



# Public Document Pack

## Cambridge City Council

### COMMUNITY SERVICES SCRUTINY COMMITTEE

**To:** **Scrutiny Committee Members:** Councillors Kerr (Chair), Kightley (Vice-Chair), Al Bander, Blackhurst, Brown, Moghadas, O'Reilly, Reiner and Todd-Jones.

**Alternates:** Councillors Dryden and Tucker

**Non-voting Co-optees:**

Diane Best (HMB – Leaseholder Representative), Brian Haywood (HMB – Tenant Representative), Kay Harris (HMB - Tenant Representative) and Tom Dutton (PCT Representative).

**Executive Councillors:**

Executive Councillor for Housing, Councillor Smart  
Executive Councillor for Arts, Sport and Public Places, Councillor Cantrill  
Executive Councillor for Community Development and Health, Councillor Bick

*Despatched: Monday 5<sup>th</sup> March 2012*

**Date:** Thursday, 15 March 2012  
**Time:** 1.30 pm  
**Venue:** Committee Room 1 & 2 - Guildhall  
**Contact:** Toni Birkin **Direct Dial:** 01223 457086

### 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 1 - 32)**

To approve the minutes of the meeting held on 12<sup>th</sup> January 2012. (Pages 1 - 32)

### **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.

<b>Decisions of the Executive Councillor for Housing</b>
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#### **Items for decision by the Executive councillor, without debate**

### **5 CHARGING FOR ENFORCEMENT NOTICES OR ORDERS UNDER THE HOUSING ACT 2004 (Pages 33 - 42)**

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

#### **Key Decision not included on the Forward Plan**

The following item on the agenda relates to a key decision that has not been included on the Forward Plan. However, it is impractical to defer the decision to allow inclusion in the next Forward Plan.

This item is included on the agenda by way of formal notice to the Chair, to the Group Spokespersons, to other members of the Committee and to the public that the Executive Councillor is being asked to make this decision.

- 6      **NEW COUNCIL HOUSE PROGRAMME - BARNWELL ROAD** (*Pages 43 - 56*)
- 7      **PROPOSED REFURBISHMENT OF CAMBRIDGE ACCESS SURGERY**  
(*Pages 57 - 62*)
- 8      **HOMES AND COMMUNITIES AGENCY (HCA) FRAMEWORK DELIVERY AGREEMENT (FDA)** (*Pages 63 - 66*)
- 9      **EMPTY HOMES POLICY 2012** (*Pages 67 - 80*)

#### **Decisions of the Executive Councillor for Arts, Sport and Public Places**

**Items for decision by the Executive Councillor, without debate**

- 10     **GUILDHALL IMPROVEMENTS - PROJECT APPRAISAL** (*Pages 81 - 88*)
- 11     **REPLACEMENT OF CORN EXCHANGE HOUSE LIGHTING** (*Pages 89 - 96*)

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

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

**Items for decision by the Executive Councillor, without debate**

- 12     **REVIEW OF NEIGHBOURHOOD COMMUNITY PLANNING PROJECTS IN ABBEY, ARBURY AND KINGS HEDGES WARDS** (*Pages 97 - 110*)

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

- 13 CAMBRIDGE COMMUNITY SAFETY PARTNERSHIP (CCSP) PLAN 2011- 2014 - 2012 UPDATE** *(Pages 111 - 132)*
- 14 RESTORATIVE JUSTICE - NEIGHBOURHOOD RESOLUTION PANELS - PROPOSAL** *(Pages 133 - 144)*
- 15 CITY CENTRE YOUTH VENUE - CONSULTATION AND PROPOSALS** *(Pages 145 - 154)*
- 16 REFURBISHMENT OF NEWMARKET ROAD CEMETERY OFFICES AND RECEPTION** *(Pages 155 - 160)*

## Information for the Public

**QR Codes**  
(for use with Smart  
Phones)

**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.

After 5 p.m. access is via the Peas Hill entrance.

All the meeting rooms (Committee Room 1, Committee 2 and the Council Chamber) are on the first floor, and are accessible via lifts or stairs.



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Some meetings may have parts, which will be closed to the public, but the reasons for excluding the press and public will be given.

Most meetings have an opportunity for members of the public to ask questions or make statements.

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.

Speaking on Planning Applications or

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**You are invited to complete a feedback form available in the committee room or on-line using the following hyperlink:**

<http://www.surveymonkey.com/s/Y9Y6MV8>

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for  
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A loop system is available in Committee Room 1, Committee Room 2 and the Council Chamber.

Adapted toilets are available on the ground

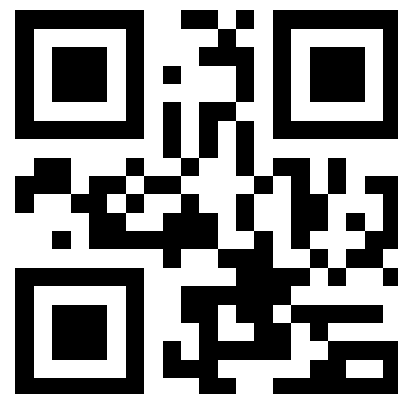
and first floor.

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**Queries on reports**

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**COMMUNITY SERVICES SCRUTINY COMMITTEE**

12 January 2012

1.30 - 5.07 pm

**Present:** Councillors Kerr (Chair), Kightley (Vice-Chair), Blackhurst, Brown, Moghadas, O'Reilly, Reiner, Best, Haywood and Harris

**Executive Councillors:**

Councillor Cantrill, Executive Councillor for Arts, Sport and Public Places

Councillor Bick, Executive Councillor for Community Development and Health

Councillor Smart, Executive Councillor for Housing

**Also Present:** Councillors Wright and Taylor

**Present for Housing Items Non-voting co-optees:** Brian Haywood, Diane Best and Kay Harris

**Officers Present:**

Liz Bisset, Director of Customer and Community Services

Simon Payne, Director of Environment

Simon Pugh, Head of Legal Services

Chris Humphris, Principal Accountant

Alan Carter, Head of Strategic Housing

Debbie Kaye, Head of Active Communities

David Greening, Housing Options and Homelessness Manager

Andrew Preston, Environment Improvements Manager

Tim Wetherfield, Urban Growth Project Manager

Trevor Woollams, Head of Community Development

Jackie Hanson, Operations and Resources Manager

Elaine Midgley, Arts and Events Manager

Ian Ross, Sports and Recreation Manager

Alistair Wilson, Green Spaces Manager

Toni Birkin, Committee Manager

<b>FOR THE INFORMATION OF THE COUNCIL</b>
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**12/1/CS Apologies**

Apologies were received from Councillors Al Bander and Todd-Jones.

**12/2/CS      Declarations of Interest**

<b>Councillor</b>	<b>Item</b>	<b>Interest</b>
Brown	12/20/CS  12/7/CS and 12/16/CS  12/16/CS	Personal interest as a member of Cambridge and Peterborough Mental Health Trust and Cambridgeshire Link. Personal interest as her wife works for the Citizens Advice Bureau Personal interest as an executive of the Liberal Democrat LGBT group
Blackhurst	12/16/CS  12/14/CS	Personal interest as a member of Trumpington Residents Association of which his wife is secretary. Personal interest as his wife works at Trumpington School.
Cantrill	12/11/CS	Personal interest as a member of his family is a member of Cambridge and Coleridge Athletics Club who are a grant recipient.
Reiner	12/11/CS	Personal interest as a member of the Lawn Tennis Club who are a grant recipient.
Dryden	12/12/CS	Personal interest as a member of the British Legion.
Dryden	12/19/CS	Personal interest as a Magistrate.

**12/3/CS      Minutes**

The minutes of the meeting of the 13<sup>th</sup> October 2011 were approved and signed as a correct record.

**12/4/CS      Public Questions**

Public speakers were present and wished to speak on agenda item eight. It was agreed that the committee would receive their comments when the item was considered.

**12/5/CS      Draft Housing Portfolio Plan 2012 - 2013**

**Matter for Decision:**

To consider the draft Housing Portfolio Plan 2012/23

**Decision of Executive Councillor for Housing:**

The Executive Councillor resolved to note the draft Housing Portfolio Plan 2012/13.

**Reason for the Decision:**

As per the Officer's report.

**Any alternative options considered and rejected:**

Not applicable.

**Scrutiny Considerations:**

The Executive Councillor gave a brief overview of the 2012/13 Housing Portfolio Plan.

Members of the Scrutiny Committee were then invited to comment and discuss the plan.

Members welcomed the Heatseekers initiative and its potential contribution to the carbon reduction targets for the City.

The Executive Councillor for Housing approved the recommendations.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

N/A

**12/6/CS Housing Portfolio - Budget 2012 -2013**

**Matter for Decision:**

To approve the overall base revenue and capital budget position for the Housing Portfolio. The report compared the proposed 2011/12 revised budget

to the budget at September 2011 and detailed the budget proposals for 2012/13 and 2013/14.

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

The Executive Councillor resolved to:

#### **Review of Charges:**

a) Approve the proposed charges for Housing services and facilities, as shown in Appendix B of the Officer's report.

#### **Revenue Budgets:**

b) Approve, the current year funding requests and savings, (shown in Appendix A of the Officer's report) and the resulting revised revenue budgets for 2011/12 (shown in Table 1 of the Officer's report) for submission to the Executive.

c) Agree proposals for revenue savings and unavoidable bids, as set out in Appendix C of the Officer's report, which had been incorporated into the budgets presented for this portfolio.

d) Agree proposals for bids from external or existing funding, as set out in Appendix D of the Officer's report, if applicable.

e) Agree proposals for Priority Policy Fund (PPF) bids, as set out in Appendix E of the Officer's report.

f) Approve the budget proposals for 2012/13, as shown in Table 2 of the Officer's report, for submission to the Executive.

#### **Capital:**

g) Seek approval from the Executive to carry forward resources from 2011/12, as detailed in Appendix G of the Officer's report, to fund rephased capital spending.

h) Approve capital bids and savings, as identified in Appendix H and Appendix H(a) of the Officer's report, for submission to the Executive for inclusion in the Capital & Revenue Project Plans and Housing Capital Plan respectively.

i) Confirm that there are no items covered by this portfolio to add to the Council's Hold List, for submission to the Executive.

j) Approve the current General Fund Capital & Revenue Projects Plan, as detailed in Appendix J of the Officer's report, to be updated for any amendments detailed in (g), (h) and (i) above.

k) Note that revised Housing Capital Investment Plan for 2011/12 to 2016/17, would be presented to the special joint Housing Management Board and Community Services on 8th February 2012, to include the impact of in year savings in capital budgets, re-allocation of budgets for decent homes works,

rephrasing of existing projects and schemes and incorporation of capital bids (as detailed in Appendix H(a) of the Officer's report, submitted as part of the 2012/13 budget process.

l) Approve the two project appraisals as detailed in Appendix K of the Officer's report.

m) Approve a provisional Housing Capital Allowance for 2012/13 of £11,384,000.

### **Reason for the Decision:**

At its meeting on 20 October 2011, Council gave initial consideration to the budget prospects for the General Fund for 2012/13 and future years. An overall savings requirement was set in November 2010, for the following four years, with the expectation that identified service reviews would contribute significantly to achievement of these targets. This position was reviewed in October 2011 and the position in relation to any service reviews within this portfolio is shown in paragraph 6.3 and the associated table and appendix of the Officer's report.

### **Any alternative options considered and rejected:**

Not applicable.

### **Scrutiny Considerations:**

The Committee received a report from the Principal Accountant regarding the Housing Portfolio Budget 2012 –2013.

Members requested further details on the funding to increase the uptake of energy efficiency improvements in the private sector (Appendix K of the Officer's report). The Principal Accountant agreed to provide the details outside of the meeting.

The Scrutiny Committee considered and endorsed the recommendations in the report by 6 votes to 0.

The Executive Councillor for Housing approved the recommendations.

### **Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

N/A

**12/7/CS Housing General Fund Grants to Voluntary Organisations for 2012 - 2013 and 2013 - 2014****Matter for Decision:**

To review the grants that were awarded by Community Services Scrutiny Committee from the Housing General Fund for this year in the context of the corporate policy and make recommendations to continue to grant fund the organisations during 2012/13 and 2013/14.

**Decision of Executive Councillor for Housing:**

The Executive Councillor for Housing resolved to

- i. Agree, subject to the budget setting process and formal adoption by Council of the 2012/13 and 2013/14 budgets, the funding to the voluntary sector organisations as detailed in the Officer's report;
- ii. Agree to consider a further report to committee in March on a proposal, subject to the budget setting process, to offer a capital grant of up to £100,000 to be drawn from the existing Renewals and Replacements fund to upgrade the facilities at the primary health care service for homeless people at 125 Newmarket Road;
- iii. Note, the proposed Department for Communities and Local Government (DCLG) Homelessness Prevention Grant budget allocation for 2012-13.

**Reason for the Decision:**

The voluntary sector provides key services to homeless people, including services which enable the Council to meet its statutory obligations. Housing grants enable the voluntary sector to provide services to vulnerable and disadvantaged groups and, through the provision of specialist housing and support services, improve clients' quality of life, help tackle social exclusion and prevent repeat homelessness. The grants make a significant contribution to the Council's Medium Term Objective to ensure that Cambridge is '*A city which recognises and meets needs for housing of all kinds – close to jobs and neighbourhood facilities*'

**Any alternative options considered and rejected:**

Not applicable.

**Scrutiny Considerations:**

The committee received a report from the Housing Options and Homelessness Manager regarding the Housing General Fund Grants to Voluntary Organisations. Members noted a slight amendment to item 3.3 on page 107 of the Officer's report. The proposed extension to the SLA with the CAB would run until 31<sup>st</sup> March 2014 and not 2012 as stated in the report.

The committee requested further details on how the SLA's listed on pages 106 and 107 of the Officer's reports were reviewed and monitored. The Officer confirmed that the grant agreement detailed performance indicators and recipients of grants were assessed against those indicators.

The Scrutiny Committee considered and endorsed the recommendations in the report by 6 votes to 0.

The Executive Councillor for Housing approved the recommendations.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

N/A

**12/8/CS Draft Arts, Sport and Public Places Portfolio Plan 2012 -2013**

**Matter for Decision:**

To consider the draft Arts, Sports and Public Places Portfolio Plan 2012/13.

**Decision of Executive Councillor for:**

The Executive Councillor resolved to note the draft Arts, Sports and Public Places Portfolio Plan 2012/13.

**Reason for the Decision:**

As per the Officer's report.

**Any alternative options considered and rejected:**

Not applicable.

**Scrutiny Considerations:**

The Executive Councillor gave a brief overview of the 2012/12 Arts, Sports and Public Places Portfolio Plan and tabled the following additional priority to Strategic Objective 2.

*2.7 work with all parties to achieve a solution to illegal parking on the key public open space of Midsummer Common.*

Members of the Scrutiny Committee were then invited to comment and to discuss the plan.

In response to members questions the Executive Councillor and officers confirmed the following:

- i. The improved range of activities and funding structures for the Corn Exchange were welcomed. The building was of architectural interest but had not been celebrated and cared for, as it deserved. Residents were in favour of maintaining its diverse cultural programme but would not continue to support a loss generating venue. A step-by-step approach towards a break-even point was being pursued with a five year timeframe.
- ii. Other local venues also deserved support and the grants process would be reviewed. However, under the Compact Agreement, grants could not be withdrawn without consultation. There was a timeline to agree the best way forward with this.
- iii. The demand for community gardens, orchards and allotments remains high. Some land had been identified for this purpose and members were asked to help to identify any further land that could be used for such provision.
- iv. Improving Open Spaces and retrofitting drainage solutions were explained.
- v. Members welcomed the proposals for the visit of the Olympic Torch in July. The project was on schedule to deliver a celebration the City could be proud of and to leave a lasting legacy for the residents of Cambridge.
- vi. Members welcomed the additional priority regarding Midsummer Common.

The Executive Councillor for Arts, Sport and Public Places approved the recommendations.



**Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

N/A

**12/9/CS Arts, Sport and Public Places Portfolio - Budget 2012 -2013****Matter for Decision:**

To approve the overall base revenue and capital position of the Arts, Sport and Public Places Portfolio. The report compared the proposed 2011/12 Revised Budget to the budget at September 2011 and detailed the budget proposals for 2012/13 and 2013/14.

**Decision of Executive Councillor for Art Sport and Public Places:**

The Executive Councillor resolved to:

**Review of Charges:**

a) Approve the proposed charges for Arts, Sport and Public Places services and facilities, as shown in Appendix B of the Officer's report.

**Revenue Budgets:**

b) Approve, the current year funding requests and savings, (shown in Appendix A of the Officer's report) and the resulting revised revenue budgets for 2011/12 (shown in Table 1 of the report) for submission to the Executive.

c) Agree proposals for revenue savings and unavoidable bids, as set out in Appendix C of the Officer's report.

d) Agree proposals for bids from external or existing funding, as set out in Appendix D of the Officer's report.

e) Agree proposals for Priority Policy Fund (PPF) bids, as set out in Appendix E of the Officer's report.

f) Approve the budget proposals for 2012/13 as shown in Table 2 of the Officer's report, for submission to the Executive.

**Capital:**

g) Seek approval from the Executive to carry forward resources from 2011/12, as detailed in Appendix G of the Officer's report, to fund re-phased capital spending.

- h) Approve capital bids, as identified in Appendix H of the Officer's report, for submission to the Executive for inclusion in the Capital & Revenue Projects Plan or addition to the Hold List, as indicated.
- i) Confirm that the items detailed in Appendix I of the Officer's report, together with future year's planned expenditure, be transferred to the Council's Hold List for submission to the Executive.
- j) Seek approval from the Executive to remove projects being devolved to Area Committees from the capital plan as detailed in Appendix G of the Officer's report.
- k) Approve the current Capital & Revenue Projects Plan, as detailed in Appendix J of the Officer's report, to be updated for any amendments detailed in (g), (h), (i) and (j) above.
- l) Approve the following project appraisals as detailed in Appendix K of the Officer's report:
- K (1) Cherry Hinton Hall Grounds improvements
  - K (2) Coleridge Recreation Ground improvements

**Reason for the Decision:**

As detailed in the Officer's report.

**Any alternative options considered and rejected:**

Not applicable.

**Scrutiny Considerations:**

The Committee received a report from the Principal Accountant regarding the Art, Sport and Public Places Budget 2012 –2013.

Members suggested that the tables were confusing and should have included the words appendix E at the bottom of Table 2 (Overall Budget Proposals) as a cross reference for PPF bids.

The discrepancy between the increased fees for mooring and other costs across the portfolio were discussed. The Green Space Manager explained that mooring costs were linked to the RPIX which was currently 5.6 percent while other rises were set at 2 percent.

The Scrutiny Committee considered and endorsed the recommendations in the report by 6 votes to 0.

The Executive Councillor for Arts, Sport and Public Places approved the recommendations.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

N/A

**12/10/CS Riverside - Riparian Ownership and Mooring**

**Public Speakers:**

**Lynette Gilbert on behalf of Riverside Area Residents' Association**

"Riverside residents welcome the recommendation to register City Council ownership of Riverside. It follows 5 years of buck-passing between City, County and Conservators. The introduction of the City's mooring policy in January 2007 led to a mass exodus of unlicensed boats to the Riverside wall, directly opposite houses. We feel there has been a serious failure of the democratic process.

We would like to make two short observations and ask one question:

Para 3.8 indicates that the City Council owns this problem now, irrespective of whether it registers formal ownership. The archive documents show that the city authority claimed the freehold in 1904.

The south side of Riverside is a wall, not a river-bank like the commons moorings. It has barrier railings along its full length to prevent cars and pedestrians falling into the river. These can never be safely removed. There is a sheer drop on the other side to boats below. It breaks every British Waterways safety guideline for residential mooring.

Para 4(e)(ii) states that consultation will "be limited to those options which the Council would be willing to consider". What is the process for determining these consultation options, given the significant safety (hence legal liability) and financial issues here?

Para 3.12 refers only to a report on the future outcomes of consultation, not the options to be consulted on."

**Councillor Margaret Wright**

Councillor Wright expressed her satisfaction that this matter was nearing a solution. She suggested this would be a historic decision. She asked that the amenity value of the area be given due consideration. The area was a unique feature of Cambridge that deserved further investment. The practical, aesthetic and access issues of the informal mooring policy needed due consideration. The costs also needed to be taken into account, including the existing cost of dealing with problems such as boats that sink.

**Matter for Decision:**

The County Council until recently was believed to be the owner of land at Riverside as detailed in Appendix A of the Officer's report. However, there is now evidence to support a claim, that the City Council is in fact the riparian owner.

A successful claim to register an interest in/ or ownership of the land at Riverside with the Land Registry by the City Council would allow the Council to consider how it wished to manage this land and regulate any moorings or any other activities.

**Decision of Executive Councillor for Arts, Sport and Public Places:**

The Executive Councillor resolved to:

- i. Instructed officers to make a land registry application to register the land at Riverside as belonging to the City Council;
- ii. Consult stakeholders on options relating to the management of this land at Riverside, and the possible regulation of moorings as set out at paragraph 3.11 of the report;
- iii. Prepare a subsequent options appraisal with recommendations for the Community Services Scrutiny Committee.

**Reason for the Decision:**

Cambridge City Council manages residential moorings on the River Cam, and over a number of years had developed a moorings policy that governs the way this service works.

The existing City Council Moorings Policy was approved by the Executive Councillor for Community Development and Leisure on the 24<sup>th</sup> March 2005, and it does not cover land at Riverside.

**Any alternative options considered and rejected:**

Any decision on the future management of the land at Riverside should be informed by the views of different groups of people, who have a reasonable interest in what happens to this area as detailed in the Officer's report.

**Scrutiny Considerations:**

The committee received a report from the Green Space Manager regarding Riparian Ownership of Mooring and a map of the area under discussion was tabled. The Green Space Manager suggested that the area was an 'orphan' of previous changes to local authority responsibilities. He confirmed that the consultation would be limited to options that were financially feasible. The initial stage would be to gather knowledge and to work up options.

The Executive Councillor confirmed that the benefits of any changes needed to be measured against the costs. He understood resident's frustrations over the time this matter had taken to resolve and thanked them and Councillor Wright for their work on the ownership issues.

The Scrutiny Committee considered and endorsed the recommendations in the report by 6 votes to 0.

The Executive Councillor for Arts, Sport and Public Places approved the recommendations.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

N/A

**12/11/CS Financial Support to Voluntary and Not for Profit Organisations 2012 -2013: Allocation of Leisure Funding****Matter for Decision:**

The report detailed applications from voluntary and not for profit organisations for 2012/13 leisure funding and made recommendations for future funding.

