cambridge.gov.uk

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

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To: Executive Councillor for Environmental Services and City Centre

Report by: Chief Executive, Strategic Directors and Head of Finance

Relevant scrutiny committee: Environment Scrutiny Committee 17 January 2017

Wards affected: All Wards

Environment - Environmental Services and City Centre Portfolio Revenue and Capital Budget Proposals for 2016/17 to 2021/22

Key Decision

1. Executive summary

Revenue and Capital Budgets

- 1.1 The following report details the budget proposals relating to this portfolio that are included in the Budget-Setting Report (BSR) 2017/18 which will be considered at the following meetings:

Date	Committee	Comments
23 January 2017	Strategy & Resources	Consider proposals / recommendations from all Scrutiny Committees in relation to their portfolios
26 January 2017	The Executive	Budget amendment may be presented
13 February 2017	Strategy & Resources	Consider any further amendments including opposition proposals
23 February 2017	Council	Approves General Fund Budget and sets Council Tax

- 1.2 The report also includes a recommendation concerning the review of charges for this portfolio.

2. Recommendations

The Executive Councillor is recommended to:

Review of Charges:

- a) Approve the proposed charges for this portfolio's services and facilities, as shown in Appendix A to this report.

Revenue:

- b) Consider the revenue budget proposals as shown in Appendix B.

Capital:

- c) Consider the capital budget proposals as shown in Appendix C.

3. Background

- 3.1 At its meeting on 20 October 2016, Council gave initial consideration to the budget prospects for the General Fund for 2017/18 and future years in the Medium-Term Financial Strategy (MTFS) 2016.
- 3.2 The overall BSR to Strategy & Resources Scrutiny Committee on 23 January 2017 will include a review of all the factors relating to the overall financial strategy that were included in the MTFS.
- 3.3 The report to The Executive on 26 January 2017 may include details of the Government's Final Settlement for 2017/18. The announcement is likely to be made shortly after the conclusion of the consultation period in January 2017.
- 3.4 Further work may be required on detailed budgets, so delegation to the Head of Finance will be sought from Council for authority to finalise changes relating for example, to the reallocation of departmental administration, support service and central costs, in accordance with the CIPFA Service Reporting Code of Practice for Local Authorities (SeRCOP).

Budget 2017/18 - Overall Revenue Budget Position

- 3.5 The budget proposals for this portfolio, as summarised in table 1, will be considered by The Executive at its meeting on 26 January 2017.

Table 1: Overall Revenue Proposals (see Appendix B)

Savings and Bids	2017/18 Budget £	2018/19 Forecast £
Savings:		
Increased Income	(30,000)	(30,000)
Savings	(150,000)	(150,000)
Total	(180,000)	(180,000)
Bids:		
Unavoidable Revenue Pressures	0	0
Reduced Income	0	0
Bids	25,000	25,000
Total	25,000	25,000
Net (savings)/bids	(155,000)	(155,000)

External Bids	-	-
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Non-Cash Limit Items	-	-
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Capital

- 3.6 The majority of capital bids address the on-going renewal, updating and major repairs of the council's buildings and operational assets. As such they support income generation (car parks, commercial property), and the delivery of services (vehicles, building repairs, etc). New capital proposals for this portfolio are shown in Appendix C.
- 3.7 Following a review of the capital plan, it is recommended that the funding from a number of schemes is released and made available for new capital proposals.

Ref.	Scheme	Funding to release £000	Notes
35527 – PR010di	Riverside / Abbey Road junction	31	Scheme complete, release excess funding
38174 – PR028	Bins - Streets	23	Major replacement complete, future maintenance to be funded from revenue

Table 2: Overall Capital Proposals (see Appendix C)

	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £	2021/22 £
Capital Deletions	-	-	-	-	-	-
Capital Bids	165,000	2,461,000	25,000	25,000	25,000	25,000
Net Capital Bids	165,000	2,461,000	25,000	25,000	25,000	25,000