**Decision of Executive Councillor for Arts, Sport and public Places:**

The Executive Councillor resolved to agree the recommendations for leisure grants to voluntary and not-for-profit organisations in 2012/13 (as set out in Appendix 2 of the Officer's report), subject to confirmation of the Council's 2012/13 budget in February 2012 and, in some cases, to the provision of further information from applicants.

**Reason for the Decision:**

A report to this committee in October 2011 approved the revised:

- i. Leisure grant priorities for 2012-14
- ii. Funding arrangements and eligibility criteria

Applications had been invited in line with those new arrangements. 54 organisations had applied for funding for a total of 82 projects, services and activities.

**Any alternative options considered and rejected:**

Not applicable.

**Scrutiny Considerations:**

The committee received a report from the Operations and Resources Manager regarding financial support to voluntary and not for profit organisations. She requested that members note that there were currently four significantly funded recipients of the grant funds and that this was currently under review.

Members requested information on how Cambridge compares with other local authorities. The Executive Councillor responded that Cambridge compares favourable and was able to sustain grant funding. However, officers were also working with organisation to assist them to find alternative funding sources. All grant applicants were allocated a named officer to work with them offering advice and signposting to alternative funding.

Councillor Brown asked for clarity on the style of the statue suggested for the Botanic Gardens. The Officer would investigate this outside of the meeting.

The Scrutiny Committee considered and endorsed the recommendations in the report by 6 votes to 0.

The Executive Councillor for Arts, Sport and Public Places approved the recommendations.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

N/A

**12/12/CS Leisure Management Contract Commencing October 2013****Matter for Decision:**

The report requested authority to commence the preliminary stages of an EU procurement process to invite and evaluate expressions of interest for progression to tender on the full specification from July 2012 for the running of the City Councils Leisure Management portfolio for October 2013 onwards.

**Decision of Executive Councillor for Art Sport and Public Places:**

The Executive Councillor resolved:

To approve:

- i. Authority for commencement of stage one of a procurement exercise to advertise a Pre Qualification Questionnaire (PQQ) to the open market place.

To note:

- ii. The project plan and timetable for a full EU procurement exercise for the Leisure Management contract, culminating in the approval of the specification to tender at Community Services Scrutiny Committee in June 2012.
- iii. A plan for consultation with stakeholders and Councillors over relevant aspects of the specification.
- iv. The feedback obtained from the recent survey of the Cherry Hinton Village Centre, which will inform and input into the specification.

**Reason for the Decision:**

Leisure management has been externalised for nearly 20 years in Cambridge and the current Leisure management contract held by SLM Ltd will expire at the end of September 2013.

**Any alternative options considered and rejected:**

Not applicable

**Scrutiny Considerations:**

The committee received a report from the Sports and Recreation Manager regarding the Leisure Management Contract.

Councillor Dryden suggested that the Localism Act would allow local community groups to tender for this sort of contract and asked if the decision could be delayed to allow the time for this. The Executive Councillor responded by stating that this part of the Localism Act has not yet been brought into effect and the position on tenders by community groups was not yet clear. The existing contract had already been extended once and it would not be possible to extend it a second time.

In response to members' questions, the Officer confirmed that the Village Centre was viewed primarily as a sports venue with limited community rooms. The consultation process would address the community use of the venue.

He further confirmed that Carbon Reduction targets would be embedded in the contract. This would be linked to management fees and would be included in the contract specifications.

The Scrutiny Committee considered and endorsed the recommendations in the report by 6 votes to 0.

The Executive Councillor for Arts, Sport and Public Places approved the recommendations.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

N/A

**12/13/CS    Devolving Decisions to Area Committees****Matter for Decision:**



To agree the processes by which decisions on various matters will be taken by Area Committees from 1 April 2012, and seeks Executive Councillor approval to adopt these processes.

**Decision of Executive Councillor for Arts, Sport and Public and the Executive Councillor for Community Development and Health**

The Executive Councillors jointly resolved to:

(a) approve the proposed process for devolving decision making on public art, public realm, community facilities, play and open space projects funded by developer contributions as set out in the Officer's report subject to:

- extending the definition of "open spaces" from the limited definition considered at Strategy and Resources Scrutiny Committee on 10 October 2011 to include all open spaces;

(b) delegate their Executive functions to the extent necessary to implement these processes and devolve decision making to Area Committees.

(c) recommend Council to extend the terms of reference of Area Committees to include exercise of the delegated functions.

**The Executive Councillor for Community Development and Health further resolved to:**

(d) approve the proposed process for devolving decision making on Safer City grants as set out in Officer's report subject to the amendment of the second sentence of paragraph 4.3 of the report to read:

- Decisions on approval/rejection of these applications will be made by the Director of Community Services after consultation with the Chairs of Area Committees, relevant Ward Councillors and Opposition Spokes Persons as and when the applications are received and outside of Area Committees.

(e) delegate his Executive functions to the extent necessary to implement this process and devolve decision making to Area Committees;

and

(f) recommend Council to extend the terms of reference of area committees to include exercise of the delegated functions.

**Reason for the Decision:**

As detailed 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 recommendations to devolve decisions to area Committees.

The Head of Legal Services tabled the following amended recommendations:

***AMENDED RECOMMENDATION:***

*2.1 The Executive Councillors for Arts, Sport and Public Places and for Community Development and Health are recommended to:*

*(a) approve the proposed process for devolving decision making on public art, public realm, community facilities, play and open space projects funded by developer contributions as set out in the foregoing report subject to:*

- extending the definition of "open spaces" from the limited definition considered at Strategy and Resources Committee on 10 October 2011 to include all open spaces;*

*(b) delegate their Executive functions to the extent necessary to implement these processes and devolve decision making to area committees.*

*(c) recommend Council to extend the terms of reference of area committees to include exercise of the delegated functions.*

*2.2 The Executive Councillor for Community Development and Health is recommended to:*

*(d) approve the proposed process for devolving decision making on safer city grants as set out in foregoing report subject to the amendment of the second sentence of paragraph 4.3 of the report to read:*

- Decisions on approval/rejection of these applications will be made by the Director of Community Services after consultation with the Chairs of Area Committees, relevant Ward Councillors and Opposition Spokes Persons as and when the applications are received and outside of Area Committees.*

*(e) delegate his Executive functions to the extent necessary to implement this process and devolve decision making to area committees;*

*and*

*(f) recommend Council to extend the terms of reference of area committees to include exercise of the delegated functions.*

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

- I. Members welcomed the amended recommendations and the clarity this added to the definition of open space.
- II. Some members were concerned that the level of work being devolved to Area Committees was unworkable as they already had very full agendas.
- III. Members agreed that Area Committee had evolved to have individual styles and some finished very late in the evening. However, residents do attend which is not often the case with Scrutiny Committees.
- IV. Increasing the frequency of Area Committees was suggested.
- V. Councillor Dryden suggested removing planning from the agenda of Area Committees as a solution.
- VI. The costs of additional Area Committee work was questioned.

The Head of Community Development responded and confirmed that the learning of the North Area Pilot would be shared with other Area Committees with a view to improving community engagement. Each Area Committee had been allocated a Head of Service to facilitate improvements to the process. A further piece of work would be needed on these issues. A funding bid for a Community Engagement Worker was on-going.

Councillor Bick stated that the aim was to reinforce the role of Area Committees as central to the decision making process rather than a peripheral add on. Forward planning of the agendas would allow better use of both member and officer time. The Director of Environment endorsed this position and stated that this would be a different way of using existing resources. The new methodology would also be more responsive which would allow schemes to be implemented and delivered in a more timely fashion.

Members requested clarity on the amended paragraph 4.3 and the role of the Director of Community Services in the decision making process. The Director of Community Services stated this was a standard clause, normally only applied to out of cycle decisions. She confirmed that it was extremely rare for a Director to go against a decision of the Chair of a Committee.

The Scrutiny Committee considered and endorsed the amended recommendations in the report by 6 votes to 0.

The Executive Councillors for Arts, Sport and Public and the Executive Councillor for Community Development and Health approved the amended recommendations.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

N/A

**12/14/CS Draft Community Development and Health Portfolio Plan 2012-2013**

**Matter for Decision:**

To consider the draft Community Development and Health Portfolio Plan 2012/13.

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

The Executive Councillor resolved to note the Community Development and Health Portfolio Plan 2012/13.

**Reason for the Decision:**

As per the Officer's report.

**Any alternative options considered and rejected:**

Not applicable

**Scrutiny Considerations:**

The Executive Councillor gave a brief overview of the 2012/13 Community Development and Health Portfolio Plan. He asked members to note an amendment to add an additional vision statement to Strategic Objective 5 as follows:

*"A city which celebrates its diversity, unites in its priority for the disadvantaged and strives for shared community wellbeing."*

Members of the Scrutiny Committee were then invited to comment and discuss the plan.

Councillor Kightley asked for clarity on the North West Forum and which developments would be included in this. The Head of Community Development responded that this would present a challenge as development sites had different timelines. However, the model would be developed over a 6 months period. Successful models using a similar approach had been used in the Southern Fringe development.

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

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

N/A

**12/15/CS Community Development and Health Portfolio - Budget 2012 - 2013**

**Matter for Decision:**

To approve the overall base revenue and capital position of the Community Development and Health Portfolio. The report compared the proposed 2011/12

Revised Budget to the budget at September 2011 and detailed the budget proposals for 2012/13 and 2013/14.

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

The Executive Councillor resolved to:

#### **Review of Charges:**

a) Approve the proposed charges for Community Development & Health Portfolio services, as shown in Appendix B of the Officer's report.

#### **Revenue Budgets:**

b) Approve, as amended, the current year funding requests and savings, (shown in Appendix A of the Officer's report) and the resulting revised revenue budgets for 2011/12 (shown in Table 1 of the Officer's report) for submission to the Executive.

c) Agree proposals for revenue savings and unavoidable bids, as set out in Appendix C of the Officer's report.

d) Agree proposals for bids from external or existing funding, as set out in the amended Appendix D of the Officer's report.

e) Agree proposals for Priority Policy Fund (PPF) bids, as set out in Appendix E of the Officer's report.

f) Approve the budget proposals for 2012/13 as shown in Table 2 of the Officer's report, for submission to the Executive.

#### **Capital:**

g) Seek approval from the Executive to carry forward resources from 2011/12, as detailed in Appendix G of the Officer's report, to fund re-phased capital spending.

h) Approve capital bids, as identified in Appendix H of the Officer's report, for submission to the Executive for inclusion in the Capital & Revenue Projects Plan or addition to the Hold List, as indicated.

i) Confirm that there are no items covered by this portfolio to add to the Council's Hold List, for submission to the Executive.

j) Approve the current Capital & Revenue Projects Plan, as detailed in Appendix J of the Officer's report, to be updated for any amendments detailed in (g), (h) and (i) above.

k) Approve the following project appraisals as detailed in Appendix K of the Officer's report:

K (1) Centre at St Paul's – Redevelopment of the main hall

K (2) Clay Farm Community Centre (see separate Report on this agenda)

**Reason for the Decision:**

As detailed in the Officer's report.

**Any alternative options considered and rejected:**

Not applicable

**Scrutiny Considerations:**

The committee received a report for the Principal Accountant (Services) regarding the Community Development and Health portfolio. The committee noted the amendments to Appendix D of the Officer's report (available on the website).

The Scrutiny Committee considered and endorsed the recommendations in the report by 6 votes to 0.

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

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

N/A

**12/16/CS Financial Support to Voluntary and Not-for-Profit Organisations 2012 -2013: Allocations of Community Development Funding**

**Matter for Decision:**

The report detailed applications from voluntary and not-for-profit organisations for 2012/13 community development funding and made recommendations for future funding.

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

The Executive Councillor resolved to:

- i. Agree the recommendations for Community Development grants to voluntary and not-for-profit organisations in 2012/13 as set out in Appendix 2 of the report, subject to confirmation of the Council's 2012/13 budget in February 2012 and, in some cases, to the provision of further information from applicants.

**Reason for the Decision:**

As detailed in the Officers report.

**Any alternative options considered and rejected:**

Not applicable

**Scrutiny Considerations:**

The committee received a Officer's report from the Operations and Resources Manager regarding financial support to voluntary and not-for profit organisations.

The Scrutiny Committee considered and endorsed the recommendations in the report by 6 votes to 0.

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

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

N/A

**12/17/CS Clay Farm Community Centre****Matter for Decision:**

The City Council is leading the partnership project to provide the new Community Centre at Clay Farm. Other partners include the Primary Care



Trust, the County Council; South Cambridgeshire District Council and Cambridgeshire Partnerships Limited. The Clay Farm Community Centre will be a high profile sustainable building of quality design.

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

The Executive Councillor resolved to:

- i. Note the programme to build a new Community Centre at Clay Farm.
- ii. Approve that a Design Team be commissioned to design and oversee the delivery of the Community Centre and that a Contractor be procured to build the Community Centre.
- iii. Delegate authority to the Director of Customer and Community Services to sign a contract with both the Design Team and the Building Contractor in liaison with the Director of Resources and the Head of Legal Services and in consultation with the Executive Councillor for Community Development and Health, the Opposition Spokesperson and the Chair of the Community Services Scrutiny Committee.

**Reason for the Decision:**

The Community Centre Community Centre will sit on City Council land and the City Council is therefore leading the project to deliver the building. Analysis of the phased payments and current anticipated build rate of the new homes suggest that the optimal time to complete the Community Centre will be December 2014. For this to be achieved it will be necessary to start a procurement process early in 2012.

**Any alternative options considered and rejected:**

Extensive discussions were held as part of the master-planning of the Southern Fringe about the need for a Community Centre to serve the new community.

**Scrutiny Considerations:**

The committee received a report from the Head of Strategic Housing regarding the Clay Farm Community Centre.

Members asked for clarity regarding community engagement plans for both existing and incoming residents. The Head of Community Development

outlined the plans his team were developing to engage both groups. Members welcomed the progress on the Community Centre which is seen as central to the new development and would be an exciting joint project offering high quality build standards. The Council would also be working with the lead affordable housing provider to maximise their contribution to engagement.

The Scrutiny Committee considered and endorsed the recommendations in the report by 6 votes to 0.

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

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

N/A

**12/18/CS Review of the Council's Children and Young People's Participation Service (ChYpPS)**

**Matter for Decision:**

To note the report and to approve the recommendations to the Executive Councillor for Community Development and Health from the Member Panel that has been reviewing the City Council's Children and Young People's Participation Service (ChYpPS). The report sets out the panel's findings and recommendations for the future direction of the service.

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

The Executive Councillor resolved to

- i. Agree the mission for ChYpPS as set out in paragraph 7.1.1 of the Officer's report.
- ii. Agree that ChYpPS seek to deliver this mission by following the approach set out in paragraph 7.2.2 (a-f) of the Officer's report.
- iii. Agree that ChYpPS adopt the values set out in paragraph 7.3.1 (a-f) of the Officer's report.

- iv. Agree that ChYpPS measure success using the indicators set out in paragraphs 7.4.1 (a-e) and 7.4.2 of the Officer's report.
- v. Agree that ChYpPS be cash limited in 2013/14 and 2014/15 as set out in paragraph 7.5.1 of the Officer's report.
- vi. Agree that ChYpPS bring a draft Business Plan to Community Services Scrutiny Committee in October 2012 setting out how the service will deliver additional income and maintain capacity during 2013/14, 2014/15 and beyond.

**Reason for the Decision:**

To establish the future direction of the Children and Young People's Participation Service (ChYpPS), including links with other services.

**Any alternative options considered and rejected:**

The panel considered alternative models of provision.

**Scrutiny Considerations:**

The committee received a report from Councillor Blackhurst, Chair of the review Panel. He outlined the purpose of the review in that ChYpPS was a discretionary service and the panel needed to be satisfied that the service contributed to the wider council objectives. The panel had been impressed with the quality of the ChYpPS staff and the projects they deliver.

Councillor Bick thanked the panel for their hard work and commitment in carrying out the review. The service had benefited from the review and now had a clear remit for the future.

The Scrutiny Committee considered and endorsed the recommendations in the report by 9 votes to 0 (unanimously).

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

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

N/A

**12/19/CS Cambridge Community Safety Plan 2011 - 2014 update for 2012****Matter for Decision:**

In order to keep the Cambridge Community Safety Plan current it is updated on an annual basis following production of a Strategic Assessment. The Executive Councillor is asked to consider the plan and endorse the chosen priorities.

The recommendations in the Strategic Assessment were that the priorities of the Community Safety Plan 2012/13 should remain similar to those in the current plan, that is, reducing:

- i. Alcohol related violent crime
- ii. Anti-social behaviour
- iii. Repeat victims of domestic violence
- iv. Re-offending

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

The Executive Councillor resolved to:

Endorse the proposed priorities and amendments to the Community Safety Plan agreed by the Community Safety Partnership.

Reducing

- i. Alcohol related violent crime
- ii. Anti-social behaviour
- iii. Repeat victims of domestic violence
- iv. Re-offending

**Reason for the Decision:**

As detailed in the Officer's report.

**Any alternative options considered and rejected:**

Not Applicable.

**Scrutiny Considerations:**

The committee received a report from the Safer Communities Manager regarding the Cambridge Community Safety Plan. The Director of Customer and Community Services explained that this document was still a draft and targets would be added when agreed.

The following points were raised:

- i. Nationally crime figures had reduced due to a trend towards alternative ways of dealing with first offenders and reluctance to criminalise them.
- ii. Police had achieved considerable successes locally, for example, a reduction in drug dealing in Petersfield.
- iii. Closer working with venues and the use of licensing powers (based on the Cardiff Model) had achieved some success in reducing alcohol related crimes.
- iv. Funding had been reduced. However, once the Police and Crime Commissioner was in place and the priorities agreed, bids may be submitted for additional funding.

The Scrutiny Committee considered and endorsed the recommendations in the report by 6 votes to 0.

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

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

N/A

**12/20/CS Strategic Partnerships and our Principles of Partnership Working**

**Matter for Decision:**

The Executive Councillor for Community Development and Health's remit covers the work of the emerging Shadow Health and Wellbeing Board and Cambridgeshire's Children's Trust. The report gave the scrutiny members a feel for the direction these partnerships were moving in.

The report also assessed how they were "shape-up" when the Council's Principles of Partnership Working are applied.

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

The Executive Councillor for Community Development and Health resolved to:

- i. Continue to work with the emerging Health and Wellbeing Board (including the Locality Health Partnership) for Cambridgeshire and the Children's Trust for Cambridgeshire (including the Area Partnership) to ensure high quality services were available to Cambridge citizens and to press for the application of our principles as a part of the emerging partnership arrangements.

**Reason for the Decision:**

It was found that there were strong reasons why the Council should work with these partnerships and that they are developing strong governance arrangements and are open and accessible. Both have locality groups that would provide greater accountability for local commissioning and use of resources but these were still at an early point.

**Any alternative options considered and rejected:**

Strategic partnerships in the county had been radically shaken up over the past year in response to national legislative and policy changes and a drive towards more efficient ways of working. The emerging strategic partnerships covering Cambridgeshire (and beyond) were not fully settled and still defining their roles and arrangements.

**Scrutiny Considerations:**

The committee received a report from the Community Development Manager regarding strategic Partnerships and the principles of partnership working.

Members expressed support for the Council engaging with partnership process and suggested that any failure to do so would be a missed opportunity.

Councillor Bick expressed concern that the County Council approach was limiting the opportunity for the District Councils to fully engage in the partnership process.

The Scrutiny Committee considered and endorsed the recommendations in the report by 6 votes to 0.

The Executive Councillor for Community Services approved the recommendations.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

N/A

The meeting ended at 5.07 pm

**CHAIR**

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To: Executive Councillor for Housing (and Deputy Leader): Councillor Catherine Smart  
Report by: Jas Lally – Head of Refuse & Environment  
Relevant scrutiny committee: Community 15/3/2012  
Services  
Scrutiny  
Committee  
Wards affected: All Wards

## **RECOVERING COSTS INCURRED WHEN ENFORCEMENT NOTICES ARE CHARGED**

### **Not a Key Decision**

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

1.1 Section 49 of the Housing Act 2004 (“the Act”) gives the Council the power to recover all reasonable expenses incurred by them in taking enforcement action under part one of the Act. Preparing and serving enforcement notices can be a time consuming and costly process currently this cost is not recharged to the receipts of notices.

1.2.1 Costs can be recovered for all enforcement work involved that has been incurred in undertaking housing assessments, determining whether to serve the following notices or orders and identifying action specified in the notice or order.

- Serving an improvement notice
- Making a prohibition order
- Serving a hazard awareness notice
- Taking emergency remedial action
- Making an emergency prohibition order
- Making a demolition order
- Declaring the area in which the premises are situated to be a clearance area.

1.3 Once the demand becomes operative the Council may register the charge as a Local Land Charge on the property until the debt is recovered.

#### **2. Recommendation**

- 2.1 The Executive Councillor for Housing approves the attached policy document as detailed in Annex A *Charging for certain enforcement action -Policy document January 2012* which will introduce a charge of £150:00 per Housing Act 2004 enforcement notice from April 2012.

### 3. Background

- 3.1 Section 49 of the Housing Act 2004 allows Councils to make reasonable charges for the recovery of enforcement costs. Preparing and serving enforcement notices to remove hazards can be a time consuming and costly process. Currently this cost is not recharged to the notice recipients so the Council is not making maximum use of the power.
- 3.2 There is no legal maximum charge but charges must be reasonable in reflecting time spent to remove a hazard and be justifiable.
- 3.3 The Council can recover certain administrative and other expenses incurred by them in by:
- Serving an improvement notice
  - Making a prohibition order
  - Serving a hazard awareness notice
  - Taking emergency remedial action
  - Making an emergency prohibition order
  - Making a demolition order
  - Declaring the area in which the premises are situated to be a clearance area
- 3.4 Administrative expenses that may be charged for include:
- Determining the appropriate course of action
  - Identifying actions to be specified in a notice
  - Serving the notice
  - Reviewing suspended improvement notices and prohibition orders
- 3.5 The Councils *Housing Health & Safety Rating System (HHSRS) enforcement procedure (January 2009)* requires that an informal approach to regulating private housing including the private rented sector must be followed before a formal enforcement notice is considered. The vast majority of landlords work informally with officers to remove hazards without the need for enforcement action.

- 3.6 If the informal approach fails the Council must consider the formal approach to removing the hazard.
- 3.7 Typically it can often take a single enforcement officer a half a day to assess a dwelling, undertake a full hazard assessment in line with the HHSRS operating guidance, determine the most appropriate notice to serve and prepare the notice prior to service. Currently this officer time is not recovered from the recipient of the notice.
- 3.8 The Housing Standards team inspected over 500 dwellings in the year ending March 2011 and served 39 enforcement notices for a variety of hazards. Multiple enforcement notices can be served on a particular property so fewer than 30 landlords received enforcement notices.
- 3.9 Current guidance *How should LHAs charge for enforcement of notices or orders served under Housing Act 2004, part 1?* states that –
- Enforcement action can be either charged per notice as a standard charge or based on the hourly rate for staff involved.
  - Charging a standard amount must be based on the minimum amount of time to ensure that the cost charged is reasonable.
- 3.10 Research undertaken by the Housing Standards team of a few other authorities indicates that current charges range between £100:00-£425:00 per notice.
- 3.11 It is likely that by introducing a charge for the recovery of costs in many cases the landlords would undertake works informally or make an acceptable proposal prior to the need to serve a formal notice.
- 3.12 The current hourly officer rate of £40:00 is charged for works in default in other aspects of Environmental Health enforcement. This figure includes an element to cover overheads.
- 3.13 3hours 45 minutes at an hourly rate of £ 40:00 would result in a charge of £150:00 per notice.
- 3.14 Section 50 of the Act relates to recovery by the Council of a charge made by then under section 49.
- 3.15 Once the demand becomes operative the Council may register the charge as a Local Land Charge on the property until the debt is recovered. The sum charged will be a local land charge on the premises and, if not paid within one month, will be recovered in

accordance with the powers available under the Law of Property Act 1925 which include the power to appoint a receiver.

#### **4. Implications**

(a) **Financial Implications**

No additional resources are required to implement this policy as enforcement notices are already served. The policy is for cost recovery purposes. The budget report in January included an additional small amount of income of £900 (reference S2849) may be generated by the introduction of this policy.

(b) **Staffing Implications**

Housing standards officers currently serve enforcement notices and already undertake this mandatory task, which can be managed within existing resources.

(c) **Equal Opportunities Implications**

The service of enforcement notices will impact on a small number of private sector landlords or property managers who persistently fail to comply with the Act. Private landlords come from across all strands and do not make up a specific group. This policy will not disadvantage any specific group.

As this policy will not impact directly on a particular group an EIA is not considered necessary.

(d) **Environmental Implications**

It is hard to assess this as enforcement notices may be served to repair and improve housing including remedying penetrating dampness, damaged or dangerous electrical installations, installation of fire precautions or to improve overall heating systems.

In the majority of cases the impact will be nil however when the enforcement notices requires works to improve heating systems or relate to energy efficiency the proposal may have a low positive impact.

(e) **Consultation**

A small selection of local landlords and managing agents were consulted as part of the landlord accreditation forum in October 2011.

(f) **Community Safety**

This policy will not impact on community safety as it refers directly to private housing

## 5. Background papers

- 5.1 These background papers were used in the preparation of this report:
- 5.2 *How should LHA's charge for enforcement of notices or orders served under Housing Act 2004 part 1*  
<http://ideatest.conseq.org.uk/lacors/core/page.do?pagelid=10491731>
- 5.3 Housing standards HHSRS enforcement procedure. *Health & Safety Rating System (HHSRS) enforcement procedure (January 2009.)*

## 6. Appendices

- 6.1 Appendix A- Housing Act 2004- Charging for certain enforcement action

## 7. Inspection of papers

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

Author's Name: Richard Lord  
Author's Phone Number: 01223 - 457957  
Author's Email: richard.lord@cambridge.gov.uk

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## **Housing Act 2004**

### **1.0 Charging for certain enforcement action**

1.1 Section 49 of the Housing Act 2004 gives councils the right to make such reasonable charges, as they consider appropriate as a means of recovering certain administrative and other expenses incurred by them in:

- Serving an improvement notice
- Making a prohibition order
- Serving a hazard awareness notice
- Taking emergency remedial action
- Making an emergency prohibition order
- Making a demolition order
- Declaring the area in which the premises are situated to be a clearance area

1.2 Administrative expenses that may be charged for include:

- Determining the appropriate course of action
- Identifying actions to be specified in a notice
- Serving the notice
- Reviewing suspended improvement notices and prohibition orders

1.3 Section 50 of the Act relates to recovery by the Council of a charge made by them under section 49.

1.4 From the time that the demand becomes operative until it is recovered the demand becomes a local land charge on the property.

1.5 The basis for charges requires approval by the Executive Councillor for Housing and will be detailed in the HHSRS enforcement policy. Currently the Council does not charge for the serve of enforcement notices.

## **2.0 AUTHORISATION**

This policy was authorised by Executive Councillor for Housing on the 15<sup>th</sup> March 2012

The decision allows the charges to be increased annually in line with the retail prices index.

## **3.0 Policy for charging**

- 3.1 Part 1 of the Housing Act 2004 introduced the Housing Health & Safety Rating System (HHSRS) as a way to inspect private housing. Following the inspection of a property if a category 1 hazards is identified, the Council is under a duty to take action. If a category 2 hazard is identified the Council has a power but not a duty to take action.
- 3.2 The Councils *Housing Health & Safety Rating System (HHSRS) enforcement procedure (January 2009)* requires that an informal approach to regulating private housing including the private rented sector must be followed before a formal enforcement notice is considered.
- 3.3 This policy applies to the service of enforcement notices where hazards have been identified which will require remedial action through the service of an improvement notice, prohibition order or taking emergency action.
- 3.4 The decision to serve an enforcement notice must be balanced and proportionate depending on the evidence gathered, the circumstances of the case and the risk presented by the hazard.
- 3.5 In the majority of cases following an inspection the property owner or manager will be advised informally in writing (informal notice) within 14 days that a hazard(s) has been identified that needs remedying and will be given an appropriate time period to undertake works as detailed in a written schedule or make written representations of an acceptable proposal which must be agreed by the Council.
- 3.6 The informal notice will advise that any works required to remedy a hazard that are not completed or an acceptable proposal received within the allotted time period will then be enforced by a formal notice. The owner or manager will be clearly advised that the service of a formal notice will attract a charge for cost recovery. Each unit of accommodation that attracts a notice will be charged separately.
- 3.7 On expiry of the allotted informal time period a revisit will be made to the house to assess if any works have been completed, and any full pocket book notes will be taken of any outstanding works.



- 3.8 In exceptional or emergency circumstances it may be necessary to serve an enforcement notice immediately without giving the landlord or manager an informal period of time to undertake remedial works. In the majority of cases these notices will attract a charge.
- 3.9 The statement of reasons that accompanies the formal notice will demonstrate that the presence of the most vulnerable age group for the hazard has been properly considered and that the views and wishes of the current occupants have been taken into account.
- 3.10 The demand for payment will be made in writing (not an invoice) at the same time as the notice or order is served. There is a 21-day appeal period against the notice before the demand becomes operable.
- 3.11 There will always be exceptional circumstances when officers may wish to use their discretion and not charge for enforcement notices. An example may be where a landlord verbally agrees to undertake emergency works however a notice is served for completeness. This decision will be taken on a case-by-case basis.

#### **4.0 Cost calculation**

- 4.1 The following average times are appropriate when considering what are reasonable charges to make.
- a) 45 minutes per property or unit of accommodation to undertake an inspection (including preparation and travel)
  - b) 60 minutes to undertake the HHSRS risk assessment in line with the report for each hazard including deciding the most appropriate course of action.
  - c) 30 minutes to determine whether to serve the notice.
  - d) 30 minutes for preparation of floor plans.
  - e) 60 minutes for preparation and service of the notices or orders.
- 4.2 The average estimated time for the service of a notice is 3 hours & 45 minutes.
- 4.3 A standard charge for a notice allows the council to recover all costs in order to ensure transparency.
- 4.4 The charge is currently calculated at an hourly officer rate of £40:00 per hour, which includes a charge to cover overheads.
- 4.5 A charge of £150:00 per notice will be charged from 1<sup>st</sup> April 2012.
- 4.6.1 The sum charged will be a local land charge on the premises and, if not paid within one month, will be recovered in accordance with the powers available under the Law of Property Act 1925 which include the power to appoint a receiver.

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To: Executive Councillor for Housing: Cllr Catherine Smart  
Report by: Alan Carter, Head of Strategic Housing  
Relevant scrutiny committee: Community Services Scrutiny Committee 15/03/12  
Wards affected: All Wards  
EqiA Undertaken ? Yes

## **NEW COUNCIL HOUSE PROGRAMME - BARNWELL ROAD**

### **Key Decision**

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

This report request approval to redevelop City Homes properties in Barnwell Road as part of the 146 new Council House Programme. A mixed tenure scheme is proposed that will be developed with the Council's new house-builder/developer partner, Keepmoat.

#### **2. Recommendations**

The Executive Councillor is recommended to:

- a. Approve the property mix and layout of the scheme noting that these are subject to planning approval.
- b. Approve an estimated contract value for the scheme of £940,000.
- c. Approve a further budget of £278,160 to cover Home Loss and cost consultant costs.
- d. Approve that delegated authority be given to the Director of Customer and Community Services following consultation with the Director of Resources and the Head of Legal Services to seal a Development Agreement with our selected house-builder/developer partner, Keepmoat for the scheme.

### 3. Background

This is the next scheme to be brought forward in the 146 new Council House Programme following the approval of the redevelopment of Seymour Court and flats in Latimer Close.

The principles behind the development model used for Seymour Court and Latimer Close is repeated here ie a mixed tenure scheme, developed with a house-builder/developer partner, providing for the cross-subsidy of the Affordable Housing from the sale of market houses, thereby minimising capital outlay for the Council. The starting point for consideration of the mix between market housing and Affordable Housing is 40% market housing and 60% Affordable Housing as this mix in general makes schemes viable for the Council. This scheme was included in the bid to the Homes and Communities Agency and has been allocated grant and the Affordable Housing will all be let at Affordable Rents. Appendix 1 lists all the schemes in the 146 Programme. It is anticipated that other schemes will be brought forward for approval in the next Committee cycle.

Keepmoat is the Council's preferred house-builder/developer selected through a European Union compliant process.

There are currently 24 one bedroom, one person flats at Barnwell Road. One of these is leasehold the others are City Homes rented. The flats have been approved for consideration for redevelopment as part of the Council's 3 Year Rolling Programme. The flats are the same age and design as those in Latimer Close and are becoming increasingly unpopular because of their size and layout. They are of an unattractive design and is a low density site.

Approval to take the scheme forward now will allow consultation to begin with tenants with a view to achieving vacant possession by end March 2013. This in turn allows a target date for completion of the new homes by end March 2014.

The proposed scheme is for a mix of 16 Affordable Housing and 10 Market Housing (ie a 60%/40% split).

The following is the proposed mix for the new development that can be worked up for a planning application subject to Executive Councillor approval.

Houses	Affordable	Market
2 bed	3	2
3 bed	5	2
4 bed		2

Flats	Affordable	Market
1 bed	2	2
2 bed	6	2

An indicative site layout for the redevelopment is enclosed with the report.

#### 4. Implications :-

##### (a) Financial

The key financial information is summarised below

Total capital cost of the schemes is as follows

Estimated Contract Value	£ 940,000
Home Loss Costs	£ 248,000
Professional Consultants	£ 30,160
<b>Total</b>	<b>£1,218,160</b>

The costs will be funded by

Grant	£ 280,000
Borrowing	£ 938,160

This budget has been included in the City Homes 'self-financing' business plan.

**Viability** - Key indicators whether a scheme is viable are when the scheme breaks even in revenue terms (typically 12 years) and when the total capital used is paid back (typically 30 years). As this is in effect a small scale regeneration scheme there will be costs involved in relocating current tenants and leaseholders. There are therefore two viability scenarios shown below.

##### a. Net of Home Loss costs

Pay-back period - 14 years  
Break-even - Year 1

##### b. Inclusive of Home Loss costs

Pay-back period - 21 years  
Break-even - Year 1

## **Rent Levels –**

The following rents have been used in the viability assessment.

- 1 bed - £115 per week
- 2 bed - £126 per week
- 3 bed - £149 per week

Further details on costs, funding, VAT, procurement and key risks are shown in Appendix 2.

### **(b) Staffing**

A Development Officer from the Enabling and Development Team will be the Council's Project Manager. A Project will be monitored by the Affordable Housing Development Programme Board, a group of officers that meets quarterly. The Board includes representatives from the Enabling and Development Team, City Homes, Housing Strategy, Finance, Internal Audit, Legal, and Procurement.

### **(c) Equal Opportunities      Equality Impact Assessment conducted**

An EQIA has been undertaken for the Council's new build programme as a whole which mainly highlighted the benefits of the Council retaining direct control of new housing development itself to ensure a focus on the delivering of housing that meets a diverse range of housing needs.

### **(d) Environmental**

All of the new homes will meet Level 4 of the Code for Sustainable Housing as a minimum.

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

There are no specific Community Safety issues associated with this project.

## **5. Background papers**

None

## 6. Appendices

Appendix 1 - Schemes in the 146 Programme  
Appendix 2 – Project Appraisal

## 7. Inspection of papers

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

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Appendix 1 - 146 Programme Scheme List

146 Council New Build Programme		Indicative Numbers - February 2012									
Site		Ward	A Existing Affordable Units	B 146 Programme Bid Estimate New Affordable Units	C Outturn Estimated New Affordable Units Feb 12	D Existing Bedspaces	E 146 Programme Bid Estimated New Bedspaces	Notes	F Outturn Estimated New Market Units Feb 12	G Outturn Estimated Total Feb-12  (C+F)	
Seymour Court		Romsey	50	21	20	50	74	Planning Approval achieved	15		
Latimer Close		Abbey	16	12	16	20	53	CS Committee Approved	11		
Barnwell Road		Abbey	23	10	16	23	43	March 12 Community Serv	10		
Wadloes Road		Abbey	0	7	7	0	29	Aim July 12 Community Serv	6		
St Matthews Street Garages		Petersfield	0	4	4	0	14		2		
Aylesborough Close		Arbury	16	17	17	63	69		11		
Kendal Way		East Chesterton	0	1	0	0	4	Aim July 12 Community Serv	1		
Garage Sites	Atkins Close	King's Hedges	0	7	7	0	19		5		
	Cadwin Fields	King's Hedges			0				0		
	Markham Close	King's Hedges			0				0		
Colville Road		Cherry Hinton	17	24	24	?	?		16		
Campkin Road		King's Hedges	40	26	19	40	116		13		
Water Lane		East Chesterton	23	10	10	?	?		7		
Anstey Way		Trumpington	0	1	0	0	4		0		
Garage Sites	Cameron Road	King's Hedges	0	6	0	0	28		0		
	Wiles Close	King's Hedges			0				0		
	Uphall Road	Romsey			2				2		
<b>TOTALS</b>			<b>185</b>	<b>146</b>	<b>142</b>	<b>196</b>	<b>453</b>		<b>98</b>	<b>240</b>	

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## Appendix 2 - Barnwell Project Appraisal

### 1 Summary

#### 1.1 The project

This project is in line with the Council's vision for "a city which recognises and meets needs for housing of all kinds – close to jobs and neighbourhood facilities". The Affordable Housing dwellings will be owned and managed by City Homes and will contribute to the sustainability of the service.

There are currently 24 one bedroom, one person flats at Barnwell Road. The City Homes properties in Barnwell Road are approved for consideration for redevelopment as part of the Council's 3 Year Rolling Programme.

The flats are becoming increasingly unpopular because of their size and layout. They are of an unattractive design and Latimer Close is a low density site.

The following is the proposed mix for the new development that can be worked up for a planning application subject to Executive Councillor approval.

Houses	Affordable	Market
2 bed	3	2
3 bed	5	2
4 bed		2

Flats	Affordable	Market
1 bed	2	2
2 bed	6	2

- All units will meet Level 4 of the Code for Sustainable Housing
- The Market Housing will be built and sold at the developer/house-builder partners risk.

Target Start date	April 2013
Target completion date	March 2014

## 1.2 Costs, Funding and Viability

### Capital Costs

Estimated Contract Value	£ 940,000
Home Loss Costs	£ 248,000
Professional Consultants	£ 30,160
 Total	 £1,218,160

The Professional Consultants fees will include a Quantity Surveyor to confirm the construction costs.

### Funding

Grant	£ 280,000
Borrowing	£ 938,160

This budget has been included in the City Homes 'self-financing' business plan.

**Viability** - Key indicators whether a scheme is viable are when the scheme breaks even in revenue terms (typically 12 years) and when the total capital used is paid back (typically 30 years).

a. Net of Home Loss costs

Pay-back period - 14 years  
Break-even - Year 1

b. Inclusive of Home Loss costs

Pay-back period - 21 years  
Break-even - Year

### Rent Levels –

1 bed - £115 per week  
2 bed - £126 per week  
3 bed - £149 per week

### **1.3 VAT implications**

VAT is not payable on new build construction costs. However, advice will be sought from the Council's VAT specialist to ensure that there are no adverse VAT issues affecting the project.

### **1.4 The Procurement**

At the Community Services Committee on the 25 March 2010 the Executive Councillor for Housing approved that an Affordable Housing Development partnership be procured. This partnership was to enable the redevelopment of City Homes housing considered feasible redevelopment in the 3 Year Rolling Programme. The 25 March 2010 report stated that two developer partners would be procured; unfortunately due to procurement regulations it was not possible to procure two partners. Therefore a procurement exercise was undertaken to select one partner, which adhered to procurement rules.

The procurement process was completed in October 2011. Keepmoat was successful house-builder/developer tenderer. The Affordable Housing Development partnership also includes Cambridge Housing Society; bpha; Luminus; and Metropolitan.

The principles behind the development model used for Seymour Court is repeated here and will be used for the 146 new Council House Programme ie a mixed tenure scheme, developed with Keepmoat providing for the cross-subsidy of the Affordable Housing from the sale of market houses, thereby minimising capital outlay for the Council.

The model involves the disposal of freehold plots to the house-builder/developer partner where Market Housing is proposed and/or disposal under long leases where Market Apartments are involved. The Council will retain the freehold of land upon which the Affordable Housing is provided and the freehold of land should Market Apartments be provided.

It is the intention to control and procure the redevelopment by way of a Development Agreement and a standard form JCT Design and Build contract to cover the building works. The draft agreements developed for Seymour Court will be re-used.

In summary, the key points of the draft Development Agreement are as follows;

- The contractual arrangements with the house-builder/developer are conditional on the achievement of a satisfactory planning permission.
- The Development Agreement is also conditional on the Council confirming it has secured sufficient funding for the Project, achieved vacant possession and achieved all necessary Executive Councillor approvals.
- The Council must approve a scheme prior to the house-builder/developer submitting a planning application.

### **1.5 Key Risks**

The Development Agreement will be conditional upon

- A satisfactory planning approval being achieved
- The scheme being financially viable for the Council
- Vacant possession being achieved

A planning application will need to be agreed between the developer / house-builder partner and the Council that is satisfactory to the Strategic Housing division.

Subject to the approval of the Committee of the scheme presented, the Development Agreement will be signed and our house-builder/developer partner will proceed to submit a planning application after vacant possession has been achieved. The Development Agreement will include a clause allowing our house-builder/developer partner to claim back a proportion of the cost of achieving planning permission should the Project not proceed for planning reasons that are not the fault of our partner. The agreed proportion will be less than 50% of the cost of achieving planning permission. In the unlikely event that the Council does not wish to proceed with the redevelopment, the risk is mitigated by the fact that the land will have a planning permission that will have a value to the Council.

Residents living at Barnwell Road comprise of 1 leaseholder and 23 City Homes tenants. The Council will need to discuss the potential redevelopment of Barnwell Road with both tenants and the leaseholder and the new Home Loss Policy will apply. This

leads to the possibility that vacant possession will not be achieved. As achieving vacant possession is in the control of the Council, the Council will be liable for all up-front costs should the redevelopment not proceed.

Should the Project proceed with HCA grant a key risk will be not meeting key deadlines for the HCA grant funding.

### **1.6 Other implications**

A Quantity Surveyor will be appointed as Cost Consultant; Project Manager; and Construction, Design and Management Co-ordinator. The consultant will validate the cost of works provided by Keepmoat; will ensure that the build contract is adhered to; and will advise and assist the Council on its obligations in order to comply with CDM 2007 regulations in relation to Health and Safety.

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To: Executive Councillor for Housing (and Deputy Leader): Councillor Catherine Smart  
Report by: Alan Carter, Head of Strategic Housing  
Relevant scrutiny committee: Community 15/3/2012  
Services  
Scrutiny  
Committee  
Wards affected: From Petersfield to Abbey

### **PROPOSED REFURBISHMENT OF CAMBRIDGE ACCESS SURGERY Key Decision**

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

This report details the role of the Cambridge Access Surgery, a primary health care service for homeless people in the city, and its contribution to the Council's strategic response to homelessness and proposals to refurbish the building to facilitate the development of the service.

#### **2. Recommendations**

The Executive Councillor is recommended:

To agree to offer a capital grant of up to £100,000 to be drawn from the existing Renewals and Replacements fund to upgrade the facilities at the primary health care service for homeless people at 125 Newmarket Road

#### **3. Background**

- 3.1 The Cambridge Access Surgery (CAS) is located at 125 Newmarket Road and offers specialist primary health care services to around 400 patients who are homeless or have experienced homelessness.
- 3.2 The building was purchased by the City Council with a grant from the then Office of the Deputy Prime Minister (ODPM) so that the Council could work more closely with health care services to achieve better health and homelessness prevention outcomes for homeless people and is currently leased to Cambridgeshire Primary Care Trust (PCT).
- 3.3 The development of this service has meant that Cambridge has very good patient registration levels amongst this client group. A review of the service was conducted in August 2007. The review involved

extensive consultation with patients and stakeholders. A report detailing the findings was published in January 2008. The patient consultation revealed that: in the event of services not being available at the Access Surgery:

- 21% reported that they would not access health care at all
- 26 % reported that they would attend accident and emergency services
- 49% reported that they would access other GP services but many drew attention to the difficulty of doing this in practice. Reasons cited were finding it difficult to maintain clinical relationships and being declined registration.
- Patients also observed that they were likely to be more ill before they sought treatment or were able to access health care

3.4 An additional aspect to the development of the service at Newmarket Road was that other homelessness services were co-located on site and the stakeholder respondents to the review concluded that this provided *'an essential link between health and other services'*

3.5 The Access Surgery currently provides the full range of primary care services and a number of additional services, tailored to the needs of the homeless client group. These include joint drug treatment clinics and joint alcohol treatment clinics (both involving the current provider of adult substance misuse treatment in Cambridgeshire), weekly in-house appointments with a psychiatrist and practice nurse outreach clinics at Jimmy's Night Shelter, Wintercomfort and two main homeless hostels in Cambridge. Surgery staff are also actively involved with the Sex Workers Advisory Network (SWAN), which is working, to promote safe sex and address the health and social needs of street based sex workers in Cambridge.