Public Consultation

- 3.8 The Council has carried out a budget consultation exercise annually since 2002.
- 3.9 This year the council commissioned Mel Research, an independent research company, to carry out a residents' survey following methodology set out in the Local Government Association's (LGA) 'Are you being served' guidelines, found at local.gov.uk/web/10180/home/-/journal_content/56/10180/3484891/ARTICLE.
- 3.10 This involved sending out by post a questionnaire to a random sample of 4,400 residents. From this random sample 1,250 people returned questionnaires, providing a robust view of what Cambridge residents think.
- 3.11 The questionnaire asked what residents thought about the council, the level of importance they attached to council services, how satisfied they were with services, and how they interacted with the council. Some questions were comparable with those asked in surveys carried out in 2011 and 2008, allowing for changes over a period of time to be identified. Where other local authorities have used the same LGA approach it has been possible to benchmark results.
- 3.12 The final report also includes insights provided by two workshops - the first involving residents from low income households and the second representatives from local businesses. These two groups are important because of the direction given by the council's Anti-Poverty Strategy and the need for the council's to fulfil its best value duty to consult about its budget priorities.
- 3.13 The results of the residents' survey was published on 17 November 2016 and can be found on the council's website at cambridge.gov.uk/budget-consultation .

4. Implications

All budget proposals have a number of implications. A decision not to approve a revenue bid will impact on managers' ability to deliver the service or scheme in question and could have financial, staffing, equality and poverty, environmental, procurement, consultation and communication and / or community safety implications. A decision not to approve a capital or external bid will impact on managers' ability to deliver the developments desired in the service areas.

(a) **Financial Implications**

Financial implications of budget proposals are summarised in the BSR 2017/18.

(b) **Staffing Implications**

See text above.

(c) **Equality and Poverty Implications**

A consolidated Equality Impact Assessment for the budget proposals is included in the BSR, reporting to committees as outlined in paragraph 1.1 of this report. Individual Equality Impact Assessments have been conducted to support this and will be available on the Council's website.

A local poverty rating (using the classifications outlined in the BSR, preface to Appendix C) has been included in each budget proposal to assist with assessment.

(d) **Environmental Implications**

Where relevant, officers have considered the environmental impact of budget proposals which are annotated as follows:

- +H / +M / +L: to indicate that the proposal has a high, medium or low positive impact.
- Nil: to indicate that the proposal has no climate change impact.
- -H / -M / -L: to indicate that the proposal has a high, medium or low negative impact.

(e) **Procurement Implications**

Any procurement implications will be outlined in the BSR 2017/18.

(f) **Consultation and Communication Implications**

As outlined in 3 above, budget proposals are based on the requirements of statutory and discretionary service provision. Public consultations are undertaken throughout the year and can be seen at:

cambridge.gov.uk/current-consultations

(g) **Community Safety Implications**

Any Community Safety Implications will be outlined in the BSR 2017/18.

5. Background papers

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

- Budget Setting Report 2017/18
- Medium-Term Financial Strategy (MTFS) October 2016
- Individual Equality Impact Assessments

6. Appendices

The following items, where applicable, are included for discussion:

Appendix	Proposal Type	Included
A	Review of Fees & Charges	✓
B	Revenue Budget Proposals for this portfolio	✓
C	Capital Budget Proposals for this portfolio	✓

7. Inspection of papers

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

Authors' Names: Karen Whyatt, Jackie Collinwood
Authors' Phone Numbers: 01223 - 458145, 01223 – 458241
Authors' Emails: karen.whyatt@cambridge.gov.uk
jackie.collinwood@cambridge.gov.uk

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**Environmental Services and City Centre Portfolio / Environment Scrutiny Committee
Review of Fees and Charges**