3.6 The surgery has adjusted its clinical focus to provide care for medical problems more frequently found in the homeless client group, for example those related to mental health, substance misuse, alcohol, sexually transmitted diseases and blood borne virus infections

3.7 It also seeks out patients in need of care (for example, substance misusing patients needing immunisation against hepatitis B, patients with asthma in need of a medication review) through a continuous audit process.

3.8 The outreach service offers health promotional advice and immunisations and GPs and nurses at the surgery have developed specialist knowledge in substance and alcohol misuse (The surgery manages 60 of its patients with substance misuse problems in-house)

and liaise closely with the Alcohol Community Psychiatric Nurse who is part of the Cambridge Street Mental Health Outreach Team and also based on site at the surgery premises.

- 3.9 In spite of intensive intervention and (apparently) easy access to health care at the surgery, the patient group suffers an excess morbidity and mortality related to drugs, liver/gastrointestinal disease often secondary to alcohol problems, mental health problems, infections (often related to drug use and often involving long admissions to hospital and sometimes death). Patients are often 'frequent attenders' at Addenbrookes hospital.
- 3.10 There is a need to further the development of a holistic package of health care services at Cambridge Access Surgery. The City Council is working closely with the surgery to develop and enhance the service offered to homeless people at 125 Newmarket Road. As part of this plan, a significant upgrade to the building is required to ensure that patient consultancy rooms meet clinical standards, to upgrade the information technology services within the building to improve services to patients and to refurbish the building throughout for the first time in the 8 years since the City Council took on the ownership of the property.
- 3.11 Contained within the lease to the PCT is a requirement for the City Council to set aside funds to conduct structural repairs to the building and for the PCT to manage internal refurbishments and repairs. However, sufficient funds have not been available for the PCT to do this. The Council currently has a repairs and renewal fund of £213,000 for the building and a recent assessment of requirements to 2020 showed that only £43,000 was required. Members are, therefore, asked to consider whether up to £100,000 could be released from the repairs and renewal fund for the building upgrade to take place
- 3.12 The grant would ensure that the building is fit for purpose to deliver enhanced health care with services expanding to include:
- Enhanced substance misuse, mental health and alcohol treatments
  - Improved access to dental services foot care and eye tests
  - In house management and treatment of Hepatitis C

## **4. Implications**

### **(a) Financial Implications**

The financial implications for the Council are detailed at 3.11 above

(b) **Staffing Implications**

None

(c) **Equal Opportunities Implications**

The measures proposed in this report will increase access to health care services for a range of vulnerable client groups who have experience of homelessness. As the building works will facilitate an expansion of services to these groups no Equalities Impact Assessment has been undertaken.

(d) **Environmental Implications**

These proposals have a +L (low positive) climate change impact. The refurbishment works will be carried out via the normal City Council tendering process and, as such, the works will need to meet the Council's regular environmental standards. The building works themselves involve only minor improvements in relation to energy efficiency.

(e) **Consultation**

Cambridge Access Surgery patients have been consulted on both service adjustments and building refurbishment via two consultation workshops. Stakeholders will be consulted on final draft proposals before work begins.

(f) **Community Safety**

There are no direct implications in relation to these proposals, other than improved CCTV provision on site, but it is hoped that more patients / service users will be accessing a greater range of effective treatments and that, this, in turn will have a positive impact on levels of anti-social behaviour and community safety in general. CCTV

## **5. Background papers**

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

Cambridge Access Surgery – vision and transformation document

Cambridge Access Surgery – service review January 2008

## **6. Appendices**

None

## **7. Inspection of papers**

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

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To: Executive Councillor for Housing (and Deputy Leader): Councillor Catherine Smart  
Report by: Alan Carter  
Relevant scrutiny committee: Community Services 15/03/2012  
Wards affected: All

### **Homes and Communities Agency Framework Delivery Agreement**

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

In July 2011 Cambridge City Council was successful in securing grant funding from the Homes and Communities Agency (HCA) to build and manage Affordable Housing through a national bidding scheme. The Council was awarded £2,587,500 grant to deliver 146 dwellings before the end of March 2015. This equates to £17,500 per dwelling. The Council are now required to enter into the Framework Delivery Agreement (FDA) with the HCA to receive this grant funding on a dwelling-by-dwelling basis. Within the FDA are obligations the Council must adhere to.

#### **2. Recommendations**

The Executive Councillor is recommended:

- To delegate authority to the Director of Customer and Community Services to execute the HCA's Framework Delivery Agreement, committing the Council to the obligations under that agreement.
- To give approval for the Head of Strategic Housing to act as the Grant Recipient's Representative within the meaning of the HCA's Framework Delivery Agreement.

#### **3. Background**

In order for the Council to bid for funding from the HCA a number of sites were identified from the Three Year Affordable Housing Programme, to estimate the number of Affordable Housing dwellings deliverable by March 2015. It was estimated that the Council could deliver 146 Affordable Housing dwellings in this timeframe. It was assumed that overall the sites would provide 60% Affordable Housing, with the balancing 40% market housing to cross subsidise the Affordable Housing. The 146 dwellings or the 60% Affordable Housing is termed the Programme Offer in the FDA.

The Programme Offer includes both firm and indicative schemes. The only firm scheme currently in the Programme Offer is Seymour Court, which gained scheme specific approval from the Executive Councillor for Housing at the Community Services Scrutiny Committee meeting on 9 December 2010 and Planning Permission on the 14 December 2011. Therefore the rest of the Programme Offer comprises indicative numbers of dwellings. Each scheme in the Programme Offer will be brought back to Committee for scrutiny and approval of a final costed scheme before proceeding in line with current practice.

The financial modelling completed on the Programme Offer, to ensure it is financially viable, required £17,500 per dwelling grant, which equates to £2,587,500 grant funding from the HCA. The Council will also be required to borrow money under self-financing in order to deliver the 146 dwellings. The estimated borrowing requirement is £6.2 million until the end of March 2015.

A requirement for the Council to receive grant is that rents for the new dwellings will be charged at an Affordable Rent rather than a Social Rent. There are exceptions to this requirement and officers are currently in negotiations for rents at Seymour Court to be at social rent.

It will not be possible to sign the FDA until the Council becomes self-financing. Officers anticipate that the FDA will be able to be signed in April 2012, providing the Executive Councillor for Housing gives approval.

Obligations on the Council within the FDA include monitoring and reporting responsibilities, Programme Offer change management, open book obligations, transparency obligations, and record keeping and accounting obligations.

Within the FDA the Council must have a Grant Recipient's Representative, who will ensure that all information given to the HCA is accurate and that clauses within the FDA are adhered to. It is proposed that the Head of Strategic Housing is the Grant Recipient's Representative.

## **4. Implications**

### **(a) Financial Implications**

The £2,587,500 HCA grant funding will allow the Council to provide more Affordable Housing than achievable without this funding.

### **(b) Staffing Implications**

The Enabling and Development Team will be required to project manage the sites in partnership with an external cost consultant (currently being



procured), and Keepmoat Ltd, the developer selected to take the Programme Offer forward with the Council.

There will be an impact on Legal Services when Development Agreements and Build Contracts need to be signed on a scheme by scheme basis, although these agreements will be very similar for each scheme.

There will be management implications for City Homes staff. The financial modelling allowed for a cost to be attributed to the project for increased management costs.

There will be maintenance implications for Repairs and Maintenance staff. The financial modelling allowed for a cost to be attributed to the project for increased maintenance costs.

**(c) Equal Opportunities Implications**

An Equality Impact Assessment (EIA) has not been carried out for this agreement. An EIA will be carried out for each and every scheme that receives funding under this agreement.

**(d) Environmental Implications**

All of the dwellings provided under this agreement will achieve at least level 4 of the Code for Sustainable Homes, therefore this will have a high positive climate change impact. However the FDA itself will have nil climate change impact.

**(e) Consultation**

Consultation has not been carried out with regards to the FDA but will be carried out for each and every scheme that receives funding under this agreement. A number of Member briefings have taken place over the last 12 months providing information on the HCA grant bid process.

**(f) Community Safety**

This report has no direct implications in respect of Community Safety however, as each scheme evolves consideration of its impact on the local community will be considered.

## **5. Background papers**

These background papers were used in the preparation of this report:  
HCA Framework Delivery Agreement

## **6. Appendices**

None

## 7. Inspection of papers

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

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To: Executive Councillor for Housing (and Deputy Leader): Councillor Catherine Smart  
Report by: Jas Lally- Head of Refuse & Environment  
Relevant scrutiny committee: Community Services Scrutiny Committee 15/3/2012  
Wards affected: All Wards

### **EMPTY HOMES POLICY 2012 Not a Key Decision**

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

- 1.1 Making best use of existing homes is a key objective in the Council's Housing Strategy. The Council has a strong commitment to bringing long-term empty homes back into use. There is a shortage of residential accommodation available in the City in particular a shortage of family accommodation available to buy or rent. Each empty home denies a household somewhere to live and returning empty homes to use has social, environmental and financial benefits.
- 1.2 The existing Empty Homes Policy 2008 is a brief and informal document. It requires reviewing and formalising to ensure that it reflects the local and national perspective to enable the Council to explore all available options to promptly bring empty homes back into use where practical.
- 1.2 The aims of this Empty Homes Policy are to review existing options and introduce measures that will.
  - Return long-term empty homes back into use
  - Make positive improvements to housing conditions and to the environment.
- 1.3 The Council recognises that there are different options available to owners of empty homes to bring them back into use. The Council will initially work informally with owners to re-use homes however formal enforcement options are available when the informal approach fails.

#### **2. Recommendations**

- 2.1 The Executive Councillor for Housing approves the attached policy document as detailed in Annex A *Empty Homes Policy 2012*.

### **3. Background**

- 3.1 Making best use of existing homes is a key objective in the Council's Housing Strategy. The Council has a strong commitment to bringing long-term empty homes back into use. There is a shortage of residential accommodation available in the city as housing demand outstrips housing supply quite significantly and in particular there is a shortage of family accommodation available to buy or occupy at a reasonable rent. Each empty home denies a household somewhere to live and returning an empty home to use has social, environmental and financial benefits.
- 3.2 The existing Empty Homes Policy 2008 is a brief and informal document. It has been reviewed and improved to ensure that all formal and informal options are fully considered to successfully bring empty homes back into use. It is important to engage positively with owners of empty homes and neighbours who are also affected by them to raise general awareness of the Council's commitment.
- 3.2 According to the Department of Communities and Local Government (DCLG) there were 279,000 long term empty homes around the country in December 2011. Tackling empty homes is a top priority for the coalition.
- 3.3 Locally there were 8,024 households on the Council's housing register in January 2012, having increased from just under 7,000 in April 2011.
- 3.4 In December 2011 there were 389 dwellings that had been vacant for over 6 months, which is the nationally recognised definition of a long-term empty home.
- 3.5 There are currently 80 long-term empty homes where the Council have made contact with the owner and active intervention is underway.
- 3.6 Homes lying empty not only deny individuals and families somewhere to live they can also impact on the environment and cause neighbourhood problems including attracting antisocial behaviour and other nuisances. There is also a financial burden associated with empty properties resulting in a loss of income for an owner, and loss of Council Tax for the Council.
- 3.7 Returning empty homes to use has a significant benefit for owners, neighbours and the local economy. Removing rundown eyesore properties can positively improve the neighbourhood and reverse a feeling of neglect by increasing investment in an areas including the use of local shops.
- 3.8 The New Homes Bonus commenced in April 2011 which included a financial incentive to the Council for returning empty homes to use. DCLG will match fund the additional Council Tax raised for empty homes brought back into use, for the following six years. Local authorities and the local community will have the freedom to spend New Homes Bonus revenues according to local wishes.

- 3.9 The Council recognises that there are different reasons why properties are left vacant and will explore these issues as part of the process to return empty homes into use.
- 3.10 The Council recognises that there are different options available to owners of empty homes to bring them back into use. The Council will initially work informally with owners to re-use homes however formal enforcement options are available when the informal approach fails.
- 3.11 The informal route will include giving advice and assistance to owners, offering to buy the home if deemed beneficial to the Council and also directing them to, and working with, the Councils Private Sector Leasing Scheme partner, Omega Lettings to encourage the re-use of empty homes as Affordable Housing. Financial assistance can also be offered in the form of loans to refurbish empty homes to bring them up to a habitable standard.
- 3.12 The current capital budget includes £20,000 to offer financial assistance to owners in the form of loans to refurbish empty homes and bring them back into use. This budget will be available for use according to the particular circumstances of the individual empty home and will be recycled through a loan condition for similar use in future.
- 3.13 By offering a selection of informal options to the owners of empty homes the Council hopes to avoid using compulsory purchase powers. The Council recognises that this power must be used only as a last resort when all other options have been exhausted.
- 3.14 Empty Dwelling Management Orders (EDMO's) are a power that is available under the Housing Act 2004. This is an option that is less likely to be used as homes have to have been empty for at least two years before the order can be issued. The administration of these orders is very time consuming and resource heavy. It is a tool that should be considered very carefully before use. Only a small number of these orders have been made nationally.
- 3.15 Where Empty homes are in such a condition that they are detrimental to the local community the Council can use its powers under the Town and Country Planning Act 1990 to clear the land. Planning Enforcement has the authority to serve the notices and take follow up default enforcement action. Failure to comply with this notice can result in works in default being undertaken by the Council, which in turn can lead to enforced sale of the home to repay the charge. This is an option that is available to the Council and has been used successfully to bring empty homes into use in other parts of the Country. If this power were to be used it would rely on close and effective liaison with Planning Enforcement.
- 3.16 Section 79 of the Building Act 1984 can be used if it appears that a building is in a ruinous or dilapidated condition and is seriously detrimental to the amenity of the neighbourhood. The Council can remedy this by serving notice requiring the owner to undertake repair,

restoration or demolition. The notice can be appealed to the magistrates' court

- 3.17 An annual target will continue to be set to return long term empty homes to use.

#### **4. Implications**

(a) **Financial Implications**

There is a financial incentive for returning empty homes to use, as this is now rewarded via the New Homes Bonus grant system, as well as the additional Council tax raised. The use of New Homes Bonus grant is considered in the Council's annual Budget Setting Report (BSR).

No additional resources are required to implement this policy.

(b) **Staffing Implications**

Returning a set target of long-term empty properties back into use is already part of the Housing Standards officer's workload so the duties can be managed within existing resources. This work is non statutory so it has to be prioritised against statutory duties.

(c) **Equal Opportunities Implications**

Returning long-term empty homes to use will impact on a small number of owners. Owners of empty homes come from across all strands and do not make up a specific group. This policy will not disadvantage any specific group.

As this policy will not impact directly on a particular group an EIA is not considered necessary.

(d) **Environmental Implications**

Returning empty homes to use will have a positive environmental impact as it will reverse a feeling of neglect in certain streets.

Refurbishing empty homes for use will often improve the existing energy efficiency a neglected property following installation of efficient boilers and improved loft and wall insulation. Damp and neglected properties will also be improved.

There could be a low positive or nil climate change impact as returning empty homes to use will increase energy use to heat and light the homes.

(e) **Consultation**

There has been internal consultation with officers from Housing Options, Strategy, and Planning Enforcement. The Executive Councillor for Housing has also been consulted.

Consultation with owners of empty homes is hard as the priority is to engage with them informally. Once the policy is implemented feedback can be monitored to understand whether there are other options and assistance which owners would find helpful.

(f) **Community Safety**

This policy will not impact on community safety as it refers directly to private housing

## **5. Background papers**

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

Paragraph 3.2

CLG newsroom press notice 8<sup>th</sup> December 2011

*Andrew Stunell welcomes largest year-on-year drop in number of empty homes*

<http://www.communities.gov.uk/news/corporate/2047570>

Paragraph 3.7

<http://www.communities.gov.uk/documents/housing/pdf/1846530.pdf>

Paragraph 3.13

CLG newsroom press notice 7th January 2011

*Pickles acts to protect the rights of homeowners*

<http://www.communities.gov.uk/news/housing/1812642>

Paragraph 3.15

Town & Country Planning Act 1990 section 215: best practise guide.

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/319798.pdf>

## **6. Appendices**

6.1 Appendix A- *Empty Homes Policy 2012*

## **7. Inspection of papers**

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

Author's Name: Richard Lord  
Author's Phone Number: 01223 - 457957  
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# Empty Homes Policy 2012

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- 3 Why do homes become or remain empty?**
- 4 The problems associated with empty homes?**
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- 10 What can the council do to bring an empty home back to use?**
- 11 Other options open to the Council that are less likely to be used to bring empty homes back into use.**

## **1.0 Introduction.**

- 1.1 Making best use of existing homes is a key objective in Cambridge City Council's Housing Strategy. The Council has a strong commitment to bringing long-term empty homes back into use. There is a shortage of residential accommodation available in the City as housing demand outstrips housing supply quite significantly and in particular there is a shortage of family accommodation available at reasonable rent. Each empty home denies a household somewhere to live and returning an empty home to use has social, environmental and financial benefits.
- 1.2 Empty homes are a wasted resource and can have a detrimental impact on neighbourhoods and the environment, as they can become an eyesore that may also cause problems for neighbours. Empty homes can quickly fall into disrepair and become magnets for antisocial behaviour and vandalism.
- 1.3 With housing and land in short supply in Cambridge it is necessary to ensure that empty homes do not remain empty unnecessarily and fall into misuse and dereliction.
- 1.4 The existing Empty Homes Policy 2008 is a brief and informal document. This Policy document needs to be reviewed and built upon to ensure that all options are considered to successfully bring empty homes back into use.

## **2.0 What is the definition of an empty home.**

- 2.1 This is an empty home has been left unoccupied for more than six months. This can include single-family dwellings, flats and residential accommodation above shops.
- 2.2 Empty properties that come to the Council's attention will be assessed and validated before any advice or action is commenced.

## **3.0 Why do properties become or remain empty?**

There are numerous reasons why homes become and/or remain empty including:

- Lack of funds for refurbishment
- Reluctance to let out
- Bankruptcy/repossession/abandonment
- Long term care/hospitalisation
- Waiting for refurbishment
- Employment linked homes
- Probate, estate or legal ownership issues
- Lack of awareness of options
- Inaction of owners unable to sell or let
- For sale or in a property chain
- Some owners need assistance, support, information or encouragement to help return empty homes to use.

#### **4.0 The problems associated with empty homes?**

- Long-term empty homes represent a missed opportunity and can cause a number of problems for the owner and the surrounding neighbourhood.
- Not using of a property that could provide an additional home in an area of high housing need.
- They can attract crime and antisocial behaviour including fly tipping, arson and squatting.
- They can reduce the value of surrounding properties.
- They can cause physical damage to adjacent properties through lack of maintenance.
- They can become an eyesore in the neighbourhood.
- They can pose a threat to safety, particularly to young children.
- They can become costly for the owner to maintain
- They can become costly for the Local Authority to investigate and are a loss of council tax revenue.

#### **5.0 The benefits of bringing empty homes back into use.**

There are significant advantages for everyone in the area by bringing empty homes back into use.

- For the owners – it unlocks potential capital if the property is sold; it will produce rental income if the property is let and there is the potential for an increase in property value.
- Leaving a home empty increases the risk of vandalism and crime, making the property more costly to insure empty, if it can be insured at all. This leaves the owner vulnerable to losing their asset completely if it were destroyed by fire.
- For local residents it reduces the opportunities for vandalism, fly tipping and antisocial behaviour in all its forms.
- Unsightly properties can have a negative effect on a neighbourhood; reducing house prices and lowering people's pride in the area.
- For the local economy – bringing an empty home back into use can contribute to the regeneration of an area, increasing spending in the local economy and helping to protect the value of surrounding properties.
- Unsightly properties can often deter investment in an area, which can lead to decline.
- For the wider community returning properties back into use may reduce demands on services such as the Police, Fire and the Council to deal with the associated problems.

#### **6.0 Aims**

6.1 The aims of this Empty Homes Policy are to review existing options and introduce measures that will:

- Return long-term empty homes back into use
- Make positive improvements to housing conditions and to the environment

## **7.0 Objectives**

7.1 The objectives of this empty homes policy are

- To return a target number of empty homes to use annually
- To raise public awareness of the Council's approach to empty homes and the importance of reporting them to the Council
- To provide positive support and assistance to owners and people within the city affected by empty homes.
- To be proactive through enforcement action where owners are unable or unwilling to return property to use.
- To maximise the potential of empty homes
- The Council will treat Empty Homes owned by Registered Providers of Affordable Housing in the same way as other private sector landlords.
- Empty Homes that are owned by the Council fall out of the scope of this Policy.

## **8.0 National Perspective.**

8.1 According to the Department of Communities and Local Government (DCLG) there were 279,000 long term empty homes around the country in December 2011. Tackling empty homes is a top priority for the coalition.

8.2 The New Homes Bonus commenced in April 2011 which included a financial incentive to the Council for returning empty homes to use. DCLG will match fund the additional Council Tax raised for empty homes brought back into use, for the following six years. Local authorities and their communities will have the freedom to spend New Homes Bonus revenues according to local wishes.

## **9.0 Local perspective.**

9.1 Part of the Council's vision states that Cambridge is "A city which recognises and meets needs for housing of all kinds- close to jobs and neighbourhood facilities".

9.2 There were 8,024 households on the Cambridge City Council's housing register in January 2012, having increased from just under 7,000 in April 2011.

9.3 At December 2011 there were 389 homes according to the Council Tax database that had been empty for over 6 months, which is the recognised definition of a long term empty home. This figure includes homes that are empty for a variety of reasons including new builds that had not been occupied.

9.4 There are currently 80 long-term empty homes where the Council have made contact with the owner and active intervention is underway.

## **10.0 What can the council do to bring an empty home back to use?**

There are different options available to owners of empty homes to bring them back into use. The Council will always work informally with owners to help and encourage them to do this however there are also formal enforcement options available when the informal approach is not successful.

### **10.1 Informal advice and assistance.**

The Council will always seek to provide informal advice and assistance to bring empty homes back into use. Initial contact will always be informal providing written advice and information to the owner outlining the options, including establishing why the property is vacant and help the owner return it to use within a reasonable timescale.