Charge Type and Description	Charges 2016/17	Charges 2017/18	% Increase
Environmental Services			
Pest Control Treatments for Businesses / Commercial per hour (minimum half hour)	£90.00	£95.00	5.6%
House / Car Alarms (fee includes administration costs)	Actual Costs	Actual Costs	0.0%
Lecture Fees - per hour	£70.00	£72.00	2.9%
Food Surrender and Disposal	Actual Costs	Actual Costs	0.0%
Food Register - entire register printed	£835.00	£855.00	2.4%
Taught CIEH courses	£65.00	£65.00	0.0%
Online CIEH Courses	£26.00	£26.00	0.0%
Examination following on-line courses	£21.00	£21.00	0.0%
Tailored Training	Actual Costs	Actual Costs	0.0%
Mentoring Training	Actual Costs	Actual Costs	0.0%
Primary Authority Partnership Scheme at £40 hour	Actual Costs	Actual Costs	0.0%
Contaminated Land (per Enquiry/Polygon)	£200.00	£205.00	2.5%
Scrap Metal Dealers			
Site Licence	£420.00	£430.00	2.4%
Conversion to collector's licence	£51.00	£52.00	2.0%
Change of licensee name	£51.00	£52.00	2.0%
Addition of site	£420.00	£430.00	2.4%
Removal of site	£51.00	£52.00	2.0%
Change of Site Manager	£123.00	£126.00	2.4%
Replacement of lost or damaged licence	£46.00	£47.00	2.2%
Collector's licence	£179.00	£183.00	2.2%
Conversion to site licence	£363.00	£370.00	1.9%
Change of name (e.g. status)	£51.00	£52.00	2.0%
Replacement of lost or damaged licence	£46.00	£47.00	2.2%
Taxi Vehicle Testing by the Garage			
Mechanical Fitness Test (Twice Yearly)	£56.00	£56.00	0.0%
Re-test if works carried out at a separate garage and returned within 10 days	£28.00	£28.00	0.0%
Re-test if works carried out at a separate garage and returned after 10 days	£56.00	£56.00	0.0%
Bulky domestic collections			
13 cubic metres domestic waste skip	£170.00	£170.00	0.0%
Bulky Domestic collections			
One item (Four bin bags or bundles = one item)	N/A	N/A	N/A
Two or three items	N/A	N/A	N/A
Four - six items	N/A	N/A	N/A
Seven - 10 items	N/A	N/A	N/A
10 items plus	N/A	N/A	N/A
NEW Bulky Domestic Collections - Shared Waste Service			
One to three items (excluding hazardous items)	£30.00	£30.00	0.0%
More than three items (per item)	£5.00	£5.00	0.0%
Hazardous domestic collections			
NEW Hazardous Domestic Collections - Shared Waste Service			
One to three items (Not including big American type fridges or car batteries)	£30.00	£30.00	0.0%
More than three items (per item)	£5.00	£5.00	0.0%

**Environmental Services and City Centre Portfolio / Environment Scrutiny Committee
Review of Fees and Charges**

Charge Type and Description	Charges 2016/17	Charges 2017/18	% Increase
Other Domestic Collection Charges			
Delivery of a replacement black bin 240 litre - new	£50.00	£50.00	0.0%
Delivery of a replacement black bin 240 litre - reconditioned	£25.00	£25.00	0.0%
Delivery of a replacement black bin 140 litre - new	£25.00	£25.00	0.0%
Delivery of a replacement green/blue bin	FREE	FREE	0.0%
Annual 2nd green bin charge - per additional 240 litre	£30.00	£30.00	0.0%
Annual 2nd green bin charge - per additional 140 litre	£25.00	£25.00	0.0%
Delivery of a replacement 660/1100 litre container	By quote	By quote	0.0%
Delivery of a replacement 940 litre container	By quote	By quote	0.0%
Clearance of rubbish from bin stores	By quote	By quote	0.0%
Boxes of clear recycling sacks (200 sacks) *	£16.00	£16.00	0.0%
Recycling Kitchen Caddy Sacks (in packs of 50). Includes VAT.	£2.80	£2.80	0.0%
Dogs			
Statutory Fee for all stray dogs**	£25.00	£25.00	0.0%
Transportation cost of stray dog to kennel	£64.25	£65.85	2.5%
Kennels registration and vet checking fee	£50.45	£51.70	2.5%
Daily kennel charges	£12.30	£12.61	2.5%
Collection fee for stray dogs out of normal office hours	£73.55	£75.40	2.5%
Markets			
Cambridge Retail Market			
Monday - Friday rents			
General Market Weekday Premium	£19.34	£19.73	2.0%
General Market Weekday Standard	£16.34	£16.34	0.0%
General Market Weekend Premium	£36.42	£37.88	4.0%
General Market Weekend Standard	£30.51	£31.12	2.0%
General Market Bank Holidays	£20.00	£20.00	0.0%
Hot Food Premium	£7.00	£7.00	0.0%
Casual Trading Premium	£5.00	£5.00	0.0%
*Storage Units	£16.91	£17.59	4.0%
All Saints Craft Fair			
Monday - Friday rents	£15.16	£15.46	2.0%
Saturday rent	£31.46	£32.09	2.0%
All Markets - Administration Fees			
Variations Fee - applicable for any changes that result in the production of a new licence.	£25.00	£30.00	20.0%
Direct Debit rebate	4%	4%	0.0%
* These charges are shown net of VAT			
** Externally set fees and charges			
Please note that animal businesses, skin piercing, sex establishment and taxi licences will be approved at Licensing Committee on 30th January 2017			