### **10.2 Offering to buy empty homes from the owner.**

The Council will consider the purchase of certain long-term empty properties – e.g. larger or disabled adapted properties, or ex- Council homes, if the property meets the general needs providing capital funding is available. Ex council houses that were purchased under right to buy after 17<sup>th</sup> January 2005 must be offered back to the Council first under Right of First Refusal (RFR) provided that the owner wishes to sell within 10 years of acquisition.

### **10.3 Financial assistance to owners.**

Financial assistance may be made available to owners in the form of loans to refurbish empty homes and return them to use. Owners will be able to choose how the property is used after renovation, whether on the open rental market or as Affordable Housing through the Council's Private Sector Leasing (PSL) scheme.

Where a loan is offered, a condition will be attached requiring the applicant to enter into a legally binding agreement with the Council to ensure that it can be repaid over an appropriate timescale.

### **10.4 Compulsory Purchase Orders (CPO)**

The local authority will need to demonstrate that there is a compelling case in the public interest for the property to be compulsorily purchased, and that other methods of returning the property to use have been tried and have failed. In most cases this means that compulsory purchase is a method of last resort when all other options have not succeeded.

### **10.5 Dealing with dangerous buildings**

The Building Act 1984 allows Local Authorities to deal with buildings that it considers being dangerous. The Council can apply to a Magistrates' Court for an order requiring the owner to make the building safe or demolish it. If the owner fails to comply, the Council can carry out the works in default.

### **10.6 Derelict and Ruinous Buildings and Structures**

Provisions contained in Section 79 of the Building Act 1984 enable the council to take action against building owners who neglect their buildings allowing them to become ruinous and dilapidated. It empowers a local authority to serve notice requiring the building owner to either execute works of repair and restoration or if the owner chooses to, demolish it.

The qualifying criteria for action to be taken on derelict buildings are that in the opinion of the local authority they are ruinous and dilapidated and detrimental to the amenities of the neighbourhood. Evidence of 'ruin and dilapidation' relates to the building's condition whilst 'detriment to amenity of the neighbourhood' is a subjective judgment relative to the detrimental impact it has on the neighbourhood usually underpinned by the number of complaints it generates.

The owner can appeal against the notice within 21 days but only on specified grounds.

If works in default are undertaken a local land charge is put on the property against all titles and could lead to enforced sale in extreme circumstances.

**Other options open to the Council that are less likely to be used to bring empty homes back into use.**

In addition to the options in paragraph 10 there are also the following additional powers available to the Council when homes become empty and possibly rundown.

**11.1 Requiring land to be cleaned up under Section 215 of the Town and Country Planning Act 1990**

This legislation gives the Council a power, in certain circumstances, to take steps requiring land to be cleaned up when its condition adversely affects the amenity of the city. Action can be taken against land and buildings including empty homes. Amenity is a broad concept and there must be sufficient evidence that the amenity of that part of the area is being suitably affected by the condition of neighbouring land and buildings to justify service of a notice. A notice must be clear, concise and unambiguous. In the event that a notice is successfully appealed at the Magistrates' Court reasonable costs can be awarded against the Authority. Failure to comply with an enforcement notice may result in enforced sales procedure being undertaken.

**11.2 Enforced sale**

This is the procedure that allows Local Authorities to recover charges incurred following non-compliance with a notice after they have done works in default for example failing to comply with a S.215 Planning Notice. The power gives local authorities the right to require a house to be sold to recover the money they are owed if the owner fails to repay the charge for works in default. If the owner does not pay for the works in default the charge is secured as a local land charge. Once the charge is in place the local authority can pursue the enforced sale without further legal recourse.

**11.3 Empty Dwelling Management Orders (EDMOs)**

The Housing Act 2004 introduced a power for the Council to apply to a Residential Property Tribunal to take over the management of an empty property. This can only be for homes that have been vacant for at least two years. An EDMO is a local land charge and the Council may apply to have it entered on the Land Registry. Costs incurred by the Council will be recoverable from the owner of the property.





**Cambridge City Council**

**To:** Executive Councillor for Customer Services and Resources  
**Report by:** Cultural Facilities Manager, Steve Bagnall  
**Relevant scrutiny committee:** STRATEGY AND RESOURCES  
**Wards affected:** None

**Project Appraisal and Scrutiny Committee Recommendation**  
**Project Name: Guildhall Improvements Project**

**Recommendation/s**

**Financial recommendations –**

The Executive Councillor is asked to approve the commencement of this scheme, which is already included in the Council's Capital & Revenue Project Plan (SC361).

- The total cost of the project is £25,300, funded from use of Reserves.
- There are no ongoing revenue implications arising from the project.

**Procurement recommendations:**

- The Executive Councillor is asked to approve the carrying out and completion of the procurement of replacement tiered staging for the Guildhall stage at a cost of £18,300 and a temporary removable wheelchair lift for the Guildhall Stage at a cost of £7,000. These items form part of the Guildhall Improvement Project for which a capital sum of £80,000 has been allocated.
- Subject to the permission from the Executive Councillor being sought before proceeding if the value exceeds the estimated contract by more than 15%.

**1 Summary**

This project appraisal seeks to spend a proportion of the funding set aside for this wider project to improve access and facilities at

the Guildhall. Stage one will involve the purchase of a removable disabled wheelchair lift and new demountable, tiered staging; this will leave £54,700 to fund stage two which will cover installation of disabled access to the Guildhall and a range of other related improvements.

### 1.1 The project

Target Dates:	
Start of procurement	February 2012
Award of Contract	March 2012
Start of project delivery	July 2012
Completion of project	July 2012

### 1.2 The Cost

Total Project Cost	<b>£ 25,300</b>
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Cost Funded from:

Funding:	Amount:	Details:
Reserves	<b>£ 25,300</b>	<b>SC361</b>
Repairs & Renewals	£	
Developer Contributions	£	
Other	£	

Ongoing Revenue Cost

Year 1	£	No Maintenance contract required
Ongoing	£	

### 1.3 The Procurement

The supply of both bespoke staging and disabled access equipment are specialist areas for which the Council does not have an approved contractor list. Initial indicative quotes have

been obtained and 3 quotes will be obtained from suitable suppliers for both elements of the project.

## **2 Project Appraisal & Procurement Report**

### **2.1 The Project**

A capital sum of £80,000 has been allocated for Guildhall improvements specifically to address health, safety and access requirements. The scheme is funded from the Council's Reserves.

As part of this project it is proposed that the current temporary tiered staging be replaced with a new, lightweight system. The new system will be custom made to reflect the curving nature of the existing Guildhall stage ensuring that the solution is sympathetic to the heritage nature of the Hall.

Approval is also sought for a portable wheelchair lift to allow disabled access to the Guildhall Stage for the first time.

The remaining capital sum will be allocated to projects that will be taken to the June Committee cycle.

### **2.2 Aims & objectives**

The aim is to ensure that the Guildhall can continue to be used as a performance space for all sectors of the community, that the facilities offered ally with best practice in terms of disability access and that improvements reflect the history and current use of the building.

### **2.3 Major issues for stakeholders & other departments**

The following Council officers have been consulted:

- Access Officer
- Head of Property Services
- Historic Conservation Officer

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

The following risks may occur if the project does not proceed:

- Inability to use the existing tiered staging due to significant health and safety concerns and therefore restricting the events able to be presented in the Hall.
- Wheelchair access to the stage is currently not possible which is a serious concern in terms of disability

discrimination legislation. It restricts the range of events than can be presented in the Hall.

## 2.5 Financial implications

a. Appraisal prepared on the following price base: 2011/12

### 2.6 Capital & Revenue costs

<b>(a) Capital</b>	<b>£</b>	<b>Comments</b>
Building contractor / works		
Purchase of vehicles, plant & equipment	25,300	
Professional / Consultants fees		
IT Hardware/Software		
Other capital expenditure		
<b>Total Capital Cost</b>	<b>25,300</b>	

<b>(b) Revenue</b>	<b>£</b>	<b>Comments</b>
Maintenance	0	
R&R Contribution		
<b>Total Revenue Cost</b>	<b>0</b>	

## 2.7 VAT implications

This work will be subject to VAT at the standard rate.

## 2.8 Environmental Implications

Climate Change impact	Nil
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## 2.9 Other implications

None

### 2.10 Staff required to deliver the project

This project will largely be delivered via external contractors. Some planning input will be provided by the Corn Exchange technical team.

### 2.11 Dependency on other work or projects

Not Applicable

### 2.12 Background Papers

Not Applicable

### 2.13 Inspection of papers

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Author's e-mail:	steve.bagnall@cambridge.gov.uk
Date prepared:	19 <sup>th</sup> January 2012



**DOUBLE CLICK TO ACTIVATE THE SPREADSHEET**

**Make sure year headings match start date ...**

	2012/13	2013/14	2014/15	2015/16	2016/17	Comments
	£	£	£	£	£	
<b>Capital Costs</b>						
Building contractor / works		23,700				
Purchase of vehicles, plant & equipment						
Professional / Consultants fees						
Other capital expenditure:						
<i>insert rows as needed</i>						
<b>Total Capital cost</b>	0	23,700	0	0	0	
<b>Capital Income / Funding</b>						
Government Grant						
Developer Contributions						(See Appendix B)
R&R funding						(State cost centre/s)
Earmarked Funds						(State cost centre/s)
Existing capital programme funding						(Programme ref.)
Revenue contributions						(State cost centre/s)
<b>Total Income</b>	0	0	0	0	0	
<b>Net Capital Bid</b>	0	23,700	0	0	0	Must agree to 1.2 above







## Cambridge City Council

**To:** Executive Councillor for Arts, Sport and Public Places  
**Report by:** Cultural Facilities Manager, Steve Bagnall  
**Relevant scrutiny committee:** COMMUNITY SERVICES  
**Wards affected:** None

### **Project Appraisal and Scrutiny Committee Recommendation** **Project Name: Corn Exchange House Lighting LED Upgrade**

#### **Recommendation/s**

##### **Financial recommendations –**

The Executive Councillor is asked to recommend this scheme (which is not included in the Council's Capital & Revenue Project Plan) for approval by Council, subject to resources being available to fund the capital and revenue costs.

- The total cost of the project is £40,000, funded from repair and renewal funding and a grant from the Climate Change Fund.
- There are no adverse revenue implications arising from the project. The bid to the Climate Change Fund identifies savings from lighting efficiency which when realised will be returned to the Council.

##### **Procurement recommendations:**

The Executive Councillor is asked to approve the procurement of replacement and upgraded house lighting for the Corn Exchange at a total cost of £40,000.

- Subject to permission from the Executive Councillor being sought before proceeding if the value exceeds the estimated contract by more than 15%.

## Summary

### 1.1 The project

Target Dates:	
Start of procurement	February 2012
Award of Contract	March 2012
Start of project delivery	July 2012
Completion of project	August 2012

### 1.2 The Cost

Total Project Cost	<b>£ 40,000</b>
--------------------	-----------------

#### Cost Funded from:

Funding:	Amount:	Details:
Reserves	<b>£</b>	
Repairs & Renewals	<b>£14,300</b>	27708 8189
Developer Contributions	<b>£</b>	
Other	<b>£25,700</b>	Climate Change Fund

#### Ongoing Revenue Cost

Year 1	<b>£</b>	No maintenance contract required
Ongoing	<b>£</b>	

### 1.3 The Procurement

The supply of LED lighting equipment is a relatively specialist area for which the Council does not have an Approved List. The equipment purchase element exceeds £30,000 therefore a formal invitation to tender including a specification will be issued to at least four candidates approved by the Head of Service. An advertisement will be used as necessary to source such appropriate candidates. Three quotes will be obtained from

suitable electrical contractors for the electrical installation element of the project.

## **2 Project Appraisal & Procurement Report**

### **2.1 The Project**

The general house lighting system in the Corn Exchange auditorium needs replacing. The existing system was installed over 15 years ago and is rapidly becoming life expired.

The proposal is to replace the existing lights with a LED lighting system, which is more energy efficient and will therefore lead to a reduction in both running costs and carbon emissions.

Furthermore, under the existing system, there are currently more light fittings than required by today's standards. Therefore, as part of the lighting upgrade, the number of light fittings will be reduced, which will further reduce costs and emissions.

As an alternative, the existing lighting system could be replaced on a 'like-for-like' basis, for example with metal halide fittings and tungsten halogen floodlights. This option would be cheaper (est. cost of around £14,000) but would not deliver the ongoing cost and carbon savings that will be achieved through a LED lighting solution.

A successful bid has been made to the Climate Change Fund which will fund the uplift in costs incurred by the LED element. Identified revenue savings in utility consumption will be returned to the Council from A&R budgets.

Based on current event activity in the Corn Exchange the saving is estimated to be around £5000 per year.

### **2.2 Aims & objectives**

To continue to provide suitable and cost-effective lighting for the Council's premier entertainment venue, whilst at the same time reducing the Council's energy use, costs and carbon emissions.

This proposal will support the Council's corporate objective to be 'A city in the forefront of low carbon living.'

### 2.3 Major issues for stakeholders & other departments

By helping to reduce the Council's energy use and carbon emissions, this proposal will support delivery of the Council's Carbon Management Plan. The proposal has been discussed with the Climate Change Officer from the Sustainability Team in Corporate Strategy, who is supportive.

### 2.4 Summarise key risks associated with the project

The existing lighting system was installed over 15 years ago and is coming to the end of its useful life. Not renewing the system could lead to a house lighting failure which might result in cancelled events.

### 2.5 Financial implications

- a. Appraisal prepared on the following price base: 2011/12
- b. Specific grant funding conditions are:
- c. Other comments:

### 2.6 Capital & Revenue costs

<b>(a) Capital</b>	<b>£</b>	<b>Comments</b>
Building contractor / works	7,783	Quote obtained
Purchase of vehicles, plant & equipment	31,869	Quote obtained
Professional / Consultants fees		
IT Hardware/Software		
Other capital expenditure		
<b>Total Capital Cost</b>	<b>39,652</b>	<b>Rounded to £40,000</b>

<b>(b) Revenue</b>	<b>£</b>	<b>Comments</b>
Maintenance		
R&R Contribution		Existing annual contribution to CEX r&r
<b>Total Revenue Cost</b>	<b>0</b>	

## 2.7 VAT implications

This work will be subject to VAT at the standard rate.

## 2.8 Environmental Implications

Climate Change impact	M+
-----------------------	----

This project will support delivery of the Council's Carbon Management Plan and carbon reduction target. The venue will display information about the project, which will help to raise awareness amongst visitors to the venue and enable the Council to demonstrate strong leadership on carbon reduction.

## 2.9 Other implications

No other implications

## 2.10 Staff required to deliver the project

The project will largely be delivered by external contractors. Some input in terms of monitoring and supervision will be required from the Corn Exchange technical team. Work is currently scheduled to take place during the summer maintenance shut down period.

## 2.11 Dependency on other work or projects

Not Applicable

## 2.12 Background Papers

Not Applicable

## 2.13 Inspection of papers

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Date prepared:	19 <sup>th</sup> January 2012



## Capital Project Appraisal - Capital costs &amp; funding - Profiling

## Appendix A

**DOUBLE CLICK TO ACTIVATE THE SPREADSHEET**  
**Make sure year headings match start date ...**

	2011/12	2012/13	2013/14	2014/15	2015/16	Comments
	£	£	£	£	£	
<b>Capital Costs</b>						
Building contractor / works	7,783					
Purchase of vehicles, plant & equipment	31,869					
Professional / Consultants fees						
Other capital expenditure:						
<b>Total Capital cost</b>	<b>39,652</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Capital Income / Funding</b>						
Government Grant						
Developer Contributions						
R&R funding	13,952					(State cost centre/s)
Earmarked Funds						
Existing capital programme funding	25,700					Climate Change Fund
Revenue contributions						
<b>Total Income</b>	<b>39,652</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Capital Bid</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

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To: Executive Cllr Community Development and Health  
Report by: Trevor Woollams (Head of Community Development)  
Relevant scrutiny committee: Community Services March 15<sup>th</sup> 2012  
Wards affected: Abbey, Arbury and Kings Hedges

## **Review of Neighbourhood Community Planning projects in Abbey, Arbury and Kings Hedges Wards**

### **1. Executive summary**

- 1.1 The council established 3 Neighbourhood Community Planning (NCP) projects in Abbey, Arbury and Kings Hedges in the late 1990s. The idea behind this approach was to try and address the lack of opportunity for residents in wards with lower levels of income and higher levels of deprivation, to improve communication, consultation and participation and build a stronger sense of local ownership within these wards.
- 1.2 Initially, a capital budget was made available to the projects, which was spent in each ward according to priorities agreed with local people. This process was overseen by steering groups of ward councillors and local residents in each of the 3 wards.
- 1.3 The steering groups were also given a revenue budget which supported part time dedicated community worker hours and enabled them to produce newsletters and put on local events and activities. The capital budgets were spent many years ago but the revenue funding has continued and is part of the Community Development Service's base budget.
- 1.4 The project as an entity has not been formally reviewed since its inception. This report summarises the work of each NCP project since it began, highlighting their considerable success, key achievements and identifying how each NCP aims to continue delivering work in the future.
- 1.5 The report makes recommendations about the future funding of the three NCPs for consideration.

## 2. Recommendations

The Executive Councillor is recommended:

- 2.1 To acknowledge the achievements of the 3 NCP projects.
- 2.2 To agree changes to project funding for the next 3 years for the 3 NCP projects as set out in the table at 5.8.

## 3. Background

- 3.1 The NCP projects in Kings Hedges, Abbey and Arbury wards were established c. 1997. Each NCP project had a capital sum of £200,000 to spend on local initiatives following consultation with local people. A revenue budget of approx £20,000pa was made available to each NCP project to develop ongoing initiatives and activities. This budget continues as part of the Community Development Service's base budget. Each NCP project has dedicated Community Worker support paid for from their revenue budget.
- 3.2 The Community Workers report to the NCP's steering groups and are line managed by the City Council's Neighbourhood Community Development Team. The NCP projects are each linked with and supported by members of the Neighbourhood Community Development Team. They are as follows :
  - **Abbey Action** continues as an umbrella organisation for groups meeting in Abbey ward and meets approx every two months. A range of local organisations come to the steering group including local ward Cllrs, local churches, residents groups, reps from East Barnwell Community Centre and other local voluntary organisations. In the past the group has discussed options for becoming a more independent and formal organisation along the lines of the Kings Hedges Neighbourhood partnership ( KHNP ), but has felt that the informal steering group meets the needs and capacity of groups involved. However, Abbey Action more recently re-considered this issue and plans are underway to look at different options for the future organisation of the NCP project. The project is supported by a part time Community Worker (18.5 hrs).
  - **Arbury NCP** also has an informal steering group, which meets quarterly to discuss progress on the project and to input into current projects. The group is currently made up of ward councillors and other local residents' groups. The NCP does a lot of work with young people and people from different ethnic communities. The project is

supported by a part time Community Worker (18.5 hrs) and Project Workers (8 hrs) who work with young people primarily from the Asian communities within Arbury.

- **Kings Hedges Neighbourhood Partnership (KHNP)** has become an independently constituted voluntary organisation, which now has day to day management responsibility for their base at No. 37 Lawrence Way, which is leased from City Homes North. The remainder of their revenue budget, after staffing costs, is given to the partnership in the form of a grant. The partnership is run by a voluntary management group. KHNP can generate small amounts of income through hiring a room at Lawrence Way which helps to offset their running costs. As an independent constituted voluntary group, they have also been able to successfully apply for small grants. They are supported by a part-time Community Worker

3.3 As evidenced in Appendix A, the NCP projects have organised and supported a range of activities in each of the neighbourhoods they serve. Examples include neighbourhood newsletters delivered to each household, networking lunches for organisations and groups working in the area and events such as street parties and Christmas activities. They provide a focus for engagement and activity and often provide a vital information giving and linking role within their neighbourhood.

3.4 Current base budget support given to the NCPs by the Council is shown in the table below.

NCP	Budget				Community Worker Hours
	Staff	Rent / Phone	Project	Total	
Abbey	£13,820	£2,500	£5,900	£22,220	18.5 hours
Arbury	£18,750	£1,700	£4,460	£24,910	26.5 hours
Kings Hedges	£13,760	£5,750	£8,380	£27,890	18.5 hours
Total	£46,330	£9,950	£18,740	£75,020	63.5 hours

#### 4. Development and Future Sustainability of the NCPs

- 4.1 The individual NCP projects have all developed their own identity. The KHNP has become an independently constituted voluntary group and Abbey Action now seriously considering this option. This direction of travel fits well with the original concept behind the Neighbourhood Community Development approach which was to try and address the lack of opportunity for residents in wards with lower levels of income and higher levels of deprivation, to improve communication, consultation and participation and build a stronger sense of local ownership within these wards. In particular, it opens up other opportunities for these groups to take on more responsibility for their local area and to consider other sources of funding. However, such a move does rely heavily on the leadership and time commitment of individuals within the community and, until such time as a group can become self sustainable, on the dedicated support from an experienced Community Worker.
- 4.2 As mentioned above, the KHNP now wants to explore options for taking on responsibility for managing Nuns Way Pavilion. Initial discussions have taken place between the partnership and the Head of Community Development which have proved positive, and it is proposed that this idea should be explored further with relevant stakeholders.
- 4.3 Abbey Action intend to become an independently constituted voluntary group in the near future and have plans in place to make this happen. They are actively engaging with the County Council and other partners in discussions about the future of East Barnwell Community Centre (which is owned by the County Council) as part of the County Council's 'community hubs' initiative which has the potential to bring significant improvements to the community facilities within the area.
- 4.4 Whilst Arbury NCP is more content to remain as an informal group for the time being, they want to continue to be responsive to the issues and changing needs of their diverse local community. In particular the group aims to continue and build upon its valuable work and activities with young people, BME communities and disadvantaged groups to help strengthen community cohesion.