2017/18 Budget - Revenue proposals

Page 1 of 3

Reference	Item Description	2016/17 Budget £	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	2020/21 Budget £	Contact	Climate Effect & Poverty Ratings
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Bids

Environmental Services & City Centre

B3906	Air Quality Project Support Officer (Scientific Officer - 50% FTE 2 years)	0	25,000	25,000	0	0	Jo Dicks	+M
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Current corporate air quality commitments on Low Emission Taxis, Electric Vehicle Charging Infrastructure, City Deal and Quality Bus Partnership represent substantial ongoing work streams for the Environmental Health service. Air quality staffing resource is under pressure due to a sustained increase in growth related planning consultations. This means that the dedicated Air Quality technical resource of 0.7FTE is unable to support the aforementioned corporate air quality commitments. In response, the proposal is to increase Air Quality staff capacity by 0.5 FTE for two years to provide the capacity to deliver on these commitments. At current staffing levels there is a risk that the corporate aim to reduce emissions and significantly improve the city's air quality will be compromised. Low

Total Bids in Environmental Services & City Centre

0	25,000	25,000	0	0
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Total Bids

0	25,000	25,000	0	0
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2017/18 Budget - Revenue proposals

Page 2 of 3

Reference	Item Description	2016/17 Budget £	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	2020/21 Budget £	Contact	Climate Effect & Poverty Ratings
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Increased Income

Environmental Services & City Centre

113905	Income from general and Sunday market re-categorisation of pitches and revision of terms of trading.	0	(30,000)	(30,000)	(30,000)	(30,000)	Daniel Ritchie	Nil
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This increased income arises from the changes in fees and charges approved last year on 17 March 2016 at None the Community Services Scrutiny Committee. These changes came into effect on 1 May 2016 and so the associated net income increase was not able to be included in the approved budget plan for 2016/17.

Total Increased Income in Environmental Services & City Centre

0	(30,000)	(30,000)	(30,000)	(30,000)
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Total Increased Income

0	(30,000)	(30,000)	(30,000)	(30,000)
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2017/18 Budget - Revenue proposals

Page 3 of 3

Reference	Item Description	2016/17 Budget £	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	2020/21 Budget £	Contact	Climate Effect & Poverty Ratings
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Savings

Environmental Services & City Centre

S3969	Shared Waste Service	0	(150,000)	(150,000)	(150,000)	(150,000)	Suzanne McBride	-L
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Further efficiencies have been identified as a result of the sharing of the waste and recycling service with None South Cambridgeshire District Council. It is expected to include a further rerouting of rounds and a more efficient shared commercial waste service will result in on ongoing £150k annual saving.

Total Savings in Environmental Services & City Centre

0	(150,000)	(150,000)	(150,000)	(150,000)
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Total Savings

0	(150,000)	(150,000)	(150,000)	(150,000)
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Report Total

0	(155,000)	(155,000)	(180,000)	(180,000)
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2017/18 Budget - Capital Proposals

Page 1 of 1

Reference	Item Description	2016/17 Budget £	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	2020/21 Budget £	Contact	Climate Effect & Poverty Ratings
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Capital Bids