## **5. Conclusions and Options**

- 5.1 'Community Development' is about bringing people together and helping and supporting them to grow or develop so that their sense of collective pride in their local area grows stronger as their confidence and their ability to influence decisions that affect their lives increases.
- 5.2 This process can take many years but eventually the amount of direct support required from the Council should reduce as the group becomes more self-sufficient and able to draw in funding from other sources.
- 5.3 All three of the NCPs have worked hard over the years to support their local communities and together they have helped many local groups and projects and have provided important communication links to local residents, informing them of local activities and initiatives.
- 5.4 Kings Hedges and Abbey NCPs have ambitions to develop further and are very positive about growing stronger, taking on new responsibilities and ultimately becoming self-supporting. They both have plans in place to achieve this and officers are recommending that they continue to receive staff support to enable them to take this work forward.
- 5.5 Arbury NCP does not currently have ambitions to develop in a similar way to Abbey and Kings Hedges NCPs. However, Arbury NCP continues to oversee important community work within the ward, particularly with hard to reach and disadvantaged groups. Again, officers are recommending that they continue to receive staff support but that they are also encouraged to move forward towards becoming an independently constituted voluntary group.
- 5.6 The Council continues to give significant support to the voluntary sector through its grants. The various grants budgets are awarded according to the Council's key priorities so that the money goes to the projects that bring the most benefit to, for example, vulnerable residents or the local environment.
- 5.7 In recent years there have been under-spends on area committee grants budgets in both the north and East areas. Officers believe that the 3 NCP projects (subject to being independently constituted voluntary groups) should be encouraged to apply for grants from area committees to supplement their project budgets. Officers are recommending that funding for the 3 NCP projects should remain as planned for 2012/13 but that their project budgets should be cash

limited and reduced a little in 2013/14 and 2014/15. The small funding reduction can be made up through grant applications or through other income generation (e.g. through selling advertising space in newsletters).

5.8 The table below shows recommended 'project' funding for the next 3 years.

NCP	Proposed Project Budget		
	2012/13	2013/14	2014/15
Abbey	£5,900	£4,720	£3,776
Arbury*	£4,460	£3,568	£2,854
Kings Hedges	£8,380	£6,704	£5,363
Comment	As planned	20% reduction	20% reduction
Saving (on-going)	£0	£3,748	£6,747

5.9 This recommendation will provide the 3 NCP projects with some certainty over funding for the next 3 years whilst they pursue their ambitious plans and move towards greater independence from the Council. Reducing their project budgets by 20% in 2013/14 and 2014/15 will give the NCPs time to seek alternative funding through area committee grants or income generation schemes to make up the modest shortfall.

5.10 The process of seeking area committee grants will help to improve and strengthen the visibility and accountability of the NCP projects. The under-spend in north and east area committee grants in the 2 previous years would have covered this shortfall.

5.11 As a condition of the Council's continued funding, each NCP project should be required to produce a short Annual Plan setting out key activities and goals for the coming year and reviewing achievements over the previous year.

## 7. Implications

### (a) Financial Implications

These are set out in the report. No additional finance is required.

(b) **Staffing Implications**

None anticipated

(c) **Equal Opportunities Implications**

The work of the NCP projects was included in the EIA for neighbourhood work in 2008. A specific EQIA will be required should any significant changes to the funding of the NCPs (in addition to the recommendations) be proposed.

(d) **Environmental Implications**

None

(e) **Consultation**

- Each of the NCP steering groups was circulated with a review document in November 2011, with a series of questions about their aims, objectives, key achievements and future plans.
- Each steering group has sent in information following discussion with their members. The questions officers asked the NCPs form the headings in the document at Appendix A which also gives a summary of their responses. Papers giving their detailed responses are available on request.

(f) **Community Safety**

The NCPs often work with local groups on issues around community cohesion in particular and community safety in general.

## 5. **Background papers**

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

- Report to City Board July 1996
- Report to City Board July 1998
- Review documents from each NCP project
- Newsletters and documents provided by each NCP

## 6. Appendices

Appendix A: NCP review document – summary of responses.

## 7. Inspection of papers

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

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## Appendix A

### REVIEW OF NCP PROJECTS 2012 SUMMARY OF RESPONSES

Question	Abbey Action	Arbury NCP	Kings Hedges Neighbourhood Partnership
<p><b>1. Describe your neighbourhood project?</b></p> <p>Page 105</p>	<p>Unconstituted informal steering group – av 12-15 people attending from cross section of community. Chaired by Community development Officer. Meets 5-6 time per year Community worker employed 18.5 hrs per week</p>	<p>Un constituted informal steering group. Attended by local ward Cllrs and other local volunteers / representatives. Role of chair rotated amongst members of the group. Meets every 2-3 months Community worker employed 18.5 hrs per week. Plus 3 project workers for art project with children and yg people</p>	<p>KHNP has a constitution and is a company limited by guarantee. The group is made up of local residents and is supported by the CDO (North). The chair is elected annually following an AGM Meets every 6 weeks, plus two away days per year Community worker employed 18.5 hrs per week. Funded by City Council with additional income through hire of Lawrence way, advertising in newsletter and ticket sales</p>
<p><b>2. Please describe how the communities that your neighbourhood project supports have</b></p>	<p>I improved links between local groups and facilities Partnership projects with other organisations</p>	<p>Arbury NCP has supported the following groups and activities: Street Voices group of</p>	<p>Partnership work with faith groups, sharing skills, experience with others eg Orchard Park, Abbey</p>

Question	Abbey Action	Arbury NCP	Kings Hedges Neighbourhood Partnership
<p><b>changed as a result</b></p>	<p>Range of events and activities Advice and information to range of local groups</p>	<p>homeless adults / temporarily housed. Over 50's group Soni Kuriz Asian girls groups Support to range of local residents groups to put on activities including street party Range of events such as Xmas tree events, cultural events Promoting English classes, computer courses, grow your own project</p>	<p>action Links with Arbury Court traders. Representative on North Cambridge Community trust</p>
<p><b>2a Has number of active groups and individuals within your community increased</b></p>	<p>Number of groups remained relatively high Support to groups to ensure they are sustainable Abbey action provide one stop shop for information and support Support for Fields allotment project</p>	<p>Yes various groups have become more independent and running activities for themselves</p>	<p>Groups established by the partnership eg NQOTHC, AMBABYS, have developed their skills are now involved in other community initiatives /have used skills to gain work</p>

Question	Abbey Action	Arbury NCP	Kings Hedges Neighbourhood Partnership
<b>2b has active number of groups and individuals increased</b>	Remained relatively high. Community directory compiled which highlights range of groups	Yes see above	
<b>2c has overall capacity increased</b>	Yes Support and contribution to newsletter . More groups applying for own funding via area cttee	Yes, Arbury NCP has supported groups of individuals to increase self confidence and esteem, access grant aid, work to develop partnerships between groups and joint working	Skills and confidence has increased through involvement with various cttees <ul style="list-style-type: none"> <li>Involvement by residents in events. Links with other partnership projects and initiatives in the area</li> </ul>
<b>2d What do you think would be different if the NCP project had not existed</b>	Links and networking role would not have occurred Less support and info to groups Less community event and activity	Certain groups and activities would not have happened Development of skills and confidence Working together amongst certain groups	There would be no community newsletter Fewer networks No. 37 wd have been lost to community as a community facility Affordable events and activities for families Signposting to new residents
<b>2e How do you measure success</b>	Feedback / comments Attendance at events Response to newsletter	Evaluation reports, feedback, numbers attending, individual	Feedback form people attending events, courses, visitors to Lawrence way

Question	Abbey Action	Arbury NCP	Kings Hedges Neighbourhood Partnership
		progress from involvement in projects	
<b>3. Examples of initiatives</b>	Supporting groups in the community to continue to be independent Fields allotment project Newsletter Support to EBCC and the library	50+ friends Soni Kuriz English classes Under 5's group Street Voices group	NQOTHC, reading group, crochet group are now independent
<b>4. Key achievements over last 3 years</b>	Community newsletter Networking meetings Community events Environmental events and projects Community directory	Soni Kuriz Asian girls group initially run by City council now independent grp Street Voices group 50+ friends monthly group for Over 50's, now formed cttee Smart Art – art project for children and young people – engagement of yg people in the running of the sessions Newsletter Information exchanges	Taking on the development and running of the community house (No. 37 Lawrence way) Community Newsletter Development of website Development of events Craft fair showcasing local talent.
<b>5. Project development</b>	More emphasis on	Less involvement by	More involvement by BME

Question	Abbey Action	Arbury NCP	Kings Hedges Neighbourhood Partnership
<b>over last 3 years</b>	<p>working with groups, pooling knowledge and skills</p> <p>Enlargement of ward boundary meant extending links and networks in new area</p> <p>More outdoor rather than indoor events</p>	<p>residents in the steering group, but more involvement in the different projects.</p> <p>Less one off trips</p> <p>More capacity building</p> <p>Groups requiring grant aid now referred to Area cttee grants.</p> <p>Projects spread over wider geographical area</p>	<p>groups. Increase in partnership work</p> <p>Increase in range and number of activities – pantomime, Easter egg hunt, trips, local community action day</p>
<b>What are your Groups ambitions for the next 3 years?</b>	<p>Become formally constituted group.</p> <p>Raise income through variety of means</p> <p>Organise variety of events</p> <p>Support local facilities and play key role in any new facilities</p> <p>Set up website</p> <p>Continue to develop networks</p> <p>Develop skills of local people</p>	<p>To continue to be responsive to changing needs of the community and work particularly with hard to reach and disadvantaged groups in the community</p> <p>Arbury NCP aims to continue in its current form unless a need arises to change.</p>	<p>Aim to see asset transfer of Nuns Way Pavilion to KHNP</p> <p>Secure funds and raise income to become self sufficient</p> <p>Increase number of volunteers and groups that we work with.</p> <p>Becoming a registered charity</p>

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To: Cllr. Tim Bick, Executive Councillor for Community Development and Health

Report by: Liz Bisset, Director of Customer and Community Services

Relevant scrutiny committee: Community Services Scrutiny Committee

Wards affected: All Wards

Cambridge Community Safety Plan 2011 – 2014 update for 2012

## **Not a Key Decision**

### **1. Executive summary**

- 1.1 A draft of the Community Safety Plan 2011-14 (updated for 2012) was presented to the January Community Services Scrutiny Committee for comment.
- 1.2 The Community Safety Partnership Board who are the owners of the plan accepted the Committees suggestion and have incorporated them into the final plan presented as Appendix A.
- 1.3 The final plan is presented for endorsement by the Community Services Scrutiny Committee and the Executive Councillor for Community Safety.

### **2. Recommendations**

The Executive Councillor is recommended to:

- 2.1 Endorse the proposed priorities and amendments to the Community Safety Plan 2011-2014 (updated for 2012) agreed by the Community Safety Partnership and set out in section 3.2

### **3. Background**

- 3.1 The aims of the Community Safety Partnership are to reduce levels of crime and antisocial behaviour, increase people's sense of community safety and effectively tackle alcohol and drug misuse across Cambridge by continuing to work together. The priority areas are where we can make a bigger impact by pooling resources and working closely together.
- 3.2 Cambridge Community Safety Partnership developed a new Plan in April 2011. That plan has been updated for 2012/13 following a

Strategic Assessment by the County Research Team. The recommendations in the Strategic Assessment are that the priorities of the Community Safety Plan 2012/13 should remain similar to those in the current plan, that is, reducing:

- Alcohol related violent crime
- Anti-social behaviour
- Repeat victims of domestic violence
- Re-offending

The amendments to the current priorities were discussed at the January Scrutiny Committee.

3.3 Each of the member organisations also contribute to the reduction of crime, disorder and anti-social behaviour through their core business activity and many have complimentary priority areas of community safety work. For example;

- the City Council's Housing Advice Team commissions a Mental Health and Street Outreach Team jointly with the County Council. The City Council also funds a Street Life Police Officer and the liaison between these two services means an effective balance is achieved between support of rough sleepers and enforcement around anti-social behaviour. This work is further complimented through the development of an Assessment Centre in partnership with Jimmy's night shelter, primarily funded by the County with additional financial support from the City Council. The centre will be open 24 hours a day and will comprehensively assess the needs of the service users before aiming to resettle them.
- The extensive CCTV coverage operated by the City Council is another example of work across council departments that supports and complements the work of the Community Safety Partnership. Information gathered by the CCTV Team and passed to the police has helped in a recent conviction following a serious attack in the City last year.
- Almost all City Council departments are now involved in some way in reducing crime, disorder and anti-social behaviour. A further example of cross departmental and organisation cooperation is the work of the Public Realm Enforcement Team and the Rangers which includes working closely with the police and Anti-social Behaviour Team to reduce litter, graffiti, aggressive punt touting and needle finds.



3.4 The final plan will be published on the City Council website by 31 March 2012.

## 7. Implications

**7.1 Financial** – It is not yet clear what Partnership funding will be available for 2012/13. As soon as this is known a spend plan for projects to support the priorities will be developed and will be available on the City Council website.

**7.2 Staff** – Posts dependent on Community Safety funding may be affected.

**7.3 Equal Opportunities** – An EQIA was carried out on the original Community Safety Plan 2011/2014 and this will be revisited as part of the development of this update.

7.4 Procurement – None

7.5 Environmental - None

**7.6 Community Safety** – as per the report. This is fulfilling a statutory duty for the City Council

## 8. Background papers

These background papers were used in the preparation of this report:  
Cambridge Community Safety Plan 2011/14  
Cambridge Strategic Assessment 2011

## 9. Inspection of papers

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

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# **CAMBRIDGE COMMUNITY SAFETY PLAN 2011-14**

**YEAR TWO  
(1<sup>ST</sup> APRIL 2012 – 31<sup>ST</sup> MARCH 2013)**

## **Cambridge Community Safety Partnership Community Safety Plan 2011-14**

### **Year Two (2012/2013 Update)**

#### **Foreword from Cambridge Community Safety Partnership Board Members**

The Cambridge Community Safety Partnership brings together a number of agencies and organisations concerned with tackling and reducing crime and anti-social behaviour in Cambridge. Organisations, like the City Council and the police, are statutory members, but voluntary groups and businesses are also represented and play an important role.

Our key role is to understand the kind of community safety issues Cambridge is experiencing; decide which of these are the most important to deal with; and then decide what actions we can take collectively; adding value to the day-to-day work undertaken by our individual agencies and organisations.

We detail these actions in our Community Safety Plan. The current [Community Safety Plan](#) was written in early 2011 and runs for three years until 2014, after which we will look at everything afresh. In the meantime, in a quickly changing environment, we need to continue to check the current plan to make sure it is on track and to make sure that the priorities we set originally are still relevant for the different communities within Cambridge. To help us do this we commission an annual Strategic Assessment. This Strategic Assessment looks at, and seeks to understand, the range of detailed information that exists about crime, disorder, substance abuse and other community safety matters affecting Cambridge. In the light of this information the assessment makes recommendations about how best to keep the Community Safety Plan on track.

Having considered the [2011 Strategic Assessment](#), we have decided that the 2012/13 priorities should remain broadly the same as in the original plan, but in some cases changing the emphasis on what will be the focus for partnership working this year. These priorities are:

- ❑ alcohol-related violent crime;
- ❑ anti-social behaviour;
- ❑ domestic violence; and
- ❑ re-offending.

This update to the Plan will provide details on the current priorities and discuss new issues for the Partnership in the year ahead.

## **Board Members of Cambridge Community Safety Partnership**

- Cambridge City Council *Liz Bisset*
- Cambridge City Council *Cllr. Tim Bick*
- Cambridge Council for Voluntary Service *Mark Freeman*
- Cambridgeshire and Peterborough  
Probation Trust *Graeme Seddon*
- Cambridgeshire Constabulary *Dave Sargent*
- Cambridgeshire County Council *Sarah Ferguson*
- Cambridgeshire Fire and Rescue Service *Julian Fountain*
- Cambridgeshire Police Authority *Kevin Wilkins*
- NHS Cambridgeshire *Inger O'Meara*

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## **1. Achievements in 2011/12**

### **Our priorities for the year were:**

- reducing alcohol-related violent crime in the city centre;
- reducing repeat incidents of anti-social behaviour;
- reducing repeat victims of domestic violence; and
- reducing re-offending.

### **In the past year to October 2011 we have seen:**

- total recorded crime reduce by 20 percent;
- dwelling burglary reduce by 51 percent;
- total violent crime reduce by 22 percent;
- criminal damage reduce by 15.5 percent; and
- pedal cycle theft reduce by 30 percent.

## 2. What we did in each priority area

In each of the priority areas the partner agencies worked together, sharing resources and focusing core business activity to achieve our stated aims. For example, we worked with local businesses, trading standards and the leisure industry to promote responsible drinking and responsible selling of alcohol. We tackled repeat incidents of anti-social behaviour working across agencies with the police complex case team, supporting vulnerable victims and witnesses. We worked across the County and across organisations training our frontline staff to offer advice and support to victims to encourage them to report domestic abuse. The multi-agency Integrated Offender Management Service worked with an average of 71 offenders in each month, giving practical support to help them stop offending. Each of the member agencies contributed to the work of the Partnership, putting in staffing resources or expertise. We also carried out a number of projects specifically focused on priority issues and these are listed below.

### 1. Reducing alcohol-related violent crime in the city centre

- We paid for three private security staff to make the taxi rank on St. Andrew's Street safer between the hours of 10pm and 4:30am on twelve key dates during late November and December, including Christmas Eve, and New Year's Eve.
- On two days during Christmas and New Year we set up a care tent in the city centre to give medical and non-medical advice, care and assistance to people who needed this. People from the military, police, St John Ambulance and the Ambulance Trust, staffed the tent with additional support coming from businesses and the NHS.
- Building on what we learned by running the care tent, we put money into providing a similar service at other times during the year in St Columba's Church in Downing Street in the city centre. The refuge was open between 10pm and 4am over the Easter and May Bank Holiday weekends and again on four more nights in late October and early November. Volunteers from Hope Cambridge, helped by a private security guard and staff from St John Ambulance, were there to provide advice, assistance and first aid to people who needed it.
- Between August and October 2011, we supported a pilot project which put two accredited 'safety guardians' on the street to help keep students and young people safe. Around 40 'safety guardian' patrols were carried out between 9pm and 11pm visiting places where young people gather like Parker's Piece and Christ's Pieces. The patrols worked with door staff, pub managers, club promoters and city council staff, and gave advice to a large number of students and others about personal safety and safer cycling awareness.
- We helped to pay for four training sessions for pub managers and staff on running licensed premises in ways that will help cut down on violent incidents.
- Cambridge Business Against Crime (CAMBAC) has introduced a scheme called 'Nightsafe' to ban people who have repeatedly caused trouble in and around



licensed premises. We paid for 600 A5 stickers promoting membership of the scheme.

## **2. Reducing repeat incidents of anti-social behaviour**

- We commissioned two projects to work with targeted groups of young people providing activities to help them to avoid being drawn into crime and anti-social behaviour. The first project worked with 10-12 year olds and the second with 13-16 year olds. Recent evaluation of a similar scheme that we ran last year showed that the number of incidents that the young people were involved in reduced considerably, with many moving on in their life to engage in more positive activities such as college courses.

## **3. Reducing repeat victims of domestic violence**

- We commissioned 30 group work sessions and 250 one-to-one sessions over 18 weeks with people who had committed domestic violence. To date, 15 men have been supported by the service with three successfully 'graduating' after completing their sessions and agreeing to continue to work with the service.
- We paid for additional security and special safe rooms in the homes of domestic violence victims. To date, two properties have received security upgrades and more are planned.
- We paid for 38 courses under the Freedom programme. The programme aims to help victims of domestic violence understand how abusive relationships develop and how they might protect themselves from becoming victims in the future.

## **4. Reducing re-offending**

- We spent £1,000 to provide practical support to prolific and priority offenders to help them change their offending behaviour. For example, we paid for offenders to get proof of their education in order to help them to get a job. We also improved the systems that we use to identify and work with offenders and through multi-agency case worker groups targeted activities and managed resources where they were most needed.

### **3. Community Safety Plan: Year Two (2012/2013 Update)**

This section tells you more about our priorities. We look at why these were chosen in the first place, why they continue to be relevant, and how we see the issues one year into our three-year plan.

The four priorities are:

- ❑ reducing alcohol-related violent crime;
- ❑ reducing anti-social behaviour;
- ❑ reducing repeat victims of domestic violence; and
- ❑ reducing re-offending.

#### **How were these priorities chosen?**

The starting point for choosing our priorities for the future was commissioning the [2011 Strategic Assessment](#). The Community Safety Partnership Board discussed its findings in detail at a workshop in November 2011. The Board looked in particular at the problems we could tackle best by all the agencies working together.

A major outcome from the Strategic Assessment was the impact that alcohol and substance misuse has on a range of problems we experience in Cambridge and highlighted some problem localities and vulnerable groups.

For each of the four priorities, the lead officer produces an annual action plan detailing the specific work that will be undertaken throughout the year. The lead officer also produces a quarterly update. Like other Partnership papers, these reports are open public documents and are available on the [City Council website](#).

## Priority 1: Reducing alcohol related violent crime

### Why is this priority being continued?

The 2011 Strategic Assessment has indicated a 10 percent reduction in recorded violence in Cambridge between September 2010 and August 2011, compared to the same period the year before. This amounts to 275 fewer offences. If the trend for April to September 2011 continues into the next six month period, the number of people needing to use Addenbrooke's A&E Department following violence will have remained constant since 2010-11 and lower than the average for the three years before that.

The Strategic Assessment also found that 48 percent of violent crime in Cambridge is associated with the nighttime economy, occurring in areas with major pub clusters<sup>1</sup>. Market Ward, which encompasses the city centre, is the main location for a number of these offences, along with areas in Petersfield and around the Hills Road leisure complex. Alcohol related disorder regularly features as a neighbourhood priority at West/Central Area Committee meetings.

Violent crime has a considerable, often long-term, impact on individuals, communities and services. It is for these reasons that the Partnership has decided to continue to prioritise alcohol-related violence, removing the wording 'in the city centre' to allow for the need to be flexible when problems are identified in other parts of Cambridge.

### What do we aim to do?

We aim to:

- maintain the good practice of the Alcohol-Related Violent Crime (ARVC) Task Group in tackling violent crime that is directly linked to alcohol consumption;
- create a safe and secure environment for those who live in, work in and visit the city centre, particularly at times when key events will be taking place. These will include the Big Weekend, Olympic Celebrations, the Diamond Jubilee and Euro 2012 championships;
- continue to look at information from partners and other sources so that we can identify emerging issues of alcohol-related violent crime, including looking beyond the central area; and
- take opportunities that arise to work with partners such as the NHS and treatment agencies to help prevent individuals and groups from becoming repeat offenders or victims of alcohol-related violent crime.

### Delivery

This priority will be managed by the ARVC Task Group. The membership of the Task Group reflects the complexity of this problem and so includes representatives of the business community; the private security industry; police; the council; the health service (emergency medicine and hospital); and alcohol treatment services. The

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<sup>1</sup> Three or more pubs and/or nightclubs within 150 metres of each other.

Task Group will share anonymised information in order to build a better picture of the violent crime profile in Cambridge.

### **Targets**

- ❑ To reduce 'Assault with Less Serious Injury' by 10 percent by March 2014 from the baseline of 2010/11 (825 recorded offences) (ongoing 3 year target)<sup>2</sup>.
- ❑ To record less than 1100 presentations to the A&E Department at Addenbrooke's Hospital by March 2013, where the cause of injury is coded as 'assault'.
- ❑ To reduce the number of ambulance call outs for 'assault' from the 2011/12 baseline (estimate for 11/12 600 call outs).
- ❑ Police City Central Team to issue a minimum of 13 (one every 4 weeks) information bulletins to key partners.

**Lead Officer: Communities Chief Inspector, Cambridgeshire Constabulary**

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<sup>2</sup> We have used this as a measure because 'Assault with Less Serious Injury' is the best indicator of alcohol-related violence.

## **Priority 2: Reducing anti-social behaviour (ASB)**

We will be focusing on:

- ❑ casework to reduce repeat victimisation;
- ❑ problem solving at a neighbourhood level;
- ❑ preventative work with young people; and
- ❑ across these three topic areas, paying particular attention to reducing problems caused by substance misuse.

### **Why is this priority being continued?**

The 2011 Strategic Assessment showed police recorded incidents of ASB have been reduced by over 33 percent in the past four years. This is good news, but it is clear that ASB is still of concern to residents.

Last year, the Partnership focused on ASB happening repeatedly to the same people or in the same areas, and ASB affecting vulnerable people. A special police complex case team now works closely with the Council's ASB Team and other organisations, to assess and manage these kinds of cases. There is also a Council-led problem-solving group that helps to ensure that the right agencies work quickly to find solutions in individual cases. Dealing with problems through these working groups is now an established and effective part of the working practices of the organisations involved.

As recommended in the Strategic Assessment, the focus will now shift to the Partnership maintaining a broad range of interventions to deal with and prevent anti-social behaviour. Partnership work will focus on continued support of the case work to reduce repeat victimisation of vulnerable people; prevention work with young people; and working within communities, paying particular attention to the anti-social behaviour issues raised at Area Committees. We will also focus on anti-social behaviour associated with substance misuse.

### **What do we aim to do?**

We aim to continue to effectively tackle incidents of anti-social behaviour and to create an environment where everyone who lives in, works in, or visits Cambridge is free from feeling harassed or intimidated by the behaviour of others.

### **How will we do this?**

We intend to do this by:

- ❑ continuing to support and work closely with the police complex cases team and the multi-agency problem-solving group;
- ❑ incorporating the evaluation findings of our youth prevention work into planned future projects;
- ❑ working directly with local communities by focussing on issues coming out of the Area Committees; and

- strengthening the links with the Alcohol-Related Violent Crime (ARVC) Task Group and the Drug and Alcohol Action Team (DAAT).

### **Delivery**

We will set up special 'task and finish' groups to deal with issues as they arise and also link up with the ARVC Task Group and DAAT, where anti-social behaviour overlaps with substance misuse related issues.

### **Targets**

- To reduce the number of police recorded incidents of anti-social behaviour by 7 percent (353) from 2011.
- To have no more than 130 first time entrants to the criminal justice system from Cambridge for 2012/13.
- To decrease the number of neighbourhood profile ASB priorities that reoccur within 12 months by 25% from a benchmark of 2011/12.

**Lead Officer: Safer Communities Manager, Cambridge City Council**

### **Priority 3: Reducing repeat victims of domestic violence**

#### **Why is this priority being continued?**

The 2011 Strategic Assessment identifies the considerable risk to victims that domestic violence causes that need to be addressed by the Partnership. It recommends that the Partnership should focus specifically on working with young people to prevent domestic violence.

#### **What do we aim to do?**

We aim to:

- further improve the response to those reporting domestic abuse;
- encourage reporting from those groups / areas where the Strategic Assessment has identified potential under-reporting;
- provide early support to young people at risk of domestic violence; and
- consider the possibility of using tenancy sanctions against offenders.

#### **How will we do this?**

- We will continue to support at a county level the further development of domestic violence services.
- The Domestic Abuse Partnership will develop a targeted awareness campaign to encourage disclosures from under-represented groups.
- Cambridge Women's Aid will deliver Freedom programmes to those adult females affected by domestic abuse.
- Cambridgeshire County Council's Children and Young People's Services will develop how they help those affected by domestic abuse, including looking at the support that may be provided by the Family Intervention Project (FIP) and considering the best way to deliver education about 'Safe Relationships', to prevent abuse occurring.
- The Constabulary will raise awareness of domestic violence amongst young people via the 'Getting Closer' campaign.

#### **Delivery**

The above aims will be delivered via the joint working arrangements brought together through the Cambridge Community Safety Partnership and other relevant partnerships, such as the Cambridgeshire Domestic Abuse Partnership, Local Safeguarding Children Board (LSCB), Children's Area Partnerships and Health and Wellbeing Board.

#### **Targets**

- Cambridge Women's Aid to deliver 38 Freedom programme courses by the end of March 2013.
- Issue New Direction Service information leaflets to all offenders on release from custody.

- Increase the recording of victimisation of young people (aged 18-24) in Cambridge by 10% (79 recorded incidents 2011) by raising awareness through joint working with partner agencies and initiatives.
- Recruitment of a specialist worker by County Council by March 2012 to work with 13-19 year olds across the County including Cambridge.

**Lead Officer: Communities Chief Inspector, Cambridgeshire Constabulary**



## **Priority 4: Reducing re-offending**

### **Why is this priority being continued?**

Research has shown that a small number of people are responsible for a lot of the crime that is committed. These people are known as Prolific and Priority Offenders (PPOs) and getting them to change their offending behaviour can make a very big difference to how many crimes take place.

The Home Office Green Paper "*From The Neighbourhood To The National: Policing Our Communities Together*" confirmed the view that dealing with people who repeatedly commit crime should be a very high priority for all community safety partnerships.

The 2011 Strategic Assessment has recommended that reducing re-offending remain a priority, with the implementation of Integrated Offender Management (IOM) being a key (but not the exclusive) programme to support this important area of work.

The IOM service brings together the former PPO scheme and the Drug Intervention Programme (DIP), together with elements of other programmes. It is designed to divert people away from offending or where this is not possible to swiftly take enforcement action against them if they re-offend.

In October 2011, there were 71 individuals on the Cambridge IOM scheme, of which 12 were serving a custodial sentence or were on remand. The IOM scheme is already showing results. Figures for PPOs adopted on the scheme show a reduction in offending of 53 percent for all crime, 63 percent for acquisitive crime (all theft-related offences) and 73 percent for serious acquisitive crime (car crime, robbery and burglary).

The IOM scheme is a partnership and aims to support offenders wanting to change their ways. Evidence shows that those offenders who are offered appropriate support around drugs, housing and their social needs are much less likely to re-offend. For this reason the scheme uses a housing and resettlement specialist, who also works closely with a variety of other support organisations. The support element of our IOM work is something we plan to expand and improve upon during 2012/13. If offenders do not alter their offending behaviour we work closely in partnership with police and probation to ensure that appropriate enforcement action is undertaken.

### **What do we aim to do?**

We aim to successfully implement the IOM scheme in Cambridge.

### **How will we do this?**

We will continue to improve the operation of the new IOM scheme by:

- improving how IOM clients get access to key services, such as housing advice and mental health services;

- working closely with partners to agree how to deal with people who are currently just outside the scope of the scheme; and
- implement a formal end of year report and review of the scheme, looking at what has worked and why.

### **Delivery**

The above aim will be delivered via a countywide board. The Cambridge Community Safety Partnership maintains a statutory responsibility to ensure delivery and as such will form part of the steering and governance groups.

### **Targets**

- Maintain a minimum of 70 Cambridge clients a month in the 'Catch and Convict' / 'Resettle and Re-Habilitate' parts of the IOM scheme.
- Reduce the total number of re-offences committed by those on the IOM scheme in Cambridge by 40 percent in 2012/13 (to be measured by the year-end report).
- Reduce serious acquisitive crime committed by the offenders on the scheme in Cambridge by 60 percent in 2012/13 (to be measured by the year-end report).

**Lead Officer: Chair of the County Reducing Re-offending Steering Group**

## Contact us

Any comments or queries on this Year Two (2012/13) version of the Community Safety Plan, should be addressed to:

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To: Executive Councillor for Community Development and Health: Councillor Tim Bick

Report by: Liz Bisset

Relevant scrutiny committee: Community Services Scrutiny Committee 15/3/2012

Wards affected: All Wards

### **PROPOSED RESTORATIVE JUSTICE SCHEME FOR CAMBRIDGE Not a Key Decision**

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

“Restorative justice” (RJ) is an approach to criminal justice that provides a person who has suffered harm with an opportunity to tell the wrongdoer about the damaging effects of their actions. Some forms of RJ also give the wronged person a say in what the perpetrator can do to make amends. This report outlines a proposed RJ scheme for Cambridge based on the ‘neighbourhood resolution panel’ model. This model is one that promotes a high level of community involvement and has been shown in studies to produce high levels of satisfaction for victims, and agencies making referrals and has reduced re-offending in perpetrators.

The outline scheme proposed here has been developed in partnership with, and has the full support of, the police and other criminal justice system agencies.

#### **2. Recommendations**

The Executive Councillor is recommended to:

1. to note the report attached as Appendix 1 which explains the scheme in detail, says what the scheme is intended to achieve, and provides a plan for the implementation of the scheme; and
2. endorse the scheme as outlined in the appendix.

#### **3. Background**

Please see Appendix 1.

## 4. Implications

### (a) Financial Implications

This project will require a budget of £32,000 over two years.

### (b) Staffing Implications (if not covered in Consultations Section)

The project will employ a worker probably at Scale 5 for 18.5 hours a week over the two year period, i.e. £16,000 per annum including on-costs.

### (c) Equal Opportunities Implications

An equalities impact assessment has been carried out and has found that, with appropriate mitigation, there are no differential impacts on any of the protected categories of people. A copy of the assessment is attached as Appendix 2.

### (d) Environmental Implications

A climate change impact assessment has been carried out on this project and it has been rated as having a **NIL** impact.

### (e) Consultation

Initial “in-principle” consultation has been carried out with the police, the youth offending service and with partners in the Cambridge community safety partnership. It will be an essential first task of the post-holder referred to in 4(b) to carry out further, detailed consultation with all the parties likely to be affected, including those services within the Council that may have an interest in the development of, and possible participation in, the proposed restorative justice scheme. This will be completed before the formal launch of the scheme in the new financial year and changes made to the proposal as necessary. The final proposed scheme will be returned to this committee for scrutiny.

### (f) Community Safety

As described in Appendix 1, it is anticipated that this project will have a positive impact on community safety.

## 5. Background papers

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

1. Testing Neighbourhood Resolution Panels, Ministry of Justice, July 2011 (<http://www.justice.gov.uk/downloads/publications/policy/moj/neighbourhood-resolution-panels-spec.pdf>)
2. Shapland, J., Robinson, G. and Sorsby, A. (2011) *Restorative justice in practice*. London: Routledge
3. Equality impact assessment (Appendix 2)

## **6. Appendices**

Appendix 1: Restorative Justice: A proposal for Cambridge

Appendix 2: Equality impact assessment

## **7. Inspection of papers**

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

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# APPENDIX 1

## Restorative Justice – A Proposal for Cambridge

### 1. Introduction – what is restorative justice?

1.1 “Restorative justice” (or RJ) is the name usually given to an approach to criminal justice that provides a person who has suffered harm with an opportunity to tell the wrongdoer about the damaging effects of their actions. In some cases the wronged person can get to have a say in what the perpetrator can do to make amends. As the Home Office paper *Restorative Justice: An overview* puts it:

‘Restorative justice is a process whereby parties with a stake in a specific offence collectively resolve how to deal with the aftermath of the offence and its implications for the future’.

- 1.2 While there are a number of variations, and while the dividing lines are not always sharply drawn, RJ will tend to fall into one of three categories corresponding to an ascending level of seriousness.
- 1.3 At the lowest level of seriousness, “Street RJ” deals with instances of minor criminal or anti-social misbehaviour that would normally be settled out of court or which may not otherwise have resulted in any formal action at all. Street RJ is usually administered on the spot by a police officer or a PCSO and is not the subject of this proposal.
- 1.4 At the highest level of offence, where an offender is convicted of a crime and may even be given a custodial sentence, RJ has been used at each stage of the criminal process (i.e. pre-sentence, during sentence and pre-release) as a means to give the victim a bigger say and to help with the rehabilitation of both parties. RJ at this level of seriousness is normally dealt with by the probation service, the courts and the police and, again, is not the subject of this proposal.
- 1.5 The level of RJ that this proposal is concerned with falls within the middle range of seriousness, that is:
- crime or anti-social behaviour (ASB) that is not serious enough to prosecute or be subject to a more formal out of court disposal; and
  - low level criminal offences that have or will receive an out of court disposal but which restorative justice might complement by getting agreement to some additional reparative activity by the offender.
- 1.6 At this middle level, RJ has been found to be especially useful when used to deal with young people presenting for the first time in the criminal justice system for less serious offences, although this proposal relates to both youth and adult offenders.
- 1.7 This proposed RJ scheme for Cambridge will additionally cover nuisance neighbours and no-fault neighbour disputes.
- 1.8 RJ at this middling offence level will compliment work at the higher and lower levels already being done by the police and others, and would seem best suited to the kind of partnership approach between local

authorities, police and housing authorities that is presently operating in South Somerset, Sheffield and Norfolk. This model is currently the focus of government promotion and study<sup>1</sup>.

## 2. Why Restorative Justice?

- 2.1 Research carried out in 2010 showed that less than 1 percent of victims of crime were offered RJ. However, there is good evidence that RJ can make a positive difference for the victim, the offender and the taxpayer.
- 2.2 The most important research that has been carried out in this country is a 7 year randomised control trial of RJ which was commissioned by the government and conducted by the University of Sheffield<sup>2</sup>. Although this study concerns a higher level of offence (serious offences committed by adults) than the level that concerns this proposal, the results show that RJ can achieve good outcomes, as follows:
- 85 percent of victims in the study were very or quite satisfied with their experience of RJ. Victims valued the opportunity to ask questions about the offence; to talk about the effects of the offence on themselves and others close to them, and they welcomed the opportunity to work with the offender to help stop them offending again.
  - Where victims and offenders agreed to meet face-to-face for RJ “conferencing”, as it is known, 98 percent ended with the participants agreeing an outcome which was focused on what the offender would do next to repair the harm, address their problems and re-orientate their life away from crime.
  - Re-offending within two years of an offence was reduced where RJ was used (relative to a non-RJ control group). (The sample was too small to be statistically significant but a Home Office re-evaluation of the evidence thought that the reduction in re-offending was 14 percent relative to the control).
- 2.3 A quite separate evaluation of how community resolution panels are working in Sheffield was carried out by the lead agency, Sheffield City Council, over the period May 2009 to October 2010. It reported that :
- Two-thirds of harmed persons were very satisfied with how the system handled their case and a further third were satisfied. No-one said they were dissatisfied. 96 percent of harmed persons said they would participate in restorative justice again.
  - 97 percent of wrongdoers were satisfied or very satisfied with how the case was handled.
  - The re-offending rate for young people taking part in RJ was 5.2 percent against the national re-offending rate for other forms of disposal of 39.2 percent.
  - The process of dealing with minor and first time offences was significantly speeded up.

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<sup>1</sup> *Testing Neighbourhood Resolution Panels*, Ministry of Justice, July 2011

<sup>2</sup> Shapland, J., Robinson, G. and Sorsby, A. (2011) *Restorative justice in practice*. London: Routledge

- Police and housing officer time was freed for more pressing business.

### **3. The proposal for Cambridge**

It is proposed that:

- 3.1 A restorative justice scheme for middle level crime and ASB (see 1.5 above and the table at 4.10 below) be introduced in Cambridge during 2012-13.
- 3.2 That the scheme be based on the type of scheme presently operating in the areas mentioned in paragraph 1.8. Section 4 (below) gives the detail of the proposed scheme.

### **4. The proposed scheme**

At the heart of the proposed RJ scheme for Cambridge – and the thing that makes this kind of RJ different from the other forms referred to at 1.3 and 1.4 above - is the concept of the “neighbourhood resolution panel”.

A neighbourhood resolution panel” (NRP) is the preferred name for what has formerly been known as a “neighbourhood justice panel”. (The change of name is recommended by the Ministry of Justice because it is felt that the word “justice” may imply a quasi judicial or decision making function which these bodies do not have. A neighbourhood resolution panel is not a decision-making forum: it is not the role of the panel to decide guilt, nor is there a ‘decision maker’ or ‘judge’ deciding the appropriate penalty).

An NRP will be composed of the offender (or offenders) and the victim (or victims); parents (if the offender or victim is a young person); a member of the referring authority (for example, the police or the housing agency); a member of the youth offending team (if appropriate); and any supporters of the victim, such as a partner, a relative or a neighbour. The panel will be facilitated by a community volunteer. It will be the job of the panel – including the victim and offender - to reach consensus about the outcome.

A neighbourhood resolution panel co-ordinator will be recruited and it is intended that they will begin work early in the new financial year. An essential first task for the post-holder will be to consult with interested parties. In this regard, it should be noted that this proposal, as it stands, is an outline. Such consultation as has taken place to date has been to gain essential “in-principle” agreement from agencies (for example the police) without whose support the scheme would be unlikely to happen. . The co-ordinator will arrange further, detailed consultation with all the parties likely to be affected, including those services within the Council that may have an interest in the development of, and possible participation in, the proposed restorative justice scheme. When this work is finalised it will be brought back to the Community Services Scrutiny Committee for consideration and endorsement.

It will also be an essential first task for the co-ordinator to go on to recruit, and arrange the training of, the volunteer community facilitators. A bid for free training has been made to Restorative Solutions, following

promotion of this opportunity by the Parliamentary Under-Secretary of State for Justice.

Community volunteers may be recruited through a number of avenues such as Cambridge and District Volunteer Centre, existing residents' groups, through advertising on council and police websites and possibly by directly approaching the law faculty at the city's two universities. (Sheffield reports that high calibre volunteers have been recruited from its universities). Successful volunteers would be trained in restorative justice and facilitating techniques.

In the Sheffield scheme it was found that there were positive benefits to be achieved when volunteers facilitated in cases that were connected to the neighbourhood in which they live. This was largely due to the extra weight of accountability to the local community that this placed on wrongdoers and their families (especially parents in the case of young offenders). There were no reported drawbacks to this approach.

### **Kinds of cases eligible for the scheme**

As previously mentioned, referrals to NRPs may be made by the police and, for neighbour nuisance and neighbour disputes, by the council's housing arm (City Homes); by the Council's anti-social behaviour (ASB) team, by other services within the Council as thought appropriate following consultation, and by housing associations. For housing cases consideration might also be given to extending the scheme to private sector tenants and owner occupiers, possibly charging a fee to commercial users like letting agents. Some success has been reported by Sheffield and others in the use of RJ in schools and this, too, will be explored as the scheme progresses.

Referrals from the police will be made at the sole discretion of the police, consulting with other agencies, if any, to the extent the police feel is appropriate. At present Cambridgeshire Constabulary believes that the range of offences to which RJ could be applied would be those where a gravity score of two or more would apply, excluding those that involves drugs, weapons or a sexual motivation. (Some information about gravity scores can be found [here](#)). The kinds of criteria applied when making the decision to refer could include whether or not this is a first offence, the impact on the community, and whether the victim would benefit from the process.

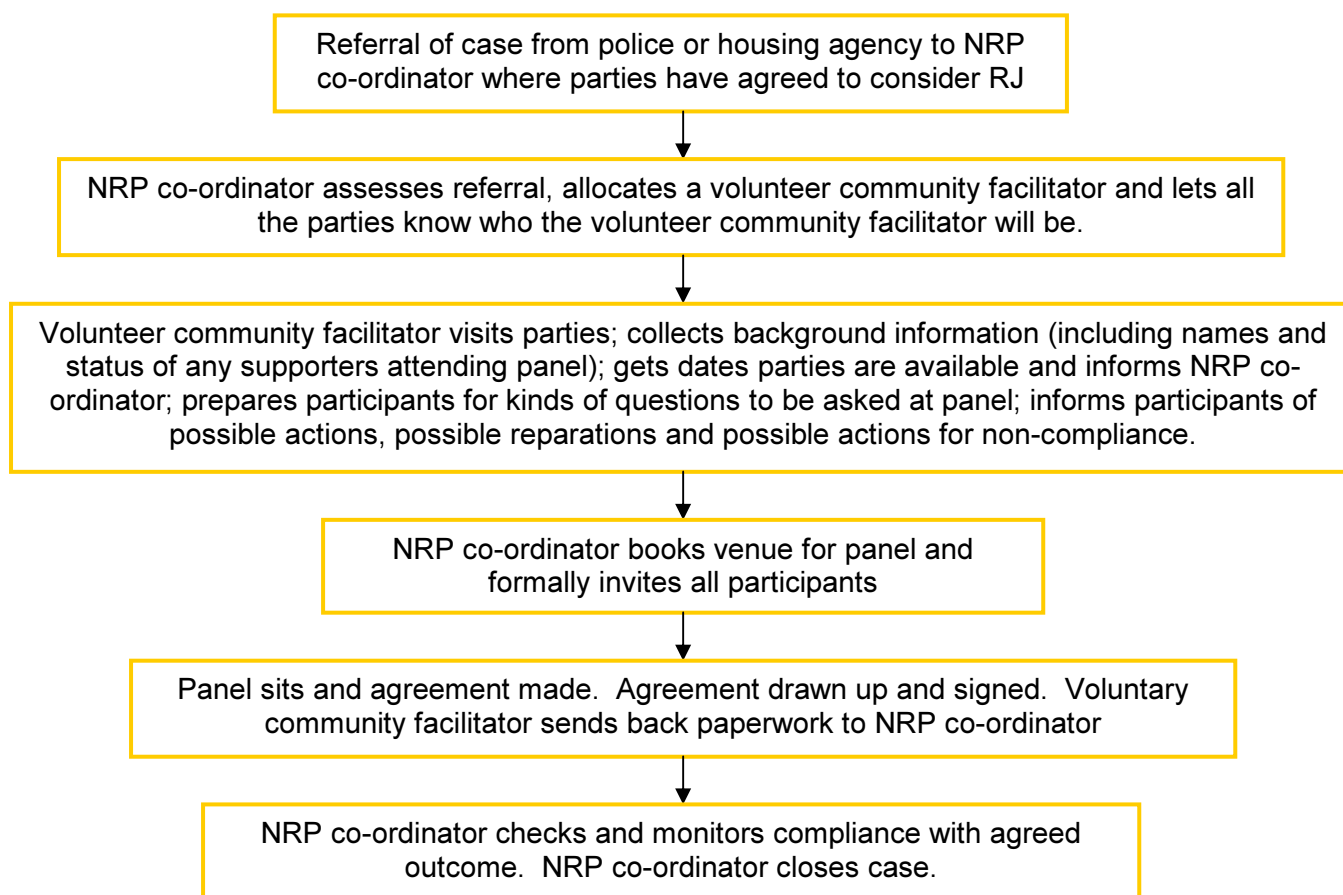
The option to refer a case to an NRP will sit alongside existing powers for police to use their discretion in applying out-of-court disposals. As with referrals from housing authorities, the police will only refer a case where both victim and witness have indicated a willingness to meet at a panel. (This willingness will, of course, be tested again by the co-ordinator as part of the process of arranging the panel meeting, and no meeting will ever take place without the express consent of both parties).