Environmental Services & City Centre

C3932	Vehicle and plant fleet replacements 2017/18	0	2,436,000	0	0	0	David Cox	+M
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This is the procurement of the Council's fleet vehicles including 10 waste freighters for domestic, commercial and litter collection (£1.65m), 35 vans for grounds and housing stock maintenance (£0.65m) and plant and equipment (£100k) scheduled for replacement in 2017/18 as part of a rolling programme necessary to replace out of life assets that would otherwise significantly increase maintenance costs. Where possible, electric vehicles will be considered depending on whole life costs. There is a higher than usual replacement cost this year due to a large number of refuse vehicles that require replacement. The average length of life of a refuse vehicle is 7 years but for other vehicles can range between 5 and 8 years depending on use. In recent years the Council has taken a proactive approach in reviewing the need for replacement rather than automatically replacing a vehicle in a fixed cycle, resulting in a year such as this when a higher number of replacements is required. However, m

None

C3943	Electric vehicle rapid charge points	0	25,000	25,000	25,000	25,000	Jo Dicks	+M
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This project is to deliver one additional electric vehicle rapid charge point each year for the years 2017-2021 to support the increased uptake of electric vehicle use in Cambridge and in particular to support the introduction of a low emission taxi policy. Charge points will be installed at busy locations such as Cowley Road, outside new City Council Depot, Addenbrookes Hospital, Cambridge Railway Station car park and North West Cambridge Development

None

C3984	Waste compound tipper/grab lorry	165,000	0	0	0	0	Joel Carre	Nil
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The purpose of the project is to in-source the resource requirements (32 tonne tipper lorry with hydraulic grab system and driver/ operator) to enable the Council to manage the handling and transport of Estates and Facilities and Streets and Open Spaces (S&OS) generated waste from the new Cowley Road Depot waste transfer facility to Amey Cespa's Waste Management Park at Waterbeach. This investment will deliver a revenue saving of £60k when compared to the existing waste handling arrangement and offers the opportunity to generate income from using any available operating capacity for other external work or by reducing the costs of other council services.
[Funded from earmarked reserves]

None

Total Capital Bids in Environmental Services & City Centre

165,000	2,461,000	25,000	25,000	25,000
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Total Capital Bids

165,000	2,461,000	25,000	25,000	25,000
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Report Total

165,000	2,461,000	25,000	25,000	25,000
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To: Executive Councillor for Environmental Services and City Centre
Report by: Head of Commercial Services
Relevant scrutiny committee: Environment 17/01/2017 Scrutiny Committee
Wards affected: None

CAPITAL DELIVERY APPROVAL – FLEET REPLACEMENTS 2017/18

1. Executive summary

Capital projects with a value of greater than £300,000 require Executive Councillor approval before further consideration for funding as part of the Budget Setting Report (BSR)

This project relates to the Fleet replacements 2017/18 and the Full Business Case, containing the financial and all other implications, including EQIA and Climate Change ratings are set out in the attached project control document Parts A & B.

The Capital Programme Board have reviewed this project, as detailed in the attached appendices and consider it is properly planned and ready for implementation, subject to Executive Councillor and funding approval.

2. Recommendations

The Executive Councillor is recommended:

- - To approve the Fleet Replacements 2017/18 project, as detailed in the attached appendices, which has been properly planned and is ready for implementation
- To delegate to the Director of Commercial Services to call-off and award a specific contract or specific contracts from appropriate framework agreements of The Procurement Partnership Limited (TPPL), Crown Commercial Service (CCS) or Eastern Shires Purchasing Organization (ESPO) for the purchase of vehicles as set out in the Project Control Document.

3. Background papers

None.

4. Appendices

Project Control Document (Parts A and B)

5. Inspection of papers

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

Author's Name:	David Cox
Author's Phone Number:	01223 – 458265
Author's Email:	david.cox@cambridge.gov.uk

A1. Project Brief - Purpose

The replacement of out of life vehicles, plant and equipment and those with unsustainable maintenance costs.

A2. Project Background

The project is the purchase of the Council's fleet vehicles, plant and equipment scheduled for replacement in the financial year 2017/18, as part of a rolling programme necessary to replace out of life vehicles and those with unsustainable maintenance costs.

A3. Objectives

To replace vehicles and items of plant and equipment that is currently proving expensive to maintain.

A4. Benefits

Where possible vehicles will be replaced with electric powered equivalents. Diesel vehicles (where electric is not possible) will all be Euro 6 emissions compliant.

Ongoing maintenance costs will reduce greatly as new vehicles require little maintenance and in most cases are covered by a three-year 100,000 mile warranty. This is the case for all light commercial vehicles. Refuse collection vehicles have a three-year warranty on the drive train, engine, gearbox and transmission components and a five year structural warranty on the body. The bin lift warranty is twelve months.

B1. Capital Costs and Funding

The project will require approximately £2.436M of funding.

Funding will be from R&R (43008 6017) funds for fleet replacements. Discussions with service account confirm sufficient funds are available to cover all fleet replacements planned for 2017/18

Vehicles due for replacement are listed below in service and fleet number order:

Fleet no.	Type	Approximate replacement cost	Last three years maintenance
Shared Waste Service			
0036	RCV Trade	168,000.00	71253.00
0072	RCV Domestic	168,000.00	52944.00
0081	RCV Domestic	168,000.00	47312.00
0207	RCV Domestic	168,000.00	87159.00
0220	RCV Recycling	168,000.00	54337.00
0221	RCV Recycling	168,000.00	47796.00
0222	RCV Recycling	168,000.00	43029.00
0229	RCV Recycling	168,000.00	59063.00
0255	Link Tip	75,000.00	23908.00
0261	RCV Domestic	168,000.00	50915.00
			537716.00
Estates & Facilities			
0004	Panel van	18,000.00	5911.00
0009	Panel van	18,000.00	4011.00
0024	Panel van	18,000.00	5007.00
0029	Panel van	18,000.00	9576.00
0030	Panel van	18,000.00	7503.00
0050	Panel van	18,000.00	3038.00
0052	Panel van	18,000.00	4647.00
0058	Panel van	18,000.00	3273.00
0068	Panel van	18,000.00	6250.00
0069	Panel van	18,000.00	3622.00
0071	Panel van	18,000.00	4681.00
0074	Panel van	18,000.00	3426.00
0075	Panel van	18,000.00	3918.00
0076	Panel van	18,000.00	9885.00
0078	Panel van	18,000.00	2500.00
0082	Panel van	18,000.00	3506.00
0084	Panel van	18,000.00	2865.00

0086	Panel van	18,000.00	9231.00
0091	Panel van	18,000.00	3345.00
0096	Panel van	18,000.00	2249.00
0098	Panel van	18,000.00	1911.00
0099	Panel van	18,000.00	4445.00
0227	Panel van	18,000.00	3382.00
0267	Crew cab tipper	27,000.00	3778.00
0270	Panel van	18,000.00	5071.00
0272	Crew cab tipper	27,000.00	3430.00
			120461.00

Ground Maintenance

0064	Dropside tipper	27,000.00	6010.00
0141	Groundkeeper	15,000.00	1092.00
0211	Dropside tipper	27,000.00	4606.00
0215	Panel van	18,000.00	3434.00
			15142.00

Street Cleaning

08	RCV litter bins	140,000.00	37594.00
0010	Pick-up truck	16,000.00	2535.00
0225	Dropside tipper	27,000.00	4534.00
0234	Dropside tipper	27,000.00	4313.00
0241	Pick-up truck	16,000.00	3132.00
0242	Pick-up truck	16,000.00	3643.00
0243	Pick-up truck	16,000.00	2900.00
			58651.00

Cemetery/Crematorium

0193	Mini Digger	18,000.00	4928.00
			4928.00

Totals 2,436,000.00 736898.00

B1a. VAT implications

There are no adverse vat implications with respect to this project.

Total Capital Costs	£2,436,000.00
Total Capital Funding Requirements	£2,436,000.00

B2. Revenue Costs and Funding

Vehicle maintenance consummate with increase costs due to age of vehicle. These figures are the cumulative maintenance costs of all vehicles on replacement list.

Maintenance costs are covered in existing revenue accounts and no further revenue is required.

	2015/16 £s	2016/17 £s	2017/18 £s	2018/19 £	Annual ongoing
Total Annual Revenue costs			34,700	68,000	98,000
Revenue funding requirements			-	-	-

B4. Procurement Strategy

All replacement vehicles and items of plant or equipment will be procured using OJEU compliant procurement groups:

- The Procurement Partnership Ltd (TPPL)
- The Crown Commercial Service (CCS)
- ESPO (Eastern Shires Purchasing Organisation)

All the vehicles and items of plant and equipment are available on framework agreements held by the three procurement bodies listed above all of which are OJEU compliant.