The categories of cases which might be referred to a panel are listed in the following table taken from the document *Testing Community Resolution Panels*.

<b>Type</b>	<b>Within scope</b>	<b>Out of scope</b>
Criminal or anti-	Criminal or anti-social	Any incidents of misbehaviour or

Type	Within scope	Out of scope
social misbehaviour	misbehaviour that is not serious enough to merit more formal action (otherwise would not have received any outcome), but which might be referred to the panel because the community have identified this type of behaviour as having a disproportionately adverse impact on local residents	offence where the offender does not admit responsibility or the victim does not agree
Criminal Offences	Summary only offences that have or will receive a formal out-of-court disposal (for example minor criminal damage or public disorder) but which the work of the panel could complement by agreeing for additional reparative activity to be undertaken by the offender	Offences against the person (including hate crime and domestic violence related offences) such as common assault and dishonesty offences, either way or indictable only offences. Any offence where the offender does not admit responsibility or the victim does not agree
Conditions attached to cautions administered by the police or the CPS	Where a conditional caution is to be administered, the panel could help the police or CPS to identify suitable conditions to be attached to the caution. The final decision on the conditions that an offender is invited to accept will be for the police and CPS.	Any offences for which the victim does not agree to participate.
Non criminal	Nuisance neighbour offences and other housing disputes .	Disputes where any participants may be at risk of harm. Panels cannot be used if the parties involved do not consent.
Patterns of behaviour not attached to a particular incident.	Through a mediation approach, individuals or groups involved in a pattern of behaviour that may not constitute an actual offence, but which has been identified by the community as an issue they would like dealt with	Panels cannot be used if the individuals involved do not consent.

**The process** (This is a simplified version of the model presently being used in the pilot areas. It may be varied locally). In Sheffield the target time from referral to completion is six weeks.



## Outcomes

The outcome of an NRP panel will be agreed by all parties. It will be important that the panel members and facilitator alike understand that it is not the role of the facilitator to decide.

The outcome will be an informal, voluntary written agreement signed by all the parties. In cases referred by the police it will be for the police to decide whether to record this as no further action taken, or that a restorative outcome has been reached. If the parties cannot agree on an acceptable outcome, the original referring agency will decide what further action is needed.

The types of outcome will be determined by the type and seriousness of the offence and the views of the victim. Possible kinds of outcome might include the offender writing a letter of apology; making some kind of reparation to the victim or community; making a financial reparation to repair criminal damage, or attending some kind of service intended to challenge and change problem behaviour.

A panel will not itself have the power to add to an agreement any condition that might come into force if the agreement is breached. A panel might suggest to the police what action might be taken in these circumstances but it will be for the police to decide what to do. Where the police and CPS

are considering offering a conditional caution the panel could agree suitable proposed conditions which could then be passed to the police or CPS for them to consider.

Compliance with the agreement will be monitored by the panel and the NRP co-ordinator and any non-compliance reported back to the referring agency for them to decide whether further action is required (for example proceeding to charge). Monitoring could include reconvening the panel to check on progress with the offender.

In “no fault” neighbour disputes, the outcome is likely to be an agreement that each party will act, or cease to act, in a particular fashion.

### What happens next

	Action	Date
1.	Council, police and other criminal justice system partners agree broad outline of scheme	Jan – Feb 2012
2.	Consultation with members, resident groups and other parties (e.g. Victim Support; magistrates; youth offending service; probation service)	Feb – March 2012
3.	Monitoring group established to oversee and evaluate the project in its early stages.	Feb – March 2012
4.	Co-ordinator job description finalised and recruitment undertaken	March 2012
5.	Co-ordinator in post	April – May 2012
6.	Co-ordinator undertakes consultation with parties, including detailed consultation with those services within the Council that may have an interest in the development of, and possible participation in, the proposed restorative justice scheme	
6.	Co-ordinator finalises Cambridge RJ process and produces all associated paperwork.	June 2012
7.	Scheme publicised (to include generating interest in volunteering to become a community facilitator)	June 2012
7.	Process started to recruit and train community facilitators	June – July 2012
8.	First cases referred to panel	July 2012 onward

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## Cambridge City Council

To: Executive Cllr Community Development and Health  
Report by: Trevor Woollams (Head of Community Development)  
Relevant scrutiny committee: Community Services March 15<sup>th</sup> 2012  
Wards affected: All

### City Centre Youth Venue

#### 1. Executive summary

- 1.1 This report sets out a proposal to work in partnership with the YMCA to explore options with young people to look at the practicalities of providing a new venue for young people in the centre of Cambridge.
- 1.2 The report summarises the findings from an initial survey of young people which is broadly supportive of the proposal. It emphasises the importance of engaging young people from the outset to completion to ensure that any facility meets their needs.
- 1.3 If this approach is supported, it is recommended that officers report back in October 2012 setting out progress.

#### 2. Recommendations

The Executive Councillor is recommended:

- 2.1 To agree that the Council should work in partnership with the YMCA to explore options with young people, as set out in section 4 of this report, with the aim of providing a new facility for young people in the centre of Cambridge.
- 2.2 To agree that £80,000 from the East Area Capital Grants Programme be provisionally allocated to the project until firm proposals have been worked up and agreed and costs have been established.

#### 3. Background

- 3.1 The Council is committed to prioritising services for children and young people. This commitment was reinforced in January when the

outcomes from the review of the Children and Young People's Participation Service (ChYpPS) were reported to this committee.

- 3.2 Whilst ChYpPS and the facilities they manage, including the Dec bus, the new Play Boat and the Urban Play Base at Cherry Hinton are primarily aimed at young people up to the age of 13, the Council provides and manages many other services and facilities which are used by young people from a range of ages. For example, the youth wing at the Meadows Community Centre, Brown's Field Youth and Community Centre, sports facilities and activities, arts provision and parks and open spaces. The Council also grant aids other service providers such as the Junction, Cambridge and District Scout Council, Cambridge Sea Cadets, Centre 33 and Romsey Mill and works closely with partners including the County Council on provision for young people.
- 3.3 Alongside this commitment the Council has been actively exploring further opportunities to help provide venues for young people in the City centre. This has proved difficult due to lack of appropriate buildings, high property prices and potential revenue costs that might be incurred. However, in the last few months, officers have been in discussion with the YMCA who have an aspiration to redesign and refurbish the ground floor of their premises in Gonville Place. Officers and the YMCA believe that this could provide an opportunity for a dedicated facility for young people which could include things such as meeting space, games room and café facilities.
- 3.4 The YMCA is the oldest youth charity in the world. Although it has a Christian ethos, it is open to young men and women regardless of faith, culture or background. They strive to recognise the positive contribution that young people make to communities and society as a whole. Across the country, many YMCAs run youth clubs and sports clubs with open access for young people of different ages. For example, the Sussex Central YMCA runs weekly youth clubs for 12-14 year old and 14-25 year olds and Taunton YMCA run junior and senior youth groups.
- 3.5 Cambridge YMCA was founded in 1852 and merged with Peterborough YMCA in 2004. They are committed to supporting all young people particularly in times of need. Their work spans a number of service areas including:
- **Housing and homelessness** for single homeless men and women aged 16-35.
  - **Sport, health, exercise and fitness.** They have a gym in their Cambridge building which is open to the general public and those with

special needs. They also run community based exercise sessions for the less able

- **Education and skills.** They offer a variety of vocational school and work based learning opportunities for young people.
- **Money and work.** They provide help to young people to assist their employability.
- **Citizenship and personal development.** They work to empower young people by involving them in activities that stimulate and challenge them and help them to realise their full potential.

3.6 The Cambridge and Peterborough YMCA has local experience of managing open access youth provision. The Girton Youth Project was developed with young people and has been running since 2006. The project provides youth clubs and learning and leisure activities from Cotton Hall in Girton. They run groups on different evenings for 8-11 year olds, 11-14 year olds and 14-19 year olds. The sessions give young people the chance to meet friends, play games or just relax in a friendly atmosphere. More detail can be found from their website: <http://www.girtonyouthproject.co.uk/index.php>

3.7 To gauge the views of young people, ChYpPS staff have surveyed people through secondary schools in the city. We wanted to see what support there might be for a city centre venue that could complement other facilities and services provided and act as a meeting place for young people. If there was support, we wanted to understand the sort of facilities that young people would want to see at such a venue. Finally, we wanted to gauge opinion as to whether the YMCA might be a potential host and location for a facility.

3.8 ChYpPS carried out the survey in January and early February and this indicated that there is a significant demand for some form of central meeting place and that this *could* be provided at the YMCA but this would depend on how the facility was run. The survey results can be seen at Appendix A.

3.9 The Head of Community Development has informally discussed the results of the survey with partners who provide 'youth' services including the County Council and voluntary organisations. They emphasised the need to fully engage young people, particularly 14 and 15 year olds and said that any scheme would only work if young people had shaped both the design and management of the facility. They expressed some concern about how the two activities of an open access youth facility and supported housing for particularly 'high need' young people would co-exist on one site. They believed that the biggest challenge was to avoid compromising either of these activities and to command the confidence of teenagers and their parents.

- 3.10 The Executive Councillor for Community Development and Health and the Head of Community Development met with the YMCA on 10<sup>th</sup> February to consider the survey results and agree whether the Council and YMCA should explore options with young people to look at the practicalities of providing a city centre venue for young people and deliver the improvements required by the YMCA. The meeting was very positive and it was agreed that every effort should be made to achieve this aim. It was emphasised that any solution must be achieved with the help and buy-in of young people who would need to be involved at every stage of the project. They should be able to influence the design of the venue, what was in it, how it would be managed and potentially decide a name for the venue which was discrete from that of the YMCA.
- 3.11 Both parties acknowledged that the degree to which a distinct identity could be established and maintained for an open access youth facility would be critical to the success of any plan – both operationally and so far as public perceptions are concerned. It was agreed that it would be a priority to address and test this before irreversibly committing to the project.
- 3.12 It was acknowledged that this might be challenging, however, each party felt that such issues could be openly discussed through discussion, consultation and negotiation.
- 3.13 As part of the way forward it was agreed that fact finding visits to other youth facilities would be helpful.

#### **4. The proposed way forward**

- 4.1 It is proposed that officers bring a report back to this committee in October 2012 to update on progress and, hopefully, to present a proposed scheme having worked closely with young people and partners to:
- a) Produce a physical design
  - b) Develop a proposed management approach
  - c) Establish how a clear identity for the youth facility can be achieved
  - d) Consult widely and publicly on the proposals with young people, parents and other interested parties.
- 4.2 We need to ensure from the outset that the project is developed with the active engagement of young people. Therefore, one of the first tasks will be to recruit a steering group of young people who will

advise officers and be able to consult their peers as proposals are worked up. Some of the young people may want to accompany officers to visit other youth facilities.

- 4.3 A small project group comprising officers from the Council and the YMCA will be set up to manage and monitor progress. They will take advice from the young people's steering group as plans are developed for construction, facility management and community access. It will also be important to involve partners from the County Young People's service, Centre 33, Romsey Mill etc.
- 4.4 Construction plans and management proposals will be drawn up by the YMCA in consultation with the project team and steering group.
- 4.5 Member engagement will be available in a number of ways. East Area Committee has the YMCA identified as a potential community facility project as part of their East Area Capital Grants Programme which is also on the Capital Plan. They will get regular updates on progress on this project as part of the programme. Members will also be invited to engage with the young people's steering group at appropriate stages to see how plans are progressing.

## **5. Resources**

- 5.1 In terms of staff resource it is proposed that the new post of 'Youth Participation Officer', agreed as part of the 2012/13 budget, will be the lead officer for the Council, under the direction of the Head of Community Development. They will liaise closely with ChYpPS and partner organisations as well as other Council officers.
- 5.2 In terms of capital, the Council's Capital Plan includes a budget of £100,000 for this purpose. The YMCA is also identified as a potential community facility in the East Area Capital Grants Programme it is proposed that £80,000 from this programme's budget is also provisionally set aside for the YMCA project and that the need for this contribution is reviewed as part of the October report. This would give a potential contribution from the Council of up to £180,000, to be met from developer contributions. It is likely that any capital contribution will be made as a grant attached to a legal agreement that will protect community access for the city's young people.
- 5.3 In terms of on-going revenue funding, it is anticipated that this would be met by the YMCA. It is proposed that there would be a close on-going relationship between the new Youth Officer post and the YMCA management to ensure the facility continued to meet the needs of young people.

## **6. Implications**

### **(a) Financial Implications**

These are set out in the report.

### **(b) Staffing Implications**

Set out in the report

### **(c) Equal Opportunities Implications**

An EQIA will need to be carried out once draft plans and access arrangements have been developed with young people but before any decisions are taken to formally commit capital resources.

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

None

### **(e) Consultation**

Set out in the report

### **(f) Community Safety**

The safety of young people will be given the highest priority as plans are progressed.

## **5. Background papers**

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

## **6. Appendices**

Appendix A: Young People Survey Results

## **7. Inspection of papers**

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

Author's Name: Trevor Woollams  
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Author's Email: Trevor.woollams@cambridge.gov.uk

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12 - City Centre Youth Venue FINAL.doc

## Appendix A

### Findings from Survey of 228 Young People – January 2012

#### Section 1: About the respondents

##### 1. Which School year are you in?

Answer Options	Response Percent	Response Count
7	35.6%	99
8	28.8%	80
9	21.2%	59
10	5.0%	14
11	9.0%	25
6th form	0.0%	0
college	0.4%	1
<i>answered question</i>		278
<i>skipped question</i>		30

##### 2. Are you male or female?

Answer Options	Response Percent	Response Count
Male	45.1%	138
Female	54.9%	168
<i>answered question</i>		306
<i>skipped question</i>		2

##### 3. What school do you attend?

Open Question	Response Count	
Chesterton Community College	54	
Coleridge & Parkside	94	
Impington Village College	8	
Manor Community College	30	
Netherhall	74	
Sawston	2	
St. Bedes	10	
Not provided	22	
<i>answered question</i>		294
<i>skipped question</i>		14

#### Section 2

##### 4. Where do you prefer to hang out?

Answer Options	Response Percent	Response Count
My local area	27.4%	82
Cambridge City Centre	20.7%	62
Both	51.8%	155
<i>answered question</i>		299
<i>skipped question</i>		9



### 5. When are you most likely to go into the city centre with friends?

Answer Options	Lots	Sometimes	Never	Response Count
Evenings	21	125	85	231
Daytime at the weekend	108	151	18	277
School holidays	114	114	24	252
<i>answered question</i>				307
<i>skipped question</i>				1

### 6. Where to you go when your in the city centre?

Open question	Response Count
Shops	233
Food	35
Cinema	81
Parks	29
Swimming	16
Skateboard park (Jesus Green)	7
Library	4
Corn Exchange	2
Arts Theatre	1
Town centre (unspecified)	21
<i>answered question</i>	292
<i>skipped question</i>	16

### 7. What's missing for young people in the city centre?

Open Question	Response Count
Somewhere to chill out / youth centre	65
More / cheaper shops	55
Skate park / activities in parks	46
More sports facilities	38
Nothing	19
Café for young people	14
Places to sit quietly and chat	8
More bike parks	6
More accessible places for wheelchairs	3
Zoo	2
Other	26
<i>answered question</i>	253
<i>skipped question</i>	55

8. If there was a venue provided where young people could hang out, what would you want it to be like?

Answer Options	Response Percent	Response Count
A place where all young people could meet	43.6%	129
A place aimed at older teenagers	11.8%	35
A place open for different ages on different days	48%	142
A general space to hang out with no activities	42.6%	126
Different activities planned on different days	43.2%	128
A place where young people can buy refreshments	62.8%	186
Refreshments are not important	16.6%	49
A venue in the city centre	31.8%	94
A venue in my local area	28.7%	85
It doesn't matter where it is	26.0%	77
<i>answered question</i>		296
<i>skipped question</i>		12

9. If Cambridge City Council and the YMCA worked together to provide a new venue for young people at the YMCA building near Parkers Piece, do you think you and your friends would use it?

Answer Options	Response Percent	Response Count
Yes	36.3%	105
No	8.3%	24
Depends on how it was run	55.4%	160
<i>answered question</i>		289
<i>skipped question</i>		19

## Project Appraisal and Scrutiny Committee Recommendation

<b>Project Name</b>	Refurbishment of Newmarket Road Cemetery buildings
<b>Committee</b>	Community Services
<b>Portfolio</b>	Community Development & Health
<b>Committee Date</b>	15 March 2012
<b>Executive Councillor</b>	Councillor Tim Bick
<b>Lead Officer</b>	Paul Necus

### Procurement recommendations:

- The Executive Councillor is asked to approve the carrying out and completion of the procurement of this project (which is included in the Council's Capital Plan) as outlined at 1.3 of this report.
- If the tender sum exceeds the estimated contract value of £120,000 by more than 15% the permission of the Executive Councillor and Director of Resources will be sought prior to proceeding.

## 1 Summary

### 1.1 The project

This project aims to make effective and efficient use of Council buildings, to improve facilities for those attending funeral services that are using the Chapel, and to improve welfare facilities for staff and visitors to the Cemetery. It is intended to procure these necessary improvements as a capital project, to be completed before the end of March 2013, and in line with other improvements that are intended to return the Cemetery Lodge to Housing provision. The project designs in features that allow more segregation between the housing role of the former Cemetery Lodge, and day-to-day cemetery operations.

Target Start date	<b>June 2012</b>
Target completion date	<b>December 2012</b>

## 1.2 The Cost

Total Capital Cost	<b>Approx £120,000</b>
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Capital Cost Funded from:

Funding:	Amount:	Details:
General Fund	<b>£70,000</b>	
HRA Capital Fund	<b>£50,000</b>	

Revenue Cost

Year 1	current budget provision
Ongoing	current budget provision

## 1.3 The Procurement

It is anticipated that the most efficient method of procurement is to invite companies to tender for this work. The alternative would be for a joint project with the refurbishment of the cemetery lodge.

## 2 Capital Project Appraisal & Procurement Report

### 2.1 What is the project?

The Refurbishment Project is necessary because the area currently used for an office at Newmarket Road Cemetery will need to revert back to being residential accommodation within the Cemetery Lodge. The Cemetery facilities are to be refurbished with the following:

- Existing garage to become a waiting room to the Chapel, with an internal entrance to the Chapel, and glass door frontage

- Creation of a business reception & display area and office space
- Refurbish existing waiting area for use as a meeting room
- Improvements to vestry and internal toilet facilities
- Improvements to the existing external toilet facilities

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

- To make effective and efficient use of Council buildings
- Improve facilities for those attending funeral services that are using the Chapel
- Improve welfare facilities for staff and visitors to the Cemetery.

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

Various stakeholder groups will benefit from the proposed works:

- **Funeral Directors** – provision of a waiting room for mourners
- **Housing** – existing office to revert back to a room within the Cemetery Lodge
- **Officiants** – provision of improved vestry and toilet facilities
- **Public** – both mourners attending funerals and visitors to the cemetery with waiting room and improved toilet facilities
- **Staff** – (1) Provision of an office and a meeting room

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

The key risk associated with this project is staff currently based on this site will have to be found new accommodation elsewhere, with the existing office being reclaimed as part of the Cemetery Lodge.

## **2.5 Financial implications**

- Appraisal prepared on the following price base: 2011/12
- The project will be funded from the General Fund by £70,000 and a total of £50,000 from HRA. The estimated cost of this

project will be in the region of £120,000.

## 2.6 Capital & Revenue costs

<b>(a) Capital</b>	<b>£</b>	<b>Comments</b>
Building contractor / works	75,000	
External works and services	5,000	
Preliminaries	10,000	
Professional / Consultants fees	20,000	inc M&E Works of up to £2,000
IT Hardware/Software		Fibre optic/wireless
Contingency	10,000	
<b>Total Capital Cost</b>	<b>120,000</b>	<b>estimate</b>

<b>(b) Revenue</b>	<b>£</b>	<b>Comments</b>
Repairs & Renewals	0	
<b>Total Revenue Cost</b>	<b>0</b>	

## 2.7 VAT implications

There are no VAT implications with this project.

## 2.8 Other implications

These proposals will allow us to meet our staff welfare objectives through the provision of a business reception and meeting room accommodation, also improving services to the bereaved and visitors to the cemetery.

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

Lead Officer (Bereavement Services) – Barbara Scruby  
 Project Management -Paul Marshall  
 Legal and Procurement support  
 IT input

## **2.10 Identify any dependencies upon other work or projects**

It is desirable from the aspects of site management and customer service that this work is coordinated with the refurbishment of the Cemetery Lodge. The merits and feasibility of using the same building contractor will also be considered.

## **2.11 Background Papers**

## **2.12 Inspection of papers**

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Date prepared:	13 February 2012

## Capital Project Appraisal - Capital costs &amp; funding - Profiling

## Appendix A

	2011/12	2012/13	2013/14	2014/15	2015/16	Comments
	£	£	£	£	£	
<b>Capital Costs</b>						
Building contractor / works	0	75,000				
Purchase of vehicles, plant & equipment						
Professional / Consultants fees	0	20,000				
Other capital expenditure:	0	25,000				
<b>Total Capital cost</b>	<b>0</b>	<b>120,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Capital Income / Funding</b>						
General Fund	0	70,000				21158
HRA Capital Fund	0	50,000				
<b>Total Income</b>	<b>0</b>	<b>120,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Capital Bid</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	