Refuse collection vehicles are procured through a joint procurement framework with neighbouring authorities: East Cambridgeshire District Council; Fenland District Council; Huntingdon District Council and South Cambridgeshire District Council.

Target Dates for major procurement elements of the project (where appropriate):

Start of procurement	1st April 2017
Award of Contract	August 2017 to March 2018
Start of project delivery	1st April 2017
Completion of project	31st March 2018
Date that project output is expected to become operational (if not same as above)	Between August 2017 and March 2018

B5. Staffing and external contractor resources

Commercial Manager for fleet maintenance and management approximately 75 to 100 hours.

No other people resources or external contractors will be required as all vehicles and plant/equipment are available from buying consortiums such as ESPO, YPO and TPPL.

Skill/level/person	Estimated number of hours	Estimated Duration	
		Start date	Finish date
Project Manager	75 to 100	01/04/2017	31/03/2018
Project team expert			
Contractor/Consultant			
Legal			
Human Resources			
Finance			
Procurement			
etc. backfill/temporary staff resource			

B6. Wider staff implications

There are no wider staff implications as per B5 above. All vehicles and items of plant and equipment are available on purchase frameworks. Specifications for replacements will be written by Commercial Manager and forwarded to buying consortiums.

B7. Outline your approach to consultation

Consultation has taken place between Commercial Manager and all services that have vehicles or items of plant and equipment due for replacement in 2017/18. Ongoing dialogue will continue so all interested parties are aware of delivery schedules for their vehicles/plant.

B8. Equalities Impact (EQIA)

An EQIA has not been carried out as there are no affected parties with regards the results from this project

+M

The fleet replacement details have been discussed with Strategy and Partnerships/Sustainability and the Climate Change impact is rated as positive medium.

Light commercial vehicles will be, wherever possible, replaced by electric equivalent vehicles. Replacement refuse collection vehicles will all be compliant with the Euro 6 emissions standard, the vehicles they are replacing are only Euro 4 emission standard.

An equalities impact assessment has been carried out.

B11. Risk assessment

Without replacement vehicles maintenance costs will increase further and have an adverse effect on revenue accounts. The vehicles being replaced already have high maintenance costs and this will only increase further with age.

B12. Anticipated approach and timetable**PROVIDE TIMELINE OF KEY PROJECT DATES**

Stage/Milestone	Outcome/Deliverable	Date of Completion
Stakeholder meetings	Agree replacement type and make/model	End of April 2017
Specifications		May 2017
Quotations received		July to August 2017
Replacements ordered		September to October 2017
Replacements delivered		November 2017 to March 2018

Capital cost and funding – Profiling

	2016/17 £	2017/18 £	2018/19 £	2019/20 £	Comments
Capital Costs					
Building contractor / works					
Purchase of vehicles, plant & equipment (including IT infrastructure & costs)		2,436,000.00			
Professional / Consultants fees					
Other capital expenditure:					
<i>insert rows as needed</i>					
Total Capital cost	0	2,436,000.00	0	0	
Capital Income / Funding					
Developer Contributions					
R & R funding (if applicable)		2,436,000.00			01-43008-3017-00000
Earmarked Funds					
Existing capital programme funding					
Revenue contributions					
Total Income	0	2,436,000.00	0	0	
Net Capital Bid	0	0	0	0	

Appendix B

Project Control Document – Revenue Costs

Update financial years as necessary

	Yr 1 £	Yr 2 £	Yr 3 £	Yr 4 £	Comments
Maintenance	34,700	68,000	98,000	145,000	Vehicle maintenance consummate with increase costs due to age of vehicle. These figures are the cumulative maintenance costs of all vehicles on replacement list.
Insurance					
Operating costs					
Staff (savings)/costs					
Energy (savings)/costs					
Other (savings)/costs					
<i>insert rows as needed</i>					
	34,700	68,000	98,000	145,000	
Existing budget provision					
Net Revenue Implications	37,700	68,000	98,000	145,000	Maintenance costs are covered by existing budgets